TOWN GRAY

GRAY TOWN COUNCIL

AGENDA • DECEMBER 15, 2020

Gray Town Council Regular Meeting	**Henry Pennell Municipal Complex** **24 Main Street, Gray, ME 04039**	**7:00 PM**

I. OPENING STATEMENT:

Due to the Governor's latest Executive Order, the Town Council meeting will NOT take place in person. The meeting will be held online with the link provided the day of the meeting.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS

To Review and Act Upon Approving the Town Council Meeting Minutes from December 1, 2020. 5 MINS

Proposed motion:
Ordered, the Gray Town Council Approves the Town Council Minutes from December 1, 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. PRESENTATION(S)

1. Dynamic Energy Solar Array 15 MINS + 10 MINS Q&A

2. Lifelong Living Data - St. Joseph's College Data Analysis 15 MINS + 10 MINS Q&A

VII. REPORT FROM THE COUNCIL CHAIR (20 MINS TOTAL - ITEMS VII - X)

VIII. REPORT FROM THE TOWN MANAGER

IX. COMMITTEE REPORTS

X. COUNCIL CORRESPONDENCE/ACTIVITIES

XI. ACTION ITEMS

1. To Review and Act Upon Approving the Community Economic Development Committee Grant Application to the Key Bank Sponsorship Foundation. 5 MINS

   Proposed motion:
   Ordered, the Gray Town Council Approves the Community Economic Development Committee Grant Application to the Key Bank Sponsorship Foundation.

2. To Review and Act Upon Approving the Landowner Principles of Cooperation, as Proposed by the Open Space Committee. 5 MINS

   Proposed motion:
   Ordered, the Gray Town Council Approves the Landowner Principles of Cooperation, as Proposed by the Open Space Committee.

3. To Review and Act Upon Approving an Update to Section A, Sub-section 1, to add an Alternate Member to the Dry Mills Schoolhouse Committee. 5 MINS

   Proposed motion:
   Ordered, the Gray Town Council Approves an Update to Section A, Sub-section 1, to add an Alternate Member to the Dry Mills Schoolhouse Committee.

4. To Review and Act Upon Appointing Mikell Perry as an Alternate to the Dry Mills Schoolhouse Committee for the Balance of a 3-year Term Expiring on August 31, 2023. 5 MINS

   Proposed motion:
   Ordered, the Gray Town Council Appoints Mikell Perry as an Alternate to the Dry Mills Schoolhouse Committee for the Balance of a 3-year Term Expiring on August 31, 2023.

5. To Review and Act Upon Appointing Kailey Hanley as the Registrar of Voters for the Town of Gray for a Period of Two Years to Expire January 2023. 5 MINS

   Proposed motion:
   Ordered, the Gray Town Council Appoints Kailey Hanley as the Registrar of Voters for the Town of Gray for a Period of Two Years to Expire January 2023.

XII. COUNCIL BUSINESS

1. Thank you Letter – Intersection - Anne 5 MINS
2. Weight Limit - Short Mayall Road - Dan 10 MINS
3. Response Letter to MDOT - Shaker Road – Sandy 10 MINS
4. Meeting Efficiency 15 MINS
5. Tracking Spreadsheet 5 MINS

XIII. ADJOURNMENT

1. Motion to Adjourn 9:35 PM

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

TOWN OF GRAY

GRAY TOWN COUNCIL

MINUTES ● DECEMBER 1, 2020

Regular Meeting **Henry Pennell Municipal Complex** **7:00 PM**

24 Main Street, Gray, ME 04039

I. Opening Statement: Due to the Governor's latest Executive Order, the Town Council meeting did not take place in person. The meeting was held online with the link provided the day of the meeting.

II. ROLL CALL

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

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS

1. To Review and Act Upon Approving the Town Council Minutes of November 17, 2020.

Ordered, the Gray Town Council Approves the Town Council Minutes of November 17, 2020.

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

Councilor Carder requested an edit (packet page 14) to clarify that she, not Councilor Maguire, will write the letter.

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

No public comments.

VI. PRESENTATION(S)

Two presentations (Woodcock Subdivision Update and St. Joseph's College/Lifelong Living Data) were scheduled but did not take place.

VII. PUBLIC HEARING(S)

(First Reading) To Review and Act Upon Setting a Second Reading and Public Hearing on December 15, 2020, to Consider a Farmer's Market Ordinance for the Town of Gray.

Ordered, the Gray Town Council sets a First Reading ~~Second Reading~~ and Public Hearing on January 5, 2021 ~~December 15, 2020~~, to Consider a Farmer's Market Ordinance for the Town of Gray.

Chair Carder clarified that a public hearing can take place at a first reading, rather than waiting for a second reading.

Rachel Rumson, co-manager of Gray Village Farmer's Market, spoke. She had shared the draft ordinance language with the vendors and had received feedback from vendors with concerns about the percentage of materials needed to be sourced by the farmer. She said local farmers and herbalists will struggle with the current language. Another concern is referencing CBD and they seek to have the ordinance outline that the source is to be grown in Maine, but not necessarily by the seller.

Councilors discussed the issues. Councilor Gass said they need to broaden the criteria, as it is currently too stringent. Councilor Maguire pointed out he is not averse to changes but if they are substantive, will need another first reading. Councilor Foshay said he wants it restrictive enough to protect locals but not too restrictive and is ok with reworking it. Councilor Young had concerns; she wants a local farmer's produce market, but had concerns of it becoming more product oriented, like a bazaar, which may grow large in residential neighborhoods. Councilor Carder suggested having it flexible now and make it more restrictive later, if necessary.

Kathy Tombarelli suggested keeping it at 50% and have the market regulated. She explained it could be 50% of the whole market, not each individual vendor. Chair Carder asked Councilors if they were fine with that and limiting to 20 vendors with enough parking. Councilor Maguire pointed out the original goal was for local people to sell produce and it seems like this is now evolving. Rachel Rumson said their goal is 10 vendors so 20 is more than enough.

Conversation also revolved around the opening time of the market. Rachel Rumson said set up at 9am with opening time of 10am is fine. Kathy Tombarelli will make edits based on these discussions.

Public hearing was closed at 7:43pm. Chair Carder requested an amendment to the motion to have another first reading on January 5, 2021 with a public hearing. Kathy Tombarelli said it could also go before the Planning Board for a public hearing at their January meeting prior to the Town Council second reading later in January.

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

VIII. REPORT FROM THE COUNCIL CHAIR

Chair Carder discussed these topics:

Covid: The December 15th and January 5th Town Council meetings will be held virtually due to the Governor's extended state of emergency. She urged all residents to do their part and follow CDC guidelines, especially due to recent increases in cases, hospitalizations, and deaths.

Goals: She notified Councilors that the updated 2020-2021 Council goals are on the website. These reflect the top items from the Council's tracking spreadsheet.

New Commercial Solar Array: The Town has been approached by a company looking to build a commercial solar array on land that is located between Colley Hill and Yarmouth Rd. They will be coming before the Council shortly (either the December 15th or January 5th meeting) for consideration as another solar overlay, or some other agreement, which would need to be done to accommodate.

New Manager Search: A public forum was held for residents to provide input/comments on the new manager search. The deadline for applications is December 2nd. She will deliver booklets regarding the applications to each Councilor. An executive session will be held for Councilors on Tuesday, December 8th at 4:30pm.

IX. REPORT FROM THE TOWN MANAGER

Town Manager Cabana received a letter from DOT regarding the speed limit on Yarmouth Road. They do not intend to reduce the speed limit.

Town Manager Cabana said the name of the solar company mentioned by Chair Carder is Dynamic Energy.

Town Manager Cabana said that she and Alec Dodd attended a meeting with Dennis Emidy of MDOT. This was in reference to a 4-way stop at the Depot Road/Mayall Road intersection. A letter of support was sent to Councilors.

X. COMMITTEE REPORTS

Councilor Foshay reported on the Finance Committee. They met last week and discussed monthly revenues and expenditures. They are looking into interfacing Trio software with Excel to facilitate with number crunching.

Councilor Foshay said CEDC met and discussed how groundwork has been started at the pocket park. A new member, who has already been helping with the project, applied and is on tonight's agenda. They are also working on "Explore Gray" banners and several other projects.

Councilor Gass said none of her committees have met although the Library Trustees were meeting at the same time as this meeting so she could not attend.

Councilor Young said the Finance Committee will meet on December 17th. ZBA will meet on December 16th.

Councilor Maguire said the regular OAC meeting was cancelled but they met the week after. They are working on the sign ordinance and are getting close to being done. A workshop is scheduled for December 15th. However, due to Doug Webster's absence in December, this may be rescheduled to January 5th. They have been discussing new lighting standards, calculations for multi-tenant signs, inflatable signs, etc. They have received feedback from sign companies. They hope to have it ready to go to the Town Council for a first reading after their workshop.

Councilor Maguire said the Planning Board did not have a meeting since the last Council meeting.

Councilor Carder reported on the Recycling Committee's meeting on November 19th. They are looking to finalize the details of the "Put a Lid On It" campaign, but will need some funding. Costs details are being worked out so they can determine options for fundraising. Print estimates will be obtained for the new recycling signage and submitted to Randy Cookson. They are continuing work on analysis of stickers with some new ideas on compliance. They may opt to do a full audit of compliance in the spring before making recommendations. On hazardous waste day, they did a semi-audit and saw a higher-than-expected number of vehicles without stickers and had to get proof of residence. Their next meeting is December 17th at 5pm.

Councilor Carder had no update on the Dry Mills Schoolhouse Committee. The next meeting is December 21st at 6pm.

Councilor Carder didn't have an update on GPCOG but mentioned their Newly Elected Officials virtual event will be on December 17th at 6pm and their next meeting is January 13th. GPCOG also sent out a communication yesterday regarding the Governor's release of an additional 40 million dollars in CARES funding for a grant program to help tourism & hospitality businesses as well as small retail businesses. The portal will be opened on December 2nd with the first 2,500 applications expected to be approved. The money must be committed by December 30, 2020. She asked Town Manager Cabana to push the information out on town platforms.

XI. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Foshay had several emails. These included communications from Jenny Miller who offered nature-based activities for children, Jason Wilson with comments regarding the water district/water treatment, Mary Sharp regarding a working from home fashion article for the website, and Dotty Barton regarding the school board application.

Councilor Gass had emails from Nicole Stevens regarding the school board application and from Corey Norman regarding use of town facilities for a movie. This was denied due to Covid-19 restrictions, but she liked his ideas. She had a call from Tracey Scheckel of Otelco regarding broadband funding and planning. Otelco will not be pursuing a CBDG (grant) at this time.

Councilor Young received correspondence regarding the Thanksgiving deliveries by the Sheriff's deputies which included a thank you to the Council for participating. The food pantry had created a list of recipients for the program. She reminded everyone about the hardworking pantry group and that they

could use help with donations of money and items. Contact information is on the Town website. They continue to provide curbside pickup on 1st and 3rd Fridays from 12:30pm to 3pm.

Councilor Maguire also had communication from Nicole Stevens. He heard from Cheryl Welch regarding Crystal Lake and from Kathy Taylor asking for an update on the weight limit proposal. He has spoken to local excavation contractors about weigh limits, truck types and sizes. He will prepare information before Council's next meeting.

Councilor Carder also had a conversation with Tracy Scheckel of Otelco and Anne Gass regarding a possible future broadband agenda item.

Councilor Carder received a request from Benefits USA, a Maine company, for Town contacts. She referred this to Town Manager Cabana and Suzanna Gallant.

Councilor Carder said Rep. Susan Austin responded to her inquiry about the two businesses who reached out regarding the possible weight limits on Shaker Road. Rep. Austin did not provide the names, yet simply stated that if the Council follows the outreach suggested by MDOT, it should include them.

Councilor Carder reached out to Cheryl Welch, President of the Crystal Lake Association, to let her know the fireworks discussion was on tonight's agenda.

Councilor Carder received emails regarding healthy activities outside and charter schools. She determined they were mass mailing outreach emails, not something local, but will double check on this.

XII. ACTION ITEMS

1. To Review and Act Upon Appointing _____ as the MSAD #15 School Board Director for the Balance of the Fiscal Year Ending June 8, 2021.

Ordered, the Gray Town Council Appoints Kelly Brewer as the MSAD #15 School Board Director for the Balance of the Fiscal Year Ending June 8, 2021.

Chair Carder asked for nominations or feedback on applicants. Councilors Gass, Young, and Foshay stated Kelly Brewer was their preference.

Kelly Brewer was in attendance for the meeting and addressed the Council regarding her background in finance, teaching, and technology. Her work travels have been cut back due to working remotely and this provides her time and opportunity to be on the school board.

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

2. To Review and Act Upon Appointing Schelene Shevchenko to the Community Economic Development Committee for the balance of a three-year term expiring August 31, 2023.

Ordered, The Gray Town Council Appoints Schelene Shevchenko to the Community Economic Development Committee for the balance of a three-year term expiring August 31, 2023.

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

3. To Review and Act Upon Appointing Josh Martell to the Recreation and Conversation Committee for the balance of a three-year term expiring on August 31, 2022.

Ordered, the Gray Town Council Appoints Josh Martell to the Recreation and Conversation Committee for the balance of a three-year term expiring on August 31, 2022.

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

4. To Review and act Upon Providing Winter Maintenance for Nolan's Way in Lyon's Point Estates Subdivision (0.15 miles), for Fiscal Year 2021/2022.

Ordered, the Gray Town Council Approves the Request for Winter Maintenance for Nolan's Way in Lyon's Point Estates Subdivision (0.15 miles), for Fiscal Year 2021-2022.

Town Manager Cabana explained that the street ordinance provides for an application option for this after a certain phase is completed and town engineer/code enforcement review. This road meets standards, and all appears in order.

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

5. To Review and Act Upon Approving the Proposed Memorandum of Understanding between MSAD #15 and the Town of Gray as it Pertains to the Maine Cares Act Coronavirus Relief Funds.

Ordered, the Gray Town Council Approves the Proposed Memorandum of Understanding between MSAD #15 and the Town of Gray as it Pertains to the Maine Cares Act Coronavirus Relief Funds.

Town Manager Cabana explained that a MOU is needed between the town and the school per Diane Boucher, Finance Director of MSAD15, for the $59,500.00 grant funds for childcare. Diane Boucher will submit for reimbursement.

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

6. To Review and Act Upon Authorizing the Town Manager to Permanently Change a Seasonal Position to a Full-Time Position in the Public Works Department in Order to a Fill a Vacancy.

Ordered, the Gray Town Council Authorizes the Town Manager to Permanently Change a Seasonal Position to a Full-Time Position in the Public Works Department in Order to a Fill a Vacancy.

Town Manager Cabana had discussed this topic at the last town council meeting. There are two resignations in the Rec. Department which they do not plan to fill, and she doesn't foresee they will need to bring those positions back in next year's budget.

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

XIII. COUNCIL BUSINESS

1. Comprehensive Plan - Next Steps

Chair Carder said the Council needs to decide on next steps. She recommended retiring the committee since it is no longer active. Her thoughts on other potential steps were to establish an implementation committee, identify zoning changes, and discuss duplex growth management.

Councilor Maguire suggested Councilors have all committees review the Comprehensive Plan and submit information for the February Town Council meeting regarding their thoughts on the implications to their committees and impact on their work they foresee. Chair Carder asked for Council feedback on this idea and they agreed.

Council discussed reaching out to current Comprehensive Plan Committee members to see if they would like to be on an implementation committee. Councilor Young would like to have them commended for their work so Councilor Carder said a thank you letter could go out, along with the offer to join the new committee.

2. Fireworks Ordinance Updates

Chair Carder conducted a straw poll to see if there was majority support to provide a revised ordinance at the next meeting or on January 5th. Those who celebrate the Lunar New Year requested they be allowed to celebrate with their firecrackers. The date varies year to year but is in January/February. Councilors Foshay, Gass, and Carder said yes. Councilor Young inquired if it occurs on weekends and Chair Carder said it is scheduled based on the moon.

3. Crystal Lake:

Chair Carder said IF&W thinks a propellent gun is considered to be a firework but Attorney Alyssa Tibbetts is not convinced that is so she will do more research. If it is not determined to be a firework, IF&W will work with Crystal Lake residents to see if it works and the geese leave Crystal Lake alone. She conducted a straw poll to see if there was support to continue looking into this matter. Councilors Foshay and Gass said yes.

Councilor Young said there are better ways to address the geese problem. She cannot support the propellants; feels it is harassment of the geese and is concerned about the propellant's impact to the water quality. She referenced the IF&W website which clearly states it will work for a while and then not work. She suggested a better way is to plan a natural buffer, so they don't come on shore.

Councilor Maguire doesn't think it is a firework and that Council shouldn't regulate it. Councilor Carder explained that the e-coli which occurs, resulting in closing the beach, is a town problem. She stated if it is deemed to not be a firework, it will be between the lake association and IF&W, not the Town Council as it won't fall under the fireworks ordinance.

Councilor Young didn't recall two or more Councilors requesting legal assistance. Chair Carder said that was discussed at a previous meeting. Councilor Maguire doesn't think Council should spend more money on this with Attorney Tibbetts. Chair Carder stated three Councilors were fine with Attorney Tibbetts solving the mystery. Councilor Foshay said he had researched this also and thinks it may fall under firearm laws as in other states.

Council discussed 4th of July holiday dates. Councilor Young suggested amending language so one holiday doesn't become three separate events. Chair Carder conducted a straw poll to see if Council wanted to reduce the number of days which currently is at 8 days. Councilor Maguire didn't support making changes and wanted to give people flexibility to celebrate. He said it is restrictive as is and not worth more of their time. Councilor Gass said 8 out of 365 days is too many for people on the lakes who don't like fireworks. Councilor Foshay inquired if they have the right wording. Councilor Carder said they have a hard time enforcing this now.

Chair Carder said she had an email from Peter Beal asking to ban fireworks altogether. She doesn't think there is support from Council to ban them and suggested possible signs about firework enforcement. She said that could be discussed with budget items. She will work on ordinance language changes regarding the Lunar New Year and close the loop on the propellent gun; no other changes.

4. Hamilton Property

Chair Carder informed the Council that Mr. Boyle has put an offer on the property.

5. Tracking Spreadsheet/Workshop Schedule

Workshop schedule:
Chair Carder said the December 15th workshop can include Jolie Fahey showing Council the new website and obtaining their feedback. Possible other discussions could be regarding solar. The rest of the workshop time can be used for budget issues. The sign ordinance will wait until the January 5th meeting since Doug Webster is out on leave. She also would like to get Rt. 115 on the calendar soon so spending can be identified for the budget. She will come up with some dates.

Tracking:
Councilors discussed a possible thank you letter to MDOT for the intersection project. Town Manager Cabana would like to include her thoughts as Charlie Guy was of great help with this project.

Chair Carder will close the Rt. 100 TIF on the tracking spreadsheet. She noted that the panels are on the solar array. She will discuss weight limits of vehicles with Councilor Maguire. She also discussed working on a draft letter to DOT in time for the next meeting, in reference to routes 26/26A on signs.

