



**TOWN GRAY**  
**GRAY TOWN COUNCIL**  
**AGENDA • NOVEMBER 17, 2020**

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Gray Town  
Council Regular  
Meeting

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

7:00 PM

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**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. ROLL CALL**

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

**IV. MINUTES FROM PREVIOUS MEETINGS**

1. To Review and Act Upon Approving the Town Council Minutes of October 20, 2020. **5 MINS**

Proposed motion:

**Ordered, the Gray Town Council Approves the Town Council Minutes of October 20, 2020.**

2. To Review and Approve the Town Council Minutes from the Executive Session held on October 29, 2020. **5 MINS**

Proposed motion:

**Ordered, the Gray Town Council Approves the Minutes from the Executive Session held on October 29, 2020.**

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

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

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

**VII. REPORT FROM THE TOWN MANAGER**

**VIII. COMMITTEE REPORTS**

**IX. COUNCIL CORRESPONDENCE/ACTIVITIES**

**X. ACTION ITEMS**

1. To Review and Act Upon Awarding the FY2021 Long Hill Culvert Road Replacement Project Bid to A.H. Grover, Inc., as Proposed by the Public Works Director. **5 MINS**

Proposed motion:

**Ordered, the Gray Town Council Awards the FY2021 Long Hill Culvert Road Replacement Project Bid to A.H. Grover, Inc., as Proposed by the Public Works Director.**

2. To Review and Act Upon the Donation of a Red Oak Tree, Valued at \$345, from Hort Resources Located in Gray. **5 MINS**

Proposed motion:

**Ordered, the Gray Town Council Accepts the Donation of a Red Oak Tree, Valued at \$345, from Hort Resources Located in Gray.**

3. To Review and Act Upon the Exchange of Land Parcels A and B with Advanced Realty II. **5 MINS**

Proposed motion:

**Ordered, the Gray Town Council Approves the Exchange of Land Parcels A and B with Advanced Realty II.**

4. To Review and Act Upon the Abatement of Real Estate Taxes for 18 Aquilla Road, Account # 3971, for tax year 2020, in the amount of \$42.78, and tax year 2019 in the amount of \$40.60. **5 MINS**

Proposed motion:

**Ordered, the Gray Town Council Approves the Abatement of Real Estate Taxes for 18 Aquilla Road, Account # 3971, for tax year 2020, in the amount of \$42.78, and tax year 2019 in the amount of \$40.60.**

5. To Review and act Upon the Abatement of Property Taxes for Ramsdell Road, Account # 3631, for tax year 2020, in the amount of \$1,309.80, and tax year 2019 in the amount of \$1,243.20. **5 MINS**

Proposed motion:

**Ordered, the Gray Town Council Approves the Abatement of Property Taxes for Ramsdell Road, Account # 3631, for tax year 2020, in the amount of \$1,309.80, and tax year 2019 in the amount of \$1,243.20.**

- To Review and Act Upon Issuing a Quit Claim Deed to Leslie Grant, Property Located at 11 Totten Road, Tax Assessor's Map/Lot 058-028-008-000 and More Particularly Described in Book 8936 Page 137 of the Cumberland County Registry of Deeds Located in Portland. **5 MINS**

Proposed motion:

**Ordered, the Gray Town Council issues a Quit Claim Deed to Leslie Grant, Property Located at 11 Totten Road, Tax Assessor's Map/Lot 058-028-008-000 and More Particularly Described in Book 8936 Page 137 of the Cumberland County Registry of Deeds Located in Portland.**

- To Review and Act Upon Issuing a Quit Claim Deed to Curtis Taylor, Property Located at 167 North Raymond Road, Tax Assessor's Map/Lot 007-005-003-000 and More Particularly Described in Book 8390 Page 9 of the Cumberland County Registry of Deeds Located in Portland. **5 MINS**

Proposed motion:

**Ordered, the Gray Town Council Issues a Quit Claim Deed to Curtis Taylor, Property Located at 167 North Raymond Road, Tax Assessor's Map/Lot 007-005-003-000 and More Particularly Described in Book 8390 Page 9 of the Cumberland County Registry of Deeds Located in Portland.**

- To Review and Act Upon Approving the Solar Array PPA Amendment. **5 MINS**

Proposed motion:

**Ordered, the Gray Town Council Approves the Solar Array PPA Amendment.**

- To Review and Approve the Closure of Town Facilities on New Year's Eve, December 31, 2020. **5 MINS**

Proposed motion:

**Ordered, the Gray Town Council Approves the Closure of Town Facilities on New Year's Eve, December 31, 2020.**

## **XI. COUNCIL BUSINESS**

- Location/Placement of Village Signs - **10 MINS**
- Farmer's Market Ordinance - **15 MINS**
- Circle K/Shaker Rd Status - **10 MINS**
- Shaker Road Weight Limit/Route Designation - **5 MINS**
- Woodcock Subdivision - Road Standards Issue - **5 MINS**
- Open Space Landowner's Agreement - **10 MINS**
- Tracking Spreadsheet/Workshop Schedule - **10 MINS**

## **XII. ADJOURNMENT**

- Motion to Adjourn **9:30PM**

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

**TOWN GRAY**  
**GRAY TOWN COUNCIL**

**Gray Town  
Council Regular  
Meeting**

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

**7:00 PM**

**I.**

OPENING STATEMENT:

**MINUTES • OCTOBER 20, 2020**

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**

Sign Ordinance

**III. ROLL CALL**

Attendee Name	Title	Status
Anne Gass	Vice Chair	Present
Sharon Young	Council Member	Present
Sandra Carder	Chair	Present
Dan Maguire	Council Member	Present
Deborah Cabana	Town Manager	Present
Bruce Foshay	Council Member	Absent

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

**V. MINUTES FROM PREVIOUS MEETINGS**

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

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

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Dan Maguire
<b>SECONDER:</b>	Anne Gass
<b>AYES:</b>	Sandra Carder, Anne Gass, Dan Maguire, Sharon Young

Councilors Young, Gass, and Carder suggested edits and will provide them to Town Manager Cabana. Councilor Maguire commented that the minutes are too long.

**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.)

No public comments.

## **VII. PRESENTATION(S)**

Mr. Hamilton - Woodcock Drive -

Mr. Hamilton was not present for this online meeting. Chair Carder asked Councilor Maguire to explain the topic. He said this pertains to the existing section of Woodcock to be upgraded to the same standard as the subdivision. One issue is the width of the road.

Charlie Burnham entered the conversation. He said he discussed this with Wayne Wood. Mr. Burnham is wondering if there is a possibility to adjust the road standards.

Doug Webster explained this is a medium density zone. The Planning Board is reluctant to grant a waiver unless Council is willing to adjust the road standards.

Mr. Burnham confirmed they are seeking a waiver which the Planning Board has not granted. Mr. Burnham had been quarantined so could not attend the last Planning Board meeting.

Chair Carder explained tonight is just for learning more information and the Council will decide if they will discuss this at a future Council meeting.

Open Space Committee -

Robert Coleman presented information on behalf of the Open Space Committee. He discussed their vision statement, definition of open space, and their database.

Al Schaeffer discussed the GIS mapping he and the committee has worked on which can currently only be viewed by them. They hope to identify landowners and reach out to them. In the future, they may put the GIS mapping on the website for the public to view.

Mr. Coleman explained that relations with landowners is critical and the committee feels it is very important for the town to have good relations with the landowners. He discussed the Landowner Agreement document they are developing.

Gray resident Peter Pinkerton spoke and said he appreciates the comments that it is important to have trust with landowners. He is concerned about the comp plan which went to the State showing open space without consultation with landowners. He encourages them to be open and as communicative with landowners as possible. He stated that many are multi-generational families and the bedrock of this community.

Chair Carder said the next steps would include Councilor Gass bringing items/documents to the Council.

## **VIII.PUBLIC HEARING(S)**

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.

(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.

**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.**

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Dan Maguire
<b>SECONDER:</b>	Anne Gass
<b>AYES:</b>	Sandra Carder, Anne Gass, Dan Maguire, Sharon Young

No public comments.

**IX. REPORT FROM THE COUNCIL CHAIR**

Chair Carder discussed the following topics:

**Covid:** The State of Emergency is effective through 10/30/2020. Chair Carder proposed that Council meet virtually on 11/17/20, especially due to the workshop that same day which will include multiple participants and public interest. There were no objections from Councilors.

**MMA Annual Summit:** She participated in webinars regarding financing for CIP, election planning/changes, etc. During one webinar by Jeanne Lambreu regarding Covid, municipalities were asked to set the example for safety and also to encourage residents to continue to stay focused on the steps they can take to continue to keep rates low and protect themselves and their community.

**Voting:** Chair Carder wanted to remind voters that two local items are on the ballots: The Comprehensive Plan (for which the Comprehensive Plan Steering Committee and Town Council recommend a yes vote) and the question as to whether or not residents want to form a Charter Committee. She explained that the State mandates that the Town ask this question every 10 years. This is different than the question in NG which is asking about creating a Charter. Gray already has a Charter. If residents do not want specific changes to the current charter, then they would vote no.

**Gray Historical Society** has officially opened their new Village History Walk which starts on the path from Pennell to behind Cumberland Farms. There is a new display, maps, and a color brochure.

**GPCOG** has released results of the first round of Maine Economic Recovery Grants with 1,100 business applications; 680 were approved, another 40 were pending and 350 were found to be not eligible. The average size grant was \$45,000. They are encouraging any businesses that applied and were not eligible to reapply in the 2<sup>nd</sup> round which has been extended until 10/29/2020. The grants are funded through CARES act money.

**GNG Caring Community** is moving online for their upcoming holiday assistance program. They will be posting more information on how to apply for holiday meals on their Facebook page.

**Agendas:** Councilor Gass had pointed out it would be easier for the public to find packet material for our Workshops if two agendas were set up rather than including the material as part of the Council meeting packet. Chair Carder asked councilor if anyone objected to doing that in the future and there were no objections.

**Route 100/Main Street projects:** Chair Carder mentioned they all saw the response from Rob Betz, MDOT, regarding the two proposed MDOT construction projects. He has passed along town concerns related to Project 1, which is from Brown Street heading towards New Gloucester, for the Project Manager and he has confirmed that Project 2 will cover the stormwater from the MTA interchange

through the intersection to Brown Street – connecting the two projects. She said this is very good news and she has requested the Town have a seat at the table for the planning phase. Mr. Betz has advised that more information will be forthcoming.

## **X. REPORT FROM THE TOWN MANAGER**

Town Manager Cabana said Galen Morrison told her that the Gray Historical Society is interested in establishing historic districts. She suggested he make a presentation to the Council.

She said so far, the Town has issued almost 3,000 absentee ballots. The Town Office will be open until 5pm on Friday, October 30<sup>th</sup> for voting. The Town Office will be closed on Tuesday, November 3<sup>rd</sup> as she needs her staff to facilitate the election.

She said a follow up meeting regarding Libby Hill would take place on Wednesday, October 21<sup>st</sup> at 3:30pm.

Town Manager Cabana discussed the Circle K project. Issues have been raised and a site walk will take place on Thursday, October 22<sup>nd</sup> at 1pm. She, Alec Dodd, Kathy Tombarelli and Doug Webster will be at the site walk. Some of the issues to be discussed will be the access point in front of Circle K which has been for delivery trucks. Doug Webster explained the Town has been clear and consistent about use and composition of that curb cut. A more general plan showed proposed curb and concrete but didn't show it on the crosscut. DOT and subcontractors went to the detailed cross-section and it did not appear. This is a policy question in front of Council – is it the consensus of the Council to maintain the wish of Planning Board to get this done. If so, then how to get DOT, etc. to take care of this.

Councilors Gass and Young want to enforce the curb. Councilor Maguire recommended jersey barriers and closing the entrance until Circle K works with the State to get the curb cut done. Councilor Carder said Charlie Guy of DOT needs to be told at the site walk that the raised entrance was approved, and they need to put it back. If they will not do it, then this needs to be put back onto Circle K to get it done. Other issues to be discussed at the site walk include the traffic light, striping, signage.

## **XI. COMMITTEE REPORTS**

Councilor Maguire said OAC will meet on Thursday.

Councilor Maguire said the Planning Board met on October 8<sup>th</sup>. Don Hutchings was elected as the Chair. They discussed Chestnut Heights. There had been confusion over a fire pond vs. a cistern and that has been resolved. The Planning Board wants a workshop with the Town Council. Rachel Lyn Rumson made a presentation about the pocket park and there was lots of discussion regarding parking and rainwater collection.

Councilor Maguire said the Libby Hill committee will meet on Wednesday, October 21<sup>st</sup>.

Councilor Gass said the Open Space Committee provided their update earlier in this meeting. They are happy to have an application from Kaitlyn Bernard. Currently there is not room for Peter Pinkerton or Blaine Skilling who offered earlier in the presentation to join the committee, but they will keep them in mind.

Councilor Gass said the Communications Committee will meet on October 28<sup>th</sup>. They will meet on the 4<sup>th</sup> Wednesday of each month at 4pm. Randy Visser is Chair and Brad Fogg is Secretary.

Councilor Young said the Finance Committee will meet on Thursday, Oct. 22<sup>nd</sup> at noon, ZBA will meet a week from Wednesday, and the Blueberry Committee will next meet in 2021.

Councilor Carder said the Dry Mills Schoolhouse Committee held a work session on October 8<sup>th</sup> and plan another work session in the future. They met on Monday, October 19<sup>th</sup>, virtually, to discuss the project of re-opening the school next year, as well as bicentennial events for next year. She wanted to remind people that the plaque donation fundraiser is ongoing and if a donation of \$100.00 is received, the donor's name will be on the Honor Plaque which will be inside the building once it re-opens. Next meeting is November 16<sup>th</sup> at 6:30pm.

Councilor Carder reported that GPCOG held their annual retreat virtually to review the past year's completed work, obtain an update on current work and plan for the upcoming year. The next meeting is Nov 10<sup>th</sup>.

Councilor Carder said the Recycling Committee volunteered at the Hazardous Waste Day. She wanted to remind people that masks at the Transfer Station are mandatory. The next meeting is Thursday, October 22<sup>nd</sup> at 5pm.

## **XII. COUNCIL CORRESPONDENCE/ACTIVITIES**

Councilor Maguire received a text from Sherry Terrio of Mayall Road regarding a triangular piece of pavement near mailboxes. Deb Cabana has passed the question to Alec Dodd.

Councilor Gass was contacted by Phil Ohman regarding the Whitney Road tire dump. She explained they had an Executive Session and she couldn't talk about it. Residents remain concerned.

Councilor Gass explained Lauren Meek did a walkaround today. She thought the Town was removing curbing and found out that is not the case. She is an expert on ADA compliance and did not have concerns. Councilor Gass also discussed telephone poles/sidewalks near the Otelco building and Superintendent's office.

Councilor Gass had conversations with Steve McPike about a different walkaround which is not happening.

Councilor Young was contacted by Deputy Joe Schnupp who is organizing an annual senior event. He wondered if she could provide names of seniors. Frozen meals will be prepared and delivered to seniors.

Councilor Young discussed the Gray Lifelong Living committee and the GNGHS Community Service Club. There will be a yard cleanup day for seniors on November 7<sup>th</sup>.

Councilor Carder exchanged emails with Rep. Steve Moriarty relating to the MDOT response for our Town's weight limit/route change on Shaker Rd in the Village. That topic will be on the next Council agenda for discussion.

Councilor Carder received a follow up email related to when the Council will be scheduling the follow-up workshop for the Route 115 project from residents on Brown Street. She will keep them posted as Council works through our list of workshops. She asked Town Manager Cabana to reach out to the Deputies to request they spend some time in the area as part of their regular patrols as the Town has received complaints regarding speeding and dangerous driving on Brown Street.

Councilor Carder said they all received emails from Mr. Wilson related to various topics. She also received a request for information regarding historical sites in Gray.

**XIII. ACTION ITEMS**

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

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

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Sharon Young
<b>SECONDER:</b>	Dan Maguire
<b>AYES:</b>	Sandra Carder, Anne Gass, Dan Maguire, Sharon Young

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

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

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Sharon Young
<b>SECONDER:</b>	Anne Gass
<b>AYES:</b>	Sandra Carder, Anne Gass, Dan Maguire, Sharon Young

Councilor Young asked why this was on the agenda now since ballots have already been printed. Town Manager Cabana explained this is an official action to notify voters of the place, time and date of the Election.

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.

**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.**

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Anne Gass
<b>SECONDER:</b>	Dan Maguire
<b>AYES:</b>	Sandra Carder, Anne Gass, Dan Maguire, Sharon Young

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

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

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Sharon Young
<b>SECONDER:</b>	Anne Gass
<b>AYES:</b>	Sandra Carder, Anne Gass, Dan Maguire, Sharon Young

Councilor Maguire asked why this was on the agenda. Town Manager Cabana said they have received several phone calls with concerns about Halloween. The Town cannot legally tell people they cannot celebrate, it can only make recommendations and remind people of CDC guidelines. Councilors discussed the wording and Councilor Maguire suggested encouraging them to do something else rather than discouraging them. After discussion, Chair Carder provided wording of “seek alternatives to traditional trick or treating”.

