



**TOWN GRAY**  
**GRAY TOWN COUNCIL**  
**AGENDA • APRIL 6, 2021**

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**Gray Town  
Council Regular  
Meeting**

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

**7:00 PM**

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**I. OPENING STATEMENT:**

*Due to the Governor's latest Executive Order, the Town Council meeting will NOT take place in person. The meeting will be held online with the link provided the day of the meeting. For the Public Hearing, Residents can click in to participate or call in using the provided number during the times detailed below. Public Comments are only allowed during the Public Hearing as detailed in the agenda.*

**II. ROLL CALL**

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

**IV. MINUTES FROM PREVIOUS MEETINGS 5 MINS**

1. To Review and Approve the Minutes of the Town Council Meeting from March 16, 2021.

Proposed motion:

Ordered, the Gray Town Council Approves the Minutes of the Town Council Meeting from March 16, 2021.

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

*Comments are intended for information sharing, not discussion. Comments in excess of 3 minutes are welcome at the end of the agenda prior to adjournment.*

**VI. PRESENTATION(S)**

1. Eagle Scout Presentation #2 - Seth Carter 15 MINS
2. Budget Presentation - Nate Rudy, Town Manager 10 MINS

**VII. PUBLIC HEARING(S)**

1. Public Hearing on Proposed Budget 15 MINS (est. 7:40pm)

2. (Second Reading) to Review and Act Upon the Dynamic Energy Solar Overlay Project **5 MINS + 10 MINS Public Comment (est. 7:55pm)**

Proposed motion:

Be it Ordained, the Gray Town Council Approves the Dynamic Energy Solar Overlay Project.

**VIII. REPORT FROM THE COUNCIL CHAIR 5 MINS**

**IX. REPORT FROM THE TOWN MANAGER 5 MINS**

**X. COMMITTEE REPORTS 5 MINS**

**XI. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS**

**XII. ACTION ITEMS**

1. Order

Proposed motion:

Ordered, the Gray Town Council approves entering into an Agreement to Issue a Construction Overlimit Permit to the Contractor for Maine Department of Transportation Project No. 2487700, Cyclical Pavement Resurfacing on Route 115, with said approval subject to the requirement of the posting of a bond by the MDOT contractor in an amount to be determined by the Town Manager in consultation with MDOT, and to authorize the Town Manager to take all necessary actions to issue the Overlimit Permit. 5 MINS

2. Order

Proposed motion:

Ordered, the Gray Town Council approves the appointment of the following applicants to the Blueberry Festival Committee: Gail Cote and Victoria Lee for terms expiring August 31, 2022; and Mikell Perry for a term expiring August 31, 2023. 5 MINS

3. Order

Proposed motion:

Ordered, the Gray Town Council approves changes to the position descriptions of Recreation Director and Parks & Facilities Supervisor. 5 MINS

4. Order

Proposed motion:

Ordered, the Gray Town Council approves the acceptance of Maschino & Sons Lumber's donation of materials for the pavilion at 5 Yarmouth Road Pocket Park. 5 MINS

### **XIII. COUNCIL BUSINESS**

#### 1. Discussion Items:

- Route 115 Revised Proposal budget numbers - All **10 MINS**
- Town Manager Goals - All **15 MINS**
- Tracking Spreadsheet & Workshop Schedule - Sandy **10 MINS**

### **XIV. ADJOURNMENT 9:25pm**

*\* 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 • MARCH 16, 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
Kathy Tombarelli	Town Planner	Present
Doug Webster	Community Development	Present
Nate Rudy	Town Manager	Present

**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 March 2, 2021.

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

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

Councilor Young requested two edits to page 5 of the minutes (pkt pg 8); it should be stated as Little Sebago Lodges Association, not the Little Sebago Lakes Association. Also, she spoke to Patricia O., not a "lady named Patricia".

Councilor Carder requested an edit to page 7 of the minutes (pkt pg 10) regarding the Climate Action Plan. The minutes should state that Chair Carder will discuss with the Recycling Committee as part of their charge review.

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

**Ordered, the Gray Town Council Approves the Minutes from the Town Council Executive Session of March 2, 2021.**

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

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

No public comments.

**VI. PRESENTATION**

1. Eagle Scout Presentation

Dean Bennett, Parks & Rec Director, introduced Robbie Cook. Robbie is working on his Eagle Scout project to build a planter which will surround the time capsule/bench area. He also plans to build a second planter but the location is yet to be determined. It will likely be placed along a path at Pennell.

Robbie plans to use rough cut hemlock which he will stain. He has reached out to Maschino Lumber and the company will donate \$200.00 of the \$312.00 cost of wood. Robbie plans to have the project done by June.

**VII. PUBLIC HEARINGS**

1. **Dynamic Solar**

1. (First Reading) to Review and Act Upon Setting a Public Hearing and a Second Reading of the Dynamic Energy Solar Overlay Project on April 6, 2021.

There were no public comments. Chair Carder closed the public hearing at 7:11 p.m.

Chair Carder clarified the second reading and public hearing is for April 6, 2021, not March 16, 2021 as stated in the agenda.

Doug Webster had provided a memo, dated 3/11/21 (in the agenda packet) with proposed changes. He stated he received an email from Ben Gregory of Dynamic Energy who wasn't sure if the 30 square foot cap will work. He referenced page 2 (pkt pg 19) #3,4,5 and page 4 (pkt pg 21) #4,5. He discussed with Attorney Natalie Burns who said this is a substantive change. Mr. Webster suggested the council consider moving forward with the current language and if Dynamic Energy decides 30 square feet won't work, an amendment to that portion only can be done through the Planning Board process.

Chair Carder opened it for council discussion and asked for feedback from councilors regarding Mr. Webster's suggestion. Councilors Foshay, Gass, Maguire, and Carder were fine with his suggestion.

Councilor Foshay suggested notations of “any and all” were redundant and it would be preferred to just state “all”.

Councilor Gass asked about battery storage. Mr. Webster said the language prohibiting battery storage was added in response from input he received from the council at the last meeting. He said the two existing, and one proposed, projects are not proposing batteries.

Councilor Gass raised a concern with possible loss of screening when native evergreens mature and branches fall off. Councilor Maguire suggested there be language based on Councilor Gass’s concern that vegetation should be “suitable for screening for the life of the project”. Mr. Webster will add that language.

Councilor Young reiterated what she has expressed before, that she is a strong proponent of renewable energy and solar arrays, but she cannot support this ordinance change because of where it is. She said this is not in line with the Comprehensive Plan.

Councilor Foshay mentioned they have all read the Comprehensive Plan and it is meant to be a guidance document. Councilor Carder said they did get resident feedback that it conflicts with the Comprehensive Plan. However, she said we are “banking” this property as the property will still be available in 30 years. Councilor Maguire referenced the Comprehensive Plan but said he agrees with Councilor Carder. He said this is a good project for the town.

A resident named Erin commented in the chat feature that she agreed with Councilor Young.

**Motion: Ordered, the Gray Town Council Sets a Public Hearing and a Second Reading of the Dynamic Energy Solar Overlay Project on April 6, 2021.**

<b>RESULT:</b>	<b>APPROVED [4-1]</b>
<b>MOVER:</b>	Dan Maguire, Councilor
<b>SECONDER:</b>	Anne Gass, Vice Chair
<b>AYES:</b>	Carder, Foshay, Gass, Maguire
<b>NAY:</b>	Young

2. (Second Reading) to Review and Act Upon the Contract Zone Proposal for Stillwater Subdivision.

Town Manager Rudy explained he followed up on a suggestion from Kathy Tombarelli to look at the language. He discussed with Doug Beck and Attorney Natalie Burns that the town wants to affirm the exchange and Doug Beck said the language can show the intent of the town. He said a red lined version appeared on page 4 (pkt pg 40). Mr. Rudy suggested the council motion to accept the amendment and then vote separately to move the revised version to the next reading. Councilor Foshay commented that he preferred this change from “shall” to “intend”.

Chair Carder confirmed this is a non-substantive change and asked Councilor Young to amend her motion.

**Motion: The Gray Town Council Approves the Amendment to the Contract Zone Proposal for Stillwater Subdivision.**

<b>RESULT:</b>	<b>APPROVED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Sharon Young, Councilor
<b>SECONDER:</b>	Bruce Foshay, Councilor
<b>AYES:</b>	Carder, Foshay, Gass, Maguire, Young

Chair Carder opened the public hearing at 7:52 p.m. There were no public comments, so the public hearing was also closed at 7:52 p.m. She also mentioned that the Planning Board had feedback on this project which was shared with the council via email.

**Motion: Be it Ordained, the Gray Town Council Approves the Amended Contract Zone Proposal for Stillwater Subdivision.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Sharon Young, Councilor
<b>SECONDER:</b>	Bruce Foshay, Councilor
<b>AYES:</b>	Carder, Foshay, Gass, Maguire, Young

**VIII. REPORT FROM THE COUNCIL CHAIR**

Chair Carder discussed the following topics:

COVID: The State of Emergency extends to March 19th which allows us to meet remotely until April 19<sup>th</sup>, which is one day short of the April 20<sup>th</sup> council meeting. The Governor may extend that by the end of week and the legislature is still considering allowing to continue with remote meetings. She recommended remaining remote through April pending that extension, and reconsider in April. Town Manager Rudy added that the Clerk’s office should be ready by Monday, but it is unknown when the chambers will be ready. Until such time that the IT room is fully restored, it will be difficult to host an in-person meeting and have it broadcasted.

Town Manager Goals: She reminded councilors to provide their suggested (up to 5) goals for Nate Rudy to her by early next week so she can compile them and include this discussion in the April 6th meeting.

Water District: All councilors received a letter from the Gray Water District requesting a meeting as a follow up on previous discussions regarding TIF funding both in the Route 100 South TIF and the Village TIF and coordination with upcoming MDOT projects on Route 115 and Route 100. This was a follow up to a letter sent to Town Manager Cabana before she left which Chair Carder forwarded to Town Manager Rudy.

Planning Board/Council Training/Workshop: Discussions are ongoing with GPCOG, Kathy Tombarelli, Dan Maguire, and Nate Rudy. GPCOG has also reached out to Kathy directly and has provided a framework which Chair Carder will review with Nate and Kathy before going back to GPCOG with responses. One thing that has come out of the discussion is a need for clarification on what the planned GPCOG facilitated workshop will cover and when a follow-up meeting between the two entities will be held. The GPCOG session is targeted for the 1st week of May and it will be online. A future follow-up in person meeting would happen likely in the fall when it can be done safely. Her only concern is that the Planning Board members should not hold back topics for the future meeting when GPCOG facilitators are available to assist with those items. Once the framework is worked out, it will be discussed in detail at the April 6<sup>th</sup> council meeting.

**IX. REPORT FROM THE TOWN MANAGER**

Town Manager Rudy explained he is going to appoint himself as the Freedom of Information Access Officer. He said this is usually a role of the assistant but until Jon Hartt takes the FOIA training, Nate is comfortable handling this in the meantime. Jon will have the training in April.

Nate has met one-on-one with department heads and council members online. He wants to keep the lines of communication open and asks that requests for staff support be sent directly to him. He has also met with the Gray Water District and the Fire Chief.

He said that Councilor Maguire had suggested a review of security practices. Nate has met with Mohamed Abu, the town's Network Administrator.

Nate discussed the Build Maine conference for those interested in economic development. He said it a very good training opportunity, sponsorship is \$500.00, and he suggests it be paid through the personnel development line of the Planning Department. Chair Carder asked if there were council objections and there were none.

## **X. COMMITTEE REPORTS**

Councilor Gass said the Open Space Committee met on March 3<sup>rd</sup>. Kim Shelley of the Gray Snow Wolves was the guest speaker. Next meeting will be on April 7<sup>th</sup>.

Councilor Gass reported on the Rec Committee. They discussed placement of the new playground, funded by the CDBG grant, which will be behind the basketball court and geared to ages 5-12. They are discussing a possible playground for toddlers, more events such as the Blueberry festival, and senior programming.

Councilor Foshay said CEDC will meet on March 17<sup>th</sup>. He said the Finance Committee won't meet until April as staff is busy with budget work.

Councilor Young said the Blueberry Committee will meet later this month and discuss tentative dates for the festival. They also have an application for a new member. She said the ZBA meeting was cancelled due to no applications.

Councilor Maguire said OAC will meet on March 18<sup>th</sup>. He said the Planning Board met and he asked for their feedback on the Comprehensive Plan. They also had a public hearing on the Stillwater subdivision.

Councilor Carder said GPCOG met on March 10<sup>th</sup> and discussed: (1) the anticipated activity in the next month related to infrastructure projects funding, both with the current Cares money and the new stimulus bill just approved, and the anticipated infrastructure bill; (2) broadband funding and focus; and (3) Climate Action presentation with the focus on next steps for municipalities. The next meeting will be on April 14<sup>th</sup>.

Councilor Carder reported that the Dry Mills Schoolhouse Committee met on March 15<sup>th</sup> and reviewed the many ongoing projects. She and Town Manager Rudy will meet with Richard Parker (IF&W) and Howie Powell (Maine Wildlife Park) on March 17<sup>th</sup> to discuss the lease. The goal is to work on the details, in order to bring it to the council in April. Doug Webster has identified items to correct on the lease. The next meeting is April 19<sup>th</sup> at 6pm.

Councilor Carder said the Recycling Committee will meet on March 28<sup>th</sup> at 5pm. She was notified that member Shelly Sanborn is unable to continue serving on the committee. Her term was not due to expire until 2022. The website will be updated.

## **XI. COUNCIL CORRESPONDENCE/ACTIVITIES**

Councilor Gass didn't have any correspondence to report.

Councilor Foshay was contacted by Jason Wilson. Town Manager Rudy replied to him.

Councilor Foshay attended the Sustainability Professionals meeting. The next meeting will be on April 13<sup>th</sup>. He will send notes from the meeting to Councilor Gass, as he participated in place of her.

Councilor Young received an email from Deputy Joe Schnupp of the Cumberland County Sheriff's department. He invited Gray to participate in an April senior food delivery. She coordinated with Donna Rand of the Gray Food Pantry for a list of possible recipients.

She encouraged people to reach out to her if they know of a senior who could benefit from this opportunity. She can be reached at: [syoung@graymaine.org](mailto:syoung@graymaine.org) and also via Facebook.

Councilor Young will attend the second MDASH meeting on Wednesday, March 17<sup>th</sup> with Town Manager Rudy.

Councilor Young said the Gray Lifelong Living Committee will reactivate soon and they hope to have outdoor meetings. She encouraged recommendations of volunteers be sent to her.

Councilor Maguire didn't have any correspondence to report.

Councilor Carder received an email from a resident who shared his happiness with the new intersection at N. Raymond Rd & provided information on an organization that works to replant "native wild" vegetation which she shared with a member of the CEDC and Councilor Foshay.

Councilor Carder had a follow-up conversation with Carl Holmquist regarding the Libby Hill generator (which was a take-away task from the budget workshop) as there is funding in this year's budget for that. She reached out to Mo Russo; he and Carl have already talked and have another meeting scheduled.

Councilor Carder said all councilors received an email regarding preferred pronouns from Mr. Wilson. Town Manager Rudy has provided some feedback for council consideration if councilors choose to update their individual signatures.

Councilor Carder sent a response to Dan Cobb. He made a suggestion a few months back via email related to the Town's budget.

Councilor Carder received a call and follow-up email from resident Don Parent requesting that the council review some information on a Carbon Fee & Dividend proposal which will be discussed later in the agenda.

## **XII. ACTION ITEMS**

1. To Review and Authorize the Purchase & Sale Agreement Between the Town of Gray and Allen & Penny Hamilton for three (3) properties in the Town of Gray, including buildings located thereon, located at (1) Lewiston Road, as further described in a deed recorded in the Cumberland County Registry of Deeds in Book 37282, Page 264, and shown on Town Tax Map 035 as Lot 403-28; (2) 5 Lewiston Road, as further described in a deed recorded in the Cumberland County Registry of Deeds in Book 34469, Page 231, and shown on Town Tax Map 035 s, Lot 403-29, and (3) 33 Main Street, as further described in a deed recorded in the Cumberland County Registry of Deeds in Book 37282, Page 273, and shown on Town Tax Map 035 as Lot 403-27. The Town Manager is authorized to execute the Purchase and Sale Agreement and directed to render a \$10,000 non-refundable deposit (to be appropriated and paid from the contingency account) towards a total purchase price of \$500,000. The Town Manager is directed to engage a contracted environmental consultant to perform Phase 1 Environmental Impact Study with a budget not to exceed \$3,000. Final authorization of purchase of said properties and the remaining appropriation for the purchase price to be approved by the voters of the Town of Gray at the June 8, 2021 Annual Town Meeting. for three (3) properties in the Town of Gray, including buildings located thereon, located at (1) Lewiston Road, as further described in a deed recorded in the Cumberland County Registry of Deeds in Book 37282, Page 264, and shown on Town Tax Map 035 as Lot 403-28; (2) 5 Lewiston Road, as further described in a deed recorded in the Cumberland County Registry of Deeds in Book 34469, Page 231, and shown on Town Tax Map 035 s, Lot 403-29, and (3) 33 Main Street, as further

described in a deed recorded in the Cumberland County Registry of Deeds in Book 37282, Page 273, and shown on Town Tax Map 035 as Lot 403-27. The Town Manager is authorized to execute the Purchase and Sale Agreement and directed to render a \$10,000 non-refundable deposit (to be appropriated and paid from the contingency account) towards a total purchase price of \$500,000. Final authorization of purchase of said properties and the remaining appropriation for the purchase price to be approved by the voters of the Town of Gray at the June 8, 2021 Annual Town Meeting.

Councilor Young expressed her concerns that the \$10,000.00 is non-refundable if the voters do not approve this purchase. She also proposed an amendment that the money should come from the land acquisition fund, not the contingency fund. She stated the contingency was requested and funded with the express purpose to pay for unforeseen emergencies (potential occurrence of negative event in the future) and was not intended for acquisition of capital assets. She said this is not unforeseen, nor an emergency, so it does not meet the criteria of the emergency fund. She is also concerned with the \$500,000.00 price. She stated she will vote affirmatively if council changes to the appropriate fund and then the voters will have their say about the purchase price.

Councilors Maguire and Gass agreed with Councilor Young for an amendment to have money come from the land acquisition fund.

Councilor Carder reminded them of previous discussions of using the land acquisition fund, but they decided not to. Contingency fund is being used as it is close to the end of the budget. Councilor Foshay said he agreed that it should normally come from the land acquisition fund but was in favor of moving forward. He views this as an unforeseen circumstance and a good opportunity.

Chair Carder conducted a straw poll regarding using the contingency fund or the land acquisition fund. Councilor Young wanted the land acquisition fund to be used. Councilors Maguire and Gass recalled prior discussions Councilor Carder mentioned and were then ok with it being from the contingency fund. Councilor Foshay agreed to use the contingency fund. He would like to have the council go back and look at the criteria/definition of the contingency fund in the future. Councilor Young commented that the contingency fund is in the operating budget which rolls over to the next year while the land acquisition fund is a sustaining account that doesn't roll over. Chair Carder said there was enough support to leave the motion as is.

**MOTION: Ordered, the Gray Town Council Authorizes the Purchase & Sale Agreement Between the Town of Gray and Allen & Penny Hamilton for three (3) properties in the Town of Gray, including buildings located thereon, located at (1) Lewiston Road, as further described in a deed recorded in the Cumberland County Registry of Deeds in Book 37282, Page 264, and shown on Town Tax Map 035 as Lot 403-28; (2) 5 Lewiston Road, as further described in a deed recorded in the Cumberland County Registry of Deeds in Book 34469, Page 231, and shown on Town Tax Map 035 s, Lot 403-29, and (3) 33 Main Street, as further described in a deed recorded in the Cumberland County Registry of Deeds in Book 37282, Page 273, and shown on Town Tax Map 035 as Lot 403-27. The Town Manager is authorized to execute the Purchase and Sale Agreement and directed to render a \$10,000 non-refundable deposit (to be appropriated and paid from the contingency account) towards a total purchase price of \$500,000. The Town Manager is directed to engage a contracted environmental consultant to perform Phase 1 Environmental Impact Study with a budget not to exceed \$3,000. Final authorization of purchase of said properties and the remaining appropriation for the purchase price to be approved by the voters of the Town of Gray at the June 8, 2021 Annual Town Meeting.**

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

### XIII. COUNCIL BUSINESS

#### 1. Discussion Items:

- Shaker Road project

Councilors discussed lane sizes, striping, and traffic calming topics. Councilor Gass liked the idea of narrowing lanes to 10' and she also recommended adding "share rows" for bikes painted on both sides of the road. Councilor Foshay and Young both agreed that could be tried. Councilor Carder supports that as well, provided a disclaimer that her husband is a bicyclist, and said many bicyclists are going off-road because it is safer. Alec Dodd said there would be a \$50 to \$100 cost for bike symbols in share lanes. He asked and it was confirmed by councilors they prefer share rows on shoulders, not inside the travel lanes.

Councilors discussed trees and replacement trees can be added to the bid. Councilor Foshay commented they want citizens to know the council cares about what is happening to their property and that the council also wants to maintain the "look" that is already present on the road. Chair Carder said they are making a note that once trees are down and construction is done, they need to talk about where they want to re-plant and then they can get a change order.

- Carbon Fee & Dividend Plan

Councilor Carder was contacted by resident Don Parent. She thought he was discussing carbon credits, but that wasn't the case. She explained the council isn't going to sign the town's name to something like this without further information. She said she is not inclined to put this on the work schedule at this time. Councilor Gass agreed as it feels premature to do a resolution for legislation that doesn't yet exist. Councilor Carder will refer this to the Recycling Committee.

- Volunteer Awards timeline

Councilors discussed and decided to push the whole timeline ahead one month with the end point being in June. Councilor Young suggested coordinating recognitions with the Blueberry Festival.

#### 2. Tracking Spreadsheet

Chair Carder will update the tracking spreadsheet. Councilor Foshay suggested they set time aside at some point to review tracking in detail. Councilor Maguire expressed his frustration with the process.

Chair Carder commented on the workshop schedule. There will be a workshop with the water district on April 6<sup>th</sup>, Deer Acres is pushed off until later in the spring, Planning Board training session will be in May, and they will need to have a follow up on the Comprehensive Plan once feedback is obtained from committees. They also hope to discuss shoreland zoning on April 20<sup>th</sup>.

**XIV. ADJOURNMENT at 9:13 p.m**

**Motion to adjourn at 9:13 p.m.**

**RESULT:**

**APPROVED [UNANIMOUS]**

**MOVER:**

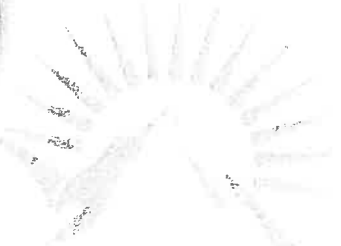
Sharon Young, Councilor

**SECONDER:**

Bruce Foshay, Councilor

**AYES:**

Carder, Foshay, Gass, Maguire, Young



# Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name Seth Carter

## **Eagle Scout Requirement 5**

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

# Eagle Scout Service Project Proposal

## Tools

What kinds of tools, if any, will you need?

Chop saw, hammers, squares, measuring tape, driver, and drill.

## Permits and Permissions

*(Note that property owners normally secure permits.)*

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them?  
How much will they cost? How long will it take to secure them?

No we will make the planters off site and move them onto the locations.

## Preliminary Cost Estimate

*(You do not need exact costs. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses.)*

*(Enter your estimated expenses)*

**Fundraising** *Explain where you will get the money for total costs indicated below, left.*

Items	Cost	
Materials	1281.00	See attached Home Depot Cart estimate Materials and Tools Donated
Supplies	0	
Tools	0.00	
Other*		
<b>Total costs:</b>	1281	

*\*Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.*

## Project Phases

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

1. complete final plan

2. write fundraising letter and distribute

3. write donation letter and distribute

4. buy materials

5. before work day prepare and organize supplies and materials

6. email details of work day to volunteers

7. assign jobs

8. complete project

## Logistics

*(A Tour Plan has also been called a "Tour Permit." Check with your council service center to determine if one is required.)*

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour Plan?

All helpers will meet at my house and transport any materials or supplies they are bringing with them.

Error! We're sorry, there's a problem with your cart. Please correct any errors indicated below and try again.

# Your Cart (105)

[Share](#)

[Remove All Items](#)

**Checkout**

FREE Shipping on eligible items. See Details



**1 in. x 4 in. x 8 ft. Premium Kiln-Dried Square Edge Whitewood Common Board**

Model #914681

**\$286.90**  
(\$7.55/item)

38

**Store Pickup**  
349 in stock at  
**Portland**  
04103 | [Change](#)

**FREE**

**Ship To Home**

**Schedule Delivery**  
Starting at \$8.99 for delivery

[How It Works](#)

Curbside Available

[Save for Later](#) [Save to Favorites](#) [Remove](#)



**4 in. x 4 in. x 8 ft. #2 Pressure-Treated Timber**

Model #256276

**\$244.32**  
(\$15.27/item)

*6" x 6" x 8' for Historic Path*

16

**Store Pickup**  
214 in stock at  
**Portland**  
04103 | [Change](#)

**FREE**

**Ship To Home**

**Schedule Delivery**  
Starting at \$8.99 for delivery

[How It Works](#)

(\$7.55/item)

4

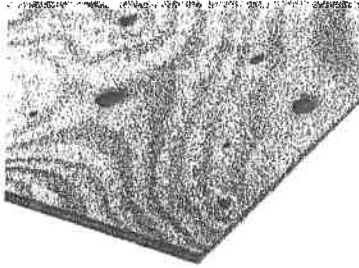
Store Pickup  
349 in stock at  
Portland  
04103  
**FREE**

Ship To Home

Schedule Delivery  
04103 | Change

**\$79.00/order**

Save for Later | Save to Favorites | Remove



**3/4 in. x 4 ft. x 8 ft. Ground Contact Pressure Treated Pine Performance Rated Sheathing**

Model #106128

**\$127.96**  
(\$63.98/item)

2

Store Pickup  
40 in stock at  
Portland  
04103 | Change

**FREE**

Ship To Home

Schedule Delivery  
Starting at \$8.99 for delivery

How It Works

Curbside Available

Save for Later | Save to Favorites | Remove

**!** This item can only be purchased in-store at this location.

**BEHR PREMIUM 1 gal. Clear Transparent Waterproofing Exterior Wood Finish**

Model #50001

**\$34.98**



1

**Store Pickup**  
2 in stock at  
**Portland**  
04103 | [Change](#)

**FREE**

**Ship To Home**

**Schedule Delivery**  
Starting at \$8.99 for delivery

**FREE**

[How It Works](#)

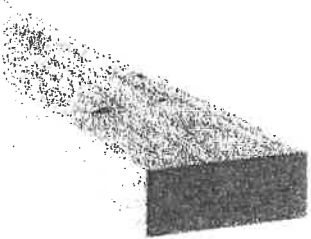
Curbside Available

[Save for Later](#) [Save to Favorites](#) [Remove](#)

### 2 in. x 4 in. x 96 in. Prime Whitewood Stud

Model #058449

**\$114.30**  
(\$6.35/item)



18

**Store Pickup**  
2462 in stock at  
**Portland**  
04103 | [Change](#)

**FREE**

**Ship To Home**

**Schedule Delivery**  
Starting at \$8.99 for delivery

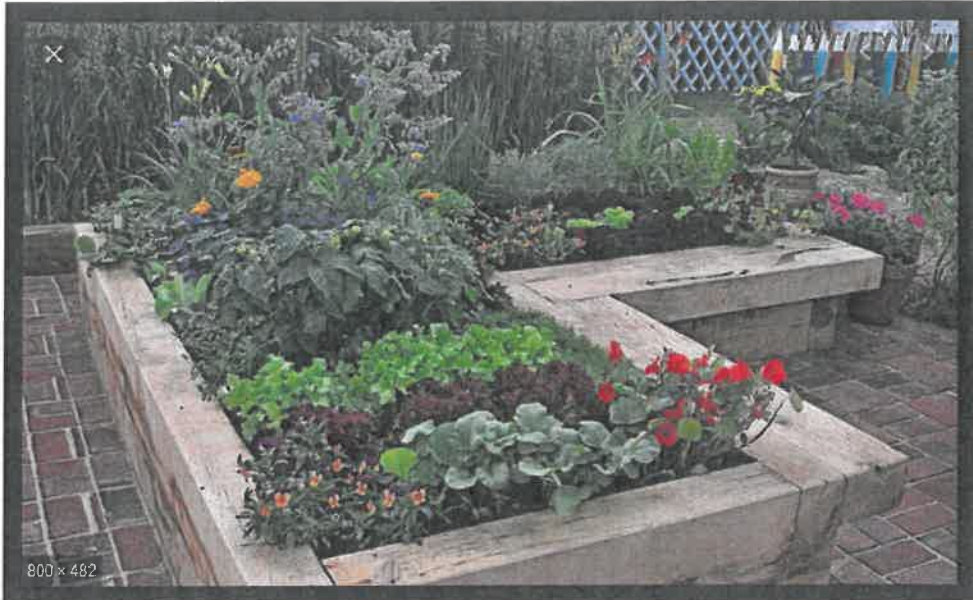
**FREE**

[How It Works](#)

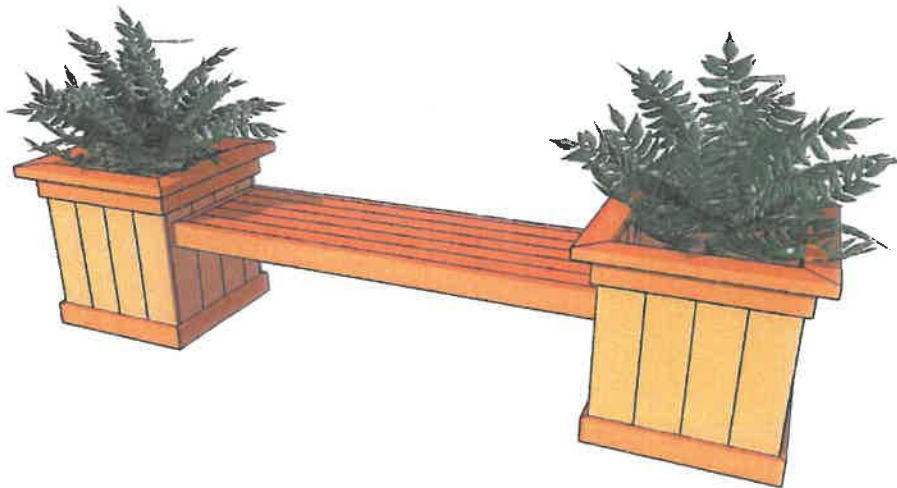
Curbside Available

[Save for Later](#) [Save to Favorites](#) [Remove](#)

<b>Subtotal</b>	<b>\$1,201.96</b>
Pick Up In Store	FREE
Estimated Scheduled Delivery*	\$79.00
Sales Tax (determined in later step)	---
<b>Total</b>	<b>\$1,280<sup>96</sup></b>



Planter for path near Town Hall. (behind Cumberland Farms)



Planter Bench for Wilkies Beach (quantity 2)

\* planters are being built off grounds and assembled on-grounds.



# TOWN OF GRAY FY 2022 PROPOSED BUDGET PRESENTATION

PRESENTED BY:

NATHANIEL RUDY, TOWN MANAGER

[NRUDY@GRAYMAINE.ORG](mailto:NRUDY@GRAYMAINE.ORG); 207-657-3339

# BUDGET SUMMARY

- ▶ Expense Budget increased by \$147,635
- ▶ Revenue Budget increased by \$221,415
- ▶ Net Decrease is -\$73,780
- ▶ Net (-1.45%) Decrease in FY22 vs. FY21  
Municipal Budget

Department	FY 2021			FY 2022		
	Original	Wage Adjustment	FINAL	Proposed	Increase/ (Decrease) vs Final FY 2021	
		Allocation				
Administration	\$597,764.00	\$36,352.00	\$634,116.00	\$637,149.00	\$3,033.00	0.48%
Community Development	\$224,032.00	\$9,714.00	\$233,746.00	\$231,827.00	(\$1,919.00)	-0.82%
Assessing	\$136,338.00	\$7,017.00	\$143,355.00	\$142,097.00	(\$1,258.00)	-0.88%
Code Enforcement	\$202,462.00	\$2,276.00	\$204,738.00	\$204,331.00	(\$407.00)	-0.20%
General Assistance	\$24,298.00	\$0.00	\$24,298.00	\$27,698.00	\$3,400.00	13.99%
Communication & Information	\$193,988.00	\$7,839.00	\$201,827.00	\$204,230.00	\$2,403.00	1.19%
Elections	\$16,089.00	\$0.00	\$16,089.00	\$14,211.00	(\$1,878.00)	-11.67%
Municipal Expenses	\$1,280,837.00	(\$110,000.00)	\$1,170,837.00	\$1,187,679.00	\$16,842.00	1.44%
Library	\$321,568.00	\$7,272.00	\$328,840.00	\$328,633.00	(\$207.00)	-0.06%
Parks & Recreation	\$67,354.00	\$0.00	\$67,354.00	\$38,020.00	(\$29,334.00)	-43.55%
Public Safety	\$1,104,479.00	\$10,454.00	\$1,114,933.00	\$1,111,202.00	(\$3,731.00)	-0.33%
Utilities	\$222,434.00	\$0.00	\$222,434.00	\$239,184.00	\$16,750.00	7.53%
Winter Roads	\$515,314.00	\$1,437.00	\$516,751.00	\$518,950.00	\$2,199.00	0.43%
Summer Roads	\$463,216.00	\$1,432.00	\$464,648.00	\$492,359.00	\$27,711.00	5.96%
Additional Roadwork	\$146,095.00	\$0.00	\$146,095.00	\$157,503.00	\$11,408.00	7.81%
Garage	\$240,827.00	\$4,713.00	\$245,540.00	\$240,124.00	(\$5,416.00)	-2.21%
Recycling	\$776,983.00	\$15,364.00	\$792,347.00	\$825,698.00	\$33,351.00	4.21%
Buildings & Grounds	\$341,563.00	\$6,130.00	\$347,693.00	\$445,642.00	\$97,949.00	28.17%
Council, Boards, Committees	\$47,615.00	\$0.00	\$47,615.00	\$40,215.00	(\$7,400.00)	-15.54%
Zoning Board of Appeals	\$3,900.00	\$0.00	\$3,900.00	\$1,700.00	(\$2,200.00)	-56.41%
Planning Board	\$4,725.00	\$0.00	\$4,725.00	\$4,475.00	(\$250.00)	-5.29%
Economic Development	\$9,100.00	\$0.00	\$9,100.00	\$8,950.00	(\$150.00)	-1.65%
Open Space	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	100.00%
Law Enforcement	\$253,786.00	\$0.00	\$253,786.00	\$288,081.00	\$34,295.00	13.51%
Community Services	\$31,131.00	\$0.00	\$31,131.00	\$32,575.00	\$1,444.00	4.64%
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$7,225,898.00</b>	<b>\$0.00</b>	<b>\$7,225,898.00</b>	<b>\$7,423,533.00</b>	<b>\$197,635.00</b>	<b>2.74%</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$3,250,779.00</b>		<b>\$3,250,779.00</b>	<b>\$3,447,784.00</b>	<b>\$197,005.00</b>	<b>6.06%</b>
<b>TOTAL NET GENERAL FUND BUDGET</b>	<b>\$3,975,119.00</b>		<b>\$3,975,119.00</b>	<b>\$3,975,749.00</b>	<b>\$630.00</b>	<b>0.02%</b>
Capital Projects	\$1,800,000.00		\$1,800,000.00	\$1,750,000.00	(\$50,000.00)	-2.78%
<b>TOTAL CAPITAL RESERVE FUND EXPENSES</b>	<b>\$1,800,000.00</b>		<b>\$1,800,000.00</b>	<b>\$1,750,000.00</b>	<b>(\$50,000.00)</b>	<b>-2.78%</b>
<b>TOTAL CAPITAL RESERVE FUND REVENUE</b>	<b>\$681,000.00</b>		<b>\$681,000.00</b>	<b>\$705,410.00</b>	<b>\$24,410.00</b>	<b>103.58%</b>
<b>TOTAL NET CAPITAL RESERVE FUND BUDGET</b>	<b>\$1,119,000.00</b>		<b>\$1,119,000.00</b>	<b>\$1,044,590.00</b>	<b>(\$74,410.00)</b>	<b>-6.65%</b>
<b>TOTAL PROPOSED FY 2022 BUDGET</b>	<b>\$5,094,119.00</b>		<b>\$5,094,119.00</b>	<b>\$5,020,339.00</b>	<b>(\$73,780.00)</b>	<b>-1.45%</b>

# MUNICIPAL OPERATIONS HIGHLIGHTS:

- ▶ Annual COLA wage increase (\$80,000)
- ▶ Full repayment of unassigned fund balance borrowed for the Ladder Truck purchase (\$75,000)
- ▶ Restructuring of Parks & Facilities to become a part of Buildings & Grounds (\$71,777) – this is a transfer of expense from the Enterprise account to the General Fund, not a new expense, so it is not an increased expense to the Town
- ▶ Medical insurance premiums decreased by moving from a large group to small group plan (-\$46,743)
- ▶ Transfer station disposal rates continue to increase (\$29,230)
- ▶ FY 2022 will be the first full year at the new water rates which increased expenses (\$19,030)
- ▶ Workers Compensation insurance decreased due to participating in MMA's safety program (-\$6,130)
- ▶ GCTV per diem staff increased to accommodate staffing needs (\$4,433)

# CAPITAL IMPROVEMENT PROJECTS (CIP)

- ▶ We are steadily paying down issued bonds for capital improvements (\$1,230,900)
  - ▶ Two bonds will be fully repaid in 2024
- ▶ Resurfacing fourteen roads (\$449,225)
- ▶ Installation of boat ramp at Wilkie's Beach (\$13,500) – possibly local match to State grant program; *could fund from Sub-D?*
- ▶ First year of two-year incremental funding for a Concrete Game Area at Pennell Park (\$6,000) – *(Sub-D?)*
- ▶ Second phase of incremental funding for several long-term Parks & Recreation projects including:
  - ▶ Reclaiming/repairing athletic fields (\$5,000) – *(Sub-D?)*
  - ▶ Installing Basketball court lights (\$2,500)

# PROJECTS COMPLETED IN FY 2021

- ▶ Construction was completed at the Route 26 & North Raymond Road intersection
- ▶ Solar panels were installed at the Gray Landfill on Seagull Drive
  - ▶ The Town has started using this energy
- ▶ Interior asbestos mitigation was completed on the Pennell Science (Lab) Building
- ▶ Various technological and GCTV equipment upgrades
- ▶ Waste Oil Furnace was replaced at Public Works
- ▶ Access Ramp was completed at Gray Historical Society
- ▶ Exterior of Newbegin Hall was painted

# LONG TERM PROJECTS STARTED IN FY 2021

- ▶ Six roads will be resurfaced
- ▶ Front fence replacement at Wilkie's Beach
- ▶ Shaker Road Stormwater and ADA Sidewalk upgrade project
  - ▶ Voters authorized the reallocation and expenditure of unspent proceeds from a previously approved 2018 bond in conjunction with Village TIF funds
  - ▶ This reconstruction project was started and will be finished by late summer/early fall
- ▶ Yarmouth Road (Route 115) Reconstruction/Stormwater/Sidewalk
  - ▶ Residents voted to amend the South Gray TIF district so the tax savings could be used to fund this project
- ▶ Brown Street & Yarmouth Road Intersection realignment engineering
- ▶ CDBG pocket park beautification at Yarmouth Road

# LD 1 CALCULATION

- ▶ State Requirements:
  - ▶ In 2004, Maine passed the municipal “expenditure cap” known as “LD 1”. Each year the State uses a formula based on information provided by the Town’s Assessor to determine the cap. This cap only applies to the Town’s budget. There is no cap on School or County budgets. Any expenditure above the cap requires voter approval.
  - ▶ The current budget does not exceed LD 1 as is and therefore does not need an override.

