

**TOWN OF GRAY**  
**GRAY TOWN COUNCIL**  
**AGENDA • NOVEMBER 14, 2023**

**Gray Town  
Council Regular  
Meeting**

**Town Council Chambers**  
**24 Main Street, Gray, ME 04039**  
**<https://us06web.zoom.us/j/89539021213>**  
**Phone 646-558-8656 / Meeting ID: 895 3902 1213**

**7:00 PM**

**I. OPENING STATEMENT**

*This meeting will be held in person and online with the link provided in the agenda header. For the Public Hearings, residents can click in to participate or call in using the number provided during the Public Hearings as detailed in the agenda.*

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE TO THE FLAG**

**IV. CONSENT AGENDA 5 MINS**

1. Minutes from the Town Council Meeting on October 17, 2023

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

*Comments are intended for information sharing, not discussion. Comments in excess of three minutes are welcome at the end of the agenda prior to adjournment. Call 646-558-8656 / Meeting ID: 895 3902 1213*

**VI. ADJUSTMENTS TO THE AGENDA 5 MINS**

**VII. PUBLIC HEARING 7:20PM**

1. Public Hearing - To Review and Act Upon Approving a Practical Difficulty Variance for Erin Watson who has requested permission to create a second driveway entrance located at the end of Collyer Brook Road to access her property at 99 Depot Road, Gray Maine Tax Map 037, lot 039-012-010, located in a Rural Residential and Agricultural Zone. **20 MINS**

Proposed motion:

Ordered, the Gray Town Council grants Erin Watson a practical difficulty variance for a second driveway entrance located at the end of Collyer Brook Road to access her property at 99 Depot Road, Gray Maine Tax Map 037, lot 039-012-010, located in a Rural Residential and Agricultural Zone.

**VIII. ACTION ITEMS 7:40PM**

1. To Review and Act Upon Ending the Moratorium on Self-Storage Developments currently scheduled to expire on December 27, 2023. **5 MINS**

Proposed motion:

The Town of Gray hereby ordains that the moratorium on self-storage developments is ended, effective Monday, November 20, 2023.

2. To Review and Act Upon Approving a Bid Award for the lease of a crossover electric vehicle for the Code Enforcement Department. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council accepts the bid to lease a Rav4 Prime Plugin Hybrid from Lee Toyota in an amount not to exceed \$41,782.

3. To Review and Act Upon Approving the Bid Award for the lease of a four-wheel drive truck for the Facilities Department. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council accepts the bid to lease a Ford F-150 Hybrid from Casco Bay Ford in an amount not to exceed \$52,855.

4. To Review and Act Upon Approving the Appointment of Caili Elwell as a regular member of the Community & Economic Development Committee with a term expiring on August 31, 2026. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints Caili Elwell as a regular member of the Community & Economic Development Committee with a term expiring on August 31, 2026.

5. To Review and Act Upon Approving the Appointment of Schelene Shevchenko as a regular member of the Resiliency Committee with a term expiring on August 31, 2026. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints Schelene Shevchenko as a regular member of the Resiliency Committee with a term expiring on August 31, 2026.

6. To Review and Act Upon Approving the Appointment of Zhenya Shevchenko as a regular member of the Planning Board with a term expiring on August 31, 2026. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints Zhenya Shevchenko as a regular member of the Planning Board with a term expiring on August 31, 2026.

7. To Review and Act Upon Approving the Appointment of Chelsea Roy as a regular member of the Resiliency Committee with a term expiring on August 31, 2026. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints Chelsea Roy as a regular member of the Resiliency Committee with a term expiring on August 31, 2026.

**IX. REPORT FROM THE COUNCIL CHAIR 5 MINS - 8:15PM**

**X. REPORT FROM THE TOWN MANAGER 5 MINS**

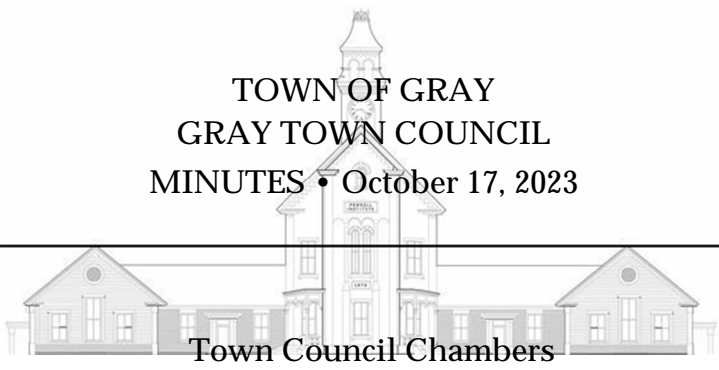
**XI. COMMITTEE REPORTS 10 MINS**

**XII. COUNCIL CORRESPONDENCE/ACTIVITIES 10 MINS**

**XIII. ADJOURNMENT 8:45PM**

*\* The Town of Gray is an equal opportunity employer and complies with all applicable equal access to public accommodations law. If you are planning to attend a Town Council or Town committee or board meeting and need assistance with a physical disability, please contact the Town Manager's office at least 48 hours in advance of the meeting to have the Town assist you. 657-3339. TTY 657-3931.*

TOWN OF GRAY  
GRAY TOWN COUNCIL  
MINUTES • October 17, 2023



Gray Town Council  
Regular Meeting

Town Council Chambers

7:00 PM

24 Main Street, Gray, ME 04039

<https://us06web.zoom.us/j/81919975829>

Phone 646-558-8656 / Meeting ID: 819 1997 5829

**I. OPENING STATEMENT**

This meeting will be held in person and online with the link provided in the agenda header. For the Public Hearings, residents can click in to participate or call in using the number provided during the Public Hearings as detailed in the agenda.

**II. ROLL CALL**

Attendee Name	Title	Status
Krista Chappell	Chair	Present
Matthew Hight	Council Member	Present
Anne Gass	Council Member	Present
Dan Maguire	Vice Chair	Present
Martin Meaney	Council Member	Present

**III. PLEDGE OF ALLEGIANCE TO THE FLAG**

**IV. CONSENT AGENDA**

IV.1 Minutes from the Town Council Meeting on October 3, 2023

MOTION: Ordered, the Gray Town Council approves the consent agenda

RESULT:	PASSED 5-0
MOTION BY:	Matthew Hight
SECOND BY:	Martin Meaney
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Anne Gass, Matthew Hight

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

The Public Comment period was opened at 7:13 PM.

No comments.

The Public Comment period was closed at 7:13 PM.

VI. ADJUSTMENTS TO THE AGENDA

None.

VII. PUBLIC HEARING

VII.1 To Remove from the Table the Second Reading and Public Hearing for changes to the Zoning Ordinance (Chapter 402) including the addition of a new section for self-storage facility standards and amendment of the Village Center Design Standards.

Public hearing closed at 7:16PM

MOTION: Ordered, the Gray Town Council removes from the table the Second Reading and Public Hearing for amendments to the Zoning Ordinance (Chapter 402) including the addition of a new section for self-storage facility standards and amendment of the Village Center Design Standards.

RESULT:	PASSED 5-0
MOTION BY:	Dan Maguire
SECOND BY:	Anne Gass
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Anne Gass, Matthew Hight

VII.2 Second Reading and Public Hearing - To Review proposed changes to the Zoning Ordinance (Chapter 402) regarding self-storage facility standards and amendment of the Village Center Design Standards.

Doug Webster explained the changes.

Public hearing closed at 7:19pm.

Council discussed the changes.

MOTION: Be it Ordained, the Gray Town Council approves the proposed changes to the Self Storage Ordinance (Chapter 402) including the addition of a new section for self-storage facility standards and amendment of the Village Center Design Standards.

RESULT:	PASSED 5-0
MOTION BY:	Anne Gass
SECOND BY:	Dan Maguire
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Anne Gass, Matthew Hight

VII.3 Second Reading and Public Hearing - To Review proposed amendments to the Zoning Ordinance (Chapter 402) and the Village Center/VC Proper Design Standards related to State law 30-A MRSA Sections 4364 and 4364-A, regarding affordable housing projects and housing density.

Public hearing closed at 7:28PM

Council Chair Chappell discussed that these changes are State mandated.

Doug Webster stated that some of the changes were made based on comments that the Council made.

Council Chair Chappell stated that the Town of Gray has been doing a good job getting these State mandated changes made.

MOTION: Be it Ordained, the Gray Town Council approves the proposed amendments to the Zoning Ordinance (Chapter 402) and the Village Center/VC Proper Design Standards related to State law 30-A MRSA Sections 4364 and 4364-A, regarding affordable housing projects and housing density.

RESULT:	TABLED 5-0
MOTION BY:	Matthew Hight
SECOND BY:	Martin Meaney
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Anne Gass, Matthew Hight

VII.4 Public Hearing - To Review proposed changes to the municipal General Assistance Ordinance repealing and replacing appendices A through H of the existing ordinance, which shall be in effect from October 1, 2023 through September 30, 2024.

Public hearing closed at 7:36PM

MOTION: Be it Ordained, the Gray Town Council amends the municipal General Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance, which shall be in effect from October 1, 2023 through September 30, 2024.

RESULT:	TABLED 5-0
MOTION BY:	Martin Meaney
SECOND BY:	Matthew Hight
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Anne Gass, Matthew Hight

VIII. REPORT FROM THE COUNCIL CHAIR

Reminder 10/24/23 there is a public meeting with Don Gerrish of Eaton Peabody for feedback about what the public would like to see from the next Town Manager.

Joint Leaders Meeting met 10/17/23.

GPCOG is hosting a regional convening at the Gray Library 10/18/23.

Nat Tupper, the Town Manager at North Yarmouth, put in his notice that he is retiring, and the Town Manager of Cumberland is also retiring.

Gray is looking to get some space on the State Police radio tower, and Cumberland may be getting a new tower, and we could reach out to them about joining in with Cumberland.

IX. REPORT FROM THE TOWN MANAGER

Packet page 81 is an idea/effort to have a nice graphic at the end of Town Council meetings to help give easily accessible information to anyone who is interested, rather than having to go through all of the agenda and minutes to get an idea of what is going on.

The Interim Town Manager will not be available for one of the last Town Council meetings this year, and he mentioned that budget requests will be needed by department heads in December. Council discussed some possible changes to the timeline of budget requests.

The communication to Town committee members is being worked on and cleaned up, and he is working on a process for the communication.

He is reinforcing deadlines for Town Council packets.

Reminder that Pennell is closed for Veteran’s Day on 11/10 and the Transfer station is closed on 11/11. He wishes a Happy Halloween to all, and he thanks all the staff for their work.

X. COMMITTEE REPORTS

Councilor Chappell:

- Ordinance Advisory meets Thursday

- GPCOG Executive Committee met 10/17

Councilor Maguire:

- Planning board met 10/16/23 and discussed the CZA for Woodcock.

Councilor Hight:

- Recreation Committee
- Dry Mills Committee met 10/16
- GCTV

Councilor Gass:

- Open Space Committee met w/ Terrdyne regarding Blackthorne Rd. and a possible subdivision. Open Space Committee is interested in getting involved in trails on the Blackthorne open space.
- Resiliency Committee will meet Monday
- CEDC has no quorum.

Councilor Meaney:

- Zoning Board of Appeals meets 10/25/23 7PM
- Finance Committee meets 10/19/23
- Wild Blueberry Festival will meets 10/26/23 and has a presentation on 11/14/23
- Planning Board met 10/16/23

## XI. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Chappell: Met with MeDOT yesterday. Had lunch last week with Sandy Carder. She got feedback from Doug Webster noting that the PB is at a critical point, with the minimum amount of members. Received and email from Debra Smith regarding Code Enforcement issues. Tammy Munson asked for a meeting with Town Council.

Received a letter from Yarmouth Lumber asking for a waiver for the weight limit for trucks because they have a hard time turning. The Planning Dept. would also like a workshop with Council. Council Chair Carder discussed scheduling workshops.

Councilor Maguire: Received communication from Brandon Pollard regarding his cannabis business. Sent an email to Paul Johnson at GPCOG to get access to the short term rental database.

Councilor Gass: Met with Kristen Muszynski, Doug Webster, Josh Tiffany and the MeDOT about the village transformation project.

Helped Town Staff coordinate a public meeting regarding rehab for Route 100 North Monday 11/13 6PM on Zoom and available on Zoom in the library.

Vision Zero advisory committee meets 10/31/23.

New section of the VALT will be opening soon.

Met with Kyle regarding residents who do not receive Town mailings.

Complaint from resident regarding bike trails on private property at Libby Hill.

Complaint from resident about the walk signals at the intersection on Main Street.

Asked about which Councilor can become a liaison for the Cannabis Ordinance Committee.

Councilor Hight and Chair Chappell will meet up to discuss this.

Councilor Hight: None

Councilor Meaney: Had lunch at the First Congregational Church in New Gloucester and it was great.

XII. ADJOURNMENT

MOTION: to Adjourn at 8:40PM

RESULT:	TABLED 5-0
MOTION BY:	Matthew Hight
SECOND BY:	Martin Meaney
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Anne Gass, Matthew Hight

\_CLZ\_

## 99 DEPOT ROAD TIMELINE

**\*Please see corresponding document numbers**

1. 3/30/16 - The Town of Gray issued a driveway permit for 99 Depot Rd tax map/lot 037-039-012-010. Permit # #16-278 (see attached)
2. 5/31/16 - The State of Maine issued a driveway permit for Depot Rd Driveway (see attached measurements) Permit #18980. (see attached)
3. 5/21/18 – The Town received a faxed letter requesting access on Collyer Brook Rd from Norman Saindon (see attached)
4. 6/6/2018 – The Town noted on the request “no driveway off hammer head.” (see attached)
5. 3/3/22 – Informative letter mailed to 99 Depot Rd from George Froehlich- CEO (see attached)
6. 8/29/23 – Owner applied for an Administrative Appeal for a driveway located off Collyer Brook. (see attached)
7. 9/12/23 – The owner submitted a driveway entrance application to the Town of Gray. At that time, the owner was informed that this was not allowed. The owner was also informed that decisions of the Public Works Director are heard by the Town Council, not the ZBA. We then moved the appeal to the Town Council agenda.
8. 10/24/23 – The Town received an email from Erin Watson explaining her appeal of the decision of Tim Estes. (see attached)
9. \*Please see attached correspondence from the Public regarding this appeal.