**XIV.COUNCIL BUSINESS**

- 1. Libby Hill Maintenance Agreement Workshop - Councilor Maguire had received individual feedback from Councilors and wanted to make sure he was clear on consensus of the Councilors regarding the Maintenance Agreement. The Councilors discussed the different options of a non-profit or a management committee. They discussed the amount of work Carl Holmquist has done over the years as a volunteer. Chair Carder said the Town needs to step up, figure out what it costs each year, and how to split that up. She asked that they obtain a history of costs associated with this.
- 2. Mayall Road/Depot Road Traffic Issues (Options) - Chair Carder discussed the public hearing and asked how to address the problems. Councilors discussed issues of speed, weight of trucks, and traveling over these roads. They discussed potential alternate access onto Route 115. Chair Carder inquired if there had been an official conversation with Portland Sand & Gravel regarding the concerns. Town Manager Cabana said Steve Lavallee, had contacted them prior to his retirement about the concerns. This involves other truckers, not necessarily just employees, who access the gravel pit. Town Manager Cabana also suggested possible 4-way stops which Councilors discussed.
- 3. Support Letter for Deputies - Councilor Carder pointed out this had morphed into a thank you/appreciation letter which she liked better. Councilor Maguire said he was motivated by what has been going on and felt there was a big group to thank.

Councilors and Town Manager Cabana discussed the logistics of getting the letter sent out to volunteers, staff, and deputies. Councilor Carder offered that Councilors could help by getting letters to their committee members, etc.

- 4. Vacant Buildings - Shaker Road/North Raymond Road - Councilors discussed vacant buildings at the intersection of Shaker Road and North Raymond Road. Councilor Carder asked about what options are available to address these buildings, and if Code Enforcement had been to the properties. Doug Webster suggested calling or sending a letter to the homeowners before Code Enforcement goes out, in order to work collaboratively.

Chair Carder suggested doing research on names of owners, status of taxes, and provide outreach. She mentioned discussing options they could use other than just the cost of pulling down a building, such as Councilor Gass’ suggestion about Habitat for Humanity.

- 5. Tracking Spreadsheet/Workshop Schedule - Chair Carder will update the tracking spreadsheet. Regarding the Colley Hill and Hamilton properties, she said they need to discuss and if they proceed, the next opportunity to put this to voters would be June. Councilor Maguire suggested starting a workshop at 5:30pm as there will be a big group and they will need more time. Councilors also discussed the tennis court issue. Chair Carder clarified they are not required to create new tennis courts. The grant was for recreation and maintenance was not done on the old tennis courts.

**XV. ADJOURNMENT**

Motion to Adjourn at 9:57pm

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Sharon Young
<b>SECONDER:</b>	Anne Gass
<b>AYES:</b>	Sandra Carder, Anne Gass, Dan Maguire, Sharon Young

**TOWN GRAY**  
**GRAY TOWN COUNCIL**  
**MINUTES • OCTOBER 29, 2020**

Gray Town  
 Council

Henry Pennell Municipal Complex  
 24 Main Street

**Executive Session**

Gray, ME 04039

**4:00 PM**



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

**ROLL CALL**

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

**EXECUTIVE SESSION - 4:00 PM**

**The Council Will Go into Executive Session, Pursuant to Title 1, Chapter 13, Subchapter 1, Section 405, Subsection 6-C “Discussion or consideration of the condition, acquisition of the use of real or personal property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency and Subsection 6E "Consultation between a body or agency and its attorney concerning the legal rights and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict the this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage.**

**RESULT:**

**ADOPTED [UNANIMOUS]**

**MOVER:**

Bruce Foshay, Councilor

**SECONDER:**

Dan Maguire, Councilor

**AYES:**

Foshay, Maguire, Carder

Councilor Gass joined the Council while in Executive Session

The Town Council came out of Executive Session around 4:50 PM. Town Attorney Alyssa Tibbetts and Finance Director Katy Jewell were also in attendance at the Executive Session. Chair Carder explained that Council discussed a land use matter that will need further Town Council discussion.

Councilor Gass was not able to rejoin the meeting.

**ADJOURNMENT**

Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Dan Maguire, Vice Chair
<b>SECONDER:</b>	Bruce Foshay, Councilor
<b>AYES:</b>	Maguire, Carder, Foshay

The meeting adjourned around 4:48 pm.

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Client: Town of Gray, Maine  
 Project: Long Hill Road Culvert Replacement  
 Location: Gray, Maine  
 Date of Bid: October 29, 2020  
 JN: 2344.682

<b>BID SUMMARY - LONG HILL ROAD CULVERT REPLACEMENT</b>					
<b>Contractor Name</b>	<b>Lump Sum Bid</b>	<b>Bid Bond</b>	<b>Corporate Authorization</b>	<b>Acknowledged Addenda</b>	<b>Notes</b>
A. H. Grover, Inc.	\$ 69,650.00	Y	Y	Y	
Glidden Excavation & Paving	\$ 98,564.00	Y	Y	Y	
Storey Brothers, Inc.	\$ 105,470.00	Y	Y	Y	
Dearborn Brothers Construction	\$ 107,967.00	Y	Y	Y	
St Laurent & Son, Inc	\$ 109,365.00	Y	Y	Y	
Shaw Brothers	\$ 116,350.95	Y	Y	Y	
Pratt & Sons	\$ 143,000.00	Y	Y	Y	

**Notes:**

**OBSERVATIONS/FINDINGS:**

1. Based on Gorrill Palmer's review of the bids, A. H. Grover, Inc. is the apparent low, responsive bidder.
2. Based on Gorrill Palmer's review of Section 102 and Special Provisions Section 102, it is our recommendation that the Town of Gray issue a Notice of Award to A. H. Grover, Inc. to complete the project, as it would appear to be in the best interest of the project and within the project budget.

**Notes:**

1. Although Gorrill Palmer Consulting Engineers, Inc. has had working relationships with a number of the contractors, in our opinion this did not influence the preparation of the bid documents or our findings.

**Bid Summary Construction Budget Total:**

Lowest Responsive (A.H. Grover)	\$	69,650.00
Design Fee	\$	20,000.00
Anticipated Const Inspection Fee	\$	5,000.00
Recommended Construction Contingency	\$	5,000.00
<b>Anticipated Total Project Costs</b>	<b>\$</b>	<b>99,650.00</b>

## Suzanna Gallant

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**From:** Dean Bennett  
**Sent:** Friday, November 6, 2020 10:31 AM  
**To:** Suzanna Gallant  
**Subject:** FW:

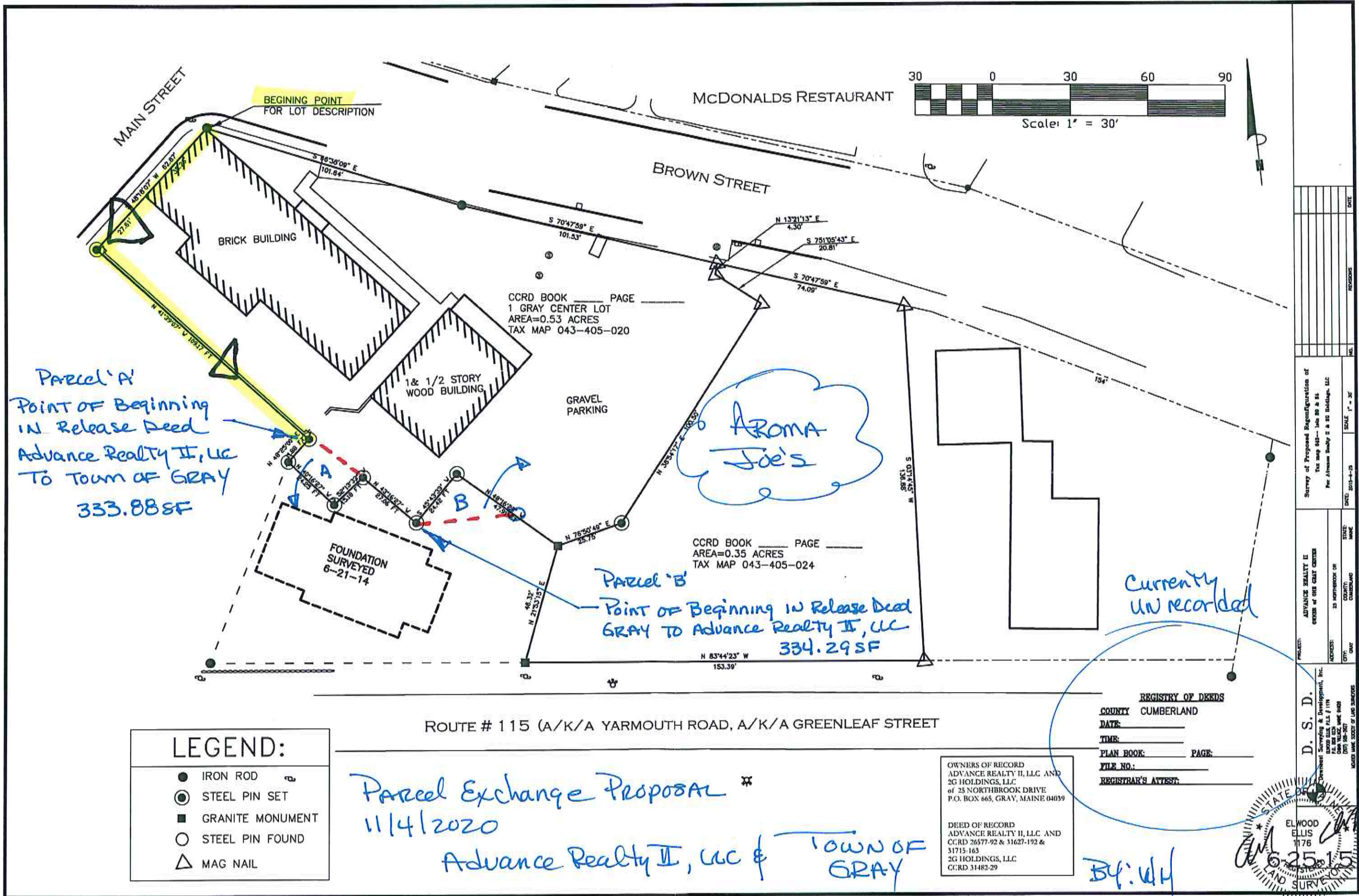
It is a Red Oak, approx. 20 feet, would make a good shade tree ( value \$345).

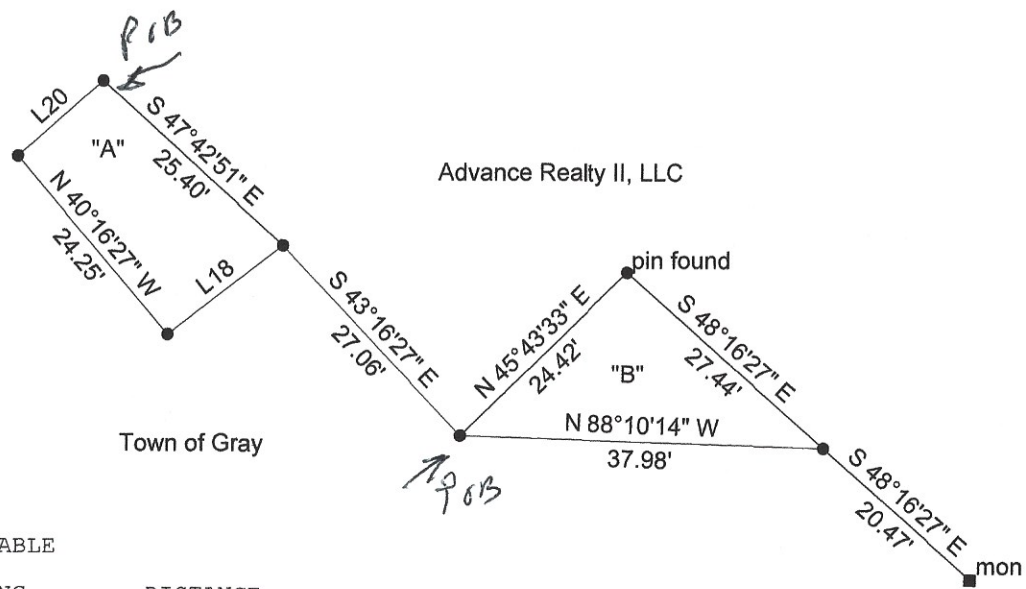
**From:** Dean Bennett <dmbennett81316@gmail.com>  
**Sent:** Friday, November 6, 2020 10:30 AM  
**To:** Dean Bennett <dbennett@graymaine.org>  
**Subject:**

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).



Sent from my iPhone





LINE TABLE

LINE	BEARING	DISTANCE
L4	S 43°16'27" E	27.06'
L5	N 45°43'33" E	24.42'
L17	S 47°42'51" E	25.40'
L18	S 52°13'33" W	15.18'
L19	N 40°16'27" W	24.25'
L20	N 48°25'00" E	11.88'
L38	S 48°16'27" E	27.44'
L79	S 48°16'27" E	20.47'

<b>Exchange of parcels Town of Gray/AR II</b>		
Rt # 115 Yarmouth Road		
Gray Cumberland Co ME		
DATE: 10/21/2020	SCALE: 1" = 20'	DRAWN BY: ee

Release Deed

Advance Realty II, LLC a Maine Limited Liability Company with an address of 25 Northbrook Drive, Gray, County of Cumberland, State of Maine 04039, for consideration paid, releases to the Town of Gray, a Municipality with an address of 24 Main Street, Gray, County of Cumberland, State of Maine 04039, a certain lot or parcel of land in the Town of Gray, County of Cumberland and State of Maine, more fully described as follows:

Beginning at a point which is a pin found in the easterly side of Main Street at the intersection of the southerly line of Brown Street; thence in a 1973 magnetic bearing of S 48° 38' 7" W, a distance of 62.87 feet along the easterly line of Main Street; thence S 41° 39' 7" E, a distance of 109.17 feet along a parcel of land now or formerly of the Town of Gray, to a steel pin set, said point being the point of beginning; thence S 47° 42' 51" E, a distance of 25.40 feet to a steel pin set; thence S 52°, 13' 33" W, a distance of 15.18 feet to a steel pin set; thence N 40° 16' 27" W, a distance of 24.25 feet to a steel pin set; thence N 48° 25' 00" E, a distance of 11.88 feet to the point of beginning.

Containing 333.88 square feet or 0.0077 acres, more or less.

Meaning and intending to convey a portion of the property conveyed by Quitclaim Deed of Daniel F. Prue dated July 8, 2014 and recorded at Book 31627, Page 192 of the Cumberland County Registry of Deeds on July 10, 2014.

In Witness Whereof, Walter C. Hebold, in his capacity as Member of Advance Realty II, LLC has hereunto set his hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2020.

Advance Realty II, LLC

\_\_\_\_\_

By: \_\_\_\_\_  
Walter C. Hebold, its Member

State of Maine  
Cumberland, ss.

\_\_\_\_\_, 2020

Personally appeared the above-named Walter C. Hebold, in his capacity as Member of Advance Realty II, LLC and acknowledged the foregoing instrument to be his free act and deed in said capacity and the free act and deed of Advance Realty II, LLC.

Before me,

\_\_\_\_\_  
Notary Public/Attorney-at-Law  
Print Name: \_\_\_\_\_

#6169694

Release Deed

Town of Gray, a Municipality with an address of 24 Main Street, Gray, County of Cumberland, State of Maine, for consideration paid, releases to Advance Realty II, LLC, a Maine Limited Liability Company with an address of 25 Northbrook Drive, Gray, County of Cumberland, State of Maine 04039, a certain lot or parcel of land in the Town of Gray, County of Cumberland and State of Maine, more fully described as follows:

Beginning at a point which is a pin found in the easterly side of Main Street at the intersection of the southerly line of Brown Street; thence in a 1973 magnetic bearing of S 48° 38' 7" W, a distance of 62.87 feet along the easterly line of Main Street; thence S 41° 39' 7" E, a distance of 109.17 feet along a parcel of land now or formerly of the Town of Gray, to an iron rod placed; thence S 48° 25' 0" W, a distance of 11.88 feet along the Town of Gray parcel to a steel pin set; thence S 40° 16' 27" E along land now of formerly of the Town of Gray, a distance of 24.25 feet to a steel pin set; thence N 52° 13' 33" E, a distance of 15.18 feet to a steel pin set; thence S 43° 16' 27" E, a distance of 27.06 feet to a steel pin, said steel pin being the point of beginning; thence N 45° 43' 33" E, a distance of 24.42 feet; thence S 48° 16' 27" E, a distance of 27.44 feet; thence N 88° 10' 14" W, a distance of 37.98 feet to the point of beginning.

Containing 334.29 square feet or 0.0077 acres, more or less.

Meaning and intending to convey a portion of the property conveyed to the Grantor by Quitclaim Deed without covenant from Wells Fargo Bank, NA to the Grantor dated November 21, 2015 and recorded at Book 32973, Page 203 of the Cumberland County Registry of Deeds on March 14, 2016.

In Witness Whereof, \_\_\_\_\_, in his/her capacity as \_\_\_\_\_ of Town of Gray has hereunto set his/her hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2020.

Town of Gray

\_\_\_\_\_  
By: \_\_\_\_\_, its \_\_\_\_\_

State of Maine  
Cumberland, ss.

\_\_\_\_\_, 2020

Personally appeared the above-named \_\_\_\_\_, in his/her capacity as \_\_\_\_\_ of the Town of Gray and acknowledged the foregoing instrument to be his/her free act and deed in said capacity and the free act and deed of the Town of Gray.

Before me,

\_\_\_\_\_  
Notary Public/Attorney-at-Law  
Print Name: \_\_\_\_\_

#6169755



TOWN OF GRAY  
Office of the Assessor

**MEMORANDUM**

**To:** Town Council  
**From:** Lauren Asselin, CMA  
**Date:** November 17, 2020  
**Subject:** Tax Abatement Request

Title 36 MRSA § 841 states, “The municipal officers, either upon written application filed after one year but within 3 years from commitment stating the grounds for an abatement or on their own initiative within that time period, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment if the taxpayer has complied with section 706-A.”