# ADDITIONAL FUNDING CONSIDERATIONS IN FY 2022

- ▶ Land Acquisition Fund
  - ▶ The voters will decide at the June 8<sup>th</sup> Election whether to authorize the purchase of Hamilton Field on Main Street.
  - ▶ A YES vote on this question will allow the Town to purchase the property with a portion of the purchase price being financed. The amount financed will become a part of future debt service payments. This approval does not affect the FY 2022 MIL rate.
- ▶ Senior Tax Rebate Program
  - ▶ The voters will decide at the June 8<sup>th</sup> Election whether to authorize the Town to establish a Senior Tax Rebate Program.
  - ▶ A YES vote on this question does impact the FY 2022 MIL rate and would require an LD1 override.

# FINAL COMMENTS

- ▶ Thank you to Gray's Town staff, especially Finance Director Katy Jewell, for their assistance in assembling the proposed budget. Also, thank you to the Town Council for shaping the final budget proposal, and to former Town Manager Deb Cabana for developing the initial budget proposal.
- ▶ This budget proposal reflects current priorities we have heard from Gray residents, and funding needs to maintain the Town's services to the community. As we plan for future development, we will present new initiatives to promote Gray as an attractive environment for new business and real estate investment, pursuant to the goals identified in the Comprehensive Plan of 2020.
- ▶ The past year presented multiple challenges, including the COVID pandemic, global economic upheaval, and flooding at our Town Hall. I am grateful for the dedication and effort that Town staff have put forward in their daily work, and in presenting a budget that is both cost-conscious and responsive to ever-evolving community needs.

TOWN OF GRAY  
TOWN MANAGER PROPOSED BUDGET SUMMARY  
FY 2022 (JULY 1, 2021 - JUNE 30, 2022)

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<b>TOTAL PROPOSED FY 2022 BUDGET</b>	<b>\$5,094,119.00</b>		<b>\$5,094,119.00</b>	<b>\$5,020,339.00</b>	<b>(\$73,780.00)</b>	<b>-1.45%</b>

**TOWN OF GRAY  
TOWN MANAGER PROPOSED-REVENUE BREAKDOWN  
FY 2022 (JULY 1, 2021 - JUNE 30, 2022)**

Proposed as of 3/31/2021

01-100	Clerk Fees	\$7,500.00	\$6,350.00
01-101	Clerk Fees-Auto Registrations	\$28,000.00	\$34,000.00
01-102	Clerk Fees-Boats/ATV/Snow	\$1,900.00	\$1,500.00
01-103	Clerk Fees-Dog Licenses	\$900.00	\$550.00
01-104	Clerk Fees-Hunting/Fishing	\$800.00	\$800.00
01-105	Community Development-Miscellaneous	\$1,500.00	\$1,500.00
01-106	Code Enforcement-Miscellaneous	\$2,000.00	\$2,000.00
01-120	Electric Permits	\$18,500.00	\$19,000.00
01-130	Plumbing Permits	\$30,000.00	\$32,000.00
01-140	Building Fees	\$120,000.00	\$133,000.00
01-145	Septic Amendments	\$850.00	\$850.00
01-150	Dog Control	\$7,000.00	\$4,000.00
01-151	Public Communications	\$0.00	\$0.00
02-010	Auto Excise Tax	\$1,775,000.00	\$1,825,000.00
02-015	Boat Excise Tax	\$21,000.00	\$21,222.00
02-041	Cable Franchise Fees	\$100,000.00	\$102,000.00
02-200	Interest-General Fund	\$25,000.00	\$25,000.00
02-201	Interest on Delinquent Taxes	\$50,000.00	\$50,000.00
02-850	Payment Rebates	\$0.00	\$0.00
02-900	Miscellaneous Revenue	\$10,000.00	\$10,000.00
03-066	Lost Book	\$1,030.00	\$1,030.00
03-067	Library Fines	\$6,000.00	\$3,000.00
04-055	Rescue Fees	\$200,000.00	\$270,000.00
05-039	Gravel Pits	\$1,100.00	\$1,100.00
05-048	Driveway Opening	\$4,250.00	\$5,500.00
05-066	Tree Removal	\$4,500.00	\$4,500.00
05-078	Batteries	\$1,750.00	\$2,000.00
05-079	Bulky Waste	\$9,000.00	\$9,900.00
05-080	Landfill Stickers	\$16,000.00	\$16,000.00
05-082	Commercial Haulers	\$800.00	\$600.00
05-084	Tires	\$2,200.00	\$2,000.00
05-085	Wood	\$5,500.00	\$5,500.00
05-086	Light Iron	\$30,000.00	\$33,000.00
05-087	Plastic	\$5,000.00	\$3,600.00
05-088	Bottle Redemption	\$7,000.00	\$7,000.00
05-089	Newspaper	\$3,000.00	\$0.00
05-090	Cardboard	\$9,000.00	\$10,000.00
05-091	Demolition Debris	\$13,000.00	\$17,000.00
05-092	Universal Waste	\$0.00	\$0.00
05-093	Shingles	\$5,000.00	\$4,500.00
05-094	Leaves & Grass	\$1,500.00	\$1,300.00
05-095	Brush/Tree Parts	\$3,500.00	\$3,000.00
05-097	Tin Cans	\$2,000.00	\$1,100.00
06-049	Shoreland Application Fee	\$4,000.00	\$4,000.00
06-053	Junkyard Fees	\$50.00	\$50.00
06-370	Zoning Board Applications	\$500.00	\$500.00
06-380	Planning Board Fees	\$15,000.00	\$12,500.00
06-862	Blueberry Fest	\$4,200.00	\$4,200.00
11-005	DOT Local Roads	\$144,000.00	\$135,000.00
11-008	GA Reimbursement	\$10,000.00	\$10,000.00
11-060	State Revenue Sharing	\$510,844.00	\$580,027.00
11-061	Snowmobiles	\$3,000.00	\$3,000.00
11-062	Tree Growth	\$21,700.00	\$21,700.00
11-063	Veterans Reimbursement	\$5,005.00	\$5,005.00
11-067	Animal Waste Facility	\$900.00	\$900.00
<b>TOTAL</b>	<b>Miscellaneous Revenue</b>	<b>\$3,250,279.00</b>	<b>\$3,447,284.00</b>

<b>TRANSFERS FROM:</b>			
	Henry Pennell Municipal Complex Fund	\$500.00	\$500.00
<b>TOTAL</b>	<b>Revenue to General Fund from Transfer</b>	<b>\$500.00</b>	<b>\$500.00</b>

	<b>TOTAL PROPOSED GENERAL FUND REVENUE</b>	<b>\$3,250,779.00</b>	<b>\$3,447,784.00</b>
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<b>TRANSFERS FROM:</b>			
	Unassigned Fund Balance	\$681,000.00	\$500,000.00
	TIF Transfer	\$0.00	\$205,410.00
<b>TOTAL PROPOSED CAPITAL RESERVE FUND REVENUE</b>		<b>\$681,000.00</b>	<b>\$705,410.00</b>

	<b>TOTAL PROPOSED FY 2021 REVENUE</b>	<b>\$3,931,779.00</b>	<b>\$4,153,194.00</b>
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**TOWN OF GRAY  
FY 2022  
CAPITAL PROJECTS PROPOSED BREAKDOWN**

Project	Amount
<b>Road Resurfacing</b>	
Dutton Hill Road	\$ 174,675.00
Hancock Street	\$ 19,125.00
Summit Road	\$ 20,825.00
Linden Lane	\$ 25,925.00
Liberty Avenue	\$ 14,875.00
Stave Mill Road	\$ 19,125.00
Marie Street	\$ 18,275.00
Marian	\$ 8,500.00
Jenny Drive	\$ 22,100.00
Fran Circle	\$ 59,500.00
Meguire Road	\$ 17,425.00
Alling Drive	\$ 14,875.00
Gray Stone Road	\$ 24,650.00
Spiro Ave	\$ 9,350.00
Wilkie's Beach Improvements (Phase 1)	\$ -
Pavement Condition Study	\$ 18,400.00
<b>TOTAL Road Resurfacing</b>	<b>\$ 467,625.00</b>
<b>Bridge Repair &amp; Replacement</b>	
<b>TOTAL Bridge Repair &amp; Replacement</b>	<b>\$ -</b>
<b>Fire &amp; Public Safety</b>	
<b>TOTAL Fire &amp; Public Safety</b>	<b>\$ -</b>
<b>Public Works, Town Vehicles &amp; Equipment</b>	
EV Charger	\$ 5,000.00
<b>TOTAL Public Works, Town Vehicles &amp; Equipment</b>	<b>\$ 5,000.00</b>
<b>Sidewalks</b>	
Yarmouth Road Reconstruction & Sidewalks	\$ 175,910.00
<b>TOTAL Sidewalks</b>	<b>\$ 175,910.00</b>
<b>Technology</b>	
Computers (Town-wide per schedule)	\$ 20,000.00
GCTV Equipment	\$ 14,500.00
<b>TOTAL Technology</b>	<b>\$ 34,500.00</b>
<b>Public Buildings</b>	
Building Maintenance	
Excavation/Site Work	
Energy Efficiency/Electrical	
HVAC	
Safety	
Structural	
Other	
Reserve Account	\$ -
<b>TOTAL Public Buildings</b>	<b>\$ -</b>
<b>Debt Service</b>	
General Obligation Bond-Bridges/Road (FY 2015-FY 2024)	\$ 172,461.00
General Obligation Bond-Library (FY 2015-FY 2024)	\$ 177,214.00
General Obligation Bond-PW/Transfer Station (FY 2010-FY 2030)	\$ 214,000.00
General Obligation Bond-Pennell (FY 2010-FY 2030)	\$ 160,500.00
General Obligation Bond-Town Wide (FY 2019-2039)	\$ 506,725.00
<b>TOTAL Debt Service</b>	<b>\$ 1,230,900.00</b>
<b>Land Acquisition</b>	
Land Acquisition Fund Payment	\$ 50,000.00
<b>Total Land Acquisition</b>	<b>\$ 50,000.00</b>
<b>Parks &amp; Recreation</b>	
Concrete Game Area	\$ 6,000.00
Wilkie's Boat Ramp	\$ 13,500.00
Crystal Lake Skating	\$ 1,800.00
Reclaim Athletic Fields	\$ 5,000.00
Basketball Court Lights	\$ 2,500.00
Skateboard Park	\$ -
<b>TOTAL Parks &amp; Recreation</b>	<b>\$ 28,800.00</b>
<b>Miscellaneous</b>	
Stormwater Modeling	\$ 10,000.00
Pleasant River Watershed Restoration Project, Phase II	\$ 5,000.00
Thayer Brook/Presumpscot River Testing	\$ 2,000.00
Groundwater Analysis	\$ 29,500.00
Total Miscellaneous	\$ 46,500.00
<b>TOTAL CAPITAL PROJECTS REQUEST FY 2022</b>	<b>\$ 2,039,235.00</b>

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

Dept/Div:	2021 Budget	2022 Manager	2022 Elected	Elec Req vs		Elec Req vs	
				Change \$	Change %	Curr Bud	Curr Bud
01-10 Administration Services / Administration							
Pay & Benefits							
01-100 Full-time Personnel	387,101.00	375,739.00	375,739.00	-11,362.00	-2.94%		
01-170 Overtime	1,000.00	1,000.00	1,000.00	0.00	.00%		
01-201 FICA/Medicare	33,521.00	30,929.00	30,929.00	-2,592.00	-7.73%		
01-203 Retirement	28,351.00	27,559.00	27,559.00	-792.00	-2.79%		
Operations							
02-101 Memberships/Dues	755.00	1,345.00	1,345.00	590.00	78.15%		
02-102 MMA Dues	9,919.00	10,105.00	10,105.00	186.00	1.88%		
02-103 GPCOG Dues	15,522.00	15,522.00	15,522.00	0.00	.00%		
02-150 Personnel Development	3,000.00	5,000.00	5,000.00	2,000.00	66.67%		
02-241 Tax Billing	3,500.00	4,000.00	4,000.00	500.00	14.29%		
02-242 Printing	500.00	500.00	500.00	0.00	.00%		
02-250 Postage	8,000.00	8,000.00	8,000.00	0.00	.00%		
02-290 Advertising	2,500.00	2,500.00	2,500.00	0.00	.00%		
02-390 Telephone	3,900.00	6,588.00	6,588.00	2,688.00	68.92%		
02-391 Cell Phone	0.00	600.00	600.00	600.00	100.00%		
02-393 Internet	2,580.00	2,580.00	2,580.00	0.00	.00%		
02-500 Mileage & Tolls Reimbursement	1,000.00	1,000.00	1,000.00	0.00	.00%		
02-501 Electricity	13,000.00	13,000.00	13,000.00	0.00	.00%		
02-506 Water	1,233.00	1,388.00	1,388.00	155.00	12.57%		
02-600 Manager's Expense	1,300.00	1,300.00	1,300.00	0.00	.00%		
02-601 Vehicle Reimbursement	3,000.00	3,000.00	3,000.00	0.00	.00%		
02-700 Legal	15,000.00	15,000.00	15,000.00	0.00	.00%		
02-701 Registry Fees	7,500.00	7,500.00	7,500.00	0.00	.00%		
02-802 Heating Fuel	16,379.00	18,275.00	18,275.00	1,896.00	11.58%		
02-900 Contingency	25,000.00	25,000.00	40,000.00	15,000.00	60.00%		
Contract Services							

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
Dept/Div: 01-10 Administration Services / Administration CONT'D					
03-155 Professional Services	15,000.00	1,000.00	1,000.00	-14,000.00	-93.33%
03-620 TRIO Contract	14,605.00	19,429.00	19,429.00	4,824.00	33.03%
03-702 Audit	9,250.00	9,250.00	9,250.00	0.00	.00%
Supplies & Equipment					
04-240 Office Supplies	5,000.00	5,000.00	5,000.00	0.00	.00%
04-260 Office Equipment	2,500.00	2,500.00	2,500.00	0.00	.00%
04-621 Copiers/Copies	4,200.00	7,540.00	7,540.00	3,340.00	79.52%
Administration	634,116.00	622,149.00	637,149.00	3,033.00	.48%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

Dept/Div:	2021 Budget	2022 Manager	2022 Elected	Elec Req vs		Elec Req vs	
				Curr Bud	Change \$	Curr Bud	Change %
Administration Services / Community Development							
Pay & Benefits							
01-100 Full-time Personnel	180,464.00	180,464.00	180,464.00	0.00	0.00	0.00%	.00%
01-130 Per Diem Personnel	6,010.00	6,260.00	6,260.00	250.00	250.00	4.16%	4.16%
01-201 FICA/Medicare	15,190.00	15,209.00	15,209.00	19.00	19.00	.13%	.13%
01-203 Retirement	12,088.00	12,088.00	12,088.00	0.00	0.00	.00%	.00%
Operations							
02-101 Memberships/Dues	800.00	800.00	800.00	0.00	0.00	.00%	.00%
02-150 Personnel Development	3,000.00	1,250.00	1,250.00	-1,750.00	-1,750.00	-58.33%	-58.33%
02-200 Publications & Subscriptions	100.00	100.00	100.00	0.00	0.00	.00%	.00%
02-250 Postage	300.00	300.00	300.00	0.00	0.00	.00%	.00%
02-290 Advertising	200.00	500.00	500.00	300.00	300.00	150.00%	150.00%
02-390 Telephone	744.00	156.00	156.00	-588.00	-588.00	-79.03%	-79.03%
02-500 Mileage & Tolls Reimbursement	400.00	400.00	400.00	0.00	0.00	.00%	.00%
02-598 Marketing Expenses	500.00	500.00	500.00	0.00	0.00	.00%	.00%
02-700 Legal	3,800.00	3,800.00	3,800.00	0.00	0.00	.00%	.00%
Contract Services							
03-155 Professional Services	5,000.00	5,000.00	5,000.00	0.00	0.00	.00%	.00%
03-157 Comp Plan Implementation	3,000.00	3,000.00	3,000.00	0.00	0.00	.00%	.00%
Supplies & Equipment							
04-240 Office Supplies	1,000.00	1,000.00	1,000.00	0.00	0.00	.00%	.00%
04-246 Codification & Maps	800.00	500.00	500.00	-300.00	-300.00	-37.50%	-37.50%
04-260 Office Equipment	350.00	500.00	500.00	150.00	150.00	42.86%	42.86%
Community Development	233,746.00	231,827.00	231,827.00	-1,919.00	-1,919.00	-0.82%	-0.82%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
<b>Dept/Div: 01-30 Administration Services / Assessing</b>					
<b>Pay &amp; Benefits</b>					
01-100 Full-time Personnel	113,724.00	113,724.00	113,724.00	0.00	.00%
01-201 FICA/Medicare	9,222.00	9,222.00	9,222.00	0.00	.00%
01-203 Retirement	6,823.00	6,823.00	6,823.00	0.00	.00%
<b>Operations</b>					
02-101 Memberships/Dues	330.00	330.00	330.00	0.00	.00%
02-150 Personnel Development	1,807.00	957.00	957.00	-850.00	-47.04%
02-250 Postage	200.00	200.00	200.00	0.00	.00%
02-390 Telephone	744.00	156.00	156.00	-588.00	-79.03%
02-500 Mileage & Tolls Reimbursement	500.00	500.00	500.00	0.00	.00%
02-701 Registry Fees	1,400.00	1,400.00	1,400.00	0.00	.00%
<b>Contract Services</b>					
03-370 Computer Support	2,505.00	2,685.00	2,685.00	180.00	7.19%
03-640 Technical Support	4,000.00	4,000.00	4,000.00	0.00	.00%
03-642 System Software	700.00	700.00	700.00	0.00	.00%
<b>Supplies &amp; Equipment</b>					
04-240 Office Supplies	750.00	750.00	750.00	0.00	.00%
04-245 Tax Maps	300.00	300.00	300.00	0.00	.00%
04-260 Office Equipment	350.00	350.00	350.00	0.00	.00%
Assessing	143,355.00	142,097.00	142,097.00	-1,258.00	-88%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021		2022		Elec Req vs		Elec Req vs	
	Budget	Manager	2022	Elected	Curr Bud	Change \$	Curr Bud	Change %
Dept/Div: 01-40 Administration Services / Code Enforcement								
Pay & Benefits								
01-100 Full-time Personnel	154,564.00	154,564.00	154,564.00	154,564.00	0.00	0.00	.00%	.00%
01-201 FICA/Medicare	12,534.00	12,534.00	12,534.00	12,534.00	0.00	0.00	.00%	.00%
01-203 Retirement	9,274.00	9,274.00	9,274.00	9,274.00	0.00	0.00	.00%	.00%
Operations								
02-101 Memberships/Dues	240.00	240.00	240.00	240.00	0.00	0.00	.00%	.00%
02-150 Personnel Development	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	.00%	.00%
02-200 Publications & Subscriptions	300.00	300.00	750.00	750.00	450.00	450.00	150.00%	150.00%
02-250 Postage	125.00	125.00	125.00	125.00	0.00	0.00	.00%	.00%
02-390 Telephone	744.00	156.00	156.00	156.00	-588.00	-588.00	-79.03%	-79.03%
02-391 Cell Phone	2,424.00	2,581.00	2,581.00	2,581.00	157.00	157.00	6.48%	6.48%
02-500 Mileage & Tolls Reimbursement	100.00	100.00	100.00	100.00	0.00	0.00	.00%	.00%
02-502 Vehicle Maintenance	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	.00%	.00%
02-515 Vehicle Gas/Diesel	893.00	975.00	975.00	975.00	82.00	82.00	9.18%	9.18%
02-700 Legal	9,000.00	6,000.00	6,000.00	6,000.00	-3,000.00	-3,000.00	-33.33%	-33.33%
Contract Services								
03-155 Professional Services	9,840.00	10,332.00	10,332.00	10,332.00	492.00	492.00	5.00%	5.00%
Supplies & Equipment								
04-222 Uniforms	500.00	500.00	500.00	500.00	0.00	0.00	.00%	.00%
04-230 Field Equipment	0.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	100.00%	100.00%
04-240 Office Supplies	500.00	500.00	500.00	500.00	0.00	0.00	.00%	.00%
04-621 Copiers/Copies	1,700.00	1,700.00	1,700.00	1,700.00	0.00	0.00	.00%	.00%
Code Enforcement	204,738.00	203,881.00	204,331.00	204,331.00	-407.00	-407.00	-.20%	-.20%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
Dept/Div: 01-60 Administration Services / General Assistance					
Pay & Benefits					
01-130 Per Diem Personnel	5,200.00	5,200.00	5,200.00	0.00	.00%
01-201 FICA/Medicare	398.00	398.00	398.00	0.00	.00%
Operations					
02-150 Personnel Development	200.00	200.00	200.00	0.00	.00%
02-500 Mileage & Tolls Reimbursement	50.00	50.00	50.00	0.00	.00%
02-801 Food/Household Personal Supp	250.00	250.00	250.00	0.00	.00%
02-802 Heating Fuel	2,000.00	2,000.00	2,000.00	0.00	.00%
02-803 Rentals	12,500.00	15,000.00	15,000.00	2,500.00	20.00%
02-804 Utilities	1,000.00	1,000.00	1,000.00	0.00	.00%
02-805 Burial	1,000.00	1,000.00	1,000.00	0.00	.00%
02-806 Medical Reimbursement	1,000.00	1,000.00	1,000.00	0.00	.00%
Contract Services					
03-370 Computer Support	600.00	1,500.00	1,500.00	900.00	150.00%
Supplies & Equipment					
04-240 Office Supplies	100.00	100.00	100.00	0.00	.00%
General Assistance	24,298.00	27,698.00	27,698.00	3,400.00	13.99%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

Dept/Div:	2021 Budget	2022 Manager	2022 Elected	Elec Req vs		Elec Req vs	
				2022 Elected	Change \$	Curr Bud	Change %
Administration Services / Communications & Information							
Pay & Benefits							
01-100 Full-time Personnel	72,000.00	72,000.00	72,000.00	0.00	0.00	.00%	.00%
01-120 Part-Time Personnel	23,750.00	23,750.00	23,750.00	0.00	0.00	.00%	.00%
01-130 Per Diem Personnel	24,482.00	24,482.00	28,600.00	4,118.00	4,118.00	16.82%	16.82%
01-201 FICA/Medicare	9,247.00	9,528.00	9,843.00	596.00	596.00	6.45%	6.45%
01-203 Retirement	4,320.00	4,320.00	4,320.00	0.00	0.00	.00%	.00%
Operations							
02-101 Memberships/Dues	0.00	50.00	50.00	50.00	50.00	100.00%	100.00%
02-150 Personnel Development	200.00	200.00	200.00	0.00	0.00	.00%	.00%
02-390 Telephone	0.00	1,440.00	1,440.00	1,440.00	1,440.00	100.00%	100.00%
Contract Services							
03-370 Computer Support	28,200.00	26,400.00	26,400.00	-1,800.00	-1,800.00	-6.38%	-6.38%
03-630 Site Host Fees	9,493.00	9,493.00	9,493.00	0.00	0.00	.00%	.00%
03-635 Webmaster Fees	5,389.00	5,300.00	5,444.00	55.00	55.00	1.02%	1.02%
03-640 Technical Support	16,500.00	18,540.00	18,540.00	2,040.00	2,040.00	12.36%	12.36%
Supplies & Equipment							
04-240 Office Supplies	250.00	250.00	250.00	0.00	0.00	.00%	.00%
04-260 Office Equipment	7,996.00	3,900.00	3,900.00	-4,096.00	-4,096.00	-51.23%	-51.23%
Communications & Information	201,827.00	199,653.00	204,230.00	2,403.00	2,403.00	1.19%	1.19%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

Dept/Div:	2021 Budget	2022 Manager	2022 Elected	Elec Req vs	
				Curr Bud Change \$	Curr Bud Change %
01-90 Administration Services / Elections					
Pay & Benefits					
01-130 Per Diem Personnel	8,234.00	6,604.00	6,604.00	-1,630.00	-19.80%
01-201 FICA/Medicare	630.00	142.00	142.00	-488.00	-77.46%
Operations					
02-150 Personnel Development	1,500.00	1,500.00	1,500.00	0.00	.00%
02-242 Printing	3,225.00	3,225.00	3,225.00	0.00	.00%
Contract Services					
03-155 Professional Services	1,500.00	1,540.00	1,540.00	40.00	2.67%
Supplies & Equipment					
04-240 Office Supplies	1,000.00	1,200.00	1,200.00	200.00	20.00%
Elections	16,089.00	14,211.00	14,211.00	-1,878.00	-11.67%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
Dept/Div: 02-12 Municipal Finances / Capital Projects					
Capital Reserves					
11-000 Capital Reserves	1,800,000.00	1,800,000.00	1,750,000.00	-50,000.00	-2.78%
Capital Projects	1,800,000.00	1,800,000.00	1,750,000.00	-50,000.00	-2.78%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
Dept/Div: 02-14 Municipal Finances / General Insurance					
Pay & Benefits					
01-202 Medical	944,307.00	897,564.00	897,564.00	-46,743.00	-4.95%
01-789 Wage Adjustments	0.00	80,000.00	80,000.00	80,000.00	100.00%
Operations					
02-680 General Insurance	79,039.00	81,660.00	81,660.00	2,621.00	3.32%
02-681 Unemployment	5,406.00	2,500.00	2,500.00	-2,906.00	-53.76%
02-682 Workers Compensation	107,085.00	100,955.00	100,955.00	-6,130.00	-5.72%
02-683 Vac/Sick Accrual	35,000.00	25,000.00	25,000.00	-10,000.00	-28.57%
General Insurance	1,170,837.00	1,187,679.00	1,187,679.00	16,842.00	1.44%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

Dept/Div:	03-20 Library/Parks & Recreation / Library	2021	2022	2022	Elec Req vs	Elec Req vs
		Budget	Manager	Elected	Curr Bud	Curr Bud
					Change \$	Change %
Pay & Benefits						
01-100 Full-time Personnel		156,042.00	156,042.00	156,042.00	0.00	.00%
01-120 Part-Time Personnel		60,114.00	60,144.00	60,144.00	30.00	.05%
01-130 Per Diem Personnel		5,400.00	5,400.00	5,400.00	0.00	.00%
01-201 FICA/Medicare		17,806.00	17,806.00	17,806.00	0.00	.00%
01-203 Retirement		11,170.00	11,170.00	11,170.00	0.00	.00%
Operations						
02-101 Memberships/Dues		175.00	175.00	175.00	0.00	.00%
02-150 Personnel Development		650.00	650.00	650.00	0.00	.00%
02-250 Postage		500.00	500.00	500.00	0.00	.00%
02-390 Telephone		2,640.00	4,500.00	4,500.00	1,860.00	70.45%
02-394 Maine InfoNet		6,750.00	6,750.00	6,750.00	0.00	.00%
02-500 Mileage & Tolls Reimbursement		500.00	500.00	500.00	0.00	.00%
02-501 Electricity		9,000.00	9,000.00	9,000.00	0.00	.00%
02-506 Water		1,233.00	1,388.00	1,388.00	155.00	12.57%
02-802 Heating Fuel		4,210.00	4,408.00	4,408.00	198.00	4.70%
Contract Services						
03-370 Computer Support		0.00	900.00	900.00	900.00	100.00%
Supplies & Equipment						
04-240 Office Supplies		4,600.00	4,600.00	4,600.00	0.00	.00%
04-260 Office Equipment		2,350.00	2,000.00	2,000.00	-350.00	-14.89%
04-281 Books		32,000.00	29,000.00	29,000.00	-3,000.00	-9.38%
04-282 Periodicals		2,000.00	2,000.00	2,000.00	0.00	.00%
04-285 Books Lost		150.00	150.00	150.00	0.00	.00%
04-286 Audio/Visual Materials		10,000.00	10,000.00	10,000.00	0.00	.00%
04-621 Copiers/Copies		1,550.00	1,550.00	1,550.00	0.00	.00%
Library		328,840.00	328,633.00	328,633.00	-207.00	-.06%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

Dept/Div:	2021 Budget	2022 Manager	2022 Elected	Elec Req vs		Elec Req vs	
				2022 Manager	2022 Elected	Curr Bud Change \$	Curr Bud Change %
03-21 Library/Parks & Recreation / Parks & Recreation							
Pay & Benefits							
01-130 Per Diem Personnel	9,552.00	0.00	0.00	-9,552.00	-100.00%		
01-162 Wilkies Beach Attendant	6,920.00	8,100.00	8,100.00	1,180.00	17.05%		
01-201 FICA/Medicare	1,261.00	620.00	620.00	-641.00	-50.83%		
Operations							
02-101 Memberships/Dues	1,983.00	1,210.00	1,610.00	-373.00	-18.81%		
02-150 Personnel Development	3,770.00	1,970.00	1,970.00	-1,800.00	-47.75%		
02-250 Postage	924.00	100.00	100.00	-824.00	-89.18%		
02-262 WilkiesBeach	2,890.00	1,850.00	1,850.00	-1,040.00	-35.99%		
02-263 Water Testing	1,200.00	865.00	865.00	-335.00	-27.92%		
02-290 Advertising	300.00	100.00	100.00	-200.00	-66.67%		
02-390 Telephone	1,476.00	0.00	0.00	-1,476.00	-100.00%		
02-391 Cell Phone	516.00	516.00	516.00	0.00	.00%		
02-393 Internet	800.00	0.00	0.00	-800.00	-100.00%		
02-500 Mileage & Tolls Reimbursement	600.00	200.00	200.00	-400.00	-66.67%		
02-501 Electricity	3,600.00	3,600.00	3,600.00	0.00	.00%		
02-502 Vehicle Maintenance	1,000.00	1,000.00	1,000.00	0.00	.00%		
02-506 Water	750.00	882.00	882.00	132.00	17.60%		
02-515 Vehicle Gas/Diesel	500.00	546.00	546.00	46.00	9.20%		
02-802 Heating Fuel	8,000.00	7,525.00	7,525.00	-475.00	-5.94%		
02-864 Special Events	1,625.00	1,625.00	1,625.00	0.00	.00%		
Contract Services							
Supplies & Equipment							
04-222 Uniforms	400.00	400.00	400.00	0.00	.00%		
04-240 Office Supplies	500.00	500.00	500.00	0.00	.00%		
04-260 Office Equipment	500.00	250.00	250.00	-250.00	-50.00%		
04-621 Copiers/Copies	2,100.00	1,500.00	1,500.00	-600.00	-28.57%		

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
Dept/Div: 03-21 Library/Parks & Recreation / Parks & Recreation CONT'D					
Buildings Supplies/Maintenance	12,160.00	4,261.00	4,261.00	-7,899.00	-64.96%
09-312 Parks & Facilities	4,027.00	0.00	0.00	-4,027.00	-100.00%
09-313 Libby Hill	67,354.00	37,620.00	38,020.00	-29,334.00	-43.55%
Parks & Recreation					

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

Dept/Div:	04-41 Public Safety Services / Public Safety	2021	2022	2022	Elec Req vs	Elec Req vs
		Budget	Manager	Elected	Curr Bud	Change \$
<b>Pay &amp; Benefits</b>						
01-100	Full-time Personnel	489,450.00	489,450.00	489,450.00	0.00	.00%
01-130	Per Diem Personnel	147,820.00	147,850.00	147,850.00	30.00	.02%
01-150	Officers	4,100.00	1,000.00	1,000.00	-3,100.00	-75.61%
01-164	PerCall	77,337.00	77,337.00	77,337.00	0.00	.00%
01-170	Overtime	10,000.00	10,000.00	10,000.00	0.00	.00%
01-201	FICA/Medicare	58,219.00	57,580.00	57,580.00	-639.00	-1.10%
01-203	Retirement	29,928.00	27,287.00	27,287.00	-2,641.00	-8.82%
<b>Operations</b>						
02-025	Dry Hydrants	0.00	500.00	500.00	500.00	100.00%
02-101	Memberships/Dues	13,635.00	13,635.00	13,635.00	0.00	.00%
02-150	Personnel Development	10,000.00	10,000.00	10,000.00	0.00	.00%
02-151	EMS License	310.00	310.00	310.00	0.00	.00%
02-152	Physicals/Innoculations	2,000.00	2,000.00	2,000.00	0.00	.00%
02-180	ALS Intercepts	600.00	1,200.00	1,200.00	600.00	100.00%
02-390	Telephone	2,796.00	4,980.00	4,980.00	2,184.00	78.11%
02-391	Cell Phone	5,820.00	5,820.00	5,820.00	0.00	.00%
02-393	Internet	2,580.00	2,580.00	2,580.00	0.00	.00%
02-401	Fire Relief/Onsite Support	350.00	350.00	350.00	0.00	.00%
02-402	Emergency Management Agency	500.00	500.00	500.00	0.00	.00%
02-405	Ladder Maintenance	2,300.00	1,300.00	1,300.00	-1,000.00	-43.48%
02-500	Mileage & Tolls Reimbursement	3,000.00	3,000.00	3,000.00	0.00	.00%
02-502	Vehicle Maintenance	35,600.00	35,600.00	35,600.00	0.00	.00%
02-515	Vehicle Gas/Diesel	16,785.00	14,710.00	14,710.00	-2,075.00	-12.36%
02-655	Rescue Billing	15,000.00	16,200.00	16,200.00	1,200.00	8.00%
02-740	Veterinary Fees	150.00	150.00	150.00	0.00	.00%
02-741	Cremation	150.00	150.00	150.00	0.00	.00%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

Dept/Div:	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
02-742 Public Safety Services / Public Safety CONT'D	11,099.00	11,099.00	11,099.00	0.00	.00%
02-742 Humane Shelter					
Contract Services					
03-840 County Dispatch	58,759.00	60,536.00	60,536.00	1,777.00	3.02%
Supplies & Equipment					
04-220 Equipment	1,500.00	1,500.00	1,500.00	0.00	.00%
04-222 Uniforms	10,000.00	10,000.00	10,000.00	0.00	.00%
04-240 Office Supplies	3,500.00	3,500.00	3,500.00	0.00	.00%
04-250 Postage	750.00	750.00	750.00	0.00	.00%
04-260 Office Equipment	750.00	750.00	750.00	0.00	.00%
04-380 Radio Repair	10,000.00	10,000.00	10,000.00	0.00	.00%
04-406 Fire Prevention	2,000.00	2,000.00	2,000.00	0.00	.00%
04-407 Firefighting Equipment	39,520.00	39,520.00	39,520.00	0.00	.00%
04-408 Training Supplies	4,000.00	4,000.00	4,000.00	0.00	.00%
04-421 EMT Supplies	18,500.00	18,500.00	18,500.00	0.00	.00%
04-503 Hazardous Materials	1,000.00	1,000.00	1,000.00	0.00	.00%
04-621 Copiers/Copies	1,400.00	0.00	0.00	-1,400.00	-100.00%
Public Safety Building					
05-501 Electricity	9,000.00	8,500.00	8,500.00	-500.00	-5.56%
05-506 Water	1,233.00	1,388.00	1,388.00	155.00	12.57%
05-802 Heating Fuel	7,708.00	8,600.00	8,600.00	892.00	11.57%
Village Station (renamed)					
06-501 Electricity	1,550.00	1,400.00	1,400.00	-150.00	-9.68%
06-506 Water	265.00	300.00	300.00	35.00	13.21%
06-805 Heating Fuel	1,542.00	1,720.00	1,720.00	178.00	11.54%
Dry Mills Station					
07-501 Electricity	500.00	500.00	500.00	0.00	.00%
07-802 Heating Fuel	1,927.00	2,150.00	2,150.00	223.00	11.57%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
Dept/Div: 04-41 Public Safety Services / Public Safety CONT'D					
Old Village Station					
Buildings Supplies/Maintenance					
Public Safety	1,114,933.00	1,111,202.00	1,111,202.00	-3,731.00	-.33%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
Dept/Div: 04-43 Public Safety Services / Utilities					
Operations					
02-850 Street Lights	22,000.00	20,000.00	20,000.00	-2,000.00	-9.09%
02-851 Traffic Lights	2,500.00	2,500.00	2,500.00	0.00	.00%
02-852 Traffic Lights Maintenance	3,300.00	3,300.00	3,300.00	0.00	.00%
02-860 Hydrants	194,634.00	213,384.00	213,384.00	18,750.00	9.63%
Utilities	222,434.00	239,184.00	239,184.00	16,750.00	7.53%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs		Elec Req vs	
				Curr Bud	Change \$	Curr Bud	Change %
Dept/Div: 05-51 Public Works Services / Winter Roads							
Pay & Benefits							
01-100 Full-time Personnel	143,544.00	162,762.00	162,762.00	19,218.00		13.39%	
01-140 Seasonal Personnel	30,660.00	8,800.00	8,800.00	-21,860.00		-71.30%	
01-170 Overtime	37,960.00	37,960.00	37,960.00	0.00		.00%	
01-201 FICA/Medicare	17,188.00	17,074.00	17,074.00	-114.00		-.66%	
01-203 Retirement	12,650.00	13,673.00	13,673.00	1,023.00		8.09%	
Operations							
02-391 Cell Phone	1,031.00	1,031.00	1,031.00	0.00		.00%	
02-392 Pager Rental	168.00	0.00	0.00	-168.00		-100.00%	
Contract Services							
Supplies & Equipment							
04-220 Equipment	15,000.00	13,000.00	13,000.00	-2,000.00		-13.33%	
04-223 Supplies	750.00	750.00	750.00	0.00		.00%	
04-510 Plowing Sanding Supplies	13,500.00	13,500.00	13,500.00	0.00		.00%	
04-511 Salt	205,000.00	205,000.00	205,000.00	0.00		.00%	
04-512 Sand	30,000.00	37,500.00	37,500.00	7,500.00		25.00%	
04-513 Culvert Supplies	800.00	400.00	400.00	-400.00		-50.00%	
04-514 Calcium Chloride	8,500.00	7,500.00	7,500.00	-1,000.00		-11.76%	
Winter Roads	516,751.00	518,950.00	518,950.00	2,199.00		.43%	

