

TOWN GRAY
GRAY TOWN COUNCIL
AGENDA • FEBRUARY 2, 2021

Gray Town
Council Regular
Meeting

Online Via Microsoft Teams
Link Posted to graymaine.org Day of Meeting

7:00 PM

- I. OPENING STATEMENT:**
Due to the Governor's latest Executive Order, the Town Council meeting will NOT take place in person. The meeting will be held online with the link provided the day of the meeting. **For the Public Hearing, Residents can click in to participate or call in using the number provided the day of - during the times detailed below. Public Comments are only allowed during the Public Comments Section and the Public Hearing as detailed in the agenda.**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE TO THE FLAG**
- IV. MINUTES FROM PREVIOUS MEETINGS (10 MINS FOR ALL)**
1. To Review and Approve Removing from the Table the Minutes from the Town Council Meeting of January 5, 2021.

Proposed motion:
Ordered, the Gray Town Council Approves Removing from the Table the Minutes from the Town Council Meeting of January 5, 2021.

 - Proposed motion:
Ordered, the Gray Town Council Approves the Minutes from the Town Council Meeting of January 5, 2021.
 2. To Review and Approve Minutes of the Gray Town Council Executive Session of January 14, 2021.

Proposed motion:
Ordered, the Gray Town Council Approves the Minutes from the Executive Session of January 14, 2021.
 3. To Review and Approve the Minutes from the Town Council Meeting of January 19, 2021.

Proposed motion:
Ordered, the Gray Town Council Approves the Minutes from the Town Council Meeting of January 19, 2021.

- To Review and Approve the Minutes for Town Council Executive Session of January 20, 2021.

Proposed motion:

Ordered, the Gray Town Council Approves the Minutes for Town Council Executive Session of January 20, 2021.

- To Review and Approve the Minutes for Town Council Executive Session of January 26, 2021.

Proposed motion:

Ordered, the Gray Town Council Approves the Minutes for Town Council Special Meeting of January 26, 2021.

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)

- Dynamic Energy - Solar Overlay 15 MINS + 15 Q&A with Public Comment (est. 7:35pm)

VII. PUBLIC HEARING(S)

- (First Reading) to Review and Act Upon Setting a Public Hearing and a Second Reading of the Contract Zone Proposal for Stillwater Subdivision on February 16, 2021. 10 MINS + 10 MINS with Public Comment (est. 8pm)

Proposed motion:

Ordered, the Gray Town Council Sets a Public Hearing and Second Reading of the Contract Zone Proposal for Stillwater Subdivision on February 16, 2021

VIII. REPORT FROM THE COUNCIL CHAIR (ITEMS VIII - XI TOTAL OF 20 MINS)

IX. REPORT FROM THE TOWN MANAGER

X. COMMITTEE REPORTS

XI. COUNCIL CORRESPONDENCE/ACTIVITIES

XII. ACTION ITEMS

- To Review and Approve Awarding the Bid for the Shaker Road Sidewalk/Stormwater Project to J. Pratt Construction. 15 MINS

Proposed motion:

Ordered, the Gray Town Council Approves Awarding the Bid for the Shaker Road Sidewalk/Stormwater Project to J. Pratt Construction for a Total Anticipated Project Cost of 920,606.91 and Further Orders the Town of Gray's Responsibility for the Project to be Paid from Bond Savings.

XIII. COUNCIL BUSINESS

1. Gray Historical Society Lease - Galen Morrison - 15 MINS
2. Town Manager Appraisal Form - Sandy 10 MINS
3. Tracking Spreadsheet & Workshop Schedule 5 MINS

XIV. ADJOURNMENT

1. Motion to Adjourn 9:15 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 • JANUARY 5, 2021

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
Doug Webster	Code Enforcement	Present
Will Haskell	Gorrill Palmer, Town Engineer	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 December 15, 2020.

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

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

No edits were requested.

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

No public comments.

VI. PUBLIC HEARINGS

- 1. (First Reading) To Review and Act Upon Setting a Second Reading and Public Hearing to Consider an Amendment to the Zoning Ordinance (Chapter 402) for the Town of Gray to add Farmer's Market as a New Use and the Associated Standards.

Motion: Ordered, the Gray Town Council Sets a Public Hearing and Second Reading on January 19, 2021, to Consider an Amendment to the Zoning Ordinance (Chapter 402) for the Town of Gray to add Farmer's Market as a New Use and the Associated Standards.

No public comments. Public hearing closed at 7:07 p.m.

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

- 2. (First Reading) To Review and Act Upon Setting a Second Reading and Public Hearing to Consider an Amendment to the Fireworks Ordinance for the Town of Gray to Allow Fireworks for the Lunar New Year.

Motion: Ordered, the Gray Town Council Sets a Public Hearing and Second Reading on January 19, 2021, to Consider an Amendment to the Fireworks Ordinance for the Town of Gray to Allow Fireworks for the Lunar New Year.

No public comments. Public hearing closed at 7:08 p.m.

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

VII. REPORT FROM THE COUNCIL CHAIR

Chair Carder discussed these topics:

Covid: Since the Governor’s State of Emergency has been extended, Chair Carder recommended meetings continue virtually through January, including all boards and committees. Chair Carder asked if Councilors had any objections and none were indicated.

Planning Board Training: Chair Carder reviewed GPCOG’s training suggestions with Dan Maguire and Kathy Tombarelli, and both believed it will be beneficial. GPCOG is offering to facilitate the workshop between the Town Council and the Planning Board and will provide some training/clarification on roles, goals, and how to achieve effective collaboration.

Chair Carder asked if there were any objections and there were none. Councilor Maguire suggested there be a conversation with Don Hutchings, Planning Board Chair. Councilor Young inquired if there was a cost, so Chair Carder will find out. Kathy Tombarelli reminded the Council that the Planning Board would like to meet with them in person. She also said there is money in the budget if there is a cost.

Comprehensive Plan: Chair Carder reminded Councilors that committees need to complete their Comprehensive Plan review with a summary of their thoughts and provide that by February 8th. She reached out to Jarrod Maxfield, Vice Chair of the Windham Town Council, to see if he could provide any information, advice, or thoughts on their process. She is waiting for a response.

VIII. REPORT FROM THE TOWN MANAGER

Town Manager Cabana said the original 1880's clock face is mounted in the 2nd floor hallway at Pennell and is operational. She thanked Doug Webster, Mo Russo, the Historical Society, and Don Whitney (who recently passed away) for their work on this project. She hopes to encourage people to see it after the pandemic is over.

Town Manager Cabana, Kathy Tombarelli, and Doug Webster met with owners of vacant properties at the intersection of Rt. 26 and N. Raymond Road. Both owners were grateful the Town reached out. They also acknowledged their properties are in poor condition.

Owners of the home on Rt. 26, the Merrill's, inquired about the Town changing the zoning for small commercial use. During the meeting, the owners learned about other options such as access from Weymouth Road.

Mr. Richardson, who owns two properties and operated the Dry Mills Store, is also hoping zoning could change to commercial, possibly for office use. He is looking into demolition.

Town Manager Cabana said the operation of the streetlights at the intersection have been delayed. She said hopefully, they will be operational during January.

Town Manager Cabana had forwarded an email to the Council from EcoMaine. She is on their board and they asked if the Town wished to add an additional board member. She sought feedback from Council as she felt it would be helpful in the transition to a new Town Manager if a Councilor is also on the board. Councilors discussed and Chair Carder summed it up by saying they would discuss with the new Town Manager and then possibly add another member.

Town Manager Cabana told the Council that the deadline for possible GPCOG grant opportunities was extended until January 29th. She asked for Council feedback about applying for the grants and which projects should be considered. Will Haskell and Alec Dodd were present for this discussion. Projects discussed were sidewalks on Rt. 26 by Spruce Drive and on Libby Hill Road, Gray Park to Russell School sidewalk, and a culvert project. The Pennell lab building was also discussed. Kathy Tombarelli said the Town already has a \$12,000.00 grant for a feasibility study for the Lab building.

Chair Carder will attend an upcoming GPCOG meeting, so she asked Town Manager Cabana to provide a prioritized list of suggested projects. Will Haskell suggested Councilors review the GPCOG portal for more information about grant criteria.

IX. COMMITTEE REPORTS

Councilors Maguire, Young, and Foshay didn't have any committee meetings to report on.

Councilor Gass said the Rec Committee met on January 4th and welcomed Josh Martell. They hadn't met since October and have lost members. They discussed the need to be realistic about programming, during the pandemic and with a skeleton staff, such as having small gatherings in outside spaces.

Councilor Gass said the Open Space Committee will meet on January 6th.

Councilor Carder said the Recycling Committee didn't have a quorum on December 17th, but they did review their list of outstanding items. They will discuss the Comprehensive Plan at the January 21st meeting.

Chair Carder said the Dry Mills School Committee met on December 21st and welcomed their new member, Mikell. They reviewed their outstanding list of projects and went over the Comprehensive Plan task. The members will each review it and it will be discussed at the January 18th meeting.

Chair Carder said GPCOG held their Newly Elected Officials event on December 17th and due to the Recycling Committee meeting, she was unable to attend. They had asked her to film a little segment for a video which she did prior to the event. Next meeting will be January 13th.

X. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Maguire didn't have any correspondence/activities to report.

Councilor Gass received an email from Mr. Kenney regarding relocation of petitioners from the wood pile area at the Transfer Station. This has been referred to staff.

Councilor Gass received correspondence from Michael Williams regarding bike lanes, such as those located on Hancock Street. He had questions and shared that he has a website called advisorybikelanes.com.

Councilor Foshay had the same email regarding the Transfer Station which Councilor Gass reported on.

Councilor Young didn't have any additional correspondence that wasn't already discussed.

Councilor Carder participated in a meeting with staff from Efficiency Maine and GPCOG to discuss EV charging station rebate programs and incentives for electric vehicles. They provided a good deal of information and she will have more information on costs/rebates during one of the upcoming budget meetings. One item of particular interest is they offer municipalities a free service to analyze the current fleet and make recommendations on converting the fleet to electric vehicles. She will connect Town Manager Cabana to those resources.

Councilor Carder said Galen Morrison provided an update on the Gray Historical Society lease. GHS had previously approached the Council asking if they could modify the lease by moving the monthly utilities to the Town, which would make it easier for them to do fundraising for specific goals. Mr. Morrison hopes to have something to submit to the Council soon. Mr. Morrison also indicated that he has obtained the necessary sign permits to continue the GHS historical walk.

Councilor Carder received notification from the Planning Department about a proposed subdivision which is a couple of lots over from her house. This subdivision is on the agenda for the January 14th meeting at which time abutters will be allowed public comment. To be clear, she stated she will be participating as a resident, not a Councilor.

Councilor Carder said all Councilors received an email from a resident with specific concerns related to the Transfer Station. Town Manager Cabana will respond. Councilor Carder wanted to remind everyone it is a very busy time for staff and with the COVID protocols in place, the location is very crowded. She asked everyone to do their part if we want to keep the Transfer Station open. She reminded all to try to go during non-peak hours if possible, follow the protocols, wear a mask, and be patient.

XI. ACTION ITEMS

1. To Review and Approve Appointing Allen Cronan to the Recreation and Conservation Committee for the Remainder of a Three-year Term Expiring on August 31, 2021.

Ordered, the Gray Town Council Approves Appointing Allen Cronan to the Recreation and Conservation Committee for the Remainder of a Three-year Term Expiring on August 31, 2021.

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

XII. COUNCIL BUSINESS

1. Dynamic Energy Solar Array Overlay Expansion

Councilors discussed this proposal which was mentioned at the last Council meeting. Recommendations of underground utilities and buffering were suggested. Revenue to the Town was also discussed. Chair Carder indicated a commercial solar array would produce more revenue in taxes than a vacant lot, although assessment has not yet been determined.

Chair Carder said they need more information on standards for buffering and will reach out to Hillcrest residents. The date for the earliest first reading on an overlay would be February 2nd.

2. Budget Timeline

Chair Carder pointed out the new timeline in the packet. She will update and create detailed agendas for workshops. January 12th will be a budget meeting workshop from 4pm-6pm.

3. Senior Tax Rebate Ordinance

Councilor Maguire explained he brought this topic forward as he doesn't like ordinances that favor a group or excludes other groups. He asked the Council if there was interest to change the ordinance so anyone who meets the criteria could apply, removing the age requirement. He also prefers that it not be a rebate.

Councilor Gass was in agreement to remove the age requirement and was willing to look at options other than just forgiving the debt. Councilor Foshay agreed to remove the age requirement but wasn't sure how he felt about making it a lien.

Councilor Young was not in favor of changes. She stated the senior tax relief is intended as a reward for the decades in which people have supported the community.

Councilor Carder was open to changes but not sure if they would have the funding. Councilor Maguire will work on some changes and bring it back to the Council.

4. Tracking Spreadsheet & Workshop Schedule

Councilors discussed items on the tracking spreadsheet. Chair Carder will make updates accordingly.

XIII. ADJOURNMENT

1. Motion to Adjourn at 8:54 pm

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

TOWN GRAY
GRAY TOWN COUNCIL
MINUTES • January 14, 2021

**Gray Town
Council Executive
Session**



4:00 PM

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.

ROLL CALL

Attendee Name	Title	Status
Sandra Carder	Chair	Present
Bruce Foshay	Councilor	Present
Sharon Young	Councilor	Joined during Executive Session
Dan Maguire	Councilor	Present
Anne Gass	Vice Chair	Present

The Council Will Go into Executive Session, Pursuant to Title 1, Chapter 13, Subchapter 1, Section 405, Subsection 6-A: “Discussion or Consideration of the Employment, Appointment, Assignment, Duties, Promotion, Demotion, Compensation, Evaluation, Disciplining, Resignation or Dismissal of an Individual or Group of Public Officials...”, specifically to consider employment of a new Town Manager.

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

Additional members in attendance at the Executive Session – Donald Gerrish, Consultant from Eaton-Peabody. Chair Carder stated that Council gave instructions to their Consultant and that both Councilor Maguire and Young had left the session earlier due to a prior commitment.

ADJOURNMENT - Motion to Adjourn at 4:56 pm.

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

TOWN OF GRAY
GRAY TOWN COUNCIL
MINUTES • JANUARY 19, 2021

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
Doug Webster	Community Development	Present

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS

1. To Review and Approve the Minutes from the Town Council Executive Session of December 14, 2020.

Ordered, the Gray Town Council Approves the Minutes from the Town Council Executive Session of December 14, 2020.

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

2. To Review and Approve the Minutes from the Town Council Executive Session of December 16, 2020.

Ordered, the Gray Town Council Approves the Minutes from the Town Council Executive Session of December 16, 2020.

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

3. To Review and Approve the Minutes from the Town Council Executive Session of January 5, 2021.

Ordered, the Gray Town Council Approves the Minutes from the Town Council Executive Session of January 5, 2021.

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

Councilor Foshay noted that the word “existed” should be changed to “exited”.

4. To Review and Approve the Minutes from the Town Council Meeting of January 5, 2021.

Ordered, the Gray Town Council Approves the Town Council Minutes of January 5, 2021.

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

Chair Carder stated the minutes were not in the Council Packet so this will be moved to the February 2, 2021 meeting.

5. To Review and Approve the Minutes from the Town Council Executive Session of January 8, 2021.

Ordered, the Gray Town Council Approves the Minutes from the Town Council Executive Session of January 8, 2021.

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

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

No public comments.

VI. PRESENTATION

1. Stillwater Subdivision Contract Zone Agreement

Chair Carder stated that one of the possible benefits of this contract zone is for the town to meet the obligation of the tennis court situation from the Land Use grant from the 1970’s.

Charlie Burnham, of Atlantic Resource Consultants, explained they hope to reduce the road standard on Woodcock Drive. He explained they will put boulders, etc. between the public and private (gravel pit) areas.

Kathy Tombarelli explained the remaining open space will be open to the public and the utilities will be overhead along the existing part of Woodcock Drive, but then underground in the new section. She also said this subdivision will go to the

Planning Board.

Charlie Burnham explained they would stub the water main to the end of the subdivision. There were a lot of questions about how far the water and power would extend. Charlie Burnham said the cost of electrical conduit is astronomically expensive. After a great deal of discussion, the plan is for the conduit to go to the stream in Phase I and will be extended to fields in later phases.

Councilor Young had concerns and said if they grant contract zone without all the plans and necessary approvals, they don't have assurance that this is doable in order to rectify the tennis court issue.

Town Manager Cabana said the Town received letters of concern from abutters who own the gravel pits, including concerns in reference to plans regarding berms and boulders.

They also discussed sidewalks, lighting, parking, winter maintenance. Charlie Burnham said there would be two temporary hammerhead turnarounds. He also said there will be a swing gate after the stream which will be closed at sunset.

Chair Carder will obtain guidance on several of these topics from Doug Betz.

VII. PUBLIC HEARINGS

1. (Second Reading) To Review and Act Upon Approving an Amendment to the Zoning Ordinance (Chapter 402) for the Town of Gray to add Farmer's Market as a New Use and the Associated Standards.

Be it Ordained, the Gray Town Council Approves an Amendment to the Zoning Ordinance (Chapter 402) for the Town of Gray to add Farmer's Market as a New Use and the Associated Standards.

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

No public comments. Public Hearing closed at 8:00 p.m.

2. (Second Reading) To Review and Act Upon an Amendment to the Fireworks Ordinance for the Town of Gray to Allow Fireworks for the Lunar New Year.

Be it Ordained, the Gray Town Council Approves an Amendment to the Fireworks Ordinance for the Town of Gray to Allow Fireworks for the Lunar New Year.

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

No public comments. Public Hearing closed at 8:02 p.m. Councilor Foshay pointed out the effective date should be updated. Chair Carder suggested listing an amended date of January 2021.

VIII. REPORT FROM THE COUNCIL CHAIR

Chair Carder discussed these topics:

COVID: She recommended that the Town Council, as well as committee meetings remain virtual through the month of February. They can revisit this topic at the February 16th meeting. She asked if there were objections from Councilors and there were none.

Town Manager Search: She was pleased to announce the Town Council selected Nate Rudy to be Gray's next Town Manager. Mr. Rudy is currently the City Manager of Hallowell and previously worked as Director of Planning and Development for the City of Gardiner. He has a Master's in Business Administration from Thomas College and a Bachelor of Science in Environmental Science and Engineering from Virginia Tech. The Town Council will hold a special meeting on Tuesday, January 26th at 6pm to officially appoint Mr. Rudy and approve his three-year contract. He will begin on March 1st. The departure date of Town Manager Cabana has not yet been determined. She thanked Don Gerrish of Eaton Peabody Consulting Group for working with the Town on this nationwide search.

Dynamic Energy Solar Array: She explained this will be discussed at the February 2nd meeting. Residents impacted by this topic will receive letters of notification.

Comprehensive Plan: She spoke to Jarrod Maxfield, Vice Chair of the Windham Council, about how they proceeded in implementing their Comprehensive Plan. He explained they tackled setting up their Growth plan including a permit cap first to help control the growth and did not do any wholesale zoning changes. They also have a Long-Range Planning Committee responsible for helping to implement their Comprehensive Plan and creating their Open Space Plan. Mr. Maxfield also informed her that Ben Smith was part of their Planning department and then later continued to assist the process via North Star Planning. Mr. Maxfield stated that having a consultant assist with this was extremely beneficial. Chair Carder will share more information from this discussion at an upcoming workshop.

GPCOG Stimulus Projects: At the Executive Committee meeting on January 13th, she obtained more information on the call for projects. She explained that there is some CARES Act funding, from the December bill passed by the federal government, which has been split up into specific categories. However, she explained, the call is more about preparing for the upcoming Federal Infrastructure bill expected in the coming year. There are two categories (1) 'Shovel Ready' projects which are close enough that within 6-9 months they would be fully engineered and ready to go and (2) 'Shovel Worthy' projects for which engineering is not done, but if money were available for such engineering, they could be made ready due to their importance.

She said we are still competing with projects being submitted by all other members including the larger municipalities. Having a regional importance or state connection would make the projects a higher priority. The goal for GPCOG is to have projects from every member town, compile them and have a list ready to review/discuss with state level partners in March. If they receive an overwhelming number of projects, they may need to establish a ranking system for which they would likely request input from the Executive Committee and PACTS Committee.

IX. REPORT FROM THE TOWN MANAGER

Town Manager Cabana congratulated Nate Rudy and she looks forward to a smooth transition.

She inquired about Volunteer Recognition. She asked Councilors if we would be able to recognize volunteers this year since they couldn't have the event last year. She explained now is the time to discuss for an April time frame. She doesn't want to have this topic get lost with the transition to a new town manager and new administrative assistant, so asked Councilors to keep this topic in mind.

Councilor Young suggested a summer event, possibly outdoors, if things are back to normal by then.

Councilor Foshay agrees volunteer recognition should be done, but he isn't sure summertime will work out.

Councilor Gass agrees summer is too soon but also an event next fall might be pushing it too close to the next spring awards. She suggested giving awards without a ceremony.

Councilor Maguire wants to continue the tradition, even if they do it the same way it was done this year. He also suggested taking out a quarter page ad in the Press Herald to recognize the volunteers.

