



TOWN GRAY
GRAY TOWN COUNCIL
AGENDA • FEBRUARY 16, 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 Comments, 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 as detailed in the agenda.**

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS

1. To Review and Approve the Minutes from the Town Council Meeting of February 2, 2021. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Approves the Minutes from the Town Council Meeting of February 2, 2021.

- V. PUBLIC COMMENTS OF NON-AGENDA ITEMS (LIMIT 3 MINUTES PER PERSON). COMMENTS IN EXCESS OF 3 MINUTES ARE WELCOME AT THE END OF THE AGENDA PRIOR TO ADJOURNMENT. (FOR INFORMATION SHARING, NOT DISCUSSION.)** **10 MINS**

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

VII. REPORT FROM THE TOWN MANAGER

VIII. COMMITTEE REPORTS

IX. COUNCIL CORRESPONDENCE/ACTIVITIES

X. ACTION ITEMS

1. To Review and Approve Awarding the Bid for the Shaker Road Sidewalk/Stormwater Project to J. Pratt Construction in the Amount of \$727,201.91 to be paid from bond savings, with a Total Project Cost, including Engineering, Inspection and Contingency of \$920,606.91. 10

MINS

Proposed motion:

Ordered, the Gray Town Council Removes From the Table the Review and Approval of Awarding the Bid for the Shaker Road Sidewalk/Stormwater Project to J. Pratt Construction in the Amount of \$727,201.91 to be paid from bond savings, with a Total Project Cost, including Engineering, Inspection and Contingency, of \$920,606.91.

Ordered, the Gray Town Council Awards the Bid for the Shaker Road Sidewalk/Stormwater Project to J. Pratt Construction in the Amount of \$727,201.91 to be paid from bond savings, with a Total Project Cost, including Engineering, Inspection and Contingency, of \$920,606.91.

2. To Review and Approve Awarding the Bid for the Blackthorne Lane Road Improvement Project to A.H. Grover, Inc. in the Amount of \$67,855.00 to be Paid from a Designated Fund for Blackthorne Lane Road Repairs, with a Total Project Cost Including Design Fee and Contingency, of \$80,000.00. 10 MINS

Proposed motion:

Ordered, The Gray Town Council Awards the Bid for the Blackthorne Lane Road Improvement Project to A.H. Grover, Inc. in the Amount of \$67,855.00 to be Paid from Designated Fund for Blackthorne Lane Road Repairs, with a Total Project Cost Including Design Fee and Contingency, of \$80,000.00.

XI. COUNCIL BUSINESS

1. Stillwater CZA - All 15 MINS
2. Solar Overlay - Dynamic Energy Draft - All 15 MINS
3. Libby Hill Agreement Update - Dan 15 MINS
4. Evaluation Form - Sandy 15 MINS
5. Tracking Spreadsheet & Workshop Schedule 10 MINS

XII. ADJOURNMENT

1. Motion to Adjourn 9:05 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 • FEBRUARY 2, 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
Nate Rudy	Future Town Manager	Present

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS

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

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

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

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

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

Councilor Carder submitted an edit to Town Manager Cabana.

2. To Review and Approve the Minutes from the Town Council Executive Session of January 14, 2021.

Ordered, the Gray Town Council Approves the Minutes from the Town Council Executive Session of January 14, 2021.

RESULT:	APPROVED [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 Meeting of January 19, 2021.

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

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

Councilors Gass, Maguire, Young, and Carder submitted edits to Town Manager Cabana. Councilor Gass noted that her Committee Report was omitted. Councilor Maguire submitted details regarding the Senior Rebate Ordinance discussion which he noted were not referenced in the minutes.

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

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

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

5. Review and Approve the Minutes from the Town Council Special Meeting of January 26, 2021.

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

RESULT:	APPROVED [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. Closed at 7:13pm by Chair Carder.

VI.

VII. PRESENTATION

1. Dynamic Energy – Solar Overlay

Chair Carder said letters were sent to residents located near the proposed solar array. Many emails from residents were received with comments and questions.

Doug Webster conducted a site walk on February 1st. He prepared an update, a suggested timeline, list of questions, and responses from letters which were sent out for Councilors to review. He addressed concerns about the road. He said the road is not paved. The most significant impact to the road will be during construction and the Planning Board could require a performance bond if they wish. Chair Carder said it will be incumbent on the developer that the road be left in the same condition as when they start, and that the Town will not be paving the road. Ben Gregory of Dynamic Energy said the largest amount of traffic will be during the construction phase/installation period over a couple of months, with ongoing maintenance checks. He said they are willing to work through the Planning Board process.

Doug Webster asked the Council if they want buffering around the whole perimeter or only near residences that abut the project. After much discussion, Councilor Maguire concluded they should require 100' buffer and plantings where residences abut, but not around the entire site. Councilor Gass agreed. Councilor Young would like to see a vegetative buffer around the whole thing as other homes may be built in the future and they wouldn't expect Dynamic Energy to come back to perform buffering each time. Councilor Carder said once they agree on the buffer requirement, they won't expect Dynamic Energy to come back and add more buffers.

Ben Gregory said they are committed to the 100' setback. Buffer is to be deer resistant and grow at a good rate. He said some parts of the perimeter abut sand and gravel areas and it might be a little overzealous to do tree planting in those more remote areas.

Chair Carder said road buffers were a common topic in the emails they received. She wanted to make it clear to residents that this is a commercial array and the Town is not buying electricity from this array. The benefit to the Town with this array will be from property taxes, which are undetermined. Councilor Young said it bothers her that we are committing the land to an unknown revenue and this closes it off from other forms of development. She said, yes, homes built would have residents needing Town services, but the taxes would be higher. Ben Gregory will find out information on proposed tax revenues on his other projects and inform the Council.

Councilor Maguire commented this can be built with minimal impact and traffic will be practically nonexistent once built. He said it is true this impacts the property for 30 years, but the land could be valuable at that time for open space or extra development; they are putting something in the bank for the future.

Chair Carder said wells were a concern in an email. Doug Webster addressed this question and suspects the odds of potential impact to wells will be minimal, probably just related to construction. Ben Gregory said batteries are not part of this project and no chemicals will leak from the fully encapsulated panels.

Chair Carder said other emails had questions about the existing trails. Doug Webster said the property is currently posted and it would be up to the landowner to work with the applicant regarding trails.

The Council then discussed utilities and Councilors Maguire and Foshay would like them to be underground and do not want structures in the buffer unless it is something for the electrical connections/transformers, which wouldn't be intrusive.

Chair Carder opened the discussion to the public at 8p.m. Resident David Arsenault asked (via chat) if there will be more meetings about Hillcrest Road maintenance. Chair Carder said if the road is damaged during construction, the developer will need to fix it. Doug Webster said the impact on the road will be a discussion of the Planning Board. He also mentioned when he spoke to the property owner representative, there is a 60' right of way on both sides for future development/planning and the owner plans to leave a road on both sides of the property for that purpose. Chair Carder said abutters will be re-notified when it goes to the Planning Board.

Chair Carder said they will see a draft of the overlay at the next Town Council meeting. She said the first reading/public hearing will be planned for the first meeting in March. She inquired of Councilors how they should respond to the questions from residents. Councilor Maguire suggested sending an email with a link to the video of this meeting.

VII. PUBLIC HEARINGS

1. (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.

Motion: Ordered, the Gray Town Council Sets a Public Hearing and First Reading of the Contract Zone Proposal for Stillwater Subdivision on March 2nd, 2021.

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

Resident Georgia Woodbury attended this virtual meeting and had several topics of concern. She said she has reviewed contracts for 30 years and saw things not worded right in this one. She asked if there has been a traffic study done. She said there definitely should be one done as she noted the number of construction vehicles going in and out of Woodcock Drive is phenomenal. She asked what types of homes are going to be put in and if the school council is aware of how many kids will go into the schools. She said many things are not brought up in the Contract Zoning Agreement. She moved here because it was quiet. She said it was bad enough to have an array, and now there would be a residential field/park, etc.

Chair Carder explained that the subdivision and approval for housing is handled through the Planning Board process. The contract zone being discussed is for a deviation of the road standard for a portion of the road, and in exchange, the applicant is donating land to the town for recreational space.

Kathy Tombarelli said this project is an open space subdivision and the contract is capping it to 50 additional units. It hasn't gone to Planning Board yet. There has been no traffic study. They will need to come before the Planning Board for sketch plan, preliminary, and final approval. Doug Webster added that there is maximum of 50 units over three phases and all need to go through the Planning Board process.

Georgia Woodbury inquired that even if there were only 10 new homes, shouldn't there be another form of egress? She also said people stop to get their mail which blocks traffic on Rt. 115. She is concerned about more homes there and she also doesn't think a recreational field is a good fit. Doug Webster explained if there were more than 100 peak hour trips, it would require a state permit.

There were no other public comments. Chair Carder closed the public hearing at 8:24p.m.

Town Manager Cabana said it needs to be publicly documented that one of our major interests in entering this contract, and the Town obtaining the nearly 15-acre parcel, it to mitigate the tennis court situation. This is the benefit for the Town for entering into this contract.

Chair Carder made this formal statement for the record, "The Council recognized that one of the critical benefits of approving this Contract Zone Agreement is the acquisition of the 14.8 acre parcel in order to address the outstanding conversion issue with the State which was caused by the removal of the tennis courts at the High School, which were constructed with a restricted grant."

Councilors continued their discussion. Topics included overflow parking, termination clause, berms and grading/seeding, septic, and the stream crossing.

Adam Wilkinson joined the conversation and had concerns about the proposed 8' height of berms. He said this was the first time he had seen the plans and would like to see a minimum of 18' height for the berms. He said this is abutting their gravel pit and operations; they want to limit the number of people entering their property and have battled for years to keep people out. He has spoken with the project owner. Charlie Burnham said boulders will be spaced so 4 wheelers cannot get across, but bikes would be hard to stop; the gate would be a deterrent.

Town Manager Cabana said if the specifications change, they will need to repeat the first reading. Chair Carder asked that people determine what they want for wording regarding berms in the CZA. Also, until Adam Wilkinson and Ben Grover come to an agreement, they cannot proceed. Doug Webster pointed out that input from abutters is important. Chair Carder noted this is also about public safety.

Kathy Tombarelli noted additional time would give the opportunity to clean up the language about the existing trails, future trails, and maintenance of trails. Chair Carder said the homeowners' association would maintain the trails which would be open to the public. Councilor Maguire also asked that the reference on page 38, #8 regarding 150x300 feet be clarified from "approximately" to "at least". He would also like "approximately 14.8 acres" to be more exact wording. He said the relationship of the homeowners' association and the Town in reference to the road maintenance is not clear. Kathy Tombarelli explained the homeowners' association is responsible for maintenance of the road and the Town is responsible for winter maintenance. She agrees it would be good to add clarify to the language as the Town is not part of the homeowners' association. Doug Webster further clarified the distinction is regarding the road association, not the homeowners' association.

Councilor Maguire commented on additional concerns that the location of the gate is not clear, and it is unclear how people will turn around at the gate when it is locked. He said they need a hammerhead. He also noted concerns as to who is responsible for striping Woodcock Drive, particularly since they will not have raised sidewalks. Doug Webster said that will be a responsibility of the road association. Councilor Maguire pointed out public safety concerns if that isn't taken care of properly. Doug Webster said Alec Dodd doesn't want to commit the Town to maintenance of sidewalks. Kathy Tombarelli noted that an idea of enforcement would be if they don't take care of their part, it could affect the Town continuing to provide winter maintenance. Town Manager Cabana said the Public Works Department looks at the roads annually and if there are issues, they wouldn't receive winter maintenance from the Town.

Chair Carder stated this will need to go back to another first reading. She asked Councilor Foshay to amend the motion as it will need to go back to a first reading and public hearing on March 2nd. She then said it could go to the Planning Board on March 11th, and a second reading at the Town Council meeting of March 16th.

VIII. REPORT FROM THE COUNCIL CHAIR

Chair Carder discussed these topics:

Town Office: Chair Carder thanked the Town Manager, her staff, Gray Fire Rescue, and other Towns that helped with the recent challenges due to damage at the Pennell building. She specifically wanted to recognize Mao Teng Lin who noticed the latest water situation and reported it. Since the alarm system didn't go off, this allowed staff to take action. She asks residents to be patient while staff figures out alternative ways to provide services.

GPCOG Projects: She has been tasked with obtaining more information related to the timing of funds regarding the Dutton project. She spoke to Chris Chop and he verified there is no guarantee the funding will be available this summer, so if there are critical needs for this coming budget cycle, it is better to budget for them and then find out funds can be reallocated, rather than to be short. He still encouraged us to submit the project as it sounded like it met all the right criteria for consideration. He also confirmed that submitting a project for just 1 EV charging station would likely not be considered viable. That left the Spruce Drive sidewalk/crosswalk/Libby Hill paving/sidewalk project.

Landfill Solar Array: This has been turned on. Town Manager Cabana and Katy Jewell worked with Nick at Revision to go over the new billing which will be discussed at upcoming budget meetings.

Transit Tomorrow Plan (GPCOG): She shared an email with a link to the 30-year Transit Tomorrow plan developed by GPCOG which is open to public comment through Friday, February 5th. Of note, there is a goal to connect public transportation to Gray although it is one of the last goals in the plan and subject to funding, but it is good to see us on the radar.

Remote Meetings: She pointed out that tonight's meeting would have likely been cancelled due to the storm had it been an in-person meeting and that the current situation at Pennell would also likely restrict Council Meetings, as well as committee meetings. She sent an email to Rep. Steve Moriarty with these examples as LD 32 allowing remote meetings to continue with defined policies/procedures makes its way through the process. He advised that a hearing was set for today, but it was postponed due to the storm. Generally, there seems to be support for the bill.

IX. REPORT FROM THE TOWN MANAGER

Town Manager Cabana reported on the recent catastrophes at the Pennell Building. The first was a sewer blockage which resulted in raw sewage being in the building and two days later a sprinkler head broke. This resulted in 80,000 gallons of water being released. They have spent the week drying out the building with ServPro mitigating the damage. They had made great progress and the humidity level of 70% was reached. Then sometime on Sunday, three sprinkler heads broke and the mechanism to set off the alarm was clogged.

Water was running out of the doors and the ceiling. The kitchen and neighboring conference room are a complete loss and many computers and printers were ruined. The boiler is also not working, and it will be Feb. 3rd or 4th at the earliest to get parts from Tennessee.

They discussed setting clerks up at the public safety building but there were concerns for the public if public safety employees had COVID exposures. Therefore, they are setting up services on the second floor of Pennell. Those who need services need to call and staff will walk them safely through the building to avoid the areas of damage and wires used for the temporary heating system. Mo Russo is working day and night with ServPro. ServPro lost many blowers which were in the building during the second flood.

X. COMMITTEE REPORTS

Councilor Gass reported on the Communications Committee. She said, according to Jolie Fahey, 300 people signed up for meeting agendas. She also said that Grant Guiliano has started using the new broadcast server. There was discussion of increasing his hours and this will come up in budget discussions. There was also discussion about the GCTV programming policy and first amendment issues.

Councilor Gass said the Recreation Committee welcomed new member Josh Martell. He works for LL Bean and has suggestions of outdoor activities. Councilor Gass said the Recreation Department is currently struggling with only two people. She feels they are in a holding pattern until the pandemic is over. They are working on plans for bare bones programming such as Easter, summer movies, Halloween, and the Christmas tree lighting. They would need many volunteers for additional programming which would require a lot of work to manage.

Councilor Foshay said the Finance Committee met on January 21st and will meet again in March. They discussed CIP bonding vs. funding.

Councilor Foshay said CEDC met on January 27th with a discussion about the micropark. A video can be viewed on the Town portal.

Councilor Young also reported on the Finance Committee and said they talked about an upcoming webinar about the TRIO software. She will attend to get an overview of the software package.

Councilor Young reported that ZBA met on January 27th. It involved one public hearing and the item was tabled. This was for a variance for reconstruction of a single-family dwelling in a shoreland zone. The property had burnt down, there were probate issues, and is now in a quandary as the 18-month window to rebuild expired and they need a height variance. She

said it was heart wrenching for the family who lost their matriarch and then the home. She was pleased with the empathy the ZBA showed to the applicants.

Councilor Young said the Blueberry Committee is not currently meeting but they are recruiting for this fun committee. She encouraged people to volunteer for this committee and can reach out to Lacey Antonson at blueberryfestival@graymaine.org or reach out to Councilor Young.

Councilor Maguire said OAC will meet on February 4th online. He said the Planning Board will also meet online on February 11th.

Councilor Carder said the Recycling Committee met on January 21st and spent most of the time discussing the Comprehensive Plan review and the committee's current charge for which the members may or may not submit changes. They also discussed the sticker distribution and payment. They would like to remind residents they need a \$5.00 sticker and encourage them to purchase them at the Town Office rather than at the Transfer Station. The next meeting is set for February 18th.

Councilor Carder said the Dry Mills Schoolhouse Committee will meet on February 15th.

Councilor Carder said the GPCOG Chairs in Circle training will be held on February 25th and both she and Councilor Gass will participate. Councilor Carder has been invited, along with Nat Tupper of Yarmouth and Matt Sturgis of Cape Elizabeth, to speak to Senators Collins and King on February 3rd regarding the current CARES act bill before Congress. She will, of course, focus on the critical need to include funding for state and local municipalities. The next Executive Committee meeting is on Feb 10th.

