



TOWN GRAY
GRAY TOWN COUNCIL
AGENDA • JULY 6, 2021

**Gray Town
Council Regular
Meeting**

**Henry Pennell Municipal Complex
24 Main Street, Gray, ME 04039**

7:00 PM

I. OPENING STATEMENT:

This meeting will take place in person.

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 Meetings on June 15 and June 23, 2021.

**V. PUBLIC COMMENTS OF NON-AGENDA ITEMS (LIMIT 3 MINS PER PERSON)
5 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. ADJUSTMENTS TO THE AGENDA 5 MINS

VII. PRESENTATION(S)

1. Legislative Update - Representative Steve Moriarty 15 MINS

VIII. PUBLIC HEARING(S)

None

IX. REPORT FROM THE COUNCIL CHAIR 5 MINS

X. REPORT FROM THE TOWN MANAGER 5 MINS

XI. COMMITTEE REPORTS 5 MINS

XII. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS

XIII. ACTION ITEMS

1. To Review and Act Upon Approving the Public Safety Union contract. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves the proposed collective bargaining agreement with IAAF Local 5007 as presented by the Town Manager.

2. To Review and Act Upon Approving the Gray Community Media (GCTV) Policies. 5 MINS

Proposed motion:

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

3. To Review and Authorize the Boat Ramp Grant Application as submitted by the Director of Buildings & Grounds. 5 MINS

Proposed motion:

Ordered, the Gray Town Council authorizes Nathaniel Rudy, Town Manager to apply, on behalf of the Town of Gray, for state financing assistance under the provisions of the Boating Facility Fund, Title 12 MRS §1896 and 1899 for the reconstruction of Wilkies Beach Boat Ramp Replacement on Crystal Lake and further authorize Nathaniel Rudy to enter into the Boating Facility Fund Project Agreement with the State subsequent to state approval of the project. Furthermore, it is understood that if Town tax appropriations are being used for all or part of the local share of the project cost, the Town must raise the funds through Town Meeting or Council action. The Town is obligated to pay all costs of the project “up-front”. Therefore, there may be the need to authorize the borrowing of funds which will be repaid by state reimbursement.

4. To Review and Act Upon Approving the Bid Submission for the playground structure as submitted by the Director of Buildings & Grounds. 5 MINS

Proposed motion:

Ordered, the Gray Town Council Accepts the Bid Submission for the playground structure for an amount not to exceed \$44,681.00 as submitted by the Director of Buildings & Grounds.

5. To Review and Authorize the Proposed ATV Trail Improvements Project as presented by the Gray ATV Club and Trueview Mulching, Inc. 15 MINS

Proposed motion:

Ordered, the Gray Town Council authorizes the Town Manager to approve the contract to accept the \$64,350 Bureau of Parks and Lands Grant to complete ATV Trail Improvements as outlined in the Project plan presented by the Gray ATV Club and Trueview Mulching, Inc.

6. To Review and Act Upon Approving a Blueberry Festival Committee Application from Bernice Corcoran. 5 MINS

Proposed motion:

Ordered, the Gray Town Council appoints Bernice Corcoran to the Blueberry Festival Committee for a term expiring August 31, 2023.

7. To Review and Approve the Trail Use Permit as submitted by the First Congregational Church of Gray. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves the Trail Use Permit as submitted by the First Congregational Church of Gray.

8. To Review and Approve the Updated Recycling Committee Name/Charge. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves the revised Committee charge for the Recycling Committee, including changing the name to the Resilience Committee, as presented.

9. To Review and Approve the revised Committees and Affiliations Policy as presented. 10 MINS

Proposed motion:

Ordered, the Gray Town Council approves the revised Committees and Affiliations Policy as presented.

10. To Review and Approve the Conflict of Interest Policy as presented by the Town Manager. 10 MINS

Proposed motion:

Ordered, the Gray Town Council approves the Conflict of Interest Policy as presented by the Town Manager.

11. To Review and Act Upon Approving the Communication & Information Specialist position description. 5 MINS

Proposed motion:

Ordered, the Gray Town Council Approves the Communication & Information Specialist position description.

12. To Review and Approve the Carbon Pricing Resolution. **10 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the Carbon Pricing Resolution as presented.

XIV. COUNCIL BUSINESS

1.
 - Online Meeting policy - All - **10 MINS**
 - Tracking Spreadsheet/Schedule - Sandy - **5 MINS**

XV. 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 • JUNE 15, 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, due to ongoing issues with Pennell, with the link provided the day of the meeting.

The meeting was opened by Town Manager Nate Rudy at 7:01p.m. He stated that the two new councilors had been sworn in by the Deputy Clerk.

II. ELECTION OF COUNCIL OFFICERS

- a. Town Manager Rudy requested nominations for Town Council Chair. Councilor Maguire nominated Sandy Carder. There were no other nominations.

Motion: Ordered, the Town Council appoints Sandy Carder to be Town Council Chair.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Maguire, Councilor
SECONDER:	Martin Meaney, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

- b. Town Manager Rudy requested nominations for Town Council Vice Chair. Councilor Maguire nominated Anne Gass. There were no other nominations.

Motion: Ordered, the Town Council appoints Anne Gass to be Town Council Vice Chair.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Maguire, Councilor
SECONDER:	Krista Chappell, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

III. ROLL CALL

Attendee Name	Title	Status
Sandra Carder	Chair	Present
Anne Gass	Vice Chair	Present
Dan Maguire	Councilor	Present
Krista Chappell	Councilor	Present
Martin Meaney	Councilor	Present
Nate Rudy	Town Manager	Present
Alec Dodd	Public Works Director	Present
Katy Jewell	Finance Director	Present
Josh Tiffany	Library Director	Present
Doug Webster	Community Development	Present

IV. PLEDGE OF ALLEGIANCE TO THE FLAG

V. MINUTES FROM PREVIOUS MEETINGS

1. To Review and Approve the Minutes of the Town Council Meeting on June 1, 2021.

MOTION: Ordered, the Gray Town Council Approves the Minutes from the Town Council Meeting of June 1, 2021.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Anne Gass, Vice Chair
SECONDER:	Martin Meaney, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

Councilors Gass, Maguire, and Carder requested edits. They will provide them to Cynthia Schaeffer at the Town Office.

VI. PUBLIC COMMENTS OF NON-AGENDA ITEMS (LIMIT 3 MINS PER PERSON)

Chief Kurt Elkanich addressed the council to report that several members of his department received Certificates of Recognition for the exceptional care they provided to a cardiac arrest patient during the call and while transporting the patient to the hospital. The Certificates of Recognition from the EMS Division of Maine Medical Center were given to Riley Haines, Craig Wade, Richard Dunbar, Nicholas Donoghue, and Jesse Bell. He is very proud of his team and wanted the Town Council and the public to be aware of this recognition.

VII. PRESENTATION(S)

1. Gray Fire Rescue 2021 Strategic Plan - Chief Kurt Elkanich

Chief Elkanich commented on the Strategic Plan which was in the agenda packet for council review. His top vision for staffing is to have both ambulances staffed 24/7 which would require two people minimum per ambulance.

He notified the council that the facility needs work. He said it is not quite obsolete yet, but the council should plan for the future.

He discussed recruitment and retention. They have a training space near the transfer station. Plans are to cut doors and windows in four containers and set up smoke machines for training and practice in that location. They try to keep their training new and exciting. They have a robust wellness program, including a gym in the basement of the station. He said they wear body armor on calls which involve the sheriff. He said SMCC has a Fire Science Program and Gray has two live-in students per year.

He shared that COVID took a toll on his call members this year. Some expressed they were not comfortable responding and he assured them they could come back when they felt comfortable again. Most have returned. He is concerned with the mental health of his crew, particularly the full-time and per diem staff who continued to work in this profession throughout the pandemic.

The department hopes to do outreach including offering free “hands only CPR” classes. He said compressions are the most important part of CPR and they would like to teach this method to residents.

He is happy about the Lucas device they now have. This device automatically performs chest compressions.

He informed the council that there are issues with the radio systems. They will be in need of hardware replacement in the field soon as the end of life will be 2023 for that equipment. There will no longer be software support for their field equipment. The FCC will be making frequencies narrower again so they will only be able to receive information digitally; they are currently analog.

He also explained issues they have with towers. There are three towers in Gray; one on Dutton Hill, one on Libby Hill, and one on the Yarmouth Road water tower. There are times when they can transmit information but cannot receive transmissions back from dispatch. The upgrade will be approximately \$100,000.00. He requested that the council place this on their radar for the future. He has requested price information from RCM so they could communicate with each tower, reduce dead spots in town due to hills/valleys, and provide perfect coverage to hospitals.

Councilor Gass suggested edits to the document. Councilors asked about the possibility of partnering with other towns. Councilor Maguire suggested setting money aside for the future needs of upgraded radio equipment. As there were no objections, Chair Carder will list it on their tracking sheet budget tab for future discussion.

Councilor Chappell asked how the council could help support the effort of recruiting volunteers. She was also appreciative of his focus on mental health. Town Manager Rudy appreciated the council support and mentioned the possibility of Critical Incident Management Training.

VIII. PUBLIC HEARING(S)

None

IX. REPORT FROM THE COUNCIL CHAIR

Chair Carder did not have a report to share as she was just re-appointed Chair at this meeting. She did, however, take a moment to thank Krista Chappell and Martin Meaney for stepping up to participate as Town Councilors.

X. REPORT FROM THE TOWN MANAGER

Town Manager Nate Rudy mentioned the following items:

*30-day notices of tax liens were sent out by the Clerk's office.

*He hopes to have information to report soon on conversations with DOT and MTA.

*He suggested to councilors they may want to consider the option of moving (not adding) agenda items in order to allow town staff to speak on the topic that pertains to them earlier in a meeting.

*He clarified the policy he is recommending for meetings. There does seem to be support in the legislature to continue with remote meetings for municipal business. He proposes that in-person meetings start in July. Meetings of the Town Council and officially acknowledged committees would need to be held at council chambers or the library conference room so they can be simulcast on Zoom. He was informed by Grant Guiliano that the technology at Council Chambers would be ready in July. The recordings of the meetings could then be maintained by GCTV.

*He said there is a vacancy on the School Board. He received advice from Attorney Alyssa Tibbetts that the council could advertise for interested candidates. The council could then appoint the person to maintain the position until the next School Board elections in June, 2022. The appointed person would finish out the remaining term of the vacancy. He will discuss this at the Joint Leaders meeting later this week.

Councilor Maguire asked for clarification about minutes of committee meetings. Town Manager Rudy said the liaisons have responsibility to make sure the agenda and Zoom link get posted and to ensure that minutes be taken by someone on the committee. Those minutes are to be given to Jon Hartt and the clerks for posting to the permanent record.

*Town Manager Rudy said the state will officially recognize Juneteenth in June of 2022 as a holiday. Town calendar and policies will need to be updated.

*He feels the staff has done an exemplary job. He mentioned that Fridays are half days and requested that the other half of Friday, June 2nd be given to staff as a special holiday so they can enjoy the long weekend. There were no objections from the council.

XI. COMMITTEE REPORTS

Councilor Maguire said OAC met but he wasn't able to attend. He spoke with Doug Webster about the meeting and learned they took a look at the Comprehensive Plan proposed zoning and compared it to an existing zoning map.

Councilor Maguire said the Planning Board met. There was discussion about the Planning Board process for final approval, and also if a developer could begin work before receiving final approval by the Planning Board. He said these issues need more clarification.

Councilor Gass said the Open Space Committee met and made assignments for the first draft of the Open Space plan. There was no quorum; a new member will be voted on tonight. The committee met the new Rec Director Anthony Dahms.

Councilor Carder said the Recycling Committee met last night and reviewed the Compost Coalition project which has wrapped up at the High School and had outstanding results. They also reviewed and approved an updated charge and name. They wish to be called the Resiliency Committee instead of the Recycling Committee. The updated name change and charge will come before the council at the July 6th meeting. They also discussed the upcoming Hazardous Waste Day and participation in the Blueberry Festival. She will also be attending the Ecomaine annual meeting event this coming Thursday. The next meeting for Resiliency Committee will be July 12th at 6:30p.m.

Councilor Carder said the Dry Mills Schoolhouse Committee will meet next Monday.

Councilor Carder said GPCOG is on summer break. However, the Executive Committee did submit support for the state to utilize Regional Organizations to help municipalities with the disbursement of ARAP funding coming into the state.

XII. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Maguire had nothing to report.

Councilor Gass had discussions with Will Burrows of the Gray Congregational Church.

Councilor Gass said the ATV grant was approved for \$71,500.00, 10% of which will be a match from the ATV club. Jon Powers will share the scope of work with Town Manager Rudy and this will hopefully be on the council's July agenda.

Councilor Gass attended the second BUILD ME session.

Councilor Gass spent time outside of Newbegin on election date recruiting volunteers.

Councilor Gass received a note from Lacy Antonson who thinks it is a great idea that the Volunteer Awards will take place during the Blueberry Festival.

Councilor Gass received a template from Don Parent regarding carbon dividends.

Councilor Gass received a suggestion from a village business owner to have a food truck jamboree once Shaker Road sidewalks are completed.

Councilor Carder attended an online meeting of the Legislature and checked on the status of the bill (which is a combination of 4 bills). The Committee did complete a workshop on the draft and voted "ought to pass". This will go to the full legislature.

Councilor Carder said the Joint Leaders Meeting is set for this coming Thursday at 9a.m.

Councilor Carder discussed BUILD ME. Two of their three webinar days have been completed. She found them to be very interesting and informative. In particular, the discussion around missing "middle" housing seems to be on point for the Town of Gray. This is a discussion about the space between single family homes and large apartment complexes. She found some of the options for 'middle' housing such as smaller 4-unit buildings which are constructed to look like single family housing very attractive, especially for towns looking to maintain their rural appeal and to revitalize existing structures in high density zones. The second day was focused on collaboration at local levels to help small towns and creative residents in the planning and visioning of town goals/activities. They spoke of a town in Oregon where they purportedly converted 4-way stops to roundabouts and then placed sculptures in each, creating a desire for people to visit and stay in the town to check them out. The last session is tomorrow. She feels this is well worth the cost and wishes that more Planning Board members had been able to participate. She hopes the Planning Board will look at videos.

Councilor Carder sent a note to Don and Ruth Pease, of Brown Street, to let them know about the workshop held earlier.

Councilor Carder said they all received an email from Mr. Wilson regarding the Shaker Rd. project. This is something staff is addressing.

Councilors Meaney and Chappell had nothing to report. Councilor Chappell was at the first BUILD ME session also.

XIII. ACTION ITEMS

- 1. To Review and Act Upon Re-Affirming the Rules for Town Council Meetings and Workshops.

Motion: Ordered, the Gray Town Council re-affirms the Rules for Town Council Meetings and Workshops.

Chair Carder said the rules could be amended regarding virtual meetings if the legislature passes that option. Councilor Maguire noted this would help to maintain a quorum if a member happened to be traveling and couldn't attend in person.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Anne Gass, Vice Chair
SECONDER:	Martin Meaney, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

- 2. To Review and Act Upon the Proposed 2021-2022 Schedule for Council Meetings and Workshops.

Motion: Ordered, the Gray Town Council approves the 2021-2022 Town Council Meeting Schedule.

Chair Carder said the meetings of July, August, and November only have one meeting. The schedule will be posted to the council page. Town Manager Rudy will replace "Columbus Day" with "Indigenous Peoples Day" on the chart.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Anne Gass, Vice Chair
SECONDER:	Martin Meaney, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

3. To Review and Act Upon the Town Council Liaison Assignments.

Motion: Ordered, the Gray Town Council approves the updated Town Council Liaison Assignments.

Councilors discussed the liaisons and decided on the following.

- Councilor Maguire: OAC, Planning Board, Finance, Board of Assessment
- Councilor Carder: Dry Mills Schoolhouse, GPCOG, Rec Committee, General Assistance Fair Hearing
- Councilor Gass: Open Space, GPCOG, Communications, General Assistance Fair Hearing
- Councilor Meaney: Finance, Blueberry Committee, Zoning Board
- Councilor Chappell: Resiliency, CEDC, Library, GPCOG Alternate, Planning Board alternate liaison

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Maguire, Councilor
SECONDER:	Anne Gass, Vice Chair
AYES:	Carder, Gass, Maguire, Chappell, Meaney

4. To Review and Act Upon Setting the Tax Due Dates, Interest Rate for Delinquent Taxes, Overpayment of Taxes, and Prepaid Taxes for FY 2022.

Motion: Ordered, the Gray Town Council, to fix Friday, October 1, 2021, and Friday, April 1, 2022, as the dates upon each of which one-half of taxes are due and payable, with interest to accrue upon taxes due and unpaid after each such date at the rate of six percent (6.00%) per annum. In accordance with 36 M.R.S.A. Section 506, the Tax Collector and Town Treasurer are authorized to accept prepayment or decline prepayment of taxes not yet committed or prior to any due date and pay no interest thereon. In accordance with 36 M.R.S.A. Section 506-A, a taxpayer who pays an amount accepted by the tax collector and town treasurer in excess of that finally assessed shall be repaid the amount of overpayment plus interest from the date of overpayment at the rate of two percent (2.00%) per annum and hereby authorizes and directs said Tax Collector/Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill, provided, however, that no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Maguire, Councilor
SECONDER:	Martin Meaney, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

5. To Review and Act Upon Authorizing the Treasurer to Set Off Moneys Due Against Taxes.

Motion: Ordered, the Gray Town Council authorizes the Treasurer to set off moneys due against taxes, pursuant to M.R.S.A, Title 36, subsection 904, specifically as it relates to Personal Property taxes, not Real Estate taxes, and specifically as it relates to Accounts Payable, not Payroll.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Maguire, Councilor
SECONDER:	Anne Gass, Vice Chair
AYES:	Carder, Gass, Maguire, Chappell, Meaney

6. To Review and Act Upon Authorizing the Town Manager Expenditure Limits.

Motion: Ordered the Gray Town Council authorizes the Town Manager to make expenditures up to \$20,000.00 and must submit at least three formal bids for any expenditures anticipated to exceed the \$20,000.00 limit.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Martin Meaney, Councilor
SECONDER:	Anne Gass, Vice Chair
AYES:	Carder, Gass, Maguire, Chappell, Meaney

7. To Review and Act Upon the FY 2022 Proposed Fee Schedule.

Motion: Ordered, the Gray Town Council approves the FY 2022 Proposed Fee Schedule.

Chair Carder said there is request from the Code Enforcement Officer to review the solar array fee schedule change. Changes will be presented at the next council meeting. Councilor Maguire raised some concerns and would like some fees reviewed, especially in areas of shoreland and swimming pool permit fees. Councilor Chappell inquired if the \$5.00 Transfer Station sticker fee could be changed. Councilor Carder said that topic has been discussed at Recycling (Resiliency) Committee meetings and they would need to collect data, analyze what is happening, and make recommendations on proposed changes.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Maguire, Councilor
SECONDER:	Anne Gass, Vice Chair
AYES:	Carder, Gass, Maguire, Chappell, Meaney

8. To Review and Act Upon Authorizing the Proposal for Design of Route 115/Yarmouth Road Reconstruction and Sidewalks in an amount not to exceed \$175,910.00

Motion: Ordered, the Gray Town Council approves the Proposal for Design of Route 115/Yarmouth Road Reconstruction and Sidewalks in an amount not to exceed \$175,910.00 as provided in the Basic Scope of Services Total.

Chair Carder said TIF money is already allocated in the budget and approved by voters. It is in tonight’s agenda so they can begin work.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Martin Meaney, Councilor
SECONDER:	Anne Gass, Vice Chair
AYES:	Carder, Gass, Maguire, Chappell, Meaney

- 9. To Review and Act Upon Approving the Bid Submission for FY 2022 Surface Paving for an amount not to exceed \$424,638.00 as submitted by the Director of Public Works.

Motion: Ordered, the Gray Town Council accepts the Bid Submission for FY 2022 Surface Paving for an amount not to exceed ~~\$424,638.00~~ \$449,225.00 as submitted by the Director of Public Works.

Chair Carder said the amount is changing per recommendation of Alec Dodd, to \$449,225.00. Mr. Dodd explained this is due to market fluctuations on the price of asphalt. Town Manager Rudy also recommends this change as it does not go above the budget.

RESULT:	APPROVED as AMENDED[UNANIMOUS]
MOVER:	Anne Gass, Vice Chair
SECONDER:	Martin Meaney, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

- 10. To Review and Act Upon the Proposed Changes to the Facilities Use Policy.

Motion: Ordered, the Gray Town Council approves the revised Facilities Use Policy for the Town of Gray.

Town Manager Rudy said there is a substantive change to separate the library from other town facilities. This will allow the library the ability to administer the conference room. Library Director Josh Tiffany said these numbers are reality based. He also said Chief Elkanich has reviewed the conference space.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Anne Gass, Vice Chair
SECONDER:	Dan Maguire, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

11. To Review and Act Upon Approving the MMA-Recommended Workplace Safety Policies for Town Employees.

Motion: Ordered, the Gray Town Council approves the incorporation of MMA-Recommended Workplace Safety Policies (including Slip, Trip & Fall; Back Injury Prevention and Safe Lifting; Ergonomics; Incident Review; Safety Committee Plan; and Light Duty and Preferred Medical Provider Policy) into Current Town Personnel Policy substantially as presented.

Town Manager Rudy said this is language from MMA. There is a potential cost benefit and this will hopefully reduce the MOD rate.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Martin Meaney, Councilor
SECONDER:	Krista Chappell, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

12. To Review and Act Upon Approving the Gray Community Media Policies.

Motion: Motion to table the approval of the Gray Community Media Policies until July 6 or such time as the Town's attorney has reviewed them.

Chair Carder said this needed to be tabled as it is not ready for tonight. They need information from Attorney Alyssa Tibbetts.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Anne Gass, Vice Chair
SECONDER:	Martin Meaney, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

13. To Review and Act Upon Appointing Adrienne Nardi to the Gray Recreation and Conservation Committee for a Three-Year Term to Expire August 2024.

Motion: Ordered, the Gray Town Council approves the appointment of Adrienne Nardi to the Gray Recreation and Conservation Committee for a Three-Year Term to Expire August 2024.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Martin Meaney, Councilor
SECONDER:	Krista Chappell, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney

XIV. COUNCIL BUSINESS

1. Discussion Items: Trail Use agreement between Town & 1st Congregational Church

Councilor Gass said a template was used from the State of Maine Rec Trail program. Will Burrows, on behalf of the Congregational Church, has approved it. She will obtain an updated, alternative design from Rick Licht.

Chair Carder said approval for this will be on the July 6th agenda.

2. Committee Policy Changes

Chair Carder asked for ideas from councilors of what should be changed. She will then put this on the July 6th agenda to review the language with a vote in August.

a) Planning Board Alternate promotion process

Chair Carder explained that if a vacancy arises, alternates are not automatically moved up and have to reapply to the council to fill the vacant slot. Councilor Maguire suggested alternates be numbered so the first alternate would move up if they were willing to serve if a vacancy arises.

b) Affiliate Committee website links

Chair Carder explained the town received a request from the Lions to add their link to the town website. The question arose about a policy of how to handle such requests. Councilor Maguire commented that if it is a civic group with a connection to our town, he didn't see why we wouldn't want to help them to increase their visibility. He suggested they keep it simple and handle one at a time when they come up.

Town Manager Rudy noted that some towns are restrictive on this as a group that has connections to the town may also have issues of being offensive to some residents.

Councilor Carder noted that wouldn't be a concern with the Lions who have served the town for over 50 years. She said residents often go to the website to obtain information and agreed with Councilor Maguire to not be too restrictive. These issues can be handled with council discussion and then a vote.

c) Meeting requirements - simulcast via GCTV/Zoom

Councilor Carder said some committee volunteers don't seem comfortable with being recorded and may not participate fully.

Town Manager Rudy's proposal is that since all town business is public, all committee meetings should be simulcast.

Councilor Maguire had concerns with only two locations available for simulcast. He also inquired if a meeting would need to be postponed if there were technology issues.

Councilor Carder proposed simulcasting Town Council, Planning Board and ZBA starting in July. Then, if legislation passes, then council could work on the policy regarding other committees.

Councilor Chappell noted that recording meetings for transparency and so conversations aren't taken out of context is helpful. This is something she discovered while working on the Comprehensive Plan Committee.

The topic of posting agendas on the website seven days in advance was discussed and liaisons were instructed to speak to committee chairs about that. Councilor Maguire requested that be changed to a shorter time frame. Councilor Carder suggested 48 hours.

d) Conflict of Interest Policy

Councilor Gass suggested edits. Councilor Maguire said there used to be a Roads & Traffic Committee and requested an agenda item be added to form an ad hoc committee.

Town Manager Rudy said he and Attorney Alyssa Tibbetts reviewed the policy. The revised version includes town staff. This is to prevent conflict of interest or possible perceived conflict of interest, particularly in the area of securing bids.

3. Tracking Spreadsheet/Schedules

The tracking spreadsheet will be shared with the new councilors, Martin Meaney and Krista Chappell.

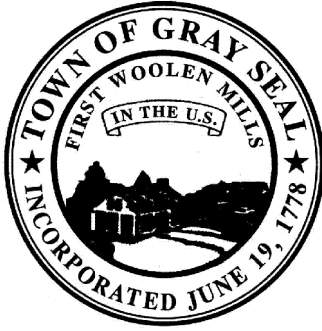
Chair Carder said there will be a special meeting on June 23rd via zoom and then an Executive Session. Councilor Maguire called a Point of Information asking if a decision will be made at that meeting. Chair Carder said no, it will be to provide direction and official action would take place in public.

Chair Carder said the workshop slot before the July 6th meeting is open. The Planning Board training may possibly happen then.