Permit # 16-278

\$ 100

MAR 30 2016

**PERMIT FOR ENTRANCE**

DATE 3/28/16

PHONE # OF APPLICANT 926-6060 office  
712-9602 cell

MAP 037 LOT 039-012-010

IN ACCORDANCE WITH THE TOWN OF GRAY'S ENTRANCE AND CULVERT POLICY,  
APPLICATION IS HEREBY MADE BY MCATEE COMPANY INC.  
WHOSE ADDRESS IS, 106 POND RD NEW GLOUCESTER, ME 04260

TO CONSTRUCT AN ENTRANCE TO THE PROPERTY ON DEPOT RD MAP 37  
Block 39

THE FOLLOWING IS INFORMATION IN REGARD TO THE REQUESTED ENTRANCE(S)  
LOT 12  
SUBLOT 10

1. Number of entrances requested: 1
2. Proposed width of entrance: 30' (it is staked already)
3. Entrance shall be no less than ten (10) feet from property line.
4. Minimum length of culvert shall be twenty-four (24) feet.

The applicant hereby agrees:

1. To pay for any culverts and/or drainage structure which may be necessary for drainage, the size type and length of culverts and size and type of other incidental structures to be as recommended by the Town Manager or Public Works Director of said Town of Gray.
2. To construct said driveway approach and install culvert(s) in accordance with Town of Gray Rules and Regulations.
3. To provide, erect and maintain all necessary barricades, lights, warning signs and other devices to safe guard traffic property while the work is in progress.
4. That the road or street will at no time be closed to traffic.
5. No building construction shall take place until Driveway Entrance has been completed and approved and all specifications met.
6. A Certificate of Occupancy shall not be issued until Driveway Entrance has been approved and signed by the Road Commissioner or Public Works Director.
7. **Once driveway is properly staked, please call Code Officer at 657-3112 to leave message.**

Further condition of the permit shall be that the applicant shall well and truly pay all damages, fines and penalties for which he shall become liable and shall indemnify and save harmless aid Town of Gray against all suits, claims, damages and proceedings of every kind arising out of the construction of said entrance.

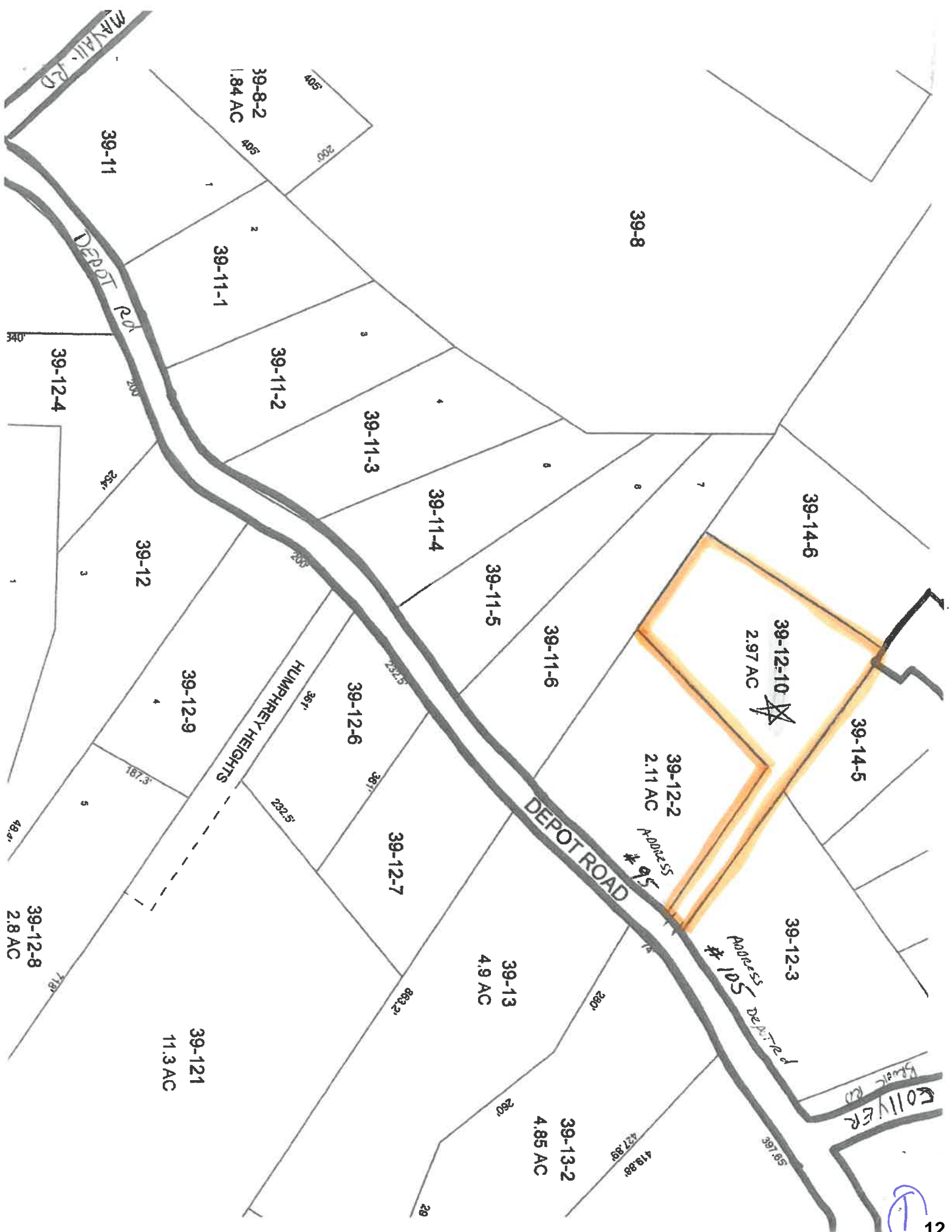
Doug McAtee ITS president  
SIGNATURE OF APPLICANT

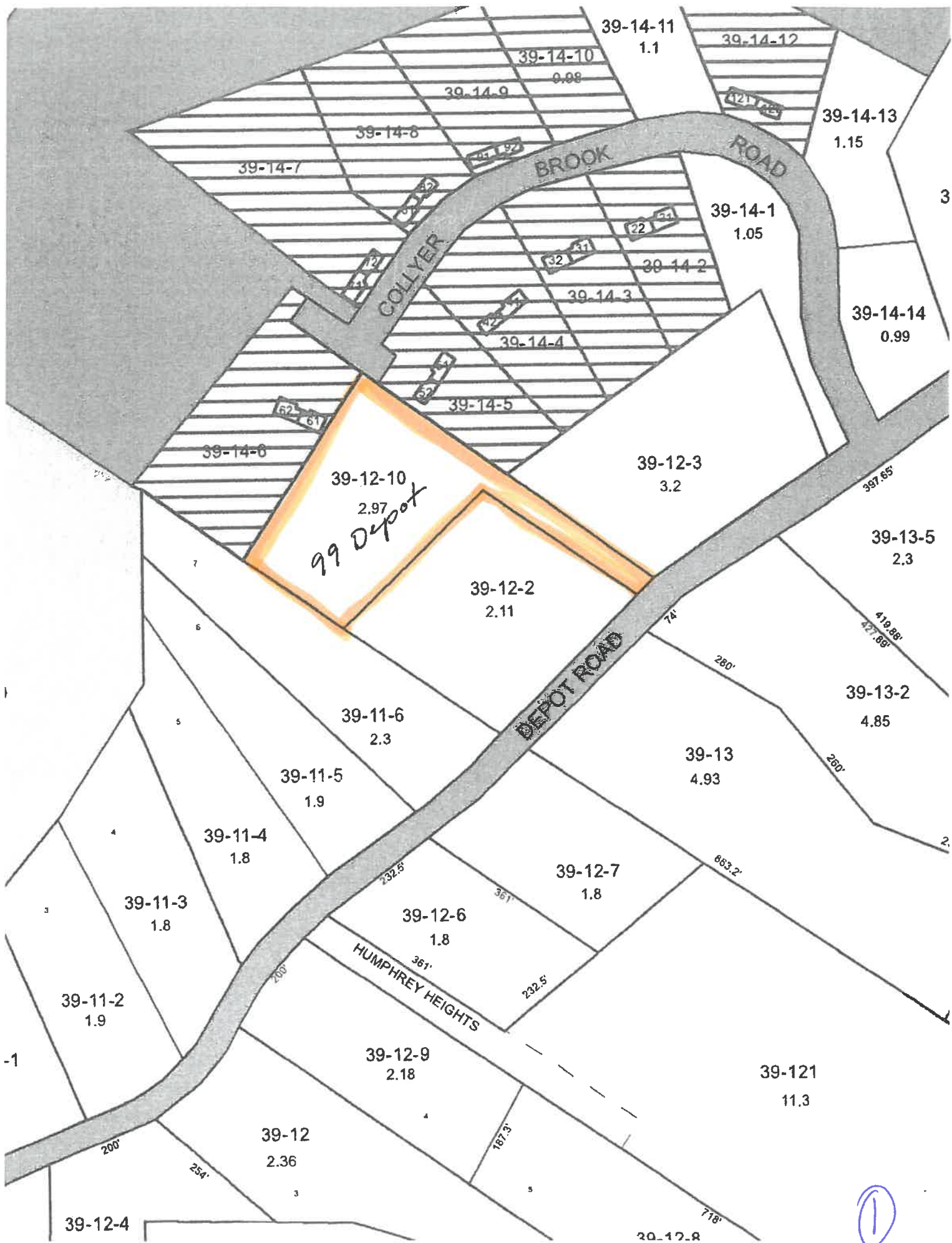
Steve LaVallee 6-21-16  
CEO

Steve LaVallee 6/21/16  
Steve LaVallee, Public Works Director (Date)

Culvert(s) Needed:

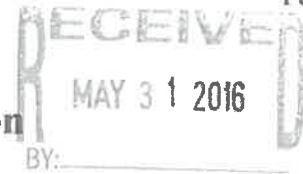
\_\_\_\_\_ inches X \_\_\_\_\_ feet







# Maine Department of Transportation



Paul R. LePage  
Governor

## Driveway/Entrance Permit

David Bernhardt, P.E.  
Commissioner

Permit Number: 18980 - Entrance ID: 1

### LOCATION

**OWNER**  
Name: **McAtee Company, Inc.**  
Address: **106 Pond Road**  
**New Gloucester, ME 04260**  
Telephone: **(207)926-6060**

Route: **C459N, Depot Road**  
Municipality: **Gray**  
County: **Cumberland**  
Tax Map: **39 Lot Number: 12-10**  
Culvert Size: **inches**  
Culvert Type: **N/R**  
Culvert Length: **feet**  
Date of Permit: **May 25, 2016**  
Approved Entrance Width: **22 feet**

Date Printed: May 25, 2016

In accordance with rules promulgated under 23 M.R.S.A., Chapter 13, Subchapter I, Section 704, the Maine Department of Transportation (MaineDOT) approves a permit and grants permission to perform the necessary grading to construct, in accordance with sketch or attached plan, a **Driveway to Single Family Dwelling** at a point **454 feet West from Collyer Brook Road at GPS coordinates: 43.892430N, -70.287370W**, subject to the Chapter 299 Highway Driveway and Entrance Rules, standard conditions and special conditions (if any) listed below.

### Conditions of Approval:

This Permittee acknowledges and agrees to comply with the Standard Conditions and Approval attached hereto and to any Specific Conditions of Approval shown here.

(G = GPS Location; W = Waiver; S = Special Condition)

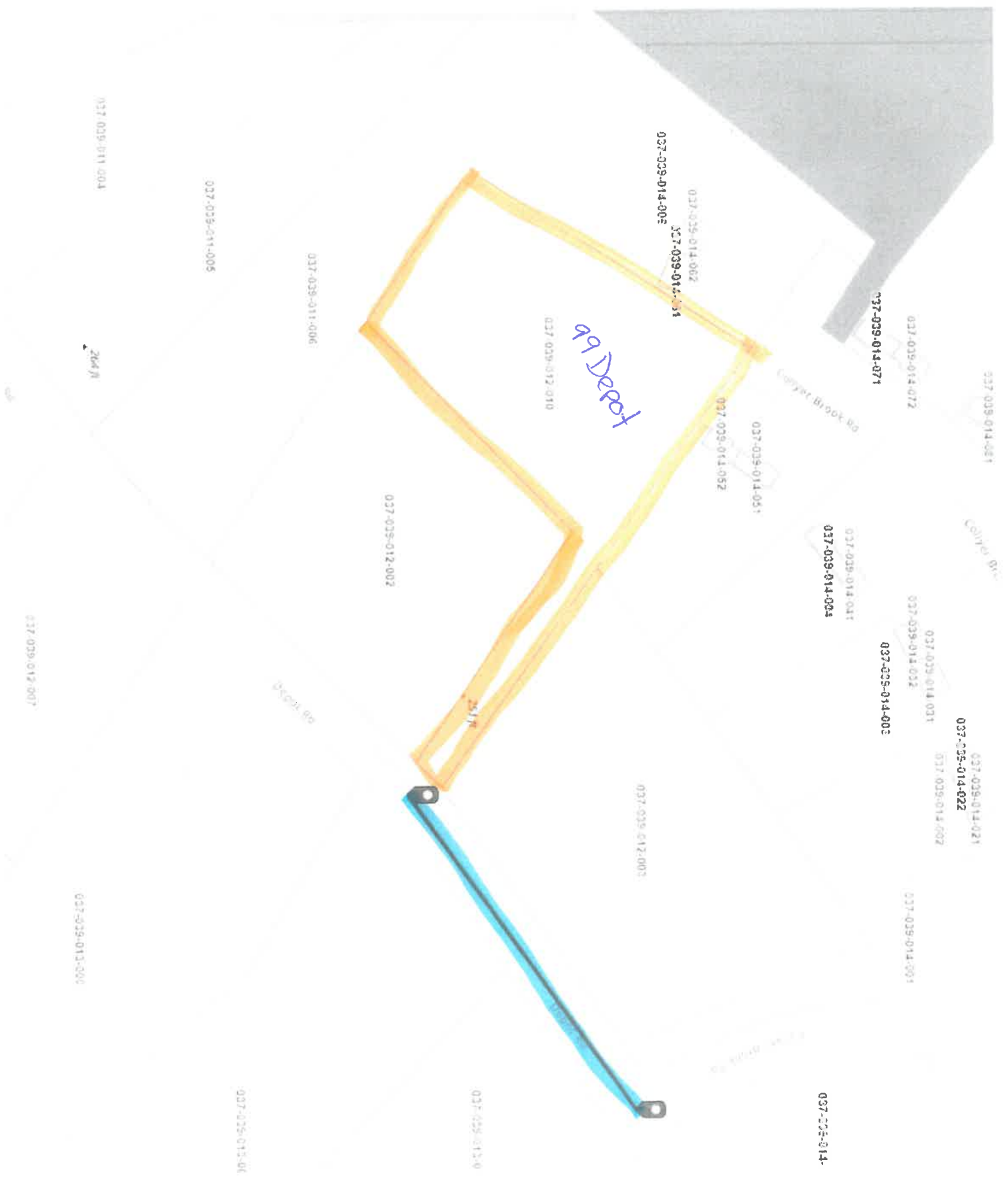
**G - THE ENTRANCE SHOULD BE LOCATED AT GPS COORDINATES: 43.892430N, -70.287370W.**

S - In the town of Gray on the northwesterly side of Depot Road, approximately 454 feet southwesterly of Collyer Brook Road and approximately 60 feet northeasterly of utility pole 26.