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

Dept/Div:	2021 Budget	2022 Manager	2022 Elected	Elec Req vs		Elec Req vs	
				Change \$	Change %	Curr Bud	Curr Bud Change %
05-52 Public Works Services / Summer Roads							
Pay & Benefits							
01-100 Full-time Personnel	198,226.00	225,166.00	225,166.00	26,940.00	13.59%		
01-140 Seasonal Personnel	2,706.00	0.00	0.00	-2,706.00	-100.00%		
01-170 Overtime	2,073.00	2,073.00	2,073.00	0.00	.00%		
01-201 FICA/Medicare	16,544.00	18,522.00	18,522.00	1,978.00	11.96%		
01-203 Retirement	14,099.00	14,878.00	14,878.00	779.00	5.53%		
Operations							
02-101 Memberships/Dues	400.00	400.00	400.00	0.00	.00%		
02-150 Personnel Development	1,000.00	1,000.00	1,000.00	0.00	.00%		
02-152 Physicals/Innoculations	450.00	650.00	650.00	200.00	44.44%		
02-380 Radio Maintenance	850.00	850.00	850.00	0.00	.00%		
02-500 Mileage & Tolls Reimbursement	50.00	50.00	50.00	0.00	.00%		
02-603 Gravel Crushing	15,750.00	15,750.00	15,750.00	0.00	.00%		
02-604 Road Striping & Crosswalks	75,000.00	75,000.00	75,300.00	300.00	.40%		
Contract Services							
03-156 Labor	16,000.00	14,000.00	14,000.00	-2,000.00	-12.50%		
03-751 Engineering Service	25,000.00	25,000.00	25,000.00	0.00	.00%		
Supplies & Equipment							
04-392 Equipment Rental	20,000.00	20,000.00	20,000.00	0.00	.00%		
04-513 Culvert Supplies	13,000.00	13,000.00	13,000.00	0.00	.00%		
04-516 Trees	20,000.00	20,000.00	22,220.00	2,220.00	11.10%		
04-517 Street Repair	30,000.00	30,000.00	30,000.00	0.00	.00%		
04-518 Bridges & Guardrails	7,200.00	7,200.00	7,200.00	0.00	.00%		
04-521 Signs	6,000.00	6,000.00	6,000.00	0.00	.00%		
04-522 Summer Hand Tools	300.00	300.00	300.00	0.00	.00%		
Summer Roads	464,648.00	489,839.00	492,359.00	27,711.00	5.96%		

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
Dept/Div: 05-53 Public Works Services / Additional Roadwork					
Contract Services					
03-691 Plowing/Sanding Private Roads	143,711.00	155,000.00	155,000.00	11,289.00	7.86%
03-692 Interlocal-Town of Windham	2,384.00	2,503.00	2,503.00	119.00	4.99%
Additional Roadwork	146,095.00	157,503.00	157,503.00	11,408.00	7.81%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

Dept/Div:	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
05-54 Public Works Services / Garage					
Pay & Benefits					
01-100 Full-time Personnel	68,640.00	57,720.00	57,720.00	-10,920.00	-15.91%
01-120 Part-Time Personnel	0.00	10,920.00	10,920.00	10,920.00	100.00%
01-170 Overtime	600.00	600.00	600.00	0.00	.00%
01-201 FICA/Medicare	5,565.00	5,565.00	5,565.00	0.00	.00%
01-203 Retirement	3,499.00	3,499.00	3,499.00	0.00	.00%
Operations					
02-390 Telephone	1,126.00	1,572.00	1,572.00	446.00	39.61%
02-393 Internet	900.00	0.00	0.00	-900.00	-100.00%
02-501 Electricity	12,000.00	12,000.00	12,000.00	0.00	.00%
02-506 Water	1,233.00	1,388.00	1,388.00	155.00	12.57%
02-515 Vehicle Gas/Diesel	29,629.00	28,650.00	28,650.00	-979.00	-3.30%
02-602 Body Work	7,500.00	7,500.00	7,500.00	0.00	.00%
02-661 Holding Tank Pumping	2,720.00	2,720.00	2,720.00	0.00	.00%
02-802 Heating Fuel	13,488.00	14,350.00	14,350.00	862.00	6.39%
Contract Services					
03-412 TransportationManagementStudy	1,040.00	1,040.00	1,040.00	0.00	.00%
Supplies & Equipment					
04-222 Uniforms	6,000.00	6,000.00	6,000.00	0.00	.00%
04-226 Safety Shoes	2,750.00	2,750.00	2,750.00	0.00	.00%
04-240 Office Supplies	1,100.00	1,100.00	1,100.00	0.00	.00%
04-391 Equipment Repair	3,000.00	3,000.00	3,000.00	0.00	.00%
04-392 Equipment Rental	250.00	250.00	250.00	0.00	.00%
04-523 Parts/Repairs	75,000.00	70,000.00	70,000.00	-5,000.00	-6.67%
04-524 Mechanic Supplies	6,000.00	6,000.00	6,000.00	0.00	.00%
04-525 Lubricants/Oil	3,500.00	3,500.00	3,500.00	0.00	.00%
Public Safety Building					

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
Dept/Div: 05-54 Public Works Services / Garage CONT'D					
Garage	245,540.00	240,124.00	240,124.00	-5,416.00	-2.21%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

Dept/Div:	2021 Budget	2022 Manager	2022 Elected	Elec Req vs		Elec Req vs	
				Change \$	Change %	Curr Bud	Curr Bud Change %
05-55 Public Works Services / Recycling							
Pay & Benefits							
01-100 Full-time Personnel	209,459.00	209,459.00	209,459.00	0.00	0.00%		
01-120 Part-Time Personnel	38,564.00	38,564.00	38,564.00	0.00	0.00%		
01-130 Per Diem Personnel	41,168.00	41,168.00	41,168.00	0.00	0.00%		
01-170 Overtime	1,000.00	1,000.00	1,000.00	0.00	0.00%		
01-201 FICA/Medicare	23,343.00	23,343.00	23,343.00	25.00	.11%		
01-203 Retirement	15,219.00	14,946.00	14,946.00	-273.00	-1.79%		
Operations							
02-101 Memberships/Dues	405.00	400.00	400.00	-5.00	-1.23%		
02-152 Physicals/Innoculations	125.00	125.00	125.00	0.00	.00%		
02-390 Telephone	480.00	1,332.00	1,332.00	852.00	177.50%		
02-393 Internet	900.00	0.00	0.00	-900.00	-100.00%		
02-411 Recyclable Oil	960.00	2,160.00	2,160.00	1,200.00	125.00%		
02-415 Baler/Compactor	2,500.00	2,500.00	2,500.00	0.00	.00%		
02-500 Mileage & Tolls Reimbursement	25.00	25.00	25.00	0.00	.00%		
02-501 Electricity	8,000.00	8,000.00	8,000.00	0.00	.00%		
02-503 MW Sampling	12,000.00	12,000.00	12,000.00	0.00	.00%		
02-504 Repairs	1,000.00	1,000.00	1,000.00	0.00	.00%		
02-505 LP Gas	1,600.00	1,900.00	1,900.00	300.00	18.75%		
02-506 Water	2,044.00	2,360.00	2,360.00	316.00	15.46%		
02-515 Vehicle Gas/Diesel	1,065.00	1,025.00	1,025.00	-40.00	-3.76%		
02-657 Hazardous Waste Collection	6,500.00	7,750.00	7,750.00	1,250.00	19.23%		
02-658 Universal Hazardous Waste	1,500.00	1,500.00	1,500.00	0.00	.00%		
02-659 Tipping Fees	294,050.00	298,070.00	298,070.00	4,020.00	1.37%		
02-660 Transfer Station Hauling	97,790.00	123,000.00	123,000.00	25,210.00	25.78%		
02-661 Holding Tank Pumping	1,240.00	1,450.00	1,450.00	210.00	16.94%		
Supplies & Equipment							

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
Dept/Div: 05-55 Public Works Services / Recycling CONT'D					
04-220 Equipment	1,500.00	1,500.00	1,500.00	0.00	.00%
04-222 Uniforms	975.00	500.00	500.00	-475.00	-48.72%
04-223 Supplies	6,140.00	6,645.00	6,645.00	505.00	8.22%
04-226 Safety Shoes	2,000.00	2,000.00	2,000.00	0.00	.00%
04-240 Office Supplies	500.00	500.00	500.00	0.00	.00%
04-391 Equipment Repair	5,200.00	5,600.00	5,600.00	400.00	7.69%
04-392 Equipment Rental	15,120.00	15,876.00	15,876.00	756.00	5.00%
Public Safety Building					
Recycling	792,347.00	825,698.00	825,698.00	33,351.00	4.21%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

Dept/Div:	2021 Budget	2022 Manager	2022 Elected	Elec Req vs		
				Curr Bud Change \$	Elec Req vs Curr Bud Change %	
<b>Public Works Services / Buildings &amp; Grounds</b>						
<b>Pay &amp; Benefits</b>						
01-100 Full-time Personnel	143,341.00	204,873.00	204,873.00	61,532.00	42.93%	
01-120 Part-Time Personnel	22,281.00	22,281.00	22,281.00	0.00	.00%	
01-130 Per Diem Personnel	0.00	9,552.00	9,552.00	9,552.00	100.00%	
01-170 Overtime	1,639.00	1,639.00	1,639.00	0.00	.00%	
01-201 FICA/Medicare	13,510.00	19,382.00	19,382.00	5,872.00	43.46%	
01-203 Retirement	10,684.00	15,019.00	15,019.00	4,335.00	40.57%	
<b>Operations</b>						
02-150 Personnel Development	0.00	250.00	250.00	250.00	100.00%	
02-225 Grounds Maintenance	1,500.00	1,500.00	1,500.00	0.00	.00%	
02-391 Cell Phone	636.00	636.00	636.00	0.00	.00%	
02-393 Internet	900.00	0.00	0.00	-900.00	-100.00%	
02-500 Mileage & Tolls Reimbursement	25.00	25.00	25.00	0.00	.00%	
02-501 Electricity	1,200.00	1,100.00	1,100.00	-100.00	-8.33%	
02-502 Vehicle Maintenance	1,850.00	1,000.00	1,000.00	-850.00	-45.95%	
02-506 Water	600.00	1,236.00	1,236.00	636.00	106.00%	
02-515 Vehicle Gas/Diesel	2,000.00	2,296.00	2,296.00	296.00	14.80%	
02-802 Heating Fuel	2,700.00	3,010.00	3,010.00	310.00	11.48%	
<b>Contract Services</b>						
03-301 Pennell Building	12,444.00	14,337.00	14,337.00	1,893.00	15.21%	
03-304 Newbegin	6,196.00	8,767.00	8,767.00	2,571.00	41.49%	
03-305 Public Safety Building	6,608.00	6,130.00	6,130.00	-478.00	-7.23%	
03-306 Dry Mills Station	785.00	785.00	785.00	0.00	.00%	
03-307 Old Village Station	705.00	705.00	705.00	0.00	.00%	
03-308 Recycling	2,535.00	2,785.00	2,785.00	250.00	9.86%	
03-309 Buildings & Grounds	735.00	735.00	735.00	0.00	.00%	
03-310 Library	8,238.00	7,988.00	7,988.00	-250.00	-3.03%	

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

Dept/Div:	2021 Budget	2022 Manager	2022 Elected	Elec Req vs		Elec Req vs	
				2021 Budget	2022 Manager	Curr Bud Change \$	Curr Bud Change %
05-56 Public Works Services / Buildings & Grounds CONT'D							
03-311 PublicWorks	8,844.00	8,594.00	8,594.00	-250.00	-2.83%		
03-315 Village Station	1,265.00	1,265.00	1,265.00	0.00	.00%		
03-706 Cemetery	33,050.00	33,050.00	33,050.00	0.00	.00%		
Supplies & Equipment							
04-210 Cleaning Supplies	4,750.00	6,000.00	6,000.00	1,250.00	26.32%		
04-220 Equipment	7,400.00	7,400.00	7,400.00	0.00	.00%		
04-222 Uniforms	2,300.00	2,300.00	2,300.00	0.00	.00%		
04-240 Office Supplies	450.00	450.00	450.00	0.00	.00%		
Public Safety Building							
Buildings Supplies/Maintenance							
09-301 Pennell Building	7,050.00	7,050.00	7,050.00	0.00	.00%		
09-304 Newbegin	6,500.00	10,000.00	10,000.00	3,500.00	53.85%		
09-305 Public Safety Building	8,222.00	8,000.00	8,000.00	-222.00	-2.70%		
09-306 Dry Mills Station	500.00	500.00	500.00	0.00	.00%		
09-308 Recycling Center	2,500.00	3,500.00	3,500.00	1,000.00	40.00%		
09-309 Buildings & Grounds	4,100.00	3,500.00	3,500.00	-600.00	-14.63%		
09-310 Library	7,500.00	7,500.00	7,500.00	0.00	.00%		
09-311 Public Works	9,000.00	9,000.00	9,000.00	0.00	.00%		
09-312 Parks & Facilities	2,550.00	6,875.00	6,875.00	4,325.00	169.61%		
09-313 Libby Hill	0.00	4,027.00	4,027.00	4,027.00	100.00%		
09-314 Dry Mills Schoolhouse	100.00	100.00	100.00	0.00	.00%		
09-315 Village Station	500.00	500.00	500.00	0.00	.00%		
Buildings & Grounds	347,693.00	445,642.00	445,642.00	97,949.00	28.17%		

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

Dept/Div:	06-61 Councils, Boards & Committees / Council	2021	2022	2022	Elec Req vs	Elec Req vs
		Budget	Manager	Elected	Curr Bud	Curr Bud
					Change \$	Change %
Pay & Benefits						
01-150 Officers		10,000.00	10,000.00	10,000.00	0.00	.00%
01-201 FICA/Medicare		765.00	765.00	765.00	0.00	.00%
Operations						
02-130 Recorder		3,000.00	3,600.00	3,600.00	600.00	20.00%
02-150 Personnel Development		1,000.00	1,000.00	1,000.00	0.00	.00%
02-290 Advertising		2,500.00	2,500.00	2,500.00	0.00	.00%
02-700 Legal		25,000.00	20,000.00	20,000.00	-5,000.00	-20.00%
02-861 Volunteer Recognition		1,500.00	1,500.00	1,500.00	0.00	.00%
02-862 Blueberry Festival		500.00	500.00	500.00	0.00	.00%
Supplies & Equipment						
04-240 Office Supplies		350.00	350.00	350.00	0.00	.00%
04-260 Office Equipment		3,000.00	0.00	0.00	-3,000.00	-100.00%
Council		47,615.00	40,215.00	40,215.00	-7,400.00	-15.54%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
Dept/Div: 06-62 Councils, Boards & Committees / Zoning Board of Appeals					
Operations					
02-130 Recorder	300.00	600.00	600.00	300.00	100.00%
02-150 Personnel Development	200.00	200.00	200.00	0.00	.00%
02-250 Postage	100.00	100.00	100.00	0.00	.00%
02-290 Advertising	200.00	200.00	200.00	0.00	.00%
02-700 Legal	3,000.00	500.00	500.00	-2,500.00	-83.33%
Supplies & Equipment					
04-240 Office Supplies	100.00	100.00	100.00	0.00	.00%
Zoning Board of Appeals	3,900.00	1,700.00	1,700.00	-2,200.00	-56.41%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
Dept/Div: 06-63 Councils, Boards & Committees / Planning Board					
Operations					
02-130 Recorder	750.00	1,000.00	1,000.00	250.00	33.33%
02-150 Personnel Development	100.00	100.00	100.00	0.00	.00%
02-154 Member Training	175.00	175.00	175.00	0.00	.00%
02-250 Postage	100.00	100.00	100.00	0.00	.00%
02-290 Advertising	2,500.00	2,500.00	2,500.00	0.00	.00%
02-700 Legal	1,000.00	500.00	500.00	-500.00	-50.00%
Contract Services					
Supplies & Equipment	100.00	100.00	100.00	0.00	.00%
04-240 Office Supplies	4,725.00	4,475.00	4,475.00	-250.00	-5.29%
Planning Board					

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
Dept/Div: 06-67 Councils, Boards & Committees / Economic Development					
Operations					
02-290 Advertising	3,500.00	3,500.00	3,350.00	-150.00	-4.29%
02-598 Marketing Expenses	2,500.00	2,500.00	0.00	-2,500.00	-100.00%
02-864 Special Events	600.00	600.00	850.00	250.00	41.67%
02-865 Town Projects	2,500.00	2,500.00	4,750.00	2,250.00	90.00%
Contract Services					
Economic Development	9,100.00	9,100.00	8,950.00	-150.00	-1.65%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
0.00	0.00	1,000.00	1,000.00	100.00%
0.00	0.00	1,000.00	1,000.00	100.00%

Dept/Div: 06-68 Councils, Boards & Committees / Open Space

Operations

02-598 Marketing Expenses

Open Space

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

	2021 Budget	2022 Manager	2022 Elected	Elec Req vs Curr Bud Change \$	Elec Req vs Curr Bud Change %
Dept/Div: 08-71 Law Enforcement / Law Enforcement					
Operations					
02-391 Cell Phone	1,272.00	1,272.00	1,272.00	0.00	.00%
02-515 Vehicle Gas/Diesel	9,900.00	9,900.00	9,900.00	0.00	.00%
Contract Services					
03-841 County Sheriff	242,614.00	276,909.00	276,909.00	34,295.00	14.14%
Law Enforcement	253,786.00	288,081.00	288,081.00	34,295.00	13.51%

**Town of Gray FY 2022 Town Manager's Proposed Budget**

**Expense**

Dept/Div:	09-80 Community Services / Community Services	2021	2022	2022	Elec Req vs	Elec Req vs
		Budget	Manager	Elected	Curr Bud	Curr Bud
					Change \$	Change %
Community Services						
10-700	Snowmobile Club	2,000.00	2,000.00	2,000.00	0.00	.00%
10-701	American Legion	650.00	650.00	650.00	0.00	.00%
10-702	Regional Transportation	750.00	750.00	750.00	0.00	.00%
10-703	Opportunity Alliance	2,000.00	2,000.00	2,000.00	0.00	.00%
10-704	Southern ME Agency on Aging	2,850.00	2,850.00	2,850.00	0.00	.00%
10-705	MaineHealth Care at Home	2,500.00	2,500.00	2,500.00	0.00	.00%
10-707	Day One	400.00	400.00	400.00	0.00	.00%
10-708	Androscoggin Hospice of Maine	100.00	100.00	100.00	0.00	.00%
10-709	Sexual Assault Services	250.00	250.00	250.00	0.00	.00%
10-710	Visiting Nurses Association	1,000.00	1,000.00	1,000.00	0.00	.00%
10-711	American Red Cross	250.00	250.00	250.00	0.00	.00%
10-713	Lake Water Quality	12,000.00	12,000.00	12,000.00	0.00	.00%
10-714	LRSS Inc Health Access Program	325.00	325.00	325.00	0.00	.00%
10-716	Gray Historical Society	5,056.00	3,706.00	6,000.00	944.00	18.67%
10-717	Caring Community	1,000.00	1,000.00	1,000.00	0.00	.00%
10-720	Build Maine	0.00	500.00	500.00	500.00	100.00%
	Community Services	31,131.00	30,281.00	32,575.00	1,444.00	4.64%
	<b>Expense Totals:</b>	<b>9,025,898.00</b>	<b>9,197,442.00</b>	<b>9,173,533.00</b>	<b>147,635.00</b>	<b>1.64%</b>

March 11, 2021

**TO:** Gray Town Council  
Nate Rudy, Town Manager

**FROM:** Doug Webster, Community Development

**RE:** Proposed 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 detailing the proposed changes to the Town's Zoning Ordinance (Chapter 402).

I have divided the proposed changes into two categories: (1) Changes to Chapter 402 that are not in 402.8.10, and, (2) Changes to Section 402.8.10 (Commercial Solar Energy System Overlay District).

Under each category, I have numbered the proposed changes to enable referencing for discussion purposes.

### **Proposed Changes to Zoning Ordinance (Chapter 402) not in 402.8.10:**

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

- a. Add new Def of "**Commercial Solar Energy Production Site**" (CSEPS): A component of a Commercial Solar Energy System that includes the 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.
- b. Add new Def of Small CSEPS's: **CSEPS's less than .5 of an Acre**
- c. Change current Def of Medium from 2,000-16,999 SF to **CSEPS's .5-20 Acres**
- d. 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 array panel is thirty (30) square feet when measured horizontally".
4. Amend Footnote "F" in Table 402.5.4.B by adding the following language to the end of the existing footnote: "provided that the maximum size of any individual solar array panel is thirty (30) square feet when measured horizontally".
5. Amend both Footnotes "G" in Table 402.5.4.B by adding the following underlined language: Lot coverage in RRA can be increased to 30% for any portion of a parcel lots in the Commercial Solar Energy Overlay District and only for Commercial medium and large-scale ground-mounted solar energy system installations provided that the maximum size of any individual solar array panel is thirty (30) square feet when measured horizontally. Planning Board approval subject to the requirements of Section 402.8.4.L for recharge protection is required.
6. 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.

**Proposed Changes to standards to existing Section of CSESOD (402.8.10):**

1. New "B": **Required Information & Submittals:** In addition to submittals required in Articles 9 and 10 of this Ordinance, the applicant shall submit the following information to the Planning Board as part of the application. The Planning Board shall have the authority to determine if one (1) or more of the following are not applicable.
  - a. A description of the owner of the system, the operator if different, and detail of qualifications and technical ability of the owner or operator to construct, maintain, and operate the facility.
  - b. If the operator is leasing the site, a copy of the lease agreement (minus financial compensation) and any and all related easements clearly outlining the relationship of the respective parties, inclusive of the rights and responsibilities of the operator, landowner, and any other responsible party with regard to the large-scale solar energy system and the term or duration of the agreement. Further, the operator shall identify any and all agreements or obligations of the landowner to the operator regarding any premises that are not specifically subject to the lease agreement, but which the operator has certain rights to use as part of the operation of the solar energy system.

- c. A description of the anticipated quantity of energy to be produced and to whom it will be sold.
- d. A copy of the agreement and schematic details of the connection arrangement with the transmission system that clearly indicates who is responsible for various requirements and how such will be operated and maintained.
- e. A basic description of the number, size, and configuration of panels to be installed, including make, model, and associated major system components.
- f. A construction plan and timeline that identifies all known contractors, site control, when the project construction will commence and the anticipated date that the system will be on-line.
- g. An operations and maintenance plan for the projected operating life of the system.
- h. An emergency management plan that identifies potential hazards and the response to such hazards. The applicant shall submit a copy of the emergency management plan to Gray Fire Rescue and include any of their comments.
- i. Evidence of financial capacity to construct, operate, and decommission the proposed facility including the abandonment guarantee as required in this Ordinance.
- j. Identification of methods that the operator shall use to manage on-site vegetation.
- k. Identification of how the applicant shall address required buffering as required in this Ordinance.
- l. Submission of a decommissioning plan that addresses applicable standards.
- m. Evidence that the owner or operator has applied for any and all non-municipal permits that may be required for the installation of the proposed system; for example, a stormwater management permit from the Maine Department of Environmental Protection (MeDEP).

**NOTE:** Re-lettering of current Ordinance standards is necessary from current 402.8.10.B to end of Section 402.8.10.

2. 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)".

3. 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 sufficiently complete by Town Staff to be placed on a Planning Board agenda 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 of the parcel proposed for the ground-mounted solar panels and/or arrays.
- 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 as part of the Town's review
  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).
4. Add to the beginning of current 402.8.10.D.1: "Provided that the maximum size of any individual solar array panel is thirty (30) square feet when measured horizontally".
  5. Add to end of current 402.8.10.E.1: "provided that the maximum size of any individual solar array panel is thirty (30) square feet when measured horizontally".
  6. Retitle current 402.8.10.F: to "General Standards for Medium & Large-scale...."
  7. Add to 402.8.10.F new "General Standards for Medium & Large Scale Ground-Mounted Solar Energy Systems" an additional standard as follows: **Energy Storage:** Battery storage of electricity generated from the Commercial Solar Energy Production Site of any type is specifically prohibited including but not limited to lead-acid and lithium ion.
  8. Add to 402.8.10.F new "General Standards for Medium & Large Scale Ground-Mounted Solar Energy Systems" an additional standard as follows: **Copies of Permits Required:** If the owner, operator, or applicant has approvals from non-municipal entities such as MeDEP upon applying to the Planning Board (PB), these shall be submitted as part of the PB application. If such permit(s) are not approved upon PB submittal, the owner or operator shall provide full copies of all permits to the Code Enforcement Officer prior to the issuance of permits to construct any portion of the Solar Energy System.
  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:** Any Commercial Solar Energy Production Site and/or connection to the main utility grid that is located adjacent to, or in the immediate proximity to, an existing

residentially utilized area as determined by the Planning Board, shall be required to place all utility lines underground unless the utility company owning/operating the main transmission lines requires the lines to be above ground on utility poles. The Planning Board shall have the authority to require the applicant to provide documentation from duly qualified parties regarding the utility companies requirements.

**11. New Section/language 402.8.10.3: Utility Connections for areas not residentially utilized:** The Planning Board shall have the authority to make the determination of if the Commercial Solar Energy Production Site and connection to the main power grid is in, or in the immediate proximity of, an existing residentially utilized area. If the Planning Board makes the determination that it is not, the determination of underground or above ground utility lines shall be as established in this Section.

The Planning Board is encouraged to make a distinction between the necessary switching required by the utility company owning/operating the transmission lines and the utility lines originating from the Commercial Solar Energy Production Site to point of connection to the main power "grid". 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 and consider the following elements in making the determination of underground or above ground utilities:

- a. Any input from neighboring property owners after being duly notified as part of the Town's review
- 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 and location of any new and/or upgraded utility poles that are necessary
- g. Input from the utility company owning/operating the main transmission lines
- h. Documented existing physical site conditions that substantially complicate placing utilities underground such as bedrock

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

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

**14. 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.

15. 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 native 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 and have the authority to require a performance bond for any necessary replanting per 402.10.17 in accordance with professionally accepted practices such as 80% survival rate for a 5-year period.

16. Re-number current 402.8.10.F.8 to (new) 402.8.10.F.6 and continue this re-numbering to end of current "F" and/or adjust numbering/lettering as necessary.

17. Adjust current Section 402.8.10.F.2 (mis-labeled) addressing performance guarantee for abandonment as follows: F.2: Performance Guarantee for Abandonment Requirements:

- a. The owner and/or operator of the Commercial Solar Energy System shall be responsible for establishing and maintaining the performance guarantee for abandonment in accordance with standards established in this Ordinance throughout the lifetime of the system until all components of the Commercial Solar Energy System have been properly removed. Any proposed replacements, changes, or adjustments to the performance guarantee must be approved by the Code Enforcement Officer with input from the Town Planner as necessary. Owners/operators are reminded of Section 402.8.10.XX.XX (currently 402.8.10.F.15) above that requires Staff Review Committee approval for a change of ownership and/or operator(s).
- b. As an integral part of the submittal to the Planning Board, the owner/operator of the proposed Commercial Solar Energy System shall provide an estimate of all costs that the Town would incur to employ the services of duly qualified contractor(s) to remove all components of Commercial Solar Energy System and all associated abandoned structures from the respective parcel(s). The cost estimate must include sufficient detail for the Planning Board to ensure the accuracy of the submitted figures and address all necessary aspects of the abandonment. The Board may request input from the Town Engineer and other duly qualified professionals at the applicant's expense for making this determination.
- c. The amount of the performance guarantee shall be at least one hundred and fifty (150) percent, as determined by the Planning Board, of the estimated cost for demolition and complete removal of the system. The form of the performance guarantee shall be approved by the Planning Board, with input from the Town's legal counsel as necessary at the applicant's expense, and duly established with

the Town prior to the Code Enforcement Officer issuing any permits for the Commercial Solar Energy System.

- d. If the Commercial Solar Energy System is required to establish and maintain a financial surety for abandonment by another governmental entity, such as the Maine Department of Environmental Protection, the applicant is encouraged to ensure that the posting of the financial performance guarantee for abandonment complies with Town standards to streamline the administrative process. The applicant shall submit information about any such performance guarantee as part of the Planning Board's review and the Board shall determine if Town standards are met with input from duly qualified professionals as necessary at applicant's expense.
- e. If the Planning Board determines that the financial surety for abandonment required by another governmental entity meets Town standards, the performance guarantee for abandonment requirement shall be deemed acceptable provided that the Planning Board also determines that sufficient written documentation is submitted ensuring that the Town will be kept apprised of any changes to the surety for the lifetime of the Commercial Solar Energy System.
- f. If the Planning Board determines that the financial surety for abandonment required by another governmental entity does not meet Town standards, the applicant shall have two options. The first is to make the necessary adjustments to the financial surety for the Planning Board to determine that Town standards are met. The second option for the applicant is to request to be on the agenda for the next available meeting of the Gray Town Council.
- g. The Gray Town Council shall have the authority to determine if the financial surety is sufficient in the event that the applicant for the Commercial Solar Energy System chooses to approach the Council per above. Prior to being placed on a Council agenda, the applicant shall provide written documentation, with attachments as necessary, that specifically lists all deviations from Town requirements for the performance guarantee for abandonment. The applicant shall also provide information regarding the reasoning for not meeting Town requirements.
- h. In the event that the applicant decides to approach the Gray Town Council, and Planning Board has deemed the application complete and that all applicable standards are met except the Town Council resolution of the performance guarantee for the abandonment, the Planning Board shall have the authority to consider a conditional approval of the application. Any such approval shall include a specific condition that the Code Enforcement Officer shall not issue permits for the Commercial Solar Energy System until the Town Council has determined that the performance guarantee for abandonment is acceptable.

- i. Once the owner and/or operator has properly removed all components of Commercial Solar Energy System and associated abandoned structures, the owner and/or operator shall notify the Town Planner in writing and request an inspection by the Code Enforcement Officer (CEO). The CEO shall have the authority to employ the services of the Town's Engineer or other qualified professionals, at the owner/operators expense, to verify that the abandonment complies with all applicable standards. If the CEO, in consultation with the Town Planner, determines that such removal is satisfactory, the CEO shall notify the Town Planner or designee in writing to release the abandonment performance guarantee.



## TOWN OF GRAY

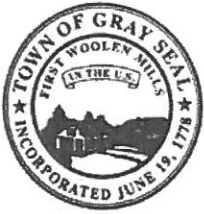
24 MAINE STREET  
GRAY, MAINE 04039

NATE RUDY, TOWN MANAGER  
TOWN CLERK, REGISTRAR OF VOTERS  
TEL: (207) 657-3339; FAX (207) 657-2852  
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April 1, 2021

### Town Manager Report to Council for April 6, 2021

- The Town of Gray Website redesign has been launched – Thank You to Jolie and IT staff.
- By the first Town Council meeting in April, we will be switching Town-wide from Microsoft Teams to the Zoom platform for remote meetings, with Closed Captioning to better accommodate phone call attendees and people with hearing challenges. In preparation, we will host a brief workshop for Council, and a training session for other Town committees and boards.
- The Recreation Director position has been posted, pending Council approval of the job description at your April 6 meeting.
- The Gray Planning Department will be asking the Town Council at the 4-20-21 meeting to consider a temporary, short-term moratorium on new residential dwelling units in the Town's two Village Zoning Districts, to allow for drafting Ordinance provisions consistent with the goals established in the recently adopted Comprehensive Plan.
- State Representative Steve Moriarty's bill (LD 102) was enacted by the Legislature and signed by the Governor on March 17. The bill extends the time in which communities can process absentee ballots in advance of Election Day from 4 to 7 days. This is entirely a local option that if used can reduce stress and the workload on election night. It will also promote faster final election results.
- The Shaker Road project has begun; Town staff met 3/24 with the contractor and engineer.
- In response to a recent closure of a private childcare facility in Gray, the KidsClub program is working to add a few additional slots in our childcare program.
- We are distributing RTP ride service information to GA clients and through the food pantry.
- Town Manager 1:1 and Monthly Department Head / Program Lead meetings will be scheduled as needed.
- In discussion with Council Chair, I am interested in learning more about EcoMaine, possibly serving as a representative, but I would like to wait until after the budget is approved and I am better acquainted with current Town projects and timelines before making the commitment.
- Robin Mullins Executive Director Sebago Lakes Region Chamber of Commerce let me know that they are donating \$785.96 to the Gray community Food Pantry, among \$11K in gifts to 11 food pantries in their coverage area. The donation amount is based on the service population.



# Town of Gray

24 Main Street  
Gray, Maine 04039  
[www.graymaine.org](http://www.graymaine.org)

**First Settled**  
**1738**

April 1, 2021

**TO:** Nate Rudy, Town Manager  
**FROM:** Doug Webster, Community Development  
**RE:** Ordinance Status Update for 4-6-21 Council Meeting

Given the upcoming Council meeting next Tuesday 4-6-21, I wanted to keep you apprised of the status of the various Ordinances and anticipated respective timelines.

**Solar Amendments:** The amendments to 402.8.10 (Commercial Solar Overlay District) have been through first reading, have had a Planning Board (PB) Public Hearing. The amendments are on the Council agenda for the upcoming 4-6-21 meeting for second reading/adoption. They will be effective May 6<sup>th</sup>. The PB meeting in May is 5-13-21.

**Sign Ordinance:** In accordance with the original scope for amendments to the Sign Ordinance (Chapter 406), the proposed changes are anticipated to focus on electronic gas price signs and multi-tenant signs. Given the forthcoming efforts anticipated to be directed towards a longer term village improvements, it does not seem prudent to implement policy changes, such as electronic reader boards, at this time. The extensive efforts directed to the Sign Ordinance will still be useful as the Town moves forward. The amendments to the Sign Ordinance are slated for first reading at the Council's upcoming 4-20-21 meeting.

**Shoreland Zoning:** The amendments to the Town's Shoreland Zoning Ordinance (SZO-Chapter 403) are well under way. The consultant has provided an initial draft of proposed amendments. There have also been two meetings with Community Development Staff including extensive CEO input. Given that one of the driving forces to Gray's SZO was to be as consistent as possible with Windham's Shoreland standards, we are currently comparing the respective provisions.

Given that all changes to SZO's need to be reviewed and approved by the MeDEP, the objective is to solicit their input prior to the Town's formal adoption process. Assuming the State can provide reasonably timely input, I am cautiously optimistic that first reading can occur at the Council's 5-4-21 meeting followed by a PB Hearing on 5-13-21 and second reading/adoption at the Council's 5-18-21 meeting. Such a timeline would allow the amendments to be effective this summer.

Lastly, regarding the SZO amendments, it is conceivable that the updated expansion options for structures in the Shoreland Zone may spark many property owners to understandably seek further expansions to their houses. *Expansions and additions to non-conforming structures on typically smaller non-conforming lots in the Shoreland Zone are arguably the most complex residential permits CEO's administer.* Further complicating this is the fact that many of these houses have already been expanded under the provisions that have been in place for the past 32 years. Particularly during the busy summer months, the CEO's can only process a given number of complex Shoreland permits. The CEO's can/will process permits based on the order in which they are received but if a great number of Shoreland permits are received, building permit applicants may need to wait for "their turn" to be reviewed.

I look forward to meeting with the Council at the upcoming meeting next Tuesday 4-6-21.

March 25, 2021

**TO:** Nate Rudy, Town Manger  
Gray Town Council

**FROM:** Doug Webster, Community Development

**CC:** Ordinance Advisory Committee  
Kathy Tombarelli, Town Planner

**RE:** Implementing Ordinance changes & Comprehensive Plan  
Suggestions for re-defining standard procedures

### **Introduction**

Over the past several months, it has become increasingly apparent that the Town's ordinance amendment process has not produced the results the Council understandably would like. The list of desired ordinance work on the Council's spreadsheet is extensive. Implementing the Comp Plan further underscores the importance of addressing the present situation.

I have drafted this memo to propose a series of changes designed to realize more ordinance amendments and move forward with the Comp Plan. It is my understanding that both the Council and the Manager support creating a new Town committee to oversee the implementation of the Comp Plan. Many other municipalities have a committee entitled "Comprehensive Plan Advisory Committee" or "Comprehensive Plan Implementation Committee". The objective of such a standing committee is to proactively monitor the Plan and provide recommendations to the Council and other Committees as appropriate.

The Council should be apprised that this memo is the culmination of input from several parties including the Community Development Dept. staff and the Ordinance Advisory Committee (OAC). The OAC has proven to be an invaluable sounding board for ordinance amendments and I am appreciative of their efforts.

### **Suggested Role & Function of OAC**

The OAC provided input regarding how to most prudently complete ordinance amendments at their meeting last Thursday 3-18-21. One of the consensuses was that it is most efficient to stay on track with one topic and bring the scope to completion before moving onto the next ordinance change.

There was also agreement that in some instances it would be helpful to better understand the intended policy direction for an ordinance change. Whether the requested ordinance change originated from the Council or i.e. from the "Comp Plan Advisory Committee", it seems imperative to have a clearly defined scope. One

method to address a better understanding of the Council's intentions could be an annual/semi-annual Council workshop with the OAC. Such a workshop might include a discussion about the next Council ordinance priorities so the OAC has a thorough as possible understanding of the necessary changes.

Lastly, the OAC felt it would be both helpful and efficient to have the ability to clarify the nature of a particular ordinance change before getting into the technicalities. The objective is to have the OAC actively working on a particular ordinance change *and also* have an as thorough as possible understanding of at least one of their next ordinance undertaking. The OAC could periodically discuss the upcoming Council-determined ordinance priorities during one of their meetings. If the OAC had questions clarifying the rationale for an intended ordinance change, these could conceptually be addressed at the next available Council meeting via the TC liaison or Town staff.

### **Suggested Role & Function of "Comprehensive Plan Advisory Committee" (CPAC)**

Assuming such a committee is established, the Town Council will presumably be considering their input regarding overseeing and advocating for direction provided in the Town's Comp Plan. As such, pending Council input, it seems appropriate that a Committee such as CPAC could take a leading role in providing as many specifics as possible for ordinance changes associated with implementing the Plan.

There are several approaches the Council will likely consider to implement the various components of the Comp Plan. One or more of these potentially involves the OAC. At this juncture, to keep the Council apprised, I understand OAC's consensus of their role in implementing the Plan to assist with more technical aspects but that it would probably not be appropriate for the OAC to take the lead on implementing the Plan. If the Council considers adjusting the role of the OAC for the purposes of being more integrally involved with implementing the Plan, it would seem beneficial to solicit input from the OAC.

### **Suggested Role & Function of the Town Council regarding Ordinances**

The Town Council obviously prioritizes ordinances/standards to be addressed. Requested changes potentially originate from several sources including property owners, developers, Town Staff, and now (presumably) the "CPAC". The Council, working with the Manager, will need to continue assigning the priority level and the primary party to address the change. It seems inevitable that there will periodically be requests deemed time-sensitive that may adversely affect the work already in process.

It is apparent that there are various types of ordinance changes such as minor amendments to existing ordinances, an entirely new ordinance, and more involved changes that can take considerable time. From an administrative workload perspective, it is noteworthy that some ordinance changes are more simplistic and

generic while other more complex changes necessitate a solid understanding of the Town and its history to be completed as smoothly as possible.

