

TOWN GRAY
GRAY TOWN COUNCIL
AGENDA • OCTOBER 6, 2020

**Gray Town
Council Regular
Meeting**

Henry Pennell Municipal Complex
24 Main Street, Gray, ME 04039

7:00 PM

OPENING STATEMENT:

Due to the Governor's latest Executive Order, the Town Council meeting will NOT take place in person. The meeting will be held online with the link provided the day of the meeting. **For the Public Hearing, Residents can click in to participate or call in using the number provided the day of - during the times detailed below. Public Comment are only allowed during the Public Hearing as detailed in the agenda.**

COUNCIL WORKSHOP - 6:00 - 6:55 PM

No Thru Trucks - Mayall Rd/Depot Rd - Public Forum **6:00-6:55 PM**

I. ROLL CALL

II. PLEDGE OF ALLEGIANCE TO THE FLAG

III. MINUTES FROM PREVIOUS MEETINGS

1. To Review and Act Upon Approving the Town Council Minutes of Sept. 15, 2020. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Approves the Town Council Minutes of Sept. 15, 2020.

2. To Review and Act Upon Approving the Town Council Minutes of Sept. 28, 2020. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the Minutes of September 28, 2020.

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

COMMENTS IN EXCESS OF 3 MINUTES ARE WELCOME AT THE END OF THE AGENDA PRIOR TO ADJOURNMENT. (FOR INFORMATION SHARING, NOT DISCUSSION.) **10 MINS**

V. PRESENTATION(S)

1. Eaton & Peabody and MMA Representative - Introductions 10 MINS (5 mins each)
2. Lifelong Living Committee Update - Sharon Young 10 MINS

VI. REPORT FROM THE COUNCIL CHAIR - 20 MINS TOTAL

1. DOT Truck Policy

VII. REPORT FROM THE TOWN MANAGER

1. Letter from B. Sawyer

VIII. COMMITTEE REPORTS

IX. COUNCIL CORRESPONDENCE/ACTIVITIES

X. ACTION ITEMS

1. To Review and Act Upon Awarding the Bid to Thayer Corporation for Replacing the Existing 350,000 BTU Reznor Waste Oil Furnace with a 350,000 Clean Burn Waste Oil Furnace for the Total Amount of \$31,083, for Thayer's Proposed Option #1, using the buildings current compressed air system, to be Paid from 2018 Bond Monies, as Proposed by the Director of Buildings and Grounds. 5 MIN

Proposed motion:

Ordered, the Gray Town Council awards the Bid to Thayer Corporation for Replacing the Existing 350,000 BTU Reznor Waste Oil Furnace with a 350,000 Clean Burn Waste Oil Furnace for the Total Amount of \$31,083, for Thayer's Proposed Option #1, using the buildings current compressed air system, to be Paid from 2018 Bond Monies, as Proposed by the Director of Buildings and Grounds.

2. To Review and Act Upon Adopting the Town of Gray FOAA Policy. 5 MINS

Proposed motion:

Ordered, the Gray Town Council adopts the Town of Gray FOAA Policy, as proposed.

3. To Review and Approve the Carryforward of Certain CIP Items in the Amount of \$135,475.00 to Fiscal Year 2021. 10 MINS

Proposed motion:

Ordered, The Gray Town Council Approves the Carryforward of Certain CIP Items in the Amount of \$135,475.00 to the Fiscal Year 2021.

4. To Review and Act Upon Re-Appointing Mary Begin to the Blueberry Festival Committee for a

One-Year Term to Expire on August 31, 2021. 5MINS

Proposed motion:

Ordered, that the Gray Town Council re-appoints Mary Begin to the Blueberry Festival Committee for a One-Year Term to Expire August 31, 2021.

5. (First Reading) To Set a Second Reading and Public Hearing on 10/20/2020 to consider the Adoption of the Updated General Assistance Guidelines as Issued by the State of Maine. 5 MINS

Proposed motion:

Ordered, the Gray Town Council Sets a Second Reading and Public Hearing on 10/20/2020 to Consider the Adoption the updated General Assistance Guidelines as Issued by the State of Maine.

6. To Review and Approve the Planting of a Tree on Town Property to Honor the Memory of Rebecca Bodwell. 5 MINS

Proposed motion:

Ordered, the Gray Town Council Approves the Planting of a Tree on Town Property to Honor the Memory of Rebecca Bodwell.

7. To Review and Act Upon Approving the Installation of a Handicap Accessible Ramp at the Entry Way to the Gray Historical Society. 10 MINS

Proposed motion:

Ordered, the Gray Town Council Approves the Installation of a Handicap Accessible Ramp at the Entry Way to the Gray Historical Society.

8. To Review and Approve the Draft Letter to Maine Narrow Gauge Railroad Referencing Future Disposal of Property Located Within the Town of Gray. 10 MINS

Proposed motion:

Ordered, the Gray Town Council Approves the Draft Letter to Maine Narrow Gauge Railroad Referencing Future Disposal of Property Located Within the Town of Gray.

9. To Review and Approve Proposal for and to Hire a Consultant for the Town Manager Search. 10 MINS

Proposed motion:

Ordered, the Gray Town Council Approves(_____) as the Consultant for the Town Manager Search.

XI. COUNCIL BUSINESS

1. Shoreland Zoning Discussion w/Scott Dvorak (CEO) 10 MINS
2. Comprehensive Plan - Communication Plan for November Vote 10 MINS
3. Support Letter for Deputies - Dan 10 MINS
4. New Gloucester Request for Diversion Study - Sandy 5 MINS
5. Libby Hill Maintenance Agreement Worksheet - Dan 5 MINS
6. Tracking Spreadsheet/Workshop Schedule 10 MINS

XII. ADJOURNMENT

1. Motion to Adjourn 9:50 PM

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

Dan McGuire,

Enclosed are 2 pages of signatures from neighbors who also want this end of Mayall posted as No Thru Trucks.

Thank you,

A handwritten signature in cursive script that reads "Kathy Taylor". The signature is written in black ink and is positioned below the "Thank you," text.

Kathy Taylor
14 Mayall Rd
tel 653-0454

We the undersigned ask that this section of Mayall Rd (between Rt 115 and Depot Rd) be closed to thru trucks. Currently these heavy trucks are using this as simply a cut off. They are a danger to all who live here and are destroying our road.

Thank you.

| NAME | ADDRESS | See next page |
|-----------------------------|------------------------|------------------------|
| Jean Hodgdon | priv 8A Mayall Rd | E711- 30 Stillridge |
| Don Parker | 14 MAYALL RD | |
| Kathleen Taylor | 14 Mayall Rd | |
| D Roxanne Sullivan | 23 Mayall Rd | |
| Jim Colroy | 31 Mayall Rd | |
| Jim [Signature] | 36 Mayall Rd | |
| Sydney Osgood. | 39 mayall Rd. | 899-6770. |
| Julia Osgood | 39 mayall RD. | |
| Lynn Sario | 47 mayall Rd Gray ME | 657-7253 |
| Elin Walker | 47 mayall Rd Gray, ME. | 657-7253 |
| Mason Seim | 47 Mayall Rd Gray, ME. | 657-7253 |
| Greg Hemmings | 60 mayall Rd. Gray | 20.0727 |
| Tom Roderick | 42 MAYALL Rd GRAY, | |
| John [Signature] | 12 MAYALL Rd GRAY | |
| Sherry Ferris | 2 MAYALL Rd Gray | |
| Kelly Lewis | 31 Mayall Rd | |
| Bichagoe Down | 7 Mayall rd. | |

We the undersigned ask that this section of Mayall Rd (between Rt 115 and Depot Rd) be closed to thru trucks. Currently these heavy trucks are using this as simply a cut off. They are a danger to all who live here and are destroying our road.

NOTE: We, listed below, have mailboxes on Mayall Rd, however the postal service uses our private drives as an address. One homeowner and family have their entire back yard abutting Mayall Rd.

NAME

ADDRESS

| | | |
|--------------------------|------------------------------------|-----------------------------|
| Les Madon | Abutt Mayall Rd. | 189 Yarmouth Rd. Gray |
| Frank J. Morn | 11 Timber Lane | Gray, ME 04039 |
| Ron | 11 Timber Lane | Gray 04039 |
| Joan Hodgdon | ^{prior E911} 8A Mayall Rd | 30 Stillridge Gray Me 04039 |
| Kelly Allen | 30 Stillridge | Gray ME 04039 |
| Trever Allen | 30S Stillridge | Gray ME 04039 |
| Diane Orelup | 15 Passage Drive | Gray ME 04039 |
| Jim Guipen | .. | .. |
| | | |
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TOWN OF GRAY
GRAY TOWN COUNCIL
MINUTES • SEPTEMBER 15, 2020

Regular Meeting

Henry Pennell Municipal Complex

7:00 PM

24 Main Street, Gray, ME 04039

WORKSHOP 6:00 PM TO 6:55 PM

- Budget Discussions
- Town Manager Search Options
- Circle K Curb Cut Update
- Tracking Spreadsheet

ROLL CALL

| Attendee Name | Title | Status |
|------------------|--------------------------|---------|
| Sandra Carder | Chair | Present |
| Bruce Foshay | Councilor | Present |
| Dan Maguire | Councilor | Present |
| Sharon Young | Councilor | Present |
| Anne Gass | Vice Chair | Present |
| Deborah Cabana | Town Manager | Present |
| Kathy Tombarelli | Town Planner | Present |
| Alec Dodd | Director of Public Works | Present |

PLEDGE OF ALLEGIANCE TO THE FLAG

MINUTES FROM PREVIOUS MEETINGS

- To Review and Act Upon Approving the Town Council Minutes of September 1, 2020

Ordered, the Gray Town Council approves the Minutes of September 1, 2020, as proposed.

Councilor Young suggested edits to the Chair Report but Chair Carder said the minutes need to reflect what was stated during the meeting. Councilors Young, Gass, Foshay, and Carder all requested edits which will be provided to Town Manager Cabana. Councilor Young called a Point of Order after another Councilor suggested edits to clarify their intent vs. what they said. The difference is that the Councilor was requesting to clarify their own statements, not those of another Councilor.

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|------------------|------------------------------------|
| RESULT: | ADOPTED AS AMENDED [4 TO 1] |
| MOVER: | Sharon Young, Councilor |
| SECONDER: | Anne Gass, Vice Chair |
| AYES: | Foshay, Maguire, Carder, Gass |
| NAYS: | Young |

**PUBLIC COMMENTS OF NON-AGENDA ITEMS (LIMIT 3 MINUTES PER PERSON).
 COMMENTS IN EXCESS OF 3 MINUTES ARE WELCOME AT THE END OF THE AGENDA
 PRIOR TO ADJOURNMENT. (FOR INFORMATION SHARING, NOT DISCUSSION.)**

No comments

PRESENTATION

- Comp Plan Steering Committee Presentation

Krista Chappell, Chair of CPSC, and Ben Smith of Northstar Consulting, provided updates to the Council. Ms. Chappell explained they had a well-attended virtual public forum last night and it was well received for the most part. The committee plans to have the comp plan on the Nov. 3rd ballot.

They have heard back from the state and met as a committee to discuss minor suggested changes from the State, making a few changes in inventory chapters.

They have heard from a variety of residents and business owners, receiving some criticism or feedback. Most responses were positive. The committee feels the plan covers a wide variety of perspectives and aligns well with the feel of the Town. The committee met after the forum to decide if they wanted to change anything, or move forward to vote. Some thoughts/concerns from residents (email and at hearing) included:

- *Increased spending
- *Zoning issues
- *Desire for additional feedback from businesses
- *Agriculture/farms - respect rural feel of Town without creating sprawl

Ms. Chappell said the committee will add info about agriculture and food sovereignty. They will add agriculture to the residential/commercial development section for possible zoning changes in the future.

Ms. Chappell said most changes were minor (typos, etc.). They elaborated in certain areas regarding ecology, fish and wildlife and made changes to Tree Growth Program. Changes will be attached as a reference to the plan.

Ms. Chappell said many committee members are business owners and have sought feedback from businesses (via door to door/handouts/transfer station/emails, etc.) They, as a committee, feel confident they have accounted for business input in the plan.

Ms. Chappell said other concerns that come up can be addressed in future zoning amendments, etc. They recommend oversight of the Comp Plan through an oversight committee. The committee plans to make language changes prior to the vote.

Councilor Carder said she received info from Lynn Gallagher regarding agriculture, so Councilor Carder appreciates the committee adding info based on Lynn's suggestions.

Councilor Young asked if feedback, from forum and emails that came in, can be appended to the plan, also. She said the forum was very well done and very informative. She was concerned that it was almost implied that it needed to be done now to have time to get it on the ballot and that it may have dissuaded people from giving feedback. She asked if there is room for more changes if Council votes tonight.

Ms. Chappell apologized if she implied at the forum that no further feedback could be accepted. They could have a second forum, if necessary. She doesn't think there is room for changes if they vote tonight. She said the committee recommends an oversight committee to be set up. She said it is a living, breathing document and elements of the plan may need to change in the future. She said she feels this plan is reflective of the feedback they have received and details can be adjusted.

Chair Carder explained they can approve it as it stands. If they plan to have the meeting next week, they can table approval until after that public hearing. She said Town Manager Cabana is on a time frame to get info to the printer for the ballot.

Councilor Foshay said it is a great plan; he had no additional comments.

Councilor Gass is happy with it and said it has good synergy and overlaps with the Open Space Committee.

Councilor Maguire said it is important for people to understand this isn't the end of the line; it is the beginning of the next step. Priorities can be rearranged and changes can be made. We will have good solid data to use in the future. He would like the date of the plan to be added to the ballot question so it is clearly defined as to which version is the final one. He said they couldn't have asked for a better end product.

Chair Carder asked if they want to move forward with the second public hearing on September 22, 2020. Councilor Maguire doesn't feel a strong need for another public forum.

Councilor Young said she doesn't see a need if the committee does not think it necessary. She expressed her concerns about areas on the map around the shoreland and the fact that the second tier was in general rural vs. critical rural, so it isn't given the same level of protection. Ben Smith explained she was correct. He said her concerns are noted and that is a place to start the next conversation.

Councilor Gass said there already has been public outreach. She is skeptical another meeting will bring increased participation. She referenced issues regarding the confusing notices for the meeting (virtual vs. in person), so another meeting could put those concerns to rest.

Councilor Foshay said they charged the committee and they did a fantastic job. The plan was to have them come to Council when they were ready for it to be placed on the ballot. He is ready to move it forward.

Councilor Carder referenced the concern of Councilor Gass but noted it was well-attended, and Kathy Tombarelli was at the office in case anyone showed up for the meeting in public. No one came. She said this is the committee's plan and residents have opportunity to approve or not approve in November. She is fine moving ahead with the plan tonight. In reference to an oversight committee, Council will address this after the vote. She said everyone will have to be involved in getting the word out that it will be on the ballot.

Ben Smith said the draft motion says "adopt" and asked for clarification. Town Manager Cabana sought legal opinion and expressed that Council had made the decision that they want to receive resident approval on the plan. Attorney Alyssa Tibbetts said Council could choose not to adopt it and just send it out to resident vote. Alyssa said there is value in being able to state that the Council adopts the plan. Town Manager Cabana explained it is best to have both Council and residents approve the plan, But, if residents do not vote to approve the plan, the Council adoption can supersede the vote.

Councilor Carder would prefer to approve it and then leave in the voter's hands. Councilor Maguire said he doesn't want to do anything that would supercede a resident vote, and he is concerned there is no revision date on the website version so he would like to have that clear before voting.

Councilor Carder said that on the website today, the final draft posted says 8-14-20, so it would be that draft with the changes Ms. Chappell referenced from the forum. Councilor Carder said changes should be made immediately and uploaded with tonight's date. Ben Smith said it can't be done by tomorrow but will be done by

early next week. Councilor Maguire pointed out different versions are on the website and requested older versions be pulled out or clearly placed in an area for previous versions.

Chair Carder asked if they want to change “adopt” to ‘approve’ in the motion. All Councilors agreed.

#66-21 To Review and Act Upon the ~~Adoption~~ **Approval** of the Comprehensive Plan for the Town of Gray.

Ordered that the Gray Town Council ~~adopt~~ approve the 2020 Comprehensive Plan for the Town of Gray (originally adopted 2003) pursuant to 30-A M.R.S. § 4324(9), which has been deemed by the Department of Agriculture, Conservation and Forestry to be “complete and consistent” with the Maine Growth Management Act (30-A M.R.S. § 4321, et seq.), and as recommended by the Comprehensive Plan Committee following a public hearing on September 14, 2020, as amended during September 15, 2020 Council meeting.

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| RESULT: | ADOPTED AS AMENDED [UNANIMOUS] |
| MOVER: | Dan Maguire, Councilor |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

PUBLIC HEARING

- To Review and Act Upon Approving a Proposed Local Food and Community Self-Governance Ordinance.

#51-21 (Second Reading) to Review and Act Upon Approving a Proposed Local Food and Community Self-Governance Ordinance for the Town of Gray.

Be it ordained, the Gray Town Council approves a proposed Local Food and Community Self-Governance Ordinance for the Town of Gray.

No comments. closed at 8:14pm

Councilor Young said she will vote no again because it puts them at risk. Councilor Maguire would like some formatting fixed. Councilor Gass asked about seeing tracked changes and need to make titles consistent. Chair Carder explained tracking appears for their version, but the final version doesn’t show tracking.

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|------------------|-------------------------------|
| RESULT: | ADOPTED [4 TO 1] |
| MOVER: | Anne Gass, Vice Chair |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Maguire, Carder, Gass |
| NAYS: | Young |

- To Review and Act Upon Approving an Amendment to Chapter 212 of the Mobile Vendor Ordinance as it Pertains to Food Trucks.

No public comments. Public hearing closed at 8:18pm

#52-21 (Second Reading) to Review and Act Upon Approving an Amendment to Chapter 212 of the Mobile Vendor Ordinance as it Pertains to Food Trucks.

Be it ordained, the Gray Town Council approves the proposed amendment to Chapter 212 of the Mobile Vendor Ordinance, as it pertains to food trucks.

RESULT:

ADOPTED [UNANIMOUS]

MOVER:

Bruce F. Foshay, Councilor

SECONDER:

Sharon Young, Councilor

AYES:

Foshay, Maguire, Carder, Young, Gass

REPORT FROM THE COUNCIL CHAIR

Chair Carder read her report:

“Covid: Governor Mills has extended the state of emergency to 10/6; therefore, our meetings can remain online through 11/6. Our next meeting is set for 10/6 and has the Mayall/Depot Rd public forum just before from 6-7pm; therefore, that Council meeting will need to be online, as well, as it follows directly. We can discuss our 10/20 meeting at the 10/6 meeting. Deb has verified the maximum number of attendees in Council Chambers is 25. The Planning Board did meet in person last Thursday with 5 people at the dais and 2 more at a 2nd table in front and Dan in the back of the room. Chairs were removed to ensure the right number, and Kathy added tape in the hallway for those waiting. I provided some feedback on the video/audio from the meeting and Sharon had provided some feedback about the podium being sanitized after each person speaks – via her watching the ZBA meeting. Kathy was going to make some adjustments at the next PB meeting – but that will occur after our 10/6 meeting. For us, we cannot turn anyone away so we would need a plan of action IF more than the allotted number (around 16 or under for our meetings) were exceeded. Just something to think about between now & the 10/6 meeting discussion.

Budget: I want to thank all the voters who took the time to come out for the 2nd budget vote. I think everyone can agree we never want to have to go through multiple votes for one budget. We discussed the budget briefly in our workshop tonight and will do a more thorough debrief at a workshop at the end of the year - leading up to our next budget cycle – to determine what we can do better and how we can increase communication and participation before the budget goes to the voters.

Taxes have been committed, and material sent to the printers. I am sure Deb can provide an update on the actual tax bills. Tonight’s agenda is a clearing house of items held up for the budget vote and there will likely be more.

Circle K: As Dan stated in our workshop earlier, the issue of the Circle K curb cut on No. Raymond Road was addressed in the 9/10 PB meeting and they have until 11/15/2020 to create the new curb cut further down the road and close the existing one. Regardless, the existing curb cut will be closed by 11/15/2020.

Joint Leaders: Deb and I have been invited to a meeting with Superintendent King, Sam Pfeifle, School Board Chair, NG Town Manager Brenda Fox-Howard and Karen Gilles, NG Selectman Chair to discuss reinstating the Joint Leaders meetings officially. We will report back to everyone after the meeting.

Shaker Rd Public Forum: You all saw the e-mail where we changed the approach to one online meeting to be held on Tues, Sept 29th – due to the Covid restrictions and the Council chambers being limited to 25 people. Letters went out to all impacted residents and an agenda has been posted. The link to that meeting will be posted

the day of the forum. A pre-planning meeting has been set for 9/23 to ensure everyone knows who is covering what. I have followed up with the MDOT regarding the weight limit & route designation, but still have not heard back from them. I will pull information from their website to provide to the residents. I also reached out to OTT representatives to inquire about the utility poles on that road. At Alec's suggestion, we would like to find out if we can eliminate as many as possible. OTT has advised they own one side of the road's poles and think AT&T may own the other side. Deb has staff researching the ownership. OTT has been invited to join in the planning meetings to determine options."

REPORT FROM THE TOWN MANAGER

Town Manager Cabana stated that October 10th from 9am to noon is the date of the hazardous waste collection at the Transfer Station. A list of acceptable items appears on the website.

She said town staff is preparing for absentee ballots which she will order tomorrow. They will close Town Hall at 1pm on a few designated afternoons, probably the first week in October, to get the ballots out. There will be an official drop box, which Mo Russo will cement permanently into ground on Pennell grounds. This will be shipped to the Town at the end of this month. She said residents can mail ballots in or drop them off at the box.

She said on September 8th, 478 residents voted on LD1 with 270 voting yes and 208 voting no.

She said tax bills will be mailed out no later than today and that mortgage companies have received the information. She said the mil rate did not increase so residents should see the same amounts unless they have made improvements to their property.

COMMITTEE REPORTS

Councilor Maguire said OAC met and they are almost at a final draft of the sign ordinance. Defining illumination has been a bit of a challenge. The committee asked Town Manager Cabana if Gorrill & Palmer have someone who could help, but they do not. Town Manager Cabana found a Westbrook ordinance which may help. Councilor Maguire said the committee may suggest to not have a section on illumination. He also said they may illustrate sizes of signs due to many calculations.

Councilor Maguire said the Planning Board had a busy night on September 10th. They discussed Circle K, changes at Wildlife farm gift shop/entrance, non-conforming lots on Marie St & Weymouth Road, Garrison Woods, and a new sketch plan of the proposed Verrill Farms off Rt. 26.

Councilor Young said the Finance Committee would have met this week but moved it to September 24th at noon.

Councilor Young said the Blueberry Festival committee held Music in Park on September 12th. There were three great performances by Firefly, a child's group performing Wizard of Oz tunes/skits; Dan Harris, a local fellow, and Sea Grass, a 5-piece ensemble. She said it was a great family event. There were local sponsors, including Bruns Bros, Patriot Dental, Gray Family Vision, Norway Savings, Cumberland County Federal Credit Union, and Pemberton's. Proceeds benefit GNG LL, GNG HS class 2023, and the Gray food pantry. She enjoyed both events and hopes it can be a regular event.

Councilor Young said ZBA will meet on September 23rd.

Councilor Gass said Open Space met in person on September 2nd. The two new members were not there but will be next time. They will meet again to vote on the Chair and will come to Council soon.

Councilor Gass said the Rec & Conservation Committee was short of a quorum. She reported that Wilkie's Beach is closed for the season, boat ramp repairs are partially completed, and the Rec Dept is in the process of purchasing and installing the new fence. She said New Gloucester added 20 new childcare slots and all but 3 are filled. Gray has 50. They are looking for more helpers. Pineland Y closed childcare without warning. The Town charges \$150/week per child, therefore for 3 children, it is over \$20,000.00 annually. She said they discussed how to raise money for scholarships, etc. Discussed Rec & Conservation Committee name and options to change it. They discussed educational ideas and senior programs. They expect the enterprise account will have a \$40,000.00 loss due to the pandemic.

Councilor Foshay had no committee meetings. He said CEDC & Finance will meet next week.

Councilor Carder read her report on her committees:

“DMS: Have not met since last meeting, next meeting is Mon 21st at 6:30pm online. Their annual report has been submitted.

Recycling: Have not met since last meeting, next meeting is Thurs 24th at 5pm online. Their annual report has been submitted. As Deb mentioned, Hazardous Waste Day is set for Oct 10th, which is a Saturday, 9-12pm. The Committee members generally help with this event so Randy's guys can remain at the Transfer Station as it is a Saturday. This is usually held the last Sat in August but was delayed due to the budget re-vote, so we are trying to get the word out.

GPCOG: Executive Committee met on 9/9 via Zoom. All meetings will remain on Zoom through year end. Received an update on the Americorp resources. Towns can apply for some assistance IF they can define a specific project – in the area of disaster response, increases in digital services, broadband planning/outreach, research/data collection – but they cannot help with elections and they cannot replace existing personnel or add positions. I will share the information with Deb. We also reviewed GPCOG priorities in the coming year with Member Services being at the top of the list – including continuing to improve their cooperative purchasing programs.

The issue of police force funding and social services came in – one unique issue popped up which is if one Town updates their policies and has a mutual aid agreement with another – there may be some discrepancies. I provided Anne's name to Claude Morgan of the South Portland Council as she had mentioned her personal experience with blending social services with public safety calls. Another item everyone was in support of was looking at trying to bring Town Planners together for regular meetings – like those with Town Managers & Public Works Directors. A member of the Windham Council strongly advocated for this as they have spent a great deal of time on their comp plan, updating ordinances, zoning changes, updating their fees and creating their growth plan program. He felt they found many differences between Towns which were contributing to issues being faced in Windham – for example – their fees were far below those of surrounding towns which pushed more development into Windham which is similar to our Duplex issue – which I pointed out. I also told him we often reference and pull material they have done. This new collaboration could reduce time for all planners, especially in the area of ordinances. Our next meeting is the annual retreat on Oct 14th which again will be held online.”

IL CORRESPONDENCE/ACTIVITIES

Councilor Maguire had emails regarding the budget vote, Covid, and Planning Board applications which were voted on at the last meeting.

Councilor Young says all had joint communication with Mr. Nevers re: LD1 override. She reached out to him. She had an email from Karen Licht who is the GNG Community Service Plan Advisor. She discussed how students can help, especially with seniors. Councilor Young said they all had communication regarding the reappointment vote for Don Hutchings. She also had additional communication with Pete Gellerson regarding his reappointment vote. She read, in its entirety, Peter Gellerson's statement which he read at the September 10th Planning Board meeting. She said his comments are in line with emails they received about Don Hutching's vote.

She said when they have willing, able, experienced people who are keeping committee the functioning well, and in harmony, they should probably not put new blood in there without reason.

Councilor Gass had communications mentioned by others, and, also, from Jason Wilson and Steve McPike. She discussed Mr. McPike's concerns regarding Narrow Gauge and the huge loss it was to the Town when Narrow Gauge sold property. Mr. McPike discussed sending a letter and ask they let Council know if they have plans to sell areas of their property. Steve McPike, in his email, said if there had been a conversation plan at time, when CMP deeded it over, the land could have gone back to CMP or possibly the Town. This shows to her why Open Space Committee is important.

Councilor Foshay had 11 emails from Jason Wilson on various topics. He had three emails regarding the Planning Board from several people. He had an email expressing gratitude, and read it out loud, from a resident who found their taxes reduced \$73 for the year.

Councilor Carder read her correspondence/activities report:

"As requested, I sent an e-mail to the Water District detailing the timelines for our ongoing infrastructure projects to help with their internal planning. They were happy to receive it and advised they will work hard to continue to increase communication between the two entities and continue the partnership on the projects.

Deb and I have received a request from Mr. Hamilton in regards to a small subdivision being permitted which intersects with Route 115. He has issues with extending Woodcock Drive which would trigger specific road standards for the entire road. He has requested time on an upcoming agenda to discuss this with the Council. I am not sure if there will be room on the 10/6 or 10/20 agendas, but we will get back to him accordingly.

We all received an e-mail from Mr. Nevers regarding the budget revote and results. I provided additional information to answer his questions and Deb provided additional information regarding the very specific rules that must be followed for every election. Just a reminder to all voters out there, the process is very specific, has many safeguards in place, is secure and open to the public if anyone has any questions or concerns. That applies to both absentee ballots and in person ballots. Again, our new secure ballot box for absentee ballots should be arriving shortly.

I also had several other conversations with other residents seeking information on the revote results and the status of the tax bills.

I had a subsequent conversation with Mr. Hollis, which was a personal conversation as a resident, on a property that is near his planned subdivision. I had several conversations with abutters who reached out for more information on the project.

We received an email from Karen Licht who is the HS Teacher mentoring the Community Service Committee looking to work with the new Lifelong Living Committee to see where they can help provide assistance to seniors in Gray. I referred her to Sharon as this is an affiliate committee, not a Council committee.

I also received various e-mails from Mr. Wilson related to the budget and comprehensive plan.

I also had various conversations with planning board members. We all received an e-mail from Mr. Connolly of DM Roma Consulting Engineers with positive feedback for the Planning board and Planning Dept. Staff. We also rec'd an e-mail from Dan Cobb regarding the Council's discussion on changes related to planning board participation which we will discuss later in the meeting."

ACTION ITEMS

- Motion to remove 9-21 from table

Ordered, the Gray Town Council Removes Item 9-21 from the Table.

| | |
|------------------|--------------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Bruce F. Foshay, Councilor |
| SECONDER: | Dan Maguire, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

#9-21 To Review and Act Upon Awarding the FY2021 Salt Bid.

Ordered, the Gray Town Council awards the FY2021 Salt Bid to Morton via the GPCOG bid.

| | |
|------------------|--------------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Anne Gass, Vice Chair |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

- Motion to remove #10-21 from table

Ordered, the Gray Town Council removes Item #10-21 from the Table.

| | |
|------------------|--------------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Anne Gass, Vice Chair |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

#10-21 To Review and Act Upon Approving the Paving Bid for Fiscal Year 2021.

Ordered, the Gray Town Council awards the FY2021 Paving Bid to Pike Industries.

Alec Dodd said Road work went to Pike, hand paving went to FA Wing Paving. He said the minimum set from Pike was 50 tons.

| | |
|------------------|--------------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Anne Gass, Vice Chair |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

- Motion to remove #11-21 from table

Ordered, the Gray Town Council removes Item #11-21 from the Table.

| | |
|------------------|--------------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Anne Gass, Vice Chair |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

#11-21 To Review and Act Upon Authorizing the Town Manager to Employ F.A. Wing for the Purposes of Small Hand Paving Jobs that Are Less Than the Paving Amounts Outlined from the Current Paving Contractor.

Ordered, the Gray Town Council authorizes the Town Manager to award small hand paving jobs to F.A. Wing. Said projects are less than the minimum billing amount of 17 tons as outlined in the Current Paving Contract.

| | |
|------------------|--------------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Anne Gass, Vice Chair |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

#53-21 To Review and Act Upon a Proposed Contract with Cumberland County (Sheriff’s Office) to Provide 80 Hours Per Week of Law Enforcement Coverage for the Town for the FY 2021.

Ordered, the Gray Town Council approves the proposed contract with Cumberland County (Sheriff’s Office) to provide 80 hours per week of law enforcement coverage for the Town of Gray for the FY 2021, pending Town Manager Cabana’s confirmation with Sheriff’s Department on Suggested Changes.

Councilor Maguire asked Town Manager Cabana about how much communication goes into this decision or if it is a stock agreement and if language could be added about coverage if a deputy moves away. She said it is a stock agreement the county uses and, since they are union employees, there is not much room to make changes. She said they provide a deputy when there is a vacancy.

Councilor Young pointed out clerical errors, and that dates should be inserted where indicated. She requested they strike the part about delivering packets. She expressed initial concerns about the AR-15 and shotgun on the list of required equipment, but after she researched, learned it has been common since 2010. She noted the dash camera is listed as optional. She wants “optional” struck as she thinks that should be there.

Town Manager Cabana asked her to send suggestions, with page numbers, to her via email. She said she inquired last year about a dash cam, and it is not something they can remove from the contract since some things are negotiated with the union.

Councilor Gass also pointed out we have a Council, not a Select Board as listed in the contract. She also asked about compensation time, holiday/vacation time, and written reports. She requested they receive information in reports regarding race/ethnicity of stops. She also pointed out arbitration on page 98 and wants to make sure they are ok with this as it could remove rights for legal action.

Councilor Carder noted that Chair is listed but their order says authorization to sign should be from the Town Manager Cabana. She asked Councilors to send edits to Town Manager Cabana and they can vote as amended. Councilor Young requested they amend to allow Town Manager Cabana to attempt to negotiate those two points (deliver packets/dash cams). Chair Carder stated the motion is amended “pending Deb's confirmation with sheriff's dept on suggested changes”.

| | |
|------------------|---------------------------------------|
| RESULT: | ADOPTED AS AMENDED [UNANIMOUS] |
| MOVER: | Bruce F. Foshay, Councilor |
| SECONDER: | Sharon Young, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

#54-21 To Review and Act Upon Authorizing the Town Manager to Sign the School Resource Officer Contract for FY2021.

Ordered, the Gray Town Manager is authorized and directed to sign the proposed School Resource Officer for FY2021.

Councilor Foshay said this is another boilerplate, not sure they want to go through the whole thing. Councilor Young said there was a detailed list of reporting requirements for deputies and this one doesn't have that. She would like monthly reporting and asked if Town Manager Cabana can attempt to negotiate that. Town Manager Cabana said she will ask, but a lot of information isn't public since they are minors. She could ask for statistical data and Councilor Young said she would be fine with statistical data.

| | |
|------------------|--------------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Sharon Young, Councilor |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

#55-21 To Review and Act on Setting an Election Date for the Proposed Amendments, Modifications and Revisions to the Town Charter, Pursuant to Article XI, Section 7, Charter Amendments.

Ordered the Gray Town Council shall submit the following question to be voted by secret ballot at a Special Town Meeting to be held on November 3, 2020:

Shall a Charter Commission be established for the purpose of revising the municipal Charter or establishing a new Charter?

Yes No

[Explanatory Note: Pursuant to the Town Charter, the voters must be asked at least every ten years whether they want to form a new Charter Commission to study whether to adopt a new Town Charter. The law does not require such a Charter Commission, just that the voters be asked. The Town last did so in 2010. As a practical matter, funding for such a new charter commission will be required.]

| | |
|------------------|--------------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Dan Maguire, Councilor |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

#56-21 To Review and Act Upon Setting an Election Date for the Proposed Approval of the Town of Gray Comprehensive Plan.

Ordered, the Gray Town Council shall submit the following question to be voted by secret ballot at a Special Town Meeting to be held on November 3, 2020:

Shall the Town adopt the 2020 Comprehensive Plan for the Town of Gray (originally adopted 2003) pursuant to 30-A M.R.S. § 4324(9), which has been deemed by the Department of Agriculture, Conservation and Forestry to be “complete and consistent” with the Maine Growth Management Act (30-A M.R.S. § 4321, et seq.), as recommended by the Comprehensive Plan Committee following a public hearing on September 14, 2020, and as adopted **approved by the Town Council on September 15, 2020?**

| | |
|------------------|---------------------------------------|
| RESULT: | ADOPTED AS AMENDED [UNANIMOUS] |
| MOVER: | Anne Gass, Vice Chair |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

Motion was amended to changed “adopted” to “approved”.

#57-21 To Review and Act Upon Appointing Don Hutchings to Planning Board for a Term to Expire August 2021.

Ordered, the Gray Town Council appoints Donald Hutchins to the Planning Board to a term to expire August, 2021.