Robert C. Mayhew & Maria G. Mayhew, Trustees of the Mayhew Revocable Trust own property located at 18 Aquilla Road identified as Map 024, Lot 313-038-000. This property has been assessed to them with 2 full-baths and 1 half-bath. This property only has 1 full-bath and 1 half-bath.

The assessed value of this property for tax years 2019 through 2021 was \$373,000. The current corrected assessed value of this property is \$370,100. The difference between these two assessed values is \$2,900.

I have issued an abatement for the 2021 tax year in the amount of \$42.78 ( $\$2,900 \times .01475$ ).

The owner is seeking abatement for the 2019 and 2020 tax years in accordance with the law. The amounts are as follows:

- 2019 - \$40.60 ( $\$2,900 \times .014$ )
- 2020 - \$42.78 ( $\$2,900 \times .01475$ )

Total for 2019-2020 – \$83.38

24 Main Street, Gray, ME 04039  
Phone: (207) 657-3112 Fax: (207) 657-2149  
[www.graymaine.org](http://www.graymaine.org)  
[lasselin@graymaine.org](mailto:lasselin@graymaine.org)



**TOWN OF GRAY**  
Office of the Assessor

**2019 NOTICE OF ACTION ON  
ABATEMENT OF REAL ESTATE TAXES**  
RE: 18 Aquilla Road – Account# 3971

The Gray Town Council grants an abatement of taxes for the 2019 tax year on the above-described property in accordance with Title 36 MRSA § 841.

REASON: Removal of 1 Full-Bath

Where an abatement has been granted, the change in taxable value is shown below:

<b>2019 Original Valuation:</b>	<b>Total \$ 373,000.00</b>
<b>2019 Revised Valuation:</b>	<b>Total \$ 370,100.00</b>

The abatement has resulted in a reduction of \$2,900 for tax year 2019 which equals taxes of \$40.60.

Date: November 17, 2020

\_\_\_\_\_  
Sandra Carder, Chair

\_\_\_\_\_  
Anne Gass, Vice Chair

\_\_\_\_\_  
Bruce Foshay

\_\_\_\_\_  
Dan Maguire

\_\_\_\_\_  
Sharon Young

24 Main Street, Gray, ME 04039  
Phone: (207) 657-3112 Fax: (207) 657-2149  
[www.graymaine.org](http://www.graymaine.org)  
[lasselin@graymaine.org](mailto:lasselin@graymaine.org)



TOWN OF GRAY  
Office of the Assessor

**2020 NOTICE OF ACTION ON  
ABATEMENT OF REAL ESTATE TAXES**  
RE: 18 Aquilla Road – Account# 3971

The Gray Town Council grants an abatement of taxes for the 2020 tax year on the above-described property in accordance with Title 36 MRSA § 841.

REASON: Removal of 1 Full-Bath

Where an abatement has been granted, the change in taxable value is shown below:

<b>2020 Original Valuation:</b>	<b>Total \$ 373,000.00</b>
<b>2020 Revised Valuation:</b>	<b>Total \$ 370,100.00</b>

The abatement has resulted in a reduction of \$2,900 for tax year 2020 which equals taxes of \$42.78.

Date: November 17, 2020

\_\_\_\_\_  
Sandra Carder, Chair

\_\_\_\_\_  
Anne Gass, Vice Chair

\_\_\_\_\_  
Bruce Foshay

\_\_\_\_\_  
Dan Maguire

\_\_\_\_\_  
Sharon Young

24 Main Street, Gray, ME 04039  
Phone: (207) 657-3112 Fax: (207) 657-2149  
[www.graymaine.org](http://www.graymaine.org)  
[lasselin@graymaine.org](mailto:lasselin@graymaine.org)

October 16, 2020

18 Aquila Road

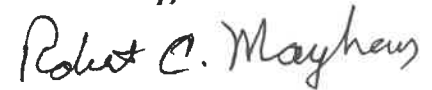
Gray, ME 04039

Dear Gray City Counsel,

I bought my home in 2013 and didn't notice on the tax document that my home was listed as having 2 bathrooms. This year I noticed the error. In 2018 I added a ½ bath to our home. So presently, we have 1 ½ baths rather than the 2 ½ that is reflected on my Real Estate taxes. I talked with the Tax Assessor about this issue and she is going to rebate the amount for this year's tax on the 4/2021 tax. I am requesting from the Council a rebate for the previous 2 years of over payment. If approved, this amount can also be credited on the 4/2021 tax bill.

If further information is needed, I may be reached at Tel (207) 655-6208 or Email rmayhew1@satx.rr.com.

Yours truly,



Robert C. Mayhew

210-497-2781

After 10/27/2020



TOWN OF GRAY  
Office of the Assessor

## MEMORANDUM

**To:** Town Council  
**From:** Lauren Asselin, CMA  
**Date:** November 17, 2020  
**Subject:** Tax Abatement Request

Title 36 MRSA § 841 states, "The municipal officers, either upon written application filed after one year but within 3 years from commitment stating the grounds for an abatement or on their own initiative within that time period, may make such reasonable abatement as they consider proper to correct any illegality, error or irregularity in assessment if the taxpayer has complied with section 706-A."

Grape Island Associates owns property on Ramsdell Road identified as Map 024, Lot 305-019-000. This property has been assessed to them as a .45-acre parcel. A recent property survey performed by Wayne Wood showed that the acreage of this property is only .06 acres.

The assessed value of the .45-acre parcel for tax years 2019 through 2021 was \$151,200. The current corrected assessed value of the .06-acre parcel is \$62,400. The difference between these two assessed values is \$88,800.

I have issued an abatement for the 2021 tax year in the amount of \$1,309.80 ( $\$88,800 \times .01475$ ).

The owner is seeking abatement for the 2019 and 2020 tax years in accordance with the law. The amounts are as follows:

- 2019 - \$1,243.20 ( $\$88,800 \times .014$ )
- 2020 - \$1,309.80 ( $\$88,800 \times .01475$ )

Total for 2019-2020 – \$2,553.00

24 Main Street, Gray, ME 04039  
Phone: (207) 657-3112 Fax: (207) 657-2149  
[www.graymaine.org](http://www.graymaine.org)  
[lasselin@graymaine.org](mailto:lasselin@graymaine.org)



TOWN OF GRAY  
Office of the Assessor

**2020 NOTICE OF ACTION ON  
ABATEMENT OF REAL ESTATE TAXES**  
RE: Ramsdell Road – Account# 3631

The Gray Town Council grants an abatement of taxes for the 2020 tax year on the above-described property in accordance with Title 36 MRSA § 841.

REASON: Acreage Correction

Where an abatement has been granted, the change in taxable value is shown below:

<b>2020 Original Valuation:</b>	<b>Total \$ 151,200.00</b>
<b>2020 Revised Valuation:</b>	<b>Total \$ 62,400.00</b>

The abatement has resulted in a reduction of \$88,800 for tax year 2020 which equals taxes of \$1,309.80.

Date: November 17, 2020

\_\_\_\_\_  
Sandra Carder, Chair

\_\_\_\_\_  
Anne Gass, Vice Chair

\_\_\_\_\_  
Bruce Foshay

\_\_\_\_\_  
Dan Maguire

\_\_\_\_\_  
Sharon Young

24 Main Street, Gray, ME 04039  
Phone: (207) 657-3112 Fax: (207) 657-2149  
[www.graymaine.org](http://www.graymaine.org)  
[lasselin@graymaine.org](mailto:lasselin@graymaine.org)



TOWN OF GRAY  
Office of the Assessor

**2019 NOTICE OF ACTION ON  
ABATEMENT OF REAL ESTATE TAXES**  
RE: Ramsdell Road – Account# 3631

The Gray Town Council grants an abatement of taxes for the 2019 tax year on the above-described property in accordance with Title 36 MRSA § 841.

REASON: Acreage Correction

Where an abatement has been granted, the change in taxable value is shown below:

<b>2019 Original Valuation:</b>	<b>Total \$ 151,200.00</b>
<b>2019 Revised Valuation:</b>	<b>Total \$ 62,400.00</b>

The abatement has resulted in a reduction of \$88,800 for tax year 2019 which equals taxes of \$1,243.20.

Date: November 17, 2020

\_\_\_\_\_  
Sandra Carder, Chair

\_\_\_\_\_  
Anne Gass, Vice Chair

\_\_\_\_\_  
Bruce Foshay

\_\_\_\_\_  
Dan Maguire

\_\_\_\_\_  
Sharon Young

24 Main Street, Gray, ME 04039  
Phone: (207) 657-3112 Fax: (207) 657-2149  
[www.graymaine.org](http://www.graymaine.org)  
[lasselin@graymaine.org](mailto:lasselin@graymaine.org)

October 13, 2020

Grape Island Associates  
c/o Kathie Jankauskas  
2302 Lakeview Drive  
Yardley, PA 19067

Account: #003631 RE

To: Gray Town Council

The Grape Island Associates are requesting a refund on our taxes for 2020 and 2019. There was an acreage error on our account and we have been charged incorrectly.

There was a survey recently done that shows we only own .06 acres (Gray Map Lot 19) instead of .45 acres that we had previously been charged for. The town assessor has rectified this error for 2021.

Please note we have been charged incorrectly for 33 years but understand that we are only able to request a refund for these two tax years from the council.

Included with this letter are copies of our 2019 and 2020 tax bills.

Thank you for your attention to this matter and look forward to getting this resolved.

Sincerely,



Kathie Jankauskas

CC: Nancy Silverman, Laurel Alvarez

**TOWN OF GRAY MAINE  
24 MAIN ST  
GRAY, ME 04039-9407**



**2019 REAL ESTATE TAX BILL**

**CURRENT BILLING INFORMATION**

LAND VALUE	\$151,200.00
BUILDING VALUE	\$0.00
TOTAL: LAND & BLDG	\$151,200.00
FURNITURE & FIXTURES	\$0.00
MACHINERY & EQUIPMENT	\$0.00
COMPUTER EQUIPMENT	\$0.00
MISCELLANEOUS	\$0.00
TOTAL PER. PROPERTY	\$0.00
HOMESTEAD EXEMPTION	\$0.00
OTHER EXEMPTION	\$0.00
NET ASSESSMENT	\$151,200.00
TOTAL TAX	\$2,116.80
LESS PAID TO DATE	\$0.00
<b>TOTAL DUE</b> ⇒	<b>\$2,116.80</b>

Fiscal Year July 01, 2018 - June 30, 2019

**OFFICE HOURS**

Mon-Wed 8:30 - 4:00  
Thursday 8:30 - 6:30  
Friday 8:30 - Noon

**THIS IS THE ONLY BILL  
YOU WILL RECEIVE**

S25393 P19438 - 1of1 - M2

4107 GRAPE ISLAND ASSOCIATES  
C/O KATHIE JANKAUSKAS  
2302 LAKEVIEW DR  
YARDLEY, PA 19067-3040

ACCOUNT: 003631 RE  
MIL RATE: 14.00  
LOCATION: GRAPE ISLAND TR  
BOOK/PAGE: B7916P120

ACREAGE: 0.45  
MAP/LOT: 024-305-019-000

JULY 1, 2018 - DECEMBER 31, 2018  
1ST HALF DUE: 10/01/2018 **\$1,058.40**  
JANUARY 1, 2019 - JUNE 30, 2019  
2ND HALF DUE: 04/01/2019 **\$1,058.40**

**TAXPAYER'S NOTICE**

**PLEASE READ.**

Interest at 7% per annum charged after 10/01/2018 and 04/01/2019. If you have an escrow account or have sold your property after 04/01/2018, please forward a copy of this bill to your mortgage holder or new owner.

**INFORMATION**

The Town's certified assessment ratio for Fiscal Year 2019 is 100%.

Information regarding changes or information regarding valuations should be sent to the assessor at 657-3112.

For information regarding payments, interest, cost changes, and/or refunds, please call 657-3339 extension 108.

As a result of the money our municipality receives from the state legislature through the State Municipal Revenue Sharing Program, Homestead Exemption Reimbursement, and State Aid to Education, your property tax bill has already been reduced by 35%

**The total bonded indebtedness of the Town of Gray as of August 28, 2018 is \$10,037,000.**

\*\*If you would like to receive general tax information by e-mail, sign up at [www.graymaine.org/subscribe](http://www.graymaine.org/subscribe) for Urgent Alerts: Finance.\*\*

**CURRENT BILLING DISTRIBUTION**

School	\$1,144.13	54.05%
Municipal	\$74.30	3.51%
County	\$832.75	39.34%
TIF	<u>\$65.62</u>	<u>3.10%</u>
<b>TOTAL</b>	<b>\$2,116.80</b>	<b>100.00%</b>

**REMITTANCE INSTRUCTIONS**

Please make check or money order payable to  
**TOWN OF GRAY** and mail to:

**TOWN OF GRAY  
24 MAIN ST  
GRAY, ME 04039-9407**

Any payments received by mail postmarked after the due date  
will be subject to interest.



# TOWN OF GRAY MAINE

24 Main St  
Gray, ME 04039-9407

Fiscal Year: July 1, 2019 to June 30, 2020

### OFFICE HOURS

Mon-Wed 8:30 - 4:00  
Thursday 8:30 - 6:30  
Friday 8:30 - Noon

**THIS IS THE ONLY TAX BILL  
YOU WILL RECEIVE**

4358  
60

GRAPE ISLAND ASSOCIATES  
C/O KATHIE JANKAUSKAS  
2302 LAKEVIEW DRIVE  
YARDLEY PA 19067



ACCOUNT: 003631 RE  
MILL RATE: 14.75  
BOOK PAGE: B7916P120  
MAP/LOT: 024-305-019-000  
LOCATION: GRAPE ISLAND TR  
ACREAGE: 0.45

## 2020 REAL ESTATE TAX BILL

### CURRENT BILLING INFORMATION

LAND VALUE	\$151,200.00
BUILDING VALUE	\$0.00
TOTAL: LAND & BLDG	\$151,200.00
HOMESTEAD EXEMP.	\$0.00
OTHER EXEMPTION	\$0.00
NET ASSESSMENT	\$151,200.00
TOTAL TAX	\$2,230.20
LESS PAID TO DATE	\$0.00
<b>TOTAL DUE -&gt;</b>	<b>\$2,230.20</b>

FIRST HALF DUE: 10/1/2019 \$1,115.10  
SECOND HALF DUE: 4/1/2020 \$1,115.10

### TAXPAYER'S NOTICE

**INTEREST AT 9% PER ANNUM CHARGED AFTER 10/1/2019 AND 4/1/2020.**

As per state law, the ownership and taxable valuation of ALL real estate and personal property was determined as of April 1, 2019. If you have sold your real estate since April 1, 2019, it is your obligation to forward this bill to the current property owner.

### INFORMATION

The Town's certified assessment ratio for Fiscal Year 2020 is 100%.

If you have questions regarding your valuation please contact the Assessor at 207-657-3339 ext 112.

For information regarding payments, interest, cost changes, and/or refunds, please call 207-657-3339 ext 103.

As a result of the money our municipality receives from the state legislature through the State Municipal Revenue Sharing Program, Homestead Exemption Reimbursement, and State Aid to Education, your property tax bill has already been reduced by 36%.

The total bonded indebtedness of the Town of Gray as of August 1, 2019 is \$14,578,232.00.

**This bill is for the current tax year July 1, 2019 through June 30, 2020 only. Past due amounts are NOT included.**

**\*\*If you would like to receive tax information by e-mail, sign up at [www.graymaine.org/subscribe](http://www.graymaine.org/subscribe) for Urgent Alerts: Finance.\*\***

### CURRENT BILLING DISTRIBUTION

SCHOOL	\$1,394.32	62.52 %
MUNICIPAL	\$650.33	29.16 %
COUNTY	\$94.11	4.22 %
TIF	\$91.44	4.10 %
<b>TOTAL</b>	<b>\$2,230.20</b>	<b>100.00 %</b>

### REMITTANCE INSTRUCTIONS

Please make check or money order payable to  
**TOWN OF GRAY** and mail to

**TOWN OF GRAY  
ATTN: TAX COLLECTOR  
24 MAIN ST  
GRAY, ME 04039-9407**

Any payments received by mail postmarked after the due date will be subject to interest.

MUNICIPAL QUITCLAIM DEED

The TOWN of GRAY, a body corporate, with offices located at 24 Main Street, Gray, Maine, by and through its Town Manager, duly authorized by vote of the Gray Town Council, for consideration paid, the receipt and sufficiency of which are hereby acknowledged, releases unto GRANT, LESLIE J, residents of Gray, County of Cumberland, State of Maine, any interest the Town of Gray may have acquired in certain real property located in Gray and described therein as follows:

A certain piece of real estate situated at 11 Totten Rd, so called, identified on the Town of Gray assessor's Tax Maps dated April 1, 2020 as Map/Lot 058-028-008-000 and more particularly described in Book 34362 Page 179 of the Cumberland County Registry of Deeds located in Portland.

The sole purpose of this deed is to release any interest the Town of Gray may have in said real property by virtue of three (3) Tax Lien Certificates recorded in the Cumberland County Registry of Deeds as follows:

<u>Book</u>	<u>Page</u>	<u>Date Recorded</u>	<u>Name on Tax Lien Certificate</u>
35119	230	September 5, 2018	O'Neill, Paula Jean
35734	299	June 21, 2019	Grant, Leslie J
37020	47	August 6, 2020	Grant, Leslie J

The Town of Gray expressly reserves any and all other rights it may have in said real property, including, without limitation, current real estate taxes.

In Witness Whereof, Deborah S. Cabana, in her capacity as Town Manager, duly authorized, has set her hand and seal on behalf of the Town of Gray, this 21st day of October, 2020.