XV. ADJOURNMENT

Motion to adjourn at 10:07p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Martin Meaney, Councilor
SECONDER:	Dan Maguire, Councilor
AYES:	Carder, Gass, Maguire, Chappell, Meaney



TOWN OF GRAY

24 MAIN STREET
GRAY, MAINE 04039

NATE RUDY, TOWN MANAGER
TOWN CLERK, REGISTRAR OF
VOTERS

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www.graymaine.org

July 1, 2021

Town Manager Report to Town Council (5/27 – 6/30, 2021):

- 5/27: TM attended UMA Architecture Advisory Committee meeting (online)
- 5/27: TM attended Annual Summit and General Assembly (online)
- 5/31: Staff observed the Memorial Day holiday
- 6/1: TM attended Southern Maine Manager's meeting (online)
- 6/2: TM attended Build Maine conference (online)
- 6/2: TM attended ARPA webinar hosted by MMA (online)
- 6/8: Election was skillfully administered by Kailey Hanley and the Clerk's office, with appreciated assistance from election workers, Buildings and Grounds, and other Town staff
- 6/9: TM visited with Nick Sabatine, Ransom Consulting Engineers, about working together on an application for Brownfields Assessment grant funding for the Town
- 6/16: TM staffed CEDC meeting (online)
- 6/17: TM hosted Joint Leaders meeting with MSAD-15 and New Gloucester
- 6/17: TM attended Ecomaine annual meeting
- 6/18: TM attended Volunteer Maine Commission meeting (online)
- 6/22: TM visited onsite with GPCOG planner Vanessa Farr, Doug Webster, and Planning interns
- 6/22: TM attended ArtTrain training seminar for activating local arts / artists in Town government initiatives. Thank you to ICMA for the scholarship to attend. (online)
- 6/23: TM attended Finance Committee meeting (online)
- 6/24: TM attended ArtTrain webinar (online)
- 6/29: TM attended GPCOG southern Maine manager's meeting (online)
- 6/30: TM attended M-DASH planning meeting (online)
- 6/30: TM attended Maine Association of Smart Growth steering committee meeting (online)

Other activities:

- Town revised COVID mask policy to remove mask requirement in Town buildings
- Gray COVID safety protocols revised on 6/28
 - Community is 85% vaccinated and fewer than 2,000 residents remain unvaccinated

- Department Heads discussed annual Town and Department goal setting for FY22
- Town Manager conducting FY22 Goal Setting with Department Heads and Program Leads
- Summer interns working in the Planning Office
- Community Planner Candidate Interview
- Gray Public Safety Union contract negotiation meetings
- The State of Maine made Juneteenth a holiday, effective 2022, and this will be built into the Town calendar
- 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

**Extension of Collective Bargaining Agreement
July 1, 2021 – June 30, 2022**

This Extension of Collective Bargaining Agreement (“Extension”) is entered into by the Town of Gray, Maine (the "Town") and the Gray Fire Fighters Union, IAFF Local 5007 ("Union"), jointly referred to herein as the "Parties".

The purpose of this Extension is for the Parties to continue the terms and conditions of the Collective Bargaining Agreement between the Town and the Union that expired effective June 30, 2020 (the “CBA”) and was extended by mutual agreement for one year effective July 1, 2020 – June 30, 2021, subject to the following additional terms and conditions:

1. The CBA shall be extended to expire June 30, 2022.
2. All terms and conditions of the CBA not otherwise affected by this Extension shall remain effective and applicable until a successor CBA is executed.
3. This Extension shall be effective upon the date of signature by all Parties or ratification by its governing bodies, whichever may be later, provided that the terms shall be retroactive to July 1, 2021.
4. Following the expiration of this Extension, the Parties intend to enter into a successor CBA beginning effective July 1, 2022 – June 30, 2025 on the terms discussed and tentatively agreed to in the course of negotiations regarding this Extension.
5. The following provisions of the CBA are hereby repealed and replaced as follows for the duration of this Extension:

**ARTICLE 18
UNIT EMPLOYEE WAGES**

Section 1: Compensation: Unit employees shall be paid an annual salary based on an hourly rate of pay pursuant to the Classification & Compensation Plan outlined below. For each year of this agreement, the Unit employee's hourly rate will be increased by 2% effective on July 1, 2021.

Section 2: Unit Employee Wage Scale:

Unit Position	Current Rate (July 1, 2020)	July 1, 2021
EMT Basic	\$17.49	\$17.84
EMT Advance	\$17.84	\$18.20
Paramedic	\$18.95	\$19.33

**ARTICLE 19
DURATION AND CHANGE**

Section 4: Duration of this Agreement: This Agreement shall be in effect and binding upon both the Town and Union upon ratification by the parties and shall remain in effect through June 30, 2022. In the event that collective bargaining shall not have been successfully completed prior to the expiration of said Agreement, the Parties hereto agree that the provisions of this Agreement shall remain in full force and effect until such time as a successor agreement has been negotiated and executed by the Parties.

[SIGNATURE PAGE TO FOLLOW]

TOWN OF GRAY

DATED: _____

By: _____
Its Town Manager, duly authorized

**GRAY FIRE FIGHTERS UNION,
IAFF Local 5007**

DATED: _____

By: _____
Its President, duly authorized

Gray Community Television (“GCTV2”) Policies

Overview: In keeping with the cable franchise agreement between Charter Communications (“Spectrum”) and the Town of Gray, as well as the Cable Communications Policy Act of 1984, Spectrum 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.

1.0 Definitions

1.1 PEG: The terms “Public, Educational, and Government” (PEG) 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, 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. 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: 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 PEG Channel set aside on the local cable television system as part of the local cable television franchise agreement between Spectrum 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.

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.

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 GCTV2.
 - b) Making recommendations regarding relevant emerging technologies and other broadcast options to 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 explore and cultivate available programming sources.
4. The Committee shall examine emerging technologies and other telecast or online streaming options for public, educational, and governmental content.

3.0 Guidelines for use of Public Access Programming Block

3.1 Public access programs, 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 in the public access channel block shall be non-commercial.

3.2 Public access programming shall not contain obscene, seditious, or unlawful materials as defined under municipal, state, or federal law.

3.3 Any use of the Public Access Programming Block shall be by application to GCTV2 Station Manager, or 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, 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 within the Town of Gray, produced by a Gray resident, or produced by an entity that is controlled by one or multiple Gray residents.

4.0 Guidelines for Underwriting

4.1 GCTV2 encourages local producers to solicit underwriting support in order to help stimulate the highest quality programs possible. 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 A 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).

5.0 Political Use of Public Access Block on GCTV2

5.1 The following guidelines specifically apply to political campaign messages on the GCTV2. Political campaign messages for cablecast will be accepted only from: (1) candidates for elected public office or their campaign organizations, where the candidate or referendum question has qualified for placement (*i.e.*, collected and submitted the required number of verified signatures to the Gray Town Clerk) on a ballot in Gray for national, State, County or local office, and (2) from nonprofit entities or Political Action Committees that are properly registered with the State of Maine or other appropriate entity, who have 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 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 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 GCTV2.

6.0 Dispute Resolution

Any dispute of the application of these policies will first be reviewed by the Committee. If the complainant is not satisfied with the decision of the Committee, 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.

Gray Community Television ("GCTV2") Policies

Overview: In keeping with the cable franchise agreement between Charter Communications ("Spectrum") and the Town of Gray, as well as the Cable Communications Policy Act of 1984, Spectrum 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.

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3.3 Any use of the Public Access Programming Block shall be by application to GCTV2 Station Manager, or their designee. All programming will be scheduled on a first come, first served basis.

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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."

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4.0 Guidelines for Underwriting

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

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- 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).

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5.0 Political Use of Public Access Block on GCTV2

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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 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 [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 GCTV2.

6.0 Dispute Resolution

Any dispute of the application of these policies will first be reviewed by the [Committee](#). If the complainant is not satisfied with the decision of the [Committee](#), 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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Project Certification

(Submit on municipal/agency letterhead after passage of warrant)

This is to certify that the Town Council of Gray hereby authorizes Nathaniel Rudy, Town Manager to make application for financial assistance under the provisions of the Boating Facility Fund, Title 12 MRS §1896 and 1899 for Wilkies Beach Boat Ramp Replacement on Crystal Lake.

This further certifies that the Town Council of Gray is familiar with the terms and conditions of the Boating Facility Fund Project Agreement, and hereby authorizes Nathaniel Rudy to enter into said agreement between Town of Gray and the State of Maine upon state approval of the above identified project.

This further certifies that the Department of Buildings and Grounds has been legally constituted and is responsible for the continued operation and maintenance of this completed project in accordance with the terms and conditions of the Boating Facility Fund Project Agreement.

And this further certifies that except for the financial assistance requested by this project application, all other financial assistance that has been, or is intended to be applied for, given or promised under any other State or Federal Program have been listed in the application, as listed below.

Name of Granting Agency	Fund Name	Amount Requested
_____	_____	_____
_____	_____	_____

Date: _____ Applicant Name _____

Signed by:

SAMPLE

Project Certification

(Submit on municipal/agency letterhead after passage of warrant)

This is to certify that the (*legislative body – i.e., Town Meeting, City Council, etc. and name of City/Town*) hereby authorizes (*name or title of municipal official, agency, or department*) to make application for financial assistance under the provisions of the Boating Facility Fund, Title 12 MRS §1896 and 1899 for (*specify acquisition or development*) of (*give title of project as it will appear on the project application*).

This further certifies that the (*legislative body and name of City/Town*) is familiar with the terms and conditions of the Boating Facility Fund Project Agreement, and hereby authorizes (*name or title*) to enter into said agreement between (*name of municipality*) and the State of Maine upon state approval of the above identified project.

This further certifies that the (*name of agency or department*) has been legally constituted and is responsible for the continued operation and maintenance of this completed project in accordance with the terms and conditions of the Boating Facility Fund Project Agreement (*provide data on how established and organized*).

And this further certifies that except for the financial assistance requested by this project application, all other financial assistance that has been, or is intended to be applied for, given or promised under any other State or Federal Program have been listed in the application, as listed below. (*if any, please specify*).

Name of Granting Agency	Fund Name	Amount Requested
_____	_____	_____
_____	_____	_____

Date: _____ Applicant Name _____

Signed by:

To: Nate Rudy, Town manager
Sandy Carder, Chairperson
Dan Maguire, Councilor
Marty Meaney, Councilor
Krista Chappell, Councilor

From: Dean Bennett, Parks & Facilities Supervisor

CC: Mo Russo, Director of Buildings and Grounds

Re: Award of Bid – Gray Community Playground

Hello,

A Request for Proposal was sent out via certified mail to five playground structure companies that are highly regarded and have proven products: O'Brien & Sons, Inc; Gametime; Burke; Playworld-UltiPlay Parks & Playgrounds, and Miracle. The request was for a playground suited for children ages 5-12 years of age.

The Town received two proposals, from O'Brien & Sons Inc and Playworld-UltiPlay Parks & Playground, the bids were opened and read on Thursday, June 3rd at 10am. The bids results are Playworld-UltiPlay Parks & Playgrounds Bid was for \$44,681.00 and O'Brien and Sons was \$77, 317.00.

After reviewing both sets of specifications, it is my recommendation that the Council award the bid to Playworld-UltiPlay Parks & Playgrounds.

Thank you,

Dean Bennett
Parks & Facilities Supervisor

Town of Gray
Bid Submission Form

Community Playground

Date of Submission: 6/1/21

Total Price of Equipment, Freight and Install: 44,681

Price of playground structures: \$ 34,281

Price of freight: \$ 2,500

Price of install: \$ 7,900

Any specifications that do not meet the minimum specifications must be detailed below:

Delivery Date: August 2021 Estimated

Please note: (with safety and maintenance manuals) shall be consigned to the Town of Gray

Vendor: With Play Parks and Playgrounds, Inc.

Name: Michael Parody

Title of Submission: President

(The Town of Gray reserves the right to accept and/or reject any and all bids)



Gray Maine Community Playground



Gray Maine Community Playground



GRAY MAINE COMMUNITY PLAYGROUND



EQUIPMENT SIZE:

USE ZONE:
60'5" x 40'

AREA: **2420 SqFt.**
PERIMETER: **201 Ft.**

FALL HEIGHT:
8 Ft.

USER CAPACITY: **42+**
AGE GROUP: **5-12**

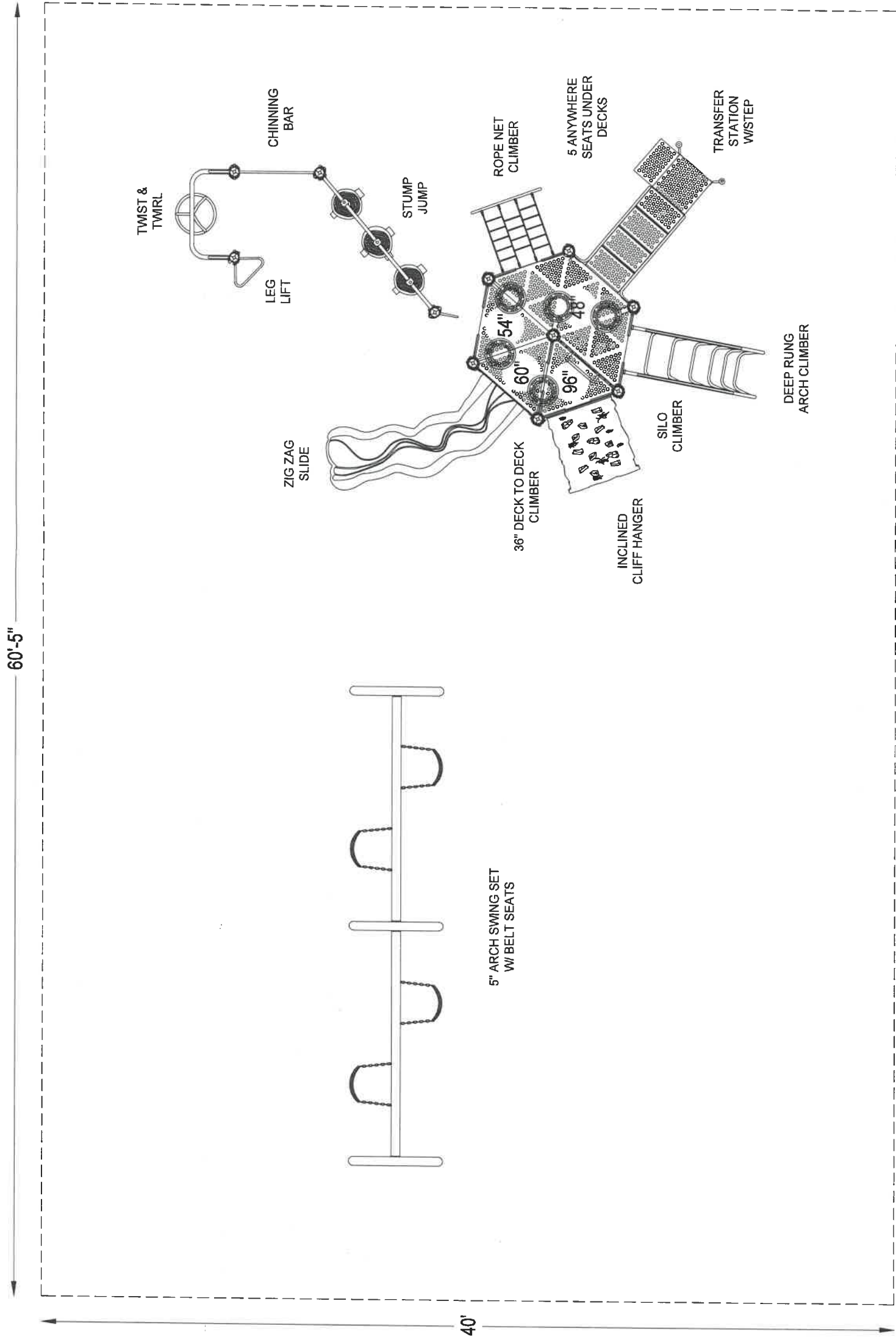
Total Elevated Play Activities:		7	
Total Ground-Level Play Activities: 12			
Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types	
Required	4	2	2
Provided	5	7	3



✓ ASTM F1487-17
✓ CPSC #325

PROJECT NO: **51621-DM**
SCALE: **3/16"=1'-0"**

DRAWN BY: **DANA GRUBBS**
DATE: **01-JUNE-21**
Paper Size: **B**



*PLAYGROUND SUPERVISION REQUIRED

June 28, 2021

Town of Gray
Municipal ATV Trails Project
Re-Building Established Trails, Maintenance of Trails and Enhancing
Current Drainage to Reduce Erosion

Provided by Truview Mulching Inc. 229 Wildwood Rd. Bridgton, ME 04009

207-595-8006 / 781-707-6881 Truviewmulching.com / Truviewmulching@gmail.com

Below, is the revised (from May 12, 2021) total estimated project cost breakdown for needed maintenance, improvements and enhancements of the ATV trails on the section of trail between 21 Portland Rd (Route 26 at Rear) and Long Hill Rd. (at the CMP powerlines). This project will make the trails safer and more environmentally friendly to navigate for multiple uses. Currently this section of trails(s) is in poor condition in many areas along a distance of approximately four miles. The deficiencies are primarily: overgrowth of brush and vegetation, failed or undersized drainage culverts, wash-out of surface materials (gravel and base), surface materials which have been dispersed due to use (typical). Also, wash-out of surface materials on steep grade areas with no apparent system in place to reduce that process. This again is typical and will require ongoing preventive maintenance to ensure a safe and stable surface. Recommendation is to install a sub-surface geotextile fabric at the steep trail sections, as well as, drainage outflow points to reduce erosion and protect the environment.

All pricing is estimated based on having the following four access points for equipment, materials and staging: Trailhead at 21 Portland Rd. Long Hill Rd. At CMP lines, Summit Rd. At CMP lines and Haskell Rd. At CMP lines (gate).

Proposal and pricing do not include any permits, i.e., Town of Gray, Central Maine Power, Northeast Utilities, DEP, etc. It is understood that the Town and the ATV Club have the right to maintain the trails in the proposed areas of work to be completed, and that these rights would include work being performed by Truview Mulching, Inc.

Estimated Costs for Equipment and Labor

Excavator with Mulching Head	\$200.00 per hr.
Excavator with digging bucket, grading bucket and 6-way grading blade	\$165.00 per hr.
Front End Loader (2-3 yard)	\$60.00 per hr.
Crawler Carrier Off-Road Dump truck (2-3 yard)	\$60.00 per hr.

Compactor (walk behind 200 Lb.)	\$250.00 per week
Generator (Portable)	\$250.00 per week
ATV with dump and trailer	\$600.00 per week
Truck with Low-bed or Dump Trailer	\$45.00 per hr.
Laborer Excavation and Pipe	\$30.00 per hr.
Laborer Foreman	\$34.00 per hr.
Laborer Safety	\$30.00 per hr.
Truck Driver (non CDL)	\$30.00 per hr.
Truck Driver (CDL)	\$34.00 per hr.

Proposal for Brush Removal:

Excavator with brush mulching head 2 Days at \$200.00 per hr. =	\$3,200.00
Safety Laborer 2 Days at \$30.00 per hr. =	\$480.00
Safety Signs 2 Days at \$30.00 per day =	\$60.00
Truck / Trailer Move 2 hours.	\$90.00
Sub Total	\$3,830.00

Proposal for Culvert Installations, Trail Grading Repairs, New Gravel Installations, Drainage Improvements, Debris Removal:

Excavator with Buckets/Blade 14 Days at \$165.00 per hr.	\$18,480.00
Laborer to include pipe installation 14 Days at \$30.00 per hr.	\$3,360.00
Laborer/Foreman 14 Days at \$34.00 per hr.	\$3,808.00
Truck / Trailer Moves 8 hours at \$45.00 per hr.	\$360.00
Truck with Dump Trailer 8 Days at \$40.00 per hr.	\$2,560.00
Crawler (off road dump truck) 11 days at \$60.00 per hr.	\$5,280.00
Front End Loader 11 Days at \$60.00 per hr.	\$5,280.00
Compactor (200 Lb. Walk behind) 2 Weeks at \$250.00 per week	\$500.00
Generator / Portable 2 weeks at \$250.00 per week	\$500.00
ATV with Dump 3 weeks at \$600.00 per week	\$1,800.00

Culverts 15" X 20' (10 at \$360.00 each)	\$3,600.00
Culvert 36" X 20' (One at \$1,500.00)	\$1,500.00
Gravel (Crushed Mix) 500 yards at \$22.50 per yd. delivered	\$11,250.00
NOTE 500 yards of gravel will cover approx. 4,000' at average of 6" coverage	
Sub Total	\$58,278.00

Proposal for Enhancement Options. Bridge, Kiosks, Additional Sections of Trail:

Geo Textile Fabric to be installed at steep grades and drainage out-flow areas	
Geo Textile Fabric 8 Rolls (10'X100") at \$240.	\$1,920.00
Laborer to install fabric 2 Days at \$30.00 per hr.	\$480.00
Temporary Culvert at Bridge Replacement (pipe and gravel)	\$200.00
Excavator, Temporary Culvert 2 hours at \$165.00 per hr.	\$330.00
Laborer install temp. Culvert 2 Hours at \$30.00 per hr.	\$60.00
Sub Total	\$2,990.00

Replace Existing Bridge (4'X5') with new Bridge 9'X12':

Repurposed Utility Poles (7 at 12+') Delivered	\$700.00
Anchor bolts (16" X 3/4") 16 at \$6.00 each	\$96.00
Pressure Treated 2X8 Decking 24 at \$23.00	\$552.00
Pressure Treated 2X4 Edge Guard 8 at \$15.00	\$120.00
All Weather Screws 3 Boxes at \$39.00	\$117.00
Timber Tech Screws 5 Boxes at \$22.00	\$110.00
Excavator Install Base Supports 4 hours at \$165.00 per hr.	\$660.00
Laborer Base and Deck 12 hours at \$30.00 per hr.	\$360.00
Laborer/Carpenter Base and Deck 12 hours at \$40.00 per hr.	\$480.00
Truck with Dump Trailer 6 hours at \$40.00 per hr.	\$240.00
Generator 1 Day at \$70.00	\$70.00
Gravel (crushed, backfill and grade) 18 yards at \$22.50	\$405.00

Bridge Sub Total **\$3,910.00**

Kiosks Option:

Build and Install 2 Kiosks at Requested Locations.

Dimensions: 4' X 8' Pressure treated 4"X6" frame, Pine Display Boards, Cedar Roofing

Lumber/Materials Costs: \$480.00 Each (X2) **\$960.00**

Concrete Base Footings 2 at \$200. **\$400.00**

Laborer/Carpenter 16 hours at \$40.00 per hr. **\$640.00**

Kiosks Option Sub Total **\$2,000.00**

TOTAL PROPOSAL COSTS **\$71,008.00**

****NOTE****

The ATV Club has agreed to donate the materials and labor to complete the following:

Replace existing bridge Value = \$3,910.00

Build and install 2 Kiosks Value = \$2,000.00

Cut and remove brush at powerlines Value = \$1,000.00

Total ATV Club Commitment **\$6,910.00**

Proposed Grant Expenses **\$64,098.00**

If you have any questions, or require additional information, please contact me directly.

Regards,

Paul Buckley

Truview Mulching, Inc. 781-707-6881

AGREEMENT

Municipal Grant-In-Aid Program

THIS AGREEMENT, MADE THIS _____ day of _____ 20____, between the State of Maine acting by and through the Director, Bureau of Parks & Lands, hereinafter referred to as the State and hereinafter referred to as the Municipality/County.

Municipality/County:

WHEREAS, the Municipality/County desires to establish, construct and maintain a public ATV trail system and,

WHEREAS, by M.R.S.A. Title 12, Section 1893 (1)(B), the Bureau of Parks & Lands is authorized to make grants-in-aid to Municipalities/Counties from the monies in the ATV Recreational Management Fund.

NOW THEREFORE, IT IS AGREED between the parties hereto: The State agrees to reimburse the Municipality/County of the cost of trail acquisition, development, and maintenance pursuant to and in accordance with this Agreement. In no event shall the total liability of the State under this Agreement exceed in the aggregate sum of _____ without the prior written consent of the State. This Agreement is subject to the following terms and conditions.

- A. The Municipality shall not be entitled to any reimbursement hereunder with respect to any proposed trail unless the entire trail plan shall have been approved in advance as hereinafter provided by the Supervisor of the ATV Program, Department of Agriculture, Conservation and Forestry, Bureau of Parks & Lands.
 - 1. The Municipality/County shall submit to the Supervisor of the ATV Program, Bureau of Parks & Lands, the following trail documentation (hereinafter called the "trail plan"):
 - a. A topographic map or a local tax map designating to the satisfaction of the State, the location of the proposed trail system over all lands, including public and private. Where the State so requests parcel number shall be assigned to each parcel and a distinction made, on the map, between the private landowners and public lands over which the trail is proposed to go.
 - b. A list of landowners and parcel numbers corresponding to the map of the land owned by each as requested.
 - c. A work plan for the proposed trail. The work plan when accepted by the State, shall constitute the obligation of the Municipality/County to do all things contained in the work plan, as if said work plan were a part of this Agreement.

The work shall provide the following:

1. Clearing, developing, and maintaining trail;
 2. Providing and maintaining parking areas where appropriate;
 3. Erecting signs which are approved by the Bureau of Parks and Lands. Sign material content, location and erection shall be strictly in accordance with guidelines and recommendations of the Bureau of Parks & Lands;
 4. Providing information as to the estimated number of signs needed of each denomination;
 5. Providing for adequate sanitary facilities, and picnic areas as appropriate.
 6. Providing for trash receptacles and regular pickup of trash deposited (no less frequent than weekly);
 7. Removing all signs, posts or other related facilities after the season if required by the landowners or by the State;
 8. Enforcement of trail rules/regulations and Maine statutes.
- d. Designation of an individual or agent of the Municipality/County to serve as administrator of the program hereunder.
2. The Municipality/County may make any revisions in the original trail plan necessary to make the plan acceptable to the Supervisor of the ATV Program.
 3. Any approval of the trail plan by the Supervisor shall be in writing to the person appointed by the Municipality/County as administrator of the trail.
 4. The Municipality/County shall strictly adhere to the terms of the approved trail plan and shall not amend, revise, or alter the same without written approval of the Supervisor of the ATV Program.
 5. The provisions of Title 5 M.R.S.A. §4572 regarding nondiscrimination in employment are hereby incorporated into this Agreement by reference as if the same were set out in full herein, and the Municipality/County agrees to comply therewith.
- B. The Municipality/County shall provide copies of any permits that are required by law to the Supervisor of the ATV Program before approval can be given for the proposed trail plan. (Examples: Health and Human Services Sanitary Facilities, DEP, LUPC, (if proposed development is in the unorganized area of the State), etc.
- C. Subject to budgetary and staff limitation, the State shall provide reasonable technical assistance to the Municipality/County in the development of ATV trails and related facilities.

