

TOWN GRAY
GRAY TOWN COUNCIL
AGENDA • SEPTEMBER 7, 2021

**Gray Town
Council Regular
Meeting**



7:00 PM

I. ROLL CALL

II. PLEDGE OF ALLEGIANCE TO THE FLAG

III. MINUTES FROM PREVIOUS MEETINGS 5 MINS

1. To Review and Approve the Minutes of the Town Council Meeting on August 3, 2021.

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

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

V. ADJUSTMENTS TO THE ADENDA 5 MINS

VI. PUBLIC HEARING(S)

1. To Review and Act Upon Proposed Changes to Section 402.8.3 of the Town's Zoning Ordinance (Chapter 402-Village Center District Standards) and Proposed Amendments to the currently adopted Village Center District Design Guidelines including adding a new Part 4 of Design Guidelines applicable for residential/accessory structures in both the Village Center and Village Center Proper Zoning Districts. **20 MINS**

Proposed motion:

Ordered, the Gray Town Council sets a public hearing and second reading on September 21, 2021 to act upon proposed changes to Section 402.8.3 of the Town's Zoning Ordinance (Chapter 402-Village Center District Standards) and proposed amendments to the currently adopted Village Center District Design Guidelines including adding a new Part 4 of Design Guidelines applicable for residential/accessory structures in both the Village Center and Village Center Proper Zoning Districts.

VII. ACTION ITEMS 7:40 PM

1. To Review and Act Upon Approving the Public Safety Union contract and related proposals. **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 Bid Submission for the Winter Maintenance of 15.4 miles of roads in the Town of Gray. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves and awards a three-year contract to Keith Osgood for the winter maintenance of 15.4 miles of roads in the Town of Gray for the sum of \$4,600.00 per mile during 2021/2022 and 2022/2023 and for \$4,800.00 per mile during 2023/2024.

3. To Review and Act Upon Approving Senior Tax Rebate Checks. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Approves Senior Tax Rebate Checks.

4. To Review and Act Upon Appointing Jayne Chandler to the Resiliency Committee for a term expiring August 31, 2024. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Appoints Jayne Chandler to the Resiliency Committee for a term expiring August 31, 2024.

5. To Review and Act Upon Appointing Wayne Wood and Michael Curtis to the Ordinance Advisory Committee for terms expiring August 31, 2024. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Appoints Wayne Wood and Michael Curtis to the Ordinance Advisory Committee for terms expiring August 31, 2024.

6. To Review and Act Upon Appointing _____ as a full member to the Planning Board for a term expiring August 31, 2024. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Appoints _____ as a full member to the Planning Board for a term expiring August 31, 2024.

7. To Review and Act Upon Appointing _____ as a full member to the Planning Board for a term expiring August 31, 2023. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Appoints _____ as a full member to the Planning Board for a term expiring August 31, 2023.

8. To Review and Act Upon Appointing _____ as a full member to the Planning Board for a term expiring August 31, 2022. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Appoints _____ as a full member to the Planning Board for a term expiring August 31, 2022.

9. To Review and Act Upon Appointing _____ as an alternate member to the Planning Board for a term expiring August 31, 2024. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Appoints _____ as an alternate member to the Planning Board for a term expiring August 31, 2024.

10. To Review and Act Upon Approving the Town Council Remote Meeting Policy. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the Remote Meeting Policy.

11. To Review and Act Upon Approving the Fiscal Policy Changes. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the revised Fiscal Policy.

12. To Review and Act Upon Approving the Carbon Pricing Resolution. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council removes from the table the Carbon Pricing Resolution.

Ordered, the Gray Town Council approves and adopts the Carbon Pricing Resolution.

13. To Review and Act Upon Approving the National Suicide Prevention & Action Month Proclamation. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the adoption of the National Suicide Prevention & Action Month Proclamation.

VIII. REPORT FROM THE COUNCIL CHAIR 5 MINS - 8:45 PM

IX. REPORT FROM THE TOWN MANAGER 5 MINS

X. COMMITTEE REPORTS 5 MINS

XI. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS

XII. COUNCIL DISCUSSION 9:05 PM

1. 1. Emergency Legislature 9/24 cut off - All 10 MINS
2. Update on Zoning and Ordinances discussion with GPCOG - Nate 20 MINS
3. Charter Amendment changes - review and next steps - Nate 10 MINS
4. Weight limit short Mayall - next steps - Nate 10 MINS
5. Workshop schedule - Sept - Sandy 5 MINS
 - a. Main Street planning (incl RT 115 outlay into Main St stormwater)
 - b. 9/21 MDOT workshop
 - c. Rt. 115 Project Kick off meeting

XIII. ADJOURNMENT 10:00 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 • AUGUST 3, 2021

Regular Meeting

Henry Pennell Municipal Complex

7:00 PM

24 Main Street, Gray, ME 04039

I. Opening Statement: This meeting took place in person at the Town Hall.

II. ROLL CALL

Attendee Name	Title	Status
Sandra Carder	Chair	Absent/Excused
Anne Gass	Vice Chair	Present
Dan Maguire	Councilor	Present
Krista Chappell	Councilor	Present
Martin Meaney	Councilor	Present
Nate Rudy	Town Manager	Present

Vice Chair Anne Gass chaired the meeting in Sandy Carders's absence.

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS

1. To Review and Approve the Minutes of the Town Council Meeting on June 23, 2021.

MOTION: Ordered, the Gray Town Council Approves the Minutes from the Town Council Meeting of June 23, 2021.

Councilors Maguire and Gass requested edits. Edits will be sent to Cynthia Schaeffer.

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

2. To Review and Approve the Minutes of the Town Council Meeting on July 6, 2021.

MOTION: Ordered, the Gray Town Council Approves the Minutes from the Town Council Meeting of July 6, 2021.

Councilors Maguire and Gass requested edits. They will provide them to Cynthia Schaeffer.

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

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

No public comments.

VI. ADJUSTMENTS TO THE AGENDA

Councilor Maguire requested that action items #1,2,3,4,5, and 9 be moved up in the agenda due to the anticipated length of the meeting. He also requested another agenda item regarding the collapse of the storm drain issue in order to discuss additional work needed near the Yarmouth Road and Brown Street intersection.

Motion: To Suspend Council Rules to adjust the agenda to work on action items 1, 2, 3, 4, 5, and 9 earlier in the agenda and add an agenda item regarding the recent stormdrain issue and additional work needed at the intersection of Yarmouth Road and Brown Street.

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

VII. PUBLIC HEARING(S)

1. To Review and Act Upon Approving the Refuse Hauler’s Licenses for Trash Guyz and Almighty Waste.

Motion: Ordered, the Gray Town Council Approves the Refuse Hauler’s Licenses for Trash Guyz and Almighty Waste. Said licenses are contingent upon compliance with Town of Gray Solid Waste Ordinance, which requires MSW generated in Gray to be taken to EcoMaine and will expire June 30, ~~2021~~ 2022.

Expiration should be 2022, not 2021 as listed in agenda.

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

VIII. REPORT FROM THE COUNCIL CHAIR

There was no report from the council chair available for this evening's meeting.

IX. REPORT FROM THE TOWN MANAGER

Town Manager Rudy submitted his regular report, located on agenda packet page 28.

He also informed the council that a thank you note had been received from the Gray Snow Wolves for the town's support of \$2,000.00 towards their liability insurance.

Town Manager Rudy polled the council to see if they agree with letting DOT lend equipment for traffic counters along Deer Acres Road and nearby. There will be no cost to the town other than staff time to distribute the equipment. Councilor Chappell inquired what the purpose was and Councilor Gass explained residents came to the town with concerns a year or so ago. Town Manager Rudy said they will let DOT proceed.

Town Manager Rudy had a request from Rep. Steve Moriarty to be informed of any legislation the council would like him to pursue. Councilor Gass suggested adding this topic to an agenda in September for council discussion.

Town Manager Rudy said there is pre-planning being managed in response to the Delta COVID variant. He will want to discuss this at an upcoming regular department meeting.

X. COMMITTEE REPORTS

Councilor Maguire said OAC and Planning Board will meet on August 12th. Finance Committee will meet on August 26th. He noted the website states August 19th. He sent a summary of the July 22nd OAC meeting to other councilors in reference to residential and sidewalk design standards. Interns have been extremely helpful.

Councilor Chappell said the Resiliency Committee was supposed to meet on July 12th, but it was postponed until August 9th. She noted that meeting date does not appear on the website.

Councilor Chappell said CEDC met on July 21st. The second perma-blitz at the pocket park is scheduled for September 11th with a rain date of September 12th. This will be advertised on the town website and through Facebook, etc. They are finalizing the design for signage. They will follow up with Alec Dodd regarding the boulders. The Maine Biz ad will be published in August and a second one is planned for September.

Councilor Chappell said the Library Trustees met on July 27th and went over policies. There will be significant changes to the computer use policy so that will be presented to the council in September. The Pat Barter series has started back up. Also, they expect to receive \$2,750.00 in federal money.

Councilor Meaney said the Blueberry Festival Committee met a few times. They have put out the rest of the signs. One in North Yarmouth disappeared. They will meet again before the festival.

Councilor Meaney said the ZBA will meet on August 26th.

Councilor Gass said the Open Space Committee met and continued working on their plan.

XI. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Maguire received an email from Sharon Young about the Senior Property Tax Assistance program. He explained to the council that some confusion and some disagreements have resulted with this program. Clarifications were made so Lauren Asselyn could continue with the applications.

Councilor Maguire had a conversation with Jan Strout who had concerns over ineligibility regarding that program. He explained to her that he had voted against it. He said she disagreed with his reasoning. He noted that in his five years on the council, those who came to the council with problems paying their taxes wouldn't have qualified for this program.

Councilor Maguire had communications regarding short Mayall Road and the process for dealing with this issue. He explained there will be a first reading at the first September council meeting, second reading at the second September council meeting, and then the result, if approved, will take effect in 30 days. He suggested council think about plan implementation as letters to businesses went out but many of those businesses are from outside of Gray.

Councilor Chappell also had emails from Sharon Young and was also contacted by Jan Strout. Councilor Chappell had a phone conversation with Don Parent.

Councilor Meaney spoke with Don Parent regarding carbon pricing. He was also contacted by Pastor Vail who wondered about how much money the town received in COVID funds and suggested the money be used for a rainy day fund or to pay down debt.

Councilor Meaney was asked by resident Fran Monroe why there is a moratorium on building. He explained it to her.

Councilor Meaney was contacted by Tom Skrivan, resident of Center Road, who addressed his concerns about needing a mask to vote. Councilor Meaney told him he would inform the Town Manager of the concerns.

Councilor Gass also had the correspondence from Sharon Young and Jan Strout. She also had a note from a new resident, Mary Underwood, with a request to plow the paths near Pennell.

Councilor Gass said she and Doug Webster had a preliminary discussion with a Bruns Bros. representative regarding possible expansion on Rt. 100.

Councilor Gass said the ATV grant work on Long Hill Road will start on August 9th.

Councilor Gass said she will assist the Lions Club with greeting at the Blueberry Festival. Councilors Meaney, Maguire, and Chappell will also assist.

XII. ACTION ITEMS

1. To Review and Act Upon Appointing _____ as the MSAD #15 School Board Director for a term ending in June 2024.

Krista Chappell inquired about the length of the term. Town Manager Rudy referred to an email from Councilor Carder explaining it was only to fill the position until the next local election in June. Councilor Maguire amended the motion for the term to end in June 2022.

Applicant Jim Manzer addressed the council. He is an engineer. He does not have students in the district so his perspective will look at a broader scope, not just how things would affect his family.

Councilor Maguire noted that there were two different application forms used by the two candidates. Town Manager Rudy will make a note to have that process streamlined.

Councilor Maguire suggested a straw poll as to which applicant the council wished to select. His preference is Mr. Manzer. Councilors Chappell and Meaney concurred.

Motion: Ordered, the Gray Town Council Appoints James Manzer as the MSAD #15 School Board Director for a term ending in June 2024 2022.

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

- 2. To Review and Act Upon Approving the Proposed Personal Property Accounts Write Off as recommended by the Assessor's Office.

Motion: Ordered, the Gray Town Council approves the proposed Personal Property Accounts Write Off as recommended by the Assessor's Office.

Town Manager Rudy explained these are uncollectable debts from businesses which no longer exist or are unable to pay. Lauren Asselin addressed the council. She referenced the statute, and that the town council has the right to write these accounts off. Some of these are from as far back as 2005. She said the auditors suggested they be cleared. Town Manager Rudy said they will be removed from the accounts receivable lines.

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

- 3. To Review and Act Upon Approving the proposed Shaker Road drainage easements.

Motion: Ordered, the Gray Town Council approves the drainage easements as presented by the Town Manager pursuant to the Shaker Road Project.

Town Manager Rudy said Alec Dodd brought it to his attention that two additional easements were needed. They have been signed by the necessary abutters. Upon approved by council, they will be recorded at the Registry of Deeds.

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

- 4. To Review and Act Upon Approving the purchase agreement with Morton Salt for the purchase of road salt during the winter of 2021-2022.

Councilor Meaney inquired if this is for the delivered price and Councilor Gass confirmed. Councilor Maguire inquired about liquid calcium. Alec Dodd said liquid calcium is not part of the bid. That is obtained through a state bid process.

Motion: Ordered, the Gray Town Council approves the purchase agreement with Morton Salt for the purchase of road salt at the price of \$58.73/ton and treated salt at the price of \$76.73/ton during the winter of 2021-2022.

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

- 5. To Review and Act Upon Approving a three-year contract with Keith Osgood for the winter maintenance of 15.4 miles of roads in the Town of Gray.

Motion: Ordered, the Gray Town Council approves the awarding of a three-year contract to Keith Osgood for the winter maintenance of 15.4 miles of roads in the Town of Gray for the sum of \$4,600.00 per mile during 2021-2022 and 2022-2023 and for \$4,800.00 per mile during 2023- 2024.

Councilor Maguire recused himself since he lives on Johnson Road and is President of that road association.

RESULT:	APPROVED [3-0]
MOVER:	Martin Meaney, Councilor
SECONDER:	Krista Chappell, Councilor
AYES:	Gass, Chappell, Meaney
ABSTAIN:	Maguire

- 6. To Review and Authorize the Proposed Indemnification as presented by the Gray-New Gloucester ATV Club.

Motion: Ordered, the Gray Town Council approves the Gray-New Gloucester ATV Club's indemnification of the Town of Gray related to privately-owned ATV trails included in the Town of Gray's proposal to the Maine Bureau of Public Lands under the ATV Municipal Grant Program, which was approved June 7, 2021.

