



**TOWN GRAY**  
**GRAY TOWN COUNCIL**  
**AGENDA • JUNE 1, 2021**

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Gray Town  
Council Regular  
Meeting

Online via Zoom  
<https://zoom.us/j/7433264592>

7:00 PM

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**I. OPENING STATEMENT:**

*Due to ongoing technical issues related to flood damage at Pennell Hall, the Town Council meeting will NOT take place in person. The meeting will be held online with the Zoom link provided above and on the Town website. 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 on May 18, 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. CEDC update - Mural Project/Pocket Park Name 15 MINS

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

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

**IX. COMMITTEE REPORTS 5 MINS**

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

**XI. ACTION ITEMS**

1. To Review and Act Upon Approving a Name for the 5 Yarmouth Road Pocket Park. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves the name of "Village Green" for the 5 Yarmouth Road Pocket Park.

2. To Review and Act Upon Approving the Mobile Vendor License for Lonnie Humphrey D/B/A Lonnie Dogs. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves the Mobile Vendor license renewal for Lonnie Humphrey D/B/A Lonnie Dogs, subject to inspection and approval from the Code Enforcement Officer, Health Officer, and Public Safety Inspector.

3. To Review and Act Upon Approving the Automobile Graveyard/Automobile Recycling Junkyard Permit Application for Kevin Kimball and Robert Dube, DBA Kimball's & Dube's Garage Inc. Located at 23 Frost Road. 5 MINS

Proposed motion:

Ordered the Gray Town Council approves license renewal for an Automobile Graveyard/Automobile Recycling Junkyard Permit Application for Kevin Kimball and Robert Dube, DBA Kimball's & Dube's Garage Inc. Located at 23 Frost Road.

4. To Review and Act Upon Approving the Gray Community Media Policies. 10 MINS

Proposed motion:

Ordered, the Gray Town Council approves the Gray Community Media Policies as presented by the Gray Community Television and Communications Advisory Committee and approved by Legal.

5. To Review and Act Upon Approving the Renewal of the License to Occupy State Lands for the site hosting the Dry Mills Schoolhouse Museum, old Gray Post Office and Privy. 10 MINS

Proposed motion:

Ordered, the Gray Town Council approves a renewal of the License to Occupy State Lands for the site hosting the Dry Mills Schoolhouse Museum, old Gray Post Office and Privy as granted by the State of Maine, Department of Inland Fisheries and Wildlife to the Town of Gray effective May 31st, 2021 for a term of 5 years.

6. To Review and Accept the Bid Submission for the Property Condition Assessment and Facility Space Needs Analysis from Port City Architecture for an amount not to exceed \$65,000 as submitted by the Director of Buildings & Grounds. 5 MINS

Proposed motion:

Ordered, the Gray Town Council Accepts the Bid Submission for the Property Condition

Assessment and Facility Space Needs Analysis from Port City Architecture for an amount not to exceed \$65,000 as submitted by the Director of Buildings & Grounds.

## **XII. COUNCIL BUSINESS**

### 1. Discussion Items:

- Weight Limit - letter/ordinance - update - Dan/Nate - **10 MINS**
- Carbon Cash Back - HR2307 - Anne - **15 MINS**
- Egypt Rd - Dan - **10 MINS**
- Ordinance language change - Charter Amendment - Nate - **15 MINS**
- Tracking Spreadsheet - Sandy - **10 MINS**

## **XIII. ADJOURNMENT 9:30 PM**

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

**TOWN OF GRAY**  
**GRAY TOWN COUNCIL**  
**MINUTES • MAY 18, 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. The meeting began at 7:08 p.m.

**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
Nate Rudy	Town Manager	Present
Doug Webster	Director of Development	Present

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

**IV. MINUTES FROM PREVIOUS MEETINGS**

1. To Review and Approve the Minutes from the Town Council Meeting of May 4, 2021.

**MOTION: Ordered, the Gray Town Council Approves the Minutes from the Town Council Meeting of May 4, 2021.**

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

Councilors Gass and Young requested edits. Chair Carder asked councilors to send edits to Cynthia Schaeffer.

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

No public comments.

**VI. PRESENTATIONS**

1. Otelco Fiber Internet Expansion in Gray and New Gloucester

Tracy Scheckel, of Otelco, shared her presentation and explained differences between copper and fiber optic options. Otelco plans to expand fiber optic to serve an additional 4,100 locations in Gray and New Gloucester. They plan to do mailings to eligible households and hope to start selling the service in June. More information can be found at [www.otelco.com/gng](http://www.otelco.com/gng)

2. Fiscal Policy Research – Finance Committee

Charlie Cote, Chairman of the Finance Committee, shared data the committee obtained at the request of the Town Council. The committee selected 12 communities within an hour of Gray with comparable bond ratings as Gray. All chosen communities were approximately 8,000 to 9,000 populations, with the exception of Windham with approximately 18,000 which was chosen for its proximity to Gray. They spoke with the Town Manager or Chief Financial Officer of each town to obtain their data. He shared graphs with trends of valuation, household income, debt service, and per capita debt.

Committee member Gary Robbins shared conclusions and recommendations. Their key finding was that each town’s financial circumstances can be controlled through good fiscal policy, good discipline, and good planning. They also determined that bonding duration should not exceed the useful life of the object(s) purchased through the bond.

The committee’s recommendation is that “the Town of Gray should continue to work toward a phased implementation of reliance on reserves for all but the highest cost capital projects, ultimately working towards more reserve and less debt”.

**VII. PUBLIC HEARINGS**

1. To Review and Act Upon a Second Reading of proposed amendments to the Sign Ordinance (Chapter 406) including definitions, brightness standards, multi-tenant properties in the village, electronic gas price signage, and standards for banners.

There were no public comments. The public hearing was opened at 7:49 and closed at 7:50 p.m by Chair Carder.

**Motion: it Ordained, the Gray Town Council Approves the proposed amendments to the Sign Ordinance (Chapter 406) including definitions, brightness standards, multi-tenant properties in the village, electronic gas price signage, and standards for banners.**

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

2. To Review and Act Upon a Second Reading of proposed amendments to the Shoreland Zoning Ordinance (Chapter 403) including changes/updates to definitions, uses table, vegetative buffers,

expansions to non-conforming structures, and administrative provisions including Code Enforcement Officer authority for certain variances.

There were no public comments. The public hearing was opened at 7:52 and closed at 7:53 p.m by Chair Carder

Chair Carder stated the motion would be changed per Doug Webster’s suggestion to include “with the condition that all amendments not endorsed by the Maine Department of Environmental Protection shall not be effective”.

Councilor Gass had questions about effective dates and Doug Webster will clarify that with Maine DEP. Councilor Young had questions about revegetation.

Doug Webster said the Planning Board had comments and questions about placing a foundation under a current structure. He will ask DEP when he submits the information.

**MOTION: Be it Ordained, the Gray Town Council Approves the proposed amendments to the Shoreland Zoning Ordinance (Chapter 403) including changes/updates to definitions, uses table, vegetative buffers, expansions to non-conforming structures, and administrative provisions including Code Enforcement Officer authority for certain variances with the condition that all amendments not endorsed by the Maine Department of Environmental Protection shall not be effective.**

<b>RESULT:</b>	<b>APPROVED as AMENDED [Unanimous]</b>
<b>MOVER:</b>	Bruce Foshay, Councilor
<b>SECONDER:</b>	Dan Maguire, Councilor
<b>AYES:</b>	Carder, Gass, Foshay, Maguire, Young

3. To Review and Act Upon a Moratorium on proposals involving single-family (including accessory apartments) and two-family development in the Village Center and Village Center Proper Zoning Districts.

There were no public comments. The public hearing was opened at 8:05 and closed at 8:06 p.m by Chair Carder.

**MOTION: Be it Ordained, the Gray Town Council Approves the Moratorium on proposals involving single-family (including accessory apartments) and two-family development in the Village Center and Village Center Proper Zoning District.**

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

## VIII. REPORT FROM THE COUNCIL CHAIR

Chair Carder discussed the following topics:

COVID: We are seeing some great progress in the State of Maine and we hope that will continue. As we previously agreed, our next meeting of June 1st will be online again as Councilor Foshay is traveling and that will be his last meeting of the session. We will discuss the status of our June 15th meeting at that time. LD32 which is the bill to allow us to develop a policy for when/how online meetings will be used moving forward was set to a work session on May 5<sup>th</sup> and appears to have been tabled. I have asked Rep Moriarty for an update. Town Manager Rudy provided an update that the carpet in the council chambers has been repaired and the seating is now being addressed by Mo Russo. He is waiting on a report about the AV equipment and whether it is ready to broadcast with simulcast. His preference is that all meetings be broadcasted and use simulcast to increase public access and transparency. He prefers to meet on zoom until that is resolved.

DMS Lease: Richard Parker at IF&W has advised that the Commissioner has approved the addition of the Post Office building to the lease document with some additional text. He is updating the document now and will submit it to us for approval at the June 1st council meeting.

MTA/MDOT issues: Town Manager Rudy and Councilor Carder met with Senator Breen's aide Patrick Rankin as she was called away unexpectedly. He asked the Town to send along the historical information on the various issues (1) toll inequity (2) toll diversion/avoidance (3) bike/ped on bridges (4) Route 26 designation (5) weight limits, and (6) overall communication and collaboration. Councilor Carder compiled the material and sent it. He will be sharing with the Senator and will follow up with her on next steps.

## IX. REPORT FROM THE TOWN MANAGER

Town Manager Rudy mentioned the following topics and will follow up with a written report to councilors.

- \*Rob Betz agreed to attend a workshop on June 15<sup>th</sup>.
- \*He will visit with MTA on Monday, May 24<sup>th</sup>.
- \*Financial audit material has been placed in council mailboxes.
- \* He toured the Gray Historical Society facility and discussed proposed revisions to the lease.
- \*He announced a group of volunteers installed the pocket park. He acknowledged Mo Russo, Alec Dodd, Kathy Tombarelli, and Rachel Rumson for their work and appreciated their work alongside the volunteers. He said it was great to see the community work together on this project.
- \*He provided testimony on LD1694 and sat in on the LD667 discussion of the legislature.
- \*He is pleased to announce that Anthony Dahms accepted the Recreation Director position starting on June 1<sup>st</sup>.
- \*Build Maine conference will be in June and two councilors are going. He hopes Planning Board members will also attend.
- \*He is following up on the weight limit letter.
- \*Absentee ballots were made available on May 7th.
- \*He has received preliminary guidance on ARP fund; will share details soon.
- \*Gray Historical Society antenna will be removed from the roof on Wednesday, May 19<sup>th</sup>.
- \*Regarding COVID safety, he issued new protocols for staff and visitors as of today. Greater than 60 percent of Gray residents are vaccinated but over 2000 residents are still not vaccinated. He is asking people to still wear masks for now. Staff is still being exposed each week. He asks for council support and encourages residents to get vaccinated.
- \*Department Heads discussed the Comp Plan implementation, and this will be part of their work goals.
- \*Cemetery arch restoration, which the Gray Historical Society proposed, was in the council packet for their review. He will take their suggestions/comments back to the GHS.

## X. COMMITTEE REPORTS

Councilor Foshay said neither of his committees met; they will both meet this week.

Councilor Maguire said OAC did not meet. Planning Board had a public hearing.

Councilor Gass said the Open Space Committee met. Carl Holmquist discussed land acquisition on Libby Hill. They hope to finish their plan later this week.

Councilor Young said the Blueberry Committee and Finance Committee meet this week and ZBA meets on Wednesday, May 26<sup>th</sup>.

Councilor Carder said the Recycling Committee met on May 10<sup>th</sup> and discussed the upcoming EcoMaine annual meeting being held on June 17<sup>th</sup>. They talked about the new bulletin board at the Transfer Station, possible options for communicating their "Put a Lid On It" campaign, collaboration with other towns for the upcoming Hazardous Waste Day which she referred to Town Manager Rudy, and the new charge. The next meeting is set for June 14<sup>th</sup> at 6:30 p.m.

Councilor Carder said GPCOG met on May 12<sup>th</sup> and the focus was primarily on items related to the upcoming Annual Summit which is set for May 27<sup>th</sup>. Councilors Gass and Foshay will have received invitations as the other delegate/alternate. The budget, Executive Committee members, and officers will be presented for a vote then. The keynote speaker will be Hannah Pingree. Another item of interest is a new framework for member fees created by Tony Plante. This will provide helpful guidance to use when determining whether a requested service is covered by member dues or will require an additional fee. After the annual summit next week, the Executive Committee will be on break until September.

Councilor Carder said the Dry Mills Schoolhouse Committee has not met since the last council meeting. They will meet next Monday, May 24<sup>th</sup> at 6:30pm.

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

Councilor Foshay had correspondence from Don Parent and he will follow up on it. He also had multiple communications from Jason Wilson on multiple subjects.

Councilor Maguire heard from Kathy Taylor, of Mayall Road, who said the paving brought even more trucks than ever.

Councilor Maguire put Mr. Larracey in touch with the engineer regarding Woodcock Drive. Mr. Larracey reported back that he received satisfactory answers about the impact to his yard.

Councilor Gass volunteered at the pocket park transformation. Her husband attended all day as well. There were about 35 to 40 volunteers and great energy for this project.

Councilor Gass said the sustainability roundtable of GPCOG will move to bimonthly discussions next July. This one involved the reduction of disposed food. She said Pemberton's, one of the stakeholders, is looking at wasted food and how to reduce that. Councilor Carder mentioned there is a pilot program at the High School regarding composting for which Rachel Rumson received a grant.

Councilor Young reported on the Gray LifeLong Living Committee. They wish to submit an application to AARP to be included in their list of Age Friendly communities. This requires a letter of support from the town, and she requested the council to give authority to Town Manager Rudy to create that. All councilors were fine with that. Councilor Maguire expressed he was ok with it but not with the process as this is a violation of council rules.

Councilor Young said the Little Sebago Lake Association received a grant from the Maine Community Foundation. She had submitted the grant application. This is regarding extra costs for safety controls and courtesy boat inspections.

Councilor Young will attend the MDASH meeting on Wednesday, May 19<sup>th</sup>.

Councilor Carder said she ran into a Maplewood resident at a local farm stand who expressed her dismay with all the heavy commercial vehicles traveling down short Shaker Road and through the Village. She feels there are too many, they drive far above the speed limit, and in many instances, she has seen them run lights in the Village as she goes to work early in the morning. Councilor Carder advised her that the Council is working on various tactics to address those concerns and she was in full support.

Councilor Carder received an email from Susan Mottice, who lives on Mayberry Road, regarding the abandoned and dilapidated buildings at the intersection. Councilor Carder updated her on the outreach done by former Town Manager Deb Cabana and the Planning department and advised her that the town is awaiting updated surveys. Councilor Carder added Town Manger Rudy to the email, and he advised that Code Enforcement was also involved.

Councilor Carder had various conversations with various people to assist with the ATV grant application which is to be discussed later in this meeting.

Councilor Carder said all councilors received an email which Town Manager Rudy forwarded from Mr. Wilson related to the Comp Plan, the pocket park, and other items.

**XII. ACTION ITEMS**

- 1. To Review and Act Upon Approving the Annual Town Meeting Municipal Warrant for June 8, 2021.

**MOTION: Ordered, the Gray Town Council Approves the Annual Town Meeting Municipal Warrant for June 8, 2021.**

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

- 2. To Review and Act Upon the Appointment of the Warden for the June 8, 2021 Election.

**MOTION: Ordered, the Gray Town Council Appoints Carol West as the Warden for the Election to be held on June 8, 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, Gass, Foshay, Maguire, Young

3. To Review and Act Upon Approving the School Administrative District Budget Validation Referendum Warrant to be Held on June 8, 2021.

**MOTION: Ordered, the Gray Town Council Approves the School Administrative District Budget Validation Referendum Warrant to be Held on June 8, 2021, as presented.**

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

4. To Review and Act Upon Approving the donation of three (3) of the four planter rings at 5 Yarmouth Road Pocket Park.

**MOTION: Ordered, the Gray Town Council approves the acceptance of Nicholas Cote's donation of materials in the amount of \$1,800.00 for the pavilion at 5 Yarmouth Road Pocket Park.**

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

5. To Review and Act Upon Approving the Public Works Department's purchase of a Nortrax trailer in the amount of \$30,074.00.

Alec Dodd said the budgeted amount was \$30,000.00 and this includes two additional options.

**MOTION: Ordered, the Gray Town Council Approves the Public Works Department's purchase of a Nortrax trailer in the amount not to exceed \$30,074.00 as submitted by the Director of Public Works.**

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

6. To Review and Act Upon Accepting the Bid Submission and the Generator and ATS Specifications from Gowen Power Systems for an amount not to exceed \$47,080.00 as submitted by the Director of Buildings & Grounds.

**MOTION: Ordered, the Gray Town Council Accepts the Bid Submission and the Generator and ATS Specifications from Gowen Power Systems for an amount not to exceed \$47,080.00 as submitted by the Director of Buildings & Grounds.**

Mo Russo said this is coming in right at the budget they expected. Councilor Maguire called a Point of Order to explain that ATS means Automatic Transfer Switch.

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

7. To Review and Act Upon Accepting the Bid Submission for Gray Public Library boiler replacement from Thayer Corporation for an amount not to exceed \$22,347.00 as submitted by the Director of Buildings & Grounds.

**MOTION: Ordered, the Gray Town Council Accepts the Bid Submission for Gray Public Library boiler replacement from Thayer Corporation for an amount not to exceed \$22,347.00 as submitted by the Director of Buildings & Grounds.**

Mo Russo stated this was the only bid received. The budget amount was \$28,500.00.

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

8. To Review and Act Upon Approving the ATV Grant.

Councilor Gass explained Jon Powers had an emergency and could not attend this meeting. She went over the history of the ATV situation on Long Hill Road. She explained this is a reimbursement grant; the Town will have to front the money for the contractor. The due date for the grant application is May 30<sup>th</sup> and the last reimbursement request needs to be done by November 30<sup>th</sup>. Jon Powers had not been able to secure contractor bids; then Councilor Carder’s husband knew of a connection. They received just one bid which was considerably higher than anticipated. She suspects there may be a counteroffer from the state.

The contractor has committed to doing the work this year. Their “Plan B” is to look at other funding sources including the Recreational Trails Program grant, but we are blocked from applying for that due to the conversion issue.

Councilor Young expressed concerns. The total box is missing \$3,000.00 for administrative costs. She also had concerns that the Town will become responsible for the maintenance and liability of the trails. She felt this is more than approving a grant application; it is approving a long-term obligation. She noted packet page 280 which stated, “municipality should proceed to acquire interest in the land and open it up to public”.

Councilor Gass said the state maintains liability insurance that the club takes out to cover liabilities. Also, the bike/ped plan envisions a trail network in Gray and the town will have an ongoing partnership with the club regarding maintenance. She also said none of this land is to be acquired by the Town.

**MOTION: Ordered, the Gray Town Council Directs the Town Manager or his assignee to submit the proposed ATV Grant substantially as presented.**

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

9. To Review and Act Upon Approving the Community Planner position description.

Town Manager explained this was reviewed with Kathy Tombarelli and others. The primary role is to manage the Planning Board process. The Town Manager hopes for more grant writing and community planning work in the future. This job has been posted. Councilor Maguire said he would have preferred the ability to compare the old description with this new description. Town Manager Rudy said his intention was to supply edits, but they had some technical difficulties with the Council packet assembly.

**MOTION: Ordered, the Gray Town Council Approves the Community Planner position description.**

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

10. To Appoint the Town Manager to the EcoMaine Board.

**MOTION: Ordered, the Gray Town Council Approves the appointment of Town Manager Nate Rudy to the EcoMaine Board.**

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

**XIII. COUNCIL BUSINESS**

- Finalize Town Budget Flyer

Councilors expressed their appreciation of Councilor Maguire’s work on this project.

**XIV. ADJOURNMENT at 9:31p.m.**

Prior to adjournment, Chair Carder said on June 1<sup>st</sup>, instead of a workshop, they will have an Executive Session to select the winners of the volunteer awards. Nominations are due by Monday, May 24<sup>th</sup>. Also, for the June 15<sup>th</sup> meeting with DOT, they will invite the Gray Water District and Will Haskell of Gorrill-Palmer.

**Motion to adjourn at 9:31 p.m.**

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

## CEDC 2021 Mural Contest Winners

In 2019, the CEDC started to gear up for Beautification projects around Town. One area of beautification (besides gateway landscape treatments) was the idea of installing murals in/around the Town of Gray. Items to consider were: cost, location, artist, themes, etc. Starting with the 2020/2021 CEDC Budget, the Committee allocated \$1,000 for small murals to be painted on boards, installed on the picket fence surrounding the A/C unit at Town Hall.

In the fall, the Committee created the contest rules, possible themes, and voted to award up to four winning designs and that the local (student) artists would each receive \$100. We then invited SAD-15 and Fiddlehead School students, as well as Gray residents, to participate.

The first deadline was December 31, 2020; there were two entries submitted by the same artist: 1) a single chickadee on a white background and 2) moose silhouette at sunset. In January, the CEDC voted to award Gray resident Haley Carson \$100 for her moose-sunset design. The second deadline was May 1, 2021; there were six designs submitted: 1) an outdoor scene by an elementary school student, 2) Maine Wildlife Park motif, 3) lobsters & blueberry design, 4) a design with a collection of "Welcome to Gray" and local vendors' storefront signs, 5) a close up of two loons, and 6) the silhouette of a kayaker at sunrise/sunset. In May, the CEDC voted to award Gray Resident Zi Li Prinz \$100 for her two loons design, plus award Gray Resident Alex Hutchings \$100 for her kayaker at sunset design. The Committee agreed to limit this current mural project to these 3 winning murals and to consider other murals in/around Town in the 2021/2022 CEDC budget, currently set at \$850. CEDC will also apply for state art grants to help supplement the cost to paint a larger mural, consider other locations, and possible theme(s) suited for the location.

Work on the three winning 'fence post murals' will be completed by the student artists this summer overseen with technical support by the CEDC Committee, and with paint supplies purchased by the CEDC.





# We extended the deadline for Gray's Mural Design Contest until 5/1/21



Each section is /----- ~ 80" -----/ wide

## We have our 1<sup>st</sup> winner ... and looking for three more designs.

- Gray's Community and Economic Development Committee (CEDC) will be awarding up to three additional winning entries to be painted on heavy boards, placed on sections of the wooden fence at Town Hall (shown above) and/or other locations in town, TBA.
- **Suggested themes include: lakes/loons, Maine Wildlife Park animals, pollinators, Pennell Clock, Libby Hill Forest Trails, seasonal image of Gray e.g. ice fishing.**
- We invite residents/students to submit their original designs or conceptual artwork. (Submissions using copyrighted photos, images, or slogans will be disqualified).
- You may submit more than one entry; we look forward to receiving as many entries as possible!!
- **2020/2021 Mural Contest has been extended. New entries will be accepted until May 1, 2021.**
- Winning design(s) will receive **\$100 cash prize**, awarded by the end of May 2021.
- Murals will be painted summer 2021 by winning artist(s) with technical assistance by CEDC and/or other interested community members. CEDC will provide exterior color paint and supplies.
- Please send a **.jpeg** image\* of your design to **cedc@graymaine.org** and include your: name, street address, town, phone number, and if applicable parent/guardian contact information and your grade level: elementary, middle school, high school, college. *Contest is open to all ages!!*
- All submissions become property of the Town of Gray CEDC.

\* 1) If your artwork is hand drawn or painted, please keep the original artwork and send us an electronic photo, submitted electronically as a .jpeg file.

2) If your artwork is one of the winning designs, you will need to mail/drop off your original artwork before the prize can be awarded.

Thank you for being part of this CEDC  
community beautification project.

# Gray MicroPark

UPDATES (as of 5/24/21)

# CEDC would like to thank

Public Works  
Transfer Station  
Planning Department  
Gray Fire & Rescue  
The Planning Board  
Town Council  
Terradyn Consultants  
Mark Cenci  
The Resilience Hub  
Whitney Tree Services  
Clark Tree

207Permaculture  
Garbage to Gardens  
HORTresource  
Fedco Trees  
Johnny's Seed and  
Supply  
Birdhouses form  
Maine  
Gulf of Maine  
Seaweed  
Old Crow Ranch  
Machino's Lumber

ELK Construction  
Localcentric  
Advantage Reality  
Home Depot  
Genest  
North Yarmouth Blue Seal  
Cumberland County Soil  
& Water District  
Ground and Maintenance

*...and dozens of volunteers!*

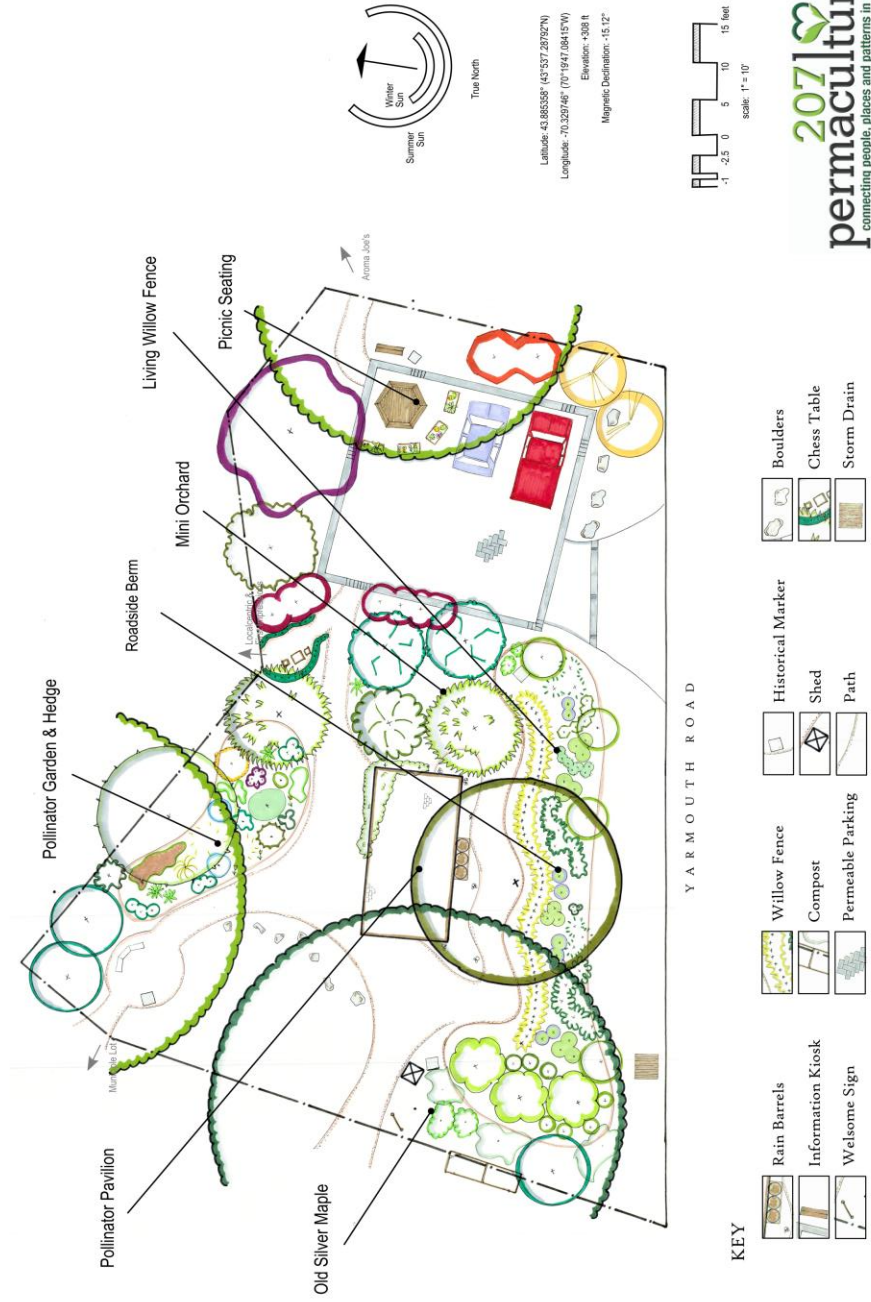
# PermaBlitz Day - May 8

- Intergenerational engagement: 40+ Community Members attended the event - young and old, from Gray and the regional permaculture network
- 7 Team Leaders: Real-time community education and quality assurance
- Co-hosted by CEDC, Resilience Hub, Cumberland County Soil & Water District
- Everything we set out to do was completed except the permeable surface which is ongoing.