Councilor Carder suggested not having a banquet but could possibly do something in the summer or fall, possibly even in accordance with the Blueberry Festival, and perhaps a video or slide presentation.

Town Manager Cabana provided an update regarding the traffic signals at the intersection of North Raymond Road and Rt. 26. The flashing light should be operational in a week and more signals will be implemented in the following weeks.

She stated the Town is advertising for an Administrative Assistant since Suzanna Gallant has accepted a position with the community college in Auburn. Suzanna will stay with the town until February 12th.

1. GPCOG Stimulus Grants – Project Recommendations

Town Manager Cabana mentioned some possible projects they could recommend for the grant submission such as: Spruce Drive to Libby Hill sidewalks, Dutton Hill, charging station for Pennell for electric vehicles, drainage on Rt. 100, etc. Councilors had a lengthy discussion about their recommendations for projects they might want to submit for GPCOG stimulus grants, particularly in reference to details surrounding sidewalks on Shaker Road between Spruce Drive up to and along Libby Hill Road. They also discussed the possibility of a cross walk from Spruce Drive to the path on Rt. 26 which leads to the high school. Alec Dodd said work on Dutton Hill needs to be addressed and is in the CIP for the coming fiscal year.

Chair Carder asked Councilor Gass to help with the submissions and said GPCOG will review submissions at the end of January/February. She will know more by March or April.

X. COMMITTEE REPORTS

Councilors Young and Foshay did not have information to report.

Councilor Maguire said OAC met last week. He had to miss part of it due to a Town Council session. The committee discussed the Comprehensive Plan, how OAC can support the plan, and what impact on OAC the plan might have. The rest of their meeting revolved around the sign ordinance.

Councilor Maguire said the Planning Board met and they elected their Chair and Vice Chair.

Councilor Maguire said Town Manager Cabana, Dr. King of MSAD 15, and Carl Holmquist will meet regarding budgeting and cost. They hope to have a revised draft of their document by the end of the month which he will circulate to Councilors.

Councilor Carder said GPCOG met on January 13th. They were introduced to their new Resilience Corp which is made up of 14 Americorp interns who are helping various municipalities and GPCOG with tasks/activities. The goal is to obtain funding to keep this program going for multiple years so other municipalities can be involved. The stimulus project was also discussed. Tom Reinhauser, Director of Public Outreach, and Steve Cole, Regional Planner for Region 1 & 2, from the MDOT took the opportunity to re-introduce themselves since Commissioner Bruce Van Note has made improving communications with municipalities, and communicating with them earlier in the process, which is a top priority in the coming year. She let Tom and Steve know how valuable we felt the workshop with Rob Betz (and Steve Cole) and his team was to Gray given how many infrastructure projects we have ‘in the works’, as well as the Village walkthrough with Patrick Adam. She encouraged them to set up regular meetings with municipalities, maybe quarterly, to discuss upcoming projects and provide an opportunity for input and updates. Tom said he had a monthly meeting coming up with his team and would bring that suggestion to them. The next meeting is February 10th at noon.

Councilor Carder said the Dry Mills Schoolhouse Committee met on January 14th and primarily worked on the Comprehensive Plan review in order to submit their summary by the February 8th deadline. Mo Russo's team is working on additional tasks at the schoolhouse including building the new ADA ramp. She followed up with Howie Powell of the Animal Park regarding the DMS lease with the State. He apologized for the delay, but they have not replaced the Asst. Superintendent position and he has been out straight with work. He will be talking to Rick Parker, Director of Engineering at the IF&W and will get back to her. The next meeting is February 15th at 6:30pm.

Councilor Carder said the Recycling Committee will meet on Thursday, January 17th and will work on the Comprehensive Plan task.

XI. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Young said M-DASH, a collaboration with the Town of Gray and the Maine Council on Aging, had the first planning session last week and will have the first meeting on January 20th. Two dozen invitations were sent to individuals and organizations regarding issues pertaining to aging. She said Nate Rudy, our future Town Manager, is already involved with this project in Hallowell as they began a few months ahead of Gray. She has heard from individuals who are interested in joining.

Councilor Young said other communications were ones the whole Council received.

Councilor Foshay didn't have any to report other than ones they all received.

Councilor Maguire didn't have any other communications to report.

Councilor Gass referenced communication from Jason Wilson regarding the Open Space Committee, inquiring about the Town acquiring the Tee Em Up property, and also information about dog parks. She wants to keep the committee, as she mentioned previously, laser focused on their priorities. She also thinks it is premature for the committee to work with landowners who want to sell their land.

Councilor Gass had a conversation with John Powers about Long Hill Road and the ATV Club. He is getting cost estimates. The grant they are looking at will need Council review and approval. The state will pay 70%. The match can be in kind such as by the ATV and Snow Wolves members. She wants preliminary discussions by the end of April.

Councilor Carder received an email from Jon Hedman, President of the May Meadows Home Association, seeking an update on the lights at the No. Raymond Rd/Shaker Rd intersection, as well as plans for the vacant buildings which are in poor shape.

Councilor Carder received an email from Cheryl Welch, President of the Crystal Lake Association, wondering about the status of the bird banger device. She advised we were awaiting final sign off from Attorney Alyssa Tibbetts confirming it does not fall under the fireworks definition. Town Manager Cabana was going to follow up with Alyssa Tibbetts.

Councilor Carder also had a resident reach out to her about the Executive Session set for last week, worried it may have something to do with the unrest occurring at government facilities. She clarified it was regarding the Town Manager search.

Councilor Carder said Galen Morrison has provided a proposal for the new Gray Historical Society lease, but we were not able to add it to tonight's agenda. It will likely be on the February 2nd agenda and she let him know that.

Councilor Carder reported that they all received emails from Jason Wilson related to the tennis court conversion, a possible dog park, and Nordic grooming funds at Libby Hill.

XII. ACTION ITEMS

- 1. To Review and Approve any RFP Submissions for the Yarmouth Road Pocket Park.

Ordered, the Gray Town Council Approves the RFP Submission of Rachel Lyn Rumson for the Yarmouth Road Pocket Park in the amount of \$1,690.00.RESULT: APPROVED AS AMENDED [4 TO 1]

MOVER:	Bruce Foshay, Councilor
SECONDER:	Anne Gass, Vice Chair
AYES:	Carder, Foshay, Gass, Young
NAY:	Maguire

Councilors Maguire and Gass stated they didn't have the bid in their packet. Kathy Tombarelli explained only one RFP was received. Since it was confidential, Suzanna Gallant sent it via email to Councilors. Councilors Maguire, Gass, and Young had not seen the email. Chair Carder said the one bid received was from Rachel Lyn Rumson of 207 Permaculture.

Councilor Gass reviewed her email during the meeting, said they are really fortunate to have someone with this depth of experience, and she is comfortable with the proposal. Councilor Foshay said Rachel has put in a lot of volunteer hours already.

Councilor Maguire found the email but since he hasn't been able to review it, he was uncomfortable voting on it. Councilor Young agreed with Councilor Maguire and was also curious what the overage in cost was from. Kathy Tombarelli said the original grant proposal cost of \$1,500.00 was an estimate. This RFP is for 26 hours at \$65.00 per hour for a total of \$1,690.00. Town Manager Cabana reminded the Council they would need to amend the motion to add the name and the amount.

Councilors discussed tabling the vote until the next meeting since some councilors hadn't seen the email and had a chance to review it fully. Councilor Gass said they had three votes and no other applicants so suggested they vote.

XIII. COUNCIL BUSINESS

- 1. Senior Rebate Ordinance

Councilors discussed two facets of this ordinance; whether or not to remove the age requirement and whether or not the benefit should be repaid when a home is sold. Councilor Young questioned why this was back in front of them as they had fully vetted it over 6 months ago.

Councilors Young, Foshay, and Carder did not want to change the age requirement. Councilor Gass wanted to help struggling low-income younger families as well as seniors.

Councilor Maguire explained his major concern is the age requirement and he feels the basic premise of the ordinance is unfair. He tried to take something very unfair and make it more equitable. He said the vast majority of people who come before the Council with difficulties paying their taxes are young people.

Councilor Carder did not support repayment of the tax relief as it would be difficult to manage administratively. Councilors Young and Foshay also didn't want the benefit to be repaid.

Chair Carder indicated there are not three or more Councilors willing to change the age or benefit requirements.

2. Tracking Worksheet & Workshop Schedule

Chair Carder will update the tracking worksheet. They also discussed the audit timeline in the Charter. Town Manager Cabana explained they need voter participation of 30% of the number who participated in the last gubernatorial vote. They don't have to vote for it but have to participate. She doubts they will have that level of participation in June but can try for November.

Chair Carder reminded them of their workshop on January 20th with an Executive Session at 4pm. There will be a workshop before the next Council Meeting, on February 2nd, from 4pm-6pm. She hopes to have the budget workshop agendas by the February 2nd workshop.

XIV. ADJOURNMENT

- 1. Motion to Adjourn at 9:39 p.m.

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

TOWN GRAY
GRAY TOWN COUNCIL
MINUTES • JANUARY 20, 2021

**Gray Town
Council Special
Workshop**



4:00 PM

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.

ROLL CALL

Attendee Name	Title	Status
Sandra Carder	Chair	Present
Bruce Foshay	Councilor	Present
Dan Maguire	Councilor	Present
Sharon Young	Councilor	Joined during Executive Session
Anne Gass	Vice Chair	Present
Deborah Cabana	Town Manager	Present
Nate Rudy	Incoming Town Manager	Present
Doug Webster	Economic Dev. Director	Present
Kathy Tombarelli	Town Planner	Present

The Council will go into Executive Session. Pursuant to Title 1, Chapter 13, Subchapter 1, Section 405, Subsection 6-C "Discussion or consideration of the condition, acquisition of the use of real or personal property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice competitive or bargaining position of the body or agency", more specifically, to discuss land acquisition.

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

The Council exited executive session around 5:07 pm. Chair Carder reported that Council provided direction to staff.

ADJOURNMENT - Motion to Adjourn at 5:10 pm.

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

TOWN OF GRAY
GRAY TOWN COUNCIL
MINUTES • JANUARY 26, 2021

Special Meeting

Henry Pennell Municipal Complex

6:00 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
Nate Rudy	Incoming Town Manager	Present

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. ACTION ITEMS

- To Review and Approve the Employment Contract Between the Town of Gray and Nathaniel Rudy, Thereby Appointing Nathaniel Rudy as Gray Town Manager Effective March 1, 2021.

Motion: Ordered, the Gray Town Council Approves the Employment Contract Between the Town of Gray and Nathaniel Rudy, Thereby Appointing Nathaniel Rudy as Gray Town Manager Effective March 1, 2021.

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

Chair Carder reminded everyone to return their confidential binders for destruction. All Councilors congratulated Mr. Rudy and expressed that they look forward to working with him and thanked everyone for their work through this process. Chair Carder recognized that there were many qualified applicants and Department Heads input was of value in choosing the correct candidate. Deborah Cabana stated she will work out a date with Nate Rudy as to when she will be leaving and reminded Council that Suzanna Gallant's last day is February 12th. She invited Nate to be part of the interview panel for that position.

V. ADJOURNMENT

- Motion to Adjourn at 6:36 pm

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

January 28, 2021

TO: Gray Town Council
Deborah Cabana, Town Manager
FROM: Doug Webster, Community Development
CC: Kathy Tombarelli, Town Planner
RE: Background information for proposed Solar Array

In accordance with direction provided by the Town Council at the regular meeting on January 5th meeting, the Town staff send a letter to 36 property owners that about the 100-acre parcel proposed for the solar array. The letter asked recipients to send any comments or input they had via e-mail or call Town Hall with any questions, clarifications, or input. The letter indicated that the draft Zoning changes would include buffering.

The letter referenced a specific link that was added to the Town's website homepage which contained the information the applicant submitted as part of the agenda packet for the 1-5-21 Council meeting. The Town did not receive any phone calls but seven property owners sent e-mails per the attached. At the end of the seven e-mails, I have included the letter/map that was sent as well as information received by the applicant regarding a project they were involved with in Madison, Maine. It is noteworthy that the parcel upon which the Madison solar array is placed does not currently have a vegetated buffer on most sides.

One of the most common concerns expressed by the property owners that were notified was regarding the use of the road. I submit that the potential road implications include use/maintenance of the road as well as the likely expanded utility infrastructure (new 3-phase lines are needed). The ownership (*fee* interest) of the road appears to be retained by the owners of the 100-acre parcel with *easement rights* granted to Hillcrest Drive lot owners, and (presumably), to the entity involved with the solar project. A few of the comments from property owners reference road association dues which includes winter maintenance given that Hillcrest does not meet the threshold for this per the Street Ordinance. The Planning Board will presumably address the road use matter(s) as part of its review of the project under Site Plan Review. It is also likely the use of the road will be minimal once construction is completed.

Assuming the request continues to move forward, it is my understanding that the anticipated timeline is for Council input on draft Zoning standards on 2-16-21 and first reading on 3-2-21. The PB would hold its Public Hearing on 3-11-21, and the TC second reading would be on 3-16-21. Taking into account the comments received from the property owners, as well as prior Council comments, I request the Town Council provide input on the following to guide the drafting of Zoning standards for the Council's consideration at the upcoming meeting on 2-16-20.

1. I assume the Council would endorse a minimum property line setback for any solar array. Should this include any infrastructure associated with the array such as a utility building or electrical components?

2. Does the Council endorse having the new Solar Overlay District would include only the 100-acre parcel which, as a practical matter, means that virtually any future solar array would need Council endorsement of a Zoning amendment?
3. Does the Council support requiring a vegetated buffer/screening located on the subject 100-acre parcel between the solar array and abutting parcels of land? If so, should this be applicable for the entire perimeter of the array or only the portions that abut current residentially developed parcels?
4. Does the Council support requiring that the electrical utilities serving solar arrays be underground in residential/Village/Medium Density Districts?

Lastly, I respectfully suggest to the property owner and the applicant that consideration be given to ensuring that there could be vehicular/utility access from Hillcrest Drive to the remaining undeveloped portion of the property. Assuming the solar array moves forward, the infrastructure is anticipated to be in place for a few decades. At this formative stage, it may be worth developing the solar array in a manner that affords access the remaining land.

I look forward to meeting with the Council at Tuesday's virtual meeting.

Pam Edson

From: Erin Leaman-Farley <erinleamanfarley@gmail.com>
Sent: Tuesday, January 26, 2021 10:14 PM
To: Pam Edson
Subject: Hillcrest Drive Solar Plan

Good evening,

I am reaching out with questions regarding the proposed solar panel project for hillcrest drive.

Due to a mailing issue the letter for our home was miss-delivered to the previous owners at their new address. My husband Jared and I are the new owners of 5 hillcrest drive and we're notified this afternoon about the plan.

We both plan to be in attendance on 2/2 and wanted to share our questions with you. I'm sure they reflect similarly to our neighbors as we have all chatted this evening regarding the plan.

Our biggest question is the road- being a dirt road and the likelihood of additional traffic and construction will create excessive wear and tear. My understanding from the **Declaration and restrictions and Road Maintenance for Hillcrest Drive** that it would be Sawyer & Dunn who would be responsible for the road, how do we guarantee this?

Or would the city be looking to take over the road, paving it? Bringing it up to code? If so that brings additional questions regarding being a private drive, city utilities, etc.

Zoning changes are noted, would this apply to all of our lots or just the acreage at the end of hillcrest?

Solar Farms such as these often have perks that go along with them, road upgrades, free electricity etc. has this been discussed?

Thank you for your time, I imagine you are getting lots of questions. I appreciate all you are doing.

Kindly,
Erin Leaman-Farley

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Pam Edson

From: wwmtkwkr@aol.com
Sent: Thursday, January 21, 2021 6:38 PM
To: Pam Edson
Subject: Solar project

As an abuttor and having seen the plans for a solar array of up to 30.5 acres, less than 1/3 of the parcel, with a 60 foot buffer surrounding the project and the array being placed away from all abuttors property, I'm in favour of providing clean energy. This project will not increase population, increase school costs nor increase vehicular traffic.

Robert Sawyer

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Pam Edson

From: Merredith Hersey <Legz21@aol.com>
Sent: Thursday, January 21, 2021 8:22 PM
To: Pam Edson
Subject: Solar Array

Good evening,

I have a couple questions/concerns about the array. I live at 44 Colley hill, this farm would be virtually in my backyard.

1. My wellhead is apx 30-50' from the property market they set. When my well was drilled, we "hit" the underground spring that flows under the field. We drilled apx 150-200' and water started like a geyser. I am VERY concerned that any type of implantation in the area (assuming they will have some type of cement poles etc) will contaminate my well water or even get it diverted away. The exit for the water/spring is just down the road from 36 colley hill (for reference). Will there be any consideration and research into the water table below the field? And if there are any adverse effects how am I to be made whole? This water is also used to care for the garden at 40 colley hill and for the goats at 40 colley hill. I also have 2 children at home with me.
2. What type of setback are they planning to have? I will have a front row seat to this project as I am currently the only house with a direct view. I have only a small area of trees between the back field and my home and they are mostly tall.
3. What type of protection are that planning to have? A fence, lights, what type of fence, what type of lights.... as I said, this project will directly effect my household. Will they plant a new buffer layer of trees or will I have to look at a fence...
4. Please also be aware that we have a family of deer who live back there in that section, they cross my backyard/woods to get to the apple trees between 40 and 44 Colley.
5. Also please be aware I have an autistic son. So any change in his sleep routine or huge changes in his environment cause major issues for us.

Overall I think the idea is a great one, just right up against the homes isn't. And I'm REALLY worried about my water.

Thank you for your time.

Merredith Hersey
44 Colley Hill

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Pam Edson

From: Boucher, Joshua <Joshua-Boucher@idexx.com>
Sent: Thursday, January 21, 2021 9:55 AM
To: Pam Edson
Cc: Boucher, Stefanie
Subject: Yarmouth Road Solar Array

Dear Mrs. Edson,

Thank you for requesting feedback from property owners residing adjacent to the proposed 100 acre solar array off of Yarmouth Road in Gray. We are residents on Magnolia drive and frequently enjoy recreational activities on the proposed plot of land (e.g. snowshoeing, sledding, hiking). Additionally, there are ATV trails in that area that are beloved by many residents of Gray, my family included. It would be a shame to destroy the large plot of land for this project if the cost/benefit ratio doesn't make sense.

Our opinion is as that:

1. The town just completed a solar array project in Gray with ReVision energy that was said to "offset 100% of municipal energy costs and save thousands" according to the Portland Press Herald. To me, it makes sense to see the cost/benefit ratio of that solar array for residents and taxpayers alike before we begin construction on another one. Additionally, it is predicted that the ReVision array will pay for itself after 12 years and lead to "free electricity" for the town.
2. Following up on our first point, it makes sense to see how productive that ReVision array is first. I understand solar panels perform better in colder climates, however the low sun angle and frequent cloud cover from October to March will require a steep angle on the panels in order to capture any beneficial energy. The steep angle on the panels also means a larger shadow will be cast by the panel itself, necessitating the panels be spaced further apart (which means less panels in the field).
3. It would be helpful to understand how this additional solar array would benefit the taxpayer? There's a huge tax incentive for solar panel companies from the federal government to install arrays, so our question is who benefits most and is it worth it to the taxpayer and landowner who's land these will be placed on?

Overall, our opinion is that we should study the benefits of the ReVision array for a number of years to understand if this makes sense (and is even necessary). If this does progress forward, it would be much appreciated by many of the residents who use that area if we could still ride ATVs, hike and do other recreational activities in that space. A huge reason why people move to Gray from the Greater Portland area is to spread out and enjoy the land and not have the same strict limitations on its use as you would encounter in Portland.

Thanks for hearing our input.

Joshua M. Boucher, PhD | Senior Scientist II | Joshua-Boucher@idexx.com
IDEXX Laboratories, Inc. | One IDEXX Drive | Westbrook, Maine 04092 | m. 207-232-3940

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Pam Edson

From: vaughn h <vaughnh06@gmail.com>
Sent: Tuesday, January 19, 2021 8:27 PM
To: Pam Edson
Subject: Possible Solar Array

To Whom it May Concern,

I am in favor of the proposed solar array off from Yarmouth Rd. However, I am not in favor of a zoning change that opens up the possibility of any further development beyond the solar array.

Thank you
Vaughn Hutchings
21 Magnolia Dr
Gray Maine

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Pam Edson

From: Kelly Proctor <kellyproctor16@gmail.com>
Sent: Wednesday, January 20, 2021 8:22 AM
To: Pam Edson
Subject: Solar Array - Hillcrest Dr

Good morning,

As property owners of 13 Hillcrest Dr we are concerned. To our knowledge we own the property (the road) along with all the other residents of Hillcrest Dr. This is a private road - the homeowners of Hillcrest Dr are responsible for the maintenance (which includes paying to have this road plowed and paying for the street lights) The Town of Gray does not plow our road. We do not feel that we should be responsible for the wear and tear on our private road. Again this is a private road and the Town of Gray has not approached any of us. I am not in favor of the increased traffic or wear and tear on our road.