Councilor Gass said indemnification language was reviewed at the last meeting. It has been reviewed by legal and Jon Powers delivered this to Jon Hart. She thinks the club has arrangements with the state regarding liability insurance.

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

- 7. To Review the proposed slate of MMA Executive Committee nominees and give direction to the Town Manager on how to respond to the form provided.

Motion: Ordered, the Gray Town Council approves the slate of MMA Executive Committee nominees are proposed by the Town Manager.

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

- 8. To Review and Act Upon Approving 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.

Councilor Chappell asked if liability insurance is mandatory for all and if that is realistic. Town Manager Rudy said it is required and has been in the town's previous policies. He said MMA strongly recommends it.

Councilor Chappell suggested adding additional language regarding vaping and other controlled substances.

Councilor Maguire suggested it refer to the ordinance for details. That way if the ordinance is changed in the future, this policy would not also have to be updated.

Town Manager Rudy suggested they approve this with the current proposed changes and then discuss another revision at another time.

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

9. To Review and Act Upon Approving a Revised FY 2022 Fee Schedule.

Motion: Ordered, the Gray Town Council accepts the proposed changes in the fee schedule as provided by Town staff.

Councilor Maguire suggested changing references of food truck to mobile vendor as that is the name of the ordinance. He inquired about the \$100.00 fee. Scott Dvorak explained there may be a fee for site plan or for advertising a meeting. Councilor Maguire also asked about how permit fees were determined. Scott Dvorak and Katy Jewell provided clarification.

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

10. To Review and Act Upon Approving the Digital Media Coordinator position description.

Motion: Ordered, the Gray Town Council Approves the Digital Media Coordinator position description.

This will be a combination of the positions held by Jolie Fahey and Grant Guiliano. It will now be a full-time position with benefits. Councilor Chappell asked if this eliminates the position they approved in July and Town Manager Rudy confirmed that is correct. Councilor Gass suggested a few edits.

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

XIII. Storm Drain Discussion (new agenda item requested by Councilor Maguire)

Councilor Maguire said they had discussed the storm drain previously, but he hadn't realized how damaged it was. He requested a workshop to discuss improvements they would like at that intersection. He said during their walkaround, they had discussed possibly putting utilities underground.

Alec Dodd addressed the council and gave details about the recent storm drain collapse near Yarmouth Road. He has identified a localized area at the beginning of Yarmouth Road which may have more collapses. He is very concerned. He is waiting to hear back from Ron Betz, DOT Regional Engineer.

Councilor Maguire asked if there was enough information for Town Manager Rudy to discuss this with Gorrill-Palmer. After a brief discussion, a straw poll took place with all four councilors agreeing that Gorrill-Palmer be consulted.

[Councilors took a break from 9pm to 9:06p.m.]

XIV. COUNCIL BUSINESS

- Village Residential Development Standards

Doug Webster spoke to the board regarding the moratorium and the recent work done on the Village Residential Development Standards, including work done by an intern. The information has been presented to OAC. Mr. Webster hoped the council would weigh in on the information which appeared starting on agenda packet page 133 so it could go to a first reading on September 7th with a second reading on September 21st. It also needs to go in front of the Planning Board. If all goes well, it would then go in effect 30 days after the September 21st Town Council meeting. It may be necessary to extend the moratorium for a couple more weeks.

Councilor Chappell had questions regarding the additional language regarding three or more family dwellings. Mr. Webster explained it is for single, two-family, and three-family. He said four-family or more dwellings constitute multi-family which requires Planning Board review. He said many of the photos of compliant properties were of homes in Gray.

Councilor Chappell also inquired how restrictive the language of red or reddish-brown brick, and no multi-colored brick, would be as she wondered about brick painted white as an option.

Councilor Meaney inquired about the language of having the residence look like a single family even if it is a two or three-family structure. Mr. Webster explained he thought the objective was for new residences in the village to look aesthetically like single family dwellings. He said the research of one of the interns, Drew, was very helpful and this document the council is reviewing is a pared down version of what the document had looked like previously.

Councilor Gass provided an edit and asked about storm windows, plantings, and retaining walls.

Mr. Webster asked the council if they would like these adjustments made to be ready for the first reading of if they would like to have it come back for another discussion. Councilor Maguire felt since there is no second meeting in August, Mr. Webster could work up the changes so councilors could review. Town Manager Rudy reminded the council they could not discuss with each other, even over email. However, they could submit suggestions/comments to him by August 16th and he will decipher them so the goal can be the first reading at the first September meeting.

- Proposed Telecommunications Overlay Zone

Doug Webster said he received a request from a Pumpkin Hill property owner to place a tower to address an area of Rt. 26 which is not well served. He said if the council is receptive to this, it could be moved forward. Councilor Meaney asked if it would be

helpful for the Fire Department and Public Works. Mr. Webster said it would be and he has discussed with the Public Safety Department that they would want to use the tower.

Councilor Chappell asked if neighbors had been asked about it. Mr. Webster said the person he spoke with has discussed with neighbors and plans it to be aesthetically pleasing. Councilor Chappell asked if neighbors had a chance to weigh in on the topic. She also wondered about the environmental effect, including how it will affect the watershed. Mr. Webster said it is quite a distance from the lake, but construction and access may be a concern for neighbors.

Councilor Maguire is not against it but wants more information. He would like to see problems of service resolved in that area but wondered if the solution is one large tower vs. three or four smaller towers. He is glad it addresses the Fire Chief's concerns, but isn't sure it is the best property to have this on. He also asked if making the tower by the Inland Fisheries and Wildlife building taller might be helpful.

- **Senior Tax Assistance Program**

Nate Rudy informed the council several issues arose surrounding the Senior Tax Assistance Program. The intent of the program was not for people with high value properties. There has been debate over this which has resulted in several unpleasant messages and abusive comments to town staff. He will not tolerate his staff being abused. He said there were misrepresentations in social media about deadlines, etc. and he asked the council to support extending the deadlines. He would like to give direction to his staff on how to resolve this matter. He can invite the town attorney to speak to the council if they would like.

Councilor Gass would like to discuss this at an upcoming meeting with the attorney present. Councilor Meaney also thought it would be a good idea to have the attorney there. Councilor Gass said she struggles with low income families covering this cost for seniors.

Councilor Maguire mentioned one of his ideas had been to put a lien on the property. He feels this program is discriminatory to benefit one age group and struggles with the idea of this program. He has spoken with some people about the option of reverse mortgages to obtain value from their property to help with their taxes.

Councilor Chappell thanked Town Manager Rudy for addressing the treatment of his staff. She said this was adopted before she was on the council and noticed confusion over the language.

- **Remote meeting policy**

Town Manager Rudy asked them to review and consider this policy. It was drafted, with assistance from Attorney Alyssa Tibbetts, to give as much flexibility as the state statute would allow. It will provide for meetings to be viewed onsite or through GCTV, and residents/staff would also be able to participate remotely. He said other committees will also need to adopt a policy if they want these options.

Councilor Maguire said he thinks the council should set the rules for the committees. Councilor Chappell agreed. Town Manager Rudy said committees don't need a policy if they plan to only meet in person. He also said as of July 30th, it is no longer permissible to have remote meetings without a policy. Councilor Gass would like this brought to the council for a reading.

Councilor Gass reminded councilors that annual reports are due. Also, if they have volunteers on committees who wish to participate again, applications are due by August 23rd.

- **Diversity, Equity, Inclusion Policy**

This topic was postponed to a future agenda.

- Juneteenth Holiday

This topic was postponed to a future agenda.

XV. ADJOURNMENT at 10:21p.m.

Motion to adjourn at 10:21p.m.

RESULT:

APPROVED [UNANIMOUS]

MOVER:

Dan Maguire, Councilor

SECONDER:

Martin Meaney, Councilor

AYES:

Gass, Maguire, Chappell, Meaney

August 26, 2021

TO: Gray Town Council
Nate Rudy, Town Manager
Gray Planning Board

FROM: Doug Webster, Community Development

RE: Overview of proposed Ordinance changes
Section 402.8.3 & VC/VCP Design Guidelines

Attached to this introductory memo please find 22 pages detailing the proposed changes to both Section 402.8.3 of the Town's Zoning Ordinance and the Village Center (VC) and Village Center Proper (VCP) Design Guidelines. The Town Council adopted a 180-day moratorium (effective 4-6-21) to allow the Town to craft design guidelines for residential structures in the VC & VCP Districts. The attached proposed changes are intended to allow the Town to not extend the currently in effect moratorium any further than necessary by adopting design standards.

The attachment consists of three main components:

- Comm Dev-1 & 2: Proposed changes to 402.8.3 in the Zoning Ordinance
- Comm Dev-3 to 6: Existing VC/VCP Design Standards (parts 1 to 3)
- Comm Dev-7 to 22: Proposed all new part 4 of VC/VCP Design Standards

The manner in which the VC/VCP Design Standards are established administratively to be applicable is via Section 402.8.3 of the Zoning Ordinance. This currently adopted section of the Zoning Ordinance requires all development proposals that trigger PB review in VC/VCP to meet parts 1 through 3 of the currently in effect VC/VCP Design Guidelines. These currently adopted *parts 1 to 3* of the Design Guidelines generally focus on commercial buildings and larger (i.e. 4-dwelling) structures (see attached Comm Dev 3 to 6).

The proposed new *Part 4* of the VC/VCP Design Guidelines were intentionally drafted to focus on residential structures in response to the policy direction provided by the Council when the moratorium was adopted. All of the attached part 4 (Comm Dev-7 to 22) is proposed new language. The underlined portions are merely denoting the more substantive changes since the Council provided input at the 8-2-21 meeting.

I have drafted this memo and the attachment to meet the needs of both the 9-7-21 Council meeting as well as the 9-9-21 PB meeting. As such, when the attachment is included in the Council packets for the 9-9-21 meeting, there will be two sets of page numbers on the bottom of each page. The page numbers on the *left* side of each page read i.e. "Comm Dev-1". The number at the bottom of each page on the *right* side is the Council packet page number.

The anticipated timeline is for Council first reading at the 9-7-21 meeting, Planning Board (PB) hearing on 9-9-21, then Council second read/adoption at the 9-21-21 meeting. The 30-day wait after second reading would have the changes effective on 10-21-21. Given that the last day the moratorium is in effect is 10-3-21, it is apparent that the Council would presumably need to extend the moratorium for a minimum of 17 additional days (from 10-3-21 to 10-21-21) at the Council's 9-21-21 meeting.

I look forward to meeting with the Council on Tuesday, September 7th and with the Planning Board on Thursday, September 9th. As always, I am pleased to answer questions or clarifications that the Council or Planning Board members may have in advance of the upcoming meetings.

402.8.3 Village Center and Village Center Proper District Standards

A. Replacement of Existing Buildings and Structures

Existing buildings or other structures in the Village Center and Village Center Proper Districts are allowed to be rebuilt or replaced with new construction provided that the existing “footprint” is not exceeded unless in conformance with the standards in Section 402.5.4 for the Village Center and Village Center Proper Districts ~~and~~, as well as the applicable portions of the Gray Village Center and Village Center Proper Design Guidelines in Section 402.8.3.B below.

1. **Replacement of Destroyed or Damaged Building:** The owner of a building or structure in the Village Center or Village Center Proper Districts that is destroyed or damaged by any means beyond the control of the owner shall have the option of rebuilding or restoring the building or structure either on the same “footprint” or in accordance with the space standards of Section 402.5.4 within a period of one (1) year from the date of destruction or damage. The Code Enforcement Officer may issue a permit for one additional one (1) year period if reasonable progress is being made and ~~is~~ nuisance condition(s) do not exist.
2. **Voluntary Replacement:** A building or structure in the Village Center or Village Center Proper Districts may be voluntarily replaced provided that the existing “footprint” is not exceeded. The construction of the replacement building or structure must be completed in accordance with a building permit drawn within one (1) year of the demolition of the prior building or structure and construction must be completed within a period of two (2) years from the date of the building permit. The building permit shall expire if the work or change involved is not commenced within one (1) year of the date on which the permit is issued, and if the work or change is not substantially completed within the two (2) years. The Code Enforcement Officer may issue a permit for one additional one (1) year period if reasonable progress is being made and if nuisance conditions do not exist. Before a building or structure is voluntarily replaced to the existing “footprint” under this paragraph, the owner must provide the Code Enforcement Officer with a Class D survey, conducted before demolition of the building or structure showing its exact location on the lot unless the replacement building or structure is proposed to be in accordance with the space standards of Section 402.5.4.

B. Special Performance Standards:

The following standards apply in the Village Center and Village Center Proper Districts ~~to those uses requiring site plan review by the Planning Board:~~

1. All developments requiring site plan review, subdivision review, conditional use review, or which otherwise involve multi-family development by the Planning Board shall conform to Parts 1-3 of the Town’s Village Center and Village Center Proper District Design Guidelines, adopted December 18, 2007 and amended September 21, 2021. The Planning Board shall be the reviewing authority for Gray Village Center and Village Center Proper Design Guidelines for all such development proposals that require Planning Board approval.
2. All of the following buildings or structures, whether newly constructed or pre-existing substantially altered as defined below, in the Village Center or Village Center Proper Districts shall conform to Part 4 of the Gray Village Center and Village Center Proper Design Guidelines:
 - a. single-family, two-family, and three-family dwellings

b. Accessory apartments

c. All accessory structures regardless of size

- 3.** ~~4.~~ For the purposes of this Section 402.8.3, substantially altered shall specifically include any building or structure that is repaired, altered, or moved to the extent that a building permit is required in accordance with Article 9 of this Zoning Ordinance and/or a Building Code administered by the Town of Gray.

**GRAY VILLAGE CENTER AND VILLAGE
CENTER PROPER DESIGN GUIDELINES**
TOWN OF GRAY MAINE

INTRODUCTION

The Town of Gray has established a Village Center (VC) zoning district to promote economic development and revitalization of the Gray Village as set forth in the Gray Village Master Plan.

The purpose of the Village Center District design Guidelines is to establish well planned non-residential development that promotes economic diversification, employment opportunities, and pedestrian activity; create functional and visual diversity as well as a pleasant working and shopping environment; and maintain significant features of the natural environment while allowing maximum flexibility in the design of new non-residential development.