# Conceptual Plan with Narrative

## - April 22








Conceptual Plan for The Town of Gray  
for a public commons area and greenspace at  
Yarmouth Road / Route 115 / Greenleaf Street



# Permablitz Day - May 8



# Projects Completed by the Community

 Raised beams	▶ Imported organic materials: <ul style="list-style-type: none"><li>▶ seaweed, compost, leaves, grass clippings, manure, cardboard, woodchips and straw.</li></ul>
 Built willow fence	▶ Planted: <ul style="list-style-type: none"><li>▶ Fruit trees, edible bushes, herbaceous plants, vines, ground covers, and one canopy tree.</li></ul>
 Installed 39 birdhouses	▶ Biological Amendments: <ul style="list-style-type: none"><li>▶ Liquid soil amendments, mycorrhizae, mushroom spawn, rhizosphere inoculants</li></ul>
 Spread mulch	
 Broadcasted seed	
 Sheet mulched	
 Planted 100 plants	

# Surfacing - May 22

- Members of 4 Gray families turned out to work on this project. Even kids were carrying paving stones!
- 30' x 30' area was screed and paving stones laid.



# Remaining work

- Finish Surfacing Project and road apron
- Fencing and boulder placement
- Spread the remaining compost and chips
- Finish info kiosk - shingle and corkboard, plus posters
- Plant remaining trees and shrubs
- Add Engine 45 Birdhouse
- Build platform and install rain barrels (June 16th)
- Install welcome sign with park name
- More public engagement with the space

# Other beautification projects

- ▶ Replaced planters on the traffic triangle
- ▶ Spread mulch at the Gray Welcome sign
- ▶ Vetting additional mural sites for the Village area



# NAMING THE PARK

**TO:** Nate Rudy  
**FROM:** CEDC  
**DATE:** May 24, 2121  
**RE:** Naming the park

## COMMITTEE MEMO

Our committee would like to put forward a name for the Council's consideration.

The name that we are suggesting was one of several that were vetted through various community engagement strategies. First we created a list of 10 names with the input of various community members. Then, we asked the participants in our January workshop on the park, to pick their top three. Then we were able to reduce the list to the four most popular names. We placed a ballot box at Pennell for a month with a ranked choice ballot of the four names (attached). We also brought box and ballots to the permablitz event . Finally, we ran a survey online through social media.

There were two names that were close but one clear and consistent winner (tally data attached. That was "Village Green". The other names were Greenleaf Park, McLellan Place and Birdhouse Park. Greenleaf was the close second. In the middle of the process, "Common" was replaced with "Park" under the Greenleaf name. It is unclear if this would have tipped the votes in that direction. Nevertheless we submit to you the most popular name " Village Green" for your approval.

When we have the official name we will proceed to design sign with it.

*Cast Your Vote!*

# What should we name the new park?

**1** Read the rationale for each name below.

**2** Vote for your first, second and third choice by writing the numbers 1, 2, and 3 in the circle under the name.

Village Green

Birdhouse Park

McLellan Place

Greenleaf Park

Rationale	1	2	3
This park is located in the Gray Village District.			
Gray Birdhouse Project will install 30 birdhouses there.			
The site is the location of Gray's first post office. The Postmaster's name was Joseph McLellan.			
The section of Yarmouth Road at Gray Corner was name Greenleaf Street back in the day.			

*These ideas were generated from a public workshop in January of 2021. This vote is an initiative of the Community and Economic Development Committee. Results of this survey will be shared with Town Council who will decide what to call the new micro-park. Thank you!*

RAW COUNTS	1st	2nd	3rd	TOTAL VOTES
Birdhouse Park	35	22	17	74
<b>Greenleaf Park</b>	<b>37</b>	<b>38</b>	<b>20</b>	<b>95</b>
McLellan Place	11	20	18	49
<b>Village Green</b>	<b>45</b>	<b>24</b>	<b>29</b>	<b>98</b>
	128	104	84	316
<b>WEIGHTED VOTING</b>				
<b>ONE=3PT; TWO=2PT; 3=1PT</b>				
Birdhouse Park	166			
Greenleaf Park	207			
McLellan Place	91			
<b>Village Green</b>	<b>212</b>			



## 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  
[www.graymaine.org](http://www.graymaine.org)

May 26, 2021

### Town Manager Report to Town Council (4/27 – 5/25, 2021):

- 4/29: Finance Committee met to discuss fiscal policy
- 5/5: TM met with Senior Planner from GPCOG for a Village site visit and ordinance review discussion
- 5/5: TM met with Chair Carder and Patrick Rankin from the office of Senator Breen to discuss public safety and traffic calming initiatives for review with MTA and MDOT
- 5/5: TM attended Open Space Committee meeting
- 5/6: TM met with Gray Historical Society to tour facility and discuss revised lease proposal with the Town
- 5/6: TM attended Board of Assessment Review training hosted by MMA
- 5/8: Volunteers installed a Pocket Park on Yarmouth Road, with leadership from Rachel Lyn Rumson and support from Town staff
- 5/13: TM submitted testimony on LD 1694, "An Act To Create the Maine Redevelopment Land Bank Authority"
- 5/17: TM attended Committee on Labor and Housing hearing on LD 667 "An Act To Improve Public Sector Labor Relations by Amending the Laws Governing Arbitration under Certain Public Employees Labor Relations Laws" via Zoom
- 5/18: TM attended webinar "Belonging by Design: Integrating Diversity, Equity & Inclusion (DEI) by Design" hosted by Plan NH
- 5/19: TM attended M-DASH Task Force meeting, Blueberry Festival Committee, Open Space Committee, and CEDC meetings.
- 5/20: Finance Committee met to review presentation to Council
- 5/24: Maine Turnpike Authority visited with Town Manager to discuss public safety and traffic calming initiatives around the Turnpike exit and Gray Village
- 5/25-26: TM attending MMA webinars on Municipal Law

### Other activities:

- Absentee Ballots available as of 5/7
- Build Maine Conference starts on June 2 and runs on June 9 and 16

- MDOT Rob Betz will attend Council workshop on June 15<sup>th</sup>
- Gray COVID safety protocols revised on 5/18
  - Community is 69% vaccinated and >= 2,000 residents remain unvaccinated as of 5/26
- Department Heads discussed Comp Plan implementation at the 5/13 staff meeting, and Comp Plan items will be incorporated into performance goals for FY22
- Animal Control Officer Jon Powers has submitted his resignation and will continue to respond to calls until the position is refilled.
- ACO position has been moved from the Admin department to the Public Safety department.
- Recreation Director interviews – candidate Anthony Dahms has accepted the position and will start on June 1<sup>st</sup>
- Two summer interns will start work the week of May 31
- The FY21 Financial Audit has been distributed to Town Council
- Wilkies Beach Attendant interviews
- Gray Public Safety Union contract negotiation meetings
- Solicitor reviewed and commented on Weight Limit letter
- We have received preliminary guidance on uses of ARP funds
  - Still very early in understanding allowed uses and requirements
  - May be administered by the State through DAFS
  - Still unclear whether State will manage any programs, “carve out” any of the funds for business and community support programs
- Historical society antenna to be removed soon
- PW Reports that FY21 paving is complete
- Gray Planning Board held a sitewalk 5/24 for an additional 27-unit multifamily structure at 16 Hancock Street
- Town Manager was awarded an ICMA Art-Train program scholarship, to attend a 3 hour live seminar on how to activate local art as part of placemaking and economic development programs



# MOBILE VENDOR APPLICATION TOWN OF GRAY MAINE

For Office Use Only  
Date Received: 3/17/21  
Received by: KET

**FEE OF \$25.00 FOR RESIDENTS / \$50.00 FOR NON-RESIDENTS PLUS  
\$100.00 ADVERTISEMENT FEE  
EXPIRES ON DECEMBER 31<sup>ST</sup>**

**Business Name**

New  Renewal

### CONTACT INFORMATION

OWNER		OPERATOR (IF DIFFERENT)	
Name	Lorraine Humphrey	Name	
Address	185 Weymouth Rd New Gloucester	Address	
Phone Number	207 837 5493	Phone Number	
Site(s) where vendor will operate			
Description of item(s) to be sold			

### DOCUMENTATION

Please include the following information/documents with this application

<input type="checkbox"/>	Certificate of Insurance (Mobile Vendor Ordinance, Section 212.9)	<input checked="" type="checkbox"/>	Plot plan depicting location of unit on said premises.
<input checked="" type="checkbox"/>	Maine Department of Human Services "Certificate of Approval"	<input checked="" type="checkbox"/>	Statement from Applicant stating he/she has no criminal convictions
<input checked="" type="checkbox"/>	Description of vehicle and copy of registration.	<input type="checkbox"/>	Written permission to use the land by the property owner

### SIGNATURES

**I hereby give my permission the Town of Gray to release any information pertaining to this application.**

Applicant Name (please print)  
Lorraine Humphrey

Applicant Signature/Date  
[Signature] 3-16-21

**I certify the mobile vendor unit is allowed in the zoning (s) district proposed.**

[Signature] X 5-4-21

Code Enforcement Officer Date

# State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 748

EATING PLACE - MOBILE

LONNIES HOT DOGS  
GRAY CENTER  
GRAY ME 04039

EXPIRES: 01/31/2022

FEE: \$200.00

HUMPHREY, LONNIE  
LONNIES HOT DOGS  
185 WEYMOUTH RD  
NEW GLOUCESTER ME 04260-4056



*Jeanne A. Lombard*

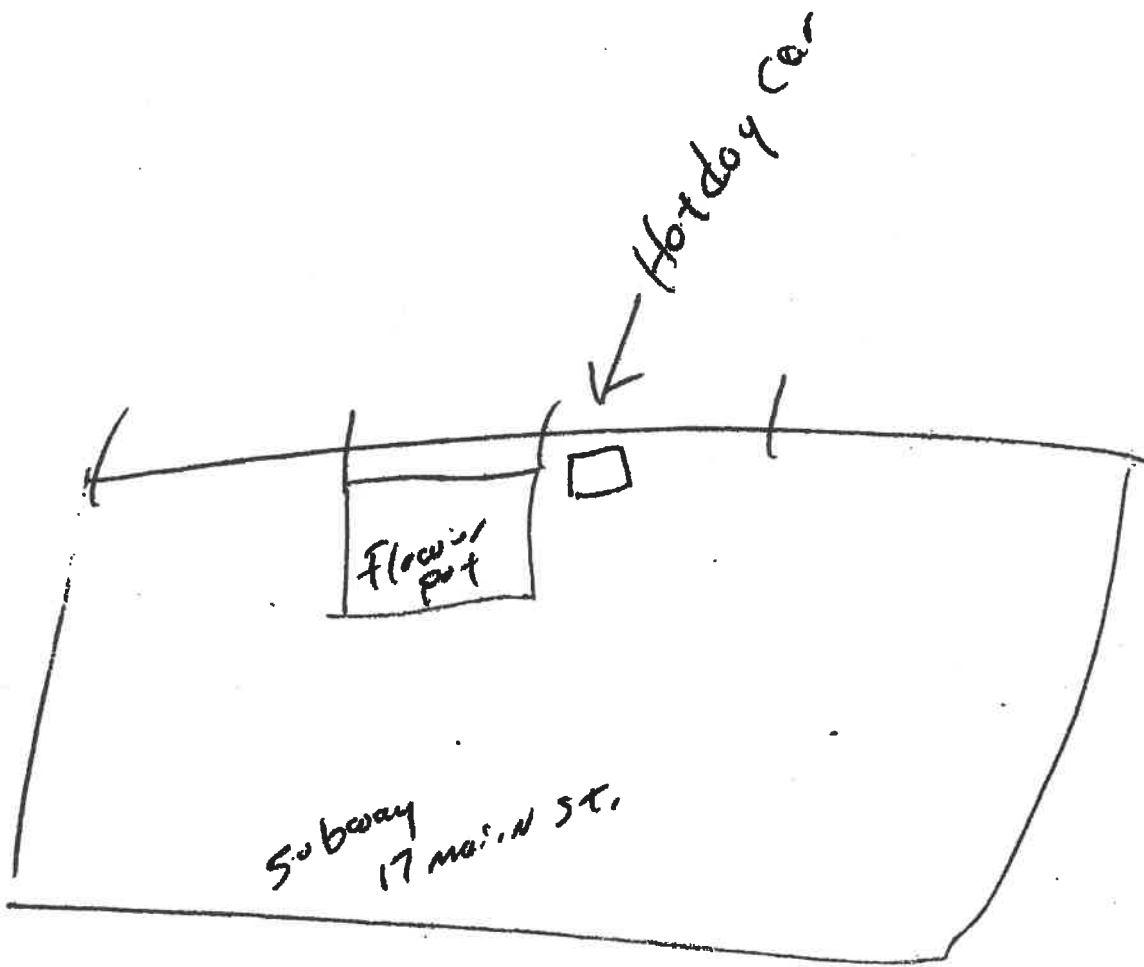
Commissioner

NON-TRANSFERABLE

3-16-21

Description -

Push style hot dog cart.



3-16-21

I Lonnie Humphrey have no criminal convictions,

Z. Humphrey

## Kailey Hanley

---

**From:** William Boyle <will@loonislandproperties.com>  
**Sent:** Tuesday, May 4, 2021 10:36 AM  
**To:** Kailey Hanley  
**Subject:** Lonnie Dogs

Hi Kailey,

Lonnie has permission to occupy the front parking area of 13-17 Main St., Gray for the 2021 season.

Thank you,

Will Boyle

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/17/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Maine Insurance Agency 1250 Congress Street Portland, Maine 04102	Phone: (207)774-9811 Fax:	CONTACT NAME: Dobra Barter PHONE (A/C No, Ext): (207)657-4938 E-MAIL ADDRESS: dbarter@meinsurance.com	FAX (A/C, No): (207)657-4966
	<b>INSURED</b> Lawrence Humphrey 185 Weymouth Road New Gloucester, ME 04260		INSURER(S) AFFORDING COVERAGE INSURER A: Frankennuth Mutual Insurance Company NAIC #: 13986 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 687 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		6653657	2/24/2021	2/24/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> Holder's Nature of Interest : Certificate Holder  Town of Gray 24 Main Street Gray, ME 04039	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Dobra Barter</i>
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# TOWN OF GRAY

24 Main Street  
Gray, Maine 04039  
admin@graymaine.org  
http://www.graymaine.org

1738  
First Settled

## FOR MUNICIPAL USE ONLY - CODE ENFORCEMENT INSPECTION -

Establishment – **Lonnie Dogs**

Approved       Not Approved       Approved with Corrections

Item #	Violation	Corrected/Date

DATE: 5-4-21

INSPECTED BY: 



**AUTOMOBILE GRAVEYARD/AUTOMOBILE RECYCLING  
PERMIT APPLICATION  
TOWN OF GRAY MAINE**

**For Office Use Only**  
Clerk Initials KEH  
Receipt Number \_\_\_\_\_  
(or attach copy of receipt)

**FEE IS \$50.00 PLUS \$100 ADVERTISING FEE**

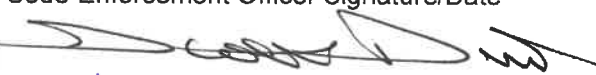
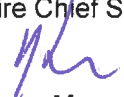
**APPLICANT INFORMATION**

Applicant <i>Kimball's + Debe's Garage Inc.</i>	Applicant Address <i>23 Frost Rd Gray ME 04039</i>	Applicant Phone Number <i>207-657-3260</i>
Property Owner <i>Kimball's + Debe's Garage Inc.</i>	Map/Lot Number Map <u>24</u> Lot <u>20</u> - <u>1</u> - _____	Zoning District <i>BD</i>
Type of Business <i>Corporation</i>	When was the "yard" established and by whom? <i>1972 Kevin M. Kimball</i>	Is any portion of this "yard" on public property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Can junk be seen from any part of the road/highway? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	How is the "yard" screened? <i>Tall Trees</i>	How far is the edge of the "yard" from the center of the road/highway? <i>700 ft</i>
Is the "yard" within 300 feet of a public park, beach, school, church, cemetery or playground? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	When was the last permit issued and to whom? <i>5/19/2020 Kimball's + Debe's Garage Inc.</i>	Do you understand the requirements and fees associated with this permit? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

Applicant Signature  Date *3-11-21*

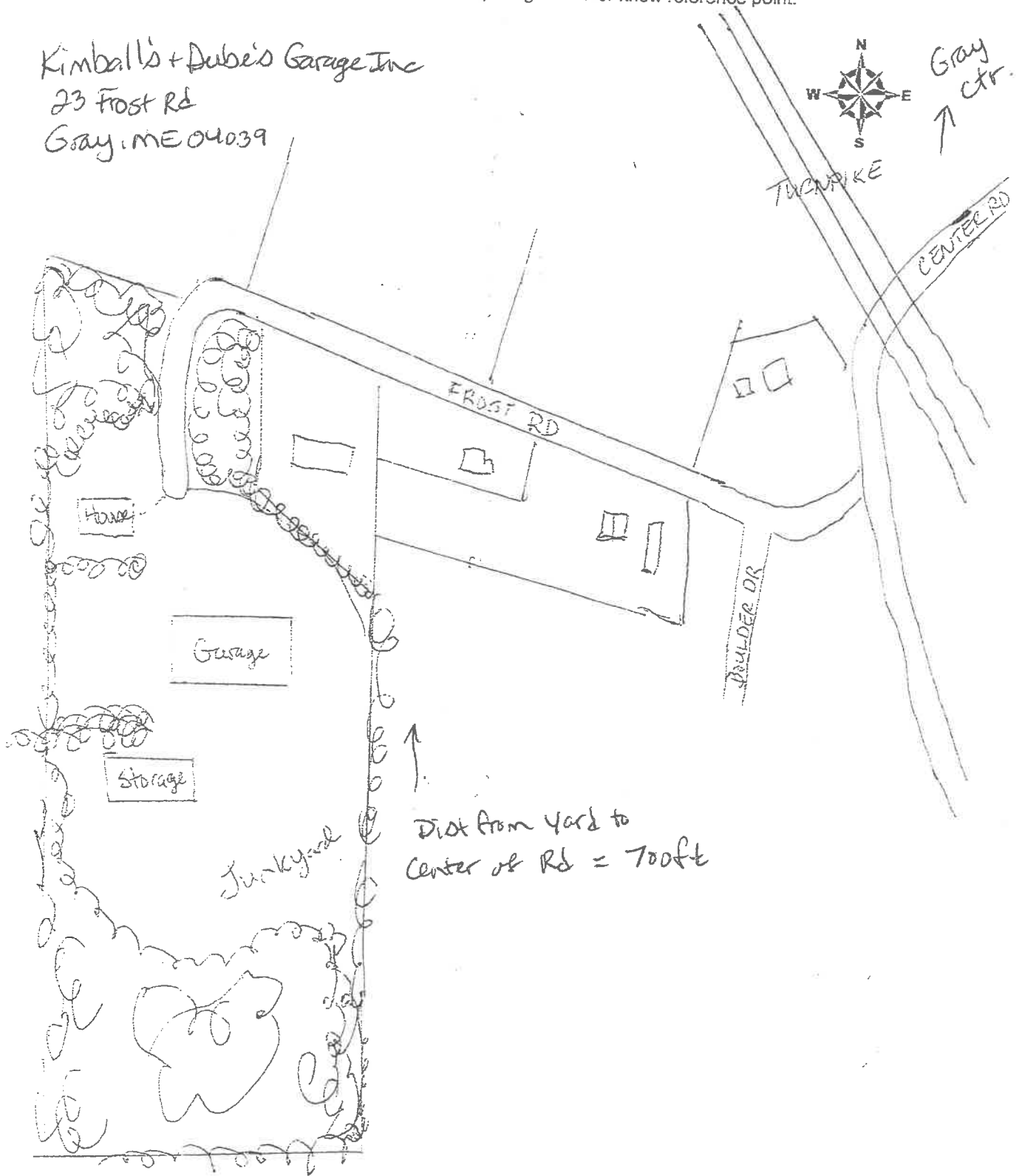
**TOWN OFFICIAL APPROVALS**

Code Enforcement Officer Signature/Date  <i>4-28-21</i>	Comments <i>None</i>
Fire Chief Signature/Date  <i>4/28/2021</i>	Comments
Town Manager Signature/Date	Comments

*A copy of this application will be mailed by regular mail to the Maine Department of Transportation and the Bureau of Motor Vehicles, Dealer Section at least 7 but no more than 14 days before the hearing.*

Please draw a sketch of the "yard." Show footage on all sides and location in relation to adjacent properties. Show distance (in feet) from edge of "yard" to center of road/highway. Fill in route number or local road, name of nearest City/Town in each direction, distance from nearest intersection, bridge or other know reference point.

Kimball's + Dube's Garage Inc  
 23 Frost Rd  
 Gray, ME 04039



30 inch clearance at all panels.

Notes:

**Status:** PASS

Notes:

**Additional Time Spent on Inspection:**

Category	Start Date / Time	End Date / Time
----------	-------------------	-----------------

Notes: No Additional time recorded

**Total Additional Time: 0 minutes**

**Inspection Time: 30 minutes**

**Total Time: 30 minutes**

**Summary:**

**Overall Result: Passed**

Inspector Notes:

**Inspector:**

Name: Elkanich, Kurt  
Rank: Fire Chief  
Email(s): kelkanich@graymaine.org



Signature

4/23/2021

Date

**Representative Signature:**

Signature

Date



# TOWN OF GRAY

24 Main Street  
Gray, Maine 04039  
admin@graymaine.org  
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1738  
First Settled

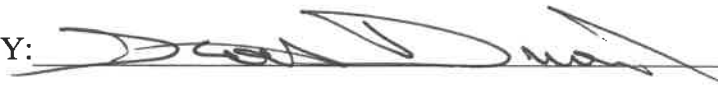
## FOR MUNICIPAL USE ONLY - CODE ENFORCEMENT INSPECTION -

Establishment – **Kimball & Dube's**

Approved       Not Approved       Approved with Corrections

Item #	Violation	Corrected/Date

DATE: 5-4-21

INSPECTED BY: 

**From:** [Alyssa C. Tibbetts](#)  
**To:** [Jonathan Hartt](#)  
**Subject:** RE: Gray Community Media Revised Policy Documents Attached  
**Date:** Wednesday, April 28, 2021 4:11:27 PM  
**Attachments:** [Gray Community Television Responsibility Form w JB redline 4.23.21.docx](#)  
[GCTVProgramPolicies2 w JB redline 4.26.21.docx](#)

---

Hi, Jon -

Attached are redlined edits to the documents you provided. Many are simply stylistic or grammatical, but there's a larger legal issue that I wanted to identify for your awareness as well.

In 2019, the United States Supreme Court considered the case of *Manhattan Cmty. Access Corp. v. Halleck*. The case looked at the issue of whether or not the operator of a public access channel was considered a state actor that was subject to the First Amendment -- apparently the access channel had made some editorial decisions that the plaintiff in that case didn't like. The Court's ultimate conclusion was that under the facts of the case, editorial decisions regarding this particular public access channel were not subject to liability under the First Amendment because the channel itself was provided by a private cable company (pursuant to a cable franchise agreement) and the entity managing that channel, Manhattan Community Access Corporation, was a private actor that held a license from the City of New York to run that channel.

Based on this case, I've tried to rewrite some portions of the policy, in an attempt to draw a clear distinction between the Town of Gray and GCTV2. My hope in doing this is that if there ever were a challenge brought by a disgruntled public access programmer, the Town could assert protection along the lines of *Manhattan Community Access Corp - - as Spectrum (formerly Time Warner) provides the channel to the Town, who in turn allows GCTV2 to dictate programming.*

The trouble is that while this distinction works in theory, I do not believe that it is the case in practice. Gray Community Television and/or GCTV2, like most municipal public access channels in Maine, has a part-time station manager and a number of volunteer staff, but they do not have an independent corporate identity. One way to potentially benefit from the protection afforded in the *Manhattan Community Access Corp.* case would be to consider the formation of a separate nonprofit entity for Gray Community Television (GCTV2) and delegate all decision-making responsibility for programming and the like to that entity. That may not be worth the effort and it may not be desirable to the Town for other reasons. However, I wanted to outline this for the Town's consideration to be clear that as long as this is essentially operated as a Town Department, it will be subject to the First Amendment and control over content will be more limited.

Please let me know if you have any questions or if it would be helpful to discuss further.

Thanks,  
Alyssa

Alyssa C. Tibbetts, Esq.  
Attorney

---

JENSEN BAIRD  
Ten Free Street  
P.O. Box 4510  
Portland, ME 04112  
T: (207) 775-7271  
D: (207) 518-5906

-----Original Message-----

From: Jonathan Hartt <jhartt@graymaine.org>  
Sent: Thursday, April 22, 2021 10:03 AM

To: Alyssa C. Tibbetts <ATibbetts@jensenbaird.com>  
Subject: FW: Gray Community Media Revised Policy Documents Attached

Hi Alyssa,

Good morning! Attached please find two documents for your review. I know how busy you are, so if you cannot get to these right away could you please provide a time frame that works for your schedule?