S - The existing bituminous curb shall be saw cut so that it creates a terminal end ("tip down") 4 feet in length and/or in compliance with MaineDOT Standard Detail 609.

S - As noted in the attached MaineDOT Entrance / Driveway Details, the driveway shall be paved to the edge of the highway right-of-way if the driveway grade exceeds 10%. Additionally, runoff from the driveway shall not be allowed to enter any paved portion of the highway. It shall be the responsibility of the Property Owner to create ditches or drainage channels, if needed, for controlling any runoff into the highway right-of-way.

Approved by: Anthony Fortanul Date: 5-25-2016



BLUE LINE REPRESENTS ± 454' WEST OF COLLYER BROOK ROAD  
 (SEE MDOT PERMIT # 18980)

2

From - Norman Saindon  
207-577-0079

Preferred  
Email - NSaindon@Lewistonmaine.gov

I am interested in purchasing a piece  
of land on Depot Rd Lot information  
15037-39-12-10 2.97 AC.

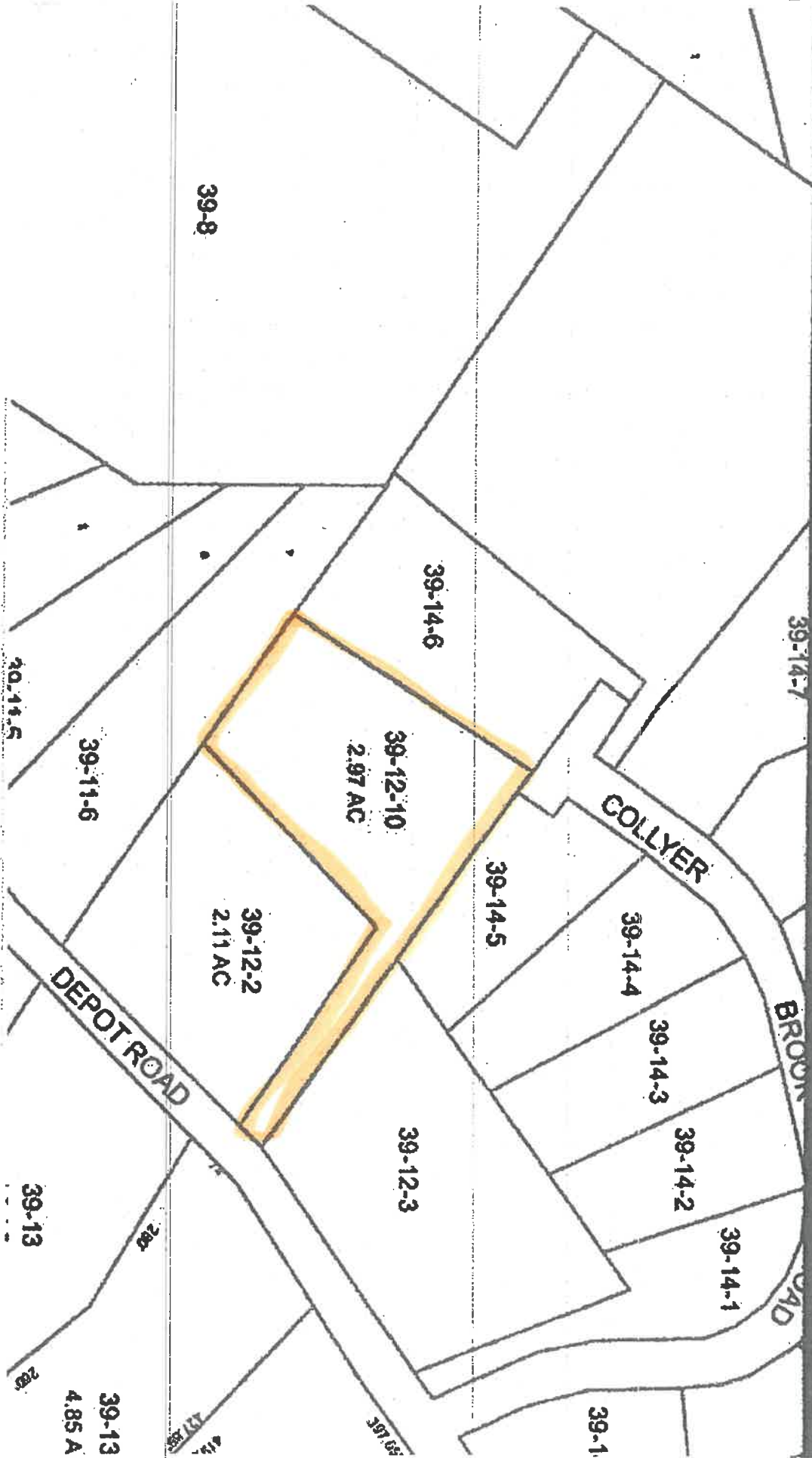
I need to know if the land can be  
accessed from Colyer Brook Rd. for  
a Driveway? the access from Depot Rd  
is not practical. I am attaching  
a lot map. the land appears to be connected  
to the Rd. Can you tell me if there is  
enough frontage for a driveway?

Thank you

6-6-2018  
No Driveway  
off From Hamlet  
Head.

③

town of Gray Maine



1 / 1

3



## TOWN OF GRAY

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

### CODE ENFORCEMENT OFFICE

George Froehlich-Asst. CEO  
gfroehlich@graymaine.org  
(207) 657-3112

March 3, 2022

Mrs. Erin D. Watson  
99 Depot Road  
Gray, Maine 04039

RE: Tax Map 37 Lot 39-12-10  
Zone: Rural Residential and Agricultural

I am writing to you as the town's assistant code enforcement officer regarding vehicular access to 99 Depot Road, Gray Maine, Tax Map 37 Lot 39-12-10. Please be advised that your property located at 99 Depot Road, Gray Maine, Tax Map 37 Lot 39-12-10 has been the subject of several complaints regarding vehicular access that has not been permitted by the Town of Gray to the aforementioned lot.

The vehicular access to the lot is permitted as per the Back Lot Access Easement 402.7.5 and by the granting of the approved Driveway / Entrance Permit #20-000028.

Please cease non permitted vehicular access to the above mentioned lot from the hammer head at the end of Collier Brook Road. Although this letter is informative in nature and not a formal notice of violation, the town reserves the right to pursue action against anyone violating the letter or intent of the town ordinance.

Sincerely,

A handwritten signature in black ink, appearing to read "George Froehlich", with a long, sweeping underline.

George Froehlich  
Town of Gray, Maine  
Assistant Code Enforcement Officer

CC  
Nate Rudy, Town Manager  
Alec Dodd, Director of Public Works



**VARIANCE APPLICATION-HARDSHIP  
ZONING BOARD OF APPEALS  
TOWN OF GRAY MAINE**

For Office Use Only  
Date Submitted: 8/29/23  
Tent. Sched. for: \_\_\_\_\_  
Amount Paid: \$ 300

**PROPERTY INFORMATION**

Property Location/Address	<u>99 Depot Rd.</u>	Property Map/Lot	<u>037-039-012-010</u>
Zoning District	<u>Gray</u>	Lot Acreage	<u>3+-</u>
Owner Name	<u>Erin Watson</u>	Owner Phone Number	<u>207-400-4409</u>
Number of Dwelling Units	<u>2</u>		

**APPLICANT**

Name (If different than owner)		Email Address	<u>erin.watson242@gmail.com</u>
Mailing Address	<u>99 Depot Rd.</u>	Contact Phone Number	<u>207-400-4409</u>
Mailing City/State/Zip	<u>Gray, ME, 04039</u>	Alternate Phone Number	<u>N/A</u>

**VARIANCE INFORMATION**

Per Gray Zoning Ordinance 402.9.2.B.2:

**Variance Appeals:** To hear and decide, upon appeal, in specific cases where a relaxation of the terms of this Ordinance would not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of this Ordinance would result in unnecessary or undue hardship. A variance may be granted by the Board only where strict application of the Ordinance, or a provision thereof, to the petitioner and his/her property would cause undue hardship. The words "undue hardship" mean:

- a. That the land in question cannot yield a reasonable return unless a variance is granted;
- (b)** That the need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood;
- c. That the granting of a variance will not alter the essential character of the locality; and
- d. That the hardship is not the result of action taken by the applicant or a prior owner.

Establishment or expansion of a use or structure otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the Zoning District or uses in adjoining Zoning Districts. The Board of Appeals shall grant a variance only by concurring vote of at least three (3) members and in so doing may prescribe conditions and safeguards as are appropriate under this Ordinance.

Describe request (description may be attached separately). Survey of property required to be attached.

Requesting access to my property via Colleyenbook Rd for safer passage in winter months.

	Current Requirement	Currently Existing	Proposed
Front Setback			
Rear Setback			
Side Setback			
Other Setback (describe)			
Max. Lot Coverage			
Max. Impervious Surface			
Min. Lot Area			
Min. Street Frontage			
Other (describe)			

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**CRITERIA - BRIEFLY DESCRIBE HOW YOUR REQUEST MEETS EACH OF THE FOLLOWING:**

a. That the land in question cannot yield a reasonable return unless a variance is granted;

Driveway is excessively steep resulting in unsafe passage. Because of the severity, it depreciates value, and makes units significantly more difficult to rent. (2 unit house)

b. That the need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood;

As of now, we have a driveway + Mailbox on depot Rd. We plan to use this as our primary entrance most of the year. 30ft of my property touches Collyerbrook rd, which I am requesting to use for winter months. The driveway has a uniquely treacherous driveway, already resulting in accident.

c. That the granting of a variance will not alter the essential character of the locality; and

↳ in Addition, emergency vehicles are not able to get to the property.

NO

d. That the hardship is not the result of action taken by the applicant or a prior owner.

NO

Per Gray Zoning Ordinance 402.9.2.B.4:

**Variance Review Criteria:** In hearing variance appeals under this section, the Board of Appeals shall determine that the applicant has demonstrated that all of the undue hardship or practical difficulty criteria in sub-Sections 2 and 3 above have been met. Additionally, the Board shall consider the following criteria in its decision to grant any variances or impose conditions:

- What effect will be proposed variance have on the prevailing character of the area?
- Does the proposed variance require special screening or fencing to separate or protect the property of abutting owners?
- Will the proposed variance create drainage, erosion or flooding problems?
- Will the proposed variance increase water pollution?
- Will the proposed variance generate vehicular traffic, access circulation or parking conditions which create hazardous situations?
- Will granting of the variance violate any of the performance standards of this Ordinance apart from the specific relief authorized by this Section?
- Will the proposed variance create to any degree nuisances to abutting property owners?
- Is the variance request the least modification of the Zoning Regulations necessary to afford relief?
- In granting any variance, the Board may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of this Ordinance.

PLEASE REFER TO THE CURRENT FEE SCHEDULE FOR APPLICABLE FEES TO INCLUDE REQUIRED ADVERTISING AND ABUTTER NOTIFICATIONS

Applicant Signature



Printed Name

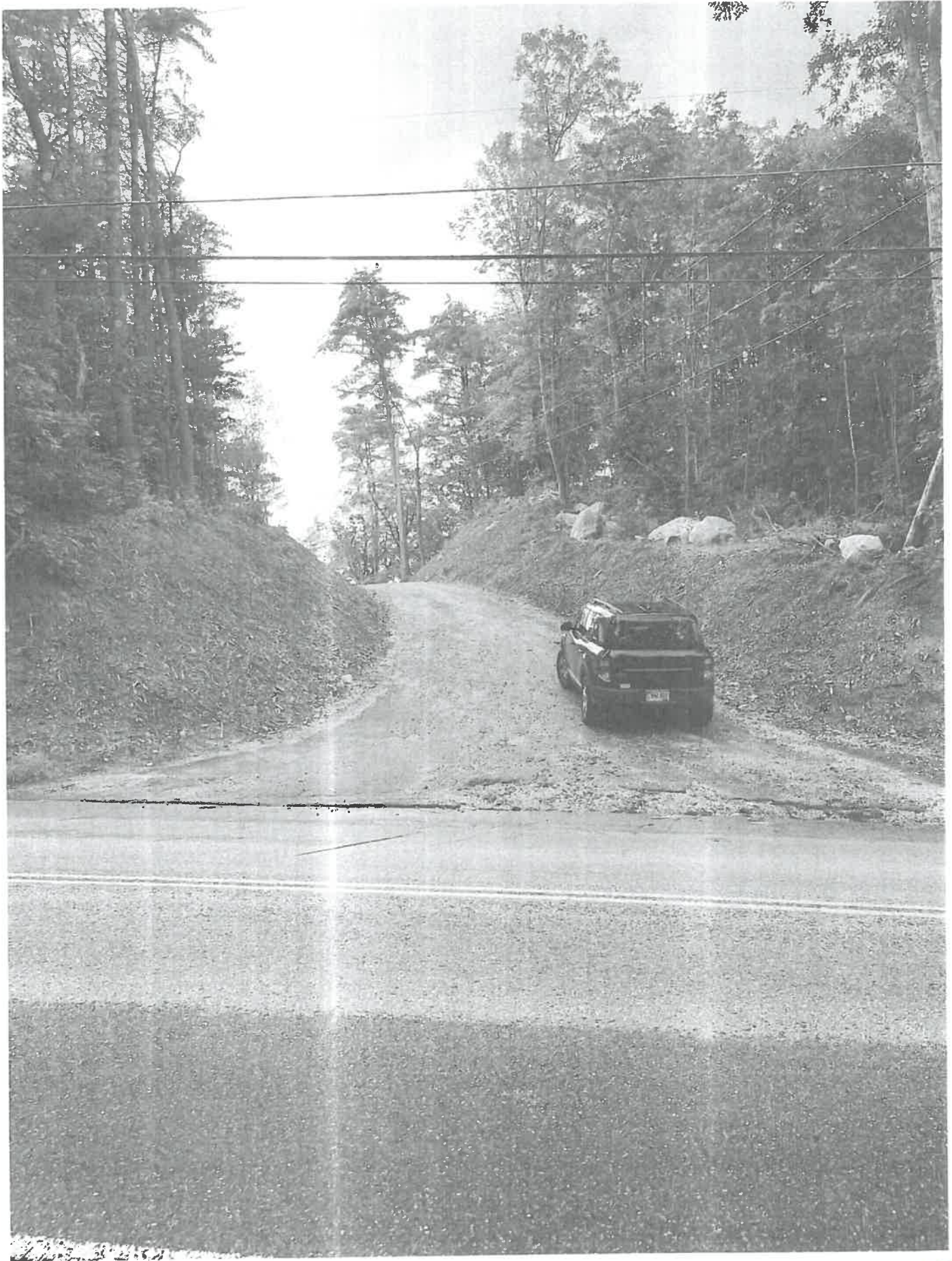
Erin Watson

Date

7/31/22

6







# DRIVEWAY/ENTRANCE PERMIT APPLICATION TOWN OF GRAY MAINE

For Office Use Only

Permit No: \_\_\_\_\_  
Date Submitted: 9/12/23  
Date Paid: \_\_\_\_\_

## APPLICANT

In accordance with the **Town of Gray Entrance and Culvert Policy**, the following person/s make application to construct a driveway/entrance at the location specified below.

