

TOWN GRAY
GRAY TOWN COUNCIL
AGENDA • OCTOBER 20, 2020

**Gray Town
Council Regular
Meeting**

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

7:00 PM

I.

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.**

II. WORKSHOP 6:00 - 6:55 PM

1. Sign Ordinance

III. ROLL CALL

IV. PLEDGE OF ALLEGIANCE TO THE FLAG

V. MINUTES FROM PREVIOUS MEETINGS

1. To Review and Act Upon Approving the Town Council Minutes of October 6, 2020. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Approves the Town Council Minutes of October 6, 2020.

VI. 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**

VII. PRESENTATION(S)

1. Mr. Hamilton - Woodcock Drive **15 MINS**
2. Open Space Committee **15 MINS + Q/A**

VIII. PUBLIC HEARING(S)

1. Public Hearing - To Review and Act Upon Approving and Adopting the Proposed General Assistance Ordinance Appendices 'A-F", for the Period of October 1, 2020 through September 30, 2021, as Proposed by the State. **5 MINS (7:45 PM)**

(Second Reading) To Review and Act Upon Approving and Adopting the Proposed General Assistance Ordinance Appendices 'A-F", for the Period of October 1, 2020 through September 30, 2021, as Proposed by the State. **5 MINS**

Proposed motion:

Be it Ordained, the Gray Town Council Approves and Adopts the Proposed General Assistance Ordinance Appendices "A-F", for the Period of October 1, 2020 through September 30, 2021, as Proposed by the State.

IX. REPORT FROM THE COUNCIL CHAIR (20 MINS TOTAL ITEMS IX - XII)

X. REPORT FROM THE TOWN MANAGER

XI. COMMITTEE REPORTS

XII. COUNCIL CORRESPONDENCE/ACTIVITIES

XIII. ACTION ITEMS

1. To Review and Act Upon the Appointment of Warden for the November 3, 2020 Election. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Appoints Carol West as the Warden for the Election to be held on November 3, 2020.

2. To Review and Act Upon Approving the Municipal Warrant for the Special Town Meeting to be Held on November 3, 2020. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Approves the Municipal Warrant for the Special Town Meeting to be Held on November 3, 2020.

3. To Review and Act Upon Appointing Kaitlyn Bernard to the Open Space Committee for the remainder of a Three-Year Term which Expires on August 31, 2021. **5 MINS**

Proposed motion:

Ordered, The Gray Town Council Appoints Kaitlyn Bernard to the OpenSpace Committee for the remainder of a Three-Year Term which Expires on August 31, 2021.

4. To Review and Approve Halloween Protocols for October 31, 2020. 5 MINS

Proposed motion:

Ordered, the Gray Town Council Approves Halloween Protocols for October 31, 2020.

XIV. COUNCIL BUSINESS

1. Libby Hill Maintenance Agreement Workshop - Dan 10 MINS
2. Mayall Road/Depot Road Traffic Issues - Options 20 MINS
3. Support Letter for Deputies - Dan 10 MINS
4. Vacant Buildings - Shaker Road/North Raymond Road 10 MINS
5. Tracking Spreadsheet/Workshop Schedule 10 MINS

XV. ADJOURNMENT

1. Motion to Adjourn 9:35 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.*

Suzanna Gallant

From: Doug Webster
Sent: Thursday, October 15, 2020 3:55 PM
To: Deb Cabana
Cc: Suzanna Gallant
Subject: TC 10-20-20 Sign Ord Workshop notes

Deb-

As you are aware, the TC has set a workshop next Tuesday to review and provide input to the draft changes to the Sign Ordinance (Chapter 406). All changes have been entered using the stike-thru/underline formatting that the Council is accustomed to. This message is intended to provide background and context for the discussion on Tuesday.

Despite efforts to better understand the practical aesthetic implications of illumination standards, it has proven to be challenging to solicit input. I am currently in contact with two sign companies in hopes that we will be able to better understand this component. There are currently draft standards for this is at least two locations in 406. As noted below, Council input is specifically requested on this illumination aspect.

Notes:

-The numbering and/or formatting of the Ord is not complete.

-The most substantive changes include adding the Town's current Banner policy, adding commercial banners, adding an allowance for electronic motor fuel price signs, and adding a special provision for multi-tenant properties located in the Village Sign District.

-There are several minor changes such as limiting the size of the supporting structure (as compared to sign area proper as defined) predicated on currently existing signs (Ord. page 19)

On behalf of the OAC, I encourage Council input on all proposed changes as a check/balance that we are on the correct track with the draft changes. More specifically, TC input on the following would be helpful:

- Does the Council endorse not counting electronic gas price signage towards total sign area?
- Does the Council endorse adding an allowance for banners for commercial businesses?
- Does the Council have input on allowing internally illuminated signs in the village?
- Does the Council believe it is appropriate for the Town to regulate maximum night-time brightness/illumination of signs in the village? Throughout Town?
- Does the Council want the Town to regulate "Light Color Temperature" (Ord page 22) to require daylight-color temperatures?
- Does the Council endorse having special standards for multi-tenant properties in the village (Ord page 27, bottom)?

There has been extensive OAC and staff time expended towards the draft changes to 406. There is also much relevant background that I am pleased to share pending the questions and input the Council has at the upcoming workshop.

I look forward to and welcome any/all input to enable the changes to 406 to be finalized so that the OAC can move forward onto the growing list of tasks.

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).

**CHAPTER 406 SIGN ORDINANCE
TOWN OF GRAY MAINE**

Adopted August 19, 1982

Amended January 20, 1989

Amended October 3, 2002

Replacement Adopted January 15 2013

Amended August 4, 2015 / Effective September 4, 2015

Amended September 17, 2019 / Effective October 17, 2019

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ARTICLE 1 – TITLE AND PURPOSE

406.1.1 TITLE

This Ordinance shall be known and may be cited as the Sign Ordinance of the Town of Gray, Maine.

406.1.2 PURPOSE

The purpose of regulating signs is to promote and protect the public health, safety and welfare by regulating existing and proposed outdoor advertising, outdoor advertising signs, and outdoor signs of all types; to protect property values; enhance and protect the physical appearance of the community; preserve the scenic and natural beauty and provide a more enjoyable and pleasing community; to reduce sign or advertising distractions and obstructions that may contribute to traffic accidents; reduce hazards that may be caused by signs overhanging or projecting over public right of way; provide more open space, and curb the deterioration of natural beauty and community environment.

ARTICLE 2 – DEFINITIONS

406.2.1 DEFINITIONS

1. **Abandoned Sign:** Any sign remaining or portion thereof, derelict at a location where the advertised goods or services are no longer being provided.
2. **A-Frame:** A temporary sign containing two (2) sign faces and whose framing is hinged at the apex at an angle less than forty-five (45) degrees.
3. **Animated Sign:** A sign employing actual motion or the illusion of motion.
4. **Awning/Awning Sign:** An awning which includes words, letters, figures, designs, symbols, graphics or pictorial art shall not be counted toward calculating the maximum number of signs allowed on a property, but shall constitute a wall sign for all other purposes, including the calculation of maximum aggregate sign area.
5. **Banner Hill:** A grassy knoll located on State Route 26 just northeast of the intersection of State Route 26A ("by-pass"). For the purposes of this Sign Ordinance, Chapter 406, Banner Hill shall be considered the portion of road frontage on the northeasterly side of the intersection of Routes 26 and 26A commencing at the fire hydrant ("2006" on casting, located fifty (50) feet southeasterly from CMP/Utility Pole #280) extending southeasterly two-hundred and fifty (250) feet to CMP/Utility Pole #277 (Pole #277 is located fifty (50) feet from the edge of pavement). Measurements are perpendicular to the paved road and extend the full width of the road right-of-way.
6. **Banner Sign:** A temporary sign having characters, letters, or illustrations applied to plastic, cloth, canvas, or other light flexible foldable or rollable non-rigid fabric-like material being used for background that projects from or hangs from a building, structure, pole or wire.

Banner signs shall be subject to all applicable standards in this Chapter 406 and do not include pennants or flags.

Banner Sign, Commercial: A Banner Sign containing a commercial message. Off-site Banner Signs, Commercial, are specifically prohibited.

a. Banner Sign, Community: A Banner Sign, subject to standards in this Chapter 406, containing a Non-Commercial message announcing a function or event of Town-wide interest that is endorsed by the Gray Town Council.

4.7. **Billboard:** An advertising sign not located at the premises that it is promoting. A billboard is deemed not to be a sign as otherwise defined herein.

5.8. **Business, Establishment or Religious Institutions:** A business, ~~or~~ establishment, or religion institution occupying an entire building or a part of a building.

9. **Canopy or Marquee Sign:** A sign which is on or attached to a permanent overhang projecting from the face of the building and supported entirely or partially by the building.

Commercial Message: The promotion of any, logo, insignia, trademark, lettering, numbering or otherwise for a product or service of an entity operating primarily for profit.

a. _____

6.10. **Community Events Banner:** A temporary sign erected between poles at a location(s) as permitted by the Town of Gray's Banner Policy.

7.11. **Directory Sign:** A freestanding or wall affixed sign which identifies the businesses in an integrated center such as an office campus or industrial park, in whole or in part, usually with a listing or a graphic representation of some or all of the tenants in the center.

8.12. **Electronic Message Display Board:** A permanent message board in which one or more illuminated characters in a display may be changed by electronic means.

9.13. **Entrance Sign:** A sign designed to identify the entrance to a residential subdivision, ~~or~~ commercial office, or industrial park

10.14. **Farm Stand:** A roadside stand selling only farm, garden, greenhouse, nursery, or Farm Food Products. The individual or business entity operating the Farm Stand must participate in the harvesting and/or production of the majority of food/products offered for sale.

11.15. **Farm Food Products:** Food products of the soil not subject to State Tax including fruits, vegetables, grain and grain products, honey, nuts, and maple products. If produced on the same premises as the Farm Stand where sold, eggs, dairy products, meat and meat products (including poultry) shall be considered Farm Food Products.

~~12.16.~~ **Freestanding Sign:** A sign supported by one or more uprights or braces, permanently affixed into the ground. It shall not be erected in or project over the public right-of-way.

~~13.17.~~ **Frontage, Street:** As defined in the Town's Zoning Ordinance.

~~14.18.~~ **Ground Sign:** A free-standing sign, generally having a low profile where the base of the sign structure is on the ground or a maximum of twelve inches (12) above the lowest point of the ground adjacent to the sign such that the sign has the appearance of a solid base and contains information on activities or businesses. It shall not be erected in or project over the public right-of-way.

~~15.19.~~ **Home Occupation:** As defined in the Town's Zoning Ordinance.

~~16.20.~~ **Identification Sign:** A sign indicating the location of, or direction to, a separate function performed within one portion of that building. Examples of identification signs are: "entrance", "exit", "auditorium", etc. Identification signs do not name or advertise the activity conducted within or outside of the premises.

~~17.21.~~ **Illuminated Sign:** A sign characterized by the use of artificial light.

~~18.22.~~ **Internally Illuminated:** Illumination in a manner in which artificial light is projected through the signs surface. This does not include individually pin-mounted reverse illuminated solid-faced channel letters signs, often referred to as "halo-lit signs".

~~19.23.~~ **Externally Illuminated:** Illumination of a sign by reflecting artificial light off its surface.

~~24.~~ **Industrial Park:** A parcel of land classified by the Town Planner as an Industrial Park at the time of site location approval.

~~25.~~ **Motor Fuel Price Sign:** Numerals designating the price per gallon or liter for a particular grade of motor fuel.

~~20.26.~~ **Multi-Tenant Property:** A lawfully existing lot or parcel having a minimum of one hundred (100) feet of street/road frontage on a publicly owned road which has four (4) of more separate ground-level commercial establishments or units each of which having its own entrance and individual area to conduct business. Two (2) or more establishments or units occupied or utilized by the same commercial entity or parent company shall be considered one (1) commercial establishment or unit.

~~21.27.~~ **Municipal Signage:** Signs erected by the Town, on municipal property, and Municipal Banners erected promoting the Town or an event sponsored or endorsed by Town.

~~28.~~ **Murals:** A painting or pictorial representation conveying a Non-Commercial Message applied to or incorporated into a structure or wall, that can be viewed from public places,

alleys, or rights-of-way. The entire area of a mural that contains any advertising, logos, or similar associated with a non-residential entity shall be considered sign area for the purposes of this Ordinance.

22.29. Non-Commercial Message: A constitutionally protected message that is not commercial in nature. Non-commercial messages on signs typically addresses topics of public interest such as, by way of example and not limitation, politics, religion, philosophy, science, art, or social commentary.

23.30. Occupant: Business(es) located in a specific definable space that may be owned, rented, or leased as a unit whether a stand-alone building or portion thereof separated from other business locations by fixed walls without interior access. Multiple businesses practically functioning from the same fixed owned/ rented/ leased unit shall be considered one “occupant” for the purposes of this Ordinance specifically including Table 1.3.

24.31. Office Building: A single building of no less than 5,000 sq. ft. floor area net. As defined in the Town’s Zoning Ordinance.

25.32. Office, Business or Professional: The place within and from which a person or persons conducts a business providing, by way of example, but not limited to, a trade, professional or service to clients or customers. Business and professional offices may include, but are not limited to, offices for plumbing, electrical, and other construction trades, firms or contractors; and for lawn care and building cleaning companies; and for lawyers, doctors, accountants, engineers and other professional consultants. Personal services, as defined in the Town’s Zoning Ordinance, are not included in this definition.

26.33. Office Campus: A group of three (3) or more Business or Professional Office Buildings in a designated area served by a single main entrance.

27.34. Official Business Directional Sign (OBDS): Refer to the Town of Gray’s Official Business Directional Sign Ordinance

28.35. Off-Premises Site Sign: ~~Directs attention to a business, industry, profession or service not conducted on the premises where the sign is displayed. A sign that advertises commercial products, accommodations, services, or activities not provided in or on the property or premises upon which it is located. Off-Site Banner Signs, Commercial, are specifically prohibited.~~

29.36. On-Premises Site Sign: Directs attention to a business, industry, ~~accommodations,~~ profession or service conducted on the property or premises where the sign is displayed.

30.37. Open Flag: Standard flag indicating that an establishment is “open for business.”

31.38. Permanent Sign: ~~A sign or advertising display designed and intended for long-term use constructed of weather-resistant rigid materials that is securely attached to a building, wall, and/or sign structure in the ground. A non-temporary sign designated and intended for long-term use.~~ OR A sign which is constructed of rigid material and is securely attached to a

building, wall, fence, or freestanding structure in the ground, and is designed and intended to be utilized for long-term display.

- 32.39. Person:** Includes a firm, association, organization, partnership, trust company, or corporation as well as an individual, but does not include a governmental unit or entity.
- 33.40. Portable Sign:** A temporary sign which is not designed to be permanently affixed into the ground or to a structure.
- 34.41. Premises:** One or more lots, tracts, plots, or parcels of land together with the building(s) and structure(s) thereon which are in the same ownership and are contiguous.
- 35.42. Property Identification Sign:** A sign designed for the purpose of identifying a residential or commercial property by street address, primarily in the interest of public safety
- 36.43. Projecting Sign:** A sign that is wall-mounted, perpendicular to the building surface. In no event shall a projecting sign be higher than the roof of the building to which it is attached.
- 44. Public Notice Sign:** A temporary sign the primary purpose of which is to display information of a civic, social, or religious nature. Such a sign may have a surface which allows the use of removable letters subject to standards in this Ordinance.
- 45. Push-Through signage:** Letter(s), number(s), logo(s), or similar advertising on a sign that extends through and/or beyond the front surface of a sign face that may or may not be internally illuminated.
- 46. Push-Through flush signage:** Push-through style signage that does not extend beyond the front surface of a sign face.
- 37.47. Real Estate Sign:** a temporary sign which advertises the lease or sale of land, space or structure.
- 38.48. Retail Trade:** As defined in the Town's Zoning Ordinance.
- 39.49. Roof Sign:** A sign installed on top of, or over, the roof of a building with the principal support on the roof structure.
- 40.50. Shopping Center:** A group of retail stores and/or office having a minimum of 25,000 sq. ft. of floor area net as defined in the Town's Zoning Ordinance.
- 41.51. Sign:** Any object, device, display, or structure, or part thereof, situated outdoors, which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means including words, letters, figures, design, symbols, fixtures, colors, illumination, or projected images. For the purpose of this Ordinance any logo, and/or lettering painted on or adhered to the exterior sheathing, wall or roof of a building shall be considered a sign. Graphics and

pictorial art work are allowed on signs and shall be considered a part of the sign and shall constitute sign area.

- a.—Sign Area:** The area of a sign (which is also the area of a wall sign or other sign with only one (1) face). Sign area shall be computed by using the smallest square, rectangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework, bracing, or decorative fence or wall when such fence or wall otherwise meets zoning Ordinance regulations and is clearly incidental to the display itself (refer to Diagrams 1 and 2).

42.52. Subdivision: The term shall be defined as in Title 30-A M.R.S.A. § 4401, sub-§4, as amended.

43.53. Temporary Sign: A sign or advertising display designed to be displayed for a limited amount of time as defined in Article 5 that is constructed of lightweight or flexible material designed and intended to be on display for short time periods and is easily installed and removed using ordinary hand tools. A Portable Sign, as defined in this Chapter 406, shall also be considered to be a temporary sign provided that standards established in Section 5 and in this Chapter 406 are maintained.

44.54. Town: Mmeans the Town of Gray, Maine.

45.55. Wall Sign: Any sign mounted parallel to or painted on the wall of a building extending not more than six (6) inches from that surface.

ARTICLE 3 – SIGN DISTRICTS ESTABLISHED

406.3.1 DISTRICTS ESTABLISHED

For the purposes of this Ordinance, the Town of Gray's Shoreland Zoning, Zoning and Overlay District(s) have been classified into three (3) Signage Districts:

- 1. Residential District:** This district is comprised of the following Zoning Districts per Chapters 402 & 403: Rural Residential & Agriculture District (RRA), the Lake District (LD), the Medium Density District (MD) Zoning Districts, and the Mobile Home Park Overlay District (MHP). This district also includes the following Shoreland Zoning Districts: Limited Residential (LD), Stream Protection (SP) and Resource Protection (RP).
- 2. Business District:** This district incorporates the following Zoning Districts per Chapters 402 & 403: Business Development Districts (BD-1 & 2), the Commercial District (C), Business Transitional-1 & 2 (BT-1 & 2), and the Wellhead Protection Districts 1 and 2 (WH1 and WH2) Zoning Districts. This district includes the Limited Commercial (LC) Shoreland Zoning District.
- 3. Village District:** This district includes both the Village Center District (VC) and the Village Center Proper District (VCP) Zoning Districts per Chapter 402.

This table defines the allowable sign types and sizes by District. 'P' designates a permitted sign within a specific district. 'N' designates signs that are not permitted.

Table 1.1 Sign Type and Zoning

Sign Type	Residential	Business	Village
A-Frame	P	P	P
Animated	N	N	N
Billboard	N	N	N
<u>Banner Signs-Commercial</u>	<u>N</u>	<u>P</u>	<u>P</u>
<u>Banner Signs-Community</u>	<u>P</u>	<u>P</u>	<u>P</u>
Canopy or Marquee	P	P	P
Directory	P	P	P
Electronic Message Display Board*	N	P	N
Entrance	P	P	P
Externally Illuminated	P	P	P
Freestanding	P	P	P
Ground Sign	P	P	P
Home Occupation	P	P	P
Internally Illuminated	N	P	N
Mural	P	P	P

Off- Premises-Site	N	N	N
On- Premises-Site	P	P	P
Portable	P	P	N
Projecting	P	P	P
Property Identification	P	P	P
Roof	N	P	P
Wall	P	P	P

* Municipality owned signage is exempt from district requirements.
All other sign types are prohibited.

Table 1.2 Maximum aggregate sign area by district.

	Residential District	Business District	Village District
Maximum Aggregate Sign Area*	48 sq ft	150 sq ft	56 sq ft

* Aggregate sign area is the total sign area of all signs permitted per business or establishment, including temporary signs, with the exception of Directory signs that conform to standards in this Ordinance including but not limited to Table 1.3 below. Banner Signs and Motor Fuel Price Signs that are in conformance with all standards in this Chapter 406 shall not count towards Aggregate Sign Area. (NOTE: May need to eliminate new sentence)

This table defines the number of signs and maximum square footage of each sign type per district.

Table 1.3 Sign requirements by district.