Many thanks,  
Jon

Jonathan Hartt, SHRM-CP  
Assistant to the Town Manager  
Town of Gray  
24 Main Street, Gray ME 04039  
Phone: 207.657.3339 x102  
Fax: 207.657.2852  
jhartt@graymaine.org  
www.graymaine.org

-----Original Message-----

From: Randy Visser <randyvisser@me.com>  
Sent: Thursday, April 22, 2021 8:52 AM  
To: Jonathan Hartt <jhartt@graymaine.org>  
Cc: Anne Gass <Agass@graymaine.org>; Grant Guiliano <gguiliano@graymaine.org>  
Subject: Gray Community Media Revised Policy Documents Attached

Hi Jon,

I've made the suggested council revisions to the Programming Policy document and attached it here. I've also attached the "Application Form".

Let me know if you need anything else.

Please note: I'd like to have the following two items added to the agenda for the committee's April 28th meeting:

- Final Review of Programming Policies
- GCTV Bulletin Board Discussion

Thanks,  
Randy Visser

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Confidentiality Notice: This message is intended only for the person to whom addressed in the text above and may contain privileged or confidential information. If you are not that person, any use of this message is prohibited. We request that you notify us by reply to this message, and then delete all copies of this message, attachments and/or files, including any contained in your reply.

This electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent

in response to it, may be considered public records, and may therefore be subject to public record requests for review and copying under Maine's Right to Know Law (Title 1, 401-521 of the Maine Revised Statutes).

## **Gray Community Media Gray Community Television (“GCTV2”) Policies**

**Overview:** Pursuant to Sections 24 and 25 of the cable franchise agreement between Time Warner Entertainment Company LP (“TWC”) and the Town of Gray, as well as the Cable Communications Policy Act of 1984, TWC provides one “access channel” for uses designated by the Town of Gray (the “Access Channel”). The Town has assigned and designated editorial and oversight responsibilities for this Access Channel to GCTV2. Use of the access channel is subject to the direction of GCTV2, as further defined in the following guidelines. Notwithstanding the foregoing, TWC remains the owner of the public access channel and is ultimately responsible for its content. Consistent with the United States Supreme Court’s decision in *Manhattan Cmty. Access Corp. v. Halleck*, 139 S. Ct. 1921 (2019), both TWC and GCTV2 are, in their operation of the Access Channel, “private actors” (and not “state actors”), whose editorial decisions relating to content broadcast on the Access Channel are not subject to the First Amendment of the United States Constitution.

### **1.0 Definitions**

**1.1 PEG Access:** The terms “Public, Educational, and Government” (PEG) Access. ~~r~~Refers to three distinct groups of content producers within a community. These terms were used to establish both federal, and state, regulations regarding the use of local cable television channels (or other forms of local media distribution, such as web video).

**1.2 Public Access:** For use by the general public. ~~The Town of Gray~~GCTV2 designates a block of programming specifically for use by the residents of the Town of Gray. Residents using this block agree to the policies for Public Access programming, as further defined herein.

**1.3 Education Access:** Used by local educational institutions. ~~The Town of Gray~~GCTV2 designates a block of programming specifically for use by the Gray education community. This programming block is only available to local educational institutions who will be solely responsible for the programming.

**1.4 Government Access:** ~~Used for programming by the Town of Gray and its staff. Gray Community Television~~GCTV2 designates a block of programming specifically for use of the Town of Gray local government. This programming block is designated for public meetings, or programming originating from within the town’s official departmental jurisdiction.

**1.5 GCTV2:** The ~~Town of Gray’s~~ PEG Channel set aside on the local cable television system as part of the local cable television franchise agreement between Time Warner Cable and the Town of Gray, which is managed by GCTV2. GCTV2 also programs a companion web site with a live feed of the cable channel.

**1.6 Non-Commercial Content:** Content that does not contain advertising to promote the sale of commercial products or services. Any solicitation of funds or advertising of material designed to promote the sale of commercial products or services, or any performance or promotion of a lottery of any kind.

### **2.2 Membership**

1.7 **FCC Definition of Obscenity:** For content to be ruled obscene, it must meet a three-pronged test established by the [United States](#) Supreme Court:

It must appeal to an average person's prurient interest; depict or describe sexual conduct in a "patently offensive" way; and, taken as a whole, lack serious literary, artistic, political or scientific value. [See Miller v. California, 413 U.S. 15 \(1973\).](#)

1.8 **FCC Definition of Indecent Content** Portrays sexual or excretory organs or activities in a way that is patently offensive but does not meet the three-prong test for obscenity.

## **~~Gray Community Media Policies~~**

### **2.0 COMMUNITY TELEVISION AND COMMUNICATIONS ADVISORY COMMITTEE**

2.1 The Community Television and Communication Advisory Committee [\(the "Committee"\)](#) was created March 24, 2020 by the Gray Town Council.

## 2.2 Membership

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

## 2.3 Duties

1. The Community Television Advisory Committee shall meet no less than once each quarter of the year; and may schedule additional meetings as needed.
2. The Committee shall be responsible for keeping the Gray Town Council informed of Public, Educational and Government related matters as they relate to:
  - a) Recommending improvements in Public, Educations and Government programming to ~~the Town Manager and Station Manager~~GCTV2.
  - b) Making recommendations regarding relevant emerging technologies and other broadcast options to ~~the Town Manager and Station Manager~~GCTV2.
  - c) Promoting and developing optimal utilization of the PEG system;
  - d) Promoting community outreach and providing a forum for citizen recommendations and concerns regarding the use of equipment, facilities, programming and other related issues.
  - e) Promoting support for quality community television in Gray.
3. The Committee shall eExplore and cultivate available programming sources.
4. The Committee shall eExamine emerging technologies and other telecast or online streaming options for public, educational and governmental content.

## ~~Gray Community Media Policies~~

### **3.0 Guidelines for use of Public Access Programming Block**

- 3.1 Public access pPrograms, as defined herein, must be sponsored by a Gray Resident, or a representative of a Gray organization, or business. All programs must be submitted with a signed "Public Access Application Form.";
- 3.1 Programs aired ~~on the Gray p~~Public aAccess cChannel bBlock shall be non-commercial.
- 3.2 Public access pProgramming shall not contain obscene, seditious, or unlawful materials as defined under municipal, state, or federal law.

3.3 Any use of ~~Gray the~~ Public Access Programming Block shall be by application to ~~the Gray~~  
~~Community Media Manager~~GCTV2 Station Manager, or ~~a designee appointment by the~~  
~~manager~~their designee. All programming will

be scheduled on a first come, first served basis.

3.4 All programming must contain an identifying graphic on the screen for at least five seconds before, and after each unique program. The graphic should read as follows: "The following/preceding program is/was sponsored by Gray Resident [Producer's Name] who accepts full responsibility for the content. Application form on record."

3.5 Public access programming produced by and individual or entity that is not a Gray resident, outside of the Gray community must be sponsored by a Gray resident.

3.6 Live or otherwise original (i.e., previously unaired) programming will be given scheduling priority over programs that have already played on the channel.

3.7 Series programming can be scheduled once the producer has accumulated at least two episodes (submitted). Series scheduling blocks will be held for a total of no more than ten episodes. Producers May thereafter request additional ten episode blocks. Priority will be given to original, or live, content produced locally within the Town of Gray, produced by a Gray resident, or produced by an entity that is controlled by one or multiple Gray residents.

## **Gray Community Media Policies**

### **4.0 Guidelines for Underwriting**

4.1 Gray Community Media GCTV2 encourages local producers to solicit underwriting support in order to help stimulate the highest quality programs possible. Gray Community Television GCTV2 will permit program funding providers, or underwriters, to receive acknowledgment of their support of non-commercial cable programming on local access channel(s).

4.2 An access-public access programming producer may give credit to an individual, company, or organization that underwrites any of the program's production costs. The **credit** for any one underwriter may not exceed 15 seconds in an underwriting **credits sequence**. The **credits sequence** for all underwriters of a program may not exceed 60 seconds. An underwriting credits sequence may appear during the opening and closing credits of any program.

The following on-air production elements of underwriting support credit **are acceptable** :

- Name, address, and phone number, web site, and/or e-mail address of company or organization or generic reference to area served
- Name mention of one product, brand name or service (see #1 below)
- One company logo and/or company slogan

- Business exteriors that represent the underwriter's product/services (e.g., bank or hospital).

## Gray Community Media Policies

### 5.0 Political Use of Public Access Block on GCTV2

5.1 The following guidelines specifically apply to political campaign messages on the ~~Gray P.E.G. Channel~~GCTV2. Political campaign messages for cablecast will be accepted only from: (1) bona fide candidates for elected public office or -of their campaign organizations, where the candidate or referendum question-s has qualified for placement (i.e., collected and submitted the required number of verified signatures to the Gray Town Clerk) name will

~~appear~~ on a ballot in Gray for national, State, County or local office, and (2) from legitimate nonprofit entities or Political Action Committees that are properly registered with the State of Maine or other appropriate entity, who have with a stated opinion regarding an election, an initiative or a referendum which will appear on a ballot within the Town of Gray, or on a ballot distributed to Gray voters by the State of Maine or Cumberland County, as allowed.

5.2 The sponsor's name and/or organization must appear within the political campaign message. Political campaign messages may not include direct solicitation of funds or contributions to a candidate, a political campaign or a political organization. Political campaign messages must be no more than five (5) minutes in length and must be submitted ready for broadcast. Technical specifications are available from the ~~GCTV2 Cable TV Manager~~Station Manager. Taped political campaign messages will be accepted for broadcast only within the same period before an election as the Political Campaign Sign ordinance (Gray Zoning Ordinance §604.8) in the Town of Gray, which is currently 60 days prior to an election. Political campaign messages will not be cablecast outside the time period indicated herewith and will not be accepted for cablecast on the ~~P.E.G. Channel~~GCTV2 'Bulletin Board'. In addition to the guidelines in this paragraph, all other guidelines in this document apply to all political campaign messages.

5.3. All political use of the Public Access Block on GCTV2 shall comply with all campaign finance statutes and regulations as enacted by the Federal Election Commission, the Maine Bureau of Corporations, Elections & Commissions, or any other local, state, or federal entity, with jurisdiction or regulatory control over such matters. GCTV2 explicitly disclaims any

responsibility or liability associated with the violation of such statutes, rules, or regulations, by a political candidate or other entity who submits political advertising for broadcast on GCTV/2.

## **6.0 Dispute Resolution**

Any dispute of the application of these policies will first be reviewed by the Town Manager. If the complainant is not satisfied with the decision of the Town Manager, the challenged material will be referred to the Gray Town Council which will review the dispute, consult with the Station Manager, and then come to a decision regarding the challenged material.

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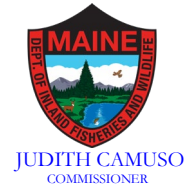
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## **6.0 Dispute Resolution**

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STATE OF MAINE  
 DEPARTMENT OF  
 INLAND FISHERIES & WILDLIFE  
 284 STATE STREET  
 41 STATE HOUSE STATION  
 AUGUSTA ME 04333-0041



**LICENSE TO OCCUPY STATE LANDS**

License granted this 31st day of May 2021 by the State of Maine, Department of Inland Fisheries and Wildlife to the Town of Gray, Maine.

**License Area:** A certain lot or parcel of land located within lands of the State of Maine Wildlife Park in Gray, Maine, bounded and described as follows, to wit:

Beginning at a point on the northeasterly side of the Game Farm Road: said point being 66'+- southeasterly from the entrance gate on said road; thence north 50° east a distance of 115'+- to a point; thence south 40° east parallel with said Game Farm Road a distance of 200'+- to a point; thence south 50° west a distance of 115'+- to a point on said road; thence north 40° west and along said road a distance of 200'+- to the point of beginning. Containing 0.53 acres, more or less (hereinafter the "Site").

**Purpose of License:** to document the existence and location of the 30' x 34' so-called Dry Mills Schoolhouse including a 4' x 41' entrance ramp, the 12' x 16' so-called Post Office, and the 6' x 6' Privy owned by the Town of Gray and currently located on lands of the State of Maine in Gray, Maine, in compliance with current state law concerning use of State-owned lands.

**Fees:** There shall be no fee for the use of the Site.

**Allowed uses under License:** Plans must be approved and written permission given by a representative of the IF&W Commissioner for allowed improvements of the site to include walk ways, parking, grading and sloping, utility installations, any temporary site storage, all at Town expense, for the use by the Town for historical and educational purposes.

**Responsibility for Improvements and Use:** By acceptance of this License, the Town of Gray assumes all costs and expenses of Site improvements, maintenance, plowing and grounds keeping, and all liability for damages, both direct and consequential, arising from its use of the Site and shall hold the State of Maine harmless for all uses and activities under this License.

**Term of License:** five (5) years commencing June 1, 2021 and terminating May 31, 2026, terminating automatically unless renewed in writing upon such terms and conditions as the parties may agree. Upon termination, the Town shall be responsible for the removal of all structures and the regrading and seeding of the Site to a safe condition. Nothing herein shall prevent the State from terminating this License at any time upon violation of its terms by the Town.

This license terminates and replaces a license issued May 31, 2016. This License shall be void and of no effect if recorded in the Cumberland County Registry of Deeds.

**Signed:**

**Agreed and accepted:**

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

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

Judith Camuso, Commissioner

For the Town of Gray, Its: \_\_\_\_\_

To: Nate Rudy, Town Manager  
Sandy Carder, Chairperson  
Anne Gass, Vice Chairperson  
Bruce Foshay, Councilor  
Sharon Young, Councilor  
Dan Maguire, Councilor

From: Mo Russo, Director of Buildings and Grounds

Re: Award of Bid for Property Condition Assessment and Facilities Space Needs Analysis

Hello,

A Request for Proposal was sent out via certified mail and published on the Town's website for qualified firms to answer a Request for Proposal for a "Property Condition Assessment and Facility Space Needs Analysis" of eleven municipal facilities.

The Town received six proposals, ranging in price from \$48,500 to \$189,875. After thoroughly reviewing the proposals that fell within the budgeted amount and contacting the firms with follow up questions, I am recommending Port City Architecture. The proposal Port City Architecture submitted was the most clear and concise approach to the project. The proposal breaks down the fee for each facility and how much time they are allotting to that building. Another factor in my decision is the information which the other firms required and how that would directly correlate with an increase in workload for myself and other Town Staff above what was anticipated. Port City Architecture was not the low bid, but with their bid 35% below budget I feel they are the best firm to handle this project.

Property Condition Assessment and Facility Space Needs Analysis:

Scott Simons Architect:	\$48,500
Grant Hays Associates:	\$49,800
Port City Architecture:	\$59,375* plus Direct Reimbursables (average 3.5%)
Haley Ward:	\$135,000
Maugel Architects	\$189,875

Thank You,

Mo



05/14/21

Proposal Submittal  
for

The Town of Gray

Property Condition Assessment and Facility Space Needs Analysis

## Company Contact Information

Port City Architecture  
65 Newbury Street  
Portland, ME 04101  
Office: 207-761-9000  
Website: [www.portcityarch.com](http://www.portcityarch.com)

Contact Person: Andy Hyland, Principal  
Cell: 207-838-4222  
Email: [andy@portcityarch.com](mailto:andy@portcityarch.com)

## Professional Licenses and Accreditations

Architect Licenses: Maine, New Hampshire  
United States Green Building Council: LEED Accredited Professionals

## Awards

Fire Chief Magazine: Saco Fire Station, Saco Maine  
College Planning & Management Magazine: University of New England  
American School & University Magazine: University of New England

## Professional Affiliations

AIA American Institute of Architects: National and Maine Chapter Members  
Portland Society Of Architects: Member  
United States Green Building Council: Member  
Maine Police Association: Member  
NNECCARRAPPA: Business Member



**Saco Central Fire Station:**

The beloved details of horses from the historic Fire Station were incorporated in the new facilities design .

May 12, 2021

Mr. Mo Russo, Director of Buildings and Grounds  
Town of Gray  
24 Main Street  
Gray, ME 04039

RE: Architectural and Engineering services for Town Buildings Assessment, Town space needs program, and Master Plan

Dear Mr. Russo and Members of the Selection Committee:

Thank you for reviewing the attached qualifications of Port City Architecture and our project consultants, Allied Engineering, and Blais Civil Engineering.

Port City Architecture is Maine's municipal design expert. We have designed more public safety projects, municipal town offices, public works projects, recreation projects, and libraries than any other firm in the region. Our numerous projects all started with studies similar to yours. Your study would have four major parts:

- We will assess the physical and functional condition of the existing building stock and land owned by the town.
- We will provide a thorough space planning document in matrix form that identifies all the necessary spaces currently needed for all departments with projected future growth.
- We will match the town's space needs with the current inventory of buildings, rearranging department locations if beneficial to the overall plan. We will include necessary renovations and building additions to accommodate the master plan and include all major anticipated building capital improvements.
- We will group associated work items into smaller subprojects and provide a chronological list of these renovations, repairs, and additions based on the severity of the deficiency while focusing on life/safety, code compliance, and the critical path of the construction process. We include the estimated costs of all subprojects to assist Gray with planning, scheduling, and funding of your municipal building objectives.



# Company Information: Letter of Interest

## Proposal Submission Section 1

95% of our studies have moved forward to achieve funding approval, and all our projects have successfully met the needs of their communities. This is because we understand the funding challenges faced by every municipality in Maine, and we offer solutions that are sensitive to your community's tax burden. Our solutions are creative, functional, and incorporate modern technology and building methods. They are designed to accommodate future growth and changing service methods, and to reflect the unique architectural character of the communities in which they are located.

We have helped many Maine towns achieve practical well planned municipal facility growth. We will help you evaluate all the pros and cons of various choices including initial cost, annual cost, utility requirements, functionality, and durability to provide the best choice to present to the voters for bond approval. The final study report will include:

- A physical and functional assessment report for each existing building.
- A town wide space needs program in matrix form that includes future growth.
- A rendered master site plan for each municipal campus location showing the proposed existing buildings, building additions, or new buildings on the site, and which town departments will occupy each facility.
- Schematic building floor plans for each building showing renovations, additions, and noting capital improvements.
- A suggested chronological work plan to achieve the final buildout broken down into logical subprojects with a total estimated project cost for each item. The subprojects will include necessary space reorganizations, additions, and capital repairs.

Thank you for reviewing the enclosed material. To the best of our ability, all the information contained in this RFQ is complete and accurate. We authorize the town and its representatives to contact any of our previous clients for an independent review of Port City and/or our consultant's past performance. We look forward to the opportunity to provide the best possible study solution for your community. You will find our team extremely easy to work with and accommodating to your needs. We are committed to providing excellent design with personal and responsive service. Please visit our website at [www.portcityarch.com](http://www.portcityarch.com) and feel free to contact us for any additional information.

Sincerely,



Andrew C Hyland, AIA

Principal

Contact Info: [andy@portcityarch.com](mailto:andy@portcityarch.com) Office: 207-761-9000 Cell: 207-838-4222



Consistent with the work described in both your RFP and our project cover letter, we offer the following proposed scope of services for your Town building assessment, space programming, master plan study: The scope has been arranged in rough chronological order and provides the anticipated personnel and estimated time commitment. PCA shall meet with the staff and committee throughout the process. Only milestone meetings are noted below.

**Anticipated Staff:**

PCA	Port City Architecture	Andrew Hyland, Lita Semrau, Curtis Robinson
AE	Allied Engineering	Bill Faucher, Ian McDonald, Cathy Faucher
BCE	Blais Civil Engineers	Steve Blais, Todd Gamon

**1. Kick off Meeting:** Establish goals, objectives, roles, and timeline. Discuss and understand any monetary thresholds or expectations of the town.

Staff Members:	PCA	AE	BCE
Anticipated hours:	6		
Fee: \$750			



**Study Deliverables:**

The purpose of this study phase is to develop the best design that is best suited for the Town's needs and is within reasonable budget constraints.

The study will provide a

**Site Plan:** The Civil Engineer creates a colored rendering with the best lay out for your building, showing parking and Site features.



Arundel Municipal Building

# Proposed Fee: Fee by Task

**2. Existing Building Assessments:** Architectural, building envelop, code compliance; Structural assessment, MEP Assessment, Utilities and vehicular circulation and Reports with cost estimates of recommended work in immediate, short term and long term categories.

## Pennell Municipal Complex

Staff Members:	PCA	AE	BCE
Anticipated hours:	12	16	5
Fee:	\$4,125		

## Public Works Facility

Staff Members:	PCA	AE	BCE
Anticipated hours:	12	11	6
Fee:	\$3,625		

## Village Fire Station 2

Staff Members:	PCA	AE	BCE
Anticipated hours:	10	11	2
Fee:	\$2,875		

## Newbegin Community Center

Staff Members:	PCA	AE	BCE
Anticipated hours:	10	11	2
Fee:	\$2,875		

## Public Safety Facility

Staff Members:	PCA	AE	BCE
Anticipated hours:	10	11	2
Fee:	\$2,875		

## Dry Mills Station

Staff Members:	PCA	AE	BCE
Anticipated hours:	6	8	2
Fee:	\$2,000		

## Lab Building

Staff Members:	PCA	AE	BCE
Anticipated hours:	10	10	2
Fee:	\$2,750		

## Transfer Station and Outbuildings

Staff Members:	PCA	AE	BCE
Anticipated hours:	8	10	3
Fee:	\$2,625		

## Wilkie's Beach

Staff Members:	PCA	AE	BCE
Anticipated hours:	6	0	4
Fee:	\$1,250		

## Manual Arts Building

Staff Members:	PCA	AE	BCE
Anticipated hours:	8	9	2
Fee:	\$2,375		

## Gray Public Library

Staff Members:	PCA	AE	BCE
Anticipated hours:	12	15	4
Fee:	\$3,875		

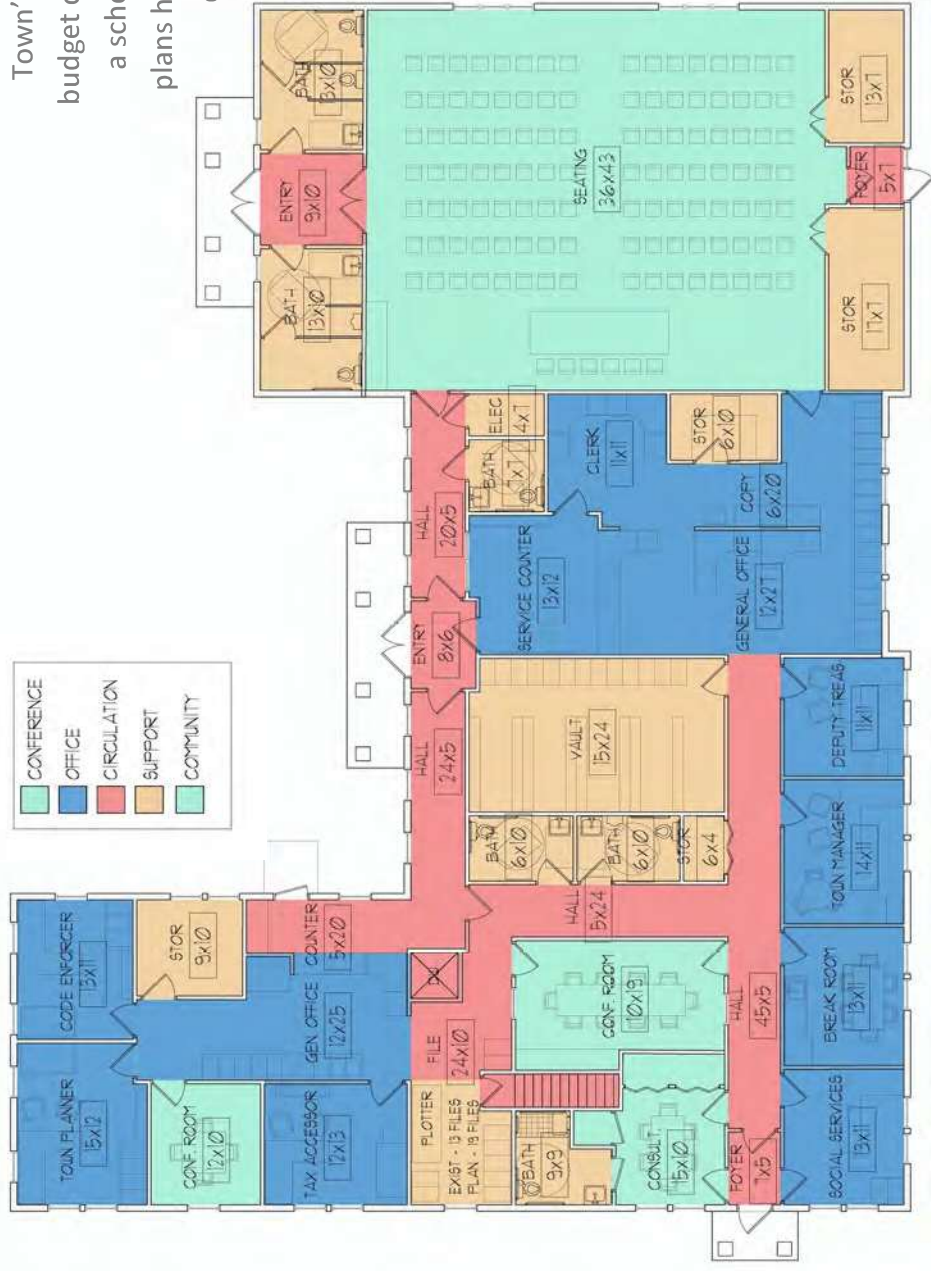
## Building Assessment Subtotal: \$31,250\*

\* We are assuming that the town can provide at minimum paper copies of floor plans with which we can generate base plan CADD drawings. Field measurements (beyond verification measurements) required to generate base plans shall be charged hourly.



## Study Deliverables:

The purpose of this study phase is to develop the best design that is suited for the Town's needs and is within reasonable budget constraints. The study will provide a schematic **Floor Plan**: Colored floor plans help convey the uses and adjacencies in the space program.



# Proposed Fee: Fee by Task

**3. Programming:** Interview the appropriate personnel and provide a space programming needs assessment document for all Town Departments. We will assess staffing needs based on current conditions and on future estimated projections from staff and industry trends. We will provide an assessment of total future gross space needs for 20-30 years in the future and review by town.