The State agrees to reimburse the Municipality/County on the basis of 90 % of all costs directly related to the acquisition of easements, development and maintenance of ATV trails, subject to the terms of this Agreement.

-
1. The costs incurred must be in accordance with the trail plan as approved by the Supervisor of the ATV Program and any approved revision thereto.
 2. The Municipality/County may acquire land by easement, lease or permit. Any trail easement, lease or permit shall be for such term as is necessary, in the opinion of the Supervisor of the ATV Program, to fully utilize facilities and to implement the purposes hereof.
 - a. An affidavit must be provided to insure that the person or entity who is the grantor of the rights to use the land for the proposed ATV trail is the same person or entity shown in the records in the office of the Registrar of Deeds, in the County in which the land is located, to be the owner of the property. All instruments of conveyance, affidavits and the like are subject to approval as to form and content by the State. The State may where it deems the same is necessary, require adequate title opinions to be provided to the State at the Municipality's/County's expense.
 3. Contracts entered into by the Municipality/County for development or services which are funded in whole or in part by the State shall, wherever State law so requires as determined by the Supervisor of the Program, be awarded through competitive bid and following approval of such contracts by the Supervisor.
- D. The Municipality/County shall submit receipted invoices of the out-of-pocket costs actually incurred by it in the establishment, development and maintenance of the approved ATV trail.
- a. Upon the submission, not more often than once monthly, of receipted invoices of trail costs, the Municipality/County may request the State to pay 90 % of the amount so submitted and approved by the Supervisor.
 - b. The Municipality/County shall retain for three years and make available to the State, all records relating to receipt and expenditures of funds under this Agreement.
- E. The State of Maine shall not assume any liability for any expense incurred by the Municipality/County; (I) which expense was not expressly approved in writing in advance by the Supervisor of the ATV Program or, (II) after depletion of the grants-in-aid funds available. All obligations of the State hereunder are subject to the availability of funds in the ATV Recreational Management Fund.
- F. The Municipality/County shall operate and maintain the trails and facilities in good and safe condition of their purposes and in accordance with all applicable federal, state and local laws, ordinance, codes, rules, regulations and standards . The Municipality/County shall not assign, transfer, lease or encumber its rights or obligations hereunder in or to the trails or facilities without the State's prior written consent. The Municipality/County shall indemnify, defend and save the State and its employees harmless from and against any claims, losses, liabilities, costs, expenses, damages or other obligations of any nature in any way arising out of or in connection with the use, occupation, construction, development, repair or maintenance of any property, facilities or equipment used in connection with the facilities funded under this Agreement. Upon request of the State, the Municipality/County shall, at its own cost and expense, provide and keep in force comprehensive general public liability insurance against claims for personal injury, death or property damage occurring on, in or about any property or facilities funded under or used in connection with this Agreement, or respecting the use of any vehicle or equipment used in connection therewith. Any such insurance shall be in an amount form and content determined from time to time by the State, shall include the State as a named insured at the State's request, and shall be carried by responsible companies satisfactory to the State. The State may at any time inspect any facilities or equipment used in connection with this Agreement.

-
- G. Once the trail plan has been approved, the Municipality/County shall proceed to acquire the necessary interest in the land, establish the trail and open it to use by the general public. Should the Municipality/County fail to expedite completion of this project or fail to provide for adequate maintenance to keep the trail reasonably safe for public use, provide sanitation and adequate sanitary facilities where needed, and other maintenance and/or facilities as the State may deem necessary, or fail to comply with any provision of the Agreement (including the trail plan), the State may withhold any future payments and terminate this Agreement immediately upon written notice to the Municipality/County. If the Municipality/County receives any funds improperly paid or misapplies or misuses any funds received from the State pursuant to this Agreement, or if the State incurs or is charged with any costs, expenses or damages in connection with the property which is the subject of this Agreement (except as herein expressly provided), the Municipality/County shall immediately upon demand promptly reimburse the State for all such amounts. If the Municipality fails to make such payment, the State may withhold all or any part of the monies which may be payable to the Municipality/County under other State programs, by invoking the provisions of Title 5 M.R.S.A. §133 or otherwise.

MUNICIPAL/County APPROVAL

Municipality: _____ County: _____

Signature: _____ Dated: _____

Title: _____
Chairman of Board of
Selectman/Town/ City or County
Manager

Type text here

STATE OF MAINE APPROVAL

Department of Agriculture, Conservation and Forestry
Bureau of Parks & Lands

By: _____ Dated: _____

Title: _____

Submission #93

View

Edit

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[Previous submission](#) Next submission

[Print](#) [Resend e-mails](#)

Submission information

Form: [Board/Committee Volunteer Application](#)

Submitted by Anonymous (not verified)

June 23, 2021 - 7:56am

2603:7080:4740:ba9b:e543:e08a:e069:3922

Application Date: June 23, 2021

Contact Details

First/Middle Name: Bernice

Last Name: Corcoran

Street/PO Box: 76 Weymouth Rd

City, State, Zip: Gray

Phone Number: 2077498147

Email Address: bunnyc1957@gmail.com

Employment

Occupation: Retired

Present Employer:

Employer Phone Number:

Are you a Gray resident? Yes

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

Blueberry Festival Committee

Reason for selecting this particular board/committee?

I have enjoyed this event in the past years so I wanted to give some of my time to help out with this fantastic event.

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

Fresh ideas, organizational skills, enthusiasm

What talents and skills would you bring to this position?

New ways to communicate the event to the public, generate ideas for activities

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

To organize an event that provides an opportunity for the public to be introduced to the town of Gray, build community services relationships

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

NA

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

Are you familiar with the "Comprehensive Plan" adopted by the Town of Gray? No

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

[Previous submission](#) Next submission

TRAIL USE PERMIT

This permit, is granted on this **6th** day of **July**, 2021

by First Congregational Church of Gray to Town of Gray
Permittor Permittor

The First Congregational Church of Gray grants this permit over and upon the following described premises situated in the County of Cumberland, town of Gray in the State of Maine for the period of time from: **July 7, 2021** to: **July 5, 2026.**

- The segment of trail from Cumberland Farms, across the Parish House parking lot and following a path from the start of the Parish House ramp to the Brown Street sidewalk.
1. The following uses shall be allowed on the trail: walking, non-motorized bikes (with an exception for motorized wheelchairs), running, dog walking. The town will post a sign that describes appropriate uses of the trail.
 2. The trail will be ADA accessible.
 3. The trail will have designed objects to promote the safe use of the trail.
 4. This permit shall terminate upon sale of the land, or upon notification in writing to the Permittor(s) thirty (30) days prior to termination by the Permittor(s).
 5. The said trail shall be open to the general public without charge for user purposes only.
 6. The Permittor(s) or their authorized representatives shall at all times have the right to enter upon said trail for any purpose necessary to carry out their powers and duties.
 7. The permit is for a six foot width route over the lands to be used as depicted on the attached design.
 8. It is understood that neither the Permittor(s) nor the Town of Gray, its officers, agents or employees assumes any liability for injuries and damages that may be suffered on said trail in accordance with Maine statute, Title 14 M.R.S.A. Section 159-A AS LONG AS THE PERMITTOR(S) DOES NOT CHARGE FOR THE TRAIL USE.

Date	First Congregational Church of Gray Moderator or Trustee Chair
Date	Gray Town Manager Signature

Rename “Recycling Committee” to “Resiliency Committee”

Current Duties:

The committee shall:

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

Proposed Duties:

1. Expand education for Residents via GCTV/Website streaming programming in partnership with GNG School system, newsletter, electronic platforms, bulletin boards, Library, flyers and direct mailings on topics related to Resiliency Planning, Waste reduction, renewables and/or energy efficiency and Climate action.
 - a. Proper composting to work towards reducing food waste
 - b. Tips/Information on the pillars of waste handling: Avoid/Reduce, Reuse, Recycle, Recover, Dispose
 - c. Classes on relevant topics such as vermiculture and biodigesters
 - d. Native plantings, canopy catalog/planning, fertilizer transition plans for open space/school fields/municipal properties
 - e. Practical zero waste approaches to lifestyle and events
2. Assist with Resiliency Planning, as appropriate, to identify baseline, identify forecasted changes in coming years, identify actionable items in categories (1) municipality (2) neighborhoods (3) residents. Working with the Community organizations that are mission aligned, promote action on items in categories (2) and (3).
3. Work with Organizations, Companies, Non-Profit groups and Residents to conduct readiness assessment for Repair Café, Tool Library, Salvage/Reclaim depot, Upcycling, Greenbuilding, Plant Swap, Seed bank, etc.
4. Make recommendations, as appropriate, to modify Town’s current disposal policies, sticker compliance, fee structure that will enhance and/or reduce cost of the operations.
5. Work with Solid Waste Director to promote/host Hazardous Waste Day to educate Residents on hazards of improper disposal and share policies, options, changes on an annual basis.
6. For all duties outlined – encourage partnerships and collaboration with other Towns to develop regional approaches wherever possible.

TOWN COUNCIL COMMITTEES & AFFILIATIONS POLICY TOWN OF GRAY, MAINE

Extracted from Town Council Rules, August 1, 2017

Amended November 14, 2017

Amended October 16, 2018

Amended October 1, 2019

Amended November 12, 2019

Amended December 17, 2019

Amended March 10, 2020

Amended March 24, 2020

Amended September 15, 2020

Amended December 15, 2020

TOWN COUNCIL COMMITTEES

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

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

TOWN COUNCIL COMMITTEES & AFFILIATIONS POLICY TOWN OF GRAY, MAINE

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

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

TOWN COUNCIL AFFILIATIONS

- A. The Town Council maintains working relationships with a wide variety of public, private and civic organizations. These organizations are involved in a wide variety of activities. Some develop and maintain cultural and recreational opportunities. Others are interested in protecting the natural habitat of our community or curating its history. There are civic minded organizations looking to help those that are less fortunate than themselves and all of them contribute to our community in positive ways. Some organizations, like the Maine Municipal Association (MMA) or the Greater Portland Council of Governments (GPCOG) are voluntary associations the Town belongs to. Our affiliation with these groups helps the Town Council, Town Manager and Staff further Gray's interests on the regional and state level.
- B. The Council has not created these groups and is not responsible for overseeing their operations, their finances or in most instances selecting their members.
- C. No Town Council Committee or affiliated organization can claim to be working on the Town Council's behalf without first seeking permission from the Council to do so.
- D. If the Council provides an affiliated group with funding, the group shall issue a report on the status of the group's work at a time determined by the Council.
- E. This policy is not intended to be a complete list of the organizations the Town Council is affiliated with, but to define the Council's relationship with them.
- F. The Council reserves the right to create additional conditions or expectations as needed and end its relationship with any affiliated group at any time.

COUNCILOR LIAISON APPOINTMENTS

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

- A. Shall be chosen as Liaisons by a majority vote of the Town Council.
- B. May be the liaison for more than one committee.
- C. Shall serve in a non-voting, ex-officio capacity.
- D. Shall have the right to speak, ask questions and participate in COMMITTEE deliberations. A Council Liaison to the Planning Board, Board of Assessment Review or Zoning Board of Appeals shall be permitted to speak in support of or opposition to an application and participate in deliberations only to the extent otherwise permitted for all members of the public and shall do so in the same manner as permitted for members of the public. To the extent a Council Liaison has an actual or perceived conflict of interest with regard to an application before the Board of Assessment Review, Zoning Board of Appeals or Planning Board, he or she must disclose said conflict prior to speaking on or participating in any deliberations of such bodies.
- E. Liaisons are expected to attend their committee meetings.

**TOWN COUNCIL
COMMITTEES & AFFILIATIONS POLICY
TOWN OF GRAY, MAINE**

COMMITTEE MEMBER APPOINTMENTS

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

The following rules shall apply to all committee member appointments:

- A. In general a committee applicant shall be a resident of the Town of Gray throughout their term. When a committee partners with other towns or regional groups to solve problems or provide services the Town Council may choose to appoint non-residents to the committee. For example, the Recreation and Conservation Committee may also include residents of New Gloucester. The majority of the members on any Town Council committee must be residents of the Town of Gray. Applicants must be eighteen (18) years of age unless exempted by the Town Council.
- B. Citizens applying or reapplying for committee membership must submit an application.
- C. Committee appointments are for three (3) year terms to end on August 31st of the designated year. The Council Member to the Finance Committee's term shall be 1 year and end on Election day.
- D. The terms of committee members shall be staggered so not more than one third (1/3rd) (approximately) of the committee's appointments end in the same year.
- E. Committee members shall serve without compensation.
- F. Appointees may only serve on one (1) of the following committees at a time; Planning Board, Zoning Board of Appeals, Finance Committee and Board of Assessment Review.
- G. No more than one (1) member of an immediate family shall serve on the same committee at the same time.
- H. Any committee member can be removed for cause after due notice and hearing by the Town Council.
- I. Committee members may be compensated as a consultant for the Town provided that the Town Council approves the contract for services to be provided and the committee on which the individual is currently serving is not responsible for supervising the services to be provided during the contract term or for 30 days after the individual's service on that committee is terminated.
- J. In the event a committee member has an actual or perceived conflict of interest with regard to a matter before the committee on which he or she serves, including, but not limited to the fact that the committee member has entered into a contract with the Town to provide services related to the committee's work or scope of review, he or she must disclose said conflict prior to speaking on or participating in any deliberations of the committee related to the matter for which the conflict exists. Following disclosure of the conflict, the remainder of the committee shall vote on whether the disclosing committee member can participate in discussions or decisions regarding the matter in an impartial manner. Refer to the Town of Gray Conflict of Interest Policy for more information.

**TOWN COUNCIL
COMMITTEES & AFFILIATIONS POLICY
TOWN OF GRAY, MAINE**

TOWN COUNCIL COMMITTEES RULES

All committees shall:

- A. Elect a Chairperson who is responsible for implementing this Town Council Committee Policy.
- B. Use the same parliamentary procedures as those adopted by the Town Council.
- C. Committee members will include the Town Council Liaison in all committee correspondence and comply with the State of Maine's Freedom of Access Act (FOAA).
- D. Submit meeting times, dates, locations and agendas ~~seven (7)~~ two (2) days in advance to the Town Manager or their designee.
- E. Committees without a quorum (a majority of members present) may continue to plan, meet and discuss their work. Except to schedule future meetings, no decisions or recommendations can be made by a committee without a quorum.
- F. Create meeting minutes which shall include;
 - 1. A list of members in attendance or absent.
 - 2. The date, time and location of the meeting.
 - 3. A summary of the committee's work.
 - 4. A record of any votes taken during the meeting.
- G. Record the meeting minutes. The committee may elect a secretary to record their minutes if the committee wishes to do so.
- H. Send meeting minutes to the Town Manager or their designees within seven (7) days of the ~~meeting date~~ minutes approval.
- I. Submit an Annual Report of the committee's work at the end of each fiscal year. The Annual Report must be completed and sent to the Town Manager by the date requested. The Council may ask the committee to present its report at a Council meeting.
- J. If for any reason, the Chairperson is unable to implement this policy, they are to inform the Town Council Liaison and/or the Town Manager as soon as possible.

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

TOWN COUNCIL COMMITTEES

BLUEBERRY FESTIVAL COMMITTEE

- A. Established:
 - 1. The End of Summer Fest Committee was created on December 6, 2016. The committee was re-named the Gray Blueberry Festival Committee on May 2, 2017.
- B. Membership:
 - 1. The Blueberry Festival Committee shall consist of five (5) members and one alternate.

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C. Duties:

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

BOARD OF ASSESSMENT REVIEW

A. Membership:

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

B. Duties:

The Board of Assessment Review shall have the power to;

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

COMMUNITY ECONOMIC DEVELOPMENT COMMITTEE (CEDC)

A. Membership:

1. There shall be a Community Economic Development Committee consisting of five (5) members, and one alternate.
2. In addition, the Town Planner; a designated member of the Planning Board, and a designated member of the Town Council shall be ex-officio members who shall be non-voting members of the Committee.

B. Duties:

1. The CEDC shall promote and/or participate in initiatives that will:
 1. **Cultivate** community and cultural connections in Gray.
 2. **Revitalize and preserve** the charm of the Village.
 3. **Support** improvement, responsible expansion, and retention of established businesses in the Town of Gray.

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

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

COMMUNITY TELEVISION & COMMUNICATION ADVISORY COMMITTEE (CTCAC)

A. Established:

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

B. Membership:

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

C. Duties:

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

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DRY MILLS SCHOOLHOUSE MUSEUM COMMITTEE

A. Membership:

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

B. Duties:

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

FINANCE COMMITTEE

A. Membership:

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

B. Duties:

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

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8. Make recommendations to the Council.

GENERAL ASSISTANCE FAIR HEARING AUTHORITY

A. Established:

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

B. Duties:

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

LIBRARY BOARD OF TRUSTEES

A. Membership:

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

B. Duties:

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

OPEN SPACE COMMITTEE

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

B. Membership:

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

C: Duties:

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

ORDINANCE ADVISORY COMMITTEE (OAC)

A. Established:

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

B. Membership:

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

C. Duties:

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

PLANNING BOARD

A. Membership:

1. The Planning Board shall consist of five (5) members and two (2) alternates. Alternates will be designated Alternate 1 and Alternate 2 upon appointment to the Board. When a full member vacancy occurs, Alternate 1 will be appointed to full membership via majority vote of the Planning Board. Alternate 2 will be elevated to Alternate 1. The Planning Board shall meet up to twice a month at the discretion of Planning Department Staff.

B. Duties:

The Board shall;

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1. Be responsible for reviewing and approving, when in order, subdivision plans, site plans, conditional uses, and Shoreland Zoning applications in accordance with State Statutes and Town Ordinances.
2. Be responsible for the constant supervision of the Zoning and Subdivision of the Zoning and Subdivision Ordinances and for recommendations to the Town Council for changes in each.
3. Perform such duties and exercise such powers as are provided by the Town Ordinances and the laws of the State of Maine.
4. Offer advice and assistance, and make recommendations to the Town Council, Town Manager and other Town committees and staff as needed or requested.

RECREATION AND CONSERVATION COMMITTEE

A. Established:

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

B. Membership:

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

C. Duties:

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

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wetlands to assimilate and retain information pertinent to the proper utilization, protection and potential development or use of such open areas.

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RECYCLING COMMITTEE - THIS SECTION WILL BE REPLACED IF COUNCIL APPROVES NEW NAME/CHARGE.

A. Membership:

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

B. Duties:

The committee shall:

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

ZONING BOARD OF APPEALS (ZBA)

A. Membership:

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

B. Duties:

The board:

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

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RETIRED TOWN COUNCIL COMMITTEES

CHARLES BARKER SCHOLARSHIP COMMITTEE

A. Membership:

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

B. Duties:

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

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

GRANGE NO. 41 SCHOLARSHIP FUND COMMITTEE

A. Established:

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

B. Membership:

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

C. Duties:

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

LADDER TRUCK COMMITTEE

A. Established:

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

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B. Membership:

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

C. Duties:

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

PUBLIC SAFETY COMMITTEE

A. Membership:

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

B. Duties:

The committee shall;

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

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

COMPREHENSIVE PLAN STEERING COMMITTEE

A. Established:

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

B. Membership:

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

C. Duties are to oversee:

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

Town of Gray Conflict of Interest Policy
Submitted to the Town Council on June 15, 2021
Revised June 16, 2021

I. Overview

a. **Purpose.** It is in the best interest of the Town of Gray to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. The purpose of this Conflict of Interest Policy (the “Policy”) is to clarify state law regarding conflicts of interest as it pertains to Town Councilors and other Town official (including all Town staff), board or committee members, clarify the obligations of Town Councilors, official, and other board or committee members to disclose and otherwise avoid such conflicts of interest, and to otherwise protect the Town’s interests when it is considering taking an action or entering into a transaction that may be influenced or otherwise tainted by a conflict of interest. This policy is also designed to help Town Councilors, officials, and other Town board or committee members identify situations that present potential conflicts of interest, and to provide the Town of Gray with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency.

b. Definitions

(1) Conflict of Interest. A conflict of interest within the context of this Policy refers to any of the following:

- i. Where a Town Councilor, official, or other board or committee member is an officer, director, partner, associate, employee, or stockholder of a private business corporation or other economic entity which is the subject of an issue or application before the Town Council or a board or committee *and* that Town Councilor, or other board or committee member, is either directly or indirectly the owner of at least 10% of the stock of a private corporation or owns at least a 10% interest in a business or economic entity (*see* 30-A M.R.S. § 2605, as amended);
- ii. Where a Town Councilor, official, or other board or committee member is placed in a situation where they are tempted to serve their own personal pecuniary interest in lieu of the interests of the Town;
- iii. Where the Family Member of a Town Councilor, official, or other board or committee member is seeking to contract or otherwise do business with the Town, or where such Family Member is the applicant for a license, permit, or other municipal approval before the board, committee, or other body upon which that Town Councilor or board or committee member sits, or where Town officials provide administrative support; or
- iv. Any other situation where a Town Councilor, official, or other board or committee member’s participation in the consideration and decision on a particular matter would cause even the appearance of a conflict of interest or other impropriety.

- (2) A "Family Member" is a spouse, parent, grandparent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of a person subject to this Policy.

II. Procedures

- a. **Annual Disclosure Form Required for Council, Staff, and Quasi-Judicial Board Members:** By July 1 of each year, every currently serving Town Councilor, official, and quasi-judicial board member (including but not limited to Planning Board and Zoning Board of Appeals) shall complete a disclosure form identifying any relationships, positions, or circumstances in which they are involved that they believe could contribute to a conflict of interest. Newly elected Town Councilors, officials, or newly appointed board or committee members must complete this disclosure form prior to being sworn in. Disclosure forms will be provided and maintained by the Town Clerk.
- b. **Disclosure Form Required for Committee Members:** At the time of appointment, every other board or committee member not covered by Section II.a. shall complete a disclosure form identifying any relationships, positions, or circumstances in which they are involved that they believe could contribute to a conflict of interest. Newly appointed board or committee members must complete this disclosure form prior to being sworn in and update them as needed if new potential conflicts of interest arise. Disclosure forms will be provided and maintained by the Town Clerk.
- c. **Independent Contractors:** All service agreements or other contracts entered into between the Town and any independent contractor performing services for or on behalf of the Town shall include language requiring that independent contractor to certify that neither it, nor any of its directors or employees, have a conflict of interest as defined in this Policy.
- d. **Procedures for Addressing a Conflict of Interest or Appearance of Conflict of Interest**
 - (1) When a Town Councilor, official, or a board or committee member believes that they have a conflict of interest, as defined in this Policy, with regard to a matter of business that is before, or may come before the Town Council, or the board or committee of which that person is a member, they shall immediately contact the Town Manager (or if a member of the Council, the Council Chair) to discuss the context of this potential conflict of interest.
 - (2) If the purported conflict of interest involves a Councilor, official, or board/committee member's holding of stock or ownership interest in a particular entity, as outlined in Section I(b)(1)(i) of this Policy, that member should, prior the Town Council or board/committee's deliberation, make a full disclosure of said conflict of interest and recuse themselves from further

involvement. Once recused, that Councilor or board/committee member should leave the dais until such deliberations have concluded.

- (3) For all other purported conflicts of interest, the following procedures should be followed:
 - i. The Town Councilor, official, or board/committee member shall, prior to the Council or that board/committee's deliberations, make a full public disclosure of the purported conflict of interest.
 - ii. A Town Councilor or board/committee member shall then publicly announce either: (a) that they will recuse themselves from all further deliberation of that particular agenda item, or (b) state on the record that notwithstanding the potential conflict of interest, that they feel they can fairly and impartially decide the matter in front of the Council or the board/committee.
 - iii. Should a Town Councilor or a board/committee member choose not to recuse themselves from a particular matter, the Town Council or board/committee may, upon a majority vote of those present and voting (excluding the potentially conflicted Councilor or board or committee member, who must abstain from such a vote) require the potentially conflicted Town Councilor or board/committee member to recuse themselves from further involvement in a particular matter.

III. Confidentiality; No Personal Use. Each Town Councilor, official, and board or committee member of the Town shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of Town of Gray. Furthermore, no Town Councilor, official, or board or committee member shall disclose or use information relating to the business of Town of Gray for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

This policy shall be reviewed and revised as deemed necessary by the Town Council. Any changes to the policy shall be communicated to all Town officials, and board or committee members. This policy is governed by the Town of Gray Charter Amended July 14, 2020, Article 2, Section 4.E.

TOWN OF GRAY

POSITION DESCRIPTION

POSITION TITLE: COMMUNICATIONS & INFORMATION SPECIALIST
DATE CREATED/REVISED 7/6/2021

Classification: Regular Part-Time Hourly

Narrative: Our municipal website is often the first point of informational contact for Gray residents. The Communications & Information Specialist administers the website to ensure timely delivery of relevant information to residents of the municipality, while also providing communications and public relations for the community.

The Communications & Information Specialist is responsible for managing all content on the municipal website, social media account(s), job postings, and/or news items with input from department heads and the Director of Communications & Information. The position requires that the candidate have a solid background in website design/maintenance, understanding of database management principles, superior communication skills, and the organizational experience necessary to fulfill the requirements of the position.

Supervision: Supervision is provided to this position by the Director of Communications & Information.