Councilor Carder said after the last meeting, she asked if Town Council could work on a change of requirements. She had a conversation with Don Hutchins and he has agreed to work for one year to transition. Council will discuss new policy for approval for Planning Board and ZBA, quasi-judicial boards.

Councilor Foshay said it would behoove the Town Council to arrange at least one joint workshop, when possible, to meet in person. In the meantime, he said, they all go through Planning Board training, then have a joint review to discuss desired optimal qualifications to make people productive on Planning Board, including how long is needed for new members to come up to speed and add value. He discussed ordinances that have caused issues. He said if they discuss term limits, then what is an optimal number of terms in a row to give enough experience to be good at it, but not so long that it feels stale. He also said, if age discrimination was on anyone's thoughts, then he wouldn't be on the Council.

Councilor Young said she was blindsided by this turning into a one-year post and asked if someone had a non-public meeting to make that happen. She said they have all seen emails regarding Don Hutchins that speak to the quality and unappreciated work that he has contributed for 20 years. She said Don's appointment and future discussion about term limits are two separate things. She said if that is to be discussed, Town Council term limits and Town Council chair limits need to be discussed. This is quasi-judicial board that Town Council doesn't control. She said sometimes they will make decisions that Town Council doesn't like and it is not our place to essentially fire them. She had emails from the co-chair of Planning Board and Pete Gellerson, and both referenced it was Don that brought in substantial members to the board, took them under his wing, how orderly it is, and the harmony they have.

Councilor Carder said she spoke to Don and he is willing to serve one year while they work out details. She also stated that Councilors are allowed to have conversations with residents. Councilor Young called a Point of Order and asked by what authority did she make the decision without any other Councilors concurring. Councilor Carder explained that Don called her, they discussed the matter, and he agreed he would submit a new application for one year. She also said that regardless of how they voted, they thanked him for his service. She said she also feels term limits should apply to quasi-judicial and Town Council, but that has to be put in the by-laws for residents to decide. She said the Council is responsible for reviewing/approving applications.

Councilor Gass said she was in support of reappointing for one year while they sort out a term limit discussion.

Councilor Maguire said he went back and reviewed his comments and made a transcript. He re-read some of his comments. He said he doesn't want to hurt feelings, but can't let that dissuade him from what is best for the community. He doesn't support term limits. He thinks ordinances were incorrectly interpreted regarding Weeks Hill; a project which would have resulted in tens of thousands of revenue dollars for the Town.

Maguire said, as liaison, he points out factual info, but the public hasn't challenged the board. As Town Councilor, if he feels we need to change the direction of the board, that opportunity only comes up when that person applies for a position. He stands by his decision to make a change in the board which will help change the direction of the board. He agrees with education, giving alternates a larger role on board, etc. He said he won't support Don's application.

Chair Carder read a chat entry where Councilor Foshay said he agrees with Councilor Young's comment about term limits across the board.

Councilor Young said Councilor Maguire spoke about many topics at the last Planning Board meeting. Councilor Maguire said he made it clear when he spoke as a resident.

Chair Carder said Catherine Caswell had a comment in the chat window, but not time for public comment. Councilor Young asked Chair Carder to read Catherine Caswell's comment.

Chair Carder read Catherine Caswell's comment:

“I am currently an alternate on the Planning Board. I appreciate the Council’s desire for term limits and the need to increase the experience of others. That said, I feel the Planning Board is still in need of Don Hutchins as we work to discuss limits and the current board cultivates more expertise. I feel it's brash to simply not re-appoint Don without a clearer understanding on expectations of term and new avenues for future experienced applicants. In regards to fostering enthusiasm, it was Don who encouraged me to join! This new blood would not be on the planning board if not for him.”

Kathy Tombarelli pointed out they could also discuss rotating the chair, not just term limits.

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|------------------|-----------------------------|
| RESULT: | ADOPTED [4 TO 1] |
| MOVER: | Sharon Young, Councilor |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Carder, Young, Gass |
| NAYS: | Maguire |

#58-21 To Review and Act Upon Establishing the Pennell Clock Dial Restoration Fund.

Ordered, the Gray Town Council establishes the Pennell Clock Dial Restoration Fund for the purposes of relocating the original Pennell clock dial on the second floor of the Henry Pennell Municipal Building.

Councilor Maguire asked if there would be a fund to collect money to do the work. Councilor Carder said it would be similar to the Dry Mills Schoolhouse fund. Town Manager Cabana said yes. The clock will go upstairs to the second floor. She said many want to donate, mostly from Pennell Alumni. No Town funds will be used but they can only collect if a dedicated account is set up.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Anne Gass, Vice Chair |
| SECONDER: | Dan Maguire, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

#59-21 To Review and Act Upon Extending Chapter 602, Town of Gray Food Sovereignty Ordinance on an Emergency Basis.

Ordered, the Gray Town Council approves extending Chapter 602, Town of Gray Food Sovereignty Ordinance on an Emergency Basis.

Chair Carder reminded everyone this is being done due to a short span of time from when an emergency expires to end of the waiting period. Councilor Maguire called a Point of Order and suggested adding ‘food’ since it just says Gray Sovereignty Ordinance.

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| RESULT: | ADOPTED AS AMENDED [4 TO 1] |
| MOVER: | Anne Gass, Vice Chair |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Maguire, Carder, Gass |
| NAYS: | Young |

#60-21 To Review and Act Upon Approving the Town of Gray Committee Rules as it Pertains to Volunteers as a Paid Town Consultant.

Ordered, the Gray Town Council approves the Town of Gray Committee Rules, as it pertains to volunteers as a paid town consultant.

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|------------------|--------------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Sharon Young, Councilor |
| SECONDER: | Anne Gass, Vice Chair |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

#61-21 To Review and Act Upon Amending the Town of Gray Committee Rules as it Pertains to the Finance Committee

Ordered, the Gray Town Council approves the proposed amendment to the Town of Gray Committee Rules as it pertains to the Finance Committee.

| | |
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| RESULT: | ADOPTED [3 TO 2] |
| MOVER: | Anne Gass, Vice Chair |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Carder, Gass |
| NAYS: | Maguire, Young |

#62-21 To Review and Act Upon Re-Appointing Becky Gauthier to the Library Board of Trustees.

Ordered, the Gray Town Council re-appoints Becky Gauthier to the Library Board of Trustees for a three-year term to expire August, 2023.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Sharon Young, Councilor |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

#63-21 To Review and Act Upon Appointing Rachel Lyn Rumson to the Town of Gray Recycling Committee for a Three-Year Term to Expire August, 2023.

Ordered, the Gray Town Council re-appoints Rachel Lyn Rumson to the Town of Gray Recycling Committee for a three-year term to expire August, 2023.

Chair Carder said is should say re-appointment.

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|------------------|---------------------------------------|
| RESULT: | ADOPTED AS AMENDED [UNANIMOUS] |
| MOVER: | Dan Maguire, Councilor |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

#64-21 To Review and Act Upon Appointing Robert Coleman to the Open Space Committee.

Ordered, the Gray Town Council re-appoints Robert Coleman to the Open Space Committee for a term to expire August, 2022.

Town Manager Cabana pointed out this is a re-appointment.

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| RESULT: | ADOPTED AS AMENDED [UNANIMOUS] |
| MOVER: | Sharon Young, Councilor |
| SECONDER: | Anne Gass, Vice Chair |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

#65-21 To Review and Act Upon the Proposed Suicide Prevention Proclamation

Ordered, the Gray Town Council approves the proposed Suicide Prevention Proclamation.

Chair Carder read the proclamation and commented she has personal experience by knowing friends affected by this topic. She mentioned losing a young man in town whose loss was devastating to the high school. She said she read this also in memory of Adam Verreault and others who struggle.

| | |
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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Sharon Young, Councilor |
| SECONDER: | Dan Maguire, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

COUNCIL BUSINESS

Council Business was covered during workshop earlier this evening.

ADJOURNMENT

- Motion to Adjourn at 10:02 p.m.

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|------------------|--------------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Sharon Young, Councilor |
| SECONDER: | Bruce F. Foshay, Councilor |
| AYES: | Foshay, Maguire, Carder, Young, Gass |

TOWN OF GRAY
GRAY TOWN COUNCIL
MINUTES • SEPTEMBER 28, 2020

Regular Meeting

Henry Pennell Municipal Complex

4:00 PM

24 Main Street, Gray, ME 04039

This meeting was held online due to the Covid-19 situation. Public could access the public portion of the meeting virtually.

ROLL CALL

| Attendee Name | Title | Status |
|----------------|--------------|---------|
| Sandra Carder | Chair | Present |
| Bruce Foshay | Councilor | Present |
| Dan Maguire | Councilor | Present |
| Sharon Young | Councilor | Present |
| Anne Gass | Vice Chair | Present |
| Deborah Cabana | Town Manager | Present |

EXECUTIVE SESSION - 4:00

The Council Will Go into Executive Session, Pursuant to Title 1, Chapter 13, Subchapter 1, Section 405, Subsection 6-C “Discussion or consideration of the condition, acquisition of the use of real or personal property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency; Subsection 6-D "Discussion of labor contracts and proposals and meetings between a public agency and its negotiators and Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage (Specifically, to Discuss the proposed Gray Fire Fighters Union Contract); and Subsection 6E "Consultation between a body or agency and its attorney concerning the legal rights and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict the this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage.

| | |
|------------------|--------------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Dan Maguire, Councilor |
| SECONDER: | Bruce Foshay, Councilor |
| AYES: | Maguire, Carder, Young, Gass, Foshay |

The Town Council came out of Executive Session around 4:50 PM. Town Attorney Alyssa Tibbetts and Finance Director Katy Jewell were also in attendance at the Executive Session. Chair Carder explained that Council discussed the proposed Firefighter’s Union Contract (which the Council will act on at this meeting). There were other land use items discussed that will need further Town Council discussion.

Ordered, the Gray Town Council comes out of Executive Session.

| | |
|------------------|--------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Anne Gass, Vice Chair |
| SECONDER: | Bruce Foshay, Councilor |
| AYES: | Maguire, Carder, Gass, Foshay* |

***Councilor Young did not join the other councilors for this portion of the meeting.**

ACTION ITEMS

#67-21 To Review and Act Upon Approving the Proposed Gray Fire Fighter's Union Contract (IAFF Local 5007) and Authorizing the Town Manager to Sign Said Contract on Behalf of the Town of Gray.

Proposed motion:

Ordered, the Gray Town Council approves the proposed one-year Gray Fire Fighter's Union Contract (IAFF Local 5007) and authorizes the Town Manager to sign said contract on behalf of the Town of Gray.

| | |
|------------------|-------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Bruce Foshay, Councilor |
| SECONDER: | Dan Maguire, Councilor |
| AYES: | Maguire, Carder, Gass, Foshay |

ADJOURNMENT

Motion to Adjourn

| | |
|------------------|-------------------------------|
| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Anne Gass, Vice Chair |
| SECONDER: | Bruce Foshay, Councilor |
| AYES: | Maguire, Carder, Gass, Foshay |

The meeting adjourned around 5:00 pm.



August 5, 2020

Sandra Carder, Chair
Gray Town Council
Henry Pennell Municipal Complex
24 Main St.
Gray, Maine 04039

Dear Chair Carder,

Eaton Peabody Consulting Group, LLC (EPCG) is pleased to submit the following proposal to assist the Town of Gray in hiring its new Town Manager.

Introduction

Eaton Peabody Consulting Group is a multi-disciplined consulting team providing services in the areas of Municipal Management, Business Development, Community Assistance, and Governmental Affairs. EPCG has the expertise to provide direct assistance at the municipal, regional, and state levels throughout Maine and New England.

Don Gerrish leads EPCG's Municipal Management services team. They have successfully completed over 40 executive searches in the last 10 years. The Municipal Services provided are geared toward assisting communities/associations who are in transition, and our Consultants can provide assistance in:

- Staff replacements, such as municipal manager/director recruitment
- Assisting communities in reorganization efforts
- Ethics Evaluations
- Labor and Contract Negotiations
- Personnel Evaluations
- Organizational Assessment and Development
- Conflict Resolution
- Board and Council Assistance

EPCG believes that for a successful Town Manager search, all participants must make a commitment to an agreed upon timeline and process and actively participate. The agreed

upon process ensures that everyone is committed to finding the best candidate for the position that meets the desired qualifications, experience and education and, just as important, is the right fit for the Town. We also believe that citizens and staff should be included in the process by inviting them to contribute their ideas on what they feel are important qualities to consider for the next Town Manager. This information gathered will be shared with citizens, staff, candidates, and Town Council. Our goal is to help develop a successful process with the Town Council using our experience and knowledge of the recruitment process, as well as our contacts in the industry, to provide the Town of Gray with a high level of satisfaction that an effective process was utilized to find the best candidate for the position.

Approach

The proposed recruitment process, led by Don Gerrish, would include:

- developing an overall recruitment strategy and process with the Town Council;
- assisting the Town Council in determining the essential skills and experiences required for its next Town Manager to assist with the issues and challenges facing Gray;
- determining, with Town Council, the process and timeline that will be used in the search and who else, if anyone, will be included in the actual interviews;
- developing a format that allows citizens and employees to have input into the personal characteristics, education, traits, and experience that the new Town Manager should possess;
- preparing a draft employment advertisement for review by the Town Council;
- determining, with the Town Council, where and in what media to advertise (i.e. nationally, regionally, locally, internet and/or newspapers);
- receiving and reviewing all applications, including performing initial investigation of the applicants, preparing information packets on applicants, and assisting the Town Council regarding suitable applicants to interview;
- scheduling all interviews, assisting with suggested questions, and participating in the interviews as an observer;
- after the Town Council has selected the finalist(s), doing complete background checks on the top candidate(s) and scheduling second interviews and providing questions if necessary;
- being available to answer any questions and assist the Town Council in its evaluations and selection; and
- assisting in contract negotiations for the terms of employment with the selected candidate, if requested by the Town Council.

Related Experience

Don Gerrish, retired from municipal government in 2008 after a successful 38 year career in managing a number of Maine communities including Gorham and Brunswick, Maine. He has worked for EPCG since October of 2009 heading up their Municipal Management Services team. He has successfully assisted the Towns/Cities of Wiscasset (2), Greenville, Corinth, Orono, Arundel (2), Bowdoinham, Poland (3), Old Town, Damariscotta, Bucksport, Kittery(2), Rockland, Auburn, Freeport, Howland (2), Lisbon, Castine, Bar Harbor, Biddeford, Ellsworth, Hampden(2), Cape Elizabeth, South Portland, Gorham, Ogunquit, Standish(2), Lincoln, Boothbay Harbor, Thomaston, Windham, Casco and Old Orchard Beach with their Manager searches. He also assisted the Town of Kittery with their Police Chief search. While assisting Wiscasset, Bowdoinham, Poland, Damariscotta, Auburn, South Portland, Ogunquit and Windham he was also their interim Town/City Manager. He served as Interim General Manager of Portland Metro and assisted in their General Manager search. Mr. Gerrish has also done a number of workshops for the Elected Officials of Bangor, Lisbon, Gray, Greenville, Mechanic Falls and West Bath on Manager and Elected Officials relations. Please feel free to contact any of these communities for a reference.

Mr. Gerrish also successfully completed the search for a new Executive Director for the Maine Municipal Bond Bank and Maine Health and Higher Education Facilities Authority, General Manager of the Greater Portland Transit District (METRO), Finance Director for the City of Portland, Executive Director of the Greater Portland Council of Governments and Executive Director of the Presque Isle Industrial Council. A copy of his resume is attached.

Rates and Fees

EPCG professional services will be provided for a fee of \$6,000, plus reimbursement of direct expenses such as mileage, printing, advertising expenses, and other reasonable expenses incurred. This particularly relates to any expenses related to attracting the candidates. Any and all candidate expenses agreed to by the Town are the sole responsibility of the Town of Gray.

It is estimated that the process will take 2-3 months to have a new Town Manager named. The starting date will depend on the employment of the selected candidate, but it is not uncommon for the candidate to need 30-45 days before starting. The exact process and timetable for the search will be developed with the Town Council.

We are excited about the prospect of working with the Town of Gray and welcome the opportunity to meet with the Town Council to discuss this proposal. Please contact me with any questions you may have. I may be reached at 207-751-6828 or via email at dgerrish@eatonpeabody.com.

Sincerely,

Don

Donald Gerrish
Municipal Management Consultant

State of Maine Manager/Executive Searches

- Arundel (2)
 - Auburn
 - Bar Harbor
 - Biddeford
 - Boothbay Harbor
 - Bowdoinham
 - Bucksport
 - Cape Elizabeth
 - Castine
 - Corinth
 - Damariscotta
 - Ellsworth
 - Freeport
 - Gorham
 - Greenville
 - Hampden(2)
 - Howland (2)
 - Kittery (2)
 - Lincoln
 - Lisbon
 - Old Town
 - Ogunquit
 - Orono
 - Portland (Finance Director)
 - Poland (3)
 - Rockland
 - Standish
 - South Portland
 - Thomaston
 - Wiscasset (2)
 - Windham
 - Casco
 - Old Orchard Beach
-
- Greater Portland Council of Governments (Executive Director)
 - Greater Portland Transit District (METRO) (General Manager)
 - Maine Municipal Bond Bank & Maine Health & Higher Education Facilities Authority (Executive Director)
 - Presque Isle Industrial Council (Executive Director)

Don has been involved in all aspects of Town and City Management in the State of Maine for over 37 years. He retired from the Town of Brunswick after serving as its Manager for nearly 20 years. Prior to that, Don managed the Town of Gorham for 10 years, and worked in Auburn and Rockland as well. In 1993 he was elected by his peers from all over the world to serve on the Board of the International City/County Managers Association as a Regional Vice-President, and was then chosen by the membership in 1996 to serve as the Association's President. This allowed him to travel throughout the United States and Europe meeting managers and discussing issues they and their communities were facing. Don has extensive experience in all facets of Municipal Government including:

- Council/Selectmen/Manager Relations
- Ethics for Staff and Elected Officials
- Manager Evaluations
- Town/School Relations
- Goal Setting for Elected Officials
- Municipal Budgeting
- Personnel Issues
- Union Negotiations
- Federal Relations
- University/College/Town Relations
- City/Town Manager Recruitment

EDUCATION

University of Maine, BS

MEMBERSHIPS AND AFFILIATIONS

International City Managers Association 1974 to present

President 1996-1997; Northeast Regional Vice President 1993-1995

Maine Town and City Managers Association 1974 – present

President 1983-1984; Manager of the Year 1987

Maine Municipal Employees Health Trust 1981 - present *Chairman 1981-1987; 1999-2002*

Maine Health Care Performance Council 2002 *Co-Chairman appointed by Gov. King*

Cumberland County Strategic Planning Committee 2001 *Chairman*

Trustee, Cumberland County Civic Center 1985-1991 *Chairman 1987-1988*

Member, Waste Management Advisory Council 1991-1992 *Appointed by Gov. McKernan*

Board of Directors, Greater Portland United Way 1989

Member of Portland Area Comprehensive Transportation Study 1980-1989

Chairman 1985-1986

Member, of Governor's Municipal Advisory Committee 1983-1984

Maine Municipal Association Executive Committee 1982-1983

Member, MidCoast Council of Business Development and Planning

MAINE MUNICIPAL ASSOCIATION
PROPOSAL
EXECUTIVE SEARCH/TOWN MANAGER
TOWN OF GRAY

The Maine Municipal Association (MMA) is pleased to submit the following proposal designed to provide professional assistance to the Town of Gray in the search and selection of a new Town Manager.

Step One: Needs Assessment

The Director of Personnel Services and Labor Relations (MMA) will meet with the Town Council to conduct a needs assessment pertaining to the Town government and the Town Manager position and report results of this meeting back to the Council in writing. The purpose of this meeting will be to obtain a consensus of the Council's priorities regarding the qualifications, skills, and experience to be looked for in potential candidates. This information is central to the selection process and is used in narrowing down the field of candidates.

This section includes:

- Development of Candidate Profile
- Discussion of Advertising Options
- Discussion of Role, if any, of Non-Council Participants
- Potential Process for General Citizen Input to the Council

Step Two: Recruitment

The Director of Personnel Services and Labor Relations (MMA) will discuss with the Town any recruitment activities the Town may want to undertake. It is understood that the Maine Municipal Association cannot be held responsible for those activities initiated prior to MMA's involvement.

Step Three: Rating Document

The Director of Personnel Services and Labor Relations (MMA) will develop a rating document for use in the review of resumes based on the Town Council's priorities as identified in the needs assessment meeting.

Step Four: Resume Review – MMA

Immediately following the application deadline, the Director of Personnel Services and Labor Relations (MMA) will conduct an initial review of resumes utilizing the rating document. All resumes will be presented for the Council's review. However, the Director of Personnel Services and Labor Relations (MMA) will have identified the strongest resumes based on the Council's priorities. This will allow the Town Council to concentrate their efforts on the top group of candidates.

Resumes will initially be screened by The Director of Personnel Services and Labor Relations and then some portion of the resumes, to be determined in discussions with the Council, will be turned over to the Council or a designated screening panel for further review. The goal here is to identify candidates who will be invited to Gray for a first round interview.

Step Five: Resume Review – Town Council

The Director of Personnel Services and Labor Relations (MMA) will be present at the Council's Resume Review Meeting. He will be available to answer questions regarding the Maine Municipal Association's resume review activity and will instruct the Council in the use of the rating document. It is suggested that the Council utilize the rating document in reviewing those individuals identified as strong candidates. The remaining resumes may be reviewed in a more informal manner by members of the Council. A decision will then be made regarding who will be interviewed. The Director of Personnel Services and Labor Relations (MMA) will participate in the discussion of the candidates providing his perspective on how individual candidates appear to match the Council's criteria.

Step Six: Interviews

The Director of Personnel Services and Labor Relations (MMA) will develop an interview structure and rating document for use during the interview sessions. He will also be present during the interviewing of the finalists. His function will be to provide a briefing for the interview panel on the interview structure, to be available for questions regarding the structure, and to assist as a non-voting coordinator. He will again participate in the Council's discussion and deliberation as the Council identifies its finalist for the position of Town Manager.

Decisions here involve whether the Council as a body will do the interviews or will an alternative first round interview panel be constructed.

Step Seven: Background Check

After the interviews, the Director of Personnel Services and Labor Relations (MMA) will conduct a telephone checking of references and employment history of the finalist and report findings back to the Town Council. The emphasis will be on confirming or denying information already obtained through the selection process. To insure uniformity and control of this extremely sensitive stage of the selection process, the Director of Personnel Services and Labor Relations (MMA) will be the only individual included in this process, or will coordinate the involvement of other individuals.

Step Eight: Second Interview

The Director of Personnel Services and Labor Relations (MMA) will provide guidance regarding the content of the second interview and will advise concerning procedures for the actual hiring decision. Assistance will also be provided concerning press relations, confidentiality, and other details of the selection process.

Again, a discussion will be conducted with the Council to determine participants in the second interview stage. Most likely, at this point, it would be the full Council. If the Council had included community stakeholders and/or other interested parties in the process, their role would have concluded at this stage.

Step Nine: Offer and Negotiations

The Director of Personnel Services and Labor Relations will assist the Council in preparing and delivering an offer of employment to the Council's choice to be the next Town Manager of Gray. The Director will serve as a conduit between the candidate and the Council, or its designee, as negotiations take place.

Fee:

The fee for Maine Municipal Association's services for the Executive Search for a Town Manager for Gray is sixty-four hundred dollars (\$6,400.00). This fee includes all MMA staff services, postage, phone charges, and photocopying. The fee does not include advertising or any candidate expenses that the Town might incur. The fee includes all staff time and expenses that are incurred as part of the first complete search process. If the Town, after completing all stages of the search elects to re-advertise the position and start over, the Town will be billed for the additional staff time and expenses.

POSITION DESCRIPTION

TOWN OF GRAY MAINE

POSITION TITLE: TOWN MANAGER

DATE CREATED/ REVISED: 09/28/2020

Classification: I

Narrative: (General description of position)

Chief Operating Officer for the Town of Gray. Prepares budget and assures assigned responsibilities are performed within those cost parameters. Establishes cost controls and monitors the budget to assure effective and efficient use of funds, personnel, facilities and time. Has strong financial, analytical and organizational skills. Identifies and defines staff roles and business processes. Hires, supervises, delegates, coaches, and works to retain skilled, effective staff. Responsible for evaluating and, when necessary, firing staff. Ensures that all Federal and State laws and regulations, Town Charter, and Acts of the Town Council are enforced and implemented as completely and effectively as possible. Identifies potential opportunities and/or threats facing the Town in the short and long term. Provides leadership and direction on short and long range goals and plans for the Town. Gathers, interprets, and prepares data for studies and reports and provides recommendations. Serves as a leader within the community via networking, good public relations, and community involvement to encourage citizens to become active participants in Town governance. Provides professional advice to Town Council and Department Directors. Works with and supports the Town Council to achieve the goals, directives and activities it defines.

LEVEL OF SUPERVISION

Who provides supervision to this position? Who do they supervise?

Town Council provides supervision to the Town Manager position. Town Manager is responsible for supervising all Department Directors with the exception of the Town Assessor and Community Economic Development Director.

ESSENTIAL TASKS, SKILLS AND REQUIREMENTS

“Must haves” and skills needed to perform duties:

- Has successfully led a Town in a similar capacity and demonstrated leadership, motivation, collaboration, and the ability to build and manage a strong effective staff. If no municipal experience, then experience in a business/organization of comparable size/complexity.
- Has strong organizational skills with ability to manage multiple priorities simultaneously, has the flexibility to accommodate changes in priorities, and to manage a broad range of services efficiently.
- Is articulate, honest, open, and confident, and possesses strong verbal and written communication skills, and excellent facilitation skills.
- Possesses good judgment. Has the ability to delegate, to use limited resources efficiently, and to recommend creative and practical solutions to complex problems or challenges.
- Although governed by policies, the Manager must frequently act without precedent.
- Maintains a positive and professional attitude, can handle challenging situations, and can set limits. Is a strong leader who creates an environment where people want to work as part of the team.

EXAMPLES OF POSITION TASKS: (ILLUSTRATIVE ONLY AND NOT ALL INCLUSIVE)

List of examples of tasks that will/may be required

Include "All other duties as assigned"

- Responsible for ensuring the completion of an annual audit of the Town finances and make available to the public.
- Works with Department Directors in the development of the comprehensive budget as part of overall budget presentation.
- Serves as the Town's Purchasing agent, approving and/or denying all requested purchases & is responsible for the letting, making and performance of all contracts for work done for the Town.
- Oversees the bid process on major purchases.
- Responsible for providing staff in all departments with the clear and efficient operating procedures necessary to carry out Council policy mandates and operational responsibilities.
- Advises Department Directors in personnel matters and shall fix the compensation for Town Employees.
- Drafts and proposes policies as deemed necessary for the community.
- Coordinates Departmental activities and sets attainable goals for all Departments and affiliated groups/organizations.
- The Town Manager shall oversee control over all municipal facilities, the construction and maintenance of all Town buildings, roads, highways, walks and bridges, parks, recreational areas and all other Town facilities.
- Attends conventions, State/Regional/Professional level training, State/Regional functions, Community events/functions, etc. on behalf of the Town.
- Serves as liaison between the Town Council and various public and private agencies and businesses, the press and the Citizens of the Town of Gray. Represents the Town to a variety of outside organizations including but not limited to Maine Town & City Management Association, International City Management Association, Maine Municipal Association and ecoMaine.
- Monitors legislation pending in the legislature, secures policy direction from the Council and communicates same to Legislators. May act as liaison to Congressional staff or lobbyists.
- Maintains an accessible relationship with the public for listening, responding to concerns and complaints, and offering guidance for services not performed by the municipality.
- Responsible for preparing an annual report of the previous year's activities and make available to the public.
- Attend the meetings of the Council except when the Manager's removal is being considered.

POSITION ELIGIBILITY STANDARDS

Minimum education: High School Diploma G.E.D Associates Degree

Bachelor's Degree Advanced Degree

Prior Experience: 5 Years of direct experience in this position or field.

Specialized Training: List any special certifications or experience required.

Any/all required statutory certification, training or conditions to execute job responsibilities.

Valid Maine Driver's License and good driving record.

Required physical activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, manual dexterity, grasping, feeling, talking, repetitive motions and twisting.

Must live within **XX** miles of Gray.

Must be available to designated officials by phone 24 hours a day or a designated responder in absence.

Will be required to work occasional holidays, weekends and nights.

Combination of the above: List any acceptable combination of experience and education.

Degree in Public Administration or related field such as Business Administration with experience in either Municipal/State/Federal Government or as Chief Administrative Officer in similar size/complexity Company or Organization.

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: _____

Gray Life-Long Living

Key facts about Gray

Gray is a town in Cumberland County, Maine, United States. It is part of the Portland–South Portland–Biddeford, Maine metropolitan statistical area. Gray is located at the intersection of state Routes 4, 26, 100, 115, 202 and the Maine Turnpike exit 63 midway between the state's two largest cities, Portland and Lewiston. The town includes frontage on Little Sebago Lake, Crystal Lake, and Forest Lake.

State: Maine

Population: 8,223

% of Population 65 Years of Age and Over: 19.2%

Median Owner Occupied Home Value: \$225,500

Medium Household Income: \$72,563

* US Census July 2019



Gray

Life-Long Living Survey

2020

Product of GLLL

2

GLLL Committee

- Sharon Young, Town Council Liaison and 20+ year Resident.
- Rev Deborah Loomis Lafond, Retired Clergy with lifelong family roots in Gray.
- Valerie Razsa, Retired Educator and 35+ year Resident.
- Diane Miller, Retired School Nurse and newer Resident.
- Jan Strout, Retired Financial Services and Life-Long Resident.

Purpose

- GLLL formed in early 2020 to study the most pressing needs of the town's elder population.
 - Task 1 was to create a team who would design and circulate an elder survey.
 - Task 2 was to write a grant application to support printing and circulation of the survey.
 - Task 3 is to evaluate the results of that survey.
 - Task 4 will be to make recommendations for programs and services to mitigate the unmet needs of our elder residents.

Recipients and Respondents

- Surveys were mailed to the 997 individual addresses thought to be home to a resident 65 years of age or older, encompassing 1025 individuals identified on the mailing list.
- 307 Surveys were completed (31%)
 - 249 of the mailed surveys were returned by mail.
 - 36 additional surveys were completed online.
 - 23 Additional Surveys were completed on site at the July 14 Town Elections.
- 35 Surveys were returned undeliverable (.4%)

Demographic: Age & Sex Results

- 307 Respondents (31% completion rate)
 - 60-69 Cohort (53%); 90 Female, 72 Males
 - 70-79 Cohort (32%); 52 Females, 45 Males, 1 UI
 - 80+ Cohort (15%); 31 Females, 14 Males, 2 UI
 - 56% of respondents are Female
 - 43% of respondents are Male
 - <1% of respondents did not identify gender

Demographic: Residency Results

- 307 Respondents
 - < 5 years residency = 27
 - 5-15 years residency = 41
 - 15-25 years residence = 65
 - >25 years residency = 159
 - 53% of Female respondents live alone
 - 18% of male respondents live alone

Demographic: Domicile Results

- West Gray = 69
- Dry Mills = 50
- South Gray = 47
- East Gray = 39
- Gray Village = 36
- Raymond side of LSL = 29
- North Gray = 21
- Unknown = 19

Results

Survey Question #9: “To what extent are the following problems for you in your home?”

(Rate 1-5 with 1 being not at all and 5 being very much a problem)

Restricted physical mobility (such as problems with stairs).

Maintaining the home (such as lawn care, snow removal, routine basic repair).

Financial demands (such as property taxes, home repairs, daily expenses).

Transportation problems (such as access to groceries, doctor, errands).

Daily living demands (such as cooking, cleaning, carrying groceries).

Opportunities to see friends (such as social events, church meetings, card games).

- 120 Respondents = Home Maintenance
- 99 Respondents = Financial Demands
- 55 Respondents = Physical Mobility
- 28 Respondents = Socialization
- 27 Respondents = Daily Living
- 17 Respondents = Transportation
- 59 Respondents = Not at all or blank

Results

Survey Question #11

“Do you think you will need to make any of the following modifications or improvements to your home to enable you to stay there as you age?”

(check all that apply)

Easier access into or within the home such as a ramp, chairlift, wider doorways, etc.

Bathroom modifications such as grab bars, handrails, a higher toilet, or non-slip tiles.

Putting a bathroom or bedroom on the first floor.

Improved lighting.

Install a medical emergency response system that notifies others in case of emergency.

- 65 Respondents = Bathroom Mod
- 64 Respondents = Easier Access
- 44 Respondents = Medical Emergency Response System
- 21 Respondents = 1st Floor Bath or Bed
- 18 Respondents = Improved Lighting
- 147 no response

Results
Survey Question #15
**“What kinds of services would
be useful to you?”**
(check all that apply)

Home Health Care Providers (nurses, CNA's).
Home Care (personal care, cooking, housekeeping).
Home Maintenance (mowing, shoveling, raking).
Home Repair (installation of grab bars or ramps, help fixing the roof,
painting).
Daily Telephone check-in and opportunity for conversation.
Access to Free Food (including home delivered meals).
Wellness classes or programs (fall prevention, disease management,
etc.).
Rides to stores, church, social events.
Not currently in need

- 73 Respondents = Home Maintenance
- 55 Respondents = Home Repair
- 26 Respondents = Home Care
- 23 Respondents = Wellness Class or Program
- 20 Respondents = Home Health Care
- 8 Respondents = Access to Free Food
- 6 Respondents = Daily Telephone Check-in
and conversation
- 6 Respondents = Rides

- 168 with not at all or blanks

Results

Survey Question #16
“What kinds of social opportunities would you join if they were available?”
(check all that apply)

Educational opportunities.

Arts, music and cultural events.

Community suppers/breakfasts.

Outdoor events (nature walks, fishing trips, kayaking, etc.).

Social events for older adults (lunches, cards, book or discussion groups, etc.).

Fitness classes (Silver Sneakers, stretching, yoga, etc.).

- 94 Respondents = Fitness classes
- 90 Respondents = Arts, music & culture
- 81 Respondents = Educational opp.
- 79 Respondents = Volunteer activities
- 79 Respondents = Outdoor events
- 58 Respondents = Social events
- 51 Respondents = Community meals

- 100 = blanks, none, etc.

Results
Survey Question #22
Open Ended Question
Responses:

Question #22: “In addition to what we’ve asked above, are there things that you feel would help older Gray residents to age in place, or is there anything we didn’t address here, or anything else you would want to share?”