	Residential District	Business District	Village District
Free Standing Signs			
Number Permitted Per Establishment	1 per Frontage	1 per Frontage or 1 per each 250 ft Frontage	1 per establishment
Maximum Sign Area (Square Feet)	36 sq ft per Sign Maximum total combined 36 s.f.	60 sq ft per Sign	24 sq ft per Sign Maximum total combined 24 sq ft
Maximum Height (feet)	12 ft	25 ft	12 ft

Ground Signs			
Number Permitted Per Establishment	1 per Frontage	1 per Frontage or 1 per each 250 ft Frontage	1 per Frontage
Maximum Sign Area (Square Feet)	36 sq ft per Sign	60 sq ft per Sign	24 sq ft per Sign
Maximum Height (feet)	8 ft	8 ft	8 ft
Wall Signs			
Number Permitted Per Establishment	1 per Occupant	1 per Occupant	2 per Occupant
Maximum Sign Area (Square Feet)	36 sq ft per Occupant	75 sq ft per Occupant	24 sq ft per Occupant
Maximum Height (feet)	N/A	N/A	Subject to max height of 16 ft from grade
Projecting Signs			
Number Permitted Per Establishment	36 sq ft per Occupant	1 per Occupant	1 per Occupant
Maximum Sign Area (Square Feet)	36 sq ft per Occupant	75 sq ft per Occupant	24 sq ft per Occupant
Roof Signs			
Number Permitted Per Establishment	1 per Occupant	1 per Occupant	1 per Occupant
Maximum Sign Area (Square Feet)	36 sq ft per Occupant	75 sq ft per Occupant	24 sq ft per Occupant
Maximum Height (feet)	Maximum height shall be 7 ft above the lowest eave.	Maximum height shall be 7 ft above the lowest eave.	Maximum height shall be 7 ft above the lowest eave. Subject to max height of 16 ft from grade
Temporary Public Notice			

Sign			
Number Permitted Per Premises	1 Sign per street Frontage up to 2 total	1 Sign per street Frontage up to 2 total	1 Sign
Maximum Sign Area (Square Feet)	6 sq ft each Sign	24 sq ft total all Signs combined	12 sq ft total
Temporary Real Estate, Construction Signs			
Number Permitted Per Premises	1 Sign per street Frontage up to 2 total	1 Sign per street Frontage up to 2 total	1 Sign
Maximum Sign Area (Square Feet)	6 sq ft each Sign	24 sq ft total all Signs combined	12 sq ft total
Municipal Signs			
Number Permitted Per Premises	Exempt	Exempt	Exempt
Maximum Sign Area (Square Feet)	Exempt	Exempt	Exempt
Portable signs			
Number Permitted Per Premises	1 Sign	1 Sign	Not Permitted
Maximum Sign Area (Square Feet)	18 sq ft	18 sq ft	Not Permitted
Home Occupation Signs			
Number Permitted Per Premises	1 Sign per house	1 Sign per house	1 Sign per house
Maximum Sign Area (Square Feet)	6 sq ft	6 sq ft	6 sq ft
Directory Signs			
Number permitted Per Establishment	1 per Frontage	1 per Frontage	1 per Frontage
Maximum Sign Area	3 sq ft per Occupant	3 sq ft per Occupant	3 sq ft per Occupant

(Square Feet)			
Maximum Height (feet)	8 ft	8 ft	8 ft
Maximum Width (feet)	7 ft	7 ft	7 ft

ARTICLE 4 – PERMITS AND CONFORMANCE

406.4.1 SIGN PERMITS

1) Permit Required: Except as otherwise herein provided, no person shall erect, modify or move any signs visible from the public way without first applying for and obtaining a sign permit from the Codes Enforcement Officer (CEO). Applications shall be on forms prescribed and provided by the CEO setting forth such information as may be required by him/her for a complete understanding of the proposed work including applicable fees. (EXISTING LANGUAGE)

OR

Except as otherwise provided herein, a sign or advertising device of any nature may not be erected or altered on a lot or affixed to the exterior of any building, structure, or the like without first obtaining a sign permit from the Code Enforcement Officer (CEO). (WESTBROOK as base)

2) Sign Permit Submission Requirements. All sign permit applications shall include:

- a) A plot plan showing the proposed location of the sign showing setbacks to all property lines, easements, and rights-of-way.
- b) Color scaled drawings, including elevational renderings, showing building dimensions of all components of the sign as necessary including but not limited to types of materials, wording, colors, along with all proposed illumination. The CEO may require a visual depiction of where the sign is proposed to be located on the subject property.
- c) Day and night renderings, including light color temperatures and illuminance/luminance brightness may be required.

3) Sign Permit Fees: Permit Fees are specified in the Town's Municipal Fee Schedule (from current 406.9.1)

~~Except as otherwise herein provided, no person shall erect, modify or move any signs visible from the public way without first applying for and obtaining a sign permit from the Codes Enforcement Officer (CEO). Applications shall be on forms prescribed and provided by the CEO setting forth such information as may be required by him/her for a complete understanding of the proposed work including applicable fees.~~

406.4.2 MAINTENANCE AND CONFORMANCE OF SIGNS

- a) 1) No sign shall be erected or altered except in conformity with the provisions herein. The sign must be kept clean, neatly painted or otherwise printed and free from all hazards such as, but not limited to, faulty wiring and loose fastenings, and must be maintained at all times in such safe condition so as not to be detrimental to the public health or safety or detrimental to physical appearance or scenic or natural beauty of the community as otherwise provided herein, or constitute a distraction or obstruction that may contribute to traffic accidents.
- b) 2) Legally erected non-conforming signs installed prior to adoption of this Ordinance amendment may continue usage if:
 - c) a) Regular repairs and maintenance of nonconforming signs, such as repainting and electrical repairs, replacement of parts and light bulbs, are performed, provided that repainting shall not include a change of copy.
 - d) b) Replacement panels replicate or convey the same business or activity conducted or product sold as the original panels.
- e) 3) Legally erected non-conforming sign(s) installed prior to adoption of this Ordinance amendment may not continue usage if:
 - f) a) The sign no longer advertises a bona fide business or activity conducted on premises, product sold, or public notice or is an abandoned sign.
 - g) b) The sign becomes or is in disrepair. It shall be removed upon order of the CEO if not repaired within thirty (30) days after written notification from the CEO. Any new sign must conform to this Ordinance.
 - h) c) The sign requires changes to the display surface if the advertised business or activity conducted or product sold is changing from the original.
 - i) d) There is a change in ownership in the premises, resulting in a change in business name, since the adoption of the Ordinance.
 - j) e) The sign is moved for any reason for any distance or the sign is temporarily removed along with its supporting uprights or braces, in which event it shall be required to conform to this Ordinance when re-assembled.
- k) 4) In no case, may the replacement or repair of any sign existing prior to adoption of this Ordinance be less compliant than the original. Any replacement panels or repaired sign(s) are subject to the review of the CEO to ensure compliance with the standards set forth in this Section 406.4.2.
- l) 5) Any sign deemed inconsistent with this Ordinance shall be taken down and removed by the owner, agent or person having the beneficial use of the building or premises upon which such sign may be found within ten (10) days after the activity has ceased, or if the removal has not occurred, within thirty (30) days after written notification from the CEO.

- m) ~~6)~~ If there is a change of use on a property and there were one or more on-premise non-conforming signs which advertised the former business or use, any new signs used, and all new sign(s) faces for the new use or business must meet all sign requirements in this Ordinance.
- n) ~~7)~~ No non-conforming sign shall continue to be used or allowed to remain following any activity that requires Site Plan Review approval as established in the Zoning Ordinance.

ARTICLE 5 – TEMPORARY SIGNS ~~AND BANNER SIGNS~~

406.5.1 TEMPORARY SIGNS

Temporary signs shall not require issuance of a permit by the CEO with exception of ~~P~~portable ~~S~~signs ~~and both Community and Commercial Banner Signs~~, which shall require CEO permits. The following temporary signs are permitted and shall conform to standards within municipal, state or federal Ordinances, statutes or regulations, including Tables 1.1, 1.2 and 1.3 of this Ordinance:

- 1) **Temporary Public Notice Sign:** Signs of a temporary nature, not including banners (~~OAC Note: Adjustments necessary here?~~), that display advertisements of charitable functions, notices of meetings and other non-commercial signs of a similar nature, are permitted for a period not to exceed twenty-one (21) days in any one calendar year and shall be removed by the person(s) who posted the signs within forty-eight hours after fulfilling their function. Temporary signs specified in this section shall not be attached or painted to fences, trees, or other natural features, or utility poles and shall not be placed in a position that will obstruct or impair vision or traffic or in any manner create a hazard or disturbance to the health and welfare of the general public.
- 2) **Temporary Political Signs:** Temporary political signs on public property or within public rights-of-way shall be permitted as provided by State law. Political signs are prohibited from all Town-owned properties except the public rights of way as otherwise provided by state law. Political signs are specifically prohibited on ~~Banner Hill as defined in this Ordinance, the grassy knoll located on State Route 26 just northeast of the intersection of Route 26A ("by-pass"). For the purposes of this Section 406.5.1.2, the grassy knoll shall be considered the portion of road frontage on the northeasterly side of the intersection of Routes 26 and 26A commencing at the fire hydrant ("2006" on casting, located fifty (50) feet southeasterly from CMP/ Utility pole # 280) extending southeasterly two hundred and fifty (250) feet to CMP/ Utility pole #277 (Pole #277 is located fifty (50) feet from edge of pavement). Measurements are perpendicular to the road and extend the full width of the road right-of-way.~~
- 3) **Temporary Real Estate Signs:** a ~~temporary~~ real estate sign advertises the lease or sale of land, space or structure. Unless prohibited by State Authorities, one off-premises Temporary Real Estate sign and/or one temporary Real Estate sign bearing the message "Open House" may be placed ~~without obtaining a permit~~ at the entrance to a dead-end or cul-de-sac street for the purpose of directing motorists to property for sale on that street. All other real estate signs must be physically located on the actual property for sale or lease, and only one sign may be located per street frontage. Real estate signs must be removed within ten (10) business days of the date

of sale or lease of property. The Town's Public Works Department shall have the authority to remove signs that remain after the ten (10) day period, and violators will be charged for the cost of removal. If legal action is necessary to collect fines, violators must also reimburse the Town for associated legal and court costs. Additionally, the Town will not issue building permits or permit the erection of new signs for the property cited for a sign violation until all fines and costs have been paid.

- 4) **Portable Signs:** Portable signs on movable frames, whether or not the wheels have been removed, shall be prohibited in the Village zone. No person shall park any vehicle or trailer or truck trailer on a public right-of-way, public property or on private property visible from a public right-of-way, which has attached thereto or located thereon any sign or advertising device for the purpose of providing advertisement of products or directing people to a business or activity. This section is not intended to apply to standard advertising or identification practices where such signs or advertising devices are painted on or permanently attached to business or commercial vehicles. Portable signs may be permitted for a period not to exceed twenty-one (21) days in any one calendar year and shall be removed by the person(s) who posted the signs.
- 5) **Temporary Grand Opening Signs:** One (1) Temporary Grand Opening sign may be installed on the premises of a newly opened business. Business establishments located on corner lots may install two (2) Temporary Grand Opening signs. Temporary Grand Opening signs may be in the form of a banner or window sign. A Temporary Grand Opening sign shall be displayed for no more than sixty (60) days and shall be removed by the person(s) who posted the sign. A Temporary Grand Opening sign shall conform to standards in this Ordinance.

6) Except as expressly allowed in this Ordinance, Temporary sign(s) conveying any type of commercial message shall not be erected or maintained on any of the following:

- a) A traffic control signal or device
- b) a public utility pole or fixture
- c) A rotary traffic island
- d) A tree or public property or within a public right-of-way
- e) A control-of-access right of way area
- f) a median of less than six (6) feet wide

406.5.2 Banner Sign Standards: All Banner signs shall comply with the following standards:

- 1) A permit issued by the Code Enforcement Officer shall be required prior to being affixed and able to be viewed by the public.
- 2) Banner Signs-Commercial shall be subject to standards in Section 406.5.3 below and Banner Signs-Community shall be subject to standards in Section 406.5.4 below.
- 3) Construction: Banner Signs shall be constructed in accordance with the following standards:

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a) Grommets: All Banner Signs displayed on Banner Hill or over a vehicular accessway shall have grommets placed every 18 inches near to the edges of top and bottom of the Banner Sign. Banner Signs in excess of 30 inches in height shall have grommets place at least every 12 inches at both ends of the Banner Sign.

b) Wind Deterrents: All Banner Signs shall have wind flaps cut into the Sign every 3 feet approximately 5 inches in height and width

c) Banner Signs shall be made of durable tear resistant reinforced vinyl, canvas, or other light flexible fabric like material that is designed to be weatherproof medium and able to withstand wind-driven precipitation events.

d) Banner Signs must meet and maintain all the requirements of state and local law.

4) Width and Height: Unless specifically allowed in Section 406.5.4 below, All Banner Signs shall conform to the following maximum Width and Height:

a) Width: Maximum width is 18 feet.

b) Height: Maximum height is 36 inches.

5) Banner Signs shall be a single unit. At no time shall two (2) Banner Signs be hung together to make one unit (it is unsafe during windy conditions).

6) Banner Signs shall not be illuminated and shall not include or utilize any reflective materials.

7) Banner Signs shall be securely fastened on all sides to a permanent on-site structure such as a building, fence, or wall. The fastening must be sufficient to ensure that it will remain in place for weather events.

8) Banner Signs shall be continuously maintained in good condition.

9) Signs shall only advertise events that are to take place within the Gray municipal limits, or that are sponsored by or raise funding for organizations located within Gray unless specifically allowed by the Gray Town Council.

406.5.3: Standards for Banner Signs-Commercial: The following provisions relating to Banner Signs-Commercial are applicable in all permitted Districts:

1) Banner Signs displayed in accordance with all applicable standards shall not count towards Maximum Aggregate Sign Area established in Table 1.2 of this Ordinance.

2) Banner Signs shall be displayed for a maximum of four (4) time periods each calendar year. Each period may not run more than thirty (30) consecutive days. After each display period, no successive Banner Sign may be displayed for at least sixty (60) calendar days).

3) Banner Signs shall comply with Banner Sign standards per 406.5.2 above and shall not exceed fifty-four (54) square feet or ten (10) percent of the side of the building (not counting roof area) that faces the vehicular access to the property, in which case whichever is greater shall apply.

4) Only one (1) Banner Sign is shall be allowed at any one time per establishment.

5) Banner Signs shall be on the same site as the sponsoring establishment. Off-Site Banner Sign(s) is specifically prohibited.

- 6) Banner Signs shall be at least ten (10) feet above ground level.
- 7) In no event shall any Banner Sign be utilized as any part of the Permanent Signage for any property or establishment.
- 8) Banner Signs must be removed within forty-eight (48) hours after the event.
- 9) Off-Site Banner Signs are specifically prohibited.
- 10) Unless attached to a permanent principal building, not an accessory structure, Banner Signs-Commercial shall not be located less than ten (10) feet from the front property line, edge of the right-of-way, or thirty-three (33) feet from the centerline of a publicly owned or maintained road, whichever measurement is further away from the road accessing the property where the Banner Sign is placed. In no event shall Banner Signs shall be mounted or project into any public right of way.
- 11) Banner Signs-Commercial shall not be placed on any parcel or any property that sells, stores, and/or dispenses motor fuel(s).

406.5.4: Banner Signs-Community Standards: The following provisions relating to Banner Signs-Community are applicable in all permitted Districts:

- 1) When the Town of Gray sponsors or co-sponsors a program for a special public event, with or without co-sponsors, public property may be used to promote and identify the special event.
- 2) Off-site signs used to advertise parades, festivals, charitable or educational fundraisers, sports league sign-ups, holiday home tours and similar events are allowed provided that the standards in this Ordinance are adhered to.
- 3) Signs shall not be placed more than thirty days in advance of the event and shall be removed no later than five days after the conclusion of the event.
- 4) One Banner Signs shall not exceed fifty-four (54) square feet nor more than three (3) feet high or more than eighteen (18) feet wide. Seasonal banners on publicly owned recreational fields located at least fifty (50) feet from a public road which cannot exceed twelve (12) feet high by eighty (80) feet wide.
- 5) If there is an event sponsor or sponsors, the cumulative area of all commercial messages, specifically including logos, shall not exceed ten (10) percent of the Banner Sign Area.
- 6) **Priority Order of Banner Pole Use:** The priority of use for Banner Hill, as defined herein, shall be determined by the following order unless specifically approved by the Gray Town Council:
- a) Town of Gray and MSAD 15 community events including but not limited to the Crystal Lake Ice Fishing Derby, Patriot 5K, Crossroads Challenge, Gray Fire/Rescue Barbecue, Blueberry Festival, and other Town-sponsored or co-sponsored events.
- b) Town of Gray Recreation Department sign-ups/events
- c) Approved non-profit, non-religious organizations/feeder program(s) sign-ups for sports season(s) and sports camp(s).

a) — d) MSAD 15 School events

ARTICLE 6 – REGULATIONS ALL DISTRICTS

406.6.1 REGULATIONS APPLICABLE TO SIGNS IN ALL DISTRICTS

The following provisions relating to signs are applicable in all districts.

- 1) One sign identifying the name, address and profession of a permitted home occupation or a lawfully existing nonconforming home occupation is allowed.
- 2) One (1) bulletin board or similar sign in connection with any church, museum, library, school or similar public structure, but not exceeding twelve (12) square feet is allowed.
- 3) No sign, except traditional barber poles for licensed barber shops, shall have visible moving parts, blinking, moving or glaring illumination, or any part consisting of banners, pennants, ribbons, streamers, spinners or other similar devices. In addition, “Open” flags are permitted only as described in Article 7 Section 406.7.1.5 of this Ordinance.
- 4) Any sign, or portion thereof, which no longer advertises a bona fide business conducted, product sold, activity being conducted, or public notice, shall be taken down and/or removed by the owner, agent or person having the beneficial use of the building or premises upon which such sign is located within ten (10) days after the activity has ceased, or if the removal has not occurred, within thirty (30) days after written notification from the CEO. Temporary signs shall be removed in accordance with Article 5 of this Ordinance.
- 5) District setback requirements as established in the Town’s Zoning Ordinance shall not apply to signs; however, no part of any sign shall project over or be within the public right-of-way if it is located in a zoning district which has a front setback building requirement. No ground or portable signs shall be permitted in the public right-of-way. Signs located in any business sign district, as established in Section 406.3.1 above, shall be set back a minimum of five (5) feet from the edge of the public right of way including any overhanging portions of the sign.
- 6) In addition to the maximum number and size of signs permitted, directional signs solely indicating ingress and egress placed at driveway locations, containing no advertising material, having a display area not exceeding five (5) square feet, and not extending higher than three (3) feet above ground level, are permitted with issuance of a CEO permit evidencing compliance with this Ordinance.
- 7) Non-conforming signs may continue only as referenced in Article 4 Section 406.4.2 of this Ordinance, but may not be rebuilt or relocated on the same premises; however, non-conforming signs located on land which is acquired for governmental purposes may be relocated on the same premises.
- 8) In addition to the maximum number and size of permitted signs, identification signs may be erected over or by the doorway or entrance to such portion of the building. The sign area shall not exceed ten percent (10%) of the area of such doorway or entrance to such portion of the building.

- 9) A sign with an identical double signboard or display area (two back-to-back sign faces) shall be construed to be one sign for the purpose of this Ordinance.
- 10) Lighter-than-air or gas-filled balloon or other similar devices used to advertise or define a fixed location shall be prohibited.
- 11) Any sign added or attached to a sign's upright or brace by any means shall be considered part of the sign area and will be included in calculating the permitted signs total area.
- 12) Murals are allowed in all districts, but may not contain any advertising, commercial messages, or logos. Such murals are still subject to all requirements of any zoning standards which may apply and are considered public art.
- 13) No sign shall obscure required vehicular sight lines from any driveway or roadway intersection or cause a safety hazard to pedestrians or motorists. The CEO or the Town's Public Works Department shall have the authority to remove any such sign.
- 14) No sign, whether new or existing, shall be permitted that causes a sight, traffic, health or welfare hazard or results in a nuisance, as specifically prohibited elsewhere in this Ordinance due to illumination, placement, display, or manner of construction.
- 15) For the purpose of this Ordinance, the term "sign" does not include signs erected and maintained for public safety and welfare or pursuant to and in discharge of any governmental function, or required by law, Ordinance or governmental regulation, nor to a "name sign" not exceeding one (1) square foot in area identifying the name(s) of the residents of the premises where such sign is located.
- 16) No lighted sign, including a non-conforming sign that is replaced or relocated shall be placed within eight (8) feet of the drip lines of any overhead utility wires and their appurtenances. This requirement is not subject to variance or waiver.
- 17) If the ratio of the actual sign area to the overall sign (including borders and all portions of the supporting structure not counting a planter base) exceeds two (2.0), the entirety of the perimeter of the sign, specifically including the supporting structure, shall be counted as sign area.
- 18) Unless specifically exempted in this Ordinance, if any portion of the supporting structure contains visible logo(s), number(s), lettering, or similar, the entire supporting structure shall be considered sign area except for signage specifically displaying 911 not exceeding XX square feet as detailed in Section 406.7.3.7.D in this Ordinance. (NOTE: Need to verify section and SFage before final language)
- 19) The lighting of neon or other illuminated tube-type signs or advertising device is not allowed.

~~16)~~

ARTICLE 7 – SPECIFIC STANDARDS

406.7.1 SPECIFIC STANDARDS

The standards of this Section 406.7.1 apply on a per building basis. In calculating allowable signage, each principal building together with its accessory buildings or structures, if any, shall count as one building.