Name	<u>Erin Watson</u>	E-Mail Address	<u>erin.watson242@gmail.com</u>
Street Address	<u>99 Depot Rd.</u>	City/State/Zip	<u>Gray, ME, 04039</u>
Phone Number	<u>207-400-4409</u>	Work Phone	<u>N/A</u>

## LOCATION

Location/Address	<u>99 Depot Rd.</u>	Property Map/Lot	<u>037-039-012-010</u>
Owner Name	<u>Erin Watson</u>	Zoning District	<u>Gray</u>
Number of entrances requested:	<u>1</u>	Proposed width of entrance(s):	<u>30 ft</u>
Entrance shall be no less than ten (10) feet from property line.		Minimum length of culvert shall be twenty-four (24) feet.	

## SIGNATURES

The applicant hereby agrees:

1. To pay for any culverts and/or drainage structure which may be necessary for drainage, the size type and length of culverts and size and type of other incidental structures to be as recommended by the Town Manager or Public Works Director of said Town of Gray.
2. To construct said driveway approach and install culvert(s) in accordance with Town of Gray Rules and Regulations.
3. To provide, erect and maintain all necessary barricades, lights, warning signs and other devices to safe guard traffic property while the work is in progress.
4. That the road or street will at no time be closed to traffic.
5. No building construction shall take place until Driveway Entrance has been completed and approved and all specifications met.
6. A Certificate of Occupancy shall not be issued until Driveway Entrance has been approved and signed by the Road Commissioner or Public Works Director.
7. Once driveway is properly staked, please call Code Officer at 657-3112 to leave message.

Further condition of the permit shall be that the applicant shall well and truly pay all damages, fines and penalties for which he shall become liable and shall indemnify and save harmless aid Town of Gray against all suits, claims, damages and proceedings of every kind arising out of the construction of said entrance.

Applicant Signature: 

Date: 9/12/2023

## CODE ENFORCEMENT OFFICER APPROVAL

Signature/Title: \_\_\_\_\_

Date: \_\_\_\_\_

## PUBLIC WORKS APPROVAL

Signature/Title: Denied per Tim Estes

Date: \_\_\_\_\_

Culvert(s) Needed: \_\_\_\_\_ (Qty) @ \_\_\_\_\_ inches X \_\_\_\_\_ feet

*\* Wants to enter via Colley Brook*

## Code Admin

---

**From:** Erin Watson <erin.watson242@gmail.com>  
**Sent:** Tuesday, October 24, 2023 2:54 PM  
**To:** Code Admin  
**Subject:** Re: Town Council Meeting 11/14/23

It does, thank you so much!!

—  
I am appealing the decision of the public works director, Tim Estes, because having a second point of entry to our property does not create an obstruction to snow plows or any vehicles that need to turn around. There will be no vehicles in the hammerhead. Absolutely nothing will change about the current situation except us driving from a town road to our property. Our goal and objective is to have safe entry to our property during the winter months, and to create a way for ambulances and fire trucks to reach the property. The town can continue to plow the snow as they always have, and we will not push any additional snow into the road. Thank you for your consideration.

—

Thanks again,  
Erin Watson

On Tue, Oct 24, 2023 at 2:36 PM Code Admin <[codeadmin@graymaine.org](mailto:codeadmin@graymaine.org)> wrote:

Hi Erin,

Street ordinance says including but not limited to section 400-5.2, hindered snow plowing operation.

Hope this helps.

-Inga

**From:** Erin Watson <erin.watson242@gmail.com>  
**Sent:** Monday, October 23, 2023 3:26 PM  
**To:** Code Admin <[codeadmin@graymaine.org](mailto:codeadmin@graymaine.org)>  
**Subject:** Re: Town Council Meeting 11/14/23

Tammy Munson - Code Enforcement Officer

RE: Depot Rd. new driveway to Collyer Brook Rd.

Our concern with 99 Depot Rd. is erosion. There is a problem with that already. We have done alot of work on our property for years to keep the water flowing, because if it backs up it won't allow the piping around the foundation to drain therefore it empties into her basement. With the improvements we've, its better. My husband cleans the dirt and sand out of the culvert, 13A does not do their side at all.

If 99 Depot Rd., put up a retaining wall or drain pipe, I'm not sure what could be done. We talked to the public works dept. and we know they are busy and its not a priority. As we age it gets harder to do that kind of work for my husband, but we can't afford to hire people to fix it.

Thank-you for taking our concerns into consideration.

Richard and Patricia Witham  
13-B Collyer Brook Rd.

## Re: Self-storage moratorium ending options

Krista Chappell <kchappell@graymaine.org>

Thu 10/12/2023 3:15 PM

To: Josh Tiffany <jtiffany@graymaine.org>

Hi Josh,

Thanks to you and Kristen for advising a strategy for lifting the SSU moratorium. I agree option number 2 makes the most sense. Let's plan for a vote on the moratorium at the Council's November 14 meeting.

Krista

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

---

**From:** Josh Tiffany <jtiffany@graymaine.org>  
**Sent:** Thursday, October 12, 2023 12:54 PM  
**To:** Krista Chappell <kchappell@graymaine.org>  
**Subject:** Self-storage moratorium ending options

Afternoon, Krista,

I had a conversation with Kristen Muszynski regarding the changes to the self-storage ordinance, and lifting the existing self-storage moratorium.

The moratorium on self-storage should be lifted after the new ordinances take effect on November 16<sup>th</sup>. There are three options we can pursue:

1. Adjustment to agenda for October 17<sup>th</sup> Town Council Meeting to add removal of moratorium on some date after November 16<sup>th</sup> to ensure new law is in effect.
2. Since there is no necessary window to remove the moratorium, it could be added to Town Council agenda for November 14<sup>th</sup> meeting for removal on November 20<sup>th</sup>.
3. Take no action. Unless reauthorized, the moratorium will naturally end on December 31, 2023.

I'm happy to pursue any course, but would recommend #2 so it wraps up the moratorium without needing to add an agenda item.

Please let me know if I can provide anything to help the decision-making, or if you have any questions.

Be well,

Josh

Joshua Tiffany, MLIS (he/him)  
Interim Town Manager - Town of Gray  
(207) 657-3339  
[jtiffany@graymaine.org](mailto:jtiffany@graymaine.org)  
[www.graymaine.org](http://www.graymaine.org)

"We will transmit this city not only not less, but greater, better and more beautiful than it was transmitted to us." Athenian Oath of Citizenship

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

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## TOWN OF GRAY

Henry Pennell Municipal Complex  
22B Main St, Gray Maine 04039  
www.graymaine.org

DEPARTMENT OF BUILDINGS AND  
GROUNDS

*Mo Russo III, Director*  
*mrusso@graymaine.org*  
*207-657-3339 ext.131*

---

### MEMO

To: Josh Tiffany-Interim Town Manager  
Gray Town Council

From: Mo Russo, Director of Buildings and Grounds

Date: November 8, 2023

Re: Plug In Hybrid Electric Vehicle

---

A Request for Proposal was issued on October 13<sup>th</sup> for the purchase of a Toyota RAV4 Prime Plug In Hybrid Electric Vehicle.

The Request for Proposal was posted to the Town's website as well as Certified Letters with Return Receipt were sent to the five geographically closest dealers that are part of the Efficiency Maine program, the dealers were: Berlin City Toyota, Emerson Toyota, Ira Toyota, Lee Toyota, and Central Maine Toyota. Bids were due by November 2<sup>nd</sup> at noon.

The Town received the following proposals:

Central Maine Toyota-	2023 Model \$44,033
Lee Toyota-	2024 Model \$43,782
Ira Toyota-	2023 Model \$44,493

It is my recommendation to award the bid to Lee Toyota.

This vehicle purchase is part of a multi department rotation of vehicles. The Planning/Code Departments receive the RAV4, the Buildings and Grounds Department receives their present Chevy Silverado truck, and the Animal Control Officer receives the Chevy Tahoe that the Buildings and Grounds Department has. The need for this multi department rotation is the vehicle the Animal Control Officer had been using is no longer inspectable as it had already been passed from Fire/Rescue to Recreation/Code to Animal Control.



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DEPARTMENT OF BUILDINGS AND  
GROUNDS

*Mo Russo III, Director*  
*mrusso@graymaine.org*  
*207-657-3339 ext.131*

---

### MEMO

To: Josh Tiffany-Interim Town Manager  
Gray Town Council

From: Mo Russo, Director of Buildings and Grounds

Date: November 8, 2023

Re: F-150 Hybrid

---

A Request for Proposal was issued on October 13<sup>th</sup> for the purchase of a full size four wheel drive hybrid pick-up truck.

The Request for Proposal was posted to the Town's website as well as Certified Letters with Return Receipt were sent to the eight Ford dealers: Arundel Ford, Casco Bay Ford, Darlings Brunswick Ford, Ripley and Fletcher Ford, Rowe Ford-Westbrook, Rowe Ford-Auburn, Wiscasset Ford, and Yankee Ford. Bids were due by November 2<sup>nd</sup> at noon.

The Town received the following proposals:

Rowe Auburn	2023 Model \$62,550 in stock if available
Casco Bay Ford	2024 Model \$52,855 12-15 week delivery

This vehicle purchase was originally budgeted at \$42,000 based upon figures that former Town Manager Rudy received through a third-party firm. The amount budgeted and approved is \$16,500 for this year's payment of a lease purchase agreement.



## BOARD/COMMITTEE APPLICATION TOWN OF GRAY MAINE

**For Office Use Only**  
Date Received: \_\_\_\_\_  
Received by: \_\_\_\_\_

### CONTACT INFORMATION

Name	Caili Elwell	E-Mail Address	Caili.elwell@gmail.com
Street Address	145 Shaker Rd	City/State/Zip	Gray, Maine 04039
Phone Number	2035981183	Work Phone	
Gray Resident?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

### EMPLOYMENT

Occupation	Consultant - Marketing, Hospitality
Employer	Self
Employer Phone	

### BOARDS & COMMITTEES

On which board/committee would you like to serve?

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

Reason for selecting particular board/committee:

As a resident of this town, a mother with children in our school system, and as a business owner whose business is registered in Gray - I have a lot of stake in how this town continues to grow. Much like those who serve this board, I too want to see more sustainable and vibrant businesses come into and thrive in Gray. I want to learn more about our history and help me a hand and voice in restoring and implementing all the good parts of it back into our town too as we continue to modernize.

## SPECIAL SKILLS OR QUALIFICATIONS

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

As a resident, mother, and business owner I have many perspectives I can offer. I also am only 32 years old and can offer a younger voice and most that serve on the board.

What talents and skills would you bring to this position?

Marketing, public relations, copywriting, customer experience consulting, networking, collaborations between businesses or boards, event creation and management.

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

To help grow the town of Gray into a more vibrant, sustainable, socio-economically thriving town. Also to implement and refresh/restore parts of the town's history back into the town.

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

This would be my first town committee or board. I brought a student chapter of American Hotel and Lodging Association to Temple University as a sophomore and junior in college and was heavily involved in all aspects of the student chapter board, especially while I served as President.

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

YES  NO

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

YES  NO

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

## ACKNOWLEDGEMENTS / SIGNATURE

YES  NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide a meeting agenda for publication on the Town of Gray website at least seven (7) days in advance of each regular monthly meeting, workshop, or special meeting.

YES  NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide follow up notes/minutes for publication on the Town of Gray website within forty-five (45) days following each regular monthly meeting, workshop, or special meeting when appropriate.

YES  NO

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

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

YES  NO

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

Date  
October 2, 2023

Signature  
Caili Elwell

# Submission #157

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## Submission information

Form: [Volunteer Resources](#)  
Submitted by Anonymous (not verified)  
October 18, 2023 - 9:24pm  
216.220.243.173

**Application Date:** October 18, 2023

## Contact Details

**First/Middle Name:** Schelene  
**Last Name:** Shevchenko  
**Street/PO Box:** 59 Shaker Rd.  
**City, State, Zip:** Gray, ME 04039  
**Phone Number:** 207-415-8980  
**Email Address:** schelene.shevchenko@gmail.com

## Employment

**Occupation:** Team Lead, Project Management  
**Present Employer:** Synergent  
**Employer Phone Number:** 207-773-5671

**Are you a Gray resident?** Yes

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

Resiliency Committee

**Reason for selecting this particular board/committee?**

The duties of this committee relate to both global and local issues and this resonates with me. Specifically, the topics of waste reduction, upcycling, and reuse of resources are very important to me.

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

I've lived in Gray since 2003. While I've volunteered for numerous organizations over time, I only started volunteering for the town in 2020. I want to contribute time and energy to making the town the best it can be.

**What talents and skills would you bring to this position?**

I will bring a project management background and enthusiasm to this position! I'm able to assist in planning, organizing, and carrying out work.

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

The responsibilities of this committee are very broad, but I believe its mission is to make large scale, global issues relatable and actionable on a local level. In addition, I know the committee historically supports the efforts of the Recycling & Solid Waste Department, and I believe this partnership needs to continue for the good of the community.

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

I currently serve on the Community Economic Development Committee, and I've been a member of this committee since 2020. However, this committee is currently inactive due to low membership. In addition, I am a current member of the Brownfields Advisory Committee, which started in 2022.