Non-residential development projects will consider the following criteria:

- A. Preservation and/or treatment of natural features;
- B. Compatibility with surrounding uses;
- C. Relationship to transit corridors;
- D. Proportional size, mix and arrangement of buildings;
- E. Placement and orientation of parking;
- F. Provision for amenities such as landscaping, plazas, and pedestrian friendly environment; and
- G. Overall site circulation of vehicles and pedestrians.

The Town has enacted these Design Guidelines as a tool to supplement the performance standards contained in the Gray land use ordinances. Although there is greater flexibility allowed in meeting the Design Guidelines than in other regulations, they are to be interpreted as being mandatory requirements for all projects within the district.

There are many ways to meet each guideline. The Design Guideline bullets in bold print set the standards that must be met for each project. The text following the bullets provides more specific direction for interpreting the standards and analyzing development applications. The Guidelines help the Planning Board determine that the project design meets the design goals and ordinance requirements.

Implementation of the Design Guidelines relies heavily on the services of architects and landscape architects working as consultants for developers and peer reviewers for the Town. The Design Guidelines provide a context for coordinated discussions of design issues in advance of formal site plan review procedures. This collaborative process ensures that site plans in the Village Center District produce high quality development that contributes to the area's downtown role.

PART 1 – SITE PLANNING

SITE CHARACTER

- A. Preserve Historic Structures – Structures of historic significance or which are listed on a municipal, county, state or national historical register shall comply with said municipal, county, state or national guidelines for historic structures.

- B. Carefully Orient & Screen Rear & Loading Areas – Rear or loading areas of buildings shall not face existing or planned amenities such as parks, open space, water features or public rights-of-way unless visually screened or architecturally articulated.
- C. Maintain Existing Topography – Development of sloped properties shall be designed in such a way as to maintain the natural contours of the land. Methods such as terraced parking lots, stepped building pads, and greater setbacks shall be employed to minimize grade differentials.

LAND USE BUFFERING

- A. Carefully Locate Objectionable Activities – Noise, traffic, odorous, or hazardous activities shall be located adjacent to areas of similar activities on adjacent properties whenever practical. Such activities shall not be located in close proximity to residential or other incompatible areas such as schools or offices.
- B. Carefully Locate and Screen Service Areas & Equipment – Loading areas, access and circulation driveways, trash and storage areas, and rooftop equipment shall be visually screened and located as far as practical from adjacent residential areas.
- C. Carefully Orient & Screen for Abutting Residential Uses – Non-residential uses that are incompatible with adjacent residential property shall be separated by masonry walls, landscaping, building orientation, and activity limitations. Buildings shall be designed to prevent a direct line of sight from within the building into adjacent residential property by employing design features such as screen walls, landscaping, window placement, building positioning or any combination thereof. A visual barrier of evergreen trees at least six (6) feet in height shall screen non-residential building walls and parking lots from adjacent residential property.
- D. Connect Compatible Uses – Non-residential uses compatible with adjacent residential areas may be connected by features that include, but are not limited to, driveways, parking areas, walkways and common landscaped areas, or enhanced by building orientation and unfenced property lines.

BUILDING PLACEMENT

- A. Build to the Street – Commercial and office building frontage shall be located as near as practical to the front setback line, or if a corner building, as near as practical to the setback lines of both streets. In the case of corner buildings, this may be accomplished using angled or sculpted building corners or an open plaza at the corner.
- B. Face Buildings to the Street – Active building elevations with public access or windows shall face public streets wherever practical.
- C. Coordinate Building Designs – Multiple buildings in a single project must demonstrate a positive functional relationship with one another. This creates opportunities for plazas and pedestrian areas while preventing long “barrack-like” rows of buildings. When clustering is impractical, a visual link shall be established between buildings. This link shall be accomplished through the use of an arcade system, trellis, colonnade or other open structures.
- D. Provide Useable Open Spaces – Wherever practical, open space areas shall be grouped into useable, prominent landscaped areas so as to provide useable open space within a complex

of buildings or project; however this provision does not require that every building or project or all areas surrounding buildings to provide useable open space.

- E. Provide Outdoor Seating Areas – Buildings shall be placed in a manner that allows space for outdoor seating areas. Spaces between buildings that offer clear, useable shapes may be used for this purpose; however, this does not require that all spaces between buildings be designed for use as outdoor seating areas.

COLOR GUIDELINES

Use Compatible Colors – Colors used on buildings shall be compatible with colors of the surrounding area.

TRASH LOADING/STORAGE AREAS

- A. Enclose Dumpsters in Attractive & Durable Enclosures – Trash and garbage containers shall be stored in an enclosure that is architecturally compatible with the project or building and which includes concrete pads or appropriately designed asphalt surfaces. Trash enclosure gates shall be constructed of durable materials that obscure view by a minimum of eighty (80) percent.
- B. Locate Such Service Areas Away from Abutting Residences – Non-residential buildings adjacent to residential properties shall be designed or positioned so that loading and delivery activities occur on the side of a building opposite the side facing residential property, and shall not be located within the required setback.
- C. Provide Loading Areas for Restaurants – Every free-standing restaurant site shall include a loading area or arrangement for other accommodations.
- D. Loading Docks not to be Visible from the Street – Loading docks shall not be directly visible from a public street. Complete screening matching the building design or a landscape buffer achieving eighty (80) percent screening within three (3) years shall be installed where necessary to meet this requirement.
- E. No Standing & Idling Trucks – Trucks are prohibited from parking and idling in maneuvering or circulation areas that are adjacent to residential properties, except for approved loading or dock areas.
- F. Carefully Locate & Screen Outdoor Storage Areas – Outdoor storage shall be located within approved storage areas that are permanently screened from view. Outdoor storage shall not be allowed in required parking or loading areas.

PART 2 – LANDSCAPING GUIDELINES

STANDARD DESIGN CONCEPTS

- A. Use Trees to Accent Site Features – Specimen trees, deciduous trees a minimum of two (2) inches DBH or evergreen trees a minimum of two (2) feet in height, shall be used in informal groupings and rows at major focal points such as project entrances.
- B. Use Shrubs & Ornamental Plantings to Accent Site Features – Non-residential projects shall include at least one of the following:
 - 1. Herbaceous perennials and ornamental grasses in informal groupings at major focal points such as project entrances.

2. Groundcovers in lieu of turf in areas that receive minimal pedestrian traffic, such as along walkways and in medians.

LANDSCAPING REQUIREMENTS FOR PARKING LOTS GREATER THAN 50 SPACES

- E. Provide Landscaping in Parking Lot Islands – Planting islands at the ends of parking rows shall meet the following standards:
 1. A minimum of three hundred (300) square feet with double loaded parking;
 2. A minimum of one hundred fifty (150) square feet with single loaded parking;
 3. A minimum interior width of nine (9) feet;
 4. Curbing six (6) inches high on all sides; and
 5. Shade trees, low shrubs, groundcover, or any combination thereof.
- F. Use Landscaping to Accent & Organize Parking Areas & Pedestrian Paths – Landscaping that accents driveway entrances, frames major circulation aisles, and highlights pedestrian pathways.

PART 3 – LIGHTING GUIDELINES

PARKING LOT LIGHTING

- A. Appropriately Direct & Shield Parking Lot Lights – Parking lots shall require lighting, positioned or hooded in such a way that prevents the direct beam of the lights from projecting directly onto adjoining property or streets.
- B. Limit Light Pole Heights – Parking lot lights shall not exceed a height of twenty seven (27) feet from the parking lot surface or the height of the tallest building on the site, whichever is less.
- C. Use Attractively Designed Light Poles – Parking lot light poles shall be decorative, complementary and consistent with the architecture of the project.

This is where “Part 4 – Residential Building Guidelines” will be located.

**Part 4 of Gray Village Center and Village Center Proper Design Guidelines:
Residential Design Standards and Administrative Procedures for VC & VCP
Districts**

I. **Purpose** – The purpose of these Design Standards for the construction of single-family residential buildings, two-family residential buildings, accessory structures, and accessory apartments, in the Village Center (VC) and Village Center Proper (VCP) Districts is to promote the construction of such buildings in a manner that is calculated to allow for adaptive re-use of the site for either commercial or residential purposes in the future. The objective is to grant the Town of Gray increased flexibility in meeting its current goals under the Comprehensive Plan, including promoting growth in the VC and VCP districts.

II. **Applicability**

A. These Design Standards apply to all single-family residential buildings, two-family residential buildings, three-family residential buildings, accessory apartments, and all detached accessory structures newly constructed or reconstructed in the VC or VCP Districts, as well as those that have been substantially altered, repaired, or moved.

B. For the purposes of applicability of these standards, “substantially altered, repaired, or moved” shall mean any one or more of the following:

1. requires a building permit for construction that affects greater than fifty percent (50%) of the floor area of the existing structure
2. requires a building permit for exterior renovations which involve structural alterations to the building.

III. **Aesthetic Standards** – Newly constructed or reconstructed single-/two-family homes and accessory apartments in the VC or VCP Districts, as well as existing buildings (used for that purpose) and their appurtenances, which have been substantially altered, repaired or moved, shall be visually compatible with the buildings and terrain to which they are visually related and specifically with nearby and/or adjacent buildings in terms of the following factors:

A. **Overall Style:** The building's architectural style shall be consistent throughout, with all sides matching or complimenting the style of those with the greatest visibility from the public street(s).

1. To prevent long, visually monotonous building façades, design features shall be added to the building, such as but not limited to, wall plane projections, recesses, windows, roof elevation variations, and variations in siding materials and orientations.
2. Accessory or auxiliary structures, including garages and sheds, shall be architecturally consistent with the primary structures in the use of color,



material, and detailing.



B. Relationship of Façade Materials: The façades of a building, particularly the front façade, should be visually compatible with surrounding buildings.

1. Use of traditional wood clapboard siding is the basic standard. Synthetic,



composite, or other siding materials are acceptable if they are substantially identical in appearance to natural materials and of equal or greater durability.

2. Brick or stone masonry is also acceptable.
 - a. Brick material shall be of New England character, normally red to reddish brown in color, and shall be laid with three courses in eight inches. Normal brick size shall be $2 \frac{3}{8} \times 3 \frac{5}{8} \times 7 \frac{5}{8}$.
 - b. Use of economy shape, square, or elongated brick is not permitted.

- c. Multi-color brick products or patterns composed of different colors

of bricks are prohibited, and any pattern in the brick masonry shall be muted with all



patterns composed of brick of the same color. Alternatively, bricks may be painted, provided they are painted a single, solid color.

- 3. Concrete block, split face block, multicolored brick, asphalt shingles, T-111, plywood, diagonal siding, industrial metal siding, standing seam metal siding, synthetic brick, and synthetic stone are prohibited; however, use of stucco is permissible.
- 4. Concrete block chimneys and exposed metal chimney flues on the side of the house facing the street are prohibited. Exposed metal chimney flues on the sides of houses shall be enclosed and sided with the same or similar siding as the house.
- 5. Full height walls surrounding porches are not permitted. Screens in the



warmer months and storm windows in the cold months are permitted, this does not include installation of combination storm and screen windows.

C. **Roof Shapes and Materials:** The shape and proportion of the roof should be visually compatible with the architectural style of the building and with those of neighboring buildings. Flat roofs are discouraged.

1. Roof forms such as gable, hipped, or slight variations are acceptable.
2. Buildings shall have a roof pitch in the ranges of 6:12 to 12:12. Porch roofs are permitted to have a pitch of



4:12 provided that the porch does not exceed 20% of the building's cumulative footprint.

3. Preferred materials are asphalt shingle, fire treated wood shingles, natural slate, rubber, composite material made to resemble slate, and/or metal.
4. Buildings that are over forty feet (40') in length, face a public street, and



have a symmetrical gabled pitched roof are encouraged to break up the roof with multiple dormers proportioned and coordinated with the overall façade design.

5. Roof colors shall be those commonly found on residential buildings within the VC and VCP Districts, including but not limited to brown, black, grey, and green, and shall be of a dark hue.

6. Roof dormers with pitched or shed roof forms are permitted, and skylights within the roof plane are acceptable. Shed roofs that are integrated with the building form are also acceptable.
7. Exposed roof vents such as turbines or power roof ventilators visible from the street are discouraged.

D. Proportionality and Placement: The building's overall size; mass in relationship to the open space around it; and door, window, porch, and balcony sizes shall be visually compatible with its site and with its neighborhood.

1. The height of the building shall be visually compatible with the heights of buildings in the neighborhood, with particular attention paid to the height of principal structures on adjacent lots, so as not to dramatically change the street's appearance or to unduly shade neighbors and/or the street.

Compliant:



Noncompliant:



2. The rhythm of open spaces around buildings to the buildings themselves should be considered when determining visual compatibility, whether it is between buildings or between buildings and the street (setbacks).

Compliant:



Noncompliant:



3. The size and spacing of the building's windows and doors shall be proportional and visually compatible with those of its neighbors.

Compliant:



Noncompliant:



- E. **Access Features:** The features of a building that allow for access to the interior shall meet certain minimal design standards that ensure both their functionality and visual compatibility with others in the neighborhood.

1. The incorporation of one, and not more than one, recognizable front door facing the street is required.
2. Buildings shall not have more than one exterior stairway leading to a second or higher story, and the design of such exterior stairway shall be

visually compatible with the design of the building as a whole and with any exterior stairways on neighboring buildings.

F. **Site Features:** The size, placement, and materials of walls, fences, driveways, and landscaping features should be visually compatible with the building, the property's terrain, neighboring buildings, and the terrain of abutting properties, as well as provide adequate privacy between lots.

1. Fences, if installed, shall be post-and-rail type with wood, wood



composite, stone, or masonry posts with wood top and bottom rails. Infill between rails shall be vertical pickets or other patterns consistent with older residences within

the district. Fences shall not exceed forty-two (42) inches in height.

2. Preservation of existing mature trees and planting or preservation of masses of shrubs in the setback is encouraged.

Landscaping should include planting of new trees and shrubs if none presently exist.



- a. An effort shall be made to use indigenous species that are insect and disease resistant. Invasive species of plants are prohibited.

- b. Any trees that are planted shall be a minimum of five (5') feet from the edge of the right-of-way (ROW). The mature form and height of plant materials shall be considered so they will not create unsafe conditions, such as protrusion into power lines, or blockage of pedestrians, bicyclists, or motorists' sight lines on the road.
- 3. The front, side, and rear yards abutting residential properties shall maintain the district boundary in its natural state to provide a buffer of at



least the minimum setback distance or at least 10 feet. When natural features (i.e., slopes, gullies, trees, shrubs, rocks) do not

exist or are insufficient to provide a buffer, the developer is encouraged to landscape, or where not feasible, provide fencing or screening. The buffer shall not be expected to completely hide the building from abutting properties.