Staff Members:	PCA	AE	BCE
Anticipated hours:	38	0	0
Fee: \$4,750			

**4. Conceptual Design Scenarios:** PCA will provide conceptual footprint designs for all of the buildings required to accommodate the space program for the town. They may include buildings, additions to existing buildings or new buildings if required. The plans will identify blocks of spaces by department, large scale rooms, and general circulation and support spaces throughout the buildings. We will identify necessary capital repairs and new or renovated MEP systems.

Staff Members:	PCA	AE	BCE
Anticipated hours:	88	10	0
Fee: \$12,250			

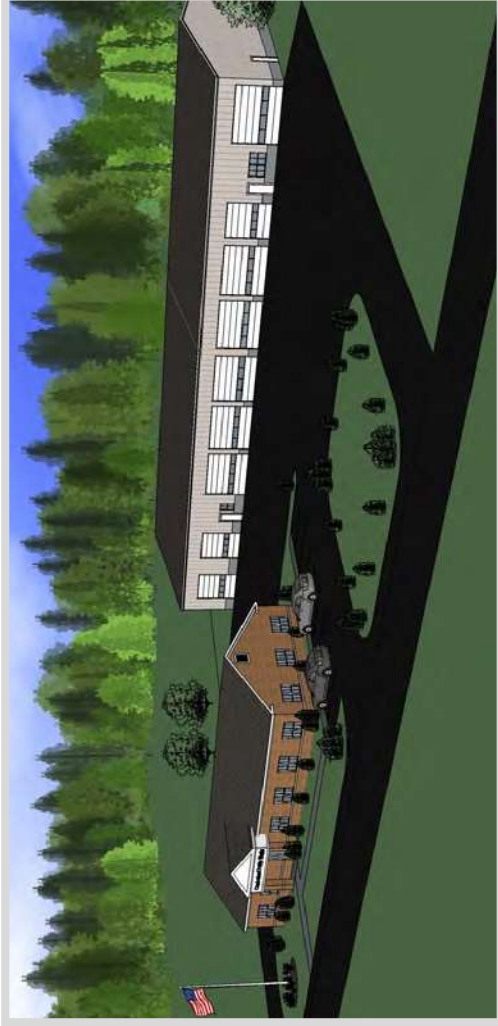
**5. Conceptual Site Design:** We will provide schematic site plans for each property identifying site circulation and parking deficiencies, new and/or existing utility connections and other site features which may generate a financial impact on the project.

Staff Members:	PCA	AE	BCE
Anticipated hours:	8	0	30
Fee: \$4,750			

**6. Major Review Meeting:** In-person review with committee of the conceptual scenario for approval or modification of the design to present to the public:

Staff Members:	PCA	AE	BCE
Anticipated hours:	3	0	0
Fee: \$375			





### Study Deliverables:

The purpose of this study phase is to develop the best design that is best suited for the Town's needs and is within reasonable budget constraints. The study will provide a

**3D Model:** The Architect provides a dynamic colored 3D model to visually communicate the exterior design and materials. The model can be spun around to show all sides of the build-



# Proposed Fee: Fee by Task and Lump Sum

7. Break down the total master plan project into logical associated subprojects and provide a chronological list of these renovations, repairs, and additions based on the severity of the deficiency and focusing on life/safety, code compliance, and the critical path of the construction process. We include the estimated costs of all subprojects to assist Gray with planning, scheduling, and funding of your municipal building objectives. We will provide the estimate in a total project cost format including fees and other owner’s soft costs.

Staff Members:	PCA	AE	BCE
Anticipated hours:	24	0	0
Fee: \$3,000			

8. Finalize Study Deliverables: Finalize a written narrative report including the assessment reports for all of the existing buildings, the town wide space program in matrix form, a rendered master site plan for each of the municipal sites, schematic floor plans of all the proposed buildings, and a chronological work plan with total project cost sub estimates.

Staff Members:	PCA	AE	BCE
Anticipated hours:	18	0	0
Fee: \$2,250			

**Total:** **59,375.00 \***

**\* Plus Direct Reimbursables**





**Community Center and  
Training Room:**

With a state of the art multi media center, its own Kitchen and exterior entrance. This space provides the department with a large room for training staff meetings, classes, certifications, emergency event operations, and for community events.

↩ Town of Cumberland

# Experience: Project List



**City of Waterville, Maine**  
**Project:** Police Station  
**Date of Project:** 2012  
**Total Budget:** \$2,500,000.  
**Size:** 11,000 sf



**Town of Berwick , Maine**  
**Project:** Fire Station  
**Date of Project:** 2019  
**Total Budget:** \$6,000,000.  
**Size:** 17,000 sf



**Town of Saco, Maine**  
**Project:** Fire Station  
**Date of Project:** 2010  
**Total Budget:** \$5,200,000.  
**Size:** 22,000 sf



**Town of Kennebunkport, Maine**  
**Project:** Police Station  
**Date of Project:** 2017  
**Total Budget:** \$650,000.  
**Size:** 4,000 sf



**Town of Gorham, Maine**  
**Project:** Police Station and  
Fire Station Renovation  
**Date of Project:** 2016  
**Total Budget:** \$4,900,000.



**Town of Buckfield, Maine**  
**Project:** Fire Rescue Station  
**Date of Project:** 2014  
**Total Budget:** \$1,000,000  
**Size:** 7,000 sf



## Town of Arundel, Maine

- **Municipal Building: Study**
- Municipal Building: New Facility

## City of South Portland, Maine

- Peer Review: 3 Years Contract
- **Town Hall: Code Study**
- Town Hall: Renovation/Addition

## Town of Cumberland, Maine

- **Fire Station: Study**
- Fire Station: Addition /Renovation
- **Town Hall Study**
- Counsel Chambers: Renovation
- **Police Station Study**

## Town of Sanford, Maine

- **Police Station: Study**
- Police Station: New Facility
- **Municipal Offices: Assessment/Evaluation**
- Town Hall: Renovation

## Town of Brunswick, Maine

- **Town Hall: Study**
- Town Hall: Renovation

## Town of Falmouth, Maine

- **West Falmouth Fire Station Study**
- Fire Station: Phase II Addition
- **Public Safety: Study**
- Police Station: New Facility
- Fire Station : Addition/Renovation

## Town of Raymond, Maine

- **Town Hall: Study**

## Town of Ogunquit, Maine

- **Municipal Buildings: Study**
- Municipal Buildings: Phase I Renovations

## Town of Belgrade, Maine

- **Community Center and Library: Study**
- Community Center and Library: New Facility

## City of Lewiston, Maine

- **Public Library: Study**
- Public Library: Renovation

## City of Portland, Maine

- Maintenance Garage: New Facility
- Riverside Maintenance Building: New Facility

# Experience: Project List

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<b>Town of Yarmouth Maine</b> <ul style="list-style-type: none"><li>• <b>Public Safety Facility: Study</b></li><li>• Public Safety: New Building</li></ul>	<b>Town of Saco, Maine</b> <ul style="list-style-type: none"><li>• <b>Public Safety Substation: Study</b></li><li>• Public Safety Substation: New Facility</li><li>• <b>Fire Station: Study</b></li><li>• Fire Station: New Facility</li></ul>	<b>Town of Fryeburg, Maine</b> <ul style="list-style-type: none"><li>• <b>New Recreation Center: Study</b></li></ul>
<b>Town of Berwick</b> <ul style="list-style-type: none"><li>• <b>Fire Station: Study</b></li><li>• Fire Station: New Facility</li><li>• <b>Police Station: Study</b></li><li>• Police Station: New Facility</li></ul>	<b>City of Waterville, Maine</b> <ul style="list-style-type: none"><li>• <b>Police Station: Study</b></li><li>• Police Station: New Facility</li></ul>	<b>Town of Scarborough, Maine</b> <ul style="list-style-type: none"><li>• Parks &amp; Recreation: Beach Bath Station</li></ul>
<b>Town of North Berwick</b> <ul style="list-style-type: none"><li>• <b>Fire Station: Study</b></li></ul>	<b>Town of Waterboro, Maine</b> <ul style="list-style-type: none"><li>• <b>Fire Station: Study</b></li></ul>	
<b>Town of Gorham, Maine</b> <ul style="list-style-type: none"><li>• <b>Public Safety: Study</b></li><li>• Police Station: New Facility</li><li>• Fire Station: Addition/Renovation</li></ul>	<b>Town of Old Orchard Beach, Maine</b> <ul style="list-style-type: none"><li>• <b>Public Safety: Study</b></li><li>• Police Station: Study</li></ul>	
<b>Town of Kennebunkport, Maine</b> <ul style="list-style-type: none"><li>• <b>Police Department Study</b></li><li>• Renovation and Addition</li></ul>	<b>Town of Caribou</b> <ul style="list-style-type: none"><li>• <b>Public Safety: Study</b></li></ul>	
<b>Town of Buckfield, Maine</b> <ul style="list-style-type: none"><li>• <b>Public Safety: Study</b></li><li>• Fire/Rescue Station: New Facility</li></ul>	<b>City of Portland, Maine</b> <ul style="list-style-type: none"><li>• Maintenance Garage: New Facility</li></ul>	
	<b>City of Auburn, Maine</b> <ul style="list-style-type: none"><li>• Parks Dept. Maintenance: New Facility</li></ul>	

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April 14, 2021

To: Engineering / Architectural Firms

The Town of Gray, Maine is seeking proposals from qualified professionals, firms, or a consortium thereof (collectively, the “vendor”), for a “Property Condition Assessment and Facility Space Needs Analysis” for eleven municipal facilities. The purpose of the assessment is two parts, one part is a Property Condition Assessment of the facilities, with recommendations and budget estimates. The other part is a Facility Space Needs Analysis of the current facilities and to project the future space needs for the functions that occupy the identified facilities, to develop recommendations and budget estimates to optimize the use of those facilities, for their expansion and/or renovation, and/or construction of new facilities, and to recommend a master plan for such expansion, renovation, and/or replacement. The master plan will serve as a guide for budgeting and priority-setting for maintenance and general capital replacement projects, but also to inform the town’s overall facilities planning effort to determine and budget for future needs.

The facilities and the functions they house subject to this request for proposals consist of:

- Pennell Municipal Complex, located at 24 Main Street
  - Council Chambers and conference rooms,
  - Offices of Town Manager, Assistant to the Town Manager, and Finance Director
  - Town Clerk, Tax Collection and Motor Vehicle Registration office,
  - Recreation Department office,
  - Information Technology Services, and Gray Community Television,
  - Code Enforcement office
  - Tax Assessor’s office
  - Planning Department office
  - Economic Development office.
  - Community Rec Room
- Newbegin Community Center 22A Main St. including (2 Softball Fields and associated dugout structures and storage, Basketball Court, and Pennell Park)
  - Gym
  - Rec Room for Kids Club (Before/After School and Summer Camp)
  - Child Care Services Coordinators office
- Lab Building 22 Main Street
- Manual Arts Building
  - Facilities Managers office
  - Workshop and Storage Spaces
- Public Works facility, 123 Shaker Road, including sand/salt shed, Pole Barn for Equipment and fueling station,
  - Public Works Directors office
  - Highway Maintenance Division, and
  - Vehicle Maintenance Division.
- Public Safety Building 125 Shaker Road (Central Station)
  - Fire-Rescue Department administrative offices

- 3 Drive Thru Bays Housing, Engine 41, Ladder 44, Tank 45, Utility 46, Heavy Rescue 47, Ambulance 48 and Ambulance 49
- Live in Fire-Rescue personnel housing
- Fitness Facility
- Transfer Station 6 Seagull Drive (and associated out buildings)
  - Compacting Hopper Building for Household waste
  - Sorting Facility with 4 Vertical Balers and one horizontal baler
- Gray Public Library, 5 Hancock Street
  - Office for the Library Director and workspaces of library staff
  - Children’s Wing
  - 2 Conference Rooms
- Village Station Fire Station 2 Turnpike Acres
  - 2 Bay Station housing Engine 43 and Recreation Rescue Equipment
- Dry Mills Station 249 Shaker Road
  - 2 Bay Station Housing Engine 42 and Decon 1
- Wilkies Beach- North Raymond Road
  - Swim Area
  - Public Boat Launch with parking area

## **SCOPE OF WORK**

The Scope of Work shall consist of the phases described below:

### **1. Property Condition Assessment**

#### **1A. Assessment**

The objectives of the Property Condition Assessment shall be to observe property components, systems and elements for evidence of significant physical deficiencies (i.e., defects, deficiencies, items of deferred maintenance and code violations). Physical deficiencies identified as significant will be deemed to be present if any of the following can be concluded:

- The physical deficiency represents a cited or apparent code violation, an immediate life/fire safety or health hazard to the occupants or users of the property.
- Correction of the physical deficiency which, if left uncorrected, could result in accelerated deterioration of the system in question and significantly increases the cost to correct.

Other physical deficiencies of a lesser nature and/or items of deferred maintenance should also be observed and individually noted for inclusion in an aggregated cost-too correct estimate.

Observations will consist of one, or a combination, of the following activities:

- Walk-through observations on a complete or sample basis to determine the overall condition of the property.
- Observation of a representative sample of improvements, building equipment and fixture systems to determine system serviceability and operating characteristics.

- Non-invasive and detailed visual observations to determine representative conditions.
- Recording of physical deficiencies.
- Photography as appropriate.

**1B. Estimates of Recommended Work:**

These will generally fall into two categories to include:

- Capital investment needed to correct present observed deficiencies. With appropriate prioritization to include Immediate (one year), Short Term (two years), and items required to bring the facility into compliance with the Americans with Disability Act, ADA.
- A replacement reserve analysis to determine capital investment needed to cover replacements of components and/or systems that may not contain present observed deficiencies, but that will reach the end of their useful life within ten-year evaluation period. Effective age, Expected Useful Life, and Remaining Useful life of major components and systems shall be discussed, with estimated costs.

**2. Space Needs Analysis.**

The objectives of the space needs analysis shall to be thoroughly review the functions and uses presently occupying each of the eleven municipal facilities, to engage appropriate town staff develop an estimate of the total amount of space required compared to current and projected future needs, accounting for growth in staffing or changes in staffing patterns, and to identify any areas of surplus, deficit, or mismatch of space-to-use creating opportunities for sharing or reassigning space for different uses.

To accomplish the objectives, the analysis shall be carried out by a qualified professional or a team of qualified professionals such that all uses, and space needs are documented and analyzed in accordance with this scope of work. To be considered qualified, individuals should be registered architects, professional engineers, or other design professionals with demonstrated experience analyzing and planning for facilities space needs. The senior project manager responsible for report review, quality control, final sign-off and answering of rebuttal questions, if any, should be an architect, professional engineer, or other registered design professional.

Any plans or drawings associated with the original construction and any subsequent renovations will be available for review, but because of the age of the facilities drawing files may be incomplete or missing entirely. A representative of facilities management will escort the vendor’s agents through the buildings and spaces necessary for completion of the analysis.

The town will identify key personnel in each of the departments, offices, or functional areas for interview regarding the nature of their operations, space needs, functional concerns, and projections regarding activity levels, staffing, and/or other concerns. Timing of the visits and interviews with identified staff will need to be scheduled around the activities of the buildings’ occupants.

### **3. Facilities Master Plan.**

The objectives of the facilities master plan shall be to evaluate alternatives for meeting the needs identified in the space needs analysis phase for each of the facilities and the functions they house, whether through reconfiguration and reuse of existing space, additions to or renovations of existing space, the addition of new facilities, some combination thereof, or some other identified option not listed in this RFP, to prepare estimated capital and annual operating costs for meeting those needs, to recommend one or more alternatives for implementation with a defined priority, timeframe, and cost.

### **4. Report Preparation**

The selected firm shall submit a draft report in electronic (Adobe Acrobat) format for client review. The report will contain a description of activities performed during the analysis and planning phases, along with conclusions and recommendations, as appropriate. Upon receipt of appropriate rounds of comments on the draft report and answering of rebuttal questions, the selected firm shall submit a final report in electronic format. Multiple bound color hard copies of the final report will also be issued as required, up to ten copies.

### **5. TIME SCHEDULE**

Award of the work and notice to proceed under this request is expected to be made no later than June 2, 2021 after the regularly scheduled Town Council meeting on June 1, 2021. A draft report for the property condition assessment, space needs analysis, and facilities master plan will be transmitted electronically within 90 days of receipt of formal notice to proceed, contingent upon timely receipt of documents from others. All invoicing must be dated by August 30, 2021 as the funding for this study uses a municipal bond. A final draft is due by October 1, 2021.

### **6. PROPOSAL SUBMITTAL**

Proposals submitted in response to this request must be received at the Gray Town Hall, 24 Main Street, Gray Maine, 04039 no later than 12:00 Noon, local time Thursday May 14, 2021. Proposals shall include the name and address of the vendor, contact person at the vendor's office, proposed fee as a stipulated sum/lump sum, certification that the fee is based on the scope of work described in this RFP, any qualifications to the scope of work, resume of the proposing firm showing experience in conducting facility condition assessments in particular public safety buildings and resumes of key personnel showing qualifications as required by the scope of work.

Please call 207-657-3339 ext. 131 or email [mrusso@graymaine.org](mailto:mrusso@graymaine.org) with any questions.

Sincerely,

Mo Russo  
Director of Buildings and Grounds, Town of Gray

CHAPTER XXX  
VEHICLE WEIGHT RESTRICTIONS ON  
POSTED WAYS ORDINANCE  
TOWN OF GRAY MAINE

**SECTION XXX.1 – PURPOSE AND AUTHORITY**

The purpose of this “Vehicle Weight Restrictions on Posted Town Ways Ordinance” (the “Ordinance”) is to prevent damage to town ~~and urban compact~~ ways and bridges in the Town of Gray, ~~damage~~ which may be caused by vehicles of excessive weight; to lessen safety hazards and the risk of injury to the traveling public; to extend the life expectancy of town ways and bridges; and to reduce the public expense of their maintenance and repair.

This Ordinance is adopted pursuant to 30-A M.R.S. § 3009 and 29-A M.R.S. §§ 2395 and 2388, as amended.

**SECTION XXX.2 – DEFINITIONS**

Except as otherwise provided herein, the definitions contained in ~~Title 29-A M.R.S.~~ 29-A M.R.S. § 101A shall govern the construction of words contained in this Ordinance. Any words not defined therein shall be given their common and ordinary meaning.

**SECTION XXX.3 – RESTRICTIONS AND NOTICE**

- A. The ~~municipal officers~~ Gray Town Council may, either permanently or seasonally, impose such restrictions on the gross registered weight of vehicles as may, in ~~their~~ its judgment, be necessary to protect the traveling public and prevent abuse of the highways. In doing so, the Town Council may, in its sole and reasonable discretion, ~~and~~ designate the town ways and bridges to which ~~such~~ the restrictions shall apply.
- B. Subject to all applicable exceptions in this Ordinance, or the issuance of a permit by the Town Council or its designee, the operation of any motor vehicle with a gross registered weight in excess of 10,000 pounds shall be prohibited on a particular town way or portion of a town way upon the posting of a notice on both ends of said town way or portion of said town way, following an affirmative vote of the Town Council (the “Notice”). ~~Whenever notice has been posted as provided herein, no person may thereafter operate any vehicle with a gross registered weight in excess of the restriction during any applicable time period on any way or bridge so posted unless otherwise exempt as provided herein.~~
- C. Pursuant to 29-A M.R.S. ~~A.~~ § 2395, the Nnotice shall contain, at a minimum, the following information: the name of the town way or bridge, the gross registered weight limit, the time period during which the restriction applies, or in the case of roads where the gross registered weights of vehicles is permanently restricted, a note that such restriction is permanent, the date on which the Nnotice was posted, and the signatures of

the ~~municipal officers~~ Town Council. The Nnotice shall be conspicuously posted at each end of the restricted portion of the way or bridge in a location clearly visible from the traveled way.

- D. Whenever a restriction expires or is lifted, the Nnotices shall be removed wherever posted. Whenever a restriction is revised or extended, existing Nnotices shall be removed and replaced with new Nnotices.
- E. No person may remove, obscure or otherwise tamper with any notice so posted except as provided herein.

## SECTION XXX.4 – EXEMPTIONS

~~The following vehicles are This ordinance does not apply to any vehicle exempt under State law: Any vehicle delivering home heating fuel or organic animal bedding and operating in accordance with a permit issued by the~~

~~MDOT under 29-A M.R.S.A. § 2395 (4) and, when necessary during a period of drought emergency declared by the governor, any vehicle transporting well-drilling equipment for the purpose of drilling a replacement well or for improving an existing well on property where that well is no longer supplying sufficient water for residential or agricultural purpose and operating in accordance with a permit issued by the MDOT under 29-A M.R.S.A. § 2395 (4-A).~~

The following vehicles are ~~also exempt under the specific provisions of this ordinance~~ from all gross weight restrictions imposed by this Ordinance:

- A. Any vehicle or combination of vehicles registered for a gross weight of 2310,000 pounds or less.
- B. Any vehicle transporting well-drilling equipment for the purpose of drilling a replacement water well, or for improving an existing water well on property where that well is no longer supplying sufficient water for residents or agricultural purposes, provided that such vehicles comply with all conditions stated in 29-A M.R.S. § 2395(4-A) (A) – (C), as amended. ~~Any vehicle or combination of vehicles registered for a gross weight in excess of 23,000 pounds and traveling without a load other than tools or equipment necessary for the proper operation of the vehicle. This exemption does not apply to special mobile equipment. It shall be a defense to a violation of this sub-section if the combined weight of any vehicle or combination of vehicles registered for a gross weight in excess of 23,000 pounds and its load is in fact less than 23,000 pounds.~~
- C. MaineDOT vehicles or other vehicles authorized by MaineDOT or a municipality or county to maintain the roads under their authority.
- D. “Authorized emergency vehicles” as defined in 29-A M.R.S.A. § 2054(1)(B), as amended, including but not limited to, school buses, a wrecker towing a disabled vehicle of legal weight from a posted highway, and vehicles with three axles or fewer under the direction of a public utility and engaged in utility infrastructure maintenance or repair.
- E. Any two axle vehicles registered for a gross weight in excess of 2310,000 pounds and less than or equal to 34,000 pounds that are is carrying any of ~~the Special Commodities may operate without a permit. Special Commodities includes any of~~ the following:

- i. Home delivered heating fuel (oil, gas, coal, stove size wood that is fewer than 36” in length, propane and wood pellets);
- ii. Petroleum products;
- iii. Groceries;
- iv. Bulk milk;
- v. Bulk feed;
- vi. Solid waste;
- vii. Organic animal bedding;
- viii. Returnable beverage containers;
- ix. Sewage from private septic tanks or porta-potties; or
- x. Medical gases.

## SECTION XXX.5 – PERMITS

- A. The owner or operator of any vehicle not otherwise exempt from the gross registered weight restrictions imposed by this Ordinance, pursuant to Section 4, above, as provided herein may apply in writing to the municipal officers Town Council for a permit to operate on a posted town way or bridge notwithstanding the restriction. The municipal officers Town Council, or its designee may issue a permit only upon all of the following findings:
- i. no other route is reasonably available to the applicant;
  - ii. it is a matter of economic necessity and not mere convenience that the applicant use the way or bridge; and
  - iii. the applicant has tendered cash, a bond or other suitable security running to the municipality Town of Gray, in an amount sufficient, in their judgment, to repair any damage to the way or bridge which may reasonably result from the applicant’s use of same.
- B. Even if the municipal officers Town Council, or its designee makes the foregoing findings, they need not issue a permit if they determine the applicant’s use of the way or bridge could reasonably be expected to create or aggravate a safety hazard or cause substantial damage to a way or bridge maintained by the municipality. They may also limit the number of permits issued or outstanding as may, in their judgment, be necessary to preserve and protect the highways and bridges.
- C. In determining whether to issue a permit, the municipal officers Town Council, or its designee shall consider the following factors:

- i. the gross registered weight of the vehicle;
- ii. the current and anticipated condition of the town way or bridge;
- iii. the number and frequency of vehicle trips proposed;
- iv. the cost and availability of materials and equipment for repairs;
- v. the extent of use by other exempt vehicles; and
- vi. such other circumstances as may, in their judgment, be relevant.

D. The ~~municipal officers~~Town Council, or its designee may issue permits subject to reasonable conditions, including but not limited to restrictions on the actual load weight and the number or frequency of vehicle trips, which shall be clearly noted on the permit.

## SECTION XXX.6 – ADMINISTRATION AND ENFORCEMENT

This Ordinance shall be administered and may be enforced by the ~~municipal officers~~Town Council or ~~its~~their designee.

## SECTION XXX.7 – SPECIFIC ROADS WHERE EXCESSIVE WEIGHT PROHIBITED

The operation of any vehicle with a registered gross weight in excess of 10,000 pounds, which: (1) does not fall under any exemption listed in Section XXX.4 of this Ordinance, and (2) has not received a permit from the Town of Gray pursuant to Section XXX.5 of this Ordinance, on the following town ways, or sections of town ways is **permanently** prohibited:

- i. Mayall Road from Depot Road to Yarmouth Road.

## SECTION XXX.8 – PENALTIES

Any violation of this Ordinance shall be a civil ~~infraction-violation~~ subject to a fine of not less than \$250.00 nor more than \$1000.00. Each violation shall be deemed a separate offense. In addition to any fine, the ~~municipality~~Town of Gray may seek restitution for the cost of repairs to any damaged way or bridge and reasonable attorney fees and costs. Prosecution shall be in the name of the ~~municipality~~Town of Gray and shall be brought in the Maine District Court.

## SECTION XXX.9 – AMENDMENTS

This Ordinance may be amended by the ~~municipal officers~~Town Council at any properly noticed meeting.

## SECTION XXX.10 – SEVERABILITY; EFFECTIVE DATE

In the event any portion of this Ordinance is declared invalid by a court of competent jurisdiction, the remaining portions shall continue in full force and effect. This Ordinance, and any amendments thereto, shall take effect thirty (30) days after adoption by the Town Council, pursuant to Section 14(C) of the Charter of the Town of Gray. ~~immediately upon enactment by the municipal officers at any properly noticed meeting.~~

## Town of Gray Letterhead

Date

Salutation, Business Owner's Name,

The Town Council has begun work on an ordinance that will give the Town the authority to permanently limit the gross weight of vehicles on designated ~~Town or Urban Compact roads and bridgestown ways and bridges~~. The purpose of the ordinance is to “...lessen safety hazards and the risk of injury to the traveling public, to extend the life expectancy of these ways and bridges, and to reduce the public expense of their maintenance and repair.”

This effort began over a year ago when the Council received a petition from the residents along the section of Mayall Rd. mentioned below. Since then the Council has held several preliminary discussions and one workshop about creating this ordinance all of which have been open to the public.

The proposed ordinance complies ~~with Maine State law and~~ allows exemptions for (this is not a complete list): School buses, wreckers, utility vehicles, sewage removal trucks, heating fuel trucks, and the non routine delivery of freight or use by construction vehicles to a specific address on a posted way. There will be a permitting process for ~~any qualifying other potential~~ exceptions.