- **82 Respondents offered commentary (see attached)**
 - **33% of the respondents requested Tax Relief.**
 - **24% of the responses related to Bike/Ped or Traffic concerns.**
 - **7% of the responses related to affordable/senior housing.**
 - **4% of the responses related to trash pick up.**
 - **2% of the responses related to community policing.**

Next Steps

- SJC Marketing Research Class under the direction of Professor John Kenneally will perform the official evaluation of the survey itself, as well as the data compiled from respondents.
- The SJC Evaluation Team will present results and conclusion at the December 1, 2020 TC meeting.
- GLLL will collaborate with GNG HS Community Service Club under the direction of Karen Licht to create organized student volunteer efforts for some home care and maintenance needs of our elderly.
- GLLL will consult with Rec staff for any social opportunity program needs identified that may be appropriate to offer through Rec Programing.
- GLLL will prepare and report recommendation for programs and services necessary to meet other essential senior resident's needs at the first available January TC meeting.
- GLLL will reach out to community organizations that may wish to participate in implementing additional valuable programs and services.

| Demographic | Question asked | 22.) In addition to what we've asked above, are there things that you feel would help older Gray residents to age in place, or is there anything we didn't address here, or anything else you would want to share? |
|-------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Male | 60-69 | Lower my taxes down to \$4000 |
| Male | 60-69 | As you get older tax relief wouf be great |
| Male | 60-69 | Get propety taxes in line with surrounding communities |
| Male | 60-69 | lower taxes |
| Male | 60-69 | Lower property tax for retired and elderly people |
| Male | 60-69 | No school tax for elderly |
| Male | 60-69 | Lower Property Tax |
| Male | 60-69 | Just dont increase my tax burden! |
| Male | 60-69 | Reduction in property taxes. Many friends and neighbors are in the position of selling long owned family property because of taxation. In my case my town property tax is more than I receive in social security for the whole year! |
| Female | 60-69 | Lower Property Taxes - People should be eligible for the proposed property tax relief for seniors when the start receiving social security, which could be as early as 62. A fixed income is just that FIXED. People are being forced out of their jobs and with Covid 19 impacting businesses folks will be forced into retirement sooner. Once on Social Security people should not be required to pay any school taxes. |
| Male | 60-69 | Help with Taxes - Heat - Electric - Ins. |
| Male | 60-69 | Tax increases need to be addressed - level of taxation is getting to be out of contrl level! |
| Female | 60-69 | A break in property taxes would be helpful. If you have owned your home and have been paying taxes for 40 years they should be reduced not increased each year. The town use to say you benefited from services such as Rescue and Fire Department. Now if you must use the Rescue, you pay dearly for that service. |
| Male | 60-69 | Keep taxes down |
| Female | 60-69 | Lower taxes |
| Female | 60-69 | Lower Property Taxes |
| Male | 60-69 | Unless you want seniors to die working, something must be done with the high taxes |
| M | 70-79 | Would welcoe a program for seniors to be able to stay in place when taxes become a problem due to hikes. Should not have to sell after supporting the town over the years |
| M | 70-79 | Lower Taxes |
| M | 70-79 | A tax breal for seniors. Other towns do it, why can't Gray. Freeze taxes at 65 years of age. |
| Male | 70-79 | With all the new construction happening in Gray I would like to see the town of Gray give Seniors 65 and older some tax relief. I have heard that some other towns reduce property taxes by a percentage depending on senior age 65 and older. This is justified as they have not used the school system for 45-50 years if at all and this seems to be the major portion of the property taxes. My concern is that with all the new residential building happening in Gray it will make the need to remodel or enlarge the schools creating even more tax burden for seniors |
| Male | 70-79 | tax relief |
| Male | 70-79 | Property Tax relief |
| Male | 70-79 | At one time Gray was considering a Senior Property Assistance Program. Gray should go forward with this program. |
| Female | 80+ | A proposition 13 (Calif Prop 3 law that freezes the assessed value of a home that you have lived in for 10 years at the valuation when you turn 65) |
| Male | 80+ | Property taxes have increased considerably and water district increased by 53.2% - Perhaps I need to move |
| Female | 80+ | I think giving people a tax break, 75+ of age, who would like to stay in their home, would ease their burden so this could happen. We no longer have children in the schools, would coud this be explored? |
| Female | 60-69 | Sidewalks on Rt 115 |
| Female | 60-69 | Better sidewalk in fornt of town office |
| Female | 60-69 | Sidewalks, public transpotation |
| Male | 60-69 | Improve sidewalks and roadways for pedestrial and bicycles. Rt 100N is a disaster for anyone wanting to walk or bike |
| Female | 60-69 | I think it would be beneficial to have a sidewalk on Rt 115 going up the hill toward Yarmouth at lease to Appletree Village |
| Male | 60-69 | Places to walk, similar toBack Cove trail |
| Female | 60-69 | Enforcement of speed limits? Sidewalks on Yarmouth Rd or at lease shoulders. |
| Male | 60-69 | More sidewalks |
| Female | 60-69 | Need sidewalks so I don't get killed on rte 115 |
| Female | 60-69 | Public transpotation to the grocery store, post office, library, etc. |
| Male | 70-79 | Not wide enough walking space on #115 to center of Gray |
| M | 70-79 | There is currently little or no safe walking in and around Gray. Speed limits are not enforced and commuters pay little attention to pedestrians |
| Male | 70-79 | Volunteet transpotation |
| Female | 70-79 | I would like to see more pedestrian friendly walkways such as connecting liabrary and market plaza. Even walkways and trais beyond center for outdoor exercise above and beyond connecting commercial businesses |
| Female | 70-79 | Bus Service |
| Female | 70-79 | Public Transportation Network |
| Female | 70-79 | Improve traffic on N. Raymond Rd. Install a light at Rt26. Reconfigure area of Circle K entering cars a hazard. |
| Male | 70-79 | Offering rides for medical or shopping |
| Female | 80+ | I live on Rt 26 and have given up walking and biking. |
| Female | 80+ | Self Transport but woud use public transpotation if we had it |
| Male | 60-69 | More Apartment Complexes |
| Female | 60-69 | More places for seniors to live |
| Female | 60-69 | Additional communal housing options nearby |
| Male | 60-69 | Affordable Housing. I am on a fixed Income |
| Female | 70-79 | Affordble housing |
| Female | 80+ | More Senior Housing |
| Male | 60-69 | A police department or quicker response by sheriffs |
| Male | 60-69 | POLICE DEPARTMENT, true animal control. |
| Female | 60-69 | Trash Pick-up |
| Female | 60-69 | Trash & Recycling pick-up |
| Female | 80+ | Trash removal and semi annual bulky wast pick up. |

33%

24%

| | | |
|--------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Female | 60-69 | The list in Q 15 seems complete, but a presentation on accessible home retrofitting and/or universal design. It is good that you are promoting aging in place |
| Male | 60-69 | More town services, A peaceful use of your own property, town council not able to allow invasive, noisy activities around your home/neighborhood without allowing input from those living there. . |
| Male | 60-69 | |
| Female | 60-69 | Great that this community is proactively addressing these concerns |
| Female | 60-69 | Provide/organize opportunities for more social events & programs for this demographic to broaden friendships |
| Female | 60-69 | Program to listen to school children read |
| Male | 60-69 | Relax or eliminate any restrictions on how a homeowner can use or upgrade their property |
| Male | 60-69 | We are thinking about selling and moving. |
| Female | 60-69 | Would rather see education on planning for aging and family support commitment than "hand outs" for elderly |
| Male | 60-69 | Since all of our children have left the state, we will probably do the same when we retire. |
| Female | 60-69 | A mailing or infor on website RE: services/groups/classes available to seniors. |
| Female | 60-69 | additional social opportunities |
| Female | 70-79 | I'm moving because ther is nothing here in Gray for me to walk to or join or get a ride to or get delivery - NOTHING |
| Male | 70-79 | Senior Center with a Pool Table |
| Female | 70-79 | More senior exercise programs - stretching, flexing, ets |
| Male | 70-79 | A quick Care like in Windham. |
| Female | 70-79 | Keep open space/ ie Less construction. I value peace and quiet. |
| Female | 70-79 | Leave Wilkies beach alone. No extra parking or changing Mayberry Rd access. |
| Female | 70-79 | List of carpenters, plumbers, lawn care, etc that like to work with the elderly and are reliable and have fair, upfront pricing |
| Male | 70-79 | Asure that broadband is readily available to every Gray resident. Compel companies that provide communication services in Gray to comply. |
| Female | 80+ | It would be good if we had a Gray News like we used to have so you knew what was going on around you. Can't even get a Gray report every year. |
| Female | 80+ | Really impressed with the adult Ed offerings but I don't drive after dark. Most activities are evening hours. |
| Female | 80+ | Be more friendly |
| Male | 80+ | 100 years Old and Gray resident all of those years, family and friends handle his needs |

- Taxes
- BikePed/Transportation
- Housing

| | | |
|--------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Male | 60-69 | A local quick care type of facility would be helpful. |
| Female | 60-69 | Access to the library is wonderful. A farmersâ€™ market would be welcome as well. |
| Male | 80+ | arrangements to a single floor), or whether it is time to move to single level living. I wouldn't know where to start with issues such as liquidation of |
| Female | 60-69 | the health,safety and well being of its elderly residents who do live on the edges of the Town. |
| Female | 60-69 | help in the home |
| Male | 60-69 | Hoping that Gray PT fitness facility will offer Silver Sneakers programs |
| Female | 70-79 | It is great to have the small businesses here in Gray, and not have to go to Windham, Portland or Auburn when I need something. |
| Other | 80+ | It would be nice to have a singles network. It is difficult to meet someone when you have limited mobility. |
| Female | 80+ | library book deliveries |
| Female | 60-69 | staying safe during this pandemic. |
| Female | 70-79 | My answers would be more grim if I didn't live with my daughter who does a lot of the things I can't for me. |
| Female | 60-69 | Partner with AARP's program for aging in place. |
| Other | 80+ | Senior AA/Substance abuse therapists. |
| Female | 80+ | anyone is a sign they need help. There is no excuse for domestic abuse. Often people will enable the behavior by support the reason for the attack. The |

Suzanna Gallant

From: Sandy Carder
Sent: Wednesday, September 30, 2020 9:34 AM
To: Deb Cabana
Cc: Suzanna Gallant
Subject: Re: Route 26/Route 26A designation - Weight Limit - Shaker Rd

Yes, let's put it all in and where my Chair report is slotted, thanks Deb.
Sandy

From: Deb Cabana <dcabana@graymaine.org>
Sent: Wednesday, September 30, 2020 9:23 AM
To: Sandy Carder <scarder@graymaine.org>
Cc: Suzanna Gallant <sgallant@graymaine.org>
Subject: FW: Route 26/Route 26A designation - Weight Limit - Shaker Rd

Sandy,
You mentioned last night that this would be in the Council packet. Did you also want the email below? Thanks
Deb

Deborah Cabana

Town Manager, Town of Gray
24 Main Street, Gray ME 04039
Phone: 207.657.3339 x 101
Fax: 207.657.2852
dcabana@graymaine.org
www.graymaine.org

From: Sandy Carder <scarder@graymaine.org>
Sent: Tuesday, September 29, 2020 12:39 PM
To: Russo, Meghan <Meghan.Russo@maine.gov>
Cc: Coughlan, Peter <Peter.Coughlan@maine.gov>; Landry, Stephen <Stephen.Landry@maine.gov>; Deb Cabana <dcabana@graymaine.org>; Alec Dodd <adodd@graymaine.org>; Anne Gass <Agass@graymaine.org>; Bruce Foshay <bfoshay@graymaine.org>; Dan Maguire <dmaguire@graymaine.org>; Sharon Young <syoun@graymaine.org>; 'Breen, Catherine <Cathy.Breen@legislature.maine.gov> (Cathy.Breen@legislature.maine.gov)' <Cathy.Breen@legislature.maine.gov>; Austin, Susan <Sue.Austin@legislature.maine.gov>; Steve Moriarty <smoriarty6872@gmail.com>
Subject: Re: Route 26/Route 26A designation - Weight Limit - Shaker Rd

Meghan,
Thank you for providing the requested information. Unfortunately given it was just provided, the Council will not have an opportunity to discuss the new information prior to this evening's forum. We will; however, share that we have been discussing the two topics with the MDOT to obtain initial feedback from our residents.

Our next Council meeting is set for 10/6. I will report out on this material during my Chair report to obtain feedback on next steps from the Council. I have CC'ed our legislative team as they participated/were invited to the initial Nov meeting on the matters.

I will loop back to you as soon as feasible,
Sandy

From:Coughlan, Peter <Peter.Coughlan@maine.gov>
Sent:Tuesday, September 29, 2020 11:19 AM
To:Russo, Meghan <Meghan.Russo@maine.gov>; Sandy Carder <scarder@graymaine.org>
Cc:Landry, Stephen <Stephen.Landry@maine.gov>
Subject:RE: Town of Gray-Commissioner Van Note Response

Great....thx..... let's see where this goes now!!

-----Original Message-----

From: Russo, Meghan <Meghan.Russo@maine.gov>
Sent: Tuesday, September 29, 2020 10:36 AM
To: Sandy Carder <scarder@graymaine.org>
Cc: Coughlan, Peter <Peter.Coughlan@maine.gov>; Landry, Stephen <Stephen.Landry@maine.gov>
Subject: Town of Gray-Commissioner Van Note Response

Good Morning Sandy,

Attached you will find a response from Commissioner Van Note regarding the Town of Gray's request to remove the Route 26 designation from Shaker Road and to restrict truck traffic on Shaker Road.

I apologize for the delay in getting you these documents.

I understand the town is discussing this matter at a public hearing this evening.

The attached should provide you with some options to consider while discussions progress with abutting property owners.

Please let us know if you have any additional questions.

Best,
Meghan

Meghan M. Russo
Manager of Legislative and Constituent Services MaineDOT
16 State House Station
Augusta, ME 04333
207-624-3002

From: Sandy Carder <scarder@graymaine.org>
Sent: Thursday, September 24, 2020 3:07 PM
To: Russo, Meghan <[Meghan.Russo@maine.gov](mailto: Meghan.Russo@maine.gov)>
Cc: Coughlan, Peter <Peter.Coughlan@maine.gov>; Landry, Stephen <Stephen.Landry@maine.gov>; Deb Cabana <dcabana@graymaine.org>; Alec Dodd <adodd@graymaine.org>
Subject: Re: Route 26/Route 26A designation - Weight Limit - Shaker Rd

Hi Meghan, Peter & Steve,
I am following up on the status of the below. Our virtual public forum is set for next Tuesday, Sept 29th at 7pm.
Thanks,
Sandy

From: Sandy Carder <scarder@graymaine.org>
Sent: Friday, September 4, 2020 2:23 PM
To: Russo, Meghan <[Meghan.Russo@maine.gov](mailto: Meghan.Russo@maine.gov)>
Cc: Coughlan, Peter <Peter.Coughlan@maine.gov>; Landry, Stephen <Stephen.Landry@maine.gov>; Deb Cabana <dcabana@graymaine.org>; Alec Dodd <adodd@graymaine.org>
Subject: Re: Route 26/Route 26A designation - Weight Limit - Shaker Rd

Hi Meghan,
I wanted to let you all know that we have set Tuesday, Sept 29th at 7pm as the date for our Public Forum for the Stormwater/Sidewalk construction project for this road and the discussion of the route designation and weight limit options. Letters to impacted residents will be going out shortly.

Due to the number of residents involved, the forum will be help virtually with the link/phone number for the meeting provided that day.

We look forward to hearing from you,
Thanks
Sandy

From: Russo, Meghan <[Meghan.Russo@maine.gov](mailto: Meghan.Russo@maine.gov)>
Sent: Wednesday, August 26, 2020 9:53 PM
To: Sandy Carder <scarder@graymaine.org>
Cc: Coughlan, Peter <Peter.Coughlan@maine.gov>; Landry, Stephen <Stephen.Landry@maine.gov>; Deb Cabana <dcabana@graymaine.org>; Alec Dodd <adodd@graymaine.org>
Subject: RE: Route 26/Route 26A designation - Weight Limit - Shaker Rd

Hi Sandy,

I apologize for the delay. As Pete mentioned in a prior email several of us have had vacations over the past couple of weeks.

We met today regarding the Town's concerns and requests, and we intend to have another internal meeting over the next week. We hope to be able to get back to you as quickly as possible with answers to your below questions.

Again, I apologize for the delay, and we should be back in touch shortly.

Thank you,

Meghan

Meghan M. Russo
Manager of Legislative and Constituent Services
MaineDOT
16 State House Station
Augusta, ME 04333
207-624-3002



From: Sandy Carder <scarder@graymaine.org>
Sent: Friday, July 24, 2020 3:15 PM
To: Coughlan, Peter <Peter.Coughlan@maine.gov>
Cc: meghan.russo@maine.gov; Landry, Stephen <Stephen.Landry@maine.gov>; Deb Cabana <dcabana@graymaine.org>; Alec Dodd <adodd@graymaine.org>
Subject: Re: Route 26/Route 26A designation - Weight Limit - Shaker Rd

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

Hi Peter,

I hope this e-mail finds you well. I am following up on the below outstanding situation/request. Once covid hit, everything seemed to take a back seat for awhile. I am sure the same is true on your end.

First, I want to make sure you are still the correct contact for the below.

Second, an update: (1) The MPI was approved for the Shaker Road Stormwater/Sidewalk project with a MDOT award of \$500,000 towards the project. (2) Our Voters just approved our plan for funding the remainder of the estimated project with \$700,000 in bond funding and up to another \$100,000 in TIF funding. This funding model requires that we expend our portion of the "bond" funding first as it must be spent by August 31, 2021.

Because of that robust timeline, we would like to get the ball rolling on the project by setting up the necessary public forums with the impacted residents. As a reminder, we had discussed coordinating the discussion of the construction project with the discussion of our proposed removal of the Route 26 designation from that stretch of Shaker Rd (thus reverting back to Shaker Rd and dropping 26A on the bypass) AND the discussion of adding a weight limit restriction on that portion of Shaker Rd.

And, that brings me to the follow-up on the below. I want to make sure we understand what type of sign off is needed to meet the requirement to put up the weight restrictions and also ensure we understand the costs associated with removing the Route 26 designation.

The Council is looking to send impacted residents a letter regarding the public forum in the next month. The forum will either be held virtually or will be split up into groups of under 50 participants at one time.

Thanks,
Sandy

From: Coughlan, Peter <Peter.Coughlan@maine.gov>
Sent: Friday, January 24, 2020 5:19 PM
To: Sandy Carder <scarder@graymaine.org>
Cc: meghan.russo@maine.gov <meghan.russo@maine.gov>; Landry, Stephen <Stephen.Landry@maine.gov>
Subject: RE: Route 26/Route 26A designation - Weight Limit - Shaker Rd

Hi Sandy,
I need to chat with Steve before we reply to you.

Peter

Peter M. Coughlan, P.E.
Director, MaineDOT, Community Services Division
Station 16, 24 Child St.
Augusta ME 04333-0016
Phone: 207/624-3266
FAX: 207/624-3301
peter.coughlan@maine.gov
<http://www.maine.gov/mdot/csd/mlrc/>

From: Sandy Carder <scarder@graymaine.org>
Sent: Monday, January 20, 2020 4:36 PM
To: Coughlan, Peter <Peter.Coughlan@maine.gov>
Cc: meghan.russo@maine.gov; Landry, Stephen <Stephen.Landry@maine.gov>; Moriarty, Stephen <steve.moriarty@legislature.maine.gov>; Breen, Catherine <cathy.breen@legislature.maine.gov>; Austin, Susan <sue.austin@legislature.maine.gov>
Subject: Route 26/Route 26A designation - Weight Limit - Shaker Rd

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

Hi Peter/Steve,

I hope you enjoyed the holidays and thank you for sending the below links to us to provide more information regarding the statues around vehicle restrictions on roads.

To summarize our 11.25.19 meeting, the Town of Gray is looking to re-route the Route 26 designation as it enters Gray Village - turning left onto Route 115/202 and then continuing on the by-pass (currently designated as Route 26A). This would allow us to drop the Route 26 designation from the small stretch of Main Street and along the portion of Shaker Road from Main Street to the by-pass. This would eliminate Route 26A altogether.

One issue was the costs. We had requested a count of the number of signs that would need to be modified and the cost associated with those modifications/changes.

A second item that came out of the meeting, was the need for us to hold a public forum to talk to all residents along that section of Shaker Rd and the alternate route. In addition, we are exploring the option of putting a weight limit on that section of Shaker Rd as a second step to help reduce large commercial vehicle travel on this very residential street. This also requires a public forum with impacted residents.

Gray has also submitted an MPI request for our stormwater/sidewalk project on that same stretch of road. The Council will be looking to coordinate our public forum to discuss all three items at the same time (1) construction project (2) possible route designation change (3) possible weight limit on commercial vehicles. We will be talking about the timing of that meeting at our next Council meeting.

I am following up sign count/cost request.

Also, in reviewing the process for the weight limit, it states "buy-in by all affected parties" as one of the requirements. Can you confirm that obtaining signatures from all the residents on some type of letter stating they are in favor of a weight limit is sufficient?

Thank you both and Meghan for taking the time to meet with us and discuss options to address the issues our residents feel are critical to their quality of life,

Sandy Carder

Chair - Town Council

207-657-4715

From: Coughlan, Peter <Peter.Coughlan@maine.gov>

Sent: Wednesday, November 27, 2019 12:34 PM

To: Deb Cabana <dcabana@graymaine.org>

Cc: Landry, Stephen <Stephen.Landry@maine.gov>; Russo, Meghan <Meghan.Russo@maine.gov>

Subject: truck usage

Hi Deb,

Thanks for meeting the other day.

The Rule on the use of State roads is here under Chapter 104:

<https://www.maine.gov/sos/cec/rules/17/chaps17.htm>

and the policy on any "time of day" truck restrictions is here down at bottom in last bullet:

https://www.maine.gov/mdot/mlrc/technical/trafficissues/#main_r_tabs5

Pete

Peter M. Coughlan, P.E.

Director, MaineDOT, Community Services Division

Station 16, 24 Child St.

Augusta ME 04333-0016

Phone: 207/624-3266

FAX: 207/624-3301

peter.coughlan@maine.gov

<http://www.maine.gov/mdot/csd/mlrc/>

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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MaineDOT Policy on Truck Restrictions on State and State Aid Highways

Acting on the recommendation of Carl A. Croce, Director, Bureau of Planning, and Bruce Ibarguen, Engineer of Traffic, the Commissioner approved the creation of a Department policy on July 13, 2005 that reaffirms [State Rule 17-229, Chapter 104, entitled: Travel on State and State Aid Highways](#). This policy retains the concept that the MaineDOT has sole jurisdiction over restriction of commercial vehicles on state roads, and that municipalities may not prohibit commercial vehicles on state roads whether they are inside "urban compact" areas or not. However, this policy allows time-of-day restrictions of commercial vehicles, in very narrow circumstances, as long as there is substantial agreement between all affected parties, including neighborhoods, trucking firms, municipalities and other stakeholders.

Department Policy

Simply stated, no restrictions can be put on State or State Aid Highways whether these roads are in rural areas or "urban compact" areas, unless specifically restricted by the MaineDOT Commissioner.

This is affirmed in State Rule 17-229- 104:

"It is the goal of the State of Maine, Department of Transportation that Maine's public highways be safe and efficient and contribute to the economic growth of the State and the well-being of its people. MaineDOT will make good faith efforts to have Maine's public highway network meet the social, economic, and environmental needs of the public. In addition, public highways are intended for the overall general use of the traveling public and for business, recreation, and overall access to areas across the State. Therefore, MaineDOT recognizes that there is an affirmative right for all individuals and entities, public and private, domestic or commercial, to travel on all State or State Aid highways in Maine. This right shall exist until the Commissioner of MDOT suspends or otherwise restricts any such traffic on any highway under MaineDOT jurisdiction."

However, there are growing issues relative to through commercial truck traffic on State and State Aid highways passing through residential areas. In certain cases, municipal officials are requesting some type of relief for homeowners who have chosen to live along these busy corridors. Because the requests usually respond to neither a severe safety issue nor the structural condition of a road or bridge, there is an option for municipalities to request time-of-day through truck restrictions on certain State roads from the MaineDOT. The following steps must be taken:

- The municipality must make a written request to the Department. Requests from an individual or groups of individuals will be referred back to the municipality.

- The request must be made following substantial public process and buy-in by all affected parties. Municipalities shall be encouraged to conduct neighborhood/stakeholder meetings before submitting a request.
- The request must not significantly affect traffic in municipalities other than the municipality which made the request.
- There is a reasonable alternate route for all traffic affected by the posting, as documented in part by the buy-in of affected commercial interests.
- The alternate routes do not create severe safety or congestion concerns.
- The municipality has passed a municipal traffic ordinance as described in Title 30A § 3009.

These restrictions may apply to all through commercial traffic over 26,001 pounds. It is understood that heavier local traffic (as opposed to through traffic), such as moving vans or fuel delivery trucks, should be allowed. However, because enforcement issues are largely local, and because the affected homeowners are entirely local, there is no statewide interest arising from this local choice of 26,001 pounds so a municipality may increase it if desired.

Basis for Authority

- 23 § 1 -- State Highway Law -- General Provisions
- 23 § 52 -- State Highway Law -- DOT -- General Powers and Duties
- 23 § 53 -- State Highway Law -- DOT -- Classification of Highways
- 23 § 1351 -- State Highway Law--Protection of Highways --Installation of signals, devices & signs
- 29A § 2395 -- Motor Vehicles -- Ways requiring special protection
- 30A § 3009 -- Municipalities & Counties -- Authority of municipal officers to enact ordinances
- 30A § 3001 -- Municipalities & Counties -- Ordinances -- Ordinance Power
- State of Maine Rule 17-229-104 -- Travel on State and State Aid Highways
 - This Rule is a brief statement affirming the basic right of all highway users to travel on all State and State Aid highways in Maine.



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

September 28, 2020

Ms. Sandy Carder
Chair, Town Council
Town of Gray
24 Main Street
Gray, Maine 04039

RE: SHAKER ROAD

I understand that the Town's current primary request has two components: (1) to remove the "Route 26" designation from the one mile of Shaker Road from the Village to its northerly intersection with the Bypass, and (2) to restrict trucks that section of Shaker Road. We understand that the Town believes that these two actions would direct trucks out of the Village and off Shaker Road to the Bypass and thereby improve the quality of life of Shaker Road residents. As you will see below, although we do not think those actions will have the intended effect, I am willing to grant your requests upon certain conditions aimed at assuring statewide fairness.

We have carefully considered the Town's requests, reviewed previous surveys, and collected recent data. In addition to some shorter surveys over the last few years at the Turnpike exit, we sent six individuals to Gray on August 26, 27, and 28 for a total of 16 hours. They were positioned at the northbound Turnpike exit and also at the Thai restaurant in the Village. They concentrated on large trucks and counted every one and determined their path through the Village.

Based upon this recent observation, which is consistent with our prior surveys, we have to make the following observations.

- At least 2/3 of large trucks turn left off the northbound exit and not right toward the Village (2 of 3 exit lanes are dedicated left turn lanes).
- Most of the remaining 1/3 of trucks that turn right off the northbound exit, plus more coming eastbound from Windham on 202/4 went through the Village and followed the 202/4 route (Lewiston Road). Correspondingly, most southbound trucks on 202/4 went through the Village and headed west on 202/4 over the Turnpike bridge.
- Very few large trucks use the one mile section of Rt. 26 known as Shaker Road. During our recent observations, on Wednesday, August 26th, it was five trucks over 6 hours. On Thursday, it was ten trucks over 6 hours, and on Friday, it was seventeen trucks over 4

hours. Smaller single axle trucks were seen but not in large numbers (Grover, Agren, Casella, Oakhurst, CN Brown, etc).

- There are very few large trucks travelling northbound on Route 26/100 (Portland Road) from Cumberland or points south. Those that did went through the Village and either headed up 202/4, or made the hard left turn toward the Turnpike, or a few went northbound on Shaker Road to stay on Route 26.

We also note that most drivers, especially long-haul truckers, use some sort of navigation system like GPS or smart phones to get to their destinations. In a separate study done last year which was provided at your 11/26/19 meeting, any Turnpike trucks getting off in Gray to use Route 26 northbound using GPS are directed to the Bypass as it is the chosen path on an Iphone and GPS unit set to “fastest route”, which most people select. The route through the Village onto Shaker Road is only chosen path only if the device is set to “shortest route” as it is about 0.2 mile shorter. These units do not recognize state or federal route numbers but rather use algorithms with speed and distance measurements to set the path. Therefore, removing the Route 26 designation would have little effect on trucks through the Village or on Shaker Road.

Based upon the foregoing, our professional traffic engineers can find no data-driven rationale to remove the Route 26 designation or trucks from Shaker Road. Further, they believe that even if these actions were taken, there would be little appreciable difference in traffic patterns or the number of large trucks that use Shaker Road, absent vigorous enforcement. Accordingly, given the large statewide transportation system we have to manage, and given that our resources are inadequate to perform even basic needs, I cannot prudently grant your requests as presented.

However, as you know I have become personally acquainted with the steadfast position by many in Town that taking these actions will significantly improve the quality of life in the Village and on Shaker Road. Given my respect for those convictions and local solutions, and despite the professional opinions set forth above, I am willing to consider granting the two requests under the two conditions aimed at assuring fairness to taxpayers and travelers statewide and all users for the Shaker Road.

- The Town would be willing to fund costs relating to changing all “26” and “26A” signs belonging to DOT and the Maine Turnpike Authority (MTA). MTA signage includes several large overhead signs and some roadside signs. DOT signs would include many more signs, most of them smaller roadside signs. Costs would include the signs, all labor and equipment for lane closures, and other associated costs. We understand that the MTA has estimated such costs at least \$20K, plus lane closure costs. We at MaineDOT have not prepared an estimated cost for the DOT sign work, but it could also be five figures. Thus, the total cost could be at least \$30,000, and perhaps more.
- Like all municipalities, the Town will follow the attached “MaineDOT Truck Policy on Truck Restrictions” before it enacts a time-of-day restriction on Shaker Road. This policy requires contacting and holding public forums for affected companies and receiving buy-in by all affected parties. This obviously would include Shaker Road abutters. But it also includes current truck users of Shaker Road such as Grover

Excavating, Agren Appliance, CN Brown, Casella, Shaw Bros., Storey Bros., Hannaford, Oakhurst and Hood, Coleman Concrete, and others.

In closing, we remain willing to continue to discuss transportation challenges in the Town of Gray.

Respectfully,



Bruce A. Van Note, Commissioner

cc: Steve Landry
Peter Coughlan

Appendix: MaineDOT Truck Policy on Truck Restrictions

Gray Water District

P.O. BOX 196 80 SHAKER RD. GRAY, ME 04039-0196 (207) 657-3500

September 25, 2020

Ms. Deborah Cabana, Town Manager
Town of Gray
24 Main Street
Gray, ME 04039

Re: Water District Projects and Tax Increment Funding

Dear Deb,

Looking to the future, the wisdom of the Town Council to recommend expanding the Village Tax Increment Financing District is timely and is expected to enhance our community. It represents good planning and a recognition that ongoing improvements and investments in a community bring sustainable value for future generations.

At their September 21, 2020 Trustee meeting, the members reviewed several projects that are important to the Town of Gray. The first is the proposed rehabilitation of the Rt. 26 corridor which will be a key focal point allowing for improvements that will benefit both the walking and driving public while highlighting the importance of that small New England town atmosphere. The Trustees recognize that the underground infrastructure along that route is just as important since it will sustain and support future neighborhood growth. It is very timely that the underground water system be upgraded to avoid future and unsightly repairs which impact the original investment to that corridor. To achieve these upgrades, it our understanding that the financial package will likely include the use of Tax Increment Financing funding. The Trustees request that some of the "bonding capacity" be reserved for the District's improvements which have been the topic of our recent joint discussions.

The second project that will require bonding capacity would be the much needed upgrading of the underground water supply line on Route 100 that runs from the American Legion approximately 4500' feet north to the area at the Dunbar Woods residential properties. Like the Rt. 26 corridor, once the state's work along this travel corridor is completed, making any kind of underground supply line improvements will likely be rejected by the state for several years. Once again, advance planning pays dividends for the community.

We will continue to review the various projects that both the Town and the District will need to assure that the sequence of improvements makes the best use of limited funds. Our joint discussions regarding the above projects should identify the extent of the bonding capacity that the Town Council is willing to make available so that the District can incorporate the fiscal impacts in any future rate cases that may be presented before the Public Utilities Commission. As we continue to work together we can capitalize on our joint resources while serving the community's needs.

Respectfully,



Bruce Sawyer, GWD President

Town of Gray
Request for Proposals
Public Works Waste Oil Furnace Replacement

Introduction:

The Town of Gray is seeking an HVAC installer to replace the existing 350,000 BTU Reznor waste oil furnace with a 350,000 BTU Clean Burn waste oil furnace.

The Town is soliciting proposals from qualified professionals with proven expertise and experience installing waste oil furnaces.

A walkthrough can be scheduled between 9:00AM and 1:00PM Monday through Friday.

The installer will work with Facilities Manager Mo Russo.

Scope of Work:

- Replace existing waste oil furnace, re using tank and stand.
- Update interlock components to meet current code for multiple heat systems in one building.

Proposal Content & Format:

- Cover letter expressing the contractor's interest in working with the Town of Gray, ability to do the work described, and identification of the project manager and/or principal staff- including any subcontractors- that will provide the requested services
- Timeline of the work plan identifying each of the tasks separately.
- An outline of the budget for the project, separated by task. Total bid amount should be clearly visible.
- Documentation of relevant experience, including a brief project description and contact information for each reference (minimum of 3 references, maximum of 3 pages)
- Any other information illustrating your firm's qualifications for performing the work outlined in this RFP (maximum of 1 page)

Submission/Selection Criteria:

The Town requests bidders to submit a statement that they have received the RFP and may be interested in bidding.

Bid proposals can be submitted to:

Town of Gray
Attn: Mo Russo, Facilities Manager
24 Main Street
Gray, ME 04039

(Please mark your envelope with "Public Works Waste Oil Furnace")

Proposals from interested installers are due by 12:00PM on Thursday September 3rd, 2020. The Facilities Manager will be responsible for screening proposals, conducting interviews of selected firms (if necessary), and making a recommendation of a contractor to hire to the Town Manager and Gray Town Council.

The Council will make the final decision regarding selection of an installer. The Towns goal is for the Council to select a preferred bidder at the September 15th, 2020 Town Council meeting.

The criteria used in evaluation of the proposals will include:

- The respondents experience and qualifications to perform the requested service.
- Labor rates and output costs
- The clarity of the proposal, understanding of project objectives, and responsiveness to the work program.
- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with the Town of Gray and other interested parties.
- Work must be completed by November 20, 2020.
- References

Contact for Further Information:

Please direct all questions regarding this RFP to:

Mo Russo, Facilities Manager

mrusso@graymaine.org

Town of Gray

24 Main Street

Gray, ME 04039

207-653-4591

From: [Mose Russo](#)
To: [Deb Cabana](#)
Cc: [Suzanna Gallant](#)
Subject: Public Works Waste Oil Bid
Date: Wednesday, September 23, 2020 9:50:46 AM
Attachments: [Public Works Waste Oil Furnace RFP.docx](#)
[Public Works Waste Oil Furnace-Thayer Corp..pdf](#)

Hello Deb,

An RFP for replacing the failed Reznor brand waste oil furnace at Public Works with a 350,000 BTU Clean Burn brand furnace was sent to four contractors, Thayer Corporation, Dirigo Waste Oil, Titan Mechanical Inc, and AAA Energy Service. A certified mail receipt was received from all contractors, Thayer Corporation, Dirigo Waste Oil, and Titan Mechanical all met with me for a site visit and walk through.

The RFP was due on September 3rd at 12:00. Thayer Corporation was the only contractor to submit a proposal. Thayer Corporation submitted two options, the first a unit using existing compressed air from the building, the second having a built in air compressor. The cost for the first option: \$31,083 and the cost of the second option: \$31,836. It is my recommendation to award the bid to Thayer Corporation as they were the lone bidder, and for option one using the buildings compressed air system. Where this is not the primary heat for the building and the buildings air compressor receives annual contracted maintenance and a yearly inspection I do not feel the added expense is warranted.

Thayer did give a written extension to October 7th.

The budgeted amount was \$30,000.

Thank you,
Mo

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

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Gray, Town of
24 Main St
Gray, ME 04039

Project Proposal
Waste Oil Furnace RFP

Proposal Number: **P00226 RFP**

Proposal Date: **9/03/2020**



Mike Irish
1400 Hotel Rd
Auburn, ME 04210
207-782-4197
mirish@thayercorp.com

PROJECT PROPOSAL

Company

Thayer Corp
1400 Hotel Rd
Auburn, ME 04210
Ph: 207-782-4197

Proposal Date: 9/3/2020
Proposal Number: P00226 RFP

Bill To Identity

Gray, Town of
24 Main St
Gray, ME 04039

Agreement Location

Gray, Town of
24 Main St
Gray, ME 04039

Thayer Corporation is grateful for the opportunity to submit to you a proposal for the replacement of the waste oil furnace located at the public works garage. The new equipment will be manufactured by Clean Burn as requested in the RFP.