- 4. Site walls (retaining walls), if installed, should be a natural stone, pre-cast concrete made to resemble stone, or brick masonry. The use of other modular concrete material is not permitted for the wall face.



Site walls shall not exceed forty-two (42") inches in height unless functionally necessary due to the grades existing on the property, shall be located no closer than two (2') feet from the sidewalk, and shall be constructed to allow for proper drainage.



5. All new construction and development shall be designed to minimize storm water runoff from the site in excess of the natural predevelopment

conditions. Where possible, existing natural runoff control features, such as berms, swales, terraces, and wooded areas shall be retained or added in order to reduce runoff and encourage infiltration of storm waters. All storm water must be treated underground.

IV. Site Layout Standards

A. The location of structures and site improvements on the parcel shall be designed and built to accommodate either residential or commercial uses. The applicant/developer shall provide a conceptual scaled plan of the parcel depicting all site components necessary to practically allow the parcel to be utilized for commercial purposes including:

1. Vehicular access (ingress and egress);
2. On-site vehicular circulation;
3. Pedestrian access and internal circulation;
4. Parking layout and design;

5. ADA parking and access;
6. Stormwater direction, collection, and management;
7. Location of subsurface wastewater disposal system; and
8. Buffering and screening to the road and abutting properties

V. Structural and Functional Building Standards

- A. Developers are encouraged to use floor and/or roof trusses and to avoid use of load bearing walls in the interior of any structure to which these design standards are applicable to facilitate adaptive reuse of the structure.
- B. Building ingress/egress; pedestrian access to the structure shall be appropriately located and sized with particular attention paid to both the main front and rear entrances of the structure. Even if a smaller (or no) door is proposed, installation of a header designed to accommodate a sufficient commercial width main entrance door should be designed/installed.
- C. Grading and first floor elevation; the final site grading and finished floor elevation proposed structure's first floor shall be designed to accommodate the needs of a future commercial use, including ADA access.

VI. Administrative Procedure

- A. Application and Approval Process
 1. No application for a building permit for a property that is subject to this Part 4 of the Gray VC & VCP Design Guidelines shall be finally approved by the reviewing authority until the applicant has received a Design Standard Certificate under these Design Standards.

2. In the event that an individual submits a subdivision application involving the intent to build any of the structures to which these standards apply, the Planning Board shall administer these standards, including the Design Standard Certificate, as an integral part of its subdivision review.
3. In all other situations not specified in VI.A.2. above, review under these VC/VCP Residential Design Standards shall be undertaken simultaneously with the processing of the application for a building permit.
 - a. If an applicant's application for a Design Standard Certificate proposes construction of a single building to which these standards apply on a parcel not part of a Planning Board approved subdivision, then it shall be the duty of the Town of Gray's Code Enforcement Officer, to administer and enforce Part 4 of these VC/VCP Residential Design Standards, as well as issue the Design Standard Certificate when deemed appropriate.
4. The application for a Design Standard Certificate shall be made in the Town Office on forms provided therefore. Each application shall be accompanied by such sketches, drawings, photographs, descriptions, or other information showing the proposed alterations, additions, reconstruction, changes, or new construction as may be required for the reviewing authority to make a decision, including but not limited to:
 - a. Site Plan – a plan of the site, at a scale of no greater than 1" = 50', that illustrates the location of lot boundaries, any easements, ROW or other legal limitations set on the property, existing structures

and roads, any existing trees over 6" in caliper, the location of the proposed building or renovation, any proposed landscaping, walkways, drives, walls, fences, lighting, signage, service areas, transformers, propane tanks and other utility requirements – as well as significant existing site elements including shrubs and planting beds. The Plan shall also indicate the current zoning district(s), applicable setbacks, and size of lot.

- b. Elevations – elevations, at a minimum scale of 1" = 16' - 0", of all exposed sides of the proposed building or renovations. The elevations shall indicate proposed materials, colors, roof pitches, finished grade and building height.
 - c. Photographs – For projects that involve the addition to, or reconstruction of a structure, photographs of the existing façades shall be submitted, in order to evaluate the existing conditions against the proposed elevations.
5. The applicant shall transmit the application for a Design Standard Certificate, together with the supporting information and material, to the reviewing authority for review and approval.

a. The Code Enforcement Officer has thirty (30) days after submittal of an application to determine whether the application is complete. The Code Enforcement Officer shall act within 60 days from the date the applicant files a completed application, and the applicant shall pay all required application fees and outside professional

assistance deemed necessary in accordance with provisions established in Section 402.10.9 of the Zoning Ordinance. If the Code Enforcement Officer does not make a determination within 60 days of the application being deemed complete by the reviewing authority, the application is deemed to be approved and a Design Standard Certificate shall be issued.

a.b. The Planning Board has 60 days after submittal of an application to determine both its completeness and whether the Planning Board believes the proposed development meets the applicable VC/VCP Residential Design Standards. The applicant shall pay all required application fees and outside professional assistance deemed necessary in accordance with provisions established in Section 402.10.9 of the Zoning Ordinance.

6. Nothing herein shall prohibit an extension of time, by a formal action for a specific period of time, for review and approval of the application if the parties have mutually agreed that more information and/or discussion is required. Unless the Code Enforcement Officer or Planning Board disapproves an application, a Design Standard Certificate shall be issued with or without conditions, as deemed appropriate by the Code Enforcement Officer or the Planning Board. If the Code Enforcement Officer or Planning Board disapproves an application, the reviewing authority shall issue a document containing its findings and reasoning for the denial in written form to the applicant.

B. Appeals Process

1. Appeals from a decision of the Code Enforcement Officer under these Design Standards may be taken to the Planning Board.
 - a. Any person who has participated before the Code Enforcement Officer and can demonstrate particularized injury may appeal the final decision of the Code Enforcement Officer on an application for a Design Certificate to the Planning Board within thirty (30) days after the Code Enforcement Officer has issued their written decision. The appeal must be in writing and must be accompanied by a filing fee which shall be established by the Town Council.
 - b. The Planning Board shall consider the appeal at a meeting held within sixty (60) days of receipt of the written request for an appeal. The Planning Board shall follow the same procedures established in Article 10 of Chapter 402 (Zoning Ordinance) for Site Plan Review.
 - c. The Planning Board shall conduct a de novo hearing, and shall also review the record of the proceeding before the Code Enforcement Officer. If the Planning Board finds the Code Enforcement Officer's record to be insufficient, the Planning Board may remand the matter to the Code Enforcement Officer for either re-application or further proceedings, findings, and conclusions.
 - d. The Planning Board may allow persons to present their positions orally or in writing, based on the record of the proceedings. The

Planning Board shall review new evidence and documentation, including testimony or exhibits, which is not part of the submittals reviewed by the Code Enforcement Officer.

- e. The Planning Board may reverse the decision of the Code Enforcement Officer, in whole or in part, upon finding that the decision is contrary to the provisions of these Design Standards or unsupported by substantial evidence in the record. The Planning Board shall have the right to attach conditions to their decisions for the purposes of meeting applicable standards.
 - f. The decision of the Planning Board shall be in writing and shall contain findings and conclusions that clearly state, on all relevant factual and legal issues, the action taken by the Board and the reasons for such action. The Planning Board shall adopt its written decision within forty-five (45) days of the meeting where the appeal is heard, unless the Board makes a finding that it is unable to do so, or unless an extension has been agreed upon amongst the parties.
2. Appeals of decisions of the Planning Board under these Design Standards, whether as the primary reviewing authority or in its appellate capacity, shall be to a Superior Court according to the provisions of the Maine Rules of Civil Procedure 80B.

Town of Gray
Request for Proposals
Snow Plowing and Sanding
Specified Public Easement Roads

The Town of Gray is requesting proposals for independent contractors for the snow plowing and sanding of specified Public Easement roads in the Town of Gray for the winter seasons 2021-2022, 2022-2023 and an optional third year 2023-2024. The successful contractors will be required to meet the specifications as indicated on [Exhibit A](#). The Town has two separate contracts: Contract I (6.622 miles), Contract II (6.987 miles) available for this proposal. The roads list for this contract is identified in [Exhibit B](#). A contractor may bid on one or both contracts. All proposals must be based upon cost per center lane mile for the entire winter season.

Copies of [Exhibit A](#) and [Exhibit B](#) may be obtained at the following locations:

1. Town Office, located at 24 Main Street
2. Town's website at graymaine.org
3. Email Public Works Director adodd@graymaine.org
4. Telephone at 207-657-3381

Proposal must be received at the Gray Town Office no later than 9:00am, August 19, 2021, at 24 Main Street, Gray, Maine 04039.

EXHIBIT A
Town of Gray
Specifications/Contract Sections
Snow Plowing

The following specifications shall be met by any CONTRACTOR with whom the Town of Gray contracts for the plowing of Public Easement roads.

Section I- SPECIFIC ROADS

The Town of Gray shall specify the roads that are included in a contract with any selected contractor. The list may be amended with the addition or deduction being prorated against the contract value. Each contract specifies a different list of roads.

Section II- SNOW PLOWING AND SANDING

1. The CONTRACTOR shall assure the roads contracted for are kept open, passable, and free of public safety hazards, with surfaces properly treated to reduce skidding. Additional plowing and winging back of existing snow allowing for additional snow deposits shall be required. The Town of Gray shall provide the CONTRACTOR with the sand/salt supplies to be applied exclusively to contracted roads.
2. It shall be the responsibility of the CONTRACTOR to initiate plowing and or sanding as weather requires in order to properly maintain the roadways in a safe condition. The Director of Public Works may also direct the CONTRACTOR (especially those plowing Town ways) to initiate plowing and sanding operations, if in his judgment, it is required.
3. Upon conclusion of a winter weather event, the CONTRACTOR shall be responsible for clearing any accumulations from the travel ways, reapplying sand as needed and assuring that snow rows are pushed back sufficiently to permit additional snow to be plowed out of the travel ways.
4. The winter season is defined as September 15 through May 15.

Section III- EQUIPMENT REQUIRED

1. The CONTRACTOR shall be required to furnish sufficient equipment to accomplish the contract work. An inventory list of the equipment to be furnished for the season shall be provided by the CONTRACTOR to the Town prior to the beginning of the winter season but no later than the beginning of the winter season of each year of the contract. The CONTRACTOR shall list any equipment owned, leased or subcontracted. Generally, the following types of equipment are acceptable to the Town:

- Plow Trucks: Minimum gross vehicle weight of #18,500 lbs. or greater; single and dual axles, front and wing plows; all wheel drive and all units capable of being equipped for sand application.
 - Pick-up Trucks with Plows: Minimum one (1) ton with 8' plow, four wheel-drive.
 - Graders: Front or belly mount plows with wings; all-wheel drive.
 - Front Loader: Sufficient size to remove and pile snow with a 1.5-yard bucket.
 - Sanding equipment must be automated so that amounts may be varied to weather condition, road conditions and vehicle speed.
2. The CONTRACTOR shall be solely responsible for all maintenance, readiness and operation of all equipment. If the CONTRACTOR takes a piece of equipment out of service, they are required to notify the Town of Gray Public Works Director or his designee immediately and indicated what the comparable replacement equipment shall be. The Town of Gray will not furnish any equipment, supplies, parts or fuel.
 3. In the event that any and/or all of the CONTRACTOR'S equipment become inoperable or unavailable, the CONTRACTOR shall hire additional replacement equipment, and any necessary operators, at the CONTRACTOR'S expense. If the CONTRACTOR fails to do so, the Town may, at its option, hire equipment and operators, as it deems necessary. The cost of such expense shall be deducted from the Contract payments. If such cost exceeds payments due to the CONTRACTOR, then the cost shall be charged to the CONTRACTOR.

Section IV- BONDS AND INSURANCE

1. The CONTRACTOR shall file with the Town of Gray a Surety Bond or Letter of Credit covering the terms of the contract specifications in the full amount of the Contract from a surety company authorized to do business in the State of Maine and satisfactory to the Town of Gray, or a Letter of Credit from a bank authorized to do business in the State of Maine and satisfactory to the Town. Said executed Surety Bond or Letter of Credit shall be required for the faithful performance of the Contract and the indemnification of the Town against all loss by reason of any claims, deficits, objects, liens, encumbrances, damages, negligence, or cost of suit arising from the non-fulfillment of any provisions of the Contract. The CONTRACTOR shall submit such Surety Bond or Letter of Credit to the Town no later than the beginning of the winter season of each year of the contract. The CONTRACTOR shall not receive payments as listed in the payment schedule section until receipt of the Surety Bond or Letter of credit to the satisfaction of the Town.
2. The CONTRACTOR shall maintain during the specified operations period of the contract, at their own expense, public liability insurance to include contractor's liability and all vehicle liability for not less than one million dollars (\$1,000,000). The CONTRACTOR shall furnish the Town with certificates of such insurance, listing the Town of Gray as additional insured, and replacement or renewal

certificates as they may fall due. Such insurance certificates shall be submitted by the beginning of the winter season of each year of the contract. Such insurance shall be non-cancelable with respect to the Town's interest without at least a ten (10) day's written notice to the Town Manager. Should the Town receive notice of cancellation; the Town will secure either a continuation of the public liability insurance or a replacement contractor to complete the contract work, with the cost of such insurance or replacement contractor deducted from the Contract payments.

3. The CONTRACTOR will protect and hold harmless the Town from any and all damages to any person or property that may occur in the performance of the contract or from suit or judgment or other things whatsoever that shall occur in such performance or growing out of anything to be done hereunder and from any loss, cost, expense of defending such claims, including attorney's fees.
4. The CONTRACTOR will be required to file evidence with the Town indicating he had provided Worker's Compensation Insurance (in accordance with the Worker's Compensation Act in the State of Maine) for all employees employed by the CONTRACTOR for the performance of the work outlined in the Contract. The CONTRACTOR shall furnish the Town with certificates of such insurance by the beginning of the winter season of each year of the Contract and shall furnish the Town satisfactory evidence of payment of any premiums as they fall due. Such insurance shall be non-cancelable with respect to the Town's interest without at least ten (10) days written notice to the Town Manager. Should the Town receive notice of cancellation; the Town will secure continuation of the Worker's Compensation Insurance, with the cost of such insurance to be deducted from the contract payments.