Currently the Council is considering weight restricting the section of Mayall Road, between Depot Road and Yarmouth Road (Route 115). The Town may choose to restrict weight on additional town ways (or section of these town ways) in the future, following a public hearing and public consideration by the Town Council. ~~two sections of road in town.~~

- ~~1. Mayall Rd. from Depot Rd. to Yarmouth Rd. (Rte. 115).~~
- ~~2. Shaker Rd. from Main St. (Rte. 100/202) to the intersection of Rte. 26 & 26A (the bypass).~~

The Council has just completed a rough first draft for people to consider and would like to hear more from residents and businesses. Before an ordinance is enacted the Council, following the process outlined in our Town’s Charter and will hold:

- One or more workshops and discussions to create a final draft of the ordinance.
- A public hearing and “First Reading” of the ordinance.
- Then at least 7 days later a “Second Reading” of the ordinance.

- The Planning Board will hold a public hearing at one of their regularly scheduled meetings.

All of these workshops, readings and hearings are open to the public. You may obtain a copy of the proposed ordinance from the Town's website (include link here) or by contacting the Town offices at 657-3339.

Salutation,

Town Manager

## Nathaniel Rudy

---

**From:** Nathaniel Rudy  
**Sent:** Tuesday, May 18, 2021 1:20 PM  
**To:** Sandy Carder; Dan Maguire  
**Subject:** FW: Weight Limit Letter  
**Attachments:** 5.17.21 Weight Restricted Road Ordinance w JB redline.docx; Wgt Restricted Rd Ord - TM Ltrr to Business (Proposed) 21.01.24 dhm w JB redline 5.14.21.doc

Hello Sandy and Dan,  
Please find responses from Alyssa RE: the draft weight limit ordinance and letter.  
Thank you,  
Nate

Nate Rudy (*he/him*)  
Town of Gray  
Office: (207) 657-3339

---

**From:** Alyssa C. Tibbetts <ATibbetts@jensenbaird.com>  
**Sent:** Tuesday, May 18, 2021 1:08 PM  
**To:** Nathaniel Rudy <nrudy@graymaine.org>  
**Subject:** RE: Weight Limit Letter

Hi, Nate –

I apologize for the delay. Attached is a redlined draft of the ordinance for your and the Council's consideration. Please let me know if you have questions or would like to discuss further.

One of the primary changes relates to urban compact roads. By statute, the Town of Gray cannot post urban compact roads. See 29-A M.R.S. Sec. 2395(3). MDOT has this authority, but the Town can post town ways. The ordinance and letter have been edited to reflect this.

One other suggested change relates to the option to delegate authority under this ordinance to the CEO or the Road Commissioner, particularly as it relates to reviewing and issuing permits for trucks that do not fall within these exceptions. Having all of these permits come before the Council is cumbersome. The statute allows this delegation, but still requires that changes to the list of weight restricted roads can only be accomplished by the municipal officers.

Finally, as the Town is looking to permanently (rather than seasonally) restrict weight on certain roads, I have added a section to the Ordinance where those roads would be listed and specifying that the Ordinance itself will control if there are any conflicts between it and a list of posted roads.

Please let me know if you have any questions.

Thanks,  
Alyssa

**Alyssa C. Tibbetts, Esq.**  
Attorney

---

**JENSEN BAIRD**

Ten Free Street  
P.O. Box 4510  
Portland, ME 04112  
T: (207) 775-7271  
D: (207) 518-5906

---

**From:** Dan Maguire <[dmaguire@graymaine.org](mailto:dmaguire@graymaine.org)>  
**Sent:** Monday, May 10, 2021 3:36 PM  
**To:** Sandy Carder <[scarder@graymaine.org](mailto:scarder@graymaine.org)>  
**Cc:** Nathaniel Rudy <[nrudy@graymaine.org](mailto:nrudy@graymaine.org)>  
**Subject:** Re: Weight Limit Letter

Hi Sandy,

These are the most recent versions. I think they are the same, though the formatting of the version you sent looks a little wonky.

Dan

---

**From:** Sandy Carder <[scarder@graymaine.org](mailto:scarder@graymaine.org)>  
**Sent:** Monday, May 10, 2021 2:27 PM  
**To:** Dan Maguire  
**Cc:** Nathaniel Rudy  
**Subject:** Re: Weight Limit Letter

Sorry Dan, I should have included the one I do have - is this the latest? Thanks  
Sandy

---

**From:** Sandy Carder  
**Sent:** Monday, May 10, 2021 11:33 AM  
**To:** Dan Maguire <[dmaguire@graymaine.org](mailto:dmaguire@graymaine.org)>  
**Cc:** Nathaniel Rudy <[nrudy@graymaine.org](mailto:nrudy@graymaine.org)>  
**Subject:** Weight Limit Letter

Hi Dan,

Can you please send me the latest version of the Weight Limit Letter you drafted? I have the original which I believe the Council had provided a couple edits on - I want to make sure I have the latest version.

Thanks,  
Sandy

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# Carbon Cash Back – a Bipartisan Idea for Addressing Climate Climate

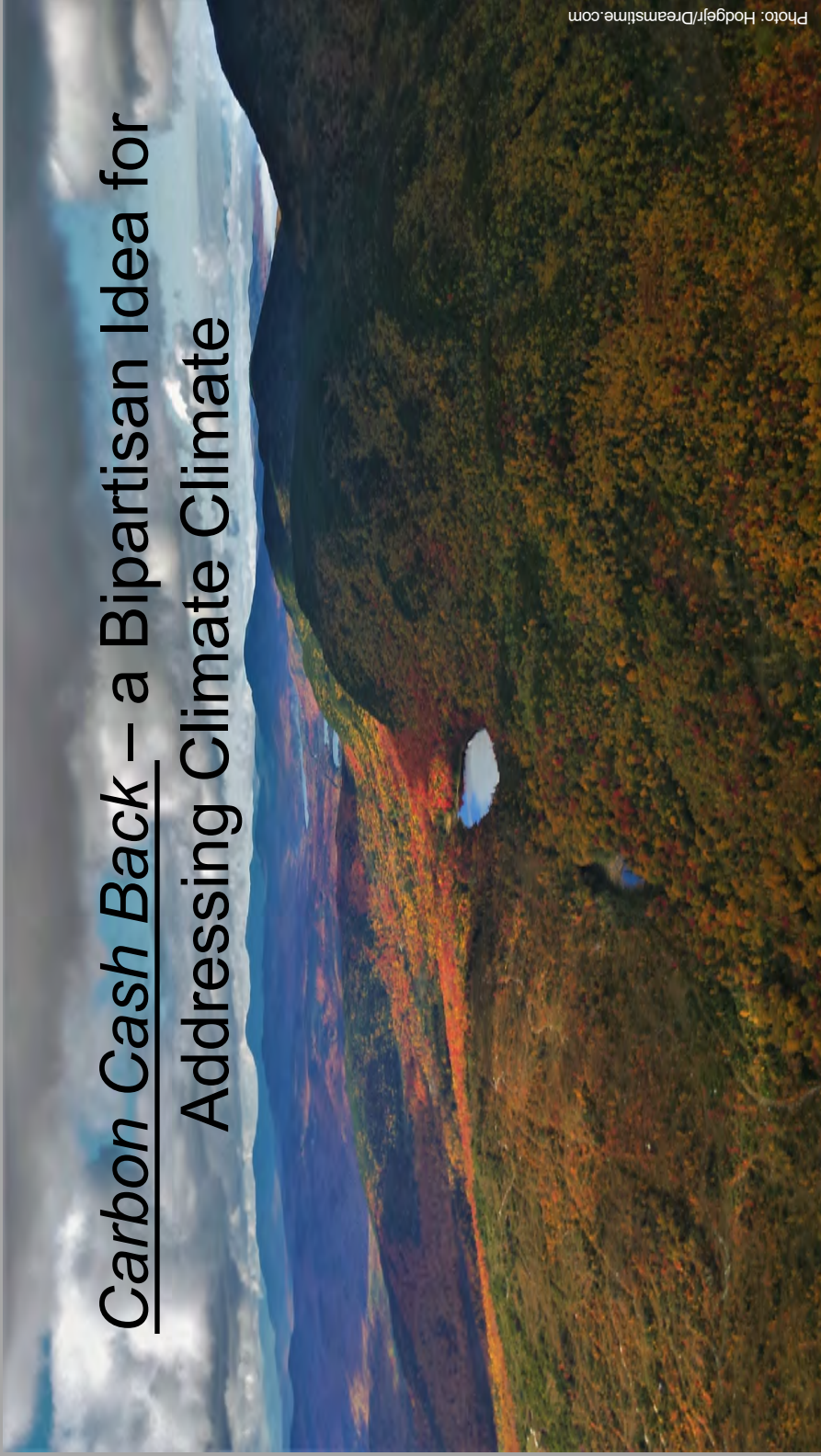
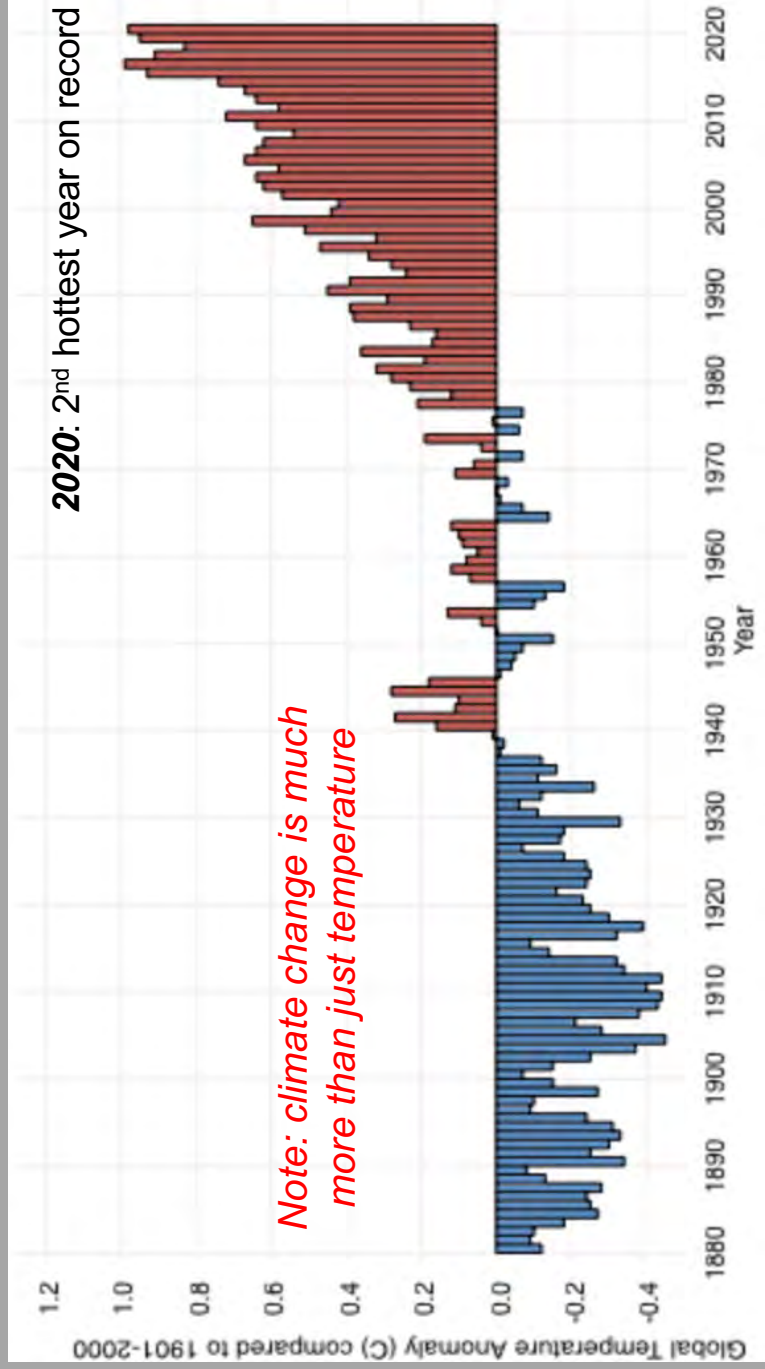


Photo: Hodgejr/Dreamstime.com

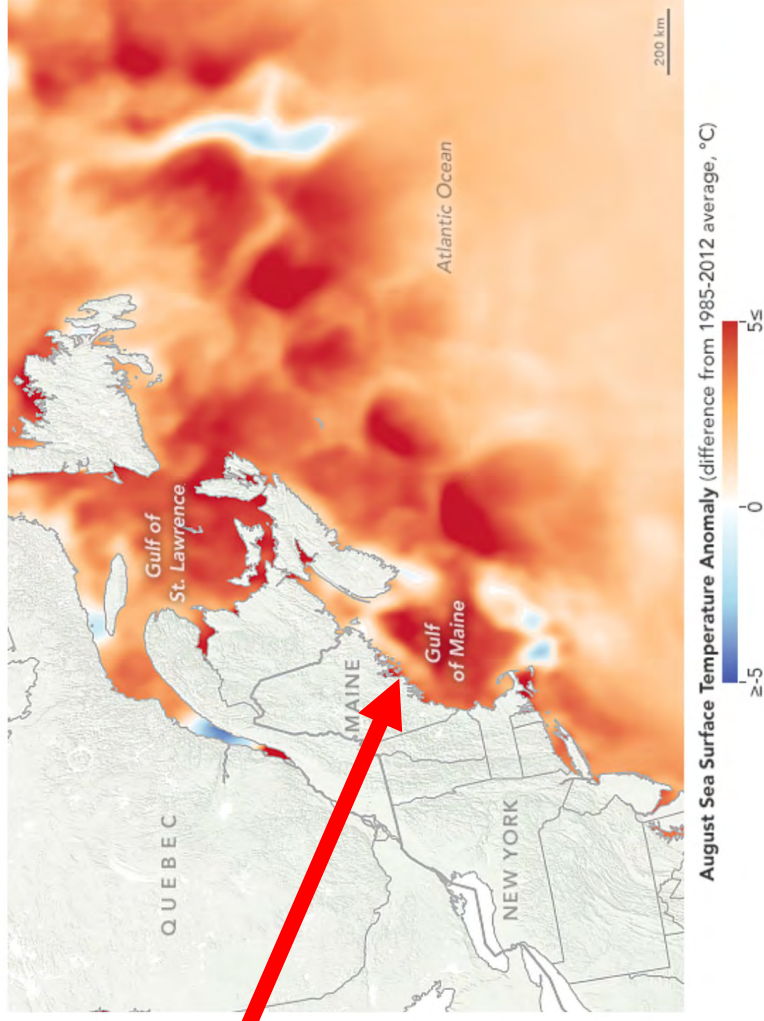
# Average Annual Earth Temperature 1880-2020



# The Gulf of Maine is the Second Fastest Warming Marine Body of Water in the World

NASA's Earth Observatory

**redder** = has warmed more



Gulf of Maine

## Lobsters

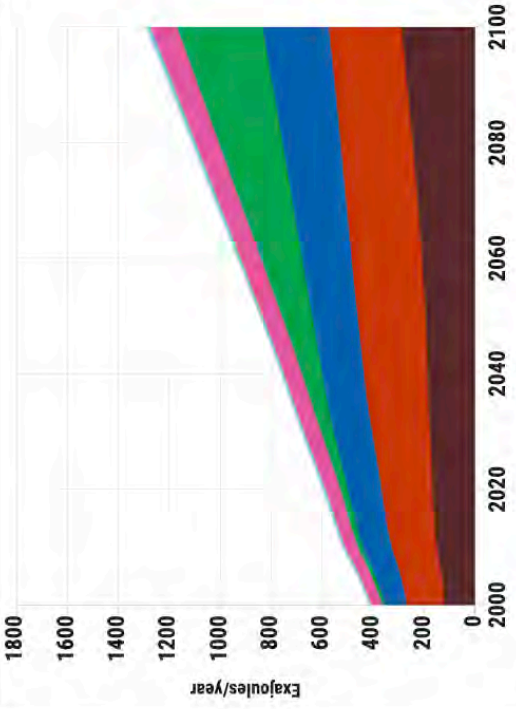
A cold-water fishery

By far the chief ME fishery

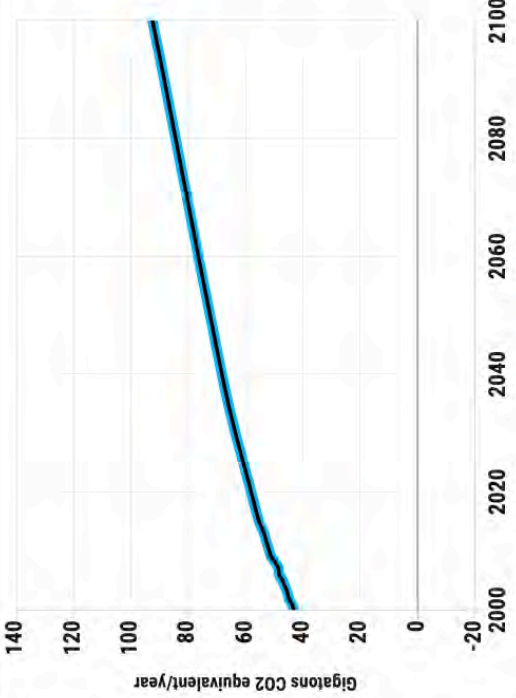


BETA | Share Your Scenario

Global Sources of Primary Energy



Greenhouse Gas Net Emissions



+3.6°C  
+6.5°F  
Temperature Increase by 2100

COAL OIL GAS RENEWABLES BIENERGY NUCLEAR NEW ZERO

BASELINE CURRENT SCENARIO

Energy Supply

- Coal: status quo
- Oil: status quo
- Natural Gas: status quo
- Bioenergy: status quo
- Renewables: status quo
- Nuclear: status quo
- New Zero-Carbon: status quo
- Carbon Price: status quo

Buildings and Industry

- Energy Efficiency: status quo
- Population: status quo
- Electrification: status quo
- Economic Growth: status quo

Transport

- Energy Efficiency: status quo

Land and Industry Emissions

- Deforestation: status quo
- Methane & Other: status quo

Carbon Removal

- Afforestation: status quo
- Technological: status quo

CLIMATE INTERACTIVE | MIT MANAGEMENT Sustainability Institute | En-ROADS Climate Ambassador Training

# A Big Idea: Carbon Cash Back

*A Bipartisan Alternative to Carbon Regulations*

# Energy Innovation <sup>AND</sup> Carbon Dividend Act

## THE BIPARTISAN CLIMATE SOLUTION

H.R. 763

### HOW IT WORKS



# Energy Innovation AND Carbon Dividend Act

## THE BIPARTISAN CLIMATE SOLUTION

H.R. 763

### FAMILIES GET PAID

TODAY

\$0

paid to households  
in carbon dividends



THE FUTURE

**\$4,410**

annual dividend for a family of 4  
in year 10



**80%**

of middle and low income  
households will get a boost  
or essentially break even

The money goes back to households  
as a monthly carbon dividend.

**You choose how to spend it.**

# Energy Innovation AND Carbon Dividend Act

## THE BIPARTISAN CLIMATE SOLUTION

H.R. 763

TODAY

**\$240 billion**

in annual costs from environmental and health harms of fossil fuels



**JOBS ARE CREATED**

THE FUTURE

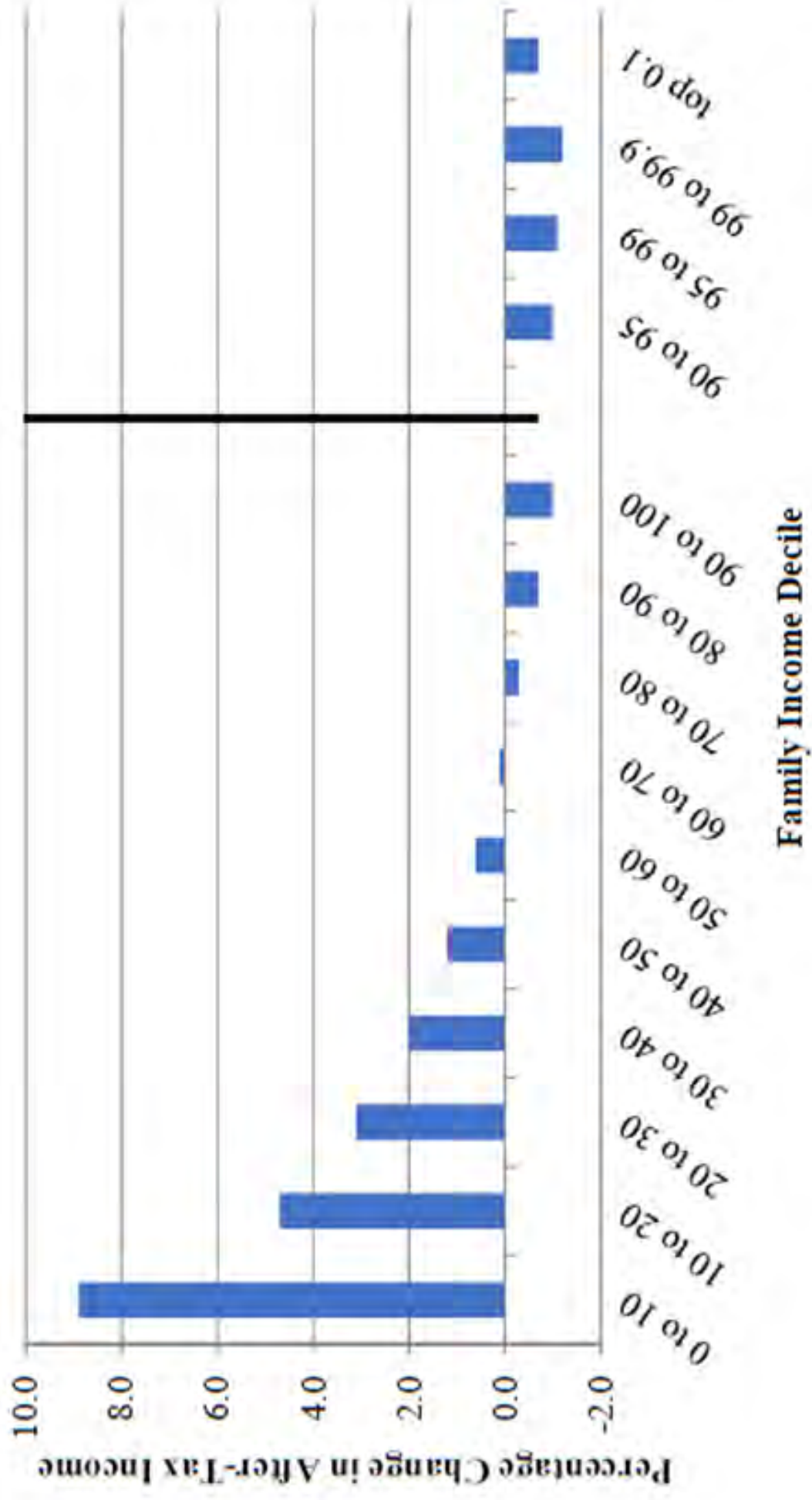
**2.1 million**

jobs created over 10 years in local communities



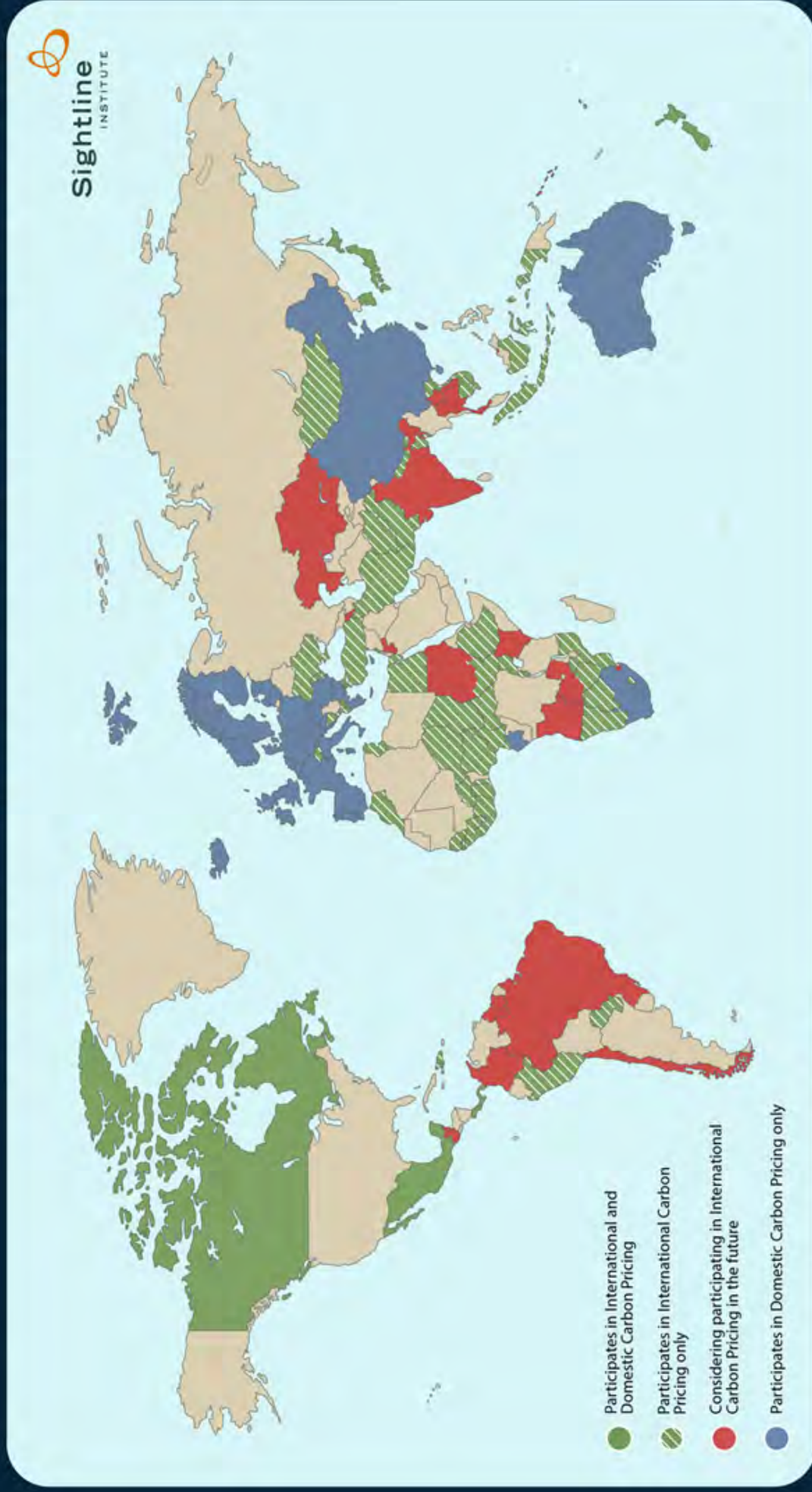
**2.1 million LOCAL JOBS**  
across America

With this policy, most people receive more in carbon dividends than they pay in increased costs for fuel or other products. They will have more money in their wallets to spend in their communities, generating new jobs. Meanwhile, energy companies and leading industries are motivated to pollute less and save money.