TOWN OF GRAY

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Deborah S. Cabana  
Town Manager

STATE OF MAINE  
County of Cumberland, ss.

October 21, 2020

Then personally appeared the above-named Deborah S. Cabana, Town Manager of the Town of Gray, and acknowledge the above instrument to be her free act and deed in her said capacity, and the free act and deed of the Town of Gray.

Before me,

\_\_\_\_\_  
Suzanna Gallant, Notary Public, Maine  
Commission Expires June 13, 2021

MUNICIPAL QUITCLAIM DEED

The TOWN of GRAY, a body corporate, with offices located at 24 Main Street, Gray, Maine, by and through its Town Manager, duly authorized by vote of the Gray Town Council, for consideration paid, the receipt and sufficiency of which are hereby acknowledged, releases unto TAYLOR, CURTIS E, residents of Gray, County of Cumberland, State of Maine, any interest the Town of Gray may have acquired in certain real property located in Gray and described therein as follows:

A certain piece of real estate situated at 167 N Raymond Rd, so called, identified on the Town of Gray assessor's Tax Maps dated April 1, 2020 as Map/Lot 007-005-003-000 and more particularly described in Book 8390 Page 9 of the Cumberland County Registry of Deeds located in Portland.

The sole purpose of this deed is to release any interest the Town of Gray may have in said real property by virtue of eight (8) Tax Lien Certificates recorded in the Cumberland County Registry of Deeds as follows:

<u>Book</u>	<u>Page</u>	<u>Date Recorded</u>	<u>Name on Tax Lien Certificate</u>
29694	247	June 25, 2012	Taylor, Curtis
30741	143	June 17, 2013	Taylor, Curtis
31607	226	July 02, 2014	Taylor, Curtis
32377	296	June 25, 2015	Taylor, Curtis
33228	131	June 28, 2016	Taylor, Curtis
34105	148	June 23, 2017	Taylor, Curtis
35119	274	September 5, 2018	Taylor, Curtis
35734	205	June 21, 2019	Taylor, Curtis

The Town of Gray expressly reserves any and all other rights it may have in said real property, including, without limitation, current real estate taxes.

In Witness Whereof, Deborah S. Cabana, in her capacity as Town Manager, duly authorized, has set her hand and seal on behalf of the Town of Gray, this 26th day of October, 2020.

TOWN OF GRAY

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Deborah S. Cabana  
Town Manager

STATE OF MAINE

County of Cumberland, ss.

October 26, 2020

Then personally appeared the above-named Deborah S. Cabana, Town Manager of the Town of Gray, and acknowledge the above instrument to be her free act and deed in her said capacity, and the free act and deed of the Town of Gray.

Before me,

\_\_\_\_\_  
Suzanna Gallant, Notary Public, Maine  
Commission Expires June 13, 2021

## AMENDMENT NO. 2 TO SOLAR POWER PURCHASE AGREEMENT

This Amendment No. 2 to Solar Power Purchase Agreement (this "Amendment") is made as of October 26, 2020 (or, if later, the latest date of a Party's execution and delivery to the other Party of this Amendment, the "Effective Date") between the Town of Gray, a Maine town (the "Purchaser") and ReVision Solar Impact Partners LLC, a Maine limited liability company ("Seller"; and together with Purchaser, each, a "Party" and together, the "Parties"). Capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement (as defined below).

### WITNESSETH:

WHEREAS, the Parties entered into that certain Solar Power Purchase Agreement executed as of November 19, 2019, as amended by that certain Amendment No. 1 to Solar Power Purchase Agreement dated as of December 19, 2019 (together, the "Agreement");

WHEREAS, the Parties agree to amend the Agreement pursuant to the terms and conditions of this Amendment as set forth herein.

NOW, THEREFORE, the Parties agree as follows:

#### 1. Amendment(s).

i. Section 18.c of Exhibit 4 to the Agreement shall be deleted in its entirety replaced with the following:

c. **Environmental Indemnification.** Seller shall indemnify, defend and hold harmless all of Purchaser's Indemnified Parties from and against all Liabilities arising out of or relating to the existence at, on, above, below or near the Premises of any Hazardous Substance (as defined in Section 18(c)(i)) to the extent deposited, spilled, released, disturbed, or otherwise caused by, or to the extent that any pre-existing condition was exacerbated by, Seller or any of its contractors or agents. Purchaser shall indemnify, defend and hold harmless all of Seller's Indemnified Parties from and against all Liabilities arising out of or relating to the existence at, on, above, below or near the Premises of any Hazardous Substance (including but not limited to any Hazardous Substance resulting from or relating to any pre-existing conditions and any settling or subsidence of the Premises), except to the extent deposited, spilled, released, disturbed or otherwise caused by, or to the extent that any pre-existing condition was exacerbated by, Seller or any of its contractors or agents. The Parties further agree that, solely by virtue of its entry upon the Premises and the taking of actions authorized by or consistent with this Agreement, neither the Seller nor any of its agents, contractors, employees, directors, officers, sub lessees, or members shall have, or shall be deemed to have, in any way participated in the operation of the former landfill on the Premises ("Landfill") or assumed any liability or obligation associated with materials of any type or description (including Hazardous Materials) deposited, stored, or received on or within the Landfill by the Purchaser or any predecessor owner or operator. Except to the extent deposited, spilled, released, disturbed, or otherwise caused by, or to the extent that any pre-existing condition was exacerbated by, Seller or any of its contractors or agents, Seller shall at no time have any control over or responsibility for the disposal or remediation of any wastes or materials at the Landfill. Each Party shall promptly notify the other Party if it becomes aware of any Hazardous Substance on or about the Premises or the Premises generally or any deposit, spill or release of any Hazardous Substance.

i. "**Hazardous Substance**" means any chemical, waste or other substance (A) which now or hereafter becomes defined as or included in the definition of "hazardous substances," "hazardous wastes," "hazardous materials," "extremely hazardous wastes," "restricted hazardous wastes," "toxic substances," "toxic pollutants," "pollution," "pollutants," "regulated substances," or words of similar import under any laws pertaining to the environment, health, safety or welfare, (B) which is declared to be hazardous, toxic, or polluting by any Governmental Authority, (C) exposure to which is now or hereafter prohibited, limited or regulated by any Governmental Authority, (D) the storage, use, handling, disposal or release of which is restricted or regulated by any Governmental Authority, or (E) for which remediation or cleanup is required by any Governmental Authority.

- ii. Each Party hereby agrees to defend, indemnify and hold harmless the other party hereto from and against any and all administrative and judicial actions and rulings, claims, causes of action, demands and liabilities (collectively, the “Claims”) including, but not limited to, damages, costs, expenses, assessments, penalties, fines, losses, judgments and reasonable attorney fees that indemnitee may suffer or incur due to the existence or discovery of any Hazardous Substances on the Premises or the migration of any Hazardous Substance to other properties or the release of any Hazardous Substance into the environment (collectively, the “Actions”), that arise from the indemnifying party’s activities on or at the Premises. The indemnification obligations set forth in this Section 187.c specifically include, without limitation, costs incurred in connection with any investigation of site conditions and/or any cleanup, remedial, removal or restoration work required by any governmental authority.

The Parties acknowledge certain contractual and regulatory obligations are in place relating to the cleanup, remediation, and monitoring of the Premises. Purchaser and Seller each agree and covenant that at all times they shall comply with any and all obligations under the Landfill Closure and Remediation Program, 38 M.R.S.A. §1310-C *et. seq.*, and in respect of any agreements between Purchaser and its designated environmental consultant or other entity contracted to perform remediation and/or monitoring activities] (collectively the “Remediation Obligations”). Subject to Section 18(de), each party shall indemnify the other for any and all costs, damages or losses incurred by the indemnified party as a result of Remediation Obligations imposed by a binding order of a Governmental Authority, to the extent such Remediation Obligations are required by the acts or omissions of the indemnifying party.

- ii. Sections A and C of Exhibit 6 (form of License Agreement) shall be amended to add the words underlined below, and shall read as follows:

A. Grantor is the owner of those certain parcels or tracts of land located on Seagull Drive in Town of Gray, Cumberland County in the State of Maine, and more particularly described by metes and bounds on **Attachment A-1** attached hereto and incorporated herein (all of which parcels or tracts of ground are referred to herein as the “Premises”).

...

C. Subject to the terms and conditions herein, Grantor desires to grant to Grantee the rights described herein on that portion of the Premises described more particularly in Attachment A-2 for the purposes of designing, installing, operating, maintaining and removing the System on and from the Premises.

- iii. Attachment A of Exhibit 6 (Description of the Premises and Facility) shall be renamed “Attachment A-1 (Description of the Premises).”

- iv. Attachment A-2 (Description of the Solar Facility License Area) shall be added and appended to Exhibit 6, in the form attached hereto.

**2. Integration.** Except as otherwise provided or modified herein, the terms and conditions of the Agreement remain in full force and effect. This Amendment and the Agreement constitute the entire agreement between the Parties regarding this subject matter, and supersedes all proposals and prior agreements, oral or written, and all other communications between them relating to the subject matter herein.

**2.3. Effective Date.** The terms of Section 1(i) of this Amendment shall become effective upon ratification by the Town Council of the Purchaser. The terms of Section 1(ii) of this Amendment shall become effective upon execution by Seller and Purchaser.

[Signatures on the following page]

IN WITNESS WHEREOF and in confirmation of their consent to the terms and conditions contained in this Amendment and intending to be legally bound hereby, Seller and Purchaser have executed this Amendment as of the Effective Date.

**“PURCHASER”:**  
**TOWN OF GRAY**

**“SELLER”:**  
**REVISION SOLAR IMPACT PARTNERS LLC**

By: \_\_\_\_\_  
Name:  
Title:  
Date:

By: \_\_\_\_\_  
Name:  
Title:  
Date:

**Attachment A-2**  
**Description of the Solar Facility License Area**

A certain area to be licensed to ReVision Solar Impact Partners LLC situated on the Gray Landfill, Seagull Drive, Town of Gray, County of Cumberland, State of Maine, and being more particularly described as follows:

[Insert metes and bounds description]

The total area of the above described license area being approximately \_\_\_\_\_ acres and is depicted on the Solar License Area Plan attached hereto.

Together with the right to use temporary staging and parking areas for construction and, if required, while conducting maintenance and repairs, and to permanently interconnect the solar array located within the license area to the point of interconnection with the electrical grid and to access the above described license area as needed for construction, operations, maintenance and removal of the equipment located thereon.

[Insert plan]



Date: 10/27/20	Scale: 1/2" = 1'
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Drawing #: 7	Sales Rep: RN
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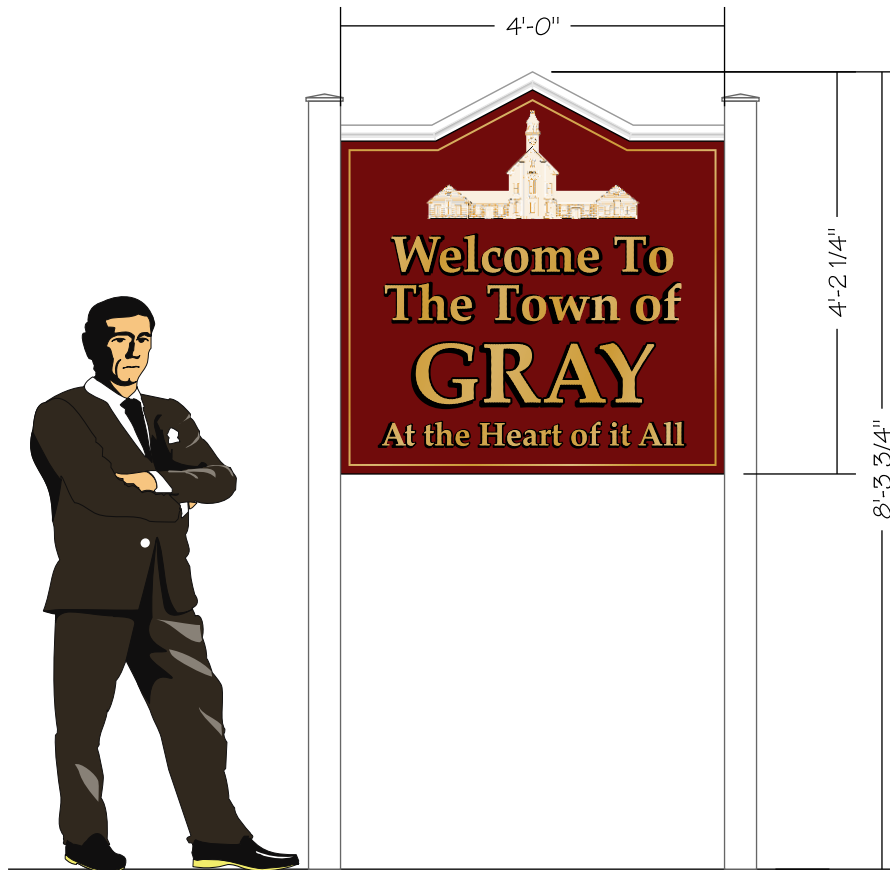
Rev #: xx	Rev Date: 00/00/20
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Apprv'd by:

**Town of Gray**

- 3 - s/f 37" x 36" post & panel signs to match existing town signage
  - 4x4 PT post

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Date: 7/6/11 | Scale: 1/2" = 1'

Drawing #: 4 | Sales Rep: RN

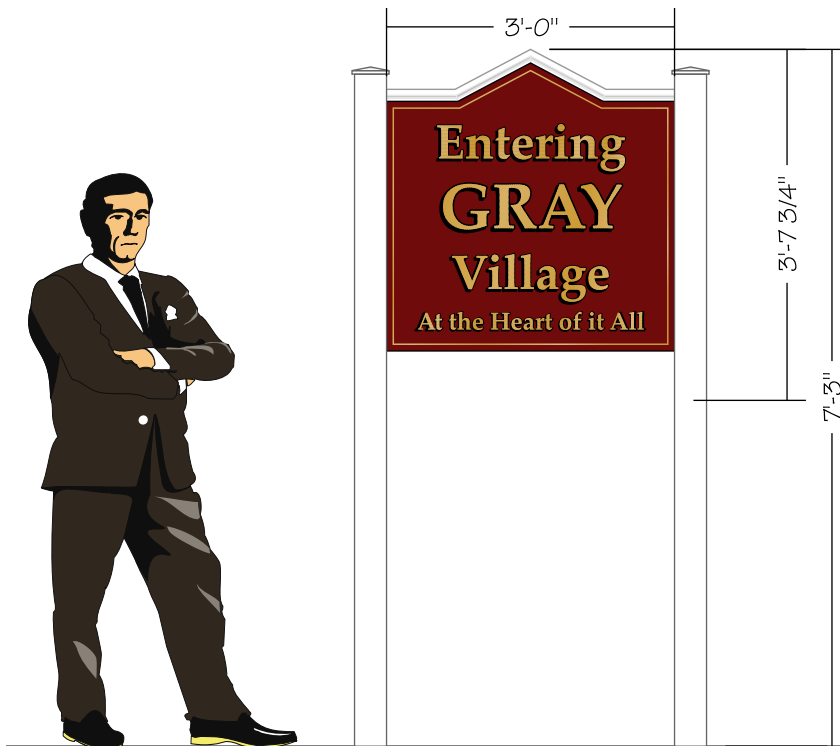
Rev #: xx | Rev Date: 00/00/11

Appr'd by:

**Town of Gray**

- 3 - s/f 50 1/4" x 48" post & panel signs to match existing town signage

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Date: 3/16/20	Scale: 1/2" = 1'
Drawing #: 5	Sales Rep: RN
Rev #: xx	Rev Date: 00/00/20
Apprv'd by:	

**Town of Gray**

- 3 - s/f 37" x 36" post & panel signs to match existing town signage

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**11/17/2020 Town Council Meeting  
Proposed Farmers' Market Ordinance Amendments**

**402.2.2 Definitions (Add the following definitions)**

Farm and Food Products: Any agricultural, horticultural, forest or other product of the soil or water, including, but not limited to, fruits, vegetables, eggs, dairy products, meat and meat products, poultry and poultry products, fish and fish products, grain and grain products, honey, nuts, maple products, apple cider, fruit juice, malt liquor, wine, ornamental or vegetable plants, nursery products, fiber or fiber products, firewood and Christmas trees.

Farmer: A person who produces farm products

Farmers' Market: A seasonal public market at which two (2) or more local farmers have raised and/or prepared farm and food products for direct sale to consumers.

**Table 402.5.3 (Add Farmers' Market to USE table)**

TABLE 402.5.3 TABLE OF PERMITTED USES AND CONDITIONAL USES															
		RRA	LD	MD	BD-1	BD-2	C	VC	VCP	BT-1	BT-2	WH-1	WH-2	LMOD	CSESOD
21	Expansion of Nonconforming Use	C	C	C	C	C	C	C	C	C	C	C	C		
<u>22</u>	<u>Farmers' Market ++</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>		<u>P</u>			
<u>23</u>	<u>Farm Stand ++</u>	P	P	P	P	P	P	P	P	P		P			
<u>24</u>	<u>(change subsequent numbering in rest of table)</u>														

++ Subject to performance standards in Article 7

**402.7.21 FARMERS' MARKET (New Section)**

A. Purpose & Applicability: The purpose of this ordinance is to regulate the temporary use of land the market is to make local farm and food products available to the public.

B. Administration and Enforcement: This ordinance shall be administered by the Community Development Department and enforced by the Code Enforcement Officer.