XI. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Gass was contacted by a local business owner regarding a CDBG grant. The grant application is not due until the end of May and she asked him to do more research. She noted that the Town applies for CDBG grants on behalf of a business. The business can do the application and then Council reviews and decides whether or not to approve the application submittal.

Councilor Gass had questions from a resident about how to register a car while the Town Office was shut down.

Councilor Gass mentioned the upcoming GPCOG meeting she will attend which Councilor Carder discussed.

Councilor Foshay received correspondence from Jason Wilson.

Councilor Young attended the first MDASH meeting on January 21st and there were 13 participants. Due to issues with her audio, Val Razsa stepped in and discussed the Lifelong Living Committee's survey results. They discussed income security issues of seniors and that Gray is lucky to have our Food Pantry. She mentioned that RTP provided 650 rides last year. She is looking into elderly housing issues.

Chair Carder said the Town may post a video of Town Office damage online for residents to see. She also encouraged Councilor Young to bring more information about MDASH at a future time.

Councilor Young had correspondence from a constituent about the new Town software and the ease in obtaining a tree removal permit online. There were issues with the appointment which she reported to the Code Enforcement Office, which was then resolved.

Councilor Maguire was contacted by Kathy Taylor regarding Mayall Road and weight limits. He shared the draft document with her.

Councilor Maguire received an email from Dan Cobb. He asked about roadblocks to economic development in Gray. Councilor Carder participated in a meeting with MSAD 15 Superintendent Craig King, Finance Director Diane Boucher, and School Board chair Sam Pfiefler on January 25th to discuss working out a better process for charging fees between the town(s) and school system. Town Manager Cabana could not attend due to the damage issues at Town Hall. This issue seems to come up annually and causes a lot of consternation between the entities and upsets residents given they fund all entities. A good discussion took place about possible options and they agreed the next step would be for Diane to set up a meeting with Katy Jewell and someone in New Gloucester to talk through the current process and brainstorm ways to improve it. It is unreasonable to think finance staff will have time right now, given that it is budget season, and they will need to wait a couple of months to hold the meeting.

Councilor Carder received a call from Kathy Taylor, of short Mayall Road, inquiring about the status of the weight limit. She reviewed the process with Kathy and advised her that Councilor Maguire has completed the ordinance and it awaits a workshop. Kathy Taylor said she appreciates the help Councilor Maguire has given.

Councilor Carder received a couple of inquiries about the Town’s closure and how to handle business. Town Manager Cabana and the clerks provided instructions to resolve the situations.

Councilor Carder received correspondence from a school coach asking about possible changes to allow Newbegin rentals again. She explained that given the current situation with Pennell and reduced staff in the Rec Department, changes are just not possible right now. The coach had already spoken to staff, as well as Councilor Gass and the Recreation Committee.

Councilor Carder said they all received an email from Dan Cobb related to economic development in Gray and with the suggestion that we consider creating an Economic Development Director position to help achieve our goals.

Councilor Carder said they also all received an email from Jason Wilson regarding open space and financing options.

XII. ACTION ITEMS

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

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.

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

Will Haskell of Gorrill-Palmer stated there were ten bidders. Bids ranged from a low of \$720,000.00 to a high of \$1.9 million. He said J. Pratt did the Brown Street sidewalk a few years ago. He said he sent a spreadsheet of the bids for Council review. Chair Carder did not receive the spreadsheet. Councilor Maguire called a Point of Order that the spreadsheet was not in the Council Packet. Town Manager Cabana determined there must have been miscommunication; she thought she was asked by Suzanna Gallant about including the bid specs but then realized Suzanna may have been asking if the spreadsheet should be included in the packet. Town Manager Cabana sent it to Councilors via email.

Councilor Maguire moved to table this topic. Other Councilors agreed.

XIII. COUNCIL BUSINESS

1. Gray Historical Society Lease

Chair Carder said Galen Morrison did a great job with the cover letter and he provided a mock-up of proposed changes in the lease. The Gray Historical Society is looking for more information from Town staff and the Town attorney.

Galen explained the current lease is for 15 years. They would like a new one or amend this one with three or four major items addressed. They would like the next lease to be for 25 years, with the town paying utilities, and reduce the \$6,000.00 appropriation to \$4,000.00.

He said they have done major improvements involving heating, doors, flooring, roofing, electrical upgrades, and handicapped ramp over the last ten years. Spending over \$6,000.00 of their own, in addition to Town funding. Most of the work has been done by volunteers. They are looking at ways to move displays to Pennell, the Dry Mills Schoolhouse, etc. so more people will see them.

Councilors discussed their opinions on these topics. Councilor Foshay is in favor of all they are asking for, agrees the contract needs to go back to legal for overhauling, and suggested we give good will back and leave the appropriation at \$6,000.00. Councilor Gass asked to see their full budget. Councilor Maguire’s inclination was to give them the \$4,000.00, vs. \$6,000.00, since that is what they asked for, and he would like more information to change his mind. He also feels since the Town owns the building it should be in the CIP. Councilor Young asked for information as to if other towns fund their historical societies. Councilor Carder said the Dry Mills Schoolhouse Committee is happy about the collaboration with the GHS. She also said hopefully utility costs will come down with the new solar array. After much discussion, Chair Carder said they may be willing to take over utilities but would probably leave the appropriation at \$6,000.00. She asked Town Manager Cabana to have Attorney Alyssa Tibbetts look at the lease and have Mo Russo look at the building and grounds. Town Manager Cabana confirmed the Town owns the building but does not insure it.

2. Town Manager Appraisal Form

3. Tracking Spreadsheet & Workshop Schedule

Chair Carder wished to push out these last two topics due to the length of this meeting. She needed to schedule an Executive Session. Councilor Young said she will be away and requested it wait until she return and then meet on the 22nd. When that didn’t seem feasible, she left the meeting. The remaining Council members decided to have the Executive session on February 17th at 2:30p.m., virtually. She will provide an update to Councilor Young when she returns from her vacation.

XIV. ADJOURNMENT

Motion to Adjourn at 10:42 p.m.

RESULT:

MOVER:

SECONDER:

AYES:

AWAY:

ADOPTED [4-1]

Anne Gass, Vice Chair

Dan Maguire, Councilor

Carder, Foshay, Gass, Maguire

Young

Recommendation of Award

Client: Town of Gray

Project: Shaker Road Sidewalk

JN: 2344.861

Date of Bid: Thursday, January 21, 2021 - 2PM - Via Microsoft Teams

CONTRACT 1 of 1 - TOWN OF GRAY					
#	CONTRACTOR	ADDENDA	BID BOND	BASE BID	BASIS OF AWARD
1	J Pratt Construction	Yes	Yes	\$ 727,201.91	\$ 727,201.91
2	R.J. Grondin & Sons	Yes	Yes	\$ 757,230.00	\$ 757,230.00
3	DDI Construction	Yes	Yes	\$ 808,635.00	\$ 808,635.00
4	Storey Brothers Constricion	Yes	Yes	\$ 823,735.00	\$ 823,735.00
5	J. Maxwell Trucking & Excavation	Yes	Yes	\$ 848,360.00	\$ 848,360.00
6	D & C Construction	Yes	Yes	\$ 855,154.50	\$ 855,154.50
7	Pratt & Sons	Yes	Yes	\$ 922,840.00	\$ 922,840.00
8	Aceto Construction	Yes	Yes	\$ 948,805.00	\$ 948,805.00
9	Dearborn Brothers Construction	Yes	Yes	\$ 1,068,833.50	\$ 1,068,833.50
10	Crooker Construction	Yes	Yes	\$ 1,188,920.00	\$ 1,188,920.00

OBSERVATIONS/FINDINGS:

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

Notes:

1. Although Gorrill Palmer Consulting Engineers, Inc. has had working relationships with a number of the contractors, in our opinion this did not influence the preparation of the bid documents or our findings.
2. MaineDOT MPI Grant funding is for 50% of the total project cost, or up to \$500,000.

Lowest Responsive (J. Pratt Construction)	\$	727,201.91	
Design Fee	\$	62,545.00	
Anticipated Const Inspection Fee	\$	58,860.00	
Recommended Construction Contingency (10%)	\$	72,000.00	
Anticipated Total Project Cost	\$	920,606.91	
MaineDOT MPI Grant Funding	\$	460,303.45	(50% total project cost above)
Town of Gray Anticipated Total Project Cost	\$	460,303.46	

Recommendation of Award

Client: Town of Gray

Project: Blackthorne Lane Roadway Improvements

JN: 2344.641

Date of Bid: Thursday, January 28, 2021 - 2PM - Via Microsoft Teams

CONTRACT 1 of 1 - TOWN OF GRAY						
#	CONTRACTOR	ADDENDA	BID BOND	BASE BID	BASIS OF AWARD	NOTES
1	A.H. Grover, Inc.	Yes	Yes	\$ 67,855.00	\$ 67,855.00	No Errors in Bid
2	Bowdoin Excavation, LLC	Yes	Yes	\$ 69,157.68	\$ 69,157.68	Pay Item 618.13 - unit price/quantity error; Pay Item 603.169 mult. Error Pay Item 615.07 - mult. Error; Pay Item 656.75 - unit price error
3	J.Maxwell Trucking + Excavating	Yes	Yes	\$ 82,475.00	\$ 82,475.00	No Errors in Bid
4	Storey Brothers, Inc.	Yes	Yes	\$ 82,550.00	\$ 82,550.00	No Errors in Bid
5	Pratt and Sons, Inc.	Yes	Yes	\$ 82,832.00	\$ 82,832.00	No Errors in Bid
6	Khiel Excavation	Yes	Yes	\$ 88,245.00	\$ 88,245.00	No Errors in Bid
7	R.E. Coleman, Inc.	Yes	Yes	\$ 97,315.00	\$ 97,315.00	No Errors in Bid
8	Dearborn Bros. Construction	Yes	Yes	\$ 105,467.50	\$ 105,467.50	No Errors in Bid
9	Glidden Excavating + Paving	Yes	Yes	\$ 111,622.00	\$ 111,622.00	Pay Item 403.50 - written and numerical totals differ, the larger was used
10	Aceto Construction Inc.	Yes	Yes	\$ 118,066.00	\$ 118,066.00	Pay Item 615.07 - written and numerical totals differ, the larger was used
11	Aceto + Sons Earthworks	Yes	Yes	\$ 154,996.31	\$ 154,996.31	No Errors in Bid
12	Crooker Construction	Yes	Yes	\$ 181,660.00	\$ 181,660.00	No Errors in Bid

Notes:

1. Although Gorrill Palmer Consulting Engineers, Inc. has had working relationships with a number of the contractors, in our opinion this did not influence the preparation of the bid
2. Bowdoin Excavation LLC's bid total is \$4,999 higher than the actual bid total (\$64,158.68). Refer to notes above for pay items discrepancies.
3. Glidden Excavating + Paving's bid total is correct, however, refer to the note above for pay item discrepancy. This discrepancy does not effect the bid total.
4. Aceto Construction's bid total is correct, however, refer to the note above for pay item discrepancy. The discrepancy does not effect to bid total.

OBSERVATIONS/FINDINGS:

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

Lowest Responsive (A.H. Grover, Inc.)	\$	67,855.00
Design Fee	\$	11,000.00 estimated
Construction Contingency	\$	1,145.00
Anticipated Total Project Cost	\$	80,000.00
Town of Gray Anticipated Total Project Cost	\$	80,000.00

**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 ~~68 +/- acre property parcel~~ 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. Pavement markings including striping for sidewalks will be the responsibility of the road association and must be maintained to be eligible for winter maintenance. The Town will not be a party in the road association.

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-sixty (5060)~~ feet in width, with a minimum twenty (20)-foot wide gravel travel lane, and shall include a swing gate to be located ~~after-before~~ the stream crossing within the sixty (60) foot right of way. This access shall be constructed prior to the conveyance of the 14.8 acre parcel as shown on Exhibit 3 and the access, both as shown on Exhibit 3, 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 a~~ minimum of 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. The playing field area shall serve as the replacement property for purposes of the grant funding previously provided to the Town by the Land and Water Conservation Fund for property located at 10 Libby Hill Road in Gray. Because of this conversion, the playing field shall be held and used consistent with the requirements of that grant.

8. Construction of playing fields and parking area. The Owner shall construct on the land to be conveyed to the Town ~~an approximately at least a~~ 150-foot by 300-foot multi-use playing field and twenty (20) parking spaces and a level overflow parking area 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 at minimum~~ 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

Formatted: Font: Bold

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 located within the designated open space on the Property shall be maintained by the homeowner's association 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. Any future trails established within the open space will be available for public use. The Town Council shall review and approve any proposed regulations or restrictions on the use of the trails. The Town will not be subject to or a party of to the homeowner's association or responsible for trail maintenance.

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 a 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, shall be placed and maintained on the 14.8 acre parcel to be conveyed to the Town as depicted on Exhibit 3. The berm shall be two-thirds of the final excavation depth built two (2) feet horizontally for every vertical foot (2:1 slope). The berm along the southwest property line shall be at least seven hundred (700) feet long and a minimum of eighteen (18) feet above the multi-use field elevation. The berm along the southeastern property line shall be a minimum of one thousand (1,000) feet and decrease gradually from eighteen (18) feet above the field elevation to a minimum of twelve (12) feet above the field elevation at the most easterly property corner. Boulders a minimum of two (2) feet in diameter shall be placed three (3) or less feet apart near the top along the field side of the berm on the berm at a location approved by the Planning Board with input from the Owner and abutting property owners, with said approval to occur as part of the Planning Board's review of the project, with input from the Owner and abutting property owners to be considered. The berm must be stabilized.

Formatted: Indent: Left: 0", First line: 0.5", Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

13. Timing of Improvements. 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.

Formatted: Underline

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, without limitation, 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~~ Nathaniel Rudy,
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 ~~Nathaniel Rudy~~ ~~Deborah Cabana~~, in ~~her~~-his capacity as Town Manager for the Town of Gray, and acknowledged the foregoing instrument to be ~~her~~-his free act and deed in ~~her~~-his 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

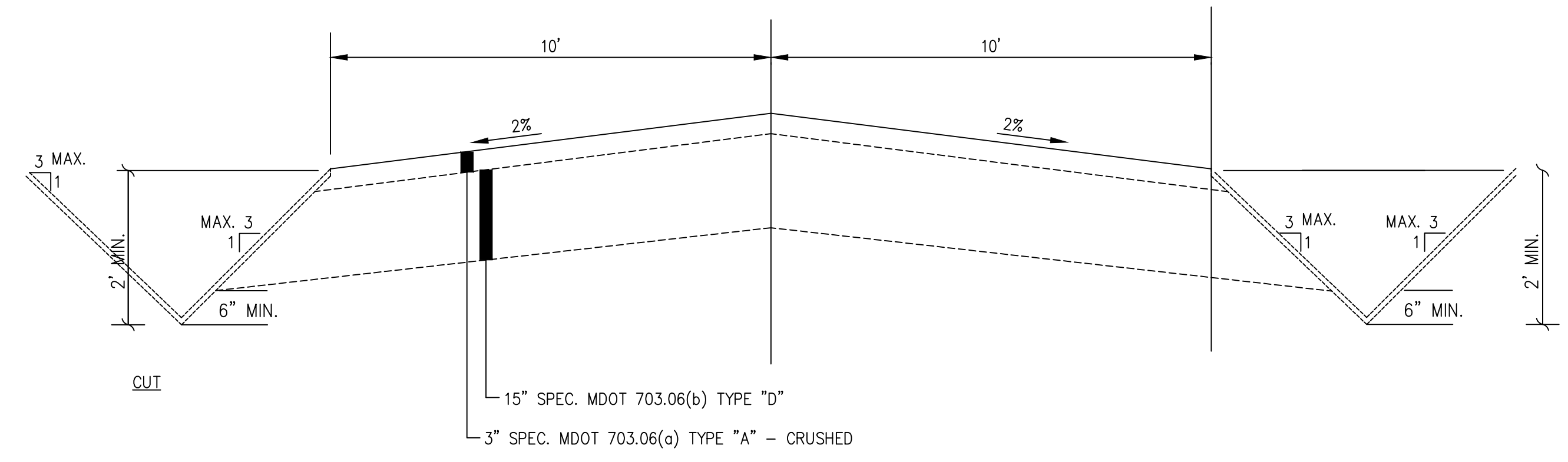
STATE OF MAINE
CUMBERLAND, ss

_____, 2021

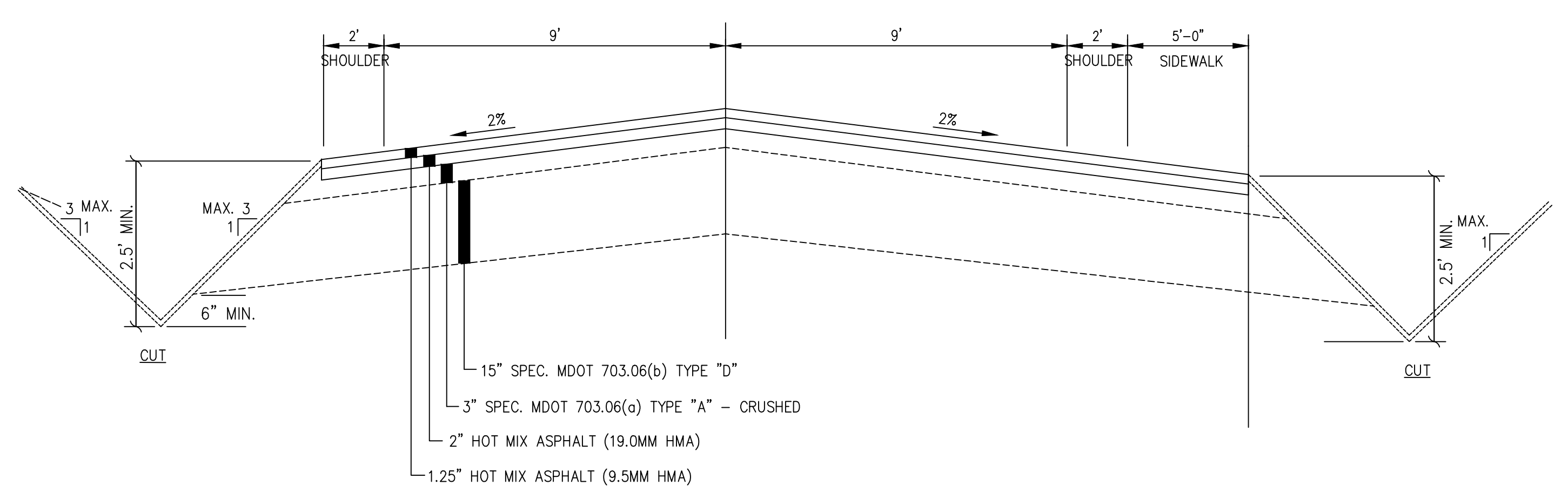
Personally appeared before me the above-named Benjamin Grover, in his capacity as Vice-President of A.H. Grover, Inc., and acknowledged the foregoing instrument to be his/~~her~~ free act and deed in his/~~her~~ said capacity and the free act and deed of said corporation.