HVAC SCOPE

We will provide labor and materials for the installation and replacement of the Reznor waste oil furnace. We will install in accordance with the RFP a Clean Burn CB3500. We will also bring the electrical up to the current code requirements of electrically interlocking both of the waste oil systems. As an alternative to the basic quote, I have priced out a CB-3500 with the optional factory installed air compressor. The reason for doing this is it will allow at least one of the waste oil systems in the facility to operate if any issues arrive from the facilities air compressor and it is unable to operate. As part of the installation process, the current racking is to be shifted 2'-3' forward. This is because the height of the new equipment will be too tall to fit under the steel support structure. This has been discussed with the Facilities Manager, Moe Russo.

GENERAL SCOPE

Inclusions: General

1. Thayer will be responsible for all equipment, materials, labor, travel, and rigging work for the performance of our scope of work.
2. Cover all areas around where we are working to prevent contamination of equipment, tools and vehicles.
3. Connecting Equipment to the current electrical system provided the system is up to current electrical code. Maine Fuel Board 11.11 (Documents attached)
4. Connect electrical with hard EMT conduit. With exception to what is directly connected to the furnace and it's controls.
5. Connect compressed air to system as per mfg. instructions. Will branch off air system by the current hose reel system.
6. Connect equipment to existing waste oil storage tank.
7. Move the current rack forward 2'-3'
8. Install appropriate adapters on rack system for new equipment to fit properly.
9. Run new exhaust duct work to the unit as needed due to relocation of discharge from original system
10. Connect units to current controls/T-stats.
11. Will test each system to ensure proper operation

Exclusions: General

- Any pre-existing code violation not discovered during walk through/sight visit or covered in the inclusions.
- Any work requested that is outside the RFP or optional pricing
- Performance or payment bonds.
- Moving of town owned equipment and tools to perform work (unless specified in the inclusions)
- Patching or painting.
- Masonry wall penetrations, finish and/or carpentry work, and blocking.
- Roofing work, including framing, penetrations or sealing, unless specified in scope

All equipment and systems listed in this proposal are included. Any items not identified in the scope of this proposal are excluded

WARRANTY:

Any new equipment purchased and installed by Thayer Corporation per this proposal will be warranted against defects in material or workmanship for a period of one year. We have put the pricing for this proposal together as an estimated cost using the inclusions and exclusions previously listed.

Project Pricing:

The total cost for the described project: **\$31,083.00**
(Thirty One Thousand Eighty Three Dollars and Zero Cents)

In order to simplify expectations, we have laid out a proposed billing schedule for this project. We are open to discussion regarding the specifics.

- Progress Bill 1 25% down \$7,770.75
- Progress Bill 2 75% at completion and final sign off \$23,312.25

The pricing in this proposal will be maintained until October 4th. 2020, after which will be subject to review.

Thank you,

Mike Irish
 Project Sales Rep.

Upon execution as provided below, this agreement, including the following pages attached hereto (collectively, the "Agreement"), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

Contractor

 Signature (Authorized Representative)
 Mike Irish

 Name (Print/ Type)
 207-782-4197

 Phone
 9-3-2020 P00226 RFP

 Date Proposal #

Customer

 Signature (Authorized Representative)

 Name (Print/ Type)

 Title

 Date PO#

SUPPLEMENTAL INFORMATION PER RFP REQUEST and ALTERNATE PRICE OPTION

Project cost and approximate labor hours breakdown is as follows:

| Task/Equipment | Est Labor Hours | Cost |
|--------------------------------------------------|-----------------|--------------|
| Basic Equipment | | \$ 13,486.00 |
| Removal of old and placing new equipment | 32 | \$ 2,276.00 |
| Vent Piping Supplies and Labor | 8 | \$ 1,803.00 |
| Electrical Code Updates Supplies and Labor | 72 | \$ 9,693.00 |
| Compressed Air Piping Supplies and Labor | 8 | \$ 1,945.00 |
| Start up and Commissioning | 8 | \$ 770.00 |
| Warranty Travel Overlapping Operational Expenses | | \$ 1,352.00 |

NOTE: Due to some overlap and administrative costs, total of breakdown does not equal total project cost listed above.

Project Time Line:

The project will consist to a full week's worth of work. The electrical portion will overlap the base project of the installing of the basic equipment. The basic rundown could be as follows.

- Day One, remove existing equipment, move rack, start basic electrical.
- Day Two: Place new equipment, vent piping, oil lines, code update electrical
- Day Three: Air lines, code update electrical
- Day Four: Code update electrical, direct system electrical
- Day Five: Direct system electrical, System startup and commissioning.

Alternate Project Pricing with Optional Air Compressor:

The total cost for the described project: **\$31,836.00**

(Thirty One Thousand Eight Hundred Thirty Six Dollars and Zero Cents)

In order to simplify expectations, we have laid out a proposed billing schedule for this project. We are open to discussion regarding the specifics.

Progress Bill 1 25% down \$7,959.00

Progress Bill 2 75% at completion and final sign off \$23,877.00

The pricing in this proposal will be maintained until October 4th. 2020, after which will be subject to review.

Contractor

Signature (Authorized Representative)

Mike Irish

Name (Print/ Type)

207-782-4197

Phone

9-3-2020

P00226 RFP

Date

Proposal #

Customer

Signature (Authorized Representative)

Name (Print/ Type)

Title

Date

PO#

Project Agreement Terms and Conditions

1. Customer shall permit Thayer Corporation free and timely access to facilities and equipment necessary to perform their tasks, and allow Thayer to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Thayer's normal working hours, unless otherwise agreed.
2. Thayer warrants that the workmanship hereunder shall be free from defects for 365 days from the date of installation. This warranty does not apply to equipment or parts acquired from others. Thayer will extend to Customer the benefits of any warranty Thayer has received from the manufacturer of any equipment or parts. However, to the extent not covered by a manufacturer's warrantee, the cost of removal and installation of any equipment or parts repaired or replaced under a manufacturer's warranty shall be paid by Customer. THAYER EXPRESSIVELY EXCLUDES AND DISCLAIMS ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR ANY OTHER WARRANTIES, EXPRESSED OR IMPLIED.
3. Customer shall pay in accordance with the terms as agreed and printed on Thayer invoices. Twenty-five percent (25%) of the project cost is due upon signing agreement. Upon amounts remaining unpaid after thirty (30) days from invoice date, Thayer may stop work under this Agreement without notice, cancel this Agreement, and commence actions to preserve a lien on the Customer's property. Thayer will charge interest on unpaid balances over thirty days old. Thayer will be entitled to costs and attorneys' fees to collect amounts due.
4. Customer shall be responsible for all taxes applicable to the services or materials provided by Thayer.
5. In the event of any alteration to, or deviation from, this Agreement involving extra work, the cost of materials and labor will become an extra charge on a time-and-materials basis at Thayer's rates then in effect, to be added to the price stated in this Agreement, unless otherwise agreed in writing.
6. This Agreement shall be governed by and construed under the substantive and procedural laws of the State of Maine, without giving effect to choice of law principles. Customer specifically agrees that any litigation regarding the interpretation, breach or enforcement of this Agreement will be exclusively filed in and heard by the District or Superior Court of Androscoggin County, Maine.
7. Thayer shall not be liable for any delay, loss, or damage caused by the unavailability of machinery, equipment or materials due to delay of carriers, strikes, lockouts, civil or military authority, government regulations, insurrection, riot, action of the elements, forces of nature, or by any cause beyond its control.
8. Each party shall indemnify and hold the other party, including its agents and employees, harmless from and against all claims, damages, losses and expenses (including but not limited to reasonable attorneys' fees), including damage to the property of the other party or of their agents or employees, to the extent caused by the acts or omissions of the other party arising from or resulting from the performance of work hereunder.
9. Customer shall make available to Thayer's personnel all pertinent Safety Data Sheets (SDS) of chemicals, metals, gases and other substances to which Thayer personnel may be exposed during the performance of their tasks, pursuant to OSHA's Hazard Communication Standard.

PROJECT AGREEMENT TERMS AND CONDITIONS (Continued)

10. Thayer's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of toxic or hazardous materials. In the event such materials are discovered, Thayer's sole obligation will be to notify the Owner of their existence. Thayer shall have the right thereafter to suspend its work until such materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price shall be equitably adjusted

11. Thayer expressly disclaims responsibility for the indoor air quality of the customer's facility, including without limitation any illness, injury, or damage resulting in any manner from any fungi or spores.

12. In no event shall either party be liable to the other party for any indirect, special, incidental, consequential or punitive damages, whether any claim for such recovery is based on theories of contract, negligence, or tort (including strict liability), even if either party has knowledge of the possibility of the potential damage or loss. This limitation shall not apply to warranty obligations.

How to Submit a FOAA Request

Requests to inspect or obtain copies of public records of the Town, may be submitted verbally or in writing, in person, electronically, or over the phone.

To aid the Town in properly searching for and collecting any responsive documents, the request should describe the public record in as much detail as possible. The request should also include the name, address, and contact information (phone number or email address) of the requester. Failure to provide sufficient information may require the Town to seek additional clarification from the requester, thereby delaying processing of the request. To assist the Town in providing a prompt response, it is helpful if your request states "FOAA Request" in the subject line of the email or communication containing the request.

Requests for public records may be made:

- Via email to sgallant@graymaine.org
- In person or by mail at: Town of Gray, ATTN: FOAA Coordinator, 24 Main Street, Gray, ME 04039
- Via fax to (207) 657-2852 - Attn: FOAA Coordinator

(Note that a request sent by fax or email is deemed received the following business day).

How to Understand the Town's Response

Acknowledgement of Receipt: Within 5 business days after receiving a FOAA request, the Town will respond to the requester acknowledging that the request was received. Thereafter, the Town will provide a response to the request within a reasonable time.

Granted Requests: If any part of the request is granted, the Town will require payment in full of any fees associated with preparing and/or copying the request, before the public record is released. If public records are available for free on a Town internet site, a requester may still request the Town provide copies of those records, however fees may still be charged for producing copies of said records, as detailed below.

Denied or Redacted Requests: A request may be wholly or partly denied if the Town does not possess the requested record or if specific exemptions listed in the FOAA apply. If a denial is based on an exemption, the public records or portions of public records subject to the exemption will be redacted or omitted, the exemption will be explained, and an exemption log may be prepared and sent to the requester if requested. Any denial of a request for public records shall be issued to the requester within five (5) working days of receipt.

Fee Calculations

Public records requests are subject to the following fees, which must be paid in full before the Town will release any responsive documents.

The first hour of Town staff time spent searching for and reviewing public records is free. After that, staff time is billed at \$15.00 per hour. Time is billed in hourly increments, therefore any time spent on a request will be rounded to the next whole hour. [1 M.R.S. § 408-A\(8\)\(B\)](#)

The Town currently charges for the actual cost of paper copies and media as follows:

| | |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Paper Copies | |
| 8½ x 11 or 8 ½ x 14 | \$.50 per sheet, black and white \$1.00 per sheet, color |
| 11 x 17 | \$1.00 per sheet, black and white \$1.50 per sheet, color |
| Ordinance Copies | \$10.00 each |
| Compact Disc or DVD | \$40.00 each |
| Photographs, videotapes, maps, plans, blueprints, microfilm, and other media that must be duplicated or published off-site* | Actual cost of duplication/publication charged to Town, including postage |
| Other media provided by the Town | Varies depending on actual cost of the media |

* [1 M.R.S. § 408-A\(8\)\(C\)](#)

The Town charges the cost to mail a public record to a requester, including delivery confirmation, except that postage costs are waived (including the Town’s written response) that fit into a business envelope. [1 M.R.S. § 408-A\(1\), \(2\), \(8\)\(E\)](#)

All fees will be detailed on an itemized form provided in the response.

Please note: Prepayment for a request will be required where an invoice for a previous request has not been paid. A deposit of 50% will be required for any requests estimated to exceed \$100. These fees are due prior to any work being performed by staff.

Appeals

Any person who is aggrieved by the Town’s refusal or denial to inspect or copy of a record, or copying a record, may appeal the refusal, denial, or failure within thirty (30) calendar days of the person’s receipt of the written notice of refusal, denial, or failure to the Maine Superior Court in Cumberland County, pursuant to 1 M.R.S. § 409.

TOWN OF GRAY
CAPITAL RESERVE FUND BUDGET TO ACTUAL FY 2020
with Proposed Carryforwards from FY 2020 to FY 2021

As of 9/29/2020

TECHNOLOGY

| | FY 2020 Budget | Total Carryforward/s FY 19 to FY 20 | Total Net Budget | Total Expended FY 2020 | Variance | Carryforward/ Requests FY 20 to FY 21 |
|------------------------------|---------------------------|----------------------------------------------------|-----------------------------|-----------------------------------|---------------------|------------------------------------------------------|
| Leightronix (GCTV Equipment) | \$ - | \$ 11,555.00 | \$ 11,555.00 | \$ 930.00 | \$ 10,625.00 | \$ 10,625.00 |
| TOTAL | \$ - | \$ 11,555.00 | \$ 11,555.00 | \$ 930.00 | \$ 10,625.00 | \$ 10,625.00 |

PUBLIC BUILDINGS

| | FY 2020 Budget | Total Carryforward/s FY 19 to FY 20 | Total Net Budget | Total Expended FY 2020 | Variance | Carryforward/ Requests FY 20 to FY 21 |
|-----------------------------------------------------------|---------------------------|----------------------------------------------------|-----------------------------|-----------------------------------|----------------------|------------------------------------------------------|
| Painting-Newbegin | \$ 5,000.00 | \$ - | \$ 5,000.00 | | \$ 5,000.00 | \$ 5,000.00 |
| Dry Mills Station Septic | \$ 10,000.00 | | \$ 10,000.00 | \$ 500.00 | \$ 9,500.00 | \$ 9,500.00 |
| Generator Central Station | \$ 2,500.00 | \$ - | \$ 2,500.00 | \$ - | \$ 2,500.00 | \$ 2,500.00 |
| Transfer Station Bale Storage | \$ 19,000.00 | \$ - | \$ 19,000.00 | \$ 12,000.00 | \$ 7,000.00 | \$ 7,000.00 |
| Public Works Structural Engineer | \$ 5,000.00 | \$ - | \$ 5,000.00 | \$ - | \$ 5,000.00 | \$ 5,000.00 |
| Pennell Ledger Pointing | \$ 4,000.00 | \$ - | \$ 4,000.00 | \$ - | \$ 4,000.00 | \$ 4,000.00 |
| Lab Building-Complete façade improvements | \$ 29,000.00 | \$ 4,000.00 | \$ 33,000.00 | \$ 6,625.00 | \$ 26,375.00 | \$ 26,375.00 |
| Library- Ramp work, façade work & lower height | \$ - | \$ 12,000.00 | \$ 12,000.00 | | \$ 12,000.00 | \$ 12,000.00 |
| Newbegin-Gym wall insulation | \$ - | \$ 6,000.00 | \$ 6,000.00 | | \$ 6,000.00 | \$ 6,000.00 |
| Newbegin-Gym-Level Bathroom Fixtures upgrades | \$ - | \$ 2,000.00 | \$ 2,000.00 | | \$ 2,000.00 | \$ 2,000.00 |
| Newbegin-Insulate/Seal Basement Walls | \$ - | \$ 15,000.00 | \$ 15,000.00 | | \$ 15,000.00 | \$ 15,000.00 |
| Newbegin-Window Shades and Springs-Southwest Windows ONLY | \$ - | \$ 5,000.00 | \$ 5,000.00 | | \$ 5,000.00 | \$ 5,000.00 |
| Public Safety-Central-2nd Floor carpet replacement | \$ - | \$ 12,000.00 | \$ 12,000.00 | | \$ 12,000.00 | \$ 12,000.00 |
| Rec Facilities-Miscellaneous-Extend Pennell Park Paths | \$ - | \$ 2,961.00 | \$ 2,961.00 | \$ 1,898.95 | \$ 1,062.05 | \$ 1,062.00 |
| TOTAL | \$ 74,500.00 | \$ 58,961.00 | \$ 133,461.00 | \$ 21,023.95 | \$ 112,437.05 | \$ 112,437.00 |

MISCELLANEOUS

| | FY 2020 Budget | Total Carryforward/s FY 19 to FY 20 | Total Net Budget | Total Expended FY 2020 | Variance | Carryforward/ Requests FY 20 to FY 21 |
|----------------------------|---------------------------|----------------------------------------------------|-----------------------------|-----------------------------------|---------------------|------------------------------------------------------|
| Facility Assessment | \$ - | \$ 23,000.00 | \$ 23,000.00 | \$ 18,530.24 | \$ 4,469.76 | \$ 4,469.00 * |
| Comprehensive Plan-Limited | \$ 35,000.00 | \$ 33,149.75 | \$ 68,149.75 | \$ 60,205.27 | \$ 7,944.48 | \$ 7,944.00 |
| TOTAL | \$ 35,000.00 | \$ 56,149.75 | \$ 91,149.75 | \$ 78,735.51 | \$ 12,414.24 | \$ 12,413.00 |

| | | | | | | |
|--------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| TOTAL | \$ 109,500.00 | \$ 126,665.75 | \$ 236,165.75 | \$ 100,689.46 | \$ 135,476.29 | \$ 135,475.00 |
|--------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

*Needs council direction



BOARD/COMMITTEE RE-APPLICATION TOWN OF GRAY MAINE

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

| CONTACT INFORMATION | | | |
|---------------------|-----------------------|----------------|----------------------------|
| Name | <i>Marc Begin</i> | E-Mail Address | <i>MRBEGIN@MAINERR.COM</i> |
| Street Address | <i>59 Westwood Rd</i> | City/State/Zip | <i>Gray, Maine 04039</i> |
| Phone Number | <i>207-428-3613</i> | Work Phone | — |

BOARDS & COMMITTEES

Please check the board/committee on which you would like to continue your service:

| | | | |
|--------------------------|------------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | Board Of Assessment Review | <input type="checkbox"/> | Local Energy Conservation |
| <input type="checkbox"/> | Charles Barker Scholarship Committee | <input type="checkbox"/> | Planning Board |
| <input type="checkbox"/> | Community Economic Development Committee | <input type="checkbox"/> | Public Safety Committee |
| <input type="checkbox"/> | Dry Mills Schoolhouse Committee | <input type="checkbox"/> | Recreation & Conservation Committee |
| <input type="checkbox"/> | Finance Committee | <input type="checkbox"/> | Solid Waste & Recycling Committee |
| <input type="checkbox"/> | Grange No. 41 Scholarship Fund Committee | <input type="checkbox"/> | Zoning Board of Appeals |
| <input type="checkbox"/> | Library Board of Trustees | <input checked="" type="checkbox"/> | <i>Blueberry Festival Com.</i> |
| <input type="checkbox"/> | Other (please specify) | | |

SPECIAL SKILLS OR QUALIFICATIONS

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Worked on Festival 2020 - Volunteer

SUGGESTIONS / COMMENTS (OPTIONAL)

Please contact the Town Manager at 657-3339 or email at dcabana@graymaine.org or the Chair of the Committee with your suggestions and/or comments regarding your experience on this committee.

2020-2021 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2020 to September 30, 2021.**

APPENDIX A - OVERALL MAXIMUMS

| <u>County</u> | <u>Persons in Household</u> | | | | | |
|---------------|-----------------------------|----------|----------|----------|----------|----------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | 1,179 | 1,284 | 1,668 | 2,180 | 2,654 | 2,729 |

NOTE: For each additional person add \$75 per month.

(The applicable figures from Appendix A, *once adopted*, should be inserted here.)

APPENDIX B - FOOD MAXIMUMS

| <u>Number in Household</u> | <u>Weekly Maximum</u> | <u>Monthly Maximum</u> |
|----------------------------|-----------------------|------------------------|
| 1 | \$ 47.44 | \$ 204 |
| 2 | 86.98 | 374 |
| 3 | 124.42 | 535 |
| 4 | 158.14 | 680 |
| 5 | 187.67 | 807 |
| 6 | 225.35 | 969 |
| 7 | 249.07 | 1,071 |
| 8 | 284.65 | 1,224 |

NOTE: For each additional person add \$153 per month.

APPENDIX C - HOUSING MAXIMUMS

| Number of Bedrooms | <u>Unheated</u> | | <u>Heated</u> | |
|---------------------------|-----------------|----------------|---------------|----------------|
| | Weekly | Monthly | Weekly | Monthly |
| 0 | 238 | 1025 | 262 | 1126 |
| 1 | 253 | 1089 | 284 | 1222 |
| 2 | 331 | 1422 | 371 | 1596 |
| 3 | 438 | 1883 | 487 | 2096 |
| 4 | 532 | 2288 | 593 | 2551 |

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households Without Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

| <u>Number in Household</u> | <u>Weekly</u> | <u>Monthly</u> |
|----------------------------|---------------|----------------|
| 1 | \$14.00 | \$60.00 |
| 2 | \$15.70 | \$67.50 |
| 3 | \$17.45 | \$75.00 |
| 4 | \$19.90 | \$86.00 |
| 5 | \$23.10 | \$99.00 |
| 6 | \$25.00 | \$107.00 |

NOTE: For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households With Electrically Heated Hot Water:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

| <u>Number in Household</u> | <u>Weekly</u> | <u>Monthly</u> |
|----------------------------|---------------|----------------|
| 1 | \$20.65 | \$89.00 |
| 2 | \$23.75 | \$102.00 |
| 3 | \$27.70 | \$119.00 |
| 4 | \$32.25 | \$139.00 |
| 5 | \$38.75 | \$167.00 |
| 6 | \$41.00 | \$176.00 |

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

| <u>Month</u> | <u>Gallons</u> | <u>Month</u> | <u>Gallons</u> |
|--------------|----------------|--------------|----------------|
| September | 50 | January | 225 |
| October | 100 | February | 225 |
| November | 200 | March | 125 |
| December | 200 | April | 125 |
| | | May | 50 |

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

| <u>Number in Household</u> | <u>Weekly Amount</u> | <u>Monthly Amount</u> |
|----------------------------|----------------------|-----------------------|
| 1-2 | \$10.50 | \$45.00 |
| 3-4 | \$11.60 | \$50.00 |
| 5-6 | \$12.80 | \$55.00 |
| 7-8 | \$14.00 | \$60.00 |

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

| <u>Number of Children</u> | <u>Weekly Amount</u> | <u>Monthly Amount</u> |
|---------------------------|----------------------|-----------------------|
| 1 | \$12.80 | \$55.00 |
| 2 | \$17.40 | \$75.00 |
| 3 | \$23.30 | \$100.00 |
| 4 | \$27.90 | \$120.00 |

FOR MUNICIPAL USE ONLY

GENERAL ASSISTANCE ORDINANCE APPENDICES A-H 2020-2021

The Municipality of _____ adopts the MMA Model Ordinance GA Appendices (A-H) for the period of Oct. 1, 2020—September 30, 2021. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the _____ (day) of _____ (month) _____ (year)
by the municipal officers:

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

Deb Cabana

From: Sarah Rodriguez
Sent: Friday, August 14, 2020 10:22 AM
To: Deb Cabana
Cc: Suzanna Gallant
Subject: Memorial Tree Request

Hello Deb,

I have more information regarding the proposal for a memorial tree in honor of Rebecca Bodwell. Please see below for their request. I have spoken with Moe and he suggested a Maple or Evergreen tree would be appropriate for the location we identified near the path/field and would also not cause maintenance/grounds challenges. When I spoke with Lillian today, we agreed that the council will not have time to vote on this request before their picnic but they would like to pursue the request regardless. Please let me know if you need any more information or if there is an official form that needs to be filled out for the gift to the town.

Thank you,
Sarah.

August 10, 2020

Dear Council Members,

Friends and former co-workers of Rebecca Bodwell would like to plant a tree in her memory on the grounds of the Gray-New Gloucester Little League softball field on Friday, August 28th.

The Bodwell family is well-known by the Gray and New Gloucester communities and planting a tree will serve as a living tribute to our memory. Rebecca touched the lives of so many for the good and her passion to nature's conservancy, this tree will be a reminder that her hard work and dedication has left this world a better place.

We look to the Department of Recreation to recommend the type of tree and its location that best suits the needs of the grounds and in the future upkeep of the tree's maintenance.

Thank you for your consideration of this idea as we are grateful to have had the chance to know her as both a colleague and a cherished friend.

Sincerely,

Lillian Doughty, Operations Manager
Maine Medical Center's Department of Vocational Services
207-662-6087
Ldoughty@mmc.org

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



Gray Town Council

GHS proposal

1 Main Street

September 17, 2020

Proposal: To build a handicap accessible ramp at the entrance of the Gray Historical Building allowing access to all those with mobility issues.

During the past year the Gray Historical Society has examined options that would allow all those wishing to enter the museum, including the lower two levels and the upper floor. The options we explored were;

1. Creating a new entrance door to the lower level with a ramp that would lead to an elevator room. The elevator would take people to the upper floor and museum. This option was cost prohibitive (in excess of \$120,000 .00 and would still require a ramp to the lower floor second level which would take valuable floor space from the museum.
2. Build a new ramp from the parking lot to the front two entrance doors which would continue to the street level double doors leading into the lower level museum. This ramp would have handrails on both sides. The ramp would give access to the upper floor entrance door, and give access to the single-chair stair lift currently in place.

This option would take away two valuable parking spots.

This plan was submitted and discussed on scene with Public Works, Buildings and Grounds, and code enforcement departments. Following a review with DOT officials and Public Works Director this plan was found to be not viable due to interference with the crosswalk on Main street.

Gray Historical Society



3. The **selected option** in this proposal gives us two ways to gain access to all levels and floors. From a westerly direction the ramp would allow wheelchair access in front of the Main street building first to the lowest level doors, then onto the selectman's office and finally to the upper level chair lift. Those able to utilize steps would enter from the parking lot using a building mounted handrail and a one-step to the ramp landing.

Wheelchair access from the parking lot would require following the street curb for 15 feet to the ramp entrance. This area is not in the street and is right of the white line. With advance notice or during open houses GHS members could monitor the safety of those utilizing this option.

Plans have been submitted to code enforcement for approval.

See pictures and plans included in this proposal.

Thank you for your support,

A handwritten signature in black ink that reads "Galen Morrison".

Galen Morrison

GHS President

galen.morrison@grayhistorical.org





Ramp rise 1" per ft.

Min 3' between ADA handrails
ADA handrail support max. 6'

Gray Historical Society
1 Main Street

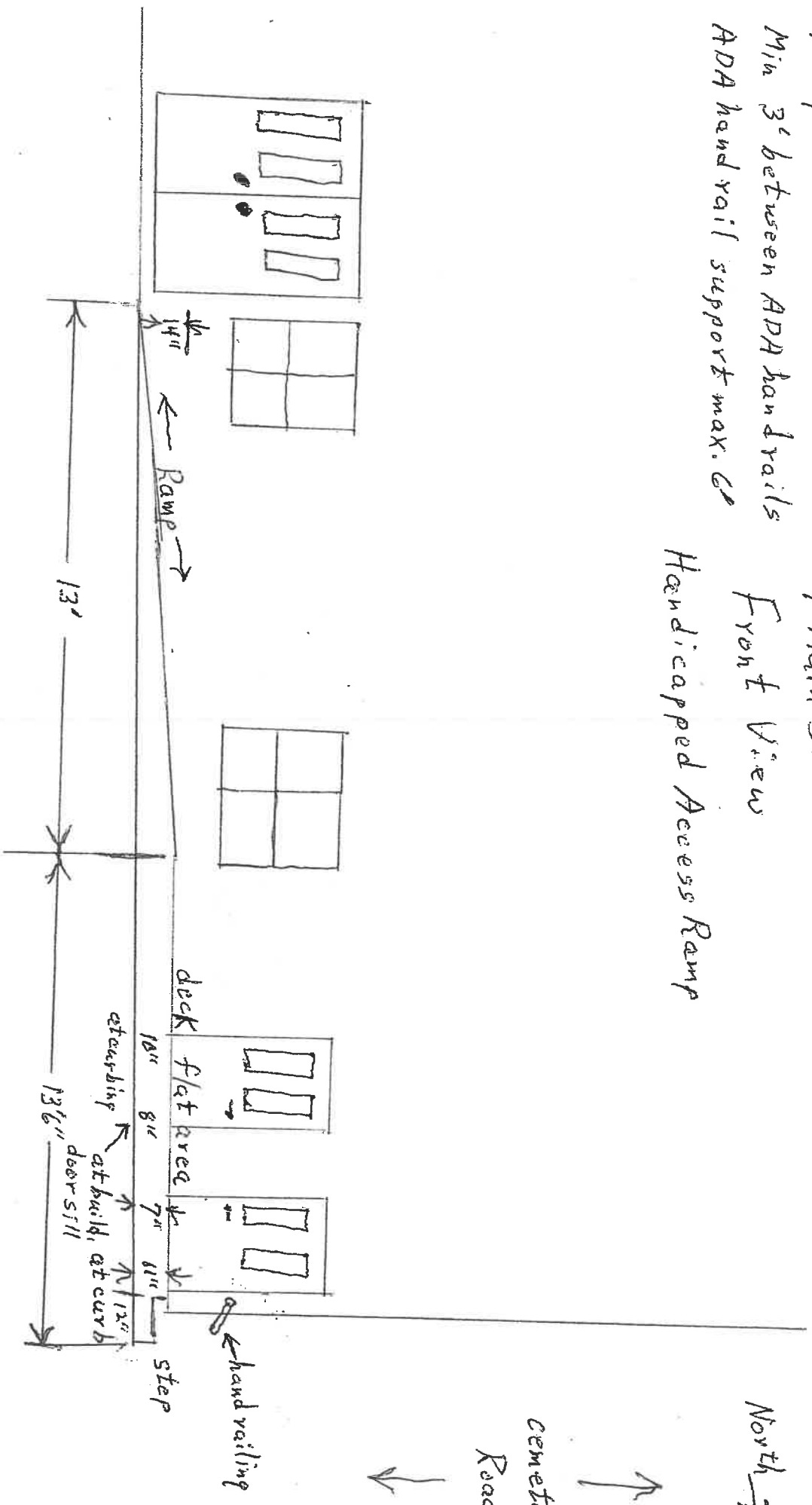
Front View

Handicapped Access Ramp

8/13/20

North →

Cemetery
Road ↓



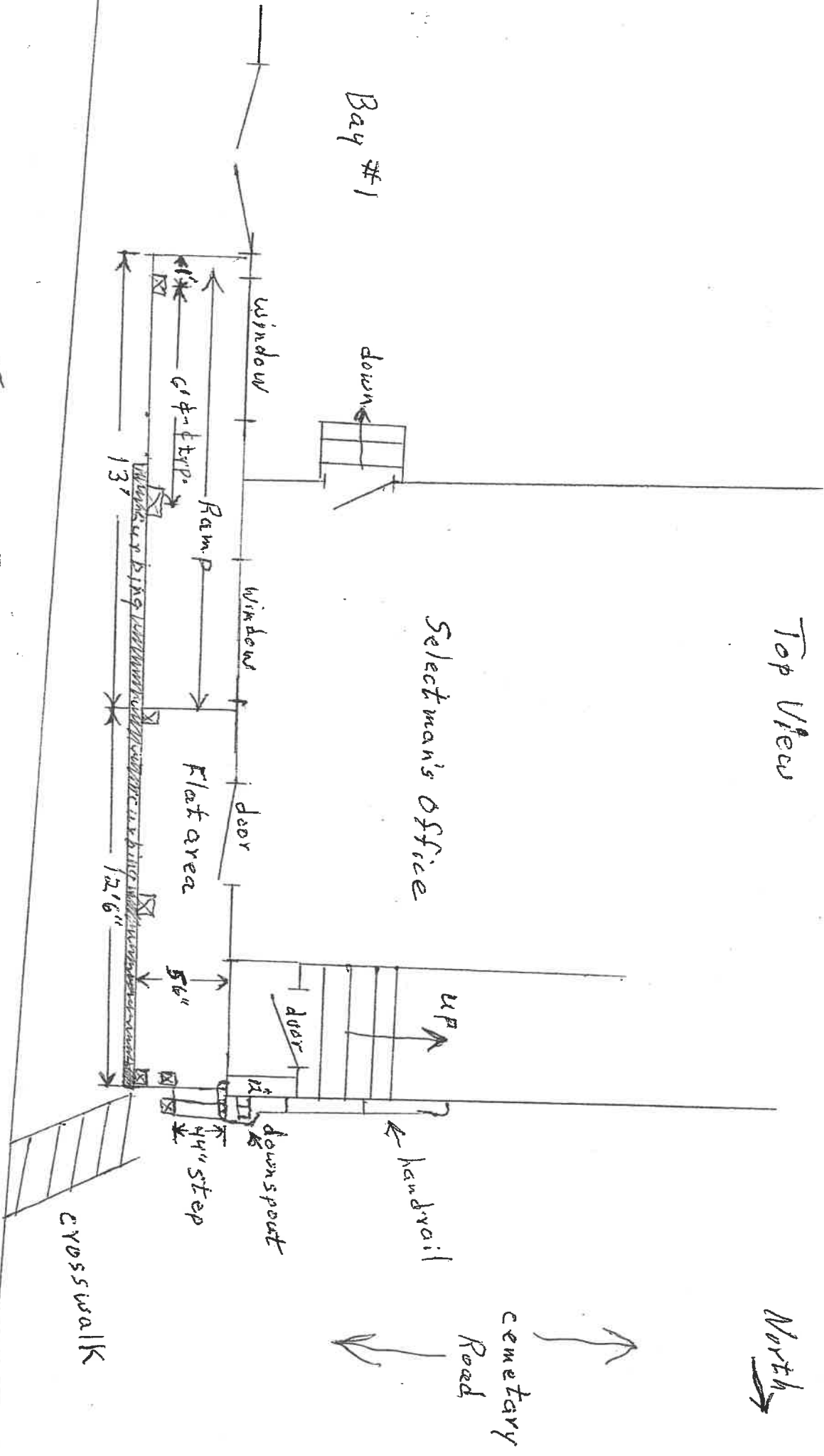
115-202

Gray Historical Society
 1 Main Street Gray
 Handicapped Access Ramp

8/13/20

Top View

North



Selectman's Office

Route 115-202

cemetery Road

Bay #1

☒ = 4x4 pressure treated Posts 7 places max. 6' on center

September ??, 2020

Wesley Heinz, Executive Director
Maine Narrow Gauge Railroad Co. & Museum
49 Thomas Street
Portland, ME 04101

Dear Mr. Heinz,

Over the last year the Town of Gray made several efforts to discuss our interest in obtaining the old interurban ROW from the MNGRR following your decision not to pursue your plans here. Thus, we were very disappointed to learn that recently, without consulting us, you sold some of the ROW off of Yarmouth Road to a private developer.

When the MNGRR first proposed coming to Gray our consultant, George Theberge, invested considerable time and effort in securing the interurban ROW from Central Maine Power, without which you might not have obtained it at all. Many Gray residents donated to your fundraising campaign. In all fairness, we believe MNGRR owes the town at least the right of first refusal when you decide to part with any portion of the interurban ROW.

We remain interested in obtaining the old interurban to preserve it as open space for the town, either through direct acquisition of the ROW or through easements. Our new Open Space Committee is working on our first-ever Open Space Plan, and the old interurban corridor has come up in our discussions. With that in mind, we urge you to reach out to Kathy Tombarelli at 657-3112 if you plan to make any decisions about disposing of that property.

Wishing you the best of luck in your future planning in Portland.