- o) 1) Signs Excluded from this Section:
- p) a) Temporary signs conforming to this Ordinance;
- q) b) Banner Signs conforming to this Ordinance;
- r) c) Signs displayed within the interior of a window of a building if the sign or grouping of signs does not occupy more than one-third of the surface area of such window or 10% of the wall area upon which the window is placed, whichever is more restrictive;
- s) d) Directory signs conforming to this Ordinance;
- t) e) Identification signs as described in Article 6 Section 406.6.1.8 of this Ordinance.
- u) **2) Wall, Projecting, and Roof Signs**
Unless otherwise provided, wall, projecting and roof signs shall not extend more than six (6) inches from the wall to which it is attached or party wall separating occupancies into the wall area of other premises. Wall, Projecting, or Roof Signs shall not exceed 25% of the wall area or roof on which they are located and/or attached.

v) 3) 406.7.1.3 Electronic message Display Board Standards:

w)

- a) Electronic message centers, where in all districts permitted, shall be equipped with an operational, automatic dimming photocell, which automatically adjusts the display's brightness based on ambient light conditions. The brightness level in all districts shall not increase by more than 0.3 foot candles (or 3.23 lumens per square meter or lux) (over ambient levels) as measured using a foot candle meter at a pre-set distance. The owners of such signs shall include a signed letter accompanying their permit application, certifying that they will comply with the prescribed brightness limitations set by this Ordinance.
- b) The numbers or letters shall consist of a single row of pixels.
- c) The illumination level or brightness of the face of the sign shall not exceed 500 nits from the period of time from one-half hour before sunset to one-half hour after sunrise and 3,500 nits from one-half hour after sunrise to one-half hour before sunset. The Planning Board may allow an increase in the daytime illumination level to not more than 5,000 nits if the applicant demonstrates during Site Plan Review that the higher level is necessary for the sign to be readable in anticipated ambient light levels.
- d) The message board shall be equipped with an automatic dimmer to control the changes from the daytime illumination levels to nighttime levels.

e) The owner of the sign shall provide written certification to the Code Enforcement Officer from the supplier and/or installer as appropriate that the message board sign conforms to the standards for the maximum illumination levels.

f) The system shall not allow the owner of the sign to independently change the illumination levels.

g) All electronic reader boards shall have a dark/black background and amber-colored lights

Brightness measurement process for electronic message centers shall be as follows:

- x) At least 30 minutes past sunset, use a foot candle meter to record the ambient light reading for the area. This is done while the electronic message center is off or displaying all black copy.
- y) The reading shall be taken with the meter aimed directly at the electronic message center at the appropriate pre-set distance.
- z) Measurement distance criteria: 0-100 square foot signs to be measured 100 feet from source.
- aa) Turn on the electronic message center to full white copy and take another reading.
- bb) If the difference between the readings is 0.3 foot candles or less, the brightness is properly adjusted.
- cc) Electronic Message Display Boards do constitute sign area and shall be maintained to conform to the following standards:
 - i) dd) _____ Except for the time and temperature information, changeable signs may change no more often than once per minute.
 - ii) ee) _____ Time/date/temperature information must be displayed for a minimum of 3 seconds each time it is shown.
 - iii) ff) _____ When changing messages, the message must change instantly and may not include any phasing, rolling, scrolling, flashing, or blending of messages.
 - iv) gg) _____ Streaming of information or video animation is not permitted.
 - v) hh) _____ While being displayed, the message shall remain fixed with no flashing, phasing, rolling, scrolling, or blending of information.
- ii) 406.7.1.4 Illuminated Signs
 - jj) 1) The light source, whether internal or external, shall be shielded from view and shall not create a hazardous glare for pedestrians or motor vehicles either in a public right of way or on any private premises.

kk)2) Sign illumination for externally illuminated signs shall utilize focused light fixtures that do not allow light or glare to shine above the horizontal plane of the top of the sign or onto any right of way or abutting property.

ll) 3) If a sign is internally illuminated, the use of white or light-colored background should be avoided. If white or light-colored is used in the background, not more than thirty percent (30%) of the internally illuminated area of the sign face may be of such color. OAC-Should this be further reduced or is 30% workable? Once a permit is issued, there is typically not the means to reduce the white intensity.

mm) ll) 4) All internally illuminated signs shall be equipped with an automatic dimming feature that reduces the intensity of the sign to X. This equipment shall not be able to be controlled by the store owner.

—5) The Light Color Temperature of any illuminance or luminance, whether internal, external, push-through, or otherwise shall be between 2700 and 4000 utilizing the Kelvin scale.

nn) Open Flags

In addition to the maximum number, total square footage per lot and size of permitted signs, “Open” flags are permitted in all districts subject to the following conditions:

oo) Only one flag per business establishment shall be permitted.

pp) The flag shall be flown only during open business hours.

qq) The flag area is limited to a maximum of sixteen (16) square feet.

rr) Flag design shall be limited to the standard “Open” type.

ss) No logos, signage or advertising for the respective business(es) of any size or type is permitted.

tt) Fuel Dispensing Canopy Signs: Signs on any canopy covering a fuel dispensing area shall not extend beyond the edges of the canopy and shall comply with one of the two following provisions:

uu) No sign shall exceed 15% of the square footage of the side of the canopy upon which it is located. No side shall contain more than one (1) sign.

vv) The total area of signs on the canopy shall not exceed 9% of the total square footage of all sides of the canopy. No canopy shall have more than two (2) signs located on it.

- ww) Canopy (non-Fuel Dispensing), Marquee, or Awning signs:** may be permitted provided that the sign area does not exceed 25% of the plane of the canopy, marquee, or awning on which the sign appears.
- xx) Home Occupation Signs:** Unless prohibited by State authorities, one non-internally illuminated off-premises sign identifying the name, address, and profession of a permitted home occupation is allowed provided that such sign does not exceed six (6) square feet and may be placed (subject to necessary permission from property owner(s)) at the entrance to a dead-end or cul-de-sac for the purpose of directing motorists to the location of the Home Occupation.
- yy) Menu Board signs:** A menu board installed at the point where customers place their orders at a drive-thru restaurant which does not exceed 32 square feet of gross display area and the location of which has been approved by the Planning Board under the Site Plan Review standards, shall not be counted as a sign in applying the dimensional requirements of this Ordinance.
- zz) Motor Vehicle Signs:** Signs on, attached to, or affixed to motor vehicles are not subject to this Ordinance unless they have the effect of circumventing restrictions or limitations imposed herein. A sign on a motor vehicle will be presumed to have the effect of circumventing this Ordinance if the vehicle is parked or stored in a location visible from a public way and one or more of the following circumstances exist:
- aaa)** the vehicle is not registered
 - bbb)** the vehicle is not inspected
 - ccc)** the sign is larger in any dimension than or extends beyond any surface of the vehicle to which it is placed, attached, or affixed
 - ddd)** the vehicle is parked or stored continuously in the same location
 - eee)** the vehicle is parked or stored in an area not designed, designated, or commonly used for parking
 - fff)** the vehicle is regularly parked or stored in the front yard or in the public right of way adjacent to the front yard
 - ggg)** the vehicle is regularly parked or stored in a location where a sign would not be permitted by this Ordinance

The presumption that a vehicle has the effect of circumventing this Ordinance may be rebutted by evidence that the vehicle is parked or stored in a particular location for reasonable business or personal purposes not related to advertising, identifying, displaying, directing, or attracting attention to an object, person, institution, organization, business, product, service, event, or location.

- hhh) Farm Stands:** To the extent permitted by State law (see Title 23 M.R.S.A., Part 1, Chapter 15, subchapters 1 & 2 and other relevant State Statutes), the operator of a Farm Stand, as defined herein and by State law, may install a maximum of five (5) sandwich-board style signs between June 1st and November 15th of each year for the purposes of directing motorists to the location where agricultural products are offered for sale provided that the standards in both this section and this Ordinance are met and maintained.
- iii)** A maximum of two (2) on-premises and three (3) off-premises signs shall be permitted.
- jjj)** Each sign shall be thirty-six (36) inches or less in height and may not exceed six (6) square feet in Sign Area.
- kkk)** Signs shall not be clustered together and "Burma Shave" style signs (sequential) are not permitted.
- lll)** All signs shall constitute Sign Area for the purposes of calculating Maximum Aggregate per Table 1.2 herein.
- mmm)** All signs shall be chalkboard or whiteboard and no changeable copy is permitted.
- nnn)** No add-ons such as balloons, flags, streamers, or lighting are permitted
- ooo)** All signs shall be safely secured with, for example, weights but shall not be affixed to the ground if they are within a road right-of-way.
- ppp)** No sign shall adversely affect motorist sight distance, pedestrian and/or bicycle traffic, nor infringe upon accessibility for handicapped individuals.
- qqq)** Subject to State law requirements, maximum of two (2) "on-premisesite" sign(s) may be located within fifteen (15) feet of the entrance or the property line and within the right-of-way, subject to "h" above, at the sign-owners risk and the issuance of an revocable license agreement and waiver of liability are executed and permission by the Town.
- rrr)** Subject to State law requirements, maximum of three (3) "off-premisesite" sign(s) must be located within one (1) mile of the Farm Stand, not within a road right-of-way, and only on private property with the consent of the property owner(s).
- sss)** The three (3) "off-premisesite" sign(s) detailed above in this section 406.7.1.11 shall not require issuance of a permit by the CEO.
- ttt)** [406.7.1.12](#) State of Maine limited Size/Height Allowance:
- uuu)** Notwithstanding anything to the contrary in Tables 1.2 and 1.3 of this Sign Ordinance, which establish maximum aggregate sign area and maximum sign standards, an individual parcel owned by the State of Maine, located in a "residential" sign district per Section 406.3.1 of this Sign Ordinance which contains at least one hundred (100) acres and

one thousand (1,000) feet of frontage on a State-owned numbered highway shall be regulated by the provisions contained within this Section 406.7.1.12.

- vvv) All standards not specifically detailed in this Section 406.7.1.12 within this Sign Ordinance shall be applicable.
- www) Any State-owned parcel utilizing the provisions of this Section 406.7.1.12 of this Sign Ordinance shall only contain one (1) free-standing sign for the entirety of the State-owned numbered highway frontage.
- xxx) The maximum sign area for the one (1) free-standing sign in this Section 406.7.1.12 is sixty-five (65) square feet. In addition, Directory Signs not exceeding twenty-two (22) square feet shall be permitted provided that they are attached to the same supporting structure and direct patrons to other uses or buildings on the State-owned property.
- yyy) The maximum height of the one (1) free-standing sign utilizing this Section 406.7.1.12 shall not exceed eighteen (18) feet.
- zzz) The free-standing sign authorized by this Section 406.7.1.12 that is in excess of thirty-six (36) square feet of total sign area per Table 1.3 of this Sign Ordinance shall be the entirety of the maximum free-standing sign area and seventy-five percent (75%) of the Aggregate Sign Area established in Table 1.2 of this Sign Ordinance.

aaaa) 406.7.2: Electronic Motor Fuel Price Signs

- 2) All lawfully existing retail businesses which sell motor fuels to the public shall be permitted to install one (1) double-faced Electronic Motor fuel Price Sign provided that the following standards are maintained:
- 3) 1. A permit from the CEO is required prior to installing gas price signage
- 4) 2. Only one Electronic Motor Fuel Price Sign is permitted on any one (1) property. The determination of one (1) or two (2) faces shall be per Section 406.8.1.2 below in this Ordinance.
- 5) 3. Electronic Motor Fuel Price Signs shall only be allowed to be placed on properties that have obtained all necessary approvals and permits to be Auto Service Station or gasoline and other motor fuels are retailed directly to the public on the premises.
- 6) 4. Only motor fuel prices for gasoline and diesel shall be displayed. In no event shall the price of heating oil or other products be displayed using this Section 406.7.2.
- 7) 5. All standards in this Chapter 406, Sign Ordinance shall be applicable except for deviations specifically established in this Section 406.7.2.
- 8) 6. Provided that all applicable standards in this Section 406.7.2 are followed, Electronic Motor Fuel Price Signs shall not apply to the maximum aggregate sign area established in Table 1.2 as well as the freestanding sign portion of Table 1.3 of this Ordinance.

- 9) 7. The electronic display shall have a dark/black background and amber colored lights. A white or light-colored border around the electronic portion of the sign is acceptable provided that it is not reflective.
- 10) 8. Only the price(s) shall be permitted to be digital lights. Any other information including the type of fuel (i.e. "unleaded") shall not be electronic, shall not be internally illuminated, and shall be permanently affixed to the sign face. The sign shall maintain an unlit background with only the illumination of the lettering, numbering or text associated with the electronic motor fuel price.
- 11) 9. The electronic prices of the motor fuel shall be fixed and shall not scroll, flash, or change intensity except for dusk to dawn auto-dimming as required in this Ordinance.
- 12) 10. The brightness of the electronic price portion shall adhere to the standards established in Section 406.7.1.3 of this Chapter 406 including auto-dimming from dusk until dawn.
- 13) 11. The size of the letters for the type of fuel and the prices shall not be less than eight (8) inches in height nor more than twelve (12) inches in height. Fractions of currency (i.e. 9/10ths) displayed may be smaller than eight (8) inches.
- 14) 12. The size of the entire panel (edge to edge of all components shall not exceed ten (10) square feet. This specifically includes any borders, edges, type of fuel, and price per unit. This size allows for a 2 and 1/2 foot wide by 4 foot tall panel and letters/numbers that are between 8 and 12 inches.
- 15) 13. The entirety of the ten (10) sq. ft. panel shall not contain any information other than the type of fuel and the price per unit. If any advertising of any other information, products, services, or otherwise is on any part of the Electronic Motor Fuel Price panel, the entirety of the panel/cabinet shall count as Sign Area and shall not be exempt from the maximum sign area either for the individual or aggregate sign area.
- 16) 14. All portions of the Electronic Motor Fuel Price sign/panel, including any overhangs or any part of the sign or supporting structure, shall be set back at least five (5) feet from the property line and/or edge of right of way, whichever is more restrictive and further from the traveled way.
- 17) 15. The lowest portion of Electronic Motor Fuel Price signs shall be at least four (4) feet above ground level and no higher than ten (10) feet. For the purposes of this measurement, ground level shall mean average finished grade within a twenty (20) feet radius of the base of the sign.
- 18) 16. Electronic Motor Fuel Price signs shall not be affixed to a Fuel Dispensing Canopy.
- 19) 17. The standards established in Table 1.3 of this Ordinance, specifically including the maximum of one (1) free-standing sign per establishment, shall be applicable for this Section 406.7.2. Property owners/applicants that have existing signs must make the necessary adjustments to meet applicable standards. Adding an additional free-standing sign is specifically prohibited and is not eligible for a waiver per Section 406.9.2.8 of this Ordinance.

20)

21) 406.7.3: Multi-Tenant free-standing signage within the Village Sign District

22) 8-19-20 (Revised) Multi-Tenant Standards:

406.7.3: Multi-Tenant free-standing signage within the Village Sign District

Definition (NOTE: def below added to def. section at final; here to keep complete):

Multi-Tenant Property: A lawfully existing lot or parcel having a minimum of one hundred (100) feet of street/road frontage on a publicly owned road which has four (4) or more separate ground-level commercial establishments or units each of which having its own entrance and individual area to conduct business. Two (2) or more establishments or units occupied or utilized by the same commercial entity or parent company shall be considered one (1) commercial establishment or unit.

1. Applicability: Standards in this Section 406.7.3 shall be for Multi-Tenant Properties, as defined herein, located in the Village Sign District. Section 406.7.3 shall not be applicable in any other Sign District within the Town of Gray.

2. Purpose: The purpose of Multi-Tenant Free Standing Sign standards is to allow additional sign area and flexibility for commercial properties within the Village Sign District to have sufficient signs for their unique needs. These signs can be viewed as having four distinct components.

(1) The 911 address is required at the very top of the sign.

(2) Below the 911 address is the name of the overall premises i.e. Pine Hill Plaza.

(3) Below the premises name are the signs for the individual businesses on the property.

(4) A planter is required at the base. The amount of frontage is proportional to the maximum width and allowed area of the premises name and cumulative area for individual business signs.

3. Except for standards specifically stated in this Section 406.7.3, all other standards in this Chapter 406 (Sign Ordinance) are applicable including the maximum supporting structure ratio.

4. Standards in this Section 406.7.3 shall only be utilized for one (1) Free Standing sign per property. In no event shall this Section be construed or utilized for more than one Free Standing sign per property per Table 1.3.

5. The issuance of a permit utilizing this Section shall utilize the entirety of the twenty-four (24) sq. ft. of Freestanding Sign area per Table 1.3 of this Ordinance. The remaining Maximum Aggregate Sign Area available for all other signs any one parcel is thirty-two (32) sq. ft. per Tables 1.2 and 1.3 of this Ordinance. OAC- Want to consider increasing max aggregate sign area per Table 1.2 or i.e. wall signage?

6. Banner Signs shall not be larger than the Sign or supporting structure. All Banner Signs placed on a Multi-Tenant Property Free Standing Sign shall be a minimum of four (4) feet above average finish grade within a twenty (20) foot radius.

7. Multi-Tenant Property Free Standing Sign Standards:

A. A planter base constructed of durable materials is required. Planter base construction of masonry products, stone, or brick is strongly encouraged. The footprint of the planter base shall be at least as large as the supporting structure and sign, whichever is larger. The planter shall be one (10 structure at least eighteen (18) inches above average finished grade within a twenty (20) foot radius of the planter.

B. Sign Location:

1. The Sign shall be located as centered as possible on the parcel near the vehicular entrance/exit to the property.
2. The closest portion of any portion of the Sign, including any overhangs, shall be located both a minimum of ten (10) feet from the edge of any vehicular access/right-of-way and thirty-three (33) feet from the centerline of the traveled portion of the vehicular access/right of way; whichever is greater. NOTE: Section 406.6.1.16 of this Ordinance specifies minimum overhead utility line setbacks for lighted Signs.

C. Illumination Standards:

1. Electronic Reader Board Signs are specifically prohibited.
2. The 911 Address & Premises name can have push-through flush type with auto-dim
3. Any lighting, specifically including internally illuminated & Push-through, shall be equipped with the necessary components for automatic dusk to dawn dimming without the ability for business(es) inside to make adjustment(s) to such settings. The maximum daytime and nighttime brightness shall be in accordance with Section _____ of this Ordinance.
4. Light Color Temperature: Except for logos, letters identifying, or numbers identifying a specific business, all lighting or illumination of any sign, specifically including internally or externally, shall be between 2,700 and 4,000 based on the Kelvin scale.
5. Brightness: All Multi-tenant signs shall not exceed the following maximums
 - a. Daytime 5,000 Nits
 - b. Nighttime 250 Nits
 - c. .5 Footcandles at boundary of ROW or any abutting property
 - d. .3 Footcandles over ambient lighting conditions when measured at International Sign Association (ISA) recommended distance based on sign size. 2020 ISA standards specify the following for square feet (SF) of sign area vs. measurement distance: 10 SF @ 32', 20 SF @ 45', 30 SF @ 55', 40 SF @ 63', 50 SF @ 71', 60 SF @ 77', 80 SF @ 89', and 90 SF @ 95'.

D. 911 Address Required:

1. All Multi-Tenant Property Free Standing Signs shall be required to clearly and exclusively display the official 911 address at the highest portion of the sign. The 911 Addressing Officer shall have the authority to allow reasonable readily understandable abbreviations for street/road names given limited sign area.
2. A minimum of eight (8) sq. ft. and no more than ten (10) sq. ft. of Sign Area shall be devoted to display the 911 address. Numbers and letters designating the 911 address shall not be smaller than eight (8) inches nor larger than twelve (12) inches.
3. No commercial advertising of any type, specifically including logos, trademarks, etc., may be displayed within the portion of sign devoted to the 911 address.

4. Any illumination of the 911 portion of the sign shall be consistent with any lighting for the premises name illumination. If the premises name is either internally or externally illuminated, the 911 address shall be illuminated in the same manner.
5. The use of same/similar background colors for both the 911 and premises name is encouraged to create a uniform aesthetic sign.
6. Arched-topped signs are encouraged to allow for the road/street number. In such instances, the maximum sign height may be increased by an additional six (6) inches.

8. Standards for the individual business sign portion of a Multi-Tenant Free-Standing Sign:

- A. One individual business sign per premises: Each commercial business or entity on the subject property shall only have one (1) individual sign on the Multi-Tenant Free-Standing Sign. No combination of any type of two (2) or more individual business signs prescribed in Section 406.7.3.8. C & D below for the same business or individual establishment shall be permitted.
- B. For the purposes of measuring height for Sections B and C below, height shall be measured from the average finished grade within a twenty (20) feet of the radius of the base of the entire footprint of the sign.
- C. If the top 911 portion of the sign is arched, the maximum sign height may be increased an additional six (6) inches.
- D. Parcels with at least one-hundred (100) but not more than one-hundred and fifty (150) feet of street/road frontage owned in fee immediately adjacent to a publicly owned road shall be subject to the following standards:
 1. Maximum Overall Sign width: six (6) feet.
 2. Maximum sign height: thirteen (13) feet
 3. Maximum size of Premises name: fifteen (15) sq. ft.
 4. Maximum size of any individual sign: six (6) sq. ft.
 5. Maximum area of all individual signs: thirty (30) sq. ft.
 6. Minimum height for lowest portion of lowest sign: three (3) feet.
- E. Parcels with at least one hundred and fifty-one (151) feet of street/road frontage owned in fee immediately adjacent to a publicly owned road shall be subject to the following standards:
 1. Maximum Overall Sign width: eight (8) feet.
 2. Maximum sign height: fifteen (15) feet.
 3. Maximum size of Premises name: twenty-five (25) sq. ft.
 4. Maximum size of any individual sign: eight (8) sq. ft.
 5. Maximum area of all individual signs: forty-eight (48) sq. ft.
 6. Minimum height for lowest portion of lowest sign: four (4) feet.

406.7.4: Subdivision Signs: (NOTE: From Westbrook)

1) Temporary: Subject to standards contained in this Chapter 406, one (1) temporary sign is allowed to advertise an approved subdivision site while construction is underway until the permanent 911 road sign is installed. The sign shall not contain more than twelve (12) square feet of sign area.

———2) Permanent: A permanent sign is permitted to identify a neighborhood that has been created as a result of a subdivision approved by the Planning Board. The sign may not be placed in the right-of-way, nor block safe sight distance along a road. Total sign area shall not exceed sixteen (16) square feet.

ARTICLE 8 – COMPUTATIONS**406.8.1 COMPUTATIONS**

- 1) **Computation of area of individual signs.** The area of a sign face (which is also the sign area of a wall sign or other sign with only one (1) face) shall be computed by means of the smallest square, rectangle or combination thereof that will encompass the extreme limits of the writing, representation, emblem or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework, bracing, or decorative fence or wall when such fence or wall otherwise meets zoning Ordinance regulations and is clearly incidental to the display itself. Refer to Diagram 1 for guides to computation methods.
- 2) **Computation of area of multi-faced signs.** The sign area for a sign with more than one (1) face shall be computed by adding together the sign area of all sign faces from any one (1) point. When two (2) identical sign faces are placed back to back, or at no greater than fifteen (15) degrees from one another, so that both faces cannot be viewed from any point at the same time, and when such sign faces are part of the same sign structure and are not more than forty-two (42) inches apart, the sign area shall be computed by the measurement of one (1) of the faces. Refer to Diagram 2 for guides to computation methods.
- 3) **Computation of height.** The height of a sign shall be computed as the distance from the base of the sign or sign structure at normal grade to the top of the highest attached component of the sign. In the case of Wall, Projecting or Roof signs, the height of a sign shall be computed as the distance from the normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of either (1) existing grade prior to construction; or (2) the newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign. In cases in which the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of the street or the grade of the land at the principal entrance to the principal structure on the lot, whichever is lower. Refer to Diagram 3 for guides to computation methods.
- 4) **Multiple Signs:** Multiple signs placed immediately adjacent to one another shall be considered one sign for the purposes of this Ordinance. Examples include individual signs all attached to the same supporting structure (i.e. free-standing sign) or multiple Wall/ Projecting/ Roof signs

placed in a row for the purposes of circumventing the maximum number and/ or size of allowed sign(s). In such and similar circumstances, the areas of all such signs shall be totaled and considered one sign for the purposes of this Ordinance.