Peter and Kelly Proctor

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Pam Edson

From: Arsenault, David <Arsenault-David@aramark.com>
Sent: Tuesday, January 19, 2021 2:01 PM
To: Pam Edson
Subject: Solar array

Hello Pam, I'm a home owner on Hillcrest Dr here in Gray. I'm responding to the solar array proposal. I have questions and concerns about using our road as access. Hillcrest Dr is a gravel road and we are responsible for the maintenance of the road. Is there any information on whether or not the town or the solar company will be taking any responsibility for the future of our road. Will we the residents be expected to have our road used as the access with out the road being upgraded. How would the costs affect us residents. My understanding is the road was figured into our lot sizes so building at the end of the road creating the access would need to be addressed. Hope to get more info soon.

Thank You

David Arsenault | Aramark | FLM | Northeast Region | Facility Services
PO BOX 2022 Lewiston Maine 04241-2022
P: 207.783.9161 ext.469 M: 207.450.4626
EMAIL arsenault-david@aramark.com WEB www.aramark.com FACEBOOK aramark Twitter @aramark

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Town of Gray

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

First Settled

1738

January 13, 2021,

RE: Possible Solar Array near Yarmouth Road

Dear Property Owner,

The Town has been approached to allow a commercial solar array on a portion of a 100-acre +/- parcel adjacent to Rt. 115/Yarmouth Road. Our records indicate that you are one of 35 +/- owners that abut the parcel where solar panels would be placed (please see map on reverse). The Town Council wanted to be sure you were apprised and solicit any input you may have regarding this proposal.

The proposed solar array would utilize approximately half of the 100-acre parcel and would be accessed via Hillcrest Drive. Further information about the array is posted on the Town's website (www.graymaine.org) via a link on the homepage entitled "Solar Array" or you can contact the Community Development Department at (207) 657-3112. Changes to the Town's Zoning Ordinance would be needed to realize the project. If Zoning amendments were adopted, they would be limited to standards relating to solar arrays.

The Gray Town Council has specifically asked for input from property owners near the proposed array such as you. All input and comments will be reviewed by the Council and considered by Town staff for Zoning amendments. The two next steps are to ask for this input and for the Council to discuss possible Zoning amendments at their upcoming regular meeting on Tuesday, February 2, 2021. The Town staff will be writing draft Zoning standards, including buffering, for the Council's consideration at this meeting.

In order for the Town staff to review your comments while drafting Zoning standards, and to provide background for Town Council's at their upcoming February 2, 2021 meeting, please e-mail your comments to Pam Edson at Town Hall (Pennell) at "pedson@graymaine.org" by **Friday, January 22nd**. You can also provide input by (virtually) attending the Council's February 2, 2021 meeting by clicking on the link on the Town's website *in real time* when the meeting is held at 7:00 P.M.

We look forward to receiving your comments. Please do not hesitate to contact us in the Community Development Department if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Doug Webster".

Doug Webster
Community Development Director

-Map for Proposed Solar Array-



Doug Webster

From: Ben Gregory <bgregory@dynamicenergy.com>
Sent: Friday, January 22, 2021 3:03 PM
To: Doug Webster
Cc: Kathy Tombarelli; John Motta
Subject: RE: Sample Language?
Attachments: 200812-Madison Solar Tracker Permitting Design SLODA Amendment.pdf

Thank you for this response and next steps, more than happy to help with this process. I've attached a fully-permitted design for our project in Madison, ME that received town and DEP SLODA approvals last year. The project will be constructed this spring. The attached plan along with the aerial imagery below show that this 4.9 MW solar facility is sited in a residential area, just off of Madison's Route 201 commercial corridor.

The eastern side of the project is in close proximity to the heavily traveled East Madison Road, and we therefore agreed to maintain a buffer of 100 feet from the road, and in select areas we further agreed to address visibility by residential abutters with vegetative screen. With this in mind, for the parcel in Gray, we can say a no-build buffer of 100 feet from the southern and western property boundaries would be fine with us. Of course, happy to discuss further.

I hope these materials are helpful to the town's process. Please let me know if you have any questions, or if there's anything else you'd like to see.

Madison Solar One: 44.7950711, -69.7364342



E Madison Rd

E Madison Rd

E Madison Rd

Clairay Dr

& Plenty 2

**CONTRACT ZONING AGREEMENT BETWEEN
BIRCH POINT PROPERTIES LLC, A.H. GROVER, INC. AND THE
TOWN OF GRAY**

This Contract Zoning Agreement, made this _____ day of _____, 2021, by the TOWN OF GRAY, a body corporate and politic, located in the County of Cumberland and State of Maine, with a mailing address of 24 Main Street, Gray, Maine 04039 (hereinafter “the Town”), Birch Point Properties LLC, a Maine Limited Liability Company with a mailing address of 170 Shaker Road, Gray, Maine 04039 and A.H. Grover, Inc., a Maine Corporation with a mailing address of 80 Pembroke Peak, North Yarmouth, Maine 04097 (hereinafter, collectively, the “Owner”).

WITNESSETH:

WHEREAS, the Owner seeks to develop a property located in the vicinity of Yarmouth Road and Woodcock Road, identified in the Town tax maps as Map 44, Lot 32-112, as further described in a deed recorded in the Cumberland County Registry of Deeds in Book 36348, Page 165 (the “Property”); and

WHEREAS, the Owner seeks to develop a residential subdivision on the Property, to be known as Stillwater Pines Subdivision; and

WHEREAS, the Owner seeks to modify the Town’s subdivision road standards in the construction of the private road that will serve the subdivision and associated open space; and

WHEREAS the Owner proposes to construct a multi-use playing field, associated facilities and access and to deed the multi-use playing field area and an access easement to the Town; and

WHEREAS, the proposed development addresses, among others, the following goals and guidelines of the Town’s Comprehensive Plan:

- To encourage “orderly growth and development in appropriate areas of Town while protecting the State’s rural character, making efficient use of public services and infrastructure and preventing development sprawl;
- To “work with public and private partners to extend and maintain a network of trails for motorized and non-motorized uses;”
- To “identify priorities for preservation and needs to recreational facilities to meet current and future demands;” and

WHEREAS, the creation of public playing fields and trails will benefit both residents of the new subdivision and residents of the entire Town, both maintaining and expanding the quality and amount of recreational opportunities available and the acquisition of rights for

recreational purposes such as ball fields was identified by a number of Town residents in response to a survey as an appropriate investment by the Town; and

WHEREAS, the proposed residential subdivision and recreational and open space uses are consistent with the existing and permitted uses within the underlying zoning district; and

WHEREAS, the Gray Planning Board reviewed this proposed rezoning and recommended its approval after a public hearing held on _____, 2021; and

WHEREAS, the Town, by and through its Town Council, has determined that said rezoning will be pursuant to and consistent with the Comprehensive Plan and will meet the requirements of 30-A M.R.S. § 4352(8) and therefore has authorized the execution of this Contract Zoning Agreement on _____, 2021;

NOW, THEREFORE, in consideration of the mutual promises made by each party to the other, the parties covenant and agree as follows:

1. Amendment of Zoning Map. The Town will amend the Zoning Map of the Town of Gray, as amended, a copy of which is on file at the Henry Pennell Municipal Complex and which is incorporated by reference in the Zoning Ordinance, Section 402.3.1, by adopting the map change amendment shown on Exhibit 1. This amendment includes the existing portion of Woodcock Road leading to the Property.

2. Land use requirements. Except as expressly stated herein, the Property shall be used and developed in accordance with the Medium Density zoning district provisions and requirements, as well as other applicable provisions of the Zoning Ordinance and the Subdivision Ordinance.

3. Dimensional Requirements and Uses. Except as otherwise established in this Section 3, development on the Property shall comply with the requirements of the underlying Medium Density District and all applicable Ordinances and performance standards, except:

a. The maximum number of dwelling units to be served by the existing portion of Woodcock Road and the proposed extension of Woodcock Road shall be no more than fifty new (50) dwelling units in addition to the existing dwelling units already located on Woodcock Road due to the revisions to the road standards established herein. For purposes of this Agreement, an accessory apartment shall be included in the calculation of the maximum number of dwelling units.

b. Municipal uses shall be allowed on the land to be deeded to the Town as described in Section 7.

4. Road standards for Woodcock Road.

a. The existing portion of Woodcock Road shall be improved and maintained to the following standards:

- i. The travel lane shall be eighteen (18) feet in width.
- ii. There shall be a two (2)-foot wide paved shoulder on both sides of the road.
- iii. There shall be a five (5)-foot wide paved sidewalk on one side of the road, which shall be flush with the shoulder.

b. The extension of Woodcock Road shall be constructed and maintained as follows:

- i. The travel lane shall be eighteen (18) feet in width.
- ii. There shall be a two (2)-foot wide paved shoulder on both sides of the road.
- iii. There shall be five (5)-foot wide paved sidewalk on one side of the road, with curbing and a four (4)-foot wide esplanade on one side of the road, with the sidewalk connecting to the sidewalk to be installed on the existing portion of Woodcock Road.
- vi. Except as modified above, the extension of Woodcock Road shall be constructed in accordance with Village Public Street standards per Table 401.13.16-2 of the Gray Subdivision Ordinance.

c. Cross-sections of the roads shall be substantially in accordance with Exhibit 2, attached to and incorporated as part of this Agreement.

d. The owner shall have the ability to exceed the maximum length of a dead-end street as established in 401.13.16.B.2.f.ii of Gray Subdivision Ordinance

e. The owner shall have the ability to exceed the maximum of homes on a dead-end street as established in 401.13.16.B.2.f.vi of Gray Subdivision Ordinance.

5. Maintenance of Woodcock Road. Woodcock Road shall remain a private road and shall not be accepted by the Town as a public street unless it is upgraded to applicable Town standards in effect at the time that the road is dedicated to the Town. The Owner or any successor in interest may offer to the Town a public easement for winter maintenance, subject to the requirements and conditions of Sections 2.2 and 2.4 of the Town of Gray Street Ordinance, as may be amended, and as modified by this Agreement. Said winter maintenance shall not include maintenance, including plowing and sanding, of the sidewalks.

6. Requirements for construction of access to property to be deeded to Town. In addition to the requirements for the construction of Woodcock Road, the Owner shall be responsible for constructing an access to the property to be deeded to the Town described in Section 7. The right-of-way for the access shall be fifty (50) feet in width, with a minimum twenty (20)-foot wide travel lane, and shall include a swing gate to be located after the stream

crossing. This access shall be constructed prior to the conveyance of the 14.8 acre parcel and the access to the Town. The cross-section of the access shall be substantially in accordance with Exhibit 2.

7. Grant of land to the Town. The Owner shall grant to the Town approximately 14.8 acres of land in the southeast corner of the Property, which shall be improved as set forth in Section 8. The Owner may retain a grading easement over this parcel in order to grade it to be level with the abutting gravel pits. The property shall be deeded to the Town no later than three (3) years after the approval of Phase 1 of the proposed Stillwater Pines Subdivision. The Owner shall also grant to the Town an access easement in perpetuity over the entire length of Woodcock Road to serve the Town-owned property, including the parking area and the playing field, which easement shall include the right to maintain, improve and utilize utility connections to the property to be deeded to the Town. Any deed covenants and road association or homeowner association documents shall disclose the existence of the Town easement to the property to be deeded to the Town. Prior to the grant of land to the Town, the Owner reserves the right to remove material from this parcel, subject to the construction standards set forth in Section 8. The dedication of the open space and playing fields is an integral part of this Agreement in order to maintain open space and recreational facilities in the Town. The Town may make further improvements to this land in the future, as long as such improvements are related to the public recreational use of the land and associated parking.

8. Construction of playing fields and parking area. The Owner shall construct on the land to be conveyed to the Town an approximately 150-foot by 300-foot multi-use playing field and twenty (20) parking spaces to serve the field. The field area shall be loamed to a minimum depth of three (3) inches and seeded until full grass coverage has occurred. The Owner shall extend electrical conduit and public water to the area to be deeded to the Town, with services stubbed to allow the Town to connect to them in the future if the Town decides to make such connections. All required improvements shall be completed to the satisfaction of the Town prior to the conveyance of the approximately 14.8 acre parcel and access easement to the Town. The Owner shall be responsible for acquiring all required permits and approvals for these improvements.

As part of the construction of Phase 1 of the residential subdivision, the Owner shall be responsible for permitting and construction of the required stream crossing to include straight runs of Schedule 40 electrical conduit with no elbows for utilities to the playing field to be part of the crossing including at a minimum: one (1) 4" conduit for the water line, two (2) 3" conduits for loop electric feeds, and two (2) 2" conduits for communication facilities. Ends of the conduits to be waterproof-capped and marked with re-bar at all ends to locate in future.

9. Future loop to Yarmouth Road or ring road to Portland Road. The Owner shall reserve a right-of-way to allow the future looping of Woodcock Road to Yarmouth Road or a ring road to Portland Road. The area of the reserved right-of-way shall be established as part of the Town's subdivision review of the Property.

10. Trails. The existing trail system on the Property shall be maintained and shall be open for use by the public. Some minor rerouting of the trail system shall be allowed, with final locations to be established as part of subdivision review. The Town Council shall review and approve any proposed regulations or restrictions on the use of the trails.

11. Extension of public water. The Owner shall be responsible for extending public water to serve the proposed development and shall offer to the existing homeowners on Woodcock Road the ability to connect to such service at their own expense.

12. Site work prior to construction. Once the grading of the site is complete, the Owner shall place an eight (8)-foot berm along the property lines separating the 14.8 acre parcel to be conveyed to the Town from the abutting gravel pits. The berm shall be constructed at a three to one (3:1) slope, with two (2) to three (3) yard boulders to be placed at the top of the berm, no further than six (6) feet apart.

13. The subdivision and associated improvements, including those to the property to be conveyed to the Town, shall be completed substantially in accordance with the phasing and improvements plan included as Exhibit 3, hereby incorporated as part of this Agreement.

14. Agreement to Be Recorded. The Owner shall record this Contract Zoning Agreement in the Cumberland County Registry of Deeds and shall submit proof of recording to the Gray Code Enforcement Officer and the Town Planner before any site work is undertaken or any building permits are issued.

15. Amendments to Agreement. The provisions of this Contract Zoning Agreement shall be deemed restrictions on the use of the property and shall be amended only upon further written agreement of the parties or any successors in interest to the Property.

16. Site Plan and Subdivision Review. Approval of this Agreement will not serve as a waiver of site plan or subdivision review if otherwise required under those Ordinances.

The above stated restrictions, provisions, and conditions, are an essential part of the rezoning, shall run with the Property, shall bind and benefit the Owners, their successors and assigns, and any party in possession or occupancy of the Property or any part thereof, and shall inure to the benefit of and be enforceable by the Town, by and through its duly authorized representatives. If any of the restrictions, provisions, conditions, or portions of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such determination shall not affect the validity of the remaining portions hereof.

Except as expressly modified herein, the use, development and occupancy of the Property shall be governed by and comply with the provisions of the Zoning Ordinance, the Subdivision Ordinance and all other applicable Town ordinances. This contract rezoning agreement shall be enforced pursuant to the land use enforcement provisions of state law (including 30-A M.R.S.

§ 4452) and the Town's land use ordinances. Following any determination of a zoning or other land use violation by the Court or the Code Enforcement Officer, the Town Council, after recommendation of the Planning Board, may amend, modify or rescind the Contract Zone and rezone the Property to the prior or any successor zoning districts.

In the event that the Owner fails to develop the Property in accordance with this Agreement, or in the event of any other breach of any condition set forth in this Agreement, the Town Council shall have the authority, after hearing, to resolve the issue resulting in the breach or the failure to develop or operate. The resolution may include a termination of the Agreement by the Town Council and a rezoning of the Property to the prior or any successor zoning districts. In such an event, the Property shall then be used only for such other uses as are otherwise allowed by law.

WITNESS:

TOWN OF GRAY

By: _____
Deborah Cabana, Town Manager,
(duly authorized by vote of the Gray
Town Council on _____, 2021)

BIRCH POINT PROPERTIES, LLC

By: _____
Allen Hamilton, its Member

A.H. GROVER, INC.

By: _____
Benjamin Grover, its
Vice-President

STATE OF MAINE
CUMBERLAND, ss

_____, 2021

Personally appeared the above-named Deborah Cabana, in her capacity as Town Manager for the Town of Gray, and acknowledged the foregoing instrument to be her free act and deed in her said capacity and the free act and deed of the Town of Gray.

Notary Public/Attorney at Law

Print Name

STATE OF MAINE
CUMBERLAND, ss

_____, 2021

Personally appeared before me the above-named Allen Hamilton, in his capacity as Member of Birch Point Properties LLC and acknowledged the foregoing instrument to be his/her free act and deed in his/her said capacity and the free act and deed of said limited liability company.

Notary Public/Attorney at Law

Print Name

STATE OF MAINE
CUMBERLAND, ss

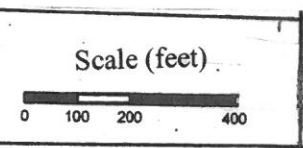
_____, 2021

Personally appeared before me the above-named Benjamin Grover, in his capacity as Vice-President of A.H. Grover, Inc., and acknowledged the foregoing instrument to be his/her free act and deed in his/her said capacity and the free act and deed of said corporation.

Notary Public/Attorney at Law

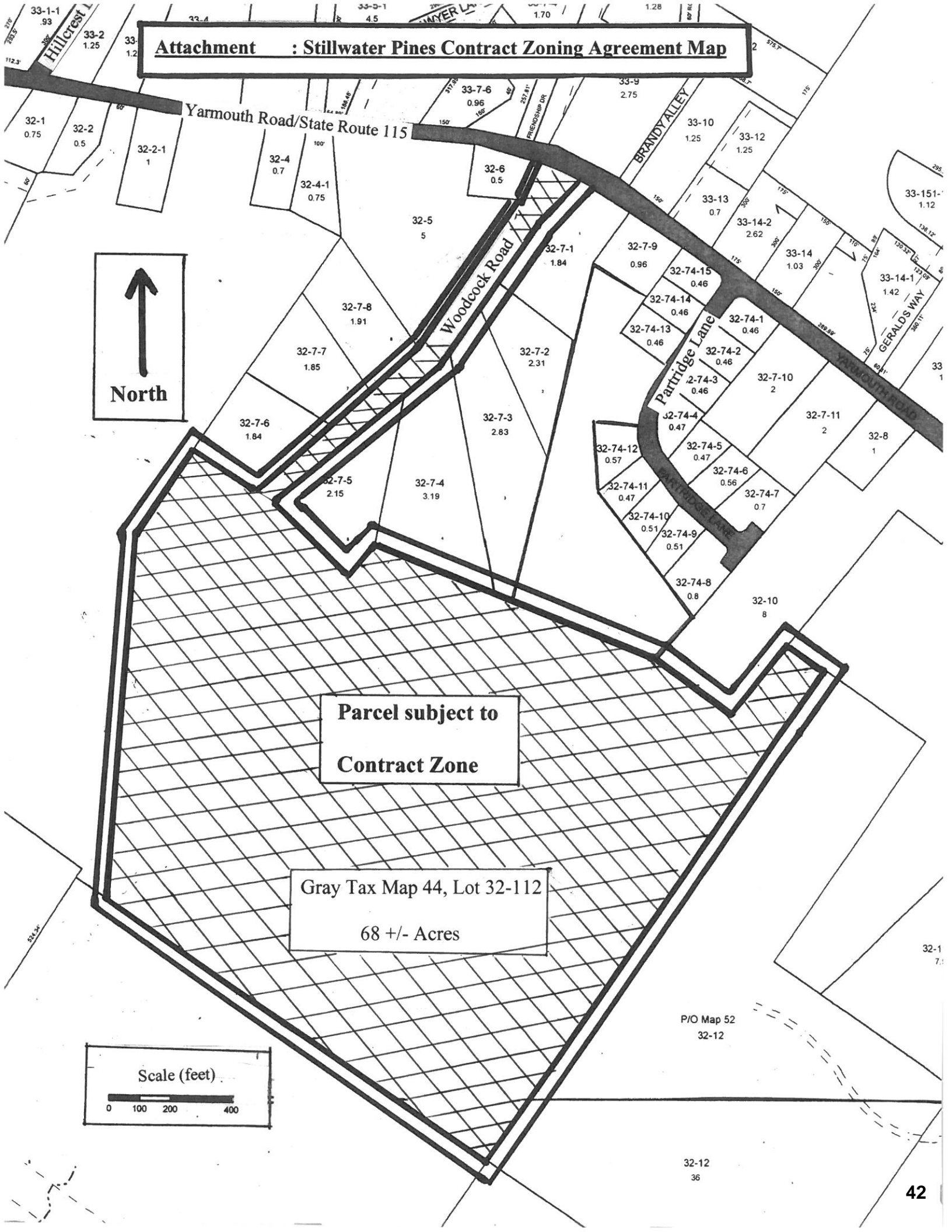
Print Name

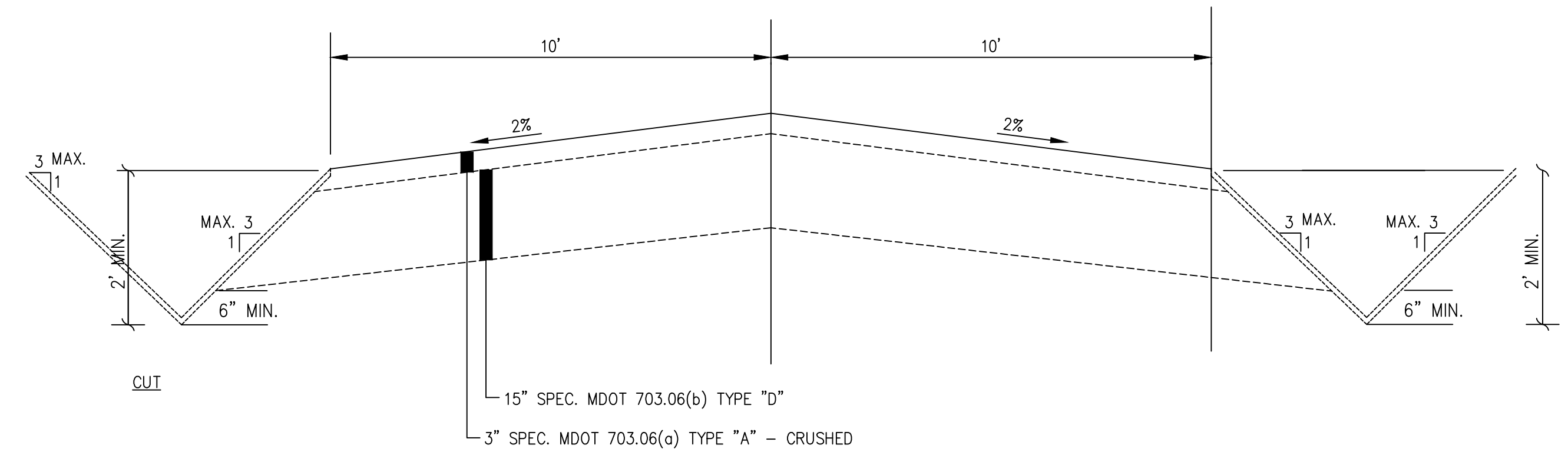
Attachment : Stillwater Pines Contract Zoning Agreement Map