### **Possible Staffing Implications**

Depending upon the Council's desired timeline to complete various ordinances, it is conceivable that a consultant could be hired to address the more simplistic/generic changes if there were sufficient funds. I respectfully note that at a certain threshold, depending on the desired timeline and number of ordinance changes, the Town may need to differentiate between which ordinance changes should be or need to be handled in-house vs. those that could be addressed by i.e. a part-time or contracted consultant.

Examples of ordinance changes on the Council spreadsheet that could be addressed by a consultant include the following: sidewalk construction standards, watershed stormwater standards, gas station stormwater standards, kennels, and residential scale solar standards. Examples of changes that should seemingly be addressed with Town Staff include growth management options, adjustments to the subdivision ordinance, and most changes associated with implementing the Comp Plan.

### **Suggested Next Steps**

With the CZA and commercial solar standards addressed for the time being, perhaps the current focus should be on getting the Shoreland amendments before the Council for adoption and bringing the essential elements of the Sign Ordinance amendments to completion. The original impetus for the Sign Ordinance was gas station and multi-tenant signage. Given the upcoming anticipated discussions and input regarding the village, it seems prudent to put policy changes regarding village signage, such as electronic reader boards, on hold pending consensus on the long-term village vision. Removing such complex aspects from the Sign Ordinance amendments fosters a more expedient adoption.

### **In Closing**

This memo includes a host of possible changes for consideration by both the Council and the Manager. I trust it is clearly understood by all parties that the suggestions herein are intended to enable the Town to move forward as prudently and efficiently as possible given the apparent scope and breadth of land use ordinance changes at hand. The next step is seemingly for the Council/Manager to consider these suggestions and provide direction, as appropriate, to the respective party.



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

Janet T. Mills  
GOVERNOR

Bruce A. Van Note  
COMMISSIONER

Deborah Cabana, Town Manager  
Re: Town of Gray  
24 Main Street  
Gray, ME 04039

2/19/2021

**Subject:** Cyclical Pavement Resurfacing  
**Project No.:** 2487700  
**Location:** Gray, North Yarmouth  
**Roadway:** Route 115

Dear Ms. Cabana:

The Maine Department of Transportation will soon solicit quotes for the subject project for construction, and pursuant to 29-A MRSA § 2382 (7) we have established a "Construction Area." A copy of 29-A § 2382 is enclosed for your information. Also included is an agreement, **which requires signature by the municipal officers**, and additional background documents.

The agreement stipulates that the municipality will issue a permit for a stated period of time to the MDOT contractor for transporting construction equipment (backhoes, bulldozers, etc.) that exceed legal weight limits, over municipal roads. The agreement acknowledges the municipality's right to require a bond from the contractor to "guarantee suitable repair or payment of damages" per 29-A MRSA.

29-A MRSA § 2382 (7) states that "*the suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers.*" In other words, municipal officers determine the suitability of repairs on municipal ways and bridges.

The State cannot force municipalities to allow overweight vehicles to travel on posted municipal roads. Municipal postings supersede overweight permits. However, the agreement requires municipalities to make reasonable accommodations for overweight vehicles that are operated by contractors and the MDOT in connection with the construction project.

The specific municipal roads involved are not necessarily known at present, as the contractor's plan of operation won't be known until just prior to the start of work. If the municipality plans to require a bond; the amount of the bond should be determined prior to the start of work. If the project number administratively changes, you will be notified, and the agreement modified accordingly. Please return the completed agreement to my attention. Should you have any questions, please contact me at 207 624-3410.

Sincerely,

George M.A. Macdougall, P.E.  
Contracts & Specifications Engineer  
Bureau of Project Development

*Please return this AGREEMENT, when completed, to:*

Maine Department of Transportation  
ATTN.: George Macdougall, Contracts & Specifications Engineer  
#16 State House Station, Child Street  
Augusta, Maine 04333-0016

**Project No.:** 2487700  
**Location:** Gray

Pursuant to 29-A MRSA § 2382, the undersigned municipal officers of the Town of Gray agree that a construction overlimit permit will be issued to the Contractor for the above-referenced project allowing the contractor to use overweight equipment and loads on municipal ways.

The municipality may require the contractor to obtain a satisfactory bond pursuant to 29-A MRSA § 2388 to cover the cost of any damage that might occur as a result of the overlimit loads. If a bond is required, the exact amount of said bond should be determined prior to the use of any municipal way. The MaineDOT will assist in determining the amount of the bond if requested. A suggested format for a general construction *overlimit bond* is attached. A suggested format for a construction *overlimit permit* is also attached. This construction overlimit permit does not supersede rules that restrict the use of public ways, such as posting of public ways, pursuant to 29-A MRSA § 2395.

The maximum speed limit for trucks on any municipal way will be 25 mph (40 km per hour) unless a higher speed limit is specifically agreed upon, in writing, by the Municipal Officers.

**TOWN OF GRAY**  
By the Municipal Officials

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**SPECIAL PROVISION 105**  
**CONSTRUCTION AREA**

**Construction Areas** located in the Towns of Gray and North Yarmouth have been established by the Maine Department of Transportation (MDOT) in accordance with provisions of 29-A § 2382 Maine Revised Statutes Annotated (MRSA).

*The sections of highway under construction in Cumberland County:*

***Project 2487700** is on Route 115 beginning 0.12 miles east of Hillcrest Drive in Gray and extending southeasterly 4.90 miles to Walnut Road (Route 231) in North Yarmouth*

Per 29-A § 2382 (7) MRSA, the MDOT may “*issue permits for stated periods of time for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:*

*A. Must be procured from the municipal officers for a construction area within that municipality;*

*B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:*

*(1) Withholding by the agency contracting the work of final payment under contract; or*

*(2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.*

*The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;*

*C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and*

*D. For construction areas, carries no fee and does not come within the scope of this section.”*

The Municipal Officers for the Towns of Gray and North Yarmouth agreed that an Overlimit Permit will be issued to the Contractor for the purpose of using loads and equipment on municipal ways in excess of the limits as specified in 29-A MRSA, on the municipal ways as described in the “Construction Area.”

As noted above, a bond may be required by the municipality, the exact amount of said bond to be determined prior to use of any municipal way. The MDOT will assist in determining the bond amount if requested by the municipality.

The maximum speed limits for trucks on any town way will be 25 mph (40 km per hour) unless a higher legal limit is specifically agreed upon in writing by the Municipal Officers concerned.

## GENERAL GUIDANCE

### CONSTRUCTION OVERLIMIT PERMIT AND BONDING

The Maine Bureau of Motor Vehicles (BMV) establishes requirements and standards for the permitting of non-divisible over dimensional and overweight vehicles and loads (collectively overlimit loads) on state roads. These state motor vehicle permits are available on-line. 29-A MRSA and Secretary of State Administrative Rules Chapters 155-157 apply. Additionally, municipalities and county commissioners may issue overweight permits for travel on municipal and county ways maintained by that municipality or county. These permits are typically single trip permits requiring vehicle registration data, intended route etc.

**However, in this case we're dealing with *Construction Permits*** involving overlimit loads in support of construction projects. According to 29-A MRSA § 2382 (7), a Construction Permit is a permit "*for a stated period of time that may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation*". According to 29-A § 2382 MRSA, the construction overlimit permit must be procured from the municipal officers for overweight loads on a municipal way in support of a construction project within that municipality.

**By signing the attached agreement, the municipality agrees to issue construction overlimit permits to the MDOT construction contractor.**

#### **Frequently Asked Questions:**

##### **A. Why sign the document in advance of the actual construction contract?**

**Response:** There are three primary reasons: First, to comply with 29-A § 2382. Second, to ensure that there are no surprises regarding the use of municipal roads by the Maine DOT contractor (to reasonably reduce risk and thus keep the cost of construction down) and third, to ensure the town is aware of its rights to control its own roads, and its rights to require a separate contractor's bond. (This is in addition to the Payment Bond and the Performance Bond the Maine DOT requires of the contractor).

##### **B. Different roads may require different levels of scrutiny. How is a posted road handled?**

**Response:** Despite the general construction overweight permit, the contractor cannot exceed the load limit on a posted municipal road without specific municipal permission. 29-A § 2395 MRSA notes that any ways requiring special protection (such as posted roads) will continue to be protected and overweight permits are superseded by such postings. In such a case the contractor would have to use an alternate route.

C. Is there any reason why the contractor cannot be held to indemnify and hold harmless the Municipality beyond the simple posting of a bond?

Response: The objective of our standard letter is to deal with overweight equipment and trucks on municipal ways during construction of a Maine DOT construction project. The bond merely provides a measure of protection against damage to municipal ways as a direct result of construction activity. Other areas of risk and indemnification are beyond the scope of our letter.

D. Are we required to obtain a bond?

Response: No. In fact, few municipalities have required a construction bond. It is a matter of risk management.

E. If used, what amount should be required on the bond?

Response: Previous MDOT letters used to speak about a maximum bond amount of \$14,000 / mile (\$9,000 / kilometer ) of traveled length, however 29-A § 2382 sets no maximum. The amount of the bond (if any bond is required at all) is based on the individual situation. The MDOT will assist in providing a bond amount estimate if so requested.

F. Why the blanket approval?

Response: The blanket approval we seek is the reasonable accommodation by the municipality to allow the Maine DOT contractor to use town ways (if required ) to haul overweight construction equipment and trucks. This theoretically gives the municipality and the MDOT time to discuss exceptions to a blanket approval. In general, this avoids unnecessary risks and saves money for all concerned in the long run.

G. Who determines the suitability of repairs?

Response: For municipal ways, the suitability of repairs may be determined by municipal officers. The MDOT will assist.

H. What is a non-divisible load?

Response: Per Chapter 157 (The Administration of Over-Dimension and Overweight Permits) under the Secretary of State administrative rules (See Rule Chapters for the Department of the Secretary of State on line), a non-divisible load is defined as: A load which, if separated into smaller loads or vehicles, would:

- 1) make it unable to perform the function for which it was intended;
- 2) destroy its value or;
- 3) require more than eight work hours to dismantle using appropriate equipment. Sealed oceangoing containers, spent nuclear materials in casks, and government-controlled military vehicles and their loads will be considered non-divisible

I. What is the standard for Overweight trucks and equipment?

Response: Overweight means a weight that exceeds the legal limits established in 29-A MRSA Chapter 21.

J. This is an unorganized township with no county or municipal roads. Why should I respond?

Response: Because of limited staff, we send out a standard letter to cover contingencies and minimize risk to the construction process. From time to time the letter may not have a practical application. In most cases of unorganized territories, the agreement is signed and returned as a matter of routine. This ensures that surprises will not be encountered after the start of construction regarding travel over municipal and county ways.

Additional tips:

False Information - Permit are invalidated by false information. A permit is invalidated by the violation of any condition specified by the terms of the permit or by false information given on the application. On evidence of such violation of falsification, the permittee may be denied additional permits.

Proper Registration - Overload permits do not relieve the registrants of vehicles from their obligations to properly register their vehicles in accordance with Motor Vehicle Laws.

Agent's Power of Attorney - If you do require a contractor's bond, make sure you have a copy of the Surety Agent's power of attorney authorizing the surety agent to sign for the surety. Keep the power of attorney with your duplicate original bond at the municipality. The contractor will also have a duplicate original.

Other bonds - The Maine DOT requires a payment bond and a performance bond of the contractor which is held against unsatisfactory performance on the part of the contractor for all construction projects over \$100,000. (The Miller Act (40 U.S.C. 270a-270f) normally requires performance and payment bonds for any federal aid construction contract exceeding \$100,000. 14 MRSA § 871 provides a similar requirement for state funded construction projects.) These bonds cover the proper performance of the contract and the payment of all employees, suppliers and subcontractors.

**Title 29-A: MOTOR VEHICLES AND TRAFFIC**  
**Chapter 21: WEIGHT, DIMENSION AND PROTECTION OF WAYS**  
Subchapter 2: DIMENSION  
§2383

**§2382. Overlimit movement permits**

**1. Overlimit movement permits issued by State.** The Secretary of State, acting under guidelines and advice of the Commissioner of Transportation, may grant permits to move nondivisible objects having a length, width, height or weight greater than specified in this Title over a way or bridge maintained by the Department of Transportation.

**2. Permit fee.** The Secretary of State, with the advice of the Commissioner of Transportation, may set the fee for single trip permits, at not less than \$6, nor more than \$30, based on weight, height, length and width. The Secretary of State may, by rule, implement fees that have been set by the Commissioner of Transportation for multiple trip, long-term overweight movement permits. Rules established pursuant to this section are routine technical rules pursuant to Title 5, chapter 375, subchapter II-A.

**3. County and municipal permits.** A county commissioner or municipal officer may grant a permit, for a reasonable fee, for travel over a way or bridge maintained by that county or municipality.

**4. Permits for weight.** A vehicle granted a permit for excess weight must first be registered for the maximum gross vehicle weight allowed for that vehicle.

**5. Long-term permits.** The Secretary of State may grant permits for up to one year for trucks, truck tractors, semitrailers, heavy duty recovery vehicles and Class A special mobile equipment. Notwithstanding Title 5, section 8071, subsection 2, paragraph A, the Secretary of State, in consultation with the Commissioner of Transportation, shall establish the fee schedule by rule. Rules adopted pursuant to this subsection are routine technical rules as defined in Title 5, chapter 375, subchapter 2-A.

**6. Scope of permit** A permit is limited to the particular vehicle or object to be moved, the trailer or semitrailer hauling the overlimit object and particular ways and bridges.

**7. Construction permits.** A permit for a stated period of time may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:

- A. Must be procured from the municipal officers for a construction area within that municipality;
- B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:
  - 1. Withholding by the agency contracting the work of final payment under contract; or
  - 2. The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.

The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;

- C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and
- D. For construction areas, carries no fee and does not come within the scope of this section.

**8. Gross vehicle weight permits.** The following may grant permits to operate a vehicle having a gross vehicle weight exceeding the prescribed limit:

- A. The Secretary of State, with the consent of the Department of Transportation, for state and state aid highways and bridges within city or compact village limits;
- B. Municipal officers, for all other ways and bridges within that city and compact village limits; and
- C. The county commissioners, for county roads and bridges located in unorganized territory.

**9. Pilot vehicles.** The following restrictions apply to pilot vehicles.

- A. Pilot vehicles required by a permit must be equipped with warning lights and signs as required by the Secretary of State with the advice of the Department of Transportation.
- B. Warning lights may be operated and lettering on the signs may be visible on a pilot vehicle only while it is escorting a vehicle with a permit on a public way.

With the advice of the Commissioner of Transportation and the Chief of the State Police, the Secretary of State shall establish rules for the operation of pilot vehicles.

**9-A. Police escort.** A person may not operate a single vehicle or a combination of vehicles of 125 feet or more in length or 16 feet or more in width on a public way unless the vehicle or combination of vehicles is accompanied by a police escort. The Secretary of State, with the advice of the Commissioner of Transportation, may require a police escort for vehicles of lesser dimensions.

- A. The Bureau of State Police shall establish a fee for state police escorts to defray the costs of providing a police escort. A county sheriff or municipal police department may establish a fee to defray the costs of providing police escorts.
- B. The Bureau of State Police shall provide a police escort if a request is made by a permittee. A county sheriff or municipal police department may refuse a permittee's request for a police escort.
- C. A vehicle or combination of vehicles for which a police escort is required must be accompanied by a state police escort when operating on the interstate highway system.

**10. Taxes paid.** A permit for a mobile home may not be granted unless the applicant provides reasonable assurance that all property taxes, sewage disposal charges and drain and sewer assessments applicable to the mobile home, including those for the current tax year, have been paid or that the mobile home is exempt from those taxes. A municipality may waive the requirement that those taxes be paid before the issuance of a permit if the mobile home is to be moved from one location in the municipality to another location in the same municipality for purposes not related to the sale of the mobile home.

**11. Violation.** A person who moves an object over the public way in violation of this section commits a traffic infraction.

**SECTION HISTORY:**

- |                               |                                  |
|-------------------------------|----------------------------------|
| PL 1993, c. 683, §A2 (NEW).   | PL 2003, c. 166, §13 (AMD).      |
| PL 1993, c. 683, §B5 (AFF).   | PL 2003, c. 452, §§Q73,74 (AMD). |
| PL 1997, c. 144, §§1,2 (AMD). | PL 2003, c. 452, §X2 (AFF).      |
| PL 1999, c. 117, §2 (AMD).    | PL 2007, c. 703, §25 (AMD).      |
| PL 1999, c. 125, §1 (AMD).    | PL 2011, c. 356, §23 (AMD).      |
| PL 1999, c. 580, §13 (AMD).   | PL 2011, c. 556, §22 (AMD).      |
| PL 2001, c. 671, §30 (AMD).   | PL 2019, c. 335, §9 (AMD).       |

**MUNICIPAL OVERLIMIT PERMIT FOR CONSTRUCTION**

MUNICIPALITY: \_\_\_\_\_

Phone: 207- \_\_\_\_\_ ; fax: 207- \_\_\_\_\_

**APPLICATION FOR OVERLIMIT PERMIT TO MOVE CONSTRUCTION EQUIPMENT AND LOADS IN EXCESS OF LEGAL LIMITS ON MUNICIPAL WAYS**

Construction Time Period:

Per 29-A § 2382 (7) MRSA, application is hereby made to the MUNICIPALITY OF \_\_\_\_\_ for An Overlimit Permit to move construction equipment, material, objects or loads in excess of legal limits over ways maintained by the MUNICIPALITY in support of construction operations for the following Maine DOT project

Project Description:

Project Identification Number (PIN):

NAME OF PERMITTEE (Construction Company):

STREET/P.O. BOX:

CITY:

STATE/PROV:

ZIP / POSTAL CODE:

PHONE:

FAX:

This object or load cannot be readily reduced to the legal limits.

Signed by:

(name & title)

-----  
Permit is granted. A copy of this signed permit will be provided to the permittee as prove of permit. This permit will automatically expire at the physical completion of the above construction project. The original permit will be held on file at the municipality.

Signed:

Municipal Official

**MUNICIPAL OVERLIMIT PERMIT FOR CONSTRUCTION**

MUNICIPALITY: \_\_\_\_\_

Phone: 207- \_\_\_\_\_ ; fax: 207- \_\_\_\_\_

**APPLICATION FOR OVERLIMIT PERMIT TO MOVE CONSTRUCTION EQUIPMENT AND LOADS IN EXCESS OF LEGAL LIMITS ON MUNICIPAL WAYS**

Construction Time Period:

Per 29-A § 2382 (7) MRSA, application is hereby made to the MUNICIPALITY OF \_\_\_\_\_ for An Overlimit Permit to move construction equipment, material, objects or loads in excess of legal limits over ways maintained by the MUNICIPALITY in support of construction operations for the following Maine DOT project

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NAME OF PERMITTEE (Construction Company):

STREET/P.O. BOX:

CITY:

STATE/PROV:

ZIP / POSTAL CODE:

PHONE:

FAX:

This object or load cannot be readily reduced to the legal limits.

Signed by:

(name & title)

-----  
Permit is granted. A copy of this signed permit will be provided to the permittee as prove of permit. This permit will automatically expire at the physical completion of the above construction project. The original permit will be held on file at the municipality.

Signed:

Municipal Official

BOND # \_\_\_\_\_

Date:

**MUNICIPAL CONSTRUCTION BOND**

KNOW ALL MEN BY THESE PRESENTS: That (name of construction firm) \_\_\_\_\_  
 \_\_\_\_\_ and the Municipality of \_\_\_\_\_, as  
 principal, and \_\_\_\_\_  
 \_\_\_\_\_, a corporation duly organized under the laws of the State of \_\_\_\_\_ and having a  
 usual place of business \_\_\_\_\_,  
 as Surety, are held and firmly bound unto the Treasurer of the Municipality of  
 \_\_\_\_\_ in the sum of  
 \_\_\_\_\_ and 00/100 Dollars (\$ \_\_\_\_\_ )  
 to be paid said Treasurer of the Municipality of \_\_\_\_\_ or  
 her/his successors in office, for which payment well and truly to be made, Principal and  
 Surety bind themselves, their heirs, executors and administrators, successors and assigns,  
 jointly and severally by these presents.

The condition of this obligation is such that if the Principal designated as Contractor in  
 the Contract to construct Project Number \_\_\_\_\_ in the Municipality of  
 \_\_\_\_\_ promptly and faithfully performs the Contract,  
 without damage to the municipal ways, other than normal wear and tear; then this  
 obligation shall be null and void; otherwise it shall remain in full force and effect.

However, if the Principal designated as Contractor causes damage to any municipal way  
 beyond normal wear and tear, in the construction of the above project through the use of  
 legal weight, legal dimension trucks or equipment; or overweight or over-dimension  
 equipment or trucks (as defined in 29-A MRSA) on the municipal ways, then this bond  
 may be used to guarantee that the contractor either repairs or pays for the damage caused  
 by the use of its equipment or trucks. The degree of damage beyond normal wear and  
 tear will be determined by municipal officials with the assistance of the Maine  
 Department of Transportation.

The Surety hereby waives notice of any alteration or extension of time made by the Municipality.

Signed and sealed this ..... day of ....., 20.....

WITNESS:

SIGNATURES:

CONTRACTOR:

Signature.....

.....

Print Name Legibly .....

Print Name Legibly .....

.....

.....

WITNESS:

SIGNATURES SURETY:

Signature.....

Signature.....

Print Name Legibly .....

Print Name Legibly .....

NAME OF LOCAL AGENCY: .....

ADDRESS .....

TELEPHONE .....

NAME OF SURETY

SURETY ADDRESS:.....

BOND # \_\_\_\_\_

BOND # \_\_\_\_\_

Date:

**MUNICIPAL CONSTRUCTION BOND**

KNOW ALL MEN BY THESE PRESENTS: That (name of construction firm) \_\_\_\_\_  
 \_\_\_\_\_ and the Municipality of \_\_\_\_\_, as  
 principal, and \_\_\_\_\_  
 \_\_\_\_\_, a corporation duly organized under the laws of the State of \_\_\_\_\_ and having a  
 usual place of business \_\_\_\_\_,  
 as Surety, are held and firmly bound unto the Treasurer of the Municipality of  
 \_\_\_\_\_ in the sum of  
 \_\_\_\_\_ and 00/100 Dollars (\$ \_\_\_\_\_ )  
 to be paid said Treasurer of the Municipality of \_\_\_\_\_ or  
 her/his successors in office, for which payment well and truly to be made, Principal and  
 Surety bind themselves, their heirs, executors and administrators, successors and assigns,  
 jointly and severally by these presents.

The condition of this obligation is such that if the Principal designated as Contractor in  
 the Contract to construct Project Number \_\_\_\_\_ in the Municipality of  
 \_\_\_\_\_ promptly and faithfully performs the Contract,  
 without damage to the municipal ways, other than normal wear and tear; then this  
 obligation shall be null and void; otherwise it shall remain in full force and effect.

However, if the Principal designated as Contractor causes damage to any municipal way  
 beyond normal wear and tear, in the construction of the above project through the use of  
 legal weight, legal dimension trucks or equipment; or overweight or over-dimension  
 equipment or trucks (as defined in 29-A MRSA) on the municipal ways, then this bond  
 may be used to guarantee that the contractor either repairs or pays for the damage caused  
 by the use of its equipment or trucks. The degree of damage beyond normal wear and  
 tear will be determined by municipal officials with the assistance of the Maine  
 Department of Transportation.

The Surety hereby waives notice of any alteration or extension of time made by the Municipality.

Signed and sealed this ..... day of ....., 20.....

WITNESS:

SIGNATURES:

CONTRACTOR:

Signature.....

.....

Print Name Legibly .....

Print Name Legibly .....

.....

.....

WITNESS:

SIGNATURES SURETY:

Signature.....

Signature.....

Print Name Legibly .....

Print Name Legibly .....

NAME OF LOCAL AGENCY: .....

ADDRESS .....

TELEPHONE .....

NAME OF SURETY

SURETY ADDRESS:.....

BOND # \_\_\_\_\_

# Town of Gray, Maine

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

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

## Submission information

Form: [Board/Committee Volunteer Application](#) [1]  
Submitted by Anonymous (not verified)  
March 15, 2021 - 11:31am  
2603:7080:483f:d600:513c:c3f0:a334:92fb

**Application Date:** March 15, 2021

## Contact Details

**First/Middle Name:**

Gail

**Last Name:**

Cote

**Street/PO Box:**

2 Aquila Road

**City, State, Zip:**

Raymond, ME 04071

**Phone Number:**

207-756-9264

**Email Address:**

[gailcote.eh@gmail.com](mailto:gailcote.eh@gmail.com)

## Employment

**Occupation:**

Retired

**Present Employer:**

N/A

**Employer Phone Number:**

N/A

**Are you a Gray resident?** Yes

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

Blueberry Festival Committee

**Reason for selecting this particular board/committee?**

It sounds like a fun way to get involved.

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

I am willing to help and work to make the festival a success.

**What talents and skills would you bring to this position?**

Willingness to help, ability to work well with others, and time available.

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

To organize and conduct the Gray Blueberry Festival for the benefit of the people of Gray.

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

Was briefly a part of the Comm. Economic Dev. Committee. When our children were in school, I was on many town referendum committees, school advisory committees, and schools PTAs. Also served as volunteer and leader of Brownie and Girl Scout groups, and was coach or assistant coach for youth soccer teams.

**Will your schedule allow you to attend meetings on a regular basis? Yes****Are you familiar with the "Comprehensive Plan" adopted by the Town of Gray? Yes****Comment on any consideration or aspect of your interest to a board/committee that will directly benefit the overall advancement of the Town of Gray.**

Source URL: <https://www.graymaine.org/node/2173/submission/21631>

**Links**

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

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

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

Submission information

Form: [Board/Committee Volunteer Application](#) [1]  
Submitted by Anonymous (not verified)  
March 25, 2021 - 8:48pm  
74.77.166.227

**Application Date:** March 25, 2021

Contact Details

**First/Middle Name:**

Victoria Marie

**Last Name:**

Lee

**Street/PO Box:**

7 Crescent Lane

**City, State, Zip:**

Raymond, ME 04071

**Phone Number:**

603-661-4873

**Email Address:**

vmlquilts@gmail.com

Employment

**Occupation:**

Teacher

**Present Employer:**

Biddeford School District

**Employer Phone Number:**

207-282-6400

**Are you a Gray resident?** Yes

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

Blueberry Festival Committee

**Reason for selecting this particular board/committee?**

I am a new resident of Gray and have volunteered at the Gray Blueberry Festival with University of Maine. This volunteer position will help me get to know more people in town and give back to the community.

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

Organization and planning skills from employment (teaching).

**What talents and skills would you bring to this position?**

Organization and planning skills from employment (teaching).

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

To plan the Blueberry Festival and expand its reach every year.

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

University of Maine Master Food Preserver; University of Maine Master Gardener

**Will your schedule allow you to attend meetings on a regular basis? Yes****Are you familiar with the "Comprehensive Plan" adopted by the Town of Gray? No****Comment on any consideration or aspect of your interest to a board/committee that will directly benefit the overall advancement of the Town of Gray.**

**Source URL:** <https://www.graymaine.org/node/2173/submission/21686>

**Links**

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

# Town of Gray, Maine

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

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

## Submission information

Form: [Board/Committee Volunteer Application](#) [1]  
Submitted by Anonymous (not verified)  
February 27, 2021 - 1:41pm  
2603:7080:493d:8800:1c72:8cfb:fa21:58c2

**Application Date:** February 27, 2021

## Contact Details

**First/Middle Name:**

MIKELL

**Last Name:**

PERRY

**Street/PO Box:**

127 SHAKER RD LOT 17

**City, State, Zip:**

GRAY, ME 04039

**Phone Number:**

207-747-7663

**Email Address:**

mikellperry@gmail.com

## Employment

**Occupation:**

RETIRED

**Present Employer:**

N/A

**Employer Phone Number:**

**Are you a Gray resident?** Yes

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

Blueberry Festival Committee

**Reason for selecting this particular board/committee?**

I have talked with Lacy about how I might be able to help. I have a experience writing press releases and doing other marketing/publicity, as well as many years organizing and volunteering at similiar community events.

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

I became an alterante on the Dry Mills School Committee and am a member of the Gray Congregational Church committee that seeks to create a park behind the Parish House on Brown Street, adjacent to Pennell Rec, that would be open to community.

**What talents and skills would you bring to this position?**

Press releases, publicity, event organizer, volunteer

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

Continue the Blueberry Festival and help it grow to an anticipated annual event that celebrates the community of Gray and the State of Maine.

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

Served as volunteer and chair of Old Home Week Committee (Madison, NH); Member and Secretary of town recreation committees, founder of summer recreation program, summer reading program, Jr. Ski Program for grades 1-2, and 4-H Ski Safety program. Many church-related positions. Participating in community activities has been a life-long activity.

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

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

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

**Source URL:** <https://www.graymaine.org/node/2173/submission/21546>

**Links**

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

## TOWN OF GRAY POSITION DESCRIPTION

**POSITION TITLE:** PARKS AND RECREATION FACILITIES DIRECTOR-PARKS AND RECREATION

**DATE CREATED/ REVISED:** 8/2017

**Classification:** Full-Time, Salary Non-Exempt

**Narrative:** This position requires responsibility and integrity for the coordination and maintenance of all Town parks & recreation facilities, including Wilkies Beach, Libby Hill Trails and Pennell Park. This position would be responsible for the assistance in development and continual maintenance of any open spaces and/or conservation easements deeded to the Town, in consideration of the needs of the Town as recognized by the Open Space Committee and the Recreation Conservation Committee, the Comprehensive Plan and all other guiding authoritative Town documents. This position would work in coordination with the Buildings & Grounds Department as it relates to the maintenance, development and coordination of all Town parks & recreation facilities for the Town's continual routine use and events, as well as entities renting those facilities short-term. This position functions as the liaison to various Town Committees which require proper coordination and use of parks & recreation facilities. This individual may be responsible for certain special events in coordination with the Parks & Recreation Programmer. This individual is expected to work a varying schedule which may include some weekends and evenings as pre-arranged or on an emergency basis. All work must be performed in accordance with State & Federal law, Town of Gray policies/ordinances/previously established procedures and requires sound judgment and the ability to work effectively with others toward the goals established by the Parks & Recreation Department and the Town Manager.

**Supervision:** Supervision is provided to this position by the Town Manager.

### POSITION RESPONSIBILITIES/TASKS

Illustrative only, not all-inclusive:

- Assists with providing recreational, sports, cultural, social and leisure opportunities to the Town through the upkeep and proper scheduling of parks & recreation facilities.
- Works in cooperation with the Child Care Services Director and Parks & Recreation Program Director and other Parks & Recreation staff to ensure the overall financial, procedural and community benefits of the Parks & Recreation Department.
- Recommends new approaches, policies, procedures and long-range plans for improvement of efficiency and effectiveness of the Town's parks & recreation facilities.
- Develop, implement and maintain a short-term and long-term program for the Town's parks & recreation facilities, deeded open spaces and conservation easements including financial plans, as needed, and recommending the same to the Recreation Conservation Committee for recommendation to and adoption by the Town Council.
- Encourages and maintains cooperative planning and working relationships with local community agencies/groups, state, regional and federal government agencies/groups, private businesses and area school departments, etc to the benefit of the Town and the Parks & Recreation Department, with the approval of the Town Manager.
- At times, serves as key staff to perform or administer a program, activity or event.
- Acts as the primary contact for all Parks and Recreation facilities, including, but not limited to, Libby Hill, Wilkies Beach and Pennell Park, including all coordination with

outside entities for parks & recreation facility rental purposes (after approved applications) and for maintenance purposes.

- Coordinates and/or schedules the maintenance and upkeep of all Town parks & recreation facilities, including but not limited to clearing (trails and open spaces), lining, painting, mowing, litter control and general clean up duties.
- Prepares or coordinates Town parks & recreation facilities for appropriate seasons, including addressing any and all required staffing needs, placement of proper equipment and readiness of recreation facilities for scheduled programs, special events, activities and approved rentals of the same.
- Responsible for maintenance, inspection, storage and inventory of all equipment and items associated with Town parks & recreation facilities to ensure appropriate, efficient use for all participants, staff and volunteers; special consideration being given to all safety guidelines for the same.
- Completes and forwards all necessary reports that may be required in a timely fashion.
- All other tasks as assigned by the Town Manager.

## POSITION REQUIREMENTS/QUALIFICATIONS

### Education & Experience

#### Minimum Education Required:

- High School Diploma      G.E.D/High School Equivalent      Associate Degree  
 Bachelor's Degree      Advanced Degree

#### Minimum Education Preferred:

- High School Diploma      G.E.D/High School Equivalent      Associate Degree  
 Bachelor's Degree      Advanced Degree

#### Prior Experience Required:

5 years of direct experience in this position or directly related to the field

#### Prior Experience Preferred:

7-10 years of direct experience in this position, or a satisfactory equivalent in the estimation of the Town.

### Knowledge, Ability, Skills

- Must demonstrate knowledge of parks & recreational facilities, needs, special events, and industry best practices.
- Must be able to work independently and exercise sound judgment when making decisions.
- Must be able to manage work time and prioritize tasks effectively.

### Physical Requirements/Other:

<b>Shift Length</b>	<input checked="" type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights	<input checked="" type="checkbox"/> Evening (Occasional/Rare)		<input type="checkbox"/> Rotating	
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 minutes/shift or up to 1	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift

		hour per week			
<b>Lifting/Carrying (pounds)</b>	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: <input checked="" type="checkbox"/> within area <input type="checkbox"/> between areas <input type="checkbox"/> throughout facility					
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 min/shift or up to 1 hr/wk	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:</b>					
<input checked="" type="checkbox"/> see		<input checked="" type="checkbox"/> hear		<input type="checkbox"/> distinguish color	
<input type="checkbox"/> work in diminished lighting		<input type="checkbox"/> make critical decisions		<input checked="" type="checkbox"/> perform in fast-paced environment	

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> speak                          | <input type="checkbox"/> work at a set pace/rate                    | <input checked="" type="checkbox"/> remember accurately |
| <input checked="" type="checkbox"/> work under deadlines           | <input checked="" type="checkbox"/> perform multiple tasks          | <input checked="" type="checkbox"/> work independently  |
| <input checked="" type="checkbox"/> understand verbal instructions | <input checked="" type="checkbox"/> understand written instructions |   |
| <input type="checkbox"/> other:                                    |   |   |

**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: \_\_\_\_\_

ORIGINAL

## TOWN OF GRAY POSITION DESCRIPTION

POSITION TITLE: RECREATION DIRECTOR - RECREATION  
DATE CREATED/ REVISED: 03/22/2021

**Classification:** Full-Time, Salary Exempt

**Narrative:** This is a position of high responsibility and integrity. The Recreation Director plans, develops and administers town-wide community, cultural, recreational, and leisure activities for Town of Gray residents and visitors of all ages. The Director is responsible for planning, directing, coordinating, advertising, controlling, staffing, and evaluating associated activities. A primary responsibility of the Director is to maintain good relations with local citizens, other local government employees, the school department, and other related agencies. The individual in this position will have frequent contact with the public, both adults and minors, as well as with other Town of Gray employees. This position requires availability for weekend and evening activities, events, and/or programs. All work must be performed in accordance with State & Federal law, Town of Gray policies, ordinances, and previously established procedures. The role requires sound judgement and the ability to work effectively with others toward the goals established by the Town Manager.

**Supervision:** Supervision is provided to this position by the Town Manager.

### POSITION RESPONSIBILITIES/TASKS

Illustrative Only, not all-inclusive:

- Develops and administers the Recreation program for the Town of Gray, providing a range of recreational athletic, cultural, social, and leisure opportunities.
- Establishes rules and regulations for Recreation programs.
- Supervises and mentors full-time, part-time, and seasonal program staff to provide excellent service to the community.
- Coordinates with Human Resources to ensure background checks and personnel records are maintained for program staff.
- Coordinates with the Building and Grounds Department on the scheduling of all fields, parks, and gymnasiums; plans and schedules facilities as to maximize the equitable use of these facilities.
- Coordinates with the Communications and Information Department to advertise all programs through the various media to ensure all residents the opportunity to participate.
- Provides staff support for the Parks and Recreation Committee, including meeting facilitation and taking minutes; actively seeks community input in matters regarding programming, policy, and operations.
- Encourages and maintains cooperative planning and working relationships with local community agencies; state, regional and national agencies; school departments; and group or organizational recreational councils and committees.
- Continuously monitors and evaluates the efficiency and effectiveness of Department methods, procedures and programs; assesses and monitors workload; identifies and implements opportunities for improvement; reviews with the Town Manager where appropriate.
- Responsible for all Red Cross recordkeeping and updates as required.
- Develops, presents, and administers the annual program budget. Responsible for the control of program budget expenditures.
- Orders equipment and supplies for the program and ensures that the equipment is properly maintained and inventoried.
- Maintains expense records and service contracts for department-related spending.

- Completes and forwards all necessary reports that may be required in a timely fashion.
- Works as an effective team member with Town department heads.
- Attends Town Council meetings as required.
- Coordinates with other Recreation staff in various tasks to ensure the overall financial, procedural, and community benefits of the Recreation Department.
- All other tasks as assigned by the Town Manager.

## POSITION REQUIREMENTS/QUALIFICATIONS

### Education & Experience

#### Minimum Education Required:

- High School Diploma     G.E.D/High School Equivalent     Associate Degree  
 Bachelor's Degree     Advanced Degree

#### Prior Experience Required:

3-5 years of direct experience in this position or directly related to the field. Working knowledge of marketing strategies and strong computer/digital media skills will be necessary to succeed in this position.

#### Prior Experience Preferred:

5 years of direct experience in this position, including supervisory experience, and/or a satisfactory equivalent in the estimation of the Town.

### Knowledge, Ability, Skills

- Demonstrated knowledge of recreational and childcare services programs.
- Knowledge of CPR/AED and First Aid; certification is required within the first year of employment.
- Ability to effectively communicate, plan, coordinate, execute, and evaluate a program and its delivery.
- Ability to work with all age groups and cultivate strong relationships with Town staff, departments, local organizations and businesses, and other members of the community.
- Must be able to work independently and exercise sound judgment when making decisions.
- Must be able to manage work time and prioritize tasks effectively.
- Strong computer skills and proficiency in Microsoft Office.
- Willingness to learn and utilize software such as MyRec.