POSITION RESPONSIBILITIES/TASKS

Illustrative Only, not all-inclusive:

WEBSITE MANAGEMENT

- Sites: Town of Gray, Recyclopedia, Assessment Data, Connected
 - Daily routine updating of information to the website. Maintain/update content as required by Town of Gray department activity, ordinance/policy updates, local events, and general community information needs.
 - Outreach to the community to ensure that pertinent information from various volunteer organizations and local businesses is available on the Town of Gray website.
 - Update/maintain organizational structure of the websites to ensure that site users can easily navigate to desired content.
 - Provide technical support and/or consult with Town of Gray departments and staff as needed to provide timely website content in support of the Town's objectives.
 - Be the single point of contact for Town employees and committee members during regular Town office hours to provide technical support.
 - Adhere to content requirements as set forth in the Town of Gray Web Content Policy.
 - Update CMS software and peripheral modules/themes as needed.
- Social Media – Administer Town of Gray Facebook account and monitor social media accounts for all Town departments.

WEBSITE DESIGN & DEVELOPMENT

Design tasks encompass the creation and maintenance of graphics content, underlying site style (i.e. CSS) and page templates for the Town's website as well as implementing new functionality and multimedia items.

- Oversee the design of the website and maintain a consistent look and feel.
- Serve as Art director for the visual and multimedia content.
- Manage and design creative aspect of website projects.
- Continued training on new and/or improved functionality for the website.
- Monitor website statistics to identify area for improvement and site usage and report statistics to supervisor on a monthly basis.

- Develop a budget to foster the continued growth and improvement of the website.
- Establish relationships with area businesses, tourism entities, business associations, and other media to enhance and expand website content for public relations and marketing purposes .

OTHER DATA MANAGEMENT RESPONSIBILITIES

- Annual Report – Style and compile submitted component reports into comprehensive / complete annual report document in PDF format. Publish to website.
- Job Openings – Post notices of job openings and job descriptions on municipal website, Maine Municipal Association, and other job sites as needed.
- Boards & Committees – maintain database of Board & Committee applicants, appointments, and term expiration dates. Report on current or historical terms for boards and committees
- Meeting Portal – Assist with the management of board/committee membership, distribution lists, and agenda/minutes publication on the Town of Gray meeting portal [Granicus/Peak].
- Ordinance & Policy – Update and style ordinance and policy documents as approved by Council. Maintain an archive of all previous versions. Maintain updated documents on website.
- Newsletter – Compile department and/or community news items into a monthly newsletter. Upload /distribute publication to website and social media accounts.
- Other Administrative & Database Management tasks as needed.

REQUIREMENTS/QUALIFICATIONS

Education & Experience

Minimum Education Required:

- High School Diploma G.E.D/High School Equivalent

Minimum Education Preferred:

- Associate Degree Bachelor’s Degree Advanced Degree

Prior Experience Required:

3-5 years of direct experience in this position or directly related to the field.

Prior Experience Preferred:

5 years of direct experience in this position, especially in a government atmosphere, or a satisfactory equivalent in the estimation of the Town.

Knowledge, Ability, Skills Required:

- Must have working knowledge of website design and maintenance, with a preference for background with Drupal design platform.
- Must have proficiency with MS Office applications, with focus on MS Word, MS Excel, MS Publisher, MS Access, and MS PowerPoint. MS SharePoint experience a plus.
- Must be able to work independently and exercise good judgment when making decisions.
- Must be able to assist and coordinate with multiple department heads and Town staff members.
- Must be able to manage work time and prioritize tasks effectively.

Knowledge, Ability, Skills Preferred:

- Proficiency with Drupal CMS open source web software

PHYSICAL REQUIREMENTS/OTHER

Title/Department	Communications & Information Department / Communications & Information Specialist				
Shift Length	<input checked="" type="checkbox"/> <8 hrs	<input type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7	<input type="checkbox"/> On call
Shift Type	<input checked="" type="checkbox"/> Days	<input type="checkbox"/> Nights	<input type="checkbox"/> Evening	<input type="checkbox"/> Rotating	
Lifting/Carrying	NEVER 0 hours	RARELY <10 minutes/shift or up to 1 hour per week	OCCASSIONALLY up to 1/3 shift	FREQUENTLY 1/3-2/3 shift	CONSTANTLY >2/3 of shift
0-10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried:	<input checked="" type="checkbox"/> within area		<input type="checkbox"/> between areas	<input type="checkbox"/> throughout facility	
Postures/Tasks	NEVER 0 hours	RARELY <10 minutes/shift or up to 1 hour per week	OCCASSIONALLY up to 1/3 shift	FREQUENTLY 1/3-2/3 shift	CONSTANTLY >2/3 of shift
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Cognitive Demands/Sensory Requirements					
<input checked="" type="checkbox"/> See	<input checked="" type="checkbox"/> Hear	<input checked="" type="checkbox"/> Distinguish color			
<input checked="" type="checkbox"/> Work in diminished lighting	<input checked="" type="checkbox"/> Make critical decisions	<input checked="" type="checkbox"/> Perform in fast-paced environment			
<input checked="" type="checkbox"/> Speak	<input type="checkbox"/> Work at a set pace/rate	<input type="checkbox"/> Remember accurately			
<input checked="" type="checkbox"/> Work under deadlines	<input checked="" type="checkbox"/> Perform multiple tasks	<input checked="" type="checkbox"/> Work independently			
<input checked="" type="checkbox"/> Understand verbal instructions	<input checked="" type="checkbox"/> Understand written instructions				
<input type="checkbox"/> Other:					

Acknowledgement:

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

Name of Employee: _____

Date: _____

Name of Supervisor: _____

Date: _____

TOWN OF GRAY POSITION DESCRIPTION

POSITION TITLE: COMMUNICATIONS & INFORMATION SPECIALIST

DATE CREATED/REVISED 7/8/2021

Classification: Regular Part-Time Hourly

Narrative: Our municipal website is often the first point of informational contact for Gray residents. The Communications & Information Specialist administers the website to ensure timely delivery of relevant information to residents of the municipality, while also providing communications and public relations for the community.

The Communications & Information Specialist is responsible for managing all content on the municipal website, social media account(s), job postings, and/or news items with input from department heads and the Director of Communications & Information. The position requires that the candidate have a solid background in website design/maintenance, understanding of database management principles, superior communication skills, and the organizational experience necessary to fulfill the requirements of the position.

Supervision: Supervision is provided to this position by the Director of Communications & Information.

POSITION RESPONSIBILITIES/TASKS

Illustrative Only, not all-inclusive:

WEBSITE MANAGEMENT

- Sites: Town of Gray, Recyclopeda, Assessment Data, Connected
 - Daily routine updating of information to the website. Maintain/update content as required by Town of Gray department activity, ordinance/policy updates, local events, and general community information needs.
 - Outreach to the community to ensure that pertinent information from various volunteer organizations and local businesses is available on the Town of Gray website.
 - Update/maintain organizational structure of the websites to ensure that site users can easily navigate to desired content.
 - Provide technical support and/or consult with Town of Gray departments and staff as needed to provide timely website content in support of the Town's objectives.
 - Be the single point of contact for Town employees and committee members during regular Town office hours to provide technical support.
 - Adhere to content requirements as set forth in the Town of Gray Web Content Policy.
 - Update CMS software and peripheral modules/themes as needed.
- Social Media – Administer Town of Gray Facebook account and monitor social media accounts for all Town departments.

WEBSITE DESIGN & DEVELOPMENT

Design tasks encompass the creation and maintenance of graphics content, underlying site style (i.e. CSS) and page templates for the Town's website as well as implementing new functionality and multimedia items.

- Oversee the design of the website and maintain a consistent look and feel.
- Serve as Art director for the visual and multimedia content.
- Manage and design creative aspect of website projects.
- Continued training on new and/or improved functionality for the website.
- Monitor website statistics to identify area for improvement and site usage and report statistics to supervisor on a monthly basis.

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- Develop a budget to foster the continued growth and improvement of the website.
- Establish relationships with area businesses, tourism entities, business associations, and other media to enhance and expand website content for public relations and marketing purposes.

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OTHER DATA MANAGEMENT RESPONSIBILITIES

- Annual Report – Style and compile submitted component reports into comprehensive / complete annual report document in PDF format. Publish to website.
- Job Openings – Post notices of job openings and job descriptions on municipal website, Maine Municipal Association, and other job sites as needed.
- Boards & Committees – maintain database of Board & Committee applicants, appointments, and term expiration dates. Report on current or historical terms for boards and committees
- Meeting Portal – Assist with the management of board/committee membership, distribution lists, and agenda/minutes publication on the Town of Gray meeting portal [Granicus/Peak].
- Ordinance & Policy – Update and style ordinance and policy documents as approved by Council. Maintain an archive of all previous versions. Maintain updated documents on website.
- Newsletter – Compile department and/or community news items into a monthly newsletter. Upload /distribute publication to website and social media accounts.
- Other Administrative & Database Management tasks as needed.

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REQUIREMENTS/QUALIFICATIONS

Education & Experience

Minimum Education Required:

- High School Diploma G.E.D/High School Equivalent

Minimum Education Preferred:

- Associate Degree Bachelor’s Degree Advanced Degree

Prior Experience Required:

3-5 years of direct experience in this position or directly related to the field.

Prior Experience Preferred:

5 years of direct experience in this position, especially in a government atmosphere, or a satisfactory equivalent in the estimation of the Town.

Knowledge, Ability, Skills Required:

- Must have working knowledge of website design and maintenance, with a preference for background with Drupal design platform.
- Must have proficiency with MS Office applications, with focus on MS Word, MS Excel, MS Publisher, MS Access, and MS PowerPoint. MS SharePoint experience a plus.
- Must be able to work independently and exercise good judgment when making decisions.
- Must be able to assist and coordinate with multiple department heads and Town staff members.
- Must be able to manage work time and prioritize tasks effectively.

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Knowledge, Ability, Skills Preferred:

- Proficiency with Drupal CMS open source web software

PHYSICAL REQUIREMENTS/OTHER

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Title/Department	Communications & Information Department / Communications & Information Specialist				
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Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Name of Employee: _____ Date: _____
Name of Supervisor: _____ Date: _____

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Carbon Pricing Resolution

We, the Gray Town Council, hereby call upon our State and Federal elected representatives to enact carbon-pricing legislation to protect Maine from the costs and environmental risks of continued climate inaction. We support a Carbon Fee and Dividend approach that charges fossil fuel producers for their carbon pollution and rebates the money collected to all residents on an equal basis. Enacting a Carbon Cash-Back program decreases long-term fossil-fuel dependence, aids in the economic transition for energy consumers, and keeps local energy dollars in Maine's economy. Carbon Cash-Back has been championed by US economists (Wall Street Journal, January 17, 2019) as the most effective and fair way to deliver rapid reductions in harmful carbon emissions at the scale required for our safety.

We expect our representatives to lead in this critical moment for the health and well-being of our citizens and for the protection of Maine's natural resources upon which we all rely.

Within 30 days, the record of the vote approving this article shall be transmitted by written notice to the Town of Gray's State Legislators, to the Governor of Maine, to the Town of Gray's Congressional Delegation, and to the President of the United States, informing them of the instructions from the Gray Town Council.

Implications for Maine of Emerging Border Carbon Adjustment (BCA)

By the EU, Canada and UK (and others?)

Background

1. The EU is headed for a Border Carbon Adjustment in 2023 based on their carbon price currently about \$US45. Canada's carbon tax is headed toward US\$135/ton/CO₂ by 2030 and needs to move to a BCA. The UK will harmonize with the EU or lose a significant share of their EU export market.

2. If the U.S. does not establish a BCA based on a carbon fee, it will be at odds with its two biggest export markets—the EU and Canada—and U.S. exporters will be at a competitive disadvantage.

Establishing a BCA based on a large array of climate regulatory, subsidy and standards program is poor policy. While the U.S. might be able to do it, developing country trading partners with weak institutions and serious corruption will not.

Impact

3. The **BCA by the EU, Canada and the UK will have adverse consequences for some key Maine exports. Maine's second largest export is aircraft** including engines and parts. **Maine's top four aerospace export destinations are Germany, Canada, Japan and the UK.** Three are likely to have a BCA in the future putting this sector at a competitive disadvantage.

Maine's fourth largest export, integrated circuits, would also be vulnerable.

Finally, Maine's largest export, lobsters, would potentially also be vulnerable depending upon the BCA design. For example, Energy Intensive Trade Exposed (EITE) products like steel, petrochemicals, etc. would have a BCA based on carbon content. All other products might have a flat rate of 5-10% tariff for administrative ease (Nordhaus, William, Yale University). The 2019 Chinese tariff on lobsters is a cautionary note.

Maine Top Ten Exports

1. Fresh/chilled lobsters: US\$368 million (13.6% of Maine's total exports)
2. Aircraft including engines, parts: \$293 million (10.8%)
3. Natural gas (gaseous state): \$167 million (6.2%)
4. Integrated circuits (excluding processors/controllers): \$161 million (5.9%)
5. Chemical woodpulp (non-coniferous): \$110 million (4%)
6. Coniferous rough wood including spruce: \$70 million (2.6%)
7. Paper, paperboard: \$70 million (2.6%)
8. Atlantic salmon: \$56 million (2.1%)
9. Mucilage, thickeners: \$54 million (2%)
10. Composite diagnostic/laboratory reagents: \$49 million (1.8%)

<http://www.worldstopexports.com/maines-top-10-exports/>

<https://www.investinmaine.net/news-events/maines-aviation-sector-ready-takeoff/>

Carbon Tax Impact on Construction of Buildings:

The Case of Cross-Laminated Timber (CLT)

Background

Climate policy debate regarding buildings focuses predominantly on issues of operational energy use and not on embodied materials used for construction. The preponderance of carbon intensive materials in construction, e.g., predominantly steel and concrete, requires a systemic policy, along with complementary policies, to shift from traditional materials and practices.

The development of low- and no-carbon alternatives, such as wood, face fundamental economic obstacles as well as technical issues (fire, seismic, acoustic). The potential for wood-based construction of 8-12 story buildings is vast and within reach if made economic.

The acceleration of research, innovation and construction with low- and no-carbon alternatives such as Cross-Laminated Timber (CLT) is achievable in the short-term by increasing the cost of traditional high carbon materials through a carbon tax.

“The New Carbon Architecture”, a book by a consortium of architects led by Bruce King, founder of the Ecological Building Network, elaborates the opportunities and the actions necessary in their book:

“We have sketched out the new carbon architecture, but how can we hasten its arrival? ***How do you move a system so massive and complex as the global construction market? The short answer is pretty simple: carbon taxes and an informed populace.***”

Complemented by building codes and standards, research and information flows, the carbon tax pathway makes possible the global shift.

Implications for Maine--CLT

Maine’s comparative advantage in timber, now a major raw material export, provides the opportunity to move up the value chain to produce Cross-Laminated Timber (CLT) for construction and export.

The uptake will be limited and slow if the costs of traditional carbon intensive materials remain the same. ***Without a carbon tax, traditional construction materials are effectively subsidized.***

CLT advantages are in the University of Maine study “The Case for CLT Manufacturing in Maine”:

-- Maine has 3 times the specialization in forest products than the national average and 3.4 times in wood product manufacturing industry.

--The potential exists to greatly expand wood product related employment from the current 31,000 non-coastal jobs and facilitate transition for workers from the paper industry plant closures.

-- With over 30 million potential consumers within 500 miles, Maine’s location provides access to wood resources, regional markets and international opportunities through its infrastructure.

https://composites.umaine.edu/wp-content/uploads/sites/20/2020/01/MMTCC-Attraction-Package-ver-01_07_2020-abridged.pdf

117TH CONGRESS
1ST SESSION

H. R. 2307

To create a Carbon Dividend Trust Fund for the American people in order to encourage market-driven innovation of clean energy technologies and market efficiencies which will reduce harmful pollution and leave a healthier, more stable, and more prosperous Nation for future generations.

IN THE HOUSE OF REPRESENTATIVES

APRIL 1, 2021

Mr. DEUTCH (for himself, Mr. MALINOWSKI, Ms. ESHOO, Ms. SCHAKOWSKY, Mr. CRIST, Mr. KILMER, Mr. PETERS, Ms. CHU, Mr. CONNOLLY, Ms. CRAIG, Mr. MORELLE, Mr. CARBAJAL, Mr. RASKIN, Mr. SIRES, Mr. SHERMAN, Mr. CROW, Mr. CORREA, Ms. SCANLON, Mr. JOHNSON of Georgia, Ms. PINGREE, Mr. MOULTON, Ms. ROYBAL-ALLARD, Mr. GARAMENDI, Mr. EVANS, Mr. PHILLIPS, Ms. MENG, Mr. CÁRDENAS, Ms. LEE of California, and Mr. CARTWRIGHT) introduced the following bill; which was referred to the Committee on Ways and Means, and in addition to the Committees on Energy and Commerce, and Foreign Affairs, for a period to be subsequently determined by the Speaker, in each case for consideration of such provisions as fall within the jurisdiction of the committee concerned

A BILL

To create a Carbon Dividend Trust Fund for the American people in order to encourage market-driven innovation of clean energy technologies and market efficiencies which will reduce harmful pollution and leave a healthier, more stable, and more prosperous Nation for future generations.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. SHORT TITLE.**

4 This Act may be cited as the “Energy Innovation and
5 Carbon Dividend Act of 2021”.

6 **SEC. 2. FINDINGS.**

7 The Congress finds that—

8 (1) efficient markets strengthen our economy
9 and benefit our Nation by encouraging competition,
10 innovation, and technological progress;

11 (2) efficient markets should reflect all costs of
12 goods to ensure that they advance America’s pros-
13 perity and national interests;

14 (3) emissions of carbon pollution and other
15 harmful pollutants into our Nation’s air impose sub-
16 stantial costs on all Americans and on future gen-
17 erations; and

18 (4) creation of a Carbon Dividend Trust Fund,
19 to be distributed to the American people, will make
20 markets more efficient, create jobs, and stimulate
21 competition, innovation, and technological progress
22 that benefit all Americans and future generations.

23 **SEC. 3. CARBON DIVIDENDS AND CARBON FEE.**

24 The Internal Revenue Code of 1986 is amended by
25 adding at the end the following new subtitle:

1 **“Subtitle L—CARBON DIVIDENDS**
 2 **AND CARBON FEE**

“CHAPTER 101. CARBON FEES.

“CHAPTER 102. CARBON BORDER FEE ADJUSTMENT.

3 **“CHAPTER 101—CARBON FEES**

“Sec. 9901. Definitions.

“Sec. 9902. Carbon fee.

“Sec. 9903. Emissions reduction schedule.

“Sec. 9904. Decommissioning of carbon fee.

“Sec. 9905. Carbon Capture and Sequestration.

“Sec. 9906. Administrative authority.

4 **“SEC. 9901. DEFINITIONS.**

5 “For purposes of this subtitle:

6 “(a) ADMINISTRATOR.—The term ‘Administrator’
 7 means the Administrator of the Environmental Protection
 8 Agency.

9 “(b) CARBON DIOXIDE EQUIVALENT OR CO₂-e.—The
 10 term ‘carbon dioxide equivalent’ or ‘CO₂-e’ means the
 11 number of metric tons of carbon dioxide emissions with
 12 the same global warming potential as one metric ton of
 13 another greenhouse gas.

14 “(c) CARBON-INTENSIVE PRODUCT.—The term ‘car-
 15 bon-intensive product’ means, as identified by the Sec-
 16 retary by rule—

17 “(1) for purposes of this chapter—

18 “(A) any manufactured or agricultural
 19 product which the Secretary in consultation
 20 with the Administrator determines is emissions-

1 intensive and trade-exposed, except that no cov-
2 ered fuel is a carbon-intensive product, and

3 “(B) until such time that the Secretary
4 promulgates rules identifying carbon-intensive
5 products, the following shall be considered car-
6 bon-intensive products: iron, steel, steel mill
7 products (including pipe and tube), aluminum,
8 cement, glass (including flat, container, and
9 specialty glass and fiberglass), pulp, paper,
10 chemicals, or industrial ceramics, and

11 “(2) for purposes of chapter 102, any economic
12 sector, or product from that sector, which the Sec-
13 retary in consultation with the Administrator deter-
14 mines is prone to carbon leakage because it is emis-
15 sions-intensive and trade-exposed, along with other
16 pertinent criteria, except that no covered fuel is a
17 carbon-intensive product.

18 “(d) CARBON LEAKAGE.—The term ‘carbon leakage’
19 means an increase of global greenhouse gas emissions
20 which are substantially due to the relocation of greenhouse
21 gas sources from the United States to jurisdictions which
22 lack comparable controls upon greenhouse gas emissions.

23 “(e) COST OF CARBON OR CARBON COSTS.—The
24 term ‘cost of carbon’ or ‘carbon costs’ means a national
25 or sub-national government policy which explicitly places

1 a price on greenhouse gas pollution and shall be limited
2 to either a tax on greenhouse gases or a system of cap-
3 and-trade. The cost of carbon is expressed as the price
4 per metric ton of CO₂-e.

5 “(f) COVERED ENTITY.—The term ‘covered entity’
6 means—

7 “(1) in the case of crude oil—

8 “(A) a refinery operating in the United
9 States, and

10 “(B) any importer of any petroleum or pe-
11 troleum product into the United States,

12 “(2) in the case of coal—

13 “(A) any coal mining operation in the
14 United States, and

15 “(B) any importer of coal into the United
16 States,

17 “(3) in the case of natural gas—

18 “(A) any entity entering pipeline quality
19 natural gas into the natural gas transmission
20 system, and

21 “(B) any importer of natural gas into the
22 United States, and

23 “(4) any entity or class of entities which, as de-
24 termined by the Secretary, is transporting, selling,
25 or otherwise using a covered fuel in a manner which

1 emits a greenhouse gas to the atmosphere and which
2 has not been covered by the carbon fee or the carbon
3 border fee adjustment.

4 “(g) COVERED FUEL.—The term ‘covered fuel’
5 means crude oil, natural gas, coal, or any other product
6 derived from crude oil, natural gas, or coal which shall
7 be used so as to emit greenhouse gases to the atmosphere.

8 “(h) CRUDE OIL.—The term ‘crude oil’ means
9 unrefined petroleum.

10 “(i) EXPORT.—The term ‘export’ means to transport
11 a product from within the jurisdiction of the United States
12 to persons outside the United States.

13 “(j) FOSSIL FUEL.—The term ‘fossil fuel’ means
14 coal, coal products, petroleum, petroleum products, or nat-
15 ural gas.

16 “(k) FULL FUEL CYCLE GREENHOUSE GAS EMIS-
17 SIONS.—The term ‘full fuel cycle greenhouse gas emis-
18 sions’ means the greenhouse gas content of a covered fuel
19 plus that covered fuel’s upstream greenhouse gas emis-
20 sions.

21 “(l) GLOBAL WARMING POTENTIAL.—The term
22 ‘global warming potential’ means the ratio of the time-
23 integrated radiative forcing from the instantaneous release
24 of one kilogram of a trace substance relative to that of
25 one kilogram of carbon dioxide.

1 “(m) GREENHOUSE GAS.—The term ‘greenhouse
2 gas’ means carbon dioxide (CO₂), methane (CH₄), nitrous
3 oxide (N₂O), and other gases as defined by rule of the
4 Administrator.

5 “(n) GREENHOUSE GAS CONTENT.—The term
6 ‘greenhouse gas content’ means the amount of greenhouse
7 gases of a product or a fuel, expressed in metric tons of
8 CO₂-e, which would be emitted to the atmosphere by the
9 use of a covered fuel and shall include, nonexclusively,
10 emissions of carbon dioxide (CO₂), nitrous oxide (N₂O),
11 methane (CH₄), and other greenhouse gases as identified
12 by rule of the Administrator.

13 “(o) GREENHOUSE GAS EFFECT.—The term ‘green-
14 house gas effect’ means the adverse effects of greenhouse
15 gases on health or welfare caused by the greenhouse gas’s
16 heat-trapping potential or its effect on ocean acidification.

17 “(p) IMPORT.—Irrespective of any other definition in
18 law or treaty, the term ‘import’ means to land on, bring
19 into, or introduce into any place subject to the jurisdiction
20 of the United States.

21 “(q) PETROLEUM.—The term ‘petroleum’ means oil
22 removed from the earth or the oil derived from tar sands
23 or shale.

24 “(r) PRODUCTION GREENHOUSE GAS EMISSIONS.—
25 The term ‘production greenhouse gas emissions’ means

1 the quantity of greenhouse gases, expressed in metric tons
 2 of CO₂-e, emitted to the atmosphere resulting from, non-
 3 exclusively, the production, manufacture, assembly, trans-
 4 portation, or financing of a product.

5 “(s) UPSTREAM GREENHOUSE GAS EMISSIONS.—
 6 The term ‘upstream greenhouse gas emissions’ means the
 7 quantity of greenhouse gases, expressed in metric tons of
 8 CO₂-e, emitted to the atmosphere resulting from, non-
 9 exclusively, the extraction, processing, transportation, fi-
 10 nancing, or other preparation of a covered fuel for use.

11 **“SEC. 9902. CARBON FEE.**

12 “(a) CARBON FEE.—There is hereby imposed a car-
 13 bon fee on any covered entity’s emitting use, or sale or
 14 transfer for an emitting use, of any covered fuel.

15 “(b) AMOUNT OF THE CARBON FEE.—The carbon
 16 fee imposed by this section is an amount equal to—

17 “(1) the greenhouse gas content of the covered
 18 fuel, multiplied by

19 “(2) the carbon fee rate.

20 “(c) CARBON FEE RATE.—For purposes of this sec-
 21 tion—

22 “(1) IN GENERAL.—The carbon fee rate, with
 23 respect to any use, sale, or transfer during a cal-
 24 endar year, shall be—

1 “(A) in the case of calendar year 2021,
2 \$15 per metric ton of CO₂-e, and

3 “(B) except as provided in paragraph (2),
4 in the case of any calendar year thereafter—

5 “(i) the carbon fee rate in effect
6 under this subsection for the preceding cal-
7 endar year, plus

8 “(ii) \$10.