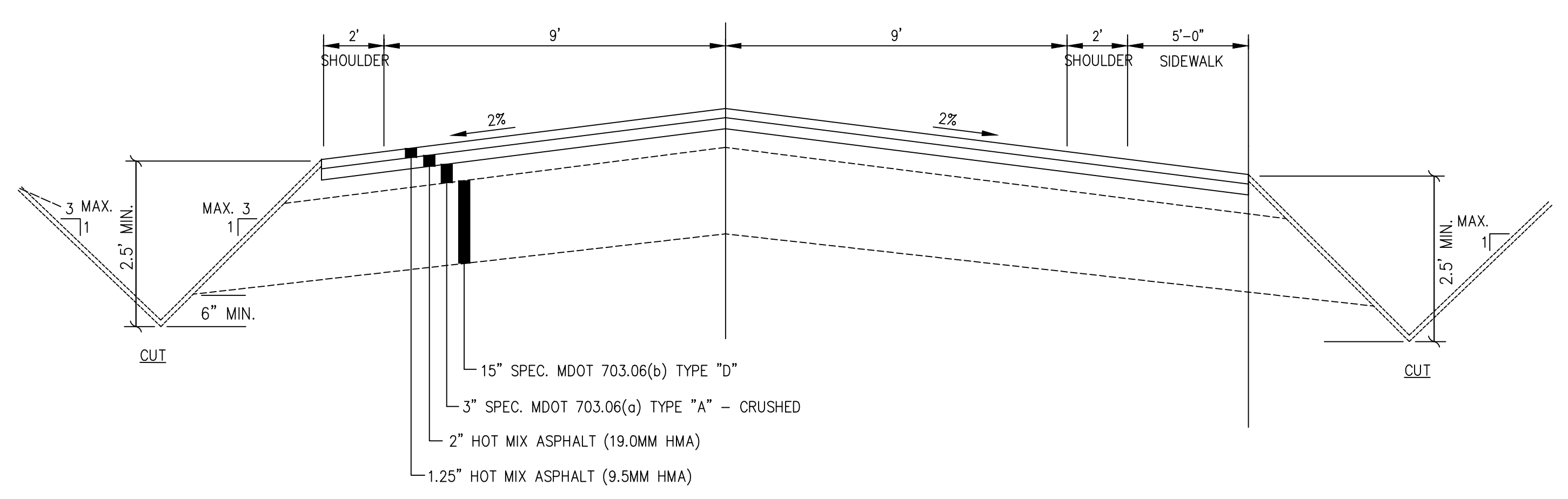
**Parcel subject to
Contract Zone**

Gray Tax Map 44, Lot 32-112
68 +/- Acres

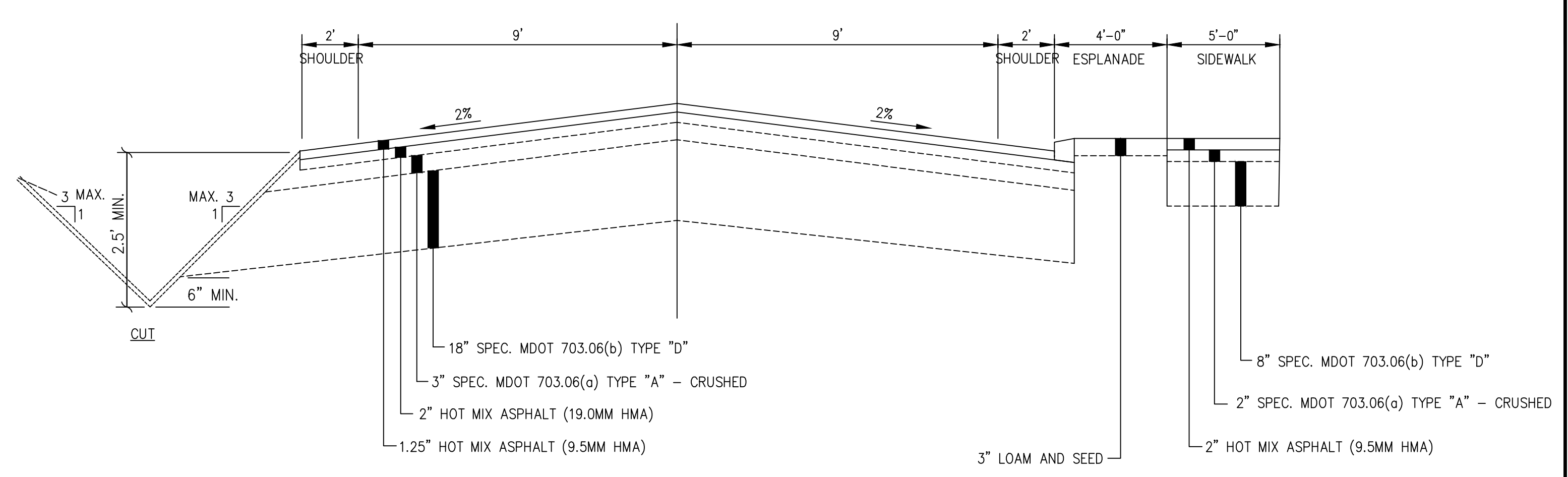




(A) GRAVEL ROAD
N.T.S.



(B) EXISTING WOODCOCK DRIVE IMPROVEMENT
N.T.S.



(C) WOODCOCK DRIVE EXTENSION
N.T.S.

C. TABLE 401.13.16-2

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

REV	DATE	DESCRIPTION
REVISIONS		

STILLWATER PINES SUBDIVISION
WOODCOCK DRIVE, MAINE 04261
ROAD SECTION
SCHEMATIC
ALLEN HAMILTON & BEN GROVER
170 SHAKER ROAD
GRAY, MAINE 04039

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

DRAWN: MPV DATE: JANUARY 2021
DESIGNED: CEB/MPV SCALE: N.T.S.
CHECKED: JAV/CEB JOB NO. 20-012
FILE NAME:
SHEET: SK-1

GRAY HISTORICAL SOCIETY, INC.

Date: January 1, 2021
To: Deb Cabana, Town Manager
From: Galen Morrison, GHS President
Re: Town of Gray/Gray Historical Society Lease Agreement

Attached is a draft of Lease Amendment No 3 between the Town of Gray and Gray Historical Society which includes amendments proposed by GHS. We would request an early review of our lease which currently expires in 2025, in consideration of improvements already completed and anticipated expenses over the next several years.

In summary, we would ask that the Town of Gray consider the following amendments:

- Extend the term of lease to twenty-five (25) years, with a suggested start date of July 1, 2021.
- Town of Gray assumes responsibility for payment of utilities, including water, propane gas, and electricity.
- Reduce annual appropriations budget from \$6,000 to \$4,000 to include maintenance and/or improvements to the building with GHS in cash or in-kind match of same.
- Remove access verbiage concerning the first-floor vault and truck bay now in use by GHS.

TOWN OF GRAY & GRAY HISTORICAL SOCIETY, INC.

LEASE AMENDMENT NO. 2

THIS LEASE AMENDMENT NO. 2 made and entered into as of the 17th day of October, 2012, by and between **TOWN OF GRAY**, a Maine municipal body corporate and politic with a mailing address of 24 Main Street, Gray, ME 04039 (the "Town"), and the **GRAY HISTORICAL SOCIETY, INC.**, a Maine non-profit corporation with a mailing address of P.O. Box 544, Gray, Maine, 04039 (the "Lessee").

PREMISES

Town, for and in consideration of the rent reserved and of the covenants and agreements set forth herein, does hereby demise and let unto Lessee the following premises:

The Main Street Fire Station building in downtown Gray, Maine, ~~excepting only the attic and the vault as shown on a sketch plan attached hereto.~~ The Town shall be solely responsible for insuring the same. If the Town should find a buyer for the Demised Premises during the term of this Lease Amendment and includes in any such proposed sale additional land area beyond that occupied by the footprint of the building, then for purposes of the Right to Match Bona Fide Offer to Purchase as provided below, such additional land shall also be made available to the Lessee for that purpose; otherwise, the Demised Premises shall be deemed only to include the existing building and the land on which it sits.

TERM: RIGHT TO MATCH BONA FIDE OFFER TO PURCHASE

TO HAVE AND TO HOLD the above-described premises unto the Lessee for a term of ~~fifteen (15)~~ twenty-five (25) Years commencing July 1, ~~2010~~ 2021 and terminating on June 30, ~~2025~~ 2046; provided, however, the Town reserves the right, upon ~~six (6)~~ six (6) ~~two (2)~~ months prior written notice to the Lessee, to terminate this Lease Amendment if the Town has found a prospective buyer or long-term (defined as ten years or longer) lessee for the Demised Premises who is ready, willing and able to purchase or lease long-term the same for a commercially reasonable price acceptable to the Town; provided, further, in the event the Town finds such a prospective buyer or long-term lessee, the Town shall so notify the Lessee hereunder and it shall have sixty (60) days to match the same, in which case the offer of the Lessee hereunder shall take precedence.

RENT

The rent reserved for each one-year term is ONE DOLLAR (\$1.00), each installment to be paid by Lessee to Town in advance on or before the first day of July, each and every year of said term, as automatically renewed.

COVENANTS

The parties hereto, for and in consideration of the mutual promises and agreements herein

contained, covenant and agree as follows:

1. Rent

Lessee covenants and agrees to pay each and every installment of rent reserved as herein specified promptly when due and without demand.

2. Requirements of Law; Insurance Rates

Lessee shall comply with all laws, orders, ordinances and regulations of federal, state, county and municipal authorities, and any direction of any public officer or officials, pursuant to law, which shall impose any duty, obligation or limitation upon Town or Lessee with respect to the Demised Premises or the use thereof. Lessee shall do or keep nothing, nor allow anything to be done or kept, on or about the Demised Premises which may be denominated extra hazardous as to insurance by fire insurance companies or which may increase Town's fire insurance rates or which may cause any of Town's insurance to be adversely affected. Without limiting the generality of the foregoing, Lessee hereby covenants and agrees not to discharge, dump or store toxic or hazardous substances, materials or waste, including radioactive substances, materials and waste, as defined by federal, state or local statutes and ordinances, in or on the Demised Premises. Neither will Town suffer or permit toxic or hazardous substances, materials or wastes to be discharged or stored in or on the Premises. Lessee hereby agrees to defend, indemnify, and save harmless Town with respect to any claim, loss, damage or expense, including but not limited to attorney's fees, incurred by Town in connection with the ascertainment, analysis or clean-up of any toxic or hazardous substances, materials or waste deposited or spilled on the Premises prior to the expiration or earlier termination of this Lease. Further, if Lessee fails to take with diligence any action required by Town or by any governmental entity with respect to the clean-up of any toxic or hazardous substances, materials or waste deposited or spilled on the Demised Premises prior to the expiration or earlier termination of this Lease, Town, at its option, may retain such experts and consultants at the expense of Lessee and take such action as Town deems reasonably advisable, and Town may expend such sums of money as it deems necessary with respect to the clean-up of any toxic or hazardous substances, materials or wastes deposited on the Demised Premises prior to the expiration or earlier termination of this Lease. In such event, Lessee shall pay to Town, immediately and without demand, all sums of money advanced or expended by Town pursuant to this paragraph, together with interest on each such advance or expenditure at the rate of ten percent (10%) per annum.

The Town shall be solely responsible for all costs and related expenses for the abatement and proper removal and disposal of any and all asbestos and lead-based paint detected on the Demised Premises, excepting only such asbestos or lead-based paint brought onto the Demised Premises by the Lessee or its officers, agents or employees, who, in that event, shall bear the sole abatement and disposal costs and expenses.

3. Surrender of Premises

Upon the expiration of, or any other termination of the terms of this Lease, whether by reason of lapse of time or Lessee's default, the Town's reservation of right to offer the Demised Premises to a prospective purchaser or long-term lessee, either of which are offering a commercially reasonable price for the Demised Premises, or otherwise, Lessee

shall quit and surrender the Demised Premises to Town "broom clean" and in good order and condition as they now are or may be put in to by Town or the Lessee, ordinary wear excepted, and damage by fire or other inevitable accident beyond the control of Lessee, or its agents, employees, guests or invitees excepted, and any other items which it is the responsibility of Town to maintain or repair is excepted; and Lessee shall remove all personal property of Lessee as directed by Town.

4. No Representations

Town makes no representations or warranties as to the condition of the Demised Premises, or as to any of the contents thereof or personal property located therein, and the Lessee accepts the same in their present condition "AS IS, WHERE IS."

5. Property Taxes

Lessee will pay all real and personal property taxes levied or assessed, if any, in respect of the Demised Premises and any personal property and trade fixtures on the Demised Premises belonging to the Lessee or persons, firms or corporations other than the Town.

6. Specific Use

Lessee agrees that the Demised Premises during the term of this Lease shall be used and occupied only for the Lessee's non-profit purposes. The Demised Premises may not be sublet to any other person or firm.

7. Appearance of Premises

Lessee agrees to keep interior and exterior areas of the Demised Premises including grounds free of trash and other unsightly or malodorous materials and reasonably clean and neat.

8. Alterations

Lessee will not make any interior or exterior alterations to the Demised Premises without the written approval of the Town, which approval shall not be unreasonably withheld.

9. Waste Clause

Lessee will not make or suffer any strip or waste of the Demised Premises, and Town and/or any person holding a mortgage on the Demised Premises may enter during reasonable business hours to view and to make improvements in the Demised Premises.

10. Possession

The Town will put the Lessee in actual possession of the Demised Premises at the beginning of the term of this Lease and the Lessee, on paying the installments of rent and performing and observing the covenants and conditions herein provided, shall and may peacefully and quietly have, hold and enjoy the Demised Premises for said term and any renewal or extension thereof.

11. Utilities

The ~~Lessee~~ Town will pay when due all heating fuels, charges for water, gas, and electricity used or consumed on the Demised Premises. ~~In that regard, this Lease is to be a "triple double net lease" except as to any structural repairs needed to the premises not directly and unreasonably caused by the Lessee's occupancy of the Demised Premises.~~

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Commented [GHS1]: Question as to proper verbiage re: lease type?

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12. Access by Town

The Town shall have access to the Demised Premises during reasonable hours, upon providing at least 24 hours' advance notice by telephone and by electronic mail, if Lessee has provided same to the Town, so that someone on behalf of the Lessee may be present, for the purpose of examining and inspecting the Demised Premises, provided such access does not unnecessarily interfere with the use of the Demised Premises by the Lessee; and provided, further, if the Town reasonably believes an emergency requires the immediate inspection of the Demised Premises, the Town may do so as long as it reasonably provides notice of the same to the Lessee. ~~Further, it is understood and agreed that the Town is in the process as of April 1, 2010, of installing an automatic door opener on the truck bay located on the most southwesterly end of the building so that the Town may have access at any time to that bay and the Town's antique fire truck located therein; the Town need not provide notice to Lessee prior to or when accessing this part of the building.~~

13. Repairs and Maintenance

During the term of this Lease, Lessee shall maintain in as good a condition as they now are, or may hereafter be put into by the Town, and make all needed repairs to, the interior of the Demised Premises.

14. Fire Clause

If the Demised Premises during the term of this Lease be so destroyed or damaged by fire or other unavoidable casualty as to render the Demised Premises as a whole unfit for occupation, then the rent hereinbefore reserved, or a fair and just proportion thereof, according to the nature and extent of the damage sustained, shall be suspended or abated until the demised premises shall have been rebuilt and put in proper condition for occupancy by the Lessee; or these presents shall, at the election of the Town, upon written notice thereof to be given within thirty (30) days after such damage or destruction, thereby be terminated and ended, without prejudice to any rights of Town for breach of contract, arrears of rent or otherwise.

15. Damage to Personal Property

All merchandise, trade fixtures, effects and property of every kind, nature and description belonging to Lessee or other persons on or about the Demised Premises shall be at the sole risk and hazard of Lessee, and if the whole or any part thereof shall be stolen or damaged or destroyed by fire, air, water or steam or by breakage or bursting of water pipes, steam pipes or other pipes, or by leaking roots, or by any other cause whatsoever, no part of any loss resulting is to be charged to or borne by Town. Furthermore, and without limitation of the generality of the foregoing, Lessee waives as against Town and covenants and agrees to hold Town harmless from all claims by Lessee or any person claiming by, through or under Lessee by way of subrogation or

otherwise, arising from the destruction of, loss of or damage to any of the personal or other property located in or about the Demised Premises belonging to Lessee or others, whether or not caused by a condition of the premises or negligence of the Town, its agents or servants, to the extent that such destruction, loss or damage is covered by insurance carried by Lessee, in order that no insurance carrier shall have a claim by way of subrogation or otherwise against Town for such damage, destruction or loss, no matter what the cause thereof.

16. Fire Insurance

The Town agrees to maintain continuously during the term of this Lease fire insurance on the Demised Premises in the amount of the building's replacement cost.

17. Indemnification

Lessee covenants and agrees to forever defend, save and hold the Town, its officers, agents and employees harmless from and against all claims for damage to or loss of property, and all claims for injuries to or death of persons, in or about the Demised Premises caused by the negligence or willful act or omission of Lessee, or its agents, employees, invitees or guests, and/or resulting from the Lessee's failure to observe or comply with any of Lessee's obligations undertaken in this Lease. Lessee's obligations under this Section 17, or any other indemnification provision of this Lease, shall survive the expiration or earlier termination of this Lease.

18. Public Liability Insurance

Lessee agrees to take out and maintain continuously during the term of this Lease a public liability single limit insurance policy in the amount of \$1,000,000.00 satisfactory as to coverage and carrier to the Town, protecting the Town against any and all claims that may be made against Town for damage to property or injury or death of persons by reason of or in any way arising on or out of or connected with the Demised Premises or Lessee's use or occupancy of the Demised Premises and naming the Town as an additional named insured. Lessee agrees to deliver to Town each policy, or a certificate thereof, obtained by Lessee in fulfillment of its obligations hereunder and each year, on the anniversary date of the signing of this Lease, Lessee shall provide to the Town a certificate of insurance evidencing its compliance with the insurance requirement imposed hereunder.

Commented [DLC2]: Galen asks whether we maintain proper insurance coverage which I believe we do. Will need to compare coverage levels with requirements outlined here

19. Default

If (a) the Demised Premises shall be abandoned by Lessee, or the estate hereby created shall be taken by process of law; (b) Lessee shall default in the payment of any installment of rent when due, whether or not demanded, and such default shall continue for seven (7) or more days after the date upon which rent is due, (c) Lessee shall default in the faithful observance or performance of any other covenant to be performed or observed by Lessee under this Lease for thirty (30) or more days after Town shall give to Lessee notice in writing of such default and a demand to cure the same, (d) Lessee shall file or have filed against it a petition for relief under the Bankruptcy Code or similar proceeding under state law, and if against Lessee, it shall consent thereto or shall fail to cause the same to be dismissed within forty-five (45) days, then and in any one or more

of such events Town may, at Town's sole election, enter the Demised Premises and expel Lessee and those claiming under it, and remove its and their effects, and/or notify Lessee that the term of this Lease has terminated and in either case the term hereof shall terminate upon each entry or the giving of such notice, whichever shall first occur, and Lessee shall thereupon quit and surrender the Demised Premises to Town. In case of termination of the term of this Lease for any such cause, and in either manner above provided, Town shall be deemed to have waived no rights or other remedies hereunder, or at law or in equity, and shall be entitled to recover arrearages of rent, damages as for breach of contract, which shall include, without limitation, the amount of the total rent reserved under this Lease for the full term as if the same had not been terminated, less any proper credits, and Town's reasonable attorney's fees and any other expenses of Town incurred in connection with the retaking of possession of the Demised Premises and the removal and storage of Lessee's effects and the recovery of damages or the exercise of other rights or remedies.