**Physical Requirements/Other:**

<b>Shift Length</b>	<input checked="" type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights		<input checked="" type="checkbox"/> Evening (Occasional/Rare)		<input type="checkbox"/> Rotating
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Lifting/Carrying (pounds)</b>	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: within area <input checked="" type="checkbox"/> between areas <input type="checkbox"/> throughout facility					
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 min/shift or up to 1 hr/wk	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:</b>		
<input checked="" type="checkbox"/> see	<input checked="" type="checkbox"/> hear	<input type="checkbox"/> distinguish color
<input type="checkbox"/> work in diminished lighting	<input type="checkbox"/> make critical decisions	<input checked="" type="checkbox"/> perform in fast-paced environment
<input checked="" type="checkbox"/> speak	<input type="checkbox"/> work at a set pace/rate	<input checked="" type="checkbox"/> remember accurately
<input checked="" type="checkbox"/> work under deadlines	<input checked="" type="checkbox"/> perform multiple tasks	<input checked="" type="checkbox"/> work independently
<input checked="" type="checkbox"/> understand verbal instructions	<input checked="" type="checkbox"/> understand written instructions	
<input type="checkbox"/> other:		

**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: \_\_\_\_\_

## TOWN OF GRAY POSITION DESCRIPTION

POSITION TITLE: PARKS AND FACILITIES SUPERVISOR-BUILDINGS AND GROUNDS  
DATE CREATED/ REVISED: 3/2021

**Classification:** Full-Time, Hourly

**Narrative:** This position requires responsibility and integrity for the coordination and day-to-day maintenance of all Town facilities, including parks such as Wilkies Beach, Libby Hill Trails, and Pennell Park. This position will work in the Buildings and Grounds Department as it relates to the maintenance, development, and coordination of facilities for the Town's continual routine use, special events, as well as for entities renting those facilities short-term. This position functions as a liaison to the Recreation Department for events and programs which require proper coordination and use of parks facilities. This individual is expected to work a varying schedule which may include some weekends and evenings as pre-arranged or on an emergency basis. All work must be performed in accordance with State & Federal law, Town of Gray policies/ordinances/previously established procedures. The position requires sound judgment and the ability to work effectively with others toward the goals established by the Director of the Buildings and Grounds Department and the Town Manager.

**Supervision:** Supervision is provided to this position by the Director of Buildings and Grounds.

### POSITION RESPONSIBILITIES/TASKS

Illustrative only, not all-inclusive:

- Is an integral part of the Buildings and Grounds Department, performing all tasks that relate to the department including maintenance, custodial, and landscaping tasks.
- Contributes to the overall success of the department by performing daily duties assigned by the Director of Buildings and Grounds.
- Assists with providing recreational, sports, cultural, social and leisure opportunities to the Town through the upkeep and proper scheduling of facilities.
- Recommends new approaches, policies, procedures, and long-range plans for improvement of efficiency and effectiveness of the Town's parks facilities.
- Develops, implements, and maintains a short-term and long-term program for the Town's parks facilities, deeded open spaces and conservation easements including financial plans, as needed, and recommending the same to the Recreation Conservation Committee for recommendation to and adoption by the Town Council.
- Encourages and maintains cooperative planning and working relationships with local community agencies/groups, state, regional and federal government agencies/groups, private businesses and area school departments, etc. to the benefit of the Town and the Recreation Department, with the approval of the Director of Buildings and Grounds.
- At times, serves as key staff to facilitate or administer a program, activity, or event.
- Acts as the primary contact for all parks facilities, including, but not limited to, Libby Hill, Wilkies Beach and Pennell Park, including all coordination with outside entities for parks & recreation facility rental purposes (after approved applications) and for maintenance purposes.
- Develops, maintains, and administers rental forms and payment protocols, in coordination with the Finance Director and the Director of Buildings and Grounds.
- Coordinates and/or schedules the maintenance and upkeep of all Town parks facilities, including but not limited to clearing (trails and open spaces), lining, painting, mowing, litter control and general clean up duties.

- Prepares and/or coordinates Town facilities for appropriate seasons, including addressing any and all required staffing needs, placement of proper equipment and readiness of facilities for scheduled programs, special events, activities, and approved rentals of the same.
- Responsible for maintenance, inspection, storage and inventory of all equipment and items associated with Town parks facilities to ensure appropriate, efficient use for all participants, staff and volunteers; special consideration being given to all safety guidelines for the same.
- Responsible for the stewardship of recreational facilities grants, including application, award management, reporting, and oversight.
- Completes and forwards all necessary reports that may be required in a timely fashion.
- Maintains expense records and service contracts for department-related spending, including grounds and equipment.
- Serves as on-call representative when the Director of Buildings and Grounds is on vacation or otherwise unavailable. Supervises employee activity as needed, ensuring the timely and successful completion of tasks.
- All other tasks as assigned by the Director of Buildings and Grounds and the Town Manager.

## POSITION REQUIREMENTS/QUALIFICATIONS

### Education & Experience

#### Minimum Education Required:

- High School Diploma     G.E.D/High School Equivalent     Associate Degree  
 Bachelor's Degree     Advanced Degree

#### Minimum Education Preferred:

- High School Diploma     G.E.D/High School Equivalent     Associate Degree  
 Bachelor's Degree     Advanced Degree

#### Prior Experience Required:

5 years of direct experience in this position or directly related to the field

#### Prior Experience Preferred:

7-10 years of direct experience in this position, or a satisfactory equivalent in the estimation of the Town.

### Knowledge, Ability, Skills

- Must demonstrate knowledge of parks and recreation facilities, needs, special events, and industry best practices.
- Must be able to work independently and exercise sound judgment when making decisions.
- Must be able to manage work time and prioritize tasks effectively.

### Physical Requirements/Other:

<b>Shift Length</b>	<input checked="" type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights	<input checked="" type="checkbox"/> Evening (Occasional/Rare)		<input type="checkbox"/> Rotating	



<input type="checkbox"/> work in diminished lighting	<input type="checkbox"/> make critical decisions	<input checked="" type="checkbox"/> perform in fast-paced environment
<input checked="" type="checkbox"/> speak	<input type="checkbox"/> work at a set pace/rate	<input checked="" type="checkbox"/> remember accurately
<input checked="" type="checkbox"/> work under deadlines	<input checked="" type="checkbox"/> perform multiple tasks	<input checked="" type="checkbox"/> work independently
<input checked="" type="checkbox"/> understand verbal instructions	<input checked="" type="checkbox"/> understand written instructions	
<input type="checkbox"/> other:		

**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: \_\_\_\_\_

MASCHINO & SONS LUMBER CO., INC.  
79 Morse Rd.  
New Gloucester, ME 04260  
207-926-4288  
207-926-4292 FAX  
e-mail--maschinolumber@gmail.com

March 22, 2021

Maschino Lumber has agreed to donate the lumber on quote

# 2102-181763 for the pocket park.

Angie Maschino

Maschino and Sons Lumber  
 79 Morse Rd  
 New Gloucester, ME 04260  
 207-926-4288  
 Fax: 207-926-4292



**QUOTE**

2102-181763 R1 PAGE 1 OF 1

SOLD TO
Cash Sales

JOB ADDRESS
Colin Town of gray Pocket park

ACCOUNT	JOB
CASH	0
CREATED ON	02/17/2021
EXPIRES ON	03/17/2021
BRANCH	1000
CUSTOMER PO#	
STATION	STA2
CASHIER	WAP
SALESPERSON	
ORDER ENTRY	ANGIEM
MODIFIED BY	WAP

1

Item	Description	D	Quantity	U/M	Price	Per	Amount
6614RH	6x6x14 Rough Green Hemlock		3	EACH	25.2000	EACH	75.60
6610RH	6x6x10 Rough Green Hemlock		3	EACH	18.0000	EACH	54.00
6612RH	6x6x12 Rough Green Hemlock		2	EACH	21.6000	EACH	43.20
6616RH	6x6x16 Rough Green Hemlock		4	EACH	28.8000	EACH	115.20
2616RH	2x6x16 Rough Green Hemlock		16	EACH	9.6000	EACH	153.60
468RH	4x6x8 Rough Green Hemlock		8	EACH	9.6000	EACH	76.80
18RH	1x8 Rough Green Hemlock		440	LF	0.5900	LF	259.60
					Subtotal		778.00
					ME 5.50% EXE: TOWN	Sales Tax	0.00
					Total		778.00

Buyer:

Signature

March 10, 2021 (Revised)

Mr. Nate Rudy, Town Manager

Town of Gray  
24 Main Street  
Gray, ME 04039

Subject: Proposal for Design of  
Yarmouth Road Reconstruction & Sidewalks (**revisions noted in red text**)

Dear Nate,

We appreciate the opportunity to submit this proposal for the design of the reconstruction, new sidewalk(s), and drainage for Yarmouth Road (Route 115) from the intersection of Route 100/202 (Main Street) to approximately #59 Yarmouth Road. As we are all aware, there are several outstanding concerns with this section of road, including lack of a safe pedestrian sidewalk, concerns with the narrowness and lack of shoulders, drainage, and deteriorating pavement conditions. The following describes our general understanding of the data collections and design for this project.

- Existing and topographic survey is required within the limits of work, including identifying the existing right-of-way and sidelines. We have attached a more detailed survey scope from Titcomb Associates. As we have discussed, the right-of-way width is not defined as a consistent width along this section of road and is not wide enough to accommodate widening of the road to include additional shoulders or sidewalks.
- Geotechnical and bedrock investigations will be completed to better understand subsurface soil conditions and bedrock elevations. We have attached a more detailed geotechnical scope form S.W. Cole Engineering.
- We understand that the preference is to fully reconstruct the road (strip pavement, box cut gravels, construct new gravels, repave). We will also explore the option of full depth pavement reclamation (FDR). The feasibility of the FDR option will depend on several factors, including the results of the subsurface investigation and whether we determine that the road profile can be raised without impacting driveway access and drainage. FDR usually results in the road profile being raised several inches and can be detrimental to driveway access and drainage if not carefully addressed. The project limits run from Main Street to the prior pavement joint near 59 Yarmouth Road (about 3,500 lf). Note that this section of Yarmouth Road received a pavement overlay in 2017.
- **Based on direction from the Town Council at the 3/9/2021 Budget Workshop, we have modified the scope of services to include design of two sidewalks. It is not clear whether the final design will include one sidewalk or two. Our base proposal includes the design of new 5-foot-wide sidewalks on both sides of Yarmouth Road extending from Main Street to Hillcrest Road, approximately 2,850 feet.** Note that there is already an existing sidewalk along the northerly side of Yarmouth Road that extends about 380 feet from the Brown Street intersection. It will be important to evaluate the challenges associated with relocating the overhead utilities and poles that are primarily located on the northerly side of Yarmouth Road (east of the Brown Road intersection). There are also private mailboxes on both sides of Yarmouth Road that will need to be considered as part of the sidewalk design. Finally, locations of any crosswalks will need to be evaluated during the design process. It may be challenging to



incorporate a crosswalk near Apple Tree Village, for example, because of the horizontal and vertical curvature of the road curve near the top of the hill.

- As we have discussed, it is likely that additional right-of-way will be required to accommodate the new sidewalk(s) and widened roadway section. Based on available information it appears that the right of way for Yarmouth Road varies as follows:
  - Between Route 202/100 and Brown Street Intersection – right-of-way appears to be 3 rods or 49.5 feet.
  - Between Brown Street Intersection and #59 Yarmouth Road – right-of-way width appears to vary between about 35 feet and 43 feet.

We would recommend that a minimum of a 3 rod (49.5 foot) right-of-way be established to accommodate either one or two sidewalks, utilities, and drainage. A 60-foot-wide right-of-way would be preferred, but given the existing conditions, the 3-rod width is more realistic. We will evaluate and provide a recommended right of way width early in the design process.

- Drainage improvements will be necessary along with the new sidewalk(s). A new enclosed drainage system will be needed since road runoff will be constrained within the new curbs. We anticipate that the enclosed drainage system located east of Brown Street will discharge to the existing drainage swale near 24 Yarmouth Road. Existing drainage between Main Street and Brown Street will also be reviewed and upgraded as needed.
- We will prepare a concept design for the realignment of the Brown Street intersection. Ideally, Brown Street would intersect with Yarmouth Road directly across from the Hancock Street intersection. This portion of the work will require land acquisition from the Church and may also require redesign of the Church septic system if it is determined to conflict with the redesigned road. This work will also require reconfiguration of several residential driveways that currently access Brown Street near the current intersection with Yarmouth Road.
- We understand that the Town would like to explore dedicated on-street, parallel parking spaces along Yarmouth Road between Brown Street and Main Street. It is unclear whether we will be able to obtain the necessary right-of-way to accommodate sidewalks and on-street parking.
- We understand that the Town plans on pursuing MaineDOT Municipal Partnership Initiative (MPI) funding for this project. We have included scope to prepare the MPI funding request.

### **Basic Scope of Services**

We propose the following basic scope of services:

#### ***Project Initiation and Data collection***

1. Attend a kickoff meeting with the Town to review the scope, schedule and goals and objectives for the project. We also recommend that this kickoff meeting include a site walk to observe existing conditions and design opportunities and constraints.
2. Gorrill Palmer will review existing data and plans that may be available from MaineDOT. We will also review existing utilities within the corridor and coordinate with applicable Utility Companies/Districts relative to any infrastructure improvements they may have planned in this section of road.
3. Gorrill Palmer will retain a surveyor to complete an existing conditions and topographic survey of the existing road system. Work scope will include a survey of the existing road from Main Street (Route 100) to approximately 3,500 feet towards North Yarmouth. A detailed scope is included in the attached proposal from Titcomb Associates. Note that Titcomb's base scope of services do not include right-of-way mapping that will be needed for the land acquisition. However, we have provided estimated costs for the right-of-way mapping as part of the preliminary and final design



scope and fee. As noted previously the current wrought right-of-way is not wide enough to accommodate a widened road and new sidewalks.

4. Conduct site visits to observe and field check the existing conditions survey and confirm assumptions for the design. d
5. Gorrill Palmer will retain a geotechnical engineer to complete a subsurface investigation in Yarmouth Road to determine the existing pavement, gravel, and subgrade material thicknesses. Work scope will include drilled test borings every 250 feet from Main Street (Route 26) to approximately 3,500 feet towards North Yarmouth. **Additional auger probes will be included at shorter intervals going up the hill to better define the limits of shallow bedrock, if present (no additional cost).** The geotechnical study scope includes traffic control during the field work. Borings will be drilled to about 10 feet, or refusal. If shallow bedrock is encountered in the borings, scope is included to further define the bedrock surface using Ground Penetrating Radar (GPR). The GPR survey would be performed by Hager-Richter Geoscience, Inc. as a subconsultant to the geotechnical engineer.

### **Concept Design**

6. **Attend a meeting with Town of Gray and MaineDOT representatives to discuss the scope of the project, potential funding opportunities (MPI, other), right-of-way process and recommendations, project schedule, etc.**
7. **Attend a meeting with the Town of Gray and Gray Water District (GWD) to discuss the scope of the project, GWD participation, anticipated water main improvements and extents, and project schedule.**
8. Prepare concept design plans (30% complete) for Yarmouth Road and the Brown Street intersection realignment. The plans will include conceptual layout of the proposed **curbs and sidewalks** and road widening if any. The plans will also identify areas where additional right-of-way is required, and possible conflicts with adjacent features such as trees and landscaping. We will also identify drainage improvements and potential outfall locations.
9. Prepare a concept opinion of probable construction cost.
10. Meet with the Town to review the concept design plans and opinion of cost.
11. Prepare for and attend one public meeting to review the concept design and obtain input from the public on the proposed improvements.
12. We have included 8 hours of time to meet virtually, or in person (if possible), with individual property owners along Yarmouth Road to discuss the project and potential impacts to their property.
13. Begin the utility coordination process, including contacting utility companies and providing them with an electronic set of concept design plans.
14. Attend one Town Council meeting to provide a status update on the project.

### **Preliminary Design**

15. Conduct additional site visits as necessary to work through design issues and constraints along the project route.
16. Prepare preliminary design (60% complete) for Yarmouth Road. We anticipate the following plans will be prepared:
  - Cover Sheet
  - General Notes and Legend
  - Typical Road Sections
  - Plan and Profile Sheets, including drainage improvements



- Brown Street Intersection Plan
  - Details
17. Gorrill Palmer will retain a Licensed Site Evaluator to assist with locating, evaluating, and completing a preliminary relocation and design for the septic system at the First Congregational Church located at 11 Yarmouth Road. At this point we are not entirely clear on the exact location of the existing system and will need to investigate further. **Costs for the septic system investigation and design are approximate and may need to be revisited and revised** as we learn more about the location and size of the existing septic system and potential relocation sites.
  18. Prepare an updated opinion of probable construction cost.
  19. Prepare drainage calculations for the design of the new enclosed drainage system.
  20. Meet with the Town to review the preliminary design plans.
  21. Prepare preliminary right-of-way plans showing anticipated right-of-way needs for each abutting property. We anticipate that additional right-of-way will be needed along Yarmouth Road from the Brown Street intersection to the end of the project at 59 Yarmouth Road. Additional right-of-way may also be needed to accommodate the Brown Street intersection realignment. These plans will serve as the basis for title examinations (not included in our scope) and preparation of the subsequent final right of way mapping. **Costs for the preliminary right-of-way mapping are approximate and may need to be revisited and revised** once we determine how much additional right-of-way is needed for the project.
  22. Continue with utility coordination, including meeting with various utility companies and identifying any overhead utility poles that need to be relocated to accommodate the proposed design. We have included one onsite meeting with utility companies to review and discuss the project.
  23. Attend one Town Council meeting to provide a status update on the project.

### ***Final Design***

24. Prepare final design plans. Final design plans will be based on the preliminary design plans and will include additional construction details, curb schedules, cross sections, and grading information.
25. The septic system design for the First Congregational Church will be advanced to final design based on the investigations and preliminary design that was completed earlier. **Costs for the septic system design are approximate and may need to be revisited and revised** based on the findings from the preliminary design phase.
26. Prepare contract documents and specifications based on the MaineDOT format.
27. Prepare an updated (final) opinion of probable construction cost.
28. Prepare final right-of-way mapping that will serve as the basis for issuing notices of interest to acquire, property appraisals, property negotiations, and acquisition of property to accommodate the project improvements. We have assumed that the Town will retain appropriate experts to assist with the property appraisals, property negotiations and property acquisition work, as those tasks are not included in this scope of services. **Costs for the final right-of-way mapping are approximate and may need to be revisited and revised** once we determine how much additional right-of-way is needed for the project.
29. Meet with the Town to review the final design documents and incorporate any final changes prior to issuing final sets of documents suitable for bidding.
30. Prepare for and attend one public meeting to review the final design and gather any additional input from the public.
31. Attend one Town Council meeting to review the proposed project prior to advertising for bid.



**Bid Phase**

- 32. Assist the Town with bidding the project, including the following: distribution of bid documents to potential bidders, attendance at a pre-bid meeting and responding to requests for clarification during the bid process. If the bid advertisement will be published in the newspaper, costs for the bid ad are assumed to be paid directly by the Town.
- 33. Attend one Town Council meeting to review recommendation of award.
- 34. Prepare final contract documents for signature and execution.

**Supplemental Scope of Services**

The following supplemental scope of services include construction administration and post-construction services.

**Additional Design for Second Sidewalks**

This scope has been incorporated into the basic scope of services.

**Construction Administration Services**

These services are not included in this proposal. A separate contract amendment or proposal will be submitted prior to the construction phase of the project.

**Post-Construction Services**

These services are not included at this time. We will include these services with the contract amendment/new proposal for construction phase services.

**Scope Exclusions**

The following are excluded from this scope:

- 1. Boundary Survey
- 2. Permitting – none is anticipated
- 3. Gray Water District water main improvements
- 4. Easement or right-of-way negotiations
- 5. Roadway/Sidewalk lighting

**Fee**

We would complete the basic scope of services on a lump sum basis as follows:

Scope	Fee
<b>Basic Scope of Services</b>	
Project Initiation & Data Collection	
GP Fee	\$ 6,990
Titcomb Survey Fee	\$21,450
SW Cole Geotechnical	\$11,110
SW Cole Bedrock Profile	\$ 6,490
Concept Design	
GP Fee	\$23,520
Preliminary Design	
GP Fee	\$40,840
Titcomb ROW Mapping (Estimated)	\$ 6,600
Septic Design (Estimated)	\$ 3,500



Final Design	
GP Fee	<b>\$38,820</b>
Titcomb ROW Mapping (Estimated)	\$ 6,600
Septic Design (Estimated)	\$ 3,500
Bid Phase	
GP Fee	\$ 4,490
GP Expenses (Estimated)	\$ 2,000
<b>Basic Scope of Services Total</b>	<b>\$175,910</b>

As noted in the scope of services, the fees that are noted as “estimated” may be revisited and revised as we proceed through the design phases.

If you would like to proceed with this project, please sign and return below and return a copy for our records.

Sincerely,  
Gorrill Palmer

A handwritten signature in black ink that reads "William C. Haskell".

William C. Haskell, PE  
Principal

C: Alec Dodd, Director of Public Works

*U:\2344.150\A Proposal\2021-03-10 Rev Proposal  
Yarmouth Road Recon.doc*

Town of Gray

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

- To make the Town of Gray the most desirable community for new real estate and business investment in the State of Maine.
  - Reclaim and revitalize the Gray Village, develop a Master Plan, and implement ordinance and zoning changes that protect the Town’s investments in properties and infrastructure.
  - Growth Management Plan to include growth limits so that the rural Gray we know remains for the most part the Gray of the future. (SY)
  - Renegotiate our relationship with MDOT and MTA around traffic flow through the Gray Village and artery roads, to slow traffic and enhance bike-ped safety.
  - Reposition Gray through coordinated outreach campaigns that help existing businesses expand, attract new businesses, and stabilize or increase property value.
  
- To ensure that Town resources, specifically budget and staff time, are used to advance Town Council goals and the vision conveyed in the Comprehensive Plan.
  - Increase staff interaction through Department meetings and Inter-departmental project coordination.
  - Improve basis and accuracy of budget estimates for departments and streamline timeline to achieve Council acceptance/approval. (BF)
  - Budgetary constraint so that long term residents aren’t priced out of the community they built. (SY)
  - Clarify the Town / citizen relationship and promote accessibility and inclusion in Town business and official proceedings and publishing process to aid in navigation through town services (step by step) to achieve goals. (BF) Promote importance of how their work helps to successfully implement the Comp Plan (DM) (has all Staff read the Comp Plan?)
  - Implement zoning/ordinance revisions and performance standards that align with the Comp Plan’s stated goals to create development zones and preservation areas. (Comp Plan implementation as a “directive” and not as “guidance” to be disregarded at councils pleasure.) (SY)
  
- To foster a supportive, enriching work environment for Town staff that includes respect for the roles we play in the community, a culture of continuous learning, and a healthy work / life balance.
  - Reinvigorate commitment to staff professional development and training to help build capacity to manage multiple projects and goals in a strategic way. (DM)
  - Pursue enhanced health and safety initiatives for Town staff that reduce insurance premiums and increase staff wellness.
  - Elevate staff professionalism, and foster/maintain public trust in local government. Create a single set of standards and expectations by which all Town staff work will be evaluated and to help all the department heads or staff who supervise the work of others to explain, implement, and get buy in from their direct reports as to the need and value of this effort. (DM)
  
- Senior Property Tax Relief to relieve the burden of tax increase on this population to support the increased cost of new infrastructure and services for the Town as a whole. (SY)
- Senior Program to support and encourage aging in place so that we do not lose the value our oldest residents bring to the Town. (SY)

\*O/F/C (All)

OPEN

Count of Description	Column Labels			
Row Labels	H	L	M	Grand Total
Administrative	3	3	3	9
Budget / Audit		1		1
Committee			1	1
Comp. Plan Implementation	1			1
Economic Development		1		1
Infrastructure / Village TIF Goals	2			2
Open Space / Conservation Plan	1			1
Ordinance		1	16	17
Policy			2	2
Recreation			1	1
Residential		1		1
TIF Goal / Budget	1			1
Traffic	2		2	4
Grand Total	10	7	25	42

\*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 - MDOT - break out tasks from item 24A				1	1
Traffic - MTA				1	1
Traffic - MTA - break out tasks for Item 24B				1	1
Grand Total	1	18	4	22	45

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline										Last Update: 03/16/21		
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
27	Open Space / Conservation Plan	O	H	1	04/01/21	During the Libby Hill Trails clean-up after the October storm, the Community Endowment communicated concerns regarding the longevity of the <b>current ad hoc agreements</b> used to create <b>Libby Hill Trails</b> . Council agreed a full review and updates are needed to protect this asset as part of <b>Open Space Plan</b> .	Sandy Carder	<a href="#">Nate Rudy</a>	Dan Maguire	03/20/18	02/26/21	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. (2/16) Dan prov an update. Deb adv sub group has met to discuss maint/budg agree <b>Next Step: Awaiting draft agreement from Aga</b>
240	Traffic	O	H	2	03/01/21	<b>Route 26/North Raymond Road Intersection project</b> has reached "project design" status. Need to ensure Town's input & resident concerns are included in plan as it moves forward. <b>Deb advised this is a different MDOT group than the 24A item.</b> <b>MDOT TASK = awaiting "plan impact complete" from consultant to proceed with title research / acquisition phase</b>	MDOT	<a href="#">Nate Rudy</a>	Deb Cabana	04/03/18	02/02/21	DOT forum was 9-16 delayed 2. Issue -Mill Brk culvert & miss sidewks raised DOT sec more \$\$ for culvert. Forum held 5-31 Council rev notes from Forum. Council id 4 top prior. Deb to req drop dead date for proj & target to prov info req. DOT prov initial feedback & ans final ques 8/7/18 meet. Council conf their support of current plan w/ change to expand Mill Brk culvert for future sidewalks at an add'l cost of \$5,000. Doug asked DOT to put conduit under new inters to facilitate crosswalks - DOT adv easier now to add later when needed. Council reprior to monitor proj with follow-up Circle K issue & MDOT timeline. Doug adv transf easement from DOT to Town has been sugg as 1st step in Circle K resolution. 10/2 - Dan req a timeline/checklist for DOT proj to better understand overall approach to projs. (11/27) Deb has req timeline & DOT resp. (1/22) Deb read resp from DOT -data lag, costs & proj safety all come into play in approach decision-adv roundabout has not worked as well as expec. Dan advised he was talk about another one, but the process is the same. (2/5) Deb adv no progress has been made with Circle K access. (3/5) Sandy adv a resident had pointed out the green garage has some historical value, referred to the GHS. (3/21) Doug adv of a possible need to increase the size of the pipe at intersection in anticipation of a stormwater fix on N. Raymond Rd. Council wants verification that proposed correction is feasible and est on costs for increase size. (5/7) Council voted to use TIF funds for upgrade. (6/18) MDOT provi update & Council prov guidance. (9/3) Doug/Deb prov update on Circle K prop (10/1) Dan adv Circle K had rec'd apprvl for their plan new curbcut with ques remain. (11/12) MDOT to accept lowest bid even with 20% overage. (12/3) Kathy agreed to fol up with Circle K- done 12/5. (12/17) Council dis note from resident regard detour routes on Mayberry. (1/7) Sandy ask Deb to reach out to MDOT to set next present on construction phase. (3/10) Staff has Inv Cir K & will follow-up (4/28) MDOT prov upd- Circle K issue still in works (6/16) Proj underway, Circle K reach out to Town (9/1) weekly updates prov & new end date 10/16. Circle K has purchase agree for abut property. Vacant buildings need to be addressed. (9/15) Dan advised PB ext curb cut date to 11/15 prov base paving is done by end of Oct (10/20) Issue with sh rd circle k entrance disc (11/17) Most const is done incl circle K (12/1) Council agreed to Thank You letter creation (12/15) Council approved thank you letter. Deb also pointed out there is not much room for pedestrians on one side of Shaker - room for future sidewalks was part of the plan, but the Council will need to budget for those sidewalks. (1/19) Control box in, MDOT working to install. <b>Next Steps: Awaiting sign control box installation (2/13), signage and final touches.</b>

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88	Infrastructure / Village TIF Goals	O	H	3	10/01/21	Infrastructure - Shaker Rd Stormwater/Sidewalk - Project	Town Council	<a href="#">Nate Rudy</a>	Will Haskell /Alec Dodd	02/22/18	03/16/21	Steve/Will pres results of video work. Report was rev with MDOT Dale Doughty, Kyle Hall, Deb & the Council (5/15) Steve <a href="#">adv</a> full width paving was plan for some of RT 26. Dale confirm catch basin upg will be done for <a href="#">some</a> . Sched a walkthr/meet w MDOT/Staff to rev of Rt 26 Vill to (1) id what is incl in the upcom overlay (2) dev a plan for the rest of the proj. Sub Items: (a) G-P to prov key to their-fair, poor, good categ (b) Town to prov plans for swalks/sign. Based on MTA fdack reg bridge swalk/bike lane fdck-look at mak sure plans (if not fund/prior immed) at least incl an ext of ped/bike lane down Skr to Skr Bridge. It is the route to the MS/HS from the Village. Results to be rev for budg imp by Council/Staff to create agree plan. Steve pres PW prior at 9/10 TIF Wkp 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 MDOT sidewalk fund. Eng for proj in budget CIP-Council to disc 2/11. (2/19) Council agreed this is the top pri for fund. (6/11) Residents app budget-engin underway. (9/17) Will prov an update on engin, issues & Council prov feedback. (10/15) Will/Steve met with DOT will update council at 10/28 workshop. (10/28) Upd prov-Council agreed to submit MPI appl. (11/12) Council disc Gray Park sidewalk alt & agreed due to cost, it is not feasible. MPI should incl sidewalk on Gray Park Enercon side. Resol for park spaces imper. (2/4) Council held exe session-no act taken. (3/10) MPI appr by MDOT. (4/21) Council has agreed to use \$100k from TIF + \$652K from Bond - ques to be put to residents. Public forum to be held on actual project once feasible (covid-19). (4/28) rev warrant art (6/2) Council appr warrant art - go before voters 7/14/20. (7/21) Voters approved fund, Council to set up public forums. (9/1) Council set 9/29 for Public Forum - virtual meeting. Pre-planning meeting will need to be set up. (10/6) Sandy prov update from Public Forum. Alec/Will working on next steps. (11/17) Alec/Will will provide update 12/1 (12/1) Update prov - timeline appr - outstanding items ident - advertise by 12/11. (1/5) Out to bid. (2/16) Bid app (3/16) Council dis stripping - Alec to prov costs. Trees will be replaced via a change order once construction is underway. Next Steps: Await Spring construction season
84	Comp. Plan Implementation	O	H	4	<a href="#">Detail Tab</a>	Identify steps/ create plan to implement newly approved Comprehensive plan. SEE SEPARATE TAB - FOR DETAILS	Council	Council	Council	12/01/20	02/16/21	(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 reviewed at 2/16 meeting. <a href="#">See Detail tab for updates.</a> Next Steps: Nate to meet with Dept heads to review - set up new workshop in late March/early April.
34	TIF Goal / Budget	O	H	5	<a href="#">Detail Tab</a>	Work on planning associated with new Village TIF. SEE SEPARATE TAB FOR DETAILS	Council	<a href="#">Nate Rudy</a>	Doug Webster	08/07/18	02/16/21	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 administrating the new TIF. Project was discussed during 9/10 workshop & Mr. Lavallee advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MDOT/Town video work & analysis to be presented at Dec 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) Will Haskell & MDOT provided updated info on Main Str Project. (2/5) & (2/19) See new detail tab H3. MDOT has advised change in Main Str project timeline. (7/2) Workshop held (8/6) 7/1 Workshop minutes approved. (10/15) Council agreed time to set up another brainstorming session - likely on Route 115 road - agreed to wait until 10/28 workshop to schedule so Bruce would be included. (10/28) Public forum set 12/5. (11/12) Dan will facilitate - Council agreed to set up/format. <a href="#">See detail tab for updates.</a> Next Step: Doug to work up proposal on Zoning once time allows. Council discussion funding options.

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66	Administrative	O	H	6	06/01/21	Determine if "No Thru Trucks" restriction should be placed on a section of <a href="#">Mayall Rd</a>	Dan Maguire	Council	Dan Maguire	11/12/19	03/16/21	Back in June, Kathy Taylor (Mayall Rd resident) had reached out to all Councilors regarding the state of her road and the heavy truck traffic. Dan spoke to her directly and agreed to manage the request. This road was set to be paved, but dropped from PW sched due to paving costs being substantially higher than anticipated. It will be at top of the list next cycle. Deb did some initial feedback - as this section of road is being considered for "state aid" designation (Depot Rd is a state aid road). This impacts cost sharing/responsibility with MDOT vs. Local. MDOT was conducting vehicle counts for the road (or Deb/Steve had req). Dan also advised Ms. Taylor that talking to her neighbors on the road to determine the level of support for posting "no thru trucks" would be helpful. (11/7) Dan rec'd an official petition signed by 24 Mayall Rd residents. (11/12) Council agreed to add to tracking spreadsheet - it was set to be discussed at 12/3 Council meeting already. (12/3) Sandy provided more info on options incl. weight limits. Deb advised of possible "State Aid" classification. (12/17) Deb provided proposal from G&P - \$1,000 to determine if Mayall/Weymouth would even qualify - Council expressed concerns on impacts to road maintenance and residents. (1/21) After rev expenses & discuss control concerns, Council agreed NOT to pursue state aid status on either road. Can revisit at later date. Discussed possibly just putting up signs, but felt more info was needed & did not want to set up false sense of enforcement. (2/4) Dan notified resident & adv it would take time before a workshop could be sched. Council agreed to send feedback on LD1498 in support of MMA testimony against bill to eliminate weight limits on rural roads. (2/18) Council app letter (4/28) Dan adv Resident checked in again, but understood delay. (6/16) Dan req Council consider posting signs again (7/21) Council discussed & agreed need to pull in Depot Rd residents. (9/1) Council set 10/6 for workshop prior to TC meeting. (10/6) Public forum held with info sharing (10/20) Council disc options (12/1) Dan has done some research to share with Sandy. MDOT has approved the 4 way stop. (12/15) Dan & Sandy held discussion. Dan updated Council. (1/5) Dan adv MDOT has sample ord see #77. (2/2) Dan has draft ord/letter. (3/16) <a href="#">Council prov feedback to Dan to update Ord. He will coordinate with Nate to submit to legal. Next Step: Legal rev of Ord, notification of MDOT, draft/send letter to businesses with ord for feedback.</a>
75	Administrative	O	H	7	10/01/21	Address <a href="#">ATV access</a> issue on <a href="#">Long Hill Road</a>	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 comprable recreation facility to replace the tennis courts - but each has fallen through. The alternative is to pay back the original grant. The grant program is off limits to the Town until this is resolved. (8/4) Kathy T discussed status with State, Anne adv there is an outside chance some work in NG may help. She also adv there is another grant but not until Spring. Jon provided update from ATV - no new complaints. Council extended access through the end of the season. (11/17) Council disc with Doug Beck (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. <b>Next Steps: Anne setting up meeting with John Powers from ATV Club.</b>

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56	Administrative	O	H	8	04/01/21	Develop official <a href="#">Job Description, Evaluation form/process &amp; Search Plan for the Town Manager position</a>	Council	Sandy Carder	Sandy Carder	04/16/19	03/02/21	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 this needs to move up in priority and need to work on all three items. (2/18) Council discussed budget for search consultant. (6/16) Council set up workshop (7/21) Council did first review of tasks. Sandy to compile. LD1 failure prevents search from starting. (8/4) Council rev outstanding ques, identified add'l changes, identified need for Charter changes, req quotes on search (9/15) Budget passed. Council rev 3 proposals - agreed that was plenty & id a couple add'l ques (10/6) Council voted to hire Eaton Peabody. (11/17) Ad appr & posted. Applications being rec'd (12/1) public forum & dept. head 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 (2/16) Council agreed to use GPCOG form as base & high level process. (3/2) Council rev mapping - Sandy will update. <b>Next Step: Council to send Sandy top goals for Nate by 3/23. Sandy will compile for discussion at the 4/6 meeting.</b>
4	Traffic	O	H	9	<a href="#">Details</a>	Work to develop long term changes needed to address traffic, drainage, road conditions, pedestrian & cyclist safety and speed along <a href="#">Route 115 entering Gray from the hill thru connection to Brown Street.</a>	Deb Cabana	Council	Council	01/02/18	03/09/21	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 MPI does not require engineering completion - however - Ann verified the Town's piece of the budget must be approved & set aside to apply. Dan also advised a 50+ sub division (apartment buildings) is before the PB for this road & stormwater/sidewalks are being discussed. (10/15) Deb adv Stevie/Will met with DOT & have more info. (10/28) Council set up public forum 12/5. (11/12) Dan will facilitate & council discussed format. (12/5) Public Forum held. (12/17) Council agreed 1st forum very successful, data compiled, next step is to work out starting point on proj. (1/21) Council held workshp with Water Distr about Route 100 TIF and this proj was select by both grps as the best proj. (2/4) Deb adv Alyssa said it is possible to amend rt 100 TIF for this proj but needs to talk details with us. (3/10) Council & WD agreed to amend TIF to incl this proj (4/28) Council rev warrant art (6/2) Council held public hearing & voted to approval TIF amend (7/21) Voters approved revision. (10/6) State submission done. (12/1) TIF amend appr. (1/19) Council agreed with Water Dist/Will on first tasks to start process. (3/2) Will prov est. <a href="#">See Detail Tab for updates</a> <b>Next Step: Council to review for TIF budget.</b>

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89	Infrastructure / Village TIF Goals	O	H	10	10/01/21	Analyze future needs for Village <b>Main Street</b> to coordinate with MDOT project	Council	Council	Council	02/19/19	02/16/21	MDOT has agree to cov the upgrade of stormwater & catch basins Main Street & down 202 towards the Cemetery. They adv the plan will likely come up in the next 5-7 years. Town needs to id any other chges- increas water line size, increas stormwater line size, add conduit for underground utilities, add piping for natural gas so funding can be budg & all items add at the same time (rip the road up once). (4/2) Doug prov 8-12 year window for work on Main as guide for Council meaning analysis & plan should be done well beforehand. (4/16) MDOT adv the timeline for this proj is being moved up. Council agr to move up in priority at 5/7 meet & set a stand alone TIF workshop. Workshop held 7/2. (8/6) Min from 7/2 workshop appr. Council to set up another TIF workshop. (7/21) Council had workshop with MDOT & learned portion of road may be worked on in separate project for which engineering is underway. Await more info from MDOT. (9/1) Village walkabout was done with Patrick Adams MDOT, Water District, and others to identify issues/solutions. Rob Betz is coordinating with Ernie Harris on current project from Town line to Cumby's. Council followed up to determine scope of 2nd project from MTA interchange to Brown Street? Can orphan piece be added to that project? (2/16) Council agr to move to open list. <b>Next Steps: Follow up with Rob on timing. Set workshop to break out items &amp; set timeline.</b>
24A	Traffic	O	M	1.1	<a href="#">Detail Tab</a>	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. <b>MDOT Portion.</b> <b>SEE SEPARATE TAB - FOR DETAILS</b>	Council	Council	Sandy Carder	02/22/18	<a href="#">03/16/21</a>	Councilor Carder created meeting notes from Workshop (1/29), Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MDOT - prior to a TC meeting 5:30pm start time. That will allow 90 minutes to discuss. TC agreed signage - (1) old Rt26 vs by-pass (2) in Village around island (no sign again) (3) Depot Rd RR Xing would be 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. <b>Next Step: See Detail tab for more info. Awaiting response from Rob Betz.</b>
24B	Traffic	O	M	1.2	<a href="#">Detail Tab</a>	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. <b>MTA Portion.</b> <b>SEE SEPARATE TAB - FOR DETAILS</b>	Council	Council	Sandy Carder	02/22/18	<a href="#">03/16/21</a>	Councilor Carder created meeting notes from Workshop (1/29), Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May -MTA - set up workshop in May - Peter Mills, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held Mary 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & addtl info from Deb. Discussed <b>possibly sending official letters to individual trucking companies</b> 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 <b>Next Step: Council to provide addtl feedback to Deb, MTA to reach out to other partners. See detail tab for more info.</b>

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46	Ordinance	O	M	2	06/01/21	Develop <b>Growth Management</b> strategy - as part of Comprehensive Planning & to allow needed time for Open Space Planning	Sandy Carder	Deb Cabana	Doug Webster	02/05/19	02/16/21	(1/22) Dan adv PD does not feel any addl action is need at this time. Growth Cap was disc & Staff will look into with OAC and bring forw when ready. A growth cap has been disc in var meet for the last yr. Not hav a robust growth plan and/or cap was 1 primary reason the original Comp Plan was not appr. (1/30) During the Open Space forum, Alan & Lucky both strongly encour a growth cap be disc/imple as soon as possible to provide Gray with more time to dev an Open Space plan. In add, issues with current residential Sub-division ord, duplex allow, and limited safeguards against a large scale dev need to be addr. Kathy adv Staff have crunch annual data & Doug adv dev one would be rather straightforward & would be padded to avoid impact wanted eco & resid dev. (2/19) Council agreed this is a top priority now. (3/5) Doug rev steps (1) Verify current comp plan (2) check with legal ord (3) imple verifying data supports number selected & Council prov direction. (6/4) Doug prov some data and Arundul ord (eff in 1977). Council agreed to proceed cautiously. (9/3) Doug adv best 1st step would to discuss possible 'cap' number and process to apply caps. (10/1) Council WS held - guidance prov to Doug. (1/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger devel & Comp Plan process. (2/4) OAC looked at & were not in support - worried about admin of the process impact staff (2/18) Council disc changing approach to be more comp to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comp plan timeline as an appr plan is required to enforce growth permit systems. (3/10) OAC began work on this item.(5/5) OAC wants to coord with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be deliv by end of summer to stay in line with CP. (8/4) Council disc at 8/4 WS to confirm a full WS for this along with the duplex/OAC ord list can be disc (9/1) Council disc OAC doc cover duplexes, multi unit housing, growth & comp plan info - agreed addt'l WS to create workplan to complete all the work needed. (2/16) Sandy adv Windham has robust grw permit prog that was 1st step after their comp plan. <b>Next Step: Council needs to schedule follow-up workshop &amp; work on this with duplex changes.</b>
61	Ordinance	O	M	3.1	06/01/21	Review gas station standard within <b>Sign Ordinance</b>	Doug Webster	<a href="#">Nate Rudy</a>	Doug Webster	07/02/19	03/02/21	(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 addt'l issue continue to come up. (6/16) Doug advised the amendments to the Sign Ordinance should be ready for Council discussion at the 7/21 meeting. (8/4) Doug adv OAC should be finalizing in next meeting. (9/1) Council reviewed some of sign ordinance changes - need workshop to finish.(10/6) Dan provided updates (10/20) Council prov feedback on good chunk of ordinance. (1/5) Council finalized feedback. (3/2) Based on other priorities and outstanding measurement question - this will not come back to at least the 2nd April meeting. <b>Next Step: Doug to update language, resolve illumination standard.</b>
62	Ordinance	O	M	3.2	06/01/21	Review 'multi-tenant' standard within <b>Sign Ordinance</b> for Plaza (Village Zones)	Doug Webster	<a href="#">Nate Rudy</a>	Doug Webster	07/02/19	03/02/21	(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 fo NGRR. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as addt'l issue continue to come up.(4/21) OAC asked Council for some guidance regarding possible light options and design standards. Council were open to considering changes .(6/16) Doug advised the amendments to the Sign Ordinance should be ready for Council discussion at the 7/21 meeting. (8/4) Doug adv OAC should be finalizing in next meeting. (9/1) Council reviewed some of sign ordinance changes - need workshop to finish. (10/6) Dan provided updates (10/20) Council prov feedback on good chunk of ordinance. (1/5) Council finalized feedback. (3/2) Based on other priorities and outstanding measurement question - this will not come back to at least the 2nd April meeting. <b>Next Step: Doug to update language, resolve illumination standard.</b>

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77	Ordinance	O	M	4	06/01/21	Create a <b>Traffic Ordinance</b> to comply with MDOT standard for local signage	Sandy Carder	Council	Dan Maguire	05/05/20	03/16/21	(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. (2/16) Dan has provided draft ordinance to Council (3/16) Council prov feedback on ord for Dan to update. He will coordinate with Nate to submit to legal. Next Step: Legal review of ord, notification to MDOT, draft/send letters to businesses with ordinance for feedback.
74	Administrative	O	M	5	05/01/21	Update <b>Gray Historical Society lease</b> with Town	Sandy Carder	Nate Rudy	Galen Morrison	02/18/20	03/09/21	(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 Debi. (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. (3/16) Sandy pointed out the GHS budget line shows the reduction to offset the Town taking over the utilities. Nate needs to check on status of negotiations. If new lease will not be done in next 2 weeks, then the line should be reset to previous years at \$6,000. Next Step: Nate 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	6	07/01/21	Discuss <b>additional requirements</b> for quasi-judicial Boards - <b>Planning and ZBA</b>	Council	Council	Sandy Carder	09/15/20	03/16/21	(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. (3/2/21) Sandy adv results of her meeting - workshop will be set for 1st week in May. (3/16) Sandy adv draft framework rec'd - meeting with Kathy/Nate/Sandy set up before respond to GPCOG. Next Step: Tony working up a framework/cost document. Sandy will updated Nate & discuss Staff/Legal attendees & contact PB Chair.
49	Ordinance	O	M	7	06/01/21	Review current <b>ordinances and zoning</b> to determine if changes are needed for <b>Duplexes</b>	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.