Section V- INDEPENDENT CONTRACTOR:

The CONTRACTOR is considered an independent contractor and is solely responsible for compliance with all state and federal income tax law, worker's compensation laws, drug and alcohol laws, and traffic safety laws. The CONTRACTOR shall ensure compliance with all commercial vehicle operation laws, including participation in any drug and alcohol testing program for licensed commercial vehicle operators. The Town assumes no liability for testing or follow-up procedures to ensure CONTRACTOR'S compliance with the laws. The employees of the CONTRACTOR are in no instance considered employees of the Town.

Section VI- PAYMENT SCHEDULE

1. The Town of Gray will make payment each year in five (5) installments. The contractor will submit a monthly statement to the Town on the 15th of December, January, February, March and April. The Town shall process and make payment within ten (10) working days of receipt of such statements. Payments shall be held in abeyance upon receipt of a complaint from one of the designated representatives. Such complaints must be made prior to the issuance of payment.
2. The Town shall pay the CONTRACTOR on the basis of dollars per center mile of road for the entire winter season.

Section VII- PERFORMANCE AND NOTIFICATION

1. Roads subject to the Contract will be periodically reviewed to assure that they are in satisfactory condition. A representative of the Public Easement or Road Association, the Public Works Director or his designee shall be authorized to contact the CONTRACTOR and inform them of any complaints of unsatisfactory road conditions (as defined in Section II). The CONTRACTOR is required to address the unsatisfactory road condition immediately.

In the event the CONTRACTOR fails to address the unsatisfactory road condition, the Town may engage another contractor, the costs of which shall be deducted from the CONTRACTOR'S payment.

If the occurrence of an unsatisfactory road condition is unaddressed repeatedly, the Town may assess a penalty in the following manner:

- calculate the number of miles deemed unsatisfactory and divide it by the total contract miles
- the resulting percentage shall be penalized against the balance of payments due the CONTRACTOR in the amount of 10%.

This penalty shall be deducted from the CONTRACTOR'S payment.

2. In the event that the Public Works Director or his designee determines that the CONTRACTOR demonstrates insufficient overall performance and/or response, the Town will notify the CONTRACTOR in writing as to the exact insufficiencies and the exact remedy. This notification must stipulate a time period for completion of these insufficiencies.

Failure to remedy the insufficiencies within the defined time period, the CONTRACTOR will be subject to Section VIII.

3. If any differences arise between the parties or residents, said differences shall be resolved as directed in the Town's Public Easement Road Policy. The Public Works Director or Town Manager for the Town of Gray (657-3381 or 657-3339) will chair any meeting(s).

Section VIII- DEFAULT AND REMEDIES

1. In the event the CONTRACTOR defaults under the terms of this Contract, the Town may terminate the contract and retain substitute snowplow services, the cost of which shall be chargeable to the CONTRACTOR to the extent it exceeds the prices specified in the Contract. The CONTRACTOR shall bear any expense or legal cost of the Town in connection with its enforcement of action under any term of the Contract.

EXHIBIT B

Contract - I

Road	Miles
Andrew Avenue	0.32
Shore Rd, Small Dam Rd, Glen Cove Rd	0.4
Hyde Road	0.44
Cottage (Road #5)	0.9
Eagles' Nest Road (Ext.)	0.34
Jordan Circle	0.13
Old (Road #3)	0.5
Cliff Road, Moon Road	0.2
Larrabee Lane (Road #5A)	0.3
Summit Road, Homeward Way	0.85
Wilderness Way	0.3
Rustic Road	0.6
Old Hunts Hill	0.05
Chaz Way	0.123
Sorrento Way	0.099
Taylor Lane	1.07
CONTRACT I -Total Road Miles	6.622

Contract - II

Road	Miles
Deer Acres Road & Ext.	0.9
Fawn Avenue	0.2
Evergreen Road	0.15
Arundel Road	0.7
Crescent Lane	0.15
Aquila Road	0.5
Hayden Bay Lane	0.1
Krams Point	0.35
Kentwood Road	0.2
Nolan's Way	0.35
Northern Oaks Drive	1.1
Ames Drive	0.07
Worcester Drive	0.152
Poole Drive	0.1
Cole Road	0.35
Steele Road	0.1
Kincaid Lane	0.15
Shallow Cove	0.05
Brads Way	0.05
Lyons Point Road	0.825
Gore Road	0.44
CONTRACT II -Total Road Mile	6.987

**TOWN OF GRAY
BID SUBMISSION FORM**

Winter Maintenance Contract III

Date of Submission: 7/21/21

2021/2022 15.40 Miles Cost per Mile \$4600.- Total Cost \$70,840.-

2022/2023 15.40 Miles Cost per Mile \$4600.- Total Cost \$70,840.-

2023/2024 15.40 Miles Cost per Mile \$4800.- Total Cost \$73,920.-

Total Cost 3 Year Contract \$215,600.-

Please List Equipment for this Contract

2016 F550 4x4 w/10' plow + 5yd sander 19,500 GVW

2003 F650 w/11' plow + 6yd sander 26K GVW

2008 Freightliner ^{4x4} w/11' front plow, 10' wing + 8yd in body sander 33K GVW

ICB 214B 4x4 Backhoe/loader

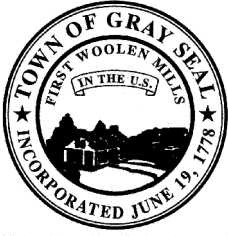
Contact Name & Phone#: Keith Osgood 207 [REDACTED]

Contact Title: owner sole prop.

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

Contract - III

Road	Miles
Qualey Road	0.45
Westwood Road	1
Shady Ridge Drive	0.15
Swett Drive	0.1
Narrow Lane	0.15
Cobb Drive	0.2
Oak Drive	0.2
Turtle Cove	0.1
Cambell Shore Road	0.44
Lake Avenue	0.66
Latimer Road	0.22
Edgewater Road	0.15
Ledgewood Road	0.3
Skillings Road	0.6
Waterview Road	0.35
Gabriel Way	0.1
Knudsen/Abrahamson Road	1.11
Hunnewell Drive	0.09
Spring Ridge Road	0.24
Wild Acres Road	0.48
Shaw Brook Lane	0.28
Birchwood Road	1.6
Twin Island Road	0.1
Pumpkin Hill Road	0.15
Lake Grove Springs Road	0.09
Chestnut Heights	0.413
Fox Run	0.28
Sayward Drive	0.51
Aidan Lane	0.147
Loon Lane/Carr Road	0.19
Mountain View Road	1
Ramsdell Road	2.3
Johnson Road	1.25
Contract III - Total Road Miles	15.4



TOWN OF GRAY

Henry Pennell Municipal Complex
24 Main St, Gray Maine 04039
www.graymaine.org

OFFICE OF THE TOWN MANAGER

Nate Rudy, Town Manager
nrudy@graymaine.org
(207) 657-3339

September 2, 2021

To: Gray Town Council
RE: FY22 Senior Tax Assistance Program

The Town Assessor has provided the attached list of applicants who qualify for the Senior Tax Assistance Program. I recommend that you approve payments for applicants on the list.

2021 - Senior Property Tax Program Applicants

<u>Last Name</u>	<u>First Name</u>	<u>Property Location</u>	<u>Amount</u>
Barton	Dorothy	18 Blueberry Lane	430.20
Bridges	Calvin	174 Long Hill Road	500.00
Christie	Donald	7 Fairview Ave	500.00
Collins	Kathleen	235 Center Road	496.91
Gordon	Wilma	6 Wanda Lane	500.00
Hardy	Linda	134 Center Road	500.00
Johnston	Sarah	6 Fairview Ave	500.00
Kimball	Patricia	385 Portland Road	11.98
Lamontagne	Caroline	106 Center Road	229.52
Levesque	Joan	3 McConkey Road	500.00
Lowell	David	35 Whitney Road	500.00
Lynch	Elizabeth	274 Mayall Road	500.00
MacLean	Josephine	182 Shaker Road	500.00
Martineau	Elaine	142 North Raymond Road	500.00
McCurry	Jacqueline	94 Lewiston Rd #5	500.00
McMinn	Nancy	25 Gray Park	500.00
Mollo	Edward	46 Yarmouth Road	500.00
Morse	Carol	2 Wanda Lane	464.75
Neal	Donald	23 Gray Park	224.20
Nichols	Shirley	148 Shaker Road	500.00
O'Connell	Daniel	145 Mayberry Road	500.00
Pease	Jane	103 Lawrence Rd	500.00
Smith	Peter/Jeannette	191 North Raymond Road	500.00
Smithson	Robert/Paula	22 Valley High Road	500.00
Strout	Judith	203 Shaker Road	500.00
Taylor	Clark	172 Mayall Road	500.00
Towle	Betty	8 Mayberry Road	276.67
Vail	Darwin	18 Rustic Road	0.00
Walker	Charlena	138 Shaker Road	32.09
Wilson	Donald	161 Mayberry Road	279.97
		Total	12,446.29

Submission #98

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Submission information

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

Submitted by Anonymous (not verified)

August 12, 2021 - 3:58pm

98.2.222.30

Application Date: August 12, 2021

Contact Details

First/Middle Name: Jayne Florence

Last Name: Chandler

Street/PO Box: 395A Portland Rd

City, State, Zip: Gray

Phone Number: (207) 632-1662

Email Address: gbherons@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

Recycling Committee

Resiliency Committee

Reason for selecting this particular board/committee?

The scope of the Resiliency Committee is in line with my interests. Sustainability, recycling, organic gardening, community sharing of hard resources and public/shared transportation are the way I live. In 2019 I completed the first ever GPCOG Transportation Leader Training. Our diverse group learned the mechanics of transportation development and the issues and barriers faced by many groups. In 2020 and the first half of 2021 we have continued to meet via ZOOM, studying the transportation solutions from other states, discussing barriers experienced or observed and sharing of ideas for new models. My particular advocacy interest has been for public transportation solutions in rural areas. I would like to participate in designing an equitable, diverse and inclusive rural transportation model for Gray.

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

I define myself as an advocate. I have the drive, the knowledge and energy to work with the committee on multiple projects. I represent a number of stakeholders as a Gray low income, senior citizen with accessibility barriers.

What talents and skills would you bring to this position?

I am outgoing and play well with others. I am prepared with an expanding knowledge base and as a creative resource developer.

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

It seems that the responsibility given to the Resiliency Committee is to foster a community knowledge base for the continued sustainability of Gray's footprint. Build community resources in waste reduction, renewables, energy efficiency and climate action, sustainable gardening practices, shared resources and sustainable public transportation.

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

VISTA Community Action Resource Development Project, 2 1/2 years

Northampton, MA - Community Action Agency: Chairman, Board of Directors, 1 year

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

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

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

Equitable, diverse and inclusive public transportation planning will eventually address the lack of sustainable public transportation in the rural, automobile dependant town of Gray.

[Previous submission](#) Next submission

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

Submission #99

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Submission information

Form: [Board/Committee Volunteer Application](#)
Submitted by Anonymous (not verified)
August 17, 2021 - 6:20pm
67.255.253.135

Application Date: August 17, 2021

Contact Details

First/Middle Name: Michael Shawn
Last Name: Curtis
Street/PO Box: 27 Marshview Drive
City, State, Zip: Gray, Maine, 04039
Phone Number: 2073186562
Email Address: Michael.Shawn.Curtis84@Gmail.com

Employment

Occupation: Account Executive
Present Employer: Logically
Employer Phone Number: 866.946.9638

Are you a Gray resident? Yes

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

Reason for selecting this particular board/committee?

I would like to help support local ordinances. There are many issues that are not dealt with on a regular basis on my own street that I would like to help solve issues within the town.

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

I can bring a fresh, young, perspective on the local happenings to make a fair and good understanding of how to keep Gray a great place to live.

What talents and skills would you bring to this position?

My IT perspective and cybersecurity background help with problem-solving and analytical talent.

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

To make sure the ordinances of the town are fair and needed.

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

I have not worked on any in the past. I was in my local university government and student council in high school.

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

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

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

I have worked and know many of the past board members within Gray. I want to be more involved in my community and meet more of my neighbors to be present in this beautiful Maine Town.

[Previous submission](#) Next submission

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

Submission #100

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[Previous submission](#) [Next submission](#)

Submission information

Form: [Board/Committee Volunteer Application](#)
 Submitted by Anonymous (not verified)
 August 25, 2021 - 8:28am
 2603:7080:483b:f8ae:5cd5:101f:57af:ba39

Application Date: August 25, 2021

Contact Details

First/Middle Name: Wayne T.
Last Name: Wood
Street/PO Box: 30 Wood Drive
City, State, Zip: Gray, ME 04039
Phone Number: (207) 657-3330
Email Address: wtwco1328@gmail.com

Employment

Occupation: Professional Land surveyor
Present Employer: Self
Employer Phone Number: (207) 657-3330

Are you a Gray resident? Yes

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

Reason for selecting this particular board/committee?
I have been on this committee for the past 20 years and still feel I have something to offer.

What kind of contribution and benefit can you bring to the Town of Gray?
I am a life long resident of the Town with an extensive background in land planning and development.

What talents and skills would you bring to this position?
My work has been in the land planning and development as well as farming as a side occupation.

What do you feel is the responsibility of the Board/Committee you have chosen?
To shape the future of the Town through zoning changes and updates.

What Municipal Boards, Volunteer Organizations or Community Service Groups/Committees have you worked on in the past, and for what length of time?
 Gray's Ordinance Committees for the past 20 years
 Gray Fire & Rescue for 30+ years
 Maine Society of Land Surveyors 30+ years
 National Society of Professional Land Surveyors

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

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

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

[Previous submission](#) Next submission



BOARD/COMMITTEE APPLICATION TOWN OF GRAY MAINE

For Office Use Only
Date Received: 8/27/21
Received by: AE

CONTACT INFORMATION

Name	CHARLES ABRAMS	E-Mail Address	Core.charlieabrams@gmail.com
Street Address	49 Blueberry Lane	City/State/Zip	Gray, Maine 04039
Phone Number	207-332-9368	Work Phone	207-332-9368
Gray Resident?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

EMPLOYMENT

Occupation	Business owner
Employer	Core Installations LLC
Employer Phone	207-773-1003

BOARDS & COMMITTEES

On which board/committee would you like to serve?