9 “(2) EXCEPTIONS.—

10 “(A) INCREASED CARBON FEE RATE
11 AFTER MISSED ANNUAL EMISSIONS REDUCTION
12 TARGET.—In the case of any year immediately
13 following a year for which the Secretary deter-
14 mines under section 9903(b) that the actual
15 emissions of greenhouse gases from covered
16 fuels exceeded the emissions reduction target
17 for the previous year, paragraph (1)(B)(ii) shall
18 be applied by substituting ‘\$15’ for the dollar
19 amount otherwise in effect for the calendar year
20 under such paragraph.

21 “(B) CESSATION OF CARBON FEE RATE IN-
22 CREASE AFTER CERTAIN EMISSION REDUCTIONS
23 ACHIEVED.—In the case of any year imme-
24 diately following a year for which the Secretary
25 determines under 9903(b) that actual emissions

1 of greenhouse gases from covered fuels is not
2 more than 10 percent of the greenhouse gas
3 emissions from covered fuels during the year
4 2010, paragraph (1)(B)(ii) shall be applied by
5 substituting ‘\$0’ for the dollar amount other-
6 wise in effect for the calendar year under such
7 paragraph.

8 “(3) INFLATION ADJUSTMENT.—In the case of
9 any calendar year after 2021, each of the dollar
10 amounts in paragraphs (1)(B) and (2)(A) shall be
11 increased by an amount equal to—

12 “(A) such dollar amount, multiplied by
13 “(B) the cost-of-living adjustment deter-
14 mined under section 1(f)(3) for the calendar
15 year, determined by substituting ‘calendar year
16 2010’ for ‘calendar year 2016’ in subparagraph
17 (A)(ii) thereof.

18 “(d) EXEMPTION AND REFUND.—The Secretary
19 shall prescribe such rules as are necessary to ensure the
20 fee imposed by this section is not imposed with respect
21 to any nonemitting use, or any sale or transfer for a non-
22 emitting use, including rules providing for the refund of
23 any carbon fee paid under this section with respect to any
24 such use, sale, or transfer.

25 “(e) EXEMPTIONS.—

1 “(1) AGRICULTURE.—

2 “(A) FUEL.—If any covered fuel or its de-
3 rivative is used on a farm for a farming pur-
4 pose, the Secretary shall pay (without interest)
5 to the ultimate purchaser of such covered fuel
6 or its derivative, the total amount of carbon
7 fees previously paid upon that covered fuel or
8 its derivative, as specified by rule of the Sec-
9 retary.

10 “(B) FARM, FARMING USE, AND FARMING
11 PURPOSE.—The terms ‘farm’, ‘farming use’,
12 and ‘farming purpose’ shall have the respective
13 meanings given such terms under section
14 6420(e).

15 “(C) OTHER GREENHOUSE GASES EMIS-
16 SIONS FROM AGRICULTURE.—The carbon fee
17 shall not be levied upon non-fossil fuel green-
18 house gas emissions which occur on a farm.

19 “(2) ARMED FORCES OF THE UNITED
20 STATES.—If any covered fuel or its derivative is
21 used by the Armed Forces of the United States as
22 supplies for vessels of war, vehicles, or electrical
23 power generation equipment, the Secretary shall pay
24 (without interest) to the ultimate purchaser of such
25 covered fuel or its derivative, the total amount of

1 carbon fees previously paid upon that covered fuel or
 2 its derivative, as specified by rule of the Secretary.

3 **“SEC. 9903. EMISSIONS REDUCTION SCHEDULE.**

4 “(a) IN GENERAL.—An emissions reduction schedule
 5 for greenhouse gas emissions from covered fuels is hereby
 6 established, as follows:

7 “(1) REFERENCE YEAR.—The net greenhouse
 8 gas emissions during the year 2010 shall be the ref-
 9 erence amount of emissions and shall be determined
 10 from the ‘Inventory of U.S. Greenhouse Gas Emis-
 11 sions and Sinks: 1990–2010’ published by the Envi-
 12 ronmental Protection Agency in April of 2012.

13 “(2) EMISSIONS REDUCTION TARGET.—The
 14 first emission reduction target shall be for the year
 15 2023. The emission target for each year thereafter
 16 shall be the previous year’s target emissions minus
 17 a percentage of emissions during the reference year
 18 determined in accordance with the following table:

“Year	Emissions Reduction Target
2010	Reference year
2021 to 2022	No emissions reduction target
2023 to 2030	5 percent of 2010 emissions per year
2031 to 2050	3 percent of 2010 emissions per year

19 “(b) ADMINISTRATIVE DETERMINATION.—Not later
 20 than 60 days after the beginning of each calendar year

1 beginning after the enactment of this section, the Sec-
2 retary, in consultation with the Administrator, shall deter-
3 mine whether actual emissions of greenhouse gases from
4 covered fuels exceeded the emissions reduction target for
5 the preceding calendar year. The Secretary shall make
6 such determination using the same, or appropriately up-
7 dated, greenhouse gas accounting method as was used to
8 determine the net greenhouse gas emissions in the ‘Inven-
9 tory of U.S. Greenhouse Gas Emissions and Sinks: 1990–
10 2010’ published by the Environmental Protection Agency
11 in April of 2012.

12 **“SEC. 9904. DECOMMISSIONING OF CARBON FEE.**

13 “(a) IN GENERAL.—At such time that—

14 “(1) the Secretary determines under 9903(b)
15 that actual emissions of greenhouse gases from cov-
16 ered fuels is not more than 10 percent of the green-
17 house gas emissions during the year 2010, and

18 “(2) the monthly carbon dividend payable to an
19 adult eligible individual has been less than \$20 for
20 3 consecutive years,

21 the Secretary shall decommission in an orderly manner
22 programs administering the carbon fee, the carbon border
23 fee adjustment, and the Carbon Dividend Trust Fund.

1 “(b) INFLATION ADJUSTMENT.—In the case of any
2 calendar year after 2021, the \$20 amount under sub-
3 section (a)(2) shall be increased by an amount equal to—

4 “(1) such dollar amount, multiplied by

5 “(2) cost-of-living adjustment determined under
6 section 1(f)(3) for the calendar year, determined by
7 substituting ‘calendar year 2020’ for ‘calendar year
8 2010’ in subparagraph (A)(ii) thereof.

9 **“SEC. 9905. CARBON CAPTURE AND SEQUESTRATION.**

10 “(a) IN GENERAL.—The Secretary, in consultation
11 with the Administrator and the Secretary of Energy, shall
12 prescribe regulations for making payments as provided in
13 subsection (b) to qualified facilities which capture and se-
14 quester qualified carbon dioxide or sequester qualified car-
15 bon dioxide obtained from one or more qualified facilities.

16 “(b) PAYMENT AMOUNTS.—

17 “(1) IN GENERAL.—The Secretary shall make
18 payments to a qualified facility in the same manner
19 as if such payment was a refund of an overpayment
20 of the carbon fee imposed by section 9902, in cases
21 in which such qualified facility—

22 “(A) uses any covered fuel—

23 “(i) with respect to which the carbon
24 fee has been paid, and

1 “(ii) which results in the emission of
2 qualified carbon dioxide,

3 “(B) captures such emitted, or an equiva-
4 lent amount of, qualified carbon dioxide, and

5 “(C)(i) sequesters such qualified carbon di-
6 oxide in a manner which is safe, permanent,
7 and in compliance with any applicable local,
8 State, and Federal laws, or

9 “(ii) utilizes such qualified carbon dioxide
10 or an equivalent amount of carbon dioxide in a
11 manner provided in paragraph (3)(C).

12 “(2) AMOUNT OF REFUND.—The payment de-
13 termined under this section shall be an amount
14 equal to the lesser of—

15 “(A)(i) the adjusted metric tons of quali-
16 fied carbon dioxide captured and sequestered or
17 utilized, multiplied by

18 “(ii) the carbon fee rate during the year in
19 which the carbon fee was imposed by section
20 9902 upon the covered fuel to which such car-
21 bon dioxide relates, or

22 “(B) the amount of the carbon fee imposed
23 by section 9902 with respect to such covered
24 fuel.

1 “(3) DEFINITIONS AND SPECIAL RULES.—For
2 purposes of this section—

3 “(A) QUALIFIED CARBON DIOXIDE; QUALI-
4 FIED FACILITY.—

5 “(i) QUALIFIED CARBON DIOXIDE.—
6 The term ‘qualified carbon dioxide’ has the
7 same meaning given such term under sec-
8 tion 45Q(c).

9 “(ii) QUALIFIED FACILITY.—The term
10 ‘qualified facility’ means any industrial fa-
11 cility at which carbon capture equipment is
12 placed in service.

13 “(B) ADJUSTED TOTAL METRIC TONS.—
14 The adjusted total metric tons of qualified car-
15 bon dioxide captured and sequestered or utilized
16 shall be the total metric tons of qualified carbon
17 dioxide captured and sequestered or utilized, re-
18 duced by the amount of any carbon dioxide like-
19 ly to escape and be emitted into the atmosphere
20 due to imperfect storage technology or other-
21 wise, as determined by the Secretary in con-
22 sultation with the Administrator.

23 “(C) UTILIZATION.—The Secretary, in
24 consultation with the Administrator, shall es-
25 tablish regulations providing for the methods

1 and processes by which qualified carbon dioxide
2 may be utilized so as to exclude that qualified
3 carbon dioxide safely and permanently from the
4 atmosphere. Utilization may include the produc-
5 tion of substances such as but not limited to
6 plastics and chemicals. Such regulations shall
7 minimize the escape or further emission of the
8 qualified carbon dioxide into the atmosphere.

9 “(D) SEQUESTRATION.—Not later than
10 540 days after the date of the enactment of this
11 section, the Secretary, in consultation with the
12 Administrator, shall prescribe regulations iden-
13 tifying the conditions under which carbon diox-
14 ide may be safely and permanently sequestered.

15 “(4) COORDINATION WITH CREDIT FOR CARBON
16 DIOXIDE SEQUESTRATION.—At such time that the
17 Secretary prescribes regulations implementing this
18 section, no payment under this section shall be al-
19 lowed to a taxpayer to whom a credit has been al-
20 lowed for any taxable year under section 45Q.

21 **“SEC. 9906. ADMINISTRATIVE AUTHORITY.**

22 “(a) IN GENERAL.—The Secretary in consultation
23 with the Administrator shall prescribe such regulations,
24 and other guidance, as may be necessary to carry out the

1 purposes of this subtitle and assess and collect the carbon
2 fee imposed by section 9902.

3 “(b) SPECIFICALLY.—Such regulations and guidance
4 shall include—

5 “(1) the identification of an effective point in
6 the production, distribution, or use of a covered fuel
7 for collecting such carbon fee, in such a manner so
8 as to minimize administrative burden and maximize
9 the extent to which full fuel cycle greenhouse gas
10 emissions from covered fuels have the carbon fee lev-
11 ied upon them,

12 “(2) the identification of covered entities which
13 shall be liable for the payment of the carbon fee,

14 “(3) requirements for the monthly payment of
15 such fees,

16 “(4) as may be necessary or convenient, rules
17 for distinguishing between different types of covered
18 fuels,

19 “(5) as may be necessary or convenient, rules
20 for distinguishing between a covered fuel’s green-
21 house gas content and its upstream greenhouse gas
22 emissions,

23 “(6) rules to ensure that no covered fuel has
24 the carbon fee or carbon border fee adjustment im-
25 posed upon it more than once, and

1 “(7) rules to ensure that the domestic imple-
 2 mentation of the carbon fee coordinate with the im-
 3 plementation of the carbon border fee adjustment of
 4 chapter 102.

5 **“CHAPTER 102—CARBON BORDER FEE**
 6 **ADJUSTMENT**

“Sec. 9908. Carbon border fee adjustment.

“Sec. 9909. Administration of the carbon border fee adjustment.

“Sec. 9910. Allocation of carbon border fee adjustment revenues.

“Sec. 9911. Treaties and international negotiations.

7 **“SEC. 9908. CARBON BORDER FEE ADJUSTMENT.**

8 “(a) IN GENERAL.—The fees imposed by, and re-
 9 funds allowed under, this section shall be referred to as
 10 the ‘carbon border fee adjustment’.

11 “(b) PURPOSE.—The purpose of the carbon border
 12 fee adjustment is to protect animal, plant, and human life
 13 and health, to conserve exhaustible natural resources by
 14 preventing carbon leakage, and to facilitate the creation
 15 of international agreements.

16 “(c) IMPORTS TO THE UNITED STATES.—

17 “(1) IMPORTED COVERED FUELS FEE.—In the
 18 case of any person that imports into the United
 19 States any covered fuel, there shall be imposed a fee
 20 equal to the total carbon fee that would be imposed
 21 on the fuel’s greenhouse gas content under the do-
 22 mestic carbon fee, including processing emissions.

1 “(2) IMPORTED CARBON-INTENSIVE PRODUCTS
2 FEE.—In the case of any person that imports into
3 the United States any carbon-intensive product,
4 there shall be imposed a fee equal to the total car-
5 bon fee which would have accumulated upon the
6 greenhouse gas content of the imported carbon-in-
7 tensive product had the imported carbon-intensive
8 product been produced domestically and subject to
9 the domestic carbon fee.

10 “(3) MODIFICATIONS.—The Secretary shall
11 make an administrative determination of whether
12 any class of imported covered fuels or class of im-
13 ported carbon-intensive product is carrying any total
14 foreign carbon cost. The Secretary shall make a de-
15 termination of whether international law or the en-
16 hancement of global greenhouse gas mitigation ef-
17 forts require that those foreign cost of carbon be de-
18 ducted from the border carbon fee adjustment deter-
19 mined in subsection (c)(1) or subsection (d)(1).

20 “(4) FOREIGN COST OF CARBON; FOREIGN CAR-
21 BON COSTS.—For purposes of this subsection, the
22 term ‘foreign cost of carbon’ or ‘foreign carbon cost’
23 means the explicit price a foreign jurisdiction places
24 upon the emission of greenhouse gas pollution to the
25 atmosphere through law or regulation. Such price

1 shall be expressed as the price per metric ton of
2 CO₂-e.

3 “(d) REFUND ON EXPORTS FROM UNITED
4 STATES.—

5 “(1) COVERED FUELS.—Under regulations pre-
6 scribed by the Secretary, in the case of a covered
7 fuel produced in the United States with respect to
8 which the fee under section 9902 was paid, there
9 shall be allowed as a credit or refund (without inter-
10 est) to any exporter of such covered fuels an amount
11 equal to the total carbon fee levied upon the ex-
12 ported covered fuel up to the time of its exportation,
13 including processing emissions. Any such credit or
14 refund shall be allowed in the same manner as if it
15 were an overpayment of tax imposed by section
16 9902.

17 “(2) CARBON-INTENSIVE PRODUCTS.—Under
18 regulations prescribed by the Secretary, there shall
19 be allowed a credit or refund (without interest) to
20 exporters of carbon-intensive products manufactured
21 or produced in the United States an amount equal
22 to the total carbon fees accumulated upon the green-
23 house gas content of the exported carbon-intensive
24 product up to the time of exportation. Any such
25 credit or refund shall be allowed in the same manner

1 as if it were an overpayment of the fee imposed by
2 section 9902 or 9904.

3 **“SEC. 9909. ADMINISTRATION OF THE CARBON BORDER**
4 **FEE ADJUSTMENT.**

5 “(a) **GENERALLY.**—The Secretary in consultation
6 with the Administrator shall prescribe regulations and
7 guidance which implement the carbon border fee adjust-
8 ment under section 9908.

9 “(b) **COLLABORATION.**—In administering any aspect
10 of the border carbon fee adjustment it is the sense of Con-
11 gress that the Secretary should collaborate with author-
12 ized officers of any jurisdiction, including sub-national
13 governments, affected by the carbon border fee adjust-
14 ment.

15 “(c) **METHODOLOGY.**—In administering the border
16 carbon fee adjustment, the Secretary shall use methodolo-
17 gies, procedures, and data which as may be necessary or
18 convenient—

19 “(1) disaggregate a product’s greenhouse gas
20 content;

21 “(2) are consistent with international law and
22 facilitate international cooperation;

23 “(3) in the case of incomplete data, use cus-
24 tomary methods of interpolation that favor enhanced
25 mitigation and facilitate international cooperation;

1 “(4) avoid the double pricing of greenhouse gas
2 emissions; and

3 “(5) harmonize the border carbon fee adjust-
4 ment with the domestic carbon fee so as to ensure
5 all covered fuels used in the United States are sub-
6 ject to the carbon fee.

7 “(d) SCHEDULE.—The Secretary shall—

8 “(1) begin implementation the border carbon
9 fee adjustment for covered fuels at the same time as
10 the implementation of the carbon fee; and

11 “(2) begin implementation of the border carbon
12 fee adjustment for carbon-intensive products within
13 two years of the date of the enactment of the En-
14 ergy Innovation and Carbon Dividend Act of 2021.

15 “(e) PROCEDURE.—The Secretary shall—

16 “(1) establish fair, timely, impartial, and as
17 necessary confidential procedures by which the im-
18 porter of any carbon-intensive product or any cov-
19 ered fuel may petition the Secretary to revise the
20 Secretary’s determination of its border carbon fee
21 adjustment liability calculated under section
22 9908(c)(1);

23 “(2) establish fair, timely, impartial, and as
24 necessary confidential procedures by which any ex-
25 porter of any product from the United States may

1 petition the Secretary to include that exported prod-
2 uct on the list of carbon-intensive products; and

3 “(3) establish fair, timely, impartial, and as
4 necessary confidential procedures by which the ex-
5 porter of any carbon-intensive product or any cov-
6 ered fuel may petition the Secretary to revise the
7 Secretary’s determination of its border carbon fee
8 adjustment refund calculated under section 9908(d).

9 “(f) SHIPMENTS FROM THE UNITED STATES TO THE
10 TERRITORIES OF THE UNITED STATES.—Notwith-
11 standing any other treaty, law, or policy, shipments of cov-
12 ered fuels or carbon-intensive products from the United
13 States to Guam, the United States Virgin Islands, Amer-
14 ican Samoa, Puerto Rico, and the Northern Mariana Is-
15 lands shall be eligible for a refund of the carbon fee under
16 section 9908(d).

17 “(g) IMPORTS TO THE TERRITORIES OF THE UNITED
18 STATES.—Notwithstanding any other treaty, law, or pol-
19 icy, imports of covered fuels or carbon-intensive products
20 to Guam, the United States Virgin Islands, American
21 Samoa, Puerto Rico, and the Northern Mariana Islands
22 shall not be subject to section 9908(c).

1 **“SEC. 9910. ALLOCATION OF CARBON BORDER FEE ADJUST-**
2 **MENT REVENUES.**

3 “The revenues collected under this chapter may be
4 used to supplement appropriations made available in fiscal
5 years 2022 and thereafter—

6 “(1) to U.S. Customs and Border Protection, in
7 such amounts as are necessary to administer the
8 carbon border fee adjustment, then

9 “(2) to the Green Climate Fund, created by de-
10 cision 3/CP.17 adopted at the 17th Conference of
11 the Parties to the United Nation Framework Con-
12 vention on Climate Change held in Durban, Novem-
13 ber 28 to December 11, 2011.

14 **“SEC. 9911. TREATIES AND INTERNATIONAL NEGOTIA-**
15 **TIONS.**

16 “(a) CONFORMANCE WITH INTERNATIONAL TREA-
17 TIES.—In the case that the Appellate Body of the World
18 Trade Organization, or any other authoritative inter-
19 national treaty interpreter, shall find any portion of the
20 carbon border fee adjustment under this chapter to violate
21 any treaty to which the United States is a party, the Sec-
22 retary of State is authorized to alter that aspect of such
23 carbon border fee adjustment found to violate a treaty ob-
24 ligation so as to bring the carbon border fee adjustment
25 into conformance with international law.

1 “(b) INTERNATIONAL NEGOTIATIONS.—The Con-
2 gress finds the international mitigation of greenhouse gas
3 emissions to be of national importance. Therefore, the
4 Congress encourages the Secretary of State, or the Sec-
5 retary’s designee, to commence and complete negotiations
6 with other nations with the goal of forming treaties, envi-
7 ronmental agreements, accords, partnerships or any other
8 instrument that effectively reduces global greenhouse gas
9 emissions to zero percent of 2010 levels by 2050 and
10 which respect the principle of common but differentiated
11 responsibilities and respective capabilities.

12 “(c) SUSPENSION OF THE CARBON BORDER FEE AD-
13 JUSTMENT.—The Secretary may suspend the border car-
14 bon fee adjustment, in whole or in part—

15 “(1) when, in the determination of the Sec-
16 retary, a country has implemented greenhouse gas
17 mitigation policies sufficient to contribute to a global
18 net reduction of greenhouse gas emissions to zero by
19 2050. In making such determination, the Secretary
20 may partially suspend particular provisions of the
21 carbon border fee adjustment. In making the deter-
22 mination, the Secretary shall consult with the im-
23 porting country. In making the determination, the
24 Secretary shall follow all existing treaty obligations.

1 The Secretary shall review any carbon border fee ad-
2 justment suspension at least every 5 years, or

3 “(2) by treaty or other international agreement
4 that meets the criteria of section 9911(c)(1) and in-
5 cludes provisions for the suspension of the border
6 carbon fee adjustment.”.

7 **SEC. 4. ESTABLISHMENT OF THE CARBON DIVIDEND TRUST**
8 **FUND.**

9 (a) IN GENERAL.—Subchapter A of chapter 98 of the
10 Internal Revenue Code of 1986 is amended by adding at
11 the end the following:

12 **“SEC. 9512. CARBON DIVIDEND TRUST FUND.**

13 “(a) ESTABLISHMENT AND FUNDING.—There is
14 hereby established in the Treasury of the United States
15 a trust fund to be known as the ‘Carbon Dividend Trust
16 Fund’, consisting of such amounts as may be appropriated
17 to such trust fund as provided for in this section.

18 “(b) TRANSFERS TO THE CARBON DIVIDEND TRUST
19 FUND.—There is hereby appropriated to the Carbon Divi-
20 dend Trust Fund amounts equal to the fees received into
21 the Treasury less any amounts refunded or paid under
22 section 9902(d) or 9905 of chapter 101 for each month.

23 “(c) EXPENDITURES.—Amounts in the trust fund
24 shall be available for the following purposes:

1 “(1) ADMINISTRATIVE EXPENSES.—So much of
2 the expenses necessary to administer the Carbon
3 Dividend Trust Fund for each year, as does not ex-
4 ceed—

5 “(A) in the case of the first 5 calendar
6 years ending after the date of the enactment of
7 this section, the administrative expenses for any
8 year may not exceed 8 percent of amounts ap-
9 propriated to the Carbon Dividend Trust Fund
10 during such year, and

11 “(B) in the case of any calendar year
12 thereafter, 2 percent of the 5-year rolling aver-
13 age of the amounts appropriated to the Carbon
14 Dividend Trust Fund.

15 “(2) OTHER ADMINISTRATIVE EXPENSES.—So
16 much of the expenses as are necessary to administer
17 chapter 101 for any year as does not to exceed 0.60
18 percent of the amounts appropriated to the Carbon
19 Dividend Trust Fund for the previous year, and fur-
20 ther limited as follows:

21 “(A) The Department of the Treasury.

22 “(B) The Social Security Administration.

23 “(C) The Environmental Protection Agen-
24 cy.

25 “(D) Department of State.

1 “(3) CARBON DIVIDEND PAYMENTS.—

2 “(A) IN GENERAL.—From the amounts in
3 the Carbon Dividend Trust Fund made avail-
4 able under paragraphs (1) and (2) of this sub-
5 section for any year, the Secretary shall for
6 each month beginning no more than 270 days
7 after the date of the enactment of the Energy
8 Innovation and Carbon Dividend Act of 2021,
9 make carbon dividend payments to each eligible
10 individual.

11 “(B) PRO-RATA SHARE.—A carbon divi-
12 dend payment is one pro-rata share for each
13 adult, and half a pro-rata share for each child
14 under 19 years old, of amounts available for the
15 month in the Carbon Dividend Trust Fund.

16 “(C) ELIGIBLE INDIVIDUAL.—The term
17 ‘eligible individual’ means, with respect to any
18 month, any natural living person who has a
19 valid Social Security number or taxpayer identi-
20 fication number and is a citizen or lawful resi-
21 dent of the United States (other than any indi-
22 vidual who is a citizen of any possession of the
23 United States and whose bona fide residence is
24 outside of the United States). The Secretary is

1 authorized to verify an individual's eligibility to
2 receive a carbon dividend payment.

3 “(D) FREE TREATMENT OF PAYMENTS.—
4 Amounts paid under this subsection shall be in-
5 cludible in gross income.

6 “(E) FEDERAL PROGRAMS AND FEDERAL
7 ASSISTED PROGRAMS.—The carbon dividend
8 amount received by any individual shall not be
9 taken into account as income and shall not be
10 taken into account as resources for purposes of
11 determining the eligibility of such individual or
12 any other individual for benefits or assistance,
13 or the amount or extent of benefits or assist-
14 ance, under any Federal program or under any
15 State or local program financed in whole or in
16 part with Federal funds.

17 “(F) ADVANCE PAYMENT.—The Secretary
18 shall transfer to the Carbon Dividend Trust
19 Fund such amounts as are necessary for the
20 disbursement of an advanced carbon dividend to
21 all eligible individuals as follows:

22 “(i) An advanced carbon dividend
23 shall be the same as the anticipated first
24 carbon dividend required to be distributed
25 under subparagraph (A) and shall be dis-

1 tributed the month prior to the first collec-
2 tion of the carbon fee.

3 “(ii) Total amounts disbursed as ad-
4 vanced carbon dividends shall be deducted
5 from the carbon dividends on a pro-rata
6 basis over the first 3 years after the dis-
7 bursement of the first carbon dividends.