Yours,

Deborah Cabana
Gray Town Manager

Scott Dvorak

From: Kalinich, Jeffrey C <Jeffrey.C.Kalinich@maine.gov>
Sent: Monday, August 10, 2020 11:23 AM
To: Scott Dvorak
Cc: Mona Freeman
Subject: RE: footprint expansion method/Gray

Hi Scott,

That is good news. I would encourage you to also becoming an option 1 Town and giving administration of Timber Harvesting to the Department of Conservation. Many of the other changes to Chapter 1000 in 2015 put into the rule the existing policies regarding hazard trees, storm damaged trees and revegetation requirements. Most Code Officers I have worked with found these changes to be beneficial in the Ordinances.

Let me know if you have any questions or would like to discuss.

Thanks,

Jeff

Jeffrey C. Kalinich
Maine Department of Environmental Protection
Assistant Shoreland Zoning Coordinator
Ph. (207) 615-7044
Fax. (207) 822-6303
www.Maine.gov/dep

From: Scott Dvorak <sdvorak@graymaine.org>
Sent: Monday, August 10, 2020 9:02 AM
To: Kalinich, Jeffrey C <Jeffrey.C.Kalinich@maine.gov>
Cc: Mona Freeman <mfreeman@clarkinsurance.com>
Subject: RE: footprint expansion method/Gray

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

Hi Jeff,

After talking to the town manager yesterday. We agreed that the next step is for me to go in front of the town council and ask them to consider adapting the 2015 chapter 1000 footprint standards.

Scott

From: Kalinich, Jeffrey C <Jeffrey.C.Kalinich@maine.gov>
Sent: Friday, August 7, 2020 10:17 AM
To: Scott Dvorak <sdvorak@graymaine.org>
Subject: RE: footprint expansion method/Gray

Hi Scott,

Scott Dvorak

From: Kalinich, Jeffrey C <Jeffrey.C.Kalinich@maine.gov>
Sent: Friday, August 7, 2020 10:17 AM
To: Scott Dvorak
Subject: RE: footprint expansion method/Gray

Hi Scott,

The 2015 amendments to Chapter 1000 were not made mandatory amendments for Towns to adopt. However the Mandatory Shoreland Zoning Act in Sec. 439-A 4. States that "notwithstanding any provision in a local ordinance to the contrary" Towns must follow the footprint standards in the Act which are those in the 2015 Chapter 1000. The Department's position has been that those Towns that do not adopt the 2015 standards but use the area and volume standards from the 2006 Chapter 1000, must review each project under the 2006 and 2015 Chapter 1000 standards and apply the most restrictive standards to the project. For simplicity and clarity to the regulated community the Department recommends adoption of the 2015 standards at this time. I had informed Tom of the Department's position on this matter and he was going to look into it. I am not sure how far he proceeded before retirement.

At this time the Department recommends that Gray adopt the 2015 Chapter 1000 amendments.

I am here to assist with this process should you require it.

Jeff

Jeffrey C. Kalinich
Maine Department of Environmental Protection
Assistant Shoreland Zoning Coordinator
Ph. (207) 615-7044
Fax. (207) 822-6303
www.Maine.gov/dep

From: Scott Dvorak <sdvorak@graymaine.org>
Sent: Friday, August 7, 2020 9:35 AM
To: Kalinich, Jeffrey C <Jeffrey.C.Kalinich@maine.gov>
Subject: footprint expansion method/Gray

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

Hi Jeff,

Gray's town Manager Deb Cabana asked me to reach out to DEP to get their opinion in regard to Gray adopting the footprint expansion method and updating our shoreland zone ordinance. I am all for it, and she is looking to get something from the state that they would like to see Gray adapt the footprint method.

Best Regards,
Scott

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).

**Libby Hill Forest Management Agreement
BUSINESS QUESTIONS / WORKSHEET**

July 27, 2020

| QUESTIONS | OPTIONS (Please circle the selected option(s), and/or describe group decision in this column) |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. What is the purpose of this agreement? | <p>Please review the "WHEREAS" clauses and the purpose statement in Section 1.B of the draft Agreement. Add/subtract/revise, as appropriate.</p> <hr/> <hr/> <hr/> <hr/> <hr/> |
| 2. What is your preferred governing structure? | <p><input type="checkbox"/> A Management Committee composed of:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Town Manager + Superintendent + GCE Chair</p> <p style="padding-left: 20px;"><input type="checkbox"/> Designee(s) of Each Party. How many? _____</p> <p style="padding-left: 20px;"><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> A newly formed nonprofit with a Board of Directors composed of:</p> <p style="padding-left: 20px;"><input type="checkbox"/> Town Manager + Superintendent + GCE Chair</p> <p style="padding-left: 20px;"><input type="checkbox"/> Designee(s) of Each Party. How many? _____</p> <p style="padding-left: 20px;"><input type="checkbox"/> Other: _____</p> |
| 3. What decision-making method will the governing body use? | <p>(Check one)</p> <p><input type="checkbox"/> One vote per member/director</p> <p><input type="checkbox"/> Weighted voting based on the following factor(s) (specify): _____</p> <p><input type="checkbox"/> Other: _____</p> |
| 4. Who will be the fiscal agent (and employer, as needed)? | <p>(Check one)</p> <p><input type="checkbox"/> One of the Parties will serve as fiscal agent</p> <p style="padding-left: 20px;"><input type="checkbox"/> Pre-selected (identify): _____</p> <p style="padding-left: 20px;"><input type="checkbox"/> Selected by Committee/Board from among the Parties</p> <p><input type="checkbox"/> Other: _____</p> |

| | | | | | | | | | | |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------|------------------------|------------------|-----------|-----------------------|----------------------|--------------|--|
| <p>5. What authority and powers will the governing body have?</p> | <p>(Check as many as you would like; strike those items that you don't want the Committee/Board to have)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establish rules of procedure and policies to govern its meetings <input type="checkbox"/> Prepare and implement a management plan for the public use of Libby Hill Forest (i.e., make management decisions about the public use of all of the Parties' properties that are part of Libby Hill Forest) <input type="checkbox"/> Solicit and accept grants, gifts, and other donations in furtherance of the purpose(s) stated in the agreement <input type="checkbox"/> Enter into contracts for the purchase of goods and services <input type="checkbox"/> Hold title to real property <input type="checkbox"/> Enter into leases for real estate <input type="checkbox"/> Hold and dispose of personal property <input type="checkbox"/> Other: _____ | | | | | | | | | |
| <p>6. What are the limits on the authority and powers of the governing body, if any?</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Each Party, as a landowner, must have "veto power" over the Committee's/Board's management decisions <input type="checkbox"/> The governing body of each Party must first adopt the management plan and any amendments thereto; thereafter, the Committee/Board will make all of the management decisions (which must be consistent with the adopted management plan) <input type="checkbox"/> No limits <input type="checkbox"/> Other: _____ | | | | | | | | | |
| <p>7. What activities will be funded, and how will costs be calculated?</p> | <p>(Specify)</p> <ul style="list-style-type: none"> <input type="checkbox"/> What activities do you anticipate will be funded through the cost-sharing mechanism in the agreement? (Circle all applicable items; strike those that will not apply) <table border="0" style="width: 100%;"> <tr> <td>Personnel/employees</td> <td>Volunteer coordinator</td> <td>Administrative support</td> </tr> <tr> <td>Fiscal agent fee</td> <td>Equipment</td> <td>Maintenance contracts</td> </tr> <tr> <td>Capital improvements</td> <td colspan="2">Other: _____</td> </tr> </table> <ul style="list-style-type: none"> <input type="checkbox"/> How will personnel costs be calculated, if applicable? (e.g., stipends, salary & benefits, overtime allowances? Or leave these decisions to the Committee/ Board?) _____ _____ _____ <input type="checkbox"/> How will other costs be calculated? (e.g., pre-set fee for fiscal agent services? Or leave these decisions to the Committee/Board?) _____ _____ _____ _____ | Personnel/employees | Volunteer coordinator | Administrative support | Fiscal agent fee | Equipment | Maintenance contracts | Capital improvements | Other: _____ | |
| Personnel/employees | Volunteer coordinator | Administrative support | | | | | | | | |
| Fiscal agent fee | Equipment | Maintenance contracts | | | | | | | | |
| Capital improvements | Other: _____ | | | | | | | | | |

| | |
|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. Cost-sharing: How will costs be allocated among the Parties? | (Check one) <input type="checkbox"/> Fixed annual contribution for first year of agreement; Committee/Board sets a fee schedule thereafter <input type="checkbox"/> Division of the Committee/Board-prepared budget equally among the Parties <input type="checkbox"/> Contributions based on a pre-established cost-sharing formula (e.g., Party A pays X% of the budget, Party B pays Y% of the budget, Party C pays Z% of the budget. Specify the percentages: _____ <input type="checkbox"/> Other (specify): _____ _____ |
| 9. Authority of governing board to alter cost-sharing formula | Do you want the authority to alter the cost-sharing formula in the future by a vote of the Committee/Board? <input type="checkbox"/> Yes. If yes, will such action require a consensus or majority vote? (circle one) <input type="checkbox"/> No. |
| 10. Enforceability | Do you want the Parties to be legally bound by this agreement? <input type="checkbox"/> Yes (contract). <input type="checkbox"/> No (MOU). |
| 11. Other requests/ considerations | (Specify) _____ _____ _____ _____ _____ _____ |

Pivot

*O/F/C (All)

OPEN

| Count of Description | Column Labels | | | |
|--------------------------------|---------------|----------|-----------|-------------|
| Row Labels | H | L | M | Grand Total |
| Administrative | 4 | 3 | 1 | 8 |
| Budget | 1 | | | 1 |
| Committee | | | 1 | 1 |
| Comp. Plan Update | 1 | | | 1 |
| Economic Development | | | 1 | 1 |
| Open Space / Conservation Plan | 1 | | | 1 |
| Ordinance | | 2 | 16 | 18 |
| Policy | | | 1 | 1 |
| Recreation | | | 1 | 1 |
| Residential | | | 1 | 1 |
| TIF Goal / Budget | 2 | | | 2 |
| Traffic | 1 | | 3 | 4 |
| Grand Total | 10 | 5 | 25 | 40 |

*O/F/C (All)

CLOSED

| Count of Description | Column Labels | | | |
|---------------------------------------------------|---------------|----------|-----------|-------------|
| Row Labels | H | L | M | Grand Total |
| Administrative | 3 | 2 | 5 | 10 |
| Budget | | | 2 | 2 |
| Comp. Plan Update - breakout of tasks for Item 11 | 2 | | | 2 |
| Comp. Plan Update/ Conservation Plan | 1 | | | 1 |
| Joint Leaders | 1 | | 2 | 3 |
| Ordinance | 6 | 1 | 9 | 16 |
| TIF Goal / Budget | 1 | | | 1 |
| Traffic - MTA | | | 1 | 1 |
| Traffic - MTA - break out tasks for Item 24B | | | 1 | 1 |
| Grand Total | 14 | 3 | 20 | 37 |

Open

| *Status: O = Open C = Closed F= Future | | | | Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline | | | | Last Update: 09/15/2020 | | | | |
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| No | Goal/Category | *O/ F/C | ** Prty No. | P No. | Target Date | Description | Sub by: | Owner: | Assigned to: | Dated Logged | Last Update | Comments |
| 11 | Comp. Plan Update | O | H | 1.1 | Detail Tab | Evaluate options to update current Comprehensive plan including budget impacts to determine best course of action and set timeline. SEE SEPARATE TAB - FOR DETAILS | Town Council | Deb Cabana | Northstar | 01/22/18 | 09/15/20 | <p>Council has identified an update to the Comprehensive plan as a top goal. After reviewing the existing plan, feedback from the State planning office & various other State agencies and new Comprehensive plan policies & requirements, Council requested input from GRPOG which was presented at the Jan 8th TC Workshop. Town staff will work with GRPOG to develop possible options (with budget inputs) for moving forward. Options presented to TC (2/20). Council also agreed once step identified, will move this item to own tab/break out individual tasks/due dates. (11/13) Doug provided updates - see detail tab (1/8) Doug provided update on committee options: (1/22) Council discussed & provided add'l instructions to Doug. (2/5) & (2/19) see updates. TC approved docs at 3/5 meeting. (5/30) Workshop held (6/4) Action taken (8/7/10) Northstar-Comm were at the Blueberry Fest (10/15) Chair/Vc of Comm provided update presentation. Visioning session held 10/19 & 10/22. (1/7) Sandy advised Ben will present an update to the Council at the 2/4 meeting. (1/21) CPC has released land use survey & held open house 1/29. (2/4) Update to Council (4/21) Due to Covid-19 the Committee has fallen behind on the draft plan. Ben provided 3 options for moving forward to Council. More info is needed from the committee on the options and their comfort level with the options. Generally speaking, the Nov elec is still a goal, but there is a risk it will not happen & concern with residents being able to fully engage/support the plan. (5/5) Comm prov update on plan & Council agreed to send postcard to every Gray resident. (7/21) Update provided to council on next steps & current status. (8/4) Council discussed & voted to process add'l \$3,500 payment to Northstar for unexpected scope. (9/1) State has issued a complete & consistent finding for the draft plan. Council prov feedback on Comm's planned outreach. (9/14) Public hearing held (9/15) CPSC presented results & changes from public hearing & advised they felt an add'l public hearing was not needed. Council voted to approve Comp. Plan with changes discussed in meeting & approve ballot question. Next Step: Ben to work with outside vendor to update plan & label with final date. Town Staff to post to website and split off an option for just the executive summary. Council to discuss communication plan at 10/6 meeting.</p> |
| 27 | Open Space / Conservation Plan | O | H | 1.2 | 11/01/20 | During the Libby Hill Trails clean-up after the October storm, the Community Endowment communicated concerns regarding the longevity of the current ad hoc agreements used to create Libby Hill Trails. Council agreed a full review and updates are needed to protect this asset as part of Open Space Plan. | Sandy Carder | Deb Cabana | Dan Maguire | 03/20/18 | 08/04/20 | <p>TC discussed at 3/20 meeting based on feedback received from Community Endowment. Deb advised the agreements just 'came together' and are in need of review/update. Deed research - who has access to which pieces of land, how large of an geographic area is involved, how deep does the research need to go, consultation from a conservation expert - will all be needed and cost money. Council agreed to log with a target of year end, for Staff to review & determine what is needed with an estimated cost, for consideration in next year's budget. Carl Holmquist is willing to provide some names of conservation experts who can assist the Town. (12/20) Issue came up in Open Space Staff meeting - Deb working on pulling together cost estimate for budget meetings. (2/5) TC agreed to move up & tie to H2.1 Open Space. (3/21) est provided at budget meeting. Council agreed to add to budget. (6/11) Residents approved budget. (10/15) Community Endowment has requested an info sharing meeting with Town Staff, 1 Councilor and an MSAD representative to start process of long term maintenance agreement. Council appointed Dan to attend. (11/12) 1st meeting went very well - 3 parties agreed preserving is paramount. (12/3) Council agreed to add annual maintenance/budget needs. Council agreed to add the Homestead Acres issues submitted by residents on this private road - to ensure we keep them in the loop as the agreement moves forward. (6/16) Deb will check with Dr. King on next meeting after the election. (8/4) Dan adv MSAD15 lawyer provided framework agreement for review. Next Step: All stakeholders to review and bring feedback to next meeting.</p> |

| *Status: O = Open C = Closed F = Future | | Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline | | | Last Update: 09/15/2020 | | | | | | | |
|-----------------------------------------|-------------------|----------------------------------------------------------------------|-----------|----------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|--------------|-----------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No | Goal/Category | *O/ F/C | ** Pry | P No. | Target Date | Description | Sub by: | Owner: | Assigned to: | Dated Logged | Last Update | Comments |
| 24C | Traffic | O | H | 2 | 11/01/20 | <p>Route 26/North Raymond Road Intersection project has reached "project design" status. Need to ensure Town's input & resident concerns are included in plan as it moves forward. Deb advised this is a different MDOT group than the 24A item.</p> <p>MDOT TASK = awaiting "plan impact complete" from consultant to proceed with title research / acquisition phase</p> | MDOT | Deb Cabana | Doug Webster | 04/03/18 | 09/15/20 | <p>DOT forum was 9-16 delayed 2. Issue #4111 Brk culvert & miss sidewalk raised DOT sec more \$\$ for culvert. Forum held 5-31 Council rev notes from Forum. Council Id 4 top prior. Deb to req drop dead date for proj & target to prov info req. DOT prov initial feedback & ans final ques 8/7/18 meet. Council cont their support of current plan w/ change to expand Mill Brk culvert for future sidewalks at an add'l cost of \$5,000. Doug asked DOT to put conduit under new inters to facilitate crosswalks - DOT adv easier now to add later when needed. Council reprior to monitor proj with follow-up Circle K issue & MDOT timeline. Doug adv transf easement from DOT to town has been sugg as 1st step in Circle K resolution. 10/2 - Dan req a timeline/checklist for DOT proj to better understand overall approach to proj. (11/27) Deb has req timeline & DOT resp. (1/22) Deb read resp from DOT-data lag, costs & proj safety all come into play in approach decision-adv roundabout has not worked as well as expect. Dan advised he was talk about another one, but the process is the same. (2/5) Deb adv no progress has been made with Circle K access. (3/5) Sandy adv a resident had pointed out the green garage has some historical value, referred to the GH5. (3/21) Doug adv of a possible need to increase the size of the pipe at intersection in anticipation of a stormwater fix on N. Raymond Rd. Council wants verification that proposed correction is feasible and est on costs for increase size. (5/7) Council voted to use TIF funds for upgrade. (6/18) MDOT provi update & Council prov guidance. (9/3) Doug/Deb prov updates on Circle K prop (10/1) Dan adv Circle K had rec'd apprvl for their plan new curbcut with ques remain. (11/12) MDOT to accept lowest bid even with 20% overage. (12/3) Kathy agreed to fol up with Circle K - done 12/5. (12/17) Council dis note from resident regard detour routes on Mayberry. (1/7) Sandy ask Deb to reach out to MDOT to set next present on construction phase. (3/10) Staff has Inv Cir K & will follow-up (4/28) MDOT prov upd- Circle K issue still in works (6/16) Proj underway, Circle K reach out to Town (9/1) weekly updates prov & new end date 10/16. Circle K has purchase agree for about property. Vacant buildings need to be addressed. (9/15) Dan advised PE ext curb cut date to 11/15 prov base paving is done by end of Oct. Next Steps: MDOT motion of proj set to end 10/16. NEXT WILL GO UP WITHIN 2 WEEKS AFTER.</p> |
| 34 | TIF Goal / Budget | O | H | 3 | Detail Tab | <p>Work on planning associated with new Village TIF. SEE SEPARATE TAB FOR DETAILS</p> | Town Council | Deb Cabana | Doug Webster | 08/07/18 | 09/01/20 | <p>Councilors agreed to close "TIF creation" task as it is now in approved. This new item will capture the planning and additional work associated with administering the new TIF. Project was discussed during 9/10 workshop & Mr. Lavallee advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MDOT/Town video work & analysis to be presented at Dec 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) Will Haskell & MDOT provided updated info on Main Str Project. (2/5) & (2/19) See new detail tab H3. MDOT has advised change in Main Str project timeline. (7/2) Workshop held (8/6) 7/1 Workshop minutes approved (10/15) Council agreed time to set up another brainstorming session - Likely on Route 115 road - agreed to wait until 10/28 workshop to schedule so Bruce would be included. (10/28) Public forum set 12/5. (11/12) Dan will facilitate - Council agreed to set up/format. See detail tab for updates. Next Step: Doug to work up proposal on Zoning once time allows. Council discussion funding options.</p> |

| *Status: O = Open C = Closed F = Future | | Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline | | Last Update: 09/15/2020 | | | | | | | | |
|-----------------------------------------|-------------------|----------------------------------------------------------------------|-----------|-------------------------|----------------|---------------------------------------------------------|--------------|--------------|--------------|-----------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No | Goal/Category | *O/ F/C | ** Pty | P No. | Target Date | Description | Sub by: | Owner: | Assigned to: | Dated Logged | Last Update | Comments |
| 71 | TIF Goal / Budget | O | H | 4 | 10/01/20 | Amend Route 100 South TIF to address funds | Town Council | Town Council | Town Council | 02/04/20 | 07/21/20 | <p>Council has met several times in Executive Session to discuss the Route 100 South TIF. (1/21) Council held Workshop with Water District to review status. As currently defined, the money collected in this TIF fund cannot be spent as no current project meet the definitions. If Town does not rectify, could face issues with the state including retroactive reassessment of state revenue sharing and fines. Other Towns have faced these situations. Council has two options (1) amend the TIF to expand definition to include new project and allow to explore as written (2) amend the TIF to expand def to incl new project and close down early. During the workshop GWD & Council agreed the Rt 115 project would be the best option as it is a high priority, safety issue, critical to the Village and includes water line upgrade and stormwater infrastructure. The issue of timing - when would the MDOT be ready to work on the project, when would plans be ready & MPI timing were discussed. Agreement was to ask Alyssa if we could (1) amend to include RT 115 project and (2) set a new expiration date - not full term but not close immediately - likely 3-4 years. (2/4) Deb adv Alyssa said it is possible, but needs to review detail with Council. (3/10) Agree reach. Amend TIF to include Route 115 project and add'l list of top 4-5 WD priorities. Leave term intact but add verbiage to close the TIF once money is expended. Letter to ME CEDC would be done to address outstanding bond at closure. (3/24) WD sent priorities to Alyssa but Covid-19 has taken priority. Council voted to set public hearing 4/21 to give more time. (4/21) Council moved public hearing to 6/2 meeting. (4/28) Council rev warrant article. (7/21) Voters approved funding Next Step: Alyssa to submit to State. Council to set up workshop to discuss project.</p> |
| 1 | Budget | O | H | 5 | 12/01/20 | Installation of LANDFILL Solar Arrays on Town Property. | Sandy Carder | Sandy Carder | Revision | 01/02/18 | 08/04/20 | <p>There are financial costs assoc with a solar array. Deb has obtained copies of So Po RFP and set up meeting with Cumberland & Town Staff to review (3/22/18). Also, Deb has advised Gray has a new 5 yr electricity contract - which was renewed in 2017. Deb provided Sandy with some info from Cumberland. Deb & Sandy along with Town Staff attended Solar Array tour in So. Portland. Sandy gave overview of some info provided by Cumberland & So. Portland & advised there are some IB students/teachers willing to do some leg work for us. Also, So Po cost was approx \$17,000 up front. Sandy met with Steve Nystrom at HS on 11/15. (1/8) Sandy spoke to Tony Parke & he advised Windham has solar on fire station (and it has exceeded expectations) & is still working on landfill option Cced person handling. In addition, SoPo is leading a community group to advocate for environ. changes & Council agreed to have Deb reach out on behalf of Gray. (1/22) Sandy advised Windham is interested in staying in the loop as they are at the same point as Gray & may be will to partner. (2/5) Deb & Sandy attended Kennebec Water Treatment Solar Array event - spoke to Revision Rep & advised they do Prelim review to ensure landfill meets minimum requirement and that they evaluate ALL Town property in their bids. (2/19) Sandy advised Revision has target date of end of Feb. (3/5) Nick provided options in meeting with Town Staff & Sandy. (3/19) & (4/2) Addt'l info provided (4/16) Sandy advise Windham is not able to participate at this time. SAD rec'd material, await meeting. RFP example rec'd, response not an issue. (6/4) updates provided (7/2) Options/updates reviewed at workshop. Majority of Council supports proceeding with an array on the landfill. (8/6) Sandy provided updates from MSAD15 Facilities meeting. Straw poll taken with majority in support of letter of intent with Revision in lieu of RFP - unless MSAD15 requires RFP. (9/3) MSAD meet 9/4 (9/17) Sandy advised MSAD needs more time. (10/1) LOI executed, site walk done. (10/15) Council voted to accept executive PPA summary & proceed with the project. (11/12) Council approved PPA contract. (12/17) Revision dropped KWH rate due to savings - Council approved PPA amendment. (3/10) PB req clarification on applicant status - Council appr Revision as agent of town. (4/21) Kathy expects sub 4/22 for next PB meet. (4/28) Kathy adv app rec'd & site walk set to address some minor issues. (8/4) Council appr easement. Next Step: Materials on site - construction to begin shortly</p> |

| | | *Status: O = Open C = Closed F = Future | | | Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline | | | Last Update: 09/15/2020 | | | | |
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| No | Goal/Category | *O/ F/C | ** Pty | P No. | Target Date | Description | Sub by: | Owner: | Assigned to: | Dated Logged | Last Update | Comments |
| 66 | Administrative | O | H | 6 | 10/01/20 | Determine if "No Thru Trucks" restriction should be placed on a section of Mayall Rd | Dan Maguire | Council | Deb Cabana | 11/12/19 | 09/01/20 | Back in June, Kathy Taylor (Mayall Rd resident) had reached out to all Councilors regarding the state of her road and the heavy truck traffic. Dan spoke to her directly and agreed to manage the request. This road was set to be paved, but dropped from PW scheduled due to paving costs being substantially higher than anticipated. It will be at top of the list next cycle. Deb did some initial feedback - as this section of road is being considered for "state aid" designation (Depot Rd is a state aid road). This impacts cost sharing/responsibility with MDOT vs. Local. MDOT was conducting vehicle counts for the road (for Deb/Steve had req). Dan also advised Ms. Taylor that talking to her neighbors on the road to determine the level of support for posting "no thru trucks" would be helpful. (11/7) Dan rec'd an official petition signed by 24 Mayall Rd residents. (11/12) Council agreed to add to tracking spreadsheet - it was set to be discussed at 12/3 Council meeting already. (12/3) Sandy provided more info on options incl. weight limits. Deb advised of possible "State Aid" classification (12/17) Deb provided proposal from G&P - \$1,000 to determine if Mayall/Weymouth would even qualify - Council expressed concerns on impacts to road maintenance and residents. (1/21) After rev expenses & discuss control concerns, Council agreed NOT to pursue state aid status on either road. Can revisit at later date. Discussed possibly just putting up signs, but felt more info was needed & did not want to set up false sense of enforcement. (2/4) Dan notified resident & adv it would take time before a workshop could be sched. Council agreed to send feedback on LD1498 in support of MMA testimony against bill to eliminate weight limits on rural roads. (2/18) Council app letter (4/28) Dan adv Resident checked in again, but understood delay. (6/16) Dan req Council consider posting signs again (7/21) Council discussed & agreed need to pull in Depot Rd residents. (9/1) Council set 10/6 for workshop prior to TC meeting. Next Step: Dan sent draft - Deb to mail out to residents. |
| 75 | Administrative | O | H | 7 | 12/01/20 | Address ATV access issue on Long Hill Road | Deb Cabana | Anne Gass | Town Council | 05/05/20 | 08/04/20 | (5/5): Council designated Long Hill Road as a 1 year temporary ATV access road in Sept, 2018. Residents submitted complaints about the usage starting in Aug, 2019. Council rec'd additional feedback from residents at various meetings including the suggestion to reclaim an old ATV connection trail as a replacement to the LH use. The ATV club presented the Council with their plan of action to mitigate the issues brought forward by the residents on 3/10/2020. Council discussed at the 4/28 meeting and agreed to log at 5/5 meeting. General consensus is a temporary access will be granted again while Councilor Gass works with the ATV Club to develop a plan to reclaim the old ATV trail and funding options. (5/19) Council agreed to temporary access with mitigating measures, develop of long term trail solution and monitoring of complaints. Anne agreed to take the lead to work with the Club to apply for a grant. (6/16) Anne adv that the grant program is the same that was used to build the tennis courts at the HS. Those courts were not maintained & eventually removed for add'l parking. The Town has been working to provide a comparable recreation facility to replace the tennis courts - but each has fallen through. The alternative is to pay back the original grant. The grant program is off limits to the Town until this is resolved. (8/4) Kathy T discussed status with State, Anne adv there is an outside chance some work in MG may help. She also adv there is another grant but not until Spring. Jon provided update from ATV - no new complaints. Council extended access through the end of the season. Next Steps: Council needs to set up workshop to talk about the tennis court situation to clear so the grant is an option. |
| 55 | Administrative | O | H | 8 | 12/01/20 | Review current legal agreement between MDOT, Water District and Town regarding the Route 26A winter maintenance and wellhead monitoring | Deb Cabana | Deb Cabana | Town Council | 04/16/19 | 12/17/19 | The MDOT has advised they intent to "NOT" renew the legal contract binding them to provide winter maintenance and wellhead monitoring on the Route 26A and wish to turn those responsibilities to the Town. Deb also advised that the last round of MDOT testing found elevated salt level in the testing wells. The current agreement clearly states the MDOT is responsible for addressing those elevated levels; however, they are disputing the cause. (9/3) Executive session held (12/17) add'l Executive session held - Council took no action. Next Steps: Future Executive Session to be scheduled. |

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| 56 | Administrative | O | H | 9 | 10/01/20 | Develop official Job Description, Appraisal form/process & Search Plan for the Town Manager position | Town Council | Sandy Carder | Sandy Carder | 04/16/19 | 09/15/20 | Council agreed to outline of needed tasks to address the end of the Town Manager's current contract which expires in 2021. (6/18) Deb has been collecting some examples and working with Suzanna to create a list of current responsibilities. (7/2) Council discussed & agreed to each identify top 5 Responsibilities and top (5) Characteristics. (8/6) meeting ran long so Council agreed to send info to Sandy to consolidate for next meeting. (9/3) Sandy did not rec submissions from all councilors in time for discussion - would like by 9/6 to send to Deb for 9/9 deadline. (9/17) Sharon chose not to participate as she felt the header hurt the Council hires should inform the Council of the Resp & Char. The remaining Councilors reviewed the submissions and agreed to summarize. (10/1) Council had no issues with completed version - although Anne had some small edits. (10/15) Sandy advised Freeport has some salary survey info they are willing to share (via GPOG meeting). (10/28) Sandy provided info from Freeport to Council. (12/3) Council agreed this needs to move up in priority and need to work on all three items. (2/18) Council discussed budget for search consultant. (6/16) Council set up workshop (7/21) Council did first review of tasks. Sandy to compile. LDI failure prevents search from starting. (8/4) Council rev outstanding ques, identified add'l changes, identified need for Charter changes, req quotes on search (9/15) Budget passed. Council rev 3 proposals - agreed that was plenty & id a couple add'l ques. Next step: Deb to obtain add'l info & invite 2 of the 3. Sandy to put worksheet info into job desc form. Council to discuss & vote on 10/6. |
| 24A | Traffic | O | M | 11 | Detail Tab | Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MDOT Portion. SEE SEPARATE TAB - FOR DETAILS | Town Council | Town Council | Town Council | 02/22/18 | 09/01/20 | Councilor Carder created meeting notes from Workshop (1/29). Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MDTA - set up workshop in May - Peter Willis, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held May 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & add'l info from Deb. Discussed possibly sending official letters to individual trucking companies regarding avoiding Village rt26, concerns from MTA about trucks not seeing 'closure' signs and diversion study next steps. Councilor Maguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study Next Step: Council to provide add'l feedback to Deb, MTA to reach out to other partners. See detail tab for more info. |
| 24B | Traffic | O | M | 12 | Detail Tab | Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MTA Portion. SEE SEPARATE TAB - FOR DETAILS | Town Council | Town Council | Town Council | 02/22/18 | 09/15/20 | Councilor Carder created meeting notes from Workshop (1/29). Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MDTA - set up workshop in May - Peter Willis, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held May 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & add'l info from Deb. Discussed possibly sending official letters to individual trucking companies regarding avoiding Village rt26, concerns from MTA about trucks not seeing 'closure' signs and diversion study next steps. Councilor Maguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study Next Step: Council to provide add'l feedback to Deb, MTA to reach out to other partners. See detail tab for more info. |

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Last Update: 09/15/2020

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| 46 | Ordinance | O | M | 2 | 11/01/20 | Develop Growth Management strategy as part of Comprehensive Planning & to allow needed time for Open Space Planning | Sandy Carder | Deb Cabana | Doug Webster | 02/05/19 | 09/01/20 | (1/22) Dan advised PD does not feel any additional action is needed at this time. Growth Cap has been discussed and Town Staff will look into with OAC and bring forward when ready. A growth cap has been discussed in various meetings for the last year (or more). Not having a robust growth plan and/or cap was one of the primary reasons the original Comprehensive Plan was not approved. (1/30) During the Open Space forum, Alan & Lucy both strongly encouraged a growth cap be discussed/implemented as soon as possible to provide Gray with more time to develop an Open Space plan. In addition, issues with current residential Sub-division ordinances, duplex allowances, and limited safeguards against a large scale development need to be addressed. Kathy advised Town Staff have crunched annual data and Doug advised developing one would be rather straightforward & would be padded to avoid impacting wanted economic & residential development. (2/19) Council agreed this is a top priority now. (3/5) Doug reviewed steps (1) Verify current comp plan (2) check with legal ordinance (3) implement verifying data supports number selected & Council provided direction. (6/4) Doug provided some data and Arundul ordinance (eff in 1977). Council agreed to proceed cautiously. (9/3) Doug advised best 1st step would be discuss possible 'cap' number and process to apply caps. (10/1) Council workshop held - guidance provided to Doug. (1/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger developments & Comp Plan process. (2/4) OAC looked at & were not in support - worried about administration of the process impacting staffing. (2/18) Council discussed changing approach to be more comprehensive to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comprehensive plan timeline as an approved plan is required to enforce growth permit systems. (3/10) OAC began work on this item. (5/5) OAC wants to coordinate with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be delivered by end of summer to stay in line with CP. (8/4) Council disc at 8/4 workshop to confirm a full workshop for this along with the duplex/OAC ordinance list can be discussed. (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed add'l workshop to create workplan to complete all the work needed. Next Step: Council needs to schedule follow-up workshop & need to await voter approval of Comp Plan. |
| 4 | Traffic | O | M | 3 | 12/01/20 | Work to develop long term changes needed to address traffic, drainage, road conditions, pedestrian & cyclist safety and speed along Route 115 entering Gray from the hill thru connection to Brown Street | Deb Cabana | Deb Cabana | Deb Cabana | 01/02/18 | 07/21/20 | During the June Council meeting, Town Staff advised they would be pursuing a MPI grant for reconstruction of this stretch of road in collaboration with the MDOT. It was advised it would likely be a 2 year process with updates provided to the Council. Deb Cabana noted that this would be a 50/50 split for costs (not 25/75 Town/MDOT as previously stated) and includes replacement of the water main. Therefore, it may be included in the upcoming TIF creation, thus it should remain active (rather than 2 year target). Reference material: Pavement Conditions Study - Dec 2017. Project discussed in 9/10 & 11/28 TIF workshops, as well as in TC meetings. (12/4) TC would like to see a review of intersections done prior to committing to a TIF solution or as part of the engineering of that project - to ensure project does not hamstring options. (5/7) Deb advised several communications received regarding pedestrian fatality on Rt 115 requesting sidewalks. (9/3) Sandy adv of outstanding question - need for possible budget consideration (9/17) Deb verified with Will that MPI does not require engineering completion - however - Ann verified the Town's piece of the budget must be approved & set aside to apply. Dan also advised a 50+ sub division (apartment buildings) is before the PB for this road & stormwater/sidewalks are being discussed. (10/15) Deb adv Stevie/Will met with DOT & have more info. (10/28) Council set up public forum 12/5. (11/12) Dan will facilitate & council discussed format. (12/5) Public Forum held. (12/17) Council agreed 1st forum very successful, data compiled, next step is to work out starting point on proj. (1/21) Council held workshop with Water Dist about Route 100 TIF and this proj was select by both grps as the best proj. (2/4) Deb adv Alyssa said it is possible to amend it 100 TIF for this proj but needs to talk details with us. (3/10) Council & WD agreed to amend TIF to incl this proj (4/28) Council rev warrant art. (6/2) Council held public hearing & voted to approval TIF amend (7/21) Voters approved revision. Next Step: Alyssa to submit to state. Council to set up workshop. |