Notary Public/Attorney at Law

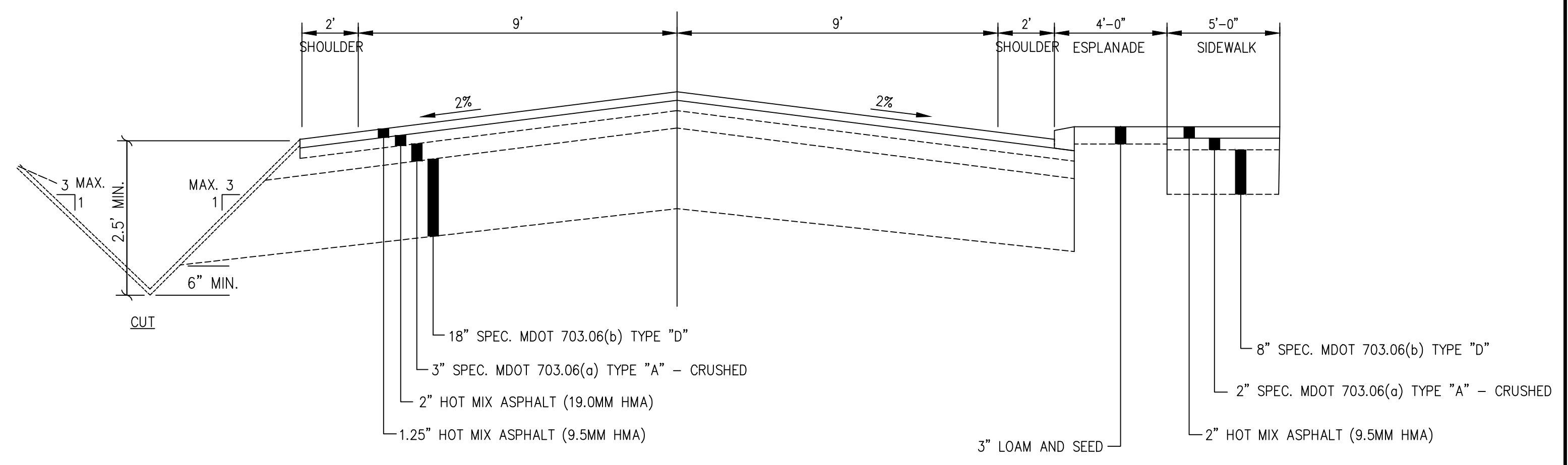
Print Name



(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

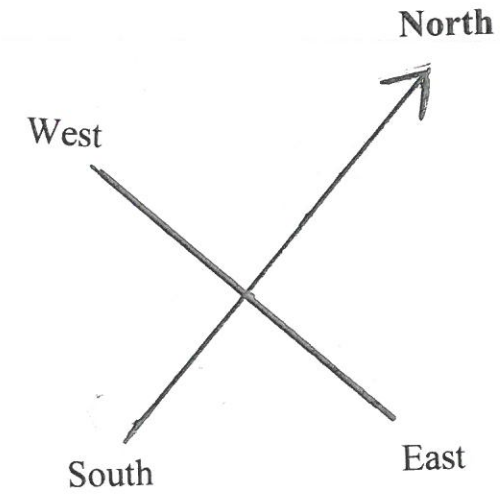
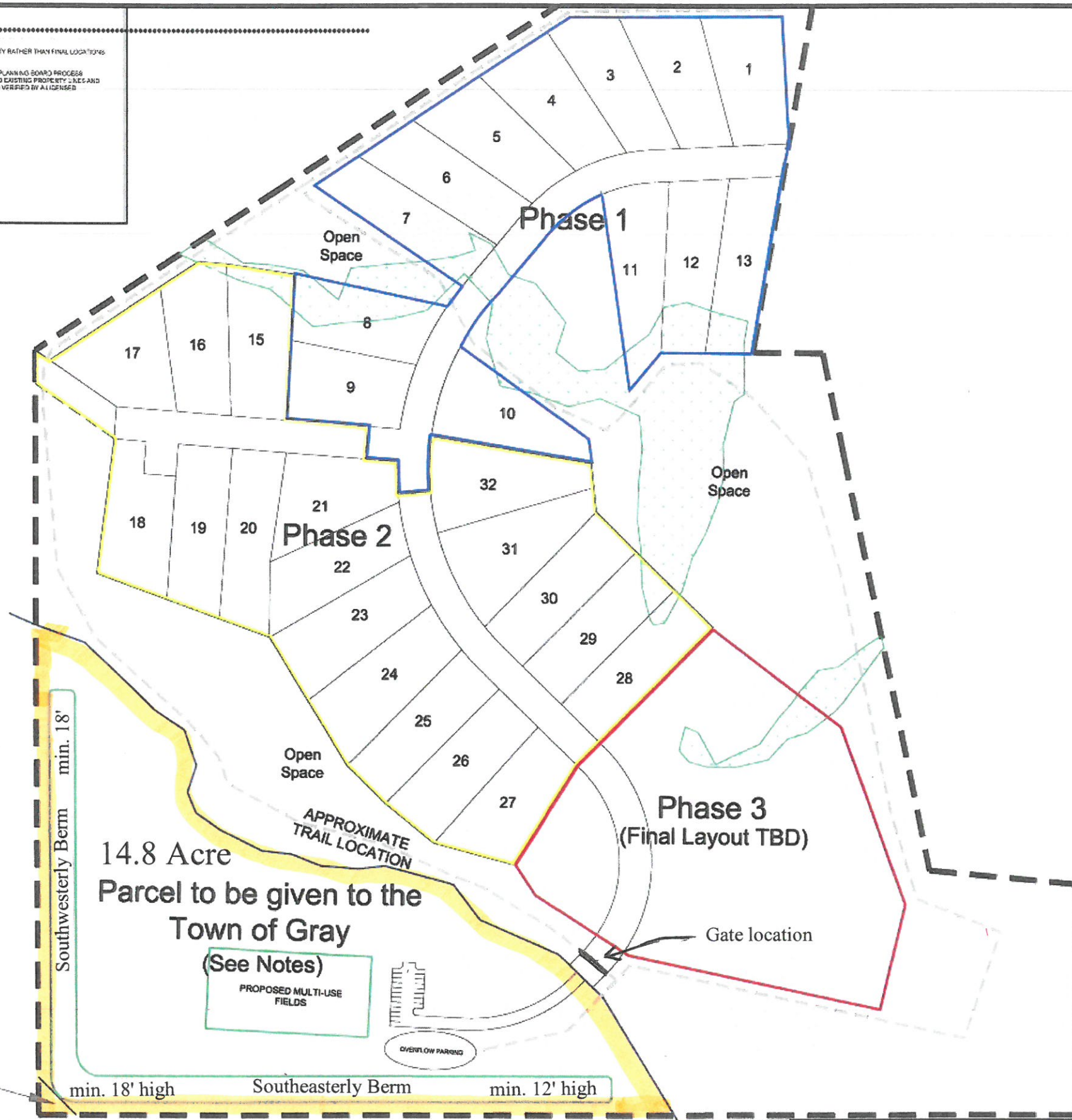
Atlantic Resource Consultants
541 US Route One
Freeport, ME 04032
Tel: 207.869.9050

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

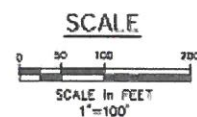
Exhibit 3



1. PROPOSED TRAILS ARE INTENDED TO DEMONSTRATE CONNECTIVITY RATHER THAN FINAL LOCATIONS
2. THE PUBLIC WILL HAVE ACCESS TO ALL OPEN SPACE
3. STREAM CROSSING AND SHALL FURTHER LOCATIONS ARE CONCEPTUAL
4. LOT LINES AND FINAL PHASING ARE SUBJECT TO CHANGE DURING PLANNING BOARD PROCESS
5. PARCELS TO BE GIVEN TO THE TOWN WILL BE CONSTRAINED BY TWO EXISTING PROPERTY LINES AND THE PLEASANT RIVER. ACTUAL LOCATION OF STREAM TO BE FIELD VERIFIED BY A LICENSED SURVEYOR.



ROW TO BE GIVEN TO THE ABUTTER



REV	DATE	DESCRIPTION	REVISIONS

STILLWATER PINES SUBDIVISION
WOODCOCK DRIVE, MAINE 04261

CZA
CONCEPT

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: MP/CEB	DATE:
DESIGNED: CEB/MPV	SCALE: 1"=100'
CHECKED: JAV/CEB	JOB NO. 20 012
FILE NAME:	
SHEET: SK-1	



February 11, 2021

TO: Gray Town Council
Deborah Cabana, Town Manager

FROM: Doug Webster, Community Development

CC: Kathy Tombarelli, Town Planner
Ordinance Advisory Committee
Bruce Sawyer, Property owner
Ben Gregory, Dynamic Energy

RE: Draft Zoning Changes for proposed Solar Array
100 +/- acre parcel located at end of Hillcrest Drive

Introduction

In accordance with policy direction provided by the Town Council at the 2-2-21 meeting and input from OAC, I have prepared this memo for the TC's review and comment at the upcoming 2-16-21 meeting. The objective is to list proposed draft standards to solicit input from the property owner, the applicant, and the Council in advance of the anticipated first reading to be held at the Council's regular meeting on 3-2-21.

The draft changes are numbered sequentially per the respective Section of the Zoning Ordinance (Chapter 402) that needs to be addressed to allow the envisioned project to come to fruition. One element that came up during the 2-4-21 OAC meeting was regarding whether or not it is prudent/appropriate to require that utilities necessary for the solar array to connect to the "grid" be underground or if they could be overhead. Given the extend of background on this particular topic, I have created a heading below to outline the various parameters and have a placeholder pending TC input.

Utility Connection Background

As detailed below is draft proposed Section 402.8.10.G.2 (change #8) which addresses whether or not the connections to the main electric "grid" need to be placed underground. Proposed change #8 contains some draft language. At the OAC meeting on 2-4-21, it was suggested that the overhead vs underground component be brought back to the Council for input.

Existing Hillcrest Drive provides access to six single-family residences and has five utility poles including the one at the intersection of Yarmouth Road (which has a push-brace). The existing residential subdivision is in a Village Center (VC) Zoning District and is currently served by overhead single-phase electricity. The solar array needs to connect to the central "grid" with 3-phase power. It is not definitively known

if the exiting utility poles would be able to support changing from single-phase to 3-phase or if they would need to be upgraded (i.e. larger diameter and/or taller).

Based on input from Dynamic, the applicant for the proposed solar array, the required connection to the main "grid" requires a series of switches that are virtually always pole mounted to ensure good access. These safety switches are typically on their own (new) poles. It seems apparent that even if the Town required this array to be underground along most of Hillcrest, the 3-phase lines would need to go back to overhead at the 3 or possibly 4 new poles that would have the safety switches on them.

It is noteworthy that Hillcrest Drive is a gravel road, does not have public water, and is served by overhead utilities. There were PB granted waivers for some of these elements. Part of the relevant background during the PB's review of the subdivision was that at some point the 100 acres at the end of Hillcrest would get developed and at that point consideration would be given to underground power and/or public water along with (presumably) paving for anticipated development on the 100 acres.

Proposed Changes to Zoning Ordinance (Chapter 402)

1. Changes to definitions (402.2.2) related to Ground-Mounted Solar Energy Systems:

- a. Add definition of "Acre"; *needed?* Not currently a defined term but there is the catch-all language at the beginning of 402.2.1 referencing construction of language and commonly utilized terms/words within the confines of the Zoning Ordinance.
- b. Add new Def of "**Commercial Solar Energy Production Site**" (CSEPS) to include maximum cumulative area of the solar array footprint, typically fenced for security purposes, which commonly includes any of the following: ground-mounted solar arrays, transformers, inverters, and buildings housing equipment functionally necessary for the solar energy system.
- c. Change how area measured to be "Commercial Solar Energy Production Site" for small, medium, and large
- d. Add new Def of Small: **CSEPS's less than .5 of an Acre**
- e. Change current Def of Medium from 2,000-16,999 SF to **CSEPS's .5-20 Acres**
- f. Current Def of Large from 17K SF+ to **CSEPS's 20-40 acres**

2. Additional parcel added to existing Commercial Solar Energy Systems Overlay District:

- a. Amend the Town's existing Zoning Map (402.3.1) to show the entirety of the 100-acre parcel at end of Hillcrest Drive (Tax Map 36, lot 33-1) in the Commercial Solar Energy System Overlay District (CSESOD).

3. Amend Footnote "D" in Table 402.5.4.A addressing impervious cover measurement:

Add to end of existing language "provided that the maximum size of any individual solar panel array is X square feet measured at the maximum horizontal setting".

4. Amend both Footnotes "F" and "G" in Table 402.5.4.B to reflect that impervious calculations can only be applied if the maximum size of any individual solar panel does not exceed X square feet.

5. Re-word Footnote "H" in Table 402.5.4.B addressing setbacks in RRA as follows (underlined portions proposed to be added): Setbacks for ground-mounted solar panels and arrays less than 15 feet in height on parcels within five-hundred (500) feet of a publicly owned road shall be a minimum of twenty-five (25) feet from any lot line. Setbacks for Commercial Solar Energy Production sites on parcels at least five-hundred (500) feet from a publicly owned road shall be a minimum of fifty (50) feet or one-hundred (100) feet from any property line as established in Section 402.8.10 of this Ordinance.

6. Changes to standards to existing CSESOD (402.8.10):

- a. Existing 402.8.10.C.1, after "height", insert the following: "for parcels located adjacent to or entirely within five-hundred (500) feet of a publicly owned road(s)".
- b. New 402.8.10.C.2: Minimum setbacks for any large scale Commercial Solar Energy Production Site with ground-mounted solar panels and arrays less than fifteen (15) feet in height on parcels located in an RRA District that are at least five-hundred (500) feet from a publicly owned road shall be determined by the following standards:
 - a. The minimum setback for any Commercial Solar Energy Production Site shall be one-hundred (100) feet from any of the following based upon conditions existing when the application is filed and deemed complete by Town Staff for review:
 1. Any parcel in a Village Center (VC) or Village Center Proper (VCP) Zoning District
 2. Any abutting parcel utilized primarily for residential purposes that is less than double the minimum lot area required for the respective Zoning District
 3. Any abutting parcel that contains a structure utilized primarily for residential purposes located less than fifty (50) feet from the property line upon which the ground-mounted solar panels and arrays are proposed
 - b. Provided that none of the conditions specified in 402.8.10.C.2.a exist, the Planning Board shall have the authority to require the setback for the ground-

mounted solar energy system project site to a minimum of fifty (50) feet after reviewing the following elements:

1. Any input received from abutting property owners after being duly-notified
2. Location of any structure(s) on abutting parcels in relationship the project site
3. Ability to meet and maintain Visual Impact standards specified in (new) Section 402.8.10.H (currently 402.8.10.F.7).

7. Adjust 402.8.10.E.1: to reflect footnote "D" per #3 above. Objective is not to exempt larger solar array panels by capping size in order to meet impervious cover requirements.

8. Retitle current 402.8.10.F: to "General Standards for Medium & Large-scale...."

9. Create new 402.8.10.G: "Utility Connection Standards". Utilize existing language as G.1.

10. New Section/language 402.8.10.G.2: Utility Connections for Existing Residential Areas: Policy decision needed regarding if required to be underground or can be overhead. Please see explanation above in this memo "**Utility Connection Background**".