XIV. ADJOURNMENT

1. Motion to Adjourn at 9:17pm

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

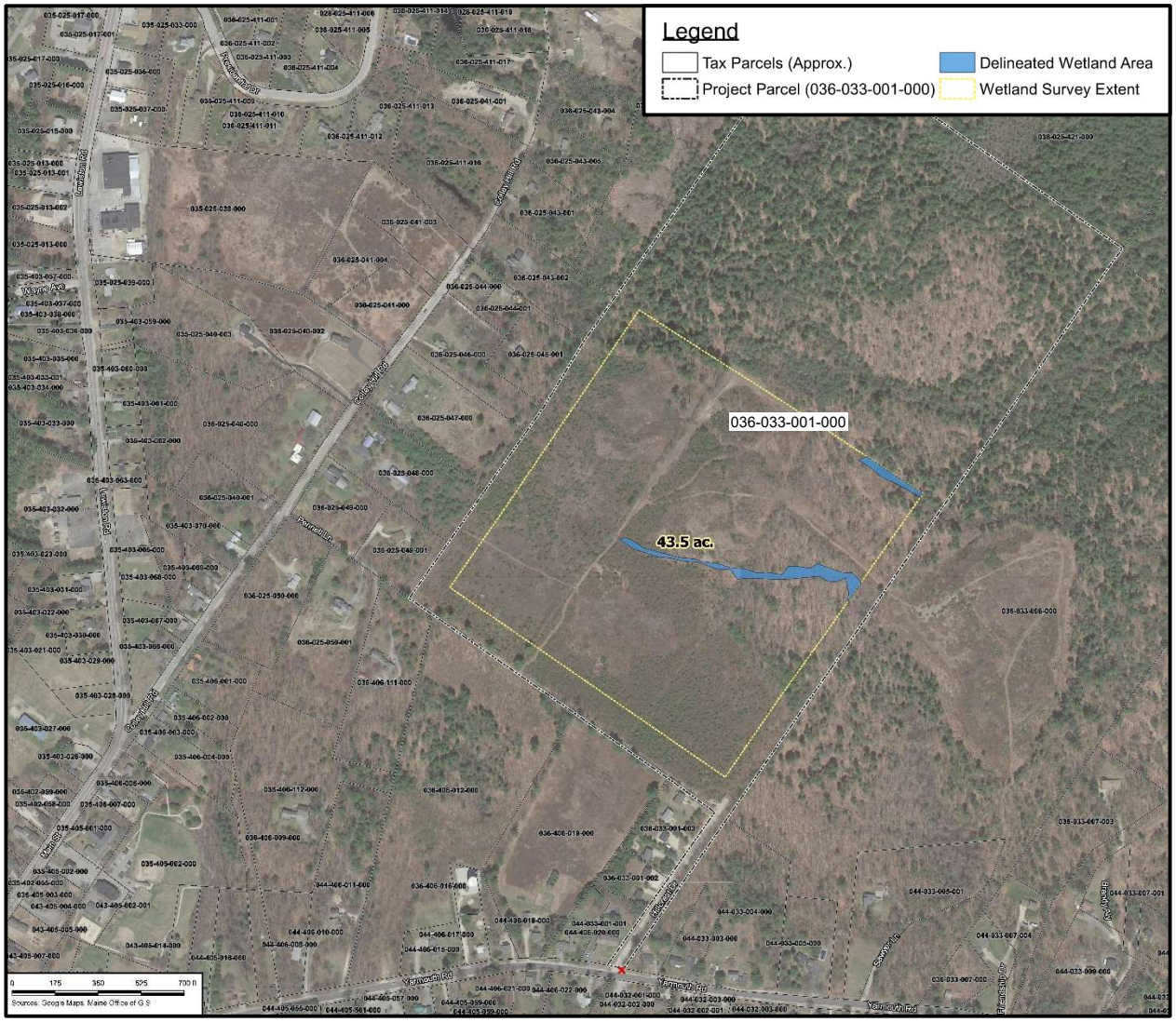
Gray Yarmouth Road Solar LLC

December 15, 2020

Dynamic Energy™

Confidential and Proprietary – For Intended Recipients Only

Proposed Solar Project Location



- Located at 51 Yarmouth Road off of Hillcrest Drive
- Landowners are Sawyer & Dunn families
- 103-acre vacant lot, former blueberry field
- Professional wetlands and natural resources survey conducted in October 2020 on 43.5 acres
- Access and CMP interconnection off of Hillcrest Drive

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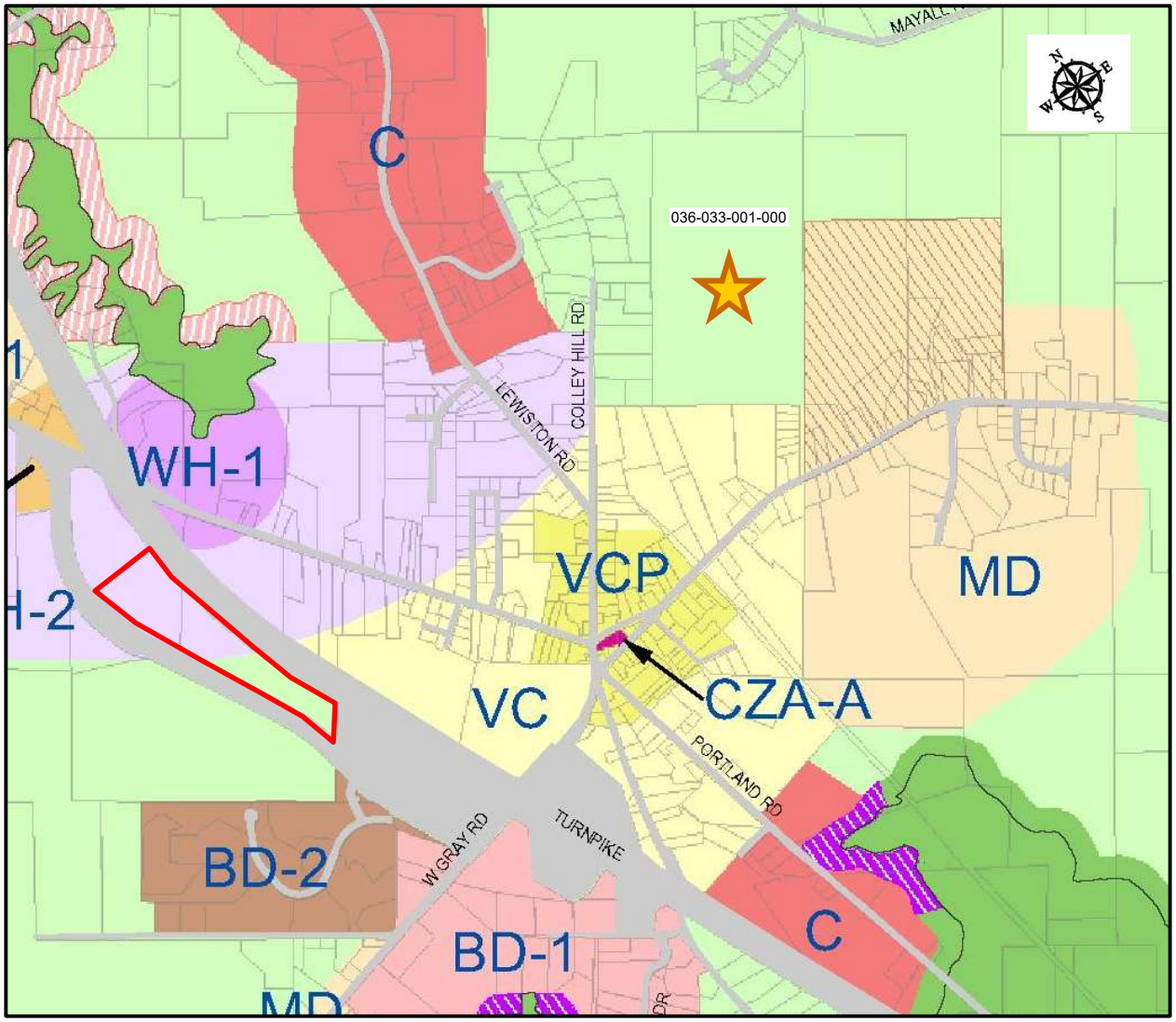
Zoning Map



Town of Gray, Maine Zoning Map

April, 2016

Legend

- Mobile Home Park Overlay
- MaineDEP Restrictions & Standards
- Approximate Wetland Edge
- Tax Parcels (2015)

Shoreland Zoning Districts

- Resource Protection
- Limited Commercial
- Limited Residential
- Stream Protection

Zoning Districts

- Business Development-1
- Business Development-2
- Business Transitional-1
- Business Transitional-2
- Commercial
- Contract Zone "A"
- Cotnract Zone "B"
- Village Center
- Village Center Proper
- Wellhead Protection-1
- Wellhead Protection-2
- Medium Density
- Rural Residential and Agricultural
- Lake
- Water

= Proposed Commercial Solar Energy Overlay District Map

Dynamic Energy™

3

Preliminary Engineering Layout

Project Details	
Project Size (MWAC)	4.9
Estimated Acres of Footprint	~30 acres
Site Control	Lease
Project Type	Photovoltaic
Racking	Single-Axis Tracker
Interconnection	CMP – Gray Substation
State Permitting	DEP – SLODA* & NRPA
Expected Construction Start	Q3 2021
Project Life	~35-40 Years

*Project decommissioning costs will be bonded with Maine DEP via Site Law (SLODA) permit

Subject to Change – Expected Maximum Footprint Shown Below

Dynamic Energy™

About Dynamic Energy

Summary

Dynamic Energy, a Chester County, PA-based company, is one of the leading developers and turnkey installers of community solar projects in Pennsylvania, Massachusetts, New York, and Illinois. Since 2019, Dynamic has built and commissioned nearly 60 MW of community solar farms. This is in addition to the 150 MW of large, ground mount solar projects Dynamic has developed in central Pennsylvania in the past two years. Having the experience to build these projects across the country, Dynamic is excited to bring distributed solar generation to Maine!

Recent Highlights

New York

Dynamic developed, constructed, and owns one of the largest community solar farms in NY State. Dynamic has also developed and built over 20 MW of other ground mount projects in the state.

Massachusetts

Dynamic developed and built one of the largest portfolios of community solar projects in the Massachusetts market, totaling over 40 MW.

Illinois

Dynamic developed and built 8.5 MW of community solar projects in 2020. These were among the first community solar installations in the state.

Dynamic Energy™

Similar Projects Completed in Region

PROJECT NAME	LOCATION	SIZE (MW)
East Brookfield Adams Road Solar	East Brookfield, MA	7.0
Winchendon Ash Street Solar	Winchendon, MA	7.0
Winchendon Lincoln Avenue Solar 2	Winchendon, MA	6.8
West Brookfield Boston Post Road Solar	West Brookfield, MA	6.5
Williamsburg East Street Solar	Williamsburg, MA	6.0
Knaggs Community Solar Farm	Altamont, NY	5.5
SunStream Hudson	Greenport, NY	5.4
Hobart & William Smith Colleges	Geneva, NY	5.1
Winchendon Lincoln Avenue Solar 1	Winchendon, MA	4.4
Ware Palmer Road Solar	Ware, MA	4.3
Norstar Community Solar Farm	Lee, NY	2.7
Pamal Broadcasting	Glenmont, NY	2.7
WGL Energy	Greenwich, NY	2.6
Brookfield Wire Company	Brookfield, MA	2.0
Bartlett's Farm	Nantucket, MA	2.0
East Brookfield Main Street Solar	East Brookfield, MA	1.4
TOMZ Corporation	Berlin, CT	1.1
The Beistle Company	Shippensburg, PA	1.0
John F. Martin & Sons, Inc.	Stevens, PA	0.8

Dynamic Energy™

Dynamic's Financial Partners

Dynamic Energy works with several major financial institutions in the solar industry such as: Wunder Capital, Key Bank, AES Distributed Energy, Amp, WGL Energy, and others.

WUNDER

KeyBank

AES Distributed Energy

amp

WGL Energy
A WGL Entity
LOCAL. TRUSTED. RELIABLE.

Dynamic Energy™

Dynamic Energy™

CONTACT

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(202) 403-9562
jmotta@dynamicenergy.com

Ben Gregory, Project Manager
(781) 801-2476
bgregory@dynamicenergy.com

Headquarters:
1550 Liberty Ridge Drive, Suite 310
Wayne, PA 19087

DYNAMICENERGY.COM

Dynamic Energy Offices

Suzanna Gallant

From: Deb Cabana
Sent: Thursday, December 10, 2020 6:37 PM
To: Sandy Carder; Sharon Young; Anne Gass; Dan Maguire; Bruce Foshay
Cc: Suzanna Gallant
Subject: FW: Possible Additional Solar Request

Dear Councilors,
This is additional information for your consideration will be added to your council packet.
Thanks
Deb

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

From: Kathy Tombarelli <ktombarelli@graymaine.org>
Sent: Thursday, December 10, 2020 3:02 PM
To: Doug Webster <dwebster@graymaine.org>; Deb Cabana <dcabana@graymaine.org>
Subject: RE: Possible Additional Solar Request

On that note,

I talked to Natalie Burns today about what constitutes spot zoning. I took several things away from the conversation:

1. Spot Zoning is not necessarily illegal in Maine
2. Contract Zoning is a form of Spot Zoning
3. Both Contract Zoning and Spot Zoning is legal if it is consistent with the Comp Plan (is that parcel in a designated "growth area" and does that growth include commercial solar panels?)
4. What does our comp plan say about alternative energy? Natalie thought the Purpose statement in the Town's Commercial Solar Ordinance does make it appropriate to extend Commercial solar overlay into a RRA zoned parcel as long as it is consistent with the Comp Plan Land Use plan.
4. We do not need to identify other parcels – we can take them in a case by case scenario – it is just cumbersome due to admin process of adding another parcel.
5. Doing it more comprehensively may not be any easier – Natalie pointed out that just because The Town might think an area is appropriate and decide to locate the solar overlay on a swath of properties, one or more of those property owners when notified may not want to be included in the overlay. Also, the extent of your notification area will be broadened.

Natalie mentioned that other communities are in the process of re-working their ordinance as well. Almost every town she is working with is being approached by one or more solar entities.

Kathy T.

From: Doug Webster <dwebster@graymaine.org>
Sent: Thursday, December 10, 2020 11:37 AM
To: Deb Cabana <dcabana@graymaine.org>
Cc: Kathy Tombarelli <ktombarelli@graymaine.org>
Subject: Possible Additional Solar Request

Deb-

I understand that Town representatives have been approached by property owner(s) and/or a solar electric generating entity regarding a portion of a 100-acre (+/-) parcel near the Village. The currently undeveloped parcel appears to have two means of access, Hillcrest Drive and Pennell Lane (off Colley Hill), although historically there have been questions regarding the width of Pennell Lane.

As you are aware, the Town has two commercial solar arrays that are continue to move forward. There is the array between Rt. 26A (By-Pass) and the MTA in a Wellhead-2 (WH-2) District, and then there is the area off of Seagull Drive just south of the Town's Transfer Station which is also predominantly located in a WH-2 District. The land use of properties adjacent to these two solar arrays is likely already fixed for the duration of anticipated 30 to 50 year lifespan of the equipment. It is also relevant that both of these arrays are located in more accessible, predominantly non-residential areas.

Two of the guiding principles for Zoning/land use are: (A) each project should be able to "stand on its own two feet", and, (B) adverse impacts from a development should be minimized on abutting/nearby properties. There are countless examples of this already on the books including setbacks for structures, review standards for non-residential developments, and buffering/screening. Many Zoning standards particularly emphasize the importance of sufficiently separating, as much as possible, residential uses from non-residential uses for a host of reasons.

When the Town Council changed the Zoning Ordinance and map for the two now-approved commercial solar arrays, the amendments were tailored to the respective parcels. While I believe that those involved understood that there would likely be additional requests for various types and intensities of solar array in the future, the objective was to provide the necessary administrative path for these two projects to move forward. I submit that the current presumably forthcoming request for a solar array on part of the 100-acre parcel is of a slightly different nature than the past two requests.

The 100-acre parcel is in a Rural Residential and Agricultural (RRA) Zoning District. The property has RRA zoned property open space associated with a residential subdivision on the north, a Medium Density (MD, with MHP overlay) District on the east, and a Village Center (VC) District along the entirety of the southerly property line. The westerly property line is in an RRA District and contains predominantly quite well-established single family dwellings. Given the location near the village and Zoning Districts that allow relatively dense development, it seems inevitable that over time the surrounding properties will be developed. Future development in this area of Town will very likely include residential development to at least some degree.

Most residents would probably not consider a multiple-acre solar array site to be a customary residential use. Additionally, basic standards for solar arrays are typically necessary to minimize adverse impacts even for areas where this use is likely to be deemed more appropriate, such as where roads and other non-residential uses are already established. If the Town Council is supportive of allowing a solar array on the 100-acre parcel, I suggest the Town consider adopting basic performance standards designed for arrays in predominantly residential areas. Just as the current solar array standards were tailored for the less residential areas where they were located, more specific standards such as buffering and screening are likely for this area of Town.

Many municipalities in Maine and throughout the country have adopted solar array standards for various types of solar power generation. These can be readily pirated and added to the Zoning Ordinance in the District Specific Performance Standards section. Drafting such basic standards does not need to be complicated nor time consuming and there could conceptually be a cursory review by the OAC depending upon the timeline. As a practical matter, it is noteworthy that if a buffering/screening/setbacks to the property line are to be required, particularly if they need to be wooded, this may increase the area necessary for the solar array proper given the understandable need for full sun on the panels.

I am pleased to answer any questions you and/or the TC may have regarding this possible project.

Doug.

Given that the current land uses adjacent to these two solar arrays are unlikely to change for the duration of the anticipated 30 to 50 year lifespan of the two arrays,

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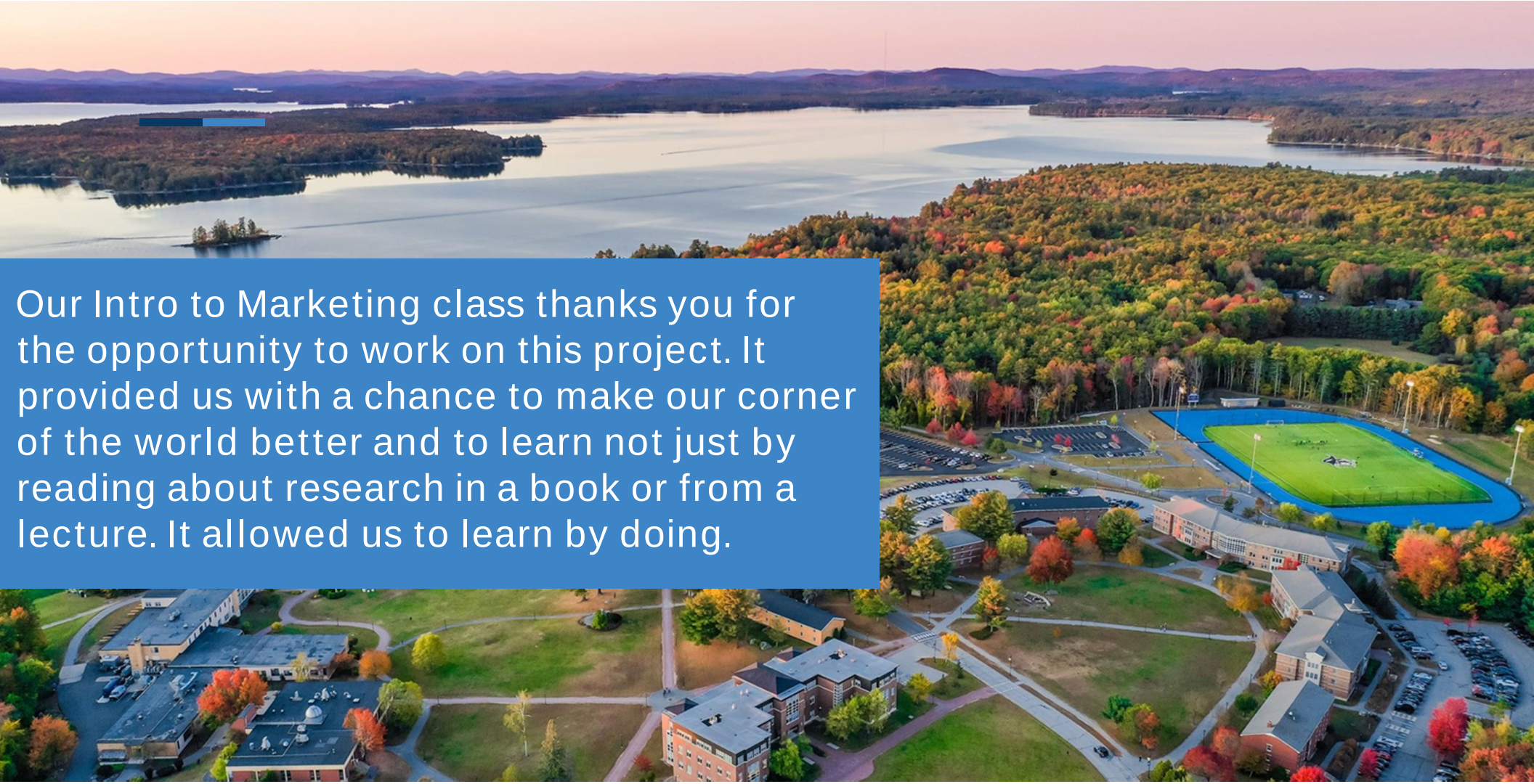
Gray LifeLong Living Survey Analysis

John Kenneally, Assistant Professor and the 8 am Intro to Marketing Class at Saint Joseph's College of Maine



Our Intro to Marketing class thanks you for the opportunity to work on this project. It provided us with a chance to make our corner of the world better and to learn not just by reading about research in a book or from a lecture. It allowed us to learn by doing.