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| 50 | Economic Development | O | M | 4 | 08/01/20 | Work with the Narrow Gauge Railroad to review current situation and develop new plan. | Town Council | Deb Cabana | Deb Cabana | 03/05/19 | 09/15/20 | NGRR Board members made a presentation at the 3/5 TC meeting to update Council on recent events (loss of lease - deadline end of Oct and relocation of museum pieces on temporary basis to another location). Council/NGRR agreed a more detailed meeting was in order to determine what options remain for relocation to Gray, what resources would be needed - monetary/human, and the associated timelines (4/16) Deb advised Doug had a meeting with NGRR Board and they are open to discussion, but cannot do at this time due to pending move. (8/6) Portland Press Herald reported the NGRR has withdrawn their plans to move to Gray and NGRR has removed trains & sign from plaza. Council discussed how frustrating it is to find out via paper especially given this is the 2nd time and during the last visit by NGRR, the organization insisted they were still partnering with Gray. (9/3) Deb adv no response from e-mails - phone tag with Mr. Heinz - NGRR has engaged a broker to sell property. (9/17) Council discussed approaching NGRR to open discussion about donating the easement rights to the tracks to Gray - as a way to address those who contributed to NGRR relocation - both with time & money. (10/15) NGRR has responded. (12/3) Sharon wished to send an editorial letter to the paper regarding this item, but was willing to wait to see if the meeting is set after the Polar Express season has ended. Deb will follow up on meeting. (1/21) NGRR said they would get back to her (2/18) NGRR advised they are seeking professional assistance to deal with unravelling Gray issues. (9/15) NGRR sold a portion of the ROW to a private developer without notifying the Town or updating Deb as they said they would. Anne also adv NGRR will be just sitting on their property until values increase to allow them to break even with mortgage. Council is frustrated but since it is a private deal & does not involve Town, there is no legal leverage. Next Step: Anne will draft a letter to send (1) express our frustration (2) request we be kept in the loop (3) express our continued interest in the ROW for recreational purposes. |
| 61 | Ordinance | O | M | 5.1 | 09/30/20 | Review gas station standard within Sign Ordinance | Doug Webster | Deb Cabana | Doug Webster | 07/02/19 | 09/01/20 | (7/2) Issue came up after the Cumberland Farms CZA negotiations and was swept into sign ordinance discussion for Maine Wildlife Park. Looking to update gas station sign standards to better address new technologies and ensure continuity within zones with aesthetics in mind. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as add'l issue continue to come up. (6/16) Doug advised the amendments to the Sign Ordinance should be ready for Council discussion at the 7/21 meeting. (8/4) Doug adv OAC should be finalizing in next meeting. (9/1) Council reviewed some of sign ordinance changes - need workshop to finish. Next Step: Council may discuss at 10/6 meeting - if time permits - otherwise awaiting workshop. |
| 62 | Ordinance | O | M | 5.2 | TBD | Review 'multi-tenant' standard within Sign Ordinance for Plaza (Village Zones) | Doug Webster | Deb Cabana | Doug Webster | 07/02/19 | 09/01/20 | (7/2) Issue came up with changes at the Plaza and was swept into sign ordinance discussion for Maine Wildlife Park. Looking to update multi tenant sign standards for Village Zones to help prepare for possible relocation to NGRR. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as add'l issue continue to come up. (4/21) OAC asked Council for some guidance regarding possible light options and design standards. Council were open to considering changes. (6/16) Doug advised the amendments to the Sign Ordinance should be ready for Council discussion at the 7/21 meeting. (8/4) Doug adv OAC should be finalizing in next meeting. (9/1) Council reviewed some of sign ordinance changes - need workshop to finish. Next Step: Council may discuss at 10/6 meeting - if time permits - otherwise awaiting workshop. |
| 93 | Committee | O | M | 6 | 07/01/21 | Discuss additional requirements for quasi-judicial Boards - Planning and ZBA | Town Council | Town Council | Town Council | 09/15/20 | 09/15/20 | (9/15) Council discussed the need to ensure long term viability of quasi-judicial boards and ensure opportunities for new applicants - via new requirements which may or may not include term limits, application wait periods, chair rotation, mandatory MMA training, pre-training options for those thinking about joining, mentoring, rotation of alternates etc. There was also discussion related to possible changes in Council Rules once quasi-judicial rules are set. |

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| 49 | Ordinance | O | M 7 | 01/01/21 | Review current ordinances and zoning to determine if changes are needed for Duplexes | Dan Maguire | Dan Maguire | Dan Maguire | 02/19/19 | 09/01/20 | Dan asked the Council to consider making changes to Duplexes to address sprawl growth and other unintended impacts to density bonus of allowing a duplex in lieu of a single unit of housing. Doug advised this issue has been researched in the past. Dan needs to talk to Kathy and then work through reviewing current ordinances. Then, bring to the OAC for possible proposal to the Council. (12/17) Deb advised of resident e-mail regarding the number of duplexes being built in Gray - Planning Board has also recently discussed. Council agreed this issue needs to be moved up in the priority list. (6/2) Council reviewed questions from OAC & provided direction. Generally speaking, there was support to make it more restrictive in certain zones and encourage them in others by making it less restrictive. It was agreed this is one tool in the growth mgmt plan. (8/4) Doug provided memo detailing OAC ques/disc points along with the growth plan disc and Comp Plan review. Council agreed a full workshop is needed to review. (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed add'l workshop to create workplan to complete all the work needed. Next Step: OAC to consider initial feedback - need another workshop. |
| 188 | Ordinance | O | M 8 | 11/01/20 | Update Current Zoning/Uses to allow Solar Arrays on Municipal property and land between by-pass and turnpike. See 188 under Medium for companion item. | Dan Maguire | Deb Cabana | Doug Webster | 01/22/18 | 08/04/20 | Several serious issues exist - traffic (MDOT major movement permit required at 100 peak hour vehicles & they have advised they will not grant) and environmental (increase costs substantially). Doug advised current tenants = 20-30 peak hour trips. After many discussion of possible options - recreational fields, self storage - no 'goof fits' were identified (6/4) May be part of future community solar project discussion? (10/15) Town has rec'd req from commercial solar array company to use the property. (11/12) ISM Solar (Gregg Lucini) presented his proposed 5MW solar array project to Council with tech support from Chris Byers & Dale Krapp. CMP permit submitted, purchase agreements in place with both MDOT & private property owners. DEP, JWR&P and Gray Water Dept already brought into discussion. Issue is commercial array not permitted under current zoning/ordinances. Council recognized long term, we need a solar ordinance, but do not want to delay this project. Strong unanimous support for project from Council. Mr. Lucini is willing to work with Town on any issues - including setting up an escrow account to guard against issues with decommissioning. (12/3) Kathy presented options of an overlay & Council discussed in comparison to CZA. (1/7) Kathy presented changes related to a new overlay for council feedback. (1/21) Council provided feedback on overlay proposal from Kathy/Doug. (2/4) Pin Bd has reviewed & was in support. OAC rev & had issue with set backs but was in support. Deb adv they were changed to 25 feet. Assessor will be attending day long training to obtain instructions on how to do valuations on commercial solar arrays. Deb also adv we rec'd notification of another commercial array on rt 100. (2/18) 1st Reading held. (3/24) 2nd read & public hearing held and voted as passed. (4/28) Kathy adv app rec'd and it looked almost fully completed. (5/19) Pre app report 5/14 (8/4) Council agreed since overlay is done - now medium priority as it works through PB/State. Item 188 policies & ordinances for solar arrays may need to move up as right now - they are not permitted anywhere outside overlay. Next Step: Final application to PB |
| 70 | Ordinance | O | M 9 | TBD | Review current residential Subdivision Ordinance for necessary changes in Open Space | Doug Webster | Deb Cabana | Doug Webster | 02/04/20 | 02/04/20 | (2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance (3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Originally logged as Item 40 - Council agreed to split out the OPEN SPACE portion for the subdivision ordinance as a higher priority. Currently, developers are able to ID & use 'unusable' property as open space to meet the standard to obtain the density bonuses. Ordinance needs to be updated to require the space meet OS standards to count towards density. Next Step: OAC/Staff will provide suggested changes to Council. |

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| 52 | Ordinance | O | M | 10 | TBD | Develop local level Sidewalk Construction standards | Dan Maguire | Dan Maguire | Doug Webster | 03/05/19 | 09/01/20 | Dan brought up the possible need for local level construction standards for sidewalks after various discussions about status of existing or proposed sidewalks in budget & council meetings. (9/1) Anne provided Council with a "Green Streets Guide" shared by Lauren Meeks (resident - MIDOT engineer) who suggested it be considered when creating our sidewalk standards and during our infrastructure project planning. Dan suggested Lauren attend an OAC meeting in the future. Next Step: Dan to bring to OAC for discussion - once OAC resources become available. |
| 76 | Ordinance | O | M | 11 | TBD | Amend Subdivision Ordinance to strengthen Buffer Zone requirements & provide more autonomy to PB relating to internal roads | Dan Maguire | Deb Cabana | Dan Maguire | 05/05/20 | 05/05/20 | (5/5) Based on feedback from the Planning Board regarding the current Buffer Zone requirement being reduced from the 50 foot mandate due to the location of houses and other issues, they are asking the Council to strengthen the language in the ordinance. In addition, they would like more autonomy related to mandating internal roads vs shared driveways to reduce curbscuts and assist with the buffer zone issue. Council agreed to log. Next Step: Dan to bring to the OAC for discussion. |
| 82 | Policy | O | M | 12 | TBD | Need to review & update Town's Fiscal Policy in area of CIP funding | Dan Maguire | Town Council | Town Council | 09/15/20 | 09/15/20 | (4/9) Dan proposed we review & update the Town's fiscal policy to change CIP funding to include a bonding option for larger more long tail items like the ladder truck rather than attempt to include in annual payments to CIP - as long term - we will never be able to fund appropriately, nor does it make sense to pay cash for such large items. Council agreed. Needs to be brought to a Council meeting & logged on active list - after budget season. |
| 37 | Ordinance | O | M | 13 | TBD | Discrepancies between the existing Shoreland Ordinances and current State of Maine requirements/statuses have been identified and require updates. | Doug Webster | Deb Cabana | Doug Webster | 09/04/18 | 04/28/20 | Town Staff has identified several areas (1) DEP Bi-annual report is no longer required (2) functional needed structures are not compliant with current ordinances (3) existing set backs have some challenges. Ordinances need to be updated and brought before the Council. (4/21) Sandy advised several residents are asking the council to consider adopting the 2016 State Shoreland zoning statute (vs the existing 2005 and 1989 standards. Sandy advised Council will see on the 5/5 meeting for consideration. (4/28) Council discussed in some detail working this item in conjunction with the review of options related to the fact that Gray is currently working with the 1989 Shoreland Zoning - while 2005 & 2016 amendments have been created at the State level. Code is required to review all three, in some instances, to determine which one is most strict & apply accordingly. There are some pros/cons related to all three - incl the 2005 is better for new builds, whereas teh 2016 is better for remodels/expansions. Doug also pointed out this work is the most time consuming for code enforcement & there may be a need to limit the number of applications in a given period of time to ensure resource availability. Much more work is needed. OAC to provide reprioritizing recommendations at the 5/5 meeting. Next Step: OAC to provide reprioritizing recommendations at 5/5 meeting. |
| 78 | Ordinance | O | M | 14 | TBD | Create Stormwater Standards for Watersheds | Doug Webster | Deb Cabana | Doug Webster | 06/02/20 | 06/02/20 | (6/2) Council agreed to log new item to create Stormwater standards for watersheds which will consist of (1) obtaining assistance from Cumberland County Soil & Water Conservation District (2) consideration of watershed overlay to zoning map (3) setting up add'l peer reviews for PB applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind future owners to maintaining stormwater plans. Next Step: OAC to provide target date and work on as resources become available. |

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| 72 | Ordinance | O | M | 15 | 12/31/20 | Update Fireworks Ordinance to address Chinese Lunar New Year celebrations | Deb Cabana | Town Council | Town Council | 02/04/20 | 07/21/20 | (1/21) Council reviewed request from local business to approve the use of Firecrackers to celebrate the Chinese New Year. Council approved but agreed if it is an annual event, the fireworks ordinance should be modified as needed. (2/4) Council agreed to add to tracking spreadsheet & Deb advise the correct terminology is Lunar New Year which can change dates (7/21) a couple other issues were mentioned in 7/21 meeting - July 4th schedule, variance for CL Association to use propellant gun to address geese issue based on recommendation by IF&W. (9/1) Alyssa is checking to verify the propellant gun is actually considered a firework. Next Step: Council to discuss add'l items to determine if they will be added to this change. | | |
| 69 | Recreation | O | M | 16 | 12/01/20 | Create a Pocket Park including Historical Marker at 5 Yarmouth Rd property | CEDC | Deb Cabana | Kathy Tombarrelli | 12/17/19 | 09/01/20 | (12/17) CEDC representative Rachel Rumson presented plans for a new Pocket Park on the 5 Yarmouth Rd municipal property which would include a Historic Marker as part of a Historical Trail - which was presented by Galen Morrison. Council provided some initial feedback. Kathy Tombarrelli advised there was a possible grant that may assist with phase 1 of the project - earthwork. (1/7) Kathy provided a draft grant application at meeting and Council provided feedback. Council agreed to add to tracking list as project is ongoing and will involve Town Staff and funding. (1/21) Council approved CDGB application. (3/10) Kathy advised the grant was recommended for funding & is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed & were very supportive. Abutter meeting held with great feedback. Council approved Rachel Rumson as agent for Planning board work. Due to LDI failure, grant funding now on hold. (9/1) Council discussed changes to Committee policy to address consultant work. (9/15) Council approved consultant changes to Committee rules. Next Step: Budget approved, Kathy to post for consultant. | | |
| 67 | Residential | O | M | 17 | 12/01/20 | To review the status Deer Acres property (private road) | Residents | Council | Council | 12/03/19 | 12/17/19 | (11/12) A group of residents gave a presentation to the Council regarding the current state of their private road - Deer Acres. The road is not actually a deeded private road, but private property with easements. The residents feel the road has been severely impacted by the status of Gore Rd, and the fact that it is used as a connector between Gore Rd and Lyons Point Rd. They are seeking a workshop with the Council to discuss further and develop possible options for solutions. (12/3) The Council expressed serious concerns with taking over a private road, but felt there could be other solutions and they needed more information. They agree to a workshop. (12/17) Bruce advised residents will not be ready to talk until at least April when seasonal residents arrive back in State. Next Step: Council to schedule workshop in Spring. | | |
| 22 | Ordinance | O | M | 18 | TBD | Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Update ordinance to include licensing fee or other fee structure if Business wants access to stormwater system. | Town Council | Deb Cabana | Doug Webster | 02/09/18 | 03/12/20 | During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is update ordinance to specify licensing or fee structure to account for any future requests to hook up to Town's stormwater system. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main St and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim discussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate add'l devel. That would inform the ordinance/fee work. Next Step: OAC/Town Staff will provide suggested changes to Council. | | |

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| 60 | Ordinance | O | M | 19 | TBD | Review current kennel related ordinances ; identify needed changes & update accordingly. | Deb Cabana | Deb Cabana | Doug Webster | 06/04/19 | 12/03/19 | (5/21) Council was made aware of issue via OAC meeting update. New Dog Officer has advised of conflicts between current ordinances and general residential practices. Gray also has existing Kennel businesses. There is also a State Statute involved. Everyone agreed identifying fines to coincide with new licenses would be best way to communicate any changes. (6/4) Council agreed to move down the priority list - using license timeline as guide. (9/3) Dan advised being moved up due to timing for Dog Officer and Dog licenses. (10/1) Dan advised this one is almost complete. (12/3) Sandy suggested the OAC meet without Doug and work on what they can. Council & Deb discussed and agreed to give this approach a try with Doug reviewing work as needed. Next Step: This one may be a good item for the OAC to test out new approach. |
| 188 | Ordinance | O | M | 20 | TBD | Update Town's Ordinance to reflect long term Solar Array policies for commercial & residential, all sizes. See 18a under High Priority for companion item. | Kathy Tombarrell | Deb Cabana | Council | 12/03/19 | 03/10/20 | (12/3) Council agreed to split this task into two parts - the high priority to address current large scale solar array projects and the medium priority to address long term solar policies for both commercial & residential and for all size arrays. (2/4) Deb adv Mr. Boyle has entered into an agreement with Copp on Route 100 to use some of his land to build a commercial solar array. (2/18) Mr. Boyle made presentation (3/10) Council discussed next steps but will need more information from Mr. Boyle before a decision can be made on how to proceed. Next Step: Planning Dept to follow-up with Mr. Boyle to ensure he understands Council needs addtl' info and what info is needed. |
| 25 | Ordinance | O | M | 21 | TBD | Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Create stormwater performance standards for future development in Village and/or for businesses wishing to access Town's stormwater system. | Doug Webster | Deb Cabana | Doug Webster | 03/06/18 | 02/04/20 | During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a performance standard in conjunction with ordinance for future development. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. Next Step: OAC to work on next. |
| 44 | Ordinance | O | M | 22 | TBD | Review current residential Subdivision Ordinance for necessary changes all other areas (besides Open Space - see item 70) | Doug Webster | Deb Cabana | Doug Webster | 02/05/19 | 02/04/20 | (2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance. (3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Council agreed to split out Open Space (see item 70) to make a higher priority from other changes needed in ordinance. Next Step: OAC/Staff will provide suggested changes to Council. |
| 36 | Administrative | O | M | 23 | TBD | Review the current process for "Planned Unit Development" commercial subdivision to determine if routing the review & approval of commercial uses on lots in a PUD subdivision to the Staff Review Committee in lieu of the Planning Board. | Kathy Tombarrell | Deb Cabana | Doug Webster | 09/04/18 | 01/22/18 | This item was brought up & discussed in the TC 8/7/18 meeting. Town Councilors agreed to consider the proposal, but could not determine whether support would be granted until some draft language was provided. Councilors expressed various concerns about the process which they would like addressed in that language. The Planning Board has also expressed some concerns with the change given PUDs are relatively new. (1/22) Dan advised Planning bid is okay with change as Planning Bd Chair sits on Staff Review Committee. Next Step: Town Staff to draft language. |
| 77 | Ordinance | O | L | 1 | TBD | Create a Traffic Ordinance to comply with MDOT standard for local signage | Sandy Carder | Town Council | Town Council | 05/05/20 | 05/05/20 | (5/5) In reviewing the MDOT policy for posting local roads with weight limits or 'no thru truck' signs, one requirement is to have a Traffic Ordinance on the books. Council agreed to log and prioritize once more information is collected under item #66. Next Step: OAC to research and discuss. |

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| 74 | Administrative | O | L | 2 | 07/01/20 | Update Gray Historical Society lease with Town | Sandy Carder | Sandy Carder | Galen Morrison | 02/18/20 | 02/18/20 | (2/18) Sandy explained the Gray Historical Society would like to update the lease they hold with the Town. They are looking for the Town to assume utility expenses directly to allow them to do more robust fundraising/grant applications to focus on their historical work and to address more maintenance on the building itself. Right now, they are reimbursed up to \$5,000 annually - but have to pay monthly bills. Next Step: GHS will draft a proposed new lease and present to the Council. |
| 38 | Administrative | O | L | 3 | 11/03/20 | Prepare for mandatory Charter vote set for Nov. 2020. | Deb Cabana | Deb Cabana | Deb Cabana | 09/18/18 | 09/15/20 | Deb advised that a mandatory election question will need to be presented to the voters at the Nov 2020 election providing the option to (1) revise the Town Charter or (2) Keep it the same. (1/21) Deb advised Council needs to discuss if there will be any changes & that can be done any time. If changes are wanted, then a committee has to be formed (if substantive). (2/4) During prep for discussion, Deb/Sandy identified a discrepancy between State Statute and the Town's Charter related to how/when the 10 year questions must be posed to residents. It is not a substantive change. Deb adv Alyssa agreed a Charter amendment to fix the text issue can be done in June. There is a minimum voter turnout requirement. (4/21) Council set public hearing for 5/19. (7/21) Voters approved correction. Council made official. Will likely need Charter change as part of Town Manager job description work. (9/1) Alyssa advised that job Desc changes are considered an amendment so Council can just put to voters in June without a committee. (9/15) Council approved ballot question. Next Step: Will appear on Nov 3rd ballot. |
| 81 | Ordinance | O | L | 4 | TBD | Need to create a Water Extraction Ordinance | Sandy Carder | Deb Cabana | TBD | 07/21/20 | 07/21/20 | (7/21) Council was approached by Crystal Lake residents regarding many commercial vehicles from out of Town companies parking vehicles on the public boat ramp for long periods of time to extract water (pool, landscaping companies). Council discussed safety, access and water quality issues and agreed the activity should be prohibited. Deb spoke to the State and they advised we can put up signs right away - ordered. An ordinance should be created to ensure enforcement can be done properly. Next Step: DAC to work time permitting. |
| 39a | Administrative | O | L | 4 | 12/01/20 | Need to review/renegotiate Cable TV Contract sometime in 2019-2020. | Deb Cabana | Deb Cabana | Deb Cabana | 09/18/18 | 09/15/20 | Deb advised she has asked Alissa Tibberts, Town Attorney, to begin some research & that process can take up to 1 year. She also advised there is at least one resident willing to serve on a Cable TV Committee, if the Council chooses to go that route. Council discussed briefly and confirmed either route will require legal review. Dan asked if there was a way for Alissa to provide a synopsis of the process/issues for council to better understand task. Deb advised significant changes have been made at the Federal level which will require more analysis before approach can be determined. (1/8 & 1/22) Feedback presented on item 42 Cable TV ordinance actually fit into the "contract" between parties. Will keep in mind for this item. (6/9) Legislature passed bill to roll back some of the changes (such as channel location, HD broadcast requirement, etc.) Deb advised GPCOG has sent out an RFP for the negotiator for the Towns involved. There was no interest in a pre-contract meeting. (8/6) Deb advised GPCOG is preparing contract with law firm (only one rec'd but highly qualified). (10/15) Deb/Brad provided updates from the negotiation meeting with GPCOG attorney. (1/7) Council agreed to separate contract and committee into two action items. (9/15) Audit by consultant resulted in identifying monies owed to Gray. GPCOG est negotiations will begin in the fall. Next Step: Deb/Brad to continue to work with GPCOG hired firm with regards to the negotiations. |

Last Update: 09/15/2020

H1-Comp Plan

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| C | Comp. Plan Update - Breakout of tasks for Item 11 | O | H | 1 | 11/01/20 | Identify strategy / approach for Communication with Residents - best practices for engagement - and ways to encourage attendance at workshops, brainstorming, committee meetings, etc. | Town Council | Town Council | Northstar | 03/06/18 | 09/15/20 | Anne Gass provided info on Orten Family Foundation which works with rural towns in the area of resident engagement & communication. Council agreed to investigate further when time comes (Bucksport has used). Bruce provided an update regarding the Heart & Soul informational session at GPCOG. 9/18 Doug presented council with overview from discussions with GPCOG/Heart & Soul and Windham. Heart & Soul facilitator to present via 1hour workshop at 6pm prior to Oct 15th meeting (11/13). Council discussed & agreed Heart & Soul should not be pursued at this time. (1/8) Discussion held between Council & Doug on possible options. (2/5) Doug reached out to Jane & to Ben from Windham - any contract for a facilitator will include outreach. (2/19) Parameters provided for refined proposals from both Jane/Ben (3/5) RFP to go out this week. Town rec'd 1 proposal. Council voted to accept proposal. (6/4) Contract reviewed & approved. (8/6) There was some discussion regarding meeting minutes which will be discussed further at a future meeting. (9/3) Northstar had a booth at the Blueberry festival and has issued their first survey to residents. (10/15) Chair/VIC provided update presentation to Council & public. (11/12) Visioning session held 10/19 & 10/22. (11/12) Committee will be moving into land use after first of the year. will begin videotaping meetings to ensure control of content. Deb looking into new table mics to prevent impact to Committee's work. (1/21) Comm has released 1st land use survey & set up public forum. (1/29) Open house held. (5/5) Ben prov upd on Covid-19 impact to timeline at 4/28 meeting. Comm/Ben prov upd at 5/5 meeting. Have new timeline to stay on Nov ballot. Council disc comm strategy.(6/2) Card sent to all residents, workshop held 5/26. Councilors approved state submission form. (9/1) State prov feedback & complete & consistent finding on draft plan. (9/14) Public Hearing held. Next Step: Council approved & sent ballot question on 9/15. CPSC to work on Communication to voters. |
| D | Comp. Plan Update - Breakout of tasks for Item 11 | O | H | 1 | 11/01/20 | Collect data and complete a Parcel Valuation on the Village to determine which types of businesses impact tax revenue the most | Sandy Carder | Town Council | Northstar | 06/18/19 | 06/18/19 | Sandy provided a copy of a similar assessment done for Gorham by GPCOG with Stephanie Carver (on Northstar team) taking the lead. Stephanie advised the Gray Village would be a good place for this type of assessment and it may be something that can be done in conjunction with or as a part of the Comprehensive Plan data collection/analysis. Next Step: Await more information from Northstar regarding various steps in Comp. Plan |

H3-TIF

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| A | TIF Goal / Budget - break out tasks from Item 34 | O | H | 2 | 03/01/20 | TIF - Mixed Use Zoning Discussion | Town Council | Town Council | Doug Webster | 01/22/18 | 02/19/19 | (11/28) Mixed Use options were discussed at length. Next workshop set for 2/19 6-7pm prior to scheduled TC Meeting. (2/19) Council discussed options and agreed having some type of proposed changes to consider would be helpful. Should focus on Village but also on large undeveloped piece abutting Northbrook as owners req. inclusion to help develop. Doug will work on. |
| B | TIF Goal / Budget - break out tasks from Item 34 | O | H | 2 | 06/01/20 | TIF - Shaker Rd Catch Basin/Sidewalk/Signage | Town Council | Deb Cabana | Town Council | 02/22/18 | 09/01/20 | Disc rt26 overlay proj, stormwater, sidewalks-would like to delay/coord all 3 into 1 proj. Steve/Will pres results of video work. Council agreed proj should not move forward, needs to be full replace. Report was rev with MDOT Dale Dougherty, Kyle Hall, Deb & the Council (5/15) Steve pointed out full width paving was planned for some of Rt 26. Dale confirm catch basin upgrades will be done for those in that area. Sched a walkthru/meet w MDOT/Staff to rev of rt 26 will to (1) id what is incl in the upcoming overlay (2) dev a plan for the rest of the proj. Sub Items: (a) G-P to prov key to their-fair, poor, good categ (b) Town to prov plans for swalks/sign. Based on MTA feedback reg bridge swalk/bike lane feedback-look at mark sure plans (if not fund/prior immed) at least incl an ext of ped/bike lane down Str to Sh. Bridge. It is the route to the MS/HS from the Village. Results to be rev for budgetary imp by Council/Staff to create a partner agree plan. Overlay paving proj complete (1) side to side to Willson Funeral (2) reset catch basin in that area (3) travel lane only from there to bridge-sealant in break lanes. Steve pres PW prior at 9/10 TIF MHP includ this item. Council aware more info on Main St proj for next steps. (11/28) Council disc possibly add sidewalk from Russell to Shaker Rd into eng of this proj and/or work with MSAD15 for poss trail thru their prop to sidewalk. May qualfor MDOT sidewalk fund. Eng for proj in budget CIP-Council to disc 2/11. (2/19) Council agreed this is the top pri for fund. (6/11) Residents app budget-engn underway. (9/17) Will prov an update on engn, issues & Council prov feedback. (10/15) Will/Steve met with DOT will update council at 10/29 workshop. (10/28) Upd prov-Council agreed to submit MPl appl. (11/12) Council disc Gray Park sidewalk alt & agreed due to cost, it is not feasible. MPl should incl sidewalk on Gray Park Emerson side. Resol for park spaces imper. (2/4) Council held exe session-no act taken. (3/10) MPl appr by MDOT. (4/21) Council has agreed to use \$100K from TIF + \$652K from Bond - ques to be put to residents. Public forum to be held on actual project once feasible (covid-19). (4/28) rev warrant art. (6/2) Council appr warrant art - go before voters 7/14/20. (7/21) Voters approved fund, Council to set up public forums. (9/1) Council set 9/29 for Public Forum - virtual meeting. Pre-planning meeting will need to be set up. |
| C | TIF Goal / Budget - break out tasks from Item 34 | O | H | 2 | TBD | TIF - Analyze future needs for Village Main Street to coordinate with MDOT project | Town Council | Town Council | Town Council | 02/19/19 | 09/01/20 | MDOT has agreed to cover the upgrade of the stormwater system and catch basins located along Main Street in the Village and down 202 towards the Cemetery. They advised the plan will likely come up in the next 5-7 years. Town needs to identify any other changes - such as - Increasing water line size, increasing stormwater line size, adding conduit for underground utilities, adding piping for natural gas - so that funding can be budgetted and all items addressed at the same time (rip the road up once - saves money). (4/2) Doug provided 8-12 year window for work on Main Street as guide for Council - meaning analysis & planning should be done well beforehand. (4/16) MDOT advised the timeline for this project is being moved up. Council agreed to move up in priority at 5/7 meeting & set a stand alone TIF workshop - likely in June. Workshop held 7/2. (8/6) Minutes from 7/2 workshop approved. Council to set up another TIF workshop. (9/17) Sandy advised Stephanie Carver at GPCOG would like to see our minutes and join us for future brainstorming sessions - all infrastructure projects as a way to better understand Gray issues. (7/21) Council had workshop with MDOT & learned portion of road may be worked on in separate project for which engineering is underway. Awaiting more info from MDOT. (9/1) Village walkabout was done with Patrick Adams MDOT, Water District, and others to identify issues/solutions. Rob Betz is coordinating with Ernie Harris on current project from Town line to Cumby's. Council followed up to determine scope of 2nd project from MTA interchange to Brown Street? Can orphan piece be added to that project? |

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| D | TIF Goal / Budget - break out tasks from Item 34 | O | H | 2 | TBD | TIF - Center Rd / Bridge Redesign | Town Council | Town Council | Town Council | 02/18/18 | 02/19/19 | Town to evaluate possible changes to bridge and/or reconfiguration and/or completion of Turnpike Acres - to address Center Rd outlet just below 5 Rd intersection/left turn issues for tractor trailers in Village (possibly part of TIF workshop to determine plans/priorities for Village infrastructure upgrades). MTA advised that Bridge was recently refurbished & widened so there are no immediate plans for more work; however, they remain open to discussion a realignment. (12/4) Part of solution to address tractor trailers in the Village is to address inability to make right hand turn from 202 onto route 100 - which includes alternate route - maybe via turnpike acres/center rd bridge. (2/5) TC moving to TIF Planning umbrella (2/19) Deb to find out replacement year from MTA. |
| E | TIF Goal / Budget - break out tasks from Item 34 | O | H | 2 | TBD | TIF - Rt 100/115/202 Intersection - related to Item 4 - Traffic - Low priority - Route 115 entering Gray from the hill thru connection to Brown Street | Town Council | Town Council | Town Council | 02/05/19 | 10/15/19 | Steve L is working on creating a project scope & plan for reconstruction of Route 115 leading into the Village with Will Haskell to submit to MDDOT - in hopes of qualifying for 50/50 funding split (up to \$500,000). Council needs to develop options for the multi-road intersection in the Village to ensure whatever future configuration needs are considered in the Rt 115 project and the Rt 115 project helps facilitate the preferred future configuration. (2/19) Deb to find out if Haskell is working on any planning to prepare for proposal to MDDOT - is engineering covered or will it need to be paid for - up front. (10/15) Will/Steve have more info from DOT & will update Council at 10/28 workshop. |
| F | TIF Goal / Budget - break out tasks from Item 34 | O | H | 2 | TBD | TIF - Evaluation of possible Sewer/Water treatment option for Village | Town Council | Town Council | Town Council | 02/05/19 | 02/19/19 | During TIF public forums, a specific piece of property (22 acres) was added to the map as it was considered a good candidate for a future water treatment / sewer facility - due to the soils and location (gravity may eliminate need for pumps). (2/19) Deb confirmed TIF funding can be used to purchase property; however, it can only be done once a full blown plan is created for usage. TIF funds cannot be used to buy property for recreation purposes. Council to discuss land acquisition CP at 2/21 budget meeting. Council has agreed to set up a separate question on the warrant articles & will approve those articles at 5/7 meeting. |
| 7 | TIF Goal / Budget - break out tasks from Item 34 | O | H | 2 | TBD | Develop possible Special Assessment Fees - handling as part of TIF discussions | Town Council | Deb Cabana | Town Council | 01/22/18 | 02/05/19 | The Planning staff provided high level information regarding possible use of a developed Special Assessment Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with In Lieu Fees. 9/18 Council discussed reprioritizing but decided to leave as is. Dan suggested that we identify other Towns using these fees and use their language as a base. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on. |
| 8 | TIF Goal / Budget - break out tasks from Item 34 | O | H | 2 | TBD | Develop possible In Lieu Fees - handling as part of TIF discussions | Town Council | Deb Cabana | Town Council | 01/22/18 | 02/05/19 | The Planning staff provided high level information regarding possible use of a developed In Lieu Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with Special Assessment Fees. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on. |

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| A | Traffic - MDT - break out tasks from Item 24A | O | M | 1.1 | 10/01/20 | Signage - Route 26 vs. Route 26A | Town Council | Deb Cabana | Deb Cabana | 02/22/18 | 09/01/20 | Village diversion/misdirection. Looking into eliminating/renaming route 26/26A to prevent Truckers from going the wrong way through the village. MTA committed to helping push for changes with MDT at last night's meeting & advised a suggestion to remove Route 26 starting at Washington Ave (Portland) through to merge with 26A has been suggested in the past. Route 26A would just become Route 26. Also, Jason suggested using the "Town sign by the Transfer station or other electronic signs. Note: Cathy Green had offered to check in with Garmin to obtain more information on GPS algorithms/process - follow-up? MTA will be closing bridge in summer 2019 - good time to coordinate removing "route 26" designation from Washington Ave to bridge. Keeping it from interchange - by-pass - north only. Deb is sending note 9/4. (12/4) MTA pointed out MDT is not in agreement with full closure of the bridge due to lack of ability for rigs to turnaround if they miss detour signs. Also, not committed to changing route signs at this time - more discussion to follow. (9/17) Sandy advised she mentioned this issue to Rep Moriarty and he advised he would be willing to look into it to determine next steps on a formal request. (10/15) Rep Moriarty has established communication with DOT legislative liaison and they are willing to set up a meeting with DOT Staff that handle routes. Council discussed having pre-meeting but feel Rep Austin & Sen Breen are up to speed - Sandy will advise Rep Moriarty. (11/12) Sandy advised a meeting is set. (12/3) Sandy reviewed results of meeting & weight limit options. MDTOT to provide info on costs for signs to change designation for just in Gray. Council agreed to coordinate weight limit with sidewalk project meeting & attempt to obtain approval. (1/21) Sandy sent follow-up on sign county/costs and asked for more info on weight limit process. (2/4) Sandy adv MDTOT adv they were looking into (3/10) Sandy will follow up (8/4) Follow up done MDTOT still needs to discuss before getting back to us. Council to set up public forums in Sept. (9/1) Public Forum set 9/29 - Sandy to follow up again. |
| B | Traffic - MDTOT - break out tasks from Item 24A | O | M | 1.1 | 09/01/20 | Signage/Bollard Posts - Village Island | Sandy Carder | Deb Cabana | MDTOT | 02/22/18 | 06/04/19 | MDTOT will look at what they can do to make the island at the 5 lane intersection stand out so vehicles do not go the wrong way into head on traffic. Only current sign is "ENTER" provided by MTA. New striping is planned, but no response otherwise (9/4), 9/18 Council asked Deb to follow up with MDTOT on their review - she advised she has meeting with MDTOT on Wed 10/10. (12/4) Sandy asked MDTOT at meeting about options. MDTOT said they may have some flexible bollard type posts to try - will check their inventory. Steve noted it does make plowing more difficult. MDTOT also may look at new signage - but that will require a full re-engineering of electric/posts at the intersection - see r 115 listing on task list. (4/2) Dan advised at seeing another person drive into head on traffic in the wrong lane around the village island. (4/16) Deb advised MDTOT is not willing to spend on permanent bollard due to history of destruction & costs. (6/4) Deb confirmed striping cannot be done before 7/1 (budget). Sandy asked if "ENTER" could be added to striping - may not be visible. Awaiting alternatives from MDTOT. |