Pending further input on this particular element, I have drafted a hybrid approach below for discussion purposes that addresses how (overhead or underground) the electricity connects to the "grid". This draft language gives the PB specific items to consider when making this determination, but also gives them the authority to require underground utilities.

Draft 402.8.10.G.2: Utility Connections for Existing Residential Areas:

The Planning Board shall have the authority to determine if the utility lines connecting the Commercial Solar Energy Production Site to the main power grid (i.e. CMP) can be overhead or be placed underground.

Draft 402.8.10.G.3: To make the overhead/underground determination, the Planning Board (or designee) shall notify neighboring property owners and request their input. The applicant shall be responsible for providing information relevant to the criteria listed below. The Planning Board shall review the following elements:

- a. Any input from neighboring property owners after being duly notified
- b. Estimated visual implications to neighboring property owners based on renderings provided by the applicant and/or field conditions observed as part of a sitewalk by the Planning Board (if one is held)
- c. Location and number of existing utility poles (if any)
- d. Overall purpose, intent, and use of the Zoning District in which the utility connection is located i.e. is the District predominantly residential

- e. Number of residences that the utility lines will need to be adjacent to
- f. Number of new (if any) utility poles that would need to be upgraded and/or be increased
- g. Input from the central utility company owning the main transmission lines i.e. CMP
- h. Documented existing physical site conditions that substantially complicate placing utilities underground such as bedrock

If the Town intends to require underground utilities in most situations, consideration could be given to relatively short (< 300') utilities such as the following:

All utilities beyond the perimeter of the Commercial Solar Energy Production Site necessary to connect to the main power grid (i.e. CMP) for a distance of at least three hundred (300) feet that are adjacent to three (3) or more properties utilized primarily for residential purposes must be placed underground and in accordance with applicable standards. This provision is not intended to be utilized to allow underground utilities to change to overhead except as required by the main power grid entity for necessary switching and safety components.

11. Re-number current 402.8.10.F.6 to (new) 402.8.10.F.5

12. Add new Section 402.8.10.H Visual Impact: Current language (402.8.10.F.7) is new 402.8.10.H.1.

13. New 402.8.10.H.2: For any Medium or Large Scale Commercial Solar Energy Production Site (CSEPS) in a Rural Residential & Agricultural Zoning District, the Planning Board shall have the authority to require sufficient vegetative buffering and/or screening, as determined by the Board, to minimize the adverse visual impacts of solar array from any existing residential property. The objective is to provide adequate year-round buffering of the CSEPS, on the property where the CSEPS is proposed, for any abutting parcel utilized primarily for residential purposes when the application is submitted to the Town and deemed complete.

14. New 402.8.10.H.3: The Applicant and Planning Board shall follow the steps below to minimize the adverse impacts of the project site from all abutting properties utilized primary for residential purposes:

- a. In addition to all required Planning Board submittals, the applicant shall submit a scaled legible plan, with supporting documentation as appropriate, showing the following:
 - i. The entire parcel proposed for the Commercial Solar Energy Production Site (CSEPS), property boundaries, and parcels within two-hundred and fifty (250) feet
 - ii. The proposed location of the CSEPS, proposed buildings, vehicular access(es), and any structure fifteen (15) feet or more in height including utility poles

- iii. All parcels shown on the submitted plan shall be identified with the Tax Map/lot, owners last name, and lot size in acres.
 - iv. All existing structures located on the parcel proposed for the CSEPS and within one hundred (100) feet of the parcel proposed accurate to ten (10) feet
 - v. For all portions of the perimeter of the CSEPS proposed property that abut a residentially utilized property, the approximate location of existing trees at least fifteen (15) feet high and other significant woody vegetation on the CSEPS parcel that is proposed to remain when the project is completed to provide a vegetative buffer
 - vi. Locations and associated details (size, type, spacing, etc.) of evergreen trees proposed to be planted on the CSEPS parcel to provide reasonable year-round vegetative buffering for residentially utilized properties within five (5) years of completing the CSEPS
 - vii. Any replanting plan shall be completed by a duly qualified professional, such as registered Landscape Architect, and shall include descriptions and/or renderings of anticipated buffering at appropriate time intervals to enable the Planning Board and abutting property owners to understand the anticipated timeframe for the growth to be an effective buffer
- b. The Planning Board shall review the plan submitted by the applicant and any input from neighboring property owners to determine if the proposed vegetative screening is, or will be in five (5) years, sufficient for residential properties abutting the CSEPS parcel. The Board may wish to consider a site walk to view field conditions.
- c. The Planning Board shall have the authority to require the applicant to provide photographs of existing conditions, renderings of vegetative screening, or documentation from similar completed projects. If the Planning Board determines that the existing vegetative screening, together with any proposed replanting, is not sufficient, it shall have the authority to require the applicant to revise the plan as deemed appropriate by the Board.
- d. The Board shall have the ability to hire a qualified consultant, at applicants' expense, per 402.10.9 (Technical Review Fees). The Board shall consider a performance bond for any required replanting per 402.10.17 in accordance with professionally accepted practices such as 80% survival rate for a 5-year period.
15. Re-number current 402.402.8.10.F.8 to (new) 402.8.10.F.6 and continue this re-numbering to end of current "F".
16. Re-letter current Section 402.8.10.G (Removal...) to "I".
17. Re-letter current Section 402.8.10.F (mis-lettered, Abandonment...) to "J".
18. Re-letter current Section 402.8.10.G (also mis-lettered, SPR Authority) to "K".

TO: Diane Boucher, Finance and Operations
FROM: Craig King, Superintendent
DATE: January 20, 2021
RE: Libby Hill Trails Next Steps
Aga Dixon (Legal Counsel's Assignment)

At our last group meeting, Aga said she would incorporate the requested changes into the interlocal agreement and share this new draft at our next meeting. She also said MSAD 15, Libby Hill-GCE, and Town of Gray should form as sub-group to draft a budget/financial agreement regarding each entity's proposed financial contribution.

Gary has been explicit in his level of large-scale investment/commitment in this three-way relationship. I think you and I are fairly in tune with Gary's opinions on the matter. As superintendent, my goals relative to Libby Hill Trails are:

1. To have Libby Hill Trails open to our students for formal athletic/extra-curricular programming
2. To have Libby Hill Trails open to our students for casual/informal recreational use
3. To have Libby Hill Trails open to our students for classroom instructional purposes
4. To have Libby Hill Trails as a learning lab for our students to teach and engage them (a) to become responsible, involved citizens, (b) to participate positively in our community, (c) to reinforce awareness of personal and community health and wellness, and (d) to provide opportunities for our students to engage in volunteerism, community service, and civic commitment in a meaningful and impactful way
5. To have MSAD 15 partner with local government and local non-governmental organizations in a collaborative manner to improve the quality of life in the community

We created an MSAD 15 Libby Hill Trail Usage table that provides data regarding middle/high school utilization over the previous three years. This was developed through a fair amount of research with the coaches, faculty, teachers, administrators, etc. It was formally shared with the school board, Town of Gray, and Libby Hill-GCE. This document should be helpful as one piece of information in determining our commitments.

Aga recommended the creation of a small sub-group to create a rough draft of financial/budgetary commitments. Based on this recommendation, please set up a meeting to include:

Diane Boucher
Carl Holmquist
Deb Cabana

The purpose of this meeting is to complete Aga's assignment for the financial, budgetary commitments and agreements moving forward. The level of MSAD 15 commitment should be commensurate with and relatively proportionate to the five goals enumerated previously. Keep in mind, MSAD 15 is able to make financial commitments through the annual budgetary process and through "in-kind" contributions in terms of equipment, labor, etc. After the three of you have a rough draft, we can discuss what you have determined and set up our next group meeting with Aga.

Thank you

CC:

Dean Bennett, Gray Parks and Recreation
Steve McPike, Libby Hill Trails-GCE
Carl Holmquist, Libby Hill Trails-GCE
Deb, Cabana, Gray Town Manager
Gary Harriman, MSAD 15 Representative
Sam Pfeifle, MSAD 15 Board Chair
Aga Dixon, Legal Counsel
Dan Maguire, Town of Gray Counselor

POSITION DESCRIPTION

TOWN OF GRAY MAINE

POSITION TITLE: TOWN MANAGER

DATE CREATED/ REVISED: 09/28/2020

Classification: I

Narrative: (General description of position)

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

LEVEL OF SUPERVISION

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

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

ESSENTIAL TASKS, SKILLS AND REQUIREMENTS

“Must haves” and skills needed to perform duties:

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

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

List of examples of tasks that will/may be required

Include "All other duties as assigned"

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

POSITION ELIGIBILITY STANDARDS

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

Bachelor's Degree Advanced Degree

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

Specialized Training: List any special certifications or experience required.

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

Valid Maine Driver's License and good driving record.

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

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

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

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

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

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

Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____

Kristina Egan, GPCOG Executive Director

Performance Evaluation

October 10, 2019-April 10, 2020

NOTE: This ½ year review is being undertaken to reset the timeline for future ED evaluations so that they will occur prior to the approval of the upcoming fiscal year budget. Beginning in 2021, this process shall take place in February/March with the evaluation ready for review at the April GPCOG Executive Committee meeting.

Section 1: Achievement of Goals from last review period.			
Below are the goals that were set for the ED in October 2019. Please rate the Executive Director's progress toward these goals using the performance rating scales below. (NOTE: It has only been 6 months since these goals were set.)	Exceeded Expectations	Met Expectations	Needs Improvement
1. Increase Financial Capacity/stability for the organization.			
2. Push/support collaboration/regionalized services between members.			
3. Continue efforts to expand services to member municipalities & develop new ways to add value to membership dues.			
4. Continue to expand communication when services are delivered & to solicit new ways to provide services.			
5. Achieve a merger with PACTS, or a timeline for a merger with substantial progress made.			
6. Develop frameworks and reputation for metrics on regionalized services and successes.			
7. Continue to refine focus so it is clear what GPCOG “does” and be sure we’re not diluting our impact by having a focus that is overly broad.			
8. Ensure inclusion of outlying municipalities in transit plans/discussions.			
9. Through Transit Tomorrow, catalyze deep cooperation amongst transit agencies and create a regional vision.			
Comments:			



For Section 2, you may find it helpful to refer to GPCOG’s purpose as stated in its Bylaws, included below. Additionally, the PACTS-GPCOG Merger Agreement and associated Bylaws amendments, which explain how PACTS functions as a standing committee and participates in the evaluation of the Executive Director, have been emailed along with this form as a separate attachment.

From GPGCOG’s Bylaws:
ARTICLE III. PURPOSE

The purpose of this organization shall be to strengthen local self government while combining total resources for meeting regional challenges beyond individual capacities in accordance with the laws of the State of Maine. The organization shall:

1. serve as a mutual forum to identify, discuss, study and bring into focus regional challenges and opportunities and serve as a liaison with members, governmental units, and groups or organizations;
2. provide an organizational structure for the collection and exchange of information to enable effective communication and coordination among governments and agencies;
3. exercise such powers as are exercised or capable of exercise separately or jointly by its member governments and are necessary or desirable for dealing with problems of regional and local concern.

Section 2: Leadership					
Please rate the Executive Director’s role in pursuing the organization’s mission and modeling the core values below.	Exceptiona l	Good	Improvement Needed	Unacceptable	Don’t Know
Pursuing GPCOG’s Mission: <ul style="list-style-type: none"> • Clearly articulates and models the organization’s values and mission to the staff, board, grantors, stakeholders and the community 					
Operating with Excellence: <ul style="list-style-type: none"> • Leads staff in maintaining a climate of excellence, accountability and respect 					
Vision: <ul style="list-style-type: none"> • Shares her/his vision for GPCOG and inspires visionary thinking and action in others consistent with the mission 					
Continuous Improvement: <ul style="list-style-type: none"> • Seeks, evaluates and acts upon opportunities for innovation to change, grow and improve 					
Empowering Others: <ul style="list-style-type: none"> • Empowers the board and staff through sharing information and authority 					
<ul style="list-style-type: none"> • Develops leadership skills in staff through delegation and sharing management and decision-making responsibilities 					
<ul style="list-style-type: none"> • Inspires others by recognizing and appreciating individual excellence across the organization 					



<p>Community Leadership:</p> <ul style="list-style-type: none"> Identifies, develops, and maintains the key relationships in the community necessary to support an effective organization 					
Comments:					

Section 3: Management Performance					
Please rate the Executive Directors performance in the following management areas of human resources, financial, philanthropy/fund development and governance:	Exceptional	Good	Needs Improvement	Unacceptable	Don't Know
<p>Human Resources:</p> <ul style="list-style-type: none"> Recruits, develops and retains a capable staff and manages its performance effectively. 					
<ul style="list-style-type: none"> Manages the development and retention of board and committee volunteers necessary to achieve the organization's mission and the democratic principles of the member cities and towns. 					
<p>Finance:</p> <ul style="list-style-type: none"> Works with the staff, finance advisors and the board to prepare budgets, monitor progress, and initiate changes (to operations, finance practices and/or to budgets), as appropriate 					
<ul style="list-style-type: none"> Assures adequate control and accounting of all funds, including maintaining sound financial practices, and complying with all laws 					
<p>Financial Capacity/Strength Development:</p> <ul style="list-style-type: none"> With the board, develops, implements and pursues strategies for funding support, state and federal grants, membership valuation, public/private partnerships and cooperating agreements that provide greater financial depth and capacity to advance the missions of GPCOG. 					
<ul style="list-style-type: none"> Establishes positive relationships with institutional funders including partner and member communities, government agencies, foundations, and corporations 					
<ul style="list-style-type: none"> Participates actively in identifying, cultivating and soliciting State and Federal funding supports. 					
<p>Governance:</p> <ul style="list-style-type: none"> Works with the board to develop strategies for achieving the mission, goals and financial viability of the organization 					
<ul style="list-style-type: none"> Provides suitable and timely information to the board about key issues for discussion, analysis and decision making that allows the board to set the agenda and focus of meetings 					
Comments:					



Section 4: Goals for the next review period

Please list up to 5 goals to be considered for the ED's next contract year.

Goal 1	
Goal 2	
Goal 3	
Goal 4	
Goal 5	
Comments:	

Section 5: Performance Improvement Plan

Outline any areas where the Executive Director needs improvement to reach higher levels of performance.

--

Section 6: Development Plan

Outline training/development that will enhance Executive Director's contribution to the organization. Also specify areas of support and action that the Board can do to help the Executive Director.

--

Section 7: Additional Comments

If there is anything else you would like to add, or if you have suggestions for improving this form for future evaluations, please include those comments here.

--



Pivot

*O/F/C

(All)

OPEN

Count of Description	Column Labels			
Row Labels	H	L	M	Grand Total
Administrative	4	3	2	9
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	8	6	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		1		2	3
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	18	4	21	44

Open

*Status: **O** = Open **C** = Closed **F** = Future **P** = Pending **H** = 1-3 months **M** = 4-9 months **L** = 10+ months - **Guideline** **Priority:** ****H** = 1-3 months **M** = 4-9 months **L** = 10+ months - **Guideline** **Last Update:** 02/02/21

No	Goal/Category	*O/ F/C	** P	Priority	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	02/02/21	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 add'l cost of \$5,000. Doug asked DOT to put conduit under new inlets 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 expect. Dan advised he was talk about another one but the process is the same. (2/5) Deb adv no progress has been made with Circle K access. (3/5) Sandy adv a resident had pointed out the green garage has some historical value, referred to the GHS. (3/21) Doug adv of a possible need to increase the size of the pipe at intersection in anticipation of a stormwater fix on N. Raymond Rd. Council wants verification that proposed correction is feasible and est on costs for increase size. (5/7) Council voted to use TIF funds for upgrade. (6/18) MDOT provi update & Council provi guidance. (9/3) Doug/Deb prov update on Circle K prop (10/1) Dan adv Circle K had rec'd approv for their plan new curbside with ques remain. (11/12) MDOT to accept lowest bid even with 20% overage. (12/3) Kathy agreed to fol up with Circle K - done 12/5. (12/17) Council dis note from resident regard detour routes on Mayberry. (1/7) Sandy ask Deb to reach out to MDOT to set next present on construction phase. (3/10) Staff has Inv Cir K & will follow-up (4/28) MDOT prov update - Circle K issue still in works (6/16) Proj underway. Circle K reach out to Town (9/1) weekly updates prov & new end date 10/16. Circle K has purchase agree for about property. Vacant buildings need to be addressed. (9/15) Dan advised PB ext curb cut date to 11/15 prov base paving is done by end of Oct (10/20) Issue with sr rd circle K entrance disc (11/17) Most const is done find 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) Central box in MDOT working to install. Next Steps: Awaiting sign control box installation (2/13), signage and final touches.