C. Farmers' Market on Town Property: The Town Council may authorize the Town Manager to enter into a lease or license agreement for the use of Town property for the purpose of operating a Farmers' Market. No license for the sale at a Farmers' Market of any items shall be issued by the Town Clerk until the applicant has filed with the Town Clerk a certificate evidencing general liability coverage in an amount not less than \$400,000 combined single limit for personal injury and property damage, or such other amount as may be required by the Maine Tort Claims Act (14 M.R.S.A. § 8001 et seq.) as amended from time to time, whichever amount shall be greater, and naming the Town as an additional insured. The

licensee shall maintain such insurance at all times while engaged in sales at a farmers' market, and the licensee shall provide the Town Clerk with not less than ten (10) days' advance written notice of the cancellation, expiration or non-renewal of said insurance.

D. Farmers' Market on Private Property: Farmers' Markets may take place on private property, where allowed as a permitted or conditional use under Chapter 402.

#### E. Prohibitions

1. A person may not use the terms "Farm an Food Products", "Farmer", or "Farmers' Market" to describe a market or other sales that does not meet the terms of the definitions set forth in 402.2.2.
2. A person may not sell farm and food products at a market labeled "farmers' market" unless at least 75% of the products offered by that person were grown or processed by that person or under that person's direction. A product not grown or processed by that person or under that person's direction must have been grown or processed by and purchased directly from another farmer and the name and location of the farm must be identified on the product or on a sign in close proximity to the displayed product.

#### F. Additional Conditions for Farmers' Markets

1. Farmers' Markets may take place on private property, where allowed as a permitted or conditional use, with written permission of the property owner.
2. Sufficient off-street parking, not within a public way, must be provided for both the Farmers' Market vendors and their patrons. One space per 400 sf of stalls/tables is required.
3. The items to be sold at the Farmers' Market shall be limited to farm products. No resale of produce or other products is allowed.
4. Live animals, invasive terrestrial plants, weapons, fireworks, tobacco or tobacco products, and marijuana or marijuana products or tobacco/marijuana paraphernalia are prohibited.
5. Mobile, temporary, and non-permanent stationary food vending units, including push carts and mobile ice cream vendors, are prohibited from participating in duly approved Farmers' Market locations.
6. The term of a license shall not extend beyond a 12-month period. Annual renewals may be permitted in the same manner as an initial license agreement.
7. Farmers' Markets that exceed 25 farmers and/or tables/stalls require Planning Board approval.
8. Farmers' Markets are limited to two days a week between the hours of 6:00 am and 6:00 pm. The operation of said Farmers' Market shall be from April 1<sup>st</sup> to November 30<sup>th</sup> of each year.
9. All Farmers' Markets must adhere to State standards including Title 7, Part 2, Chapter 101, Subchapter 1-A, subsection 415 which specifies produce and products eligible to be sold.

10. All Farmers' Markets must adhere to applicable Town standards, specifically including the Local Food Ordinance and Zoning Ordinance provisions.

11. This section does not prohibit a market from imposing more stringent requirements on its sellers than those imposed by the Town.

12. This section does not prohibit individual Farmers' Markets to charge their own table/stall fees in addition to the fees the Town charges pursuant to the Town Council approved Fee Schedule.

#### G. Permitting Procedure

1. Application Submittal: Applicants shall submit an application packet in a manner specified by the Town and shall include such fees as established by the Town Council.

2. Staff Review: The Community Development Department shall circulate the application to Gray Fire Rescue and Public Works Department within 3 business days of receipt of a complete application. The Community Development Department shall submit any written comments within 5 business days to the Town Manager.

#### H. Administrative Procedure

1. Farmers' Market with  $\leq$  25 farmers and/or tables/stalls: Subsequent to the receipt by the Town Manager of the staff recommendation an prior to the issuance of a license agreement, the Town Council shall hold a Public Hearing at the first available Town Council Meeting. In addition to general notice, notice of the public hearing shall be mailed to immediate abutters no later than 7 days prior to the hearing.

2. Farmers' Markets with  $>$  25 farmers and/or tables/stalls: Subsequent to receipt of staff recommendations and all applicable materials for Site Plan Review are received by the Town Planner, the application shall be placed on the next available Planning Board agenda for Site Plan Review and a Public Hearing. In addition to general notice, notice of the public hearing shall be mailed to abutters withing 250' of the parcel on which the Farmers' Market is to be located no later than 7 days prior to the hearing.

#### Questions/Comments for the Town Council:

1. Are the proposed permitted Zoning Districts for Farmers' Markets appropriate?
2. Threshold for Site Plan/Planning Board approval set at  $>$ 25 farmer participants and/or tables/stalls?
3. Should we add abutter notification fees to FY 2021 Fee Schedule?
4. April 1 – November 30? Some Towns, not all, also establish which days of the week Farmers' Markets can operate.

License Expires Annually  
December 31<sup>st</sup>

## Application for a Farmers' Market License Town of Gray



First Settled  
1738

For Office Use Only

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

Date Paid/Initials: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Private Property: Annual Renewal Fee: \$15\* Vendor Fee: \$10/each

Public Property: Annual Renewal Fee: \$35\* Vendor Fee: \$15/each

\*additional abutter notification fees apply for Farmers' Markets with more than 25 participating farms/tables

### Contact Information

Market Name:		
Number of Participating Farms/Tables:	<25 Farms or Tables (Town staff reviews)	>25 Farms or Tables* (requires Planning Board Approval)
Applicant Name:		
Applicant E-Mail Address:		
Applicant Phone Number:		
Location - Town Map/Lot:		

Date(s) of Market: \_\_\_\_\_

Please list the items that you will be selling at the Farmers' Market:

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## Standards:

- Farmers' markets are limited to two days per week between the hours of 6:00 a.m. and 6:00 p.m.
- Farmers' markets may take place on private property, where allowed as a permitted or conditional use.
- Sufficient off-street parking, not within a public way, must be provided for both the farmers' market vendors and their patrons. One space per 400 sf of stalls/tables is required.
- The items to be sold at the farmers' market shall be limited to farm products. No resale of produce or other products is allowed.
- Prohibited Products: Live animals, invasive terrestrial plants, weapons, fireworks, tobacco or tobacco products, and marijuana or marijuana products.
- Mobile, temporary, and non-permanent stationary food vending units, including push carts and mobile ice cream vendors, are prohibited from participating in duly approved farmers' market locations.
- The term of a license shall not extend beyond a 12-month period. Annual renewals may be permitted in the same manner as an initial license agreement.
- This license shall be administered by the Community Development Department and enforced by the Code Enforcement Officer. Farmers' Markets that exceed 25 Farms or Tables require Planning Board approval.
- Prior to the issuance of License Agreement, the Town Council shall hold a Public Hearing. In addition to the required public notice, notice of the public hearing shall be mailed to immediate abutters no later than 7 days prior to the hearing.
- All Farmers' Markets must adhere to State standards including Title 7, Part 2, Chapter 101, Subchapter 1-A, subsection 415 which specifies produce and products eligible to be sold.
- All Farmers' Markets must adhere to applicable Town standards, specifically including the Local Food Ordinance and Zoning Ordinance provisions.

## Required Submittals Checklist:

- Application Form – Submitted 30 days prior to the event to ensure adequate public notification.
- Property Owner's Consent (If different than owner)

- Overall Plot Plan (scaled) showing parcel, structure, and outdoor area proposed for the Farmers' Market.
- Plan showing anticipated number and approximate location of booths.
- For Farmers' Markets in parking areas, provide a plan depicting adequate and safe interface between pedestrians and vehicles. Also include the direction of vehicular traffic flow.
- For Farmers' Markets located on Public Property – A certificate evidencing general liability coverage in an amount not less than \$400,000 combined single limit for personal injury and property damage, naming the Town as an additional insured.

Revocation of License: The Code Enforcement Officer is authorized to revoke or suspend any farmers' market license for:

- Misrepresentation of information in the application.
- Creation of a public nuisance or a threat to the public's health, safety, or welfare.
- Health inspection violation which is not corrected within 24 hours of notice.
- Inconsistencies with Town and/or State standards.
- Any violation of the provisions listed above.

I hereby certify that this Farmers' Market License Application is authorized by the owner of record and that I (we) will conform to all applicable laws of this jurisdiction. I understand that the permit will expire on December 31, 20\_\_ and that I (we) must meet all applicable standards and submit all required paperwork.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Date

Conditions/Comments:

## **Doug W. Notes from 10-22-20 Dry Mills Intersection Sitewalk 1:00 to 3:05**

### Attending:

David L., Gaftek  
Dianne Rioux, Circle K store manager  
Deb C.  
Kathy T.  
Doug W.  
Alec D., PW  
Charlie Guy, MeDOT  
Tim Blaze, Sargent Construction  
Jennifer Paul, MeDOT

- No stop line/bars to be installed until after signals are activated
- Panel needed to get signals operational anticipated by mid-November
- New curb line on easterly side of Rt. 26
- Moved 4x poles back towards edge of ROW to increase sight distance
- New pavement all the way to the doors for GFR DMS doors
- 12" GWD horizontal bore water line added & tested
- Water line to Franks Garage re-routed with shut-off downhill from entrance
- RCP to daylight @ stream on S. side of Circle K goes to CB-1
- 30" HDPE pipe from CB-1 to CB-3 per plans
- Most southerly Circle K entrance/exit widened to allow vehicles w/trailers access
- Northerly delivery entrance: Jennifer P. asked for change order. Tim B. to order granite
- Tim Blaze (Sargent) took photo of 2007 plan showing details of this curb cut
- Temporary gravel and pavement for N. Raymond Rd. cut added to reduce sand on road
- Puddles noted from recent rain were corrected by MeDOT
- Custom shoulder tie-in work at tele pole on westerly side of N/F Hanson property
- Will need to change type of curbing/face when/if sidewalk added to N. Raymond Road
- 1 sensor/camera per direction with multiple detection zones
- Signals to be equipped with emergency vehicle emittance per Town specs
- Catch basins vacuumed out inc. basin on west side opposite Weymouth
- Added rip-rap/armoring on steep slope east side of Shaker just south of Weymouth
- Pavement added on first portion of Weymouth within Rt. 26 ROW only
- At Weymouth, moved guardrail back and added radius to increase sight distance
- Added check dam just north of Merrill house location to PU sediment from sheetflow
- 3' gravel for driveway cut for Merrill property; needed to be directly opp. N. Ray Rd.
- 6" underdrain daylighting on rip-rap shelf just south of CMP pole #2
- Consider adding chain-link fence to both sides at top of box culvert
- Can drive poles down on either side of box culvert and pull fencing between
- New 6" flexible underdrain added daylighting just north of CMP pole #1
- Added ditchline just north of Frank's Garage entrance to PU sheetflow
- Added slight swale in pavement to PU sheetflow from Shaker from onto Frank's
- Added check-dam to PU sediment on northerly side of Frank's within ROW
- Area between Circle K and N. Ray Rd. not paved to allow for landscaping/berm
- Anticipate fully complete by mid-November pending ability to get materials on site



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

Janet T. Mills  
GOVERNOR

Bruce A. Van Note  
COMMISSIONER

September 28, 2020

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

**RE: SHAKER ROAD**

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully,



Bruce A. Van Note, Commissioner

cc: Steve Landry  
Peter Coughlan

Appendix: MaineDOT Truck Policy on Truck Restrictions

## MaineDOT Policy on Truck Restrictions on State and State Aid Highways

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

### Department Policy

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

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

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

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

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

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

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

## **Basis for Authority**

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

# Landowner Questionnaire

Thank you for taking a few minutes to help us understand your perspective regarding public access to private land, your feedback & partnership is greatly appreciated. (Your answers are confidential and 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 purposes (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?

- Respect my wishes
- Acknowledge my contributions to public access of open space
- Compensate me
- Other, please elaborate

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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

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

7. How many acres of your land would you make available for public access?

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 with public access on your property, or are you worried about something bad happening? If so, what can the town do to address these?
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/or to speak in more detail with a representative from the Open Space Committee:
- Yes, please have a Committee member reach out to me (contact info below):  

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  - No, I have all the information I need.

To Private Landowners in the Town of Gray,

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, and make recommendations to the Town Council (with landowner agreement) 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 wildlife 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 and 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, Tim Farrar, Valerie Razsa, Al Schaeffer, Adam Wilkinson, Anne Gass

The Gray Open Space Committee

# Landowner Agreement

## Gray Open Space Committee

1. We Thank You - We acknowledge and appreciate the contributions of landowners to the public's stated goal of maintaining and even increasing the amount of open space available to the public. Landowners have made an investment in land ownership; they pay taxes; and contribute to the community through providing open space often enjoyed by many. We will take every opportunity to publicly acknowledge these contributions to the community.
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 vow to not treat all landowners the same, but to work with each individually to ensure proposed public uses are consistent with their 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. We will never assume consent, encourage, allow, or defend the public's use of private land without the landowner's express permission. 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. We will appoint and support a town official to act as a liaison to landowners, and to help landowners who have provided public access to their land.
4. We Make No Assumptions - We acknowledge that many private landowners may not wish to grant permanent easements to allow public access to their property. In such instances, we will work with landowners to create arrangements that respect their wishes. We will not assume a grant of public use is perpetual. We will regularly – at least annually – communicate with landowners to ensure their wishes are being met with respect to the public's 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 work with landowners to 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 Support You - If necessary, we will work with law enforcement to ensure the private property rights of landowners are protected. We will vehemently 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.

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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	
<b>Grand Total</b>	<b>10</b>	<b>7</b>	<b>23</b>	<b>40</b>	

\*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	
<b>Grand Total</b>	<b>14</b>	<b>3</b>	<b>20</b>	<b>37</b>	

Open

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No	Goal/Category	*O/ F/C	** P Prty No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
11	Comp. Plan Update	O	H 1.1	<a href="#">Detail Tab</a>	Evaluate options to update current <b>Comprehensive plan</b> including budget impacts to determine best course of action and set timeline. <b>SEE SEPARATE TAB - FOR DETAILS</b>	Town Council	Deb Cabana	Northstar	01/22/18	<a href="#">10/06/20</a>	<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 &amp; various other State agencies and new Comprehensive plan policies &amp; 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. 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/Vic of Comm provided update presentation. Visioning session held 10/19 &amp; 10/22. (1/7) Sandy advised Ben will present an update to the Council at the 2/4 meeting. (1/21) CPCC has released land use survey &amp; held open house 1/29. (2/4) Update to Council (4/21) Due to Covid-19 the Committee has fallen behind on the draft plan. Ben provided 3 options for moving forward to Council. More info is needed from the committee on the options and their comfort level with the options. Generally speaking, the Nov elec is still a goal, but there is a risk it will not happen &amp; concern with residents being able to fully engaged/support the plan. (5/5) Comm prov update on plan &amp; Council agreed to send postcard to every Gray resident. (7/21) Update provided to council on next steps &amp; current status. (8/4) Council discussed &amp; voted to process add'l \$3,500 payment to Northstar for unexpended scope. (9/1) State has issued a complete &amp; consistent finding for the draft plan. Council prov feedback on Comm's planned outreach. (9/14) Public hearing held (9:15) CPSC presented results &amp; changes from public hearing &amp; advised they felt an add'l public hearing was not needed. Council voted to approve Camp Plan with changes discussed in meeting &amp; approve ballot question. (10/6) Updated plan has been posted to website &amp; blast was sent out. Council staff electronic signs, more e-mail blasts, social media posts, contacting LRW newspaper and large sign at the Transfer Station for add'l communications. <b>Next Step: Voters to consider at 11/3 election.</b></p>
27	Open Space / Conservation Plan	O	H 1.2	<a href="#">01/01/21</a>	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	<a href="#">10/20/20</a>	<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 &amp; 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 meeting. (2/5) TC agreed to move up &amp; 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 presenting 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 updates. (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 gen feedback on form. <a href="#">10/20/20</a>  <a href="#">Council prov feedback on worksheet</a> <b>Next Step: Next LH meeting is 10/22.</b></p>

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No	Goal/Category	*O/ F/C	** P	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
24C	Traffic	O	H	2	11/15/20	<p>Route 26/North Raymond Road intersection project has reached "project design" status. Need to ensure Town's input &amp; resident concerns are included in plan as it moves forward. Deb advised this is a different MDOT group than the 24A item.</p> <p>MDOT TASK = awaiting "plan impact complete" from consultant to proceed with title research / acquisition phase</p>	MDOT	Deb Cabana	Doug Webster	04/03/18	10/20/20	<p>DOT forum was 9-16 delayed 2. Issue -Mill Brk culvert &amp; 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 &amp; target to prov into req. DOT prov initial feedback &amp; ans final ques 8/7/18 meet. Council conf 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 intns to facilitate crosswalks - DOT adv easier now to add later when needed. Council reprior to monitor proj with follow-up Circle K issue &amp; MDOT timeline. Doug adv transf easement from DOT to Town has been sugg as 1st step in Circle K resolutions. 10/2 - Dan req a timeline/checklist for DOT proj to better understand overall approach to proj's. (11/27) Deb has req timeline &amp; DOT resp. (1/22) Deb read resp from DOT data lag, costs &amp; 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 GIS. (3/21) Doug adv of a possible need to increase the size of the pipe at intersection in anticipation of a stormwater fix on N. Raymond Rd. Council wants verification that proposed correction is feasible and est on costs for increase size. (5/7) Council voted to use TIF funds for upgrade. (6/18) MDOT prov' update &amp; Council prov guidance. (9/3) Doug/Deb prov update on Circle K prop (10/1) Dan adv Circle K had rec'd approv for their plan new curbt with ques remain. (11/12) MDOT to accept lowest bid even with 20% overage. (12/3) Kathy agreed to fol up with Circle K - done 12/5. (12/17) Council dis note from resident regard detour routes on Mayberry. (1/7) Sandy ask Deb to reach out to MDOT to set next present on construction phase. (3/10) Staff has inv Cir K &amp; will follow-up (4/28) MDOT prov upd- Circle K issue still in works (6/16) Proj underway, Circle K reach out to Town (9/1) weekly updates prov &amp; 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. (10/20) Issue with shrd circle k entrance disc. Next Steps: Site walkthrough 10/22 - issue to be addressed then.</p>
34	TIF Goal / Budget	O	H	3	<a href="#">Detail Tab</a>	<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 &amp; Mr. Lavallee advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MDOT/Town video work &amp; analysis to be presented at Dec. 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) Will Haskell &amp; MDOT provided updated info on Main Str Project. (2/5) &amp; (2/19) See new detail tab H3. MDOT has advised change in Main Str project timeline. (7/2) Workshop held (8/6) 7/1 Workshop minutes approved (10/15) Council agreed time to set up another brainstorming session - likely on Route 115 road - agreed to wait until 10/28 workshop to schedule so Bruce would be included. (10/28) Public forum set 12/5. (11/12) Dan will facilitate - Council agreed to set up/format. See detail tab for updates. Next Step: Doug to work up proposal on zoning once time allows. Council discussion funding options.</p>