<input type="checkbox"/>	Blueberry Festival Committee	<input type="checkbox"/>	Open Space Committee
<input type="checkbox"/>	Board of Assessment Review	<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Community Economic Development Committee	<input type="checkbox"/>	Public Safety Committee
<input type="checkbox"/>	Community Television & Communication Advisory Committee	<input type="checkbox"/>	Recreation & Conservation Committee
<input type="checkbox"/>	Dry Mills Schoolhouse Committee	<input type="checkbox"/>	Recycling Committee
<input type="checkbox"/>	Finance Committee	<input type="checkbox"/>	Zoning Board of Appeals
<input type="checkbox"/>	Library Board of Trustees	<input type="checkbox"/>	Other (please specify)

Reason for selecting particular board/committee:

SPECIAL SKILLS OR QUALIFICATIONS

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

What talents and skills would you bring to this position?

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

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

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

YES NO

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

YES 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.

ACKNOWLEDGEMENTS / SIGNATURE

YES NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide a meeting agenda for publication on the Town of Gray website at least seven (7) days in advance of each regular monthly meeting, workshop, or special meeting.

YES NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide follow up notes/minutes for publication on the Town of Gray website within forty-five (45) days following each regular monthly meeting, workshop, or special meeting when appropriate.

YES NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide an Annual Report for inclusion in each Town of Gray Annual Report. Said annual report must be submitted no later than August 1 of each year and should address:

- Accomplishments for the period from Jul 1 – Jun 30 of the immediately preceding fiscal year;
- Board/committee goals for the current fiscal year from Jul 1 – Jun 30;
- Forseeable obstacles to attaining said goals;
- Fiscal resources anticipated in order to meet said goals;
- Council support / action anticipated in order to meet said goals;
- Any additional board/committee activity during the period of particular interest to the Gray community.

YES NO

I understand that upon appointment to a Town of Gray Board or Committee, I will be issued a Town of Gray email account for use with all board/committee communications in order to facilitate potential FOIA requests. Further, I understand that it is my responsibility to ensure that all Town of Gray communications are restricted to this account and no other.

Date

Aug. 27th

Signature



Submission #97

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Submission information

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

Submitted by Anonymous (not verified)

August 10, 2021 - 12:16pm

2600:387:5:80d::2c

Application Date: August 10, 2021

Contact Details

First/Middle Name: Emanuel

Last Name: Archibald

Street/PO Box: 26 Lewiston Rd

City, State, Zip: Gray, ME 04039

Phone Number: 2077768405

Email Address: akathedingo@gmail.com

Employment

Occupation: Director of HR

Present Employer: Bull Moose/FieldStack

Employer Phone Number: 2078742123

Are you a Gray resident? Yes

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

Planning Board

Reason for selecting this particular board/committee?

Was asked to participate by council

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

Over a decade of experience in the HR field, serve on state wide SHRM board as well as local HRASM board for Cumberland county. Wide network, experience opening retail stores in various towns across New England (familiarity with planning board process from the inquiring business side)

What talents and skills would you bring to this position?

See above

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

Hold the line on non negotiables for the town while being flexible and creative in finding ways to yes for things that have positive impact on the comprehensive plan.

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

Economic development committee. Left eco dev committee prematurely due to chairs lack of active listening and clear personal agenda. Served on Blueberry festival committee for inaugural year and assisted with second year in unofficial capacity.

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

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

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

Lived her almost my whole life. Plan on being here until I die. Kind of important to stay as involved as I can when time allows. It's an investment into our community.

[Previous submission](#) Next submission



BOARD/COMMITTEE APPLICATION TOWN OF GRAY MAINE

For Office Use Only
 Date Received: _____
 Received by: _____

CONTACT INFORMATION

Name	Catherine Caswell	E-Mail Address	Caswellsfarm @gmail.com
Street Address	120 Whitney Road	City/State/Zip	Gray, Maine 04039
Phone Number	207-650-0481	Work Phone	Same
Gray Resident?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

EMPLOYMENT

Occupation	Self Employed
Employer	Sole owner/operator of Barn & Table Catering and Caswell Farm & Wedding Barn
Employer Phone	Same as above

BOARDS & COMMITTEES

On which board/committee would you like to serve?

<input type="checkbox"/>	Blueberry Festival Committee	<input type="checkbox"/>	Open Space Committee
<input type="checkbox"/>	Board of Assessment Review	<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Community Economic Development Committee	<input type="checkbox"/>	Public Safety Committee
<input type="checkbox"/>	Community Television & Communication Advisory Committee	<input type="checkbox"/>	Recreation & Conservation Committee
<input type="checkbox"/>	Dry Mills Schoolhouse Committee	<input type="checkbox"/>	Recycling Committee
<input type="checkbox"/>	Finance Committee	<input type="checkbox"/>	Zoning Board of Appeals
<input type="checkbox"/>	Library Board of Trustees	<input type="checkbox"/>	Other (please specify)

Reason for selecting particular board/committee:

I enjoy the planning process.
 As a third generation resident of Gray, I am also very invested in being part of the growth process here.

SPECIAL SKILLS OR QUALIFICATIONS

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

I have had the pleasure of starting a small business here in Gray and during that process have gained a certain knowledge of how that process works.

What talents and skills would you bring to this position?

I believe I bring my ability to communicate, experience of being a planning Board alternate for the last two years and work on community based programs as skills to this position.

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

I feel the Planning Board is responsible for the administration and executing the town ordinances, guidelines and statutes to guide orderly growth and development in the community while considering the Comprehensive plan. The Board also ensures the proper procedural process and compliance by applicants.

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

I worked with local municipalities on transportation and recycling programs in upstate NY for 2 years in the 90's during my undergraduate and grabbed a minor in Planning at SUNY Plattsburgh along the way. I have also been on the Maine Wedding Cooperative board of directors for its inception in 2016 for 1 year.

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

YES NO

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

YES 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.

ACKNOWLEDGEMENTS / SIGNATURE

YES NO I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide a meeting agenda for publication on the Town of Gray website at least seven (7) days in advance of each regular monthly meeting, workshop, or special meeting.

YES NO I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide follow up notes/minutes for publication on the Town of Gray website within forty-five (45) days following each regular monthly meeting, workshop, or special meeting when appropriate.

YES NO I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide an Annual Report for inclusion in each Town of Gray Annual Report. Said annual report must be submitted no later than August 1 of each year and should address:

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- Board/committee goals for the current fiscal year from Jul 1 – Jun 30;
- Forseeable obstacles to attaining said goals;
- Fiscal resources anticipated in order to meet said goals;
- Council support / action anticipated in order to meet said goals;
- Any additional board/committee activity during the period of particular interest to the Gray community.

YES NO I understand that upon appointment to a Town of Gray Board or Committee, I will be issued a Town of Gray email account for use with all board/committee communications in order to facilitate potential FOIA requests. Further, I understand that it is my responsibility to ensure that all Town of Gray communications are restricted to this account and no other.

Date
8/31/2021

Signature
Catherine Caswell

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Submission #92

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Submission information

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

Submitted by Anonymous (not verified)

June 17, 2021 - 5:21pm

98.2.200.193

Application Date: June 17, 2021

Contact Details

First/Middle Name: Christopher

Last Name: Gamache

Street/PO Box: 24 Cole Road

City, State, Zip: Gray, Maine, 04071

Phone Number: 5088871598

Email Address: gamache88@gmail.com

Employment

Occupation: Software Engineer

Present Employer:

Employer Phone Number:

Are you a Gray resident? Yes

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

Planning Board

MSAD15 - School Board

Reason for selecting this particular board/committee?

Looking to fill vacancy in School board that was not contested in last election.

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

I am well versed in technology and have a passion for education. In college I did a project creating automated learning software for students in Math.

What talents and skills would you bring to this position?

I am an expert in software engineering, robotics and computer vision all important skills in the modern age. I also have strong skills in mathematics and science. I myself have done quite a bit of work in online learning both from developing some applications in college for middle school students and from my own personal development. This makes me familiar with at least some of the challenges students face tackling online learning. I am also capable of evaluating systems that do online learning or in ways to streamline setup of devices so people are not left behind without working tech.

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

I feel it is the responsibility of the school board to ensure the school system is offering the best possible education with the available budget.

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

N/A

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

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

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

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BOARD/COMMITTEE APPLICATION TOWN OF GRAY MAINE

For Office Use Only
Date Received: 8/26/21
Received by: JH

CONTACT INFORMATION

Name	Donald N Hatchings	E-Mail Address	MeloonsFlorist@GMail.com
Street Address	9 George Perley Rd	City/State/Zip	Gray ME. 04039
Phone Number	207 657 4358	Work Phone	207-772-0129
Gray Resident?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

EMPLOYMENT

Occupation	Florist
Employer	Meloons INC
Employer Phone	207 772 0129

BOARDS & COMMITTEES

On which board/committee would you like to serve?

<input type="checkbox"/>	Blueberry Festival Committee	<input type="checkbox"/>	Open Space Committee
<input type="checkbox"/>	Board of Assessment Review	<input checked="" type="checkbox"/>	Planning Board
<input type="checkbox"/>	Community Economic Development Committee	<input type="checkbox"/>	Public Safety Committee
<input type="checkbox"/>	Community Television & Communication Advisory Committee	<input type="checkbox"/>	Recreation & Conservation Committee
<input type="checkbox"/>	Dry Mills Schoolhouse Committee	<input type="checkbox"/>	Recycling Committee
<input type="checkbox"/>	Finance Committee	<input type="checkbox"/>	Zoning Board of Appeals
<input type="checkbox"/>	Library Board of Trustees	<input type="checkbox"/>	Other (please specify)

Reason for selecting particular board/committee:

SPECIAL SKILLS OR QUALIFICATIONS

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

22 years of Experience on
THE GRAY PLANNING BOARD

What talents and skills would you bring to this position?

Ran my own business, successfully, for many years
Past chair of the previous
comprehensive plan committee
current chair of the Planning Board
Chair of the Pennell Bldg committee

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

The Planning Board reviews proposed construction
and economic development activities to be certain
they comply with current town ordinances

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

Cub Master Pack 86 Gray - several years
Past Moderator at the Gray Congregational church

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

YES NO

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

YES 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.

ACKNOWLEDGEMENTS / SIGNATURE

YES NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide a meeting agenda for publication on the Town of Gray website at least seven (7) days in advance of each regular monthly meeting, workshop, or special meeting.

YES NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide follow up notes/minutes for publication on the Town of Gray website within forty-five (45) days following each regular monthly meeting, workshop, or special meeting when appropriate.

YES NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide an Annual Report for inclusion in each Town of Gray Annual Report. Said annual report must be submitted no later than August 1 of each year and should address:

- Accomplishments for the period from Jul 1 – Jun 30 of the immediately preceding fiscal year;
- Board/committee goals for the current fiscal year from Jul 1 – Jun 30;
- Forseeable obstacles to attaining said goals;
- Fiscal resources anticipated in order to meet said goals;
- Council support / action anticipated in order to meet said goals;
- Any additional board/committee activity during the period of particular interest to the Gray community.

YES NO

I understand that upon appointment to a Town of Gray Board or Committee, I will be issued a Town of Gray email account for use with all board/committee communications in order to facilitate potential FOIA requests. Further, I understand that it is my responsibility to ensure that all Town of Gray communications are restricted to this account and no other.

Date 8/26/21 Signature



Submission #96

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Submission information

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

Submitted by Anonymous (not verified)

July 30, 2021 - 9:53am

98.2.192.30

Application Date: July 30, 2021

Contact Details

First/Middle Name: Tamara Lee (I utilize Lee as part of my name - Tamara Lee Pinard)

Last Name: Pinard

Street/PO Box: 306 West Gray Road

City, State, Zip: Gray

Phone Number: 2077764034

Email Address: tamaraleepinard15@gmail.com

Employment

Occupation: Community Initiatives Manager

Present Employer: The Nature Conservancy

Employer Phone Number: 2077295181

Are you a Gray resident? Yes

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

Planning Board

Reason for selecting this particular board/committee?

I have lived in the Town of Gray for 20 years and watched the town grow. I feel the Planning Board is in a position to ensure the protection of Gray's natural resources and I have experience that would be valuable towards bringing that lens to this committee.

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

As an environmental professional with over twenty years of experience, I enjoy and excel at fostering partnerships, facilitation, and collaborative problem solving with the end goal of thriving communities that support people and nature. I have developed and implemented regional and watershed based plans. Most recently, I served on the leadership team to

develop the Katahdin region's Vision and Action Plan that includes economic and community development that balances the value of the local natural resources.

What talents and skills would you bring to this position?

I am well versed in state stormwater and clean water regulations and the role of municipalities in the protection of natural resources. I facilitated the Interlocal Stormwater Working Group, a coalition of 14 municipalities within the Greater Portland and Saco areas, to find regional solutions for stormwater issues (2007-2016). I coordinated with Cumberland County Soil and Water Conservation District staff to develop and implement programs to address stormwater issues in five urban impaired stream watersheds. Through this I learned what is needed to ensure long-term protection of water quality and surrounding natural resources. In my role as Executive Director of the Long Creek Watershed Management District (2010-2015), I oversaw engineering and construction contracts on private and public (MaineDOT and municipal) roadways.

I have served as the co-president on the board of the Presumpscot Regional Land Trust since 2016 where I served on the leadership team to develop our strategic plan and secure land trust accreditation.

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

The Planning Board is at the heart of how development occurs in our town through review of development and Shoreland Zoning applications based on the application of current local ordinances and state laws. In addition, the Planning Board has a role in how ordinances are updated and thus, can shape the future impacts of development. Lastly, the Planning Board is a subset of town government and a representative of the Town of Gray. As such, it is the responsibility of the Planning Board to execute the duties as outlined by the Town and do that is respectful of town staff, volunteers, and applicants.

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

Presumpscot Regional Land Trust Board and co-president 2016-2021; stepping down as co-president in September, and will continue on the PRLT board for 3 more years.

Maine Network Partners Board member 2020-present

Presumpscot River Water Board 1998-2016

MSAD 15 School Volunteer, various roles, 2008 - 2016

Volunteer Lake Monitoring Program Board of Directors, 2005-2012 (Pres 2010-2012)

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

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

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

The Town of Gray is at a critical time where there is tremendous development pressure and the opportunity exists for us to put measures in place that will help us realize the three awesome priorities laid out in our 2020 Comprehensive Plan. I have the professional experience and commitment to work in partnership with town staff and volunteers to protect Gray's rural character and natural resources while balancing investment in the Village and safe, multi-modal transportation.