8 “(d) ADMINISTRATIVE AUTHORITY.—The Secretary
9 shall promulgate rules, guidance, and regulations useful
10 and necessary to implement the Carbon Dividend Trust
11 Fund.

12 “(e) ASSIGNMENT OF BENEFITS.—The right of any
13 person to any future payment under this chapter shall not
14 be transferable or assignable, at law or in equity, and none
15 of the moneys paid or payable or rights existing under
16 subsection (c)(3) shall be subject to execution, levy, at-
17 tachment, garnishment, or other legal process, or to the
18 operation of any bankruptcy or insolvency law.”.

19 (b) CLERICAL AMENDMENT.—The table of sections
20 for subchapter A of chapter 98 of such Code is amended
21 by adding at the end the following new item:

 “Sec. 9512. Carbon Dividend Trust Fund.”.

22 **SEC. 5. LIMITED DISCLOSURE OF INFORMATION.**

23 Section 6103(l) of the Internal Revenue Code of 1986
24 is amended by adding at the end the following new para-
25 graphs:

1 “(23) LIMITED DISCLOSURE OF IDENTITY IN-
2 FORMATION RELATING TO CARBON DIVIDEND PAY-
3 MENTS.—

4 “(A) DEPARTMENT OF TREASURY.—Indi-
5 vidual identity information shall, without writ-
6 ten request, be open to inspection by or disclo-
7 sure to officers and employees of the Depart-
8 ment of the Treasury whose official duties re-
9 quire such inspection or disclosure for purposes
10 of administering section 9512 (relating the Car-
11 bon Dividend Trust Fund).

12 “(B) COMMISSIONER OF SOCIAL SECUR-
13 ITY.—The Commissioner of Social Security
14 shall, on written request, disclose to officers
15 and employees of the Department of the Treas-
16 ury individual identity information which has
17 been disclosed to the Social Security Adminis-
18 tration as is necessary to administer section
19 9512.

20 “(C) RESTRICTION ON DISCLOSURE.—In-
21 formation disclosed under this paragraph shall
22 be disclosed only for purposes of, and to the ex-
23 tent necessary in, carrying out section 9512.”.

1 **SEC. 6. NATIONAL ACADEMY OF SCIENCES REVIEW OF CAR-**
2 **BON FEE AND EMISSIONS REDUCTION**
3 **SCHEDULE.**

4 (a) **IN GENERAL.**—Not later than 5 years after the
5 date of the enactment of this Act, the Secretary of Energy
6 shall enter into an agreement with the National Academy
7 of Sciences to prepare a report relating to the carbon fee
8 imposed by section 9902 of the Internal Revenue Code of
9 1986 and the emissions reductions schedule established
10 under section 9903 of such Code.

11 (b) **REPORT REQUIREMENTS.**—Such report shall—

12 (1) assess the efficiency and effectiveness of the
13 carbon fee in achieving the emissions reduction tar-
14 gets set forth in section 9903 of such Code;

15 (2) describe and make recommendations on
16 whether the carbon fee rate and annual increases
17 prescribed by section 9902(c) of such Code should
18 be adjusted in order to optimize the efficiency and
19 effectiveness of this Act in achieving the emissions
20 reduction targets set forth in section 9903 of such
21 Code;

22 (3) describe the potential of the carbon fee to
23 achieve future emissions targets set forth in section
24 9903(a) of such Code through the year 2050;

25 (4) describe and evaluate the effectiveness of
26 the carbon fee in reducing emissions from key sec-

1 tors of the economy, including sectors of the econ-
2 omy that have decreased their carbon emissions, sec-
3 tors of the economy that have increased their carbon
4 emissions, and sectors of the economy in which car-
5 bon emissions have not changed;

6 (5) make findings and recommendations to
7 Federal departments and agencies and to Congress
8 on actions that could be taken to reduce carbon
9 emissions in the sectors of the economy in which
10 carbon emissions have not decreased;

11 (6) make findings and recommendations on ad-
12 justing regulations enacted under the Clean Air Act
13 and other Federal laws that affect economic sectors
14 achieving the emissions reduction targets set forth in
15 section 9903 of such Code; and

16 (7) provide an assessment of any other factors
17 determined to be material to the program's effi-
18 ciency and effectiveness in achieving the goals set
19 forth in this Act.

20 (c) REPORT MADE PUBLICLY AVAILABLE.—Not later
21 than one year after the review in subsection (a) has com-
22 menced, the Secretary of Energy shall submit to Congress
23 the report required under subsection (a). Such report shall
24 be made electronically available to the public and open to

1 public comment for at least 60 days before the final sub-
2 mission to Congress.

3 **SEC. 7. IMPACT OF CARBON FEE ON BIOMASS USE AND**
4 **CARBON SINKS.**

5 (a) **STUDY OF BIOMASS.**—The Secretary of Energy
6 shall enter into an agreement with the National Academy
7 of Sciences and the Administrator of the Environmental
8 Protection Agency to conduct a study, make recommenda-
9 tions, and submit a report regarding the impact of the
10 carbon fee on the use of biomass as an energy source and
11 the resulting impacts on carbon sinks and biodiversity.

12 (b) **STUDY REQUIREMENTS.**—The study conducted
13 under subsection (a) by the National Academy of Sciences
14 shall include analysis, documentation, and determinations
15 on—

16 (1) the carbon fee and its impact on the use of
17 biomass as an energy source and greenhouse gas
18 emissions from the use of biomass as an energy
19 source;

20 (2) the impacts of the use of biomass as an en-
21 ergy source on carbon sinks and biodiversity; and

22 (3) the various types of biomass that are being
23 used as an energy source.

24 (c) **RECOMMENDATIONS.**—Based on the findings and
25 conclusions of the study, the National Academy of

1 Sciences shall make recommendations to Federal depart-
2 ments and agencies and to Congress. The recommenda-
3 tions shall include any actions that should be taken to
4 mitigate impacts of the carbon fee on—

5 (1) increasing greenhouse gas emissions from
6 the use of biomass as an energy source; and

7 (2) degradation of carbon sinks and biodiversity
8 relating to the use of biomass as an energy source.

9 (d) REPORT.—The National Academy of Sciences
10 shall prepare a report that includes any findings and rec-
11 ommendations made pursuant to this section and, not
12 later than 18 months after the date of the enactment of
13 this Act, make such report electronically available to the
14 public.

15 **SEC. 8. EFFECTIVE DATE.**

16 The amendments made by this Act shall take effect
17 on the date of the enactment of this Act, except the carbon
18 fee under section 9902 of the Internal Revenue Code of
19 1986 shall apply to uses, sales, or transfers no more than
20 270 days after the date of the enactment of this Act.

21 **SEC. 9. PRINCIPLE OF INTERPRETATION.**

22 In the case of ambiguity, the texts of this statute and
23 its amending texts shall be interpreted so as to allow for
24 the most effective abatement of greenhouse gas emissions.

1 **SEC. 10. NO PREEMPTION OF STATE LAW.**

2 (a) **IN GENERAL.**—Nothing in this Act shall preempt
3 or supersede, or be interpreted to preempt or supersede,
4 any State law or regulation.

5 (b) **NO PREEMPTION OF STATE COMMON LAW OR**
6 **STATUTORY CAUSES OF ACTION.**—Nothing in this Act, nor
7 any standard, rule, requirement, risk evaluation, or assess-
8 ment created or implemented pursuant to this Act, shall
9 be construed to preempt any State common law or State
10 statutory law creating a remedy for civil relief.

○

Ordered, the Gray Town Council approves the following:

**TOWN OF GRAY TOWN COUNCIL ORDER
AUTHORIZING THE ISSUANCE
OF GENERAL OBLIGATION BONDS**

WHEREAS, at a Town Meeting referendum election on June 8, 2021, the voters of the Town of Gray authorized the purchase of three parcels of land identified on the Town of Gray tax maps as map and lot numbers 035-403-027, 035-03-028, and 035-403-029, and located on Main Street and the Lewiston Road, opposite Colley Hill Road, and the issuance of up to \$500,000 in general obligation bonds or notes of the Town to finance said purchase; and

WHEREAS, pursuant to such Town Meeting authorization, the Town Council desires to authorize and provide for the details of the issuance of up to \$500,000 of General Obligation Bonds of the Town in order to finance the costs of acquiring three parcels of land identified on the Town of Gray tax maps as map and lot numbers 035-403-027, 035-03-028, and 035-403-029, and located on Main Street and the Lewiston Road, opposite Colley Hill Road to enable the Town to implement short-term and long-term uses and improvements consistent with the Comprehensive Plan and other needs the Town Council deems to be in the Town's best interest, together with capitalized interest on the bonds and notes in anticipation of the bonds for a period of up to three years, (the "Project").

NOW, THEREFORE, be it voted and ordered by the Town Council of the Town of Gray, Maine as follows:

Section 1. Bonds Authorized and Purpose of Issue. Pursuant to Maine law, the charter of the Town, votes duly adopted by the inhabitants of the Town at a Town Meeting duly called and held on June 8, 2021, and all other authority thereto enabling, the Town Treasurer is hereby authorized and empowered in the name and on behalf of the Town to borrow up to \$500,000 to finance costs of the Project. The Town Treasurer is hereby authorized to issue and sell general obligation bonds (the "Bonds") in the total aggregate principal amount not to exceed \$500,000 and to determine the date(s), maturities, denominations, interest rate or rates, place of payment, paying agent and registrar, form and other details of the Bonds, including the signing and delivery of said Bonds on behalf of the Town. The Bonds shall be executed in the name of the Town by its Treasurer, and countersigned by the Chair of the Town Council, and be in such form and contain such terms and provisions, not inconsistent herewith, as the Treasurer and Chair of the Town Council may approve, their approval to be conclusively evidenced by their execution thereof.

Section 2: Authorization of Notes. The Treasurer is authorized to borrow money in anticipation of said Bonds by the issuance and sale of notes or renewal notes in anticipation thereof (the "Notes") and to determine the date, form, interest rate, maturities (not later than 3 years from date of issuance in the case of any Notes) and all other details of each issue of Notes, including the form and manner of their sale and award, subject to the provisions of the law, the Town Charter and this Order.

Section 3: Appropriation. The sum of up to \$500,000 is hereby appropriated, from the proceeds of the Bonds and Notes herein authorized, to finance the costs of the Project.

Section 4: Rates and Other Provisions; Execution. The Bonds and any Notes shall mature at the times and in the amounts, to be dated as of such date, to bear interest at the rate or rates and to be in such form and to contain such terms and provisions (including but not limited to early redemption provisions, if any) as the Treasurer may hereafter determine or authorize. Each Bond or Note issued hereunder shall be signed by the Treasurer, shall be countersigned by the Chair of the Town Council, and shall be sealed with the seal of the Town, attested to by its Clerk

Section 5: Tax-Exempt Covenants. The Treasurer is hereby authorized to covenant and certify on behalf of the Town that no part of the proceeds of the issue and sale of the Notes or the Bonds authorized to be issued hereunder shall be used directly or indirectly to acquire any securities or obligations, the acquisition of which would cause such Notes or Bonds to be “arbitrage bonds” within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the “Code”), and that no part of the proceeds of the issue and sale of such Notes or Bonds (including any notes and bonds in renewal thereof) shall be used, directly or indirectly, in such manner which would cause the Notes or Bonds to be "private activity bonds" within the meaning of Section 141 of the Code. The Treasurer is hereby authorized to covenant and agree, on behalf of the Town, for the benefit of the holders of the Bonds and Notes, that the Town will file any required reports and take any other action that may be necessary to ensure that interest on the Bonds and Notes will remain exempt from federal income taxation, and that the Town will refrain from any action that would cause interest on the Bonds or Notes to be subject to federal income taxation.

Section 6: Qualified Tax-Exempt Obligations. To the extent permitted under the Code, the Treasurer is hereby authorized to designate any of the Bonds or Notes authorized to be issued hereunder as qualified tax-exempt obligations for purposes of Section 265(b) of the Code.

Section 7: Disclosure. The Treasurer is hereby authorized to covenant, certify and agree, on behalf of the Town, for the benefit of the holders of the Notes or Bonds, that the Town will file any required reports, make any annual financial or material event disclosure, and take any other action that may be necessary to insure that the disclosure requirements imposed by Rule 15c2-12 of the Securities and Exchange Commission, if applicable, are met.

Section 8: Town Officials. If any of the officers or officials of the Town who have signed or sealed the Bonds or Notes shall cease to be such officers or officials before the Bonds or Notes so signed and sealed shall have been actually authenticated or delivered by the Town, such Bonds or Notes nevertheless may be authenticated, issued, and delivered with the same force and effect as though the person or persons who signed or sealed such Bonds or Notes had not ceased to be such officer or official; and also any such Bonds or Notes may be signed and sealed on behalf of the Town by those persons who, at the actual date of the execution of such Bonds or Notes, shall be the proper officers and officials of the Town, although at the nominal date of such Bonds or Notes any such person shall not have been such officer or official.

Section 9: Deputy Officers. If the Treasurer, Chair of the Town Council, or Clerk are for any reason unavailable to approve and execute the Bonds or Notes or any of the related financing documents, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had herself performed such act.

Section 10: Other Actions. The Treasurer, Chair of the Town Council, Clerk and other appropriate officers of the Town are hereby authorized and empowered to do all such acts and things, and to execute, deliver, file, approve, and record all such financing documents, contracts, deeds, assignments, certificates, memoranda, abstracts, and other documents as may be necessary or advisable, with the advice of counsel for the Town, including but not limited to any certificates, bond insurance agreements, notices of sale and other documents as may be necessary or appropriate in connection with the sale of the Bonds and Notes and any letter of credit agreement or liquidity facility agreement necessary to the issuance of any Bonds or Notes, to carry out the provisions of this Bond Order and the provisions set forth above in connection with the Project, the execution, sale, and delivery by the Town of the Bonds and Notes and the execution and delivery of any related financing documents.

Section 11: Costs; Reallocation. The term “cost” or “costs” as used herein and applied to the Project, or any portion thereof, includes, but is not limited to (1) the purchase price or acquisition cost of all or any portion of the Project; (2) the cost of planning, developing, preparation of specifications, surveys, engineering, feasibility studies, legal and other professional services associated with the Project; (3) the cost of environmental studies and assessments; (4) the cost of financing charges and issuance costs, including premiums for insurance, interest prior to and during construction and for a period not to exceed three (3) years from the issue date of the Bonds or Notes, underwriters' and financial advisor fees and costs, legal and accounting fees and costs, application fees, and other fees and expenses relating to the financing transaction; and (5) the cost of all other financing authorized hereunder, whether related or unrelated to the foregoing. In the event that any proceeds of the Bonds or Notes remain unspent upon completion of a Project, or if the Town abandons a Project, the Town reserves the right to reallocate unspent proceeds to the costs of other qualified projects approved, or to be approved, by the Town Council, or to apply unspent proceeds to the payment of debt service on the Bonds or the Notes.

Section 12: Tax Levy. In each of the years during which any of the Bonds or Notes issued hereunder are outstanding, there shall be levied a tax in an amount which, with other revenues, if any, available for that purpose, shall be sufficient to pay the interest on said Bonds or Notes, payable in such year, and the principal of such Bonds or Notes maturing in such year (except in the case of Notes to be refunded in that year by the issuance of Bonds).

Section 13: Consolidation. Any or all of the Bonds or Notes issued hereunder may be consolidated with and become a part of any other issue of temporary notes or general obligation bonds authorized to be issued by any previous or subsequent Order of the Town Council of the Town of Gray.

Section 14: Reimbursement. It is the intent of the Town Council that this Bond Order shall constitute the Town's declaration of official intent within the meaning of Treasury Regulation 1.150-2 to pay, on an interim basis, costs of the Project, which costs the Town reasonably expects to reimburse with proceeds of the Bonds or Notes to be issued in the maximum principal amount of \$500,000

Section 15: Effective Date. This Bond Order shall take effect immediately upon adoption by the Town Council.

June 15, 2021

Town of Gray
Attn: Nate Rudy, Town Manager
24 Main Street
Gray, Maine 04039

Re: General Obligation Bond
for Land Purchase

Dear Mr. Rudy:

In response to the financing inquiry recently received from your office, we are pleased to offer the following rate for the borrowing of up to Five Hundred Thousand Dollars (\$500,000) for your review and consideration.

We offer a fixed, tax exempt interest rate of **2.05% per annum** for the “Lump Sum” borrowing of Five Hundred Thousand Dollars (\$500,000) over a five (5) year repayment term as per the attached note summary and amortization schedule. We propose a closing date of July 16, 2021 with the first annual payment due on the first anniversary of closing. Interest will be calculated on an actual / 365 day basis on the note, which will be issued without prepayment penalty.

Public sector interest rates are volatile and time sensitive. If the borrowing contemplated by this proposal does not close within 60 days of the proposal date specified in this letter, the bank reserves the right to adjust the rate we have offered in this proposal.

Our borrowing proposal is predicated on receipt of an unqualified legal opinion from bond counsel acceptable to the bank attesting to the validity and non-arbitrage nature of this borrowing and designating the note as a qualified “tax exempt” obligation under existing tax laws. We understand that the Town will engage bond attorney Alyssa Tibbetts of Jensen Baird to provide the necessary legal opinion, related note documentation, and all legal work for this borrowing, and that the cost of these services will be borne by the Town. We will be pleased to work with attorney Tibbetts to assist in the timely note closing.

Our proposal is conditioned upon our satisfactory review of the Town of Gray’s financial audits and is subject to change if it is not accepted by the close of business on June 30, 2021. Further, our proposal is subject to withdrawal if there is discovered prior to note disbursement any material adverse information pertaining to the Town’s financial affairs.

On behalf of Androscoggin Bank, I would like to thank you for providing us with the opportunity to submit a proposal for the Town's financing needs. We look forward to continuing the good working relationship we enjoy with you and other Gray officials. If we can be of further assistance to the Town in any facet of its financial activities, please do not hesitate to contact me.

Sincerely,



John Simko, Vice President
Government Finance

Enclosure

ACKNOWLEDGEMENT / AWARD (please sign and return via email):

This proposal is accepted and this financing is awarded to Androscoggin Bank.

_____ Date: _____
Name & Title

Note Model Statement

Date Quoted: Jun 15, 2021
 Product: Product Not Defined
 Interest Method: [1] 365/365 Payments P&I

Note Date: Jul 16, 2021
 Maturity Date: Jul 16, 2026

Principal Advance: \$0.00

Expenses Financed: \$500,000.00

Amount Financed: \$500,000.00
 Finance Charge: \$31,183.09
 APR: 2.050000%

Total Principal: \$500,000.00
 Total Interest: \$31,183.09
 Total of Payments: \$531,183.09

Payment Schedule

Description	Date	Frequency	Number	Amount
Regular Payment	Jul 16, 2022	Annually	4	\$106,236.62
Regular Payment	Jul 16, 2026	Annually	1	\$106,236.61

Amortization Schedule						
Date	Description	Total Payment	P&I Payment	Principal Payment	Interest Payment	Principal Balance
Jul 16, 2021	Beginning Balance, Expenses					500,000.00
⊕ 2021 Totals						
⊕ Jul 16, 2022	Regular Payment	106,236.62	106,236.62	95,986.62	10,250.00	404,013.38
⊕ 2022 Totals		106,236.62	106,236.62	95,986.62	10,250.00	
⊕ Jul 16, 2023	Regular Payment	106,236.62	106,236.62	97,954.35	8,282.27	306,059.03
⊕ 2023 Totals		106,236.62	106,236.62	97,954.35	8,282.27	
⊕ Jul 16, 2024	Regular Payment	106,236.62	106,236.62	99,945.23	6,291.39	206,113.80
⊕ 2024 Totals		106,236.62	106,236.62	99,945.23	6,291.39	
⊕ Jul 16, 2025	Regular Payment	106,236.62	106,236.62	102,011.29	4,225.33	104,102.51
⊕ 2025 Totals		106,236.62	106,236.62	102,011.29	4,225.33	
⊕ Jul 16, 2026	Regular Payment	106,236.61	106,236.61	104,102.51	2,134.10	
⊕ 2026 Totals		106,236.61	106,236.61	104,102.51	2,134.10	
⊕ Grand Total		531,183.09	531,183.09	500,000.00	31,183.09	

STATE OF MAINE

—
IN THE YEAR OF OUR LORD
TWO THOUSAND TWENTY-ONE

—
S.P. 40 - L.D. 32

An Act Regarding Remote Participation in Public Proceedings

Emergency preamble. Whereas, acts and resolves of the Legislature do not become effective until 90 days after adjournment unless enacted as emergencies; and

Whereas, the state of emergency declared by the Governor pursuant to the Maine Revised Statutes, Title 37-B, section 742 in response to the public health emergency caused by the spread of the novel coronavirus disease referred to as COVID-19 may terminate sooner than 90 days after the adjournment of the First Special Session of the 130th Legislature; and

Whereas, the Maine Revised Statutes, Title 1, section 403-A governs remote participation in public proceedings of certain public bodies but is automatically repealed 30 days after the termination of the state of emergency declared by the Governor; and

Whereas, there is a need to have in place a law that governs remote participation in public proceedings of certain public bodies after the termination of the state of emergency declared by the Governor; and

Whereas, in the judgment of the Legislature, these facts create an emergency within the meaning of the Constitution of Maine and require the following legislation as immediately necessary for the preservation of the public peace, health and safety; now, therefore,

Be it enacted by the People of the State of Maine as follows:

Sec. 1. 1 MRSA §403-B is enacted to read:

§403-B. Remote participation in public proceedings

1. Remote participation. This section governs remote methods of participation in public proceedings of certain public bodies. For the purposes of this section, "remote methods" means telephonic or video technology allowing simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability. Public proceedings may not be conducted by text-only means such as e-mail, text messages or chat functions.

2. Requirements. A public body subject to this subchapter may allow members of the body to participate in a public proceeding using remote methods only under the following conditions:

A. After notice and hearing the body has adopted a written policy governing the conditions upon which members of the body and the public may participate in a public proceeding of that body by remote methods;

B. The policy adopted pursuant to paragraph A must provide that members of the body are expected to be physically present for public proceedings except when being physically present is not practicable. Circumstances in which physical presence for one or more members is not practicable may include:

(1) The existence of an emergency or urgent issue that requires the public body to meet by remote methods;

(2) Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to and attending in person at the location in the notice under section 406;

(3) With respect to a public body with statewide membership, significant distance a member must travel to be physically present at the location in the notice under section 406; and

(4) The area of the public body's jurisdiction includes geographic characteristics that impede or slow travel, including but not limited to islands not connected by bridges;

C. The policy adopted pursuant to paragraph A must provide members of the public a meaningful opportunity to attend by remote methods when members of the body participate by remote methods, and reasonable accommodations may be provided when necessary to provide access to individuals with disabilities;

D. If the body allows or is required to provide an opportunity for public input during the proceeding, an effective means of communication between the members of the body and the public must be provided;

E. Notice of the proceeding must be provided in accordance with section 406. When the public may attend by remote methods pursuant to paragraphs C and D, the notice must include the means by which members of the public may access the proceeding using remote methods. The notice must also identify a location for members of the public to attend in person. The body may not determine that public attendance at a proceeding will be limited solely to remote methods except under the conditions in paragraph B, subparagraph (1);

F. A member of the body who participates in a public proceeding by remote methods is present for purposes of a quorum and voting;

G. All votes taken during a public proceeding using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by the other members of the public body and the public; and

H. The public body must make all documents and other materials considered by the public body available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to members of the public who attend

the proceedings of the public body in person, as long as additional costs are not incurred by the public body.

3. Remote participation not permitted. This section does not authorize town meetings held pursuant to Title 30-A, section 2524 or regional school unit budget meetings held pursuant to Title 20-A, section 1482-A to be conducted using remote methods.

4. Application. This section does not apply to:

A. The Legislature; or

B. A public body to which specific statutory provisions for remote participation apply.

Emergency clause. In view of the emergency cited in the preamble, this legislation takes effect when approved.