Source: U.S. Department of the Treasury (2017)

# As countries prepare to meet Paris climate goals, more than 100 are using or considering a carbon price.



Source: World Bank and IETA INDC Tracker

## The Carbon Dividends Plan has majority support across party lines. Including 4-1 support overall, 2-1 GOP support and 75% support from Republicans under 40.

Business and environmental leaders are proposing a bipartisan climate solution that charges fossil fuel companies for their carbon emissions and gives all the money directly to the American people through a quarterly check. This new climate solution is called "Carbon Dividends", because all households would receive a quarterly cash payment as part of an effort to solve climate change.

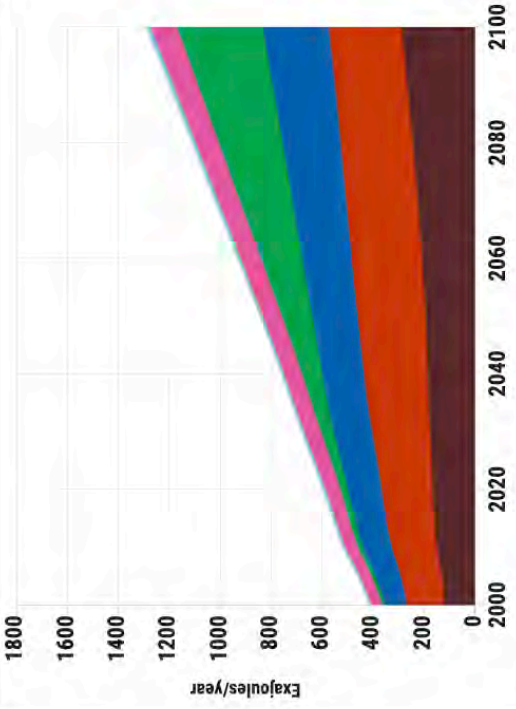
Would you support or oppose this plan?

	Total	GOP	Swing	DEM	GOP < 40 y.o.
<b>SUPPORT</b>	<b>66%</b>	<b>53%</b>	<b>64%</b>	<b>80%</b>	<b>75%</b>
Strongly support	34%	27%	28%	47%	45%
Somewhat support	32%	26%	36%	33%	30%
Neither support nor oppose	19%	22%	20%	15%	14%
Somewhat oppose	7%	9%	10%	3%	5%
Strongly oppose	8%	16%	6%	2%	6%
<b>OPPOSE</b>	<b>15%</b>	<b>25%</b>	<b>16%</b>	<b>5%</b>	<b>11%</b>
<b>Support-Oppose</b>	<b>4-1</b>	<b>2-1</b>	<b>4-1</b>	<b>16-1</b>	<b>7-1</b>

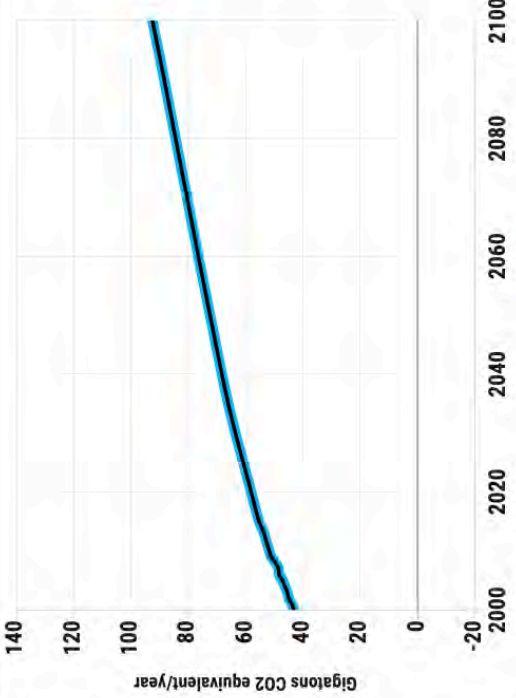
LUN TZ G LO B A L

BETA | Share Your Scenario

Global Sources of Primary Energy



Greenhouse Gas Net Emissions



**+3.6°C**  
+6.5°F  
Temperature Increase by 2100

COAL OIL GAS RENEWABLES BIOENERGY NUCLEAR NEW ZERO

BASELINE CURRENT SCENARIO

Energy Supply

- Coal: status quo
- Oil: status quo
- Natural Gas: status quo
- Bioenergy: status quo
- Renewables: status quo
- Nuclear: status quo
- New Zero-Carbon: status quo
- Carbon Price: status quo

Buildings and Industry

- Energy Efficiency: status quo
- Population: status quo
- Electrification: status quo
- Economic Growth: status quo

Transport

- Energy Efficiency: status quo

Land and Industry Emissions

- Deforestation: status quo
- Methane & Other: status quo

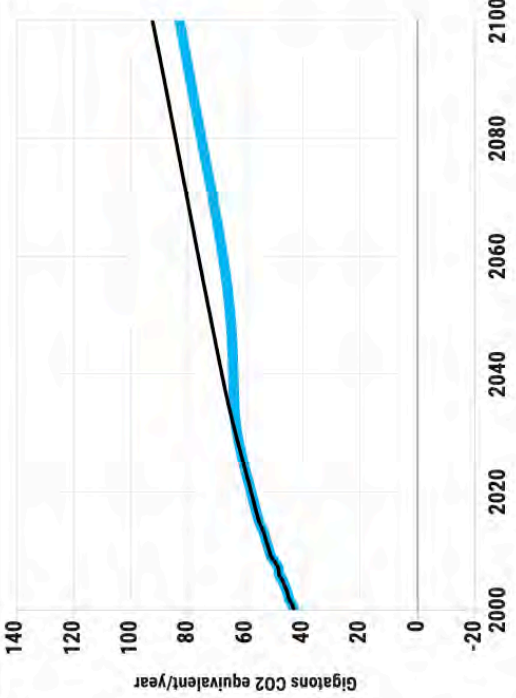
Carbon Removal

- Afforestation: status quo
- Technological: status quo

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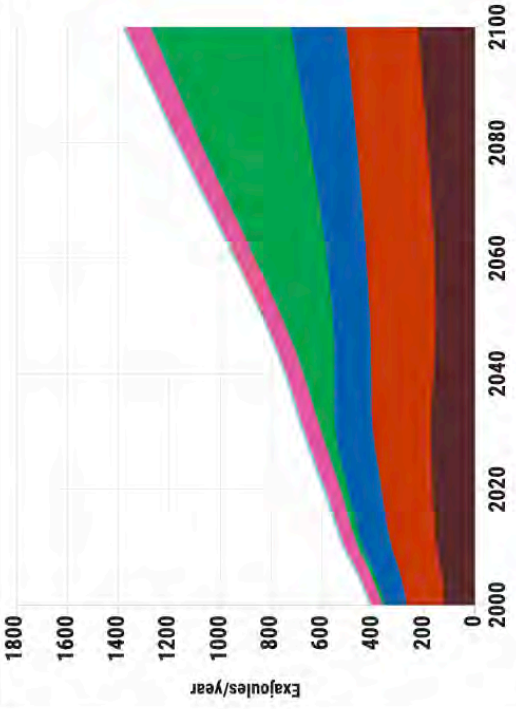
BETA | Share Your Scenario

Greenhouse Gas Net Emissions



**+3.4°C**  
+6.2°F  
Temperature Increase by 2100

Global Sources of Primary Energy



COAL OIL GAS RENEWABLES BIOENERGY NUCLEAR NEW ZERO

BASELINE CURRENT SCENARIO

**Energy Supply**

- Coal: status quo
- Oil: status quo
- Natural Gas: status quo
- Bioenergy: status quo
- Renewables: highly subsidized
- Nuclear: status quo
- New Zero-Carbon: status quo
- Carbon Price: status quo

**Transport**

- Energy Efficiency: status quo
- Electrification: status quo

**Buildings and Industry**

- Energy Efficiency: status quo
- Electrification: status quo
- Population: status quo
- Economic Growth: status quo

**Land and Industry Emissions**

- Deforestation: status quo
- Methane & Other: status quo

**Carbon Removal**

- Afforestation: status quo
- Technological: status quo

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EN-ROADS | English | Simulation | Graphs | View | Help | Share Your Scenario

en-roads.climateinteractive.org/scenario.html?v=2.7.38&p53=5

Greenhouse Gas Net Emissions

Temperature Increase by 2100

**+3.5°C**

+6.3°F

Global Sources of Primary Energy

Energy Supply

- Coal: status quo
- Oil: status quo
- Natural Gas: status quo
- Bioenergy: status quo
- Renewables: status quo
- Nuclear: status quo
- New Zero-Carbon: status quo
- Carbon Price: status quo

Transport

- Energy Efficiency: status quo
- Electrification: highly incentivized
- Buildings and Industry: status quo
- Energy Efficiency: status quo
- Electrification: status quo
- Growth: status quo
- Population: status quo
- Economic Growth: status quo

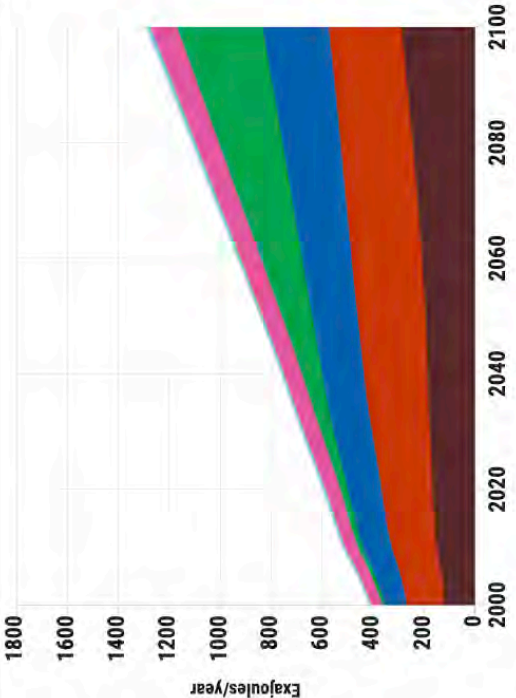
Land and Industry Emissions

- Deforestation: status quo
- Methane & Other: status quo
- Carbon Removal: status quo
- Afforestation: status quo
- Technological: status quo

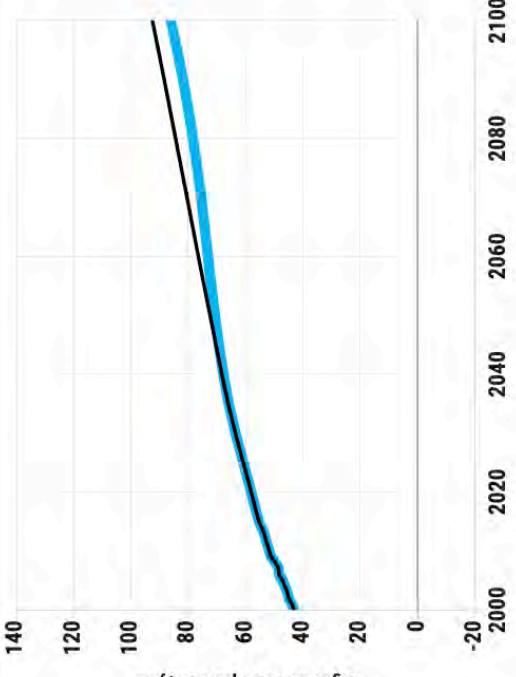
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BETA Share Your Scenario

Global Sources of Primary Energy



Greenhouse Gas Net Emissions



**+3.5°C**

+6.3°F

Temperature Increase by 2100

BASELINE CURRENT SCENARIO

Energy Supply

- Coal: status quo
- Oil: status quo
- Natural Gas: status quo
- Bioenergy: status quo
- Renewables: status quo
- Nuclear: status quo
- New Zero-Carbon: status quo
- Carbon Price: status quo

Buildings and Industry

- Energy Efficiency: status quo
- Population: status quo
- Electrification: status quo
- Economic Growth: status quo

Transport

- Energy Efficiency: status quo

Land and Industry Emissions

- Deforestation: status quo
- Methane & Other: status quo

Carbon Removal

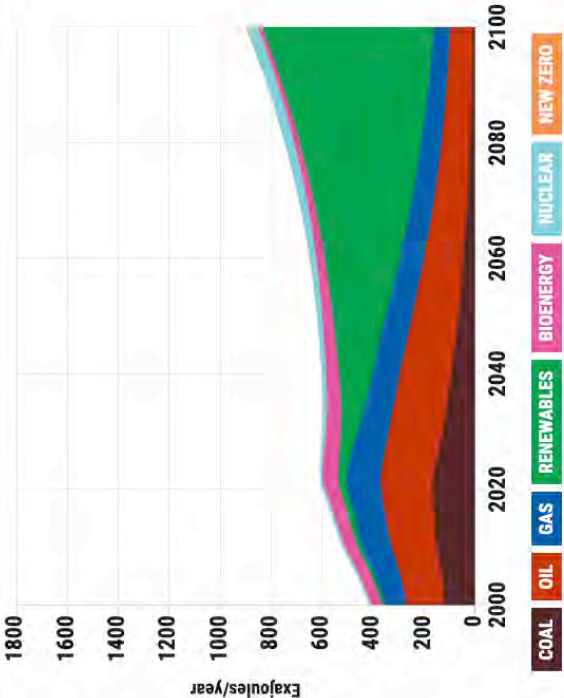
- Afforestation: high growth
- Technological: status quo



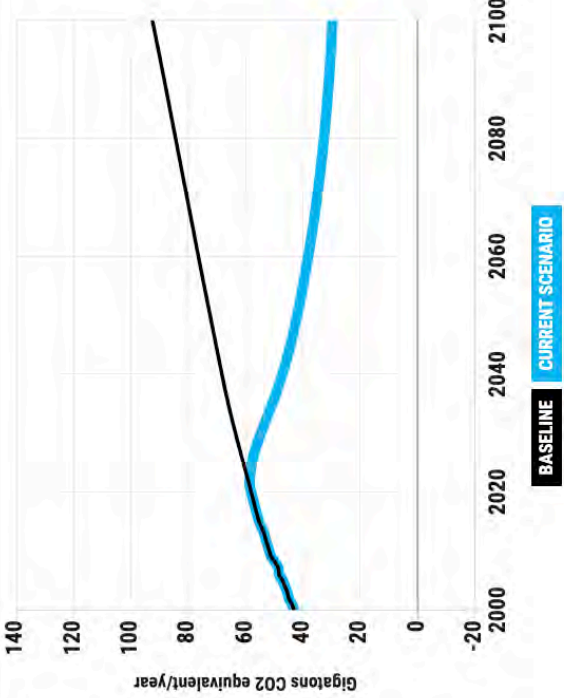
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BETA Share Your Scenario

Global Sources of Primary Energy



Greenhouse Gas Net Emissions



**+2.5°C**  
+4.6°F  
Temperature Increase by 2100

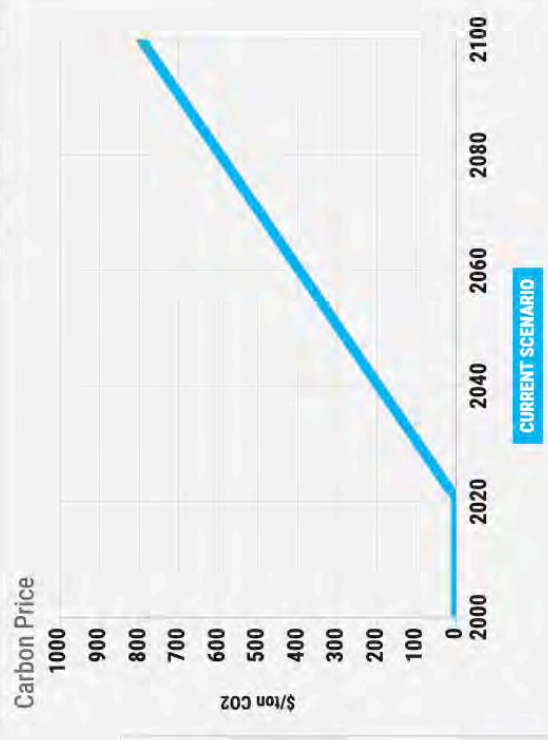
Carbon Price



Set a global carbon price that makes coal, oil, gas, and bioenergy more expensive depending on how much carbon dioxide they release. Energy producers frequently pass additional costs to their customers, so policy must be designed to minimize the impacts on the poorest.

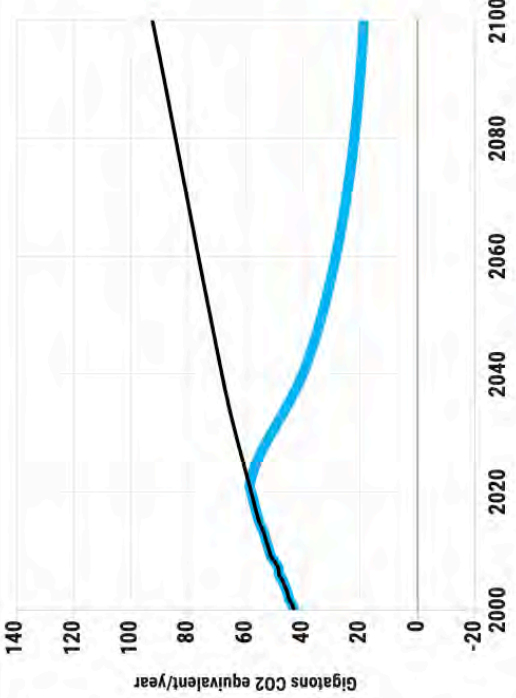
- Year to start achieving final carbon price: 2021
- Years to achieve final carbon price: 80 years
- Emissions performance standard: 100 ton CO2/TJ
- Emissions performance standard start year: 2021

Related Graphs



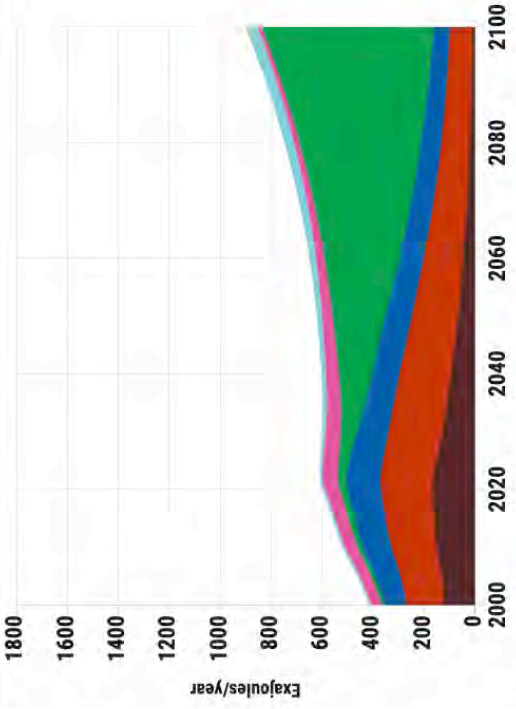
BETA Share Your Scenario

Greenhouse Gas Net Emissions



**+2.2°C**  
+3.9°F  
Temperature Increase by 2100

Global Sources of Primary Energy



BASELINE CURRENT SCENARIO

**Energy Supply**

- Coal: status quo
- Oil: status quo
- Natural Gas: status quo
- Bioenergy: status quo
- Renewables: status quo
- Nuclear: status quo
- New Zero-Carbon: status quo
- Carbon Price: low

**Transport**

- Energy Efficiency: status quo
- Electrification: status quo

**Buildings and Industry**

- Energy Efficiency: status quo
- Electrification: status quo
- Population: status quo
- Economic Growth: status quo

**Land and Industry Emissions**

- Deforestation: status quo
- Methane & Other: highly reduced

**Carbon Removal**

- Afforestation: status quo
- Technological: status quo



En-ROADS Climate Ambassador Training

## Nathaniel Rudy

---

**From:** Sandy Carder  
**Sent:** Monday, May 24, 2021 11:53 AM  
**To:** Jonathan Hartt  
**Cc:** Nathaniel Rudy  
**Subject:** Fw: No amendments to ordinances, unfortunately

Here is the material for the "ordinance language - charter amendment" item on the 6/1 agenda, Jon.

Thanks

Sandy

---

**From:** Nathaniel Rudy <nrudy@graymaine.org>  
**Sent:** Friday, May 7, 2021 11:07 AM  
**To:** Sandy Carder <scarder@graymaine.org>  
**Subject:** Fw: No amendments to ordinances, unfortunately

Welcomed response from Natalie:

---

**From:** Natalie L. Burns <nburns@jensenbaird.com>  
**Sent:** Friday, May 7, 2021 10:24 AM  
**To:** Nathaniel Rudy <nrudy@graymaine.org>  
**Subject:** RE: No amendments to ordinances, unfortunately

Nate,

This could be done as a Charter amendment since it (a) is a single topic and (b) doesn't change the fundamental nature of Town government. It would have to be a separate question from the Town Manager amendment, though, since they are separate topics.

Thanks,

Natalie

**Natalie L. Burns, Esq.**  
Attorney

---

**JENSEN BAIRD**  
Ten Free Street  
P.O. Box 4510  
Portland, ME 04112  
T: (207) 775-7271

---

**From:** Nathaniel Rudy <nrudy@graymaine.org>  
**Sent:** Friday, May 7, 2021 8:17 AM

**To:** Natalie L. Burns <nburns@jensenbaird.com>  
**Subject:** Fw: No amendments to ordinances, unfortunately

Hi Natalie,  
A follow up to our conversation yesterday about the Charter. Do you have any recommendations on Sandy's question?  
TY,  
Nate

---

**From:** Sandy Carder <[scarder@graymaine.org](mailto:scarder@graymaine.org)>  
**Sent:** Thursday, May 6, 2021 2:57 PM  
**To:** Nathaniel Rudy <[nrudy@graymaine.org](mailto:nrudy@graymaine.org)>  
**Subject:** Re: No amendments to ordinances, unfortunately

We will be proposing an 'amendment' to the Charter with our upcoming November election to realign the job responsibilities outlined for the Town Manager (and other Staff). Alyssa had advised it qualified as an 'amendment' and not a 'change'. With a change, I think we have to set up a committee. So, my first question would be, is the proposed change below an "amendment" or a "change"? Knowing that answer before we bring this to the Council for discussion, would be helpful.  
Sandy

---

**From:** Nathaniel Rudy <[nrudy@graymaine.org](mailto:nrudy@graymaine.org)>  
**Sent:** Thursday, May 6, 2021 12:42 PM  
**To:** Sandy Carder <[scarder@graymaine.org](mailto:scarder@graymaine.org)>  
**Cc:** Nathaniel Rudy <[nrudy@graymaine.org](mailto:nrudy@graymaine.org)>  
**Subject:** No amendments to ordinances, unfortunately

Article 2 Section 14.B states:

At least seven (7) days prior to its First Reading, every proposed ordinance or a summary thereof shall be posted in the municipal building and shall be published in a newspaper of local distribution. After passage on First Reading, every proposed ordinance or a summary thereof shall be posted in the municipal building for at least seven (7) days prior to the next regular meeting of the Council. At least one Public Hearing, notice of which shall be given at least seven (7) days prior, shall be held by the Council before any ordinance shall be passed, but nothing contained herein shall be deemed to require publication of the ordinance itself. Every ordinance shall be in order for Public Hearing and Second Reading at the next regular meeting of the Council, immediately after the First Reading of the same, but all ordinances may, at the discretion of said Council, be tabled from time to time. After such Public Hearing and Second Reading the Council may adopt the ordinance with or without amendment or reject it; *but if it is amended as to any matter of substance, the Council may not adopt it until the ordinance or its amended sections have been subjected to an additional Public Hearing.* {emphasis mine}

If I could wave a magic wand at the Charter, I might suggest that this apply to land use ordinances, but not general ordinances. Or change the public hearing process so that we're "reopening" it rather than having to repost it.