8 Domains of Livability - WHO and AARP

- Housing
- Buildings/Outdoor spaces
- Social participation
- Community/Health services
- Respect/Inclusion
- Employment/Civic engagement
- Information/Communication
- Transportation

Other Areas of Interest:

- Emergency preparedness
- Elder abuse
- Public safety
- Dementia-friendly

Source: AARP

Population and Statistical Analysis

- Gray has a population estimated at 8,223 according to internal sources
  - Whenever possible, we triangulate data with other source material
- We then used a web source to estimate 14.8 % of the population were between ages 60 and 69, while 10.8% were above the age of 70 (Gray, Maine demographics, n.d.) to determine our survey population.
- Confidence level
  - Minimum 70%, so the 90% we were able to attain gives a strong level of certainty
- Margin of error
  - 5% means when we give a number, it is really +/- 5% from that number. We focused on things that were certain beyond the margin of error

Sampling Assumptions and Statistical Validity

- Randomness of the sample
- Equal opportunity for all members to be involved
  - All residents over age 60 had an equal opportunity to being chosen
  - Results did not skew significantly toward either gender
- 307 completed surveys allows a high level of confidence in statistical analysis of the quantitative data
- A minimum sample size of 244 allows for:
  - 90% confidence level
  - 5% margin of error
  - The committee got 307 surveys through multiple efforts/methods

Source: Survey Monkey

Main Results of the Survey (General population)

- People care very much about aging in place
  - Nearly two-thirds of respondents said it was very important to be able to remain at their homes
- Gray seniors are healthy
  - About 70% reported being in good or excellent health
  - Nearly half report taking part in physical activities several times weekly
- More than 70% get daily human contact
  - ...and another 14% at least weekly
  - BUT 15% have human contact less than once per week
- Most (82%) self-transport, though some are open to other alternatives, if available
- Most (64%) don't know about elder care options and availability

Open-ended Response Question

- Taxation was the #1 commented-upon concern by far. People addressed it in a number of ways
  - Elders not being taxed for schools
  - Accomodations for people on fixed incomes
  - Property tax relief
    - Freeze for taxes on seniors
- Second came sidewalks (Route 115 was noted a number of times, but also Route 26) were a significant suggestion, along with places to walk
- The third most frequent comments involved affordable housing and information about reasonably-priced home repair and maintenance

Results from 60-69 Year-Olds

- Most significant problems? Maintenance
- Social opportunity needs? Volunteering and education
- Modifications or improvements? Bathroom
- Suggestions
  - Improved sidewalks
  - Transportation options
  - Volunteer opportunities
  - Age friendly bathroom modifications

Analysis

- Based on the 8 domains of livability, housing rose to the top of mind for survey respondents
  - What can Gray do to support older residents' ability to remain in their homes?
    - Taxation
    - Access to resources
      - Funding
      - Human capital
- The second most critical involved health and wellness
- Third came social aspects
  - Volunteer opportunities
  - Connection with youth
  - Group activities
- Thinking outside the box
  - Volunteerism with home repair & maintenance
  - Helping people adapt & remain living independently

Other Notes

- Taxation was a “hot button” issue, especially since many older people live
- The group analyzing the results from residents of the west shore of Sebago discussed the EMS system
- Internet and email seem to be the main info source
  - Followed closely by the town website and town newsletter

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

Source Material

8 domains of livability. (n.d.). *AARP (website).* Retrieved from https://www.aarp.org/livable-communities/network-age-friendly-communities/info-2016/8-domains-of-livability-introduction.html

Calculate your sample size. (n.d.). *Survey Monkey (online).* Retrieved from https://www.surveymonkey.com /mp/sample-size-calculator/

Gray, Maine demographics data. (2019, Dec). *TownCharts (online).* Retrieved from https://www.towncharts.com/Maine/Demographics/Gray-town-ME-Demographics-data.html

GRAY Birdhouse Project

A community art and bird habitat installation to celebrate our community.

AVAILABLE FOR PURCHASE IN NOVEMEBER 2020.

40 birdhouses build by GNGHS STEM Students and area craftsmen and will adorn a new park at Gray Corner. Sign up to get more information about sponsoring this project.

The Birdhouse Project is a community building program meant to stimulate a feeling of community wellbeing in the time of pandemic-scare and social distancing. The project is will culminate in a participatory art installation that will engage the community in celebrating community life by building a local bird habitat, in a new urban garden.

GRAY
Birdhouse
Project

The park is designed for sustainability with permaculture. It uses regenerative agriculture and ecological system restoration technology such as a permeable parking, intensive soil building and carbon farming to grow a resilient garden and bird habitat for the community to visit, or stumble upon. Eventually, trees, shrubs and other botanicals will define the space, but in the near term the public space will gain its sense of place from the birdhouse installation.

The birdhouses are well-built, appropriate for birds. Some will have whimsical embellishment on them, some will have establishment dates and logos, and some will have messages of love for community.
The Birdhouse Project is being initiated by the Community and Economic Development Committee (CEDC) to adorn the new garden with artfully designed, locally made, functional bird birdhouses symbolic of our community spirit and connection in Covid-times. The project engages the public at large in the decoration of the birdhouses. The birdhouses will be produced both by Gray-New Gloucester High School STEM Students and by a local craftsman.

The community can order one plain house to be delivered for them to decorate or order a custom house. Alll the houses will be collected and the installation will be completed in May 2021.

KeyBank Sponsorship Application

Before You Begin

Introduction

At KeyBank, we provide banking products and services to communities that we care about deeply. As we help those communities thrive, we view philanthropy as a separate yet vital component of support, able to strengthen in powerful ways. To provide meaningful philanthropy that transforms lives, we listen carefully to understand the unique character and needs of our communities, from Alaska to Maine. KeyBank is proud to support our communities through charitable sponsorships and partner with nonprofit organizations on community events. Please note we cannot process marketing sponsorships through these channels.

Review Process

KeyBank reviews charitable sponsorship requests for consideration on an ongoing basis. You will receive a response to your request within 90 days.

Organization Information

General Information

Organization Name
Town of Gray, Community and Economic Development Committee

Tax ID
01-6000183

Tax Status
Other

Organization's Mailing Address
24 Main Street

City
Gray

State
ME

Zip Code
04039

Phone
Example: 999-999-9999
207-657-3339

Fax Number
Example: 999-999-9999

E-mail Address
rachellyn.rumson@graymaine.org

Website
www.graymaine.org

Organization Classification

Auspices
Government

Primary Geographical Area Served
New England Region-Maine

Ethnicity Served	Gender Served	Population Served
N/A	N/A	Other

Organization Background

Organization's Mission

Please be sure to include the following: brief history & description of activities

The Community Economic Development Committee (CEDC) advocates for the town of Gray in the best interests of both community and economic growth. Its volunteer members are committed to improving the quality of life for Gray's residents as well as creating opportunities for local businesses. Its goal is to expand economic vitality while preserving the historical and rural aspects of Gray. Its members seek to make Graya sustainable, economically affordable, and a vibrant community. CEDC achieves this through initiatives, such as the Committee's beautification efforts, and its coordination with local businesses to create a welcoming community.

Please indicate any KeyBank employees that may be board or committee members of your organization.

Enter "none" or "n/a" if not applicable.

none

Supporting Documentation

Board and Staff List

Provide a list of members of the board of directors and principal staff.

List of Members.docx

IRS Determination Letter

Copy of the organization's IRS tax-exemption ruling or determination letter.

tax exempt.pdf

Most Recent Audited Financials

Gray FS 19 -FINAL.pdf

W-9 Form

Please use the most recent version of the W-9 for Taxpayer Identification Number and Certification form that reflects the current address of the organization. Obtain the most recent version using this link: IRS Form W9

W-9.pdf

Contact Information

Organization's lead Executive Director, CEO or President

Prefix	First Name	Last Name
Mrs.	Deborah	Cabana

Title

Town Manager

Phone Number
Example: 999-999-9999
207-657-3339

Extension

Fax Number
Example: 999-999-9999

E-mail Address
dcabana@graymaine.org

Organization's contact person for this proposal

No Organization's lead Executive Director, CEO or President

Prefix	First Name	Last Name
Mrs.	Kathy	Tombarelli

Title
Town Planner

Phone Number
Example: 999-999-9999
(207) 657-3112

Extension

Fax Number
Example: 999-999-9999

E-mail Address
ktombarelli@graymaine.org

Request Information

Project Information

Project Title
Gray Birdhouse Project

Total amount requested
Example: 1,000
2000

Annual Payments Requested
1

Brief Project Description
The Birdhouse Project is a community building program meant to stimulate a feeling of community-wellbeing in the time of pandemic-scare and social distancing. The project will culminate in a participatory art installation celebrating community life by building a local bird habitat, in Spring 2021. The installation will be a stand of birdhouses in a newly developed micropark and food forest.

The park will use regenerative landscaping for ecological system restoration. Technology such as a permeable parking area, intensive soil building and carbon-farming to grow a resilient garden and bird habitat. Eventually, trees, shrubs and other botanicals will define the space, but in the near-term the public space will gain its sense-of-place from the birdhouse installation. The birdhouses are well-built and will make good homes for cavity-nesting birds, including Maine's chickadees.

The project engages the public in the decoration of the birdhouses. The birdhouses will be produced both by Gray-New Gloucester High School STEM Students and by a local craftsman birdhouse-maker

from Birdhouses From Maine. The sponsors can pick up a basic house to decorate or pay for one to be crafted for them with embellishment. The sponsors can pick up a basic house to decorate or pay for one to be crafted for them with embellishment by Birdhouses From Maine. They may also offer their sponsorship toward a birdhouse for a low-income family or senior citizen to pick up and participate.

Sponsorship Levels

Include a sponsorship commitment form noting current mailing address and all the various sponsorship levels available.

Sponsorship Levels.docx

Event Date

If applicable.

Funding Information

Have you applied for or received funding from First Niagara Bank or First Niagara Foundation in the past?
No

If you have applied for or received funding from First Niagara Bank or First Niagara Foundation, please describe below.

What organizations or corporations have committed sponsorship for this event, and in what amounts?
No other entities have committed sponsorship for this event at this time.

What additional organizations or corporations will be approached for sponsorship of this event? What amount of sponsorship will be requested from each?
CEDC is approaching Key Bank for its Community Stewardship sponsorship level, based on the alignment of our project goals with Key Bank's goal to help the local communities it serves to thrive, especially during and after the pandemic. In addition, we will be seeking Germinate & Flourish sponsors at $60 and $200 levels among local Gray businesses; we'll seek 15 of each. Lastly, Gray residents may become Community Spirit-level sponsors at $20 or more. All sponsors get a birdhouse.

Political Expenditures Certification

Requests submitted on behalf of a 501(c)(4) organization require verification that any contribution received from KeyBank will not be used for political purposes including, but not limited to, political contributions, advertising or expenditures. The phrase "political contributions, advertising or expenditures" is meant to include any direct or indirect payment to a candidate for public office, a campaign committee, political party or organization, or political action committee.

Request is not affiliated with a 501(c)(4) organization.

Project Classification

Population Served
Mentally Challenged
Physically Disabled
Economically Disadvantaged
Veterans

Program Area
Civic & Community-Public Services-Community Events

Other

Primary Geographical Area Served
New England Region-Maine

Ethnicity Served Age Group Served

Gray Open Space Committee
Principles of Cooperation with Private Landowners

1. We Thank You - We acknowledge and appreciate the contributions of private 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 landowners to determine what, if any, public access to allow on their land, and we will endeavor to never advertise or encourage the public's entrance to or use of land where the landowner has not expressly given permission for such use. Where necessary or prudent – and if in accordance with the landowner's wishes – we will endeavor to 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 endeavor to work with landowners to create arrangements that respect their wishes. We will not assume a grant of public use is perpetual, unless and until an easement has been granted. We will endeavor to communicate annually 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 preferences of the new landowner may not be consistent with those of 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.

7. We Inform The Public - We will endeavor to 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 work to maintain a town-sponsored website which will clearly identify what access is allowed and what activities are prohibited. In addition, we will endeavor to 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 - We will work cooperatively with landowners to help reinforce their rights, 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.

~~Landowner Agreement~~

Gray Open Space Committee

Principles of Cooperation with Private Landowners

1. **We Thank You** - We acknowledge and appreciate the contributions of private 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 ~~private property~~landowners ~~owners~~ to determine what, if any, public access to allow on their land, and we will endeavor to never advertise or encourage the public's entrance to or use of land where the landowner has not expressly given permission for such use. ~~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 landowner's wishes – we will endeavor to 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 ~~serve notice to the public encouraging compliance~~ 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 ~~irrevocable~~ easements to allow public access to their property. In such instances, we will ~~endeavor to develop temporary arrangements that are consistent with the landowner's~~endeavor to work with landowners to create arrangements that respect their wishes. We will not assume a grant of public use is perpetual, unless and until an easement has been granted. We will endeavor to ~~regularly – at least annually –~~ communicate annually 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~~ preferences of the new landowner may not be consistent with those of 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 endeavor to 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 work to maintain a town-sponsored website which will clearly identify what access is allowed and what activities are prohibited. In addition, we will endeavor to 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~~ work cooperatively with landowners to ~~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.

TOWN COUNCIL
COMMITTEES & AFFILIATIONS POLICY
TOWN OF GRAY, MAINE

Extracted from Town Council Rules, August 1, 2017
Amended November 14, 2017
Amended October 16, 2018
Amended October 1, 2019
Amended November 12, 2019
Amended December 17, 2019
Amended March 10, 2020
Amended March 24, 2020
Amended September 15, 2020

TOWN COUNCIL COMMITTEES

The Town Council has the authority to create standing or special (ad hoc) committees to assist the Council in its work. Some committees; the Board of Assessment Review, the Finance Committee, the Planning Board and the Zoning Board of Appeals are required by State Statute and/or Town Charter. All committees consist of members appointed by the Town Council. At the commencement of the municipal year, or as soon thereafter as possible, there shall be chosen the following standing committees:

- Blueberry Festival Committee
- Board of Assessment Review
- Community Economic Development Committee (CEDC)
- Community Television & Communication Advisory Committee (CTCAC)
- Dry Mills Schoolhouse Museum Committee
- Finance Committee
- General Assistance Fair Hearing Authority
- Library Board of Trustees
- Ordinance Advisory Committee (OAC)
- Open Space Committee
- Planning Board
- Public Safety Committee
- Recreation & Conservation Committee
- Recycling Committee
- Zoning Board of Appeals (ZBA)

Unless dictated by State Statute or the Town's Charter, all committees are subject to the rules listed below. Town Council may depart from the rules listed below as appropriate for the mission of any special committee.

TOWN COUNCIL
COMMITTEES & AFFILIATIONS POLICY
TOWN OF GRAY, MAINE

The Town Council may, whenever it deems necessary, assign additional duties to Town Council committees.

TOWN COUNCIL AFFILIATIONS

A. The Town Council maintains working relationships with a wide variety of public, private and civic organizations. These organizations are involved in a wide variety of activities. Some develop and maintain cultural and recreational opportunities. Others are interested in protecting the natural habitat of our community or curating its history. There are civic minded organizations looking to help those that are less fortunate then themselves and all of them contribute to our community in positive ways. Some organizations, like the Maine Municipal Association (MMA) or the Greater Portland Council of Governments (GPCOG) are voluntary associations the Town belongs to. Our affiliation with these groups helps the Town Council, Town Manager and Staff further Gray's interests on the regional and state level.

B. The Council has not created these groups and is not responsible for overseeing their operations, their finances or in most instances selecting their members.

C. No Town Council Committee or affiliated organization can claim to be working on the Town Council's behalf without first seeking permission from the Council to do so.

D. If the Council provides an affiliated group with funding, the group shall issue a report on the status of the group's work at a time determined by the Council.

E. This policy is not intended to be a complete list of the organizations the Town Council is affiliated with, but to define the Council's relationship with them.

F. The Council reserves the right to create additional conditions or expectations as needed and end its relationship with any affiliated group at any time.

COUNCILOR LIAISON APPOINTMENTS

The members of the Town Council shall serve as liaisons on Town Council Committees and may serve on Affiliated organizations. Councilors;

A. Shall be chosen as Liaisons by a majority vote of the Town Council.

B. May be the liaison for more than one committee.

C. Shall serve in a non-voting, ex-officio capacity.

D. Shall have the right to speak, ask questions and participate in COMMITTEE deliberations. A Council Liaison to the Planning Board, Board of Assessment Review or Zoning Board of Appeals shall be permitted to speak in support of or opposition to an application and participate in deliberations only to the extent otherwise permitted for all members of the public and shall do so in the same manner as permitted for members of the public. To the extent a Council Liaison has an actual or perceived conflict of interest with regard to an application before the Board of Assessment Review, Zoning Board of Appeals or Planning Board, he or she must disclose said conflict prior to speaking on or participating in any deliberations of such bodies.

E. Liaisons are expected to attend their committee meetings.

TOWN COUNCIL
COMMITTEES & AFFILIATIONS POLICY
TOWN OF GRAY, MAINE

COMMITTEE MEMBER APPOINTMENTS

At the first Town Council meeting in August, or as soon thereafter as possible, the Town Council shall make appointments to Town Council Committees.

The following rules shall apply to all committee member appointments:

A. In general a committee applicant shall be a resident of the Town of Gray throughout their term. When a committee partners with other towns or regional groups to solve problems or provide services the Town Council may choose to appoint non-residents to the committee. For example, the Recreation and Conservation Committee may also include residents of New Gloucester. The majority of the members on any Town Council committee must be residents of the Town of Gray. Applicants must be eighteen (18) years of age unless exempted by the Town Council.

B. Citizens applying or reapplying for committee membership must submit an application.

C. Committee appointments are for three (3) year terms to end on August 31st of the designated year.

D. The terms of committee members shall be staggered so not more than one third (1/3rd) (approximately) of the committee's appointments end in the same year.

E. Committee members shall serve without compensation.

F. Appointees may only serve on one (1) of the following committees at a time; Planning Board, Zoning Board of Appeals, Finance Committee and Board of Assessment Review.

G. No more than one (1) member of an immediate family shall serve on the same committee at the same time.

H. Any committee member can be removed for cause after due notice and hearing by the Town Council.

I. Committee members may be compensated as a consultant for the Town provided that the Town Council approves the contract for services to be provided and the committee on which the individual is currently serving is not responsible for supervising the services to be provided during the contract term or for 30 days after the individual’s service on that committee is terminated.

J. In the event a committee member has an actual or perceived conflict of interest with regard to a matter before the committee on which he or she serves, including, but not limited to the fact that the committee member has entered into a contract with the Town to provide services related to the committee’s work or scope of review, he or she must disclose said conflict prior to speaking on or participating in any deliberations of the committee related to the matter for which the conflict exists. Following disclosure of the conflict, the remainder of the committee shall vote on whether the disclosing committee member can participate in discussions or decisions regarding the matter in an impartial manner.

TOWN COUNCIL
COMMITTEES & AFFILIATIONS POLICY
TOWN OF GRAY, MAINE

TOWN COUNCIL COMMITTEES RULES

All committees shall:

A. Elect a Chairperson who is responsible for implementing this Town Council Committee Policy.

B. Use the same parliamentary procedures as those adopted by the Town Council.

C. Committee members will include the Town Council Liaison in all committee correspondence and comply with the State of Maine's Freedom of Access Act (FOAA).

D. Submit meeting times, dates, locations and agendas seven (7) days in advance to the Town Manager or their designee.

E. Committees without a quorum (a majority of members present) may continue to plan, meet and discuss their work. Except to schedule future meetings, no decisions or recommendations can be made by a committee without a quorum.

F. Create meeting minutes which shall include;

G. A list of members in attendance or absent.

H. The date, time and location of the meeting.

I. A summary of the committee's work.

J. A record of any votes taken during the meeting.

K. Record the meeting minutes. The committee may elect a secretary to record their minutes if the committee wishes to do so.

L. Send meeting minutes to the Town Manager or their designees within seven (7) days of the meeting date.

M. Submit an Annual Report of the committee's work at the end of each fiscal year. The Annual Report must be completed and sent to the Town Manager by the date requested. The Council may ask the committee to present its report at a Council meeting.