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			4	4
Public Safety			1	1
Recreation			1	1
Residential		1		1
TIF Goal / Budget	1			1
Traffic	1		2	3
Budget		1		1
Grand Total	10	8	26	44

*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
Grand Total	1	20	4	25	50

Open

*Status: O = Open C = Closed F = Future		Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline		Last Update: 06/15/21							
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 current ad hoc agreements used to create Libby Hill Trails . Council agreed a full review and updates are needed to protect this asset as part of Open Space Plan .	Sandy Carder	Nate Rudy	Nate Rudy	03/20/18	05/18/21	TC discussed at 3/20 meeting based on feedback received from Community Endowment. Deb advised the agreements just 'came together' and are in need of review/update. Deed research - who has access to which pieces of land, how large of an geographic area is involved, how deep does the research need to go, consultation from a conservation expert - will all be needed and cost money. Council agreed to log with a target of year end, for Staff to review & determine what is needed with an estimated cost, for consideration in next year's budget. Carl Holmquist is willing to provide some names of conservation experts who can assist the Town. (12/20) Issue came up in Open Space Staff meeting - Deb working on pulling together cost estimate for budget meetings. (2/5) TC agreed to move up & tie to H2.1 Open Space. (3/21) est provided at budget meeting. Council agreed to add to budget. (6/11) Residents approved budget. (10/15) Community Endowment has requested an info sharing meeting with Town Staff, 1 Councilor and an MSAD representative to start process of long term maintenance agreement. Council appointed Dan to attend. (11/12) 1st meeting went very well - 3 parties agreed preserving is paramount. (12/3) Council agreed to add annual maintenance to budget spreadsheet. (12/17) 2nd meet focused on budget - MSAD 15 conducting full audit of usage to determine impact - some easement discussion. (1/21) Deb followed up with MSAD15. No update. (2/4) Carl present to School board this week, Craig has some initial data on usage (3/10) Meet held to continue discussion - working through maintenance/budget needs. Council agreed to add the Homestead Acres issues submitted by residents on this private road - to ensure we keep them in the loop as the agreement moves forward. (6/16) Deb will check with Dr. King on next meeting after the election. (8/4) Dan adv MSAD15 lawyer provided framework agreement for review. (10/6) Dan shared a worksheet created to gather input from stakeholders. Council provided gen feedback on form. (10/20) Council prov feedback on worksheet (10/22) Meeting held to compile worksheet info. (1/19) Dan provided summary of MSAD analysis of agreement & advised Attorney is working on drafting an agreement. (2/16) Dan prov an update. Deb adv sub group has met to discuss maint/budg agree Next Step: Awaiting draft agreement from Aga. Joint lead set for 6/17 - Nate to follow up then.
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 (9/29) 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. Next Steps: Construction underway

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No	Goal/Category	*O/ F/C	** Pty No.	Target Date	Description	Subby:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
84	Comp. Plan Implementation	O	H 3	Detail Tab	Identify steps/ create plan to implement newly approved Comprehensive plan . SEE SEPARATE TAB - FOR DETAILS	Council	Council	Council	12/01/20	05/18/21	(12/1) Council agreed to close old item and create new implementation plan. Detailed tasks will be logged on detail tab pending schedule workshop to review them and come up with timeline/prioritization. Council agreed with Dan's suggestion to ask each Committee to review CP to ID what would inform their work, how they can support. implem. what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council reviewed at 2/16 meeting. See Detail Tab for updates . Next Steps: Nate to meet with Dept heads to review in May. WS will be scheduled after.
34	TIF Goal / Budget	O	H 4	Detail Tab	Work on planning associated with new Village TIF . SEE SEPARATE TAB FOR DETAILS	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. See detail tab for updates . Next Step: Doug to work up proposal on Zoning once time allows. Council discussion funding options.
66	Administrative	O	H 5	06/01/21	Determine if "No Thru Trucks" restriction should be placed on a section of Mayall Rd	Dan Maguire	Council	Nate Rudy	11/12/19	06/02/21	Back in June, Kathy Taylor (Mayall Rd resident) had reached out to all Councilors regarding the state of her road and the heavy truck traffic. Dan spoke to her directly and agreed to manage the request. This road was set to be paved, but dropped from PW sched due to paving costs being substantially higher than anticipated. It will be at top of the list next cycle. Deb did some initial feedback - as this section of road is being considered for "state aid" designation (Depot Rd is a state aid road). This impacts cost sharing/responsibility with MDOT vs. Local. MDOT was conducting vehicle counts for the road (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. (5/18) Legal has rev with feedback. (6/2) Council provided feedback Next Step: Dan will work with Nate to finalize the letter and Nate will have staff send it out with a 3 week feedback deadline.

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75	Administrative	O	H 6	10/01/21	Address ATV access issue on Long Hill Road	Deb Cabana	Anne Gass	Anne Gass	05/05/20	06/15/21	(5/5): Council designated Long Hill Road as a 1 year temporary ATV access road in Sept, 2018. Residents submitted complaints about the usage starting in Aug, 2019. Council rec'd additional feedback from residents at various meetings including the suggestion to reclaim an old ATV connection trail as a replacement to the LH use. The ATV club presented the Council with their plan of action to mitigate the issues brought forward by the residents on 3/10/2020. Council discussed at the 4/28 meeting and agreed to log at 5/5 meeting. General consensus is a temporary access will be granted again while Councilor Gass works with the ATV Club to develop a plan to reclaim the old ATV trail and funding options. (5/19) Council agreed to temporary access with mitigating measures, develop of long term trail solution and monitoring of complaints. Anne agreed to take the lead to work with the Club to apply for a grant. (6/16) Anne adv that the grant program is the same that was used to build the tennis courts at the HS. Those courts were not maintained & eventually removed for add'l parking. The Town has been working to provide a comprable recreation facility to replace the tennis courts - but each has fallen through. The alternative is to pay back the original grant. The grant program is off limits to the Town until this is resolved. (8/4) Kathy T discussed status with State, Anne adv there is an outside chance some work in NG may help. She also adv there is another grant but not until Spring. Jon provided update from ATV - no new complaints. Council extended access through the end of the season. (11/17) Council disc with Doug Beck (1/5) Anne has found alt grants - Apr/May deadline. (1/19) Anne adv she hopes to have a draft by the 2nd meeting in April. (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. (6/15) Grant approved \$71,500 grant with \$64,350 pay out. Next Steps: Anne work with contractor/ATV to update bid with goal to present contract at the 7/6 meeting.
95	Ordinance	O	H 7	10/01/21	Create new Standards for the Village and Village Center Zones	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. Next Step: Staff to draft proposed standard/changes and bring to the Council as soon as feasible.

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4	Traffic	O	H	8	Work to develop long term changes needed to address traffic, drainage, road conditions, pedestrian & cyclist safety and speed along Route 115 entering Gray from the hill thru connection to Brown Street.	Nate Rudy	Council	Council	01/02/18	06/15/21	During the June Council meeting, Town Staff advised they would be pursuing a MPI grant for reconstruction of this stretch of road in collaboration with the MDOT. It was advised it would likely be a 2 year process with updates provided to the Council. Deb Cabana noted that this would be a 50/50 split for costs (not 25/75 Town/MDOT as previously stated) and includes replacement of the water main. Therefore, it may be included in the upcoming TIF creation, thus it should remain active (rather than 2 year target). Reference material: Pavement Conditions Study - Dec 2017. Project discussed in 9/10 & 11/28 TIF workshops, as well as in TC meetings. (12/4) TC would like to see a review of intersections done prior to committing to a 115 solution or as part of the engineering of that project - to ensure project does not hamstring options. (5/7) Deb advised several communications received regarding pedestrian fatality on Rt 115 requesting sidewalks. (9/3) Sandy adv of outstanding question - need for possible budget consideration (9/17) Deb verified with Will that MPI does not require engineering completion - however - Ann advised 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 Dist/Will on first tasks to start process. (3/2) Will prov est. See Detail Tab for updates Next Step: Work to begin as soon as possible.
89	Infrastructure / Village TIF Goals	O	H	9	Analyze future needs for Village Main Street to coordinate with MDOT project	Council	Council	Council	02/19/19	06/15/21	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 Cumbly'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 (6/15) MDOT Rob Betz attend workshop and advised both projects are fund with 2023 construct projection. Next Steps: Need to set up WS with MDOT incl WD, Legislative team (if needed)

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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	06/01/21	(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 advised the Town demonstrates a real effort towards the conversion, he can release the hold on the grant program. Next Step: Nate is scheduling a call with Doug B to discuss starting process.
24A	Traffic	O	M 1.1	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they choose. MDOT Portion. SEE SEPARATE TAB - FOR DETAILS	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. TC agreed signage - (1) old Rt26 vs by-pass (2) in Village around island (no sign again) (3) Depot Rd RR Xing would be priority 1. Kyle also advised he will look into signage (1) & (2). Deb requested target date & CC State Reps/Senator. Deb spoke to MDOT advising of RT 26 bridge closure - suggesting it may be a good time to consider 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. Next Step: See Detail tab for more info. Awaiting response from Rob Betz.
24B	Traffic	O	M 1.2	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they choose. MTA Portion. SEE SEPARATE TAB - FOR DETAILS	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 possibly sending official letters to individual trucking companies regarding avoiding Village rt26, concerns from MTA about trucks not seeing 'closure' signs and diversion study next steps. Councilor Maguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study (5/4) Nate spoke to Mr. Mills & Erin at MTA Next Step: Awaiting guidance from Legislative team. See detail tab for more info.

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46	Ordinance	O	M 2	06/01/21	Develop Growth Management strategy - as part of Comprehensive Planning & to allow needed time for Open Space Planning	Sandy Carder	Nate Rudy	Nate Rudy	02/05/19	05/18/21	(1/22) Dan adv PD does not feel any addl action is need at this time. Growth Cap was disc & Staff will look into with OAC and bring forw when ready. A growth cap has been disc in var meet for the last yr. Not hav a robust growth plan and/or cap was 1 primary reason the original Comp Plan was not appr. (1/30) During the Open Space Forum, Alan & Lucky both strongly encour a growth cap be disc/imple as soon as possible to provide Gray with more time to dev an Open Space plan. In add, issues with current residential Sub-division ord, duplex allow, and limited safeguards against a large scale dev need to be addr. Kathy adv Staff have crunch annual data & Doug adv dev one would be rather straightforward & would be padded to avoid impact wanted eco & resid dev. (2/19) Council agreed this is a top priority now. (3/5) Doug rev steps (1) Verify current comp plan (2) check with legal ord (3) imple verifying data supports number selected & Council prov direction. (6/4) Doug prov some data and Arundul ord (eff in 1977). Council agreed to proceed cautiously. (9/3) Doug adv best 1st step would to discuss possible 'cap' number and process to apply caps. (10/1) Council WS held - guidance prov to Doug. (1/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger devel & Comp Plan process. (2/4) OAC looked at & were not in support - worried about admin of the process impact staff (2/18) Council disc changing approach to be more comp to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comp plan timeline as an appr plan is required to enforce growth permit systems. (3/10) OAC began work on this item. (5/5) OAC wants to coord with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be deliv by end of summer to stay in line with CP. (8/4) Council disc at 8/4 WS to confirm a full WS for this along with the duplex/OAC ord list can be disc (9/1) Council disc OAC doc cover duplexes, multi unit housing, growth & comp plan info - agreed addt'l WS to create workplan to complete all the work needed. (2/16) Sandy adv Windham has robust grw permit prog that was 1st step after their comp plan. (4/6) Council dis as part of TM goals (5/18) Council/Staff dis in WS - Staff sug step approach to create Next Step: Nate/Sandy to rev outstanding list to create categories of work and propose plan with targets to Council.
77	Ordinance	O	M 3	06/01/21	Create a Traffic Ordinance to comply with MDOT standard for local signage	Sandy Carder	Council	Nate Rudy	05/05/20	06/01/21	(5/5) In reviewing the MDOT policy for posting local roads with weight limits or 'no thru truck' signs, one requirement is to have a Traffic Ordinance on the books. Council agreed to log and prioritize once more information is collected under item #66. (12/15) Dan has volunteered to draft an ordinance to help move short Mayall Rd situation forward. (1/15) 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. (5/18) Legal has rev & provided changes. (6/1) Feedback prov Next Step: Awaiting feedback from letter.
97	Policy	O	M 4	09/01/21	Update Council Rules (1) charter language (2) grammatical (3) online meetings policy	Dan Maguire	Council	Sandy Carder	06/15/21	06/15/21	(6/15/21) Dan advised of two small changes needed in the Council Rules (1) 602.02 B.2 add the words "a meeting" (2) 602.06 Ordinance - language does not match the Charter although meaning is the same - should match. Sandy adv any changes must be advertised and given we will likely need to update the rules to incorporate the new policy needed for online meetings (pending final language of legislation being considered now), she will hold changes until then to handle together. Next Step: Obtain final ID language for online meetings.

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98	Policy	O	M	09/01/21	Update Committee Rules for 21-22 session	Sandy Carder	Council	Sandy Carder	06/15/21	06/15/21	(6/15/21) Sandy adv of several changes requested to Committee Rules with a couple more coming out of the discussion (1) handling of alternate to full member for the Planning Board - moving from Council to PB - Dan suggested we change the application so new volunteers are appointed as Alt 1 and Alt 2 and that the verbiage be such as they are moved up in that order. (2) simulcast request from Nate for which the Council feels should be implemented in steps - immediately for Council, PB & ZBA (3) need to move Comprehensive Plan Committee to retired (4) PB language be updated to allow 2 meetings per month, as needed (5) change agenda deadline to 2 days prior to meeting to allow more flexibility (6) need to incorporate online meeting policy as needed. The Recycling Committee change/name will come before the Council at the 7/6 meeting and Sandy agreed to work with the Rec Committee on a new name/charge in the coming months. Next Steps: Sandy will draft changes for Council discussion.
74	Administrative	O	M	05/01/21	Update Gray Historical Society lease with Town	Sandy Carder	Nate Rudy	Nate Rudy	02/18/20	06/01/21	(2/18) Sandy explained the Gray Historical Society would like to update the lease they hold with the Town. They are looking for the Town to assume utility expenses directly to allow them to do more robust fundraising/grant applications to focus on their historical work and to address more maintenance on the building itself. Right now, they are reimbursed up to \$6,000 annually - but have to pay monthly bills. (1/15) 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. (5/18) Nate met with Galen/Mo. Mo adv the Facilities study will be done soon, it will include this building. (6/1) Council agreed to add GHS build to "condition" portion of upcoming facilities study. 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.
83	Committee	O	M	07/01/21	Discuss additional requirements for quasi-judicial Boards - Planning and ZBA	Council	Council	Nate Rudy	09/15/20	06/15/21	(9/15) Council discussed the need to ensure long term viability of quasi-judicial boards and ensure opportunities for new applicants - via new requirements which may or may not include term limits, application wait periods, chair rotation, mandatory MMA training, pre-training options for those thinking about joining, mentoring, rotation of alternates etc. There was also discussion related to possible changes in Council Rules once quasi-judicial rules are set. (1/19) Sandy advised that she has been talking to GPCOG about a facilitated training session to address the issues and update the expectations/roles. She has discussed with Kathy/Dan who agreed it was a good approach. Council also agreed. Kathy advised that there is money avail for PB training. (3/21) 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) With 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. (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. (6/1) Nate provided new proposal from GPCOG which includes assistance with ordinance/zoning review to help create outline of change from Comp plan & it includes this training. Funds from State agency will cover the costs. Next Step: Nate checking on GPCOG availability for 7/6 workshop slot

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49	Ordinance	O	M 8	06/01/21	Review current ordinances and zoning to determine if changes are needed for Duplexes	Dan Maguire	Dan Maguire	Doug Webster	02/19/19	05/18/21	Dan asked the Council to consider making changes to Duplexes to address sprawl growth and other unintended impacts to density bonus of allowing a duplex in lieu of a single unit of housing. Doug advised this issue has been researched in the past. Dan needs to talk to Kathy and then work through reviewing current ordinances. Then, bring to the OAC for possible proposal to the Council. (12/17) Deb advised of resident e-mail regarding the number of duplexes being built in Gray - Planning Board has also recently discussed. Council agreed this issue needs to be moved up in the priority list. (6/2) Council reviewed questions from OAC & provided direction. Generally speaking, there was support to make it more restrictive in certain zones and encourage them in others by making it less restrictive. It was agreed this is one tool in the growth mgmt plan. (8/4) Doug provided memo detailing OAC ques/disc points along with the growth plan disc and Comp Plan review. Council agreed a full workshop is needed to review. (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed add'l workshop to create workplan to complete all the work needed. (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.
69	Recreation	O	M 9	10/01/21	Create a Pocket Park including Historical Marker at 5 Yarmouth Rd property	CEDC	Nate Rudy	Nate Rudy	12/17/19	06/01/21	(12/17) CEDC representative Rachel Rumson presented plans for a new Pocket Park on the 5 Yarmouth Rd municipal property which would include a Historic Marker as part of a Historical Trail - which was presented by Galen Morrison. Council provided some initial feedback. Kathy Tombarelli advised there was a possible grant that may assist with phase 1 of the project - earthwork. (1/7) Kathy provided a draft grant application at meeting and Council provided feedback. Council agreed to add to tracking list as project is ongoing and will involve Town Staff and funding. (1/21) Council approved CDGB application. (3/10) Kathy advised the grant was recommended for funding & is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed & were very supportive. Abutter meeting held with great feedback. Council approved Rachel Rumson as agent for Planning board work. Due to LD1 failure, grant funding now on hold. (9/1) Council discussed changes to Committee policy to address consultant work. (9/15) Council approved consultant changes to Committee rules (11/17) Council appr land exchange on site to clarify property line. (1/5) RFP has been posted. (1/19) Council approved 1 proposal rec'd. (2/2) Bruce adv a public forum was held to obtain Community Input. (3/2/21) Bruce adv CEDC is working on name and bird house project and planning for Spring work. Alec adv he did some earth work in the Fall and is set to do add'l work in the Spring. The project did receive preliminary approval contingent on one sign off. (4/6) Council approv wood donation from Maschino's Lumber. (4/20) Council app picnic table donations from Aroma Joe's. Kathy adv park has PB appr (5/18) Permalblitz was held & work session to lay brick. (6/1) CEDC prov update presentation and recommended name which Council approved. Next Step: More work sessions to be planned.

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37	Ordinance	O	M	07/01/21	Discrepancies between the existing Shoreland Ordinances and current State of Maine requirements/statutes have been identified and require updates.	Doug Webster	Nate Rudy	Doug Webster	09/04/18	05/18/21	Town Staff has identified several areas (1) DEP Bi-annual report is no longer required (2) functional needed structures are not compliant with current ordinances (3) existing set backs have some challenges. Ordinances need to be updated and brought before the Council. (4/21) Sandy advised several residents are asking the council to consider adopting the 2016 State Shoreland zoning statute (vs the existing 2005 and 1989 standards. Sandy advised Council will see on the 5/5 meeting for consideration. (4/28) Council discussed in some detail working this item in conjunction with the review of options related to the fact that Gray is currently working with the 1989 Shoreland Zoning - while 2005 & 2016 amendments have been created at the State level. Code is required to review all three, in some instances, to determine which one is most strict & apply accordingly. There are pros/cons related to all three - incl the 2005 is better for new builds, whereas teh 2016 is better for remodels/expansions. Doug also pointed out this work is the most time consuming for code enforcement & there may be a need to limit the number of applications in a given period of time to ensure resource availability. Much more work is needed. OAC to provide reprioritizing recommendations at the 5/5 meeting. (10/6) Scott D prov addt'l info on differences and DEP recommendation to adopt 2015 standards. Doug adv will require some ordinance updates to implement and recommends DEP review. Council agreed to move up on priority list. (2/16) Deb adv she has sign a contract to have Mike Morse draft updates. (3/2/21) Doug adv that Mike is about 1/2 way through - met with Staff/Code to 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. (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.
91	Policy	O	M	05/18/21	Create Public Use & Content Policy for Town's Station/Media platforms	Anne Gass	Council	Anne Gass	03/16/21	06/15/21	(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. (6/1) Committee has add'tl questions for Alyssa. Nate/Anne working on discussion with her to resolve. (6/15) Council tabled again. Next Steps : Council tabled until 7/6 meeting or when available.

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18A	Ordinance	O	M 12	07/01/21	Update Current Zoning/Uses to allow Solar Arrays on Municipal property and land between by-pass and turnpike. See 18B under Medium for companion item.	Dan Maguire	Deb Cabana	Doug Webster	01/22/18	06/15/21	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) SM Solar (Greg Lucini) presented his proposed 5MW solar array project to Council with tech support from Chris Byers & Dale Knapp. CMP permit submitted, purchase agreements in place with both MDOT & private property owners, DEP, IW&F and Gray Water Dept already brought into discussion. Issue is commercial array not permitted under current zoning/ordinances. Council recognized long term, we need a solar ordinance, but do not want to delay this project. Strong unanimous support for project from Council. Mr. Lucini is willing to work with Town on any issues - including setting up an escrow account to guard against issues with decommissioning. (12/3) Kathy presented options of an overlay & Council discussed in comparison to CZA. (1/7) Kathy presented changes related to a new overlay for council feedback. (1/21) Council provided feedback on overlay proposal from Kathy/Doug. (2/4) pin Bd has reviewed & was in support. OAC rev & had issue with setbacks 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. (6/15) Code Ent will recom fee change. Next Step: Council to take up fee change at 6/23 special meeting.
55	Administrative	O	M 13	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 intend 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. Next Steps: No Council action scheduled.
70	Ordinance	O	M 14	Doug	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. Next Step: OAC/Staff will provide suggested changes to Council.
93	Public Safety	O	M 15	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. Next Step: Awaiting survey information from property owners.

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52	Ordinance	O	M 16	Contract	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. Next Step: Dan to bring to OAC for discussion - once OAC resources become available.
76	Ordinance	O	M 17	Doug	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 curbscuts and assist with the buffer zone issue. Council agreed to log. Next Step: Dan to bring to the OAC for discussion.
82	Policy	O	M 18	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) Finance Committee presented data they have collected along with recommendations. Next Step: Council to discuss data and start work on changes - at meeting TBD.
78	Ordinance	O	M 19	Contract	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. Next Step: OAC to provide target date and work on as resources become available.

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22	Ordinance	O	M	20	Contract	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Update ordinance to include licensing fee or other fee structure IF business wants access to stormwater system.	Council	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. Next Step: OAC/Town Staff will provide suggested changes to Council.
60	Ordinance	O	M	21	Contract	Review current Kennel related ordinances , 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. Next Step: This one may be a good item for the OAC to test out new approach.
94	Ordinance	O	M	22	Doug	Update Town's Ordinance to reflect long term Solar Array policies for residential , 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. Next Step: Awaiting resources.
25	Ordinance	O	M	23	Contract	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Create stormwater performance standards for future development in Village and/or for businesses wishing to access Town's stormwater system.	Doug Webster	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. Next Step: OAC to work on next.
44	Ordinance	O	M	24	Doug	Review current residential subdivision Ordinance for necessary changes all other areas (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. Next Step: OAC/Staff will provide suggested changes to Council.

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36	Administrative	O	M 25	??	Review the current process for "Planned Unit Development" commercial subdivision to determine if routing the review & approval of commercial uses on lots in a PUD subdivision to the Staff Review Committee in lieu of the Planning Board.	Kathy Tombarrelli	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. Next Step: Town Staff to draft language.
90	Budget / Audit	O	L 1	TBD	Review and update Sick Time carryover and/or payout provision	Dan Maguire	Council	Council	02/16/21	02/16/21	(2/16/21) This item has been discussed under the Budget tab 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 addt'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. Next Step: Prioritize work on this time.
96	Budget	O	L 2	TBD	Analyze Resources & Responsibilities within Planning Department	Dan Maguire	Council	Nate Rudy	06/01/21	06/01/21	(6/1/21) Dan asked to log this on the workplan. It is something the Council has discussed the last 2 budget cycles, but have not changed anything - mostly due to new code software being implemented, staff turnover, etc. Before next cycle, a full review of the department should be done to identify improvements to assist with economic development, and staff efficiency. Next Step: Will discuss when time allows.
87	Administrative	O	L 3	05/01/21	Review current Fee policy for MSAD15, Gray and NG to determine if there is a better reciprocal approach	Sandy Carder	Sandy Carder	Sandy Carder	02/02/21	06/15/21	(2/2) Sandy advised that this issue had been brought up at the last Joint Leaders meeting. A follow up meeting was held on 1/25 with Craig/Diane/Sam of MSAD15. There is a need to track costs and fees by all three entities. MSAD15 also has financial responsibilities that impact both Gray & NG. The issue is front line workers are left dealing with trying to apply fees when working with coaches, residents, staff, etc. which creates conflict as the taxpayers pay all three budgets. There was agreement there may be a better way to deal with fees. (5/4) Sandy adv next joint leaders meeting set for 6/17 & will follow up on status then. 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.
67	Residential	O	L 4	06/01/21	To review the status Deer Acres property (private road)	Residents	Council	Council	12/03/19	10/06/20	(11/12) A group of residents gave a presentation to the Council regarding the current state of their private road - Deer Acres. The road is not actually a deeded private road, but private property with easements. The residents feel the road has been severely impacted by the status of Gore Rd, and the fact that it is used as a connector between Gore Rd and Lyons Point Rd. They are seeking a workshop with the Council to discuss further and develop possible options for solutions. (12/3) The Council expressed serious concerns with taking over a private road, but felt there could be other solutions and they needed more information. They agree to a workshop. (12/17) Bruce advised residents will not be ready to talk until at least April when seasonal residents arrive back in State. (10/6) Council recognized that the residents may be leaving for their winter homes and will push this forward until next spring. Next Step: Bruce will let the residents know.
81	Ordinance	O	L 5	Contract	Need to create a Water Extraction Ordinance	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. Next Step: OAC to work time permitting.

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39a	Administrative	O	L 6	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 Allissa Tibbetts, Town Attorney, to begin some research & that process can take up to 1 year. She also advised there is at least one resident willing to serve on a Cable TV Committee, if the Council chooses to go that route. Council discussed briefly and confirmed either route will require legal review. Dan asked if there was a way for Allissa 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. Next Step: Randy/Brad to continue to work with GPCOG hired firm with regards to the negotiations.
50	Economic Development	O	L 7	11/01/21	Work with the Narrow Gauge Railroad 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. Next Step: Moved lower on tracking spread to await NGRR putting property on market and/or contacting Town.
86	Administrative	O	L 8	11/09/21	Create Charter Amendment to address (1) Town Manager job description changes (2) Audit date from 9/30 to 12/31 (3) Non Land Use Ordinance Process change	Council	Nate Rudy	Nate Rudy	01/19/21	06/01/21	(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. (6/1) Nate present recom changes on ordinances (excluding land use) process. Council was agreeable to proposal. Next Step: Nate to work with Alyssa on all changes.

H4 Comp Plan

No	Goal/Category	*O/ F/C	** Pty 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. Next Steps: Dan/Bruce to work with remaining Committees to obtain summaries.
B	Comp Plan Imp - break out item 84	O	H 4	TBD	Consider New Committee to monitor, supervise, ensure Comp Plan implementation proceeds	Council	Council	Council	12/01/20	02/16/21	(12/1) Council agreed current Committee should be retired as their charge is complete. Will send Thank You letters to Members and advise Council is considering a new Committee to assist with implementation - asking them to advise if they are interested in continuing on. New Committee needs further discussion. (2/16) Sandy provided info from Windham Committee - hybrid structure. Generally, there was agreement that is the better model than all volunteer. It will be important to have people with know/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. Next Steps: Awaiting Nate's review with Dept Heads and follow-up workshop for further discussion.
C	Comp Plan Imp - break out item 84	O	H 4	TBD	Department Heads review of Comp Plan	Anne Gass	Council	Nate Rudy	12/01/20	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. (5/18) Nate has rev with Dept heads. Next Steps: Nate working with Staff to create plans on how they can assist with implementation.
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 an implementation committee set up to assist with their newly approved plan and suggested we find out what steps they took to get from approved plan to where they are, how the Council is involved, etc. Sandy advised that the Windham Chair is on the GPCOG Executive Committee and she can reach out to him for information. (1/5) Sandy has sent a note to Jarod Maxfield 12/18. (1/19) Sandy reported that she has spoken to Jarod and shared general information - and will share more at the 2/16 workshop. (2/16) Sandy shared info on Committee, Growth Permit Program, Consultant, etc. from initial discussion with Jarod. Next Steps: Utilize Windham information as process progresses.
E	Comp Plan Imp - break out item 84	O	H 4	TBD	Create plan/timeline for Zoning changes & ordinance changes	Council	Council	Council	12/01/20	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. (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.