Thank you,

Nate Rudy, Town Manager  
Town of Gray

[nrudy@graymaine.org](mailto:nrudy@graymaine.org)

[www.graymaine.org](http://www.graymaine.org)

Office: (207) 657-3339

Fax: (207) 657-2852

24 Main Street

Gray, ME 04039

*(he/him)*

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# Pivot

\*O/F/C (All)

OPEN

Count of Description	Column Labels			
Row Labels	H	L	M	Grand Total
Administrative	2	3	3	8
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	2			2
Ordinance	1	1	14	16
Policy			2	2
Public Safety			1	1
Recreation			1	1
Residential		1		1
TIF Goal / Budget	1			1
Traffic	1		2	3
<b>Grand Total</b>	<b>10</b>	<b>7</b>	<b>24</b>	<b>41</b>

\*O/F/C (All)

CLOSED

Count of Description	Column Labels				
Row Labels	-	H	L	M	Grand Total
Administrative		4	3	5	12
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	13	21
TIF Goal / Budget		2			2
Traffic		1			1
Traffic - MDOT - break out tasks from item 24A				1	1
Traffic - MTA				1	1
Traffic - MTA - break out tasks for Item 24B				1	1
<b>Grand Total</b>	<b>1</b>	<b>20</b>	<b>4</b>	<b>25</b>	<b>50</b>

Open

*Status: O = Open C = Closed F = Future		Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline		Last Update: 05/18/21							
No	Goal/Category	*O/ F/C	** Pty No.	Target Date	Description	Subby:	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	Nate Rudy	<a href="#">Nate Rudy</a>	03/20/18	<a href="#">05/18/21</a>	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. Joint lead set for 6/17 - Nate to follow up then.</b>
88	Infrastructure / Village TIF Goals	O	H 2	10/01/21	Infrastructure - Shaker Rd Stormwater/Sidewalk - Project	Town Council	Nate Rudy	Will Haskell /Alec Dodd	02/22/18	04/20/21	Steve/Will pres results of video work. Report was rev with MDOT Dale Doughty, Kyle Hall, Deb & the Council (5/15) Steve adv full width paving was plan for some of RT 26. Dale confirm catch basin upg will be done for some. Sched a walkth/meet w MDOT/Staff to rev of RT 26 Vll to (1) id what is incl in the upcoming 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 fback reg bridge swalk/bike lane fdbck-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 includ this item. Council await more infor on Main St proj for next steps. (11/28) Council disc possibly add sidewalk from Russell to Shaker Rd into eng of this proj and/or work with MSAD15 for poss trail to disc 2/11. (2/19) Council agreed this is the top pri for fund. (6/11) Residents app budget-engin thru their prop to sidewalk. May qualfor MDOT sidewalk fund. Eng for proj in budget CIP-Council 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. (4/20) Council app easements for project. <b>Next Steps: Construction underway</b>

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84	Comp. Plan Implementation	O	H 3	<a href="#">Detail Tab</a>	Identify steps/ create plan to implement newly approved <b>Comprehensive plan</b> . <b>SEE SEPARATE TAB - FOR DETAILS</b>	Council	Council	Council	12/01/20	<a href="#">05/18/21</a>	(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 each 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> . <b>Next Steps: Nate to meet with Dept heads to review in May. WS will be scheduled after.</b>
34	TIF Goal / Budget	O	H 4	<a href="#">Detail Tab</a>	Work on <b>planning</b> associated with new <b>Village TIF</b> . <b>SEE SEPARATE TAB FOR DETAILS</b>	Council	Nate Rudy	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> . <b>Next Step: Doug to work up proposal on Zoning once time allows. Council discussion funding options.</b>
66	Administrative	O	H 5	06/01/21	Determine if "No Thru Trucks" restriction should be placed on a section of <b>Mayall Rd</b>	Dan Maguire	Council	Nate Rudy	11/12/19	<a href="#">05/18/21</a>	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 (for 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) Council prov feedback to Dan to update Ord. He will coordinate with Nate to submit to legal. (5/4) Dan req an update on status. <a href="#">(5/18) Legal has rev with feedback</a> . <b>Next Step: Nate to finalize letter to Business, ID &amp; send to recipients with draft ordinance. Council to rev changes at 6/1 meet.</b>

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75	Administrative	O	H 6	10/01/21	Address <b>ATV</b> access issue on <b>Long Hill Road</b>	Deb Cabana	Anne Gass	Council	05/05/20	05/18/21	(5/5): Council designated Long Hill Road as a 1 year temporary ATV access road in Sept, 2018. Residents submitted complaints about the usage starting in Aug, 2019. Council rec'd additional feedback from residents at various meetings including the suggestion to reclaim an old ATV connection trail as a replacement to the LH use. The ATV club presented the Council with their plan of action to mitigate the issues brought forward by the residents on 3/10/2020. Council discussed at the 4/28 meeting and agreed to log at 5/5 meeting. General consensus is a temporary access will be granted again while Councilor Gass works with the ATV Club to develop a plan to reclaim the old ATV trail and funding options. (5/19) Council agreed to temporary access with mitigating measures, develop of long term trail solution and monitoring of complaints. Anne agreed to take the lead to work with the Club to apply for a grant. (6/16) Anne adv that the grant program is the same that was used to build the tennis courts at the HS. Those courts were not maintained & eventually removed for add'l parking. The Town has been working to provide a comparable recreation facility to replace the tennis courts - but each has fallen through. The alternative is to pay back the original grant. The grant program is off limits to the Town until this is resolved. (8/4) Kathy T discussed status with State, Anne adv there is an outside chance some work in NG may help. She also adv there is another grant but not until Spring. Jon provided update from ATV - no new complaints. Council extended access through the end of the season. (11/17) Council disc with Doug Beck (1/5) Anne has found alt grants - Apr/May deadline. (1/19) Anne adv she hopes to have a draft by the 2nd meeting in April. (4/20) Anne prov update on status of grant (await State update) and work done to date. (5/4) Anne adv new rules out & deadline is 5/31. (5/18) Council rev - Sharon had ques regard contract - ownership & liability. Council approved. <b>Next Steps: Anne to finalize &amp; submit to State. She will check into questions.</b>
94	Ordinance	O	H Z	10/01/21	Create new <b>Standards for the Village and Village Center Zones</b>	Nate Rudy	Nate Rudy	Doug Webster	05/18/21	05/18/21	(5/18/2021) Nate requested a moratorium effective 4/6/2021 (180 days) on single family and dual family housing in the Village and Village Center zones to give Staff time to create new Village standards that are in line with the new Comprehensive Plan goals. In addition, work is underway to pull together all the various past "studies/plans" done within the Village to create a "master" Village plan. This is also tied into the effort to purchase and control development on the Hamilton Property which is before the voters now. Council approved the moratorium. The focus is on duplex standards and single family standards, but will encompass all facets. This work will be used as a base for both (1) ordinance updates in all zones and (2) development of a growth management plan. <b>Next Step: Staff to draft proposed standard/changes and bring to the Council as soon as feasible.</b>

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4	Traffic	O	H	8 <a href="#">Details</a>	Work to develop long term changes needed to address traffic, drainage, road conditions, pedestrian & cyclist safety and speed along <b>Route 115 entering Gray from the hill thru connection to Brown Street.</b>	Nate Rudy	Council	Council	01/02/18	<a href="#">05/18/21</a>	During the June Council meeting, Town Staff advised they would be pursuing a MPI grant for reconstruction of this stretch of road in collaboration with the MDOT. It was advised it would likely be a 2 year process with updates provided to the Council. Deb Cabana noted that this would be a 50/50 split for costs (not 25/75 Town/MDOT as previously stated) and includes replacement of the water main. Therefore, it may be included in the upcoming TIF creation, thus it should remain active (rather than 2 year target). Reference material: Pavement Conditions Study - Dec 2017. Project discussed in 9/10 & 11/28 TIF workshops, as well as in TC meetings. (12/4) TC would like to see a review of intersections done prior to committing to a 115 solution or as part of the engineering of that project - to ensure project does not hamstring options. (5/7) Deb advised several communications received regarding pedestrian fatality on Rt 115 requesting sidewalks. (9/3) Sandy adv of outstanding question - need for possible budget consideration (9/17) Deb verified with Will that MPI does not require engineering completion - however - Ann verified the Town's piece of the budget must be approved & set aside to apply. Dan also advised a 50+ sub division (apartment buildings) is before the PB for this road & stormwater/sidewalks are being discussed. (10/15) Deb adv Stevie/Will met with DOT & have more info. (10/28) Council set up public forum 12/5. (11/12) Dan will facilitate & council discussed format. (12/5) Public Forum held. (12/17) Council agreed 1st forum very successful, data compiled, next step is to work out starting point on proj. (1/21) Council held workshop with Water 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 Disty/Will on first tasks to start process. (3/2) Will prov est. <a href="#">See Detail Tab for updates</a> <b>Next Step: MDOT will attend 6/15 Workshop.</b>
89	Infrastructure / Village TIF Goals	O	H	9 10/01/21	Analyze future needs for Village <b>Main Street</b> to coordinate with MDOT project	Council	Council	Council	02/19/19	05/04/21	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. (4/6) Nate & Alec had a walk thru with Rob where he adv phase 1 is moving forward, but phase 2 will now only include stormwater NOT a reconstruction of the road. Alec adv that the road is in terrible condition which cannot be addressed with an overlay. Council met with Water District and agreed Village TIF fund needs to be avail in coming year for planning. (5/4) Council incl \$75k TIF funds in budget <b>Next Steps: Need to set up WS with MDOT incl WD, Legislative team (if needed)</b>

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92	Open Space / Conservation Plan	O	H 10	TBD	Resolve State Land for Maine's Future Grant Conversion issue created by the Tennis Courts	Council	Nate Rudy	Nate Rudy	04/06/21	04/06/21	(4/6/21) Tennis Courts were built at the GNG HS back using a Land for Maine's Future Grant. Back in 2006, MSAD15 removed the tennis courts (after notifying the Town) to expand their parking lot. This was a violation of the grant program which requires the recreational space created remain conserved forever. Until the space is 'converted' into another space, the Town cannot accept or apply for additional grant funding. This grant program is the primary program in the State for purchasing and conserving open space. The Council has approved a Contract Zone Agreement for Stillwater Subdivision located on Woodcock which includes the donation of 12.9 acres of land to be used as recreational space. Doug Beck, who is handling the conversion issue, advised this would be a qualifying property. The process to approve the conversion requires the Federal Gov and can take up to 3 years. Doug B adv once the Town demonstrates a real effort towards the conversion, he can release the hold on the grant program. <b>Next Step: Staff needs to reach out to Doug B to ask that a valuation assessment be done on the tennis courts.</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	05/18/21	Councilor Carder created meeting notes from Workshop (1/29), Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MDOT - prior to a TC meeting 5:30pm start time. That will allow 90 minutes to discuss. <b>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.</b> 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 remaining 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	05/18/21	Councilor Carder created meeting notes from Workshop (1/29), Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MTA - set up workshop in May - Peter Mills, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held Mary 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & add'l info from Deb. Discussed <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 (5/4) Nate spoke to Mr. Mills & Erin at MTA <b>Next Step: Awaiting guidance from Legislative team.</b> See detail tab for more info.

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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	Nate Rudy	<a href="#">Nate Rudy</a>	02/05/19	<a href="#">05/18/21</a>	(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 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. (4/6) Council dis as part of TM goals <a href="#">(5/18) Council/Staff dis in WS - Staff sug step approach to create</a> <b>Next Step: Nate/Sandy to rev outstanding list to create categories of work and propose plan with targets to Council.</b>
77	Ordinance	O	M 3	06/01/21	Create a <b>Traffic Ordinance</b> to comply with MDOT standard for local signage	Sandy Carder	Council	Nate Rudy	05/05/20	<a href="#">05/18/21</a>	(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. (5/4) Dan req an update on the status expressing frustration that this is not moving quick enough. <a href="#">(5/18) Legal has rev &amp; provided changes. Next Step: Council to review changes at 6/1 meeting.</a>
74	Administrative	O	M 4	05/01/21	Update <b>Gray Historical Society</b> lease with Town	Sandy Carder	Nate Rudy	<a href="#">Nate Rudy</a>	02/18/20	<a href="#">05/18/21</a>	(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. <a href="#">(5/18) Nate met with Galen/Mo. Mo adv the Facilities study will be done soon, it will include this building. Next Step: Once study complete, Staff can review to propose what will go in CIP and what can be done by GHS as ongoing maintenance in exchange for utilities being paid by Town. Council also identified that the contract itself needs to be revamped by Legal once a new framework is approved.</a>

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83	Committee	O	M	07/01/21	Discuss <b>additional requirements</b> for quasi-judicial Boards - Planning and ZBA	Council	Council	<a href="#">Nate Rudy</a>	09/15/20	<a href="#">05/18/21</a>	(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. (4/6)WWith the goal of attend the BUILD ME seminars; Sandy has ask Tony to coordinate with the topics being offered to ensure best results from both efforts. <a href="#">(5/18) Given the resignation of Kathy, Nate is proposing the hire of a new Planner before proceeding. This will mean the Build ME seminars will happen first. Then, the new training session, then the in person meeting between the entities. Next Step: Awaiting Build ME seminars.</a>
49	Ordinance	O	M	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	<a href="#">05/18/21</a>	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 one tool in the growth mgmt plan. (8/4) Doug provided memo detailing OAC ques/disc points along with the growth plan disc and Comp Plan review. Council agreed a full workshop is needed to review. (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed addt'l workshop to create workplan to complete all the work needed. <a href="#">(5/18) Council approved a moratorium in the Village on single family and dual family housing to allow for the creation of new standards and requirements in those zones (see item #94) Next Step - Staff to bring proposed changes to Council. New changes will be used as base for updating standards in all zones.</a>

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No	Goal/Category	O	M	Z	Description	Subby:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
69	Recreation	O	M	Z	Create a <b>Pocket Park</b> including Historical Marker at 5 <b>Yarmouth Rd</b> property	CEDC	Nate Rudy	<a href="#">Nate Rudy</a>	12/17/19	<a href="#">05/18/21</a>	(12/17) CEDC representative Rachel Rumson presented plans for a new Pocket Park on the 5 Yarmouth Rd municipal property which would include a Historic Marker as part of a Historical Trail - which was presented by Galen Morrison. Council provided some initial feedback. Kathy Tombarrelli advised there was a possible grant that may assist with phase 1 of the project - earthwork. (1/7) Kathy provided a draft grant application at meeting and Council provided feedback. Council agreed to add to tracking list as project is ongoing and will involve Town Staff and funding. (1/21) Council approved CDGB application. (3/10) Kathy advised the grant was recommended for funding & is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed & were very supportive. Abutter meeting held with great feedback. Council approved Rachel Rumson as agent for Planning board work. Due to LDJ 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 addtl' work in the Spring. The project did receive preliminary approval contingent on one sign off. (4/6) Council approv wood donation from Maschind's Lumber. (4/20) Council app picnic table donations from Aroma Joe's. Kathy adv park has PB appr <a href="#">(5/18) Permbalitz was held &amp; work session to lay brick. Next Step: More work sessions to be planned.</a>
37	Ordinance	O	M	8	<b>Discrepancies</b> between the existing <b>Shoreland Ordinances</b> and current State of Maine requirements/statutes have been identified and require updates.	Doug Webster	Nate Rudy	Doug Webster	09/04/18	<a href="#">05/18/21</a>	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. (4/6) Scott D prov addtl' 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 signs 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 identify ques/areas of concern. (4/20) Doug adv proposed changes are ready & submitted to State. (5/4) Council held 1st read/public hearing & provided feedback. Sharon brought up mooring ordinance issue which will be handled as a separate item. <a href="#">(5/18) 2nd public hear/2nd read held 5/18. Council approved pending State approval. Next Step: Will take effect in 30 days with caveat "pending state approval" - awaiting DEP approval.</a>
91	Policy	O	M	9	Create <b>Public Use &amp; Content Policy</b> for <b>Town's Station/Media platforms</b>	Anne Gass	Council	Anne Gass	03/16/21	05/04/21	(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. (4/20) Randy Viser presented GCTV policy to Council who provided feedback. (5/4) Anne adv legal review done but not in time for Committee to review. <b>Next Steps: Committee to review legal feedback and update - to be presented to Council at 6/1 meeting for approval.</b>

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18A	Ordinance	O	M 10	07/01/21	Update Current Zoning/Uses to allow Solar Arrays on Municipal property and land between by-pass and turnpike. See 18B under Medium for companion item.	Dan Maguire	Deb Cabana	Doug Webster	01/22/18	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 discussions 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. (12/7/3) Kathy presented options of an overlay & Council discussed in comparison to CZA. (1/7) Kathy presented changes related to a new overlay for council feedback. (1/21) Council provided feedback on overlay proposal from Kathy/Doug. (2/4) pin Bd has reviewed & was in support. OAC rev & had issue with set backs but was in support. Deb adv they were changed to 25-feet. Assessor will be attending day long training to obtain instructions on how to do valuations on commercial solar arrays. Deb also adv we rec'd notification of another commercial array on rt 100. (2/18) 1st Reading held. (3/24) 2nd read & public hearing held and voted as passed. (4/28) Kathy adv app rec'd and it looked almost fully completed. (5/19) Pre app appr 5/14 (8/4) Council agreed since overlay is done - now medium priority as it works through PB/State. Item 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 11	Ongoing	Review current legal agreement between MDOT, Water District and Town regarding the Route 26A winter maintenance and wellhead monitoring	Deb Cabana	Nate Rudy	Council	04/16/19	03/16/21	The MDOT has advised they intent to "NOT" renew the legal contract binding them to provide winter maintenance and wellhead monitoring on the Route 26A and wish to turn those responsibilities to the Town. Deb also advised that the last round of MDOT testing found elevated salt level in the testing wells. The current agreement clearly states the MDOT is responsible for addressing those elevated levels; however, they are disputing the cause. (9/3) Executive session held (12/17) add'l Executive session held - Council took no action. (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 12	TBD	Review current residential Subdivision Ordinance for necessary changes in Open Space	Doug Webster	Nate Rudy	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>
93	Public Safety	O	M 13	TBD	Address dilapidated Vacant Buildings around Shaker Rd/No. Raymond Rd intersection	Council	Nate Rudy	Nate Rudy	09/01/20	05/18/21	(9/1/20) Council identified dilapidated vacant buildings around Shaker Rd/No. Raymond Rd need to be addressed as the MDOT will not be taking the structures done. (1/5/21) Deb/PD Staff reached out to the property owners. They recognized something needs to be done with the structures and property. They are wondering if zoning changes may be allowed to assist them with redeveloping the properties. PD Staff strongly encouraged new surveys be done first. (5/18) Sandy rec'd complaint from resident on status. <b>Next Step: Awaiting survey information from property owners.</b>

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52	Ordinance	O	M 14	TBD	Develop local level Sidewalk Construction standards	Dan Maguire	Dan Maguire	Doug Webster	03/05/19	09/01/20	Dan brought up the possible need for local level construction standards for sidewalks after various discussions about status of existing or proposed sidewalks in budget & council meetings. (9/1) Anne provided Council with a "Green Streets Guide" shared by Lauren Meeks (Resident - MDTOT engineer) who suggested it be considered when creating our sidewalk standards and during our infrastructure project planning. Dan suggested Lauren attend an OAC meeting in the future. <b>Next Step: Dan to bring to OAC for discussion - once OAC resources become available.</b>
76	Ordinance	O	M 15	TBD	Amend Subdivision Ordinance to strengthen Buffer Zone requirements & provide more autonomy to PB relating to internal roads	Dan Maguire	Nate Rudy	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 review & update Town's Fiscal Policy in area of CIP funding	Dan Maguire	Council	Council	09/15/20	05/18/21	(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 Mill 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. (4/6) Sharon adv Committee is collecting info & will be prepared to present to the Council at the 5/18 meet. (5/18). <b>Finance Committee presented data they have collected along with recommendations. Next Step: Council to discuss data and start work on changes - at meeting TBD.</b>
78	Ordinance	O	M 17	TBD	Create Stormwater Standards for Watersheds	Doug Webster	Nate Rudy	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 addtl 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>

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22	Ordinance	O	M 18	TBD	Review current <b>ordinance governing stormwater drainage measurements</b> to determine if updates are needed. Update ordinance to include <b>licensing fee or other fee structure</b> IF business wants access to stormwater system.	Council	Nate Rudy	Doug Webster	02/09/18	03/12/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is update ordinance to specify licensing or fee structure to account for any future requests to hook up to Town's stormwater system. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim discussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate addtl' devel. That would inform the ordinance/fee work. <b>Next Step: OAC/Town Staff will provide suggested changes to Council.</b>
60	Ordinance	O	M 19	TBD	Review current <b>Kennel related ordinances</b> , identify needed changes & update accordingly.	Deb Cabana	Nate Rudy	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>
94	Ordinance	O	M 20	TBD	Update Town's <b>Ordinance</b> to reflect long term <b>Solar Array</b> policies for <b>residential</b> , all sizes.	Deb Cabana	Nate Rudy	TBD	04/20/21	04/20/21	(4/20/2021) Council finalized latest update to the Commercial Solar Overlay District Ordinance. This item is being logged to track the work needed on Residential Solar Array. <b>Next Step: Awaiting resources.</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	Nate Rudy	Doug Webster	03/06/18	02/04/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a 'performance standard' in conjunction with ordinance for future development. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. <b>Next Step: OAC to work on next.</b>
44	Ordinance	O	M 22	TBD	Review current <b>residential subdivision Ordinance</b> for necessary changes <b>all other areas</b> (besides Open Space - see item 70)	Doug Webster	Nate Rudy	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 <b>PUD subdivision to the Staff Review Committee</b> in lieu of the Planning Board.	Kathy Tombarelli	Nate Rudy	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 <b>Sick Time carryover and/or payout provision</b>	Dan Maguire	Council	Council	02/16/21	02/16/21	(2/16/21) This item has been discussed under the Budget tab start in last year's cycle. Auditors have identified unfunded liability of close to \$400,000 for accumulated vacation, personal and sick time. Council requested add'l 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 <b>Fee policy for MSAD15, Gray and NG</b> to determine if there is a better <b>reciprocal approach</b>	Sandy Carder	Sandy Carder	Sandy Carder	02/02/21	05/04/21	(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 to set for 6/17 & will follow up on status then. <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 <b>Deer Acres</b> property (private road)	Residents	Council	Council	12/03/19	10/06/20	(11/12) A group of residents gave a presentation to the Council regarding the current state of their private road - Deer Acres. The road is not actually a deeded private road, but private property with easements. The residents feel the road has been severely impacted by the status of Gore Rd, and the fact that it is used as a connector between Gore Rd and Lyons Point Rd. They are seeking a workshop with the Council to discuss further and develop possible options for solutions. (12/3) The Council expressed serious concerns with taking over a private road, but felt there could be other solutions and they needed more information. They agree to a workshop. (12/17) Bruce advised residents will not be ready to talk until at least April when seasonal residents arrive back in State. (10/6) Council recognized that the residents may be leaving for their winter homes and will push this forward until next spring. <b>Next Step: Bruce will let the residents know.</b>
81	Ordinance	O	L 4	TBD	Need to create a <b>Water Extraction Ordinance</b>	Sandy Carder	Nate Rudy	TBD	07/21/20	04/20/21	(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. (4/20) Sandy adv a resident follow up on the signs which do not appear to have been installed at Wilkies beach. Nate will check into - Sandy let them know the ordinance change is still on our list. <b>Next Step: OAC to work time permitting.</b>

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No	Goal/Category	*O/ F/C	** Pty No.	Target Date	Description	Subby:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
39a	Administrative	O	L 5	12/31/21	Need to review/renegotiate Cable TV Contract sometime in 2019-2021.	Deb Cabana	Nate Rudy	Nate Rudy	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 synopsis of the process/issues for council to better understand task. Deb advised significant changes have been made at the Federal level which will require more analysis before approach can be determined. (1/8 & 1/22) Feedback presented on item 42 Cable TV ordinance actually fit into the "contract" between parties. Will keep in mind for this item. (6/4) Legislature passed bill to roll back some of the changes (such as channel location, HD broadcast requirement, etc.) Deb advised GPCOG has sent out an RFP for the negotiator for the Towns involved. There was no interest in a pre-contract meeting. (8/6) Deb advised GPCOG is preparing contract with law firm (only one rec'd but highly qualified). (10/15) Deb/Brad provided updates from the negotiation meeting with GPCOG attorney. (1/17) 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	Nate Rudy	Nate Rudy	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 description</b> changes (2) <b>Audit date</b> from 9/30 to 12/31	Council	Nate Rudy	Nate Rudy	01/19/21	01/19/21	(1/19) Council discussed need to create amendment. Deb pointed out that we will need a total participation rate equal to 30% of the last gubernatorial election. She does not believe we will reach that mark with a June election. Council agreed better to plan for the Nov election. <b>Next Step: When time allows, draft Charter changes to submit to legal.</b>

# H4 Comp Plan

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months *O/F/C P ** P No.											
No	Goal/Category	*O/F/C	** P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Comp Plan Imp - break out item 84	O	H 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 implement, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council to review at 2/16 meeting. (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. <b>Next Steps: Dan/Bruce to work with remaining Committees to obtain summaries.</b>
B	Comp Plan Imp - break out item 84	O	H 4	TBD	Consider <b>New Committee</b> to monitor, supervise, ensure <b>Comp Plan implementation</b> 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/expert 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. <b>Next Steps: Awaiting Nate's review with Dept Heads and follow-up workshop for further discussion.</b>
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	05/18/21	(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 integrate this into his individual meetings with Dept heads. (4/20) Nate adv meetings set for May. <b>(5/18) Nate has rev with Dept heads. Next Steps: Nate working with Staff to create plans on how they can assist with implementation.</b>
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. <b>Next Steps: Utilize Windham information as process progresses.</b>
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	05/18/21	(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. <b>(5/18) Council approved moratorium (4/6 eff - 180 days) to allow time for Staff to update standards/ordinances within the Village and Village Center zones. Next Steps: Staff to bring proposed changes to Council for discussion.</b>

H5 TIF

*Status: O = Open C = Closed F = Future **H = 1-3 months M = 4-9 months L = 10+ months Last Update: 02/16/21											
No	Goal/Category	*O/ F/C	** Pty No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	TIF Goal / Budget - break out tasks from Item 34	O	H 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 owner's 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 - Traffic - Low priority - Route 115 entering Gray from the hill thru connection to Brown Street	Town Council	Town Council	Town Council	02/05/19	10/15/19	Steve L is working on creating a project scope & plan for reconstruction of Route 115 leading into the Village with Will Haskell to submit to MDOT - in hopes of qualifying for 50/50 funding split (up to \$500,000). Council needs to develop options for the multi-road intersection in the Village to ensure whatever future configuration needs are considered in the Rt 115 project and the Rt 115 project helps facilitate the preferred future configuration. (2/19) Deb to find out if Haskell is working on any planning to prepare for proposal to MDOT - is engineering covered or will it need to be paid for - up front. (10/15) Will/Stevie have more info from DOT & will update Council at 10/28 workshop.
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 my 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>

H9 - Rte 115

*Status: O = Open C = Closed F = Future **P = 1-3 months **H = 4-9 months **L = 10+ months Priority: **H = 1-3 months **M = 4-9 months **L = 10+ months Last Update: 05/18/21											
No	Goal/Category	*O/ F/C	** Pty No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Route 115 - break out tasks from Item 4	O	H 9	TBD	Obtain <b>Ledge Map</b> for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	04/06/21	(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 test 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. (4/6) Will provided update & Council agreed <b>Next Steps: TIF funds will be designated as part of budget vote.</b>
B	Route 115 - break out tasks from Item 4	O	H 9	TBD	Obtain updated <b>full Survey</b> for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	04/06/21	(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 test to Nate & Council reviewed. There were questions about who would conduct the ROW work - see new item MDOT meeting. (4/6) Will provided update & Council agreed <b>Next Steps: TIF funds will be designated as part of budget vote.</b>
C	Route 115 - break out tasks from Item 4	O	H 9	TBD	Draft a <b>High Level Engineering Plan</b> for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	04/06/21	(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 test 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. (4/6) Will provided update & Council agreed <b>Next Steps: TIF funds will be designated as part of budget vote.</b>
D	Route 115 - break out tasks from Item 4	O	H 9	TBD	Provide past <b>Traffic Study</b> for <b>Brown Street</b>	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). <b>Next Steps: Will to research further.</b>
E	Route 115 - break out tasks from Item 4	O	H 9	TBD	Set up <b>Joint Meeting</b> with <b>MDOT</b>	Council	Nate Rudy	Nate Rudy	03/09/21	05/18/21	(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. (5/4) Nate has req a meeting & follow-up - looking for 5/18 workshop but no response to date. <b>Next Steps: Meeting set for 6/15 workshop.</b>
F	Route 115 - break out tasks from Item 4	O	H 9	TBD	Set up <b>Meeting</b> with <b>Water Department</b>	Council	Nate Rudy	Will Haskell	03/09/21	04/20/21	(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. (4/6) Council met with WD to discuss timeline. WD will provide an estimate of the money they will need in the coming 12 months to begin their engineering/planning. Sandy did adv the information is needed in time for the 4/20 warrant article vote. (4/20) Nate prov updated info from WD - Council agreed the WD req for Route 100 TIF funds was fine (under the \$495K) - subsequent discussions will be needed for coverage and for the other TIF fund projects. <b>Next Steps: Will to update proposal to resubmit &amp; Will to set up as part of the work.</b>
G	Route 115 - break out tasks from Item 4	O	H 9	TBD	Set up <b>Discussion</b> with <b>First Congregational Church</b>	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 <b>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.</b>