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69	Recreation	O	M	8	10/01/21	Create a <b>Pocket Park</b> including Historical Marker at 5 <b>Yarmouth Rd</b> property	CEDC	Deb Cabana	Kathy Tombarelli	12/17/19	03/02/21	(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 Tombarelli advised there was a possible grant that may assist with phase 1 of the project - earthwork. (1/7) Kathy provided a draft grant application at meeting and Council provided feedback. Council agreed to add to tracking list as project is ongoing and will involve Town Staff and funding. (1/21) Council approved CDGB application. (3/10) Kathy advised the grant was recommended for funding & is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed & were very supportive. Abutter meeting held with great feedback. Council approved Rachel Rumson as agent for Planning board work. Due to LD1 failure, grant funding now on hold. (9/1) Council discussed changes to Committee policy to address consultant work. (9/15) Council approved consultant changes to Committee rules (11/17) Council appr land exchange on site to clarify property line. (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. (3/2/21) Bruce adv CEDC is working on name and bird house project and planning for Spring work. Alec adv he did some earth work in the Fall and is set to do add'l work in the Spring. The project did receive preliminary approval contingent on one sign off. <b>Next Step: Kathy working with consultant to get through PB.</b>
37	Ordinance	O	M	9	07/01/21	<b>Discrepancies</b> between the existing <b>Shoreland Ordinances</b> and current State of Maine requirements/statues have been identified and require updates.	Doug Webster	<a href="#">Nate Rudy</a>	Nate Rudy	09/04/18	03/02/21	Town Staff has identified several areas (1) DEP Bi-annual report is no longer required (2) functional needed structures are not compliant with current ordinances (3) existing set backs have some challenges. Ordinances need to be updated and brought before the Council. (4/21) Sandy advised several residents are asking the council to consider adopting the 2016 State Shoreland zoning statute (vs the existing 2005 and 1989 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. (2/16) Deb adv she has sign a contract to have Mike Morse draft updates. (3/2/21) Doug adv that Mike is about 1/2 way through - met with Staff/Code to indentify ques/areas of concern. <b>Next Step: Deb projects late April/Early timeframe for draft.</b>
<a href="#">91</a>	<a href="#">Policy</a>	O	M	10	<a href="#">05/18/21</a>	<a href="#">Create Public Use &amp; Content Policy for Town's Station/Media platforms</a>	<a href="#">Anne Gass</a>	<a href="#">Council</a>	<a href="#">Anne Gass</a>	<a href="#">03/16/21</a>	<a href="#">03/16/21</a>	<a href="#">(3/16/21) Anne adv the new Communications Committee is working on a formal policy for the use/content on the Public Access channel/media platforms hosted by the Town. The Committee is working on the draft and due to the 1st amendment implications, it is likely it will need legal review. Next Steps: Committee drafting policy with target for one of the April TC meetings.</a>

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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 18B under Medium for companion item.	Dan Maguire	Deb Cabana	Doug Webster	01/22/18	03/02/21	Several serious issues exist - traffic (MDOT major movement permit required at 100 peak hour vehicles & they have advised they will not grant) and environmental (increase costs substantially). Doug advised current tenants = 20-30 peak hour trips. After many discussion of possible options - recreational fields, self storage - no 'goof fits' were identified (6/4) May be part of future community solar project discussion? (10/15) Town has rec'd req from commercial solar array company to use the property. (11/12) ISM Solar (Greg Lucini) presented his proposed 5MW solar array project to Council with tech support from Chris Byers & Dale Knapp. CMP permit submitted, purchase agreements in place with both MDOT & private property owners, DEP, IW&F and Gray Water Dept already brought into discussion. Issue is commercial array not permitted under current zoning/ordinances. Council recognized long term, we need a solar ordinance, but do not want to delay this project. Strong unanimous support for project from Council. Mr. Lucini is willing to work with Town on any issues - including setting up an escrow account to guard against issues with decommissioning. (12/3) Kathy presented options of an overlay & Council discussed in comparison to CZA. (1/7) Kathy presented changes related to a new overlay for council feedback. (1/21) Council provided feedback on overlay proposal from Kathy/Doug. (2/4) Pln Bd has reviewed & was in support. OAC rev & had issue with set backs but was in support. Deb adv they were changed to 25 feet. Assessor will be attending day long training to obtain instructions on how to do valuations on commercial solar arrays. Deb also adv we rec'd notification of another commercial array on rt 100. (2/18) 1st Reading held. (3/24) 2nd read & public hearing held and voted as passed. (4/28) Kathy adv app rec'd and it looked almost fully completed. (5/19) Pre app appr 5/14 (8/4) Council agreed since overlay is done - now medium priority as it works through PB/State. Item 18B policies & ordinances for solar arrays may need to move up as right now - they are not permitted anywhere outside overlay. (11/17) Kathy adv nego underway on easement - complicated. (3/2) Kathy adv the dev shared info with PB & is researching costs to put utilities underground. They did obtain their permit. <b>Next Step: Final application to PB</b>
55	Administrative	O	M	12	Ongoing	Review current legal agreement between MDOT, Water District and Town regarding the Route 26A winter maintenance and wellhead monitoring	Deb Cabana	<a href="#">Nate Rudy</a>	Council	04/16/19	<a href="#">03/16/21</a>	The MDOT has advised they intent to "NOT" renew the legal contract binding them to provide winter maintenance and wellhead monitoring on the Route 26A and wish to turn those responsibilities to the Town. Deb also advised that the last round of MDOT testing found elevated salt level in the testing wells. The current agreement clearly states the MDOT is responsible for addressing those elevated levels; however, they are disputing the cause. (9/3) Executive session held (12/17) addt'l Executive session held - Council took no action. (2/17) Council discussed in Ex. Session (3/9) Water Conditions study request submitted via budget process. <b>Next Steps: No Council action scheduled.</b>
70	Ordinance	O	M	13	TBD	Review current residential Subdivision Ordinance for necessary changes in Open Space	Doug Webster	<a href="#">Nate Rudy</a>	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. <b>Next Step: OAC/Staff will provide suggested changes to Council.</b>
52	Ordinance	O	M	14	TBD	Develop local level Sidewalk Construction standards	Dan Maguire	Dan Maguire	Doug Webster	03/05/19	09/01/20	Dan brought up the possible need for local level construction standards for sidewalks after various discussions about status of existing or proposed sidewalks in budget & council meetings. (9/1) Anne provided Council with a "Green Streets Guide" shared by Lauren Meeks (Resident - MDOT engineer) who suggested it be considered when creating our sidewalk standards and during our infrastructure project planning. Dan suggested Lauren attend an OAC meeting in the future. <b>Next Step: Dan to bring to OAC for discussion - once OAC resources become available.</b>

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76	Ordinance	O	M	15	TBD	Amend <a href="#">Subdivison Ordinance</a> to strengthen <a href="#">Buffer Zone requirements</a> & provide more autonomy to PB relating to <a href="#">internal roads</a>	Dan Maguire	<a href="#">Nate Rudy</a>	Dan Maguire	05/05/20	05/05/20	(5/5) Based on feedback from the Planning Board regarding the current Buffer Zone requirement being reduced from the 50 foot mandate due to the location of houses and other issues, they are asking the Council to strengthen the language in the ordinance. In addition, they would like more autonomy related to mandating internal roads vs shared driveways to reduce curbcuts and assist with the buffer zone issue. Council agreed to log. <b>Next Step: Dan to bring to the OAC for discussion.</b>
82	Policy	O	M	16	07/01/21	Need to <a href="#">review &amp; update</a> Town's <a href="#">Fiscal Policy</a> in area of <a href="#">CIP funding</a>	Dan Maguire	Council	Sharon Young	09/15/20	03/02/21	(4/9/20) 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. (1/12/21) 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. (3/2/21) Sandy adv during the Chairs in a Circle training on budgets, she surveyed the participants and every Town represented uses ladder bonding as a fiscal tool. Basically when one bond comes due, they take out another. This stabilizes the MIL rate from up/down fluctuations and is used for only things that outlast the bond (bridges, fire trucks, land acquisition, etc.). They all felt was a critical tool - the question is to determine what level of 'debt' is right for each Town - based on finances/needs. <b>Next Step: Finance Committee to review and make recommendations on changes.</b>
78	Ordinance	O	M	17	TBD	Create <a href="#">Stormwater Standards</a> for <a href="#">Watersheds</a>	Doug Webster	<a href="#">Nate Rudy</a>	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. <b>Next Step: OAC to provide target date and work on as resources become available.</b>
22	Ordinance	O	M	18	TBD	Review current <a href="#">ordinance governing stormwater drainage measurements</a> to determine if updates are needed. Update ordinance to include <a href="#">licensing fee or other fee structure</a> IF business wants access to stormwater system.	Council	<a href="#">Nate Rudy</a>	Doug Webster	02/09/18	03/12/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is update ordinance to specify licensing or fee structure to account for any future requests to hook up to Town's stormwater system. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim disussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate add'l devel. That would inform the ordinance/fee work. <b>Next Step: OAC/Town Staff will provide suggested changes to Council.</b>

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60	Ordinance	O	M	19	TBD	Review current <b>Kennel related ordinances</b> , identify needed changes & update accordingly.	Deb Cabana	<a href="#">Nate Rudy</a>	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. <b>Next Step: This one may be a good item for the OAC to test out new approach.</b>
18B	Ordinance	O	M	20	TBD	Update Town's Ordinance to reflect long term <b>Solar Array policies</b> for commercial & residential, all sizes. See 18A under High Priority for companion item.	Kathy Tombarelli	Deb Cabana	Doug Webster	12/03/19	<a href="#">03/02/21</a>	(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 informatio. (1/19) Sandy adv based on needed info & time to mail resident letters - presentation pushed to 2/2. (2/2) 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 resp to the e-mails rec'd by providing link to the meeting video. (2/16) Draft of overlay options disc. (3/2/21) <b>Dan provided add'l info on new word to be added to overlay related to bond/decommission requirements. The State has not defined the rules. Dev will use Gray's standards, if there is a discrepancy. Council may need to update later.</b> <b>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.</b>
25	Ordinance	O	M	21	TBD	Review current <b>ordinance governing stormwater drainage measurements</b> to determine if updates are needed. Create <b>stormwater performance standards</b> for future development in Village and/or for businesses wishing to access Town's stormwater system.	Doug Webster	<a href="#">Nate Rudy</a>	Doug Webster	03/06/18	02/04/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a 'performance standard' in conjunction with ordinance for future development. (2/5) Council discussed need to mvoe this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. <b>Next Step: OAC to work on next.</b>
44	Ordinance	O	M	22	TBD	Review current <b>residential Subdivision Ordinance</b> for necessary changes <b>all other areas (besides Open Space - see item 70)</b>	Doug Webster	<a href="#">Nate Rudy</a>	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. <b>Next Step: OAC/Staff will provide suggested changes to Council.</b>

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36	Administrative	O	M	23	TBD	Review the current process for "Planned Unit Development" commercial subdivision to determine if routing the review & approval of commercial uses on lots in a PUD subdivision to the Staff Review Committee in lieu of the Planning Board.	Kathy Tombarelli	<a href="#">Nate Rudy</a>	Doug Webster	09/04/18	01/22/18	This item was brought up & discussed in the TC 8/7/18 meeting. Town Councilors agreed to consider the proposal, but could not determine whether support would be granted until some draft language was provided. Councilors expressed various concerns about the process which they would like addressed in that language. The Planning Board has also expressed some concerns with the change given PUDs are relatively new. (1/22) Dan advised Planning Bd is okay with change as Planning Bd Chair sits on Staff Review Committee. <b>Next Step: Town Staff to draft language.</b>
90	Budget / Audit	O	L	1	TBD	Review and update Sick Time carryover and/or payout provision	Dan Maguire	Council	Council	02/16/21	02/16/21	(2/16/21) This item has been discussed under the Budget tab startin in last year's cycle. Auditors have identified unfunded liability of close to \$400,000 for accumulated vacation, personal and sick time. Council requested addtl info on benefits in other Town's. Right now, there is no cap to sick time carryover and up to 50% of 90 days of time is paid out to employees when they separate from the Town. This seems out of line with other Towns. Council to consider a carryover cap and/or possible change in pay out provision. <b>Next Step: Prioritize work on this time.</b>
87	Administrative	O	L	2	05/01/21	Review current Fee policy for MSAD15, Gray and NG to determine if there is a better reciprocal approach	Sandy Carder	Sandy Carder	Sandy Carder	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. <b>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 not take place until April.</b>
67	Residential	O	L	3	06/01/21	To review the status Deer Acres property (private road)	Residents	Council	Council	12/03/19	10/06/20	(11/12) A group of residents gave a presentation to the Council regarding the current state of their private road - Deer Acres. The road is not actually a deeded private road, but private property with easements. The residents feel the road has been severely impacted by the status of Gore Rd, and the fact that it is used as a connector between Gore Rd and Lyons Point Rd. They are seeking a workshop with the Council to discuss further and develop possible options for solutions. (12/3) The Council expressed serious concerns with taking over a private road, but felt there could be other solutions and they needed more information. They agree to a workshop. (12/17) Bruce advised residents will not be ready to talk until at least April when seasonal residents arrive back in State. (10/6) Council recognized that the residents may be leaving for their winter homes and will push this forward until next spring. <b>Next Step: Bruce will let the residents know.</b>
81	Ordinance	O	L	4	TBD	Need to create a Water Extraction Ordinance	Sandy Carder	Deb Cabana	TBD	07/21/20	07/21/20	(7/21) Council was approached by Crystal Lake residents regarding many commercial vehicles from out of Town companies parking vehicles on the public boat ramp for long periods of time to extract water (pool, landscaping companies). Council discussed safety, access and water quality issues and agreed the activity should be prohibited. Deb spoke to the State and they advised we can put up signs right away - ordered. An ordinance should be created to ensure enforcement can be done properly. <b>Next Step: OAC to work time permitting.</b>

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39a	Administrative	O	L	5	12/31/21	Need to review/renegotiate <b>Cable TV Contract</b> sometime in 2019-2021.	Deb Cabana	<a href="#">Nate Rudy</a>	<a href="#">Nate Rudy</a>	09/18/18	02/16/21	Deb advised she has asked Alissa Tibbetts, Town Attorney, to begin some research & that process can take up to 1 year. She also advised there is at least one resident willing to serve on a Cable TV Committee, if the Council choses to go that route. Council discussed briefly and confirmed either route will require legal review. Dan asked if there was a way for Alissa to provide a snopsis of the process/issues for council to better understand task. Deb advised significant changes have been made at the Federal level which will require more analysis before approach can be determined. (1/8 & 1/22) Feedback presented on item 42 Cable TV ordinance actually fit into the "contract" between parties. Will keep in mind for this item. (6/4) Legislature passed bill to roll back some of the changes (such as channel location, HD broadcast requirement, etc.) Deb advised GPCOG has sent out an RFP for the negotiator for the Towns invovled. There was no interest in a pre-contract meeting. (8/6) Deb advised GPCOG is preparing contract with law firm (only one rec'd but highly qualified). (10/15) Deb/Brad provided updates from the negotiation meeting with GPCOG attorney. (1/7) Council agreed to separate contract and committee into two action items. (9/15) Audit by consultant resulted in identifying monies owed (\$18K+) to Gray. GPCOG est negotiations will begin in the fall. (2/16) Deb adv target for contract is June. Spectrum disputing owed fees. <b>Next Step: Randy/Brad to continue to work with GPCOG hired firm with regards to the negotiations.</b>
50	Economic Development	O	L	6	11/01/21	Work with the <b>Narrow Gauge Railroad</b> to review current situation and develop new plan.	Council	<a href="#">Nate Rudy</a>	<a href="#">Nate Rudy</a>	03/05/19	10/06/20	NGRR Board members made a presentation at the 3/5 TC meeting to update Council on recent events (loss of lease - deadline end of Oct and relocation of museum pieces on temporary basis to another location). Council/NGRR agreed a more detailed meeting was in order to determine what options remain for relocation to Gray, what resources would be needed - monetary/human, and the associated timelines. (4/16) Deb advised Doug had a meeting with NGRR Board and they are open to discussion, but cannot do at this time due to pending move. (8/6) Portland Press Herald reported the NGRR has withdrawn their plans to move to Gray and NGRR has removed trains & sign from Plaza. Council discussed how frustrating it is to find out via paper especially given this is the 2nd time and during the last visit by NGRR, the organization insisted they were still partnering with Gray. (9/3) Deb adv no response from e-mails - phone tag with Mr. Heinz - NGRR has engaged a broker to sell property. (9/17) Council discussed approaching NGRR to open discussion about donating the easement rights to the tracks to Gray - as a way to address those who contributed to NGRR relocation - both with time & money. (10/15) NGRR has responded. (12/3) Sharon wished to send an editorial letter to the paper regarding this item, but was willing to wait to see if the meeting is set after the Polar Express is done. Council felt current course was correct one. (1/7) Now that the Polar Express season has ended, Deb will follow up on meeting. (1/21) NGRR said they would get back to her (2/18) NGRR advised they are seeking professional assistance to deal with unraveling Gray issues. (9/15) NGRR sold a portion of the ROW to a private developer without notifying the Town or updating Deb as they said they would. Anne also adv NGRR will be just sitting on their property until values increase to allow them to break even with mortgage. Council is frustrated but since it is a private deal & does not involve Town, there is no legal leverage. (10/6) Council rev & app letter to be sent to NGRR. <b>Next Step: Moved lower on tracking spread to await NGRR putting property on market and/or contacting Town.</b>
86	Administrative	O	L	7	11/09/21	Create <b>Charter Amendment</b> to address (1) <b>Town Manager job descipion</b> changes (2) <b>Audit date</b> from 9/30 to 12/31	Council	<a href="#">Nate Rudy</a>	<a href="#">Nate Rudy</a>	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 Guberatorial election. She does not believe we will reach that mark with a June election. Council agreed better to plan for the Nov election. <b>Next Step: When time allows, draft Charter changes to submit to legal.</b>

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A	Comp Plan Imp - break out item 84	O	H	4	02/08/21	Committee review of Comp Plan	Dan Maguire	Council	Bruce/Dan	12/01/20	03/16/21	(12/1/20) Dan suggested each Committee review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council to review at 2/16 meeting. (2/16) Council rev summaries provided. For PB, agreed the comp plan implementation should be part of upcoming joint training workshop facilitated by GPCOG. (3/16) Dan adv PB is working on their review. Bruce will discuss. Sharon discussed with ZBA and they have provided their summary to the Council. Next Steps: Dan/Bruce to work with remaining Committees to obtain summaries.
B	Comp Plan Imp - break out item 84	O	H	4	TBD	Consider New Committee to monitor, supervise, ensure Comp Plan implementation proceeds	Council	Council	Council	12/01/20	02/16/21	(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. (2/16) Sandy provided info from Windham Committee - hybrid structure. Generally, there was agreement that is the better model than all volunteer. It will be important to have people with know/exper on the committee. Should not set up until Council can give clear charge and goals to committee. Nate wants a chance to talk through options with Planning Dept as they will take leading role. Sandy also adv Windham hired a consultant to assist them. Next Steps: Awaiting Nate's review with Dept Heads and follow-up workshop for further discussion.
C	Comp Plan Imp - break out item 84	O	H	4	TBD	Department Heads review of Comp Plan	Anne Gass	Council	Nate Rudy	12/01/20	02/16/21	(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. (2/16) Council discussed and Nate agreed to intergrate this into his individual meetings with Dept heads. Next Steps: Nate to set up meetings.
D	Comp Plan Imp - break out item 84	O	H	4	02/16/21	Obtain information from Windham Town Council on their Implementation plans	Sharon Young	Council	Sandy Carder	12/01/20	02/16/21	(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. (2/16) Sandy shared info on Committee, Growth Permit Program, Consultant, etc. from initial discussion with Jarod. Next Steps: Utilize Windham information as process progresses.
E	Comp Plan Imp - break out item 84	O	H	4	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.

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A	TIF Goal / Budget - break out tasks from Item 34	O	H	5	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	5	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.
C	TIF Goal / Budget - break out tasks from Item 34	O	H	5	TBD	TIF - Rt 100/115/202 Intersection - related to Item 4 - Traffice - Low priority - Route 115 entering Gray from the hill thru connection to Brown Street	Town Council	Town Council	Town Council	02/05/19	10/15/19	Steve L is working on creating a project scope & plan for reconstruction of Route 115 leading into the Village with Will Haskell to submit to MDOT - in hopes of qualifying for 50/50 funding split (up to \$500,000). Council needs to develop options for the multi-road intersection in the Village to ensure whatever future configuration needs are considered in the Rt 115 project and the Rt 115 project helps 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.
D	TIF Goal / Budget - break out tasks from Item 34	O	H	5	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	5	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. <b>Next Step: Determine when Staff has capacity to work on.</b>
8	TIF Goal / Budget - break out tasks from Item 34	O	H	5	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. <b>Next Step: Determine when Staff has capacity to work on.</b>

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A	Route 115 - break out tasks from Item 4	O	H	9	TBD	Obtain Ledge Map for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	02/16/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Due to the ledge present on the hill, it was agreed a ledge map using radar was needed. (3/2/21) Will has provided est to Nate. (3/9) Council rev with Will. Doug ask that add'l boring on the slope of the road to ensure the ledge is fully identified. Will will update the proposal. Next Steps: Will to update proposal to resubmit.
B	Route 115 - break out tasks from Item 4	O	H	9	TBD	Obtain updated full Survey for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	03/09/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Given there are no easements on this road, it was agreed an updated survey is needed from Main Street to 59 Yarmouth Road. (3/9/21) Will has provided est to Nate & Council reviewed. There were questions about who would conduct the ROW work - see new item MDOT meeting. Next Steps: Will to update proposal to resubmit.
C	Route 115 - break out tasks from Item 4	O	H	9	TBD	Draft a High Level Engineering Plan for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	03/09/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Council has asked Will to create a high level 'starting' engineered plan to help facilitate next set of workshops. This plan should include ALL possible options - which can later be dropped depending on scope/costs - such as adding underground stormwater, sidewalks on both sides. Brown street intersection reconfiguration, traffic calming measures, parking on either Yarmouth or Brown (depending on if Brown is made one way or not), Bike lanes, etc. (3/9/21) Will has provided est to Nate and Council discussed. Council agreed to include 2nd sidewalk in plan, but decision on whether to build will be determined on feasibility and costs. Also agreed to remove "full time inspection" costs until later in the project. The decision on part time vs full time will be easier to make once the project scope/complexity is identified. Next Steps: Will to update proposal to resubmit.
D	Route 115 - break out tasks from Item 4	O	H	9	TBD	Provide past Traffic Study for Brown Street	Council	Nate Rudy	Will Haskell	02/16/21	02/16/21	(2/16) Council discussed past reviews of making Brown St one way. Will/Kathy/Doug indicated this issue has been looked at a couple times in the past. Will thinks he can dig up the past reports. Consideration is traffic pooling on Route 115, but also ability to prevent large commercial vehicles from using Brown to get to short Shaker (weight limit being pursued). Next Steps: Will to research further.
E	Route 115 - break out tasks from Item 4	O	H	9	TBD	Set up Joint Meeting with MDOT	Council	Nate Rudy	Council	03/09/21	03/09/21	(3/9/21) Will recommended we hold a meeting with MDOT as soon as possible in the process. Several items were identified for discussion (1) possible use of Federal funding (2) MPI/funding formula for project (3) ROW work responsibilities - if DOT does or Town (would have to hire specialist to handle). Meeting will include Will so proposal needs to be updated. Next Steps: Will to update proposal to resubmit. Council to work with Nate to identify date/times.
F	Route 115 - break out tasks from Item 4	O	H	9	TBD	Set up Meeting with Water Department	Council	Nate Rudy	Will Haskell	03/09/21	03/09/21	(3/9/21) Sandy requested that a meeting with the Water District be added to proposal and done early in the process to identify their scope/timeline to allow for coordination. The TIF defines \$495,000 for their water line work in the project. Next Steps: Will to update proposal to resubmit & Will to set up as part of the work.
G	Route 115 - break out tasks from Item 4	O	H	9	TBD	Set up Discussion with First Congregational Church	Council	Nate Rudy	Will Haskell	03/09/21	03/09/21	(3/9/21) Anne pointed out there needs to be open discussion with the First Congregational Church on the reconfiguration of Brown Street intersection. We need to ensure they are aware of the proposals and are invited to the meetings. Next Steps: Bruce to let Church know the process is beginning. Will will be reaching out to them as part of the work for the plan.
H	Route 115 - break out tasks from Item 4	O	H	9	TBD	Identify Blasting impacts from project	Council	Nate Rudy	Will Haskell	03/09/21	03/09/21	(3/9/21) Anne pointed out if there is any blasting involved in this project, the Town will need to work with residents to minimize impacts and ensure damage is not done to their foundations. Will adv whether blasting will be needed is unknown at this point. Next Steps: Blasting will be identified, if applicable, once more work is done on the planning.

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A	Traffic - MDOT - break out tasks from item 24A	O	M	1.1	06/01/21	Signage - Route 26 vs. Route 26A	Town Council	Deb Cabana	Deb Cabana	02/22/18	01/05/21	Village diversion/misdirection. Looking into eliminating/renaming route 26/26A to prevent Truckers from going the wrong way through the village. MTA committed to helping push for changes with MDOT at last night's meeting & advised a suggestion to remove Route 26 starting at Washington Ave (Portland) through to merge with 26A has been suggested in the past. Route 26A would just become Route 26. Also, Jason suggested using the Town sign by the Transfer station or other electronic signs. Note: Cathy Breen had offered to check in with Garmin to obtain more information on GPS algorithms/process - follow-up? MTA will be closing bridge in summer 2019 - good time to coordinate removing "route 26" designation from Washington Ave to bridge. Keeping it from interchange - by-pass - north only. Deb is sending note 9/4. (12/4) MTA pointed out MDOT is not in agreement with full closure of the bridge due to lack of ability for rigs to turnaround if they miss detour signs. Also, not committed to changing route signs at this time - more discussion to follow. (9/17) Sandy advised she mentioned this issue to Rep Moriarty and he advised he would be willing to look into it to determine next steps on a formal request. (10/15) Rep Moriarty has established communication with DOT legislative liaison and they are willing to set up a meeting with DOT Staff that handle routes. Council discussed having pre-meeting but feel Rep Austin & Sen Breen are up to speed - Sandy will advise Rep Moriarty. (11/12) Sandy advised a meeting is set. (12/3) Sandy reviewed results of meeting & weight limit options. MDOT to provide info on costs for signs to change designation for just in Gray. Council agreed to coordinate weight limit with sidewalk project meeting & attempt to obtain approval. (1/21) Sandy sent follow-up on sign count/costs and asked for more info on weight limit process. (2/4) Sandy adv MDOT adv they were looking into (3/10) Sandy will follow up (8/4) Follow up done MDOT still needs to discuss before getting back to us. Council to set up public forums in Sept. (9/1) Public Forum set 9/29 - Sandy to follow up again. (9/29) MDOT sent resp hours before public forum. (11/17) Sandy will draft resp to MDOT letter. (12/15) Council approved response letter to be sent with alternate proposal to remove 26 & add to 26a while 26a remains. Weight limit work will continue via communication with residents/businesses. (1/5) Letter sent.
B	Traffic - MDOT - break out tasks from item 24A	O	M	1.1	04/01/21	Signage/Bollard Posts - Village Island	Sandy Carder	Deb Cabana	MDOT	02/22/18	06/04/19	MDOT will look at what they can do to make the island at the 5 lane intersection stand out so vehicles do not go the wrong way into head on traffic. Only current sign is "ENTER" provided by MTA. New striping is planned, but no response otherwise (9/4). 9/18 Council asked Deb to follow up with MDOT on their review - she advised she has meeting with MDOT on Wed 10/10. (12/4) Sandy asked MDOT at meeting about options. MDOT said they may have some flexible bollard type posts to try - will check their inventory. Steve noted it does make plowing more difficult. MDOT also may look at new signage - but that will require a full re-engineering of electric/posts at the intersection - see rt 115 listing on task list.(4/2) Dan advised at seeing another person drive into head on traffic in the wrong lane around the village island. (4/16) Deb advised MDOT is not willing to spend on permanent bollard due to history of destruction & costs. (6/4) Deb confirmed striping cannot be done before 7/1 (budget). Sandy asked if "ENTER" could be added to striping - may not be visible. <b>Awaiting alternatives from MDOT.</b>

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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	03/16/21	Town to define goals-study/parmts/data set to cap as much data/results as poss rel to exist prior traffic issues. need to deter int partners-NG,Poland,Cumber,Auburn,Windham? MTA ind poss prov 80+% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15+%. 6 fig likely need, more data added to study = high costs. Deb adv MTA is work on poss optns, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchopt that will incr data while drop costs. Scope disc ensued w Council need to send addtl feedback to Deb-chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will parti. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been appt to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr Mills is taking a diff appro than Mr. Van Note-he is propo MTA buy subscr at March meet. (3/5) NG is not inter in parti.(4/2) Sandy prov PPH article ind MTA, MDOT, PACTS and Port Transp grp have agrd to grp subscr to software. Await addtl' feedfom Mr. Mills. Ress 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 mat to S 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 coun: cons. (1/7) Sandy pres propos scope from COG-Counc req opts for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Coun will vote on engage letter at 1/21 meet. (1/21) Coun voted to approve engag letter. (2/4) Sandy recap conf call with COG-ok with chgs-will look into poss ph 2 study to capture 'avoid' vs. 'divers' traffic with MDOT fund? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is Sept (9/1) Sandy adv draft report is done - final repot should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Mgr. (11/17) GPCOG resp to MDOT & are work on updating. (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 (3/16) Council disc resp (1) to MTA (2) meet with Leg team + transp committee members (3) integrate in convo with MDOT on Route 100 projects (4) req mor info on LOS study costs/timeframes.
B	Traffic - MTA - break out tasks for Item 24B	O	M	1.2	06/01/21	MTA Data - cash collection (vs EZPASS)	Town Council	Sandy Carder	Sandy Carder	02/22/18	03/16/21	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 recomb/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 presuee they can apply-incl the issue of Complete street policy. (10/15) Sandy proposed alter approach of asking Leg. Reps to submit the issue to the Governor's Blue Ribbon Commis for consid as several fund pieces related to both toll inequity and diversion. Dan pointed out use of 295 (or 95 north of Augusta) by commut vs those forced to use 95 (south) is an issue as well. Council agreed and also want to focus on ask Leg. Reps to consider a bill that would put more teeth in the MTA complete street policy and give muni more say. Sandy will draft for Council rev at 11/12 meet. (11/12)Letter rev with feed prov. Sharon expressed concerns with tone of letter. Maj of Council felt it needed to be strongly worded esp given news story where Mr. Mills was dismissive of issues. Sandy remind that it is to the legis team, not the MTA directly. Sandy to update and send. (12/3) Council approved letter. (2/4) Sandy adv committee contin work - follow up after session (2/18) Sandy prov update on status of comm and council agreed we should follow up now. (3/10) Sandy shared with Sen. Ned Claxton upon request (3/16/21). <a href="#">See above Diversion</a>

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
10	Administrative	F				Develop process to review status of Paper Streets	Town Council	N/A	N/A	01/22/18	01/16/18	During the Council discussion related to approving an extension to ROW access to 'paper streets', the Council inquired if there was a long term goal to create a process to review/identify streets which should be removed from the list. Resources/timing were discussed as hinderances. <b>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.</b>
21	Administrative	F				Develop a method to analyze & potentially rank Committee Volunteer applications when more than one received for one spot.	Dan Maguire	N/A	N/A	02/09/18		During a workshop discussion on Jan. 8th, the Council agreed there could be situations where a formal review/ranking system may be appropriate, but it is unlikely one needs to be used in most situations. The Council reviewed a variety of options, ideas, etc., but decided to table this issue for a later date. <b>Will be considered a 'future' item.</b>
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 <b>would be considered a future item</b> based on lack of available information. Possible OAC research item.
17	Economic Development / Budget	F				Research and compile data and options for a possible <b>Community Center</b> in Gray.	Town Council	N/A	N/A	01/22/18	05/07/19	During a Sept. TC Workshop discussing goals, the Recreation Dept. provided a proposal to realign funds collected by the Rec. programs under the Rec. Dept for use in maintaining/expanding programs. One major challenge identified was the lack of space to expand programs which create revenue streams for the Town. A new space (Community Center) was identified as a possible solution which could be paid for with current revenue streams. TC expressed support to obtain more information. Next Step: Rec. Dept. Staff will begin work to outline plan to obtain additional information. Council agreed this will be considered a "closed" Council item until the Rec. Dept. brings forth additional information. With availability of some land around the by-pass, this was discussed in 9/4 TC meeting. Deb stated \$62,000 is in the current fund. (11/13) Council agreed to move to Future list as the item continues to come up in discussions. (5/7) Concerns regarding current status vs. best practices were discussed during the 4/16 meeting - confirming programs exceed capacity at the Town facilities. See Closed item #57. Manager advised it was Administrative and under her purview, council agreed to add to this item & close #57 with Manager bringing forward any necessary policy issues.
23	Ordinance	F			TBD	Review current <b>ordinance governing noise</b> for updates and research possible <b>odor ordinance</b> .	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 measured (by whom), and how complaints/enforcement would be handled. Doug Webster made presentation (3/6) of review/recommendations from Town Staff - raise limit to 60. TC discussed pros & cons of setting an actual decibel limit & enforcement. TC agreed to raise to 60, but also to add specific types of businesses/activities that would trigger limit. The Mfg Overlay/BD1/BD2 already have some type of noise restriction. Need to determine how complaints would be handled. (2/19) Council agreed to add "odor" to this item. (10/1) OAC feels due to lack of technology, other priorities and inability to enforce, this items should be moved to the future list. Council agreed.
80	Ordinance	F			TBD	To create rules for <b>Chickens</b> in the various zones in Gray	Anne Gass	TBD		07/21/20		(7/21) A couple issues have arisen regarding Chickens and understanding what is and is not allowed. No real defined information in Town ordinances. Should be addressed at some point.
83	Infrastructure	F			TBD	Identify <b>Otelco Poles</b> to be removed on short <b>Shaker Road</b>	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.