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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
71	TIF Goal / Budget	O	H	4	12/31/20	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 &amp; 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 &amp; MPI timing were discussed. Agreement was to ask Alyssa if we could (1) amend to include RT 115 project and (2) set a new expiration date - not full term but not close immediately - likely 3-4 years. (2/4) Deb adv Alyssa said it is possible, but needs to review detail with Council. (3/10) Agree reach. Amend TIF to include Route 115 project and add'l list of top 4-5 WD priorities. Leave term intact but add verbiage to close the TIF once money is expended. Letter to ME CEDC would be done to address outstanding bond at closure. (3/24) WD sent priorities to Alyssa, but Covid-19 has taken priority. Council voted to set public hearing 4/21 to give more time. (4/21) Council moved public hearing to 6/2 meeting. (4/28) Council rev warrant article. (7/21) Voters approved funding (10/6) State submission is complete. <b>Next Step: Awaiting State approval. Council to set up workshop to discuss project.</b></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 \$o Po RFP and set up meeting with Cumberland &amp; 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 &amp; Sandy along with Town Staff attended Solar Array tour in So. Portland. Sandy gave overview of some info provided by Cumberland &amp; So. Portland &amp; advised there are some IB students/teachers willing to do some leg work for us. Also, So Po cost was approx \$17,000 up front. Sandy met with Steve Nystrom at HS on 11/15. (1/8) Sandy spoke to Tony Plante &amp; he advised Windham has solar on fire station. (and it has exceeded expectations) &amp; is still working on landfill option Cced person handling. In addition, SoPo is leading a community group to advocate for environ. changes &amp; 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 &amp; may be will to partner. (2/5) Deb &amp; Sandy attended Kennebec Water Treatment Solar Array event - spoke to Revision Rep &amp; advised they do Prelim review to ensure landfill meets minimum requirement and that they evaluate ALL Town property in their bids. (2/19) Sandy advised Revision has target date of end of Feb. (3/5) Nick provided options in meet w Town Staff &amp; Sandy. (3/19) &amp; (4/2) Add'l info prov (4/16) Sandy adv Windham is not able to participate at this time. SAB 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 &amp; proceed with the project. (11/22) Council approved PPA contract. (12/17) Revision dropped KWH rate due to savings. - Council approved PPA amendment. (3/10) PB req clarification on applicant status - Council appr Revision as agent of town. (4/21) Kathy expects sub 4/22 for next PB meet. (4/28) Kathy adv app rec'd &amp; site walk set to address some minor issues. (8/4) Council appr easement. (10/6) prog shared &amp; Sandy adv of new PUC app CMP/Telephone fees. <b>Next Step: Materials on site - construction to begin shortly</b></p>

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No	Goal/Catgory	*O/ F/C	** Prv	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
66	Administrative	O	H	6	12/31/20	Determine if "No Thru Trucks" restriction should be placed on a section of Mayvill Rd	Dan Maguire	Council	Deb Cabana	11/12/19	10/20/20	Back in June, Kathy Taylor (Mayvill 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 Mrs. 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 Mayvill Rd residents. (11/12) Council agreed to add to tracking spreadsheet. - It was set to be discussed at 12/3 Council meeting already. (12/2) 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 Mayvill/Meymouth 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 scheduled. 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. <b>10/20 Council disc options Next Step: Construction underway. Deb to adv Council is fine with 4 way stop sign. Dan to research weight limit options.</b>
75	Administrative	O	H	7	03/01/21	Address ATV access issue on Long Hill Road	Deb Cabana	Anne Gass	Town Council	05/05/20	10/20/20	(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 NC 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. <b>Next Steps: Council set 11/17 workshop to talk Hamilton property - which includes tennis court issue.</b>
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. <b>Next Steps: Future Executive Session to be scheduled.</b>

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56	Administrative	O	H	9	02/01/21	Develop official Job Description, Appraisal form/process & Search Plan for the Town Manager position	Town Council	Sandy Carder	Sandy Carder	04/16/19	10/20/20	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 Suzanne 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 hunter 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. (2/18) Council discussed budget for search consultant. (6/16) Council set up workshop (7/21) Council did first review of tasks. Sandy to compile. LDI failure prevents search from starting. (8/4) Council rev outstanding ques, identified add'l changes, identified need for Charter changes, req quotes on search (9/15) Budget passed. Council rev 3 proposals - agreed that was plenty & id a couple add'l ques (10/6) Council voted to hire Eaton Peabody. <b>Next Step: Council meeting with Don set for 10/26.</b>
24A	Traffic	O	M	11	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. <b>MDOT Portion. SEE SEPARATE TAB - FOR DETAILS</b>	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 & dual 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 & add'l 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 Maguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study <b>Next Step: Council to provide add'l feedback to Deb, MTA to reach out to other partners. See detail tab for more info.</b>
24B	Traffic	O	M	12	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. <b>MTA Portion. SEE SEPARATE TAB - FOR DETAILS</b>	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 & dual 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 & add'l 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 Maguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study <b>Next Step: Council to provide add'l feedback to Deb, MTA to reach out to other partners. See detail tab for more info.</b>

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46	Ordinance	O	M	2	12/31/20	Develop Growth Management strategy- as part of Comprehensive Planning & to allow needed time for Open Space Planning	Sandy Carder	Deb Cabana	Doug Webster	02/05/19	09/01/20	(1/22) Dan advised PD does not feel any additional action is needed at this time. Growth Cap 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 & Lucky 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 and would be padded to avoid impacting wanted economic & residential development. (2/19) Council agreed this is a top priority now. (3/5) Doug reviewed steps (1) Verify current comp plan (2) check with legal ordinance (3) implement verifying data supports number selected & Council provided direction. (6/4) Doug provided some data and Arundul ordinance (eff in 1977). Council agreed to proceed cautiously. (9/3) Doug advised best 1st step would 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 CR. (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. <b>Next Step: Council needs to schedule follow-up workshop &amp; need to await voter approval of Comp Plan.</b>
4	Traffic	O	M	3	06/01/21	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 process with updates provided to the Council. Deb Cabana noted that this would be a 50/50 split for costs (not 25/75 Town/MDOT as previously stated) and includes replacement of the water main. Therefore, it may be included in the upcoming TIF creation, thus it should remain active (rather than 2 year target). Reference material: Pavement Conditions Study - Dec 2017. Project discussed in 9/10 & 11/28 TIF workshops, as well as in TC meetings. (12/4) TC would like to see a review of intersections done prior to committing to a 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 MPI does not require engineering completion - however - Ann verified the Town's piece of the budget must be approved & set aside to apply. Dan also advised a 50+ sub division (apartment buildings) is before the PR 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 Distr about Route 100 TIF and this proj was select by both grops as the best proj. (2/4) Deb adv Alyssa said it is possible to amend the 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. <b>Next Step: Awaiting State approval. Council to set up workshop.</b>

Last Update: 10/20/2020

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No	Goal/Category	*O/ F/C	** P/ty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
61	Ordinance	O	M	5.1	12/31/20	Review gas station standard within <b>Sign Ordinance</b>	Doug Webster	Deb Cabana	Doug Webster	07/02/19	10/20/20	(7/2) Issue came up after the Cumberland Farms CZA negotiations and was swept into sign ordinance discussion for Maine Wildlife Park. Looking to update gas station sign standards to better address new technologies and ensure continuity within zones with aesthetics in mind. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as add'l issue continue to come up (6/16) Doug advised the amendments to the Sign Ordinance should be ready for Council discussion at the 7/21 meeting. (8/4) Doug adv OAC should be finalizing in next meeting. (9/1) Council reviewed some of sign ordinance changes - need workshop to finish. (10/6) Dan provided updates <b>10/20 Council prov feedback on good chunk of ordinance. Next Step: OAC/Doug to update based on feedback - need 2nd discussion.</b>
62	Ordinance	O	M	5.2	12/31/20	Review 'multi-tenant' standard within <b>Sign Ordinance</b> for Plaza (Village Zones)	Doug Webster	Deb Cabana	Doug Webster	07/02/19	10/20/20	(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 <b>10/20 Council prov feedback on good chunk of ordinance. Next Step: OAC/Doug to update based on feedback - need 2nd discussion.</b>
83	Committee	O	M	6	07/01/21	Discuss <b>additional requirements</b> for quasi-judicial Boards - <b>Planning and ZBA</b>	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 <b>ordinances and zoning</b> to determine if changes are needed for <b>Duplexes</b>	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. <b>Next Step: OAC to consider initial feedback - need another workshop.</b>

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69	Recreation	O	M	8	12/01/20	Create a <b>Pocket Park</b> 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. Abuter meeting held with great feedback. Council approved Rachel Rumson as agent for Planning board work. Due to L01 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 <b>Next Step: Budget approved, Kathy to post for consultant.</b>
37	Ordinance	O	M	9	TBD	Discrepancies between the existing <b>Shoreland Ordinances</b> and current State of Maine requirements/status 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 set backs have some challenges. Ordinances need to be updated and brought before the Council. (4/21) Sandy advised several residents are asking the council to consider adopting the 2016 State Shoreland zoning statute (vs the existing 2005 and 1989 standards. Sandy advised Council will see on the 5/5 meeting for consideration. (4/28) Council discussed in some detail working this item in conjunction with the review of options related to the fact that Gray is currently working with the 1989 Shoreland Zoning - while 2005 & 2016 amendments have been created at the State level. Code is required to review all three, in some instances, to determine which one is most strict & apply accordingly. There are pros/cons related to all three - ind 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. <b>Next Step: Council to discuss to determine steps/path to adoption/updates.</b>

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18A	Ordinance	O	M	10	TBD	Update Current zoning/uses to allow Solar Arrays on Municipal property and land between by-pass and turnpike. See 188 under Medium for companion item.	Dan Maguire	Deb Cabana	Doug Webster	01/22/18	08/04/20	Several serious issues exist - traffic (MDOT major movement permit required at 100 peak hour vehicles & they have advised they will not grant) and environmental (increase costs substantially). Doug advised current tenants = 20-30 peak hour trips. After many discussion of possible options - recreational fields, self storage - no 'goof fits' were identified (6/4) May be part of future community solar project discussion? (10/15) Town has rec'd req from commercial solar array company to use the property. (11/12) ISM Solar (Greg Luchini) presented his proposed SMW solar array project to Council with tech support from Chris Byers & Dale Knapp. CMP permit submitted, purchase agreements in place with both MDOT & private property owners. DEP, IW&E 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. Luchini 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 Pg/State. Item 188 policies & ordinances for solar arrays may need to move up as right now - they are not permitted anywhere outside overlay. <b>Next Step: Final application to PB</b>
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 & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Originally logged as item 40 - Council agreed to split out the OPEN SPACE portion 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. <b>Next Step: OAC/Staff will provide suggested changes to Council.</b>
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 Weeks (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. <b>Next Step: Dan to bring to OAC for discussion - once OAC resources become available.</b>
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 curbcuts and assist with the buffer zone issue. Council agreed to log. <b>Next Step: Dan to bring to the OAC for discussion.</b>
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 more long tail items (like the ladder truck) rather than attempt to include in annual payments to CIP - as long term - we will never be able to fund appropriately, nor does it make sense to pay cash for such large items. Council agreed. Needs to be brought to a Council meeting & logged on active list - after budget season.

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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	(1/21) Council reviewed request from local business to approve the use of Firecrackers to celebrate the Chinese New Year. Council approved but agreed if it is an annual event, the fireworks ordinance should be modified as needed. (2/4) Council agreed to add to tracking spreadsheet & Deb advise the correct terminology is Lunar New Year which can change dates: (7/21) a couple other issues were mentioned in 7/21 meeting - July 4th schedule, variance for CL Association to use propellant gun to address geese issue based on recommendation by IF&W. (9/1) Alyssa is checking to verify the propellant gun is actually considered a Firework. (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 prelim discussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate add'l devel. That would inform the ordinance/fee work. Next Step: OAC/Town Staff will provide suggested changes to Council.
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 fines to coincide with new licenses would be best way to communicate any changes. (6/4) Council agreed to move down the priority list - using license timeline as guide. (9/3) Dan advised being moved up due to timing for Dog Officer and Dog licenses. (10/1) Dan advised this one is almost complete. (12/3) Sandy suggested the OAC meet without Doug and work on what they can. Council & Deb discussed and agreed to give this approach a try with Doug reviewing work as needed. Next Step: This one may be a good item for the OAC to test out new approach.

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

Last Update: 10/20/2020

No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
188	Ordinance	O	M	19	TBD	Update Town's Ordinance to reflect long term <b>Solar Array policies</b> for commercial & residential, all sizes. See 18A under High Priority for companion item.	Kathy Tombarrell	Deb Cabana	Council	12/03/19	03/10/20	(12/3) Council agreed to split this task into two parts - the high priority to address current large scale solar array projects and the medium priority to address long term solar policies for both commercial & residential and for all site 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. <b>Next Step: Planning Dept to follow-up with Mr. Boyle to ensure he understands Council needs add'l info and what info is needed.</b>
25	Ordinance	O	M	20	TBD	Review current <b>ordinance governing stormwater drainage measurements</b> to determine if updates are needed. Create <b>stormwater performance standards</b> 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. <b>Next Step: OAC to work on next.</b>
44	Ordinance	O	M	21	TBD	Review current <b>residential Subdivision Ordinance</b> for necessary changes <b>all other areas (besides Open Space - see item 70)</b>	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 an agenda. (2/4) Council agreed to split out Open Space (see item 70) to make a higher priority from other changes needed in ordinance. <b>Next Step: OAC/Staff will provide suggested changes to Council.</b>
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 <b>PUD subdivision to the Staff Review Committee</b> 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. <b>Next Step: Town Staff to draft language.</b>
77	Ordinance	O	L	1	TBD	Create a <b>Traffic Ordinance</b> 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. <b>Next Step: OAC to research and discuss.</b>
74	Administrative	O	L	2	<a href="#">12/31/20</a>	Update <b>Gray Historical Society lease</b> with Town	Sandy Carder	Sandy Carder	Calen 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. <b>Next Step: GHS will draft a proposed new lease and present to the Council.</b>

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Last Update: 10/20/2020

No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
38	Administrative	O	L	3	11/03/20	Prepare for mandatory <b>Charter</b> vote set for Nov. 2020.	Deb Cabana	Deb Cabana	Deb Cabana	09/18/18	09/15/20	Deb advised that a mandatory election question will need to be presented to the voters at the Nov 2020 election providing the option to (1) revise the Town Charter or (2) Keep it the same. (1/21) Deb advised Council needs to discuss if there will be any changes & that can be done any time. If changes are wanted, then a committee has to be formed (if substantive). (2/4) During prep for discussion, Deb/Sandy identified a discrepancy between State Statute and the Town's Charter related to how/when the 10 year questions must be posed to residents. It is not a substantive change. Deb adv Alyssa agreed a Charter amendment to fix the text issue can be done in June. There is a minimum voter turnout requirement. (4/21) Council set public hearing for 5/19. (7/21) Voters approved correction. Council made official. Will likely need Charter change as part of Town Manager job description work. (9/1) Alyssa advised that Job Desc changes are considered an amendment so Council can just put to voters in June without a committee. (9/15) Council approved ballot question. <b>Next Step: Will appear on Nov 3rd ballot.</b>
67	Residential	O	L	4	06/01/21	To review the status <b>Deer Acres</b> 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. <b>Next Step: Bruce will let the residents know.</b>
81	Ordinance	O	L	5	TBD	Need to create a <b>Water Extraction Ordinance</b>	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. <b>Next Step: OAC to work time permitting.</b>
399	Administrative	O	L	6	06/01/21	Need to review/renegotiate <b>Cable TV Contract</b> sometime in 2019-2021.	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. <b>Next Step: Randy/Brad to continue to work with GPCOG hired firm with regards to the negotiations.</b>