H5 TIF

*Status: O = Open C = Closed F = Future **H = 1-3 months M = 4-9 months L = 10+ months Last Update: 06/15/21											
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	12/01/21	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	06/15/21	Steve L is working on creating a project scope & plan for reconstruction of Route 115 leading into the Village with Will Haskell to submit to MDOT - in hopes of qualifying for 50/50 funding split (up to \$500,000). Council needs to develop options for the multi-road intersection in the Village to ensure whatever future configuration needs are considered in the Rt 115 project and the Rt 115 project helps facilitate the preferred future configuration. (2/19) Deb to find out if Haskell is working on any planning to prepare for proposal to MDOT - is engineering covered or will it need to be paid for - up front. (10/15) Will/Steve have more info from DOT & will update Council at 10/28 workshop. (6/15) MDOT Rob Betz advised that both projects for Route 100 will likely be in construction in 2023. Survey work is done on one - the other planned this year. Town needs to set up meetings with project managers to be included in engineering. Larav Hamilton is managing from MTA interchange to Brown Street - this intersection work would be included in his project. Rob cautioned that curb changes were likely, but a big reconfiguration could negatively impact the overall project which is just stormwater. Incoming infrastructure money may be available (Town levee - not MDOT level).
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. Next Step: Determine when Staff has capacity to work on.

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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
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. Next Step: Determine when Staff has capacity to work on.

H9 - Rte 115

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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	Route 115 - break out tasks from Item 4	O	H 9	TBD	Obtain Ledge Map for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	06/15/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Due to the ledge present on the hill, it was agreed a ledge map using radar was needed. (3/2/21) Will has provided est to Nate. (3/9) Council rev with Will. Doug ask that add'l boring on the slope of the road to ensure the ledge is fully identified. Will will update the proposal. (4/6) Will provided update & Council agreed (6/15) Voters appr budget. Council appr contract. Next Steps: Nate to notify Will to begin work.
B	Route 115 - break out tasks from Item 4	O	H 9	TBD	Obtain updated full Survey for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	06/15/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Given there are no easements on this road, it was agreed an updated survey is needed from Main Street to 59 Yarmouth Road. (3/9/21) Will has provided est to Nate & Council reviewed. There were questions about who would conduct the ROW work - see new item MDOT meeting (4/6) Will provided update & Council agreed (6/15) Voters appr budget. Council appr contract. Next Steps: Nate to notify Will to begin work.
C	Route 115 - break out tasks from Item 4	O	H 9	TBD	Draft a High Level Engineering Plan for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	06/15/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Council has asked Will to create a high level 'starting' engineered plan to help facilitate next set of workshops. This plan should include ALL possible options - which can later be dropped depending on scope/costs - such as adding underground stormwater, sidewalks on both sides, Brown street intersection reconfiguration, traffic calming measures, parking on either Yarmouth or Brown (depending on if Brown is made one way or not), Bike lanes, etc. (3/9/21) Will has provided est to Nate and Council discussed. Council agreed to include 2nd sidewalk in plan, but decision on whether to build will be determined on feasibility and costs. Also agreed to remove "full time inspection" costs until later in the project. The decision on part time vs full time will be easier to make once the project scope/complexity is identified. (4/6) Will provided update & Council agreed (6/15) Voters appr budget. Council appr contract. Council recommended WD reach out to Will asap to ensure their inclusion in same engineering effort. Money was allocated for their piece out the \$495k Next Steps: Nate to notify Will to begin work. WD to contact Will.
D	Route 115 - break out tasks from Item 4	O	H 9	TBD	Provide past Traffic Study for Brown Street	Council	Nate Rudy	Will Haskell	02/16/21	02/16/21	(2/16) Council discussed past reviews of making Brown St one way. Will/Kathy/Doug indicated this issue has been looked at a couple times in the past. Will thinks he can dig up the past reports. Consideration is traffic pooling on Route 115, but also ability to prevent large commercial vehicles from using Brown to get to short Shaker (weight limit being pursued). Next Steps: Will to research further.
E	Route 115 - break out tasks from Item 4	O	H 9	TBD	Set up Joint Meeting with MDOT	Council	Nate Rudy	Nate Rudy	03/09/21	06/15/21	(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. (6/15) MDOT Rob Betz attend workshop & adv. Town needs to do easement work and then would hand over to MDOT. Doug asked about which method is preferred, Rob adv. there is a manual to follow and that the question should be referred to Cathy Rawlings in Property Division. He will obtain more info for us. He also advised that 2022 MPI funding is all allocated. 2023 is next cycle - await engineering plan is a good idea to ensure we have the best figure - once it is set - we are locked in and we can only obtain \$625k from MDOT. He did adv having a "contingency" figure would be good for a project of this size. MPI contracts are usually signed the year before the funding and once signed Town has 36 months to complete project. Next Steps: Meeting set for 6/15 workshop.

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F	Route 115 - break out tasks from Item 4	O	H	9	TBD	Set up Meeting with Water Department	Council	Nate Rudy	Will Haskell	03/09/21	06/15/21	(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. (6/15) WD attend workshop. Next Steps: WD will reach out to Will.
G	Route 115 - break out tasks from Item 4	O	H	9	TBD	Set up Discussion with First Congregational Church	Council	Nate Rudy	Will Haskell	03/09/21	03/09/21	(3/9/21) Anne pointed out there needs to be open discussion with the First Congregational Church on the reconfiguration of Brown Street intersection. We need to ensure they are aware of the proposals and are invited to the meetings. Next Steps: Bruce to let Church know the process is beginning. Will will be reaching out to them as part of the work for the plan.
H	Route 115 - break out tasks from Item 4	O	H	9	TBD	Identify Blasting impacts from project	Council	Nate Rudy	Will Haskell	03/09/21	03/09/21	(3/9/21) Anne pointed out if there is any blasting involved in this project, the Town will need to work with residents to minimize impacts and ensure damage is not done to their foundations. Will adv whether blasting will be needed is unknown at this point. Next Steps: Blasting will be identified, if applicable, once more work is done on the planning.

M1.1 DOT

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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. Awaiting alternatives from MDOT.

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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 appt 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 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. (1/5) Diversion info shared (3/16) Council disc resp (1) to MTA (2) meet with Leg team + transp committee members (3) integrate in convo with MDOT on Route 100 projects (4) req mor info on LOS study costs/timeframes. (5/4) Nate & Sandy meet with Sen Green 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-inci 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 Green 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 decible restrictions for noise in the existing ordinance was set at a reasonable level, existing activities that may be above that level, how the level would 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 Historic Walk with the Pennell House Memorial (re: Cumberland Farms donation/easement) kicking off the effort. GHS would like to discuss the Town Owned Property at 5 Yarmouth Rd as a possible mini-park	GHS in planning stages with more information will likely be available in January. Goal is to have full trail mapped out to identify specific locations as historically important for consideration when future development is planned. (10/28) Council needs more info, GHS/CEDC both have some ideas for the space, Council has RT115 project review starting, there is some thought to put up guardrails to prevent in appropriate vehicular traffic, Anne mentioned there could be grant money avail to help with developing a plan. Council agreed to keep on list pending presentation from GHS/CEDC in near future. (12/17) GHS/CEDC presented to Council & advised of possible Grant applications for funding which will be presented at the 1/7 meeting. (1/21) Council voted to approve grant application with direct \$2,175 match & \$3,300 of public works time/costs (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 continuing education fund policy was approved allowing for up to \$5,250 per semester in reimbursements per qualified employee studies. Benefit is dependent on available funds.	Policy includes request for submissions to allow for proper budgeting. Deb advised deadline for submissions is January. She will provide info on any budget requirements. Employees had until Jan 19th - request included in individual budgets. (10/28) Deb advised no employees have submitted request - thus no funds needed this year. (1/19) Deb verified there are no requests for this cycle.
3	Employee Vacation/ Sick Fund	(2020) \$35,000 (2021) \$25,000	N/A	As of June 30, 2017 the Town's Liability for compensated absences - this is an unfunded liability and comes into play when an employee retires or leaves and requires a payout of accumulated vacation/sick time .	There is no designated fund for total \$245,419. Deb advised Town spent \$18,000 on retirements last year (unfunded). Council discussed setting aside 10% (\$25k) or 15% (\$37k) annually to start. Council is looking at \$25,000 Manager Contingency fund as first step in this funding. (10/28/19) 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.

No	Items Label	Cost Est.	Task No.	Description	Comments
4	CIP Payment	\$1,750,000	N/A	<p>2018 CIP Bond package was put together to allow Town to make payments to the CIP fund over a 5 year period. The \$100,000 remaining outstanding from the 3/12ths rainy day fund is being logged separately - see below.</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 & 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 & Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The addt'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option. (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>

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

No	Items Label	Cost Est.	Task No.	Description	Comments
7	Broadband Partnership		N/A	Lakes Region Broadband Partnership along with Cumberland County are working on the Connect Cumberland project to extend broadband through major corridors. Updating this to possible funding needed related to Grant being pursued with Windham.	A presentation was made to the Council during the July 3rd, 2018 meeting. Costs are unknown at this time, but goal was to have more information by year end for budget planning. No update on costs at this time. (10/28) Deb advised the group was having difficulty finding a contractor to do the work and thus will not be included this year. (1/19) Deb adv she does anticipate a request for 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.
8	Skateboard Park	(2020) \$15,000	N/A	A GNG Student reached out to the Town asking for consideration of a Community Skateboard Park . Partner with school?	Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28/19) 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.

No	Items Label	Cost Est.	Task No.	Description	Comments
9	Land Acquisition Fund	(2019) \$50,000 (2020) \$50,000	N/A	A Community Center has been discussed in various meetings and may be related to the above (13) Public Facilities Study - as far as next step planning.	<p>May be funded by the recreational enterprise fund. Recently notified of 2 residents (Carrie Carter & Steve Morse) who have obtained a license from the state and are looking at setting up a Committee. This is tied to both the Comprehensive Plan and Item 13B as a review & input from residents in needed to determine need, size, location, priority, etc. Deb did advise that Newbegin is in need of substantial upgrades to make it more efficient and capacity has been breached. See 32 below - would roll into Land Acquisition fund. (8/6/18) The Council asked Deb to reach out to the owner of the Hamilton property to inquire about options for the Town - whether that is a community center with municipal parking, fields, or housing - or a combination of them - is unknown at this point & will require further discussion. (10/28) Council has this on their workshop list. (3/12/19) Council has set a workshop on 3/31 to discuss the status of the Hamilton Property and Land Acquisition funding. (3/31) Council discussed and agreed it is a great opportunity and Town should move to engage owners in an option contract to give us time to collaborate with GNGLL, Royal River, etc. to develop plan, seek resident input & approval and create a funding plan. (4/2) Council was provided with valuation info & will discuss land acquisition fund at 4/9 meeting. (4/9) Council discussed tentative steps for Hamilton property is to identify funding in this year's budget, then between now & possibly Nov election, working on more details for concept plans and identify funding options which could be used to seek residents feed and a vote with Nov election. Council agreed to set \$50,000 again as separate question. (4/28/20) Council agreed to reduce to \$25k and to list as part of the CIP warrant article. (3/9/21) Council will start with \$50k to see impact before making full decision.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
10	Planning /Engineering	Route 100 South TIF Funds - \$176k appx + #4 M3 \$240k for Water District	#4 M3	TIF Projects (Main Street, Village Shaker Rd, Route 115), Sidewalk projects, and other projects (Wilkie's Beach) require engineering work to develop plans before funding can be sought (or to have more pull with 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. (5/4) WD req. more funds for materials.
11	Construction Costs	\$88,400 / GPCOG grant?	N/A	Extending sidewalk from Hannaford - Spruce Street - Sidewalk projects , and other projects (Wilkie's Beach) require engineering work to develop plans before funding can be sought (or to have more pull with 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.

No	Items Label	Cost Est.	Task No.	Description	Comments
12	Contingency Fund	Manager \$25,000 Build/Grds \$15,000	N/A	Many Towns (and most companies) incorporate a Contingency Fund into their budget planning to cover unforeseen expenses.	Deb provided (2) examples - \$18k for unfunded vacation/sick time for retirees and \$10K for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone & must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between \$20-30K. Council agreed to tentative \$25,000 amount to cover projected retirement and have some left over. (10/28/19) Council funded this as a combination of employee time & 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 & grounds. Will have follow-up discussion on amount & how to set up. (3/22) Council disc separate funds vs. one fund & opted for one fund; however, Katy pointed out moving it out from B&G will impact the total amount towards LD1 - Council may reconsider. (4/12) Council discussed again & agreed to move to CIP & increase CIP payment by equal \$15k to keep neutral on LD1/CIP reserve. This will make the use clearly & will allow it to roll over.
13	Paving	(2020) \$469,250 (2021) \$449,225	N/A	Need to review Paving budget process to ensure projected & actual are closer	Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of failing road projections. (10/28/19) 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.

No	Items Label	Cost Est.	Task No.	Description	Comments
14	Libby Hill	(2020) \$13,579	#27 H1.2	Need to determine long term obligation and budget funding for Libby Hill maintenance for Town's portion of acreage	Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding. (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.
15	Traffic Calming Measures	??	N/A	Add traffic calming measures 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 addt'l striping to Village Shaker Rd - sharrowes and more narrow lanes to test out the results. Alec to provide addt'l costs. (3/23) Nate spoke with Patrick Adam (MDOT) and they will donate the signs. He provided requirements for sharrowes and he will make sure Alec provides increased striping line to Katy. (3/24) Alec adv sharrowes 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.
16	Fencing	?	N/A	Need to add Fencing to CIP schedule - applicable departments	(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle. (1/19) Katy advised this may be split between budgets (Build/grounds & Rec), but they will work to pick up the fencing for future planning. (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.

No	Items Label	Cost Est.	Task No.	Description	Comments
17	Existing Sidewalks	\$4,400 (condition study)	N/A	Need to add all Existing Sidewalks to CIP schedules	(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 add'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.
18	Livelong Living	?	N/A	Placeholder for 21-22 FY Budget - Senior Programs	(8/4) Logging as a placeholder pending presentation from Lifelong Living Committee in Fall/Winter (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.
19	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.

No	Items Label	Cost Est.	Task No.	Description	Comments
20	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.
21	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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22	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 add'l 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.
23	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.
24	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.
25	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.

No	Items Label	Cost Est.	Task No.	Description	Comments
26	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 addt'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 addt'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.
27	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.
28	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.

No	Items Label	Cost Est.	Task No.	Description	Comments
29	Planning Dept Staff	?	N/A	Add Staff Position to Planning Department	(3/9/21) Council received suggestion from resident who is also a member of the PB to consider adding an "economic development director" to the Planning Department. Council/Staff had robust conversation with many options (1) contract services via GPCOG rather than hiring part time person (2) creating 'matchmaker' position to help match available property to 'specific' businesses needed in the Town (3) make add'l zoning changes to help create more options for commercial businesses (4) create "helper" position to assist developers navigate the Town's process/forms, requirements, etc. (5) hire a Planner Assistant to handle administrative tasks for Kathy like application/packets/PB agendas, etc. to free up her time (6) grant writer to assist with finding more opportunities for funding to accomplish larger 'planning' goals. Council agreed more work is needed to determine what really is needed, what makes the most sense & adds the most value. Nate will work with Staff in the coming year to do a more robust analysis in order to bring forward a proposal for next year's budget. Sandy will respond to Dan Cobb.
30	Committee Budgets	\$1,000 + \$500	N/A	Move Committee budgets to separate tab	(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".
31	Town Brand	?	N/A	Create a Town Brand for Communications	(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.
32	MyRec Software	?	N/A	Explore possible Collaborative Use of MyRec Software 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.
33	Contingency Fund	N/A	N/A	Create Parameters/Policy for Contingency Fund 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.
34	State Revenue Sharing	N/A	N/A	Move State Revenue Sharing figures outside of Budget 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: 06/15/2021

No	Items Label	Cost Est.	Task No.	Description	Comments
35	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.
36	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.

22-23 Budget Items

No	Items Label	Cost Est.	Task No.	Description	Comments
1	Pocket Park	(2020) Grant + \$2,175 + \$3,300 in Public Works Dept	#69 M10	Gray Historical Society has a long term vision of creating a Historic Walk with the Pennell House Memorial (re: Cumberland Farms donation/easement) kicking off the effort. GHS would like to discuss the Town Owned Property at 5 Yarmouth Rd as a possible mini-park	GHS in planning stages with more information will likely be available in January. Goal is to have full trail mapped out to identify specific locations as historically important for consideration when future development is planned. (10/28) Council needs more info, GHS/CEDC both have some ideas for the space, Council has RT115 project review starting, there is some thought to put up guardrails to prevent in appropriate vehicular traffic, Anne mentioned there could be grant money avail to help with developing a plan. Council agreed to keep on list pending presentation from GHS/CEDC in near future. (12/17) GHS/CEDC presented to Council & advised of possible Grant applications for funding which will be presented at the 1/7 meeting. (1/21) Council voted to approve grant application with direct \$2,175 match & \$3,300 of public works time/costs (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 continuing education fund policy was approved allowing for up to \$5,250 per semester in reimbursements per qualified employee studies. Benefit is dependent on available funds.	Policy includes request for submissions to allow for proper budgeting. Deb advised deadline for submissions is January. She will provide info on any budget requirements. Employees had until Jan 19th - request included in individual budgets. (10/28) Deb advised no employees have submitted request - thus no funds needed this year. (1/19) Deb verified there are no requests for this cycle.
3	Employee Vacation/ Sick Fund	(2020) \$35,000 (2021) \$25,000	N/A	As of June 30, 2017 the Town's Liability for compensated absences - this is an unfunded liability and comes into play when an employee retires or leaves and requires a payout of accumulated vacation/sick time .	There is no designated fund for total \$245,419. Deb advised Town spent \$18,000 on retirements last year (unfunded). Council discussed setting aside 10% (\$25k) or 15% (\$37k) annually to start. Council is looking at \$25,000 Manager Contingency fund as first step in this funding. (10/28/19) 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.

No	Items Label	Cost Est.	Task No.	Description	Comments
4	CIP Payment	\$1,750,000	N/A	<p>2018 CIP Bond package was put together to allow Town to make payments to the CIP fund over a 5 year period. The \$100,000 remaining outstanding from the 3/12ths rainy day fund is being logged separately - see below.</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 & 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 & Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The addt'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option. (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 Connect Cumberland project to extend broadband through major corridors. Updating this to possible funding needed related to Grant being pursued with Windham.	A presentation was made to the Council during the July 3rd, 2018 meeting. Costs are unknown at this time, but goal was to have more information by year end for budget planning. No update on costs at this time. (10/28) Deb advised the group was having difficulty finding a contractor to do the work and thus will not be included this year. (1/19) Deb adv she does anticipate a request for 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 Community Skateboard Park . Partner with school?	Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28/19) 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.

No	Items Label	Cost Est.	Task No.	Description	Comments
10	Land Acquisition Fund	(2019) \$50,000 (2020) \$50,000	N/A	A Community Center has been discussed in various meetings and may be related to the above (13) Public Facilities Study - as far as next step planning.	<p>May be funded by the recreational enterprise fund. Recently notified of 2 residents (Carrie Carter & Steve Morse) who have obtained a license from the state and are looking at setting up a Committee. This is tied to both the Comprehensive Plan and Item 13B as a review & input from residents in needed to determine need, size, location, priority, etc. Deb did advise that Newbegin is in need of substantial upgrades to make it more efficient and capacity has been breached. See 32 below - would roll into Land Acquisition fund. (8/6/18) The Council asked Deb to reach out to the owner of the Hamilton property to inquire about options for the Town - whether that is a community center with municipal parking, fields, or housing - or a combination of them - is unknown at this point & will require further discussion. (10/28) Council has this on their workshop list. (3/12/19) Council has set a workshop on 3/31 to discuss the status of the Hamilton Property and Land Acquisition funding. (3/31) Council discussed and agreed it is a great opportunity and Town should move to engage owners in an option contract to give us time to collaborate with GNGLL, Royal River, etc. to develop plan, seek resident input & approval and create a funding plan. (4/2) Council was provided with valuation info & will discuss land acquisition fund at 4/9 meeting. (4/9) Council discussed tentative steps for Hamilton property is to identify funding in this year's budget, then between now & possibly Nov election, working on more details for concept plans and identify funding options which could be used to seek residents feed and a vote with Nov election. Council agreed to set \$50,000 again as separate question. (4/28/20) Council agreed to reduce to \$25k and to list as part of the CIP warrant article. (3/9/21) Council will start with \$50k to see impact before making full decision.</p>
11	Dog Park		N/A	A suggestion was received to establish a Town Dog Park on the capped land fill. After some discussion, it was determined it was not a good fit; however, another location may work, if there is support.	<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, Route 115), Sidewalk projects, and other projects (Wilkie's Beach) require engineering work to develop plans before funding can be sought (or to have more pull with 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. (5/4) WD req. more funds for materials.
14	Construction Costs	\$88,400 / GPCOG grant?	N/A	Extending sidewalk from Hannaford - Spruce Street - Sidewalk projects , and other projects (Wilkie's Beach) require engineering work to develop plans before funding can be sought (or to have more pull with 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 Contingency Fund 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 & 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 & 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 & grounds. Will have follow-up discussion on amount & how to set up. (3/22) Council disc separate funds vs. one fund & opted for one fund; however, Katy pointed out moving it out from B&G will impact the total amount towards LD1 - Council may reconsider. (4/12) Council discussed again & agreed to move to CIP & increase CIP payment by equal \$15k to keep neutral on LD1/CIP reserve. This will make the use clearly & will allow it to roll over.</p>

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16	Senior Tax Relief Program	\$25,000	#53 H8.1 ©	There was limited discussion about a possible Senior Tax Relief program 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 Paving budget process to ensure projected & actual are closer	Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of failing road projections. (10/28/19) 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 Libby Hill maintenance for Town's portion of acreage	Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding. (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 repay 3/12's fund to make it whole	(10/28) \$500,000 was taken from the 3/12's fund to help purchase the new ladder truck. \$400,000 was paid back in 19-20 budget cycle. \$100,000 remains outstanding and needs to be paid back - within the next 4 years. (4/2) In our 3rd year to pay back over the 5 years total - Council agreed to only pay \$25K this year and look to pay remaining \$75k next year once more is known about the economic downturn. (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 traffic calming measures 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	Library Heating System may need to be replaced in 5 years	(2/27) Mo advised increasing maintenance costs are being experienced with the Libaray boiler which should last another 5 years and recommends a future replacement to a version that has faired better in the other public buildings and is less costly to maintain - at a cost of around \$20,000. We are/will spend \$5,000 a year during the 5 years. Discussed the option of just replacing now - Mo clarified system is more complex and has more splits because of the layout (original building & addition). Council wants to make sure future update/conversion is covered in CIP. (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 Segall Drive systems be upgraded to automatic shutoff options	(2/27) Dan reminded Council that during the CZA process with Cumberland Farms an automatic fuel shutoff system was discussed (more costly) vs. having personnel being responsible for quickly (and correctly) shutting down systems to prevent a spill or minimize one. More research needed to determine costs/viability vs. benefit. (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 add Fencing to CIP schedule - applicable departments	(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle. (1/19) Katy advised this may be split between budgets (Build/Grounds & Rec), but they will work to pick up the fencing for future planning. (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 add all Existing Sidewalks to CIP schedules	(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 long term Paving Plan 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 - Senior Programs	(8/4) Logging as a placeholder pending presentation from Lifelong Living Committee in Fall/Winter (1/19) Sharon advised there will not be any request in the upcoming cycle as they are still collecting data and planning. Some items may be addressed through donations or non-profits as well.

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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 Public Safety Report to determine funding needs for changes	(10/6) Deb shared the report created from the Public Safety Facilities study which contains many recommendations. Some will flow through department budget process, but others may require Council action with possible funding implications. (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	Shaker Rd Project - 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 electric charging station	(12/1) Sandy advised she would be bringing this forward given the new solar array will be going online. Long term, if Town buys the array, converting as many vehicles as possible to electric will save more costs. First step would be installing a charging station - may be grants or other funds available to assist with cost. (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.

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

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

No	Items Label	Cost Est.	Task No.	Description	Comments
44	Planning Dept Staff	?	N/A	Add Staff Position to Planning Department	(3/9/21) Council received suggestion from resident who is also a member of the PB to consider adding an "economic development director" to the Planning Department. Council/Staff had robust conversation with many options (1) contract services via GPCOG rather than hiring part time person (2) creating 'matchmaker' position to help match available property to 'specific' businesses needed in the Town (3) make add'l zoning changes to help create more options for commercial businesses (4) create "helper" position to assist developers navigate the Town's process/forms, requirements, etc. (5) hire a Planner Assistant to handle administrative tasks for Kathy like application/packets/PB agendas, etc. to free up her time (6) grant writer to assist with finding more opportunities for funding to accomplish larger 'planning' goals. Council agreed more work is needed to determine what really is needed, what makes the most sense & adds the most value. Nate will work with Staff in the coming year to do a more robust analysis in order to bring forward a proposal for next year's budget. Sandy will respond to Dan Cobb.
45	Committee Budgets	\$1,000 + \$500	N/A	Move Committee budgets to separate tab	(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 Town Brand for Communications	(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 Collaborative Use of MyRec Software 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 Parameters/Policy for Contingency Fund 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 State Revenue Sharing figures outside of Budget 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.