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Last Update: 02/16/21

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

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Last Update: 02/16/21

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

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Last Update: 02/16/21

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

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
42	Ordinance	C	L	1	02/22/19	Need to create an official <b>Cable TV Ordinance</b>	-	Deb Cabana	-	10/16/18	01/22/19	Deb provided notification that the Town will need to create a Cable TV Ordinance. Deb advised fairly straight forward, but Staff working on Marijuana, Fireworks and Public Safety Billing first. (1/8) 1st Reading held, Brad Fogg provided some feedback. Alissa advised most of those details will be part of actual contract, but a couple 'non substantive' changes could be done prior to the 2nd reading.(1/22) Non substantive changes were made, TC held 2nd read/public hearing & voted to approve. 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 <b>Code Enforcement online software.</b>	-	Deb Cabana	-	03/20/18	02/05/19	During the Budget discussions, TC approved an upgrade to new online Code Enforcement software which will make the process more efficient and reduce man hours needed to perform tasks. TC would like a fee created to cover the annual fee for the software which is \$18,000 in the first year. Staff updated several fees on schedule (approved by Council 6/19) to pass on some of the fees for new software. (1/22) Doug presented changes in Building Permit fees and a new Admin fee. Council had some concerns with Admin Fee. <b>Next Steps: Council approved new reduced "minimum" permit fee \$25 with new \$25 admin fee at 2/5/19 meeting. Item is closed.</b>
15	Joint Leaders	C	M	14.2	02/28/19	Review <b>MSAD15 current newsletter</b> - including costs & timing - to determine how/if Gray would like to collaborate and add material for distribution. NG will do the same.	-	Deb Cabana	-	01/22/18	02/19/19	During the first Joint Leaders meeting held on 11/27/17, the three groups identified expanding communication as one area of collaboration & benefit. Superintendent King suggested both Gray & NG consider partnering with MSAD15 by adding sections to their newsletter which is mailed to every household in GNG. This would create another avenue to communicate directly with residents and sharing costs would be beneficial to all three groups. Deb advised that the Recreation Dept has had some preliminary conversations with MSAD15 and are working on pulling costs together. Deb checked to see if a combined budget mailing could be done, but the timing did not work out. Will try again next year. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format Agenda pulled from last JL meetings provided. <b>Next Step: 10/29 meeting postponed - revisit in Dec.</b> Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.
16	Joint Leaders	C	M	14.3	02/28/19	Identify ways to <b>engage more students</b> in municipal government to increase interest in career paths, increase volunteerism & increase community building which would also help the Towns.	-	Dr. King	-	01/22/18	02/19/19	During the first Joint Leaders meeting held on 11/27/17, issues surrounding lack of candidates for job openings & volunteer spots on committees and in Town departments were identified as a major challenges for both Towns. MSAD also identified the need for students to obtain 'life experiences' via volunteering or internships (locally) as part of their graduation requirements as a new challenge. Dr. King advised MSAD is currently reviewing their 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/cons - agreed to format & req video. NG offered their location with video & agreed to format. Agenda pulled from last JL meetings provided. (12/4) Joint workday project successfully completed on 11/1 between Excel Students, Town & Comm Endowment - via Carl, Sandy & Dean - with teachers Janet & Gail. <b>Next Step: 10/29 meeting postponed - revisit in Dec.</b> Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.

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

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Last Update: 02/16/21

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2	Budget	C	M	5	06/30/19	Create a new <b>Facilities Use policy</b> to review fees, identify when fees will be waived, identify process for 'in kind' donations.	-	Deb Cabana	-	01/02/18	06/18/19	During discussion prior to Fee Schedule approval, a question of whether or not local organizations incurring fee charges while working to raise funds to offset budget items should be exempt. Obtaining a legal opinion was suggested. Add'l situation has arisen with Rec Dept long standing agreement with "for profit" business to use volley ball court with reduced fee in exchange for work done by business (improvements/maintenance). Council agreed we need to (1) review fee structure for rec dept assets (2) need defined guidelines on when fees may be waived (3) need formal process to document agreements when fees are waived (4) identify CIP threshold for when donation can just be accepted vs need approval. Jason advised Committee will look at & Dean set Sept as target date - but will provide periodic updates to Council to ensure everyone is on same page. 8/7 Councilor Wilson provided update during Comm Repts regarding impact fees. 9/4 Councilor Wilson advised committee still working on it. 10/2 - Committe could not hold meeting for final review (11/13) draft of policy did not address all 4 items. (2/5) Comm has discussed parameters to identify content. (4/2) Jason advised Comm is close. Sharon brought up issue that vendor is currently await new procedure & may need to cancel program if delayed further. (4/16) Policy changes discussed at meeting with feedback provided. (6/18) <b>Council reviewed updated policy &amp; provided some add'l changes approved as amended. Next Step: Deb &amp; Dean will finalize and publish and notify current users of change. This item is CLOSED.</b>
54	Administrative	C	H	5	07/02/19	Develop Interlocal <b>agreement with Raymond</b> to address remaining section of <b>Gore Road</b>	-	Town Council	-	04/02/19	07/02/19	(3/19) Deb provided background information regarding the remaining section of Gore Rd and current information on a proposed agreement between Raymond and Gray to repair/maintain that section of road. Gray would gift used lifts to Raymond, Raymond would use savings to put towards road repairs (along with funds from Rd Association & Raymond residents), Raymond would assume plowing of 2 miles of private roads which cost Gray \$9,200 annually (increasing each eyar) in exchange for Gray plowing a section of N. Raymond Rd. Steve estimates that is a 50% less costly (\$4,600) annually. Over time, Gray would recoup lift funds and continue to realize savings beyond. Jason rasied issues of legality - Deb advised both Gray & Raymone attorneys are invovled. (4/2) Dan has requested a formalized cost/benefit calculation to be made available when the agreement is presented to the Council. (4/16) Deb adv Raymond Board approved, Residents have deadline for petition signatures and funding obligations, and Raymond has set Town Meeting date. Bruce/Sharon also clarified their connections. (5/7) Council voted to move forward with both equipment gifting & interlocal agreement (with secession wording added). (5/21) Sharon advised road assoc & resident signatures/funds have been collected. (6/4) Raymond residents approved via Town meeting. (7/2) <b>Final agreement approved by Raymond reviewed and approved by TC. Next Steps: Agreement to be reviewed &amp; voted on at 7/2 TC meeting. This item is CLOSED.</b>

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B	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	07/01/19	Define scope, goals, composition of <b>Comprehensive Plan Committee</b>	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. <b>Heart &amp; Soul liaison has offered to assist us with Comp Plan Committee free of charge.</b> (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) Charge. (2/5) Doug's draft was reviewed with feedback provided. (2/19) Add'l changes discussed (3/5) Council approved docs. Town rec'd 10 applications, Council agreed to extend deadline to 5/16/19 to seek more. (6/4) Committee selected (9/3) Committed has held several meetings & elected a chair. <b>Next Step: This sub-task is considered CLOSED.</b>
26	Comp. Plan Update/ Conservation Plan	C	H	1.2	11/01/20	Create a plan/policy to address open space in a <b>Open Space plan. Dependent on #11, O/H/2</b>	Town Council	Deb Cabana	Dean Bennett	03/20/18	09/17/19	This task is dependent on the Comp. Plan green space inventory chapter. Awaiting inventory chapter for Comp. Plan. Prioritization will be done at that time. 10/16 Council discussed and agreed to prioritize as H2. (11/13) Due to M11 going back to Rec Comm, they will be unable to work this item. (1/8) Deb provided meeting minutes for a Staff meeting held on 12/20 with 2 land trust representatives & reps from local groups. (1/28) First public forum held with Alan Stearns & Lucky D'Ascanio leading - notes taken & presented at 2/5 meeting. Sign up sheet of attendees to be provided. (1/28) Council discussed website options - Jolie to review & agreed additional meetings are needed. Dean meet with Alan & Lucky this week. (3/19) Dean provided update & next steps and Council approved moving forward. (7/2) Dean has been on vacation - Deb to follow up. (9/3) <b>Council rev 3/19 approval of committee &amp; 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.</b>
47	Joint Leaders	C	H	3.2	09/30/19	Set up <b>meeting with MSAD15 and NG personnel - regarding Solar</b>	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) <b>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.</b>
33	Ordinance	C	M	5	09/30/19	Update <b>Smoking Ordinance</b> 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) <b>PB reviewed &amp; held public forum 9/12. Council had 2nd reading &amp; public forum 9/17. Next Steps: Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED.</b>

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45	Ordinance	C	M	7.1	09/30/19	Review 'multi-tenant' standard within Sign Ordinance for RRA Zone	Doug Webster	Town Council	Town Council	02/05/19	09/17/19	(2/5) State has approached Town regarding a waiver for a much larger sign for the Wildlife Park. Council is not willing to provide a singular waiver for State property and is cautious about changing ordinance outright as RRA covers a good portion of the Town. State is currently not willing to allow a "Dry Mills Schoolhouse" sign; however, IF that sign was added and one for the IF&W building, the sign would be considered a "multi-tenant" sign and new standards could be developed for that category. (3/5) OAC provided priority order of outstanding items & this was included.(3/19) Kurt from ME WP presented addtl info and advised adding DMS sign was acceptable. The cost of \$500 was identified. He also advised the lease will need to be updated which may be a good time for Town to extend term. (4/2) Sandy advised DMS committee has already raised funds for new signage. (5/21) OAC had prelim disussion at May meeting. (6/4) OAC provided feedback - back to Doug. (7/2) This discussion has been expanded to include other sign related issues - but will now be split out on the Tracking list. OAC/Planning Bd support tailored approach for this one sign. (8/6) Changes to be included in 9/3 meeting. (9/3) 1st reading held.(9/17) PB reviewed & held public forum 9/12. Council had 2nd reading & public forum 9/17. Next Steps: Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED.
48	Ordinance	C	M	6	11/15/19	Create a new Ordinance to waive excise fees for active duty military personnel	Sandy Carder	Deb Cabana	Deb Cabana	02/19/19	10/15/19	A resident has asked if the Town would consider this ordinance. State statute allows for waiver IF active duty personnel are deployed for 180 days or more. Council agreed they would support an ordinance. (9/3) Sandy pointed out this change is dependent on specific state statute so OAC/Town planning dept probably not needed. (9/17) Deb advised the ordinance is very specific and Alyssa has reviewed. (10/1) TC held first reading & approved. (10/15) 2nd reading & public hearing held. Next Step: Council approved 10/15 - will go into effect 11/15. This item is CLOSED.
C	Traffic - MTA - break out tasks for Item 24B	C	M	1.2	10/30/19	Rt 26 (Shaker Rd) Bridge Resurfacing	MTA	Deb Cabana	MTA	01/22/19	11/12/19	(1/22) Dan brought up the option to take a more aggressive approach with MTA to force them to provide Bike/Ped space on this bridge. Rep. Austin had rec'd a similar request from Brad Fogg and advised MTA is not reconstructing the bridge, but resurfacing it; thus, they cannot expand it. TC had been told this in our last meeting. The idea is to apply pressure and let them know how serious we are about accommodating our requests. It was pointed out that approving a Complete Street Policy (item 40) and updating the existing Bike/Ped plan (item 41) are in TC court & would give us more leverage; as would, funding the engineering for Rt 26 Village project to include sidewalks across the bridge. TC agreed those steps are important. Jason suggested requiring them to add State law 3 feet signs and Sandy suggested asking them to narrow the travel lanes from 12 feet to 10 feet to slow traffic & provide 4 add'l feet for Bike/Ped passage. (2/19) Council agreed to have Deb go to MDOT (1) state we want 10 foot striping instead of 11 foot (agreed on by MTA) and (2) check if there is a rule requiring breakdown lanes vs. raised sidewalk on bridges. (3/5) Mr. Mills advised they would approve a 10 foot lane, but there is an appeal process. Council agreed to pursue the appeal. (3/19) Town Staff & Engineer provided feedback on appeal process and likelihood of defeat. Council agreed to not pursue. (4/2) Council wants to confirm MDOT will stripe at 11 feet vs. 12 feet. (4/16) Deb obtained confirmation on 11 feet striping - project to begin this month. Project is underway. (10/15) Dan suggested req. side rumble strips - but due to cost and possible diff safety issues (cyclist), Council agreed to follow-up with DOT on agreed upon striping. Project is wrapping up but appears will go a couple more weeks. (11/12) This project is complete - item CLOSED

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

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40	Administrative	C	M	5	03/15/20	Review a <a href="#">Complete Streets Policy</a> & approve acceptable policy - which will roll into <a href="#">Comprehensive Plan</a> .	Bike/Ped	Town Council	Town Council	09/18/18	<a href="#">04/21/20</a>	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. <b>Next Step: Deb sent to Alyssa for a review. (4/21) Council approved policy with 1 minor change - this item is CLOSED.</b>
39b	Administrative	C	L	2	07/01/20	Consider the formation of a <a href="#">Cable TV Committee</a> .	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 Viser will make presentation (9/17) Randy presented info to council. (10/1) Deb/Anne to work to clarify if Randy has volunteers for a 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. <b>Next Step: Brad/Randy to submit volunteer applications for 4/21 meeting. (4/21) Council approved Randy Visser's application and will see Brad's at the 4/28 meeting. This item is CLOSED.</b>
A	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	11/01/20	<a href="#">Inventory Chapters</a> / map updates from GPCOG	Town Council	Deb Cabana	Northstar	03/06/18	06/02/20	Request for GPCOG estimate to provide inventory chapter updates which was provided via e-mail. Discussed in budget & 3/6 TC meeting. 1 mth/\$5,000 per chapter from GPCOG, 20K avail now - TC gave staff the green light. Doug Webster provided a GPCOG contract update/timeline for their chapters. 9/18 - (4) draft chapters have been provided by GPCOG & Doug is working on locating a Map for the recreation dept to begin identifying open spaces. (11/13) Doug advised all chapters have been received and are being reviewed by staff. GPCOG is still working on map. (1/8) Doug advised chapters are done & with staff for review. GPCOG is on target with projected timeline for map. (2/4) update provided to Council - Committee to work on review/update to inventory chapters. (4/21) Doug/Kathy advised Town Staff has reviewed and updated all but one chapter which should be done in the next week. <b>Next Step: Staff to finish, send to GPCOG to be incorporated in 1st draft of plan. (6/2) CPSC has completed the first draft and submitted it to the State. The inventory chapters are considered closed - thus this item is CLOSED.</b>

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58	Ordinance	C	H	11	06/15/20	Review existing <a href="#">Livelong Living Committee</a> to determine if a program will work for Gray - creating ordinance, forms & procedure.	Sharon Young	Town Council	Sharon Young	06/04/19	08/04/20	(6/4) Council rec'd presentation from Cumberland Councilor & discussed. Council agreed an "Aging in Place" Program is separate from the Senior Tax Relief Program and could be pursued independently. (6/18) Council discussed further and agreed to looking at next steps in a workshop. (8/6) Workshop held with agreement this needs to be an organic citizen effort - not Council or Town Staff. Gray's needs are likely different than other towns and it is unknown which services/programs would be most needed. (10/15) Sharon advised she will not work on until after tax relief program is finished - est Dec/Jan. (12/3) Sharon advised there are a couple residents will to start affiliate committee. Sharon had requested info from Sec. of State office on voter registrations which would require Council approval. She advised she re-submitted application & will keep Council apprised. (12/17) Sharon advised there may be a grant opportunity to help set up programs. Council agreed to review material. Also, advised more discussions are ongoing regarding pilot communities for programs. (1/7) Grant appl was not completed in time for inclusion in packet, but was presented with req to add to agenda. Council approved pending add'l changes which Anne was to submit to Sharon and upon condition that the Committee discussion occur at the 1/21 meeting. (1/21) Sharon advised she was not submitting 2/15 Grant. Council ran out of time so was pushed. (2/4) Council discuss pilot prog but due to staff req, grant app deadline being 2/15 & add'l budget impact - to decline. Another option will be presented at 2/18 meeting. (2/18) Council agreed 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. <b>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</b>
68	Ordinance	C	H	5	10/15/20	Review proposed <a href="#">Local Food Rules Ordinance</a> for implementation.	Local Food Rules Committee	Town Council	Anne Gass	12/17/19	09/15/20	(12/3) Local Food Rules Community Group presented their proposed ordinance and provided some first hand experiences currently happening in Gray. Provided information on how the ordinance could assist with economic development and assist the many homestead farmers in Gray. (12/17) Council discussed and support moving it forward for more discussion. (2/4) Council provided some general feedback on ordinance, issues with continuity to other ordinances and process (OAC route as starting point - or allowing group to do updates to move it along faster). Majority of Council felt it was important to move along as soon as feasible given the economic impact it can have on Gray. Agreed that Anne would compile specific feedback. (2/18) Councilors provided feedback. (4/21) Draft updated ordinance has been sent to Alissa. (4/28) Sandy adv Anne working on edits with group (5/5) Anne provided update on action since last meeting - updated version will be reviewed at next meeting. Group is requesting "emergency" status due to the covid-19 situation. (5/19) Anne reviewed changes. Council had no feedback - majority supports. Did request more detail on level of risk identified by Alyssa on 2 provisions. (6/2) Council removed reference to Farmers Markets and approved on emergency basis. (7/21) Council extended emergency ordinance with Farmer's Market addt. Discussed proposed changes and agreed substantive. (8/4) Council rev add'l changes and agreed to move forward with them. (9/1) 1st read - council approved. (9/15) Council ext emergency to bridge gap in timing. <b>Next Step: 2nd reading set for 9/15 with public hearing. Will need to extend emer. ordinance again. (9/15) 2nd reading &amp; Council approval - ordinance will go into effect in 30 days. This item is CLOSED.</b>

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Last Update: 02/16/21

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79	Ordinance	O	H	11	10/15/20	Update Mobile Vendor Ordinance to accommodate Food Trucks	Sandy Carder	Deb Cabana	Kathy Tombarelli	06/02/20	09/15/20	(5/19) Council discussed the fact that Food Trucks do not really fit in the Mobile Vendor Ordinance as they are more short term. Council agreed the ordinance needs to be updated as it was last looked at in the 90's and Food Trucks are a large part of the small business economy, allows for more food options for residents and are used to start new restaurants in some cases. OAC has a large list to work on. Kathy volunteered to take the lead. (6/16) Kathy pulled together some ordinances for the Council and asked some questions to obtain high level consensus and guidance on next steps. (7/21) Council reviewed draft from Kathy. (9/1) 1st read & council approved. <b>Next Steps: 2nd reading &amp; public hearing set for 9/15. (9/15) 2nd Reading &amp; Council approved - ordinance will take effect in 30 days. This item is CLOSED.</b>
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 substantiative change. Deb adv Alyssa agreed a Charter amendment to fix the text issue can be done in June. There is a minimum voter turnout requirement. (4/21) Council set public hearing for 5/19. (7/21) Voters approved correction. Council made official. Will likely need Charter change as part of Town Manager job description work. (9/1) Alyssa advised that Job Desc changes are considered an amendment so Council can just put to voters in June without a committee. (9/15) Council approved ballot question. <b>Next Step: Will appear on Nov 3rd ballot. (11/17) Voters voted against a Committee on 11/3. This item is CLOSED.</b>
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 Orten Family Foundation which works with rural towns in the area of resident engagement & communication. Council agreed to investigate further when time comes (Buckspport 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 <b>Next Step: Voters to weigh in 11/3. (11/17) Voters approved 79% on 11/3. This item is CLOSED</b>

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11	Comp. Plan Update	C	H	1.1	<a href="#">Detail Tab</a>	Evaluate options to update current <b>Comprehensive plan</b> including budget impacts to determine best course of action and set timeline. <b>SEE SEPARATE TAB - FOR DETAILS</b>	Town Council	Deb Cabana	Northstar	01/22/18	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 &amp; various other State agencies and new Comprehensive plan policies &amp; requirements, Council requested input from GPCOG which was presented at the Jan 8th TC Workshop. Town staff will work with GPCOG to develop possible options (with budget inputs) for moving forward. Options presented to TC (2/20). Council also agreed once step identified, will move this item to own tab/break out individual tasks/due dates. (11/13) Doug provided updates - see detail tab. (1/8) Doug provided update on committee options. (1/22) Council discussed &amp; provided addtl instructions to Doug. (2/5) &amp; (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 &amp; 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 &amp; held open house 1/29. (2/4) Update to Council (4/21) Due to Covid-19 the Committee has fallen behind on the draft plan. Ben provided 3 options for moving forward to Council. More info is needed from the committee on the options and their comfort level with the options. Generally speaking, the Nov elec is still a goal, but there is a risk it will not happen &amp; concern with residents being able to fully engage/support the plan. (5/5) Comm prov update on plan &amp; Council agreed to send postcard to every Gray resident. (7/21) Update provided to council on next steps &amp; current status. (8/4) Council discussed &amp; voted to process addtl \$3,500 payment to Northstar for unexpected scope. (9/1) State has issued a complete &amp; consistent finding for the draft plan. Council prov feedback on Comm's planned outreach. (9/14) Public hearing held (9/15) CPSC presented results &amp; changes from public hearing &amp; advised they felt an addtl public hearing was not needed. Council voted to approve Comp Plan with changes discussed in meeting &amp; approve ballot question.(10/6) Updated plan has been posted to website &amp; blast was sent out. Council sugg electronic signs, more e-mail blasts, social media posts, contacting LRW newspaper and large sign at the Transfer Station for addtl communications. (11/17) Voters appr by 79% on 11/3. Deb confirmed no addtl steps needed. <b>Next Step: Council will discuss implementation plan 12/1 (12/1) This item is closed - with a new item being logged for implementation. This item is CLOSED.</b></p>
71	TIF Goal / Budget	C	H	5	12/31/20	Amend <b>Route 100 South TIF</b> to address funds	Town Council	Town Council	Town Council	02/04/20	12/01/20	<p>Council has met several times in Executive Session to discuss the Route 100 South TIF. (1/21) Council held Workshop with Water District to review status. As currently defined, the money collected in this TIF fund cannot be spent as no current project meet the definitions. If Town does not rectify, could face issues with the state including retroactive reassessment of state revenue sharing and fines. Other Towns have faced these situations. Council has two options (1) amend the TIF to expand definition to include new project and allow to expire as written (2) amend the TIF to expand def to incl new project and close down early. During the workshop GWD &amp; Council agreed the Rt 115 project would be the best option as it is a high priority, safety issue, critical to the Village and includes water line upgrade and stormwater infrastructure. The issue of timing - when would the MDOT be ready to work on the project, when would plans be ready &amp; MPI timing were discussed. Agreement was to ask Alyssa if we could (1) amend to include RT 115 project and (2) set a new expiration date - not full term but not close immediately - likely 3-4 years. (2/4) Deb adv Alyssa said it is possible, but needs to review detail with Council. (3/10) Agree reach, Amend TIF to include Route 115 project and addtl list of top 4-5 WD priorities. Leave term intact but add verbiage to close the TIF once money is expended. Letter to ME CEDC would be done to address outstanding bond at closure. (3/24) WD sent priorities to Alyssa, but Covid-19 has taken priority. Council voted to set public hearing 4/21 to give more time. (4/21) Council moved public hearing to 6/2 meeting. (4/28) Council rev warrant article. (7/21) Voters approved funding (10/6) State submission is complete. (11/17) Deb adv State needed a few updates. <b>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.</b></p>

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72	Ordinance	C	M	5	12/31/20	Update <b>Fireworks Ordinance</b> to address Chinese <b>Lunar New Year</b> 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 purvue, agreed Alyssa to finish research to confirm (3) reduction/change in July 4th dates - agreed to leave as is (4) Ban fireworks - did not support (5) new signage to assist with enforcement - agreed budget issue to be considered then, if brought forward. (1/5) Council held 1st reading/public hearing. <b>Next Step: Deb to work with Alyssa on legal issue related to geese. 2nd reading set for 1/19. (1/19) Final approval &amp; will go into effect in 30 days - This item is CLOSED.</b>
85	Ordinance	C	-	-	03/01/21	Add <b>Farmer's Market</b> as use to <b>Ordinance</b>	Kathy Tombarelli	Kathy Tombarelli	Kathy Tombarelli	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 <b>Next Steps: 2nd reading &amp; public hearing set for 1/19 (1/19) Final approval &amp; will go into effect in 30 days - this item is CLOSED.</b>
1	Budget	C	H	5	12/01/20	Installation of <b>LANDFILL Solar Arrays</b> 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 11/15. (1/8) Sandy spoke to Tony Plante & he advised Windham has solar on fire station (and it has exceeded expectations) & is still working on landfill option CCed person handling. In addition, SoPo is leading a community group to advocate for environ. changes & Council agreed to have Deb reach out on behalf of Gray. (1/22) Sandy advised Windham is interested in staying in the loop as they are at the same point as Gray & may be will to partner. (2/5) Deb & Sandy attended Kennebec Water Treatment Solar Array event - spoke to Revision Rep & advised they do Prelim review to ensure landfill meets minimum requirement and that they evaluate ALL Town property in their bids. (2/19) Sandy advised Revision has target date of end of Feb. (3/5) Nick provided options in meet w Town Staff & Sandy. (3/19) & (4/2) Add'l info prov (4/16) Sandy adv Windham is not able to participate at this time. SAD rec'd material, await meet, RFP ex rec'd, neoprene not an issue. (6/4) updates prov (7/2) Options/updated rev at workshop. Maj of Council supports proceed with an array on the landfill. (8/6) Sandy prov updates from MSAD15 Facilities meeting. Straw poll taken with majority in support of Letter of Intent with Revision in lieu of RFP - unless MSAD15 requires RFP. (9/3) MSAD meet 9/4 (9/17) Sandy advised MSAD needs more time. (10/1) LOI executed, site walk done. (10/15) Council voted to accept executive PPA summary & proceed with the project. (11/12) Council approved PPA contract. (12/17) Revision dropped KWH rate due to savings - Council 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. <b>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.</b>

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3	Administrative	C	-	-	-	Review & discuss whether or not the Town would like to move to using <b>Mason's Manual</b> in place of Robert's Rules.	-	-	-	01/02/18	01/02/18	During discussion prior to approving Town Council Rules, the use of Robert's Rules vs. Mason's Manual was raised. The Town Attorney advised that most Legislative bodies use Mason's Manual which is more tailored to that type of work than Robert's Rules (including the Maine State Legislature). <b>No action taken, Council decided current Roberts rules are sufficient.</b>
6	Economic Development	C	-	-	-	OTT Communications has approached the Town with an offer to help <b>expand fiber</b> to more areas of Gray.	-	-	-	01/22/18	01/16/18	Via a presentation, OTT Communications provided an overview of upcoming fiber upgrades in the Village area (funded by OTT). They proposed an agreement where the Town would provide reimbursement/TIF funds to allow further expansion along Route 26. Council expressed concern with costs vs. benefits and agreed it was something to look at more fully during the budget process. <b>Council closed this item as this specific proposal will no longer be considered. If OTT has a new proposal, they may submit for consideration in the future.</b>
19	Ordinance	C	-	-	-	Review necessity of developing a Town specific <b>Sex Offender Ordinance</b> .	-	Deb Cabana	-	02/06/18	02/06/18	An inquiry was received regarding whether or not Gray had a Town specific sex offender ordinance. It does not. Bill Dale provided additional information regarding the State Statute which imposes allowable restrictions. Towns can develop an ordinance to add an additional location restriction for living arrangements; however, it must follow the State allowed restriction. Alyssa Tibbetts provided more information during the TC meeting/via e-mail. Council agreed State Statute was enough at this time. <b>Item will be considered closed.</b>
14	Joint Leaders	C	M	14.1	02/28/19	Set up a working session between the three <b>website administrators</b> to discuss current setups, identify possible cross-link opportunities and/or ways to expand communication for all 3 groups.	-	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. It was agreed, a meeting would be set up between the 3 website administrators to look at each groups' website/communication streams. The next Joint Leaders meeting will be in May. Deb advised that NG does not have a 'webmaster' currently & Gray is in the process of hiring a new one. Gray has hired new Website administrator who will start March 19th. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format. Agenda pulled from last JL meetings provided. (12/4) MSAD15 has sent an e-mail indicating they want to partner with Council on possible school sidewalk projects. Jason also asked if 'presentation of school budget' could be discussed at meeting. <b>Next Step: 10/29 meeting postponed - revisit in Dec.</b> Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.
57	Administrative	C	M	16	07/01/19	Review issues raised by <b>Child Care</b> Director regarding <b>space issues and conflicts with other programming</b>	-	Deb Cabana	-	04/16/19	05/07/19	Sharon requested this be added to the Tracking Spreadsheet to be discussed at a future workshop (based on priority list). Town Manager requested this item be closed as it is Administrative & under her purview. Council agreed with a footnote added under item #17 Community Center - Future list with caveat that Manager will bring forward any policy issues as needed. <b>Next Step: Deb will review discussion with Child Care Director and provide additional feedback. THIS ITEM IS CLOSED</b>
63	Administrative	C	-	-	-	To create a balloon ordinance	Sharon Young	-	-	09/17/19	09/17/19	Sharon presented information about the negative impact of single use plastics such as balloons on the environment and asked if there was support to set up an ordinance restricting the usage. Issues of enforcement, impacts on individuals using for garage sale or party (on mailbox) and compliance if mandated by government vs community driven were raised. Sandy suggested the Recycling Committee could incorporate in their education of residents. Majority agreed to no further action.

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65	Administrative	C	-	-	-	To reconstitue <b>Public Safety Committee</b>	Sharon Young	-	-	10/15/19	10/15/19	(10/1) Sharon had raised the possibility of transitioning Gray to a local police force vs. contracting with Cumberland County Sheriff's office for deputies. Council felt (1) there is no residential feedback pushing for more coverage or a local force (2) it would likely cost more money than the contract (3) the residents just agreed to raise taxes to support adding an additional deputy (which has been delayed as there is a shortage in the State). As an alternative, the Council agreed to discuss the possibility of reconstituting the former Public Safety Committee with a new member set up & charge. (10/15) Council discussed but felt without residential support or volunteers, it would be difficult to get another committee up and running. In addition, many of the duties of the former Committee are handled by others (Town Staff, Council or other Committees). Agreed, if it is to be pursued, someone would need to take the lead on public outreach and see if residents would be willing. No one was willing to take on the assignment. The Committee will be moved to 'retired' committees.
D	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	11/01/20	Collect data and complete a <b>Parcel Valuation</b> on the Village to determine which types of businesses impact <b>tax revenue</b> the most	Sandy Carder	Town Council	Northstar	06/18/19	11/17/20	Sandy provided a copy of a similar assessment done for Gorham by GPCOG with Stephanie Carver (on Northstar team) taking the lead. Stephanie advised the Gray Village would be a good place for this type of assessment and it may be something that can be done in conjunction with or as a part of the Comprehensive Plan data collection/analysis. Next Step: Await more information from Northstar regarding various steps in Comp. Plan (11/17) <b>Went over budget for Comp plan due to Covid; therefore no capacity to do this evaluation. Moving to No Action.</b>

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1	Pocket Park	(2020) Grant + \$2,175 + \$3,300 in Public Works Dept	#69 M10	Gray Historical Society has a long term vision of creating a <b>Historic Walk</b> with the Pennell House Memorial (re: Cumberland Farms donation/easement) kicking off the effort. GHS would like to discuss the <b>Town Owned Property at 5 Yarmouth Rd</b> as a <b>possible mini-park</b>	GHS in planning stages with more information will likely be available in January. Goal is to have full trail mapped out to identify specific locations as historically important for consideration when future development is planned. (10/28) Council needs more info, GHS/CEDC both have some ideas for the space, Council has 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 (3/2) Alec adv they have expanded about 1/2 of the grant 'in kind' total & will complete add'l work in the spring.
2	Education Funds	\$5,250 per semester - \$0 in 2020	N/A	New <b>continuing education fund policy</b> was approved allowing for up to \$5,250 per semester in reimbursements per qualified employee studies. Benefit is dependent on available funds.	Policy includes request for submissions to allow for proper budgeting. Deb advised deadline for submissions is January. She will provide info on any budget requirements. <b>Employees had until Jan 19th - request included in individual budgets.</b> (10/28) Deb advised no employees have submitted request - thus no funds needed this year. (1/19) Deb verified there are no requests for this cycle.
3	Employee Vacation/ Sick Fund	(2020) \$35,000 (2021) \$25,000	N/A	As of June 30, 2017 the <b>Town's Liability for compensated absences</b> - this is an unfunded liability and comes into play when an employee retires or leaves and requires a payout of <b>accumulated vacation/sick time</b> .	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. (2/11) Katy adv there are no known planned retirements this year, thus the reduction in amount to \$25K. If that holds, we will be able to establish a separate account to offset the liability. Sandy also adv she will be recommending that the Council log the policy discussion on the master list at the next TC meeting.

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4	CIP Payment	?	N/A	2018 CIP Bond package was put together to allow Town to make <b>payments to the CIP fund</b> over a 5 year period. The \$100,000 remainga outstanding from the 3/12ths rainy day fund is being logged separately - see below.	Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority & Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100K gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100k into CIP from the \$500k payment into the 3/12ths - to use projected overage next year to finalize the \$500K re-payment. (10/28) Old ladder truck is now for sale. Council agreed to ask Finance Committee to come up with "fully funded" number to better understand the gap between current \$100K - for discussion purposes. (12/17) Deb adv \$85,000 rec'd from sale of old ladder truck and \$10,000 rec'd for sale of retired equip for total of \$95,000 for CIP fund. (2/13) Deb & Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The add'tl 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) \$7,000 (2020)	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 <b>watersheds that need surveys and/or protection plans.</b>	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. (8/6/19) 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. (3/26/20) Council reviewed and would like Doug & CCS&WC to prioritize top tasks & resubmit lower budget. (4/2) Doug provided update - split in two piece with each about \$13k. Council would like tasks (1) from each proposal for this year & then the rest for next year to balance addressing current water quality issues and preparing for future impacts - revised cost \$7,200. (4/9) Kathy advised after re-reading proposals she better understands why Heather is recommending items 1-3 first before doing ordinance work. Will get clarification & bring to 4/16 meeting. No impact to bottom line as part of CIP. (4/21) Kathy rev with Council, and Council agreed to go back to the original 2 tasks - but only do task #1. With the grant funding the remaining tasks would be done the following year & after Task #1 is complete, the Council will have a better handle on when task #2 should be done. (3/9/21) Doug adv that the reg grant requires \$10k commitment, but will be split over 2 years (\$5k each). There is also another request for 2 monitoring stations for \$2k this year & \$1k annually.

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6	Sidewalks - Libby Hill	\$115,000 plus - 20% of total? GPCOG Grant?	N/A	MSAD15 has expressed interest in a joint effort in developing project plans for new <a href="#">sidewalks</a> between <a href="#">Middle &amp; High Schools on Libby Hill Road</a> for possible grant application/approval for outside funding.	Council discussing top priorities from Public Works, included in Bike/Ped Plan and from MSAD15 standpoint. State grant programs require an approved project plan and as specific % of the funding approved & set aside before applying for remainder of funding. Joint leaders meeting with MSAD15 being worked on again. Steve included the Russell School piece in his engineering request for Shaker RD (see item 25B). Dan also recommended a 'standard' be derived for all future sidewalks - covering things like width, grade, ADA requirements, etc. Steve advised he could work with Will to create a standard. Council will budget for engineering & roll this into the Shaker Rd project - see 25B below. 20% of funding would be considered in future budget once total cost is known. (10/28/19) Council asked to have Will provide estimate for engineering costs. (03/12/20) 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. (3/2/21) Council combined this item with the sidewalk ext from Hannaford to Spruce, paving LH road, add a crosswalk to the new possible emergency exit from school - into one project and submit to GPCOG as a shovel ready project for possible state/fed funding. Will not know if there is funding until likely April/May.
7	Public Facilities Study	100000 (2) at \$50k each <a href="#">(Bond)</a>	N/A	\$23,000 was approved in 2018 budget to conduct a Public Facilities Study on current capacity and projected capacity needs. <a href="#">(Public Safety Study)</a>	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. (2/11) Kathy give a heads up that there is a 2 part study included in Mo's budget as a result of the Town Office issues. (2/18) Mo rev the proposed studies & recommends Property Condition Assess be done first - followed by Space Needs Analysis & Facilities assessment. Windham completed theirs in 2013 and it was critical to better planning. Mo also cited the recent issues at Pennell as a reason - he does not have the capacity or expertise to evaluate the build/equip at the same level as engineers. He pointed out there are hidden items - like the Pennel Septic - that are not on the radar yet & should be. Dan asked if there would be cost savings if we did them together. Mo was not sure as different firms handled the Windham studies. <a href="#">(3/15) Katy adv bond savings can be used to cover these.</a>
8	Broadband Partnership		N/A	Lakes Region Broadband Partnership along with Cumberland County are working on the <a href="#">Connect Cumberland project</a> to <a href="#">extend broadband</a> 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 some funding - matches for grants and/or other funding avenues.

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9	Skateboard Park	(2020) \$15,000	N/A	A GNG Student reached out to the Town asking for consideration of a <a href="#">Community Skateboard Park</a> . Partner with school?	Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28) Dan advised this is still be worked on. Council agreed until they are ready to present a plan both for the park and the fundraising piece, this will not be considered. (1/21) Officer Chadler will present at the 2/4 Council meeting. (2/4) Presentation made to Council, majority supports project, requested a full blown proposal with estimated budget before next steps could be determine. The funding will need to be grants, fundraising & the Town. Location will be critical. (2/27) Rec dept is requesting \$15,000 (out of estimated \$125,000-130,000) to start the ball rolling on planning & fundraising. (2/18) Brought Nate up to speed, Dean was unsure if there was any recent activity on community side.
10	Land Acquisition Fund	(2019) \$50,000 (2020) \$50,000	N/A	A <a href="#">Community Center</a> 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. (8/6/18) 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. (3/12/19) 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. (4/28/20) Council agreed to reduce to \$25k and to list as part of the CIP warrant article. (3/9/21) Council will start with \$50k to see impact before making full decision.
11	Dog Park		N/A	A suggestion was received to establish a <a href="#">Town Dog Park</a> on the capped land fill. After some discussion, it was determined it was not a good fit; however, another location my work, if there is support.	Council agreed this is not something that will be pursued in this year's budget. (10/28) The land fill is no longer an option due to the pending solar array. No further requests have been made, thus it will not be considered this year. (1/19) Council agreed to close this one permanently until such time the issue resurfaces.