5) Painting/ Stripes: The painting or application of stripes or banding of colors on a building purposefully intended to function collaboratively with proposed sign(s) shall be considered sign area for the purposes of this Ordinance.

5)6) Push-Thru signage: In no event shall only the area of the push-thru letters be counted as sign area. The entire square or rectangular area on a sign which contains push-thru style letters and/or numbers, and/or logos, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed shall constitute sign area. The definition of sign area and diagrams 1 and 2 of this Chapter 406 detail and substantiate this provision.

ARTICLE 9 – PERMIT FEES, ADMINISTRATION & CONFLICTS

406.9.1 PERMIT FEES

Permit fees are specified in the Town's Municipal Fee Schedule. (Moved to 406.4.1)

(Placeholder)

406.9.2 ADMINISTRATION, ENFORCEMENT, PENALTY AND APPEALS

- 1) This Ordinance shall be enforced by the CEO.
- 2) The burden of proof for compliance with all standards in this Ordinance shall be borne by the applicant. The applicant is responsible for submitting all necessary information for the CEO to make a decision regarding compliance with this Ordinance.
- 3) If the CEO finds that any provision of this Ordinance is being violated, he shall notify by registered or certified mail the person determined to be responsible for the violation, indicating the nature of the violation and ordering the action necessary to correct it and a time limit for the correction.
- 4) When any violation of any provision of this Ordinance is found to exist, the CEO is hereby authorized and directed to institute any actions and proceedings that may be appropriate or necessary to enforce the provision of this Ordinance.
- 5) Any person who violates any provision of this Ordinance shall be guilty of a civil violation and shall be fined not more than \$100.00. Each day a violation is permitted to exist after notification constitutes a separate offense.
- 6) Any person aggrieved by a decision of the CEO may appeal to the Zoning Board of Appeals (ZBA) within thirty (30) days from the date of written decision. This applies to both administrative appeals and waiver appeals.
- 7) Administrative Appeal: Any person aggrieved by a decision of the CEO in the interpretation of standards in this Ordinance may file an administrative appeal to the ZBA within thirty (30) days

from the date of written decision.

The actions of the CEO may be modified or reversed by the ZBA by a concurring vote as established in the Board's by-laws or as required for a land use administrative appeal in the Zoning Ordinance. Decisions of the CEO may be reversed only upon a finding that the decision is clearly contrary to the specific provisions of this Ordinance.

- 8) **Waiver Appeals:** The ZBA has the authority to hear and decide upon a waiver appeal in specific cases to relax the dimensional standards contained in this Ordinance. For the purpose of a waiver appeal, the ZBA's authority for dimensional standards is limited to maximum sign area and maximum height.

A waiver appeal may only be granted upon a concurring vote as established in the Board's by-laws or as required for a land use variance appeal in the Town's Zoning Ordinance.

In deciding a waiver appeal, the ZBA shall consider the following:

- a) Shape and size of the lot;
- b) Number of businesses in a building or on a lot;
- c) Any unique feature(s) of the lot or building;
- d) Compatibility with neighboring signage, lots and properties;
- e) Determine that granting the waiver is not inconsistent with the general intent and purpose of this Ordinance; and

f) Is granted solely to prevent a hardship based on conditions not generally prevalent in the area where the premises are located.

9) Westbrook Ordinance Notes: (for OAC consideration to dovetail/amend standards above):

10) Compliance with the applicable standard would create an unnecessary hardship due to the unique or unusual physical conditions of the property over which the applicant has no control, such as topography, and lot shape, which are not present on other properties in the vicinity that have the same zone designations; the hardship does not result from actions of the applicant, owner, or previous owners of the property; and the sign variance is limited to the minimum reasonably necessary to alleviate the problem created by the unique or unusual physical conditions.

The sign variance is necessary to permit signage comparable with other properties in the vicinity that have the same zone designation.

The sign variance will not adversely affect the functioning or appearance of the development and use of the property and surrounding properties, and

The sign variance will not impose limitations on other properties and signage in the area including signage that would be allowed on adjacent properties.

⌘ Additional: Conditions of approval: The Reviewing authority may impose conditions on the approval of a sign variance necessary to establish compliance with approval criteria/

9)11) When an appeal is made to the ZBA, the same notification requirements to abutters, as ~~outlined~~ established in Article 9 Chapter 402 of the Zoning Ordinance, shall apply.

10)12) Any person aggrieved by the decision of the ZBA or by an order rendered by the ZBA to remove a sign may appeal said decisions to the Maine Superior Court. The appeal shall be filed within thirty (30) days after the decision of the ZBA.

406.9.3 CONFLICT WITH OTHER ORDINANCES

This Ordinance shall not repeal, annul, or in any way impair or remove the necessity of compliance with any other rules, regulations, by-laws, permits or provision of law. Where this Ordinance imposes a greater restriction upon the location, size, or type of sign allowed, the provisions of this Ordinance shall control.

ARTICLE 10 – DIAGRAMS

**DIAGRAM 1
Computation of Area of Individual Signs**

TOWN OF GRAY
GRAY TOWN COUNCIL
MINUTES • OCTOBER 6, 2020

Regular Meeting

Henry Pennell Municipal Complex

7:00 PM

24 Main Street, Gray, ME 04039

REGULAR MEETING 7:00PM

I. 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
Doug Webster	Community Development	Present
Alec Dodd	Director of Public Works	Present

II. PLEDGE OF ALLEGIANCE TO THE FLAG

III. MINUTES FROM PREVIOUS MEETINGS

- To Review and Act Upon Approving the Town Council Minutes of September 15, 2020

Ordered, the Gray Town Council approves the Minutes of September 15, 2020, as amended.

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

Councilors Maguire, Gass, Young and Carder all requested edits which will be provided to Town Manager Cabana. Councilor Carder pointed out the vote for #60-21 should have been stated in the minutes as 3-2 and vote for #61-21 should have been stated as 5-0. They had been switched in the minutes and she requested that correction be reflected.

- To Review and Act Upon Approving the Town Council Minutes of September 28, 2020.

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

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

**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.)**

No public comments

V. PRESENTATION

1. Livelong Living Committee Update – Sharon Young

Sharon Young shared her slide presentation on the mission of the committee, their process for obtaining survey information, and the preliminary results. Surveys were sent to 997 addresses and 307 completed surveys were received. She encouraged the public to review the full responses of the survey results. She also encouraged (in reference to survey question #11) organizations or individual tradesmen to reach out to her at syoung@graymaine.org if they could be of assistance to help with home modifications needed to assist residents to remain in their homes as they age. Val Razsa mentioned she has lived here for 35 years and enjoyed meeting residents who have lived here much longer and/or all of their lives. She said they have a great affection for the town, don't want to leave, and this committee can improve the situation for many.

Members of the committee include:

Sharon Young, 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

The 4 tasks of the committee:

- 1) To create a team who would design and circulate an elder survey
- 2) To write a grant application to support printing and circulation of the survey
- 3) To evaluate the results of that survey
- 4) To make recommendations for programs and services to mitigate the unmet needs of our elder residents

Councilor Young reported these 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 Programming
- 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

2. Eaton & Peabody and MMA Representative – Town Manager Search

Chair Carder said Eaton Peabody had a conflict and could not be at this meeting.

David Barrett spoke about the MMA proposal for the Town Manager Search. He said MMA does about eight searches a year and has sent their standard search process information to the Town Council. He said the first step is a needs assessment, then there will be executive sessions for reviewing applications and interviewing. MMA currently is interviewing virtually until they get down to final candidates. Then, in-person interviews happen, following CDC guidelines. He explained this would be a process of approximately three months for the search, and then time for the relocation process.

Councilor Young asked about candidate expense costs. Mr. Barrett explained that would be only for the second interviews and the Council could state a dollar amount, such as \$500 or \$700, so it isn't open ended.

Chair Carder said Councilors have seen the proposal and have discussed it at a workshop. Councilor Foshay wanted to clarify whether Mr. Barrett would be present for the whole process, not just the final selections. Mr. Barrett stated that he would be part of the whole process. Chair Carder explained a decision would be made later in the evening and both MMA and Eaton Peabody would be notified.

Council Business: Shoreland Zoning Discussion:

Chair Carder mentioned the new format of the agenda based on new software. She also requested, if no one had objections, to move the Council Business topic of Shoreland Zoning to this portion of the meeting. Councilors did not object, so Scott Dvorak spoke. He explained that Gray works under 2006 DEP guidelines and guidelines were updated in 2015. The Town is required to abide by whichever is most restrictive. He said it is time consuming and confusing to use two sets of guidelines. Residents have to do two presentations and he then decides which is most restrictive. Mr. Dvorak said he came from Raymond and is quite familiar with the 2015 guidelines. He said the State would like Towns to use the 2015 guidelines.

Councilors Carder and Gass asked about timber harvesting. Mr. Dvorak explained the Forestry Department interprets and the Game Wardens enforce.

Councilor Young mentioned issues of residents bringing in extra sand and asked if Mr. Dvorak had encountered this type of situation. He has in his prior experience in other towns; Portland Water District took sand samples to investigate.

Councilor Foshay said it would be easier to manage one set of guidelines. Councilor Gass agreed. Councilor Maguire said there are advantages to making a change.

VI. REPORT FROM THE COUNCIL CHAIR

Chair Carder read her report:

“Covid: The State of Emergency has been extended once again through 10/29 which means we can meet virtually through November. As I previously mentioned, the Planning Board did a test run with their last meeting. After which, I pointed out a few issues with the recording and Councilor Young had pointed out some concerns with the shared podium for the previous ZBA meeting. Kathy/Grant are going to make some changes to test out at this Thursday's PB meeting. I am once again asking each Councilor to weigh in whether we will hold our 10/20 meeting virtually or in person.”

Councilor Gass expressed it would be hard to be in a four-hour meeting with a mask on. She also had concerns if the agenda would draw a large crowd which could be problematic due to restrictions on number of people in attendance.

Councilor Young stated she was conflicted. She likes the ease of computer meetings without driving 20 minutes. However, sees inconsistencies since some committees meet in person and Town Council should be the example.

Councilor Foshay said he works in the science field, so he said to stay virtual.

Councilor Maguire said if we had more space, he would be in favor, but that would also make recording for the public harder. He said to stay virtual for now.

Chair Carder said they will be virtual for the October 20th Town Council meeting and she is interested in seeing how the Planning Board meeting goes. She mentioned factors to consider such as the podium, people possibly bringing own pens to sign in, and sanitizing the podium between speakers. Kathy Tombarelli said they have fewer people at those meetings, and they usually leave after their item. At the upcoming Planning Board meeting, she will have them skip signing in and she will have her computer available with their presentations uploaded.

“If you have not already verified your Committees have submitted their annual reports, please make sure to do so at this month’s meetings. I have submitted the Chair letter and will share that with everyone. I will say although it can seem like our list continues to grow and items can take significant time to complete, we have accomplished a great deal in the last session. Pulling together the list of completed items was a good reminder of how much work has been done. I hope you will find it to be encouraging as we continue into this year’s session.

Cumberland County sent out their annual report via e-mail and I wanted to point out that they offered some Human Resource Services through a pilot program this year which they state was successful. I am not sure if there are some opportunities there for Gray, given we do not have dedicated HR staff. Perhaps something we can check into as we approach another budget cycle.

MDOT Issued their reduced numbers for local road funding and I looked up Gray on the spreadsheet to find that the projected amount for 2021 will be \$9,600 less than 2020 – down to \$134,676.

As mentioned at the last meeting, Suzanna was working on setting up the new CMP accounts and that is now complete. The trenching needed for the utilities has been completed and the fence contractor has been on site. Deb & I also received notification from Revision that CMP & the Telephone company have received PUC approval for some new monthly charges related to arrays. The total cost will be about \$60 per month (\$45 for CMP & \$25 for Telephone). These charges will reduce our projected annual savings of \$6,300. I did confirm the charges should qualify for credit offsets; however, Revision believes the way CMP is planning on billing them will prevent that from occurring. They are doing more research on how likely submitting a PUC filing would result in an overturn. The alternative is to address these new charges via the Legislature, more to follow as it is received.

We all participated in the virtual 9/29 public forum which was pretty well attended (glad it was online.....e were online). There were many questions, comments and suggestions. Once again for those that were unable to participate, the video of the meeting is available online and feedback can be sent to Alec Dodd, Public Works Director or Deb or to the Town Council. Next step is for Alec/Will to reach out to individual property owners who are directly impacted by the project either for the 2 outflow pipes, tree impacts or other items like fences. In addition, there were a couple requests for additional information to be provided. Once they have completed this

work, they will be back before the Council either in one of our meetings or as a public forum to provide the results and update the timelines. The goal is to have the engineering completed in the next month or so to allow the bid process to move forward before the end of the year – as bidding is very competitive right now.

As we know, the MDOT finally responded to our request for additional information on these items. That information came in just a few hours before the public forum, although that information was shared during the public forum. It is attached to this packet as well. In both cases, the MDOT has provided additional ‘requirements’ for the Town to meet in order to proceed (1) paying for the signs which they estimate at \$30K! and (2) obtaining more widespread sign off from residents/businesses before a weight limit is added to the road. I am looking for feedback on next steps – I would like to discuss the new information in more detail under council discussion. I do not think a workshop is needed. Thoughts?”

Chair Carder asked Councilors if they would prefer a council discussion or a workshop. Councilors all preferred a discussion.

“The Joint Leaders Meeting has been set up for 10/22.”

VII. REPORT FROM THE TOWN MANAGER

Town Manager Cabana reported she has received notice from quite a few residents regarding the drought and dry wells. She said an email blast went out from the website that there is potable water available, for free, at the spicket on the Newbegin building.

She reported that the Rec. Dept has done their projection for the full year. Kids’ Club and summer camp is at about 1/3 capacity. She commended the staff for their creativity and for working with New Gloucester to serve the needs of the communities. They project they will be operating in the black by approximately \$6,000.00 due to sharing programs with NG. She said there is a grant which both Gray and New Gloucester worked on with school department. We are recipients of almost \$60,000.00 which will help pay for renovations to Kids’ Club in New Gloucester and offset salaries of employees in reference to school lunch programs. The New Gloucester Rec. Director has submitted a resignation so she will meet with New Gloucester to help figure out what to do about the vacancy.

She mentioned she received a letter from the Gray Water District, wanting to work with the Town with future infrastructure projects. The letter is in the Council packets.

Regarding Halloween, the CDC has issued guidelines. The Rec. Department has put together events which follow the guidelines at the New Gloucester Fairgrounds and a Haunted Walk at Pennell. People must register in advance. Some events are filled. She encouraged people to sign up soon.

There will be a Hazardous Waste drop off at the Transfer Station on Saturday, October 10th. This will be from 9am-noon.

She said she had mentioned in January about an audit on the cable franchise agreement. This audit has been done at a cost of \$2,000.00 This is a joint effort in conjunction with GPCOG.

Town Manager Cabana reported taxes were due last week. We have already collected several million dollars.

The town has prepared and mailed over 2,000 absentee ballots already. Early voting has been taking place. There has been a lot of activity and people are excited about getting their voting done. The ballot drop-box has been received. It will be installed by the end of this week. Over 200 lbs of cement is required for this project.

She explained there is a new link on website where people can see the status of their ballots.

Town Manager Cabana congratulated Katy Jewell for locking in a propane price of \$1.283/gallon which provides a projected town savings of \$14,359.00. She also locked in diesel at \$1.69, with a projected savings of \$9,680.00.

Town Manger Cabana concluded her report by stating the town office will be closed on Monday, October 12th, for the holiday.

VIII. COMMITTEE REPORTS

Councilor Gass reported that the Library Trustees report an increase in use of 30% month after month since the shutdown. The GPLA invested in virtual cameras for story time. Two terminals at the library are back on-line. The library is still quarantining returned items for 72 hours; they will reduce this to 24 hours, but Library Director Josh Tiffany feels strongly they must work with other libraries and coordinate their guidelines. They also discussed if New Gloucester residents should be charged for a library card. The trustees leaned towards free for NG students, but were not sure what they would do. They will revisit this topic.

Councilor Gass reported on the Communications Committee. All meetings will be recorded /broadcasted. The committee suggests the website be expanded with a link to the communications page. She said the broadcast server is 15 years old and failing and needs to be replaced. The group voted to show interest that funds be used to replace the broadcast server. If the Town gets \$18,000.00 overpayment back from Spectrum, the group would like the funds used, not going to general fund. A survey is being planned as the Town negotiates with cable companies.

Councilor Gass said the Rec. Committee was one person short of a quorum. They are looking for volunteers for the Trunk or Treat at the New Gloucester Fairgrounds and the haunted walk in the woods behind Newbegin. She suggested volunteers contact the Rec. Department if they are interested in helping.

Councilor Gass stated the Open Space Committee will meet on Wednesday, October 7th.

Councilor Young stated the Finance Committee met virtually on September 24, 2020 with Charlie Cote, Gary Robbins, Sharon Young, Deborah Cabana, and Katy Jewell in attendance.

The committee reviewed August Revenue and Expense reports with members seeking additional information of certain line items that appeared out of the ordinary or not in line with YTD expectation. Katy and/or Deb were able to provide satisfactory answers to all questions.

The committee requested prior year data be provided to assist with understanding various revenue and expense items where seasonality may be known to skew monthly or YTD projections.

There was extended discussion regarding COVID19 related expenses. Committee members sought detail as to how expense items were being tagged for State of Federal reimbursement. Katy pointed to the use of a MEMA/FEMA account code that did indeed segregate potential reimbursables and explained that actual

reimbursement may take extended time. The last major windstorm reimbursements took 2.5 years. Expenses are paid when incurred and tracked. Reimbursement, when it occurs will be booked to Misc. Income.

The Recreation Department Enterprise Account was discussed. Deb shared more about that during her Managers' Report.

The nationwide coin shortage was discussed. It was decided to increase the supply of coin on hand to mitigate the potential of being unable to complete cash transactions. This led to a discussion of credit and debit card fees which will be researched and reported on more fully at a later time.

The Committee requested a virtual meeting with the Auditors as per the Committee Charge. Town Charter (Article 2 Sect 16) calls for the submission of a completed audit report within 90 day of the close of the fiscal year, however, the TC may grant an extension. It was spring 2020 before we had the fiscal 2019 annual report back from the auditor, without benefit of TC granting an extension. Deb agreed that a virtual meeting was a good idea and might in fact serve to expedite the process.

ZBA met in person on September 23rd. Technical difficulties prevented the meeting from being televised. The Council Liaison was attempting to watch the proceeding from home and called in to report that there was no viewing. She was told technical issues were being worked on.

Councilor Young later learned, from the petitioner of the public hearing agenda item, that the meeting was canceled and the scheduled Neokraft Signs, Inc. Administrative Appeal re-scheduled to October 28th. ZBA Chair Fogg later provided an email explanation to the full Council.

The agenda item addressed a requested waiver for a new sign that exceeds the maximum height and sign area allowed in the Town of Gray Sign Ordinance. The property is located at 13-17 Main Street.

The Blueberry Festival committee will not be meeting again until after the first of the year, when hopefully, we shall begin planning work for the full 2021 Blueberry Festival.

Councilor Foshay stated he had been traveling. He said the CEDC met but he had technical difficulties, so he did not have a report. He thanked Councilor Young for reporting on the Finance Committee since he couldn't make that meeting either.

Councilor Maguire said OAC met and they agreed to change their meeting schedules to a different day and time. They will still meet on the same weeks, but meetings will now be on Thursdays from 4:30pm to 6pm. They continue to work on the sign ordinance. They are having technical difficulties with the illumination issue. Doug Webster will obtain information regarding illumination from people in the industry.

Councilor Maguire said the Planning Board will meet on Thursday, October 8th at 7pm.

Councilor Maguire said the Libby Hill Committee will meet later this month.

Councilor Carder submitted her report:

DMS: Held our meeting on 7/21 virtually. We have started coordinating with the American Legion Hall on next year's Bicentennial Bean Supper which was postponed from this year. We will be holding a work session following CDC guidelines to start going through all the packed boxes of items for the Schoolhouse. Mo advised that work on the interior flooring and the new ramp would start soon. I received a message from a resident that

the door of the Schoolhouse was ajar, it was checked, and the latch just needed to be adjusted, it popped open due to shifting. Nothing was out of sorts inside. We are very grateful to the Blueberry Festival Committee for their generous donation to the DMS from their first Music in the Park event and also had a resident looking to make a donation directly. Our next online meeting is Oct 19th at 6:30pm.

Recycling: Held our meeting in person on Sept 24th. We worked to clear some of our outstanding projects – including finalizing new recycling signs for the transfer station and reviewing artwork options for the new “put a lid on it campaign” which is focused on reminding people to use lids on their trashcans both to reduce blown away trash on road sides, but also to reduce ‘wet’ waste which is more expensive to dispose of. We have begun outreach to the school system to offer education programs and to research the possibility of a compost project. I wanted to point out that member Lena Ives is providing educational webinars through the Adult Education program for anyone who is interested in learning more about recycling and composting. Our next meeting is set for Oct 22nd at 5pm.

GPCOG: Our next meeting is Oct 14th which is the annual retreat, but will be held virtually.

Councilor Carder also mentioned the Hazardous Waste drop off at the Transfer Station on Saturday, October 10th from 9am to noon. She stated this is for Gray residents only and residency will be checked.