# H1-Comp Plan

*Status: O = Open C = Closed F = Future		Priority: **H = 1-3 months M = 4-9 months L = 10+ months			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
C	Comp. Plan Update - breakout of tasks for Item 11	O	H	1	11/01/20	Identify strategy / approach for <b>Communication with Residents</b> - 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	<p>Anne Gass provided info on Orten Family Foundation which works with rural towns in the area of resident engagement &amp; communication. Council agreed to investigate further when time comes (Bucksport has used). Bruce provided an update regarding the Heart &amp; Soul informational session at GPCOG. 9/18 Doug presented council with overview from discussions with GPCOG/Heart &amp; Soul and Windham. Heart &amp; Soul facilitator to present via 1hour workshop at 6pm prior to Oct 16th meeting. (11/13) Council discussed &amp; agreed Heart &amp; Soul should not be pursued at this time. (1/8) Discussion held between Council &amp; Doug on possible options. (2/5) Doug reached out to Jane &amp; 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 &amp; 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 &amp; public. (11/12) Visioning session held 10/19 &amp; 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 &amp; 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 &amp; complete &amp; consistent finding on draft plan. (9/14) Public Hearing held. (9/15) Council approved plan &amp; ballot question. (10/6) Council disc add comm options <b>Next Step: Voters to weigh in 11/3.</b></p>
D	Comp. Plan Update - breakout of tasks for Item 11	O	H	1	11/01/20	Collect data and complete a <b>Parcel Valuation</b> 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	<p>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. <b>Next Step: Await more information from Northstar regarding various steps in Comp. Plan</b></p>

H3-TIF

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Priority: **H = 1-3 months M = 4-9 months L = 10+ months												
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	03/01/20	TIF - Mixed Use Zoning Discussion	Town Council	Town Council	Doug Webster	01/22/18	02/19/19	(11/28) Mixed Use options were discussed at length. Next workshop set for 2/19 6-7pm prior to scheduled TC Meeting. (2/19) Council discussed options and agreed having some type of proposed changes to consider would be helpful. Should focus on Village, but also on large undeveloped piece abutting Northbrook as owners req. inclusion to help develop. Doug will work on.
B	TIF Goal / Budget - break out tasks from Item 34	O	H	2	06/01/20	TIF - Shaker Rd Catch Basin/Sidewalk/Signage	Town Council	Deb Cabana	Town Council	02/22/18	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 Dougherty, Kyle Hall, Deb & the Council (5/15) Steve pointed out full width paving was planned for some of RT 26. Dale confirm catch basin upgrades will be done for those in that area. Sched a walkth/meet w MDOT/Staff to rev of Rt 26 Vill to (1) Id what is incl in the upcom overlay (2) dev a plan for the rest of the proj. Sub items: (a) e-p to prov key to their-fair, poor, good cateng (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 Skr to Skr Bridge. It is the route to the MSHS 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 9/20 TIF WMP 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 MSA015 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 underway. (9/17) Will prov an update on engin, issues & Council prov feedback. (10/15) Will/Steve met with DOT will update council at 10/28 workshop. (10/28) Upd prov-council agreed to submit MPA appi. (11/12) Council disc Gray Park sidewalk alt & 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) MPA appr by MDOT. (4/21) Council has agreed to use \$200K from TIF + \$652K from Bond - ques to be put to residents. Public Forum to be held on actual project once feasible (covid-19). (4/28) rev warrant art (6/2) Council appr warrant art - go before voters 7/14/20. (7/21) Voters approved fund, Council to set up public forums. (9/1) Council set 9/29 for Public Forum - virtual meeting. Pre-planning meeting will need to be set up. (10/6) Sandy prov update from Public Forum. Alec/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?

Last Update: 10/06/20

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No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments		
D	TIF Goal / Budget - break out tasks from Item 34	O	H	2	TBD	TIF - Center Rd / Bridge Redesign	Town Council	Town Council	Town Council	02/18/18	02/19/19	Town to evaluate possible changes to bridge and/or reconfiguration and/or completion of Turnpike Acres - to address Center Rd outlet just below 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 MDOT - 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 MDOT - 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 re-prioritizing, 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.		

Last Update: 10/06/20

**M1-1 MDOT & M1-2 MTA**

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Last Update: 10/20/2020

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

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No	Goal/Category	*O/ F/C	** P/	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
C	Traffic - MDOT - break out tasks from Item 24A	O	M	1.1	TBD	Village Route 100 Catch Basins	Town Council	Deb Cabana	Town Council	02/22/18	09/01/20	MDOT requested the Town proceed with video work to determine status and wants to be involved in that process. In follow-up meetings with MDOT, Council would like to ensure MDOT planning dept. is represented. Steve advised video work not complete as of 9/10 TIF Workshop, but should have more information to present at 10/16 TC meeting. (12/4) Will Haskell's report showed system is better than anticipated with (3) items needing immediate attention - rest in 5-10 year category or 10-15 year category. Dan asked if rest of stormwater system has been evaluated - it has not. (12/4) MDOT confirmed they will be responsible for the stormwater system when they reconstruct Main street & will address any critical issues in the meantime. Council needs to determine what other items they may want - large water pipes, conduit for underground utilities, larger stormwater capacity, etc. MDOT has advised they are moving this project up in their timeline. Council moved up in priorities at 5/7 meeting - with TIF workshop projected in June. Workshop held 7/1, (6/16) During workshop with MDOT, an overlap was identified between this future project and a "rehabilitation" project currently in the engineering phase with a target for the 2023 construction season. Rob Betz will reach out to project manager to obtain add'l information as any work done on the rehab project would not be - redone or tore up - with this future project. Town wants ability to have input in all stormwater/sidewalk/etc. work from just North of Colley Hill through the large intersection and onto Route 202 towards MTA interchange. (8/4) Rob adv he will coordinate with Ernie but also that another piece is being pitched next cycle. Council agreed we need to be involved in both. Walk around set for 8/5. (9/1) Walk about held - Sandy follow up with Rob to determine scope of 2nd project - can we include 'orphan piece.
A	Traffic - MTA - break out tasks for Item 24B	O	M	1.2	12/31/20	Diversion Study	Town Council	Deb Cabana	Deb Cabana	02/22/18	10/06/20	Town to work define goals-study/parts/data set to capture as much data/results as poss related to exist prior traffic issues. need to deter int partners-NG,Poland,Cumber,Auburn,Whidam? MTA ind poss prov 80+% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15+%, 6 fig likely need, more data added to study = high costs. Deb adv MTA is work on poss opts, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchase that will incr data while drop costs. Scope disc ensued w Councilors need to send add'l feedback to Deb-chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will parti. (1/8) Deb will reach out to MTA to obtain new cont. (Bruce Van Note has been apt to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr Mills is taking a diff appro than Mr. Van Note-he is propo MTA buy subscr at March meet. (3/5) NG is not inter in parti.(4/2) Sandy prov PPH article ind MTA, MDOT, PACTS and Portland Transp grp have agreed to grp subscr to software. Await addtl feedfrom Mr. Mills. Residents appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent material to Steph Carner as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd - GPCOG to take leave & prov prop for full council to consider. (1/7) Sandy pres propos scope from COG-Council req opts for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Council will vote on engage letter at 1/21 meet. (1/21) Council voted to approve engag letter. (2/4) Sandy recap conf call with COG-dk with chgs-will look into poss ph 2 study to capture 'avoidance' vs. 'diversion' traffic with MDOT funding? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is sept (9/1) Sandy adv draft report is done - final report should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA. Incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG MTR.

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B	Traffic - MTA - break out tasks for Item 248		O	M	1.2	06/01/21	MTA Data - cash collection (vs EZPASS)	Town Council	Sandy Carder	Sandy Carder	02/22/18	03/10/20	MTA will prov data for cash (vs EZPASS) from the regl booths-Gray,NG,Falm - to better deter funds being collect by high tolls. Ident collect funds will prov base to deter alter in toll location prices. Toll Data was prov, but Sandy asked if classes could be split out (12/4) Some minor toll disc occurred at meet with MTA confir they can prov addtl info. (2/19) Council disc opts for toll chgs and agreed to send letter to MTA with recom/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Repres and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep Moriarty & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add pressue they can apply- incl the issue of Complete street policy. (10/15) Sandy proposed alter approach of asking Leg. Reps to submit the issue to the Governor's Blue Ribbon Commis for consid as several fund pieces related to both toll inequity and diversion. Dan pointed out use of 295 (or 95 north of Augusta) by commut vs those forced to use 95 (south) is an issue as well. Council agreed and also want to focus on ask Leg. Reps to consider a bill that would put more teeth in the MTA complete street policy and give muni more say. Sandy will draft for Council rev at 11/12 meet. (11/12) letter rev with feed prov. Sharon expressed concerns with tone of letter. Maj of Council felt it needed to be strongly worded esp given news story where Mr. Mills was dismissive of issues. Sandy remind that it is to the legis team, not the MTA directly. Sandy to update and send. (12/3) Council approved letter. (2/4) Sandy adv committee contin work - follow up after session (2/18) Sandy prov update on status of comm and council agreed we should follow up now. (3/10) Sandy shared with Sen. Ned Claxton upon request

# FUTURE

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

Last Update: 07/21/20

No	Goal/Category	*O/ F/C	** Prv	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	04/16/18	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/fining were reviewed 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 review. Council discussed at June 5th meeting agreeing this would be considered a future item based on lack of available information. Possible OAC research item.
17	Economic Development / Budget	F				Research and compile data and options for a possible Community Center in Gray.	Town Council	N/A	N/A	01/22/18	05/07/18	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 odd ordinance.	Town Council	Deb Cabana	Doug Webster	02/09/18	10/01/18	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

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13	Ordinance	C	H	3	04/22/18	Town Staff has identified the need to add recreational marijuana specific language to the Shoreland Zoning ordinance.	-	Deb Cabana	-	01/22/18	03/20/18	Town staff identified a gap in ordinance coverage for the recreational marijuana ordinance language caused by the fact that Shoreland Zoning supersedes 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. <b>Next Step:</b> 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. <b>Next Step:</b> 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 contract (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. <b>Next Step:</b> Deb advised at 9/4 meeting they have received updated information from every private road except Cobbs Drive; therefore, this item is now closed.
32	Administrative	C	H	2	11/09/18	Review the current Contract Zone Agreement procedures to determine if changes or updates are warranted to make process better and/or to protect Town's interests more fully.	-	Deb Cabana	-	05/01/18	09/18/18	Council identified several major areas of concern during recent CZA review of proposed development. Council agreed to look at two specific areas (1) Financial stability (a) by identifying ways to verify developer has ability to meet financial obligations (b) creating language to allow Town to unwind agreement if financial standing is compromised (c) ensure that benefits due to Town are frontloaded in agreement and (2) Environmental impacts are fully identified upfront during Council first review to ensure impacts are mitigated using various options. (5/1) Councilor Wilson has agreed to draft some language & review/discuss with Town Staff. In 8/7 meeting, Councilor Wilson advised he does not feel he is in a position to draft language. Councilors agreed that Town Staff needs to take a stab at adding the 2 new steps and also priority should be moved to High. Doug presented updated policy 9/18. <b>Next Steps:</b> Council approved updated CZA policy as presented at 9/18 meeting. Final version has been posted.

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Last Update: 08/04/20

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D	Traffic - MTA	O	M	2.2	10/01/18	Forest Lake Ramp	-	Deb Cabana	-	02/22/18	10/02/18	MTA to share landscape plans for Forest Lake access ramp - once completed. Not discussed, does Weymouth access ramp have similar issues? MTA provided additional information with residents at a meeting. Item is considered closed.
20	Administrative	C	M	12	10/16/18	Develop a description for 'affiliated' committees which are not under the umbrella of the Town Council to help define roles/responsibilities. Ensure all Committees are following the specified Committee rules. Add'l Ideas to discuss: Employee of Year, Scholarship Committee to oversee all scholarships, Comprehensive Plan Committee creation	-	Dan Maguire	-	02/09/18	10/16/18	After a workshop discussion on Jan 8th, the Council agreed to develop a description for affiliated committees operating in Town which are not under the Town Council umbrella. The description will then be posted to the website under Committees along with links for each of the individual committees. The Council also identified procedures that all committees should be following such as, submitting agendas 7 days in advance of meetings, posting meeting/agendas, creating minutes (with attendees, date/time/location, summary & votes), etc. OAC was not in compliance. Council is adding review of "email" policy for committees to cover FOIA, but also manage costs. Dan Maguire volunteered to work on both items. Dan is working on & will circulate a draft to TC. Dan provided draft document to Council for consideration. Draft submitted to Council on 5/1. Council provided feedback on Dan's draft at the 5/15 meeting. New draft submitted to Council on 8/7. Due to time constraints, not discussed 8/7. Council agreed to final changes at 9/10 Workshop 10/2 - Dan needs more time & info from Sharon. Next Step: Final changes reviewed & Approved by Council at 10/16/18 meeting. Dan to provide 'clean-up' list to implement - this item is considered Closed.
5	Ordinance	C	M	3	02/22/19	Review the issues and options surrounding a possible Fireworks Ordinance.	-	Deb Cabana	-	01/22/18	01/22/19	Residents have approached the Council with complaints and concerns regarding the lack of a Fireworks Ordinance. The Council discussed at several meetings and agreed to proceed with an analysis of the situation and options, potentially utilizing the OAC. Staff is working on possible options. Councilor Maguire advised the OAC will discuss in Mon, 3/26 meeting. Options were presented to & discussed by Council with feedback provided during 4/3 meeting. Staff presented ordinance at 1st public yearning 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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Last Update: 08/04/20

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12A	Ordinance	C	M	5	02/22/19	Review status of Road Associations for all Private Roads in Gray. A review of the current <b>Street Ordinance</b> identified a possible issue related to driveways with applying the ordinance to <b>public driveways vs. private driveways</b> .	-	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. <b>This listing will cover discussion on ordinance/policy towards private roads/driveways.</b> Council agreed ordinance clarification is needed, but felt it must be part of the association clean-up effort (item 12B). Council agreed that clarification is needed in ordinance to require driveways comply regardless if on Private or Public road. Dan advised the OAC hopes to present languages 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. <b>Next Step:</b> Updates to ordinance goes into effect in 30 days (2/22). This item is closed.
29	Administrative	C	M	14	12/31/18	<b>Planning board</b> has requested some time with the Council to review policies/procedures between the two entities.	-	Dan Maguire	-	04/03/18	01/22/19	Counciler Gallagher brought this to the Council & Council agreed to meeting. Lynn suggested we meet at a regularly scheduled Planning Board meeting. She will see if the May 10th meeting will have room. If not, we'll try June. Lynn discussed with Planning Board at April 12th meeting. They would like some agenda items submitted - June 14th is a tentative date - but may not work for PB. Council discussed options & agreed it would be best to have an agenda from Planning board since they requested the meeting, also needs to be televised - could use handfield mic with table set up (joint leaders). 8/7 Dan advised PB working on agenda. Dan advised agenda will be finalized at 10/11 PM 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. <b>Next Step:</b> Planning Bd/TC to set up yearly joint meetings. This item is closed.
30	Budget	C	M	15	01/01/19	Set up <b>Debrief Budget Workshop</b> to (1) review budget process for possible changes (target dates, meeting dates, presentation) (2) review/update CIP plan beyond Bond (providing it passes) (3) review new projects/priorities with budget implications (4) TIF projects/planning	-	Deb Cabana / Council	-	04/03/18	01/22/19	Council would like workshop set up in early fall to cover budget issues (see description) before actual budget review/deadlines. This item will be a parking lot for specific items as well: (1) Succession planning - Town Mgr (2) TIF projects/priorities planning (3) Libby Hill conservation work (4) Watershed plans (5) Wilkes Beach Project (6) Solar Array (7) LED conversion plan (8) Municipal property review results (9) Village sidewalk ext. to Wayne ave (10) Warrant article formats (11) Sidewalks No Raymond (12) diversion study (13) HR person (14) Unfunded accrued employee time (15) waiver of excise for Veterans - this is NOT all inclusive. Workshop held on 10/18. Deb has created draft meeting schedule. Sandy created spreadsheet listing all budget related items discussed in the last year (or left over from last budget) (12/18) Workshop held - list reviewed & updated - draft calendar set with process defined. (1/22) Add'l meeting set for 2/11. <b>Next Step:</b> 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 <b>Cable TV Ordinance</b>	-	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. <b>Next Step:</b> Ordinance will go into effect in 30 days (2/22). This item is closed.
28	Administrative	C	L	8	03/01/19	Develop <b>fee for Code Enforcement online software.</b>	-	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. <b>Next Steps:</b> 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 <b>MSAD15 current newsletter</b> - including costs & timing - to determine how/if 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 GNC. This would create another avenue to communicate directly with residents and sharing costs would be beneficial to all three groups. Deb advised that the Recreation Dept has had some preliminary conversations with MSAD15 and are working on pulling costs together. Deb checked to see if a combined budget mailing could be done, but the timing did not work out. Will try again next year. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format Agenda pulled from last JL meetings provided. <b>Next Step: 10/29 meeting postponed - revisit in Dec.</b> 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 <b>engage more students</b> 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 challenges 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 1B, Community Service Club and graduation requirements in this area and will be updating their approach. Council assigned Medium priority based on timeline - but no number as assigned to Dr. King. DMS Comm & Town Staff working with HS principal to see if students can assist with repair. Meeting was held on April 23 & tentative framework was set up for DMS collaboration. Jason to pursue setting up mock comp plan committee. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format. Agenda pulled from last JL meetings provided. (12/4) Joint workday project successfully completed on 11/1 between Excel Students, Town & Comm Endowment - via Carl, Sandy & Deean - with teachers Janet & Gail. <b>Next Step: 10/29 meeting postponed - revisit in Dec.</b> Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.