[Previous submission](#) Next submission

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Submission #94

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Submission information

Form: [Board/Committee Volunteer Application](#)
Submitted by Anonymous (not verified)
June 29, 2021 - 12:49pm
74.77.170.130

Application Date: June 29, 2021

Contact Details

First/Middle Name: Kiersten
Last Name: Scarpati
Street/PO Box: 92 Mountain View Rd
City, State, Zip: Gray
Phone Number: 2078384729
Email Address: kscarpati@vontweb.com

Employment

Occupation: Director of Operations & Financial Management
Present Employer: Ethos | VONT
Employer Phone Number: 207-887-8333

Are you a Gray resident? Yes

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

Reason for selecting this particular board/committee?

SPeaking to Anne Gass - this seems like something that is interesting as we look to the future of Gray.

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

As a resident I have an interest in making the town a great place for the residents into the future.

What talents and skills would you bring to this position?

I am a 20+ year marketer. I also have experience with financial management and operational direction.

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

The Planning Board studies and makes recommendations on the long term growth of the Town.

The Planning Board also reviews site plans and special permits under the zoning bylaws.

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

I am a member of the Library Trustees - I have been on that board for 5 years.

I am also on the board of the New England Federation of Humane Societies and Almost Home Rescue.

I have also gone through the leadership program at the Institute for Civic Leadership (now Maine Development Foundation).

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

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

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

I live on a residential road - next to me was a property that was wooded. I was interested in purchasing the property if it ever went on sale, but instead it was quick-claimed to someone and a 2 family home was built. At the time, I spoke to Sandy Carder about the regulations for building in the area and there were no restrictions to type of home. I became interested in the regulations at that time. I'd like the town to grow responsibly.

[Previous submission](#) Next submission

**TOWN OF GRAY TOWN COUNCIL
REMOTE AND HYBRID MEETING POLICY**
Pursuant to 1 M.R.S § 403-B

- I. **Purpose:** The Town of Gray strives to provide an open and transparent government that maximizes the ability of its residents to participate in the public process. This Policy sets forth the conditions upon which the Gray Town Council may conduct a remote meeting, as that term is defined in this Policy. In addition, this Policy sets forth the conditions upon which the Gray Town Council may conduct a hybrid meeting, as that term is defined in this Policy.
- II. **Definitions:**
- a. “Hybrid meeting” means a public proceeding, as defined in 1 M.R.S. § 402(2), as may be amended, conducted with some meeting attendees in person/face-to-face at a designated physical location while connecting with other meeting attendees by remote means.
 - b. “Public meeting” means a “public proceeding,” as that term is defined in 1 M.R.S. § 402(2), as may be amended.
 - c. “Remote means” means “remote methods” as that term is defined in 1 M.R.S. § 403-B(1), as may be amended. For purposes of this Policy, “remote means” may include, but is not necessarily limited to: Zoom, Go-To-Meeting, Skype, Google Meet, or other comparable internet-based telephonic or videoconferencing platform. Remote means does not include text-only means such as e-mail, text messages, or chat functions.
 - d. “Remote meeting” means a public proceeding, as defined in 1 M.R.S. § 402(2), as may be amended, conducted *solely* by remote means.
- III. **Remote Meetings of the Town Council:** The Town Council shall conduct its meetings in person unless the Chair (or in his/her absence, the Vice Chair), in consultation with the Town Manager, makes a determination that an emergency or urgent issue exists that requires the Town Council to conduct a remote meeting, including, but not limited to, inclement weather and/or disasters or catastrophes caused by either natural or man-made causes. The determination of such an emergency or urgent issue shall be made as soon as practicable, and notice of a meeting being conducted solely by remote means shall be disseminated consistent with 1 M.R.S. § 406, as may be amended, and this Policy.

IV. **Hybrid Meetings with Remote Participation by Individual Town**

Councilors: Except for a remote meeting being conducted consistent with Section III of this Policy, members of the Town Council are expected to be physically present for all public meetings except when being physically present is not practicable for one or more members. Circumstances under which physical presence for one or more members is not practicable are limited to:

- a. Illness or other physical condition, or temporary absence from the Town of Gray, that causes the member to face significant difficulties travelling to and attending the public meeting in person; or
- b. To provide a reasonable accommodation to a member with a disability.

A Town Councilor who believes it is not practicable, as set forth above, for him/her to attend a meeting in person shall notify the Chair (or in his/her absence, the Vice Chair), as well as the Town Manager, of the existence of such circumstances as far in advance as is possible. The Chair (or in his/her absence, the Vice Chair), shall, in consultation with the Councilor, then make a determination whether being physically present is not practicable for that Councilor and, if such a determination of impracticability is made, so notify the Town Manager that a hybrid meeting will be conducted. If the agenda has already been posted at the time the determination is made to authorize a hybrid meeting with the Town Councilor's remote participation, an amended meeting agenda containing the information set forth in Section VI(a) of this Policy shall be posted on the Town's website and be distributed to all Town Councilors, relevant Town staff, and local representatives of the media by the same or faster means used to notify Town Councilors at least four (4) hours prior to the originally noticed meeting start time.

V. **Hybrid Meetings with No Remote Participation by Individual Town**

Councilors: The Town Council is not required by law to offer this type of meeting format and will only conduct a hybrid meeting with no remote participation by individual Town Councilors when it is determined by the Town Manager, in consultation with the Chair (or in his/her absence, the Vice Chair), that such a hybrid meeting is necessary for some special reason, such as the need for the Town Council to communicate with Town staff, an outside attorney, professional or consultant without incurring the costs associated with that person's travel to/from Gray.

VI. **Public Notice of Remote Meetings or Hybrid Meetings:** When the Town Council conducts a remote meeting or a hybrid meeting, the following shall occur:

- a. Notice of the public meeting shall be provided in a manner that provides ample time to allow public attendance. Such notice shall be disseminated in a manner that is reasonably calculated to notify the general public of the time, date, location, and method to be used to conduct the meeting. Such notice shall provide information regarding how members of the public may attend the public meeting remotely and shall provide the physical location where members of the public may participate in person, if applicable.
 - b. Members of the public shall be provided with a reasonable opportunity to participate in the public meeting by remote means, which shall at a minimum include an effective means of communication between such members of the public and the Town Council. Reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.
 - c. Unless the entire Town Council is conducting a remote meeting as provided in Section III of this Policy, members of the public must be provided the option to attend the meeting in person or by remote means.
 - d. Unless the entire Town Council is conducting a remote meeting as provided in Section III of this Policy, the Chair (or in his/her absence, the Vice Chair), at the start of the meeting, shall announce the name of any Town Councilor(s) participating by remote means and state the reason therefor, which reason must be consistent with Section IV.
 - e. All public documents and other materials considered by the Town Council shall be made available to members of the public by the same or more efficient means as they are provided to individual Town Councilors. This requirement may be met by: (i) posting all public documents and materials to be considered by the Town Council on the Town's website at least one (1) business day prior to the meeting; (ii) making physical copies of all documents and materials to be considered by the Town Council available for in person pick-up at the Town Office at least one (1) business day prior to the meeting; or (iii) enabling the "screen-sharing" function of the remote means utilized for the meeting in such a way that members of the public are able to view all relevant documents and materials while the Town Council is reviewing and discussing the same.
- VII. **Quorum**: A Town Councilor who participates in a remote meeting or a hybrid meeting is considered present for purposes of determining the presence of a quorum and voting.

- VIII. **Roll Call Vote Required:** All votes taken during a remote meeting or a hybrid meeting 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 all Town Councilors and the public.
- IX. **Zoom Preferred:** The preferred remote means for all Town boards and committees shall be Zoom Webinar. The platform shall be set up and hosted by a Town official and a digital recording shall be preserved. The use of private accounts to host a remote meeting or a hybrid meeting is prohibited.
- X. **Disruptions and Adjournment:** If during the conduct of a remote meeting or a hybrid meeting, the meeting is interrupted through disruptions or glitches in the technology, the meeting shall be automatically recessed for up to 15 minutes to restore communication when audio-visual communication cannot be maintained with a quorum of Town Councilors. If the interruption cannot be resolved within 15 minutes, and the Town Council has not provided reasonable notice to the public as to how the meeting will be continued at an alternative date and time, then the meeting shall be automatically adjourned. If the meeting being conducted is a hybrid meeting with no remote participation by individual Town Councilors and a remote connection to the public location identified in the Town Council's notice pursuant to Section VI(a) of this Policy is interrupted or lost, the meeting shall continue at the public location without the need for a recess or adjournment.
- XI. **Executive Sessions:** To preserve the executive session privilege of any portion of a meeting closed to the public, the Chair should confirm with each attendee that no unauthorized person is present or has access to any executive session being conducted via remote means. There shall be no audio or visual recording of an executive session.
- XII. **Other Town Boards and Committees:** Any public body organized under the auspices of the Town may adopt this Policy in order to comply with 1 M.R.S. § 403-B. Any public body adopting such a remote and hybrid meeting policy under this section must, after hearing on the same, file written notice of the vote with the Town Clerk upon adoption. Any such public body may also choose to set more stringent regulations for use of remote means, provided that said policy is at least as stringent as this Policy and complies with 1 M.R.S. § 403-B. Such enhanced policy must also, after hearing on the same, be approved by a vote of a majority of the members of said body, and a copy of said enhanced policy must be filed with the Town Clerk upon adoption.
- XIII. **Applicability:** This Policy does not apply to Town Meetings.

XIV. **Amendment; Severability; Effective Date:** This Policy may be amended as needed by a majority vote of the Town Council. The provisions of this Policy are severable, and if any provision shall be declared to be invalid or void, the remaining provisions shall not be affected and shall remain in full force and effect. This Policy shall take effect immediately upon adoption by the Town Council.

Date Adopted: _____, 2021

TOWN OF GRAY

FISCAL POLICY

Fiscal Policy

The Town of Gray shall develop and maintain, through the office of the Town Manager and the Town Council, a financially prudent, effective, efficient and desired level of services to the citizens of Gray.

The Town of Gray shall develop and maintain, through the office of the Town Manager and the Town Council, a Performance Management Program incorporating such tools and metrics to clearly and succinctly demonstrate to the citizens of Gray that their tax dollars are allocated, managed and deployed wisely.

TABLE OF CONTENTS

FISCAL POLICY	3
BASE OPERATING BUDGET POLICY	3
BASE BUDGET DEVELOPMENT POLICY	3
CAPITAL INVESTMENT PLAN AND PROGRAM POLICY (CIP)	3
CIP PROGRAM DEVELOPMENT POLICY	3
CIP DEPLOYMENT POLICY	4
LONG TERM CAPITAL INVESTMENT AND DEBT POLICY	4
CASH MANAGEMENT POLICY	4
PERFORMANCE MANAGEMENT PROGRAM	5
KEY MEASURES	5
WORKLOAD DATA	5
EFFECTIVENESS	5
EFFICIENCY	5
GENERAL ADMINISTRATION	6
TOWN MANAGER OFFICE	6
OFFICE OF THE TOWN CLERK	6
FINANCIAL ADMINISTRATION AND BUDGET PROGRAM	6
ACCOUNTING AND CONTROL	6
PURCHASING	6
REVENUE PROGRAM	7
WEBSITE PROGRAM	7
UTILITIES, TRAFFIC and TRANSPORTATION ENGINEERING	7
ASSESSING	7
GENERAL ADMINISTRATIVE DATA AND PERFORMANCE METRICS	8
PLANNING and PLANNING SERVICES	11
PLANNING	11
GEOGRAPHIC INFORMATION SYSTEM PROGRAM (GIS)	11
PLANNING AND PLANNING SERVICES DATA AND PERFORMANCE METRICS	12
CODE ENFORCEMENT SERVICES	13
CODE ENFORCEMENT OFFICER	13
FIRE INSPECTOR	13
DOG OFFICER	13
CODE ENFORCEMENT SERVICES DATA AND PERFORMANCE METRICS	14
PARKS and RECREATION	15
PARKS AND RECREATION DATA AND PERFORMANCE METRICS	15
PUBLIC SAFETY SERVICES	16
PUBLIC SAFETY SERVICES DATA AND PERFORMANCE METRICS	16
PUBLIC WORKS SERVICES	17
MOTOR VEHICLE MAINTENANCE PROGRAM	17
PUBLIC WORKS SERVICES DATA AND PERFORMANCE METRICS	18
CAPITAL PROJECTS	19
CAPITAL PROJECTS DATA AND PERFORMANCE METRICS	20
RECYCLING	21
RECYCLING DATA AND PERFORMANCE METRICS	21
LIBRARY	22
LIBRARY DATA AND PERFORMANCE METRICS	22
BUILDINGS AND GROUNDS	23
BUILDINGS AND GROUNDS DATA AND PERFORMANCE METRICS	23
DEPARTMENTAL CLASSIFICATIONS AND ACCOUNT CODES	24

FISCAL POLICY

The Town of Gray shall develop and maintain, through the office of the Town Manager and the Town Council, a financially prudent, effective, efficient and desired level of services to the citizens of Gray.

The Town of Gray shall develop and maintain, through the office of the Town Manager and the Town Council, a Performance Management Program incorporating such tools and metrics to clearly and succinctly demonstrate to the citizens of Gray that their tax dollars are allocated, managed and deployed wisely.

BASE OPERATING BUDGET POLICY

The Town of Gray shall maintain a level of expenditure that shall provide for the public well-being and safety of the residents as the first level of priority. Additional services and programs shall be reviewed in an order of priority that shall reflect both, the financial capacity of the taxpayer base to sustain such services, and the practical and intrinsic value of the offering to the community as a whole.

BASE BUDGET DEVELOPMENT POLICY

An annual base operations budget shall be developed by verifying, through zero based budget development procedures, expenditures required for the forthcoming fiscal year. During the annual budget development process, the existing budget and work practices shall be thoroughly reviewed to determine and develop opportunities to improve service levels without additional cost or to reduce operating cost without reducing service levels. Additions and/or incremental adjustments of the base operating budget shall be supported by business case analysis.

CAPITAL INVESTMENT PLAN AND PROGRAM POLICY (CIP)

The CIP shall provide for adequate design, construction, maintenance and replacement of the Town’s infrastructure: including roads and bridges. The CIP shall also provide for repair and/or replacement of capital plant and equipment, including motor vehicles, building maintenance, and capital tools and equipment.

CIP PROGRAM DEVELOPMENT POLICY

The Town shall project its needs for the next ~~seven~~ years and shall update this projection twice each year commensurate with the programmed property tax billing dates. From these projections, a maintenance and replacement schedule shall be developed and followed for items valued at a minimum of \$5,000 and with a projected life span of at least 7 years.

Deleted: fifteen

The Town shall maintain a diversified and stable revenue allocation system to mitigate short-term fluctuations in any one year. Annual revenues and revenue allocations to the **CIP** shall be estimated and adjusted using objective, analytical processes utilizing trend analysis, statistical analysis, and financial analysis tools as appropriate.