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months - **Guideline** Last Update: 02/02/21

No	Goal/Category	*O/ F/C	** Pty	P No.	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 MIDOT/Town video work & analysis to be presented at Dec 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) Will Haskell & MIDOT provided updated info on Main Str Project. (2/5) & (2/19) See new detail tab H3. MIDOT 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.
66	Administrative	O	H	5	03/01/21	Determine if "No Thru Trucks" restriction should be placed on a section of Mayvall Rd	Dan Maguire	Council	Dan Maguire	11/12/19	02/02/21	Back in June, Kathy Taylor (Mayvall 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 the request. This road was set to be paved, but dropped from PW sched due to paving costs being substantially higher than anticipated. It will be at top of the list next cycle. Deb did some initial feedback - as this section of road is being considered for "state aid" designation (Depot Rd is a state aid road). This impacts cost sharing/responsibility with MDOT vs. Local. MDOT was conducting vehicle counts for the road (or Deb/Steve had req). Dan also advised Ms. Taylor that talking to her neighbors on the road to determine the level of support for posting "no thru trucks" would be helpful. (11/17) Dan rec'd an official petition signed by 24 Mayvall Rd residents. (11/12) Council agreed to add to tracking spreadsheet - it was set to be discussed at 12/3 Council meeting already. (12/3) Sandy provided more info on options incl. weight limits. Deb advised of possible "State Aid" classification. (12/17) Deb provided proposal from G&P - \$1,000 to determine if Mayvall/Weymouth would even qualify - Council expressed concerns on impacts to road maintenance and residents. (1/21) After rev expenses & discuss control concerns, Council agreed NOT to pursue state aid status on either road. Can revisit at later date. Discussed possibly just putting up signs, but felt more info was needed & did not want to set up false sense of enforcement. (2/4) Dan notified resident & adv it would take time before a workshop could be sched. Council agreed to send feedback on LD1498 in support of MMA testimony against bill to eliminate weight limits on rural roads. (2/18) Council app letter. (4/28) Dan adv Resident checked in again, but understood delay. (6/18) 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 discussed 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. 12/21 Dan has draft ord/letter. Next Step: Construction set for Spring. Awaiting Workshop schedule.

*Status: **O** = Open **C** = Closed **F** = Future **P** = Past **H** = 1-3 months **M** = 4-9 months **L** = 10+ months - **Guideline** Last Update: 02/02/21

No	Goal/Category	*O/ F/C	** P/M	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
75	Administrative	O	H	6	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	2	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	02/02/21	The MDOT has advised they intent to "NOT" renew the legal contract bidding 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: Executive Session scheduled for 02/11/21.
56	Administrative	O	H	8	04/01/21	Develop official Job Description, Appraisal form/process & Search Plan for the Town Manager position	Council	Sandy Carder	Council	04/16/19	02/02/21	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 these needs to move up in priority and need to work on all three items. (2/18) Council discussed budget for search consultant. (6/16) Council set up workshop (7/21) Council did first review of tasks. Sandy to compile. LDI failure prevents search from starting. (8/4) Council rev outstanding ques, identified add'l changes, identified need for Charter changes, req quotes on search (9/15) Budget passed. Council rev 3 proposals - agreed that was plenty & id a couple add'l ques (10/6) Council voted to hire Eaton Peabody. (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. (1/19) Council has hired Nate Rudy. (2/2) Council appr contract 1/26 Next Step: Council begin work on evaluation form 2/16.

*Status: O = Open C = Closed F = Future		Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline											
No	Goal/Category	*O/ F/C	** Pvt/No.	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments	
24A	Traffic	O	M	1.1	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MDOT Portion. SEE SEPARATE TAB - FOR DETAILS	Council	Council	Sandy Carder	02/22/18	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 - MDOT - prior to a TC meeting 5:30pm start time. That will allow 90 minutes to discuss. TC agreed signage - (1) old Rt26 vs by-pass (2) in Village around Island (no sign again) (3) Depot Rd Rt 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 MDOT advising of Rt 26 bridge closure - suggesting it may be a good time to consider renaming Route 26. Deb advised a MDOT/Staff meeting was held (1) traffic movement permit at 97 shaker (2) closing shaker rd bridge MTA work (3) village island (4) rt 26 routing were discussed. (12/4) MDOT provided some info at Council meeting. (3/5) Sandy pulled down new workplan & sent to Councilors. (6/16) Rob Betz, Patrick Adams & Steve Cole from the MDOT attended a workshop with the Council to review various projects in process, in planning & on the future list. Patrick offered to come to Gray to do a walkthrough of all the various streets to obtain more information on the issues. (7/21) Walkthru set up 8/5. Next Step: See Detail tab for more info. Awaiting response from Rob Betz.	
24B	Traffic	O	M	1.2	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MTA Portion. SEE SEPARATE TAB - FOR DETAILS	Town Council	Town Council	Sandy Carder	02/22/18	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 Nore - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held Marv 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & added info from Deb. Discussed possibly sending official letters to individual trucking companies regarding avoiding Village rt26, concerns from MTA about trucks not seeing closure signs and diversion study next steps. Councilor Maguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study Next Step: Council to provide addtl feedback to Deb, MTA to reach out to other partners. See detail tab for more info.	

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline Last Update: 02/02/21

No	Goal/Category	*O/ F/C	** P	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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 Arundel ordinance (eff in 1977). Council agreed to proceed cautiously. (9/3) Doug advised best 1st step would be discuss possible 'cap' number and process to apply caps. (10/1) Council workshop held - guidance provided to Doug. (1/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger developments & Comp Plan process. (2/4) OAC looked at & were not in support - worried about administration of the process impacting staffing (2/18) Council discussed changing approach to be more comprehensive to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comprehensive plan timeline as an approved plan is required to enforce growth permit systems. (3/10) OAC began work on this item. (5/5) OAC wants to coordinate with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be delivered by end of summer to stay in line with CP. (8/4) Council disc at 8/4 workshop to confirm a full workshop for this along with the duplex/OAC ordinance list can be discussed (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed add'l workshop to create workshop to complete all the work needed. Next Step: Council needs to schedule follow-up workshop & need to await voter approval of Comp Plan.
4	Traffic	O	M	3	<u>Outgoing</u>	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	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 M/FI 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 submision done. (12/1) TIF amend app. (1/19) Council agreed with Water Dist/Will on first tasks to start process. Next Steps: 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 "gall" options - working with Water Dept & Incl Brown Ave.

*Status: O = Open C = Closed F = Future		Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline			Last Update: 02/02/21							
No	Goal/Category	*O/ F/C	** P	P	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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	(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.
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	(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 NSRR. 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.
77	Ordinance	O	M	5	TBD	Create a Traffic Ordinance to comply with MDOT standard for local signage	Sandy Carder	Council	Dan Maguire	05/05/20	01/05/21	(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.
74	Administrative	O	M	5	03/01/21	Update Gray Historical Society lease with Town	Sandy Carder	Sandy Carder	Galen Morrison	02/18/20	02/02/21	(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. (1/5) Sandy advise Galen is working on with Deb. (1/19) Galen has provided proposed new lease. (2/2) Council reviewed proposal but questioned why the building is not in the Town's CIP for the larger ticket items like the roof, heating system, alarm, etc. Majority of Council was open to extend length of contract & picking up utilities. Questions were raised about reimbursement amount. Next Step: Deb/Mate to facilitate a meeting between Galen and Mo to develop a proposal to be brought back to the Council. Council also identified that the contract itself needs to be revamped by Legal once a new framework is approved.
83	Committee	O	M	7	07/01/21	Discuss additional requirements for quasi-judicial Boards - Planning and ZBA	Council	Council	Sandy Carder	09/15/20	02/19/21	(9/15) Council discussed the need to ensure long term viability of quasi-judicial boards and ensure opportunities for new applicants - via new requirements which may or may not include term limits, application wait periods, chair rotation, mandatory MMA training, pre-training options for those thinking about joining, mentoring, rotation of alternates etc. There was also discussion related to possible changes in Council Rules once quasi-judicial rules are set. (1/19) Sandy advised that she has been talking to GPCOG about a facilitated training session to address the issues and update the expectations/roles. She has discussed with Kathy/Dan who agreed it was a good approach. Council also agreed. Kathy advised that there is money avail for PB training. Next Step: Sandy will work with GPCOG to determine material and date and cost.

*Status: O = Open C = Closed F = Future		Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline										
No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
49	Ordinance	O	M	8	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	2	04/01/21	Create a Pocket Park including Historical Marker at 5 Yarmouth Rd property	CEDC	Deb Cabana	Kathy Tombarrell	12/17/19	02/02/21	(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 Tombarrell 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 CDBG application. (3/10) Kathy advised the grant was recommended for funding & is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed & were very supportive. Abutter meeting held with great feedback. Council approved Rachel Rumson as agent for Planning board work. Due to LD1 failure, grant funding now on hold. (9/1) Council discussed changes to Committee policy to address consultant work. (9/15) Council approved consultant changes to Committee rules (11/17) Council appor land exchange on site to clarify property line. (1/5) RFP has been posted. (1/19) Council approved 1 proposal rec'd. (2/2) Bruce adv a public forum was held to obtain Community Input. Next Step: Kathy working with consultant to get through PB.
37	Ordinance	O	M	10	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 2015 State Shoreland zoning statute (vs the existing 2005 and 1989 standards. Sandy advised Council will see on the 5/5 meeting for consideration. (4/28) Council discussed in some detail working this item in conjunction with the review of options related to the fact that Gray is currently working with the 1989 Shoreland Zoning - while 2005 & 2016 amendments have been created at the State level. Code is required to review all three, in some instances, to determine which one is most strict & apply accordingly. There are pros/cons related to all three - incl the 2005 is better for new builds, whereas teh 2016 is better for remodels/expansions. Doug also pointed out this work is the most time consuming for code enforcement & there may be a need to limit the number of applications in a given period of time to ensure resource availability. Much more work is needed. OAC to provide reprioritizing recommendations at the 5/5 meeting. (10/6) Scott D prov add'l info on differences and DEP recommendation to adopt 2015 standards. Doug adv will require some ordinance updates to implement and recommends DEP review. Council agreed to move up on priority list. Next Step: Deb is working with Scott on pulling info from other municipalities.

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months - **Guideline** Last Update: 02/02/21

No	Goal/Category	*O/ F/C	** P/Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
18A	Ordinance	O	M	11	07/01/21	Update Current Zoning/Uses to allow Solar Arrays on Municipal property and land between by-pass and turnpike. See 188 under Medium for companion item.	Dan Maguire	Deb Cabana	Doug Webster	01/22/18	11/17/20	Several serious issues exist - traffic (MDOT major movement permit required at 100 peak hour vehicles & they have advised they will not grant) and environmental (increase costs substantially). Doug advised current tenants = 20-30 peak hour trips. After many discussion of possible options - recreational fields, self storage - no 'goof fits' were identified (6/4) May be part of future community solar project discussion? (10/15) Town has rec'd req from commercial solar array company to use the property. (11/12) ISM Solar (Greg Lucini) presented his proposed SMM 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, IWR&E and Gray Water Dept already brought into discussion. Issue is commercial array not permitted under current zoning/ordinances. Council recognized long term, we need a solar ordinance, but do not want to delay this project. Strong unanimous support for project from Council. Mr. Lucini is willing to work with Town on any issues - Including setting up an escrow account to guard against issues with decommissioning. (12/3) Kathy presented options of an overlay & Council discussed in comparison to CZA. (1/7) Kathy presented changes related to a new overlay for council feedback. (1/21) Council provided feedback on overlay proposal from Kathy/Doug. (2/4) Pin Bd has reviewed & was in support. OAC rev & had issue with set backs but was in support. Deb adv they were changed to 25 feet. Assessor will be attending day long training to obtain instructions on how to do valuations on commercial solar arrays. Deb also adv we rec'd notification of another commercial array on rt. 100. (2/18) 1st Reading held. (3/24) 2nd read & public hearing held and voted as passed. (4/28) Kathy adv app rec'd and it looked almost fully completed. (5/19) Pre app appr 5/14 (8/4) Council agreed since overlay is done - now medium priority as it works through Pb/State. Item 188 polices & 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	12	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.
52	Ordinance	O	M	13	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	14	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.

*Status: O = Open C = Closed F = Future			Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline									
No	Goal/Category	*O/ F/C	** P	P Mty No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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 tail items (like the ladder truck) rather than attempt to include in annual payments to CIP - as long term - we will never be able to fund appropriately, nor does it make sense to pay cash for such large items. Council agreed. Needs to be brought to a Council meeting & logged on active list - after budget season. (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	16	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	17	TBD	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Update ordinance to include licensing fee or other fee structure if business wants access to stormwater system.	Council	Deb Cabana	Doug Webster	02/09/18	03/12/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is update ordinance to specify licensing or fee structure to account for any future requests to hook up to Town's stormwater system. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim discussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate add'l devel. That would inform the ordinance/fee work. Next Step: OAC/Town Staff will provide suggested changes to Council.
60	Ordinance	O	M	18	TBD	Review current Kennel related ordinances, identify needed changes & update accordingly.	Deb Cabana	Deb Cabana	Doug Webster	06/04/19	12/03/19	(5/21) Council was made aware of issue via OAC meeting update. New Dog Officer has advised of conflicts between current ordinances and general residential practices. Gray also has existing Kennel businesses. There is also a State Statute involved. Everyone agreed identifying 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.

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

Last Update: 02/02/21

No	Goal/Category	*O/ FC	** Pty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
188	Ordinance	O	M	19	TBD	Update Town's Ordinance to reflect long term Solar Array polides for commercial & residential, all sizes. See 18A under High Priority for companion item.	Kathy Tombarrell	Deb Cabana	Kathy Tombarrell	12/03/19	02/02/21	(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 information. (1/19) Sandy adv based on needed info & time to mail resident letters - presentation pushed to 2/2. (2/21) Doug/Kathy presented feedback rec'd from residents and possible options as well as questions. Public comment was allowed with add'l feedback rec'd followed by Council discussion on options. Sandy ask that the PD reso to the e-mails rec'd by providing link to the meeting video. Next Step: Planning Dept to continue to track Mr. Boyle's project. Doug to draft Solar Overlay for this project and work with Dynamic to address concerns raised. Goal is to go to 1st reading in March - may be discussed at the 2/16 meeting if draft materials are available.
25	Ordinance	O	M	20	TBD	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Create stormwater performance standards for future development in village and/or for businesses wishing to access Town's stormwater system.	Doug Webster	Deb Cabana	Doug Webster	03/06/18	02/04/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a performance standard in conjunction with ordinance for future development. (2/5) Council discussed need to move this up to ensure work is done before MDOOT comes to redo Main Str and to ensure used in future development proposals. (10/11) Dan advised OAC felt this one was easy to complete. - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. Next Step: OAC to work on next.
44	Ordinance	O	M	21	TBD	Review current residential Subdivision Ordinance for necessary changes all other areas (besides Open Space - see item 70)	Doug Webster	Deb Cabana	Doug Webster	02/05/19	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance. (3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Council agreed to split out Open Space (see item 70) to make a higher priority from other changes needed in ordinance. Next Step: OAC/Staff will provide suggested changes to Council.
36	Administrative	O	M	22	TBD	Review the current process for "Planned Unit Development" commercial subdivision to determine if routing the review & approval of commercial uses on lots in a PUD subdivision to the Staff Review Committee in lieu of the Planning Board.	Kathy Tombarrell	Deb Cabana	Doug Webster	09/04/18	01/22/18	This item was brought up & discussed in the TC 8/7/18 meeting. Town Councilors agreed to consider the proposal, but could not determine whether support would be granted until some draft language was provided. Councilors expressed various concerns about the process which they would like addressed in that language. The Planning Board has also expressed some concerns with the change given PUDs are relatively new. (1/22) Dan advised planning but is okay with change as Planning Bd Chair sits on Staff Review Committee. Next Step: Town Staff to draft language.

*Status: O = Open C = Closed F = Future		Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline		Last Update: 02/07/21								
No	Goal/Category	*O/ F/C	** Priy	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
87	Administrative	O	L	1	05/01/21	Review current Fee policy for MSAD15, Gray and NG to determine if there is a better reciprocal approach	Sandy Gardner	Sandy Gardner	Sandy Gardner	02/02/21	02/02/21	(2/2) Sandy advised that this issue had been brought up at the last Joint Leaders meeting. A follow up meeting was held on 1/25 with Craig/Diane/Sam of MSAD15. There is a need to track costs and fees by all three entities. MSAD15 also has financial responsibilities that impact both Gray & NG. The issue is front line workers are left dealing with trying to apply fees when working with coaches, residents, staff, etc. which creates conflict as the taxpayers pay all three budgets. There was agreement there may be a better way to deal with fees. Next Step: Diane will set up a meeting with Katy and NG representative to start by reviewing current processes - it was noted due to budget season, this would likely/hot take place until April.
67	Residential	O	L	2	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	3	TBD	Need to create a Water Extraction Ordinance	Sandy Gardner	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.
399	Administrative	O	L	4	12/31/21	Need to review/renegotiate Cable TV Contract sometime in 2019-2021.	Deb Cabana	Deb Cabana	Deb Cabana	09/18/18	09/15/20	Deb advised she has asked Alissa Tibbets, Town Attorney, to begin some research & that process can take up to 1 year. She also advised there is at least one resident willing to serve on a Cable TV Committee, if the Council chooses to go that route. Council discussed briefly and confirmed either route will require legal review. Dan asked if there was a way for Alissa to provide a synopsis of the process/issues for council to better understand task. Deb advised significant changes have been made at the Federal level which will require more analysis before approach can be determined. (1/8 & 1/22) Feedback presented on item 42 Cable TV ordinance actually fit into the "contract" between parties. Will keep in mind for this item. (6/4) Legislature passed bill to roll back some of the changes (such as channel location, HD broadcast requirement, etc.) Deb advised GPCOG has sent out an RFP for the negotiator for the Towns involved. There was no interest in a pre-contract meeting. (8/6) Deb advised GPCOG is preparing contract with law firm (only one rec'd but highly qualified). (10/15) Deb/Brad provided updates from the negotiation meeting with GPCOG attorney. (1/7) Council agreed to separate contract and committee into two action items. (9/15) Audit by consultant resulted in identifying monies owed (\$18K+) to Gray. GPCOG's negotiations will begin in the fall. Next Step: Randy/Brad to continue to work with GPCOG hired firm with regards to the negotiations.