IX. CORRESPONDENCE/ACTIVITIES

Councilor Gass had a call from a resident about Halloween. The resident lives in a location with heavy Halloween traffic and inquired if Gray would ask people not to trick or treat this year. Councilor Gass asked if it could be discussed at the October 20th meeting. Town Manager Cabana commented that we cannot legally prohibit Halloween but can discourage trick or treating, per town attorney.

Councilor Gass mentioned she had emails from Jason Wilson. She had communications from Steve McPike and Alan Stearns regarding open space. She discussed a job program and micro enterprise program including forgivable loans. The deadline is October 13th at 5pm.

Councilor Young submitted her report as follows:

Maine Audubon: I have had correspondence with Tracy Hart, Conservation Biologist at Maine Audubon. One of the other hats I wear is that of Coordinator of Little Sebago Lake Loon Monitoring and Conservation Program. Thus, the effects of pyrotechnics on the natural inhabitants of our environment is very troubling to me.

I reached out to Tracy for her thoughts on dissuading geese in Crystal lake by using pyrotechnics and what impact that action may have on other wildlife species. Tracy did some research and reports the following quote:

“At the state level, pyrotechnics are considered a viable technique, but they emphasize that they may not meet local noise ordinances, come with hazards, and used alone are probably not a long-term solution even if they work well initially because geese can get habituated to them. They also said that dissuasion techniques, as a whole, cannot be used when the geese are nesting. But even if allowed, the question is if they are a good idea or the best option. There were many dissuasion techniques outlined on the website that do not involve noise. Given the potential for wildlife disturbance and the recommendation to use multiple techniques in order to increase success, I’d suggest exhausting some of the other suggestions before resorting to pyrotechnics...”

She also notes: ...”There are anecdotal accounts of loons abandoning their nest due to pyrotechnic” displays, but studies are sparse.”

And she concludes: “So there are no state prohibitions at the moment on pyrotechnics in the shoreland zone that I know of.”

Tracy also provided a link to the State Inland and Fisheries website that details alternative, and perhaps better, options. <https://www.maine.gov/ifw/fish-wildlife/wildlife/living-with-wildlife/avoid-resolve-conflict/geese.html>

Some of the recommended options included non-lethal and non-invasive tactics such as:

- Stop feeding the geese and educate the population to do the same,
- Plant barrier vegetation (also environmentally friendly for lake water quality), or erect fences,
- String mylar tape, fly balloons, flags & streamers, or scarecrows.

The bottom line is that there are alternatives that are far more environmentally friendly and protect and preserve native species.

GNG HS Volleyball: I had a series of personal communications over the last week or two regarding the sand courts for volleyball. Although this was personal business, I feel it important to be fully transparent about my interaction with town rec and school department staff.

As you are likely already aware High Schools throughout the state have had to postpone or cancel Football and Volleyball seasons this fall due to COVID 19 safety protocols. I have been in communication with SAD15 HS Volleyball coaches and athletic director, regarding use of the town owned sand volleyball courts at Pennell Park, in an effort to provide an outdoor practice venue for the HS team to keep the girls engaged and at ready should they be allowed the opportunity to convene their season later this year or in the spring.

The HS Athletic director, Susan Robbins, had reached out to the Rec department for permission to use the courts and you have all been copied on the email string that ensued. The Rec department conveyed that fees would be assessed as per town facility fee schedule.

As the grandparent of one of the student players, I took it upon myself to complete a facilities’ use form and deliver a check to the rec department in order to secure the court for the girls. Time was of the essence as weather conditions would soon eliminate the possibility of outdoor practice. After a period of time and some further discussion, SAD15, through their athletic director and business manager, were able to reach a resolution with the town, through the rec department. I understand my facility use application and payment may now be rescinded and refunded.

GLLL: This Ad Hoc Committee activities were covered under the “Presentation” portion of tonight’s agenda.

MCOA Wisdom Summit: I attended a two-day virtual event sponsored by Maine Council On Aging on September 16 & 23.

Topics included:

- Rethinking Everything – Aging Policy Reform in the Time of Covid
- A Conversation with State Leaders
- Future of Maine’s Economy, Workforce & Aging Services in the Era of Covid
- Care Workforce Roundtable Discussion
- Reframing Aging and Covid-19
- Roundtable Discussion on Ageism, Equity & Inclusion
- Disaster Resiliency & Recovery (Covid)
- Roundtable Discussion on Combatting Isolation & Loneliness

I will touch on just a few things that stood out to me.

In the segment “Rethinking Everything – Aging Policy Reform in the Time of Covid”

- Rethinking Age – we must disaggregate Old Age
- 65 & 105 is NOT the same.
- Age aggregation masks differences in the life and needs of the elderly.
- Chronic conditions, vision & hearing loss, dementia & cognitive decline, driving retirement, overall health, all present more intensely as age advances.
- Rethink Social Isolation – Covid amplifies isolation
- Living alone and staying alone during the pandemic, losing family or friends to covid, fear of contact due to chronic (high risk) illnesses.
- Social Isolation and loneliness may be episodic or chronic. The lack of broadband access removes many options for outreach and connection when in person contact is limited.
- Re-thinking long term care in the future
- Increasing staffing, better staff pay, improved infection control, private rooms, smaller buildings, other long-term care choices are all things to consider to improve congregate living situations.
- Family visitors are essential despite their risks for the emotional connection.
- Re-Thinking Technology
- Medicare Telehealth essential, but how to accomplish for people with cognitive, hearing, or vision impairment need further work.
- Broadband access is an aging issue, with elderly faced with lack of availability, potential economic barriers, and a lack of technology.
- Re-thinking Barriers
- Ageism is a barrier.
- Lack of activism by older people means that their needs and wants go unheard and unheeded.
- Low expectations of old people and old age by others leads to low self esteem and low expectation by the older population.
- Us vs them thinking – population segments vying for available government funds creates conflict – such as investment in a playground or investment in a senior program.

In the segment “Future of Maine’s Economy, Workforce & Aging Services in the Era of Covid”

- Charts and graphs showed how Maine has recovered only half of the jobs lost since the beginning of the recession caused by the pandemic.
- They also demonstrated how In the Great Recession it took roughly 1 year for the top 5% of wage earners to recover, while it took 9 years for middle quintile, and 11+ years for the bottom quintile.
- Maine currently faces an \$883M revenue shortfall in the next 2-year budget cycle. The question is; do we cut spending and avoid tax increases, or provide adequate funding for public services, even if it requires a tax increase? (Note: this addresses Public Services NOT Capital Improvements.
- In the segment “Reframing Aging and Covid-19”
- The reframing aging initiative is a long-term, evidenced-based social change endeavor designed to improve the public’s understanding of what aging means and the many ways that older people contribute to our society.
- One in 17 adults over age 50 experience frequent healthcare discrimination and this is associated with new or worsened disability by 4 years.
- About 3 in 5 older workers have experienced age discrimination in the workplace

- Positive self-perception leads to 7.5 years longer, healthier lifespan.
- Older persons with positive age beliefs and who carry one of the strongest factors for developing dementia were nearly 50% less likely to develop the disease than their peers who held negative age beliefs.
- We all need to reframe our narrative – how we think and talk about aging will set the stage for the future.

Conversation with a Contractor and CEO regarding the Shoreland zoning Ordinance. In a meeting with my contractor and Town CEO, Scott Dorval, at my home, Scott mentioned his support of the 2016 Version of the State Ordinance and noted that Gray was one of few communities he was aware of that continued with the older versions. We are scheduled to have discussion on this ordinance change later in the agenda. I mention it here to be transparent as I have a future home improvement project that may be impacted by the Shoreland Zoning change, should it occur.

Councilor Foshay said he had multiple emails from Jason Wilson. He also had some from Nancy Wilson and Claire Wilson regarding the Loon Island sign.

Councilor Maguire said he had no additional correspondence that hadn't already been mentioned.

Councilor Carder read her report as follows:

- “-Provided information to a resident regarding the history of the NGRR’s Gray proposal
- -Rec’d a Pocket Park Name suggestion from a resident which I forwarded to Kathy/Bruce
- -Rec’d a message from Jess Bell who is the VP for the Fire Fighters Union who was logged into the public portion of our 9/28 meeting but had to leave due to a call. He wanted to verify the contract was approved.
- -Various conversations with residents related to Halloween and guidelines.
- -I sent an e-mail to the Representative for the Woodcock Drive subdivision related to scheduling a presentation for our 10/20 meeting.
- -Provided information to a resident regarding the upcoming election and absentee ballot handling.
- -We all received numerous e-mails from Mr. Wilson related to the Comp plan and Committee policy.”

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.

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 \$31,083.00, 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.

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

Mo Russo, Director of Buildings & Grounds, explained they sent the proposal to four contractors. Three contractors looked at it, but Thayer was only one to respond. He said \$30,000.00 was the amount suggested in

December 2019. Councilor Gass pointed out it is just a little over and asked if we have the money for that. Town Manager Cabana said yes, in the 2018 bond.

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

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

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

Town Manager Cabana said this is a policy prepared by Suzanna Gallant. Suzanna explained that due to number of requests, she worked with Attorney Alyssa Tibbets to create this. Councilor Carder said it was very clear and it is good to have a policy.

Councilor Maguire suggested it should have notations that it is a town policy and title, version, date, and title of employee to contact. Councilor Gass asked about the fees. Suzanna Gallant explained there would not be a charge for email other than the staff time to retrieve and put it together. Councilor Gass suggested it be stated clearly what the costs are for email vs. hard copies.

Chair Carder stated this is as amended with the changes requested and the costs noted.

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

Ordered, The Gray Town Council Approves the Carryforward of Certain CIP Items in the Amount of ~~\$135,475.00~~ \$131,006.00 to the Fiscal Year 2021.

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

Katy Jewell, Finance Director, explained the majority of the carryover is in buildings and grounds. Mo Russo was not able to secure some work due to covid. She referenced the tech carry forward and the need for a better piece of equipment for the server. She asked for council direction regarding facility assessment and if that should be carried forward. Chair Carder clarified the \$135,475.00 includes facility assessment.

Chair Carder said the question is whether or not to carry forward \$4,469.00. Katy Jewell said if it is not carried forward, it automatically goes to CIP balance. Town Manager Cabana said it was previously budgeted, then removed from 2021. If they choose not to carry over, the motion has to change to \$131,006.00.

Chair Carder asked for councilors' thoughts on the \$4,469.00. After they commented, she said they appeared to be in agreement not to carry over the \$4,469.00. She said the motion will be amended to \$131,006.00 as Town

Manager Cabana had mentioned earlier. She asked Anne Gass to amend the motion, which she did, to \$131,006.00.

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.

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.

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

Councilor Maguire asked why it is only a year. Kathy Tombarelli said they have discussed staggering the terms, but they are currently all one year with the exception of Lacy Antonson who has a three-year term.

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.

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.

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

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

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

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

Councilor Gass asked if this would be near the softball field. She also asked who will handle future maintenance of the tree. Town Manager Cabana said they are working with Mo Russo regarding location and the future

maintenance becomes the town responsibility. Kathy Tomarelli said they will need shade in the proposed playground area. Councilor Maguire said they need a policy on gifts.

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

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

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

Galen Morrison explained this is the third attempt to get this done. They have a permit from code enforcement, just need town council approval. Doug Webster mentioned this will be temporary until Main Street gets done.

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

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.

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

Chair Carder said Councilor Gass drafted the letter. Councilor Young asked why it is an action item. Chair Carder said at the last meeting, they discussed needing council support so that is why it is an action item.

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

Ordered, the Gray Town Council Approves Eaton Peabody as the Consultant for the Town Manager Search.

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

Councilors discussed the proposals of Eaton Peabody and MMA. Councilor Gass had a slight preference for MMA, liked their scoring system. Councilor Maguire said they seem comparable, he leans towards MMA. Councilor Young said Eaton Peabody has been involved in searches in communities in this geographical area. She found Don Gerrish of Eaton Peabody to be thorough in previous conversations and liked him being the interim manager if the need arises. Councilor Foshay agreed with Sharon and leans towards Eaton Peabody. Councilor Carder said they are very comparable. She likes the rating document but has concerns with MMA being busy with several searches right now. She has had experiences with a few hires of Don Gerrish, from Eaton Peabody, at GPCOG and Metro.

Councilor Maguire mentioned it seemed like a conflict if Eaton Peabody offers to serve as the interim. Councilor Carder said if an interim is needed, that would be a separate discussion for the council as Eaton Peabody wouldn't automatically step in as interim. Councilor Carder said she would break the tie and go with Eaton Peabody. She asked Councilor Young to amend the motion.

XI. COUNCIL BUSINESS

1. Shoreland Zoning - Chair Carder said this is a medium 13 on the task list and asked councilors if it should be moved up. After comments from Councilor Young and Doug Webster, Chair Carder said it would be moved up for discussion to go through what needs to be done for steps, feedback, and moving ahead efficiently.
2. Comprehensive Plan – Communication Plan for November Vote - Chair Carder asked if the committee should be encouraged to do an ad in the Lakes Region. She offered to contact the Lakes Region Weekly since if they are provided with a story line, they may do an article for free.

Doug Webster said different options had been discussed with Comprehensive Plan Steering Committee such as handouts, small signs, possible banners, town emails, and town newsletter. Councilor Carder said they would need volunteers if they use handouts at transfer station. The only cost would be running copies. Town Manager Cabana pointed out that many people are reluctant to touch things so wondered if handouts would work. Councilor Carder then suggested a bright poster at the transfer station.

Councilor Gass suggested a sign at the town office for when people come in to vote. Town Manager Cabana said she has to be very careful about signs at the voting location. Councilor Carder asked if it could encourage them to look at the final version without recommending a yes or no vote. Councilor Gass asked if it could say the town council recommends a yes vote. Chair Carder said that is stated on the ballot.

3. Support Letter for Deputies - Chair Carder said Councilor Maguire needs more time. She will put this will be on the October 20th agenda.
4. New Gloucester Request for Diversion Study - Chair Carder said the report will be revised based on MDOT feedback. MTA feedback has already been responded to. She said New Gloucester reached out to GPCOG directly and asked for copy of our diversion study. She wanted advice from Town Council. She reminded them that Gray asked New Gloucester to join in and share the \$10,000.00 cost and New Gloucester chose not to do so.

Councilor Maguire said New Gloucester can wait until it hits the presses and Councilors Carder and Gass agreed. Councilor Foshay said they should wait or share the costs. Councilor Carder said they could express to the new town manager in New Gloucester how they were disappointed that New Gloucester didn't participate and if New Gloucester was on the report, it would carry more weight.

Town Manager Cabana will talk to New Gloucester. Councilor Young pointed out that the new leadership in New Gloucester may not have been part of the previous decision.

- 5. Libby Hill Maintenance Agreement Worksheet - Councilor Maguire stated a meeting is coming up later this month. The purpose of this document is to organize the conversation. He asked if the council saw any errors or omissions. Councilor Foshay suggested a revision section to track any future changes. Chair Carder asked councilors to provide feedback to Town Manager Cabana by October 14th so it can go in their packet for the October 20th meeting.
- 6. Tracking Spreadsheet/Workshop Schedule - Chair Carder said there are quite a few budgetary items. She will put placeholder on the budget spreadsheet.

Councilor Gass mentioned Lauren Meek will do pro-bono walkaround regarding the sidewalks. She is trying to set it up for Tuesday, October 13th at noon.

Chair Carder said Narrow Gauge is at a medium 4. She suggested moving it down since they are sitting on property until prices go up. She wants to move it to low so it is still on the list.

Councilor Young inquired if Attorney Alyssa Tibbett’s feedback was ever received on any legal recourse. Councilor Young said there was an implied agreement and the Town did promotional work for them. She stated that any fundraising that came in while Gray promoted their project should be ours. Councilor Carder said she will check with Attorney Tibbetts. She also said she personally donated and that Narrow Gauge has stated publicly people just need to contact them to get their money back.

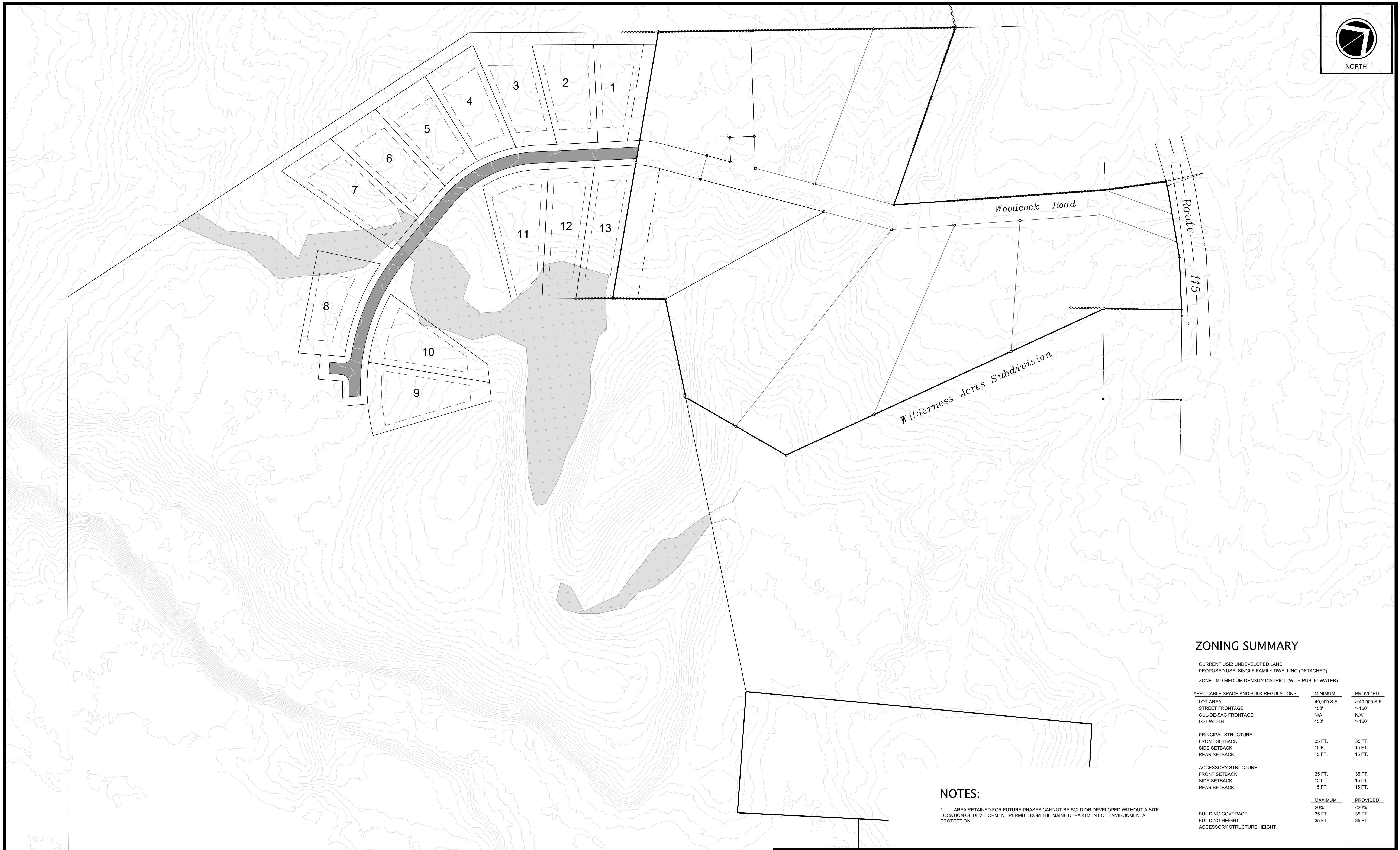
Chair Carder asked Councilor Foshay about Deer Acres. They were going to address this during the spring, but it didn’t happen due to covid. Councilor Foshay said most people in that area don’t want to get together right now due to covid. They are waiting for a time when they can discuss this.

Chair Carder mentioned that Mayall Road/Depot Road is low on the list and they may need to move it up. Doug Webster has done some basic recon on traffic ordinance topic.

Chair Carder mentioned the workshop on October 20th prior to the regular Town Council meeting. They had hoped to have the sign ordinance to work on and would need it by October 14th for the packet. Doug Webster said they have the draft standards and are looking into feedback from sign companies. He said it would be helpful to get input from the Town Council. Councilor Maguire suggested they give what they have so far. It is complex and they could use an hour at workshop. He also mentioned that the main reason we don’t have a sign ordinance is that other items get put onto Doug Webster and the council is taking time.

XII. ADJOURNMENT
Motion to adjourn at 10:20pm

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



ZONING SUMMARY

CURRENT USE: UNDEVELOPED LAND
 PROPOSED USE: SINGLE FAMILY DWELLING (DETACHED)
 ZONE - MD MEDIUM DENSITY DISTRICT (WITH PUBLIC WATER)

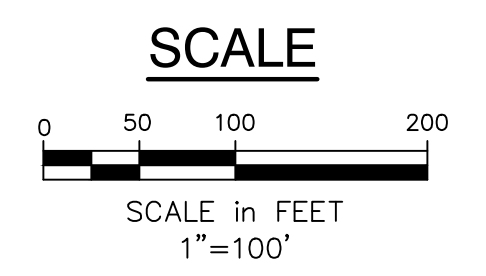
APPLICABLE SPACE AND BULK REGULATIONS	MINIMUM	PROVIDED
LOT AREA	40,000 S.F.	> 40,000 S.F.
STREET FRONTAGE	150'	> 150'
CUL-DE-SAC FRONTAGE	N/A	N/A
LOT WIDTH	150'	> 150'
PRINCIPAL STRUCTURE:		
FRONT SETBACK	35 FT.	35 FT.
SIDE SETBACK	15 FT.	15 FT.
REAR SETBACK	15 FT.	15 FT.
ACCESSORY STRUCTURE:		
FRONT SETBACK	35 FT.	35 FT.
SIDE SETBACK	15 FT.	15 FT.
REAR SETBACK	15 FT.	15 FT.
MAXIMUM		
BUILDING COVERAGE	20%	<20%
BUILDING HEIGHT	35 FT.	35 FT.
ACCESSORY STRUCTURE HEIGHT	35 FT.	35 FT.