N. If for any reason, the Chairperson is unable to implement this policy, they are to inform the Town Council Liaison and/or the Town Manager as soon as possible.

The Town Manager, or their designee, shall be responsible for posting committee documents on the Town's website and providing Town Councilors with committee agendas, meeting minutes and annual reports.

TOWN COUNCIL COMMITTEES

BLUEBERRY FESTIVAL COMMITTEE

A. Established:

1. The End of Summer Fest Committee was created on December 6, 2016. The committee was re-named the Gray Blueberry Festival Committee on May 2, 2017.

B. Membership:

1. The Blueberry Festival Committee shall consist of five (5) members and one alternate.

C. Duties:

1. Celebrate and promote the Town of Gray, including local businesses, community and school organizations, and Pennell Complex;
2. Build on existing, and foster new, collaborative efforts in town;
3. Create 'new childhood' memories with this event and revive the 'old childhood' memories of Gray's Old Home Days;
4. Educate attendees by offering interactive booth demonstrations and exhibits.

BOARD OF ASSESSMENT REVIEW

A. Membership:

1. The Board of Assessment Review shall consist of three (3) members.

B. Duties:
The Board of Assessment Review shall have the power to;

1. Review any tax assessment complaint of property owners, and revise assessments for the purpose of taxation of real and personal property within the Town limits made by the Assessor.
2. Administer oaths.
3. Take testimony.
4. Hold hearings.
5. Adopt regulations regarding the procedure of assessment review not otherwise inconsistent with State or local law.

COMMUNITY ECONOMIC DEVELOPMENT COMMITTEE (CEDC)

A. Membership:

1. There shall be a Community Economic Development Committee consisting of five (5) members, and one alternate.

2. In addition, the Town Planner; a designated member of the Planning Board, and a designated member of the Town Council shall be ex-officio members who shall be non-voting members of the Committee.

B. Duties:

1. The CEDC shall promote and/or participate in initiatives that will:

1. **Cultivate** community and cultural connections in Gray.
2. **Revitalize and preserve** the charm of the Village.
3. **Support** improvement, responsible expansion, and retention of established businesses in the Town of Gray.

4. **Stimulate** the establishment of new businesses that will diversify the tax base and align with the goals of the Comprehensive Plan of the Town of Gray.
5. **Promote** opportunities for local citizens who desire to open businesses or cottage industries.

2. The CEDC shall cooperate with other community, region, state organizations and agencies to promote, assist, encourage and develop the community and economic climate of the Town of Gray.

COMMUNITY TELEVISION & COMMUNICATION ADVISORY COMMITTEE (CTCAC)

A. Established:

1. The Community Television and Communication Advisory Committee was created March 24, 2020.

B. Membership:

1. The Committee shall consist of seven (7) members, four (4) of whom shall be residents of the Town of Gray. Other members may include representatives of MSAD15, a private school from either Gray or New Gloucester, the Gray/New Gloucester Development Corporation or a non-profit organization from Gray.

C. Duties:

1. The Community Television Advisory Committee shall meet no less than once each quarter of the year; and may schedule additional meetings as needed.

2. It shall be responsible for keeping the Gray Town Council informed of Public, Educational and Government related matters as they relate to:

   a) Recommending improvements in Public, Educations and Government programming to the Town Manager and Station Manager.
   b) Making recommendations regarding relevant emerging technologies and other broadcast options to the Town Manager and Station Manager.
   c) Promoting and developing optimal utilization of the PEG system;
   d) Promoting community outreach and providing a forum for citizen recommendations and concerns regarding the use of equipment, facilities, programming and other related issues.
   e) Promoting support for quality community television in Gray.

3. Explore and cultivate available programming sources.

4. Examine emerging technologies and other telecast or online streaming options for public, educational and governmental meetings.

TOWN COUNCIL
COMMITTEES & AFFILIATIONS POLICY
TOWN OF GRAY, MAINE

DRY MILLS SCHOOLHOUSE MUSEUM COMMITTEE

A. Membership:

1. The Dry Mills Schoolhouse Museum Committee shall consist of five (5) members, and one alternate.

B. Duties:

1. The mission of the Dry Mills Schoolhouse Museum located adjacent to the Maine Wildlife Park's campus in Gray, Maine, is to offer a venue for locals and visitors to take a step back in history for an experiential visit in a mid-1800's schoolroom.
2. The restored, one-room schoolhouse displays old photographs, hands-on items, and period books, including a copy of one of the century's teacher journals.
3. We strive to fully restore and secure the Dry Mills Schoolhouse for posterity, to preserve its rich history, to open and present it to the public on a regular basis, to allow Gray residents, individual visitors, and student groups direct access to an educational immersion experience, and to provide a preserve for inter-mutual community and celebratory events.
4. The Dry Mills Schoolhouse: Preservation of our Past and Pathway to our Future.

FINANCE COMMITTEE

A. Membership:

1. The membership of the Finance Committee shall consist of three (3) members, at least one (1) member shall be a Town Councilor.
2. All other members shall be chosen from among the citizens duly registered to vote in Gray.
3. The Council member(s) shall be appointed annually following the municipal election.

B. Duties:

1. The Finance Committee's role shall be advisory only, except for those duties and responsibilities specified to them by the Town Charter or by ordinance. Some of the responsibilities include but are not limited to:
2. Any time this committee schedules to meet, it shall properly notice the public in accordance with the Town Charter and State law.
3. All committee votes are advisory and shall be reported to the Council as a whole for final disposition.
4. Review the monthly financial reports of the Town, including the Town's investments and policy and report the results to the Council as a whole.
5. Develop and review biannually, the investment policies of the Town, assuring that all assets of the Town have been properly protected and invested in compliance with State and Federal laws and regulations.
6. Meet with the auditors annually and report their findings to the Council.
7. If so authorized, the Committee may recommend additional procurement policy items in accordance with the Charter that may be recommended to the management of the Town.

8. Make recommendations to the Council.

GENERAL ASSISTANCE FAIR HEARING AUTHORITY

A. Established:

1. The Committee is established and governed by the Chapter 601 General Assistance Ordinance.
2. Membership:
3. The Committee shall consist of three (3) Town Councilors.

B. Duties:

1. The Committee shall be responsible for implementing "Section 7.3 The Hearing Procedure" as well as any other requirements found in the Chapter 601 General Assistance Ordinance.

LIBRARY BOARD OF TRUSTEES

A. Membership:

1. The Library Board of Trustees shall consist of seven (7) members.
2. The Library Director shall be appointed by the Town Manager, upon recommendation of the Library Board of Trustees.

B. Duties:

1. The Library Board of Trustees shall adopt policies relating to the operation and planning of the Library.
2. Board of Trustees shall establish rules and policies to guide the Library Director, subject; however, in both instances to the provisions of the Town Charter, Town Ordinances and Town's Personnel Policy.
3. The Library Director shall be responsible to the Town Manager for following the guidelines set forth by the Board of Trustees.
4. All expenditures of library funds shall be made by the Town Treasurer upon request of the Board, or in cases where the Librarian is authorized by the Board, upon request of the Librarian.
5. The Library Trustees shall have the authority to use the Library Reserve funds for purchases or services pertaining to the Library.
6. Purchases made from the Library Reserve must be maintained only with funds from the Library Reserve Fund.
7. The Library Reserve Fund shall consist of gifts or donations to the Gray Public Library, and any interest generated by these funds.
8. The use of such funds shall be approved by a majority vote of the Library Board of Trustees, and the Library Director.
9. A purchase order signed by the Library Director and the Chair of the Trustees shall be submitted to the Town Treasurer, no further approval shall be required.

OPEN SPACE COMMITTEE

A: Established: This committee was created on September 17, 2019

B. Membership:

1. The membership of the Open Space Committee shall consist of three (7) members,

C: Duties:

1. To inventory public and conservation lands, habitat protection, recreational areas, and possible greenbelt areas. To coordinate with the Comprehensive Plan Committee and Facilitator to gather data and collect survey information from the community. To identify existing and proposed areas for future Open Space planning. To create a vision for Open Space in Gray and to form a Statement of Purpose for an Open Space plan coordinating with the Comprehensive Plan Committee.
2. To engage in discussions with landowners and regional land trusts and make recommendations to the Town Council in order to help secure access to land/corridors through acquisitions, easements, land swaps, and other forms of agreements.
3. To assist with fundraising for land/corridor acquisition from private and public sources.

ORDINANCE ADVISORY COMMITTEE (OAC)

A. Established:

1. This committee was created on November 12, 2013.

B. Membership:

1. The membership of the Ordinance Advisory Committee shall consist of at least three (3) members and include a member of the Community Development Department.
2. In addition, a staff member of the Community Planning Department shall be a non-voting ex-officio member of the committee.

C. Duties:

1. The committee shall function as a sounding board for the Town Council and Community Development staff.
2. The committee shall review and comment on changes to the Town's existing Zoning Ordinances as well as assist in creating new zoning ordinances, districts, and standards.

PLANNING BOARD

A. Membership:

1. The Planning Board shall consist of five (5) members and two (2) alternates.

B. Duties:

The Board shall;

1. Be responsible for reviewing and approving, when in order, subdivision plans, site plans, conditional uses, and Shoreland Zoning applications in accordance with State Statutes and Town Ordinances.
2. Be responsible for the constant supervision of the Zoning and Subdivision of the Zoning and Subdivision Ordinances and for recommendations to the Town Council for changes in each.

3. Perform such duties and exercise such powers as are provided by the Town Ordinances and the laws of the State of Maine.
4. Offer advice and assistance, and make recommendations to the Town Council, Town Manager and other Town committees and staff as needed or requested.

RECREATION AND CONSERVATION COMMITTEE

A. Established:
   1. The Committee shall be responsible for performing and carrying out its duties in accordance with the rules, regulations, and guidelines set forth in the Gray Land Bank Ordinance adopted September 6, 1988, as amended.

B. Membership:
   1. The Recreation and Conservation Committee shall consist of five (5) members.
   2. In addition, a staff member of the Recreation Department shall be a non-voting ex-officio member of the committee.

C. Duties:
   1. The Committee shall advise and recommend to the Town Council on recreational and public parks matters, such as: programs, policies, development, planning, or leisure time activities.
   2. In cooperation with the Town Manager and the Parks and Recreation Director the Committee shall assist in initiating and maintaining progressive programs and activities.
   3. The Committee shall advise and recommend to the Town Council, public and private committees, and the general public as to the protection, research, development and use of the natural resources located within the territorial limits of the Town.
   4. The Committee shall recommend to the Town Council the purchase, the gift or other acquisition of land, easements or interest in land; in order to maintain and manage it in a manner which allows for public use and enjoyment consistent with the natural, historic and scenic resources of the land.
   5. The Committee shall, prior to making any recommendations pursuant to this section, submit its recommendations to the Planning Board at least thirty (30) days in advance.
   6. The Committee shall be responsible for developing and maintaining an open space, public access, and outdoor recreation plan which shall be consistent with the Town's Comprehensive Plan and with any regional plan.
   7. The Committee shall prepare and maintain an index of all open areas, publicly or privately owned, within the Town and including but not limited to open marsh lands, swamps, and wetlands to assimilate and retain information pertinent to the proper utilization, protection and potential development or use of such open areas.

RECYCLING COMMITTEE

A. Membership:

1. The Recycling Committee shall consist of five (5) regular members and one (1) alternate member.
2. In addition, a staff member of the Recycling and Solid Waste Department shall be a non-voting ex-officio member of the committee.

B. Duties:

The committee shall:

1. Make recommendations as appropriate to modify Gray's current policies.
2. Work with the Town Council and Town staff to develop changes to our recycling and solid waste program as necessary.
3. Work with the Solid Waste Director to promote budgetary items to the Town Council that will enhance and/or reduce cost of the operation.
4. Promote and publicize recycling and waste reduction.
5. Encourage Town businesses to bring their recyclables to our recycling center.
6. Encourage, and work with other recycling committees, to identify and develop local, regional, and national markets to deal with recyclable materials.

ZONING BOARD OF APPEALS (ZBA)

A. Membership:

1. The Zoning Board of Appeals shall consist of five (5) members.

B. Duties:

The board:

1. Shall hear and decide administrative appeals where it is alleged there is an error in any order, requirement, decision, or determination by the Code Enforcement Officer in the enforcement of the Zoning Ordinance.
2. Shall hear and decide variance appeals in specific cases where a relaxation of the terms of the Zoning Ordinance would not be contrary to the public interest and where owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the Zoning Ordinance would result in unnecessary or undue hardship, all as provided by State law and the terms of the Zoning Ordinance.
3. May grant a disability variance to a property owner for the purpose of making that property accessible to a person with a disability who is living on the property, in accordance with State law.
4. Shall perform its duties and be governed by Title 30-A M.R.S.A. Section 2691, as amended, and the Zoning Ordinance, Section 402.32.

TOWN COUNCIL
COMMITTEES & AFFILIATIONS POLICY
TOWN OF GRAY, MAINE

RETIRED TOWN COUNCIL COMMITTEES

CHARLES BARKER SCHOLARSHIP COMMITTEE

A. Membership:

1. The Charles Barker Scholarship Committee shall consist of four (4) members, of which no member shall be a member of the School Board.
2. In accordance with the terms and conditions of the Charles Baker Scholarship Fund, "Such committee members shall serve until a similar committee shall have been appointed or reappointed after the next selection of a Board of Selectmen (Town Council) of said Town."

B. Duties:

1. The Committee shall be responsible for determining the allocation of scholarship funds to worthy students of Gray Schools for the purpose of assisting with expenses for higher education and post-secondary schools.

The Committee's responsibility shall be carried out in accordance with the terms and conditions of the will dated December 17, 1969, set forth by the late Charles W. Barker.

GRANGE NO. 41 SCHOLARSHIP FUND COMMITTEE

A. Established:

1. The Committee's responsibilities shall be carried out in accordance with the terms and conditions of the Gray Grange No. 41 Scholarship Fund formally accepted by the Gray Town Council on May 7, 1991, and signed by Gordon Kimball, Sr. Treasurer of Gray Grange No. 41 on July 25, 1991

B. Membership:

1. Gray Grange No. 41 Scholarship Fund Committee shall consist of three (3) members.
2. The three (3) members shall consist of the Principal of the Gray-New Gloucester High School, one (1) person appointed by the Town Council, and one (1) resident of Gray who initially shall be or was a former member of Gray Grange No. 41.
3. Committee members shall be appointed by the Town Council, in accordance with the terms and conditions of the Gray Grange No. 41 Scholarship Fund.

C. Duties:

1. The Committee shall be responsible for the Gray Grange No. 41 Scholarship Fund for postsecondary education. Selected recipients must be residents of the Town of Gray, pursuing postsecondary education.

LADDER TRUCK COMMITTEE

A. Established:

1. Per June 13, 2017 Town of Gray municipal election results, the Town Council shall appoint a citizens ad hoc committee. The Ladder Truck Committee was created on June 13, 2017.

B. Membership:

1. The Ladder Truck Committee shall consist of seven (7) members.
2. Five (5) shall be citizens of Gray.
3. Two (2) shall be non-voting ex-officio members:
4. One (1) shall be the Director of Public Safety.
5. One (1) shall be a Town Counselor.

C. Duties:

1. The Committee shall to hold one or more public hearings in the fall/winter of 2017/2018 to study whether the Public Safety needs of the Town require the replacement of the current ladder truck.
2. If the committee decides to recommend the purchase of a new ladder truck, the committee m must make its final recommendation in time for the Council to include the proposal on the 2018 Town meeting warrant.

PUBLIC SAFETY COMMITTEE

A. Membership:

1. The Committee shall consist of nine (9) members.
2. Two (2) members from the Public Safety Department.
3. Three (3) Gray residents who are not employees of the Town or affiliated with any law enforcement agency.
4. Four (4) non-voting ex-officio members of which;
5. One (1) a member of the Maine State Police.
6. One (1) a member of the Cumberland County Sheriff's Department.
7. One (1) the Town of Gray Public Safety Director.
8. One (1) member of the Gray Town Council.

B. Duties:

The committee shall;

1. Be concerned with various matters of community safety as they relate to law enforcement, fire protection, traffic, and the transportation systems that support traffic. Including both vehicle and pedestrian and those issues outside of Gray that have impacts within the community such as regional transportation corridors and projects.
2. Work towards developing the necessary plans and recommendations that shall achieve improved community safety.
3. Advise the Public Safety Director in areas of community and building safety issues, making recommendations where appropriate.

4. Work with the Maine Department of Transportation, Maine Turnpike Authority, the Maine State Police and the Cumberland County Sheriff's Department in matters of traffic and safety issues.
5. May work with and assist other standing committees and, where appropriate, special committees of the Town.

COMPREHENSIVE PLAN STEERING COMMITTEE

A. Established:

1. The Comprehensive Plan Steering Committee was created on May 7, 2019.

B. Membership:

1. The Comprehensive Plan Steering Committee shall consist of a minimum of nine (9) and a maximum of eleven (11) members and two (2) alternates.

C. Duties are to oversee:

1. The compilation of a Comprehensive Plan to replace the current 15+ year old Plan.
2. That the Plan incorporates input from a cross-section of the Town residents and represents the majority of Gray residents, property owners, and businesses through extensive public outreach.
3. To create a viable and implementable Future Land Use Plan designed to accommodate anticipated residential and commercial growth over the next 10 to 20 years.
4. The final plan should include sufficient measures to be deemed consistent with the Growth Management Act by the State.

Town of Gray, Maine

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

Submission information

Form: Board/Committee Volunteer Application [1]
Submitted by Anonymous (not verified)
November 26, 2020 - 11:00am
2604:6000:8b41:9000:6952:4525:40ca:5ec4

Application Date: November 25, 2021

Contact Details

First/Middle Name:
Mikell Chandler

Last Name:
Perry

Street/PO Box:
127 Shaker Rd Lot 17

City, State, Zip:
Gray, ME 04039

Phone Number:
(207) 747-7663

Email Address:
mikellperry@gmail.com

Employment

Occupation:
Retired

Present Employer:
N/A

Employer Phone Number:
N/A

Are you a Gray resident? Yes

Select the board/committee on which you would like to serve
Dry Mills Schoolhouse Museum Committee

Reason for selecting this particular board/committee?
I like history, education, and one-room schoolhouses. I applaud the preservation of this historic school and the ongoing efforts of the committee to ensure that generations of children and adults will be able to experience this moment in time, and I would like to help continue its mission.

What kind of contribution and benefit can you bring to the Town of Gray?
Although I have only lived in Gray for 14 months, I have served on various town, school, and church committees all of my adult life. In addition to bringing new ideas, a creative spirit, and the desire to work with new community members for the betterment of the town, I also bring experience working with people to accomplish tasks and goals.

What talents and skills would you bring to this position?
My "top talents" are the ability to market and publicize activities and events, and fill the seats; to envision creative new approaches to problems; to lead fellow committee members to achieve goals; and to work independently on assigned projects.

What do you feel is the responsibility of the Board/Committee you have chosen?
The committee has clearly defined its mission and I would concur that it is the responsibility of committee members to continue to work to preserve the school as a "venue for locals and visitors to take a step back in history for an experiential visit in a mid-1800's schoolroom."

What Municipal Boards, Volunteer Organizations or Community Service Groups/Committees have you worked on in the past, and for what length of time?
Community and School Postions: Co-Founder, Madison (NH) Summer Reading and Recreation Program; Co-Founder, Madison (NH) First and Second Grade Junior Ski Program (a separate program from the Junior Ski Program in existence for grades 3-8); Co-Founder of the Madison School Soccer Program; Co-Founder of the Carroll County (NH) Elementary School Soccer Tournament; Committee member and co-chair of Madison (NH) Old Home Week committee; Member of Madison Recreation Committee; Member and Secretary of Bartlett (NH) Recreation Committee; Volunteer Instructor, Easter Slope Ski Club Junior Ski Program; Volunteer Program Leader (Creative Dramatics), North Conway Community Center; Drama Coach and workshop leader, grades K-12, SAU #9 (Mt Washington Valley area); Church-related activities and positions: Sunday School Teacher; Superintendent of Sunday School, Director of Christian Education.

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

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

Comment on any consideration or aspect of your interest to a board/committee that will directly benefit the overall advancement of the Town of Gray.
I will bring my creativity, enthusiasm, existing knowledge, and work ethic to the committee. I have spoken with Jen Dupuis and Joyce Burrow, women from the Gray Congregational Church of which I am a member, and have their support in my quest to join the Dry Mills Schoolhouse Museum.