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

Last Update: 02/07/21

No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
50	Economic Development	O	L	5	11/01/21	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. (3/15) 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	6	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.

H1-Comp Plan

*Status: O = Open C = Closed F= Future

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

Last Update: 01/19/2021

No	Goal/Category	*O/ F/C	** P	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Comp Plan Imp - break out item 84	O	H	3	02/08/21	Committee review of Comp Plan	Dan Maguire	Council	Council	12/01/20	12/01/20	(12/1) Dan suggested each Committee review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/18 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. (1/19) 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.

H3-TIF

*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	** Prty	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 MDTOT Dale Doughty, Kyle Hall, Deb & the Council (5/15) Steve pointed out full width paving was planned for some of RT 26. Dale confirm catch basin upgrades will be done for those in that area. Sched a walkth/meet w MDTOT/Staff to rev of Rt 26 Vill to (1) Id what is incl in the upcom overlay (2) dev a plan for the rest of the proj. Sub Items: (a) G+P to prov key to their- fair, poor, good categ (b) Town to prov plans for swalks/sign. Based on MTA feedback reg bridge swalk/bike lane feedback-look at mak sure plans (if not fund/prior) immed) at least incl an ext of ped/bike lane down Str to Skr Bridge. It is the route to the MS/HS from the Village. Results to be rev for budgetary imp by Council/Staff to create a partner-agree plan. Overlay paving proj complete (1) side to side to Wilson Funeral (2) reset catch basin in that area (3) travel lane only from there to bridge-sealant in break lanes. Steve pres PW prior at 9/10 TIF Wksp incl 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 MDTOT sidewalk fund. Eng for proj in budget C/P-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 engin. Issues & Council prov feedback. (10/15) Will/Steve met with DOT will update council at 10/28 workshop. (10/28) Upd prov-Council agreed to submit 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 sesson-no act taken. (3/10) MPI appr by MDTOT. (4/21) Council has agreed to use \$100K from TIF + \$652K from Bond - ques to be put to residents. Public forum to be held on actual project once feasible (covid-19). (4/28) rev warrant art (6/2) Council appr warrant art - go before voters 7/14/20. (7/21) Voters approved fund. Council to set up public forums. (9/1) Council set 9/29 for Public Forum - virtual meeting. Pre-planning meeting will need to be set up. (10/6) Sandy prov update from Public Forum. Alec/Will working on next steps. (11/17) Alec/Will will provide update 12/1 (12/1) Update prov - timeline 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 MDTOT 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). (4/21) 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) MDTOT 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 MDTOT & learned portion of road may be worked on in separate project for which engineering is underway. Awaiting more info from MDTOT. (9/1) Village walkabout was done with Patrick Adams MDTOT, 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?

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

Last Update: 01/05/2021

No	Goal/Category	*O/ F/C	** Pvt	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
D	TIF Goal / Budget - break out tasks from Item 34	O	H	2	TBD	TIF - Center Rd / Bridge Redesign	Town Council	Town Council	Town Council	02/18/18	02/19/19	Town to evaluate possible changes to bridge and/or reconfiguration and/or completion of Turnpike Acres - to address Center Rd outlet just below 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/Stevie have more info from DOT & will update Council at 10/28 workshop.
F	TIF Goal / Budget - break out tasks from Item 34	O	H	2	TBD	TIF - Evaluation of possible Sewer/Water treatment option for Village	Town Council	Town Council	Town Council	02/05/19	02/19/19	During TIF public forums, a specific piece of property (22 acres) was added to the map as it was considered a good candidate for a future water treatment / sewer facility - due to the soils and location (gravity may eliminate need for pumps). (2/19) Deb confirmed TIF funding can be used to purchase property; however, it can only be done once a full blown plan is created for usage. TIF funds cannot be used to buy property for recreation purposes. Council to discuss land acquisition CIP at 2/21 budget meeting. Council has agreed to set up a separate question on the warrant articles & will approve those articles at 5/7 meeting.
7	TIF Goal / Budget - break out tasks from Item 34	O	H	2	TBD	Develop possible Special Assessment Fees - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed Special Assessment Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with In Lieu Fees. 9/18 Council discussed reprioritizing, but decided to leave as is. Dan suggested that we identify other Towns using these fees and use their language as a base. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.
8	TIF Goal / Budget - break out tasks from Item 34	O	H	2	TBD	Develop possible In Lieu Fees - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed In Lieu Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with Special Assessment Fees. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.

M1-1 MDOT & M1-2 MTA

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

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	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/renaming route 26/26A to prevent Truckers from going the wrong way through the village. MTA committed to helping push for changes with MDOT at last night's meeting & advised a suggestion to remove Route 26 starting at Washington Ave (Portland) through to merge with 26A has been suggested in the past. Route 26A would just become route 26. Also, Jason suggested using the Town sign by the Transfer station or other electronic signs. Note: Cathy Breen had offered to check in with Garmth 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 turn around 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. (9/11) 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 flowing more difficult. MDOT also may look at new signage - but that will require a full re-engineering of electric/posts at the intersection - see r 115 listing on task list. (4/2) Dan advised at seeing another person drive into head on traffic in the wrong lane around the village island. (4/16) Deb advised MDOT is not willing to spend on permanent bollard due to history of destruction & 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.

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

Last Update: 01/05/2021

No	Goal/Category	*O/ F/C	** P/ty	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 want - larger water pipes; conduit for underground utilities; larger stormwater capacity; etc. MDOT has advised they are moving this project up in their timeline. Council moved up in priorities at 5/7 meeting - with TIF workshop projected in June. Workshop held 7/1 (6/16) During workshop with MDOT, an overlap was identified between this future project and a "rehabilitation" project currently in the engineering phase with a target for the 2023 construction season. Rob Betz will reach out to project manager to obtain additional 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, Wincham? MTA ind poss prov 80-% of fund, but sugg Muni commit would prov more control over study/sense 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 appr 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 PPH article ind MTA, MDOT, PACTS 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 Carver as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd - GPCOG to take leave & prov prop for full council to consider. (1/7) Sandy pres propos scope from COG-council req prop 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 engage letter. (2/4) Sandy recap conf call with COG-ok with chgs-will look into poss ph 2 study to capture 'avoidance' vs. 'diversion' traffic with MDOT Funding? (3/10) Sandy will follow up- Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/29) 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 pull together all the material & send to Council. Will be placed on a future workshop agenda. (1/5) Diversion info shared - awaiting WS

*Status: O = Open C = Closed F = Future		Priority: **H = 1-3 months M = 4-9 months L = 10+ months		Last Update: 01/05/2021								
No	Goal/Category	*O/ F/C	** Priv	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
B	Traffic - MTA - break out tasks for Item 24B	O	M	L2	06/01/21	MTA Data - cash collection (vs EZPASS)	Town Council	Sandy Carder	Sandy Carder	02/22/18	03/10/20	<p>MTA will prov data for cash (vs EZPASS) from the regl booths-Gray,NG,Falm - to better deter funds being collect by high tolls. Ident collect funds will prov base to deter alter in toll location prices. Toll Data was prov, but Sandy asked if classes could be split out (12/4) Some minor toll disc occurred at meet with MTA confir they can prov addtl info. (2/19) Council disc opts for toll chgs and agreed to send letter to MTA with recomn/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Repres and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep Moriarity & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add pressure they can apply-incl the issue of Complete street policy. (10/15) Sandy proposed after approach of asking Leg. Reps to submit the issue to the Governor's Blue Ribbon Commis for consid as several fund pieces related to both toll inequity and diversion. Dan pointed out use of 295 (or 95 north of Augusta) by commut vs those forced to use 95 (south) is an issue as well. Council agreed and also want to focus on ask Leg. Reps to consider a bill that would put more teeth in the MTA complete street policy and give muni more say. Sandy will draft for Council rev at 11/12 meet. (11/12) Letter rev with feed prov. Sharon expressed concerns with tone of letter. Maj of Council felt it needed to be strongly worded esp given news story where Mr. Mills was dismissive of issues. Sandy remind that it is to the Legis team, not the MTA directly. Sandy to update and send. (12/3) Council approved letter. (2/4) Sandy adv committee contin work - follow up after session (2/18) Sandy prov update on status of comm and council agreed we should follow up now. (3/10) Sandy shared with Sen. Ned Claxton upon request</p>

FUTURE

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

Last Update: 12/01/20

No	Goal/Category	%/ #/C	** Pny	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
10	Administrative	F				Develop process to review status of Paper Streets	Town Council	N/A	N/A	01/22/18	01/16/18	During the Council discussion related to approving an extension to ROW access to paper streets, the Council inquired if there was a long term goal to create a process to review/identify streets which should be removed from the list. Resources/training 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 spt.	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 site by-pass, this was discussed in 9/4 TC meeting. Deb stated \$62,000 is in the current fund. (11/13) Council agreed to move to Future list as the item continues to come up in discussions. (5/7) Concerns regarding current status vs. best practices were discussed during the 4/16 meeting - confirming programs exceed capacity at the town facilities. See Closed item #57. Manager advised it was Administrative and under her purview, council agreed to add to this item & close #57 with Manager bringing forward any necessary policy issues.
23	Ordinance	F				Review current ordinance governing noise for updates and research possible odor ordinance.	Town Council	Deb Cabana	Doug Webster	02/09/18	10/01/19	During the special amusement license renewal of the American Legion Hall, much discussion was centered around the current decibel restrictions for noise in the existing ordinance was set at a reasonable level, existing activities that may be above that level, how the level would be measured (by whom), and how complaints/enforcement would be handled. Doug Webster made presentation (3/6) of review/recommendations from Town Staff - raise limit to 60. TC discussed pros & cons of setting an actual decibel limit & enforcement. TC agreed to raise to 60, but also to add specific types of businesses/activities that would trigger limit. The Mfg. Overlay/BDJ/BD2 already have some type of noise restriction. Need to determine how complaints would be handled. (2/19) Council agreed to add "odor" to this item. (10/1) OAC feels due to lack of technology, other priorities and inability to enforce, this item should be moved to the future list. Council agreed.
80	Ordinance	F				To create rules for Chickens in the various zones in Gray	Anne Gass	TBD		07/21/20		(7/21) A couple issues have arisen regarding Chickens and understanding what is and is not allowed. No real defined information in Town ordinances. Should be addressed at some point.
83	Infrastructure	F				Identify Otelco poles to be removed on short Shaker Road	Alec Dodd	TBD		12/01/20		(12/1) As part of the pole analysis done for the short Shaker Rd 2021 Spring stormwater/sidewalk project, Alec talked to Otelco. Several poles only support old copper wire services. Once all users are transitioned to Fiber services, those poles can be removed altogether.

CLOSED

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

Last Update: 02/07/21

No	Goal/Category	*O/ F/C	** Priv	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
13	Ordinance	C	H	3	04/22/18	Town Staff has identified the need to add recreational marijuana specific language to the Shoreland Zoning ordinance.	-	Deb Cabana	-	01/22/18	03/20/18	Town staff identified a gap in ordinance coverage for the recreational marijuana ordinance language caused by the fact that Shoreland Zoning 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 (1/25), property owner workshop (1/31) & 1st public hearing (2/6) were held. TIF approved during special town meeting (2/14). TIF application submitted & received by State - approval can take 6-8 weeks. Feedback from state identifying 6 areas of concern was rec'd. Town Attorney responded on 4/11/18. State approved 5/23/18. Next Step: It is now closed as TIF is approved & in place. A separate "Planning" task will be created.
128	Ordinance	C	M	3.2	11/09/18	Review status of Road Associations for all Private Roads in Gray. A review of the current Street Ordinance identified a possible issue related to driveways with applying the ordinance to public driveways vs. private driveways.	-	Deb Cabana	-	03/20/18	09/04/18	Councilor Maguire brought this issue to the Jan 2nd TC meeting where a review of the current ordinance, as well as additional information was completed. Town staff pointed out the issue is current one of 'authority'. It was agreed a legal opinion was needed before proceeding. Deb Cabana obtained & shared a legal opinion on Jan 16th. After further discussion (2/6), Council agreed a review of all private roads & the status of road associations. Council is breaking into 2 pieces. This listing will cover process to create plan to clean up contacts for private roads/discussions with road associations. Deb advised 1,000 letters have been prepared to send to private road residents - Council agreed (1) those w/o associations need to form one or provide ONE contact (2) All need to update contact information (3) reminder of road maintenance deadline to continue snow service (4) advise new contractor may be used. Letters sent 6/28/18. Next Step: Deb advised at 9/4 meeting they have received updated information from every private road except Cobbs Drive; therefore, this item is now closed.
32	Administrative	C	H	2	11/09/18	Review the current Contract Zone Agreement procedures to determine if changes or updates are warranted to make process better and/or to protect Town's interests more fully.	-	Deb Cabana	-	05/01/18	09/18/18	Council identified several major areas of concern during recent CZA review of proposed development. Council agreed to look at two specific areas (1) Financial stability (a) by identifying ways to verify developer has ability to meet financial obligations (b) creating language to allow Town to unwind agreement if financial standing is compromised (c) ensure that benefits due to Town are frontloaded in agreement and (2) Environmental impacts are fully identified upfront during Council first review to ensure impacts are mitigated using various options. (5/1) Councilor Wilson has agreed to draft some language & review/discuss with Town Staff. In 8/7 meeting, Councilor Wilson advised 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.

* Status: O = Open C = Closed F = Future P = Future												
No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
D	Traffic - MTA	O	M	2.2	10/01/18	Forest Lake Ramp	-	Deb Cabana	-	02/22/18	10/02/18	MTA to share landscape plans for Forest Lake access ramp - once completed. Not discussed, does Weymouth access ramp have similar issues? MTA provided additional information with residents at a meeting. Item is considered closed.
20	Administrative	C	M	12	10/16/18	Develop a description for 'affiliated' committees which are not under the umbrella of the Town Council to help define roles/responsibilities. Ensure all Committees are following the specified Committee rules. Addt'l ideas to discuss: Employee of Year, Scholarship Committee to oversee all scholarships, Comprehensive Plan Committee creation	-	Dan Maguire	-	02/09/18	10/16/18	After a workshop discussion on Jan 8th, the Council agreed to develop a 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 yearling 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.

Last Update: 02/02/21

* 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
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) filed staff req on permits (2) need more info on apron. Voted down to allow further work & advised "council discussion" better place to start on agenda. (1/8) 1st Reading of proposed changes held. (1/10) Planning Bd held public hearing - no feedback. (1/22) TC held 2nd read/public hearing & voted to approve. Next Step: Updates to ordinance goes into effect in 30 days (2/22). This item is closed.
29	Administrative	C	M	14	12/31/18	Planning board has requested some time with the Council to review policies/procedures between the two entities.	-	Dan Maguire	-	04/03/18	01/22/19	Councilor Gallagher brought this to the Council & Council agreed to meeting. Lynn suggested we meet at a regularly scheduled Planning Board meeting. She will see if the May 10th meeting will have room. If not, we'll try June. Lynn discussed with Planning Board at April 12th meeting. They would like some agenda items submitted - June 14th is a tentative date - but may not work for PB. Council discussed options & agreed it would be best to have an agenda from Planning Board since they requested the meeting, also needs to be 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 excise for Veterans - this is NOT all inclusive. Workshop held on 10/18. Deb has created draft meeting schedule. Sandy created spreadsheet listing all budget related items discussed in the last year (or left over from last budget) (12/18) Workshop held - list reviewed & updated - draft calendar set with process defined. (1/22) Addtl meeting set for 2/11. Next Step: Schedule & approach set for 2019-2020. This item is closed.

Last Update: 02/02/21

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

Last Update: 02/02/21

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

No	Goal/Category	%/ F/C	** P	P	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
42	Ordinance	C	L	1	02/22/19	Need to create an official Cable TV Ordinance	-	Deb Cabana	-	10/16/18	01/22/19	Deb provided notification that the Town will need to create a Cable TV Ordinance. Deb advised fairly straight forward, but Staff working on Marijuana, Fireworks and Public Safety Billing first. (1/8) 1st Reading held. Brad Fogg provided some feedback. Alissa advised most of those details will be part of actual contract, but a couple 'non substantive' changes could be done prior to the 2nd reading. (1/22) Non substantive changes were made. TC held 2nd read/public hearing & voted to approve. Next Step: Ordinance will go into effect in 30 days (2/22). This item is closed.
28	Administrative	C	L	8	03/01/19	Develop Fee for Code Enforcement online software.	-	Deb Cabana	-	03/20/18	02/05/19	During the Budget discussions, TC approved an upgrade to new online Code Enforcement software which will make the process more efficient and reduce man hours needed to perform tasks. TC would like a fee created to cover the annual fee for the software which is \$18,000 in the first year. Staff updated several fees on schedule (approved by Council 6/19) to pass on some of the fees for new software. (1/22) Doug presented changes in Building Permit fees and a new Admin fee. Council had some concerns with Admin Fee. Next Steps: Council approved new reduced "minimum" permit fee \$25 with new \$25 admin fee at 2/5/19 meeting. Item is closed.
15	Joint Leaders	C	M	14.2	02/28/19	Review MSAD15 current newsletter - including costs & timing - to determine how/if Gray would like to collaborate and add material for distribution. NG will do the same.	-	Deb Cabana	-	01/22/18	02/19/19	During the first Joint Leaders meeting held on 11/27/17, the three groups identified expanding communication as one area of collaboration & benefit. Superintendent King suggested both Gray & NG consider partnering with MSAD15 by adding sections to their newsletter which is mailed to every household in GNG. This would create another avenue to communicate directly with residents and sharing costs would be beneficial to all three groups. Deb advised that the Recreation Dept has had some preliminary conversations with MSAD15 and are working on pulling costs together. Deb checked to see if a combined budget mailing could be done, but the timing did not work out. Will try again next year. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/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 & Deen - 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.