20. Reimbursement of Expenses

If Lessee party shall be in default in the performance or observance of any agreement or condition on its part to be performed or observed, the Town shall have the right, but shall not be obligated, to cure such default provided that Town first gives not less than ten (10) days' prior written notice designating such default to Lessee (except in the case of emergency, in which event no notice shall be required). In case Town shall pay or be compelled to pay any sum of money by reason of Lessee's default, then in such event, Lessee shall reimburse Town for the same, and the same shall be considered as additional rent and shall be added to the rental installment next becoming due.

21. Liens

The Lessee shall not do or suffer anything to be done whereby the Demised Premises or any part thereof may be encumbered by any mechanic's or other liens, and shall, whenever and as often as any mechanic's or other lien is asserted against the Demised Premises purporting to be for labor or material furnished or to be furnished to the same, discharge any such lien of record within ten (10) days after the date of filing, except that right is reserved to Lessee to contest any such lien in good faith provided Lessee shall have posted a bond or other evidence of financial responsibility reasonably satisfactory to Town. Notice is hereby given that the Town shall not be liable for any labor or materials furnished or to be furnished to the Lessee upon credit, and that no mechanic's or other lien for any such labor or materials shall attach to or affect the reversionary or other estate or interest of the Town in and to the Demised Premises herein described.

22. Assignment

Lessee shall not assign or encumber this Lease or sublet the Demised Premises or any part thereof without on each occasion obtaining the written consent of the Town. In the event of any assignment or subletting, Lessee shall remain fully liable under this Lease. No consent to any assignment or subletting in a particular instance shall be deemed a waiver of the prohibition stated above, in the case of any other assignment or subletting.

23. Recording

Each party covenants with the other that it will not cause this Lease to be recorded in any Registry of Deeds without the consent of the other party. Each party covenants with the other party that it will execute, acknowledge, and deliver a memorandum or abstract of this Lease in appropriate form for recording in the appropriate Registry of Deeds at the request of the other party, such memorandum or abstract to contain such terms and provisions as the attorney for the requesting party shall reasonably believe are necessary under the laws of Maine providing for the recording of memoranda or abstracts of leases.

24. No Waiver

Failure of either party to complain of any act or omission on the part of the other party, no matter how long the same may continue, shall not be deemed to be a waiver by said party of any of its rights hereunder. No waiver by either party at any time, express or implied, of any breach of any provision of this Lease shall be deemed a waiver of such provision or of a subsequent breach of the same or any other provision. If any action by either party shall require the consent or approval of the other party, the other party's consent to or approval of said action on any one occasion shall not be deemed a consent to or approval of said action on any subsequent occasion or a consent to or approval of any other action on any occasion. Any and all rights and remedies which either party may have under this Lease or by operation of law, either at law or in equity, upon any breach shall be distinct, cumulative and shall not be deemed inconsistent with each other; and no one of them, whether exercised by a party or not, shall be deemed to be in exclusion of any other; and any two or more or all of such rights and remedies may be exercised at the same time. Nothing herein shall be deemed or construed as a waiver of the Town's immunities under the Maine Tort Claims Act, or otherwise.

25. General

This Lease shall inure to and be binding upon the respective successors and assigns of the parties, provided that the Lessee's interest may be dealt with only as herein elsewhere provided. This Lease is made in and shall be governed by and construed in accordance with the laws of the State of Maine. The captions and headings contained in this Lease are for convenience only and shall not be taken into account in construing the meaning of this Lease or any part thereof. As to the obligations of each party hereunder to perform its undertakings, promises, covenants and obligations hereunder, time is of the essence.

26. Special Conditions

~~(a) The Town shall retain the sole and exclusive use of the existing safe/vault located adjacent to the former Town Office are on the first floor for storing Town documents. Representatives of the Town shall be permitted to access the safe/vault periodically, provided that notice is provided to the Lessee in accordance with Paragraph 12 of this Lease Agreement. The Town anticipates that access will be necessary less than six (6) times per year. The Lessee shall insure that reasonable access is maintained to the safe to remove documents at all times.~~

~~(b) The Town retains the sole and exclusive right to utilize the most southerly garage bay for use as vehicular storage. The Town may allow other entities such as the Fire Department to keep vehicles in this bay. At present, the Gray Fire Department is storing its vintage fire truck in this bay. The Lessee shall be permitted to allow~~

~~viewing of the vintage truck from the fire doors accessing the other bays provided that; (1) permission is granted from the Gray Fire Chief and (2) the fire doors that access this bay must be closed and locked at all times that the representatives of the Lessee are not present in the building. If either of these conditions is not met, then the doors accessing this bay shall remain closed and locked and may be accessed only by the Town or another entity expressly approved by the Town for that purpose. The Town, or its designee, shall provide notice in accordance with Paragraph 12 of this Lease Agreement to remove or place a vehicle in the bay.~~

~~(e)(a)~~ (a) With the sole exception of the most southerly garage bay, no ~~No~~ part of the building, specifically including the first floor, shall be used to store, park, repair or service any motorized equipment or vehicles that are powered by petroleum-based or explosive fuel, nor shall any such fuel be stored on site; provided, however, temporary loading or unloading of vehicles is permitted if the Lessee's representatives are present in the building at all times that vehicles are in the building. This condition specifically includes trucks, cars, motorized recreational equipment, and the like, but specifically excludes properly installed fixed primary heating equipment such as a furnace or boiler.

~~(d)(b)~~ (b) The Town retains the use of the antennae and its associated equipment that is in the building. The Town shall also be permitted to make necessary improvements to the antennae for radio communication for public safety purposes. The Lessee shall not be permitted to remove any antennae or any associated equipment or wires without the prior, express written consent of the Gray Fire Chief.

~~(e)(c)~~ (c) Each year as a part of the budget considerations for the Town's legislative body, the Town's municipal officers shall cause an article or other budget proposal to be placed before the legislative body ~~for consideration of up to \$64,000.00~~ to be appropriated for use by the Lessee for maintenance ~~and/or improvements~~ to the Demised Premises to be matched by a like amount to be contributed by the Lessee *in cash and/or in kind* for the same purpose; provided, however, nothing herein shall obligate the Town's legislative body to approve any such funding proposal other than to give it fair consideration.

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Commented [DLC3]: Perhaps include clarification as to how GHS is to account for its use of the Town appropriation and the GHS "like amount" in cash or in kind? What constitutes "maintenance", what is the reporting/budgeting period? Etc.

IN WITNESS WHEREOF, the said Town has caused this instrument to be signed in its corporate name and sealed with its corporate seal by Deborah S. Cabana, its Town Manager, duly authorized, and the Lessee has caused this instrument to be signed in its corporate name and sealed with its corporate seal by Don Whitney, its President, thereunto duly authorized.

WITNESS

TOWN OF GRAY

GRAY HISTORICAL SOCIETY, INC.

Pivot

*O/F/C

(All)

OPEN

Count of Description	Column Labels			
Row Labels	H	L	M	Grand Total
Administrative	4	2	2	8
Budget	1			1
Committee			1	1
Comp. Plan Implementation	1			1
Economic Development		1		1
Open Space / Conservation Plan	1			1
Ordinance		1	16	17
Policy			1	1
Recreation			1	1
Residential		1		1
TIF Goal / Budget	1			1
Traffic	1		3	4
Grand Total	9	5	24	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	1	6	1	10	18
TIF Goal / Budget		2			2
Traffic - MTA				1	1
Traffic - MTA - break out tasks for Item 24B				1	1
Grand Total	1	17	4	21	43

Open

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

Last Update: 01/19/21

No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
27	Open Space / Conservation Plan	O	H	1	04/01/21	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	01/19/21	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. (1/19) Dan provided summary of MSAD analysis of agreement & advised Attorney is working on drafting an agreement. Next Step: Dan hopes to bring draft to Council at 2/16 meeting.
24C	Traffic	O	H	2	03/01/21	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	01/19/21	DOT forum was 9-16 delayed. 2. Issue -Mill Brk culvert & miss sidewalks 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 addtl cost of \$5,000. Doug asked DOT to put conduit under new inters to facilitate crosswalks - DOT adv easier now to add later when needed. Council reprior to monitor proj with follow-up Circle K issue & MDOT timeline. Doug adv transf assessment from DOT to Town has been sugg as 1st step in Circle K resolution. 10/2 - Dan req a timeline/checklist for DOT proj to better understand overall approach to proj. (11/22) 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 expc. 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 I/F 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 appr for their plan new curbs with ques remain. (11/12) MDOT to accept lowest bid even with 20% coverage. (12/3) Kathy agreed to fol up with Circle K- done 12/5. (12/17) Council dis note from resident regard detour routes on Marberry. (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 up- 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 str rd circle K entrance disc (11/17) Most const is done incl circle K (12/1) Council agreed to Thank You letter creation (12/15) Council approved thank you letter. Deb also pointed out there is not much room for pedestrians on one side of Shaker - room for future sidewalks was part of the plan, but the Council will need to budget for those sidewalks. (1/19) Control box In. MDOT working to install. Next Steps: Awaiting sign control box installation, signage and final touches.

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No	Goal/Category	*O/ F/C	** P	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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	01/19/21	(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. See Detail tab for updates. 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	01/05/21	Councilors agreed to close TIF creation task as it is now in approved. This new item will capture the planning and additional work associated with administering the new TIF. Project was discussed during 9/10 workshop & Mr. Lavallee advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MDOT/Town video work & analysis to be presented at Dec 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) VMI 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 Gardner	Sandy Gardner	Revision	01/02/18	12/15/20	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 electricity contract - which was renewed in 2017. Deb provided Sandy with some info from Cumberland. Deb & Sandy along with Town Staff attended Solar Array tour in So. Portland. Sandy gave overview of some info provided by Cumberland & So. Portland & advised there are some 18 students/teachers willing to do some leg work for us. Also, 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 the 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 updates in meet w/ Town Staff & Sandy. (3/19) & (4/2) Add'l info prov (4/18) 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) LO executed, site walk done. (10/15) Council voted to accept executive PPA summary & proceed with the project. (11/2) 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 appp 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 appp easement. (10/6) prog shared & Sandy adv of new PUC app CMP/Telephone fees. (11/17) Council app PPA Amend (12/15) Deb advised she has officially signed the agreement with the new owner of the Solar Array - Wish Camper LLC. Next Step: Construction is complete - awaiting CMP to turn on array.

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No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
66	Administrative	O	H	6	03/01/21	Determine if "No Thru Trucks" restriction should be placed on a section of Mayvill Rd	Dan Maguire	Council	Dan Maguire	11/12/19	01/05/21	Back in June, Kathy Taylor (Mayvill Rd resident) had reached out to all Councilors regarding the state of her road and the heavy truck traffic. Dan spoke to her directly and agreed to manage the request. This road was set to be paved, but dropped from PW sshed 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. (11/17) Dan rec'd an official petition signed by 24 Mayvill Rd residents. (11/21) 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 Mayvill/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 held. 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. (12/15) Dan & Sandy held discussion. Dan updated Council. (1/5) Dan adv MDOT has sample ord see #77. Next Step: Construction underway. Dan will draft a letter to send to commercial businesses.
75	Administrative	O	H	7	05/31/21	Address ATV access issue on Long Hill Road	Deb Cabana	Anne Gass	Council	05/05/20	01/19/21	(5/5): Council designated Long Hill Road as a 1 year temporary ATV access road in Sept. 2018. Residents submitted complaints about the usage starting in Aug. 2019. Council rec'd additional feedback from residents at various meetings including the suggestion to reclaim an old ATV connection trail as a replacement to the LH use. The ATV club presented the Council with their plan of action to mitigate the issues brought forward by the residents on 3/10/2020. Council discussed at the 4/28 meeting and agreed to log at 5/5 meeting. General consensus is a temporary access will be granted again while Councilor Gass works with the ATV Club to develop a plan to reclaim the old ATV trail and funding options. (5/19) Council agreed to temporary access with mitigating measures, develop of long term trail solution and monitoring of complaints. Anne agreed to take the lead to work with the Club to apply for a grant. (6/16) Anne adv that the grant program is the same that was used to build the tennis courts at the HS. Those courts were not maintained & eventually removed for add'l parking. The Town has been working to provide a comparable recreation facility to replace the tennis courts - but each has fallen through. The alternative is to pay back the original grant. The grant program is off limits to the Town until this is resolved. (8/4) Kathy T discussed status with State, Anne adv there is an outside chance some work in NG may help. She also adv there is another grant but not until Spring. Jon provided update from ATV - no new complaints. Council extended access through the end of the season. (11/17) Council disc with Doug Beck (1/5) Anne has found alt grants - Apr/May deadline. (1/19) Anne adv she hopes to have a draft by the 2nd meeting in April. Next Steps: Anne setting up meeting with John Powers from ATV Club.
55	Administrative	O	H	8	06/01/21	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) add'l Executive session held - Council took no action. Next Steps: Future Executive Session to be scheduled.

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No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
56	Administrative	O	H	9	04/01/21	Develop official Job Description, Appraisal form/process & Search Plan for the Town Manager position	Council	Sandy Carder	Council	04/16/19	04/19/21	<p>Council agreed to outline of needed tasks to address the end of the Town Manager's current contract which expires in 2021. (6/18) Deb has been collecting some examples and working with Suzanna to create a list of current responsibilities. (7/2) Council discussed & agreed to each identify top 5 Responsibilities and top (5) Characteristics. (8/6) meeting ran long so Council agreed to send info to Sandy to consolidate for next meeting. (9/3) Sandy did not rec submissions from all councilors in time for discussion - would like by 9/6 to send to Deb for 9/9 deadline. (9/17) Sharon chose not to participate as she felt the header 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 add'l changes, identified need for Charter changes, req quotes on search (9/15) Budget passed. Council rev 3 proposals - agreed that was plenty & id a couple add'l ques (10/6) Council voted to hire Eaton Peabody. (11/17) Ad appr & posted. Applications being rec'd (12/1) public forum & dept. heard interviews completed. App deadline is 12/3. Don to send binders to Sandy. (12/15) Council holding 1st round of interviews. (1/5) Council has selected 2 candidates to adv to 2nd round. (4/19) Council has hired Nate Rudy. Next Step: Council will review/write on contract 1.26 and begin work on appraisal form.</p>
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. SEE SEPARATE TAB - FOR DETAILS MDDOT Portion.	Council	Council	Sandy Carder	02/22/18	01/05/21	<p>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 MTRA/MDDOT - with a target date of end of April/beginning of May - MDDOT - 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 priority 1. Kyle also advised he will look into signage (1) & (2). Deb requested target date & CC State Reps/Senator. Deb spoke to MDDOT advising of RT 26 bridge closure - suggesting it may be a good time to consider renaming Route 26. Deb advised a MDDOT/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) MDDOT 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 MDDOT 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) Walktru set up 8/5. Next Step: See Detail tab for more info. Awaiting response from Rob Betz.</p>

Last Update: 01/19/21

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No	Goal/Category	*O/ F/C	** Prio	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
248	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	01/05/21	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 Noye - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held May 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & add'l info from Deb. Discussed possibly sending official letters to individual trucking companies regarding avoiding Village rd26, concerns from MTA about trucks not seeing closure signs and diversion study next steps. Councilor Maguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study Next Step: Council to provide add'l feedback to Deb, MTA to reach out to other partners. See detail tab for more info.
46	Ordinance	O	M	2	04/01/21	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 left in 197). 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 add'l workshop to create workplan to complete all the work needed. Next Step: Council needs to schedule follow-up workshop & need to await voter approval of Comp Plan.

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4	Traffic	O	M	3	ONGOING	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	01/19/21	<p>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 workshop with Water Dist about Route 100 TIF and this proj. was select by both grps as the best proj. (2/4) Deb adv Alyssa said it is possible to amend r. 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 app. (1/19) Council agreed with Water Dist/Will on first tasks to start process. Next Step: Will to develop costs estimates on (1) ledge road map (2) complete/final surveys from Maine to 59 Yarmouth (3) creating a general set of plans to be used as a baseline of "all" options - working with Water Dept & Ind Brown Ave.</p>
61	Ordinance	O	M	4.1	03/02/21	Review gas station standard within Sign Ordinance	Doug Webster	Deb Cabana	Doug Webster	07/02/19	01/05/21	<p>(7/2) Issue came up after the Cumberland Farms CZA negotiations and was swept into sign ordinance discussion for Maine Wildlife Park. Looking to update gas station sign standards to better address new technologies and ensure continuity within zones with aesthetics in mind. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as add'l issue continue to come up. (6/16) Doug advised the amendments to the Sign Ordinance should be ready for Council discussion at the 7/21 meeting. (8/4) Doug adv OAC should be finalizing in next meeting. (9/1) Council reviewed some of sign ordinance changes - need workshop to finish. (10/6) Dan provided updates (10/20) Council prov feedback on good chunk of ordinance. (1/5) Council finalized feedback. Next Step: Doug to update language, resolve illumination standard with goal of 2/16 for 1st reading & public hearing.</p>
62	Ordinance	O	M	4.2	03/02/21	Review 'multi-tenant' standard within Sign Ordinance for Plaza (Village Zones)	Doug Webster	Deb Cabana	Doug Webster	07/02/19	01/05/21	<p>(7/2) Issue came up with changes at the Plaza and was swept into sign ordinance discussion for Maine Wildlife Park. Looking to update multi tenant sign standards for Village Zones to help prepare for possible relocation to NGR. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as add'l issue continue to come up. (4/21) OAC asked Council for some guidance regarding possible light options and design standards. Council were open to considering changes. (6/16) Doug advised the amendments to the Sign Ordinance should be ready for Council discussion at the 7/21 meeting. (8/4) Doug adv OAC should be finalizing in next meeting. (9/1) Council reviewed some of sign ordinance changes - need workshop to finish. (10/6) Dan provided updates (10/20) Council prov feedback on good chunk of ordinance. (1/5) Council finalized feedback. Next Step: Doug to update language, resolve illumination standard with goal of 2/16 for 1st reading & public hearing.</p>
77	Ordinance	O	M	6	TBD	Create a Traffic Ordinance to comply with MDOT standard for local signage	Sandy Carder	Council	Dan Maguire	05/05/20	01/05/21	<p>(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. (12/15) Dan has volunteered to draft an ordinance to help move short Mayall Rd situation forward. (1/5) Dan adv MDOT has model ordinance. Next Step: Dan to research and bring to Council.</p>

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74	Administrative	O	M	2	03/01/21	Update Gray Historical Society lease with Town	Sandy Carder	Sandy Carder	Galen Morrison	02/18/20	03/19/21	(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. (4/5) Sandy advise Galen is working on with Debi. (4/19) Galen has provided proposed new lease. Next Step: Council will discuss at 2/2 meeting.
83	Committee	O	M	2	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 MIMA 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	2	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 add'l workshop to create workplan to complete all the work needed. Next Step: OAC to consider initial feedback - need another workshop.
69	Recreation	O	M	10	04/01/21	Create a Pocket Park including Historical Marker at 5 Yarmouth Rd property	CEDC	Deb Cabana	Kathy Tombarrelli	12/17/19	01/19/21	(12/17) CEDC representative Rachel Rumson presented plans for a new Pocket Park on the 5 Yarmouth Rd municipal property which would include a Historic Marker as part of a Historical Trail - which was presented by Galen Morrison. Council provided some initial feedback. Kathy Tombarrelli advised there was a possible grant that may assist with phase 1 of the project - earthwork. (1/7) Kathy provided a draft grant application at meeting and Council provided feedback. Council agreed to add to tracking list as project is ongoing and will involve Town Staff and funding. (1/21) Council approved CDGB application. (3/10) Kathy advised the grant was recommended for funding & is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed & were very supportive. Abutter meeting held with great feedback. Council approved Recltal Rumson as agent for Planning board work. Due to LDI failure, grant funding now on hold. (9/1) Council discussed changes to Committee policy to address consultant work. (9/15) Council approved consultant changes to Committee rules (11/17) Council appr land exchange on site to clarify property line. (1/5) RFP has been posted. (1/19) Council approved 1 proposal rec'd. Next Step: Kathy working with consultant to get through P1.