Source URL: https://www.graymaine.org/node/2173/submission/21281

Links
[1] https://www.graymaine.org/volunteer

TOWN OF GRAY

24 Main Street
Gray, Maine 04039
dcabana@graymaine.org

1738
First Settled

December 10, 2020

Bruce A. Van Note, Commissioner
Maine Department of Transportation
16 SHS
Augusta, ME 04333-0016

Dear Mr. Van Note,

I am writing in appreciation of MDOT's work on the reconstruction of the Rte. 26/North Raymond Road intersection in Gray.

As you may recall, the planning for this reconstruction dates back several years to the Rt. 26 Corridor Study, and it was with much anticipation and some anxiety that we anticipated work beginning on it this spring. This is one of Gray's key intersections that handles tens of thousands of cars daily, local residents, commuters, commercial vehicles, school buses, and so on.

As with any large project, the reconstruction has not been problem-free, but the Town is sincerely appreciative of MDOT employee Charlie Guy's efforts towards managing the process really well. He has been responsive, transparent, and clear about what must get done to stay on schedule. When issues have arisen, he has dealt with them head on with the Gray's interests in mind, has kept Town representatives very well informed about the status of the project, and has consistently worked hard to come up with a speedy resolution. We think he deserves special recognition for his work on this project.

While the traffic lights have not yet been turned on, residents have already been very pleased with the improved traffic flow and sight lines.

We value our partnership with MDOT and hope this project can serve as a model for our future work together, including the reconstruction of Yarmouth Road heading east out of the village, and storm drain replacement in the village.

Thank you for your assistance,

Best,

Deborah Cabana
Town Manager

TOWN OF GRAY
24 Main Street

Gray, Maine 04039

Department of Transportation
16 State House Station
Augusta, ME 04333-0016

December 15, 2020

RE: Shaker Road (short)

Dear Commissioner Van Note:

We are in receipt of your 9/28/2020 response to our request regarding (1) the removal of "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 on that section of Shaker Road. We appreciate the MDOT's assistance with working through solutions for the issues our residents experience due to large heavy commercial vehicle traffic on this section of road.

In reviewing the data provided from the surveys completed for this stretch of road, we all agreed it clearly demonstrates a larger than normal volume of large heavy commercial vehicle traffic for an average residential street in Maine. The data indicated between 1.2 and 1.6 trucks per hour traveling on the road with up to 4.25 trucks per hour on the observed Friday. That pace is one or more vehicles every 15 minutes and is the level of traffic we find unacceptable and unsafe for this area. This road is the location for two elementary level schools, a Morrison Center facility, a Church, wedding venue, two farm stands, other small businesses and over 85 residential homes.

To share additional data, during our recent Village walk-about (Aug 5, 2020 – Wed AM) with Patrick Adams, MDOT Bike/Ped Program Manager, in less than one hour, the group observed 5 tractor trailers use Shaker Rd. Four of those five trucks travelled south on Shaker Rd, turned right in the Village only to turn right on Route 115/202 to head back to the MTA interchange OR entered the Village from Route 115/202 only to turn left onto Shaker Rd and head back to the Bypass. We pointed out the vehicles to Patrick to ensure all observed the pattern. This is the type of traffic we hope to reduce with the Route 26 designation removal. Although we concur that many drivers use GPS, we also believe many drivers still depend on Route numbers and signage especially when they are unfamiliar with specific areas.

In your response, you indicate that the MTA/MDOT would be willing to remove the Route 26 designation IF the Town were to pay approximately $30,000 to update signage. We have come up with an alternative approach we believe will be far easier and less costly. We propose the Route 26 designation is removed from Shaker Rd, added to Route 115/202 from the Village to the Bypass and added to the Bypass – while the Route 26A designation remains. We have seen many sections of roads throughout the State (including that stretch of Route 115/202) which share Route designations. The MTA signs only show Route 26A, not Route 26 and would remain as is. The many Route 26 signs currently located on Shaker Rd would be relocated along Route 115/202 and the Bypass as needed. A few arrow signs would also need to be

Town Offices (207) 657-3339 · Planner/CEO/Assessor (207) 657-3112 · Fax (207) 657-2852

adjusted along the Bypass. We believe there are two larger signs (1) overhead sign as you leave the Turnpike and travel through the North interchange area and (2) a street sign located near Center Rd which would need to be modified. We respectfully request a review of this alternative proposal and identification of the impacted signs with individual associated costs for updates. The Town is willing to offer our Public Works staff to assist with the relocation of signs to help reduce costs.

Regarding the proposed restrictions of large vehicles from Shaker Road, we continue to wish to pursue a weight limit restriction. As per MaineDOT policy we have taken the following steps:

- We fully understand step one is to complete outreach to all residents and businesses on Shaker Road, as well as other local businesses that may be impacted. With the current in person meeting restrictions, we held a virtual public forum on Sept 29, 2020 to start the discussion with residents.

- We have added the creation of a Traffic Ordinance to our workplan.

- The change will have no impact on traffic in other Municipalities.

- In reviewing the impact of the alternative route using Google Maps, the difference is .4 miles and a projected 1 minute difference in travel time. Given the alternative route puts vehicles on the Bypass which is built to handle this type of traffic and along the section of Route 115/202 which was recently upgraded with the MTA interchange update, the alternative route does not create severe safety or congestion concerns.

The Town is in the process of finalizing construction plans for the upcoming Shaker Rd Stormwater/Sidewalk project which will be put out to bid in January 2021 for construction in Spring 2021. This project is our first to incorporate our new approved Complete Street Policy (4/21/2020). We will use this process/project to continue our discussions with residents and businesses and keep you appraised of our progress.

Given the Town/MDOT will be investing an approximate $1.3 million on this project to upgrade this critical Residential Village Road to address the crumbling stormwater drainage system and substantially improve the bike/ped safety for our residents, we truly hope we can address routing large heavy commercial vehicles onto roads better suited for that type of traffic with minimal impact to the businesses/drivers involved. Gray Residents recently approved our new State approved Comprehensive Plan on 11/3 with a 79% yes vote. One of the top Priorities is to “Focus on moving people safely through Gray and getting around town via walking, biking, car, or public transportation” with another top Priority to “Invest in the Village and community programs”. The work we do to reroute this truck traffic is critical in the achievement of these goals.

We recognize how difficult it is to change patterns of behavior and truly do understand that there is no one solution to address the overwhelming volume of commercial vehicles in our little Town. However, we also believe that incremental changes and working together will result in some relief for our residents. Our residents sacrifice a great deal in quality of life and safety to accommodate the large volume of travelers who need to go through our Town to get elsewhere supporting the State of Maine’s economy. We know you will continue to work with us to help minimize as much of that impact as possible.

Respectfully,
Gray Town Council

Pivot

*O/F/C (All)

OPEN

Count of Description	Column Labels			
Row Labels	H	L	M	Grand Total
Administrative	4	2	1	7
Budget	1			1
Committee			1	1
Comp. Plan Implementation	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	1			1
Traffic	1		3	4
Grand Total	**9**	**6**	**23**	**38**

*O/F/C (All)

CLOSED

Count of Description	Column Labels			
Row Labels	H	L	M	Grand Total
Administrative	3	3	5	11
Budget			2	2
Comp. Plan Update	1			1
Comp. Plan Update - breakout of tasks for Item 11	3			3
Comp. Plan Update/ Conservation Plan	1			1
Joint Leaders	1		2	3
Ordinance	6	1	9	16
TIF Goal / Budget	2			2
Traffic - MTA			1	1
Traffic - MTA - break out tasks for Item 24B			1	1
Grand Total	**17**	**4**	**20**	**41**

Open

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No	Goal/Category	*O/F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
27	Open Space / Conservation Plan	O	H	1	02/01/21	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	12/01/20	TC discussed at 3/20 meeting based on feedback received from Community Endowment. Deb advised the agreements just 'came together' and are in need of review/update. Deed research - who has access to which pieces of land, how large of an geographic area is involved, how deep does the research need to go, consultation from a conservation expert - will all be needed and cost money. Council agreed to log with a target of year end, for Staff to review & determine what is needed with an estimated cost, for consideration in next year's budget. Carl Holmquist is willing to provide some names of conservation experts who can assist the Town. (12/20) Issue came up in Open Space Staff meeting - Deb working on pulling together cost estimate for budget meetings. (2/5) TC agreed to move up & tie to H2.1 Open Space. (3/21) est provided at budget meeting. Council agreed to add to budget. (6/11) Residents approved budget. (10/15) Community Endowment has requested an info sharing meeting with Town Staff, 1 Councilor and an MSAD representative to start process of long term maintenance agreement. Council appointed Dan to attend. (11/12) 1st meeting went very well - 3 parties agreed preserving is paramount. (12/3) Council agreed to add annual maintenance to budget spreadsheet. (12/17) 2nd meet focused on budget - MSAD 15 conducting full audit of usage to determine impact - some easement discussion. (1/21) Deb followed up with MSAD15. No update. (2/4) Carl present to School board this week, Craig has some initial data on usage (3/10) Meet held to continue discussion - working through maintenance/budget needs. Council agreed to add the Homestead Acres issues submitted by residents on this private road - to ensure we keep them in the loop as the agreement moves forward. (6/16) Deb will check with Dr. King on next meeting after the election.(8/4) Dan adv MSAD15 lawyer provided framework agreement for review. (10/6) Dan shared a worksheet created to gather input from stakeholders. Council provided gen feedback on form. (10/20) Council prov feedback on worksheet (10/22) Meeting held to compile worksheet info. **Next Step:** Awaiting next meeting to be scheduled.
24C	Traffic	O	H	2	12/31/20	Route 26/North Raymond Road Intersection project has reached "project design" status. Need to ensure Town's input & resident concerns are included in plan as it moves forward. Deb advised this is a different MDOT group than the 24A item. MDOT TASK = awaiting "plan impact complete" from consultant to proceed with title research / acquisition phase	MDOT	Deb Cabana	Deb Cabana	04/03/18	12/01/20	DOT forum was 9-16 delayed 2. Issue -Mill Brk culvert & miss sidewks raised DOT sec more $$ for culvert. Forum held 5-31 Council rev notes from Forum. Council id 4 top prior. Deb to req drop dead date for proj & target to prov info req. DOT prov initial feedback & ans final ques 8/7/18 meet. Council conf their support of current plan w/ change to expand Mill Brk culvert for future sidewalks at an addt'l cost of $5,000. Doug asked DOT to put conduit under new inters to facilitate crosswalks - DOT adv easier now to add later when needed. Council reprior to monitor proj with follow-up Circle K issue & MDOT timeline. Doug adv transf easement from DOT to Town has been sugg as 1st step in Circle K resolution. 10/2 - Dan req a timeline/checklist for DOT proj to better understand overall approach to projs. (11/27) Deb has req timeline & DOT resp. (1/22) Deb read resp from DOT-data lag, costs & proj safety all come into play in approach decision-adv roundabout has not worked as well as expec. 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 GHS. (3/21) Doug adv of a possible need to increase the size of the pipe at intersection in anticipation of a stormwater fix on N. Raymond Rd. Council wants verification that proposed correction is feasible and est on costs for increase size. (5/7) Council voted to use TIF funds for upgrade. (6/18) MDOT provi update & Council prov guidance. (9/3) Doug/Deb prov update on Circle K prop (10/1) Dan adv Circle K had rec'd apprvl for their plan new curbcut with ques remain. (11/12) MDOT to accept lowest bid even with 20% overage. (12/3) Kathy agreed to fol up with Circle K- done 12/5. (12/17) Council dis note from resident regard detour routes on Mayberry. (1/7) Sandy ask Deb to reach out to MDOT to set next present on construction phase. (3/10) Staff has inv Cir K & will follow-up (4/28) MDOT prov upd- Circle K issue still in works (6/16) Proj underway, Circle K reach out to Town (9/1) weekly updates prov & new end date 10/16. Circle K has purchase agree for abut 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 sh rd circle k entrance disc (11/17) Most const is done incl circle K (12/1) Council agreed to Thank You letter creation **Next Steps:** Awaiting sign control box, signage and final touches. Anne to draft letter & work with Deb/Staff to finalize.

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84	Comp. Plan Implementation	O	H	3	Detail Tab	Identify steps/ create plan to implement newly approved Comprehensive plan. SEE SEPARATE TAB - FOR DETAILS	Council	Council	Council	12/01/20	12/01/20	(12/1) Council agreed to close old item and create new implementation plan. Detailed tasks will be logged on detail tab pending schedule workshop to review them and come up with timeline/prioritization. Council agreed with Dan's suggestion to ask each Committee to review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council to review at 2/16 meeting. Next Steps: Schedule TC workshop - review Comm summaries 2/16.
34	TIF Goal / Budget	O	H	4	Detail Tab	Work on planning associated with new Village TIF. SEE SEPARATE TAB FOR DETAILS	Council	Deb Cabana	Doug Webster	08/07/18	09/01/20	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 administrating the new TIF. Project was discussed during 9/10 workshop & Mr. Lavallee advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MDOT/Town video work & analysis to be presented at Dec 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) Will Haskell & MDOT provided updated info on Main Str Project. (2/5) & (2/19) See new detail tab H3. MDOT has advised change in Main Str project timeline. (7/2) Workshop held (8/6) 7/1 Workshop minutes approved. (10/15) Council agreed time to set up another brainstorming session - likely on Route 115 road - agreed to wait until 10/28 workshop to schedule so Bruce would be included. (10/28) Public forum set 12/5. (11/12) Dan will facilitate - Council agreed to set up/format. See detail tab for updates. Next Step: Doug to work up proposal on Zoning once time allows. Council discussion funding options.
1	Budget	O	H	5	12/01/20	Installation of LANDFILL Solar Arrays on Town Property.	Sandy Carder	Sandy Carder	Revision	01/02/18	11/17/20	There are financial costs assoc with a solar array. Deb has obtained copies of So Po RFP and set up meeting with Cumberland & Town Staff to review (3/22/18). Also, Deb has advised Gray has a new 5 yr electricty contract - which was renewed in 2017. Deb provided Sandy with some info from Cumberland. Deb & Sandy along with Town Staff attended Solar Array tour in So. Portland. Sandy gave overview of some info provided by Cumberland & So. Portland & advised there are some IB students/teachers willing to do some leg work for us. Also, So Po cost was approx $17,000 up front. Sandy met with Steve Nystrom at HS on 11/15. (1/8) Sandy spoke to Tony Plante & he advised Windham has solar on fire station (and it has exceeded expectations) & is still working on landfill option CCed person handling. In addition, SoPo is leading a community group to advocate for environ. changes & Council agreed to have Deb reach out on behalf of Gray. (1/22) Sandy advised Windham is interested in staying in the loop as they are at the same point as Gray & may be will to partner. (2/5) Deb & Sandy attended Kennebec Water Treatment Solar Array event - spoke to Revision Rep & advised they do Prelim review to ensure landfill meets minimum requirement and that they evaluate 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 & Sandy. (3/19) & (4/2) Addt'l info prov (4/16) Sandy adv Windham is not able to participate at this time. SAD rec'd material, await meet, RFP ex rec'd, neoprene not an issue. (6/4) updates prov (7/2) Options/updated rev at workshop. Maj of Council supports proceed with an array on the landfill. (8/6) Sandy prov updates from MSAD15 Facilities meeting. Straw poll taken with majority in support of Letter of Intent with Revision in lieu of RFP - unless MSAD15 requires RFP. (9/3) MSAD meet 9/4 (9/17) Sandy advised MSAD needs more time. (10/1) LOI executed, site walk done. (10/15) Council voted to accept executive PPA summary & proceed with the project. (11/12) Council approved PPA contract. (12/17) Revision dropped KWH rate due to savings - Council approved PPA amendment. (3/10) PB req clarification on applicant status - Council appr Revision as agent of town. (4/21) Kathy expects sub 4/22 for next PB meet. (4/28) Kathy adv app rec'd & site walk set to address some minor issues. (8/4) Council appr easement. (10/6) prog shared & Sandy adv of new PUC app CMP/Telephone fees. (11/17) Council app PPA Amend Next Step: Materials on site - construction underway

Town Council Tracking Spreadsheet

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
66	Administrative	O	H	6	12/31/20	Determine if "No Thru Trucks" restriction should be placed on a section of Mayall Rd	Dan Maguire	Council	Dan Maguire	11/12/19	12/01/20	Back in June, Kathy Taylor (Mayall Rd resident) had reached out to all Councilors regarding the state of her road and the heavy truck traffic. Dan spoke to her directly and agreed to manage the request. This road was set to be paved, but dropped from PW sched due to paving costs being substantially higher than anticipated. It will be at top of the list next cycle. Deb did some initial feedback - as this section of road is being considered for "state aid" designation (Depot Rd is a state aid road). This impacts cost sharing/responsibility with MDOT vs. Local. MDOT was conducting vehicle counts for the road (or Deb/Steve had req). Dan also advised Ms. Taylor that talking to her neighbors on the road to determine the level of support for posting "no thru trucks" would be helpful. (11/7) Dan rec'd an official petition signed by 24 Mayall Rd residents. (11/12) Council agreed to add to tracking spreadsheet - it was set to be discussed at 12/3 Council meeting already. (12/3) Sandy provided more info on options incl. weight limits. Deb advised of possible "State Aid" classification. (12/17) Deb provided proposal from G&P - $1,000 to determine if Mayall/Weymouth would even qualify - Council expressed concerns on impacts to road maintenance and residents. (1/21) After rev expenses & discuss control concerns, Council agreed NOT to pursue state aid status on either road. Can revisit at later date. Discussed possibly just putting up signs, but felt more info was needed & did not want to set up false sense of enforcement. (2/4) Dan notified resident & adv it would take time before a workshop could be sched. Council agreed to send feedback on LD1498 in support of MMA testimony against bill to eliminate weight limits on rural roads. (2/18) Council app letter (4/28) Dan adv Resident checked in again, but understood delay. (6/16) Dan req Council consider posting signs again (7/21) Council discussed & agreed need to pull in Depot Rd residents. (9/1) Council set 10/6 for workshop prior to TC meeting. (10/6) Public forum held with info sharing (10/20) Council disc options (12/1) Dan has done some research to share with Sandy. MDOT has approved the 4 way stop. **Next Step:** Construction underway. Dan & Sandy to discuss weight limits
75	Administrative	O	H	7	03/01/21	Address ATV access issue on Long Hill Road	Deb Cabana	Anne Gass	Council	05/05/20	11/17/20	(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 addt'l parking. The Town has been working to provide a comprable recreation facility to replace the tennis courts - but each has fallen through. The alternative is to pay back the original grant. The grant program is off limits to the Town until this is resolved. (8/4) Kathy T discussed status with State, Anne adv there is an outside chance some work in NG may help. She also adv there is another grant but not until Spring. Jon provided update from ATV - no new complaints. Council extended access through the end of the season.(11/17) Council disc with Doug Beck **Next Steps:** To Do's identified & another workshop will be needed. Once underway, the grant will be available again.
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	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) addt'l Executive session held - Council took no action. **Next Steps:** Future Executive Session to be scheduled.

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56	Administrative	O	H	9	02/01/21	Develop official Job Description, Appraisal form/process & Search Plan for the Town Manager position	Council	Sandy Carder	Council	04/16/19	12/01/20	Council agreed to outline of needed tasks to address the end of the Town Manager's current contract which expires in 2021. (6/18) Deb has been collecting some examples and working with Suzanna to creat a list of current responsibilities. (7/2) Council discussed & agreed to each idnetify top 5 Responsibilties 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. LD1 failure prevents search from starting. (8/4) Council rev outstanding ques, identified addt'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 addt'l ques (10/6) Council voted to hire Eaton Peabody. (11/17) Ad appr & posted. Applications being rec'd (12/1) public forum & dept. head interviews completed. App deadline is 12/3, Don to send binders to Sandy. **Next Step:** Sandy to deliver to Councilors. Exe Session set for 12/8.
24A	Traffic	O	M	1.1	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MDOT Portion. SEE SEPARATE TAB - FOR DETAILS	Council	Council	Sandy Carder	02/22/18	11/17/20	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 - MDOT - prior to a TC meeting 5:30pm start time. That will allow 90 minutes to discuss. TC agreed signage - (1) old Rt26 vs by-pass (2) in Village around island (no sign again) (3) Depot Rd RR Xing would be priorirty 1. Kyle also advised he will look into signage (1) & (2). Deb requested target date & CC State Reps/Senator. Deb spoke to MDOT advising of RT 26 bridge closure - suggesting it may be a good time to consider renaming Route 26. Deb advised a MDOT/Staff meeting was held (1) traffic movement permit at 97 shaker (2) closing shaker rd bridge MTA work (3) village island (4) rt 26 routing were discussed. (12/4) MDOT provided some info at Council meeting (3/5) Sandy pulled down new workplan & sent to Councilors. (6/16) Rob Betz, Patrick Adams & Steve Cole from the MDOT attended a workshop with the Council to review various projects in process, in planning & on the future list. Patrick offered to come to Gray to do a walkthrough of all the various streets to obtain more information on the issues. (7/21) Walkthru set up 8/5. **Next Step:** See Detail tab for more info. Awaiting response from Rob Betz.