NOTES:

- AREA RETAINED FOR FUTURE PHASES CANNOT BE SOLD OR DEVELOPED WITHOUT A SITE LOCATION OF DEVELOPMENT PERMIT FROM THE MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION.

LEGEND

EXISTING	DESCRIPTION	PROPOSED
---	BOUNDARY LINE/R.O.W.	---
---	ABUTTER LINE/R.O.W.	---
---	SETBACK	---
---	EASEMENT	---
○	IRON PIPE/ROD	---



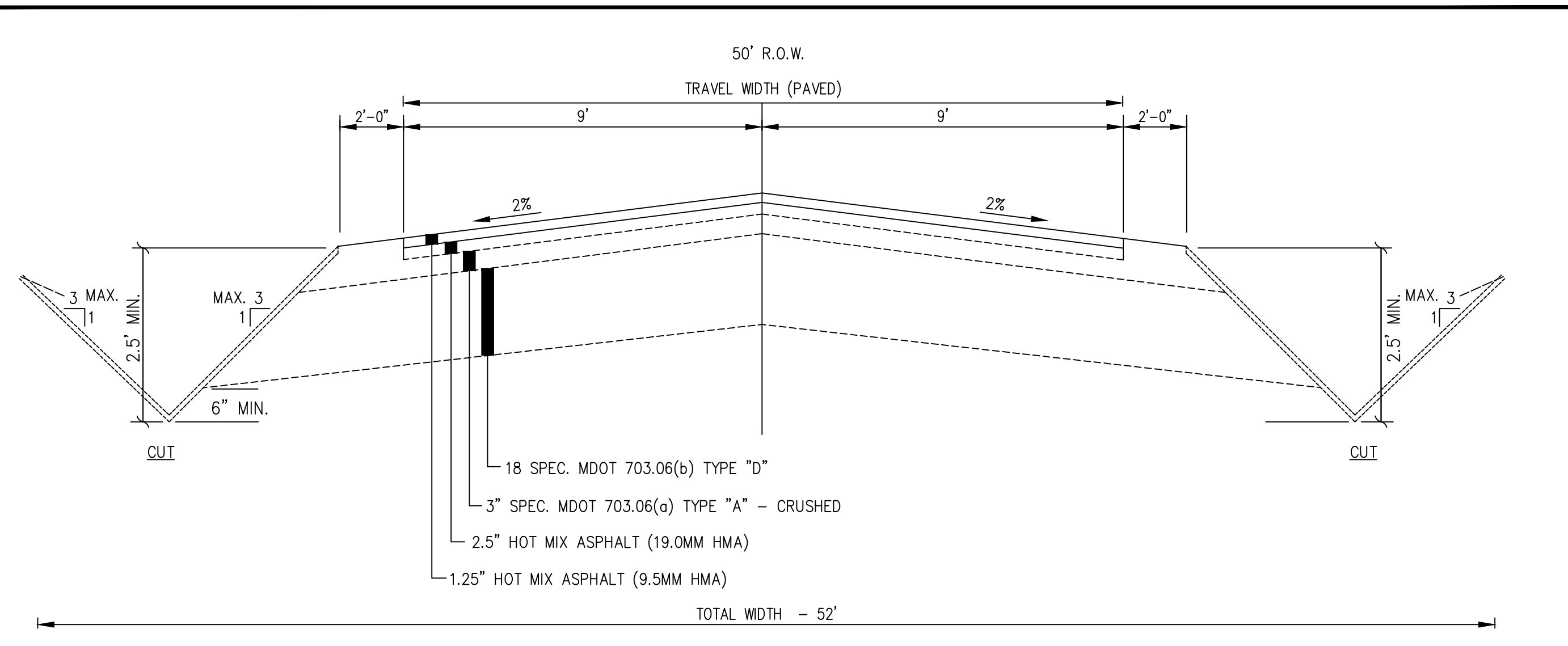
OWNER OF RECORD
 ALLEN HAMILTON (ADD BOOK AND PAGE)

REV	DATE	DESCRIPTION	REVISIONS

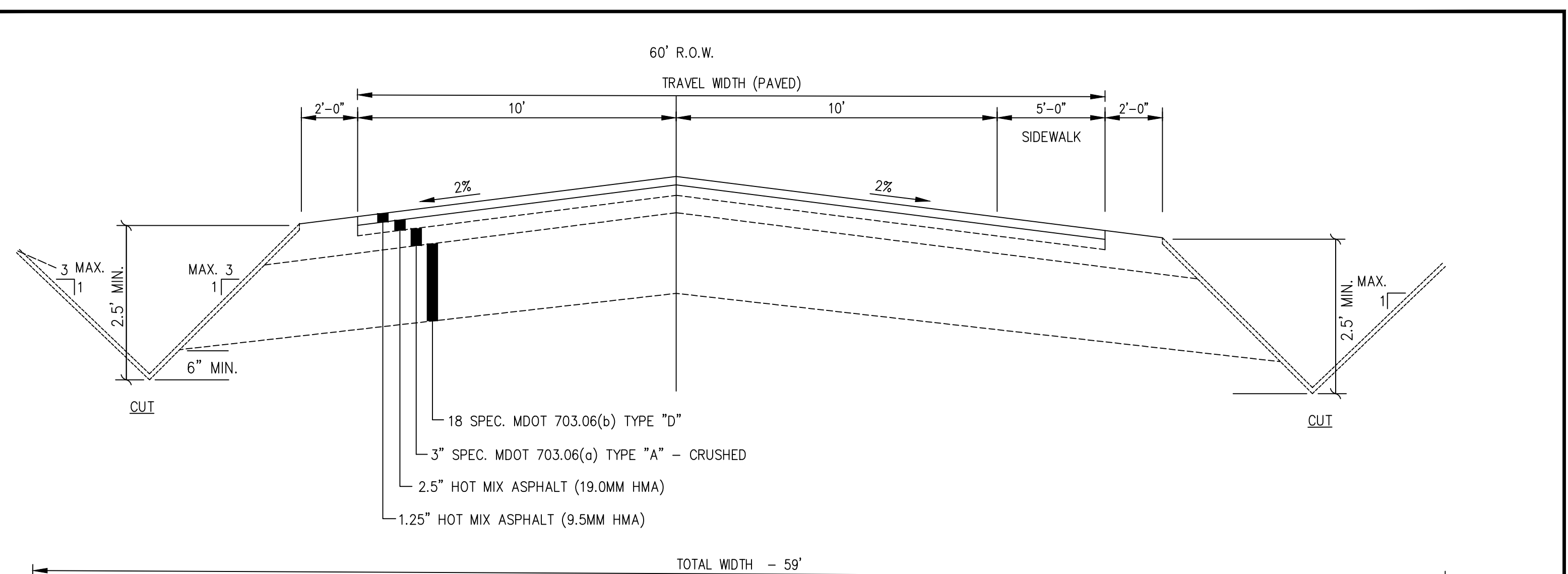
STILLWATER PINES SUBDIVISION
 WOODCOCK DRIVE, MAINE 04261
OVERALL SITE PLAN
 ALLEN HAMILTON & BEN GROVER
 170 SHAKER ROAD
 GRAY, MAINE 04039

Atlantic Resource Consultants
 541 US Route One
 Freeport, ME 04032
 Tel: 207.869.9050

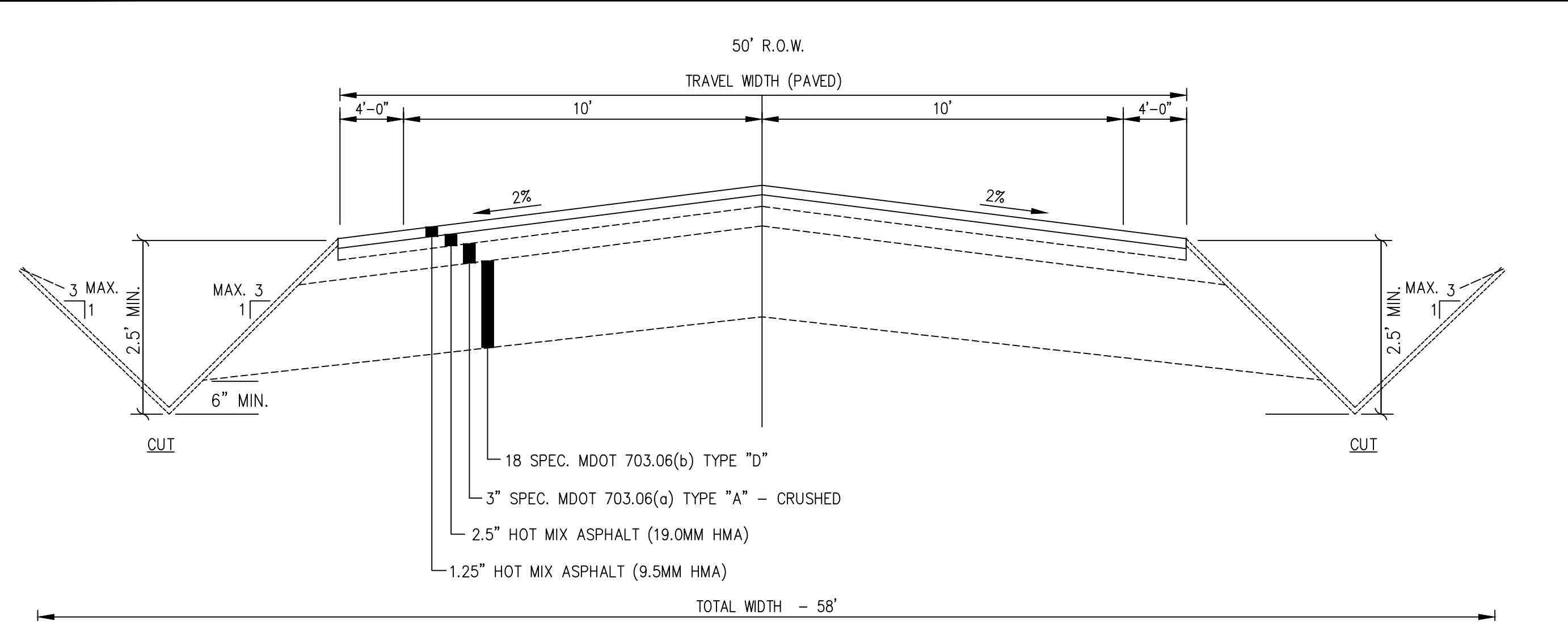
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 DESIGNED: CEB SCALE: 1" = 100'
 CHECKED: CEB JOB NO. 20-012
 FILE NAME:
 SHEET: C-101



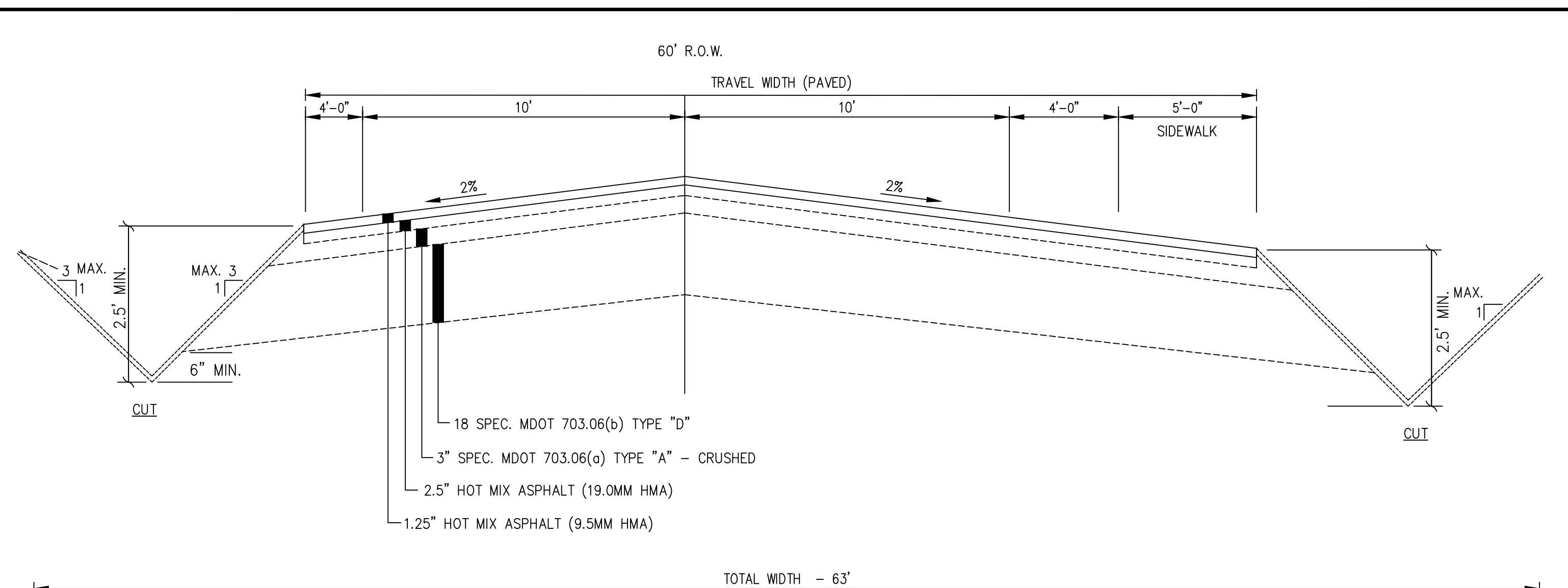
A RURAL PUBLIC EASEMENT STREET
N.T.S.



D PROPOSED STREET SECTION
N.T.S.



B RURAL PUBLIC STREET SECTION
N.T.S.



C VILLAGE PUBLIC STREET SECTION
N.T.S.

C. TABLE 401.13.16-2

ITEM	Sub-collector Streets	Village Public Street	Rural Public Street	Rural Public Easement Street	Minor Rural Street
A. Minimum width right of way ¹	60 ft	60 ft	50 ft	50 ft ⁵	50 ft
B. Minimum grade	.5 percent ²	.5 percent ²	1 percent	1 percent	1 percent
C. Maximum grade	8 percent	8 percent	10 percent	10 percent ³	10 percent ³
D. Maximum grade within 75 ft of intersection	3 percent	3 percent	3 percent	3 percent	3 percent
E. Width of shoulders on each side	4 ft (paved)	4 ft (paved)	4 ft (paved)	2 ft (gravel)	2 ft (gravel)
F. Minimum travel way width	22 ft	20 ft	20 ft	18 ft	16 ft
G. Aggregate sub-base course gravel	15 inches	15 inches	15 inches	15 inches	15 inches
H. Aggregate upper base crushed gravel	3 inches	3 inches	3 inches	3 inches	3 inches
I. Bituminous paving	3-1/4 inches	3-1/4 inches	3-1/4 inches	3-1/4 inches	
J. Sidewalks (one side min.):					
Minimum width	5 ft	5 ft			
Aggregate sub-base course gravel	8 inches	8 inches			
Aggregate upper base crushed gravel	2 inches	2 inches			
Bituminous paving	2 inches	2 inches			
K. Minimum curb radii:					
90 degree intersections	40 ft	25 ft	25 ft	15 ft	15 ft
Less than 90 degrees	40 ft	30 ft	30 ft	20 ft	20 ft
L. Minimum dwelling units	51	4	26	11	2
M. Maximum dwelling units	100 ⁴	50	50	25	10

STILLWATER PINES SUBDIVISION WOODCOCK DRIVE, MAINE 04261 ROAD SECTION SCHEMATIC		Atlantic Resource Consultants 541 US Route One Freeport, ME 04032 Tel: 207.869.9050
ALLEN HAMILTON & BEN GROVER 170 SHAKER ROAD GRAY, MAINE 04039		
DRAWN: MPV DESIGNED: CEB/MPV CHECKED: JAV/CEB FILE NAME:	DATE: APRIL 2020 SCALE: N.T.S. JOB NO. 20-012	SHEET: SK-1

Open Space Committee
Town of Gray

Presentation To Gray Town Council

October 20th 2020

Agenda

- ❖ Introduction
- ❖ Charge of Committee
- ❖ Vision Statement
- ❖ Open Space Inventory
- ❖ Landowner Relations
- ❖ Open Space Plan
- ❖ Next Steps



Dean Bennett
Parks & Facilities Director



Anne Gass
Town Council Liaison



Kimberly Cobb



Bob Coleman



Tim Farrar



Valerio Razza



Al Schaeffer



Adam Wilkinson

Why Are We Here?

- ❖ Update the Council on the activities of the Open Space Committee
- ❖ Obtain confirmation (hopefully!) that our activities are consistent with the wishes of the Council
- ❖ Obtain “conceptual approval” from Council on some of our key initiatives



Committee Charge

- ❖ **Inventory** public & conservation lands, habitat protection, recreational & greenbelt areas
- ❖ Coordinate with the Comprehensive Plan Committee to gather data & **collect** survey **information** from the community
- ❖ Identify existing & proposed areas for future Open Space **planning**
- ❖ Create a **vision** for Open Space in Gray, form a Statement of Purpose for an Open Space plan
- ❖ Engage in discussions with **landowners** & regional land trusts, make recommendations to the Town Council to help secure access to land/corridors through acquisitions, easements, land swaps & other forms of agreements
- ❖ Assist with **fundraising** for land/corridor acquisition from private and public sources

Vision Statement

- ❖ *The Town of Gray will develop a system of Parks, Trails and Open Spaces that contribute to Gray retaining its rural character and natural resources by protecting natural habitats, outdoor recreational spaces and trails, scenic landscapes, historic places, clean air and clean water.*

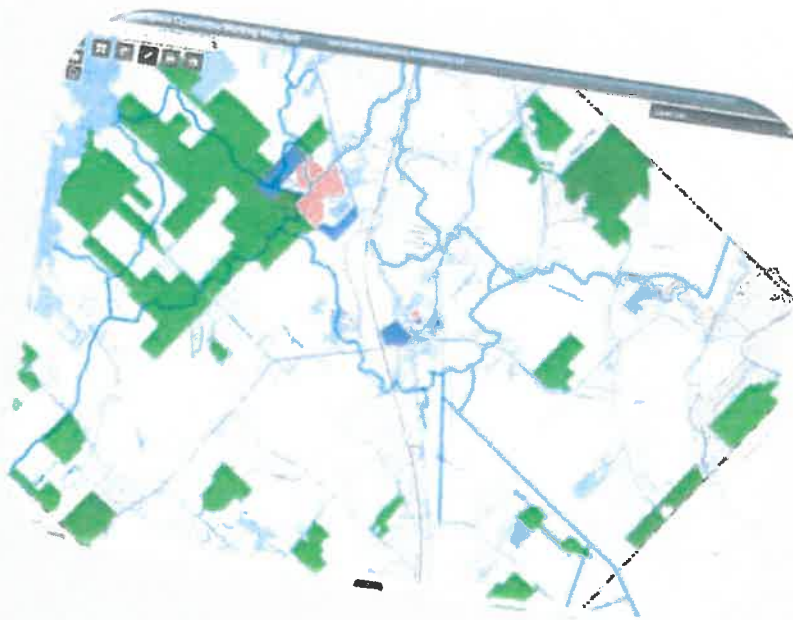


What Is Open Space?

- ❖ Publicly owned parks, ballfields, and waterfront access
- ❖ Trails, and trail corridors that connect areas of town
- ❖ Areas of land or water set aside for habitat protection
- ❖ Agricultural land
- ❖ Land left undeveloped for residential, commercial, industrial or institutional use
- ❖ Where appropriate, open space may also include cultural and historic resources.

Inventory of Open Space

- ❖ GIS foundation complete (*Thanks A!!*)
- ❖ Quick demo of Gray Open Space GIS site



Landowner Relations

- ❖ Key points:
 - ❖ Without the generation contributions of landowners, the Town of Gray will not realize its open space vision
 - ❖ Many landowners have been “burned” before, either by the public’s abuse of their land, or perhaps even by the town itself
 - ❖ We must restore trust between the landowners and the public if we are to have any hope of establishing significant publicly accessible open space
 - ❖ *The town must be the catalyst for building that trust*

OS Committee Info Card

- ❖ Developed to introduce Open Space Committee
(Thanks Kim!)
- ❖ Expect electronic version to be available via link from town website



Town of Gray Open Space Committee

Landowner Agreement

❖ Our promise to landowners RC1

- ❖ *We Thank You!*
- ❖ *We Respect Your Wishes*
- ❖ *We Will Support You*
- ❖ *We Make No Assumptions*
- ❖ *We Change With You*
- ❖ *We Endeavor to Compensate*
- ❖ *We Will Inform the Public*
- ❖ *We Will Defend You*



Landowner Survey

- ❖ Goals of “survey”
 - ❖ Introduce landowners to the membership, goals and activities of the Open Space Committee
 - ❖ Distribute information card and *Landowner Agreement*
 - ❖ *Begin to* gather information from landowners regarding their thoughts or concerns regarding the possibility of allowing public access to their private land
 - ❖ Most importantly, begin to establish a connection with landowners
- ❖ Committee continues to define method (i.e., email, mailing), timing, wording, strategy (i.e., who), etc.

Open Space Plan

- ❖ Expected contents of Open Space Plan:
 - ❖ Acknowledgements
 - ❖ Executive summary
 - ❖ Introduction
 - ❖ Open Space Inventory
 - ❖ Open Space Recommendations
 - ❖ Resources to assist in open space preservation
- ❖ Anticipate draft to be completed by ??? and final plan to be completed by ?????

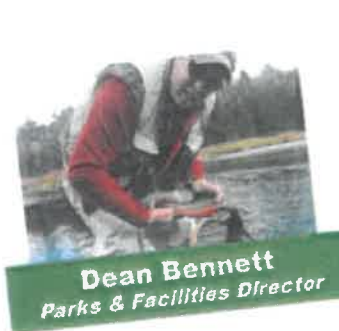
Next Steps



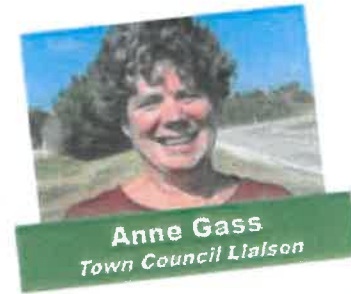
- ❖ Landowner relations
 - ❖ Obtain conceptual acceptance of strategy from Council (hopefully tonight)
 - ❖ Finalize strategy and develop timeline for survey
 - ❖ Obtain formal / legal review of Landowner Agreement
 - ❖ Obtain commitment from town to support agreement
- ❖ Continue work on Open Space Plan
- ❖ Begin planning, acquisition and development of open spaces

Thank You!