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37	Ordinance	O	M	11	TBD	Discrepancies between the existing Shoreland Ordinances and current State of Maine requirements/statuses have been identified and require updates.	Doug Webster	Deb Cabana	Doug Webster	09/04/18	01/05/21	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 standard. 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 the 2016 is better for remodels/expansions. Doug also pointed out this work is the most time consuming for code enforcement & there may be a need to limit the number of applications in a given period of time to ensure resource availability. Much more work is needed. OAC to provide reprioritizing recommendations at the 5/5 meeting. (10/6) Scott D prov add'l info on differences and DEP recommendation to adopt 2015 standards. Doug adv will require some ordinance updates to implement and recommends DEP review. Council agreed to move up on priority list. Next Step: Deb is working with Scott on pulling info from other municipalities.
18A	Ordinance	O	M	12	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 fix' 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 SMW solar array project to Council with tech support from Chris Byers & Dale Krapp. CMP permit submitted, purchase agreements in place with both MDOT & private property owners, DEP, JW&G and Gray Water Dept already brought into discussion. Issue is commercial array not permitted under current zoning/ordinances. Council recognized long term, we need a solar ordinance, but do not want to delay this project. Strong unanimous support for project from Council. Mr. Lucini is willing to work with town on any issues - including setting up an escrow account to guard against issues with decommissioning. (12/3) Kathy presented options of an overlay & Council discussed in comparison to CZA. (1/7) Kathy presented changes related to a new overlay for council feedback. (1/21) Council provided feedback on overlay proposal from Kathy/Doug. (2/4) Pin Bd has reviewed & was in support. OAC rev & had issue with set backs but was in support. Deb adv they were changed to 25 feet. Assessor will be attending day long training to obtain instructions on how to do valuations on commercial solar arrays. Deb also adv we rec'd notification of another commercial array on rt.100. (2/18) 1st Reading held. (3/24) 2nd read & public hearing held and voted as passed. (4/28) Kathy adv app rec'd and it looked almost fully completed. (5/19) Pre app appr. 5/14 (6/4) Council agreed since overlay is done - now medium priority as it works through PG/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	13	TBD	Review current residential Subdivision Ordinance for necessary changes in Open Space	Doug Webster	Deb Cabana	Doug Webster	02/04/20	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance. (3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Originally logged as item 40 - Council agreed to split out the OPEN SPACE portion for the subdivision ordinance as a higher priority. Currently, developers are able to ID & use 'unusable' property as open space to meet the standard to obtain the density bonuses. Ordinance needs to be updated to require the space meet OS standards to count towards density. Next Step: OAC/Staff will provide suggested changes to Council.

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52	Ordinance	O	M	14	TBD	Develop local level Sidewalk Construction standards	Dan Maguire	Dan Maguire	Doug Webster	03/05/19	09/01/20	Dan brought up the possible need for local level construction standards for sidewalks after various discussions about status of existing or proposed sidewalks in budget & council meetings. (9/1) Anne provided Council with a "Green Streets Guide" shared by Lauren Meeks (resident - MDOT engineer) who suggested it be considered when creating our sidewalk standards and during our infrastructure project planning. Dan suggested Lauren attend an OAC meeting in the future. Next Step: Dan to bring to OAC for discussion - once OAC resources become available.
76	Ordinance	O	M	15	TBD	Amend Subdivision Ordinance to strengthen Buffer Zone requirements & provide more autonomy to PB relating to internal roads	Dan Maguire	Deb Cabana	Dan Maguire	05/05/20	05/05/20	(5/5) Based on feedback from the Planning Board regarding the current Buffer Zone requirement being reduced from the 50 foot mandate due to the location of houses and other issues, they are asking the Council to strengthen the language in the ordinance. In addition, they would like more autonomy related to mandating internal roads vs shared driveways to reduce curbs and assist with the buffer zone issue. Council agreed to log. Next Step: Dan to bring to the OAC for discussion.
82	Policy	O	M	15	07/01/21	Need to review & update Town's Fiscal Policy in area of CIP funding	Dan Maguire	Council	Sharon Young	09/15/20	01/12/21	(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 term 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. (12/15) Council discussed Budget planning at workshop. (1/12) Council discussed an agreed that adding additional language to the CIP bonding section was appropriate - to ensure Residents have a better understanding that bonding will need to be used for certain items (bridges, ladder truck, etc.) while still maintaining the goal to use bonds sparingly to ensure financial responsibility. It was also agreed looking at other Town's policies would be beneficial. Next Step: Finance Committee to review and make recommendations on changes.
78	Ordinance	O	M	17	TBD	Create Stormwater Standards for Watersheds	Doug Webster	Deb Cabana	Doug Webster	06/02/20	06/02/20	(6/2) Council agreed to log new item to create Stormwater standards for watersheds which will consist of (1) obtaining assistance from Cumberland County Soil & Water Conservation District (2) consideration of watershed overlay to zoning map (3) setting up add'l peer reviews for PB applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind future owners to maintaining stormwater plans. Next Step: OAC to provide target date and work on as resources become available.
22	Ordinance	O	M	18	TBD	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Update ordinance to include licensing fee or other fee structure if business wants access to stormwater system.	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 had 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 red Main St and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim discussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate add'l devel. That would inform the ordinance/fee work. Next Step: OAC/Town Staff will provide suggested changes to Council.

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60	Ordinance	O	M	19	TBD	Review current Kennel related ordinances , identify needed changes & update accordingly.	Deb Cabana	Deb Cabana	Doug Webster	06/04/19	12/03/19	(5/21) Council was made aware of issue via OAC meeting update. New Dog Officer has advised of conflicts between current ordinances and general residential practices. Gray also has existing Kennel businesses. There is also a State Statute involved. Everyone agreed identifying 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.
188	Ordinance	O	M	20	TBD	Update Town's Ordinance to reflect long term Solar Array policies for commercial & residential, all sizes. See 18A under High Priority for companion item.	Kathy Tombarrell	Deb Cabana	Kathy Tombarrell	12/03/19	01/19/21	(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. (12/15) Another Commercial solar array project is being proposed by Dynamic Energy on Route 115. Presentation done to Council. (1/5) Council discussed & there is consensus to move forward pending more info. (1/19) Sandy adv based on needed info & time to mail resident letters - presentation pushed to 2/2. Next Step: Planning Dept to continue to track Mr. Boyle's project. Kathy/Doug to work on requested info with Dynamic Energy with goal to have updated presentation with recommendations at 2/2 meeting.
25	Ordinance	O	M	21	TBD	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Create stormwater performance standards for future development in Village and/or for businesses wishing to access Town's stormwater system.	Doug Webster	Deb Cabana	Doug Webster	03/06/18	02/04/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a 'performance standard' in conjunction with ordinance for future development. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. Next Step: OAC to work on next.
44	Ordinance	O	M	22	TBD	Review current residential Subdivision Ordinance for necessary changes all other areas (besides Open Space - see Item 70)	Doug Webster	Deb Cabana	Doug Webster	02/05/19	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential subdivision ordinance (3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Council agreed to split out Open Space (see item 70) to make a higher priority from other changes needed in ordinance. Next Step: OAC/Staff will provide suggested changes to Council.
36	Administrative	O	M	23	TBD	Review the current process for "Planned Unit Development" commercial subdivision to determine if routing the review & approval of commercial uses on lots in a PUD subdivision to the Staff Review Committee in lieu of the Planning Board.	Kathy Tombarrell	Deb Cabana	Doug Webster	09/04/18	01/22/18	This item was brought up & discussed in the TC 8/7/18 meeting. Town Councilors agreed to consider the proposal, but could not determine whether support would be granted until some draft language was provided. Councilors expressed various concerns about the process which they would like addressed in that language. The Planning Board has also expressed some concerns with the change given PUDs are relatively new. (1/22) Dan advised Planning bid is okay with change as Planning Bd Chair sits on Staff Review Committee. Next Step: Town Staff to draft language.

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67	Residential	O	L	1	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.
81	Ordinance	O	L	2	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	3	06/01/21	Need to review/re-negotiate 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 chooses to go that route. Council discussed briefly and confirmed either route will require legal review. Dan asked if there was a way for Alissa to provide a synopsis of the process/issues for council to better understand task. Deb advised significant changes have been made at the Federal level which will require more analysis before approach can be determined. (1/8 & 1/22) Feedback presented on item 42 Cable TV ordinance actually fit into the "contract" between parties. Will keep in mind for this item. (6/4) Legislature passed bill to roll back some of the changes (such as channel location, HD broadcast requirement, etc.) Deb advised GPCOG has sent out an RFP for the negotiator for the Towns involved. There was no interest in a pre-contract meeting. (8/6) Deb advised GPCOG is preparing contract with law firm (only one rec'd but highly qualified). (10/15) Deb/Brad provided updates from the negotiation meeting with GPCOG attorney. (1/7) Council agreed to separate contract and committee into two action items. (9/15) Audit by consultant resulted in identifying monies owed (\$18K+) to Gray. GPCOG est negotiations will begin in the fall. Next Step: Randy/Brad to continue to work with GPCOG hired firm with regards to the negotiations.

Last Update: 01/19/21

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Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline												
50	Economic Development	O	L	4	07/01/21	Work with the Narrow Gauge Railroad to review current situation and develop new plan.	Council	Deb Cabana	Deb Cabana	03/05/19	10/06/20	NGRR Board members made a presentation at the 3/5 TC meeting to update Council on recent events (loss of lease - deadline end of Oct and relocation of museum pieces on temporary basis to another location). Council/NGRR agreed a more detailed meeting was in order to determine what options remain for relocation to Gray, what resources would be needed - monetary/human, and the associated timelines. (4/16) Deb advised Doug had a meeting with NGRR Board and they are open to discussion, but cannot do at this time due to pending move. (8/6) Portland Press Herald reported the NGRR has withdrawn their plans to move to Gray and NGRR has removed trains & sign from Plaza. Council discussed how frustrating it is to find out via paper especially given this is the 2nd time and during the last visit by NGRR, the organization insisted they were still partnering with Gray. (9/3) Deb adv no response from e-mails - phone tag with Mr. Heinz - NGRR has engaged a broker to sell property. (9/17) Council discussed approaching NGRR to open discussion about donating the easement rights to the tracks to Gray - as a way to address those who contributed to NGRR relocation - both with time & money. (10/15) NGRR has responded. (12/3) Sharon wished to send an editorial letter to the paper regarding this item, but was willing to wait to see if the meeting is set after the Polar Express is done. Council felt current course was correct one. (1/7) Now that the Polar Express season has ended, Deb will follow up on meeting. (1/21) NGRR said they would get back to her (2/18) NGRR advised they are seeking professional assistance to deal with unraveling Gray issues. (9/15) NGRR sold a portion of the ROW to a private developer without notifying the Town or updating Deb as they said they would. Anne also adv NGRR will be just sitting on their property until values increase to allow them to break even with mortgage. Council is frustrated but since it is a private deal & does not involve Town, there is no legal leverage. (10/6) Council rev & app letter to be sent to NGRR. Next Step: Moved lower on tracking spread to await NGRR putting property on market and/or contacting Town.
86	Administrative	O	L		11/09/21	Create Charter Amendment to address (1) Town Manager job description changes (2) Audit date from 9/30 to 12/31	Council	Deb Cabana	Deb Cabana	01/19/21	01/19/21	(1/19) Council discussed need to create amendment. Deb pointed out that we will need a total participation rate equal to 30% of the last gubernatorial election. She does not believe we will reach that mark with a June election. Council agreed better to plan for the Nov election. Next Step: When time allows, draft Charter changes to submit to legal.

Last Update: 01/19/21

H1-Comp Plan

*Status: O = Open C = Closed F= Future												
No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
Priority: **H = 1-3 months M = 4-9 months L = 10+ months												
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 implement, 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	02/16/21	Obtain Information from Windham Town Council on their implementation plans	Sharon Young	Council	Sandy Carder	12/01/20	01/19/21	(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. (1/5) Sandy has sent a note to Jarod Maxfield 12/18. (1/7/9) Sandy reported that she has spoken to Jarod and shared general information - and will share more at the 2/16 workshop. Next Steps: info to be discussed at 2/16 workshop.
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 adheres 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.

Last Update: 01/19/2021

H3-TIF

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Last Update: 01/05/2021

No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	TIF Goal / Budget - break out tasks from Item 34	O	H	2	03/01/20	TIF - Mixed Use Zoning Discussion	Town Council	Town Council	Doug Webster	01/22/18	02/19/19	(11/28) Mixed Use options were discussed at length. Next workshop set for 2/19 6-7pm prior to scheduled TC Meeting. (2/19) Council discussed options and agreed having some type of proposed changes to consider would be helpful. Should focus on Village, but also on large undeveloped piece abutting Northbrook as owners req. inclusion to help develop. Doug will work on.
B	TIF Goal / Budget - break out tasks from Item 34	O	H	2	06/01/20	TIF - Shaker Rd Catch Basin/Sidewalk/Signage	Town Council	Deb Cabana	Town Council	02/22/18	01/05/21	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 walkthru/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 catrg (b) Town to prov plans for swalks/sign. Based on MTA feedback re: bridge swalk/bike lane feedback-look at make sure plans (if not fund/prior timed) at least incl an ext of ped/bike lane down Skr to Skr Bridge. It is the route to the MS/H/S from the Village. Results to be rev for budgetary/imp by Council/Staff to create a partner agree plan. Overlay paving proj complete (1) side to side to Wilson Funeral (2) reset catch basin in that area (3) travel lane only from there to bridge-sealant in break lanes. Steve pres PW prior at 9/10 TIF Who include 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 work. Eng for proj in budget CIP-Council to disc 2/11. (2/19) Council agreed this is the top pri for fund. (6/11) Residents app budget-engn underway. (9/17) Will prov an update on engn, issues & Council prov feedback. (10/15) Will/Steve met with DOT will update council at 10/28 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 Emerson 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 + \$552k from Bond - ques to be put to residents. Public forum to be held on actual project once feasible (covrd-19). (4/28) prev 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 work on next steps. (11/17) Alec/Will will provide update 12/1 (12/1) Update prov - timeline appr - outstanding items ident - advertise by 12/11. (1/5) Out to bid.
C	TIF Goal / Budget - break out tasks from Item 34	O	H	2	TBD	TIF - Analyze future needs for Village Main Street to coordinate with MDOT project	Town Council	Town Council	Town Council	02/19/19	09/01/20	MDOT has agreed to cover the upgrade of the stormwater system and catch basins located along Main Street in the Village and down 202 towards the Cemetery. They advised the plan will likely come up in the next 5-7 years. Town needs to identify any other changes - such as - increasing water line size, increasing stormwater line size, adding conduit for underground utilities, adding piping for natural gas - so that funding can be budgetted and all items addressed at the same time (rip the road up once - saves money). (4/2) Doug provided 8-12 year window for work on Main Street as guide for Council - meaning analysis & planning should be done well beforehand. (4/16) MDOT advised the timeline for this project is being moved up. Council agreed to move up in priority at 5/7 meeting & set a stand alone TIF workshop - likely in June. Workshop held 7/2. (8/6) Minutes from 7/2 workshop approved. Council to set up another TIF workshop. (9/17) Sandy advised Stephanie Carver at GPCOG would like to see our minutes and join us for future brainstorming sessions - all infrastructure projects as a way to better understand Gray issues. (7/21) Council had workshop with MDOT & learned portion of road may be worked on in separate project for which engineering is underway. Awaiting more info from MDOT. (9/1) Village walkabout was done with Patrick Adams MDOT, Water District, and others to identify issues/solutions. Rob Betz is coordinating with Ernie Harris on current project from Town line to Cumby's. Council followed up to determine scope of 2nd project from MTA interchange to Brown Street? Can orphan piece be added to that project?

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Last Update: 01/05/2021

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

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Last Update: 01/05/2021

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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	01/05/21	Village diversion/misdirection. Looking into eliminating/re-naming 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. (12/15) Council approved response letter to be sent with alternate proposal to remove 26 & add to 26a while 26a remains. Weight limit work will continue via communication with residents/businesses. (1/5) Letter sent.
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 striping is planned, but no response otherwise (9/4). 9/18 Council asked Deb to follow up with MDOT on their review - she advised she has meeting with MDOT on Wed 10/10. (12/4) Sandy asked MDOT at meeting about options. MDOT said they may have some flexible bollard type posts to try - will check their inventory. Steve noted it does make plowing more difficult. MDOT also may look at new signage - but that will require a full re-engineering of electric/posts at the intersection - see rr 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.

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No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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. (9/16) During workshop with MDOT, an overlap was identified between this future project and a "rehabilitation" project currently in the engineering phase with a target for the 2023 construction season. Rob Betz will reach out to project manager to obtain add'l information as any work done on the rehab project would not be -redone or tore up - with this future project. Town wants ability to have input in all stormwater/sidewalk/etc. work from just North of Colley Hill through the large intersection and onto Route 202 towards MTA interchange. (8/4) Rob adv he will coordinate with Ernie but also that another piece is being pitched next cycle. Council agreed we need to be involved in both. Walk around set for 8/5. (9/1) Walk about held - Sandy follow up with Rob to determine scope of 2nd project - can we include orphan piece.
A	Traffic - MTA - break out tasks for Item 24B	O	M	1.2	12/31/20	Diversion Study	Town Council	Deb Cabana	Deb Cabana	02/22/18	01/05/21	Town to work define goals-study/parts/data set to capture as much data/results as possible related to exist prior traffic issues. need to deter int partners-NG,Poland,Cumber,Auburn,Windham? MTA ind poss prov 80-90% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15+%, 6 fig likely need more data added to study = high costs. Deb adv MTA is work on poss opts, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchase that will incr data while drop costs. Scope disc ensued w Councilors need to send add'l feedback to Deb-chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will part. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been apt to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr Mills is taking a diff appro than Mr. Van Note-he is propo MTA buy subcontract at March meet. (3/5) NG is not inter in part(4/2) Sandy prov PRP article ind MTA, MDOT, PAC'S and Portland Transp grp have agreed to grp subscr to software. Await add'l feedfrom Mr. Mills. Residents appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent material to Steph Carner as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd - GPCOG to take leave & prov prop for full council to consider. (1/7) Sandy pres propos scope from COG-Council req opts for MTA buy-in, but maj agreed to mov forw. Sandy will fol- up with Steph. Council will vote on engage letter at 1/21 meet. (1/21) Council voted to approve engag letter. (2/4) Sandy recap conf call with COG-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 Carner is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance analysis at no charge'- target is Sept (9/1) Sandy adv draft report is done - final report should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Mgr. (11/17) GPCOG resp to MDOT & are work on updating. (12/15) Sandy has rec'd updated study - will put together all the material & send to Council. Will be placed on a future workshop agenda. (1/5) Diversion Info shared - awaiting WS

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No	Goal/Category	*Q/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
B	Traffic - MTA - break out tasks for Item 248	O	M	1.2	06/01/21	MTA Data - cash collection (vs EZPASS)	Town Council	Sandy Carder	Sandy Carder	02/22/18	03/10/20	MTA will prov data for cash (vs EZPASS) from the regl booths-Gray,NG,Falm - to better deter funds being collect by high tolls. Ident collect funds will prov base to deter alter in toll location prices. Toll Data was prov, but Sandy asked if classes could be split out (12/4) Some minor toll disc occurred at meet with MTA confir they can prov add'l info. (2/19) Council disc opts for toll chgs and agreed to send letter to MTA with recomn/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Repres and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep Moriarty & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add pressue they can apply-incl the issue of Complete street policy. (10/15) Sandy proposed alter approach of asking Leg. Reps to submit the issue to the Governor's Blue Ribbon Commis for consid as several fund pieces related to both toll inequity and diversion. Dan pointed out use of 295 (or 95 north of Augusta) by commut vs those forced to use 95 (south) is an issue as well. Council agreed and also want to focus on ask Leg. Reps to consider a bill that would put more teeth in the MTA complete street policy and give muni more say. Sandy will draft for Council rev at 11/12 meet. (11/12) Letter rev with feed prov. Sharon expressed concerns with tone of letter. Maj of Council felt it needed to be strongly worded esp given news story where Mr. Mills was dismissive of issues. Sandy remind that it is to the legis team, not the MTA directly. Sandy to update and send. (12/3) Council approved letter. (2/4) Sandy adv committee contin work - follow up after session (2/18) Sandy prov update on status of comm and council agreed we should follow up now. (3/10) Sandy shared with Sen. Ned Claxton upon request

FUTURE

*Status: O = Open C = Closed F = Future												
Priority: **H = 1-3 months M = 4-9 months L = 10+ months												
No	Goal/Category	*O/ F/C	** PTY	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
10	Administrative	F				Develop process to review status of Paper Streets	Town Council	N/A	N/A	01/22/18	01/15/18	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. Resource/trimming were discussed as hindrances. Council set this activity to "Future" given the renewal timeframe of 20 years has been reset. Future items will be reviewed annually, at a minimum.
21	Administrative	F				Develop a method to analyze & potentially rank Committee Volunteer applications when more than one received for one spot.	Dan Maguire	N/A	N/A	02/09/18		During a workshop discussion on Jan. 8th, the Council agreed there could be situations where a formal review/ranking system may be appropriate, but it is unlikely one needs to be used in most situations. The Council reviewed a variety of options, ideas, etc., but decided to table this issue for a later date. Will be considered a "Future" item.
31	Ordinance	F				Review the issues and options surrounding Dock Lighting / Light pollution.	Deb Cabana	N/A	N/A	04/17/18	06/05/18	Town Staff has received a complaint/inquiry surrounding light pollution issues related to new LED dock lighting equipment. Given Councilor 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. (5/17) Concerns regarding current status vs. best practices were discussed during the 4/16 meeting - confirming programs exceed capacity at the Town facilities. See Closed Item #57. Manager advised it was Administrative and under her purview, Council agreed to add to this item & close #57 with Manager bringing forward any necessary policy issues.
23	Ordinance	F				Review current ordinance governing noise for updates and research possible odor ordinance.	Town Council	Deb Cabana	Doug Webster	02/09/18	10/01/19	During the special amusement license renewal of the American Legion Hall, much discussion was centered around the current decibel restrictions for noise in the existing ordinance was set at a reasonable level, existing activities that may be above that level, how the level would be measured (by whom), and how complaints/enforcement would be handled. Doug Webster made presentation (3/6) of review/recommendations from Town Staff - raise limit to 60. TC discussed pros & cons of setting an actual decibel limit & enforcement. TC agreed to raise to 60, but also to add specific types of businesses/activities that would trigger limit. The Mfg Overlay/BOD/BDD already have some type of noise restriction. Need to determine how complaints would be handled. (2/19) Council agreed to add "odor" to this item. (10/1) OAC feels due to lack of technology, other priorities and inability to enforce, this item should be moved to the future list. Council agreed.
80	Ordinance	F				To create rules for Chickens in the various zones in Gray	Anne Gass	TBD		07/21/20		(7/21) A couple issues have arisen regarding Chickens and understanding what is and is not allowed. No real defined information in Town ordinances. Should be addressed at some point.
83	Infrastructure	F				Identify Otisco 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 Otisco. Several poles only support old copper wire services. Once all users are transitioned to Fiber services, those poles can be removed altogether.