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24B	Traffic	O	M	1.2	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MTA Portion. SEE SEPARATE TAB - FOR DETAILS	Town Council	Town Council	Sandy Carder	02/22/18	11/17/20	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 & addt'l info from Deb. Discussed possibly sending official letters to individual trucking companies regarding avoiding Village rt26, concerns from MTA about trucks not seeing 'closure' signs and diversion study next steps. Councilor Maguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study **Next Step:** Council to provide addt'l feedback to Deb, MTA to reach out to other partners. See detail tab for more info.
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 & 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. (1/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger developments & Comp Plan process. (2/4) OAC looked at & were not in support - worried about administration of the process impacting staffing (2/18) Council discussed changing approach to be more comprehensive to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comprehensive plan timeline as an approved plan is required to enforce growth permit systems. (3/10) OAC began work on this item.(5/5) OAC wants to coordinate with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be delivered by end of summer to stay in line with CP. (8/4) Council disc at 8/4 workshop to confirm a full workshop for this along with the duplex/OAC ordinance list can be discussed (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed addt'l workshop to create workplan to complete all the work needed. **Next Step:** Council needs to schedule follow-up workshop & need to await voter approval of Comp Plan.

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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	Council	Council	01/02/18	12/01/20	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 PB for this road & stormwater/sidewalks are being discussed. (10/15) Deb adv Stevie/Will met with DOT & have more info. (10/28) Council set up public forum 12/5. (11/12) Dan will facilitate & council discussed format. (12/5) Public Forum held. (12/17) Council agreed 1st forum very successful, data compiled, next step is to work out starting point on proj. (1/21) Council held workshp with Water Distr about Route 100 TIF and this proj was select by both grps as the best proj. (2/4) Deb adv Alyssa said it is possible to amend rt 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. (12/1) TIF amend appr. **Next Step:** Council agreed to workshop in Jan.
61	Ordinance	O	M	4.1	12/31/20	Review gas station standard within Sign Ordinance	Doug Webster	Deb Cabana	Doug Webster	07/02/19	12/01/20	(7/2) Issue came up after the Cumberland Farms CZA negotiations and was swept into sign ordinance discussion for Maine Wildlife Park. Looking to update gas station sign standards to better address new technologies and ensure continuity within zones with aesthetics in mind. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as addt'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 (10/20) Council prov feedback on good chunk of ordinance. **Next Step:** Council to finish review at 1/5 workshop.
62	Ordinance	O	M	4.2	12/31/20	Review 'multi-tenant' standard within Sign Ordinance for Plaza (Village Zones)	Doug Webster	Deb Cabana	Doug Webster	07/02/19	12/01/20	(7/2) Issue came up with changes at the Plaza and was swept into sign ordinance discussion for Maine Wildlife Park. Looking to update multi tenant sign standards for Village Zones to help prepare for possible relocation fo NGRR. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as addt'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 (10/20) Council prov feedback on good chunk of ordinance. **Next Step:** Council to finish review at 1/5 workshop.

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72	Ordinance	O	M	5	12/31/20	Update Fireworks Ordinance to address Chinese Lunar New Year celebrations	Deb Cabana	Council	Deb Cabana	02/04/20	12/01/20	(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 propellent gun to address geese issue based on recommendation by IF&W. (9/1) Alyssa is checking to verify the propellent gun is actually considerd a firework. (10/6) Sharon shared info she obtained by contacting a State bioligist about options for controlling geese and feedback on the propellent gun. (12/1) Council discussed submitted changes (1) Asian New Year addition - agreed (2) propellent gun use for geese control on CL - agreed likely not a firework and thus not under Council purvue, agreed Alyssa to finish research to confirm (3) reduction/change in July 4th dates - agreed to leave as is (4) Ban fireworks - did not support (5) new signage to assist with enforcement - agreed budget issue to be considered then, if brought forward. **Next Step:** Deb to work with Alyssa on legal issue & prepare changes for 1st reading at 1/5 meeting.
83	Committee	O	M	6	07/01/21	Discuss additional requirements for quasi-judicial Boards - Planning and ZBA	Council	Council	Council	09/15/20	09/15/20	(9/15) Council discussed the need to ensure long term viability of quasi-judicial boards and ensure opportunities for new applicants - via new requirements which may or may not include term limits, application wait periods, chair rotation, mandatory MMA training, pre-training options for those thinking about joining, mentoring, rotation of alternates etc. There was also discussion related to possible changes in Council Rules once quasi-judicial rules are set.
49	Ordinance	O	M	7	01/01/21	Review current ordinances and zoning to determine if changes are needed for Duplexes	Dan Maguire	Dan Maguire	Doug Webster	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 addt'l workshop to create workplan to complete all the work needed. **Next Step:** OAC to consider initial feedback - need another workshop.

Town Council Tracking Spreadsheet

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69	Recreation	O	M	8	04/01/21	Create a Pocket Park including Historical Marker at 5 Yarmouth Rd property	CEDC	Deb Cabana	Kathy Tombarelli	12/17/19	12/01/20	(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 Tombarelli advised there was a possible grant that may assist with phase 1 of the project - earthwork. (1/7) Kathy provided a draft grant application at meeting and Council provided feedback. Council agreed to add to tracking list as project is ongoing and will involve Town Staff and funding. (1/21) Council approved CDGB application. (3/10) Kathy advised the grant was recommended for funding & is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed & were very supportive. Abutter meeting held with great feedback. Council approved Rachel Rumson as agent for Planning board work. Due to LD1 failure, grant funding now on hold. (9/1) Council discussed changes to Committee policy to address consultant work. (9/15) Council approved consultant changes to Committee rules (11/17) Council appr land exchange on site to clarify property line **Next Step:** Kathy to post for consultant for Council rev at 1/5 meeting.
37	Ordinance	O	M	9	TBD	Discrepancies between the existing Shoreland Ordinances and current State of Maine requirements/statues 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 - incl the 2005 is better for new builds, whereas teh 2016 is better for remodels/expansions. Doug also pointed out this work is the most time consuming for code enforcement & there may be a need to limit the number of applications in a given period of time to ensure resource availability. Much more work is needed. OAC to provide reprioritizing recommendations at the 5/5 meeting. (10/6) Scott D prov addt'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 prioirity list. **Next Step:** Council to discuss to determine steps/path to adoption/updates.

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18A	Ordinance	O	M	10	07/01/21	Update Current Zoning/Uses to allow Solar Arrays on Municipal property and land between by-pass and turnpike. See 18B under Medium for companion item.	Dan Maguire	Deb Cabana	Doug Webster	01/22/18	11/17/20	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 Lucini) presented his proposed 5MW 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&F and Gray Water Dept already brought into discussion. Issue is commercial array not permitted under current zoning/ordinances. Council recognized long term, we need a solar ordinance, but do not want to delay this project. Strong unanimous support for project from Council. Mr. Lucini is willing to work with Town on any issues - including setting up an escrow account to guard against issues with decommissioning. (12/3) Kathy presented options of an overlay & Council discussed in comparison to CZA. (1/7) Kathy presented changes related to a new overlay for council feedback. (1/21) Council provided feedback on overlay proposal from Kathy/Doug. (2/4) Pln Bd has reviewed & was in support. OAC rev & had issue with set backs but was in support. Deb adv they were changed to 25 feet. Assessor will be attending day long training to obtain instructions on how to do valuations on commercial solar arrays. Deb also adv we rec'd notification of another commercial array on rt 100. (2/18) 1st Reading held. (3/24) 2nd read & public hearing held and voted as passed. (4/28) Kathy adv app rec'd and it looked almost fully completed. (5/19) Pre app appr 5/14 (8/4) Council agreed since overlay is done - now medium priority as it works through PB/State. Item 18B policies & ordinances for solar arrays may need to move up as right now - they are not permitted anywhere outside overlay. (11/17) Kathy adv nego underway on easement - complicated. Next Step: Final application to PB
70	Ordinance	O	M	11	TBD	Review current residential Subdivision Ordinance for necessary changes in Open Space	Doug Webster	Deb Cabana	Doug Webster	02/04/20	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance.(3/5) OAC provided priority order of outstanding items & 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 fo the subdivision ordinance as a higher priority. Currently, developers are able to ID & use 'unusable' property as open space to meet the standard to obtain the density bonuses. Ordinance needs to be updated to require the space meet OS standards to count towards density. Next Step: OAC/Staff will provide suggested changes to Council.
52	Ordinance	O	M	12	TBD	Develop local level Sidewalk Construction standards	Dan Maguire	Dan Maguire	Doug Webster	03/05/19	09/01/20	Dan brought up the possible need for local level constrution standards for sidewalks after various discussions about status of existing or proposed sidewalks in budget & council meetings. (9/1) Anne provided Council with a "Green Streets Guide" shared by Lauren Meeks (Resident - MDOT engineer) who suggested it be considered when creating our sidewalk standards and during our infrastructure project planning. Dan suggested Lauren attend an OAC meeting in the future. Next Step: Dan to bring to OAC for discussion - once OAC resources become available.
76	Ordinance	O	M	13	TBD	Amend Subdivison 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. Next Step: Dan to bring to the OAC for discussion.
82	Policy	O	M	14	TBD	Need to review & update Town's Fiscal Policy in area of CIP funding	Dan Maguire	Council	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 addt'l peer reviews for PB applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind futuren owners to maintaining stormwater plans. Next Step: OAC to provide target date and work on as resources become available.
22	Ordinance	O	M	16	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.	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 Str 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 disussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate addt'l devel. That would inform the ordinance/fee work. Next Step: OAC/Town Staff will provide suggested changes to Council.
60	Ordinance	O	M	17	TBD	Review current Kennel related ordinances, identify needed changes & update accordingly.	Deb Cabana	Deb Cabana	Doug Webster	06/04/19	12/03/19	(5/21) Council was made aware of issue via OAC meeting update. New Dog Officer has advised of conflicts between current ordinances and general residential practices. Gray also has existing Kennel businesses. There is also a State Statute involved. Everyone agreed identifying fixes to coincide with new licenses would be best way to communicate any changes. (6/4) Council agreed to move down the priority list - using license timeline as guide. (9/3) Dan advised being moved up due to timing for Dog Officer and Dog licenses. (10/1) Dan advised this one is almost complete. (12/3) Sandy suggested the OAC meet without Doug and work on what they can. Council & Deb discussed and agreed to give this approach a try with Doug reviewing work as needed. Next Step: This one may be a good item for the OAC to test out new approach.
18B	Ordinance	O	M	18	TBD	Update Town's Ordinance to reflect long term Solar Array policies for commercial & residential, all sizes. See 18A under High Priority for companion item.	Kathy Tombarelli	Deb Cabana	Kathy Tombarelli	12/03/19	03/10/20	(12/3) Council agreed to split this task into two parts - the high priority to address current large scale solar array projects and the medium priority to address long term solar policies for both commercial & residential and for all size arrays. (2/4) Deb adv Mr. Boyle has entered into an agreement with Copp on Route 100 to use some of his land to build a commercial solar array. (2/18) Mr. Boyle made presentation (3/10) Council discussed next steps but will need more information from Mr. Boyle before a decision can be made on how to proceed. Next Step: Planning Dept to follow-up with Mr. Boyle to ensure he understands Council needs addt'l info and what info is needed.

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25	Ordinance	O	M	19	TBD	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Create stormwater performance standards for future development in Village and/or for businesses wishing to access Town's stormwater system.	Doug Webster	Deb Cabana	Doug Webster	03/06/18	02/04/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a 'performance standard' in conjunction with ordinance for future development. (2/5) Council discussed need to mvoe this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. Next Step: OAC to work on next.
44	Ordinance	O	M	20	TBD	Review current residential Subdivision Ordinance for necessary changes all other areas (besides Open Space - see item 70)	Doug Webster	Deb Cabana	Doug Webster	02/05/19	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance.(3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Council agreed to split out Open Space (see Item 70) to make a higher priority from other changes needed in ordinance. Next Step: OAC/Staff will provide suggested changes to Council.
36	Administrative	O	M	21	TBD	Review the current process for "Planned Unit Development" commercial subdivision to determine if routing the review & approval of commercial uses on lots in a PUD suddivision to the Staff Review Committee in lieu of the Planning Board.	Kathy Tombarelli	Deb Cabana	Doug Webster	09/04/18	01/22/18	This item was brought up & discussed in the TC 8/7/18 meeting. Town Councilors agreed to consider the proposal, but could not determine whether support would be granted until some draft language was provided. Councilors expressed various concerns about the process which they would like addressed in that language. The Planning Board has also expressed some concerns with the change given PUDs are relatively new. (1/22) Dan advised Planning bd is okay with change as Planning Bd Chair sits on Staff Review Committee. Next Step: Town Staff to draft language.
77	Ordinance	O	L	1	TBD	Create a Traffic Ordinance to comply with MDOT standard for local signage	Sandy Carder	Council	Council	05/05/20	05/05/20	(5/5) In reviewing the MDOT policy for posting local roads with weight limits or 'no thru truck' signs, one requirement is to have a Traffic Ordinance on the books. Council agreed to log and prioritize once more information is collected under item #66. Next Step: OAC to research and discuss.
74	Administrative	O	L	2	12/31/20	Update Gray Historical Society lease with Town	Sandy Carder	Sandy Carder	Galen Morrison	02/18/20	02/18/20	(2/18) Sandy explained the Gray Historical Society would like to update the lease they hold with the Town. They are looking for the Town to assume utility expenses directly to allow them to do more robust fundraising/grant applications to focus on their historical work and to address more maintenance on the building itself. Right now, they are reimbursed up to $6,000 annually - but have to pay monthly bills. Next Step: GHS will draft a proposed new lease and present to the Council.
67	Residential	O	L	3	06/01/21	To review the status Deer Acres property (private road)	Residents	Council	Council	12/03/19	10/06/20	(11/12) A group of residents gave a presentation to the Council regarding the current state of their private road - Deer Acres. The road is not actually a deeded private road, but private property with easements. The residents feel the road has been severely impacted by the status of Gore Rd, and the fact that it is used as a connector between Gore Rd and Lyons Point Rd. They are seeking a workshop with the Council to discuss further and develop possible options for solutions. (12/3) The Council expressed serious concerns with taking over a private road, but felt there could be other solutions and they needed more information. They agree to a workshop. (12/17) Bruce advised residents will not be ready to talk until at least April when seasonal residents arrive back in State. (10/6) Council recognized that the residents may be leaving for their winter homes and will push this forward until next spring. Next Step: Bruce will let the residents know.

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81	Ordinance	O	L	4	TBD	Need to create a Water Extraction Ordinance	Sandy Carder	Deb Cabana	TBD	07/21/20	07/21/20	(7/21) Council was approached by Crystal Lake residents regarding many commercial vehicles from out of Town companies parking vehicles on the public boat ramp for long periods of time to extract water (pool, landscaping companies). Council discussed safety, access and water quality issues and agreed the activity should be prohibited. Deb spoke to the State and they advised we can put up signs right away - ordered. An ordinance should be created to ensure enforcement can be done properly. Next Step: OAC to work time permitting.
39a	Administrative	O	L	5	06/01/21	Need to review/renegotiate Cable TV Contract sometime in 2019-2021.	Deb Cabana	Deb Cabana	Deb Cabana	09/18/18	09/15/20	Deb advised she has asked Alissa Tibbetts, 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 choses 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 snopsis 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 invovled. There was no interest in a pre-contract meeting. (8/6) Deb advised GPCOG is preparing contract with law firm (only one rec'd but highly qualified). (10/15) Deb/Brad provided updates from the negotiation meeting with GPCOG attorney. (1/7) Council agreed to separate contract and committee into two action items. (9/15) Audit by consultant resulted in identifying monies owed ($18K+) to Gray. GPCOG est negotiations will begin in the fall. Next Step: Randy/Brad to continue to work with GPCOG hired firm with regards to the negotiations.

H1-Comp Plan

H1 - Comp Plan

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A	Comp Plan Imp - break out item 84	O	H	3	02/08/21	Committee review of Comp Plan	Dan Maguire	Council	Council	12/01/20	12/01/20	(12/1) Dan suggested each Committee review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council to review at 2/16 meeting. Next Steps: Council Liaisons to bring to their assigned Committees.
B	Comp Plan Imp - break out item 84	O	H	3	TBD	Consider New Committee to monitor, supervise, ensure Comp Plan implementation proceeds	Council	Council	Sandy Carder/ Deb Cabana	12/01/20	12/01/20	(12/1) Council agreed current Committee should be retired as their charge is complete. Will send Thank You letters to Members and advise Council is considering a new Committee to assist with Implementation - asking them to advise if they are interested in continuing on. New Committee needs further discussion. Next Steps: Sandy will update the Committee Policy to reflect retirement & work with Deb on letters.
C	Comp Plan Imp - break out item 84	O	H	3	TBD	Department Heads review of Comp Plan	Anne Gass	Council	Council	12/01/20	12/01/20	(12/1) Anne suggested we either include Dept Heads on the Implementation Committee or at least ask them to review plan to create their own plans to help implement. Needs further discussion in context with new Committee. Next Steps: Set up workshop to discuss.
D	Comp Plan Imp - break out item 84	O	H	3	TBD	Obtain information from Windham Town Council on their Implementation plans	Sharon Young	Council	Sandy Carder	12/01/20	12/01/20	(12/1) Sharon noted that Windham has a implementation committee set up to assist with their newly approved plan and suggested we find out what steps they took to get from approved plan to where they are, how the Council is involved, etc. Sandy advised that the Windham Chair is on the GPCOG Executive Committee and she can reach out to him for information. Next Steps: Sandy to reach out to Windham.
E	Comp Plan Imp - break out item 84	O	H	3	TBD	Create plan/timeline for Zoning changes & ordinance changes	Council	Council	Council	12/01/20	12/01/20	(12/1) Council needs to discuss/create a plan/timeline to update Zoning to reflect zones in new plan and determine prioritization to ensure development adhers to new plan. Will be related to Item 46 (Growth Plan) and Item 49 (Duplex changes) for which initial discussions were held, but placed on hold pending Comp Plan approval. Next Steps: Set up workshop to discuss.