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| No | Goal/Category | *O/ F/C | ** P/ty | P No. | Target Date | Description | Sub By: | Owner: | Assigned to: | Dated Logged | Last Update | Comments |
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| C | Traffic - MDTOT - break out tasks from Item 24A | | M | 1.1 | TBD | Village Route 100 Catch Basins | Town Council | Deb Cabana | Town Council | 02/22/18 | 09/01/20 | MDTOT requested the Town proceed with video work to determine status and wants to be involved in that process. In follow-up meetings with MDTOT, Council would like to ensure MDTOT planning dept. is represented. Steve advised video work not complete as of 9/10 TIF Workshop, but should have more information to present at 10/16 TC meeting. (12/4) Will Haskell's report showed system is better than anticipated with (3) items needing immediate attention - rest in 5-10 year category or 10-15 year category. Dan asked if rest of stormwater system has been evaluated - it has not. (12/4) MDTOT confirmed they will be responsible for the stormwater system when they reconstruct Main street & will address any critical issues in the meantime. Council needs to determine what other items they may want - large water pipes, conduit for underground utilities, larger stormwater capacity, etc. MDTOT has advised they are moving this project up in their timeline. Council moved up in priorities at 5/7 meeting - with TIF workshop projected in June. Workshop held 7/1 (6/16) During workshop with MDTOT, an overlap was identified between this future project and a "rehabilitation" project currently in the engineering phase with a target for the 2023 construction season. Rob Betz will reach out to project manager to obtain add'l information as any work done on the rehab project would not be - redone or tore up - with this future project. Town wants ability to have input in all stormwater/stidewalk/etc. work from just North of Colley Hill through the large intersection and onto Route 202 towards MTA interchange. (8/4) Rob adv he will coordinate with Ernie but also that another piece is being pitched next cycle. Council agreed we need to be involved in both. Walk around set for 8/5. (9/1) Walk about held - Sandy follow up with Rob to determine scope of 2nd project. - can we include orphan piece. |
| A | Traffic - MTA - break out tasks for Item 24B | | O | M | 1.2 | 09/01/20 Diversion Study | Town Council | Deb Cabana | Deb Cabana | 02/22/18 | 09/15/20 | Town to work define goals-study/parrms/data set to capture as much data/results as poss related to exist prior traffic issues. need to determint partners-NG,Poland, Cumber/Auburn, Windham? MTA ind poss prov 80+% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15-1%, 6 fig likely need. more data added to study = high costs. Deb adv MTA is work on poss optns, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchase that will incr data while drop costs. scope disc ensued w Councilors need to send add'l feedback to Deb chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter. if they will partl. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been appt to head the MDTOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr. Mills is taking a diff apvro than Mr. Van Note-he is propo MTA buy subst. (3/5) NG is not inter in partl.(4/2) Sandy prov PPH article ind MTA, MDTOT, PACTS and Portland Transp grp have agreed to grp subst to software. Await add'l feedfrom Mr. Mills. Residents appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent material to Steph Carver as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd. -GPCOG to take leave & prov prop for full council to consider. (1/7) Sandy pres propos scope from COG-Council req opt for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Council will vote on engage letter at 1/21 meet. (1/21) Council voted to approve engag letter. (2/4) Sandy reapp conf call with COG-ok with chgs-will look into poss ph 2 study to capture 'avoidance' vs. 'diversion' traffic with MDTOT funding? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is Sept (9/1) Sandy adv draft report is done - final report should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows |

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| B | Traffic - MTA - break out tasks for Item 248 | O | M | 1.2 | 09/01/20 | MTA Data - cash collection (vs EZPASS) | Town Council | Sandy Carder | Sandy Carder | 02/22/18 | 03/10/20 | MTA will prov data for cash (vs EZPASS) from the regl booths-Gray, NG, Falm - to better deter funds being collect by high tolls. Ident collect funds will prov base to deter after in toll location prices. Toll Data was prov, but Sandy asked if classes could be split out (12/4) Some minor toll disc occurred at meet with MTA confir they can prov addtl info. (2/19) Council disc opts for toll chgs and agreed to send letter to MTA with recomn/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Repres and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep Moriarity & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add pressure they can apply-incl the issue of Complete street policy. (10/15) Sandy proposed after approach of asking Leg. Reps to submit the issue to the Governor's Blue Ribbon Commis for consid as several fund pieces related to both toll inequity and diversion. Dan pointed out use of 295 (or 95 north of Augusta) by commut vs those forced to use 95 (south) is an issue as well. Council agreed and also want to focus on ask Leg. Reps to consider a bill that would put more teeth in the MTA complete street policy and give muni more say. Sandy will draft for Council rev at 11/12 meet. (11/12) Letter rev with feed prov. Sharon expressed concerns with tone of letter. Maj of Council felt it needed to be strongly worded esp given news story where Mr. Mills was dismissive of issues. Sandy remind that it is to the legis team, not the MTA directly. Sandy to update and send. (12/3) Council approved letter. (2/4) Sandy adv committee contin work - follow up after session (2/18) Sandy prov update on status of comm and council agreed we should follow up now. (3/10) Sandy shared with Sen. Ned Claxton upon request |

FUTURE

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| 10 | Administrative | F | | | | Develop process to review status of Paper Streets | Town Council | N/A | N/A | 01/22/18 | 01/16/18 | During the Council discussion related to approving an extension to ROW access to 'paper streets', the Council inquired if there was a long term goal to create a process to review/identify streets which should be removed from the list. Resources/trimming were discussed as hindrances. Council set this activity to 'Future' given the renewal timeframe of 20 years has been reset; Future items will be reviewed annually, at a minimum. |
| 21 | Administrative | F | | | | Develop a method to analyze & potentially rank Committee Volunteer applications when more than one received for one spot. | Dan Maguire | N/A | N/A | 02/09/18 | | During a workshop discussion on Jan. 8th, the Council agreed there could be situations where a formal review/ranking system may be appropriate, but it is unlikely one needs to be used in most situations. The Council reviewed a variety of options, ideas, etc., but decided to table this issue for a later date. Will be considered a 'Future' item. |
| 31 | Ordinance | F | | | | Review the issues and options surrounding Dock Lighting / Light pollution. | Deb Cabana | N/A | N/A | 04/17/18 | 06/05/18 | Town Staff has received a complaint/inquiry surrounding light pollution issues related to new LED dock lighting equipment. Given Councilor Fosher was absent at the Apr. 17th meeting, Council agreed to log (as it will be covered regardless - in closed, future or open), but to hold off discussion & prioritization until May 1st meeting review. Council discussed at June 5th meeting agreeing this would be considered a future item based on lack of available information. Possible OAC research item. |
| 17 | Economic Development / Budget | F | | | | Research and compile data and options for a possible Community Center in Gray. | Town Council | N/A | N/A | 01/22/18 | 05/07/19 | During a Sept. TC Workshop discussing goals, the Recreation Dept. provided a proposal to realign funds collected by the Rec. programs under the Rec. Dept for use in maintaining/expanding programs. One major challenge identified was the lack of space to expand programs which create revenue streams for the Town. A new space (community center) was identified as a possible solution which could be paid for with current revenue streams. TC expressed support to obtain more information. Next Step: Rec. Dept. Staff will begin work to outline plan to obtain additional information. Council agreed this will be considered a "closed" Council item until the Rec. Dept. brings forth additional information. With availability of some land around the by-pass, this was discussed in 9/4 TC meeting. Deb stated \$62,000 is in the current fund. (11/13) Council agreed to move to Future list as the item continues to come up in discussions. (5/7) Concerns regarding current status vs. best practices were discussed during the 4/16 meeting - confirming programs exceed capacity at the Town facilities. See Closed item #57. Manager advised it was Administrative and under her purview, council agreed to add to this item & close #57 with Manager bringing forward any necessary policy issues. |
| 23 | Ordinance | F | | | | Review current ordinance governing noise for updates and research possible odor ordinance. | Town Council | Deb Cabana | Doug Webster | 02/09/18 | 10/01/19 | During the special amusement license renewal of the American Legion Hall, much discussion was centered around the current decibel restrictions for noise in the existing ordinance was set at a reasonable level, existing activities that may be above that level, how the level would be measured (by whom), and how complaints/enforcement would be handled. Doug Webster made presentation (3/6) of review/recommendations from Town Staff - raise limit to 60. TC discussed pros & cons of setting an actual decibel limit & enforcement. TC agreed to raise to 60, but also to add specific types of businesses/activities that would trigger limit. The Mfg Overlay/BD1/BD2 already have some type of noise restriction. Need to determine how complaints would be handled. (2/19) Council agreed to add "odor" to this item. (10/1) OAC feels due to lack of technology, other priorities and inability to enforce, this item should be moved to the future list. Council agreed. |
| 80 | Ordinance | F | | | | To create rules for Chickens in the various zones in Gray | Anne Gass | TBD | | 07/21/20 | | (7/21) A couple issues have arisen regarding Chickens and understanding what is and is not allowed. No real defined information in Town ordinances. Should be addressed at some point. |

CLOSED

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| 13 | Ordinance | C | H | 3 | 04/22/18 | Town Staff has identified the need to add recreational marijuana specific language to the Shoreland Zoning ordinance. | - | Deb Cabana | - | 01/22/18 | 03/20/18 | Town staff identified a gap in ordinance coverage for the recreational marijuana ordinance language caused by the fact that Shoreland Zoning supercedes all other Ordinance language. Adding the recreational marijuana specific language will be required to ensure consistency across all zoning ordinances. Legal has confirmed this interpretation. Town staff developed & obtained legal review of proposed ordinance change. 1st reading 3/6 TC meeting. 2nd reading & Council approval provided 3/20 TC meeting. Next Step: Staff will update website to reflect approved changes. This item is now CLOSED. |
| 9 | TIF Goal / Budget | C | H | 1 | 09/01/18 | Consider the creation of a new Village TIF | - | Deb Cabana | - | 01/22/18 | 08/07/18 | The State Legislation is considering modifying the rules/requirements for setting up TIFs with a possible effective date in 2018. Given the changes would restrict the ability to set up new TIFs, the Council has agreed to begin the process of looking at the possibility of a new Village TIF to assist with upcoming infrastructure costs. Deb has provided Council with a TIF timeline and is working with the Town's Attorney & Staff to provide the necessary information to the Council for consideration. Council workshop (1/25), property owner workshop (1/31) & 1st public hearing (2/6) were held. TIF approved during special town meeting (2/14). TIF application submitted & received by State - approval can take 6-8 weeks. Feedback from state identifying 6 areas of concern was rec'd. Town Attorney responded on 4/11/18. State approved 5/23/18. Next Step: It is now closed as TIF is approved & in place. A separate "blanning" task will be created. |
| 12B | Ordinance | C | M | 3.2 | 11/09/18 | Review status of Road Associations for all Private Roads in Gray. A review of the current Street Ordinance identified a possible issue related to driveways with applying the ordinance to public driveways vs. private driveways. | - | Deb Cabana | - | 03/20/18 | 09/04/18 | Councilor Maguire brought this issue to the Jan 2nd TC meeting where a review of the current ordinance, as well as additional information was completed. Town staff pointed out the issue is current one of 'authority'. It was agreed a legal opinion was needed before proceeding. Deb Cabana obtained & shared a legal opinion on Jan 16th. After further discussion (2/6), Council agreed a review of all private roads & the status of road associations. Council is breaking into 2 pieces. This listing will cover process to create plan to clean up contacts for private roads/discussions with road associations. Deb advised 1,000 letters have been prepared to send to private road residents - Council agreed (1) those w/o associations need to form one or provide ONE contact (2) All need to update contact information (3) reminder of road maintenance deadline to continue snow service (4) advise new contractor may be used. Letters sent 6/28/18. Next Step: Deb advised at 9/4 meeting they have received updated information from every private road except Cobbs Drive; therefore, this item is now closed. |
| 32 | Administrative | C | H | 2 | 11/09/18 | Review the current Contract Zone Agreement procedures to determine if changes or updates are warranted to make process better and/or to protect Town's interests more fully. | - | Deb Cabana | - | 05/01/18 | 09/18/18 | Council identified several major areas of concern during recent CZA review of proposed development. Council agreed to look at two specific areas (1) Financial stability (a) by identifying ways to verify developer has ability to meet financial obligations (b) creating language to allow Town to unwind agreement if financial standing is compromised (c) ensure that benefits due to Town are frontloaded in agreement and (2) Environmental impacts are fully identified upfront during Council first review to ensure impacts are mitigated using various options. (5/1) Councilor Wilson has agreed to draft some language & review/discuss with Town Staff. In 8/7 meeting, Councilor Wilson advised he does not feel he is in a position to draft language. Councilors agreed that Town Staff needs to take a stab at adding the 2 new steps and also priority should be moved to High. Doug presented updated policy 9/18. Next Steps: Council approved updated CZA policy as presented at 9/18 meeting. Final version has been posted. |

Last Update: 08/04/20

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| D | Traffic - MTA | O | M | 2.2 | 10/01/18 | Forest Lake Ramp | - | Deb Cabana | - | 02/22/18 | 10/02/18 | MTA to share landscape plans for Forest Lake access ramp - once completed. Not discussed, does Weymouth access ramp have similar issues? MTA provided additional information with residents at a meeting. Item is considered closed. |
| 20 | Administrative | C | M | 12 | 10/16/18 | Develop a description for 'affiliated' committees which are not under the umbrella of the Town Council to help define roles/responsibilities. Ensure all Committees are following the specified Committee rules. Add'l Ideas to discuss: Employee of Year, Scholarship Committee to oversee all scholarships, Comprehensive Plan Committee creation | - | Dan Maguire | - | 02/09/18 | 10/16/18 | After a workshop discussion on Jan 8th, the Council agreed to develop a description for affiliated committees operating in Town which are not under the Town Council umbrella. The description will then be posted to the website under Committees along with links for each of the individual committees. The Council also identified procedures that all committees should be following such as, submitting agendas 7 days in advance of meetings, posting meeting agendas, creating minutes (with attendees, date/time/location, summary & votes), etc. OAC was not in compliance. Council is adding review of "email" policy for committees to cover FOIA, but also manage costs. Dan Maguire volunteered to work on both items. Dan is working on & will circulate a draft to TC. Dan provided draft document to Council for consideration. Draft submitted to Council on 5/1. Council provided feedback on Dan's draft at the 5/15 meeting. New draft submitted to Council on 8/7. Due to time constraints, not discussed 8/7. Council agreed to final changes at 9/10 Workshop 10/2 - Dan needs more time & info from Sharon Next Step: Final changes reviewed & Approved by Council at 10/16/18 meeting. Dan to provide 'clean-up' list to implement - this item is considered Closed. |
| 5 | Ordinance | C | M | 3 | 02/22/19 | Review the issues and options surrounding a possible Fireworks Ordinance. | - | Deb Cabana | - | 01/22/18 | 01/22/19 | Residents have approached the Council with complaints and concerns regarding the lack of a Fireworks Ordinance. The Council discussed at several meetings and agreed to proceed with an analysis of the situation and options, potentially utilizing the OAC. Staff is working on possible options. Councilor Maguire advised the OAC will discuss in Mon. 3/26 meeting. Options were presented to & discussed by Council with feedback provided during 4/3 meeting. Staff presented ordinance at 1st public hearing on 5/1/18. Public feedback was rec'd, Council quies addressed, minor change made, Council voted to move forward with 2nd reading. 2nd reading set for 5/15/18. Ordinance was passed at 5/15 meeting & will go into in 30 days. 10/16 Councilors discussed one item brought up during public hearings - adding the Saturday before July 4th if July 4th lands on a weekday to tamper violations given this week is most celebrated fireworks weekend. Deb provided feedback from both law enforcement & fire chief that they saw a significant drop in complaints. Councilors also advised a noticeable drop in fireworks. Moved up priority list per Deb's request as changes fairly easy. (1/8) First reading of proposed changes held. (1/22) TC held 2nd read/public hearing & voted to approve. Next Step: Update to ordinance goes into effect in 30 days (2/22). Item closed. |
| 43 | Ordinance | C | M | 4 | 02/22/19 | Need to create a Ambulance Service Fee ordinance. | - | Deb Cabana | - | 10/16/18 | 01/22/19 | Councilor Maguire inquired about the rescue billing process and it was determined a Public Safety Billing ordinance will be needed. Deb advised fairly easy to work up. (1/8) First reading of proposed ordinance held. (1/22) TC held 2nd read/public hearing & voted to approve. Next Step: New ordinance goes into effect in 30 days (2/22). Item is closed. |

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| 12A | Ordinance | C | M | 5 | 02/22/19 | Review status of Road Associations for all Private Roads in Gray. A review of the current Street Ordinance identified a possible issue related to driveways with applying the ordinance to public driveways vs. private driveways . | - | Dan Maguire | - | 01/22/18 | 01/22/19 | Councilor Maguire brought this issue to the Jan 2nd. TC meeting where a review of the current ordinance, as well as additional information was completed. Town staff pointed out the issue is current one of "authority". It was agreed a legal opinion was needed before proceeding. Deb Cabana obtained & shared a legal opinion on Jan 16th. After further discussion (2/6), Council agreed a review of all private roads & the status of road associations. Council is breaking into 2 pieces. This listing will cover discussion on ordinance/policy towards private roads/driveways . Council agreed ordinance clarification is needed, but felt it must be part of the association clean-up effort (Item 12B). Council agreed that clarification is needed in ordinance to require driveways comply regardless if on Private or Public road. Dan advised the OAC hopes to present language in October. 10/2 -Doug presented OAC changes but identified areas Staff disagreed. Council discussed (1) liked staff req on permits (2) need more info on apron. Voted down to allow further work & advised "council discussion" better place to start on agenda. (1/8) 1st Reading of proposed changes held. (1/10) Planning Bd held public hearing - no feedback. (1/22) TC held 2nd read/public hearing & voted to approve. Next Step: Updates to ordinance goes into effect in 30 days (2/22). This item is closed. |
| 29 | Administrative | C | M | 14 | 12/31/18 | Planning board has requested some time with the Council to review policies/procedures between the two entities. | - | Dan Maguire | - | 04/03/18 | 01/22/19 | Counciler Gallagher brought this to the Council & Council agreed to meeting. Lynn suggested we meet at a regularly scheduled Planning Board meeting. She will see if the May 10th meeting will have room. If not, we'll try June. Lynn discussed with Planning Board at April 12th meeting. They would like some agenda items submitted - June 14th is a tentative date - but may not work for PB. Council discussed options & agreed it would be best to have an agenda from Planning Board since they requested the meeting, also needs to be televised - could use handheld mic with table set up (joint leaders). 8/7 Dan advised PB working on agenda. Dan advised agenda will be finalized at 10/11 PB meeting & forwarded 10/16 A finalized agenda was provided. Workshop was held on 10/25 & Council discussed at 11/13 meeting - agreeing PD should review & verify majority members support each item identified. (1/8) List provided to Kathy of Council items identified in joint meeting. Planning bd discussed in December meeting. (1/22) Dan advised PD does not feel any additional action is needed at this time. Growth Cap was discussed and Town Staff will look into with OAC and bring forward when ready. Next Step: Planning Bd/TC to set up yearly joint meetings. This item is closed. |
| 30 | Budget | C | M | 15 | 01/01/19 | Set up Debrief Budget Workshop to (1) review budget process for possible changes (target dates, meeting dates, presentation) (2) review/update CIP plan beyond Bond (providing it passes) (3) review new projects/priorities with budget implications (4) TIF projects/planning | - | Deb Cabana / Council | - | 04/03/18 | 01/22/19 | Council would like workshop set up in early fall to cover budget issues (see description) before actual budget review/deadlines. This item will be a parking lot for specific items as well: (1) Succession planning - Town Mgr (2) TIF projects/priorities planning (3) Libby Hill conservation work (4) Watershed Plans (5) Wilkes Beach Project (6) Solar Array (7) LED conversion plan (8) Municipal property review results (9) Village sidewalk ext. to Wayne ave (10) Warrant article formats (11) Sidewalks No Raymond (12) diversion study (13) HR person (14) Unfunded accrued employee time (15) waiver of excuse for Veterans - this is NOT all inclusive. Workshop held on 10/18. Deb has created draft meeting schedule. Sandy created spreadsheet listing all budget related items discussed in the last year (or left over from last budget) (12/18) Workshop held - list reviewed & updated - draft calendar set with process defined.(1/22) Add'l meeting set for 2/11. Next Step: Schedule & approach set for 2019-2020. This item is closed. |

Last Update: 06/04/20

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| No | Goal/Category | *O/ F/C | ** Pty | P No. | Target Date | Description | Sub By: | Owner: | Assigned to: | Dated Logged | Last Update | Comments |
| 42 | Ordinance | C | L | 1 | 02/22/19 | Need to create an official Cable TV Ordinance | - | Deb Cabana | - | 10/16/18 | 01/22/19 | Deb provided notification that the Town will need to create a Cable TV Ordinance. Deb advised fairly straight forward, but Staff working on Marijuana, Fireworks and Public Safety Billing first. (1/8) 1st Reading held. Brad Fogg provided some feedback. Alissa advised most of those details will be part of actual contract, but a couple 'non substantive' changes could be done prior to the 2nd reading.(1/22) Non substantive changes were made. TC held 2nd read/public hearing & voted to approve. Next Step: Ordinance will go into effect in 30 days (2/22). This item is closed. |
| 28 | Administrative | C | L | 8 | 03/01/19 | Develop fee for Code Enforcement online software. | - | Deb Cabana | - | 03/20/18 | 02/05/19 | During the Budget discussions, TC approved an upgrade to new online Code Enforcement software which will make the process more efficient and reduce man hours needed to perform tasks. TC would like a fee created to cover the annual fee for the software which is \$18,000 in the first year. Staff updated several fees on schedule (approved by Council 6/19) to pass on some of the fees for new software. (1/22) Doug presented changes in Building Permit fees and a new Admin fee. Council had some concerns with Admin Fee. Next Steps: Council approved new reduced "minimum" permit fee \$25 with new \$25 admin fee at 2/5/19 meeting. Item is closed. |
| 15 | Joint Leaders | C | M | 14.2 | 02/28/19 | Review MSAD15 current newsletter - including costs & timing - to determine how/ff Gray would like to collaborate and add material for distribution. NG will do the same. | - | Deb Cabana | - | 01/22/18 | 02/19/19 | During the first Joint Leaders meeting held on 11/27/17, the three groups identified expanding communication as one area of collaboration & benefit. Superintendent King suggested both Gray & NG consider partnering with MSAD15 by adding sections to their newsletter which is mailed to every household in GNG. This would create another avenue to communicate directly with residents and sharing costs would be beneficial to all three groups. Deb advised that the Recreation Dept has had some preliminary conversations with MSAD15 and are working on pulling costs together. Deb checked to see if a combined budget mailing could be done, but the timing did not work out. Will try again next year. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format. Agenda pulled from last JL meetings provided. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting. |
| 16 | Joint Leaders | C | M | 14.3 | 02/28/19 | Identify ways to engage more students in municipal government to increase interest in career paths, increase volunteerism & increase community building which would also help the Towns. | - | Dr. King | - | 01/22/18 | 02/19/19 | During the first Joint Leaders meeting held on 11/27/17, issues surrounding lack of candidates for job openings & volunteer spots on committees and in Town departments were identified as a major challenge for both Towns. MSAD also identified the need for students to obtain 'life experiences' via volunteering or internships (locally) as part of their graduation requirements as a new challenge. Dr. King advised MSAD is currently reviewing their IB, Community Service Club and graduation requirements in this area and will be updating their approach. Council assigned Medium priority based on timeline - but no number as assigned to Dr. King. DMS Comm & Town Staff working with HS principal to see if students can assist with repair. Meeting was held on April 23 & tentative framework was set up for DMS collaboration. Jason to pursue setting up mock comp plan committee. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format. Agenda pulled from last JL meetings provided. (12/4) Joint workday project successfully completed on 11/1 between Excel Students, Town & Comm Endowment - via Carl, Sandy & Dean - with teachers Janet & Gail. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting. |

Last Update: 08/04/20

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| <p>* Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months Last Update: 08/04/20</p> | | | | | | | | | | | | |
| 35 | Ordinance | C | M | 16 | 02/22/19 | Review the current Medical Marijuana and Recreational Marijuana (including Shoreland) ordinances to incorporate changes created by latest Legislation passed. | - | Deb Cabana | - | 09/04/18 | 03/05/19 | The Maine legislation passed LD238 effective 7/9 and LD1539 which will go into effect 90 days after the legislative session - updating various areas related to both medical & recreational marijuana. Under advise from the Town's Attorney, Gray instituted a complete Emergency Marijuana Moratorium with readings in the July & August meetings. Once updates are confirmed, changes identified in the Gray Ordinance, the Council will proceed with a repeal & replace of the impacted existing Town Ordinances. 9/18 Deb provided update indicating Doug & Alissa were working on draft for 10/16 meeting. Councilors & Staff attended MMA summit on 10/4, Alissa & Doug provided overview of State legislative changes at 10/16 meeting & Councilors provided feedback on options. Council reviewed Doug's bullet points & provided guidance (11/13) (1/8) Alissa Tibberts reviewed proposed changes with Council in 1st reading. (1/10) Planning held public hearing - no feedback. (4/22) TC held 2nd read/public hearing - voted to approve & extended moratorium. (2/5) TC moved to Med priority pending last step. Next Step: New ordinance goes into effect in 30 days (2/22). Council to vote to rescind moratorium at 3/5 meeting. Council rescinded moratorium as new ordinances are now in effect. Item closed. |
| 51 | Ordinance | C | M | 4 | 05/15/19 | Tax Acquired Property Ordinance needs changes to incorporate State Level legislative changes | - | Deb Cabana | - | 03/05/19 | 04/02/19 | Deb advised that the new State level changes adding steps to the disposal of tax acquired property for those residents 65 and older require new language in our ordinance. (3/19) 1st reading held - Sharon asked about a possible repeal of law. (4/2) Deb advised Alissa advised we proceed as repeal was put on hold for minimum of 1 year. Next Step: 4/2 2nd reading held and ordinance changes approved by council to go into effect in 30 days. THIS ITEM IS CLOSED. |
| 41 | Administrative | C | M | 3 | 05/31/19 | Review proposed 2018 changes to adopted Bike/Ped Plan - which will roll into Comprehensive Plan . | - | Town Council | - | 09/18/18 | 05/21/19 | Members of the Bike/Ped Committee presented an update on their work at the 9/18 TC Meeting and advised they have completed a review of the existing 2012 Bike/Ped Plan, conducted a Town wide survey and updated the language and identified their top 5 projects. The Council had previously discussed Public Works top priorities in the 9/10 TIF Workshop. It was agreed in order to approve the updates, a consensus on the top 5 projects should be reached. Part of that discussion should include MSAD15. 10/2 Sandy to request copy of document - Deb to make copies for Councilors. Dr. King sent feedback indicating MSAD interest in discussing sidewalks on Libby Hill and Gray Park. (12/4) Jason expressed concern with "TIF Funding" being listed as a possible funding source leading to improper use of TIF funds. Council to identify top infrastructure projects / budget priorities to better understand where bike/ped projects fall - 10/18 budget workshop, 11/13 TC meeting, 11/28 TIF meeting & 12/18 budget meeting to provide more info. (1/22) See above item 40 comment - TC needs to update Bike/Ped plan to have more leverage with MDOT & MTA on projects & as part of the Comprehensive plan. Council to finalize top 5 projects via budget discussions & then approve update (with changes if agreed upon). (5/7) Council discussed. Next Step: Council approved updated plan at 5/21/19 meeting. This item is CLOSED. |
| 59 | Ordinance | C | H | 2 | 07/18/19 | Review & update Medicinal Marijuana standards in new Ordinance to ensure original intent is not restricted and Gray remains in compliance with State statutes. | - | Town Council | - | 06/04/19 | 06/04/19 | (5/21) Doug made presentation to Council identifying conflicts and restrictions created with (1) length of set back and (2) way the set backs were being measured which unintentionally eliminated selected locations for Caregivers. Council provided feedback. (6/4) 1st reading of Doug's proposed ordinance changes to (2) way set backs are measured. Doug advised it may still be too restrictive and Council may need to revisit, but solves immediate issue with Caregiver. Council approved. Planning Board held public hearing on 6/13. Next Step: 2nd reading & public hearing to be held at 6/18 meeting. Council approved & will go into effect on 07/18/19. This item is CLOSED. |

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| 2 | Budget | C | M | 5 | 06/30/19 | Create a new Facilities Use policy to review fees, identify when fees will be waived, identify process for in-kind donations. | - | Deb Cabana | - | 01/02/18 | 06/18/19 | <p>During discussion prior to Fee Schedule approval, a question of whether or not local organizations incurring fee charges while working to raise funds to offset budget items should be exempt. Obtaining a legal opinion was suggested. Addtl situation has arisen with Rec Dept long standing agreement with "for profit" business to use valley ball court with reduced fee in exchange for work done by business (improvements/maintenance). Council agreed we need to (1) review fee structure for rec dept assets (2) need defined guidelines on when fees may be waived (3) need formal process to document agreements when fees are waived (4) identify CIP threshold for when donation can just be accepted vs need approval. Jason advised Committee will look at & Dean set Sept as target date - but will provide periodic updates to Council to ensure everyone is on same page. 8/7 Councilor Wilson provided update during Comm Repts regarding impact fees. 9/4 Councilor Wilson advised committee still working on it. 10/2 - Committee could not hold meeting for final review (11/13) draft of policy did not address all 4 items. (2/5) Comm has discussed parameters to identify content (4/2) Jason advised Comm is close. Sharon brought up issue that vendor is currently await new procedure & may need to cancel program if delayed further. (4/16) Policy changes discussed at meeting with feedback provided. (6/18) Council reviewed updated policy & provided some addtl changes approved as amended. Next Step: Deb & Deen will finalize and publish and notify current users of change. This item is CLOSED.</p> |
| 54 | Administrative | C | H | 5 | 07/02/19 | Develop interlocal agreement with Raymond to address remaining section of Gore Road | - | Town Council | - | 04/02/19 | 07/02/19 | <p>(3/19) Deb provided background information regarding the remaining section of Gore Rd and current information on a proposed agreement between Raymond and Gray to repair/maintain that section of road. Gray would gift used lifts to Raymond, Raymond would use savings to put towards road repairs (along with funds from Rd Association & Raymond residents). Raymond would assume plowing of 2 miles of private roads which cost Gray \$9,200 annually (increasing each year) in exchange for Gray plowing a section of N. Raymond Rd. Steve estimates that is a 50% less costly (\$4,600) annually. Over time, Gray would recoup lift funds and continue to realize savings beyond. Jason raised issues of legality - Deb advised both Gray & Raymone attorneys are involved. (4/2) Dan has requested a formalized cost/benefit calculation to be made available when the agreement is presented to the Council. (4/16) Deb adv Raymond board approved. Residents have deadline for petition signatures and funding obligations, and Raymond has set Town Meeting date. Bruce/Sharon also clarified their connections. (5/7) Council voted to move forward with both equipment gifting & interlocal agreement (with secession wording added). (5/21) Sharon advised road assoc & resident signatures/funds have been collected. (6/4) Raymond residents approved via Town meeting. (7/2) Final agreement approved by Raymond reviewed and approved by TC. Next Steps: Agreement to be reviewed & voted on at 7/27 TC meeting. This item is CLOSED.</p> |

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| B | Comp. Plan Update - breakout of tasks for Item 11 | | | | | | Define scope, goals, composition of Comprehensive Plan Committee | Town Council | Town Council | Town Council | 03/06/18 | 09/03/19 | Town Staff suggests a discussion regarding the Committee. Council agreed specific demographic profiles would be necessary to ensure a solid representation of as many viewpoints as possible. Doug to draft some suggestions. (9/18) Council agreed to hold off until after Heart & Soul presentation. (11/13) Council discussed & agreed that the immediate priority is setting up the Committee and Heart & Soul should not be pursued at this time. Dan also requested a timeline be created to assist with benchmarks & planning. Heart & Soul liaison has offered to assist us with Comp Plan Committee free of charge. (1/8) Doug provided write up of scope, characteristics, options to Council. Council provided feedback. (1/22) Council provide add'l direction on (1) application and (2) Change (2/5) Doug's draft was reviewed with feedback provided. (2/19) Add'l changes discussed (3/5) Council approved docs. Town rec'd 10 applications. Council agreed to extend deadline to 5/16/19 to seek more. (6/4) Committee selected (9/3) Committee has held several meetings & elected a chair. Next Step: This sub-task is considered CLOSED. |
| 26 | Comp. Plan Update/ Conservation Plan | | | | | | Create a plan/policy to address open space in a Open Space Plan. Dependent on #11, O/H/2 | Town Council | Deb Cabana | Dean Bennett | 03/20/18 | 09/17/19 | This task is dependent on the Comp. plan green space inventory chapter. Awaiting inventory chapter for Comp. Plan. Prioritization will be done at that time. 10/16 Council discussed and agreed to prioritize as H2. (11/13) Due to M13 going back to Rec Comm, they will be unable to work this item. (1/8) Deb provided meeting minutes for a Staff meeting held on 12/20 with 2 land trust representatives & reps from local groups. (1/28) First public forum held with Alan Stearns & Lucky D'Asciano leading - notes taken & presented at 2/5 meeting. Sign up sheet of attendees to be provided. (1/28) Council discussed website options - Julie to review & agreed additional meetings are needed. Dean meet with Alan & Lucky this week. (3/19) Dean provided update & next steps and Council approved moving forward. (7/2) Dean has been on vacation - Deb to follow up. (9/3) Council rev 3/19 approval of committee & Dean's assigned task to develop the Committee charge. Next Step: Council approved Open Space charge. Committee size, approved Anne Gass as the liaison and appointed applicants. This task is considered CLOSED. |
| 47 | Joint Leaders | | | | | | Set up meeting with MSAD15 and NG personnel regarding Solar | Town Council | Sandy Carder | Sandy Carder | 02/19/19 | 09/17/19 | This item replaces items #14, 15, 16 - which dealt with first joint leaders meeting held in 2017. Council identified (1) shared communication (2) Internships (3) sidewalks (4) solar array (5) budget - as items for discussion. (3/5) Bruce has sent a note to Dr. King. (6/4) Council agreed Solar Workshop would be likely next joint discussion. (7/2) MSAD set for Revision presentation in July. (8/6) Sandy attended MSAD15 Facilities meeting & reported back to full Council. (9/17) Sandy advised MSAD needs more time to contemplate their approach to solar. Next Step: Council will await further contact from MSAD. This task is considered CLOSED. |
| 33 | Ordinance | | | | | | Update Smoking Ordinance in Gray to incorporate electronic cigarettes and other tobacco products. | ME DHHS | Town Council | Town Council | 06/19/18 | 09/17/19 | Karlene Hafemann, Community Health Promotion Specialist for Dept of Health & Human Services presented information to the Council at the 6/19/18 meeting. She advised the new signs could be provided free of charge if we update the ordinance to better enforce. Our ordinance is solid, but needs new forms of tobacco delivery included. MSAD15 has agreed to update their policies so good time to coordinate and also better in the summer months. Council agreed to proceed. (12/10) Karlene sent follow-up to Deb. Deb advised new (free) signs contingent on passed ordinance. Council agreed having in place before Spring advisable. (3/5) OAC provided priority order of outstanding items & this was included (4/16) Sharon expressed concern with the delay on this item & pending Spring facilities use. (5/21) OAC discussed and found needed changes to boilerplate lang provided. (7/2) OAC set for 7/10 & this is on agenda. (8/6) Changes to be included in 9/3 meeting. (9/3) 1st reading held. (9/17) PB reviewed & held public forum 9/12. Council had 2nd reading & public forum 9/17. Next Steps: Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED. |