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

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

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

**How did you hear about this volunteer opportunity?**

Word of Mouth

**I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide a meeting agenda for publication on the Town of Gray website at least seven (7) days in advance of each regular monthly meeting, workshop, or special meeting.**

Yes

**I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide follow up notes/minutes for publication on the Town of Gray website within forty-five (45) days following each regular monthly meeting, workshop, or special meeting when appropriate.**

Yes

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Yes

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

Yes

# Submission #156

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## Submission information

Form: [Volunteer Resources](#)

Submitted by Anonymous (not verified)

October 18, 2023 - 8:09pm

216.220.243.173

**Application Date:** October 18, 2023

## Contact Details

**First/Middle Name:** Zhenya

**Last Name:** Shevchenko

**Street/PO Box:** 59 Shaker Rd.

**City, State, Zip:** Gray, ME 04039

**Phone Number:** 207-890-1255

**Email Address:** zshevchenko@oxfordmaine.org

## Employment

**Occupation:** Superintendent, Sewer Dept.

**Present Employer:** Town of Oxford

**Employer Phone Number:** 207-539-5181

**Are you a Gray resident?** Yes

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

Planning Board

**Reason for selecting this particular board/committee?**

Through my current position in the Town of Oxford, I have gained a lot of experience dealing with permits, zoning ordinances, and town rules and regulations. I'd like to put this experience to use in the town of Gray, where I have lived for the past 20 years.

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

I know the Planning Board is in need of members, and I'd be excited to put my skills and experience to use on this committee.

**What talents and skills would you bring to this position?**

Over the past 7 years, I've had to deal with permitting, writing and enforcing ordinances, and operating in the framework of the town of Oxford's rules and regulations. I'm also able to look at an issue from many sides before making a decision.

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

I believe the Planning Boards responsibilities relate to growing the community of Gray in a responsible and thoughtful manner, and to make decisions on proposals brought to it.

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

I am a past member of the Recycling Committee. I served on the committee for two years.

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

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

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

**How did you hear about this volunteer opportunity?**

Word of Mouth

**I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide a meeting agenda for publication on the Town of Gray website at least seven (7) days in advance of each regular monthly meeting, workshop, or special meeting.**

Yes

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Yes

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Yes

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

Yes

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# Submission #155

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## Submission information

Form: [Volunteer Resources](#)

Submitted by Anonymous (not verified)

October 18, 2023 - 12:58pm

73.143.46.15

**Application Date:** October 18, 2023

## Contact Details

**First/Middle Name:** Chelsea Anne

**Last Name:** Roy

**Street/PO Box:** 84 Lewiston rd.

**City, State, Zip:** Gray

**Phone Number:** 2073461696

**Email Address:** chelsearoy333@gmail.com

## Employment

**Occupation:** Forest Procurement Specialist

**Present Employer:** Maine Custom Woodlands

**Employer Phone Number:** (207) 353-9020

**Are you a Gray resident?** Yes

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

Resiliency Committee

**Reason for selecting this particular board/committee?**

I am keen to join the resiliency committee for several compelling reasons. Firstly, my recent graduation from the University of Maine at Farmington (UMF) played a pivotal role in sparking my interest and passion for sustainability. During my time at UMF, I had the privilege of being an active member of the Sustainable Campus

Coalition, an experience that brought me immense joy and fulfillment. Through my involvement with the Sustainable Campus Coalition, I not only gained valuable knowledge about sustainability practices but also had the opportunity to connect with my community in a meaningful way. This experience instilled in me a deep appreciation for the potential to effect positive change at the local level. It was during this time that I realized the power of grassroots initiatives in making a significant impact.

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

I believe I can contribute to the Town of Gray in several meaningful ways. Firstly, my positive attitude and excitement are assets that can foster a collaborative and enthusiastic atmosphere within the community. I have a genuine passion for community engagement and am eager to learn how to be a helpful and active member of my town. In addition to my enthusiasm, I bring a fresh perspective with a 'fresh set of eyes.' This allows me to see opportunities and potential solutions from a different angle, which can be valuable when addressing various challenges and opportunities within the town.

**What talents and skills would you bring to this position?**

\*Proficient in information media (posters, pamphlets, media posts)

\*Worked with Mark King (Department of Environmental Protection: Compost) for a summer to build compost initiatives for Maine and developed an edible landscape for the town of Farmington.

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

As I have reviewed the committee's duties and responsibilities, it's evident that this is a multifaceted role with several key areas of focus. One crucial responsibility is the outreach and education of sustainable practices within our community. This involves not only promoting awareness but also providing the necessary knowledge and resources for residents to adopt sustainable habits. Another significant responsibility involves staying abreast of new, emerging eco-friendly practices and technologies. It's vital to keep Gray at the forefront of sustainability by continuously integrating innovative solutions that reduce our environmental footprint. However, I believe that the most profound responsibility of this committee lies in our ability to engage and educate the Gray community in a way that fosters positive change.

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

From 2019-2023 I was a member of UMF's Sustainable Campus Coalition. Over the years I became a sustainability leader.

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

**Are you familiar with the "Comprehensive Plan" adopted by the Town of Gray?** No

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

I am young and excited and will hopefully find ways to better connect the youth of Gray to become impassioned about sustainability!

**How did you hear about this volunteer opportunity?**

Word of Mouth

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Yes

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Yes

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Yes

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Yes

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## TOWN OF GRAY

Henry Pennell Municipal Complex  
24 Main St, Gray Maine 04039  
[www.graymaine.org](http://www.graymaine.org)

OFFICE OF THE TOWN MANAGER

*Joshua Tiffany, Interim Town Manager*  
[jtiffany@graymaine.org](mailto:jtiffany@graymaine.org)  
(207) 657-3339

---

### November 14 2023 Town Manager Report Notes

- November 7 2023 election notes and thanks
- New A/P electronic submission process being worked out with Finance Department, Admin Department, and C-IT Department to streamline process and ensure proper payments and reporting
- Holiday 2023 Town scheduling reminders
- Closing announcements reminders
- VTP relaunch
- Transfer Station Attendant position eligibility standards

# POSITION DESCRIPTION TOWN OF GRAY MAINE

**POSITION TITLE:** TRANSFER STATION ATTENDANT    **DATE CREATED/ REVISED:** 11/092023;  
4/1/2019

**Classification:** Part Time ~~✓~~Regular

**Narrative:** Individuals in these positions have a moderate level of responsibility as they take on a variety of tasks in and around the transfer station. They must assure that the materials being deposited are properly sorted and that they may be assigned to specific equipment tasks to facilitate the ongoing collection, storage, handling and eventual transfer of solid waste being delivered to the facility. Utmost to their position is the constant interaction with the public and each individual must demonstrate appropriate work habits and communications that are informative and educational.

**Level of Supervision:** Supervision is provided to this position by the Director of the facility.

This position generally does not provide supervision to other personnel except when others are assigned to assist in a specific task.

## ESSENTIAL TASK SKILLS AND REQUIREMENTS:

Illustrative only and not all inclusive:

- Individuals must be able to lift weights above their shoulders in excess of 50 pounds
- Be able to reach, stretch, bend and grasp on a very frequent basis
- Individuals must be able to communicate respectfully with the public
- Attendance is extremely important to assure a safe and productive working environment

## EXAMPLES OF POSITION TASKS: ILLUSTRATIVE ONLY AND NOT ALL INCLUSIVE:

Assignment may be to the various aspects of the transfer station including but not limited to separation and sorting work, baling, packaging, welding, machinery repair, assisting citizens in unloading and loading materials, assisting in the transfer of processed materials to approved vendors and the like.

Individuals must be able to assist the public either with information or physically assist them as needed, all in a pleasant and respectful manner.

## POSITION ELIGIBILITY STANDARDS:

Minimum education: ~~✗~~ High School Diploma (preferred)    ~~✗~~ G.E.D    Associates Degree  
\_\_\_\_\_ Bachelor's Degree    Advanced Degree

Prior Experience:        I Years of direct experience in this position or field.

Specialized Training:

---

---

**Acknowledgement**

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

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## PHYSICAL REQUIREMENTS/OTHER

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

# POSITION DESCRIPTION TOWN OF GRAY MAINE

**POSITION TITLE: TRANSFER STATION ATTENDANT    DATE CREATED/ REVISED: 11/092023;  
4/1/2019**

**Classification:** Per Diem (Group IV)

**Narrative:** Individuals in these positions have a moderate level of responsibility as they take on a variety of tasks in and around the transfer station. They must assure that the materials being deposited are properly sorted and that they may be assigned to specific equipment tasks to facilitate the ongoing collection, storage, handling and eventual transfer of solid waste being delivered to the facility. Utmost to their position is the constant interaction with the public and each individual must demonstrate appropriate work habits and communications that are informative and educational.

**Level of Supervision:** Supervision is provided to this position by the Director of the facility.

This position generally does not provide supervision to other personnel except when others are assigned to assist in a specific task.

## **ESSENTIAL TASK SKILLS AND REQUIREMENTS:**

Illustrative only and not all inclusive:

- Individuals must be able to lift weights above their shoulders in excess of 50 pounds
- Be able to reach, stretch, bend and grasp on a very frequent basis
- Individuals must be able to communicate respectfully with the public
- Attendance is extremely important to assure a safe and productive working environment

## **EXAMPLES OF POSITION TASKS: ILLUSTRATIVE ONLY AND NOT ALL INCLUSIVE:**

Assignment may be to the various aspects of the transfer station including but not limited to separation and sorting work, baling, packaging, welding, machinery repair, assisting citizens in unloading and loading materials, assisting in the transfer of processed materials to approved vendors and the like.

Individuals must be able to assist the public either with information or physically assist them as needed, all in a pleasant and respectful manner.

## **POSITION ELIGIBILITY STANDARDS:**

Minimum education:  High School Diploma (preferred)     G.E.D Associates Degree  
 Bachelor's Degree     Advanced Degree

Prior Experience:         I Years of direct experience in this position or field.

Specialized Training:

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**Acknowledgement**

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

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## PHYSICAL REQUIREMENTS/OTHER

Title/Department					
Shift Length	<input type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7	<input type="checkbox"/> On call
Shift Type	<input checked="" type="checkbox"/> Days	<input type="checkbox"/> Nights	<input type="checkbox"/> Evening	<input type="checkbox"/> Rotating	
<b>Lifting/Carrying</b>	<b>NEVER</b> 0 hours	<b>RARELY</b> <10 minutes/shift or up to 1 hour per week	<b>OCCASSIONALLY</b> up to 1/3 shift	<b>FREQUENTLY</b> 1/3-2/3 shift	<b>CONSTANTLY</b> >2/3 of shift
0-10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
50-100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
>100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried:	<input type="checkbox"/> within area		<input type="checkbox"/> between areas		<input checked="" type="checkbox"/> throughout facility
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Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mousing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cognitive Demands/Sensory Requirements</b>					
<input checked="" type="checkbox"/> See	<input checked="" type="checkbox"/> Hear		<input checked="" type="checkbox"/> Distinguish color		
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<input checked="" type="checkbox"/> Understand verbal instructions	<input checked="" type="checkbox"/> Understand written instructions		<input checked="" type="checkbox"/> Work outdoors in extreme/mild elements		
<input type="checkbox"/> Other:					



## TOWN OF GRAY

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

## DEPARTMENT OF BUILDING AND GROUNDS

*Mo Russo III, Director*  
*mrusso@graymaine.org*  
*207-657-3339 ext.131*

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November 2, 2023

### Department of Buildings and Grounds Report to Town Manager 7/25-8/28

- 9/04 Department Observed Labor Day Holiday
- 9/07 Wild Blueberry Festival Safety Review with Chief Elkanich
- 9/13 Stillwater On Site Meeting with B. Grover, W. Haskell, and Town Staff to discuss playing fields.
- 9/13 Meeting with W. Haskell regarding Pennell Septic Project
- 9/14 DH Meeting
- 9/19 Council Meeting for Bid Award for electrical construction for Library Generator
- 9/21 Libby Hill on hill meeting with Carl H. to discuss new trail and drainage issues
- 9/26 Dean attended the Wild Blueberry Festival Wrap Up meeting in my absence
- 10/09 Department Observed Indigenous Peoples Day
- 10/10 Disaster Preparedness Tabletop Exercise
- 10/12 Town Staff Meeting with W. Haskell regarding Stillwater Playing Field Parcel
- 10/12 DH Meeting
- 10/17 Pennell Septic Pre Bid Meeting
- 10/18 VALT Meeting with Town Staff and Councilor Gass
- 10/18 Cleared sewer back up at Pennell, brief closure of bathrooms
- 10/25 New connector trail constructed on Libby Hill due to obstacle course at GNGMS
- 10/30-10/31 Annual Fire Alarm Inspection of all deviced buildings.
- 10/31 Presentation from Minuteman Security

### Town Council Tracking Worksheet Items:

- N/A

### Other Activities / Accomplishments:

- Department took delivery of new ATV for Libby Hill and the tilt deck trailer
- Thanks to my staff for taking care of things in my two week absence.

### Challenges / Obstacles Requiring Assistance Outside of the Department:

- Many thanks to Public Works for assisting with various projects.



## TOWN OF GRAY

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### CODE ENFORCEMENT OFFICE

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

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October 31, 2023

To: Josh Tiffany, Interim Town Manager  
From: Tammy Munson, Lead Code Enforcement Officer  
RE: Code Office Monthly Report (October 1, 2023 – October 31, 2023)

Please find the attached information below.

#### Inspections Performed:

Building Foundations - 7  
Building Rough-in\*- 24  
Building Insulation - 9  
Building Final\*\*- 14  
Electrical - 46  
Plumbing/Septic - 47  
Tree Inspection - 1  
In Office and Site meetings\*\*\*51

#### Permits Issued:

Building - 20  
Plumbing - 21  
Electrical - 13  
Dock - 0  
Pool - 0  
Tree Removal - 7  
Signage - 0  
Driveway - 2

\*Rough-In Inspection may consist of framing, electrical, and plumbing inspections all done at the same time.

\*\*Building Final may consist of final inspections of new single-family dwellings including final building, plumbing and electrical. This also includes finals for new businesses, decks, sheds, etc.

\*\*\*This would include Town Manager meetings, licensing inspections, potential violations, land use investigations, and assisting in office with shoreland zoning permits.

#### Monthly Accomplishments:

I am excited to report that the Code Enforcement Office welcomed Inga Connors as the new Codes Administrative Assistant. Inga possess excellent customer service skills, has a “can do” attitude and has a passion for plants and gardening. With only a month under her belt, she has already brightened up this place. Please stop by and introduce yourself when you are out and about.

#### Monthly Appeals:

There was no Board of Appeals meeting this month.

#### Town Council Tracking Worksheet Items and Ongoing Goals:

To improve permitting and daily communications with the public. We will continue to strive to improve this and hope to become a sought-out resource within the Community.



## TOWN OF GRAY

Henry Pennell Municipal Complex  
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OFFICE OF COMMUNICATIONS & IT

Kyle Hadyniak, Interim C/IT Director  
khadyniak@graymaine.org  
(207) 657-3339

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November 3, 2023

### Communications:

- Provided tech support for GCTV's first-ever public access live broadcast. A recording of Lonnie Dogs: Sing for Your Lunch is available [here](#). While this wasn't a Town-sponsored event, it is a major milestone for GCTV.
- Gave the deluxe treatment for the November 7 election. ("Deluxe treatment" includes Facebook posts, website articles, GCTV bulletin board posts, physical posters, and newsletter attention).
- Provided the deluxe treatment (*and* direct mailer) for the October 24 [public meeting re: Town Manager](#).
- Continuing promoting the [Community News Survey](#), which has more than 70 responses currently. This survey will help inform future communications strategy.
- Helped promote [smoke alarm campaign](#) for Gray Fire Rescue/Red Cross.
- Helped promote [VALT expansion](#).
- Hired and currently training GCTV broadcaster.