Last Update: 12/01/20

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 supersedes all other Ordinance language. Adding the recreational marijuana specific language will be required to ensure consistency across all zoning ordinances. Legal has confirmed this interpretation. Town staff developed & obtained legal review of proposed ordinance change. 1st reading 3/6 TC meeting. 2nd reading & Council approval provided 3/20 TC meeting. 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 (1/23), 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 associations. Deb advised 1,000 letters have been prepared to send to private road residents - Council agreed (1) those w/o associations need to form one or provide ONE contact (2) All need to update contact information (3) reminder of road maintenance deadline to continue snow service (4) advise new contractor may be used. Letters sent 6/28/18. Next Step: Deb advised at 9/4 meeting they have received updated information from every private road except Cobbs Drive; therefore, this item is now closed.
32	Administrative	C	H	2	11/09/18	Review the current Contract Zone Agreement procedures to determine if changes or updates are warranted to make process better and/or to protect Town's interests more fully.	-	Deb Cabana	-	05/01/18	09/18/18	Council identified several major areas of concern during recent CZA review of proposed development. Council agreed to look at two specific areas (1) Financial stability (a) by identifying ways to verify developer has ability to meet financial obligations (b) creating language to allow Town to unwind agreement if financial standing is compromised (c) ensure that benefits due to Town are frontloaded in agreement and (2) Environmental impacts are fully identified upfront during Council first review to ensure impacts are mitigated using various options. (5/1) Councilor Wilson has agreed to draft some language & review/discuss with Town Staff. In 8/7 meeting, Councilor Wilson advised he does not feel he is in a position to draft language. Councilors agreed that Town Staff needs to take a stab at adding the 2 new steps and also priority should be moved to High. Doug presented updated policy 9/18. Next Steps: Council approved updated CZA policy as presented at 9/18 meeting. Final version has been posted.

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

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

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42	Ordinance	C	L	1	02/22/19	Need to create an official Cable TV Ordinance	-	Deb Cabana	-	10/16/18	01/22/19	Deb provided notification that the Town will need to create a Cable TV Ordinance. Deb advised fairly straight forward, but Staff working on Marijuana, Fireworks and Public Safety Billing first. (1/8) 1st reading held, Brad Fogg provided some feedback. Alissa advised most of those details will be part of actual contract, but a couple "non substantive" changes could be done prior to the 2nd reading.(1/22) Non substantive changes were made, TC held 2nd read/public hearing & voted to approve. Next Step: Ordinance will go into effect in 30 days (2/22). This item is closed.
28	Administrative	C	L	8	03/01/19	Develop fee for Code Enforcement online software .	-	Deb Cabana	-	03/20/18	02/05/19	During the Budget discussions, TC approved an upgrade to new online Code Enforcement software which will make the process more efficient and reduce man hours needed to perform tasks. TC would like a fee created to cover the annual fee for the software which is \$18,000 in the first year. Staff updated several fees on schedule (approved by Council 6/19) to pass on some of the fees for new software. (1/22) Doug presented changes in Building Permit fees and a new Admin fee. Council had some concerns with Admin Fee. Next Steps: Council approved new reduced "minimum" permit fee \$25 with new \$25 admin fee at 2/5/19 meeting. Item is closed.
15	Joint Leaders	C	M	14.2	02/28/19	Review MSAD15 current newsletter - including costs & timing - to determine how/ff Gray would like to collaborate and add material for distribution. NG will do the same.	-	Deb Cabana	-	01/22/18	02/19/19	During the first Joint Leaders meeting held on 11/27/17, the three groups identified expanding communication as one area of collaboration & benefit. Superintendent King suggested both Gray & NG consider partnering with MSAD15 by adding sections to their newsletter which is mailed to every household in 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/con - agreed to format & req video. NG offered their location with video & agreed to format Agenda pulled from last JL meetings provided. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.
16	Joint Leaders	C	M	14.3	02/28/19	Identify ways to engage more students in municipal government to increase interest in career paths, increase volunteerism & increase community building which would also help the Towns.	-	Dr. King	-	01/22/18	02/19/19	During the first Joint Leaders meeting held on 11/27/17, issues surrounding lack of candidates for job openings & volunteer spots on committees and in Town departments were identified as a major challenge for both Towns. MSAD also identified the need for students to obtain "life experiences" via volunteering or internships (locally as part of their graduation requirements as a new challenge. Dr. King advised MSAD is currently reviewing their IB, Community Service Club and graduation requirements in this area and will be updating their approach. Council assigned Medium priority based on timeline - but no number as assigned to Dr. King. DMS Comm & Town Staff working with HS principal to see if students can assist with repair. Meeting was held on April 23 & tentative framework was set up for DMS collaboration. Jason to pursue setting up mock comp plan committee. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/con - agreed to format & req video. NG offered their location with video & agreed to format. Agenda pulled from last JL meetings provided. (12/4) Joint workday project successfully completed on 11/1 between Excel Students, Town & Comm Endowment - via Carl, Sandy & Dean - with teachers Janet & Gail. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.

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35	Ordinance	C	M	16	02/22/19	Review the current Medical Marijuana and Recreational Marijuana (including shorland) ordinances to incorporate changes created by latest legislation passed.	-	Deb Cabana	-	09/04/18	05/05/19	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 a new language in our ordinance. (3/19) 1st reading held - Sharon asked about a possible repeal of law. (4/2) Deb advised Alissa advised we proceed as repeal was put on hold for minimum of 1 year. Next Step: 4/2 2nd reading held and ordinance changes approved by council to go into effect in 30 days. THIS ITEM IS CLOSED.
41	Administrative	C	M	3	05/31/19	Review proposed 2018 changes to adopted Bike/Ped Plan - which will roll into Comprehensive Plan .	-	Town Council	-	09/18/18	05/21/19	Members of the Bike/Ped Committee presented an update on their work at the 9/18 TC Meeting and advised they have completed a review of the existing 2012 Bike/Ped Plan, conducted a Town wide survey and updated the language and identified their top 5 projects. The Council had previously discussed Public Works top priorities in the 9/10 TIF Workshop. It was agreed in order to approve the updates, a consensus on the top 5 projects should be reached. Part of that discussion should include MSAD15 10/2 Sandy to request copy of document - Deb to make copies for Councilors. Dr. King sent feedback indicating MSAD interest in discussing sidewalks on Libby Hill and Gray Park. (12/4) Jason expressed concern with "TIF Funding" being listed as a possible funding source leading to improper use of TIF funds. Council to identify top infrastructure projects / budget priorities to better understand where bike/ped projects fall - 10/18 Budget workshop, 11/13 TC meeting, 11/28 TIF meeting & 12/18 budget meeting to provide more info. (1/22) See above item 40 comment - TC needs to update Bike/Ped plan to have more leverage with MDOT & MTA on projects & as part of the Comprehensive plan. Council to finalize top 5 projects via budget discussions & then approve update (with changes if agreed upon). (5/7) Council discussed Next Step: Council approved updated plan at 5/21/19 meeting. This item is CLOSED.
59	Ordinance	C	H	2	07/18/19	Review & update Medical Marijuana standards in new Ordinance to ensure original intent is not restricted and Gray remains in compliance with State statutes.	-	Town Council	-	06/04/19	06/04/19	(5/21) Doug made presentation to Council identifying conflicts and restrictions created with (1) length of set back and (2) way the set backs were being measured which unintentionally eliminated selected locations for Caregivers. Council provided feedback. (6/4) 1st reading of Doug's proposed ordinance changes to (2) way set backs are measured. Doug advised it may still be too restrictive and Council may need to revisit, but solves immediate issue with Caregiver. Council approved. Planning Board held public hearing on 6/13. Next Step: 2nd reading & public hearing to be held at 6/18 meeting. Council approved & will go into effect on 07/18/19. This item is CLOSED.

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No	Goal/Category	*O/ F/C	** Pry	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
2	Budget	C	M	5	06/30/19	Create a new Facilities Use policy to review fees, identify when fees will be waived, identify process for 'in kind' donations.	-	Deb Cabana	-	01/02/18	06/18/19	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 - Committee could not hold meeting for final review (11/13) draft of policy did not address all 4 items. (2/5) Comm has discussed parameters to identify content (4/2) Jason advised Comm is close. Sharon brought up issue that vendor is currently await new procedure & may need to cancel program if delayed further. (4/16) Policy changes discussed at meeting with feedback provided. (6/18) Council reviewed updated policy & provided some 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 year) in exchange for Gray plowing a section of N. Raymond Rd. Steve estimates that is a 50% less costly (\$4,600) annually. Over time, Gray would recoup lift funds and continue to realize savings beyond. Jason raised issues of legality - Deb advised both Gray & Raymone attorneys are involved. (4/2) Dan has requested a formalized cost/benefit calculation to be made available when the agreement is presented to the Council. (4/16) Deb adv Raymond Board approved. Residents have deadline for petition signatures and funding obligations, and Raymond has set Town Meeting date. Bruce/Sharon also clarified their connections. (5/7) Council voted to move forward with both equipment gifting & interlocal agreement (with secession wording added). (5/21) Sharon advised road assoc & resident signatures/funds have been collected. (6/4) Raymond residents approved via Town meeting. (7/2) Final agreement approved by Raymond reviewed and approved by TC. Next Steps: Agreement to be reviewed & voted on at 7/2 TC meeting. This item is CLOSED.

Last Update: 12/01/20

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No	Goal/Categority	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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 Committee and Heart & Soul should not be pursued at this time. Dan also requested a timeline be created to assist with benchmarks & planning. Heart & Soul liaison has offered to assist us with Comp Plan Committee free of charge. (1/8) Doug provided write up of scope, characteristics, options to Council. Council provided feedback. (1/22) Council provide add'l direction on (1) application and (2) Change (2/5) Doug's draft was reviewed with feedback provided. (2/19) Add'l changes discussed (3/5) Council approved docs. Town rec'd 10 applications, Council agreed to extend deadline to 5/16/19 to seek more. (6/4) Committee selected (9/3) Committed has held several meetings & elected a chair. 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'Asciano leading - notes taken & presented at 2/5 meeting. Sign up sheet of attendees to be provided. (1/28) Council discussed website options - Julie to review & agreed additional meetings are needed. Dean meet with Alan & Lucky this week. (3/19) Dean provided update & next steps and Council approved moving forward. (7/2) Dean has been on vacation - Deb to follow up. (9/3) Council rev 3/19 approval of committee & Dean's assigned task to develop the Committee charge. Next Step: Council approved Open Space charge, Committee size, approved Anne Gass as the liaison and appointed applicants. This task is considered CLOSED.
47	Joint Leaders	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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Last Update: 12/01/20

No	Goal/Category	*O/ F/C	** Pty	P	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
45	Ordinance	C	M	7.1	09/30/19	Review 'multi-tenant' standard within Sign Ordinance for RRA Zone	Doug Webster	Town Council	Town Council	02/05/19	09/17/19	(2/5) State has approached Town regarding a waiver for a much larger sign for the Wildlife Park. Council is not willing to provide a singular waiver for State property and is cautious about changing ordinance outright as RRA covers a good portion of the Town. State is currently not willing to allow a "Dry Mills Schoolhouse" sign; however, if that sign was added and one for the F&W building, the sign would be considered a "multi-tenant" sign and new standards could be developed for that category. (3/5) OAC provided priority order of outstanding items & this was included. (3/19) Kurt from ME WP presented add'l info and advised adding DMS sign was acceptable. The cost of 5500 was identified. He also advised the lease will need to be updated which may be a good time for Town to extend term. (4/2) Sandy advised DMS committee has already raised funds for new signage. (5/21) OAC had prelin discussion at May meeting. (6/4) OAC provided feedback - back to Doug (7/2) This discussion has been expanded to include other sign related issues - but will now be split out on the Tracking list. OAC/Planning Bd support tailored approach for this one sign. (8/6) Changes to be included in 9/3 meeting. (9/3) 1st reading held. (9/17) PB reviewed & held public forum 9/12. Council had 2nd reading & public forum 9/17. Next Steps: Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED .
48	Ordinance	C	M	6	11/15/19	Create a new Ordinance to wave excise fees for active duty military personnel	Sandy Carder	Deb Cabana	Deb Cabana	02/19/19	10/15/19	A resident has asked if the Town would consider this ordinance. State statute allows for waiver if active duty personnel are deployed for 180 days or more. Council agreed they would support an ordinance. (9/3) Sandy pointed out this change is dependent on specific state statute so OAC/Town planning dept probably not needed. (9/17) Deb advised the ordinance is very specific and Alyssa has reviewed. (10/1) TC held first reading & approved. (10/15) 2nd reading & public hearing held. Next Steps: Council approved 10/15 - will go into effect 11/15. This item is CLOSED .
												(1/22) Dan brought up the option to take a more aggressive approach with MTA to force them to provide Bike/Ped space on this bridge. Rep. Austin had rec'd a similar request from Brad Fogg and advised MTA is not reconstructing the bridge, but resurfacing it; thus, they cannot expand it. TC had been told this in our last meeting. The idea is to apply pressure and let them know how serious we are about accommodating our requests. It was pointed out that approving a Complete Street Policy (Item 40) and updating the existing Bike/Ped plan (Item 41) are in TC court & would give us more leverage; as would, funding the engineering for Rt. 26 Village project to include sidewalks across the bridge. TC agreed those steps are important. Jason suggested requiring them to add State law 3 feet signs and Sandy suggested asking them to narrow the travel lanes from 12 feet to 10 feet to slow traffic & provide 4 add'l feet for Bike/Ped passage. (2/19) Council agreed to have Deb go to MDOT (1) state we want 10 foot striping instead of 11 foot (agreed on by MTA) and (2) check if there is a rule requiring breakdown lanes vs. raised sidewalk on bridges. (3/5) Mr. Mills advised they would approve a 10 foot lane, but there is an appeal process. Council agreed to pursue the appeal. (3/19) Town Staff & Engineer provided feedback on appeal process and likelihood of defeat. Council agreed to not pursue. (4/2) Council wants to confirm MDOT will stripe at 11 feet vs. 12 feet. (4/16) Deb obtained confirmation on 11 foot striping - project to begin this month. Project is underway. (10/15) Dan suggested req. side rumble strips - but due to cost and possible diff safety issues (cyclists), Council agreed to follow-up with DOT on agreed upon striping. Project is wrapping up but appears will go a couple more weeks. (11/12) This project is complete - item CLOSED
	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	

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

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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 responsibilities as it was not translated into ordinances which is what they apply. (3/24) Anne has submitted to Deb. Next Step: Deb sent to Alyssa for a review. (4/21) Council approved Policy with 1 minor change - this item is CLOSED.
39b	Administrative	C	L	2	07/01/20	Consider the formation of a Cable TV Committee .	Deb Cabana	Deb Cabana	Brad Fogg	09/18/18	04/21/20	Although the Council decided to join the GPCOG coalition to hire one law firm to represent all member Communities in the contract negotiations, the Council did agree to consider a long term Cable TV Committee. This item is pulled from item 39a. (6/18) A community meeting was held to determine if there is enough interest to form a committee to assist the Town with the TV station. (9/3) Deb advised Randy Visser will make presentation (9/17) Randy presented info to council. (10/1) Deb/Anne to work to clarify if Randy has volunteers for a committee. (11/12) Deb is reviewing proposed Comm charge & will have ready to present to Council at Dec meeting. (12/17) Council rev initial draft of committee charge with conversation with Brad. (3/10) Dan provided revamped charge to Brad. Brad/Randy to review & finalize. Sandy provided timeline to get on the 3/24 agenda. (3/24) Council approved the charge for the committee. Next Step: Brad/Randy to submit volunteer applications for 4/21 meeting. (4/21) Council approved Randy Visser's application and will see Brad's at the 4/28 meeting. This item is CLOSED.
A	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	11/01/20	Inventory Chapters / map updates from GPCOG	Town Council	Deb Cabana	Northstar	03/06/18	06/02/20	Request for GPCOG estimate to provide inventory chapter updates which was provided via 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.

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58	Ordinance	C	H	11	06/15/20	Review existing Living 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	<p>(6/4) Council rec'd presentation from Cumberland Councilor & discussed. Council agreed an "Aging in Place" Program is separate from the Senior Tax Relief Program and could be pursued independently. (6/18) Council discussed further and agreed to looking at next steps in a workshop. (8/6) Workshop held with agreement this needs to be an organic citizen effort - not Council or Town Staff. Gray's needs are likely different than other towns and it is unknown which services/programs would be most needed. (10/15) Sharon advised she will not work on until after tax relief program is finished - est Dec/Jan. (12/3) Sharon advised there are a couple residents will to start affiliate committee. Sharon had requested info from Sec. of State office on voter registrations which would require Council approval. She advised she re-submitted application & will keep Council apprised. (12/17) Sharon advised there may be a grant opportunity to help set up programs. Council agreed to review material. Also, advised more discussions are ongoing regarding pilot communities for programs. (1/7) Grant appi was not completed in time for inclusion in packet, but was presented with req to add to agenda. Council approved pending add'l changes which Anne was to submit to Sharon and upon condition that the Committee discussion occur at the 1/21 meeting. (1/21) Sharon advised she was not submitting 2/15 Grant. Council ran out of time so was pushed. (2/4) Council discuss pilot prog but due to staff req, grant app deadline being 2/15 & add'l budget impact - to decline. Another option will be presented at 2/18 meeting. (2/18) Council agreed 5/15 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</p>
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	<p>(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 (DAC 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.</p>

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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 Tombarrell	06/02/20	09/15/20	(5/19) Council discussed the fact that Food Trucks do not really fit in the Mobile Vendor Ordinance as they are more short term. Council agreed the ordinance needs to be updated as it was last looked at in the 90's and Food Trucks are a large part of the small business economy, allows for more food options for residents and are used to start new restaurants in some cases. OAC has a large list to work on. Kathy volunteered to take the lead. (6/16) Kathy pulled together some ordinances for the Council and asked some questions to obtain high level consensus and guidance on next steps. (7/21) Council reviewed draft from Kathy. (9/1) 1st read & council approved. Next Steps: 2nd reading & public hearing set for 9/15. (9/15) 2nd Reading & Council approved - ordinance will take effect in 30 days. This item is CLOSED.
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 Statute and the Town's Charter related to how/when the 10 year questions must be posed to residents. It is not a substantive change. Deb adv Alyssa agreed a Charter amendment to fix the text issue can be done in June. There is a minimum voter turnout requirement. (4/21) Council set public hearing for 5/19. (7/21) Voters approved correction. Council made official. Will likely need Charter change as part of Town Manager job description work. (9/1) Alyssa advised that Job Desc changes are considered an amendment so Council can just put to voters in June without a committee. (9/15) Council approved ballot question. Next Step: Will appear on Nov 3rd ballot. (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 / approach for Communication with Residents - best practices for engagement - and ways to encourage attendance at workshops, brainstorming, committee meetings, etc.	Town Council	Town Council	Northstar	03/06/18	11/17/20	Anne Gass provided info on Oren Family Foundation which works with rural towns in the area of resident engagement & communication. Council agreed to investigate further when time comes (Bucksport has used). Bruce provided an update regarding the Heart & Soul informational session at GPCCG. 9/18 Doug presented council with overview from discussions with GPCCG/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 Bluberriy 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 Steps: Voters to weigh in 11/3. (11/17) Voters approved 79% on 11/3. This item is CLOSED