- ❖ Town Council
- ❖ Town Staff
- ❖ Open Space Committee
- ❖ Gray Residents...



Dean Bennett
Parks & Facilities Director



Anne Gass
Town Council Liaison



Kimberly Cobb



Bob Coleman



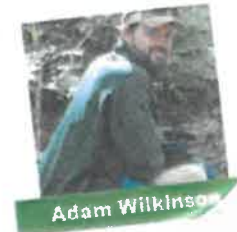
Tim Farrar



Valerie Raza



Al Schaeffer



Adam Wilkison

...especially landowners who are currently allowing public access to their land!

DRAFT

Landowner Agreement Gray Open Space Committee

1. We Thank You - We acknowledge and appreciate the contributions of landowners in making their land available to the public. Landowners have made an investment in land ownership and often contribute to the community through their service, and by providing open space often enjoyed by many.
2. We Respect Your Wishes - We recognize that what is important to landowners can vary greatly. Some value privacy, some value recreational activities, some value capital appreciation through timber values or land valuations. We respect these values. We will work with each to ensure their requests are consistent with the landowners wishes.
3. We Will Support You - We recognize the rights of private property owners to determine what, if any, public access to allow on their land. Where necessary or prudent – and if in accordance with the landowners wishes – we will document and publicize all such granted permissions. Likewise, where significant or repeated public intrusion onto private property is incongruent with the landowner's wishes, we will encourage the public to comply with the landowner's requests.
4. We Make No Assumptions - We acknowledge that many private landowners may not wish to grant permanent public access to their property. In such instances, we will endeavor to develop temporary arrangements that are consistent with the landowner's wishes. We will not assume a grant of public use is perpetual. We will regularly communicate with landowners to ensure their wishes are being met with respect to the public use of their private land.
5. We Change with You - We understand that the wishes of a landowner may change over time. Moreover, we recognize and accept the reality that when land ownership changes, the values of the new landowner may not be consistent with the previous owner. We will work with new landowners to ensure any previously agreed to public uses of private land are consistent with the wishes of the new owner. When necessary, we will publicize any changes to ensure the public is always aware of the landowner's wishes.
6. We Endeavor to Compensate - Where significant, ongoing access to private property is desired (for example, for a permanent public hiking trail), we will attempt to obtain an easement to document the landowner's provision of access to the public. While we readily acknowledge that funding is extremely limited, we will nonetheless endeavor to compensate landowners for the significant contributions they make to the community

when they allow public access to their private land. Where public sentiment and funding allow, such compensation may come in the form of direct payment, reduced taxes or some other form.

7. We Inform the Public - We will work with landowners to ensure the public is fully aware of the allowed uses on their land. We recognize that situations may arise (perhaps, a timber harvest operation) whereby previously granted access may need to be temporarily or permanently suspended. We respect those situations. For parcels where significant public access has been granted, we will maintain a town-sponsored website which will clearly identify what access is allowed and what activities are prohibited. In addition, we will further inform the public of changes in access, or convey other landowner issues via public announcements in local media, significant signage at all access points, etc.
8. We Will Defend You - If necessary, we will work with law enforcement to ensure the private property rights of landowners are protected. We will defend the rights of landowners to help reinforce their rights as described herein, thereby encouraging other and future landowners to allow public access on their private property knowing they have the full support of the community helping to protect their rights.

DRAFT

Landowner Questionnaire

Thank you for taking a few minutes to help us understand your thoughts. Your feedback & partnership is greatly appreciated. (Answers are confidential, used for clarity & information gathering within the Open Space Committee only.)

1. Do you currently allow the public to access your private land? (check all that apply)

- I do not allow any public access
 - Snowmobile access/trails
 - ATV access/trails
 - Hiking access/trails
 - Cross-country skiing
 - Other
-

2. If you do not allow access, is there a particular reason why? (check all that apply)

- I like my privacy
 - The public has damaged my property in the past
 - No one has ever asked me
 - The public's use of the land is not consistent with my wishes
 - My family and friends use my land – there is no room for others
 - Other
-

3. If the Town of Gray and its citizens were to fully respect your landowner rights (see the Landowner Agreement), would you consider allowing public access to your land for very specific, well-defined reasons (for example, for a trail across your property?)

- Yes
 - Maybe, not sure
 - No way, never
- Please elaborate
-

4. What are the most important things the Town could do to support you in potentially providing access to your land?

- Treat me honestly and respectfully
- Acknowledge my contributions to the public welfare
- Compensate me
- Other, please elaborate

5. Please provide feedback on the attached Landowner Agreement.

- I like it, it helps me be more willing to provide access
- I doubt the Town will abide by those guidelines
- It doesn't go far enough – I need more assurance. Please elaborate

6. If you do allow land access, how many years have you allowed public access on your property?

7. How many acres of your land are you allowing public access to?

8. Have you made any changes to your property recently, or are you planning to? (i.e. logging activity)

9. Have you had a bad experience on your property, or worried that that may happen? If you have concerns, what can the Town do to address them?

10. Are there any improvements the Town may be able to assist with that would allow you to continue or improve the public access on your property? (i.e. additional signage or postings)

11. I would like more information and be to talk in further detail with the Open Space committee member.

- Yes, please have a Committee member reach out to me at the contact below
-
- No, I have all the information I need.

To Private Landowners in the Town of Gray,

DRAFT

Thank you for taking the time to read this. We are a newly created volunteer committee in Gray. We hope to gather information about existing & potential Open Spaces in our community. Your candid feedback, thoughts and perspective are greatly appreciated.

The Town Council has charged the Open Space Committee with the following:

- Inventory public & conservation lands, habitat protection, recreational & greenbelt areas
- Coordinate with the Comprehensive Plan Committee to gather data & collect survey information from the community
- Identify existing & proposed areas for future Open Space planning
- Create a vision for Open Space in Gray, form a Statement of Purpose for an Open Space plan
- Engage in discussions with landowners & regional land trusts, make recommendations to the Town Council to help secure access to land/corridors through acquisitions, easements, land swaps & other forms of agreements
- Assist with fundraising for land/corridor acquisition from private and public sources

The vision of the Gray Open Space Committee:

The Town of Gray will develop a system of Parks, Trails and Open Spaces that contribute to Gray retaining its rural character and natural resources by protecting natural habitats, outdoor recreational spaces and trails, scenic landscapes, historic places, clean air and clean water.

We recognize that without the support of the private landowner, we can never realize this vision. You help provide access to parks, trails, outdoor recreational spaces, scenic landscapes and historical places. Landowners help Gray retain its rural character, protect natural resources & habitats. The land you own is contributing to clean water and clean air. We thank you for your support.

We appreciate & value these often-ignored contributions by you, our landowners. Without your help, our mission will fail. Please help us as we pursue some strategies & seek your feedback.

- Landowner Agreement – The attached Landowner Agreement helps define how the Town of Gray and its citizens will support landowners. We hope that by developing & documenting these guidelines, we will ensure consistency with landowner treatment.
- Landowner Survey – We would like to better understand your perspective, especially regarding the public use of your private land. We know some readily welcome it, others forbid it completely. Understanding your perspective will help us build strategies to accomplish our mission in a way that is consistent with your wishes.

We value your partnership and genuinely thank you. You are the key to helping Gray remain the great place that it is today.

Dean Bennet, Kimberly Cobb, Bob Coleman, Anne Gass, Tim Farrar, Valerie Razsa, Al Schaeffer, Adam Wilkinson

The Gray Open Space Committee

Table of Contents

1. Acknowledgements

Committee members

Staff

Guest speakers

2. Executive Summary

Vision:

The Town of Gray will develop a system of Parks, Trails, and Open Spaces that contribute to Gray retaining its rural and natural resources by protecting natural habitats, outdoor recreational spaces and trails, scenic landscapes, historic places, clean air and clean water.

Statement of Purpose:

The purpose of this Open Space Plan (OSP) is to focus and align the work of the Gray Town Council, boards, local committees, staff, and residents in the areas of land access and preservation for both passive and active recreation. It supports implementation of the Gray Comprehensive Plan, particularly with regard to preserving the town's rural character and residents' quality of life. It includes a realistic look at the town's assets and the methods of obtaining the resources that we lack, including partnering with local landowners, regional land trusts, funders, and other stakeholders. It serves as a tool that can be used during permit reviews, long-term land use planning, grant writing and open space project planning. Finally, it includes strategies for maintaining existing and future recreational open space.

Open Space Definition

- Open space is defined broadly to include:
- Publicly owned parks, ballfields, and waterfront access
- Trails, and trail corridors that connect areas of town
- Areas of land or water set aside for habitat protection
- Agricultural land
- Land left undeveloped for residential, commercial, industrial or institutional use
- Where appropriate, open space may also include cultural and historic resources.

Summary of Recommendations

This will include a summary of the committee's key recommendations.

3. Introduction

One-page statement that describes why the Council established the OS Committee, and benefits to preserving open space.

Will also describe links to other work the town is contemplating or has completed, including:

- Comprehensive Plan
- The Bike-Ped Plan
- Complete Streets Policy
- Other?

4. Open Space Inventory (Current)

This section will identify the current inventory of open space in Gray, from all sources, including local, state, and federally owned land, trail networks, waterfront, wildlife habitat, parks, existing conservation easements, etc. It will include both a description and a map of the current inventory.

This section will also identify agricultural land and privately-owned land that form part of Gray's "rural character."

Finally, we will identify trail networks that abut regional resources such as trail networks in abutting towns.

5. Open Space Recommendations

To include:

- Key strategies for protection of identified land
- Landowner Pledge- acknowledges the past generosity of private landowners in making their land available for public use, that landowners have the right to decide whether or not to make their land available, and pledges that the town will work with landowners to support public use of private land in the manner they specify.
- Open Space Recommendations/Priorities
- Open Space Priority Map

6. Resources to Assist Open Space Preservation

This section will include an annotated list of local, state, federal, and private resources that can be used to help preserve open space.

**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)

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

**TOWN OF GRAY
NOVEMBER 3, 2020
SPECIAL TOWN MEETING WARRANT**

Cumberland, ss.

State of Maine

To Deborah S. Cabana, Town Clerk of the Town of Gray

Greetings:

In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Gray in said County and State, qualified by law to vote in Town affairs, to meet at Newbegin Center on Route 100/Lewiston Road in Gray, Maine on Tuesday, November 3, 2020 at 7:00 a.m., then and there to act upon **Article 1**. The polls for voting for two **Questions** shall open at 7:00AM and close at 8:00PM.

Article 1. To choose, by ballot, a Moderator to preside at said Annual Town Meeting.

To choose by secret ballot the following two Questions:

Question #1

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 approved by the Town Council on September 15, 2020?

Yes No

Question #2

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.]

Absentee Ballot Processing:

Wednesday, October 28, 2020**

1-Hour Inspection Time Period: 9:00 AM - 10:00 AM

Time Processing Begins: 9:00 AM or immediately following an inspection

Thursday, October 29, 2020**

1-Hour Inspection Time Period: 9:00 AM – 10:00 AM

Time Processing Begins: 9:00 AM or immediately following an inspection

Friday, October 30, 2020**

1-Hour Inspection Time Period: 9:00 AM – 10:00 AM

Time Processing Begins: 9:00 AM or immediately following an inspection

Monday, November 2, 2020**

1-Hour Inspection Time Period: 9:00 AM – 10:00 AM

Time Processing Begins: 9:00 AM or immediately following an inspection

During Election Day (11/03/2020) Processing Time(s): 9:00 AM, 10:00 AM, 11:00 AM, NOON, 1:00 PM, 2:00 PM, 3:00 PM, 4:00 PM, 5:00 PM, 6:00PM, 7:00 PM and 8:00PM.

The Gray Town Democratic Committee, the Gray Town Republican Committee, the Green Independent Party will be notified, in writing, of the absentee ballot processing times.

The Registrar of Voters is available to accept new registrations and corrections to the voter list at the Municipal Offices at the Henry Pennell Municipal Complex, 24 Main Street in Gray. The Municipal Offices are open Mondays, Tuesdays and Wednesdays 8:30AM - 4:00PM, and Thursdays 8:30AM – 6:30PM and Fridays, 8:30AM – 12:00 noon. Proof of residency and identity is required.

Municipal Officers of the Town of Gray
Dated this 20th day of October 2020.

A true copy.

Attest: _____
Deborah S. Cabana, Town Clerk of the Town of Gray

Attest: _____
Deputy Town Clerk

The warrant and sample ballots shall be posted in the Town offices at least 7 days prior to the election.

Town of Gray, Maine

Published on Gray, ME (<https://www.graymaine.org>)

[Home](#) > [Documents](#) > [Board/Committee Volunteer Application](#) > [Webform results](#) > Board/Committee Volunteer Application

Submission information

Form: [Board/Committee Volunteer Application](#) [1]
Submitted by Anonymous (not verified)
September 28, 2020 - 2:48pm
98.2.198.250

Application Date: September 28, 2020

Contact Details

First/Middle Name:

Kaitlyn

Last Name:

Bernard

Street/PO Box:

50 Yarmouth Rd

City, State, Zip:

Gray, ME 04039

Phone Number:

2072310336

Email Address:

kaitlynbernard@gmail.com

Employment

Occupation:

Policy Advisor

Present Employer:

The Nature Conservancy in Maine

Employer Phone Number:

Are you a Gray resident? Yes

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

Open Space Committee

Reason for selecting this particular board/committee?

I'm very excited about the Open Space Committee Charge - and as a new resident in Gray I have been continually impressed by the available public conservation and recreation amenities. In the two years I've lived here I've enjoyed exploring the ATV trail network, Libby Hill, the Pineland Public Reserve Lands, access to the Royal River and other nearby land trust properties. I work for The Nature Conservancy in Maine on natural resource policy at both the state and federal level so access to outdoor space is really important to me - and honestly a big part of why I chose to buy my first home in Gray!

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

I'm still a new resident and can offer a fresh perspective based on other places I have lived (Fort Kent, Waterville, and Portland). In my day job, I work for an organization that owns and manages 300,000 acres of land and know many experts both within and outside of my organization doing this kind of work across Maine. I work on state and federal policies to advance conservation funding through the Land for Maine's Future program and the federal Land and Water Conservation Fund. I can help the town of Gray explore these opportunities and connect with the people and agencies overseeing them.

What talents and skills would you bring to this position?

I have a deep network of state agency, nonprofit, land trust, and land management professionals that I can call on for support, advice, or general information for any projects the Open Space Committee is exploring. I consider myself an outgoing and friendly team player and thrive on setting goals and getting things done. I love where I live and want to get to know more people in our community and contribute to Gray's success!

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

With the new Comprehensive Plan being released, I anticipate that the Open Space Committee will spend some energy reviewing and supporting the objectives in the plan. I feel the group can help protect the natural areas and character of our community while also increasing awareness and access to the places we've already protected! I hope to help the committee engage more people and get residents excited about the amenities they have in their backyards!

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

Current:

Teens to Trails Board Member (board Secretary) at - 6 years
Allagash Wilderness Waterway Foundation Board Member (3 months)

Previous

Outdoor Sport Institute (formerly Maine Winter Sports Center) Board Member 6 years
Maine Outdoor Brands Advisory Board member 2 years
Maine State Comprehensive Outdoor Recreation Plan (SCORP) committee member (1 year)
Central Maine Ski Club / Quarry Road Recreation Center Board Member 2 years

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

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

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

As referenced above, I have professional experience with both state and federal conservation funding programs and connections to the staff and experts in these programs. I would love to help bring some additional public funding from either the state or federal government to support our town!

I also live on Yarmouth Road (115) and I'm hoping to support ongoing work to expand a sidewalk from the village center up towards the ATV trail crossing. I'm passionate about finding ways for people in our community to walk and bike safely!

Source URL: <https://www.graymaine.org/node/2173/submission/21081>

Links

[1] <https://www.graymaine.org/volunteer>

Safety Recommendations from the Board of Health

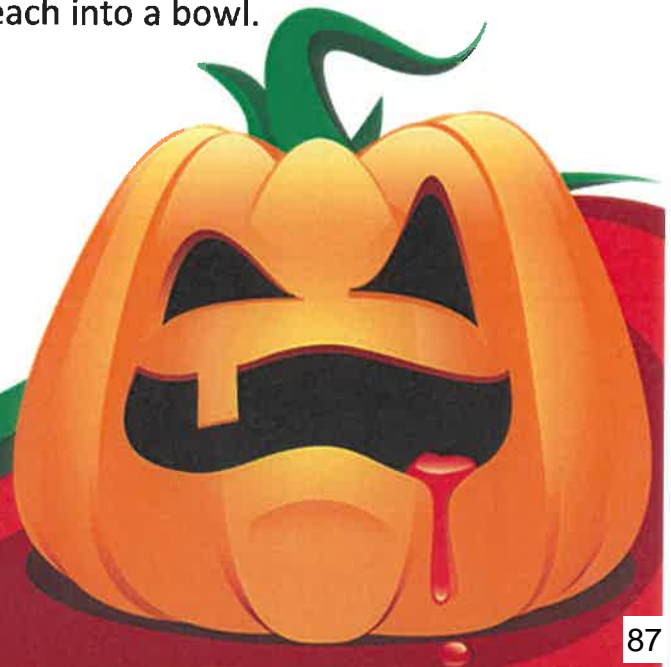
For Trick-Or-Treaters:

- Don't go trick-or-treating if you feel sick or have COVID symptoms. Stay home!
- Wash your hands at home before and after trick-or-treating.
- Wear protective masks under costumes and costume masks.
- Maintain family group "bubbles" with six feet or more distance from others when walking from house to house.
- Maintain six feet or more distance when in line at a home.
- Ask people to drop candy into your bag or container, preferably with tongs or

For Households Giving Out Candy:

- Wash your hands often, before, during, and after handing out candy.
- Wear protective masks if you are giving out candy.
- Put six-foot-spaced chalk lines or other visual indicators on your sidewalk to help people maintain safe distance.
- Don't touch the candy with unprotected hands. Instead,
- Hand candy out, using gloves or tongs and dropping in bags or containers, rather than letting kids reach into a bowl.

For More Information Please Visit
[Maine.gov/covid19](https://www.maine.gov/covid19)



**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: _____									

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

Libby Hill Forest Management Agreement

BUSINESS QUESTIONS / WORKSHEET

1. What is the purpose of this agreement?

Please review the “WHEREAS” clauses and the purpose statement in Section 1.B of the draft Agreement. Add/subtract/revise, as appropriate.

SC: Don't have the agreement so could not provide more specific input, but generally to ensure the preservation of Libby Hill Trails and to ensure proper maintenance and shared contributions both physical and monetary to achieve those goals.

AG: Well, I try not to impersonate lawyers, but here are a few ideas...

Whereas, the Town of Gray [Town], MSAD 15 School District [District] and Gray Community Endowment [GCE] all own land that comprises the Libby Hill Forest;

Whereas, more than six miles of trails including cross-country ski and footpaths have been built on that land;

Whereas, these trails comprise a world-class facility that is free and open to the public and popular with both Gray residents and users from surrounding communities, making Gray a year-round destination;

Whereas, the District also uses Libby Hill Forest and trails for science and physical educational purposes; and

Whereas, it is advantageous to pool resources from all three owners to better manage this important resource going forward;

Now therefore, we the undersigned agree to the following: ... Something like that...

DM: Tie to the Comp Plan language. Clearly to preserve and protect open space and habitat for the future. Have a goal to grow the size of LHF and protect more land.

SY: 1) I agree with Dan. We should consistently replicate language from the comp plan wherever possible, but 2) Creating a legally binding agreement between parties should be tasked to an attorney, not TC or the other parties. Legal ramifications of language and what is and isn't expressed is not something non-attorneys would know.

2. What is your preferred governing structure?

a. A Management Committee composed of:

- Town Manager + Superintendent + GCE Chair **AG** or
- Designee(s) of Each Party. How many?

SC: I think it needs to be 3-5 people & start as a committee – maybe transitioning into a non-profit

AG: no comment

DM: A designee from each party. Must always be a odd number.

- Other:

b. A newly formed nonprofit with a Board of Directors composed of:

- Town Manager + Superintendent + GCE Chair **AG**
- Designee(s) of Each Party. How many?
- Other:

SY: My recommendation would be for a not-for-profit corporation formation with a BOD of not less than 7 members. The 3 Ann suggested would be fine if we included “or designee”, plus 4 Gray residents, preferably some with experience serving on a professionally run non-profit board. Being formed as a 503(C) will open up many potential grant opportunities. More importantly, it will take the primary responsibilities off the municipality and school departments plate.

DRAFT

3. What decision-making method will the governing body use?

a. One vote per member/director

SC: If the correct number of members is set, one vote per person – in other words – no one organization should have veto power over the other two – but at least two must work collaboratively to make a decision. The goal should be to reach a consensus.

AG: One vote per member.

DM: One vote per member.

SY: As in most Non-Profit BOD – one vote per director. I've been involved with LSLA for 20 years and it is amazing how infrequently there is not consensus, and on those few occasions the majority rules and there is never divisiveness or animosity.

b. Weighted voting based on the following factor(s) (specify):

c. Other:

4. Who will be the fiscal agent (and employer, as needed)?

a. One of the Parties will serve as fiscal agent. Pre-selected (identify):

SC: I think the Community Endowment should be the fiscal agent as they have more flexibility to achieve maintenance quickly with robust reporting in advance. In other words, submit detailed budget request annually, with long term CIP schedule. And then report quarterly to Governing body against that budget with a full audit/reconciliation at end of year. They would work with those identified from Town/School for equipment/manpower by identifying which maintenance will be done by the Town, which maintenance will be done by the School, and which maintenance will be hired out. The hiring out is where the flexibility comes in.