### Information Technology:

- Desktop updates: 10/11/2023
- Server Windows updates: 10/11/2023 to 10/13/2023
- Trio outage occurred on October 17 from 12:50 p.m. to 1:51 p.m. The outage was caused by a Trio-hosted server. Rebooting the server fixed the issue.
- Installed seven new desktops and three new laptops total.
- Total Helpdesk calls: 46.



## TOWN OF GRAY

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24 Main St, Gray Maine 04039  
www.graymaine.org

## ADMINISTRATION

*Justine Hutchings, Finance Director*  
*finance@graymaine.org*  
*(207) 657-3339 x103*

November 1, 2023

### Finance Department Report to Town Manager (08/29 – 09/22, 2023):

- 9/26: Attended Tax Lien training in Orono, provided by the Maine Municipal Tax Collectors' and Treasurers' Association
- 10/02: Realized that I do not have proper access to the Brownfields grant via ASAP.gov and began working with EPA points of contact to resolve.
- 10/16: Held meeting with the Dry Mills School House Committee to discuss the procedure for expending funds.
- 10/18: Attended Brownfields Advisory Committee meeting, to familiarize myself with the Brownfields grant.
- 10/18: Attended a presentation from ClearGov to discuss their budgeting software. I received a demonstration of both the internal uses of this software and their 'transparency' module for public facing use of this software.
- 10/19: Attended EcoMaine board meeting, rates for FY25 were discussed and voted on
- 10/20: Resolved access issues to the Brownfields grant via ASAP.gov and assigned "Head of Organization" role to the Interim Town Manager to avoid any future issues.
- 10/27: began payroll training with the HR Director.
- 10/31: Attended Paymerang presentation for potentially automating a portion of your Accounts Payable processes.

### Other Activities / Accomplishments:

- Continued efforts on adjusting the opening balances of FY23, this is a trial-and-error task that I work on when time allows.
- Continued efforts in reconciling various vendor accounts.



## TOWN OF GRAY

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

## ADMINISTRATION

Jonathan Hartt, Human Resources Director  
jhartt@graymaine.org  
(207) 657-3339 x102

November 9, 2023

### **Human Resources Report to Town Manager (September 1 – October 31, 2023):**

#### Recent Activities:

- 9/1: Town Payroll
- 9/6: Assist Code Enforcement office with scheduling
- 9/8: Post 9/16 Town Council retreat agenda
- 9/9: Town Meeting, coordinate Town Manager search proposals
- 9/12: Prepare 9/19 Council workshop and meeting agendas
- 9/14: Attend DH meeting, prepare 9/19 Council workshop and meeting packets
- 9/15: Town Payroll
- 9/17: Send Legal personnel policy draft revision
- 9/18: Post 9/25 Council workshop agenda
- 9/19: Complete Administrative Assistant interviews
- 9/20: Meet with TimeClock Plus software trainer
- 9/26: Post 9/26 Council meeting agenda
- 9/29: Town Payroll
- 10/3: Post 10/10 Council workshop agenda
- 10/4: Complete new hire orientation
- 10/6: Coordinate MainePERS enrollment and benefits
- 10/10: Prepare 10/17 Council workshop and meeting agendas
- 10/12: Attend Department Head and Admin meetings
- 10/12: Prepare 10/17 Council workshop and meeting packets
- 10/13: Complete GCTV Broadcaster interviews
- 10/13: Town Payroll
- 10/19: Attend Safety Committee meeting, send HPHC Wellness Discounts email
- 10/20: Meet with Interim Town Manager re personnel policy, complete Navia Nondiscrimination Test
- 10/23: Announce new Recreation Asst Director, begin Assistant Clerk interviews
- 10/25: Attend MainePERS employer training
- 10/26: Town Office emergency closure
- 10/27: Town Payroll, begin Finance Director payroll training, send Harvard Pilgrim crisis resources email to staff
- 10/28: Meet with Legal re personnel policy draft
- 10/31: Meet with TimeClock Plus software trainer

### Other Activities/Accomplishments:

- Administrative support
  - Communicated with Council regarding Town Manager search
  - Supported the Interim Town Manager
  - Supported Finance with cash receipting and financial reporting
  - Produced Council meeting agendas and packets on the Clerk's behalf
  - Received committee applications for Town Council consideration
- Benefits management
  - Managed Town payroll, onboarded new hires, coordinated staff departures
  - Established MainePERS payroll set-up for full-time firefighters, coordinated employee enrollment and benefits paperwork
  - Began TimeClock Plus payroll module training and account set-up
  - Provided FMLA leave information
- Policy development
  - Updated financial procedures and drafted revised personnel policy language for further consideration
- Recruitment and selection
  - Communicated with Department Heads and the Digital Media Coordinator regarding job postings
  - Responded to applicants, prepared interview materials, checked references

### Challenges/Obstacles:

- Staffing
  - Adequate staffing and Administrative support is essential to meet the town's growing needs effectively.
    - ⇒ Recruiting takes time. We are interviewing for the Assistant Clerk position to support the Clerk and other Administrative functions to implement overdue goals. HR has supported the Interim Town Manager during staffing and succession planning discussions.
- Pay and benefits administration
  - Ongoing maintenance and internal review to ensure compliance, such as:
    - Time Reporting
      - ⇒ TimeClock Plus software is much needed to automate timekeeping and absence requests for employees, but it is also a complex system that requires setup and testing before roll-out.
    - Employee Information
      - ⇒ The Town's TRIO payroll software is an essential HRIS management tool and must be maintained to function properly.
    - Payroll Processing
      - ⇒ Training for the Finance Director has begun.
- Coaching and performance management
  - There is a need to implement and oversee training programs and performance management. This has taken a backseat to other urgent matters.



## TOWN OF GRAY

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www.graymaine.org

GRAY PUBLIC LIBRARY

*Darcel Devou, Interim Director*  
ddevou@graymaine.org  
(207) 657-4110

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Town Manager Monthly Report – Gray Public Library  
Compiled by Andrea Kazilionis, Head of Youth Services  
Covers September 22 – October 31

### General

The Library is continuing to operate under short staffing conditions. Library Director, Josh Tiffany, continues to serve as Interim Town Manager while Assistant Library Director, Darcel Devou, continues in her role as Interim Library Director. New full-time Circulation Assistant, Marie Morey, started at the Library on September 25, 2023. Marie has a long history of working in libraries and her expertise has already helped improve existing workflows and reduce circulation errors.

### Library Room Use

Gray Public Library meeting rooms were utilized by 23 times between September 22, 2023 and October 31, 2023.

### Library Programming and Outreach

On Saturday, September 30 the Library hosted a Back to School Social to congratulate our young patrons on completing their first month of school. We had a total of 36 attendees.

On Tuesday, October 24, the Library hosted an Open House for Homeschool Families. This was the Library's first attempt to connect with the robust local homeschool community and ascertain how we can better meet their needs. The Library partnered with GCTV for this event and had Randy Visser speak to families about how their and their students can get involved with Gray Community Television. There were 32 people in attendance.

Between the period of September 22, 2023 and October 31, 2023:

- 13 movies were shown to a total of 14 attendees
- 8 Toddler Storytimes were presented to a total of 97 attendees
- 3 Baby Storytimes were presented to a total of 33 attendees

### Library Circulation

At the time of this report, there is an unfilled 40-hour Circulation Assistant position. Interviews have been completed and a new hire is expected to start on September 26, 2023. We hope that having a more consistent degree of staffing will allow the library to better serve its growing number of patrons.

- In the month of October, Gray Public Library circulated a total of 3725 items.
- Of the aforementioned total, 3283 were Gray Public Library materials, while 442 items were brought in from partner libraries through interlibrary loan.
- 33 new patrons were registered in the month of October



## TOWN OF GRAY

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

PLANNING DEPARTMENT

*Doug Webster, Director of Planning*  
dwebster@graymaine.org  
(207) 657-3339

### Planning Department Report

To Town Manager for 9-28-23 to 11-7-23:

- On-going correspondence with developers keeping escrows & bond info current
- Attend CEO training (recertification) in Portland on 10-24
- Provide input re Town Manager search re qualities/qualifications 10-24
- Encourage Council to increase PB membership
- Continued work with GIS consultant to enable interactive layers for new zoning map
- Provide input & data for Cumberland County regional homeless services study
- Provide background info regarding anticipated Street Ord. appeal to Council
- Planning department assistance with staffing elections
- Inter-departmental and town PE coordination re multi-use field part of Stillwater CZA
- Follow-up on post-approval requirements for PB-approved projects, including pre-construction meeting for senior housing project
- Follow-up on work completion for Village Area Loop Trail CDBG, planning and hosting Nov. 3 ribbon cutting event for new trail leg
- Prepare, notice and host Staff Review Committee meeting Oct. 26

Town Council Tracking Worksheet Items:

- Coordinate formal PB public hearing re zoning ordinance changes on 10-16-23
- Final reading/adoption of self-storage standards on 10-17-23
- Final reading/adoption on 10-17 of "Phase II" of new State housing statute (LD 2003)
- Extensive time melding LD 2003 statute to work with Gray Zoning Ord.
- Draft memo for Council re new housing Statute including soliciting legal input
- Brownfields grant meetings, 10-18 Brownfields Advisory Committee meeting with DEP, EPA representatives and consultant; follow-up meetings/discussion with consultant

Main Street/Yarmouth Road/Rt. 100 North Improvement Projects:

- Continued correspondence regarding Main St./Yar Rd. improvements & next steps
- Attend several village/MeDOT & related meetings: 10-5, 10-18, 10-27, 11-2, and 11-7
- Assist with technical background from PW re MeDOT Rt. 100 North point of beginning
- Coordinate input re portions of Rt. 100 North project special needs i.e. drainage issues
- Prepare memo for TC consideration re possible elements/amendments to MeDOT MOU

Other Activities / Accomplishments:

- Research historic site plan & subdivision plans for 2x surveyors
- Meet with property owners, realtors to discuss potential plans & provide input
- Provide follow-up information regarding possible commercial recreational use
- Solicit input re TIF abilities/options as associated with possible new zoning districts

- Provide Comp Plan process input to possible consultant for Freeport Comp Plan
- Assist Codes with background for water quality monitoring near landfill
- Incorporate amendments into zoning ordinance re self-storage and phase II of LD 2003
- Review and meeting prep/participation for Planning Board meetings each month; participate in site walk for proposed subdivision
- Prepare and participate in Open Space Committee meeting on Oct. 11
- OAC meetings on 9-28 & 10-19 focusing on amendments to subdivision ordinance
- Host and participate in Municipal Oversight Committee meeting, Nov. 2



## TOWN OF GRAY

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

PUBLIC SAFETY DEPARTMENT

*Kurt Elkanich*  
*Kelkanich@graymaine.org*  
*(207) 657-3931*

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November

### Public Safety Department Report to Town Manager (10/02 – 10/30, 2023):

- 10/2 – 10/4 Co-instructed ICS 300 and 400 in Brunswick.
- 10/10 – Conducted the first ever tabletop exercise for emergency operations for Department Heads.
- 10/11 – Attended a meeting with CCEMA.
- 10/12 – Department head meeting.
- 10/12 – We met with Ed Pollard and a fire pump salesman for a demo of a new pump control system designed for operations with limited staffing as part of our research for a Rescue Pumper.
- 10/16 – Went out to bid for the battery powered extrication tools. Bids will close on November 3.
- 10/18 – Board of Directors Meeting for the Cumberland County Fire Chiefs Association.
- 10/18 – Contacted Cumberland Chief Small to inquire about the new towers to be built. They are now on hold due to construction issues and won't be an option for us.
- 10/19 – Chaired the Safety Committee Meeting.
- 10/24 – Met with Don Gerrish
- 10/25 – Lewiston Shooting, we sent one ambulance to Lewiston that remained staged until about 11:00 pm when they were released. We put out a House Call for personnel to staff Central and had 9 people come in. Pete and I were at Central with the other members until our ambulance crew returned. I'm happy, but guarded, to say that I didn't see any signs of emotional trauma. I'm sure that would have been different if we had any direct involvement with victims. We will continue to monitor our members.
- 10/26 – This would have been a regularly scheduled regionalization meeting, but I canceled it.
- 10/30 – Attended a teleconference with FEMA representatives to begin the closeout process for COVID expenses. I submitted documentation for expenses that came to \$15,881.61. FEMA has approved this amount, and it now goes to the State for review. I don't expect any problems, but I don't know how long the State will take for their review.
- 10/30 – Attended the Monthly Gray Water District BOD meeting to discuss the MOU for our use of the water tower on Mayberry Road.

Town Council Tracking Worksheet Items:

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Other Activities / Accomplishments:

- This month we completed all the annual major testing for ladders, hose, fire truck pumps and SCBA's.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Gray is not in compliance with the State regarding our road ordinance. I recommend we reference the NFPA (National Fire Protection Association) standard for any of our ordinances that are associated with NFPA.
- Our air compressor for breathing air is on its last leg. We should be able to get by until the next budget takes effect.

## **Department Head Tabletop Training October 10, 2023**

### **Scope:**

Discuss and test the Town of Gray's ability to continue essential and non-essential activities during and after a significant event lasting five days.

### **Objectives:**

1. Increase critical thinking related to work interruptions of five days.
2. Identify gaps in preparedness.
3. Plan how to eliminate the gaps identified.

### **Scenario**

On October 11<sup>th</sup>, 2023, a microburst hits the Town of Gray. There was light rain overnight into the morning of October 11<sup>th</sup> and at 7:00am there was a period of strong winds sustained at about 35mph and a few minutes of gusting winds up to 80mph. A large portion of the center of town has been affected by the storm. The most severe impact is the large number of trees and power lines that were knocked down by the wind. At the Pennell Complex, a couple of trees have fallen around the campus and a few windows have been broken in the building due to branches getting blown away by the wind.

Power outages will persist for at least 2 days due to the extent of damage to the power lines. The building will not be able to be inhabited for about 7 days until repairs can be made.

### **Conclusions:**

It was determined that Public Works, Transfer Station, and Public Safety operations would continue uninterrupted.

Buildings and Grounds crews would be able to begin cleanup once the area had been made safe by CMP. The Buildings and Grounds Director would make a preliminary assessment from a distance until the area was made safe by CMP.

The Town is prepared for some employees to work from home.