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12	Speed Signs	\$8,600 speed sign \$15,500 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.	<p>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 &amp; provide more information to residents. Steve did advise the sign does record &amp; 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. (10/28/19) 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 &amp; 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 &amp; 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 &amp; ready for use again and we are purchasing a radar gun for the deputies. (3/2/21) Council rev &amp; do not see a need for another sign this year.</p>
13	Planning /Engineering	Route 100 South TIF Funds - \$176K appx	#4 M3	TIF Projects (Main Street, Village Shaker Rd, Route 115), Sidewalk projects, and other projects (Wilkie's Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	<p>Steve projected \$75K for engineering work for the Route 115 project, but Will advised that the engineering costs need to be included into the project request - if we go with MPI program - where MDOT would pick up 50% of costs - up to \$500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided \$91,000 design fee &amp; \$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). (12/17/19) Public forum held on 12/5 - Council to set workshop. (3/26/20) 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. (1/19/21) 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 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. (3/9/21) Will rev proposal for services. Council asked that (1) meet with Water District (1) meet with MDOT be added, Doug asked that add'l boaring be added to ensure ledge identified properly on slope, Council adv Church needs to be pulled into discussion on Brown Street intersection, and agreed to remove "inspection/post project" services be removed for now as those decisions will be made at a later date, but we have an estimate of \$101,590 for full time inspection services.</p>

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14	Construction Costs	\$88,400 / GPCOG grant?	N/A	Extending sidewalk from <b>Hannaford - Spruce Street - Sidewalk projects</b> , and other projects (Wilkie's Beach) require <b>engineering work to develop plans</b> before funding can be sought (or to have more pull with MDOT/MTA).	Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues. (3/2) Council discussed this in Council meetings as GPCOG was seeking shovel ready/worthy project to use to obtain grant funding from State/Federal programs. Council agreed to roll this into Libby Hill paving, LH sidewalks reconstruction & extension and a crosswalk to the MSAD15 ROW path which may become an emergency 2nd exit for the schools. Alec/Deb submitted to GPCOG.
15	Contingency Fund	Manager \$25,000 Build/Grds \$15,000	N/A	Many Towns (and most companies) incorporate a <b>Contingency Fund</b> into their budget planning to cover unforeseen expenses.	Deb provided (2) examples - \$18K for unfunded vacation/sick time for retirees and \$10K for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone & must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between \$20-30K. Council agreed to tentative \$25,000 amount to cover projected retirement and have some left over. (10/28) Council funded this as a combination of employee time & contingency - agreed we need to continue working on this fund. (2/18) Deb advised she is requested \$25,000 for this fund separate from vacation/sick time outstanding liability. (2/27) Katy advised we will likely spend this to supplement the 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. (2/11) Deb adv that this was sufficient. (2/18) Council discussed need for fund for buildings & grounds. Will have follow-up discussion on amount & how to set up.

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16	Senior Tax Relief Program	<u>\$25,000</u>	#53 H8.1 ©	There was limited discussion about a possible <b>Senior Tax Relief program</b> for the elderly property owners.	<p>Sharon proposed a \$25,000 starting fund, but Council wanted to work out details of program before considering as a budget item. (4/4 /19) 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 &amp; 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/ 20) 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. <u>(3/15) Council discussed - Dan is not in favor. Sandy/Anne are undecided, but willing to look at figures incl \$25k - Bruce was willing to look at figures incl \$35 which is what Sharon req. Agreed \$25k to run numbers with final decision to be made next workshop. Anne also suggested IF we proceed that we clearly communicate this is a pilot program and may not continue after the initial test period. Sandy was concerned with the ballooning costs in Yarmouth (from \$25k to \$90k). Sharon will obtain some est. hours of impact on staff time &amp; provide to Nate. Nate will talk to Katy/Lauren to discuss est impact &amp; costs for administering the program.</u></p>
17	Paving	(2020) \$469,250 (2021) \$449,225	N/A	Need to review <b>Paving budget</b> process to ensure projected & actual are closer	<p>Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of failing road projections. (10/28/19) Steve will adjust request - to ensure we get 'caught up' on our paving - as a starting point. (2/27/20) 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 &amp; 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. (3/2/2021) Alec adv only one overlay was done last fall after the budget vote, but he felt the 2020 paving would be done before June. Confirmed that at \$500k a year could clear the backlog in 8 years. This does include parking lots, but not sidewalks.</p>

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18	Libby Hill	(2020) \$13,579	#27 H1.2	Need to determine long term obligation and budget funding for <b>Libby Hill maintenance</b> for Town's portion of acreage	Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding. (2/18/21) With reorganization of Rec Build/Grounds under Maintenance - per diem for LH was moved as well. Amount based on projected figures available.
19	Rainy Day Fund	(2020) \$25,000 (2021) \$75,000	N/A	Need to <b>repay 3/12's fund</b> to make it whole	(10/28) \$500,000 was taken from the 3/12's fund to help purchase the new ladder truck. \$400,000 was paid back in 19-20 budget cycle. \$100,000 remains outstanding and needs to be paid back - within the next 4 years. (4/2) In our 3rd year to pay back over the 5 years total - Council agreed to only pay \$25K this year and look to pay remaining \$75k next year once more is known about the economic downturn. (2/11) Deb adv we have this year & next to pay back the \$75k. Council agreed to leave full remaining payment in budget. Sandy will log as a follow-up and it could change once we get through the rest of the budget. <a href="#">(3/15) Council would like to clear this debt - will run numbers with \$75k.</a>
20	Traffic Calming Measures	??	N/A	Add <b>traffic calming measures</b> as part of the project planning & designs	(10/28/19) 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. (3/12/20) 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. (3/2/21) Council agrees there are many options and there are many areas that could use them. Would like to engage organizations that can help us test lost cost or no cost options. Need to engage residents and MDOT as we move forward. <a href="#">(3/16) Council agreed to add add'l striping to Village Shaker Rd - sharrows and more narrow lanes to test out the results. Alec to provide add't'l costs.</a>
21	Library Heating System	\$28,500 (bond)	N/A	<b>Library Heating System</b> may need to be replaced in 5 years	(2/27) Mo advised increasing maintenance costs are being experienced with the Libaray boiler which should last another 5 years and recommends a future replacement to a version that has faired better in the other public buildings and is less costly to maintain - at a cost of around \$20,000. We are/will spend \$5,000 a year during the 5 years. Discussed the option of just replacing now - Mo clarified system is more complex and has more splits because of the layout (original building & addition). Council wants to make sure future update/conversion is covered in CIP. (2/18) Mo is recommended a full replacement of the Boiler - this would be covered by 2018 bond funds.

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22	Automatic Fuel Shutoff	?	N/A	Should <a href="#">Segall Drive</a> systems be <a href="#">upgraded</a> to <a href="#">automatic shutoff</a> 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. (2/18) Dan clarified this is in regards to the tanks at Seagull Drive given the location near the waterhead. This may be an issue that would be analyzed in the proposed Property Condition Assessment. Need more information - will move to next budget cycle.
23	Fencing	?	N/A	Need to <a href="#">add Fencing to CIP schedule</a> - 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. (2/18) Mo adv he is in the process of collecting data - Pennel & Library fencing has been measured. They will be measure Transfer Station fencing (which is substantial around the landfill) next. Once the dimensions are cataloged, the next step will be to grade the condition of the fencing & set up replacement schedule in CIP. Target to complete for next budget cycle.
24	Existing Sidewalks	<a href="#">\$4,400 (condition study)</a>	N/A	Need to <a href="#">add all Existing Sidewalks to CIP schedules</a>	(4/9/20) 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. (1/19/21) 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). (3/2) Council has asked Alec to obtain cost est to add sidewalks to paving condition study <a href="#">(3/15) Alec adv addt'l \$4,400 is needed to add sidewalks to condition study. He also clarified that "maintenance" is not the same for sidewalks - there is limited options because of curbing, ramps, landings, etc. It is more about tracking for full replacement.</a>
25	Paving Plan	?	N/A	Create a <a href="#">long term Paving Plan</a> to "catch up" with recommended schedule	(4/28/20) 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. (1/19/21) See above sidewalks note.
26	Livelong Living	?	N/A	Placeholder for 21-22 FY Budget - <a href="#">Senior Programs</a>	(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

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28	Enterprise Fund/ Sub D	EF \$157,000 SD \$95,000	N/A	Need to evaluate impact of Covid on Enterprise Fund & Sub D Fund	(9/15/20) Deb has advised current projections have fund just breaking even or with a small revenue amount. (3/1/21) Katy clarified that Enterprise Fund is revenue from Rec Dept programs & Sub D is revenue from Development Fees. Sub D is generally used to expand or upgrade Recreational activities where Enterprise Fund is used to fund the Recreation Staff and operations. There is \$107k in EF with a projection of \$50K this year total of \$157k. Sub D is at \$95k now. But if the Rec Director position is filled, that may impact the EF total. Nat to talk to staff and determine timeline on new hire. (3/9) Katy adv that Nellie & her are working on identifying what in Rec budget can come out of Sub D. Extension of path from Cumberland Farms to Brown Street - through 1st Congregational Church property could be funded by Sub D - if grant & in kind is not enough.
29	Communications	\$18,910 in owed fees / \$102,000 in annual fees	N/A	Consider proposal from Community Communications Committee to use <a href="#">Franchise Fees for Equipment</a>	(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. (2/11) Council agreed until this money is rec'd, it will not be considered. There was a good conversation about how best to utilize the funding with everyone agreeing increasing communication was a high priority & it would be helpful for the Committee to make a proposal for specific needs/equipment/plans which require funding. Council could then consider best approach. Deb adv current revenue is estimated at \$102,000 and that the new contract will not be done until at least June. Spectrum is currently disputing the 'unpaid' past fees. No timeline on when that issue will be resolved.
30	Public Safety Study	\$28,550 for generator (bond)	N/A	Review <a href="#">Public Safety Report</a> 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. (3/2) The Asst Chief position was budgeted for last year - but not filled as of yet. Kurt is working with Nate on next steps. Another recommendation was the replacement of the generator which Mo has included in this year's budget, but will be covered by the bond savings. Kurt and Nate will have further discussions on the report for future proposed changes which may or may not impact the budget.
31	Stripping	<a href="#">\$300</a>	N/A	<a href="#">Shaker Rd</a> Project - new <a href="#">stripping</a> - increase to annual budget	(10/6/20) As part of the Shaker Rd Stormwater/sidewalk project, new stripping was discussed - reducing lane size to create official bike line with proper stripping, crosswalk addition, additional traffic calming - will add to existing stripping on the road. (3/2/21) Council needs to decide what they would like to see as "extra" so Alec can adj his budget. Making more narrow lanes is no impact, but adding graphics for the bike lane or stripes across the bridge for to slow traffic & increase safety. Council also wants to loop back to MDOT to update stripping on bridge to match what we decide to do on the road. Alec did state the add'l stripping in Spring worked out well last year. Dan asked that the new stripping around No Raymond/Shaker Rd intersection should be added to the touch up list. There was also a discussion that the bike coalition can provide temporary striping for us to test on roads (like Hancock Street) but if we want to make it permanent - it does increase our budget. (3/15) <a href="#">Randy will need more striping, Alec adv add'l \$300 needed. He will provide est. cost for add'l striping on Shaker Rd (Village)</a>
32	Electric Charging Station	?	N/A	Consider installing an <a href="#">electric charging station</a>	(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.

No	Items Label	Cost Est.	Task No.	Description	Comments
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??	? (bond)	N/A	Shaker Rd Project - new canopy trees	(12/1/20) 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. (3/2/21) Council/Nate needs to follow up with Kathy & decide on replacement trees as bid came in lower than expected and Alec confirmed we could use the "add on" provision to add them to the bid. (3/15) Council agreed to replace trees to restore the canopy impacts. Alec adv submitting a "change order" before construction is complete is the correct route. There is bond savings available to cover the costs and Alec confirmed that because the MDOT portion has not hit the \$500k limit yet, the costs would be split with MDOT. Nate will work with Staff to evaluate the canopy once the old trees are removed to ID replacement locations and then work with property owners, if applicable. Overhead utilities should be considered when selecting locations.
35	Signs - Libby Hill	?	N/A	Update "No Public Access" sign - Libby Hill	(12/15/20) 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. (3/2/21) Alec believes the sign was paid for by the home association, but installed by the Town. He did price out a sign and it would be around \$750. Council agreed this should be rolled into the larger work on the maintenance agreement as signage should be part of that plan. Sandy advised the signage needs improvement on the trails as well.
36	Illumination Tool	\$2,000	N/A	Purchase illumination measurement device for code enforcement	(12/15) With new sign ordinance illumination restrictions, Code Enforcement will need equipment to ensure compliance. (1/5) Dan believes the tool will be about \$2,000
37	Grant match	? \$ - In kind	#75 H7	Fund grant match for Long Hill ATV trail	(1/5) Anne advised that she is pursuing other grants for the ATV trail rehab on Long Hill Road. The grants will required 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. (2/18) Anne is awaiting data from ATV club. Right now, it is likely there will be no 'cash' match needed. The Town will need to manage the grant - Katy for financial disbursements and Mo as the "supervisor" of the work - however, the ATV/Snowwolve members will likely do all the work. More info should be available in April.
38	TIF Funds	\$365,147	N/A	Determine available funds from Village TIF	(3/9/21) Katy advised \$365,147 is currently in the Village TIF fund

No	Items Label	Cost Est.	Task No.	Description	Comments
39	Septic System	?	N/A	Create <a href="#">replacement plan for Pennell septic system</a>	(2/18) Mo identified the Pennell Septic system as an example of a pending critical issue that is not included in any planning/budgeting for the proposed Buildings Condition Assessment. There are currently 4 systems - Pennell ('58), Gym ('32), Maintenance ('52) and Science (??) which are extremely old. Combining and replacing the systems, as well as, addressing the status of the fields (reclaiming/reconstructing) should be done - sooner rather than later as there is no way to know if/when one or more would fail. Council agreed we need to log and add to CIP planning.
40	Telephone	\$6,000+ increase	N/A	Review current <a href="#">Telephone</a> set up VOI vs. hard lines	(3/2) Dan noted that there was a substantial increase in the telephone charges across departments. Katy explained that the transition to voice over internet did not include fax or security lines which Otelco was not willing to budge on. Nate pointed out that having hard lines with plug in phones for each building is critical in emergency response planning. Nate will review in more detail with Katy/Mo and Staff to determine if changes are warranted.
41	Boat Ramp	Grant?	N/A	Determine if <a href="#">Grant funding</a> is available for <a href="#">Boat Ramp</a> replacement	(2/18/21) Last year's grant fund was frozen due to COVID. Sandy to reach out to State to find out if there will be funding this year. Last year, State provided some concrete planks to assist with repairs in lieu of grant funding. (3/2) Tom Linscott (Director of Boat Ramp Facilities) advised they do not have funding as of right now, but are hopeful that will change shortly. Forwarded note to Heather Seiders who manages the grant fund. Sandy will tag for follow-up. (3/9) Mo adv that further repairs will require professional services and a DEP permit. Nate to work with Staff to determine if ramp can go another year or not. Town would prefer to apply for grant but may not be able to wait if grant funding is not available in the coming year. Sandy to follow up with Heather on grant status.
42	Stripping Bid	N/A	N/A	Determine if it is possible to <a href="#">allow HOA to participate</a> in Town <a href="#">Stripping Bid</a>	(3/2/21) Dan asked if it would be possible to allow HOA to jump on the Town's stripping bid to reduce overall costs and ensure regular stripping. Katy pointed out there may be an issue because the Town is tax exempt and HOA are not. Further research is needed.
43	Trail Extension	?	N/A	Create a <a href="#">trail extension</a> from <a href="#">Cumberland Farms</a> to <a href="#">Brown Street</a>	(3/2/21) The First Congregational Church is now willing to allow the Town public easement over their property to complete the trail that ends behind Cumberland Farms. This trail is part of the VALT plan and would connect to Brown Street sidewalk system allowing people to get to the Library and Plaza safely. The Rec Dept would use it regularly for summer camp activities and childcare activities. Church has no money. Alec has advised public works could remove the jersey barriers and repurpose them, if allowed. Kathy is working the project and there needs to be conversation with abutters. The current path is gravel and would need to be upgraded to allow for winter snow clearing. An Eagle Scout is willing to make L shaped planters for the project to help slow cyclists. (3/9) Kathy provide more info on status. Anne adv if we can lift conversion issue we could apply for grant money (possibly). Katy believes we could use Sub D funds as well.

No	Items Label	Cost Est.	Task No.	Description	Comments
44	Planning Dept Staff	?	N/A	Add Staff Position to Planning Department	(3/9/21) Council received suggestion from resident who is also a member of the PB to consider adding an "economic development director" to the Planning Department. Council/Staff had robust conversation with many options (1) contract services via GPCOG rather than hiring part time person (2) creating 'matchmaker' position to help match available property to 'specific' businesses needed in the Town (3) make add'l zoning changes to help create more options for commercial businesses (4) create "helper" position to assist developers navigate the Town's process/forms, requirements, etc. (5) hire a Planner Assistant to handle administrative tasks for Kathy like application/packets/PB agendas, etc. to free up her time (6) grant writer to assist with finding more opportunities for funding to accomplish larger 'planning' goals. Council agreed more work is needed to determine what really is needed, what makes the most sense & adds the most value. Nate will work with Staff in the coming year to do a more robust analysis in order to bring forward a proposal for next year's budget. Sandy will respond to Dan Cobb.
45	<a href="#">Committee Budgets</a>	?	N/A	<a href="#">Move Committee budgets to separate tab</a>	<a href="#">(3/15/2021) Dan suggested Committee budgets be shown as a separate tab - some are included in Council/Committees, others have their own tabs (PB/ZBA) and some are incorporated in dept budgets. Katy agreed and said she could move things over. Council requested the CEDC's request for Slido software (\$150) be reviewed by I/T and potentially placed in that budget to allow access for more users and to ensure compliance with security protocols (on software). Dan would also like to know if the ROI is on the CEDC request for the cable show and MaineBiz Ad. Katy to add \$500 for open space committee</a>
46	<a href="#">Town Brand</a>	?	N/A	<a href="#">Create a Town Brand for Communications</a>	<a href="#">(3/15/2021) Council has made a substantial effort to increase communications with residents, we have a new Communications Committee and various Committees are communicating directly to residents. It was agreed the Town should create a "town brand" to be used in all communications, along with a protocol and maybe a checklist to ensure consistency of messaging.</a>
47	<a href="#">MyRec Software</a>	?	N/A	<a href="#">Explore possible Collaborative Use of MyRec Software with NG</a>	<a href="#">(3/15/2021) Nate advise in discussions with NG, a request was made for Gray to consider sharing the MyRec Software to help increase efficiency and save both Town's money. There are some issues with separating payments in the background, but many programs are shared by the two Towns. Nate will work with Staff to evaluate to determine the cost/benefit to making a change.</a>
48	<a href="#">Contingency Fund</a>	N/A	N/A	<a href="#">Create Parameters/Policy for Contingency Fund usage</a>	<a href="#">(3/16/21) During the TC meeting, the use of the contingency fund was brought up specific to an agenda item. Council agreed a new policy should be created to provide guidance on when/how that fund should be used as the definition of 'unplanned' expense can be broad and/or different people can have different definitions. Will work on in the coming year prior to next year's budget cycle.</a>

No	Items Label	Cost Est.	Task No.	Description	Comments
1	Historic Walk Trail / Mini Park	Grant + \$2,175 + \$3,300 in Public Works Dept	#69 M10	Gray Historical Society has a long term vision of creating a <b>Historic Walk</b> with the Pennell House Memorial (re: Cumberland Farms donation/easement) kicking off the effort. GHS would like to discuss the <b>Town Owned Property at 5 Yarmouth Rd</b> as a <b>possible mini-park</b>	GHS in planning stages with more information will likely be available in January. Goal is to have full trail mapped out to identify specific locations as historically important for consideration when future development is planned. (10/28) Council needs more info. GHS/CEDC both have some ideas for the space, Council has 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
3	Employee Vacation/ Sick Fund	\$35,000	N/A	As of June 30, 2017 the <b>Town's Liability for compensated absences</b> - this is an unfunded liability and comes into play when an employee retires or leaves and requires a payout of accumulated vacation/sick time.	There is no designated fund for total \$245,419. Deb advised Town spent \$18,000 on retirements last year (unfunded). Council discussed setting aside 10% (\$25k) or 15% (\$37k) annually to start. Council is looking at \$25,000 Manager Contingency fund as first step in this funding. (10/28) Council agreed further payments to close gap should be considered. (2/18) Deb advised she is seeking \$25,000 for this fund - separately from the Contingency fund as with pending retirements, it is likely the \$25,000 will be exceeded. (2/28) Katy advised she added another \$10,000 and stated we cannot reduce as it will all be spent next year plus likely the contingency fund.
4	CIP Payment	0	N/A	2018 CIP Bond package was put together to allow Town to make <b>payments to the CIP fund</b> over a 5 year period. The \$100,000 remainga outstanding from the 3/12ths rainy day fund is being logged separately - see below.	Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority & Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100K gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100k into CIP from the \$500k payment into the 3/12ths - to use projected overage next year to finalize the \$500K re-payment. (10/28) Old ladder truck is now for sale. Council agreed to ask Finance Committee to come up with "fully funded" number to better understand the gap between current \$100K - for discussion purposes. (12/17) Deb adv \$85,000 rec'd from sale of old ladder truck and \$10,000 rec'd for sale of retired equip for total of \$95,000 for CIP fund. (2/13) Deb & Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The add't'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option.

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5	Succession Planning / HR Person	\$15,000 for consultant & \$7,498 inc PT to FT clerk	#56 H9	Three year <b>Town Manager</b> contract includes provision to plan for her <b>successor</b> . <b>Human Resources Person</b> was identified as a critical need last year, but not funded.	Determine costs for whatever search approach Council identifies for Town Manager's replacement and/or discuss the hiring of a Human Resource Person. Is looking at updating asst job description to include some HR responsibilities. Updating org chart & including high level 'responsibilities' was discussed. Deb will also think about options for rearranging some responsibilities - due to audit concerns (cash tally/deposits), elections, cross training needs, etc. She will make recommendations on add'l personnel & reorganization. (10/28) Deb will check with surrounding towns to determine how they have searched for new managers - to bring estimates to Council. Sandy also obtained survey info on current average salary for Town Managers in the area. (12/18) Deb advised Suzanna now has her HR Certification and will (has been)resuming HR tasks. In the past, that position has assisted with clerk's office tasks, but will not in the future to compensate for HR tasks. Deb also confirmed they are using County level HR services. Deb is requesting on position be moved from 29 hours to 36 at an increase of \$7,498 to allow for the "Clerk" position to be moved to the front office (from Town Manager). In addition, she provided an estimate of \$13,000-\$15,000 for a new Town Manager search and has included \$15K in the budget.
6	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 <b>watersheds that need surveys and/or protection plans.</b>	Doug advised contracts have been signed & surveys will be underway shortly. Some discussion was made about what other watersheds need attention. Doug will reach out to CCS&WC to ask for input and estimated costs for next steps. Awaiting report back from initial watershed study for next steps and costs. (8/6) CCS&W will be doing a presentation in Sept to provide an update & next steps. (10/28) Presentation has been pushed to December. Council asked if CCS&W would provide feedback on other necessary watershed studies and estimates - in addition to any monetary impacts from completed studies. (12/17) CCSWD presented results of study to Council along with recommendations. Council asked for est. for each task (ballpark), as well as, ISWG fees. (12/18) Katy provided the Watershed estimate document to the Council which is set to discuss it at the 3/26 workshop. (3/26) Council reviewed and would like Doug & CCS&WC to prioritize top tasks & resubmit lower budget. (4/2) Doug provided update - split in two piece with each about \$13k. Council would like tasks (1) from each proposal for this year & then the rest for next year to balance addressing current water quality issues and preparing for future impacts - revised cost \$7,200. (4/9) Kathy advised after re-reading proposals she better understands why Heather is recommending items 1-3 first before doing ordinance work. Will get clarification & bring to 4/16 meeting. No impact to bottom line as part of CIP. (4/21) Kathy rev with Council, and Council agreed to go back to the original 2 tasks - but only do task #1. With the grant funding the remaining tasks would be done the following year & after Task #1 is complete, the Council will have a better handle on when task #2 should be done.

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10	Skateboard Park	\$15,000	N/A	A GNG Student reached out to the Town asking for consideration of a <a href="#">Community Skateboard Park</a> . Partner with school?	Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28) Dan advised this is still be worked on. Council agreed until they are ready to present a plan both for the park and the fundraising piece, this will not be considered. (1/21) Officer Chadler will present at the 2/4 Council meeting. (2/4) Presentation made to Council, majority supports project, requested a full blown proposal with estimated budget before next steps could be determine. The funding will need to be grants, fundraising & the Town. Location will be critical. (2/27) Rec dept is requesting \$15,000 (out of estimated \$125,000-130,000) to start the ball rolling on planning & fundraising.
11	Land Acquisition Fund	25,000	N/A	A <a href="#">Community Center</a> 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. <a href="#">(4/28) Council agreed to reduce to \$25k and to list as part of the CIP warrant article.</a>
13.2	Speed Signs	\$32,500	N/A	Large number of speed violations are cited on Shaker Rd in front of Fiddleheads & Russell School - <a href="#">Installation of School Zone lights</a>	(3/12) Alec advised it would be \$3,500 for design work plus \$29,000 for pedastal mounted programmable school zone speed signs. In addition he advised, in checking with other Towns, it is the school that purchases these signs. Council agreed it is something for MSAD15 to handle. The item is closed.

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14	Planning /Engineering	N/A	#4 M3	TIF Projects (Main Street, Village Shaker Rd, <b>Route 115</b> ), Sidewalk projects, and other projects (Wilkie's Beach) require <b>engineering work to develop plans</b> before funding can be sought (or to have more pull with MDOT/MTA).	Steve projected \$75K for engineering work for the Route 115 project, but Will advised that the engineering costs need to be included into the project request - if we go with MPI program - where MDOT would pick up 50% of costs - up to \$500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided \$91,000 design fee & \$62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 25B will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17) Public forum held on 12/5 - Council to set workshop. (3/26) Council is working to amend Route 100 South TIF to allow for funds to be used on this project. (4/21) Council set public hearing for 6/2 to put out to voters at 7/14 election.
16	Contingency Fund	\$25,000	N/A	Many Towns (and most companies) incorporate a <b>Contingency Fund</b> into their budget planning to cover unforeseen expenses.	Deb provided (2) examples - \$18K for unfunded vacation/sick time for retirees and \$10K for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone & must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between \$20-30K. Council agreed to tentative \$25,000 amount to cover projected retirement and have some left over. (10/28) Council funded this as a combination of employee time & contingency - agreed we need to continue working on this fund. (2/18) Deb advised she is requested \$25,000 for this fund separate from vacation/sick time outstanding liability. (2/27) Katy advised we will likely spend this to supplement the 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 buget, there may be some money needed for staff time. Council agreed to keep contingency fund at \$25,000. Election change is another example of why a contingecy fund is needed.
18	Personal Property Tax	Revenue	N/A	Review and Update current <b>Personal Property Tax</b> valuation and charges for Commercial Businesses.	This is to increase revenue - but may require funds to complete. Deb/Doug advised Brenda (assessor assistant) has been working diligently on this effort which is very manually intensive. There is clean-up of files underway as some businesses no longer exist and existing businesses have not updated their listings. Some businesses do own substantial personal taxes but because they are not 'property' driven, collection options are limited. It would need to be a large industrial business (like Enercon which is currently in a TIF) to make the legal fees worth pursuing. They hope to have the review done by next tax bill cycle. (10/28) Deb provided an update on work - 39 accts have paid in full \$24K, 4 accts are on a payment plan (total \$30K) 40 outstanding accounts are no longer in business and 15 have not responded. Work will continue on the clean up. This work was possible with the add'l staff time added to the budget.

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19	Science Building (Lab)	\$15,000 abatement interior+ grant + \$3,000 match for study	N/A	The Science Building at Pennel needs exterior work to make the building usable - interior asbestos abatement.	Council discussed future of building and agreed making it usable is the goal; however, the work will need to be split up over time. Outside work (see item 33A) will be included in this year's budget, interior asbestos abatement will be considered in next year's budget. (10/28) 2nd year of plan from last year's budget. (1/21) Council voted to approve grant application for feasibility/use study - with matching portion \$3,000. (2/27) Mo & Kathy advised \$25,000 will be needed to do interior lead/asbestos abatement and grant cannot be used for that or engineering costs - so is in addition to grant/\$3,000 match. (4/9) Mo has realized savings of \$10k from outside work thus reduced the project \$25k down to \$15k providing Council votes to carryover the savings.
20	Stormwater Modeling	\$15,000	N/A	Stormwater Modeling	Doug sent Council/Deb an e-mail detailing a recommendation from the Town's Engineer regarding the future purchase and/or set up of Stormwater modeling. Given the video work done on Shaker Rd/Main Street which provides solid base data and the anticipated increase in stormwater issues - from development, business requests to tie into the Town's system, and planned upgrades - it is a good time to evaluate and set up a modeling system to guide future capacity discussions. Will be something to consider in subsequent budgets. (10/28) Doug advised the goal is to do modeling to ensure Town is ready when large projects (MDOT Main Str) are planned. Modeling will determine size of pipe, location of catch basins, etc. (3/12) Council would like estimate. Doug will request an estimate from Will. (4/2) Doug provided quote from Will with 3 parts - Council wonders if we could just do the first (existing) and last (max buildout). Doug believes Will can do that and it will likely change the cost to about \$15k. (4/9) Doug confirmed \$15k figure would be sufficient, but also suggested the Council may realize savings of scale if we added a review of the Hamilton Property now vs. having to do the stormwater review later (and alone). Council was hesitant to add additional scope, but was willing to obtain figures to make a more informed decision at the 4/16 meeting. No impact to bottom figures as part of CIP. (4/21) Doug adv that Rick Licht feels he can use the info that will be created via the modeling - to do a more robust plan for the Hamilton property - no add'l work/cost required.
21	Lake Association Funds	\$12,000	N/A	Funds for mitigation to address erosion and water quality issues on Gray sites - Forest Lake	During a Forest Lake Association presentation to Council (6/18), the FLA President advised they will be requested some mitigation funds from the Town during the next budget cycle. (10/28) LSLA has submitted their request. Awaiting FLA submission. Unsure if CLA will request any funds. (2/18) LSLA presented an update on milfoil and the dam status at the TC meeting. They are increasing their budget request from \$8,000 to \$10,000. Forest Lake and Crystal Lake are requesting \$1,000 a piece. (3/26) Council had no issues with these funds.

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22	Striping	\$17,000 increase - total \$75,000	N/A	Need to review <a href="#">Striping budget</a> vs. work timeline	Right now, the new money for striping is not approved until mid-June, therefore the yearly striping cannot occur until at least July. This reduces the window for use - May & June - reducing the value of striping. Look at budget 1.5 years worth of money to allow transition so money is available earlier. (10/28) Steve provided history of past budgetting and made a recommendation to leave once a year - but then add in '2nd' striping in the Spring for 'hand work' on high priority items - such as all cross walks which would be done in teh spring & then again in the summer with the rest of the regular striping. Council agreed & asked that he budget accordingly. Anne also asked if we could include adding some "bike" shadow striping into the budget for consideration. (3/12) Alec provided overview of his plan. Adv there is some difficulty with dual bids as they usually participate with GPCOG bid which is once a year. Town would be on their own for subsequent bid. Sandy will discuss with Tony. (4/2) Sandy did speak with Tony about this & he advised that GPCOG is actually trying to secure a multi year bid this year to help provide a set price & stability.
23	Paving	\$469,250	N/A	Need to review <a href="#">Paving budget</a> process to ensure projected & actual are closer	Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of failing road projections. (10/28) Steve will adjust request - to ensure we get 'caught up' on our paving - as a starting point. (2/27) Figure excludes \$13,500 being requested for pavement condition study. (3/12) Council discussed request for study. There is no industry standard - and last study was done 2017. Alec said roads that have been paved in last 3 years would need a study to determine their updated status. Council asked for est to do just those roads vs. a full study. (3/26) Alec checked into reducing study & only option is to break down into districts to do one each year - but that will likely cost more overall. Council agreed it needs to be done by next year at latest, but need to push this year.
24	Council Chairs	\$3,000	N/A	Need to consider replacing <a href="#">Council Chairs</a>	Chairs need to be in building budget for replacement - at some point - most can no longer be adjusted or are broken/stained. (10/28) Deb will provide estimate (2/18) Deb has budgeted \$3,000 (\$250 a piece) to replace the chairs with the same ones being used by staff.
25	Audio Equipment	\$3,180	N/A	Need to consider upgrading <a href="#">Audio Equipment</a>	Audio equipment is outdated and not working as needed. Many complaints are received from residents on quality or lack of sound on video. Need equipment to allow 'around the table' discussions without hand hel mics. (8/6) Deb advised IQM2 system is failing. Owners are sending a new encoder for free (piece of equipment costs several thousands). She will advise if it resolves the issues once installed. (10/28) Council agreed most critical need is for 'in the round' microphones that will allow for better audio recordings when workshops are held around a table and/or we have forums. Deb will research. (2/18) \$3,180 is for 12 lapel mics for the Chambers which will track audio much better (when people turn their heads to speak, for example) - \$265 per mic which is the best value found.

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26	Libby Hill	\$13,579	#27 H1.2	Need to determine long term obligation and budget funding for <b>Libby Hill maintenance</b> for Town's portion of acreage	Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding.
27	Public Works Director	Deb	N/A	Need to consider <b>restructuring Public Works Department</b>	Many Towns now employ an engineer as their Public Works Director - who does not work on a truck. That structure requires a crew supervisor who may/may not plow. Stevie did both. Do we want to change the structure and how much additional funding would it take? With Stevie's retirement, it is a good time to review. (10/28) Council agreed we need to review this. (4/9) Council agreed it was too late in process to discuss and with other personnel/departments changes, there is no capacity to do anything now.
28	Code Endorcement / Planning Staff	\$17,568	N/A	Need to consider <b>additional staff in the Planning / Code Enforcement office</b>	Over last year, the issue of resources in the Planning / Code Enforcement office have come up repeatedly - delaying some Council work. Do we need addt'l staff? Or are there other alternatives? (10/28) Council agreed there is a need to review staffing. Part of this review may be - additional software or a part time or volunteer position - to help new businesses/developers 'navigate' the system. (2/13) Council reviewed at workshop - total to move PT code enforcement to FT = \$17,568. Also increase of \$1,500 for software to put real estate tax documents online to allow access without coming into the office. Discussion of adding some type of Admin Asst to PD lead to agreement that more work was needed to determine need, how work would be reorganized, impact of having addt'l CE resource, etc - that piece was tabled for next budget cycle.
29	Rainy Day Fund	\$25,000	N/A	Need to <b>repay 3/12's fund</b> to make it whole	(10/28) \$500,000 was taken from the 3/12's fund to help purchase the new ladder truck. \$400,000 was paid back in 19-20 budget cycle. \$100,000 remains outstanding and needs to be paid back - within the next 4 years. (4/2) In our 3rd year to pay back over the 5 years total - Council agreed to only pay \$25K this year and look to pay remaining \$75k next year once more is known about the economic downturn.

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32	Construction Costs	\$752,000	#34 H2 (B)	Gray's portion of MPI with MDOT for the <b>Shaker Rd sidewalks</b> from Main Str to Chipman Farms	(10/28) Council agreed to submit an MPI application for the Shaker Rd sidewalk project as Will/Steve advised the MDOT indicated there are leftover funds in this year's budget which may give us a higher than normal chance to be approved. MDOT would pay for 50% of project up to \$500,000. Will estimates it is a 1.3 million dollar project. Gray would have 24 months to budget money to start construction. (12/17) Deb reviewed possible bond option. (2/27) Gray's MPI was selected and MDOT will contribute \$500,000 to the project. Council will discuss asking residents to approve the use of leftover funds from the approved bond (and savings from purchases). (4/2) Will advised Town's portion would be \$752,000 and he does not believe we should reduce. \$4,400 would be needed to do survey work on the Grange parcel and add'l funds for the sidewalk work. Could wait to see if any monies were left to do that piece. Council majority felt even though the Grange property has issues causing safety concerns, holding off would be the better approach this year. IF there is enough money leftover in the project, the survey work could be done, then Council could revisit options. Only \$693k remains in the Bond savings (which may still change a little via the speed sign decision) - Council will use Village TIF funds to cover remaining. Deb suggested we use "up to \$100k" wording in the question to cover our bases. (4/9) Deb/Katy revised savings figure which brought total up to 833,274 (and there will be a little more once speed sign is removed). Funds must be spent by 8/2021 so Council runs risk of construction not expending necessary funds. Agreed would use full \$100,000 from Village TIF funds - and projected \$652,000 remaining from savings - to ensure invoicing through that figure can be done in time. Remaining bond funds could be used to put towards land acquisition of Hamilton property. Council agreed to not tag remaining amount and wait to see how Hamilton property plays out and where we stand in next budget cycle.
33	State Aid Roads	\$7,750	#66 H5	Consideration to submit <b>Mayall Road and Weymouth Road</b> for <b>State Aid road</b> designation	(12/17) G&P provided proposal for submitting State Aid request to MDOT. \$1,000 would need to come out of existing budget. Deb checking on status. IF roads pass first MDOT review, then an additional \$7,750 would be needed to pursue. Council wants more info on what Town is spending on these roads now to weigh benefit - to cost - which could include diminished maintenance on road and quality of life for residents. (1/21) Council agreed not to pursue this year - even with expenses over \$300,000 - issues of local control over future changes to the road and timing of maintenance were too big of a concern - given the status of Egypt, Depot, etc. other state aid roads.
34	Playground	Grant + \$1,000 + \$5,000 (sub-D)	N/A	Creating a Pre-K level <b>Playground</b> at Pennell	(1/7) Kathy presented a pre-application grant for a possible Playground at Pennell. (1/21) Council approved updated application (and location) after Dean/Kathy presented new plan with \$1,000 needed to match the grant & another \$5,000 from the Sub D fund.
35	Construction Costs	Grant + \$25,000	N/A	Replace the <b>Culvert</b> on <b>Long Hill Road</b>	(1/21) Deb advised Gray was awarded a \$75,000 grant to replace the culvert on Long Hill Road - which requires a \$25,000 match. (3/12) Sandy asked if bond funds can be used for this match. Deb will check. (4/2) Alyssa advised bond funds can be used - but recommends council vote. Will be on 4/21 agenda.

No	Items Label	Cost Est.	Task No.	Description	Comments
36	Welcome Signs	\$3,855	N/A	Purchase (3) small <a href="#">Welcome to the Village signs</a>	(2/27) Mo advised the Town wants to replace 3 of the large Welcome to Gray signs in this year's budget. Anne asked if he could provide an estimate to add (3) smaller Welcome to the Village signs. (3/26) Council discussed whether to break these signs up and push the welcome signs, but add the village signs. In bond funds because they also last 10 years. Will consider decision after final numbers set. (4/9) Council agreed to add these signs to bond savings list.