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

Last Update: 02/02/21

No	Goal/Category	*O/ F/C	** Pty	P	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
35	Ordinance	C	M	16	02/22/19	Review the current Medical Marijuana and Recreational Marijuana (including shoreland) ordinances to incorporate changes created by latest Legislation passed.	-	Deb Cabana	-	09/04/18	03/05/19	The Maine Legislation passed LD238 effective 7/9 and LD1539 which will go into effect 90 days after the legislative session - updating various areas related to both medical & recreational marijuana. Under advise from the Town's Attorney, Gray instituted a complete Emergency Marijuana Moratorium with readings in the July & August meetings. Once updates are confirmed, changes identified in the Gray Ordinance, the Council will proceed with a repeal & replace of the impacted existing Town Ordinances: 9/18 Deb provided update indicating Doug & Alissa are working on draft for 10/16 meeting. Councilors & Staff attended MMA summit on 10/4, Alissa & Doug provided overview of State legislative changes at 10/16 meeting & Councilors provided feedback on options. Council reviewed Doug's bullet points & provided guidance (11/13) (1/8) Alissa Tibbets reviewed proposed changes with Council in 1st reading. (1/10) Planning bd held public hearing - no feedback. (1/22) TC held 2nd read/public hearing - voted to approve & extended moratorium. (2/5) TC moved to Med priority pending last step. Next Step: New ordinance goes into effect in 30 days (2/22), Council to vote to rescind moratorium at 3/5 meeting. Council rescinded moratorium as new ordinances are now in effect. Item closed.
51	Ordinance	C	M	4	05/15/19	Tax Acquired Property Ordinance needs changes to incorporate State Level Legislative changes	-	Deb Cabana	-	03/05/19	04/02/19	Deb advised that the new State level changes adding steps to the disposal of tax acquired property for those residents 65 and older require new language in our 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.

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

Last Update: 02/02/21

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

Last Update: 02/02/21

No	Goal/Category	*O/ F/C	** Prty	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'Ascario leading - notes taken & presented at 2/5 meeting. Sign up sheet of attendees to be provided. (1/28) Council discussed website options - Jolie to review & agreed additional meetings are needed. Dean meet with Alan & Lucky this week. (3/19) Dean provided update & next steps and Council approved moving forward. (7/2) Dean has been on vacation - Deb to follow up. (9/3) Council rev 3/19 approval of committee & Dean's assigned task to develop the Committee charge. 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.

*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
45	Ordinance	C	M	7.1	09/30/19	Review 'multi-tenant' standard within Sign Ordinance for RBA 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 RBA 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 MLE WP presented add'l info and advised adding DMS sign was acceptable. The cost of \$500 was identified. He also advised the lease will need to be updated which may be a good time for Town to extend term. (4/2) Sandy advised DMS committee has already raised funds for new signage. (5/21) OAC had preim discussion at May meeting. (6/4) OAC provided feedback - back to Doug. (7/2) This discussion has been expanded to include other sign related issues - but will now be split out on the Tracking list. OAC/Planning Bd support tailored approach for this one sign. (8/6) Changes to be included in 9/3 meeting. (9/3) 1st reading held. (9/17) PB reviewed & held public forum 9/12. Council had 2nd reading & public forum 9/17. Next Steps: Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED.
48	Ordinance	C	M	6	11/15/19	Create a new Ordinance to waive excise fees for active duty military personnel	Sandy Carder	Deb Cabana	Deb Cabana	02/19/19	10/15/19	A resident has asked if the Town would consider this ordinance. State statute allows for waiver if active duty personnel are deployed for 180 days or more. Council agreed they would support an ordinance. (9/3) Sandy pointed out this change is dependent on specific state statute so OAC/Town planning dept probably not needed. (9/17) Deb advised the ordinance is very specific and Alyssa has reviewed. (10/1) TC held first reading & approved. (10/15) 2nd reading & public hearing held. Next Step: Council approved 10/15 - will go into effect 11/15. This item is CLOSED.
	Traffic - MTA - break out tasks for Item 248	C	M	1.2	10/30/19	Rt 26 (Shaker Rd) Bridge Resurfacing	MTA	Deb Cabana	MTA	01/22/19	11/12/19	(1/22) Dan brought up the option to take a more aggressive approach with MTA to force them to provide Bike/Ped space on this bridge. Rep. Austin had rec'd a similar request from Brad Fogg and advised MTA is not reconstructing the bridge, but resurfacing it; thus, they cannot expand it. TC had been told this in our last meeting. The idea is to apply pressure and let them know how serious we are about accommodating our requests. It was pointed out that approving a Complete Street Policy (Item 40) and updating the existing Bike/Ped plan (Item 41) are in TC court & would give us more leverage; as would, funding the engineering for Rt 26 Village project to include sidewalks across the bridge. TC agreed those steps are important. Jason suggested requiring them to add State law 3 feet signs and Sandy suggested asking them to narrow the travel lanes from 12 feet to 10 feet to slow traffic & provide 4 add'l feet for Bike/Ped passage. (2/19) Council agreed to have Deb go to MDOT (1) state we want 10 foot striping instead of 11 foot (agreed on by MTA) and (2) check if there is a rule requiring breakdown lanes vs. raised sidewalk on bridges. (3/5) Mr. Mills advised they would approve a 10 foot lane, but there is an appeal process. Council agreed to pursue the appeal. (3/19) Town Staff & Engineer provided feedback on appeal process and likelihood of defeat. Council agreed to not pursue. (4/2) Council wants to confirm MDOT will stripe at 11 feet vs. 12 feet. (4/16) Deb obtained confirmation on 11 feet striping - project to begin this month. Project is underway. (10/15) Dan suggested req. side rumble strips - but due to cost and possible diff safety issues (cyclists), Council agreed to follow-up with DOT on agreed upon striping. Project is wrapping up but appears will go a couple more weeks. (11/12) This project is complete - item CLOSED

Last Update: 02/02/21

*Status: O = Open C = Closed F = Future												
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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, meet & submission timeline was held - 5-0 on all. Addtl' info was req on social media & staff/legal time language. (9/3) Vote & further discussion was set - but tabled as Anne was not at meeting. (10/1) Vote taken for repeal & replace to include 3 areas of changes passed. Addtl' discussion and straw poll on social media and addtl' VC chair language were held 5-0 support. Addtl' changes requested on staff/legal time language. (11/12) Council approved VC language and social media rules, and provided feedback on legal/staff time language. Next Step: Anne to update & submit to Deb/Sandy for 12/3 agenda vote. (12/3) Final vote taken - this item is CLOSED.
53	Ordinance	C	H	8.1	04/01/20	Review existing Senior Tax Relief Programs to determine if a program will work for Gray - creating ordinance, forms & procedure.	Sharon Young	Town Council	Town Council	04/02/19	01/21/20	(3/19) Sharon presented a draft ordinance and program information to Council under Discussion Item and requested a 1st reading be placed on 4/16 agenda. (4/2) Sandy advised she has questions and requests for more information and asked if it would be better to handle as discussion item on 4/16 and 1st reading on 5/7. Sharon wants to proceed with 1st reading. (4/16) Sharon advised she would like to table to a workshop given it was not included in the budget. She also advised contacts in Cumberland would be willing to do a presentation before the Council. (6/4) Council rec'd presentation from Cumberland Councilior & discussed. (6/18) Council discussed possibility of using addtl' revenue from state, but majority did not support. Agreed to work on parameters/policy to consider in next budget cycle. (8/6) Workshop held with feedback provided. (9/3) Sharon provided demographic/program info from other towns. Anne sent some info on asset testing - Deb is working on pulling addtl' data as well. (10/1) Council discussed at workshop providing feedback on parameters. (11/12) Majority of Council came to consensus on parameters for program with Sharon updating document accordingly. Disagreement on next step. Majority want to hold off on official reading/votes until after budget cycle to ensure funding in the 1st year is possible. Sharon insists on a vote in Dec meeting. (12/3) Council reviewed final language & provided some changes. (12/17) Council agreed to move one req change to ordinance to application. (1/7) Majority of council approved 1st reading. Next Step: Public forum & 2nd reading set for 1/21 meeting. (1/21) Final vote taken - goes in effect in 30 days - this item is CLOSED.
73	Administrative	C	H	7	04/01/20	Update Committee Policy to address quorum & residency requirements	Dan Maguire	Dan Maguire	Dan Maguire	02/18/20	03/10/20	(2/4) Council discussed various typographical changes needed to the policy as well as consistency in listnb 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.

Last Update: 02/02/21

*Status: O = Open C = Closed F= Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months Last Update: 02/07/21

No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
40	Administrative	C	M	5	03/15/20	Review a Complete Streets Policy & approve acceptable policy - which will roll into Comprehensive Plan .	Bike/Ped	Town Council	Town Council	09/18/18	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 Alysa 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 on target with projected timeline for map. (2/4) update provided to Council - Committee to work on review/update to inventory chapters. (4/21) Doug/Kathy advised Town Staff has reviewed and updated all but one chapter which should be done in the next week. Next Step: Staff to finish, send to GPCOG to be incorporated in 1st draft of plan. (6/2) CPSC has completed the first draft and submitted it to the State. The inventory chapters are considered closed - thus this item is CLOSED.

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

Last Update: 02/02/21

No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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	(6/4) Council rec'd presentation from Cumberland Councilor & discussed. Council agreed an "Aging in Place" Program is separate from the Senior Tax Relief Program and could be pursued independently. (6/18) Council discussed further and agreed to looking at next steps in a workshop. (6/6) Workshop held with agreement this needs to be an organic citizen effort - not Council or Town Staff. Gray's needs are likely different than other towns and it is unknown which services/programs would be most needed. (10/15) Sharon advised she will not work on until after tax relief program is finished - est Dec/Jan. (12/3) Sharon advised there are a couple residents will to start affiliate committee. Sharon had requested info from Sec. of State office on voter registrations which would require Council approval; she advised she re-submitted application & will keep Council apprised. (12/17) Sharon advised there may be a grant opportunity to help set up programs. Council agreed to review material. Also, advised more discussions are ongoing regarding pilot communities for programs. (1/7) Grant appl was not completed in time for inclusion in packet, but was presented with req to add to agenda. Council approved pending add'l changes which Anne was to submit to Sharon and upon condition that the Committee discussion occur at the 1/21 meeting. (1/21) Sharon advised she was not submitting 2/15 Grant. Council ran out of time so was pushed. (2/4) Council discuss pilot prog but due to staff req, grant app deadline being 2/15 & add'l budget impact - to decline. Another option will be presented at 2/18 meeting. (2/18) Council agreed s/b an affiliate Committee for now. (3/10) Grant for outreach was approved. Committee is finalizing survey with 4/1 target date. Unfortunately, the shared Community Coordinator grant was not approved. (4/21) Survey is ready to be mailed. (4/28) Sharon adv survey has been mailed out. (5/5) Sharon adv they have rec'd quite a few back with some good results. She has also fielded some calls. (7/21) St. Joe's college is tabulating results. Next Step: Await survey responses - target is 3 weeks for the online survey availability. (8/4) Council agreed there is no further work for them until Committee provides survey results and reqs asst formally. I budget placeholder will be logged. This item is CLOSED
68	Ordinance	C	H	5	10/15/20	Review proposed Local Food Rules Ordinance for implementation.	Local Food Rules Committee	Town Council	Anne Gass	12/17/19	09/15/20	(12/3) Local Food Rules Community Group presented their proposed ordinance and provided some first hand experiences currently happening in Gray. Provided information on how the ordinance could assist with economic development and assist the many homestead farmers in Gray. (12/17) Council discussed and support moving it forward for more discussion. (2/4) Council provided some general feedback on ordinance, issues with continuity to other ordinances and process (OAC route as starting point - or allowing group to do updates to move it along faster). Majority of Council felt it was important to move along as soon as feasible given the economic impact it can have on Gray. Agreed that Anne would compile specific feedback. (2/18) Councilors provided feedback. (4/21) Draft updated ordinance has been sent to Alyssa. (4/28) Sandy adv Anne working on edits with group (5/5) Anne provided update on action since last meeting - updated version will be reviewed at next meeting. Group is requesting emergency status due to the covid-19 situation. (5/19) Anne reviewed changes. Council had no feedback - majority supports. Did request more detail on level of risk identified by Alyssa on 2 provisions. (6/2) Council removed reference to Farmers Markets and approved on emergency basis. (7/21) Council extended emergency ordinance with Farmer's Market addt. Discussed proposed changes and agreed substantive. (8/4) Council rev addt'l changes and agreed to move forward with them. (9/1) 1st read - council approved. (9/15) Council ext emergency to bridge gap in timing. Next Step: 2nd reading set for 9/15 with public hearing. Will need to extend emer. ordinance again. (9/15) 2nd reading & Council approval - ordinance will go into effect in 30 days. This item is CLOSED.

*Status: O = Open C = Closed F = Future												
No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
79	Ordinance	O	H	11	10/15/20	Update Mobile Vendor Ordinance to accommodate Food Trucks	Sandy Carder	Deb Cabana	Kathy 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 Orlan Family Foundation which works with rural towns in the area of resident engagement & communication. Council agreed to investigate further when time comes (Bucksport has used). Bruce provided an update regarding the Heart & Soul informational session at GPCOG. 9/18 Doug presented council with overview from discussions with GPCOG/Heart & Soul and Windham. Heart & Soul facilitator to present via 1hour workshop at 6pm prior to Oct 16th meeting. (11/13) Council discussed & agreed Heart & Soul should not be pursued at this time. (1/8) Discussion held between Council & Doug on possible options. (2/5) Doug reached out to Jane & to Ben from Windham - any contract for a facilitator will include outreach. (2/19) Parameters provided for refined proposals from both Jane/Ben. (3/5) RFP to go out this week. Town rec'd 1 proposal. Council voted to accept proposal. (6/4) Contract reviewed & approved. (8/6) There was some discussion regarding meeting minutes which will be discussed further at a future meeting. (9/3) Northstar had a booth at the Blueberry/festival and has issued their first survey to residents. (10/15) Chair/Vc provided update presentation to Council & public. (11/12) Visioning session held 10/19 & 10/22. (11/12) Committee will be moving into land use after first of the year. will begin videotaping meetings to ensure control of content. Deb looking into new table mics to prevent impact to Committee's work. (1/21) Comm has released 1st land use survey & set up public forum. (1/29) Open house held. (5/5) Ben prov upd on Covid-19 impact to timeline at 4/28 meeting. Comm/Ben prov upd at 5/5 meeting. Have new timeline to stay on Nov ballot. Council disc comm strategy(6/2) Card sent to all residents, workshop held 5/26. Councilors approved state submission form. (9/1) State prov feedback & complete & consistent finding on draft plan. (9/14) Public Hearing held. (9/15) Council approved plan & ballot question. (10/6) Council disc add comm options Next Step: Voters to weigh in 11/3. (11/17) Voters approved 79% on 11/3. This item is CLOSED

Last Update: 02/02/21

		*Status: O = Open C = Closed F = Future			Priority: **H = 1-3 months M = 4-9 months L = 10+ months			Last Update: 02/02/21				
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 fields/flag details. (11/13) Doug provided updates - see detail tab (1/8). Doug provided update on committee options. (1/22) Council discussed & provided add'l instructions to Doug. (2/5) & (2/19) see updates. TC approved docs at 3/5 meeting. (5/30) Workshop held (6/4) Action taken (8/10) Northstar-Comm were at the Blueberry Fest (10/15) Chair/VC of Comm provided update presentation. Visioning session held 10/19 & 10/22. (1/7) Sandy advised Ben will present an update to the Council at the 2/4 meeting. (1/21) CPC has released land use survey & held open house 1/28. (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. (5/15) Comm prov update on plan & Council agreed to send postcard to every Grey resident. (7/21) Update provided to council on next steps & current status. (8/4) Council discussed & voted to process add'l \$3,500 payment to Northstar for unexpected scope. (9/1) State has issued a complete & consistent finding for the draft plan. Council prov feedback on Comm's planned outreach. (9/14) Public hearing held (9/15) GPS 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 LHW 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 (12/21) 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 CDC 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	