DM: I would prefer GCE be the fiscal manager, but I have concerns about the long term viability of the group. That said, I think the Town should be the fiscal agent as the primary users of the LHF will be the people of Gray.

b. Selected by Committee/Board from among the Parties

c. Other:

SY: With a Not-for-Profit Corporate formation, the fiscal agent would be the Corporation itself, and self-manage. I'm not much concerned with viability as this entity will draw interest and sustainability by those who use the recreational property it operates.

5. What authority and powers will the governing body have?

(Check as many as you would like; strike those items that you don't want)

a. Establish rules of procedure and policies to govern its meetings **SC, AG, DM**

b. 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) **SC, AG, DM**

c. Solicit and accept grants, gifts, and other donations in furtherance of the purpose(s) stated in the agreement **SC, AG, DM**

d. Enter into contracts for the purchase of goods and services **SC, AG**

- e. Hold title to real property **AG**
- f. Enter into leases for real estate **AG**
- g. Hold and dispose of personal property **SC, AG**
- h. Other:

SY: Again if formed as a 501©(3) all of the above would be addressed in the organization documents of the corporation (Incorporation and By-laws).

DRAFT

6. What are the limits on the authority and powers of the governing body, if any?

- a. Each Party, as a landowner, must have “veto power” over the Committee’s/Board’s management decisions
- b. 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) **SC, AG, DM**
SY: Yes, and management plan/amendments would be part of by-laws of the Corporation
- c. No limits
- d. Other:

7. What activities will be funded, and how will costs be calculated?

What activities do you anticipate will be funded through the cost-sharing mechanism in the agreement?

- a. Personnel/employees **SC, AG**
- b. Volunteer coordinator **SC, AG, DM**
- c. Administrative support **SC, AG, DM**
- d. Fiscal agent fee **SC, AG**
- e. Equipment **SC, AG, DM**
- f. Maintenance contracts **SC, AG**
- g. Capital improvements **SC, AG**

SY: likely all functions shared, but no data has been presented to assess historic costs and source of funding. That data would be necessary to form a final conclusion.

- h. Other:

How will personnel costs be calculated, if applicable?

(e.g., stipends, salary & benefits, overtime allowances? Or leave these decisions to the Committee/ Board?)

SC: I think both the Town/MSAD should leverage off existing staff and if more resources are used to add through their existing process. If outside tradesmen are needed, to allow fiscal agent to hire as needed.

AG: Leave decisions to the managing board.

DM: See 8.a

SY: If this is to be an entity of its own, incorporated 501©3, then the entity would ideally support its own costs. If the entity requires town or school department staffing assistance then the entity should be invoiced for those staff hours and any material.

How will other costs be calculated?

SC: Given we are dealing with municipal / School budgets, there should be a set fee established each year.

AG: Leave decisions to the managing board

DM: See 8.a

8. Cost-sharing: How will costs be allocated among the Parties

(e.g., pre-set fee for fiscal agent services? Or leave these decisions to the Committee/Board?)

Cost-sharing: How will costs be allocated among the Parties?

a. Fixed annual contribution for first year of agreement; Committee/Board sets a fee schedule thereafter.

b. Division of the Committee/Board-prepared budget equally among the Parties

SY: Although I like Ann's 40-40-20 formula below, I think that the Non-Profit entity would be better encouraged to raise funds through donations, fees, and grants if the cost sharing agreement was equal among the three original land owners. The Town and the School Dpt would have fixed annual assessment and the Land Trust would fund their third through fund raising efforts. Perhaps each entity would have a built in escalator clause to account for inflation. Improvements down the road could be funded by Grants. But this is a blind statement as we have not been told what amount each entity is currently investing annually.

c. 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: **SY: NO.** Fixed costs funded and any extra's raised by fundraising efforts. It is not a venue or a service used equally among all residents, thus all residents should not suffer the cost of upgrades or expansion – just support basic maintenance. Should a natural disaster occur causing major destruction, then special funding can be requested through the standard budget process.

SC: I believe this is the only way to ensure proper funding – the calculation should be based on both amount of land owned by entity and then the usage of those landowners. For example, if the Schools have 2,000 students using the trails at least once a month during the school year, or use as part of their athletic programs (track/skiing), then that usage should be weighted against residents using the trails on a daily basis or when CE holds a community event or race. Negotiate between the parties the percentages. Otherwise, the budget pressures from both the municipality & school will make it easy to “cut” their share which will put pressure on the other landowners to compensate. We should handle like any other asset (buildings, football field, library, etc.) there is known required annual maintenance and CIP – they need to be budgeted for just like any other line item.

AG: Something like 40% MSAD 15, 40% Town, & 20% GCE

DM: There are 2 main variables. How much land is owned by each party and how much does each party's constituents use LHF? The % of the total area is the easier calculation. The Town and GCE share the same constituents. I think the bulk of the use, perhaps 75% goes to the Town. I think “use” has more of an impact on the cost of maintaining the property than simply how much land is owned. It would inform the process to know how other groups compute their costs. Can we use impact fees?

d. Other (specify):

AG: I'd prefer option 1 but think it might be exhausting to have that conversation every year.

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?

a. Yes. (If yes, will such action require a consensus or majority vote?)

AG: Majority vote

b. No.

SC: If we are going to have each governing body approve this proposal (school board/town council) then governing body could make a recommendation to change the percentages & it should go through the same process as this original agreement. I think the committee/board should reach a consensus.

DM: I would like the LHF Board to make a budget recommendation to the TC and School Board, but I think the TC, GCE and the School Board need to vote to agree to the amount being "billed" to them.

SY: See response above.

10. Enforceability

Do you want the Parties to be legally bound by this agreement?

a. Yes (contract) **SC, DM, SY**

b. No (MOU). **AG**

12. Other requests/ considerations

(Specify)

(SY) - Also, can Katy provide a brief report of any/all costs the town has supported in regards to the trail system over the past 5 years? And can same be gotten from SAD15 and GCE?

Dear _____,

You serve our community in a unique way. You and your coworkers provide an array of services that support daily life here in Gray. Your role and responsibilities may be unique or similar to those of a coworker. But whatever your role, the services you provide make it easier and or safer for the rest of us who live in Town to go about our daily lives.

We all are living through tumultuous times. This illness has impacted every single one of us in ways not one of us has experienced before. The effects of this illness and our reaction to it as individuals, as a Town, as a State and as a Country will reverberate off into the future for some time to come. You have made many adjustments in the way you work to keep us moving forward. Many of the strategies for dealing with this illness have been dictated to us. Some have been more effective than others and all required flexibility and extra effort to implement.

We have noticed. We have noticed how the combined effort of you and your coworkers has supported the people of Gray. It is why we feel compelled at this time to say, "Thank you".

We know there are more challenges in our future. Even so, we are confident that all of us, working together, will continue to provide the services the people of Gray need and expect from us.

Our very best regards,

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	7	23	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: 10/06/2020							
No	Goal/Category	*O/ F/C	** Pty	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	10/06/20	<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 GPCOG which was presented at the Jan 8th TC Workshop. Town staff will work with GPCOG 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 (8/10) Northstar-Comm were at the Blueberry Fest (10/15) Chair/V/C 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) CP/C 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 New 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 unexpended 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. (10/6) Updated plan has been posted to website & blast was sent out. Council sign electronic signs, more e-mail blasts, social media posts, contacting LRW newspaper and large sign at the Transfer Station for add'l communications. Next Step: Voters to consider at 11/3 election.</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	10/06/20	<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 to budget spreadsheet. (12/17) 2nd meet focused on budget - MSAD 15 conducting full audit of usage to determine impact - some easement discussion. (1/21) Deb followed up with MSAD15. No update. (2/4) Carl present to School board this week, Craig has some initial data on usage (3/10) Meet held to continue discussion - working through 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. (10/6) Dan shared a worksheet created to gather input from stakeholders. Council provided Ben feedback on form. Next Step: Councils to provide filled out worksheets to Dan by 10/12. Dan to compile & provide to Suzanne by 10/14 to be included in 10/20 packet for discussion. Next meeting is 10/22.</p>

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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 MDDOT group than the 24A item.</p> <p>MDDOT TASK = awaiting "plan impact complete" from consultant to proceed with title research / acquisition phase</p>	MDDOT	Deb Cabana	Doug Webster	04/03/18	09/15/20	<p>DOT forum was 9-16 delayed 2. Issue -Mill Brk culvert & miss sidewalks raised DOT sec more \$5 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 addtl 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 & MDDOT timeline. Doug adv trans assessment 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's. (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 GH-5. (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. (6/28) MDDOT provl update & Council prov guidance. (9/3) Doug/Deb prov update on Circle K prop (10/1) Dan adv Circle K had rec'd appl for their plan new curbcut with ques remain. (11/12) MDDOT 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 MDDOT to set next present on construction phase. (3/10) Staff has Inv Cir K & will follow-up (4/28) MDDOT prov upd- Circle K issue still in works (6/18) 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 PB ext curb cut date to 11/15 prov base paving is done by end of Oct. Next Steps: MDDOT portion of proj set to end 10/16. light 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. Lavaliee 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 MDDOT/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 the priorities. Mixed Use options were discussed at length. (12/4) Will Haskell & MDDOT provided updated info on Main Str Project. (2/5) & (2/19) See new detail tab H3. MDDOT 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>

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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	10/06/20	<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 expire 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 & MRI timing were discussed. Agreement was to ask Alysa 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 Alysa 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 Alysa, 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 10/6 State submission is complete. Next Step: Awaiting State approval. 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	10/06/20	<p>There are financial costs assoc with a solar array. Deb has obtained copies of 50 p0 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 18 students/teachers willing to do some leg work for us. Also, 50 p0 cost was approx \$17,000 up front. Sandy met with Steve Nyström at HS on 11/15. (1/8) Sandy spoke to Tony Plante & 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 ALI Town property in their bids. (2/19) Sandy advised Revision has target date of end of Feb. (3/5) Nick provided options in meet w/ Town Staff & Sandy. (3/19) & (4/2) Add'l info prov (4/16) Sandy adv Windham is not able to participate at this time. SAD rec'd material, await meet, RFP ex rec'd, neoprene not an issue. (6/4) updates prov (7/2) Options/updated rev at workshop. Maj of Council supports proceed with an array on the landfill. (8/6) Sandy prov 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 appr 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. 10/6/18 Krook shared & Sandy adv of new PUC app CMP Telephone fees. Next Step: Materials on site - construction to begin shortly</p>

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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	10/06/20	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 sched 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 (or 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. 10/6 Public forum held with info sharing. Next Step: Council to discuss possible options.
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 NG 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	10/06/20	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 compiled version - although Anne had some small edits. (10/15) Sandy advised Freeport has some salary survey info they are willing to share (via GPCOG 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. (2/21) 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 addtl 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 addtl ques (10/6) Council voted to hire Eaton Peabody. Next Step: Deb to notify both and to obtain start date information from Don.
24A	Traffic	O	M	1.1	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	10/06/20	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 -MTA - set up workshop in May - Peter Mills, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dial access curb cuts. Meeting held Mary 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & addtl info from Deb. Discussed possibly sending official letters to individual trucking companies regarding avoiding Village rd26, concerns from MTA about trucks not seeing 'closure' signs and diversion study next steps. Councilor Marguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study Next Step: Council to provide addtl feedback to Deb, MTA to reach out to other partners. See detail tab for more info.
24B	Traffic	O	M	1.2	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	10/06/20	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 -MTA - set up workshop in May - Peter Mills, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dial access curb cuts. Meeting held Mary 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & addtl info from Deb. Discussed possibly sending official letters to individual trucking companies regarding avoiding Village rd26, concerns from MTA about trucks not seeing 'closure' signs and diversion study next steps. Councilor Marguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study Next Step: Council to provide addtl feedback to Deb, MTA to reach out to other partners. See detail tab for more info.

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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	(11/22) 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. 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 Arundel ordinance (eff in 1977). Council agreed to proceed cautiously. (9/3) Doug advised best 1st step would be to discuss possible cap number and process to apply caps. (10/1) Council workshop held - guidance provided to Doug. (12/1) 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	10/06/20	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 project 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 115 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 NPI 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. (10/6) State submission done. Next Step: Awaiting State approval. Council to set up workshop.

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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	10/06/20	(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 community 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. 10/6 Dan provided updates. Next Step: Council to discuss at 10/20 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	10/06/20	(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 NGR. 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. 10/6 Dan provided updates. Next Step: Council to discuss at 10/20 workshop.
83	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.
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.

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No	Goal/Category	%O/ F/C	** Mty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
69	Recreation	O	M	8	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 LD1 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.
37	Ordinance	O	M	9	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	10/06/20	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 setbacks 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 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. (10/6) Scott D prov add'l info on differences and DEP recommendation to adopt 2015 standards. Doug adv will require some ordinance updates to implement and recommends DEP review. Council agreed to move up on priority list. Next Step: Council to discuss to determine steps/path to adoption/updates.

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18A	Ordinance	O	M 10	11/01/20	Update Current Zoning/Uses to allow Solar Arrays on Municipal property and land between by-pass and turnpike. See 18B 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 'roof friv' 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 (Greg 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, JWG& 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 appr 5/14 (8/4) Council agreed since overlay is done - now medium priority as it works through PB/State. Item 18B 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 11	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 & 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 to 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.
52	Ordinance	O	M 12	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 - MDOT 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 13	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 curbs 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 14	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 move 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.

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No	Goal/Catagory	*O/ F/C	** Pty No.	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
78	Ordinance	O	M	15	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.
72	Ordinance	O	M	16	12/31/20	Update Fireworks Ordinance to address Chinese Lunar New Year celebrations	Deb Cabana	Town Council	Town Council	02/04/20	10/06/20	(12/21) 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. (12/4) 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. (10/6) Sharon shared info she obtained by contacting a State biologist about options for controlling geese and feedback on the propellant gun. Next Step: Council to discuss add'l items to determine if they will be added to this change.
22	Ordinance	O	M	17	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 prelin disussion 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.
60	Ordinance	O	M	18	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 fixes 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.

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188	Ordinance	O	M	19	TBD	Update Town's Ordinance to reflect long term Solar Array policies for commercial & residential, all sites. See 188a under High Priority for companion item.	Kathy Tombarrell	Deb Cabana	Council	12/03/19	03/10/20	(12/23) 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 add'l info and what info is needed.
25	Ordinance	O	M	20	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	21	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	22	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 Bd 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.
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 \$6,000 annually - but have to pay monthly bills. Next Step: GHS will draft a proposed new lease and present to the Council.

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38	Administrative	O	L	3	11/03/20 2020.	Prepare for mandatory Charter vote set for Nov.	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.
67	Residential	O	L	4	12/01/20 road)	To review the status Deer Acres property (private road)	Residents	Council	Council	12/03/19	10/06/20	(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. (10/6) Council recognized that the residents may be leaving for their winter homes and will push this forward until next spring. Next Step: Bruce will let the residents know.
81	Ordinance	O	L	5	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: OAC to work time permitting.
39a	Administrative	O	L	5	12/01/20 sometime in 2019-2021.	Need to review/renegotiate Cable TV Contract	Deb Cabana	Deb Cabana	Deb Cabana	09/18/18	09/15/20	Deb advised she has asked Alissa Tibbets, 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. (6/4) 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 \$18K 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.

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	10/06/20	Amne Gass provided info on Oren 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 16th 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/VC 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. (9/15) Council approved plan & ballot question. (10/6) Council disc add comm options Next Step: Voters to weigh in 11/3.
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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Last Update: 10/06/20

No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	TIF Goal / Budget - break out tasks from Item 34	O	H	2	09/01/20	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	10/06/20	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 Doughty, 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 walkth/meet w MDOT/Staff to rev of Rt 26 Vill to (1) id what is ind in the upcom 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 mak sure plans (if not fund/prior immed) at least incl an ext of ped/bike lane down Str to Shaker 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 Wilson 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 Wksp Includ this item. Council await 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-engin underwary. (9/17) Will prov an update on engin, issues & Council prov feedback. (10/15) Will/Stevie met with DOT will update council at 10/28 workshop. (10/28) Upd prov-council agreed to submit MFR appl. (11/12) Council disc Gray Park sidewalk alk & agreed due to cost, it is not feasible. MPI should incl sidewalk on Gray Park Emerson side. Resol for park spaces imper. (2/4) Council held exe session-no act taken. (3/10) MFR appl 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 (convd 19). (4/28) rev warrant art (6/2) Council apprr 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. (10/6) Sandy Enev update from Public Forum. Aled/Will working on next steps.
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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Last Update: 10/06/20

No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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 reconstruction and/or completion of Turnpike Acres - to address Center Rd outlet just below S 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/Stevie 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 CIP 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.

FUTURE

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 Priority: **H = 1-3 months M = 4-9 months L = 10+ months

Last Update: 07/21/20

No	Goal/Category	*O/ F/C	** P/RY	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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/firming 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 Foshey 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. 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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Last Update: 08/04/20

No	Goal/Category	*O/ F/C	** Prtv	P	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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 "Planning" task will be created.
128	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 she 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.

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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 yearing on 5/1/18. Public feedback was rec'd. Council ques 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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124	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 128). 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	Councilor 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) Villages sidewalk ext. to Wayne ave (10) Warrant article formats (11) Sidewalks No Raymond (12) diversion study (13) HR person 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.

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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 GMS. 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/con - 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/con - 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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 Priority: ****H** = 1-3 months **M** = 4-9 months **L** = 10+ months

Last Update: 08/04/20

No	Goal/Category	*O/ F/C	** Prv	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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 Tibbets reviewed proposed changes with Council in 1st reading. (1/10) Planning Bd held public hearing - no feedback. (1/22) TC held 2nd read/public hearing - voted to approve & extended moratorium. (2/15) 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 Medical 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.

No	Goal/Catgory	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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. Add'l situation has arisen with Rec Dept long standing agreement with "for profit" business to use volley 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 add'l changes approved as amended. Next Step: Deb & Dean 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 7/7 TC meeting. This item is CLOSED.</p>

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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
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 R&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 prelim 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 (cyclists), 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, no 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. (11/21) 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 Council & 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 list/b 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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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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	<u>04/21/20</u>	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 MDOT and several other communities have adopted complete street policies and Councilors discussed how it has come up when planning large road projects with MDOT/MTA. It has been submitted to Town Staff for review and feedback. Council discussed prioritization in context of whether part of comprehensive plan or stand alone item. Agreed to "medium" to start off. (1/22) TC discussed concerns with RT 26 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 Steps: 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.

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58	Ordinance	C	H	11	06/15/20	Review existing Levelong Living 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. (6/6) 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 appi 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 1/21 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 start 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 s/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 asst 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	09/15/20	(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 Alysa 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.

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79	Ordinance	O	H	11	10/15/20	Update Mobile Vendor Ordinance to accommodate Food Trucks	Sandy Carder	Deb Cabana	Kathy Tombaralli	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
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/assessment) 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 3/12th's 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 3/12th's - 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&WC 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&WC would provide feedback on other necessary watershed studies and estimates - in addition to any monetary impacts from completed studies. (12/17) CCS&WC presented results of study to Council along with recommendations. Council asked for est. for each task (ballpark), as well as, ISWG fees. (12/18) Katy provided the Watershed estimate document to the Council which is set to discuss it at the 3/26 workshop. (3/26) 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 needed to determine need, size, location, priority, etc. Deb did advise that Newbegin is in need of substantial upgrades to make it more efficient and capacity has been breached. See 32 below - would roll into Land Acquisition fund. (8/6) 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 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 25B will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17) 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/stone wall 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.	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 addtl' 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.
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.	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.

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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 budgetting will likely be deferred until MSAD15 identifies their funding.
19	Rainy Day Fund	(2020) \$25,000 (2021) \$75,000	N/A	Need to repay 3/12's fund to make it whole	(10/28) \$500,000 was taken from the 3/12's fund to help purchase the new ladder truck. \$400,000 was paid back in 19-20 budget cycle. \$100,000 remains outstanding and needs to be paid back - within the next 4 years. (4/2) In our 3rd year to pay back over the 5 years total - Council agreed to only pay \$25K this year and look to pay remaining \$75k next year once more is known about the economic downturn.
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 library 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.
25	Paving Plan	?	N/A	Create a long term Paving Plan to "catch up" with recommended schedule	(4/28) Dan suggested that between now & next budget, the Council ask Alex to create a long term paving plan - through 2035 perhaps - to identify a route to catch up on the backlog of paving. This could be used in conjunction with the planned road study (next budget cycle) to ensure progress is made each year.
26	Livelong Living	?	N/A	Placeholder for 21-22 FY Budget - Senior Programs	(8/4) Logging as a placeholder pending presentation from Lifelong Living Committee in Fall/Winter
27	LD1	N/A	N/A	Discuss impacts of LD1	(9/15) Council agreed to log to ensure discussion on how to mitigate issues with LD1
28	Enterprise Fund	?	N/A	Need to evaluate impact of Covid on Enterprise Fund	(9/15) Deb has advised current projections have fund just breaking even or with a small revenue amount.
29	Communications	\$18,910	N/A	Consider proposal from Community Communications Committee to use Fees for <u>Equipment</u>	(10/6) Anne advised the new Committee would like to see the newly discovered underpayment of franchise fees (\$18,910 for 2 years - more to follow?) put towards purchasing new/more equipment to improve the use of the Community Television Station and other platforms.
30	Public Safety Study	2	N/A	Review Public Safety Report to determine funding needs for changes	(10/6) Deb shared the report created from the Public Safety Facilities study which contains many recommendations. Some will flow through department budget process, but others may require Council action with possible funding implications.
31	Striping	2	N/A	Shaker Rd Project - new striping - increase to annual budget	(10/6) As part of the Shaker Rd Stormwater/sidewalk project, new striping was discussed - reducing lane size to create official bike line with proper striping, crosswalk addition, additional traffic calming - will add to existing striping on the road.