H3-TIF

H2 - TIF

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A	TIF Goal / Budget - break out tasks from Item 34	O	H	2	03/01/20	TIF - Mixed Use Zoning Discussion	Town Council	Town Council	Doug Webster	01/22/18	02/19/19	(11/28) Mixed Use options were discussed at length. Next workshop set for 2/19 6-7pm prior to scheduled TC Meeting. (2/19) Council discussed options and agreed having some type of proposed changes to consider would be helpful. Should focus on Village, but also on large undeveloped piece abutting Northbrook as owners req. inclusion to help develop. Doug will work on.
B	TIF Goal / Budget - break out tasks from Item 34	O	H	2	06/01/20	TIF - Shaker Rd Catch Basin/Sidewalk/Signage	Town Council	Deb Cabana	Town Council	02/22/18	12/01/20	Disc rt26 overlay proj, stormwater, sidewalks-would like to delay/coord all 3 into 1 proj. Steve/Will pres results of video work. Council agreed proj should not move forward, needs to be full replace. Report was rev with MDOT Dale Doughty, Kyle Hall, Deb & the Council (5/15) Steve pointed out full width paving was planned for some of RT 26. Dale confirm catch basin upgrades will be done for those in that area. Sched a walkthr/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) G-P to prov key to their-fair, poor, good categ (b) Town to prov plans for swalks/sign. Based on MTA feedback reg bridge swalk/bike lane feedback-look at mak sure plans (if not fund/prior immed) at least incl an ext of ped/bike lane down Skr to Skr Bridge. It is the route to the MS/HS from the Village. Results to be rev for budgetary imp by Council/Staff to create a partner agree plan. Overlay paving proj complete (1) side to side to Wilson Funeral (2) reset catch basis in that area (3) travel lane only from there to bridge-sealant in break lanes. Steve pres PW prior at 9/10 TIF Wkp includ this item. Council await more infor on Main St proj for next steps. (11/28) Council disc possibly add sidewalk from Russell to Shaker Rd into eng of this proj and/or work with MSAD15 for poss trail thru their prop to sidewalk. May qualfor MDOT sidewalk fund. Eng for proj in budget CIP-Council to disc 2/11. (2/19) Council agreed this is the top pri for fund. (6/11) Residents app budget-engin underway. (9/17) Will prov an update on engin, issues & Council prov feedback. (10/15) Will/Stevie met with DOT will update council at 10/28 workshop. (10/28) Upd prov-Council agreed to submit MPI appl. (11/12) Council disc Gray Park sidewalk alt & agreed due to cost, it is not feasible. MPI should incl sidewalk on Gray Park Enercon side. Resol for park spaces imper. (2/4) Council held exe session-no act taken. (3/10) MPI appr by MDOT. (4/21) Council has agreed to use $100k from TIF + $652K from Bond - ques to be put to residents. Public forum to be held on actual project once feasible (covid-19). (4/28) rev warrant art (6/2) Council appr warrant art - go before voters 7/14/20. (7/21) Voters approved fund, Council to set up public forums. (9/1) Council set 9/29 for Public Forum - virtual meeting. Pre-planning meeting will need to be set up. (10/6) Sandy prov update from Public Forum. Alec/Will working on next steps. (11/17) Alec/Will will provide update 12/1 (12/1) Update prov - timeline apprv - outstanding items ident - advertise by 12/11.
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, increasting 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 woudl 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?

H2 - TIF

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D	TIF Goal / Budget - break out tasks from Item 34	O	H	2	TBD	TIF - Center Rd / Bridge Redesign	Town Council	Town Council	Town Council	02/18/18	02/19/19	Town to evaluate possible changes to bridge and/or reconfiguration and/or completion of Turnpike Acres - to address Center Rd outlet just below 5 Rd intersection/left turn issues for tractor trailers in Village (possibly part of TIF workshop to determine plans/priorities for Village infrastructure upgrades). MTA advised that Bridge was recently refurbished & widened so there are no immediate plans for more work; however, they remain open to discussion a realignment. (12/4) Part of solution to address tractor trailers in the Village is to address inability to make right hand turn from 202 onto route 100 - which includes alternate route - maybe via turnpike acres/center rd bridge. (2/5) TC moving to TIF Planning umbrella (2/19) Deb to find out replacement year from MTA.
E	TIF Goal / Budget - break out tasks from Item 34	O	H	2	TBD	TIF - Rt 100/115/202 Intersection - related to Item 4 - Traffice - 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 faciliate 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 facilty - due to the soils and location (gravity my eliminate need for pumps). (2/19) Deb confirmed TIF funding can be used to purchase property; however, it can only 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 Assessement Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with In Lieu Fees. 9/18 Council discussed reprioritizing, but decided to leave as is. Dan suggested that we identify other Towns using these fees and use their language as a base. (2/5) Council agreed to handle as part of TIF planning. **Next Step:** Determine when Staff has capacity to work on.
8	TIF Goal / Budget - break out tasks from Item 34	O	H	2	TBD	Develop possible In Lieu Fees - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed In Lieu Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with Special Assessment Fees. (2/5) Council agreed to handle as part of TIF planning. **Next Step:** Determine when Staff has capacity to work on.

M1-1 MDOT & M1-2 MTA

M1.1 MDOT 1.2 MTA

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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	11/17/20	Village diversion/misdirection. Looking into eliminating/renaming route 26/26A to prevent Truckers from going the wrong way through the village. MTA committed to helping push for changes with MDOT at last night's meeting & advised a suggestion to remove Route 26 starting at Washington Ave (Portland) through to merge with 26A has been suggested in the past. Route 26A would just become Route 26. Also, Jason suggested using the Town sign by the Transfer station or other electronic signs. Note: Cathy 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 & Sen Breen are up to speed - Sandy will advise Rep Moriarty. (11/12) Sandy advised a meeting is set. (12/3) Sandy reviewed results of meeting & weight limit options. 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 & 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. (9/29) MDOT sent resp hours before public forum. (11/17) Sandy will draft resp to MDOT letter.
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	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 stripping 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 boillard 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 rt 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 & 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.

M1.1 MDOT 1.2 MTA

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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 addt'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	11/17/20	Town to work define goals-study/parmts/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,Windham? MTA ind poss prov 80+% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15+%. 6 fig likely need, more data added to study = high costs. Deb adv MTA is work on poss optns, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchopt that will incr data while drop costs. Scope disc ensued w Councilors need to send addt'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 appt 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 addt'l feedfrom Mr. Mills. Residents appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent material to Steph Carver as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd - GPCOG to take leave & prov prop for full council to consider. (1/7) Sandy pres propos scope from COG-Council req 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-ok 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 repot 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 Mgr. (11/17) GPCOG resp to MDOT & are work on updating.

M1.1 MDOT 1.2 MTA

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B	Traffic - MTA - break out tasks for Item 24B	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 occured at meet with MTA confir they can prov addt'l info. (2/19) Council disc opts for toll chgs and agreed to send letter to MTA with recomm/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Repres and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep Moriarity & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add 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

Future

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10	Administrative	F				Develop process to review status of Paper Streets	Town Council	N/A	N/A	01/22/18	01/16/18	During the Council discussion related to approving an extension to ROW access to 'paper streets', the Council inquired if there was a long term goal to create a process to review/identify streets which should be removed from the list. Resources/timing were discussed as hinderances. 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 Foshay was absent at the Apr. 17th meeting, Council agreed to log (as it will be covered regardless - in closed, future or open), but to hold off discussion & prioritization until May 1st meeting review. Council discussed at June 5th meeting agreeing this would be considered a future item based on lack of available information. Possible OAC research item.
17	Economic Development / Budget	F				Research and compile data and options for a possible Community Center in Gray.	Town Council	N/A	N/A	01/22/18	05/07/19	During a Sept. TC Workshop discussing goals, the Recreation Dept. provided a proposal to realign funds collected by the Rec. programs under the Rec. Dept for use in maintaining/expanding programs. One major challenge identified was the lack of space to expand programs which create revenue streams for the Town. A new space (Community Center) was identified as a possible solution which could be paid for with current revenue streams. TC expressed support to obtain more information. **Next Step:** Rec. Dept. Staff will begin work to outline plan to obtain additional information. Council agreed this will be considered a "closed" Council item until the Rec. Dept. brings forth additional information. With availability of some land around the by-pass, this was discussed in 9/4 TC meeting. Deb stated $62,000 is in the current fund. (11/13) Council agreed to move to Future list as the item continues to come up in discussions. (5/7) Concerns regarding current status vs. best practices were discussed during the 4/16 meeting - confirming programs exceed capacity at the Town facilities. See Closed item #57. Manager advised it was Administrative and under her purview, council agreed to add to this item & close #57 with Manager bringing forward any necessary policy issues.
23	Ordinance	F			TBD	Review current ordinance governing noise for updates and research possible odor ordinance.	Town Council	Deb Cabana	Doug Webster	02/09/18	10/01/19	During the special amusement license renewal of the American Legion Hall, much discussion was centered around the current decible 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 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 items should be moved to the future list. Council agreed.
80	Ordinance	F			TBD	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.
83	Infrastructure	F			TBD	Identify Otelco Poles to be removed on short Shaker Road	Alec Dodd	TBD		12/01/20		(12/1) As part of the pole analysis done for the short Shaker Rd 2021 Spring stormwater/sidewalk project, Alec talked to Otelco. Several poles only support old copper wire services. Once all users are transitioned to Fiber services, those poles can be removed altogether.

CLOSED

Closed

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

Closed

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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. Addt'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 desription for affiliated commitees 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 commitees. 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 FOA, but also manage costs. Dan Maguire volunteered to work on both items. Dan is working on & will circulate a draft to TC. Dan provided draft document to Council for consideration. Draft submitted to Council on 5/1. Council provided feedback on Dan's draft at the 5/15 meeting. New draft submitted to Council on 8/7. Due to time constraints, not discussed 8/7. Council agreed to final changes at 9/10 Workshop 10/2 - Dan needs more time & info from Sharon **Next Step:** Final changes reviewed & Approved by Council at 10/16/18 meeting. Dan to provide 'clean-up' list to implement - this item is considered **Closed.**
5	Ordinance	C	M	3	02/22/19	**Review** the issues and options surrounding a possible **Fireworks Ordinance.**	-	Deb Cabana	-	01/22/18	01/22/19	Residents have approached the Council with complaints and concerns regarding the lack of a Fireworks Ordinance. The Council discussed at several meetings and agreed to proceed with an analysis of the situation and options, potentially utilizing the OAC. Staff is working on possible options. Councilor Maguire advised the OAC will discuss in Mon, 3/26 meeting. Options were presented to & discussed by Council with feedback provided during 4/3 meeting. Staff presented ordinance at 1st public yearing on 5/1/18. Public feedback was rec'd, Council ques addressed, minor change made, Council voted to move forward with 2nd reading. 2nd reading set for 5/15/18. Ordinance was passed at 5/15 meeting & will go into in 30 days. 10/16 Councilors discussed one item brought up during public hearings - adding the Saturday before July 4th IF July 4th lands on a weekday to tamper violations given this week is most celebrated fireworks weekend. Deb provided feedback from both law enforcement & fire chief that they saw a significant drop in complaints. Councilors also advised a noticeable drop in fireworks. Moved up priority list per Deb's request as changes fairly easy. (1/8) First reading of proposed changes held. (1/22) TC held 2nd read/public hearing & voted to approve. **Next Step**: Update to ordinance goes into effect in 30 days (2/22). Item closed.
43	Ordinance	C	M	4	02/22/19	Need to create a **Ambulance Service Fee ordinance.**	-	Deb Cabana	-	10/16/18	01/22/19	Councilor Maguire inquired about the Rescue billing process and it was determined a Public Safety Billing ordinance will be needed. Deb advised faily easy to work up. (1/8) First reading of proposed ordinance held. (1/22) TC held 2nd read/public hearing & voted to approve. **Next Step:** New ordinance goes into effect in 30 days (2/22). Item is closed.

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

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42	Ordinance	C	L	1	02/22/19	Need to create an official Cable TV Ordinance	-	Deb Cabana	-	10/16/18	01/22/19	Deb provided notification that the Town will need to create a Cable TV Ordinance. Deb advised fairly straight forward, but Staff working on Marijuana, Fireworks and Public Safety Billing first. (1/8) 1st Reading held, Brad Fogg provided some feedback. Alissa advised most of those details will be part of actual contract, but a couple 'non substanative' changes could be done prior to the 2nd reading.(1/22) Non substanative changes were made, TC held 2nd read/public hearing & voted to approve. **Next Step:** Ordinance will go into effect in 30 days (2/22). This item is closed.
28	Administrative	C	L	8	03/01/19	Develop fee for Code Enforcement online software.	-	Deb Cabana	-	03/20/18	02/05/19	During the Budget discussions, TC approved an upgrade to new online Code Enforcement software which will make the process more efficient and reduce man hours needed to perform tasks. TC would like a fee created to cover the annual fee for the software which is $18,000 in the first year. Staff updated several fees on schedule (approved by Council 6/19) to pass on some of the fees for new software. (1/22) Doug presented changes in Building Permit fees and a new Admin fee. Council had some concerns with Admin Fee. Next Steps: Council approved new reduced "minimum" permit fee $25 with new $25 admin fee at 2/5/19 meeting. Item is closed.
15	Joint Leaders	C	M	14.2	02/28/19	Review MSAD15 current newsletter - including costs & timing - to determine how/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 GNG. This would create another avenue to communicate directly with residents and sharing costs would be beneficial to all three groups. Deb advised that the Recreation Dept has had some preliminary conversations with MSAD15 and are working on pulling costs together. Deb checked to see if a combined budget mailing could be done, but the timing did not work out. Will try again next year. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format Agenda pulled from last JL meetings provided. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.
16	Joint Leaders	C	M	14.3	02/28/19	Identify ways to engage more students in municipal governement 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 IB, Community Service Club and graduation requirements in this area and will be updating their approach. Council assigned Medium priority based on timeline - but no number as assigned to Dr. King. DMS Comm & Town Staff working with HS principal to see if students can assist with repair. Meeting was held on April 23 & tentative framework was set up for DMS collaboartion. 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 sucessfully completed on 11/1 between Excel Students, Town & Comm Endowment - via Carl, Sandy & Dean - with teachers Janet & Gail. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.

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

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2	Budget	C	M	5	06/30/19	Create a new Facilities Use policy to review fees, identify when fees will be waived, identify process for 'in kind' donations.	-	Deb Cabana	-	01/02/18	06/18/19	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. Addt'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 - Committe 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 addt'l changes approved as amended. **Next Step:** 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 eyar) 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 rasied issues of legality - Deb advised both Gray & Raymone attorneys are invovled. (4/2) Dan has requested a formalized cost/benefit calculation to be made available when the agreement is presented to the Council. (4/16) Deb adv Raymond Board approved, Residents have deadline for petition signatures and funding obligations, and Raymond has set Town Meeting date. Bruce/Sharon also clarified their connections. (5/7) Council voted to move forward with both equipment gifting & interlocal agreement (with secession wording added). (5/21) Sharon advised road assoc & resident signatures/funds have been collected. (6/4) Raymond residents approved via Town meeting. (7/2) Final agreement approved by Raymond reviewed and approved by TC. **Next Steps:** Agreement to be reviewed & voted on at 7/2 TC meeting. This item is CLOSED.

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B	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	07/01/19	Define scope, goals, composition of Comprehensive Plan Committee	Town Council	Town Council	Town Council	03/06/18	09/03/19	Town Staff suggests a discussion regarding the Committee. Council agreed specific demographic profiles would be necessary to ensure a solid representation of as many viewpoints as possible. Doug to draft some suggestions. (9/18) Council agreed to hold off until after Heart & Soul presentation. (11/13) Council discussed & agreed that the immediate priority is setting up the Committe 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 addt'l direstion on (1) application and (2) Charge. (2/5) Doug's draft was reviewed with feedback provided. (2/19) Addt'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) Committe selected (9/3) Committed has held several meetings & elected a chair. **Next Step:** This sub-task is considered CLOSED.
26	Comp. Plan Update/ Conservation Plan	C	H	1.2	11/01/20	Create a plan/policy to address open space in a Open Space plan. Dependent on #11, O/H/2	Town Council	Deb Cabana	Dean Bennett	03/20/18	09/17/19	This task is dependent on the Comp. Plan green space inventory chapter. Awaiting inventory chapter for Comp. Plan. Prioritization will be done at that time. 10/16 Council discussed and agreed to prioritize as H2. (11/13) Due to 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 2 land trust representatives & reps from local groups. (1/28) First public forum held with Alan Stearns & Lucky D'Ascanio 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 Committe charge. **Next Step**: Council approved Open Space charge, Committee size, approved Anne Gass as the liaison and appointed applicants. This task is considerd CLOSED.
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. **Next Step:** Council will await further contact from MSAD. This task is considered CLOSED.
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. **Next Steps:** Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED.

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45	Ordinance	C	M	7.1	09/30/19	Review 'multi-tenant' standard within Sign Ordinance for RRA Zone	Doug Webster	Town Council	Town Council	02/05/19	09/17/19	(2/5) State has approached Town regarding a waiver for a much larger sign for the Wildlife Park. Council is not willing to provide a singular waiver for State property and is cautious about changing ordinance outright as RRA covers a good portion of the Town. State is currently not willing to allow a "Dry Mills Schoolhouse" sign; however, IF that sign was added and one for the IF&W building, the sign would be considered a "multi-tenant" sign and new standards could be developed for that category. (3/5) OAC provided priority order of outstanding items & this was included.(3/19) Kurt from ME WP presented addt'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 committe has already raised funds for new signage. (5/21) OAC had prelim 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. **Next Steps:** Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED.
48	Ordinance	C	M	6	11/15/19	Create a new Ordinance to waive excise fees for active duty military personnel	Sandy Carder	Deb Cabana	Deb Cabana	02/19/19	10/15/19	A resident has asked if the Town would consider this ordinance. State statute allows for waiver IF active duty personnel are deployed for 180 days or more. Council agreed they would support an ordinance. (9/3) Sandy pointed out this change is dependent on specific state statue so OAC/Town planning dept probably not needed. (9/17) Deb advised the ordinance is very specific and Alyssa has reviewed. (10/1) TC held first reading & approved. (10/15) 2nd reading & public hearing held. **Next Step:** Council approved 10/15 - will go into effect 11/15. This item is **CLOSED.**
C	Traffic - MTA - break out tasks for Item 24B	C	M	1.2	10/30/19	Rt 26 (Shaker Rd) Bridge Resurfacing	MTA	Deb Cabana	MTA	01/22/19	11/12/19	(1/22) Dan brought up the option to take a more aggressive approach with MTA to force them to provide Bike/Ped space on this bridge. Rep. Austin had rec'd a similar request from Brad Fogg and advised MTA is not reconstructing the bridge, but resurfacing it; thus, they cannot expand it. TC had been told this in our last meeting. The idea is to apply pressure and let them know how serious we are about accommodating our requests. It was pointed out that approving a Complete Street Policy (item 40) and updating the existing Bike/Ped plan (item 41) are in TC court & would give us more leverage; as would, funding the engineering for Rt 26 Village project to include sidewalks across the bridge. TC agreed those steps are important. Jason suggested requiring them to add State law 3 feet signs and Sandy suggested asking them to narrow the travel lanes from 12 feet to 10 feet to slow traffic & provide 4 addt'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 formating changes, language clean-up, november meeting schedule, packet submission schedule (which was out of synch with chart being used) and new language around chair responsiblities and staff/legal time. Straw poll on formatting, nov meet & submission timeline was held - 5-0 on all. Addt'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. Addt'l discussion and straw poll on social media and addt'l VC chair language were held 5-0 support. Addt'l changes requested on staff/legel time language. (11/12) Council approved VC language and social media rules, and provided feedback on legal/staff time language. **Next Step:** Anne to update & submit to Deb/Sandy for 12/3 agenda vote. (12/3) Final vote taken - this item is **CLOSED.**
53	Ordinance	C	H	8.1	04/01/20	Review existing Senior Tax Relief Programs to determine if a program will work for Gray - creating ordinance, forms & procedure.	Sharon Young	Town Council	Town Council	04/02/19	01/21/20	(3/19) Sharon presented a draft ordinance and program information to Council under Discussion item and requested a 1st reading be placed on 4/16 agenda. (4/2) Sandy advised she has questions and requests for more information and asked if it would be better to handle as discussion item on 4/16 and 1st reading on 5/7. Sharon wants to proceed with 1st reading. (4/16) Sharon advised she would like to table to a workshop given it was not included in the budget. She also advised contacts in Cumberland would be willing to do a presentation before the Council. (6/4) Council rec'd presentation from Cumberland Councilor & discussed. (6/18) Council discussed possibility of using addt'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 assest testing - Deb is working on pulling addt'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 insistes on a vote in Dec meeting. (12/3) Council reviewed final language & provided some changes. (12/17) Council agreed to move one req change to ordinance to application. (1/7) Majority of council approved 1st reading. **Next Step:** Public forum & 2nd reading set for 1/21 meeting. (1/21) Final vote taken - goes in effect in 30 days - this item is **CLOSED.**
73	Administrative	C	H	7	04/01/20	Update Committee Policy to address quorum & residency requirements	Dan Maguire	Dan Maguire	Dan Maguire	02/18/20	03/10/20	(2/4) Council discussed various typographical changes needed to the policy as well as consistency in listinb 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 Committe. Council agreed. **Next Step:** Dan will add language to address the quorum and residency changes and submit to the Council for a vote. (3/10) Council approved changes - this item is **CLOSED.**