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Priority: **H = 1-3 months M = 4-9 months L = 10+ months												
No	Goal/Category	*O/ F/C	** Priv	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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	<p>Council has identified an update to the Comprehensive plan as a top goal. After reviewing the existing plan, feedback from the State planning office & various other State agencies and new Comprehensive plan policies & requirements, Council requested input from GPCOG which was presented at the Jan 8th TC Workshop. Town staff will work with GPCOG to develop possible options (with budget inputs) for moving forward. Options presented to TC (2/20). Council also agreed once step identified, will move this item to own tab/break out individual tasks/flag dates. (11/13) Doug provided updates - see detail tab. (4/8) Doug provided update on committee options. (1/22) Council discussed & provided add'l instructions to Doug. (2/5) & (2/19) see updates. TC approved docs at 3/5 meeting. (5/30) Workshop held (6/4) Action taken (8/10) Northstar-Comm were at the Blueberry Fest (10/15) Chair/MC of Comm provided update presentation. Visioning session held 10/19 & 10/22. (1/7) Sandy advised Ben will present an update to the Council at the 2/4 meeting. (1/21) CPC has released land use survey & held open house 1/29. (2/4) Update to Council (4/21) Due to Covid-19 the Committee has fallen behind on the draft plan. Ben provided 3 options for moving forward to Council. More info is needed from the committee on the options and their comfort level with the options. Generally speaking, the Nov elec is still a goal, but there is a risk it will not happen & concern with residents being able to fully engage/support the plan. (5/5) Comm prov update on plan & Council agreed to send postcard to every Gray resident. (7/21) Update provided to council on next steps & current status. (8/4) Council discussed & voted to process add'l \$3,500 payment to Northstar for unexpected scope. (9/1) State has issued a complete & consistent finding for the draft plan. Council now feedback on Comm's planned outreach. (9/14) Public hearing held (9/15) GPCOG presented results & changes from public hearing & advised they felt an add'l public hearing was not needed. Council voted to approve Comp Plan with changes discussed in meeting & approve ballot question.(10/6) Updated plan has been posted to website & blast was sent out. Council sugg electronic signs, more e-mail blasts, social media posts, contacting LNW newspaper and large sign at the Transfer Station for add'l communications. (11/17) Voters appr by 79% on 11/3. Deb confirmed no add'l steps needed. Next Step: Council will discuss implementation plan 12/1 (12/1) This item is closed - with a new item being logged for implementation. This item is CLOSED.</p> <p>Council has met several times in Executive Session to discuss the Route 100 South TIF. (1/21) Council held Workshop with Water District to review status. As currently defined, the money collected in this TIF fund cannot be spent as no current project meet the definitions. If Town does not rectify, could face issues with the state including retroactive reassessment of state revenue sharing and fines. Other Towns have faced these situations. Council has two options (1) amend the TIF to expand definition to include new project and allow to expire as written (2) amend the TIF to expand def to incl new project and close down early. During the workshop GWD & Council agreed the Rt 115 project would be the best option as it is a high priority, safety issue, critical to the Village and includes water line upgrade and stormwater infrastructure. The issue of timing - when would the MDOT be ready to work on the project, when would plans be ready & MPI timing were discussed. Agreement was to ask Alyssa if we could (1) amend to include RT 115 project and (2) set a new expiration date - not full term but not close immediately - likely 3-4 years. (2/4) Deb adv Alyssa said it is possible, but needs to review detail with Council. (3/10) Agree reach, Amend TIF to include Route 115 project and add'l list of top 4-5 WD priorities. Leave term intact but add verbiage to close the TIF once money is expended. Letter to ME CEDC would be done to address outstanding bond at closure. (3/24) WD sent priorities to Alyssa, but Covid-19 has taken priority. Council voted to set public hearing 4/21 to give more time. (4/21) Council moved public hearing to 6/2 meeting. (4/28) Council rev warrant article. (7/21) Voters approved funding (10/6) State submission is complete. (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.</p>
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	

Last Update: 12/01/20

No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
72	Ordinance	C	M	5	12/31/20	Update Fireworks Ordinance to address Chinese Lunar New Year celebrations	Deb Cabana	Council	Deb Cabana	02/04/20	01/19/21	(1/21) Council reviewed request from local business to approve the use of Firecrackers to celebrate the Chinese New Year. Council approved but agreed if it is an annual event, the fireworks ordinance should be modified as needed. (2/4) Council agreed to add to tracking spreadsheet & Deb advise the correct terminology is Lunar New Year which can change dates. (7/21) a couple other issues were mentioned in 7/21 meeting - July 4th schedule, variance for CL Association to use propellant gun to address geese issue based on recommendation by IF&W. (9/1) Alyssa is checking to verify the propellant gun is actually considered a firearm. (10/6) Sharon shared info she obtained by contacting a State biologist about options for controlling geese and feedback on the propellant gun. (12/1) Council discussed submitted changes (1) Asian New Year addition - agreed (2) propellant gun use for geese control on CL - agreed likely not a firearm and thus not under Council purview, 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. (1/5) Council held 1st reading/public hearing. Next Step: Deb to work with Alyssa on legal issue related to geese. 2nd reading set for 1/19. (1/19) Final approval & will go into effect in 30 days - This item is CLOSED .
85	Ordinance	C	:	:	03/01/21	Add Farmer's Market as use to Ordinance	Kathy Tombarrelli	Kathy Tombarrelli	Kathy Tombarrelli	08/04/20	01/19/21	(8/4) Item came out of work on Food Sovereignty & Food Truck Ordinances. Kathy presented into to Council seeking input. (9/1) Council provided additional feedback on updated proposal. (11/17) Draft changes discussed and sent to 1st reading. (12/1) 1st reading & public hearing resulted in substantive changes based on public feedback - sent back to 1st reading. (1/5) 1st reading & public hearing held - sent to 2nd reading. Next Steps: 2nd reading & public hearing set for 1/19 (1/19) Final approval & will go into effect in 30 days - this item is CLOSED .

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

Last Update: 12/01/20

BUDGET ITEMS

No	Items Label	Cost Est.	Task No.	Description	Comments
1	Pocket Park	(2020) Grant +\$2,175 + \$3,300 in Public Works Dept	#69 M10	Gray Historical Society has a long term vision of creating a Historic Walk with the Pennell House Memorial (re: Cumberland Farms donation/essement) 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. (1/19) Deb verified there are no requests for this cycle.
3	Employee Vacation/ Sick Fund	(2020) \$35000	N/A	As of June 30, 2017 the Town's liability for compensated absences - this is an unfunded liability and comes into play when an employee retires or leaves and requires a payout of accumulated vacation/sick time .	There is no designated fund for total \$245,419. Deb advised Town spent \$18,000 on retirements last year (unfunded). Council discussed setting aside 10% (\$25k) or 15% (\$37k) annually to start. Council is looking at \$25,000 Manager Contingency fund as first step in this funding. (10/28) Council agreed further payments to close gap should be considered. (2/18) Deb advised she is seeking \$25,000 for this fund - separately from the Contingency fund as with pending retirements, it is likely the \$25,000 will be exceeded. (2/28) Katy advised she added another \$10,000 and stated we cannot reduce as it will all be spent next year plus likely the contingency fund. (12/15) Council wants to review & possibly update sick time accumulation policy - currently unlimited. (1/19) Katy confirmed there are anticipated retirements & Council agreed for this cycle, the focus will be funding to cover. The goal long term is to build up the fund. Deb will provide summary of benefit packages in other Towns - Council will review a possible change in 'pay out' cap which may include a change in carry forward policy.

No	Items Label	Cost Est.	Task No.	Description	Comments
4	CIP Payment	?	N/A	2018 CIP Bond package was put together to allow Town to make payments to the CIP fund over a 5 year period. The \$100,000 remaining outstanding from the 3/12ths rainy day fund is being logged separately - see below.	Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority & Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100k gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100k into CIP from the \$500k payment into the 3/12ths - to use projected overage next year to finalize the \$500k re-payment. (10/28) Old ladder truck is now for sale. Council agreed to ask Finance Committee to come up with "fully funded" number to better understand the gap between current \$100k - for discussion purposes. (12/17) Deb adv \$85,000 rec'd from sale of old ladder truck and \$10,000 rec'd for sale of retired equip for total of \$95,000 for CIP fund. (2/13) Deb & Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The add'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option.
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.

No	Items Label	Cost Est.	Task No.	Description	Comments
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.
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. <u>(1/19) Deb adv she does anticipate a request for some funding - matches for grants and/or other funding avenues.</u>
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.

No	Items Label	Cost Est.	Task No.	Description	Comments
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 is needed to determine need, size, location, priority, etc. Deb did advise that Newbegin is in need of substantial upgrades to make it more efficient and capacity has been breached. See 32 below - would roll into Land Acquisition fund. (8/6) The Council asked Deb to reach out to the owner of the Hamilton property to inquire about options for the Town - whether that is a community center with municipal parking, fields, or housing - or a combination of them - is unknown at this point & will require further discussion. (10/28) Council has this on their workshop list. (3/12) Council has set a workshop on 3/31 to discuss the status of the Hamilton Property and Land Acquisition funding. (3/31) Council discussed and agreed it is a great opportunity and Town should move to engage owners in an option contract to give us time to collaborate with GNGIL, Royal River, etc. to develop plan, seek resident input & approval and create a funding plan. (4/2) Council was provided with valuation info & will discuss land acquisition fund at 4/9 meeting. (4/9) Council discussed tentative steps for Hamilton property to identify funding in this year's budget; then between now & possibly Nov election, working on more details for concept plans and identify funding options which could be used to seek residents feed and a vote with Nov election. Council agreed to set \$50,000 again as separate question. (4/28) Council agreed to reduce to \$25k and to list as part of the CIP warrant article.
11	Dog Park		N/A	A suggestion was received to establish a Town Dog Park on the capped land fill. After some discussion, it was determined it was not a good fit; however, another location may work, if there is support.	Council agreed this is not something that will be pursued in this year's budget. (10/28) The land fill is no longer an option due to the pending solar array. No further requests have been made, thus it will not be considered this year. (11/19) Council agreed to close this one permanently until such time the issue resurfaces.
12	Speed Signs	\$8,325 speed sign \$15,250 for text & speed combo sign	N/A	The Town owns one speed sign . Discussions about purchasing others - that mount to utility poles with flashing lights and "slow down" with the speed have been discussed.	The one sign Gray owns was obtained via a grant. Steve can obtain some costs estimates for a similar one and/or those mounted on utility poles. Also, Deb advised deputies have asked the Town to look into School flashing lights for Shaker Rd as it is difficult for them to enforce without them. MDOT has said we can install. Steve will obtain prices. Dan suggested we also calculate what % of time is dedicated to speeding & provide more information to residents. Steve did advise the sign does record & the data is given to the Sheriff's office. Signs for school zone on hold pending Fiddleheads status - others will need to wait for future budget. (10/28) Steve advised he found a different vendor - same sign - mount on trailer version which is in the \$3-4K range. He feels these are more effective than the pole mounted ones as people get used to those. The current sign has been damaged and will likely not be repaired until spring. (2/4) Fiddlehead's charter school is not relocating - they are buying the building & the center will be relocating. Council will need to discuss school signs again. (3/12) Alec advised the cost is closer to \$5,500 to purchase a new hybrid sign that has radar measured capacity as well as construction messaging capacity. He advised it does track data - but the computer it is using is very old. Council would like data at least reported out after each usage. Alec advised it is shared with the Sheriff but they do not maintain the data. (3/26) Alec provided \$8325 price for speed sign only or \$15250 for construction type sign with speed & text. Council believes the multipurpose sign is a better value - but may want to wait until next year. Council will consider once Shaker Rd project costs known. (4/9) Majority felt there is likely value in having add'l sign, but majority also felt it could wait given the existing sign is now fixed & ready for use again and we are purchasing a radar gun for the deputies.

No	Items Label	Cost Est.	Task No.	Description	Comments
13	Planning/Engineering	N/A	#4 M3	TIF Projects (Main Street, Village Shaker Rd, Route 115), Sidewalk projects, and other projects (Wilkie's 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 M/P program - where MDOT would pick up 50% of costs - up to \$50K. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided \$91,000 design fee & \$62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 25B will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17) Public forum held on 12/5 - Council to set workshop. (3/26) Council is working to amend Route 100 South TIF to allow for funds to be used on this project. (4/21) Council set public hearing for 6/2 to put out to voters at 7/14 election.
14	Construction Costs	\$88,400	N/A	Extending sidewalk from Hannaford - Spruce Street - Sidewalk projects , and other projects (Wilkie's 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.
15	Contingency Fund	\$25,000	N/A	Many Towns (and most companies) incorporate a Contingency Fund into their budget planning to cover unforeseen expenses.	Deb provided (2) examples - \$18K for unfunded vacation/sick time for retirees and \$10K for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone & must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between \$20-30K. Council agreed to tentative \$25,000 amount to cover projected retirement and have some left over. (10/28) Council funded this as a combination of employee time & contingency - agreed we need to continue working on this fund. (2/18) Deb advised she is requested \$25,000 for this fund separate from vacation/sick time outstanding liability. (2/27) Katy advised we will likely spend this to supplement the vaca/sick time fund. (4/2) Deb advised it could cost up to \$10K for an add'l election if we miss the 6/9 election. Katy advised the money in this year's budget for that election would flow into the unassigned but would not be accessible until the following year's budget cycle after the audit was completed. Council needs to consider adding \$10K to contingency. Katy advised that contingency is set aside to help with transition to new Manager. (4/9) Governor will be moving election to July 14th - we will move local to coincide. Ballot printing, machine programming will be in current budget, there may be some money needed for staff time. Council agreed to keep contingency fund at \$25,000. Election change is another example of why a contingency fund is needed.

21-22 Budget Items

Last Updated: 01/19/2021

No	Items Label	Cost Est.	Task No.	Description	Comments
16	Senior Tax Relief Program	\$30,000	#53 H8.1 Ⓢ	There was limited discussion about a possible Senior Tax Relief program for the elderly property owners.	Other Towns have adopted them - an example - 70 years old, residency for 10 years and up to \$XX of reduction in property taxes. Sharon shared another example of parameters for such a program. Dan expressed concerns with using funds for other priorities. Means testing would be a requirement & it would have to be a principle resident. One goal is to avoid tax liens & subsequent forfeiture of the property - State just passed legislation to make it much harder for towns to force eviction due to unpaid taxes for seniors. Council would like more information on impact. Sharon proposed a \$25,000 starting fund, but Council wanted to work out details of program before considering as a budget item. (4/4) Council discussed again with increase to \$50,000 proposed by Sharon. Council did not agree to add to the budget as increase is already large & would like better handle on sustainability/costs (Cape - \$75k, Cumberland \$65K). Council could not identify items to scratch from budget to compensate for needed funding. (8/6) Workshop held. (10/28) Council has another workshop to determine if consensus can be reached on program parameters. (12/17) final changes discussed - 1st reading set for 1/7. Approved at 1/21 meeting. (3/26) Sharon is req \$30k for this fund. Sandy/Dan want to delay. Bruce/Anne want to reserve decision until final number crunching. (4/16) Majority of Council felt this new service should not be added this year given the current situation and strain on other taxpayers - not on a fixed income - who may be losing their jobs, etc. A request was made to put it on the ballot as a separate question, but only 2 Councilors supported.
17	Paving	(2020) \$469,250	N/A	Need to review Paving budget process to ensure projected & actual are closer	Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of falling road projections. (10/28) Steve will adjust request - to ensure we get 'caught up' on our paving - as a starting point. (2/27) Figure excludes \$13,500 being requested for pavement condition study. (3/12) Council discussed request for study. There is no industry standard - and last study was done 2017. Alec said roads that have been paved in last 3 years would need a study to determine their updated status. Council asked for est to do just those roads vs. a full study. (3/26) Alec checked into reducing study & only option is to break down into districts to do one each year - but that will likely cost more overall. Council agreed it needs to be done by next year at latest, but need to push this year.
18	Libby Hill	(2020) \$13,579	#27 H1.2	Need to determine long term obligation and budget funding for Libby Hill maintenance for Town's portion of acreage	Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding.

No	Items Label	Cost Est.	Task No.	Description	Comments
19	Rainy Day Fund	(2020) \$25,000 (2021) \$75,000	N/A	Need to repay 3/12's fund to make it whole	(10/28) \$500,000 was taken from the 3/12's fund to help purchase the new ladder truck. \$400,000 was paid back in 19-20 budget cycle. \$100,000 remains outstanding and needs to be paid back - within the next 4 years. (4/2) In our 3rd year to pay back over the 5 years total - Council agreed to only pay \$25k this year and look to pay remaining \$75k next year once more is known about the economic downturn.
20	Traffic Calming Measures	??	N/A	Add traffic calming measures as part of the project planning & designs	(10/28) Bicycle Coalition of Maine provides these items free of charge for testing; however, if Gray does decide to proceed with formal measures, equipment and/or construction costs may be incurred. (3/12) Anne advised it will take through the summer to set up tests and to identify what, if any, traffic calming measures will be recommended and then to determine costs. Will be considered in next year's budget.
21	Library Heating System	?	N/A	Library Heating System may need to be replaced in 5 years	(2/27) Mo advised increasing maintenance costs are being experienced with the Library boiler which should last another 5 years and recommends a future replacement to a version that has fared better in the other public buildings and is less costly to maintain - at a cost of around \$20,000. We are/will spend \$5,000 a year during the 5 years. Discussed the option of just replacing now - Mo clarified system is more complex and has more splits because of the layout (original building & addition). Council wants to make sure future update/conversion is covered in CIP.
22	Automatic Fuel Shutoff	?	N/A	Should systems be upgraded to automatic shutoff options	(2/27) Dan reminded Council that during the CZA process with Cumberland Farms an automatic fuel shutoff system was discussed (more costly) vs. having personnel being responsible for quickly (and correctly) shutting down systems to prevent a spill or minimize one. More research needed to determine costs/viability vs. benefit.
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. (1/19) Katy advised this may be split between budgets (Build/Rounds & Rec) but they will work to pick up the fencing for future planning.
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 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. (1/19) Alec updated the council on this as part of the paving catch up plan. He will be asking for the road study again this year. He is working to pick up the existing sidewalks and parking lots. Pending the study and updated information, he feels if we maintain our current \$450k annual paving budget, we could be caught up in about 7 years without accounting for sidewalks/parking lots which may then need attention. He is working with data from Stevie & his own to compile a list/conditions. We also need to make sure we understand any 'new' sidewalks being built need to be added (extension on Shaker Rd - planned Rt 115 sidewalks).
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. (1/19) See above sidewalks note.

No	Items Label	Cost Est.	Task No.	Description	Comments
26	Livelong Living	?	N/A	Placeholder for 21-22 FY Budget - Senior Programs	(8/4) Logging as a placeholder pending presentation from Livelong Living Committee in Fall/Winter (1/19) Sharon advised there will not be any request in the upcoming cycle as they are still collecting data and planning. Some items may be addressed through donations or non-profits as well.
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 Franchise 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.
34	Trees??	?	N/A	Shaker Rd Project - new canopy trees	(12/1) Council discussed plan for tree canopy on Shaker Rd. Several trees are being taken down for the project. Kathy was going to pull a canopy inventory and then complete an analysis of which trees are slated to come down to help identify where new trees may be needed. The species also needs to be identified. Council discussed putting the costs in the project itself or potentially handling outside the project after completion. This is being logged as a placeholder.
35	Signs - Libby Hill	?	N/A	Update "No Public Access" sign - Libby Hill	(12/15) Sandy pointed out that the current sign (unknown if it is the Town's sign or home association sign) at the start of the private road which states "no public access" is hard to read and too verbose. Homestead Acres Assoc has complained about people parking on the road to access the Town's LH trails. Consider updating the sign to be more clear or adding "use trail heads" signs or "no Parking" signs.
36	Illumination Tool	\$2,000	N/A	Purchase illumination measurement device for code enforcement	(12/15) With new sign ordinance illumination restrictions, Code Enforcement will need equipment to ensure compliance. (1/5) Dan believes the tool will be about \$2,000
37	Grant match	? \$ - In kind	#75 H7	Fund grant match for Long Hill ATV trail	(1/5) Anne advised that she is pursuing other grants for the ATV trail rehab on Long Hill Road. The grants will require a 20% Municipal match - which can be met with "in kind" donations and the ATV Club may be able to provide that match via labor/equipment. The timeline is April/May deadline.

No	Items Label	Cost Est.	Task No.	Description	Comments
38	TIF Funds	?	#4 M3	Determine TIF Funds to be expended for the Route 115 project	(1/19) Workshop held with Staff/Water District/Engineer to create general plan for starting this project. Route 100 South TIF funds are available - with expiration of 2028. Will work on providing estimates for (1) complete 'ledge' profile of road using ground penetrating radar (2) updating and completing full survey of area - Main street to 59 Yarmouth Rd (3) create a high level plan to include parameters agreed to in workshop - working with the Water District to include their piece and including Brown Street reconfiguration/parking analysis. The goal will be to use the starting plan to schedule more public forums and have some idea of overall costs as we progress.