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| 45 | Ordinance | C | M | 7.1 | 09/30/19 | Review 'multi-tenant' standard within Sign Ordinance for RRA Zone | Doug Webster | Town Council | Town Council | 02/05/19 | 09/17/19 | (2/5) State has approached Town regarding a waiver for a much larger sign for the Wildlife Park. Council is not willing to provide a singular waiver for State property and is cautious about changing ordinance outright as RRA covers a good portion of the Town. State is currently not willing to allow a "Dry Mills Schoolhouse" sign; however, if that sign was added and one for the F&W building, the sign would be considered a "multi-tenant" sign and new standards could be developed for that category. (3/5) OAC provided priority order of outstanding items & this was included.(3/19) Kurt from ME WP presented add'l info and advised adding DMS sign was acceptable. The cost of \$500 was identified. He also advised the lease will need to be updated which may be a good time for Town to extend term. (4/2) Sandy advised DMS committee has already raised funds for new signage. (5/21) OAC had prelin discussion at May meeting. (6/4) OAC provided feedback - back to Doug. (7/2) This discussion has been expanded to include other sign related issues - but will now be split out on the Tracking list. OAC/Planning Bd support tailored approach for this one sign. (8/6) Changes to be included in 9/3 meeting. (9/3) 1st reading held.(9/17) PB reviewed & held public forum 9/12. Council had 2nd reading & public forum 9/17. Next Steps: Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED. |
| 48 | Ordinance | C | M | 6 | 11/15/19 | Create a new Ordinance to waive excise fees for active duty military personnel | Sandy Carder | Deb Cabana | Deb Cabana | 02/19/19 | 10/15/19 | A resident has asked if the Town would consider this ordinance. State statute allows for waiver. If active duty personnel are deployed for 180 days or more. Council agreed they would support an ordinance. (9/3) Sandy pointed out this change is dependent on specific state statute so OAC/Town planning dept probably not needed. (9/17) Deb advised the ordinance is very specific and Alyssa has reviewed. (10/1) TC held first reading & approved. (10/15) 2nd reading & public hearing held. Next Step: Council approved 10/15 - will go into effect 11/15. This item is CLOSED. |
| C | Traffic - MTA - break out tasks for Item 24B | C | M | 1.2 | 10/30/19 | Rt 26 (Shaker Rd) Bridge Resurfacing | MTA | Deb Cabana | MTA | 01/22/19 | 11/12/19 | (1/22) Dan brought up the option to take a more aggressive approach with MTA to force them to provide Bike/Ped space on this bridge. Rep. Austin had rec'd a similar request from Brad Fogg and advised MTA is not reconstructing the bridge, but resurfacing it; thus, they cannot expand it. TC had been told this in our last meeting. The idea is to apply pressure and let them know how serious we are about accommodating our requests. It was pointed out that approving a Complete Street Policy (Item 40) and updating the existing Bike/Ped plan (Item 41) are in TC court & would give us more leverage; as would, funding the engineering for Rt 26 Village project to include sidewalks across the bridge. TC agreed those steps are important. Jason suggested requiring them to add State law 3 feet signs and Sandy suggested asking them to narrow the travel lanes from 12 feet to 10 feet to slow traffic & provide 4 add'l feet for Bike/Ped passage. (2/19) Council agreed to have Deb go to MDOT (1) state we want 10 foot striping instead of 11 foot (agreed on by MTA) and (2) check if there is a rule requiring breakdown lanes vs. raised sidewalk on bridges. (3/5) Mr. Mills advised they would approve a 10 foot lane, but there is an appeal process. Council agreed to pursue the appeal. (3/19) Town Staff & Engineer provided feedback on appeal process and likelihood of defeat. Council agreed to not pursue. (4/2) Council wants to confirm MDOT will stripe at 11 feet vs. 12 feet. (4/16) Deb obtained confirmation on 11 feet striping - project to begin this month. Project is underway. (10/15) Dan suggested req. side rumble strips - but due to cost and possible diff safety issues (cyclist). Council agreed to follow-up with DOT on agreed upon striping. Project is wrapping up but appears will go a couple more weeks. (11/12) This project is complete - Item CLOSED |

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| 64 | Administrative | C | M | 5 | 12/03/19 | Complete annual review of Council Rules for updates. | Council | Council | Council | 08/06/19 | 12/03/19 | (8/6) Sandy requested any council rule proposals be submitted for consideration in at 8/6 meeting - discussion included formatting changes, language clean-up, november meeting schedule, packet submission schedule (which was out of synch with chart being used) and new language around chair responsibilities and staff/legal time. Straw poll on formatting, now meet & submission timeline was held - 5-0 on all. Addtl info was req on social media & staff/legal time language. (9/3) Vote & further discussion was set - but tabled as Anne was not at meeting. (10/1) Vote taken for repeal & replace to include 3 areas of changes passed. Addtl discussion and straw poll on social media and addtl VC chair language were held 5-0 support. Addtl changes requested on staff/legal time language. (11/12) Council approved VC language and social media rules, and provided feedback on legal/staff time language. Next Step: Anne to update & submit to Deb/Sandy for 12/3 agenda vote. (12/3) Final vote taken - this item is CLOSED. |
| 53 | Ordinance | C | H | 8.1 | 04/01/20 | Review existing Senior Tax Relief Programs to determine if a program will work for Gray - creating ordinance, forms & procedure. | Sharon Young | Town Council | Town Council | 04/02/19 | 01/21/20 | (3/19) Sharon presented a draft ordinance and program information to Council under Discussion Item and requested a 1st reading be placed on 4/16 agenda. (4/2) Sandy advised she has questions and requests for more information and asked if it would be better to handle as discussion item on 4/16 and 1st reading on 5/7. Sharon wants to proceed with 1st reading. (4/16) Sharon advised she would like to table to a workshop given it was not included in the budget. She also advised contacts in Cumberland would be willing to do a presentation before the Council. (6/4) Council rec'd presentation from Cumberland Councilior & discussed. (6/18) Council discussed possibility of using addtl revenue from state, but majority did not support. Agreed to work on parameters/policy to consider in next budget cycle. (8/6) Workshop held with feedback provided. (9/3) Sharon provided demographic/program info from other towns. Anne sent some info on asset testing - Deb is working on pulling addtl data as well. (10/1) Council discussed at workshop providing feedback on parameters. (11/12) Majority of Council came to consensus on parameters for program with Sharon updating document accordingly. Disagreement on next step. Majority want to hold off on official reading/votes until after budget cycle to ensure funding in the 1st year is possible. Sharon insists on a vote in Dec meeting. (12/3) Council reviewed final language & provided some changes. (12/17) Council agreed to move one req change to ordinance to application. (1/7) Majority of council approved 1st reading. Next Step: Public forum & 2nd reading set for 1/21 meeting. (1/21) Final vote taken - goes in effect in 30 days - this item is CLOSED. |
| 73 | Administrative | C | H | 7 | 04/01/20 | Update Committee Policy to address quorum & residency requirements | Dan Maguire | Dan Maguire | Dan Maguire | 02/18/20 | 03/10/20 | (2/4) Council discussed various typographical changes needed to the policy as well as consistency in listing information on the website. Agreed Dan could just work directly with Jolie on those changes. Also, discussed issues being experienced in the area of quorums when many committees are not taking official votes all that often (and many have no finances). Agreed official meetings could be held without quorum, but any official votes would still need them. Also, Blueberry Festival Committee requested an exemption to allow non-Gray residents to volunteer for the Committee. Council agreed. Next Step: Dan will add language to address the quorum and residency changes and submit to the Council for a vote. (3/10) Council approved changes - this item is CLOSED. |

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| 40 | Administrative | C | M | 5 | 03/15/20 | Review a Complete Streets Policy & approve acceptable policy - which will roll into Comprehensive Plan . | Bike/Ped | Town Council | Town Council | 09/18/18 | 04/21/20 | Members of the Bike/Ped Committee presented an update on their work at the 9/18 TC Meeting and advised they have developed a Complete Street policy for Gray. They advised that the MDDOT and several other communities have adopted complete street policies and Councilors discussed how it has come up when planning large road projects with MDDOT/MTA. It has been submitted to Town Staff for review and feedback. Council discussed prioritization in content of whether part of comprehensive plan or stand alone item. Agreed to "medium" to start off. (1/22) TC discussed concerns with RT 28 bridge replacement which excludes bike/ped. One issue if Town needs to approve CSP before mandating MTA do the same. Would give us more leverage. (5/21) Council agreed to move up to M3 and to approach as a policy rather than ordinance changes. (8/6) Anne req this be added to an Oct agenda. (10/1) Council agreed to add to 11/12 workshop. (11/12) Council discussed and provide some initial feedback. (12/17) Anne & Dan to discuss 12/18. (1/7) Council reviewed and agreed next step is for Anne to present to the Planning Board for their feedback. (2/18) Anne reviewed with PB - they had some feedback but felt it was above their responsibilities as it was not translated into ordinances which is what they apply. (3/24) Anne has submitted to Deb. Next Step: Deb sent to Alyssa for a review. (4/21) Council approved policy with 1 minor change - this item is CLOSED. |
| 39b | Administrative | C | L | 2 | 07/01/20 | Consider the formation of a Cable TV Committee . | Deb Cabana | Deb Cabana | Brad Fogg | 09/18/18 | 04/21/20 | Although the Council decided to join the GPCOG coalition to hire one law firm to represent all member Communities in the contract negotiations, the Council did agree to consider a long term Cable TV Committee. This item is pulled from item 39a. (6/18) A community meeting was held to determine if there is enough interest to form a committee to assist the Town with the TV station. (9/3) Deb advised Randy Visser will make presentation (9/17) Randy presented info to council. (10/1) Deb/Anne to work to clarify if Randy has volunteers for a committee. (11/12) Deb is reviewing proposed Comm charge & will have ready to present to Council at Dec meeting. (12/17) Council rev initial draft of committee charge with conversation with Brad. (3/10) Dan provided revamped charge to Brad. Brad/Randy to review & finalize. Sandy provided timeline to get on the 3/24 agenda. (3/24) Council approved the charge for the committee. Next Step: Brad/Randy to submit volunteer applications for 4/21 meeting. (4/21) Council approved Randy Visser's application and will see Brad's at the 4/28 meeting. This item is CLOSED. |
| A | Comp. Plan Update - breakout of tasks for Item 11 | C | H | 1 | 11/01/20 | Inventory Chapters / map updates from GPCOG | Town Council | Deb Cabana | Northstar | 03/06/18 | 06/02/20 | Request for GPCOG estimate to provide inventory chapter updates which was provided via email. Discussed in budget & 3/6 TC meeting. 1 mth/\$5,000 per chapter from GPCOG, 20K avail now - TC gave staff the green light. Doug Webster provided a GPCOG contract update/timeline for their chapters. 9/18 - (4) draft chapters have been provided by GPCOG & Doug is working on locating a Map for the recreation dept to begin identifying open spaces. (11/13) Doug advised all chapters have been received and are being reviewed by staff. GPCOG is still working on map. (1/8) Doug advised chapters are done & with staff for review. GPCOG is on target with projected timeline for map (2/4) update provided to Council - Committee to work on review/update to inventory chapters. (4/21) Doug/Kathy advised Town Staff has reviewed and updated all but one chapter which should be done in the next week. Next Step: Staff to finish, send to GPCOG to be incorporated in 1st draft of plan. (6/2) CPSC has completed the first draft and submitted it to the State. The inventory chapters are considered closed - thus this item is CLOSED. |

*Status: O = Open C = Closed F= Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months

Last Update: 08/04/20

| No | Goal/Category | *O/ F/C | ** Pry/ | P No. | Target Date | Description | Sub By: | Owner: | Assigned to: | Dated Logged | Last Update | Comments |
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| 58 | Ordinance | C | H | 11 | 06/15/20 | Review existing Living Long Committee to determine if a program will work for Gray - creating ordinance, forms & procedure. | Sharon Young | Town Council | Sharon Young | 06/04/19 | 08/04/20 | (6/4) Council rec'd presentation from Cumberland Councilor & discussed. Council agreed an "Aging in Place" Program is separate from the Senior Tax Relief Program and could be pursued independently. (6/18) Council discussed further and agreed to looking at next steps in a workshop. (8/6) Workshop held with agreement this needs to be an organic citizen effort - not Council or Town Staff. Gray's needs are likely different than other towns and it is unknown which services/programs would be most needed. (10/15) Sharon advised she will not work on until after tax relief program is finished - est Dec/Jan. (12/3) Sharon advised there are a couple residents will to start affiliate committee. Sharon had requested info from Sec. of State office on voter registrations which would require Council approval. She advised she re-submitted application & will keep Council apprised. (12/17) Sharon advised there may be a grant opportunity to help set up programs. Council agreed to review material. Also, advised more discussions are ongoing regarding pilot communities for programs. (1/7) Grant appl was not completed in time for inclusion in packet, but was presented with req to add to agenda. Council approved pending add'l changes which Anne was to submit to Sharon and upon condition that the Committee discussion occur at the 4/21 meeting. (1/21) Sharon advised she was not submitting 2/15 Grant. Council ran out of time so was pushed. (2/4) Council discuss pilot prog but due to staff req, grant app deadline being 2/15 & add'l budget impact - to decline. Another option will be presented at 2/18 meeting. (2/18) Council agreed 5/b an affiliate Committee for now. (3/10) Grant for outreach was approved. Committee is finalizing survey with 4/1 target date. Unfortunately, the Shared Community Coordinator grant was not approved. (4/21) Survey is ready to be mailed. (4/28) Sharon adv survey has been mailed out. (5/5) Sharon adv they have rec'd quite a few back with some good results. She has also fielded some calls. (7/21) St. Joe's college is tabulating results. Next Step: Await survey responses - target is 3 weeks for the online survey availability. (8/4) Council agreed there is no further work for them until Committee provides survey results and reqs assl formally. I budget placeholder will be logged. This item is CLOSED |
| 68 | Ordinance | C | H | 5 | 10/15/20 | Review proposed Local Food Rules Ordinance for implementation. | Local Food Rules Committee | Town Council | Anne Gass | 12/17/19 | 08/15/20 | (12/3) Local Food Rules Community Group presented their proposed ordinance and provided some first hand experiences currently happening in Gray. Provided information on how the ordinance could assist with economic development and assist the many homestead farmers in Gray. (12/17) Council discussed and support moving it forward for more discussion. (2/4) Council provided some general feedback on ordinance, issues with continuity to other ordinances and process (OAC route as starting point - or allowing group to do updates to move it along faster). Majority of Council felt it was important to move along as soon as feasible given the economic impact it can have on Gray. Agreed that Anne would compile specific feedback. (2/18) Councilors provided feedback. (4/21) Draft updated ordinance has been sent to Alissa. (4/28) Sandy adv Anne working on edits with group (5/5) Anne provided update on action since last meeting - updated version will be reviewed at next meeting. Group is requesting 'emergency' status due to the covid-19 situation. (5/19) Anne reviewed changes. Council had no feedback - majority supports. Did request more detail on level of risk identified by Alyssa on 2 provisions. (6/2) Council removed reference to Farmers Markets and approved on emergency basis. (7/21) Council extended emergency ordinance with Farmer's Market addt. Discussed proposed changes and agreed substantive. (8/4) Council rev addt'l changes and agreed to move forward with them. (9/1) 1st read - council approved. (9/15) Council ext emergency to bridge gap in timing. Next Step: 2nd reading set for 9/15 with public hearing. Will need to extend emer. ordinance again. (9/15) 2nd reading. Council approval - ordinance will go into effect in 30 days. This item is CLOSED. |

* Status: **O** = Open **C** = Closed **F** = Future **P** = Past
 Priority: ****H** = 1-3 months **M** = 4-9 months **L** = 10+ months Last Update: 08/04/20

| No | Goal/Category | *O/ F/C | ** P-ty | P No. | Target Date | Description | Sub By: | Owner: | Assigned to: | Dated Logged | Last Update | Comments |
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| 79 | Ordinance | O | H | 11 | 10/15/20 | Update Mobile Vendor Ordinance to accommodate Food Trucks | Sandy Carder | Dab Cabana | Kathy Tombarelli | 06/02/20 | 09/15/20 | (5/19) Council discussed the fact that Food Trucks do not really fit in the Mobile Vendor Ordinance as they are more short term. Council agreed the ordinance needs to be updated as it was last looked at in the 90's and Food Trucks are a large part of the small business economy, allows for more food options for residents and are used to start new restaurants in some cases. OAC has a large list to work on. Kathy volunteered to take the lead. (6/16) Kathy pulled together some ordinances for the Council and asked some questions to obtain high level consensus and guidance on next steps. (7/21) Council reviewed draft from Kathy. (9/1) 1st read & council approved. Next Steps: 2nd reading & public hearing set for 9/15. (9/15) 2nd Reading & Council approved - ordinance will take effect in 30 days. This item is CLOSED. |

BUDGET ITEMS

| No | Items Label | Cost Est. | Task No. | Description | Comments |
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| 1 | Pocket Park | (2020) Grant + \$2,175 + \$3,300 in Public Works Dept | #69 M10 | Gray Historical Society has a long term vision of creating a Historic Walk with the Pennell House Memorial (re: Cumberland Farms donation/lease/ment) kicking off the effort. GHS would like to discuss the Town Owned Property at 5 Yarmouth Rd as a possible mini-park | GHS in planning stages with more information will likely be available in January. Goal is to have full trail mapped out to identify specific locations as historically important for consideration when future development is planned. (10/28) Council needs more info, GHS/CEDC both have some ideas for the space, Council has RT115 project review starting, there is some thought to put up guardrails to prevent in appropriate vehicular traffic, Anne mentioned there could be grant money avail to help with developing a plan. Council agreed to keep on list pending presentation from GHS/CEDC in near future. (12/17) GHS/CEDC presented to Council & advised of possible Grant applications for funding which will be presented at the 1/7 meeting. (1/21) Council voted to approve grant application with direct \$2,175 match & \$3,300 of public works time/costs |
| 2 | Education Funds | \$5,250 per semester - \$0 in 2020 | N/A | New continuing education fund policy was approved allowing for up to \$5,250 per semester in reimbursements per qualified employee studies. Benefit is dependent on available funds. | Policy includes request for submissions to allow for proper budgeting. Deb advised deadline for submissions is January. She will provide info on any budget requirements. Employees had until Jan 19th - request included in individual budgets. (10/28) Deb advised no employees have submitted request - thus no funds needed this year. |
| 3 | Employee Vacation/Sick Fund | (2020) \$35000 | N/A | As of June 30, 2017 the Town's Liability for compensated absences - this is an unfunded liability and comes into play when an employee retires or leaves and requires a payout of accumulated vacation/sick time. | There is no designated fund for total \$245,419. Deb advised Town spent \$18,000 on retirements last year (unfunded). Council discussed setting aside 10% (\$25k) or 15% (\$37k) annually to start. Council is looking at \$25,000 Manager Contingency fund as first step in this funding. (10/28) Council agreed further payments to close gap should be considered. (2/18) Deb advised she is seeking \$25,000 for this fund - separately from the Contingency fund as with pending retirements, it is likely the \$25,000 will be exceeded. (2/28) Katy advised she added another \$10,000 and stated we cannot reduce as it will all be spent next year plus likely the contingency fund. |
| 4 | CIP Payment | ? | N/A | 2018 CIP Bond package was put together to allow Town to make payments to the CIP fund over a 5 year period. The \$100,000 remaining outstanding from the 3/12ths rainy day fund is being logged separately - see below. | Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority & Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100k gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100k into CIP from the \$500k payment into the 3/12ths - to use projected overage next year to finalize the \$500k re-payment. (10/28) Old ladder truck is now for sale. Council agreed to ask Finance Committee to come up with "fully funded" number to better understand the gap between current \$100k - for discussion purposes. (12/17) Deb adv \$85,000 rec'd from sale of old ladder truck and \$10,000 rec'd for sale of retired equip for total of \$95,000 for CIP fund. (2/13) Deb & Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The add'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option. |

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| 5 | Watershed Plans | \$18,000 (2018) \$5,000 (2019) | N/A | \$12k for Thayer Brook & \$6k for Cole Brook were approved in last year's budget. Cumberland County Soil & Water Conservation District has identified other watersheds that need surveys and/or protection plans. | Doug advised contracts have been signed & surveys will be underway shortly. Some discussion was made about what other watersheds need attention. Doug will reach out to CCS&WC to ask for input and estimated costs for next steps. Awaiting report back from initial watershed study for next steps and costs. (8/6) CCS&W will be doing a presentation in Sept to provide an update & next steps. (10/28) Presentation has been pushed to December. Council asked if CCS&W would provide feedback on other necessary watershed studies and estimates - in addition to any monetary impacts from completed studies. (12/17) CCSWD presented results of study to Council along with recommendations. Council asked for est. for each task (ballpark), as well as, ISWG fees. (12/18) Kathy provided the Watershed estimate document to the Council which is set to discuss it at the 3/26 workshop. (3/26) Council reviewed and would like Doug & CCS&WC to prioritize top tasks & resubmit lower budget. (4/2) Doug provided update - split in two piece with each about \$13k. Council would like tasks (1) from each proposal for this year & then the rest for next year to balance addressing current water quality issues and preparing for future impacts - revised cost \$7,200. (4/9) Kathy advised after re-reading proposals she better understands why Heather is recommending items 1-3 first before doing ordinance work. Will get clarification & bring to 4/16 meeting. No impact to bottom line as part of CIP. (4/21) Kathy rev with Council, and Council agreed to go back to the original 2 tasks - but only do task #1. With the grant funding the remaining tasks would be done the following year & after Task #1 is complete, the Council will have a better handle on when task #2 should be done. |
| 6 | Sidewalks - Libby Hill | \$115,000 plus - 20% of total? | N/A | MSAD15 has expressed interest in a joint effort in developing project plans for new sidewalks between Middle & High Schools on Libby Hill Road for possible grant application/approval for outside funding. | Council discussing top priorities from Public Works, included in Bike/Ped Plan and from MSAD15 standpoint. State grant programs require an approved project plan and as specific % of the funding approved & set aside before applying for remainder of funding. Joint leaders meeting with MSAD15 being worked on again. Steve included the Russell School piece in his engineering request for Shaker Rd (see item 25B). Dan also recommended a 'standard' be derived for all future sidewalks - covering things like width, grade, ADA requirements, etc. Steve advised he could work with Will to create a standard. Council will budget for engineering & roll this into the Shaker Rd project - see 25B below. 20% of funding would be considered in future budget once total cost is known. (10/28) Council asked to have Will provide estimate for engineering costs. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. |
| 7 | Public Facilities Study | \$44,000 | N/A | \$23,000 was approved in 2018 budget to conduct a Public Facilities Study on current capacity and projected capacity needs. (Public Safety Study) | Mo used Windham's recent study and did a rough draft to obtain quotes; a larger sum (\$56k) will be needed to complete this & the study was not as detailed as needed. Staff recommends breaking this into two pieces - Public Safety & All Other. Public Safety piece may require a specialty consultant. Staff will do more work to present options to Council. \$23k has NOT been spent and could be rolled over & added to - to cover options. Council cut this from the budget - anticipating doing it next budget. (10/28) Deb advised she engaged with a contractor to complete the Public Safety piece in this year's budget and will provide an updated estimate for other departments. (3/26) Council agreed that this should be pushed off 1 year so the new Manager can participate. |

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| 8 | Broadband Partnership | | N/A | Lakes Region Broadband Partnership along with Cumberland County are working on the Connect Cumberland project to extend broadband through major corridors. Updating this to possible funding needed related to Grant being pursued with Windham. | A presentation was made to the Council during the July 3rd, 2018 meeting. Costs are unknown at this time, but goal was to have more information by year end for budget planning. No update on costs at this time. (10/28) Deb advised the group was having difficulty finding a contractor to do the work and thus will not be included this year. |
| 9 | Skateboard Park | (2020) \$15,000 | N/A | A GNG student reached out to the Town asking for consideration of a Community Skateboard Park . Partner with school? | Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28) Dan advised this is still be worked on. Council agreed until they are ready to present a plan both for the park and the fundraising piece, this will not be considered. (1/21) Officer Chadler will present at the 2/4 Council meeting. (2/4) Presentation made to Council, majority supports project, requested a full blown proposal with estimated budget before next steps could be determine. The funding will need to be grants, fundraising & the Town. Location will be critical. (2/27) Rec dept is requesting \$15,000 (out of estimated \$125,000-130,000) to start the ball rolling on planning & fundraising. |
| 10 | Land Acquisition Fund | (2019) \$50,000 (2020) \$25,000 | N/A | A Community Center has been discussed in various meetings and may be related to the above (13) Public Facilities Study - as far as next step planning. | May be funded by the recreational enterprise fund. Recently notified of 2 residents (Carrie Carter & Steve Morse) who have obtained a license from the state and are looking at setting up a Committee. This is tied to both the Comprehensive Plan and item 13B as a review & input from residents in need to determine need, size, location, priority, etc. Deb did advise that Newbegin is in need of substantial upgrades to make it more efficient and capacity has been breached. See 32 below - would roll into Land Acquisition fund. (8/6) The Council asked Deb to reach out to the owner of the Hamilton property to inquire about options for the Town - whether that is a community center with municipal parking, fields, or housing - or a combination of them - is unknown at this point & will require further discussion. (10/28) Council has this on their workshop list. (3/12) Council has set a workshop on 3/31 to discuss the status of the Hamilton Property and Land Acquisition funding. (3/31) Council discussed and agreed it is a great opportunity and Town should move to engage owners in an option contract to give us time to collaborate with GNGLL, Royal River, etc. to develop plan, seek resident input & approval and create a funding plan. (4/2) Council was provided with valuation info & will discuss land acquisition fund at 4/9 meeting. (4/9) Council discussed tentative steps for Hamilton property is to identify funding in this year's budget, then between now & possibly Nov election, working on more details for concept plans and identify funding options which could be used to seek residents feed and a vote with Nov election. Council agreed to set \$50,000 again as separate question. (4/28) Council agreed to reduce to \$25k and to list as part of the CIP warrant article. |
| 11 | Dog Park | | N/A | A suggestion was received to establish a Town Dog Park on the capped land fill. After some discussion, it was determined it was not a good fit; however, another location may work, if there is support. | Council agreed this is not something that will be pursued in this year's budget. (10/28) The land fill is no longer an option due to the pending solar array. No further requests have been made, thus it will not be considered this year. |

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| 12 | Speed Signs | \$8,325 speed sign \$15,250 for text & speed combo sign | N/A | The Town owns one speed sign. Discussions about purchasing others - that mount to utility poles with flashing lights and "slow down" with the speed have been discussed. | The one sign Gray owns was obtained via a grant. Steve can obtain some costs estimates for a similar one and/or those mounted on utility poles. Also, Deb advised deputies have asked the Town to look into School flashing lights for Shaker Rd as it is difficult for them to enforce without them. MDOT has said we can install. Steve will obtain prices. Dan suggested we also calculate what % of time is dedicated to speeding & provide more information to residents. Steve did advise the sign does record & the data is given to the Sheriff's office. Signs for school zone on hold pending Fiddleheads status - others will need to wait for future budget. (10/28) Steve advised he found a different vendor - same sign - mount on trailer version which is in the \$3-4K range. He feels these are more effective than the pole mounted ones as people get used to those. The current sign has been damaged and will likely not be repaired until spring. (2/4) Fiddlehead's charter school is not relocating - they are buying the building & the center will be relocating. Council will need to discuss school signs again. (3/12) Alec advised the cost is closer to \$5,500 to purchase a new hybrid sign that has radar measured capacity as well as construction messaging capacity. He advised it does track data - but the computer it is using is very old. Council would like data at least reported out after each usage. Alec advised it is shared with the Sheriff but they do not maintain the data. (3/26) Alec provided \$8325 price for speed sign only or \$15250 for construction type sign with speed & text. Council believes the multipurpose sign is a better value - but may want to wait until next year. Council will consider once Shaker Rd project costs known. (4/9) Majority felt there is likely value in having add'l sign, but majority also felt it could wait given the existing sign is now fixed & ready for use again and we are purchasing a radar gun for the deputies. |
| 13 | Planning /Engineering | N/A | #4 M3 | TIF Projects (Main Street, Village Shaker Rd, Route 115). Sidewalk projects, and other projects (Wilkes Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA). | Steve projected \$75K for engineering work for the Route 115 project, but will advised that the engineering costs need to be included into the project request - if we go with MPI program - where MDOT would pick up 50% of costs - up to \$500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided \$91,000 design fee & \$62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 258 will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17) Public forum held on 12/5 - Council to set workshop. (3/26) Council is working to amend Route 100 South TIF to allow for funds to be used on this project. (4/21) Council set public hearing for 6/2 to put out to voters at 7/14 election. |
| 14 | Construction Costs | \$88,400 | N/A | Extending sidewalk from Hannaford - Spruce Street - Sidewalk projects, and other projects (Wilkes Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA). | Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues. |

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| 15 | Contingency Fund | \$25,000 | N/A | Many Towns (and most companies) incorporate a Contingency Fund into their budget planning to cover unforeseen expenses. | <p>Deb provided (2) examples - \$18K for unfunded vacation/sick time for retirees and \$10K for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone & must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between \$20-30K. Council agreed to tentative \$25,000 amount to cover projected retirement and have some left over. (10/28) Council funded this as a combination of employee time & contingency - agreed we need to continue working on this fund. (2/18) Deb advised she is requested \$25,000 for this fund separate from vacation/sick time outstanding liability. (2/27) Katy advised we will likely spend this to supplement the vaca/sick time fund. (4/2) Deb advised it could cost up to \$10K for an add'l election if we miss the 6/9 election. Katy advised the money in this year's budget for that election would flow into the unassigned but would not be accessible until the following year's budget cycle after the audit was completed. Council needs to consider adding \$10K to contingency. Katy advised that contingency is set aside to help with transition to new Manager. (4/9) Governor will be moving election to July 14th - we will move local to coincide. Ballot printing, machine programming will be in current budget, there may be some money needed for staff time. Council agreed to keep contingency fund at \$25,000. Election change is another example of why a contingency fund is needed.</p> |
| 16 | Senior Tax Relief Program | \$30,000 | #53 H8.1 @ | There was limited discussion about a possible Senior Tax Relief program for the elderly property owners. | <p>Other Towns have adopted them - an example - 70 years old, residency for 10 years and up to \$XX of reduction in property taxes. Sharon shared another example of parameters for such a program. Dan expressed concerns with using funds for other priorities. Means testing would be a requirement & it would have to be a principle resident. One goal is to avoid tax liens & subsequent forfeiture of the property - State just passed legislation to make it much harder for towns to force eviction due to unpaid taxes for seniors. Council would like more information on impact. Sharon proposed a \$25,000 starting fund, but Council wanted to work out details of program before considering as a budget item. (4/4) Council discussed again with increase to \$50,000 proposed by Sharon. Council did not agree to add to the budget as increase is already large & would like better handle on sustainability/costs (Cape - \$75K, Cumberland \$65K). Council could not identify items to scratch from budget to compensate for needed funding. (8/6) Workshop held. (10/28) Council has another workshop to determine if consensus can be reached on program parameters. (12/17) final changes discussed - 1st reading set for 1/7. Approved at 1/21 meeting. (3/26) Sharon is req \$30K for this fund. Sandy/Dan want to delay. Bruce/Anne want to reserve decision until final number crunching. (4/16) Majority of Council felt this new service should not be added this year given the current situation and strain on other taxpayers - not on a fixed income - who may be losing their jobs, etc. A request was made to put it on the ballot as a separate question, but only 2 Councilors supported.</p> |

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| 17 | Paving | (2020) \$469,250 | N/A | Need to review Paving budget process to ensure projected & actual are closer | Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of falling road projections. (10/28) Steve will adjust request - to ensure we get 'caught up' on our paving - as a starting point. (2/27) Figure excludes \$13,500 being requested for pavement condition study. (3/12) Council discussed request for study. There is no industry standard - and last study was done 2017. Alec said roads that have been paved in last 3 years would need a study to determine their updated status. Council asked for est to do just those roads vs. a full study. (3/26) Alec checked into reducing study & only option is to break down into districts to do one each year - but that will likely cost more overall. Council agreed it needs to be done by next year at latest, but need to push this year. |
| 18 | Libby Hill | (2020) \$13,579 | #27 H1.2 | Need to determine long term obligation and budget funding for Libby Hill maintenance for Town's portion of acreage | Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgeting will likely be deferred until MSAD15 identifies their funding. |
| 19 | Rainy Day Fund | (2020) \$25,000 (2021) \$75,000 | N/A | Need to replay 3/12's fund to make it whole | (10/28) \$500,000 was taken from the 3/12's fund to help purchase the new ladder truck. \$400,000 was paid back in 19-20 budget cycle. \$100,000 remains outstanding and needs to be paid back - within the next 4 years. (4/2) In our 3rd year to pay back over the 5 years total - Council agreed to only pay \$25k this year and look to pay remaining \$75k next year once more is known about the economic downturn. |
| 20 | Traffic Calming Measures | ?? | N/A | Add traffic calming measures as part of the project planning & designs | (10/28) Bicycle Coalition of Maine provides these items free of charge for testing; however, if Gray does decide to proceed with formal measures, equipment and/or construction costs may be incurred. (3/12) Anne advised it will take through the summer to set up tests and to identify what, if any, traffic calming measures will be recommended and then to determine costs. Will be considered in next year's budget. |
| 21 | Library Heating System | ? | N/A | Library Heating System may need to be replaced in 5 years | (2/27) Mo advised increasing maintenance costs are being experienced with the Libaray boiler which should last another 5 years and recommends a future replacement to a version that has fared better in the other public buildings and is less costly to maintain - at a cost of around \$20,000. We are/will spend \$5,000 a year during the 5 years. Discussed the option of just replacing now - Mo clarified system is more complex and has more splits because of the layout (original building & addition). Council wants to make sure future update/conversion is covered in CIP. |
| 22 | Automatic Fuel Shutoff | ? | N/A | Should systems be upgraded to automatic shutoff options | (2/27) Dan reminded Council that during the CZA process with Cumberland Farms an automatic fuel shutoff system was discussed (more costly) vs. having personnel being responsible for quickly (and correctly) shutting down systems to prevent a spill or minimize one. More research needed to determine costs/viability vs. benefit. |

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| 23 | Fencing | ? | N/A | Need to add Fencing to CIP schedule - applicable departments | (4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle. |
| 24 | Existing Sidewalks | ? | N/A | Need to add all Existing sidewalks to CIP schedules | (4/9) Sandy pointed out that existing sidewalks are also not listed in the CIP schedule for maintenance/reconstruction work. Town has been only addressing when applicable roads come up for paving - usually nothing is done when overlay paving is done - creating a situation where they are only being addressed when a road is reconstructed. By that time, sidewalks are in bad shape and add considerable costs to the road budget. Need to put money aside to ensure existing sidewalks are maintained and funded when reconstruction is needed. |