*Status: O = Open C = Closed F = Future												
No	Goal/Category	*O/ F/C	** Priv	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												
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 Firework. (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 firework 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 info 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.
1	Budget	O	H	5	12/01/20	Installation of LANDFILL Solar Arrays on Town Property.	Sandy Carder	Sandy Carder	Revision	01/02/18	02/02/21	There are financial costs assoc with a solar array. Deb has obtained copies of So Po RFP and set up meeting with Cumberland & Town Staff to review (3/22/18). Also, Deb has advised Gray has a new 5-yr electricity contract - which was renewed in 2017. Deb provided Sandy with some info from Cumberland. Deb & Sandy along with Town Staff attended Solar Array tour in So. Portland. Sandy gave overview of some info provided by Cumberland & So. Portland & advised there are some IB students/teachers willing to do some leg work for us. Also, So Po cost was approx \$17,000 up front. Sandy met with Steve Nystrom at HS on 1/15. (1/8) Sandy spoke to Tony Plante & he advised Windham has solar on fire station (and it has exceeded expectations) & is still working on landfill option C/ced person handling. In addition, SoPo is leading a community group to advocate for environ. changes & Council agreed to have Deb reach out on behalf of Gray. (1/22) Sandy advised Windham is interested in staying in the loop as they are at the same point as Gray & may be will to partner. (2/5) Deb & Sandy attended Kennebec Water Treatment Solar Array event - spoke to Revision Rep & advised they do Prelim review to ensure landfill meets minimum requirement and that they evaluate ALL Town property in their bids. (2/19) Sandy advised Revision has target date of end of Feb (3/5) Nick provided options in meet w/ Town Staff & Sandy. (3/19) & (4/2) Add'l info prov (4/16) Sandy adv Windham is not able to participate at this time. SAD rec'd material, await meet, RFP ex rec'd, neoprene mat an issue. (6/4) updates prov (7/2) Options/updated rev at workshop. Maj of Council supports proceed with an array on the landfill. (8/9) Sandy prov updates from MSAD15 Facilities meeting. Straw poll taken with majority in support of letter of intent with Revision in lieu of RFP - unless MSAD15 requires RFP. (9/3) MSAD meet 9/4 (9/17) Sandy advised MSAD needs more time. (10/1) LOI executed, site walk done. (10/15) Council voted to accept executive PPA summary & proceed with the project. (11/12) Council approved PPA contract. (12/17) Revision dropped KWH rate due to savings - Council approved PPA amendment. (3/10) PB req clarification on applicant status - Council appr Revision as agent of town. (4/21) Kathy expects sub 4/22 for next PB meet. (4/28) Kathy adv app rec'd & site walk set to address some minor issues. (8/4) Council appr easement. (10/6) prog shared & Sandy adv of new PUC app CMP/Telephone fees. (11/17) Council app PPA Amend (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. (2/2) Array is operational and Staff has reviewed billing with Revision - this item is CLOSED.

Last Update: 02/02/21

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/easement) kicking off the effort. GHS would like to discuss the Town Owned Property at 5 Yarmouth Rd as a possible mini-park	GHS in planning stages with more information will likely be available in January. Goal is to have full trail mapped out to identify specific locations as historically important for consideration when future development is planned. (10/28) Council needs more info, GHS/CEDC both have some ideas for the space, Council has RT115 project review starting, there is some thought to put up guardrails to prevent in appropriate vehicular traffic, Anne mentioned there could be grant money avail to help with developing a plan. Council agreed to keep on list pending presentation from GHS/CEDC in near future. (12/17) GHS/CEDC presented to Council & advised of possible Grant applications for funding which will be presented at the 1/7 meeting. (1/21) Council voted to approve grant application with direct \$2,175 match & \$3,300 of public works time/costs
2	Education Funds	\$5,250 per semester - \$0 in 2020	N/A	New continuing education fund policy was approved allowing for up to \$5,250 per semester in reimbursements per qualified employee studies. Benefit is dependent on available funds.	Policy includes request for submissions to allow for proper budgeting. Deb advised deadline for submissions is January. She will provide info on any budget requirements. Employees had until Jan 19th - request included in individual budgets. (10/28) Deb advised no employees have submitted request - thus no funds needed this year. (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 average 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 "Jully 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 re-visit 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 Biker/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. (1/19) Deb adv she does anticipate a request for <u>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. (1/23) 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 in needed to determine need, size, location, priority, etc. Deb did advise that Newbegin is in need of substantial upgrades to make it more efficient and capacity has been breached. See 32 below - would roll into Land Acquisition fund. (8/6) The Council asked Deb to reach out to the owner of the Hamilton property to inquire about options for the Town - whether that is a community center with municipal parking, fields, or housing - or a combination of them - is unknown at this point & will require further discussion. (10/28) Council has this on their workshop list. (3/12) Council has set a workshop on 3/31 to discuss the status of the Hamilton Property and Land Acquisition funding. (3/31) Council discussed and agreed it is a great opportunity and Town should move to engage owners in an option contract to give us time to collaborate with GNGLL, Royal River, etc. to develop plan, seek resident input & approval and create a funding plan. (4/2) Council was provided with valuation info & will discuss land acquisition fund at 4/9 meeting. (4/9) Council discussed tentative steps for Hamilton property is to identify funding in this year's budget, then between now & possibly Nov election, working on more details for concept plans and identify funding options which could be used to seek residents feed and a vote with Nov election. Council agreed to set \$50,000 again as separate question. (4/28) Council agreed to reduce to \$25k and to list as part of the CIP warrant article.
11	Dog Park		N/A	A suggestion was received to establish a Town Dog Park on the capped land fill. After some discussion, it was determined it was not a good fit; however, another location may work, if there is support.	Council agreed this is not something that will be pursued in this year's budget. (10/28) The land fill is no longer an option due to the pending solar array. No further requests have been made, thus it will not be considered this year. (1/19) 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 (Wilkes Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	Steve projected \$75K for engineering work for the Route 115 project, but Will advised that the engineering costs need to be included into the project request - if we go with MPI program - where MDOT would pick up 50% of costs - up to \$500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorriil Palmer provided \$91,000 design fee & \$62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 25B will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17) Public forum held on 12/5 - Council to set workshop. (3/26) Council is working to amend Route 100 South TIF to allow for funds to be used on this project. (4/21) Council set public hearing for 6/2 to put out to voters at 7/14 election.
14	Construction Costs	\$88,400	N/A	Extending sidewalk from Hannaford - Spruce Street - Sidewalk projects , and other projects (Wilkes Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/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.

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/Grounds & 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 when applicable roads come up for paving - usually nothing is done when overlay paving is done - creating a situation where they are only being addressed when a road is reconstructed. By that time, sidewalks are in bad shape and add considerable costs to the road budget. Need to put money aside to ensure existing sidewalks are maintained and funded when reconstruction is needed. (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.

21-22 Budget Items

Last Updated: 01/19/2021

No	Items Label	Cost Est.	Task No.	Description	Comments
26	Lifelong Living	?	N/A	Placeholder for 21-22 FY Budget - Senior Programs	(8/4) Logging as a placeholder pending presentation from Lifelong Living Committee in Fall/Winter (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	Striping	?	N/A	Shaker Rd Project - new striping - increase to annual budget	(10/6) As part of the Shaker Rd Stormwater/sidewalk project, new striping was discussed - reducing lane size to create official bike line with proper striping, crosswalk addition, additional traffic calming - will add to existing striping on the road.
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 to 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. (1/15) 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.

Tues – Jan 12th – 4-6pm:

-Town Manager Items:

- COLA raises status
- Education Fund requests
- Flat funding or overall percentage increase
- Direction regarding budgeting for Public Safety Safer Grant
- Standardized form for Department Heads

-Staff Items:

- Ensure fencing is included in CIP
- Ensure exiting sidewalks are included in CIP
- Long term pavement plan – to catch up – status (Public Works set for 3/1 workshop)

-Council Items:

- Employee sick time policy (accumulation/carryover)
- Fiscal Policy – CIP/large project funding (bonding)
- Broadband – grant with Windham/other
- Dog park
- Senior programs – additional funding requests

Tues – Feb 2nd – 4-6pm: CANCELLED

Thurs – Feb 11th – 4-6pm:

-Presentation of initial budget:

-Administration Review:

- Health insurance increase
- HR Discussion - update
- Accrued sick/vacation time fund / Contingency Fund
- County budget timeline change
- 3/12th payment - \$75,000 deadline
- Status Cable Franchise fee recovery/contract/funding
- Elections
- Utilities

-Assessing:

Thurs – Feb 18th – 4-6pm:

-Communication/Information Department: (4-4:30pm)

- Committee request to use recovered Cable fees for equipment

-Maintenance/Recreation Department: (4:30-6pm)

- Realignment with Rec Staff (grounds/fields)
- CIP items (in bond/other)
- CIP payments (1) BB court lights (2) skateboard park (3) field reconditioning
- Update CIP (1) vinyl coated fence (2) full replacement/erosion prevention boat ramp – Wilkie's
- Status Science Building
- Dry Mills Schoolhouse repair – status of allocated funds
- Library heating system update
- Automatic fuel shutoff – Dan

- Fencing in CIP schedule
- Libby Hill maintenance
- Long Hill Rd ATV grant match

Mon – March 1st – 4-6pm:

-Recreation Department: (4-4:30pm)

- Enterprise fund update/projection
- Childcare Program update
- Recreation Program Director status
- Status playground grant

-Transfer Station Department: (4:30-5pm)

- CIP items (in bond/other)
- Increases in contracts, if any

-Public Safety Department: (5-6pm)

- Operations & CIP items (in bond/other)
- Public Safety Report changes/budget items

Tues – March 2nd – 4-6pm:

-Public Works Department:

- Paving (1) last year's status (2) this year (3) road study – new estimate
- Paving – long term plan
- Winter/Summer Roads/Addt'l/Garage – changes only
- Striping – new approach/addt'l for Shaker rd? other?
- Shaker Rd Project – status/trees/other?
- Speed/construction sign – pushed from last year
- Libby Hill Rd sign (No Public Access)?
- Pocket park – included in Public Works budget
- Ext of Hannaford Sidewalk on Route 26/Libby Hill paving/sidewalks (Other submitted) – status grant?
- Traffic calming measures – devices

Tues – March 9th – 4-6pm:

-Community Development/Code Enforcement:

- Pocket Park – status
- Stormwater modeling – status
- Facilities Study
- Watershed – update from CCCS&W/new requests
- Illumination Tool
- Training – Planning Board/ZBA

-TIF:

- Route 115/Yarmouth Road expenditures (Route 100 South TIF)
- Village TIF funds

-CIP:

- All remaining items
- Land Acquisition Fund

-Follow-Up: On items logged during workshops

Mon – March 15th – 4-6pm:

- Library:
- Committee/Board requests:
 - CEDC Budget request
 - Blueberry Festival Committee
- Community Service: (including Lake Association requests)
- Law Enforcement:
- Senior Tax Rebate program (separate question on ballot)
- EV Charging Station/Electric Vehicle conversion:
- Follow-up:
 - Items logged from previous workshops
- Revenue Sharing/Excise Tax Forecast:
- LD1 Status:

Mon – March 22nd – 4-6pm:

- Follow-up:
 - All outstanding items
- Council Decisions:
 - CIP Payment
 - Make Sub D / Enterprise funding decisions
 - Individual Councilor proposals – for changes
 - Identify final changes for Katy to make for March 22nd meeting – final numbers to be agreed upon then

Wed – March 24th – 4-6pm:

- Outstanding Tasks:
 - Review final numbers for overall budget
 - Review Council list for outstanding
 - Determine impact to MIL Rate
- Council discussion on overall budget:
 - Make final adjustments – straw poll on budget
 - Agreement on ‘separate question’ items
 - Presentation material content – [April 6th TC meeting – packet due March 29th](#)

Tues – April 6th – TC Meeting – 7pm – Budget Presentation & Public Hearing – feedback from Residents

Mon – April 12th – 4-6pm:

- Discuss any feedback from Public Hearing on April 6th.
- Finalize specific requests for wording of warrant articles for April 20th TC meeting – packet due April 12th
- Draft of Budget Flyer/timeline

Tues – April 20th – TC Meet – 7pm – appr of Warrant Articles/**May 18th – TC Meet – 7pm** – appr Municipal Warrant

February 12, 2021

TO: Gray Town Council
Deborah Cabana, Town Manager

FROM: Kathy Tombarelli, Town Planner
Doug Webster, Community Development

RE: Stillwater Pines Contract Zoning Agreement for 2-16-21 Meeting
Post Council packet information & suggested discussion points

Introduction

Despite efforts on behalf of many to incorporate input from all stakeholders in the draft CZA included in the Council packets for the upcoming meeting, we write with additional relevant information for the Council's consideration. We appreciate the importance of having ample time to review materials in advance of Council meetings, but also understand that keeping the CZA moving forward is important to the Council and all parties involved.

The owners representative, Charlie Burnham from Atlantic Resource Consultants, has compiled an updated Exhibit that is attached to this memo. This updated plan shows the parcel that is to be deeded to the Town and also has some trails. There are six items that have become apparent that likely warrant Council input. For each item listed below, we have provided relevant background followed by the policy question posed for Council input.

Changes to CZA & Exhibits from Council Packet pages 14 to 25

1. Town Parcel size from 14.8 to 12.9 acres. The size of the parcel to be deeded to the Town has changed from 14.8 to 12.9 acres. The "Town" parcel has always been envisioned to be the southwesterly portion of the property to the stream which is what is depicted in Exhibit 3 on page 24 of the Council packet. **Does the Council endorse changing the size of the parcel from 14.8 to 12.9 in the CZA and the Exhibits?**
2. Gate location. Section 6 of the CZA (pages 16 & 17 of packet) references a gate for future security purposes for the multi-use field. We have advocated that it be moved to the SD side (not field side) of the stream/river to increase the effectiveness. **Does the Council agree with this and should the approximate gate location be shown on revised Exhibit 3?**
3. Trails. The revised plan from Atlantic Resource Consultants (ARS) shows a series of trails, many of which may already be established. The ARS plan show these conceptually in the perimeter buffer for the Residential Open Space Subdivision. There are specific on-point standards for this buffer per 401.13.13.G.5. **Does the**

Council wish to be clear with the applicant that the Planning Board will have the ability to approve/modify the final location of these trails as part of its review of the project?

4. Proposed no motorized vehicles on trails. The property owners proposing the CZA have requested that the Town add a provision to the agreement specifying that the trails referenced in the document cannot be utilized by any type of motorized vehicles including snowmobiles and all-terrain vehicles. While there may be a history of snowmobile/ATV use in this area and there are clearly a spectrum of different perspectives on motorized vehicle use trails, the residential nature of the future subdivision together with the public recreational use of the Town parcel may not be consistent with motorized use. **Does the Council endorse adding a provision to the CZA to specifically disallow motorized vehicles from using the trails on the property?**

5. Berm adjustments. Section #12 of the CZA on Council packet page 18 and Exhibit 3 on page 24 of Council packet address the proposed berms along both the southeasterly and southwesterly berms. Since the Council's 2-2-21 meeting, there have been extensive discussions between the property owners regarding the specifics of the berm. It is our understanding that the berm location, length, and height as depicted on the revised ARC plan represents closure to this question. If the Council endorses this revision, it slightly changes the length of the southeasterly berm from 1,000 feet to 800 feet. This 800 feet is based on scaling from the revised ARC plan; there may be forthcoming more accurate lengths. There are minor changes to the height in some sections of the berm but it is still proposed to be 12' minimum. **Does the Council endorse the berm adjustments per the revised ARC plan?**

6. ROW for future connectivity. The revised ARC plan shows a "Right-of-way for future connectivity" on the intended Town parcel extending to the southeasterly property line. We have asked the property owners representative (ARC) for an explanation of the envisioned use/purpose of this, but as of sending this memo have not received a response. While the CZA does contemplate future road connections in Section 9 (packet page 18) and the parcels adjacent to the CZA are predominantly undeveloped, there appears to be a policy decision regarding to what extent, if any, the CZA and supporting Exhibits memorialize this possible future ROW. We will continue to request clarification on this element on behalf of the Town. Once the intended purpose of this ROW is better understood, **the Council will presumably need to decide how this should be addressed** paying particular attention to the fact that it shown on the parcel to be deeded to the Town.

Conclusions & Next Steps

Once there is policy guidance on these remaining items, the CZA and its exhibits can be adjusted accordingly for the anticipated first reading at the Council's 3-2-21

meeting. The Town Manager has specifically asked both property owners proposing the CZA to attend the upcoming Council meeting on 2-16-21 to provide input on the agreement as questions arise.

As the Council is aware that the developers do have the ability to pursue Planning Board approval for at least Phase I of their project in accordance with currently adopted standards. There is a provision in the Subdivision Ordinance (401.13.16.B.7) that allows the *existing* segment of Woodcock Road to be built to the Rural Public Easement Street which is a less/reduced standard (18' travel way, 2' gravel shoulders, no sidewalk) than the road the developer is proposing in the CZA. Correspondingly, in the absence of the CZA, the new *extension* of Woodcock would be required to the full Village Public Street standard which is wider than the road standard in the CZA.

The developers presumably would prefer to utilize the CZA path to realize cumulative relaxed road standards and their ability for subsequent phases; hence their efforts to date. If the consensus of the Council is that the developers requests are not feasible, the developers do have other options.

We look forward to meeting with the Council at the upcoming meeting next Tuesday.