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No	Goal/Category	*O/ F/C	** Pty No.	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
H	Route 115 - break out tasks from Item 4	O	H	9	TBD	Identify <b>Blasting impacts</b> 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. <b>Next Steps: Blasting will be identified, if applicable, once more work is done on the planning.</b>

Last Update: 05/18/21

# M1.1 MDOT & 1.2 MTA

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No	Goal/Category	*O/ F/C	** Pty No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Traffic - MDOT - break out tasks from item 24A	O	M 1.1	06/01/21	Signage - Route 26 vs. Route 26A	Council	Nate Rudy	Nate Rudy	02/22/18	05/18/21	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. (4/6) MDOT resp - sugg 'truck route' signs, not budgeting on sign replacement. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues.
B	Traffic - MDOT - break out tasks from item 24A	O	M 1.1	04/01/21	Signage/Bollard Posts - Village Island	Sandy Carder	Nate Rudy	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	** Pty No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Traffic - MTA - break out tasks for Item 248	O	M 1.2	12/31/20	Diversion Study	Town Council	Nate Rudy	Nate Rudy	02/22/18	05/18/21	Town to define goals-study/pamts/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 15-20%. 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/purchase 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 feedfrom Mr. Mills. Res 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 is 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 to cons. (1/7) Sandy pres propos scope from COG-Council req opts for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Coun will vote on 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 report should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Migr. (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. (1/15) 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. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues.
B	Traffic - MTA - break out tasks for Item 248	O	M 1.2	06/01/21	MTA Data - cash collection (vs EZPASS)	Town Council	Sandy Carder	Sandy Carder	02/22/18	05/04/21	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 recomm/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Repres and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep Moriarty & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add pressure they can apply-incl the issue of Complete street policy. (10/15) Sandy proposed 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) See above Diversion (5/4) Nate & Sandy meet with Sen Breen 5/5

# Future

*Status: O = Open C = Closed F = Future		Priority: **H = 1-3 months M = 4-9 months L = 10+ months		Last Update: 12/01/20							
No	Goal/Category	*O/ F/C	** Pty	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/limiting were discussed as hindrances. Council set this activity to "Future" given the renewal timeframe of 20 years has been reset. Future items will be reviewed annually, at a minimum.
21	Administrative	F			Develop a method to analyze & potentially rank Committee Volunteer applications when more than one received for one spot.	Dan Maguire	N/A	N/A	02/09/18		During a workshop discussion on Jan. 8th, the Council agreed there could be situations where a formal review/ranking system may be appropriate, but it is unlikely one needs to be used in most situations. The Council reviewed a variety of options, ideas, etc., but decided to table this issue for a later date. Will be considered a 'future' item.
31	Ordinance	F			Review the issues and options surrounding Dock Lighting / Light pollution.	Deb Cabana	N/A	N/A	04/17/18	06/05/18	Town Staff has received a complaint/inquiry surrounding light pollution issues related to new LED dock lighting equipment. Given Councilor Foshay was absent at the Apr. 17th meeting, Council agreed to log (as it will be covered regardless - in closed, future or open), but to hold off discussion & prioritization until May 1st meeting review. Council discussed at June 5th meeting agreeing this would be considered a future item based on lack of available information. Possible OAC research item.
17	Economic Development / Budget	F			Research and compile data and options for a possible Community Center in Gray.	Town Council	N/A	N/A	01/22/18	05/07/19	During a Sept. TC Workshop discussing goals, the Recreation Dept. provided a proposal to realign funds collected by the Rec. programs under the Rec. Dept for use in maintaining/expanding programs. One major challenge identified was the lack of space to expand programs which create revenue streams for the Town. A new space (Community Center) was identified as a possible solution which could be paid for with current revenue streams. TC expressed support to obtain more information. Next Step: Rec. Dept. Staff will begin work to outline plan to obtain additional information. Council agreed this will be considered a "closed" Council item until the Rec. Dept. brings forth additional information. With availability of some land around the by-pass, this was discussed in 9/4 TC meeting. Deb stated \$62,000 is in the current fund. (11/13) Council agreed to move to Future list as the item continues to come up in discussions. (5/7) Concerns regarding current status vs. best practices were discussed during the 4/16 meeting - confirming programs exceed capacity at the Town facilities. See Closed item #57. Manager advised it was Administrative and under her purview, council agreed to add to this item & close #57 with Manager bringing forward any necessary policy issues.
23	Ordinance	F		TBD	Review current ordinance governing noise for updates and research possible odor ordinance.	Town Council	Deb Cabana	Doug Webster	02/09/18	10/01/19	During the special amusement license renewal of the American Legion Hall, much discussion was centered around the current decibel restrictions for noise in the existing ordinance was set at a reasonable level, existing activities that may be above that level, how the level would be measured (by whom), and how complaints/enforcement would be handled. Doug Webster made presentation (3/6) of review/recommendations from Town Staff - raise limit to 60. TC discussed pros & cons of setting an actual decibel limit & enforcement. TC agreed to raise to 60, but also to add specific types of businesses/activities that would trigger limit. The Mfg Overlay/BD1/BD2 already have some type of noise restriction. Need to determine how complaints would be handled. (2/19) Council agreed to add "odor" to this item. (10/1) OAC feels due to lack of technology, other priorities and inability to enforce, this items should be moved to the future list. Council agreed.
80	Ordinance	F		TBD	To create rules for Chickens in the various zones in Gray	Anne Gass	TBD		07/21/20		(7/21) A couple issues have arisen regarding Chickens and understanding what is and is not allowed. No real defined information in Town ordinances. Should be addressed at some point.
83	Infrastructure	F		TBD	Identify Otello Poles to be removed on short Shaker Road	Alec Dodd	TBD		12/01/20		(12/1) As part of the pole analysis done for the short Shaker Rd 2021 Spring stormwater/sidewalk project, Alec talked to Otello. Several poles only support old copper wire services. Once all users are transitioned to Fiber services, those poles can be removed altogether.

# Budget 21-22

No	Items Label	Cost Est.	Task No.	Description	Comments
1	Pocket Park	(2020) Grant + \$2,175 + \$3,300 in Public Works Dept	#69 M10	Gray Historical Society has a long term vision of creating a <b>Historic Walk</b> with the Pennell House Memorial (re: Cumberland Farms donation/easement) kicking off the effort. GHS would like to discuss the <b>Town Owned Property at 5 Yarmouth Rd</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/ <b>Sick Fund</b>	(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. (10/28/19) 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. (3/22) Katy has asked Alyssa if we need to have a separate warrant article to establish this fund. (3/24) Katy has verified this will need a separate question but is below the LD1 limit.

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4	CIP Payment	\$1,750,000	N/A	<p>2018 CIP Bond package was put together to allow Town to make <b>payments to the CIP fund</b> over a 5 year period. The \$100,000 remaining outstanding from the 3/12ths rainy day fund is being logged separately - see below.</p>	<p>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 &amp; 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 coverage 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 &amp; Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The addt'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course &amp; not pursue this option. (3/24) Katy prov 3 scenarios with payments - Council agreed to lower payment based on target to stay "neutral" with starting balance. Katy adv approx \$250K will flow into the debt serv payment from bond savings even after appr proposed usage. This will bring us up over 'neutral'. Council to make final adjs at 4/12 meeting.</p>

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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 watersheds that need surveys and/or protection plans.	Doug advised contracts have been signed & surveys will be underway shortly. Some discussion was made about what other watersheds need attention. Doug will reach out to CCS&WC to ask for input and estimated costs for next steps. Awaiting report back from initial watershed study for next steps and costs. (8/6/19) 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 pieces 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.
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 sidewalks between Middle & High Schools on Libby Hill Road for possible grant application/approval for outside funding.	Council discussing top priorities from Public Works, included in Bike/Ped Plan and from MSAD15 standpoint. State grant programs require an approved project plan and as specific % of the funding approved & set aside before applying for remainder of funding. Joint leaders meeting with MSAD15 being worked on again. Steve included the Russell School piece in his engineering request for Shaker Rd (see item 25B). Dan also recommended a 'standard' be derived for all future sidewalks - covering things like width, grade, ADA requirements, etc. Steve advised he could work with Will to create a standard. Council will budget for engineering & roll this into the Shaker Rd project - see 25B below. 20% of funding would be considered in future budget once total cost is known. (10/28/19) 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.

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7	Public Facilities Study	100000 (2) at \$50k each (Bond)	N/A	\$23,000 was approved in 2018 budget to conduct a Public Facilities Study on current capacity and projected capacity needs. (Public Safety Study)	Mo used Windham's recent study and did a rough draft to obtain quotes, a larger sum (\$56k) will be needed to complete this & the study was not as detailed as needed. Staff recommends breaking this into two pieces - Public Safety & All Other. Public Safety piece may require a specialty consultant. Staff will do more work to present options to Council. \$23k has NOT been spent and could be rolled over & added to - to cover options. Council cut this from the budget - anticipating doing it next budget. (10/28) Deb advised she engaged with a contractor to complete the Public Safety piece in this year's budget and will provide an updated estimate for other departments. (3/26) Council agreed that this should be pushed off 1 year so the new Manager can participate. (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. (3/15) Katy adv bond savings can be used to cover these.
8	Broadband Partnership		N/A	Lakes Region Broadband Partnership along with Cumberland County are working on the <b>Connect Cumberland project to extend broadband</b> through major corridors. 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. (3/22) Nate has some inquiries out and Anne adv that Otelco is nearing completion on a plan to build out Gray. There is also going to be federal money available for this work in the coming 2 years. (3/24) Nate has no further information - Council agreed to not put money in the budget. It is possible the federal money avail in the coming year will allow for grant applications for broadband work.
9	Skateboard Park	(2020) \$15,000	N/A	A GNG Student reached out to the Town asking for consideration of a <b>Community Skateboard Park</b> . Partner with school?	Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28/19) 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. (3/22) Sandy suggested we maintain the \$15k fund established last year, but forgo adding an addtl \$15k this year - due to lack of activity on the project. This will give Community effort time to regroup after covid and we can consider next year. Council agreed.

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10	Land Acquisition Fund	(2019) \$50,000 (2020) \$50,000	N/A	A <b>Community Center</b> has been discussed in various meetings and may be related to the above (13) Public Facilities Study - as far as next step planning.	<p>May be funded by the recreational enterprise fund. Recently notified of 2 residents (Carrie Carter &amp; 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 &amp; 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 &amp; 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 &amp; approval and create a funding plan. (4/2) Council was provided with valuation info &amp; 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 &amp; 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.</p>
11	Dog Park		N/A	A suggestion was received to establish a <b>Town Dog Park</b> on the capped land fill. After some discussion, it was determined it was not a good fit; however, another location may work, if there is support.	<p>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.</p>

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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.	The one sign Gray owns was obtained via a grant. Steve can obtain some costs estimates for a similar one and/or those mounted on utility poles. Also, Deb advised deputies have asked the Town to look into School flashing lights for Shaker Rd as it is difficult for them to enforce without them. MDOT has said we can install. Steve will obtain prices. Dan suggested we also calculate what % of time is dedicated to speeding & provide more information to residents. Steve did advise the sign does record & the data is given to the Sheriff's office. Signs for school zone on hold pending Fiddleheads status - others will need to wait for future budget. (10/28/19) 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 & the center will be relocating. Council will need to discuss school signs again. (3/12) Alec advised the cost is closer to \$5,500 to purchase a new hybrid sign that has radar measured capacity as well as construction messaging capacity. He advised it does track data - but the computer it is using is very old. Council would like data at least reported out after each usage. Alec advised it is shared with the Sheriff but they do not maintain the data. (3/26) Alec provided \$8325 price for speed sign only or \$15250 for construction type sign with speed & text. Council believes the multipurpose sign is a better value - but may want to wait until next year. Council will consider once Shaker Rd project costs known. (4/9) Majority felt there is likely value in having addt'l sign, but majority also felt it could wait given the existing sign is now fixed & ready for use again and we are purchasing a radar gun for the deputies. (3/2/21) Council rev & do not see a need for another sign this year.

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13	Planning /Engineering	Route 100 South TIF Funds - \$176k appx + #4 M3 \$240k for Water District	#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 MDT/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 MDT 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). (12/17/19) 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 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 MDT 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. (4/12) WD submitted est for rt 115 which is over the \$495,000 total. \$40k is needed in coming year for engineering/legal. Further disc is needed on total cost. Nate will verify number. <a href="#">(5/4) WD req. more funds for materials.</a>
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 MDT/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.

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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.	<p>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 &amp; 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. (10/28/19) Council funded this as a combination of employee time &amp; contingency - agreed we need to continue working on this fund. (2/18/20) 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 &amp; grounds. Will have follow-up discussion on amount &amp; how to set up. (3/22) Council disc separate funds vs. one fund &amp; opted for one fund; however, Katy pointed out moving it out from B&amp;G will impact the total amount towards LD1 - Council may reconsider. (4/12) Council discussed again &amp; agreed to move to CIP &amp; increase CIP payment by equal \$15k to keep neutral on LD1/CIP reserve. This will make the use clearly &amp; will allow it to roll over.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
16	Senior Tax Relief Program	\$25,000	#53 H8.1 ©	There was limited discussion about a possible <b>Senior Tax Relief program</b> for the elderly property owners.	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 & 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. (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 & provide to Nate. Nate will talk to Katy/Lauren to discuss est impact & costs for administering the program. (3/22) Sharon prov feedback from Cape - subs yrs is low impact on single staff person plus financial director mailing checks - did not have hours or initial year impacts. Nate is reaching out to OOB which handles it a bit differently - upfront - discounting the bill instead of rebates which allows for better budgetting. not sure if it is more/less admin time. (3/24) Council agreed to proceed with \$25k as separate question. Katy adv this is over the LD1 limit & will need a companion question.
17	Paving	(2020) \$469,250 (2021) \$449,225	N/A	Need to review <b>Paving budget</b> process to ensure projected & actual are closer	Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of 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 & 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.

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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. (3/15) Council would like to clear this debt - will run numbers with \$75k. (4/12) Council agreed to repay full amount.
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. (3/16) Council agreed to add add'l striping to Village Shaker Rd - sharrow and more narrow lanes to test out the results. Alec to provide add'l costs. (3/23) Nate spoke with Patrick Adam (MDOT) and they will donate the signs. He provided requirements for sharrow and he will make sure Alec provides increased striping line to Katy. (3/24) Alec adv sharrow will not work on Shaker due to MDOT stand. Council agreed to hold off on add funds and will pull this into the Route 100 discussion.
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 <b>Segall Drive</b> systems be <b>upgraded</b> to <b>automatic shutoff</b> options	(2/27) Dan reminded Council that during the CZA process with Cumberland Farms an automatic fuel shutoff system was discussed (more costly) vs. having personnel being responsible for quickly (and correctly) shutting down systems to prevent a spill or minimize one. More research needed to determine costs/viability vs. benefit. (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 <b>add Fencing to CIP schedule</b> - applicable departments	(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle. (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	\$4,400 (condition study)	N/A	Need to <b>add all Existing Sidewalks to CIP schedules</b>	(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 (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.
25	Paving Plan	?	N/A	Create a <b>long term Paving Plan</b> to "catch up" with recommended schedule	(4/28/20) Dan suggested that between now & next budget, the Council ask Alec 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 - <b>Senior Programs</b>	(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.

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27	LD1	N/A	N/A	Discuss impacts of LD1	(9/15/20) Council agreed to log to ensure discussion on how to mitigate issues with LD1. (3/23/21) Katy advised that we are currently \$4,500 over LD1, but with some of the changes requested that number will go up. Council agreed we MUST come in below LD1 this year. Discussions on how to accomplish that will be held at 3/24 WS. Katy pointed out that separate questions would be outside the LD1 for operations/CIP. But then would require individual LD1 questions to go with them (ie Senior Tax Rebate - IF Council proceeds or accrued time off fund). (3/24) After the changes made - the budget is \$1,502 under LD1 incl employee accrued time fund. The Senior Tax rebate will be over the limit & set up as a separate question.
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. (3/23) Katy checking to see if removal of NewBegin stage can come out of Sub D fund in lieu of bond savings. She will also move the \$6k for concrete play area to Sub D. (3/24) Katy adv Sub D can be used, majority of Council agreed to keep in CIP bond savings as it involves multiple depts - maintenance, elections & recreation. (4/12) Council moved CL ramp match & concrete game area to Sub D - also suggested a list of "agreed upon projects" be maintained to ensure they are moved forward. Katy adv in the past many times the project will not move forward as there is no 'setting aside' money within Sub D. The CL ramp grant is being applied for so that will move forward. The Concrete game area needs more discussion in context of the Village master plan - Pennell footprint planning. Struck the ice skating line as \$ not needed if we try again at Pennell one more year. Agreed to leave the basketball lights in CIP to ensure money is set aside & lights are installed once funding goal reached.
29	Communications	\$18,910 in owed fees / \$102,000 in annual fees	N/A	Consider proposal from Community Communications Committee to use Franchise Fees for Equipment	(10/6) Anne advised the new Committee would like to see the newly discovered underpayment of franchise fees (\$18,910 for 2 years - more to follow?) put towards purchasing new/more equipment to improve the use of the Community Television Station and other platforms. (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.

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30	Public Safety Study	\$28,550 for generator (bond)	N/A	Review <b>Public Safety Report</b> 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	\$300	N/A	<b>Shaker Rd Project</b> - new <b>stripping</b> - 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 addt'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 stripping for us to test on roads (like Hancock Street) but if we want to make it permanent - it does increase our budget. (3/15) Randy will need more stripping, Alec adv addt'l \$300 needed. He will provide est. cost for addt'l stripping on Shaker Rd (Village) (3/23) See above re Shaker Rd Project - Alec to prov addt'l increase to Katy.
32	Electric Charging Station	\$5,000	N/A	Consider installing an <b>electric charging station</b>	(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. (3/23) Council disc options. There will be more money available for this type of work in coming year. Tentative agreement that putting away some money (\$5,000) for 1 level 2 charger at the first parking spot at Pennell is a good way to start. Then, in coming year, work with MTA (park & ride) and Enercon (Northbrook) to see if addt'l level 3 chargers can be installed. Another location may be the municipal parking lot next to the new pocket park - people could stop & charge & visit park. Would need a level 3 to reduce time - Mo pointed out that the substantial increase in costs is due to the fact that they need a dedicated line and transformer so not all locations are feasible. (4/12) Council agreed to leave money in CIP rather than use bond savings to ensure this goes through (bond savings 8/31/2021 timeline may not be met with CMP schedules).

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. (3/23) Council discussed plan for this - GPCOG has a loaner available for Towns to try out - Kathy adv they have used it before. Staff feels that having one 'shared' EV car would be beneficial - could be used by Code, Assessor, Admin, Planning, etc. and would charge overnight so the level 2 would work. Nate pointed out the question is which vehicle would it replace? Trucks make up more of our fleet and availability is an issue right now. Council asked if we could use the addtl' bond savings to transition to one EV vehicle in the coming year. Of course, the EV charging station would to be installed & wonder if we can use bond savings for that work? All would need to be done by Aug 31st. (3/24) Katy verified bond savings can be used. (4/12) Council agreed we need to more analysis on which vehicle makes sense to convert and options (lease, rebates, group purchases, grants, etc.). Highly unlikely this could be pulled together in time for the bond savings deadline, but Nate has the option to bring this before the Council, if it does work out. Otherwise, it will flow into next year's budget discussion.
34	Trees	\$2,000	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. (3/23) Alec adv that approx 5 trees are recommended. Kathy working with HORT resources (local wholesaler) for prices and species. Dan pointed out we can process changer order, but MDOT may not agree to pay their 50% on that piece. We just need to make sure enough bond savings is available to cover full costs - but request the 50% match. (3/24) Due to the 8/31 deadline and need to maybe wait until Spring 2022 to plant - \$2,000 was added to Alec's budget as a safeguard.

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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 (bond)	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 (4/12) Council agreed to move this to bond savings to allow purchase now to help move sign ordinance forward.
37	Grant match	? \$ - In kind	#75 H7	Fund grant match for Long Hill ATV trail	(1/5) Anne advised that she is pursuing other grants for the ATV trail rehab on Long Hill Road. The grants will require a 20% Municipal match - which can be met with "in kind" donations and the ATV Club may be able to provide that match via labor/equipment. The timeline is April/May deadline. (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 / \$75,000 (2021)	N/A	Determine available funds from Village TIF	(3/9/21) Katy advised \$365,147 is currently in the Village TIF fund. (4/12) Council agreed to pull \$75,000 forward to have available in next year for planning work on Main St / Route 100 MDOT project and Village master plan planning. Verified that Nate will bring forward any spending to the Council before money is actually expended. If no money is pulled forward, if there is a need, then a special Town meeting would need to be set up. The voters have already approved the use of this TIF funding for this type of work.
39	Septic System	\$5,000 (2020) plus \$5,000 (2021)	N/A	Create replacement plan for Pennell septic system	(2/18/21) 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. (3/22) Sandy brought up this issue to ask Council if we want to start putting some money away. Anne suggested at least money to do some testing/engineering on a replacement system so we have a figure we can budget towards. More to be discussed at 3/24 WS. (4/12) Council rec'd feedback from Dean/Mo related to the "reclaim fields" CIP item - which was originally set to redo the fields at Pennell - may no longer be as critical because the soccer organization is no longer using the field and the field will need to be ripped up to deal with the septic so any redoing of the field will be tied to that project. Based on that, Council will rename this fund to the "Pennell Septic Fund" to allow Mo access to \$10k in funds to hire someone to analyze and come up with costs to address replacement. This will allow the Council to add the project to the CIP.

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40	Telephone	\$6,000+ increase	N/A	Review current Telephone 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	\$62,000 total @ 25% = \$15,500 - \$2,000 leftover = \$13,500 for this year	N/A	Determine if Grant funding is available for Boat Ramp 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. (3/22) Mo adv the ramp should last 1 more season - because it has to - there is no way to do add'l repairs. Dean has sub pre-application for the grant money which is available this year. A site walk is planned in April and the hope is the water line is low enough to see full condition. Mo adv that standards are 12 feet - the ramp is 10 feet - Dan pointed out we may not want to increase width given CL is very small - it would allow for larger boats which could be a problem. Doug asked if add'l riprap could be provided to prevent boats from damaging area at end of ramp. Planks are around \$205 each and at least 20-25 will be needed - so that alone is \$5,100. Town must budget for 25% - State pays for 75% up to \$15,000. If the total cost of the replacement is higher - then the Town needs to budget more. Nate/Mo/Dean will work to obtain a better estimate for a total replacement. This will also need to go into the CIP for future maintenance and replacement. It is unlikely we can use bond savings as the work will need to be done by end of Aug - and Mo is advising we put 'cash' in for the 25% match not 'in kind' as the work is specialized. (3/24) Mo verified it is up to a \$150K match & est is \$62,000 for a 10 ft ramp - 25% would be \$15,500 - Katy adv \$2,000 is leftover from last year for repairs & will add \$13,500 to budget. (4/12) Council agreed to move match to Sub D.
42	Stripping Bid	N/A	N/A	Determine if it is possible to allow HOA to participate in Town Stripping Bid	(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 trail extension from Cumberland Farms to Brown Street	(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.

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44	Planning Dept Staff	?	N/A	Add <b>Staff Position to Planning Department</b>	(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	Committee Budgets	\$1,000 + \$500	N/A	Move <b>Committee</b> budgets to <b>separate tab</b>	(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 \$1,000 marketing for open space committee (4/12) Nate added \$500 for BUILD Maine next year (this year - coming out of PB training budget). Council agreed rather than house this under "community" it should be moved to "councils/committees".
46	Town Brand	?	N/A	Create a <b>Town Brand for Communications</b>	(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.
47	MyRec Software	?	N/A	Explore possible <b>Collaborative Use of MyRec Software</b> with NG	(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.
48	Contingency Fund	N/A	N/A	Create <b>Parameters/Policy for Contingency Fund</b> usage	(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.
49	State Revenue Sharing	N/A	N/A	Move <b>State Revenue Sharing</b> figures <b>outside of Budget</b> for voters	(3/24) Dan proposed we move State Revenue Sharing out of the budget we present to Residents. This year, it would look like an 'increase' but going forward, it could make it easier for them to see year over year totals without the volatility of Revenue Sharing changes at the State level. Concerns with the LD1 question situation last year, and misunderstanding that taxes make up just a portion of revenues to cover expenses were discussed as well as not having enough time to explain the change to residents. The Council agreed it may be valuable to do, but need more time to discuss and figure out communication strategy to Residents.

21-22 Budget Items

Last Updated: 05/04/2021

No	Items Label	Cost Est.	Task No.	Description	Comments
50	Library Fees	?	N/A	Eliminate Late Book Fees for Library	(4/12) Library Trustees have discussed & voted to propose the elimination of the late book fees from the Library as other communities are doing this. The costs of tracking & collecting do not seem to warrant the revenue. Josh has \$3,000 in revenue in his budget for these fees. Council did not want to remove revenue without corresponding cuts in expenses. Josh felt he could absorb, but was okay with pushing for a year to collect more data on impact and costs for administering. IF they do want to pursue this year, they could do a pilot, track changes & find other revenue offsets.
51	School Timeline	N/A	N/A	Work with School to account for absentee ballots timeline	(4/12) Each year the Council needs approve the School Warrant. In the past, there has been no dollar amount so they have been able to submit for consideration prior to their final budget vote. However, due to CARES act funding, they have been required to include a figure last year AND this year. Their budget vote is not set until 4/28 with their warrant article vote not set until 5/3 so the earliest agenda Council can take up action is 5/18. Absentee ballots can be requested starting at the beginning of May - thus Town needs to mail out municipal with note saying school will be available later and then track as a separate election. This increases costs for the Town and is inefficient for voters. There appears to be no statute requiring the School meet the absentee ballot schedule (as there is for Towns with referendum votes). Need to add this as a topic for the Joint Leaders meeting to resolve next year.