Closed

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40	Administrative	C	M	5	03/15/20	Review a Complete Streets Policy & approve acceptable policy - which will roll into Comprehensive Plan.	Bike/Ped	Town Council	Town Council	09/18/18	04/21/20	Members of the Bike/Ped Committee presented an update on their work at the 9/18 TC Meeting and advised they have developed a Complete Street policy for Gray. They advised that the 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. (5/21) Council agreed to move up to M3 and to approach as a policy rather than ordinance changes. (8/6) Anne req this be added to an Oct agenda. (10/1) Council agreed to add to 11/12 workshop. (11/12) Council discussed and provide some initial feedback. (12/17) Anne & Dan to discuss 12/18. (1/7) Council reviewed and agreed next step is for Anne to present to the Planning Board for their feedback. (2/18) Anne reviewed with PB - they had some feedback but felt it was above their responsibilties as it was not translated into ordinances which is what they apply. (3/24) Anne has submitted to Deb. **Next Step:** Deb sent to Alyssa for a review. (4/21) Council approved policy with 1 minor change - this item is **CLOSED.**
39b	Administrative	C	L	2	07/01/20	Consider the formation of a Cable TV Committee.	Deb Cabana	Deb Cabana	Brad Fogg	09/18/18	04/21/20	Although the Council decided to join the GPCOG coolation 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 Viser will make presentation (9/17) Randy presented info to council. (10/1) Deb/Anne to work to clarify if Randy has volunteers for a committe. (11/12) Deb is reviewing proposed Comm charge & will have ready to present to Council at Dec meeting. (12/17) Council rev initial draft of committee charge with conversation with Brad. (3/10) Dan provided revamped charge to Brad. Brad/Randy to review & finalize. Sandy provided timeline to get on the 3/24 agenda. (3/24) Council approved the charge for the committee. **Next Step:** Brad/Randy to submit volunteer applications for 4/21 meeting. (4/21) Council approved Randy Visser's application and will see Brad's at the 4/28 meeting. This item is **CLOSED.**
A	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	11/01/20	Inventory Chapters / map updates from GPCOG	Town Council	Deb Cabana	Northstar	03/06/18	06/02/20	Request for GPCOG estimate to provide inventory chapter updates which was provided via e-mail. Discussed in budget & 3/6 TC meeting. 1 mth/$5,000 per chapter from GPCOG, 20K avail now - TC gave staff the green light. Doug Webster provided a GPCOG contract update/timeline for their chapters. 9/18 - (4) draft chapters have been provided by GPCOG & Doug is working on locating a Map for the recreation dept to begin identifying open spaces. (11/13) Doug advised all chapters have been received and are being reviewed by staff. GPCOG is still working on map. (1/8) Doug advised chapters are done & with staff for review. GPCOG is on target with projected timeline for map. (2/4) update provided to Council - Committee to work on review/update to inventory chapters. (4/21) Doug/Kathy advised Town Staff has reviewed and updated all but one chapter which should be done in the next week. **Next Step:** Staff to finish, send to GPCOG to be incorporated in 1st draft of plan. (6/2) CPSC has completed the first draft and submitted it to the State. The inventory chapters are considered closed - thus this item is **CLOSED.**

Closed

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58	Ordinance	C	H	11	06/15/20	Review existing Livelong Living Committee to determine if a program will work for Gray - creating ordinance, forms & procedure.	Sharon Young	Town Council	Sharon Young	06/04/19	08/04/20	(6/4) Council rec'd presentation from Cumberland Councilor & discussed. Council agreed an "Aging in Place" Program is separate from the Senior Tax Relief Program and could be pursued independently. (6/18) Council discussed further and agreed to looking at next steps in a workshop. (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 appraised. (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 addt'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 & addt'l budget impact - to decline. Another option will be presented at 2/18 meeting. (2/18) Council agreed s/b an affiliate Committee for now. (3/10) Grant for outreach was approved. Committee is finalizing survey with 4/1 target date. Unfortunately, the shared Community Coordinator grant was not approved. (4/21) Survey is ready to be mailed. (4/28) Sharon adv survey has been mailed out. (5/5) Sharon adv they have rec'd quite a few back with some good results. She has also fielded some calls. (7/21) St. Joe's college is tabulating results. **Next Step:** Await survey responses - target is 3 weeks for the online survey availability. (8/4) Council agreed there is no further work for them until Committee provides survey results and reqs asst formally. I budget placeholder will be logged. This item is **CLOSED**
68	Ordinance	C	H	5	10/15/20	Review proposed Local Food Rules Ordinance for implementation.	Local Food Rules Committee	Town Council	Anne Gass	12/17/19	09/15/20	(12/3) Local Food Rules Community Group presented their proposed ordinance and provided some first hand experiences currently happening in Gray. Provided information on how the ordinance could assist with economic development and assist the many homestead farmers in Gray. (12/17) Council discussed and support moving it forward for more discussion. (2/4) Council provided some general feedback on ordinance, issues with continuity to other ordinances and process (OAC route as starting point - or allowing group to do updates to move it along faster). Majority of Council felt it was important to move along as soon as feasible given the economic impact it can have on Gray. Agreed that Anne would compile specific feedback. (2/18) Councilors provided feedback.(4/21) Draft updated ordinance has been sent to Alissa. (4/28) Sandy adv Anne working on edits with group (5/5) Anne provided update on action since last meeting - updated version will be reviewed at next meeting. Group is requesting 'emergency' status due to the covid-19 situation. (5/19) Anne reviewed changes. Council had no feedback - majority supports. Did request more detail on level of risk identified by Alyssa on 2 provisions. (6/2) Council removed reference to Farmers Markets and approved on emergency basis. (7/21) Council extended emergency ordinance with Farmer's Market addt. Discussed proposed changes and agreed substantive. (8/4) Council rev addt'l changes and agreed to move forward with them. (9/1) 1st read - council approved.(9/15) Council ext emergency to bridge gap in timing. **Next Step:** 2nd reading set for 9/15 with public hearing. Will need to extend emer. ordinance again. (9/15) 2nd reading & Council approval - ordinance will go into effect in 30 days. This item is **CLOSED.**

Closed

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79	Ordinance	O	H	11	10/15/20	Update Mobile Vendor Ordinance to accommodate Food Trucks	Sandy Carder	Deb Cabana	Kathy Tombarelli	06/02/20	09/15/20	(5/19) Council discussed the fact that Food Trucks do not really fit in the Mobile Vendor Ordinance as they are more short term. Council agreed the ordinance needs to be updated as it was last looked at in the 90's and Food Trucks are a large part of the small business economy, allows for more food options for residents and are used to start new restaurants in some cases. OAC has a large list to work on. Kathy volunteered to take the lead. (6/16) Kathy pulled together some ordinances for the Council and asked some questions to obtain high level concensus and guidance on next steps. (7/21) Council reviewed draft from Kathy. (9/1) 1st read & council approved. **Next Steps:** 2nd reading & public hearing set for 9/15. (9/15) 2nd Reading & Council approved - ordinance will take effect in 30 days. This item is **CLOSED.**
38	Administrative	C	L	3	11/03/20	Prepare for mandatory Charter vote set for Nov. 2020.	Deb Cabana	Deb Cabana	Deb Cabana	09/18/18	11/17/20	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 Statue and the Town's Charter related to how/when the 10 year quesions must be posed to residents. It is not a substanative change. Deb adv Alyssa agreed a Charter amendment to fix the text issue can be done in June. There is a minimum voter turnout requirement. (4/21) Council set public hearing for 5/19. (7/21) Voters approved correction. Council made official. Will likely need Charter change as part of Town Manager job description work. (9/1) Alyssa advised that Job Desc changes are considered an amendment so Council can just put to voters in June without a committee. (9/15) Council approved ballot question. **Next Step:** Will appear on Nov 3rd ballot. (11/17) Voters voted against a Committee on 11/3. This item is **CLOSED.**
C	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	11/01/20	Identify strategy / approch for Communication with Residents - best practices for engagement - and ways to encourage attendance at workshops, brainstorming, committee meetings, etc.	Town Council	Town Council	Northstar	03/06/18	11/17/20	Anne Gass provided info on Orten Family Foundation which works with rural towns in the area of resident engagement & communication. Council agreed to investigate further when time comes (Bucksport has used). Bruce provided an update regarding the Heart & Soul informational session at GPCOG. 9/18 Doug presented council with overview from discussions with GPCOG/Heart & Soul and Windham. Heart & Soul facilitator to present via 1hour workshop at 6pm prior to Oct 16th meeting. (11/13) Council discussed & agreed Heart & Soul should not be pursued at this time. (1/8) Discussion held between Council & Doug on possible options. (2/5) Doug reached out to Jane & to Ben from Windham - any contract for a facilitator will include outreach. (2/19) Parameters provided for refined proposals from both Jane/Ben. (3/5) RFP to go out this week. Town rec'd 1 proposal. Council voted to accept proposal. (6/4) Contract reviewed & approved. (8/6) There was some discussion regarding meeting minutes which will be discussed further at a future meeting. (9/3) Northstar had a booth at the Blueberry festival and has issued their first survey to residents. (10/15) Chair/VC provided update presentation to Council & public. (11/12) Visioning session held 10/19 & 10/22. (11/12) Committee will be moving into land use after first of the year, will begin videotaping meetings to ensure control of content. Deb looking into new table mics to prevent impact to Committee's work. (1/21) Comm has released 1st land use survey & set up public forum. (1/29) Open house held. (5/5) Ben prov upd on Covid-19 impact to timeline at 4/28 meeting. Comm/Ben prov upd at 5/5 meeting. Have new timeline to stay on Nov ballot. Council disc comm strategy.(6/2) Card sent to all residents, workshop held 5/26. Councilors approved state submission form. (9/1) State prov feedback & complete & consistent finding on draft plan. (9/14) Public Hearing held. (9/15) Council approved plan & ballot question. (10/6) Council disc add comm options **Next Step:** Voters to weigh in 11/3. (11/17) Voters approved 79% on 11/3. This item is **CLOSED**

Closed

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11	Comp. Plan Update	C	H	1.1	Detail Tab	Evaluate options to update current Comprehensive plan including budget impacts to determine best course of action and set timeline. SEE SEPARATE TAB - FOR DETAILS	Town Council	Deb Cabana	Northstar	01/22/18	12/01/20	Council has identified an update to the Comprehensive plan as a top goal. After reviewing the existing plan, feedback from the State planning office & various other State agencies and new Comprehensive plan policies & requirements, Council requested input from GPCOG which was presented at the Jan 8th TC Workshop. Town staff will work with GPCOG to develop possible options (with budget inputs) for moving forward. Options presented to TC (2/20). Council also agreed once step identified, will move this item to own tab/break out individual tasks/due dates. (11/13) Doug provided updates - see detail tab. (1/8) Doug provided update on committee options. (1/22) Council discussed & provided addt'l instructions to Doug. (2/5) & (2/19) see updates. TC approved docs at 3/5 meeting. (5/30) Workshop held (6/4) Action taken (8/10) Northstar-Comm were at the Blueberry Fest (10/15) Chair/VC of Comm provided update presentation. Visioning session held 10/19 & 10/22. (1/7) Sandy advised Ben will present an update to the Council at the 2/4 meeting. (1/21) CPC has released land use survey & held open house 1/29. (2/4) Update to Council (4/21) Due to Covid-19 the Committee has fallen behind on the draft plan. Ben provided 3 options for moving forward to Council. More info is needed from the committee on the options and their comfort level with the options. Generally speaking, the Nov elec is still a goal, but there is a risk it will not happen & concern with residents being able to fully engage/support the plan. (5/5) Comm prov update on plan & Council agreed to send postcard to every Gray resident. (7/21) Update provided to council on next steps & current status. (8/4) Council discussed & voted to process addt'l $3,500 payment to Northstar for unexpected scope. (9/1) State has issued a complete & consistent finding for the draft plan. Council prov feedback on Comm's planned outreach. (9/14) Public hearing held (9;15) CPSC presented results & changes from public hearing & advised they felt an addt'l public hearing was not needed. Council voted to approve Comp Plan with changes discussed in meeting & approve ballot question.(10/6) Updated plan has been posted to website & blast was sent out. Council sugg electronic signs, more e-mail blasts, social media posts, contacting LRW newspaper and large sign at the Transfer Station for addt'l communications. (11/17) Voters appr by 79% on 11/3. Deb confirmed no addt'l steps needed. **Next Step:** Council will discusse implementation plan 12/1 (12/1) This item is closed - with a new item being logged for implementation. This item is **CLOSED**.
71	TIF Goal / Budget	C	H	5	12/31/20	Amend Route 100 South TIF to address funds	Town Council	Town Council	Town Council	02/04/20	12/01/20	Council has met several times in Executive Session to discuss the Route 100 South TIF. (1/21) Council held Workshop with Water District to review status. As currently defined, the money collected in this TIF fund cannot be spent as no current project meet the definitions. If Town does not rectify, could face issues with the state including retroactive reassessment of state revenue sharing and fines. Other Towns have faced these situations. Council has two options (1) amend the TIF to expand definition to include new project and allow to expire as written (2) amend the TIF to expand def to incl new project and close down early. During the workshop GWD & Council agreed the Rt 115 project would be the best option as it is a high priority, safety issue, critical to the Village and includes water line upgrade and stormwater infastructure. The issue of timing - when would the MDOT be ready to work on the project, when would plans be ready & MPI timing were discussed. Agreement was to ask Alyssa if we could (1) amend to include RT 115 project and (2) set a new expiration date - not full term but not close immediately - likely 3-4 years. (2/4) Deb adv Alyssa said it is possible, but needs to review detail with Council. (3/10) Agree reach, Amend TIF to include Route 115 project and addt'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. (11/17) Deb adv State needed a few updates. **Next Step:** Awaiting State approval. Council to set up workshop to discuss project. (12/1) State has approved the amendment. Route 115 project already logged separately. This item is **CLOSED**.

BUDGET ITEMS

21-22 Budget Items

Last Updated: 12/01/2020

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

21-22 Budget Items

Last Updated: 12/01/2020

No	Items Label	Cost Est.	Task No.	Description	Comments
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.

21-22 Budget Items

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

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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 **speed sign.** Discussions about purchasing others - that mount to utlity 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 addt'l sign, but majority also felt it could wait given the existing sign is now fixed & ready for use again and we are purchasing a radar gun for the deputies.
13	Planning /Engineering	N/A	#4 M3	TIF Projects (Main Street, Village Shaker Rd, **Route 115**), Sidewalk projects, and other projects (Wilkies Beach) require **engineering work to develop plans** before funding can be sought (or to have more pull with MDOT/MTA).	Steve projected $75K for engineering work for the Route 115 project, but Will advised that the engineering costs need to be included into the project request - if we go with MPI program - where MDOT would pick up 50% of costs - up to $500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided $91,000 design fee & $62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 25B will likely use up TIF funds for this year, this will be considered in a future budget (with evaluting the intersection at the same time). (12/17) Public forum held on 12/5 - Council to set workshop. (3/26) Council is working to amend Route 100 South TIF to allow for funds to be used on this project. (4/21) Council set public hearing for 6/2 to put out to voters at 7/14 election.
14	Construction Costs	$88,400	N/A	Extending sidewalk from Hannaford - Spruce Street - **Sidewalk projects,** and other projects (Wilkies Beach) require **engineering work to develop plans** before funding can be sought (or to have more pull with MDOT/MTA).	Steve is requesting $13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = $88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues.

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No	Items Label	Cost Est.	Task No.	Description	Comments
15	Contingency Fund	$25,000	N/A	Many Towns (and most companies) incorporate a **Contingency Fund** into their budget planning to cover unforeseen expenses.	Deb provided (2) examples - $18K for unfunded vacation/sick time for retirees and $10K for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone & must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between $20-30K. Council agreed to tentative $25,000 amount to cover projected retirement and have some left over. (10/28) Council funded this as a combination of employee time & contingencey - agreed we need to continue working on this fund. (2/18) Deb advised she is requested $25,000 for this fund separate from vacation/sick time outstanding liability. (2/27) Katy advised we will likely spend this to supplement the vaca/sick time fund. (4/2) Deb advised it could cost up to $10k for an addt'l election if we miss the 6/9 election. Katy advised the money in this year's budget for that election would flow into the unassigned but would not be accessible until the following year's budget cycle after the audit was completed. Council needs to consider adding $10K to contingency. Katy advised that contigency is set aside to help with transition to new Manager. (4/9) Governor will be moving election to July 14th - we will move local to coincide. Ballot printing, machine programming will be in current buget, there may be some money needed for staff time. Council agreed to keep contingency fund at $25,000. Election change is another example of why a contingnecy fund is needed.
16	Senior Tax Relief Program	$30,000	#53 H8.1 ©	There was limited discussion about a possible **Senior Tax Relief program** for the elderly property owners.	Other Towns have adopted them - an example - 70 years old, residency for 10 years and up to $XX of reduction in property taxes. Sharon shared another example of parameters for such a program. Dan expressed concerns with using funds for othe priorities. Means testing would be a requirement & it would have to be a principle resident. One goal is to avoid tax leins & subsequent forfeiture of the property - State just passed legislation to make it much harder for towns to force eviction due to unpaid taxes for seniors. Council would like more information on impact. Sharon proposed a $25,000 starting fund, but Council wanted to work out details of program before considering as a budget item. (4/4) Council discussed again with increase to $50,000 proposed by Sharon. Council did not agree to add to the budget as increase is already large & would like better handle on sustainability/costs (Cape - $75k, Cumberland $65K). Council could not identify items to scratch from budget to compensate for needed funding. (8/6) Workshop held. (10/28) Council has another workshop to determine if consensus can be reached on program parameters. (12/17) final changes discussed - 1st reading set for 1/7. Approved at 1/21 meeting. (3/26) Sharon is req $30k for this fund. Sandy/Dan want to delay. Bruce/Anne want to reserve decision until final number crunching. (4/16) Majority of Council felt this new service should not be added this year given the current situation and strain on other taxpayers - not on a fixed income - who may be losing their jobs, etc. A request was made to put it on the ballot as a separate question, but only 2 Councilors supported.

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

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23	Fencing	?	N/A	Need to **add Fencing to CIP schedule** - applicable departments	(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle.
24	Existing Sidewalks	?	N/A	Need to **add all Existing Sidewalks to CIP schedules**	(4/9) Sandy pointed out that existing sidewalks are also not listed in the CIP schedule for maintenance/reconstruction work. Town has been only addressing when applicable roads come up for paving - usually nothing is done when overlay paving is done - creating a situation where they are only being addressed when a road is reconstructed. By that time, sidewalks are in bad shape and add considerable costs to the road budget. Need to put money aside to ensure existing sidewalks are maintained and funded when reconstruction is needed.
25	Paving Plan	?	N/A	Create a **long term Paving Plan** to "catch up" with recommended schedule	(4/28) Dan suggested that between now & next budget, the Council ask Alex to create a long term paving plan - through 2035 perhaps - to identify a route to catch up on the backlog of paving. This could be used in conjunction with the planned road study (next budget cycle) to ensure progress is made each year.
26	Livelong Living	?	N/A	Placeholder for 21-22 FY Budget - **Senior Programs**	(8/4) Logging as a placeholder pending presentation from Lifelong Living Committee in Fall/Winter
27	LD1	N/A	N/A	Discuss impacts of LD1	(9/15) Council agreed to log to ensure discussion on how to mitigate issues with LD1
28	Enterprise Fund	?	N/A	Need to evaluate impact of **Covid** on **Enterprise Fund**	(9/15) Deb has advised current projections have fund just breaking even or with a small revenue amount.
29	Communications	$18,910	N/A	Consider proposal from Community Communications Committee to use Fees for 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	Stripping	?	N/A	Shaker Rd Project - new stripping - increase to annual budget	(10/6) As part of the Shaker Rd Stormwater/sidewalk project, new stripping was discussed - reducing lane size to create official bike line with proper stripping, crosswalk addition, additional traffic calming - will add to existing stripping on the road.
32	Electric Charging Station	?	N/A	Consider installing an electric charging station	(12/1) Sandy advised she would be bringing this forward given the new solar array will be going online. Long term, if Town buys the array, converting as many vehicles as possible to electric will save more costs. First step would be installing a charging station - may be grants or other funds available to assist with cost.
33	Electric Vehicle Transition	?	N/A	Transition Municipal vehicles to electric versions	(12/1) Sandy advised she would be bringing this forward given the new solar array will be going online. Long term, if Town buys the array, converting as many vehicles as possible to electric will save more costs.