Town employees would be contacted by the use of the existing phone tree. Those that would not have work to do because of the damage could be assigned to other functions as needed.

Day Care provided by Parks and Recreation could be relocated to St. Michaels.

**Lessons Learned and Gaps Identified (not limited to this scenario):**

1. The Phone tree needs to be updated.
2. The Town needs to find a way to stock and provide Laptops or tablets for essential personnel to use if the Pennel complex is unusable. Cell phones and Satellite phones as well as appropriate.
3. The Town should develop a Remote Work policy.
4. Parks and Recreation should obtain an MOU with outside agencies should they need to relocate.
5. The Town should develop a policy for Town employees should they not be able to work at their normal location. The policy should include the possible reassignment of duties based on need.
6. Most Department Heads indicated that digitizing old records and any new records should be a priority. It was noted that this would be expensive but vital if not required.
7. Department Heads may need hotspots. These can be inventoried and activated as necessary.
8. Parks and Recreation should have a BLS first aid jump kit available if they need to relocate.





**TOWN OF GRAY**  
Henry Pennell Municipal Complex  
24 Main St, Gray Maine 04039  
www.graymaine.org

**PUBLIC WORKS**  
Tim Estes interim Public Works Director  
testes@graymaine.org  
(207) 657-3381

November 6, 2023

Public Works Monthly Report to Town Manager (09/26/2023- 10/31/2023)

Activities:

- Got caught up on a lot of minor paving jobs throughout town.
- Ditched and changed culverts on Frost Rd.
- Ditched the canyon on Hunts Hill Rd.
- Ditched a small portion of Shaker Rd where we have had drainage issues all summer.
- Started hauling winter sand.
- A lot of vacations are being taken throughout the month of October.
- Beaver issues on Mayberry Rd and Legrow Rd.
- Winter sand Finished.
- Starting to get a few trucks ready with winter equipment.
- Paved Whitney Rd
- Assisted in installing a hydrant at Moe's facility.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Loaned an employee to Moe to help him out
- Assist FD with fire apparatus maintenance on several occasions.
- Assisted Moe with some trench work at Pennell.

Town Council Tracking Worksheet Items:

- 
-



## TOWN OF GRAY

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

## RECREATION DEPARTMENT

*Anthony Dahms, Director of Recreation*  
adahms@graymaine.org  
(207) 657-2323

October 23, 2023

### Recreation Department Report to Town Manager October 2023:

- October 2<sup>nd</sup>, Recreation Committee met.
- October 6<sup>th</sup>, Kids Club had a staff training day that included topics such as best practices for working with parents and providing excellent customer service.
- October 10<sup>th</sup>, An interdepartmental tabletop emergency exercise was performed. The Recreation Department considered current emergency plans and identified some gaps.
- October 11<sup>th</sup>, Community Café was held. Lasagna and Chicken Cacciatore.
- October 18<sup>th</sup>, VALT ribbon cutting ceremony planning meeting held. November 3<sup>rd</sup> at 9:00AM is the target date for the Gateway VALT extension.
- October 19<sup>th</sup>, MRPA Board of Directors meeting held. Safety Committee meeting held; bus safety was discussed for the before/after school program.
- October 20<sup>th</sup>, MRPA Fall Workshop was held, Director and Assistant Director attended.
- 

### Other Activities / Accomplishments:

- October 6<sup>th</sup>, The Recreation Department partnered with the GNG Lions Club to offer Bingo. About 25 players showed up. Small prizes were awarded to the winners. The next Bingo Game is scheduled for November 3<sup>rd</sup> and is free to play.
- Youth Basketball registration is now open.
- Zumba Gold returned.
- Halloween events include a showing of Hocus Pocus, and the Annual Trunk or Treat.
- Eco Maine visited the after school program on their early release day to teach about recycling and play some games with the kids.



*Some Older Adult Events including Bingo at Town Hall, and Community Café at New Gloucester Congregational Church.*



## TOWN OF GRAY

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

OFFICE OF THE TOWN CLERK

*Britt L. Barton*  
Town Clerk  
*Townclerk@graymaine.org*  
*(207) 657-3339 ext: 104*

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November 8, 2023

November 5, 2023

Report to Town Manager (09/22/2023 – 10/31/2023):

- MV Reporting
    - Cars - 653
    - Commercial - 62
    - Motorcycles - 4
    - Motorhomes - 6
    - Trailers – 53
  - IF&W
    - Boats - 0
    - ATV's - 23
    - Snow - 3
    - Hunt/Fish – 22
  - Vital Records
    - Marriage's
      - Certificates - 12
      - Licenses - 9
    - Deaths - 2
    - Births - 5
  - 10/3/2023 – Absentee Voting Began
    - 689 Absentee Ballots Requested and Issued
    - 533 Absentee Ballots Returned
    - 30 New Registered Voters
  - 10/09/2023 – Closed – Indigenous Peoples Day
  - 10/15/2023 – Dog Licensing Began
-

- 10/23/2023 – Real Estate Taxes Due
  - 3,136 Real Estate Tax Payments Processed
  - 294 Personal Property Tax Payments Processed
  - 41 Tax Lien Payments Processed

Other Activities / Accomplishments:

- 10/25/2023 – Notice of Election/Sample Ballots/Officers Return posted.
  - Gray Town Hall
  - Newbegin Hall
  - Gray Shop n’ Save
  - Gray Post Office
  - Gray Public Library
- DC & TM working to create SOPs for committee membership tracking and communication.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Increased call volume requesting tax due information.
- Increased mail volume for both Tax Payments and Absentee Ballots, Incoming/Outgoing.
- Delayed Tax Due date falling within Election period.
- Need for Election Workers for the November 7<sup>th</sup> State Referendum and building pipeline for election workers for the upcoming 2024 Election Year (Caucus, Presidential Primary, State Primary/Municipal, Presidential).
- Election prep/testing requirements by designated dates requiring assistance from other departments to maintain ability to service customers at the counter.



## TOWN OF GRAY

Henry Pennell Municipal Complex  
24 Main St, Gray Maine 04039  
[www.graymaine.org](http://www.graymaine.org)

SOLID WASTE AND RECYCLING  
RANDY COOKSON, DIRECTOR  
[RCOOKSON@GRAYMAINE.ORG](mailto:RCOOKSON@GRAYMAINE.ORG)  
657.2343

NOVEMBER 1, 2023

Solid Waste Department Report to Town Manager (9/25/2023 – 10/29/2023):

10/11 Shipped 40,000 pounds mixed plastics to New Jersey @ +/- zero dollars  
10/12 Attended Department Head meeting  
10/13 Shipped ~~42,000~~ pounds mixed paper to Quebec @ ~~slightly above zero dollars~~  
10/27 Shipped 42,000 pounds cardboard to Quebec @ \$79 per ton

Worked on completion of RFP for waste hauling, with thanks to Josh, Mose, Britt and Justine for their assistance.

Town Council Tracking Worksheet Items:

- A
- B

Other Activities / Accomplishments:

During the period of September 25th through October 29th, the following materials were baled:

41,172 pounds of corrugated cardboard  
29,416 pounds of mixed paper  
12,350 pounds of plastics  
2,172 pounds of tin cans

Paper and plastic prices remain very low, corrugated cardboard and metals are still strong.

Challenges / Obstacles Requiring Assistance Outside of the Department:

**CORRESPONDENCE ADDED 11/14/2023**

**From:** [George Froehlich](#)  
**To:** [Code Admin](#)  
**Cc:** [Code Office](#)  
**Subject:** FW: [Gray, ME] 99 depot Rd Gray me (Sent by Michael J Marshall, mmarshall583@gmail.com)  
**Date:** Monday, November 13, 2023 2:50:36 PM

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**From:** Contact form at Gray, ME <cmsmailer@civicplus.com>  
**Sent:** Thursday, November 9, 2023 4:36 AM  
**To:** George Froehlich <gfroehlich@graymaine.org>  
**Subject:** [Gray, ME] 99 depot Rd Gray me (Sent by Michael J Marshall, mmarshall583@gmail.com)

Hello gfroehlich,

Michael J Marshall ([mmarshall583@gmail.com](mailto:mmarshall583@gmail.com)) has sent you a message via your contact form (<https://www.graymaine.org/user/4256/contact>) at Gray, ME.

If you don't want to receive such e-mails, you can change your settings at <https://www.graymaine.org/user/4256/edit>.

Message:

To whom it may concern,  
I'm a resident of Collyer Brook Rd. I'm writing to you to oppose the new driveway that Erin Watson is requesting that would be constructed between 99 Depot Rd and Collyer Brook Rd. This new driveway was denied by the Public Works Department. I have confidence this was denied by them after review by competent employees of our town. I believe this new driveway would cause several hardships for our neighborhood. We have seen several issues with our drainage system for the neighborhood since development of that lot and believe it would increase with the construction of a new driveway. Our utilities are also underground. It would also cause an issue with snow plowing of the road and the turnaround for buses that pickup children on our road. Ms. Watson claims a hardship for the reason to build a new driveway, but you can't claim a hardship that you were involved developing nor that was approved for occupancy. Her current driveway was approved and if needs to be changed she should correct what the issue is. She owns this duplex and I'm assuming receives a monthly rent from her tenant. It is my understanding that Ms. Watson is a Real Estate agent and that according to her real estate page bought this as her first home and Investment property. We as residents of Colly Brook Rd bought these homes not as investments but homes to raise our families. I would lastly state that our development was developed with several covenants and restrictions agreed to by the town. These restrictions addressed this very issue and I request you to deny her request for this new driveway.

Thank you,  
Michael Marshall  
16B Collyer Brook Rd  
Gray, Me.

This electronic mail message and any attachments hereto, as well as any electronic mail message(s)

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

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11-6-23

To: Town's Community Development Department

From: Merlinda M McLean, 15B Collyer Brook Rd. Property Owner

14 years ago my husband and I choose to buy this property at 15B Collyer Brook Rd coz its quiete and peaceful.

We don't want to allow to have an ~~access~~ driveway to another property near at 99 Depot Rd which is not belong in this Subdivision.

Thank you,

Merlinda McLean

15B Collyer Brook Rd

Property Owner

Steven Nickerson & Crystal McIntire  
18A Collyer Brook Road  
Gray, ME 04039

Gray Town Council  
24 Main Street  
Gray, ME 04039  
October 31, 2023

Dear Gray Town Council,

We am writing to express our opposition to the proposed variance for a 2nd driveway accessing Collyer Brook Road for Ms. Erin Watson of 99 Depot Road. We have several concerns including the following:

- From what we are told Ms. Watson is asking for the 2<sup>nd</sup> driveway because the existing driveway is too steep and not safe. It is our opinion that the hill from Collyer Brook Road up to the home is just as steep and no more safe than the existing driveway. Perhaps the existing driveway could/should be modified instead of a whole 2<sup>nd</sup> driveway being built. Didn't they know when they purchased the land and designed the driveway that it would be very steep and unsafe to come out on to Depot Road? What has changed?
- We am seriously concerned about run-off and drainage. We already have a huge pool of water that accumulates in the ditch at the base of the hill in front of our house (#18), and Mr. Witham (#15) constantly deals with his ditch filling up with sand/dirt and not draining properly. A new driveway uphill from both of these will only make the ponding and groundwater runoff worse.
- There is a turn-around at the end of Collyer Brook Road that the school bus uses twice per day. A resident driving down the hill toward a bus turning around, and possibly slipping or not seeing the bus creates a significant risk of an accident.
- The turn-around is also used by the town's snowplows in the winter months. If the variance is granted the snowplows will have to deal with moving the snow elsewhere to keep the end of the proposed driveway clear, as it would be located right where a huge pile of snow ends up accumulating. We are concerned this will lead to more snow, salt and sand ending up on our property. Is there any concern from Gray Public Works regarding snow removal?
- Does the Gray Water District have any concerns regarding the proposed driveway, since there were already issues with the public water supply when the house at 99 Depot Road was attached originally (their connection is under the Collyer Brook Road turn-around)?
- We are an Association with a Conservation Easement and Common Land. What legal implications are there to that? Would Ms. Watson be required to become part of our Association? If so, does town zoning even allow for another lot to be added to the Development?
- We are a small, quiet development with several kids living at multiple houses, who often play alongside and in the road. Is this for strictly residential and non-commercial use or will there be heavy equipment using this driveway regularly, because on several occasions we have witnessed the residents of 99 Depot Road driving large construction equipment on Collyer Brook Road and parking it at the bottom of the hill where the proposed driveway would connect to the turn-around. If this trend continues, this would increase traffic and could further endanger the children, especially with said heavy equipment. It will also increase the noise level (trailers/equipment banging) along with wear-and-tear on the road itself.

Thank you for your time and consideration. If you have any questions for us or desire additional information please feel free to reach us at (978) 290-6291 or [snicker1@maine.rr.com](mailto:snicker1@maine.rr.com).

Sincerely,

Steve Nickerson & Crystal McIntire



NeighborWorks®  
HomeOwnership Center

November 14, 2023

The Honorable Krista Chappell  
24 Main Street  
Gray, Maine 04039

Dear Council Chair Chappell:

I am writing on behalf of Avesta Housing (formerly York-Cumberland Housing) in opposition to the request from Erin Watson of 99 Depot Road for a Practical Difficulty Variance to permit the creation of a second driveway entrance located at the end of Collyer Brook Road.

**Background:**

In 1994, the Town of Gray, Maine State Housing Authority, and Avesta Housing entered into a Maine State Housing Authority Land Improvement Program Agreement which provided funds to construct Collyer Brook Road to support the development of 22 units of affordable deed restricted owner-occupied single-family and duplex homes.

The roadway, as depicted on the Plan of Subdivision for Collyer Brook Association, Collyer Brook Estates, recorded at the Cumberland County Registry of Deeds in Plan Book 189, Page 25, being sixty (60) feet in width and extending from the southerly sideline of Depot Road to the hammerhead as shown on said plan. The road was built to Town standards. The Town was deeded the roadway on November 2, 1994.

Collyer Brook Road was designed to the Town's specifications, please see the attached plan approved by the Planning Board of the Town of Gray dated August 23, 1990.

Avesta Housing has retained ownership of Lot 11 in the Collyer Brook Estates subdivision. This parcel is not buildable as it contains a drainage easement, detention pond, an easement for pedestrian access to the twenty-three (23) acres of conservation land, and a clearing restriction.