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Last Update: 08/04/20

No	Goal/Category	*O/ F/C	** Pty	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 <b>Medical Marijuana and Recreational Marijuana</b> (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 & Alisha were working on draft for 10/16 meeting. Councilors & Staff attended MMA summit on 10/4, Alisha & 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) Alisha Tibbets reviewed proposed changes with Council in 1st reading. (1/20) Planning bd held public hearing - no feedback. (1/22) TC held 2nd read/public hearing - voted to approve & extended moratorium. (2/5) TC moved to Med priority pending last step. <b>Next Step:</b> New ordinance goes into effect in 30 days (2/22). <b>Council to vote to rescind moratorium at 3/5 meeting.</b> Council rescinded moratorium as new ordinances are now in effect. <b>Item closed.</b>
51	Ordinance	C	M	4	05/15/19	<b>Tax Acquired Property Ordinance</b> 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 Alisha advised we proceed as repeal was put on hold for minimum of 1 year. <b>Next Step: 4/2 2nd reading held and ordinance changes approved by council to go into effect in 30 days. THIS ITEM IS CLOSED.</b>
41	Administrative	C	M	3	05/31/19	Review proposed 2018 changes to adopted <b>Bike/Ped Plan</b> - which will roll into <b>Comprehensive Plan</b> .	-	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. <b>Next Step: Council approved updated plan at 5/21/19 meeting. This item is CLOSED.</b>
59	Ordinance	C	H	2	07/18/19	Review & update <b>Medicinal Marijuana standards</b> 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. <b>Next Step: 2nd reading &amp; public hearing to be held at 6/18 meeting. Council approved &amp; will go into effect on 07/18/19. This item is CLOSED.</b>

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2	Budget	C	M	5	06/30/19	Create a new <b>Facilities Use policy</b> to review fees, identify when fees will be waived, identify process for 'in kind' donations.	-	Deb Cabana	-	01/02/18	06/18/19	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. <b>Next Step:</b> Deb & Dean will finalize and publish and notify current users of change. This item is CLOSED.
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	(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 & Raynone 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. <b>Next Steps:</b> Agreement to be reviewed & voted on at 7/2 TC meeting. This item is CLOSED.

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	Comp. Plan Update - breakout of tasks for item 11	B	C	H	1	07/01/19	Define scope, goals, composition of Comprehensive Plan Committee	Town Council	Town Council	03/06/18	09/03/19	Town Staff suggests a discussion regarding the Committee. Council agreed specific demographic profiles would be necessary to ensure a solid representation of as many viewpoints as possible. Doug to draft some suggestions. (9/18) Council agreed to hold off until after Heart & Soul presentation. (11/13) Council discussed & agreed that the immediate priority is setting up the Committee and Heart & Soul should not be pursued at this time. Dan also requested a timeline be created to assist with benchmarks & planning. Heart & Soul liaison has offered to assist us with Comp Plan Committee free of charge. (1/8) Doug provided write up of scope, characteristics, options to Council. Council provided feedback. (1/22) Council provide add'l direction on (1) application and (2) Change (2/5) Doug's draft was reviewed with feedback provided. (2/19) Add'l changes discussed (3/5) Council approved docs. Town rec'd 10 applications. Council agreed to extend deadline to 5/16/19 to seek more. (6/4) Committee selected (9/3) Committed has held several meetings & elected a chair. <b>Next Step: This sub-task is considered CLOSED.</b>
26	Comp. Plan Update/ Conservation Plan	C	H	H	1.2	11/01/20	Create a plan/policy to address open space in a Open Space plan. <b>Dependent on #11, O/H/2</b>	Town Council	Deb Cabana	03/20/18	09/17/19	This task is dependent on the Comp. Plan green space inventory chapter. Awaiting inventory chapter for Comp. Plan. Prioritization will be done at that time. 10/16 Council discussed and agreed to prioritize as H2. (11/13) Due to M11 going back to Rec Comm, they will be unable to work this item. (1/8) Deb provided meeting minutes for a Staff meeting held on 12/20 with Alan Stearns & Lucky D'Ascanto leading - notes taken & presented at 2/5 meeting. Sign up sheet of attendees to be provided. (1/28) Council discussed website options - Jolie to review & agreed additional meetings are needed. Dean meet with Alan & Lucky this week. (3/19) Dean provided update & next steps and Council approved moving forward. (7/2) Dean has been on vacation - Deb to follow up. (9/3) Council rev 3/19 approval of committee & Dean's assigned task to develop the Committee charge. <b>Next Step: Council approved Open Space charge, Committee size, approved Anne Gass as the liaison and appointed applicants. This task is considered CLOSED.</b>
47	Joint Leaders	C	H	3.2	09/30/19	Set up meeting with MSAD15 and NG personnel - regarding Solar	Town Council	Sandy Carder	Sandy Carder	02/19/19	09/17/19	This item replaces items #14, 15, 16 - which dealt with first joint leaders meeting held in 2017. Council identified (1) shared communication (2) Internships (3) sidewalks (4) solar array (5) budget - as items for discussion. (3/5) Bruce has sent a note to Dr. King. (6/4) Council agreed Solar Workshop would be likely next joint discussion. (7/2) MSAD set for Revision presentation in July. (8/6) Sandy attended MSAD15 Facilities meeting & reported back to full Council. (9/17) Sandy advised MSAD needs more time to contemplate their approach to solar. <b>Next Step: Council will await further contact from MSAD. This task is considered CLOSED.</b>
33	Ordinance	C	M	5	09/30/19	Update Smoking Ordinance in Gray to incorporate electronic cigarettes and other tobacco products.	ME DHHS	Town Council	Town Council	06/19/18	09/17/19	Karlene Hafemann, Community Health Promotion Specialist for Dept of Health & Human Services presented information to the Council at the 6/19/18 meeting. She advised the new signs could be provided free of charge if we update the ordinance to better enforce. Our ordinance is solid, but needs new forms of tobacco delivery included. MSAD15 has agreed to update their policies so good time to coordinate and also better in the summer months. Council agreed to proceed. (12/10) Karlene sent follow-up to Deb. Deb advised new (free) signs contingent on passed ordinance. Council agreed having in place before Spring advisable. (3/5) OAC provided priority order of outstanding items & this was included. (4/16) Sharon expressed concern with the delay on this item & pending Spring facilities use. (5/21) OAC discussed and found needed changes to boilerplate lang provided. (7/2) OAC set for 7/10 & this is on agenda. (8/6) Changes to be included in 9/3 meeting. (9/3) 1st reading held. (9/17) PB reviewed & held public forum 9/12. Council had 2nd reading & public forum 9/17. <b>Next Steps: Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED.</b>

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45	Ordinance	C	M	7.1	09/30/19	Review 'multi-tenant' standard within <b>Sign Ordinance</b> 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 FR&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 M/E W/P presented add'l info and advised adding DMS sign was acceptable. The cost of \$500 was identified. He also advised the lease will need to be updated which may be a good time for Town to extend term. (4/2) Sandy advised DMS committee has already raised funds for new signage. (5/21) OAC had prelin disussion 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. <b>Next Steps:</b> 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. (10/2) TC held first reading & approved. (10/15) 2nd reading & public hearing held. <b>Next Step:</b> 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	<b>Rt 26 (Shaker Rd) Bridge Resurfacing</b>	MTA	Deb Cabana	MTA	01/22/19	11/12/19	(1/22) Dan brought up the option to take a more aggressive approach with MTA to force them to provide Bike/Ped space on this bridge. Rep. Austin had rec'd a similar request from Brad Fogg and advised MTA is not reconstructing the bridge, but resurfacing it; thus, they cannot expand it. TC had been told this in our last meeting. The idea is to apply pressure and let them know how serious we are about accommodating our requests. It was pointed out that approving a Complete Street Policy (Item 40) and updating the existing Bike/Ped plan (Item 41) are in TC court & would give us more leverage; as would, funding the engineering for Rt 26 Village project to include sidewalks across the bridge. TC agreed those steps are important. Jason suggested requiring them to add State law 3 feet signs and Sandy suggested asking them to narrow the travel lanes from 12 feet to 10 feet to slow traffic & provide 4 add'l feet for Bike/Ped passage. (2/19) Council agreed to have Deb go to MDOT (1) state we want 10 foot striping instead of 11 foot (agreed on by MTA) and (2) check if there is a rule requiring breakdown lanes vs. raised sidewalk on bridges. (3/5) Mr. Mills advised they would approve a 10 foot lane, but there is an appeal process. Council agreed to pursue the appeal. (3/19) Town Staff & Engineer provided feedback on appeal process and likelihood of defeat. Council agreed to not pursue. (4/2) Council wants to confirm MDOT will stripe at 11 feet vs. 12 feet. (4/16) Deb obtained confirmation on 11 feet striping - project to begin this month. Project is underway. (10/15) Dan suggested req. side rumble strips - but due to cost and possible diff safety issues (cyclist). Council agreed to follow-up with DOT on agreed upon striping. Project is wrapping up but appears will go a couple more weeks. (11/12) This project is complete - Item CLOSED

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64	Administrative	C	M	5	12/03/19	Complete annual review of Council Rules for updates.	Council	Council	Council	08/06/19	12/03/19	(8/6) Sandy requested any council rule proposals be submitted for consideration in at 8/6 meeting - discussion included formatting changes; language clean-up, november meeting schedule, packet submission schedule (which was out of synch with chart being used) and new language around chair responsibilities and staff/legal time. Straw poll on formatting, new meet & submission timeline was held - 5-0 on all. Add'l 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. Add'l discussion and straw poll on social media and add'l VC chair language were held 5-0 support. Add'l changes requested on staff/legal time language. (11/12) Council approved VC language and social media rules, and provided feedback on legal/staff time language. <b>Next Step: Anne to update &amp; submit to Deb/Sandy for 12/3 agenda vote. (12/3) Final vote taken - this item is CLOSED.</b>
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 Councilor & discussed. (6/18) Council discussed possibility of using add'l 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 add'l 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. <b>Next Step: Public forum &amp; 2nd reading set for 1/21 meeting. (1/21) Final vote taken - goes in effect in 30 days - this item is CLOSED.</b>
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. <b>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.</b>

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40	Administrative	C	M	5	03/15/20	Review a <b>Complete Streets Policy &amp; approve acceptable policy - which will roll into Comprehensive Plan.</b>	Bike/Ped	Town Council	Town Council	09/18/18	04/21/20	Members of the Bike/Ped Committee presented an update on their work at the 9/18 TC Meeting and advised they have developed a Complete Street policy for Gray. They advised that the 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 content 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. (5/22) 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. <b>Next Step: Deb sent to Alysia for a review. (4/21) Council approved policy with 1 minor change - this item is CLOSED.</b>
39b	Administrative	C	L	2	07/01/20	Consider the formation of a <b>Cable TV Committee.</b>	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) Deed/Anne to work to clarify if Randy has volunteers for a committee. (11/2) 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. <b>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.</b>
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 e-mail. Discussed in budget & 3/6TC 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. <b>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.</b>

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58	Ordinance	C	H	11	06/15/20	Review existing <b>Livelong Living Committees</b> to determine if a program will work for Gray - creating ordinance, forms & procedure.	Sharon Young	Town Council	Sharon Young	06/04/19	08/04/20	(6/4) Council rec'd presentation from Cumberland Councilor & discussed. Council agreed an "Aging in Place" Program is separate from the Senior Tax Relief Program and could be pursued independently. (6/18) Council discussed further and agreed to looking at next steps in a workshop. (8/6) Workshop held with agreement this needs to be an organic citizen effort - not Council or Town Staff. Gray's needs are likely different than other towns and it is unknown which services/programs would be most needed. (10/15) Sharon advised she will not work on until after tax relief program is finished - est Dec/Jan. (12/3) Sharon advised there are a couple residents will to start affiliate committee. Sharon had requested info from Sec. of State office on voter registrations which would require Council approval. She advised she re-submitted application & will keep Council apprised. (12/17) Sharon advised there may be a grant opportunity to help set up programs. Council agreed to review material. Also, advised more discussions are ongoing regarding pilot communities for programs. (1/7) Grant appl was not completed in time for inclusion in packet, but was presented with req to add to agenda. Council approved pending add'l changes which Anne was to submit to Sharon and upon condition that the Committee discussion occur at the 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 staff req, grant app deadline being 2/15 & add'l budget impact - to decline. Another option will be presented at 2/18 meeting. (2/18) Council agreed 5/b an affiliate Committee for row. (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 collage is tabulating results. <b>Next Step: Await survey responses - target is 3 weeks for the online survey availability.</b> (8/4) Council agreed there is no further work for them until Committee provides survey results and reqs asst formally. 1 budget placeholder will be logged. This item is <b>CLOSED</b>
68	Ordinance	C	H	5	10/15/20	Review proposed <b>Local Food Rules Ordinance</b> 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 Alyssa on 2 provisions. (6/2) Council removed reference to Farmers Markets and approved on emergency basis. (7/21) Council extended emergency ordinance with Farmer's Market addt. Discussed proposed changes and agreed substantive. (8/4) Council rev addt'l changes and agreed to move forward with them. (9/1) 1st read - council approved. (9/15) Council ext emergency to bridge gap in timing. <b>Next Step: 2nd reading set for 9/15 with public hearing. Will need to extend emer. ordinance again. (9/15) 2nd reading &amp; Council approval - ordinance will go into effect in 30 days. This item is CLOSED.</b>

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

No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
79	Ordinance	O	H	11	10/15/20	Update Mobile Vendor Ordinance to accommodate Food Trucks	Sandy Carder	Deb Cabana	Kathy Tombarrelli	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. <b>Next Steps: 2nd reading &amp; public hearing set for 9/15. (9/15) 2nd Reading &amp; Council approved - ordinance will take effect in 30 days. This item is CLOSED.</b>

# 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 <b>Historic Walk</b> with the Pennell House Memorial (re: Cumberland Farms donation/easement) kicking off the effort. GHS would like to discuss the <b>Town Owned Property at 5 Yarmouth Rd as a possible mini-park</b>	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 RT145 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 <b>continuing education fund policy</b> 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. <b>Employees had until Jan 19th - request included in individual budgets.</b> (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 <b>Town's Liability for compensated absences</b> - 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 <b>payments to the CIP fund</b> over a 5 year period. The \$100,000 remaining outstanding from the 3/12ths rainy day fund is being logged separately - see below.	Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority & Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100k gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100k into CIP from the \$500k payment into the 3/12ths - to use projected overage next year to finalize the \$500k re-payment. (10/28) Old ladder truck is now for sale. Council agreed to ask Finance Committee to come up with "fully funded" number to better understand the gap between current \$100k - for discussion purposes. (12/17) Deb adv \$85,000 rec'd from sale of old ladder truck and \$10,000 rec'd for sale of retired equip for total of \$95,000 for CIP fund. (2/13) Deb & Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding/larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The add'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option.

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5	Watershed Plans	\$18,000 (2018) \$5,000 (2019)	N/A	\$12k for Thayer Brook & \$6k for Cole Brook were approved in last year's budget. Cumberland County Soil & Water Conservation District has identified other watersheds that need surveys and/or protection plans.	Doug advised contracts have been signed & surveys will be underway shortly. Some discussion was made about what other watersheds need attention. Doug will reach out to CCS&WC to ask for input and estimated costs for next steps. Awaiting report back from initial watershed study for next steps and costs. (8/6) CCS&W will be doing a presentation in Sept to provide an update & next steps. (10/28) Presentation has been pushed to December. Council asked if CCS&W would provide feedback on other necessary watershed studies and estimates - in addition to any monetary impacts from completed studies. (12/17) CCSWD presented results of study to Council along with recommendations. Council asked for est. for each task (ballpark), as well as, ISWG fees. (12/18) 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 <b>Connect Cumberland project to extend broadband</b> through major corridors. <a href="#">Updating this to possible funding needed related to Grant being pursued with Windham.</a>	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 <b>Community Skateboard Park</b> . 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 <b>Community Center</b> 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. <a href="#">(4/28) Council agreed to reduce to \$25k and to list as part of the CIP warrant article.</a>
11	Dog Park		N/A	A suggestion was received to establish a <b>Town Dog Park</b> 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.

No	Items Label	Cost Est.	Task No.	Description	Comments
12	Speed Signs	\$8,325 speed sign \$15,250 for text & speed combo sign	N/A	The Town owns one <b>speed sign</b> . 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, <b>Route 115</b> ), Sidewalk projects, and other projects (Wilkes Beach) require <b>engineering work to develop plans</b> 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 <b>Hannaford - Spruce Street - Sidewalk projects</b> , and other projects (Wilkes Beach) require <b>engineering work to develop plans</b> before funding can be sought (or to have more pull with MDOT/MTA).	Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues.

No	Items Label	Cost Est.	Task No.	Description	Comments
15	Contingency Fund	\$25,000	N/A	Many Towns (and most companies) incorporate a <b>Contingency Fund</b> 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 vacat/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 <b>Senior Tax Relief program</b> 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.

No	Items Label	Cost Est.	Task No.	Description	Comments
17	Paving	(2020) \$469,250	N/A	Need to review <b>Paving budget</b> 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 <b>Libby Hill maintenance</b> 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 <b>repay 3/12's fund</b> 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 <b>traffic calming measures</b> 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) Arne 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	<b>Library Heating System</b> 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 <b>upgraded to automatic shutoff</b> 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.

21-22 Budget Items

Last Updated: 10/06/2020

No	Items Label	Cost Est.	Task No.	Description	Comments
23	Fencing	?	N/A	Need to <b>add Fencing to CIP schedule</b> - 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 <b>add all Existing Sidewalks to CIP schedules</b>	(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 <b>long term Paving Plan</b> 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 - <b>Senior Programs</b>	(8/4) Logging as a placeholder pending presentation from Livelong 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 <b>Covid on Enterprise Fund</b>	(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 Equipment	(10/6) Anne advised the new Committee would like to see the newly discovered underpayment of franchise fees (\$18,910 for 2 years - more to follow?) put towards purchasing new/more equipment to improve the use of the Community Television Station and other platforms.
30	Public Safety Study	?	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	?	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.