**Reasons for opposing request of a Practical Difficulty Variance with respect to the purview of the Public Works Director:**

**1. Snow Plowing**

*Section 400.5.2 E 1- The Public Works Director shall also review Private Driveways to be located on street turnarounds to ensure that snow plowing operations are not hindered.*

*Section 401.13.15.2 f (xi) - All driveways located on T-turnarounds shall be located so as to facilitate plowing and storage of snow in accordance with the requirements of Section 401.13.17 E.*

*Section 401.13.17 E - Private driveways on street end turnarounds shall be located so as not to interfere with snow storage requirements for winter maintenance. Locations of such driveways are subject to review and approval by the Public Works Director.*

The hammerhead T-turnaround was designed to accommodate snow plowing and maintain the functionality of a turnaround. For this reason, the original subdivision was barred from creating a driveway off the hammerhead for the duplex home (Lot 6 – units 18B & 18A) located at the end of the subdivision and adjacent to 99 Depot Road. The onsite conditions nor the design regulations have changed to make a driveway entrance off the hammerhead turnaround functional.

## **2. Drainage and stormwater runoff**

*Section 400.6.4 A B C - No water other than the natural flow from a site may be discharged into the right-of way of a street without written permission from the Public Works Director. The director shall review the proposed location and design and consider the following before granting any permit: A. Adequacy of downstream drainage system; B. Impact upon the public way; C. Snow and ice removal and control.*

The proposed driveway obstructs the current drainage berm along the hammerhead coupled with the loss of the natural vegetation and wooded area may increase the flow of stormwater runoff into the street complicating snow and ice removal. This may in turn, vector water onto the adjacent Collyer Brook Association properties.

## **3. Existing approved driveway**

On September 7, 2021, 99 Depot Road was granted a driveway/entrance permit for a new entrance off Depot Road. Per the Town ordinances, this driveway was approved by the Public Works Director. It is our understanding that the existing driveway has been in use by the owners and residents of the property since that time. Improving this existing driveway may be the feasible alternative to the variance and eliminates a practical difficulty that results from the owner's action.

## **Conclusion:**

While we respect the right of the owner of 99 Depot Road to seek an appeal and request a Practical Difficulty Variance to permit the creation of a second driveway entrance located at the end of Collyer Brook Road, we believe granting the variance would have an unreasonable and detrimental affect on the abutting properties in Collyer Brook Association and the functionality of the hammerhead turnaround and the public right of way.

Please note, our opposition to constructing a driveway entrance off Collyer Brook Road to 99 Depot Road includes items that are not in the Public Works Director's purview, such as the possible lack of frontage to meet driveway width and setback requirements. The properties that abut 99 Depot Road at the Collyer Brook Road hammerhead are both Collyer Brook Association homeowners. We will direct those concerns to the Code Enforcement staff.

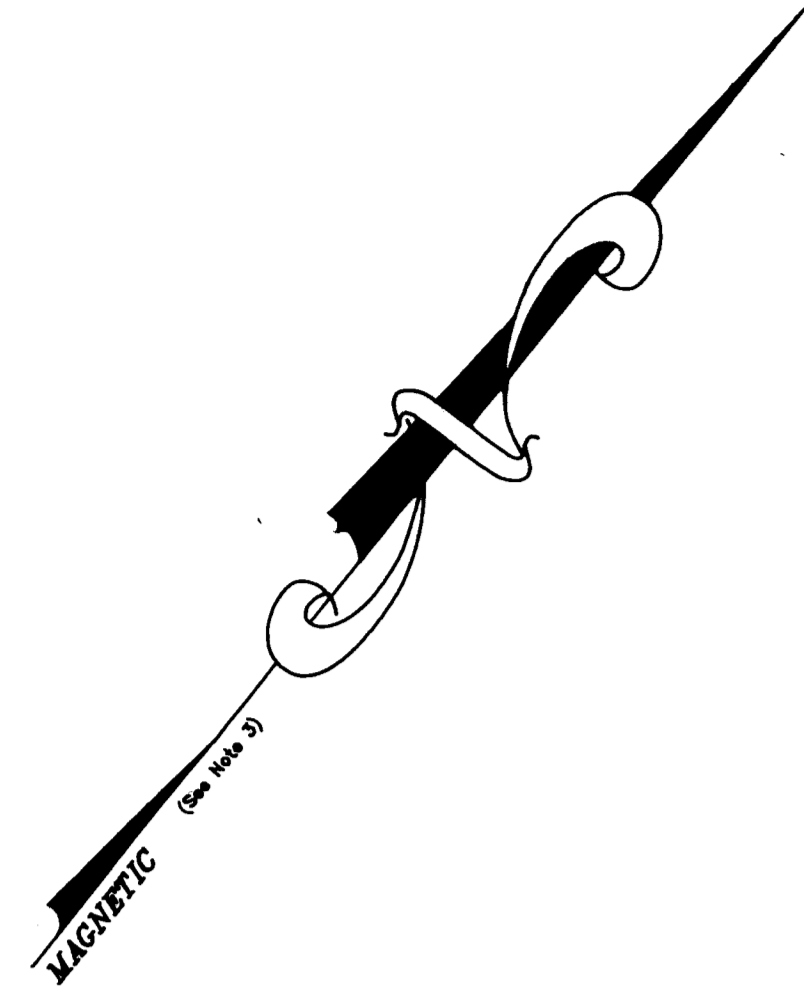
Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to be 'ND', with a long horizontal stroke extending to the right.

Nicole DiGeronimo  
Director of the Avesta Housing HomeOwnership Center

cc: Melissa Foster, President of Collyer Brook Home Owner's Association via email

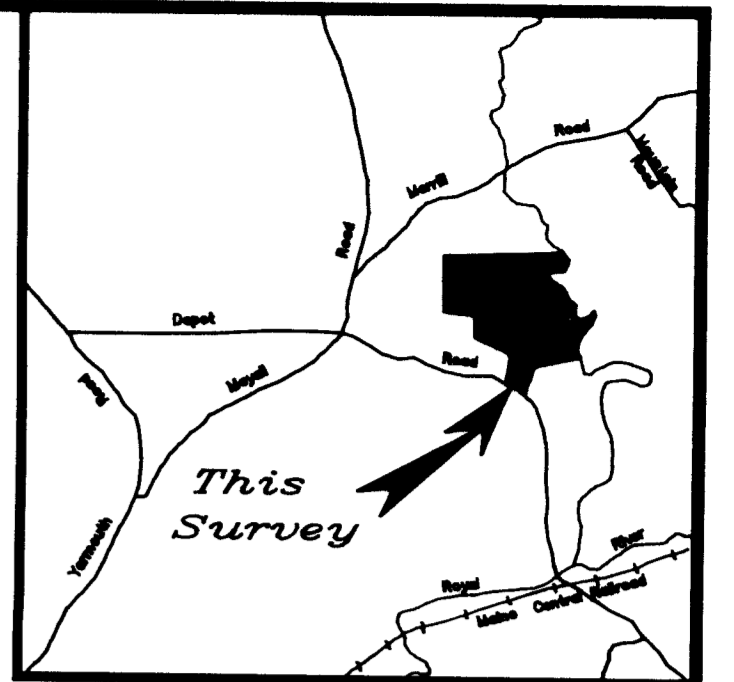


N/F  
Jeffery T. Wilson  
6877/220

N/F  
Roland A. Larson  
4913/229  
(See Plan Book 143 Page 4)

N/F  
Emerson F. Mitchell  
3160/745

N/F  
Michael Wilson  
4259/323



VICINITY MAP  
SCALE: 1"=2500'

NOTE: TOTAL LAND TO BE DEVELOPED, INCLUDING  
DETENTION POND AND DRIVEWAY EASEMENT TO LOT 6,  
IS 19.79 ACRES.

NOTES

- Owner of record is Collyer Brook Associates by deed recorded in the Cumberland County Registry of Deeds in book 9121 page 0044.
- Reference is made to a "Plan of Collyer View" for Robert Burns dated 09/06/1977 by C. R. Storer, Inc. and recorded in the said Registry in plan book 117 page 79.
- All bearings are referenced to Magnetic North as per the plan referenced in note 2 above and calculated from angles of an actual on the ground survey.
- The perimeter boundaries of this parcel were taken from the plan referenced in note 2 above and an actual on the ground survey in the area of development.
- The right of way of the Depot Road is assumed as per the plan referenced in note 2 above.
- The subdivision has been developed in accordance with the Town of Gray subdivision and zoning ordinances that were in effect at the time of approval. Lots 1, 13 and 14 shall be single family homes, whereas the remainder of the lots may be either single family or duplex homes.
- The subdivision approval includes the following criteria:
  - Subject to Soils Conservation Service letter of June 6, 1990.
  - Underground utilities shall be installed.
  - Provide a buffer of evergreen trees either by transplanting from the site or outside sources; trees to be a minimum of 4 ft. high, approximately 6 ft. on center, a minimum of fifty (50) trees, the developer will replace any trees which fail to survive the first winter after planting.
  - Provide Department of Environmental Protection (DEP) statement of intention to be third party on the Conservation Easement.
  - Developer agrees to build the road to Town standards before any lots are sold, in lieu of providing a performance bond. The applicant understands that this does not mean the road has to be accepted by the Town.

APPROVED BY THE PLANNING BOARD OF THE TOWN OF GRAY

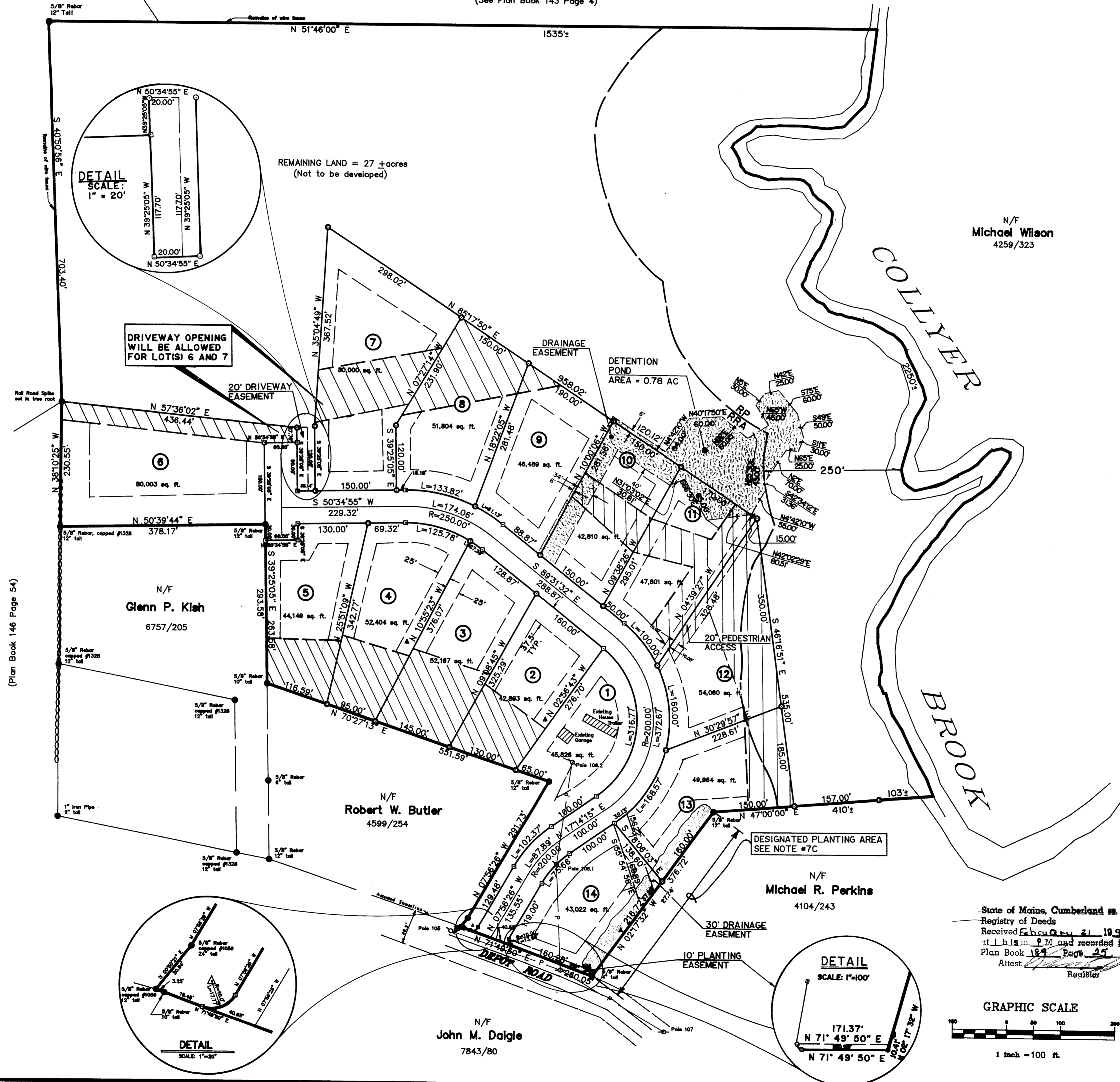
Signed by  
Richard S. St. Claire  
August 23, 1990

*Richard S. St. Claire*  
*Richard S. St. Claire*  
*Richard S. St. Claire*  
*Richard S. St. Claire*  
*Richard S. St. Claire*

DRIVEWAY OPENING  
WILL BE ALLOWED  
FOR LOTS 6 AND 7

20' DRIVEWAY  
EASEMENT

DETENTION  
POND  
AREA = 0.78 AC



N/F  
Lawrence P. Humphrey  
6600/253

N/F  
Robert W. Butler  
4599/254

N/F  
Michael R. Perkins  
4104/243

N/F  
John M. Daigle  
7843/80

LEGEND

- Iron Pipe or Pin Found
- 5/8" Capped Rebar to be set
- Granite Monument to be set
- Utility Pole
- P — Overhead Utility Lines
- N/F Now or Formerly of
- 4913/229 CCRD book and page reference
- Stone Wall
- ⑩ Lot number
- ▨ Clearing Restriction—No cutting is allowed within this area, except as noted on Lots 6 and 7
- ▭ Construction window with siltation fencing required during building construction

REV.	DATE	REVISION
2	5/17/90	BUILDING CONSTRUCTION WINDOW/ POND EASEMENT; ADDED NOTE 6
1	4/15/90	BUILDING CONSTRUCTION WINDOW/ CLEARING RESTRICTION

RECORDING PLAT  
OF  
COLLYER BROOK ESTATES  
ON  
DEPOT ROAD  
GRAY, MAINE  
FOR  
COLLYER BROOK ASSOCIATES

WAYNE T. WOOD & CO.  
Gray, Maine 04039  
Drawn By: W.T.W.  
Check By: W.F.W.  
Drwg. No. 1  
Pk. No. 5  
(207)428-3259  
Date  
October 1989  
Job No.  
8932



CERTIFICATION

I certify that, in my professional opinion, this survey conforms to the Maine Board of Registration for Land Surveyors Standards for Standard Boundary Survey Condition II.

*Wayne T. Wood*  
Wayne T. Wood, RLS 15328