CIP DEPLOYMENT POLICY

The Town shall deploy all capital projects based on highest and best use of associated capital funds. The Town shall review annually the five-year CIP projections for capital projects and improvements and shall develop a lifecycle cost analysis that clearly articulates the financial benefit, funding sources, and project implementation schedule for each capital project proposal before it is submitted to the Town Council for approval. To ensure project completion within budget and established timelines, tracking of components of the CIP approved shall be implemented and ~~the Town council updated monthly~~ monitored by the Town Manager.

A healthy reserve fund should be maintained to reduce impacts to the MIL rate.

Emergency and unanticipated capital expenditures for maintenance and/or replacement shall be the rare exceptions and only considered where public health and/or safety are at risk. A Buildings and Grounds Contingency fund should be maintained to address such situations.

A fixed asset system shall be maintained to identify all Town assets, their condition, historical cost, replacement value, and useful life.

LONG TERM CAPITAL INVESTMENT AND DEBT POLICY

The Town of Gray shall confine long-term borrowing to specific capital improvements that cannot reasonably be funded from annualized tax allocations or reserve funds. The term structure of debt shall not exceed the anticipated useful life of the asset acquired. Bonding is recognized as a useful financial tool to assist with large projects, such as infrastructure, or high value equipment purchases, when the value of bond costs is reasonable.

Unexpended capital shall be invested to maximize return while preserving the liquidity of the investment base. All proceeds from these investments shall be retained in the Undesignated Fund Balance Account and shall be used to supplement annualized CIP funding requirements.

CASH MANAGEMENT POLICY

The Town Treasurer shall semi-annually submit an investment plan to the Town Council for review and adoption. The plan shall clearly articulate investment strategies that maximize the overall rate of return for all town funds collected while preserving liquidity. The plan shall comply with all applicable laws and adopted investment policies. The Town Treasurer shall pro-actively direct the investment of Town cash funds in various investment vehicles such as overnight deposits, money market accounts, CD's, bonds which are held by a trustee or other financial agent.

PERFORMANCE MANAGEMENT PROGRAM

Overall, the Town Performance Measurement Program is designed to ensure consistent high quality, cost-effective services for the citizens of Gray.

The Town Manager's Office shall have the primary responsibility for implementing the Performance Management Program under the direct oversight of the Gray Town Council. Performance measurement is the assessment of how well the Town as a whole, and each department, performs when providing goods and services to the constituency. It is designed to reflect not only what is being done, but also how effectively and efficiently tasks are performed.

Gray's Town Manager shall be accountable for the proper use of tax dollars and for providing the services citizens demand. Performance measures provide our citizens with the information necessary to ensure accountability. Additionally, performance measures are a management tool that measures work performed and results achieved. The Town of Gray's Performance Measurement Program is intended to inform the Township by:

- Providing necessary information to enhance policy decision-making;
- Improving customer service feedback;
- Supporting strategic planning and goal-setting;
- Enabling effective use of resources; and
- Strengthening accountability.

The Town Manager's Office shall complete a comprehensive performance measures report each year. Copies of the report shall be distributed to program managers, department heads, the Town Council, Boards and Committees, the media, and the general public.

KEY MEASURES

WORKLOAD DATA

Purpose: To provide a direct reference of the basic units for tasks performed and/or services provided over a trend cycle that can clearly demonstrate variance in budget levels.

EFFECTIVENESS

Purpose: To provide linkage for the various service offerings and their overall impact to the Town and/or citizen base as a whole.

EFFICIENCY

Purpose: To provide a management tool that will highlight critical areas of potential process improvement and cost containment initiatives.

GENERAL ADMINISTRATION

TOWN MANAGER OFFICE

Purpose: To ensure sound overall management practices for the Town in general; that citizen interface with Town Administration is satisfactory; that reporting departments are managed to the overall satisfaction of the citizens and Town Council; that the Town's Operating Budget and Capital Investment Program are properly developed and implemented; to ensure the quality of life in Gray meets or exceeds the expectations of the citizens commensurate with taxpayer burden.

OFFICE OF THE TOWN CLERK

Purpose: To provide thorough, timely, accurate, records, documents, and information to the citizens of Gray, the Town Council and Town boards and committees.

FINANCIAL ADMINISTRATION AND BUDGET PROGRAM

Purpose: To ensure sound financial management by managing the investment of Town funds; managing the development and implementation of the Town's budget; preparing the City's Capital Improvements Program (CIP) and Fiscal Analysis; performing studies and analyses; and providing recommendations to support the Council's financial decisions and fiscal policy.

ACCOUNTING AND CONTROL

Purpose: To ensure the accurate accounting, disbursement and safeguarding of the Town's funds by maintaining accounting and fixed asset records and issuing reports in conformance with generally accepted accounting principles; reviewing transactions to ensure compliance with applicable regulations, policies, and requirements; paying accounts receivable in an accurate and timely manner; managing the payroll process in an accurate and timely manner; and administering the financial component of employee retirement and benefit programs.

PURCHASING

Purpose: To provide the Town with the means to obtain quality goods and services at the lowest possible cost while conforming to the Gray Town Charter, Town Council policy, the Town Administrative Code, as well as state and federal requirements for procurement. To cost effectively manage the storage and disposal of goods and/or services.

REVENUE PROGRAM

Purpose: To ensure the timely, accurate and equitable collection of revenues and property taxes by monitoring billing, collection and receipt of taxes; managing the billing and collection of ancillary fees and charges.

WEBSITE PROGRAM

Purpose: To increase citizen understanding and awareness of the Town by providing effective communication through Gray's website. To increase citizen understanding, awareness, and participation in Town government and to increase and facilitate information flow to users.

UTILITIES, TRAFFIC and TRANSPORTATION ENGINEERING

Purpose: To provide a safe and efficient street and sidewalk system by ensuring that public streets and sidewalks are designed to town standards; planning roadway and traffic control improvements; operating and maintaining traffic signals, beacons and street lights; coordinating with other governments on traffic funding and planning.

ASSESSING

Purpose: To ensure the timely, accurate and equitable development of the Property Tax basis for property tax revenues by maintaining accurate and timely records of new construction, monitoring trend rates for new construction, and by conducting periodic assessment reviews.

GENERAL ADMINISTRATIVE DATA AND PERFORMANCE METRICS DATA

GENERAL ADMINISTRATIVE BUDGET

TOTAL TOWN BUDGET

TOWN MANAGER OFFICE

TOTAL TOWN EXPENDITURES PER CAPITA

OFFICE OF TOWN CLERK

NUMBER OF COUNCIL AND COMMITTEE MEETINGS ATTENDED

NUMBER OF DOCUMENTS PROCESSED

NUMBER OF PUBLIC HEARING NOTICES

NUMBER OF RECORDS PREPARED AND SENT TO STORAGE

FINANCIAL ADMINISTRATION AND BUDGET PROGRAM

AVERAGE DOLLAR VALUE OF FUNDS INVESTED

NUMBER OF DEBT ISSUANCES

DOLLAR AMOUNT OF DEBT

ACCOUNTING AND CONTROL

NUMBER OF ADJUSTING JOURNAL ENTRIES FROM AUDIT

NUMBER OF VENDOR CHECKS VOIDED DUE TO DEPARTMENT ERROR

NUMBER OF AUDIT INTERNAL CONTROL MEASURES REPORTED

PURCHASING

NUMBER OF PROCUREMENTS AND CONTRACTS OVER \$10,000 AWARDED BY
BID

NUMBER OF PROCUREMENTS AND CONTRACTS OVER \$10,000 AWARDED BY
BID EXCEPTION

DOLLAR AMOUNT OF PROCUREMENTS AND CONTRACTS OVER \$10,000
AWARDED BY BID

DOLLAR AMOUNT OF PROCUREMENTS AND CONTRACTS OVER \$10,000
AWARDED BY BID EXCEPTION

REVENUE PROGRAM

NUMBER OF REVENUE ACCOUNTS ADMINISTERED

NUMBER OF TAX BILLS ISSUED

NUMBER OF DELINQUENT ACCOUNTS BILLED

DOLLAR AMOUNT OF TOTAL REVENUE FORECAST

DOLLAR AMOUNT OF TOTAL REVENUE COLLECTED

NUMBER OF TAX DELINQUENT PROPERTIES

DOLLAR AMOUNT OF TAX DELINQUENT PROPERTIES

WEBSITE PROGRAM

OPERATING COST

NUMBER OF USER HITS

UTILITIES AND TRAFFIC AND TRANSPORTATION ENGINEERING

TOWN UTILITIES OPERATING BUDGET

CENTER LINE MILES OF NEW STREET CONSTRUCTION

CENTERLINE MILES OF STREET/ROAD REPAIR

LINEAR FEET OF NEW TOWN SIDEWALKS

NUMBER OF TRAFFIC SIGNALS MAINTAINED

ASSESSING

NUMBER OF SINGLE FAMILY PROPERTIES
NUMBER OF MULTI FAMILY PROPERTIES
NUMBER OF BUSINESS AND COMMERCIAL PROPERTIES
NUMBER OF LAND ASSESSMENTS
NUMBER OF SITE ANNUAL ASSESSMENT REVIEWS

PERFORMANCE METRICS

GENERAL ADMINISTRATIVE

PERCENT GENERAL ADMINISTRATIVE BUDGET TO TOTAL TOWN BUDGET
PERCENT OF CITIZENS WHO STRONGLY AGREE OR AGREE THAT THEY
RECEIVE GOOD VALUE FOR THE TAXES THEY PAY

PERCENT OF CITIZENS RATING THE QUALITY OF LIFE IN GRAY AS
EXCELLENT OR GOOD

TOWN MANAGER OFFICE

PERCENT OF CITIZENS RATING THE PERFORMANCE OF GENERAL
ADMINISTRATION AS EXCELLENT OR GOOD
PERCENT OF CITIZENS RATING THE PERFORMANCE OF GENERAL
ADMINISTRATION AS EXCELLENT OR GOOD
PERCENT OF CITIZENS RATING THE PERFORMANCE OF TOWN EMPLOYEES AS
EXCELLENT OR GOOD IN THE FOLLOWING:

KNOWLEDGE
RESPONSIVENESS
COURTESY
FOLLOW-UP
OVERALL IMPRESSION
PERCENT OF TOWN EMPLOYEES RATING THE PERFORMANCE OF THE TOWN
MANAGER AS EXCELLENT OR GOOD

OFFICE OF TOWN CLERK

PERCENT OF MINUTES PREPARED WITHIN 10 DAYS
ACCURACY OF PUBLIC HEARING NOTICES
ACCURACY OF OFFICIAL DOCUMENTS

FINANCIAL ADMINISTRATION AND BUDGET PROGRAM

PERCENT VARIANCE BETWEEN ACTUAL AND BUDGETED GENERAL FUND
REVENUES
PERCENT VARIANCE BETWEEN ACTUAL AND BUDGETED GENERAL FUND
EXPENDITURES

ACCOUNTING AND CONTROL

PERCENT REDUCTION IN NUMBER OF ADJUSTING JOURNAL ENTRIES FROM
AUDIT
PERCENT REDUCTION IN NUMBER OF VENDOR CHECKS VOIDED DUE TO
DEPARTMENT ERROR
PERCENT REDUCTION IN NUMBER OF AUDIT INTERNAL CONTROL MEASURES
REPORTED

PURCHASING

PERCENT OF AWARDS OVER \$10,000 BY BID
PERCENT OF AWARDS OVER \$10,000 BY BID WITHOUT PARTICIPANT PROTEST
PERCENT OF PROTESTS SUSTAINED
AVERAGE NUMBER OF BIDS RECEIVED PER SOLICITATION
PERCENT VARIANCE BETWEEN BUDGETED (WARRANT) VALUE AND BID
VALUE ACCEPTED [NOTE: FOR EACH CIP PROJECTED COMPONENT]

REVENUE PROGRAM

PERCENT VARIANCE TOTAL ESTIMATED REVENUE TO ACTUAL COLLECTIONS
PERCENT OF TAX BILLS PAID WITHIN DEADLINE
PERCENT OF TAX DELINQUENT PROPERTIES YEAR OVER YEAR

WEBSITE PROGRAM

COST PER USER HIT
PERCENT OF USERS WHO RATE THE WEBSITE AS EXCELLENT OR GOOD IN
THE FOLLOWING:
 QUALITY OF INFORMATION
 QUALITY OF DESIGN
 ACCURACY OF DATA
RELIABILITY OF SITE (PERCENT OF DOWN-TIME PER YEAR)
PERCENT OF REGISTRATIONS FOR TOWN SPONSORED PROGRAMS
COMPLETED ONLINE

UTILITIES AND TRAFFIC AND TRANSPORTATION ENGINEERING

AVERAGE COST OF TRAFFIC SIGNALS MAINTAINED AND OPERATED
PERCENT OF VILLAGE CENTER WITH SIDEWALKS
PERCENT OF TRAFFIC SIGNAL OUTAGES REPAIRED WITHIN:
 4 HOURS
 8 HOURS
 24 HOURS
 48 HOURS
PERCENT OF CITIZEN SAFETY RATING OF SIGNALIZED INTERSECTIONS AS
EXCELLENT OR GOOD
NUMBER OF INTERSECTIONS IDENTIFIED AS POORLY MANAGED

ASSESSING

NUMBER OF ASSESSMENT APPEALS
NUMBER OF ASSESSMENT APPEALS SUSTAINED

PLANNING and PLANNING SERVICES

PLANNING

Purpose: To develop and oversee long range planning for the Town, including preparing and updating the master plan (Comprehensive Plan) zoning plans, and strategic planning documents. Maintain an up-to-date statistical database (GIS). Coordinate the implementation of the Gray Comprehensive Plan and other specialized plans and recommendations. Provide informed and accurate staff support to Town boards and committees. Develop policies and plans for Town Council review that enhance the development of new lots, blocks and/or units with final approval for location within target zoning areas. Advise Town council as to the effectiveness of Comprehensive Plan Implementation as it applies to zoning and business opportunities.

GEOGRAPHIC INFORMATION SYSTEM PROGRAM (GIS)

Purpose: Develop and maintain a GIS infrastructure that will allow employees and the public easy access to the Geographic Information System (GIS), which will provide employees the tools to perform their work more efficiently and the public with easy access to geographical information over the Internet enhancing implementation of strategic Comprehensive Plan goals and objectives.

PLANNING AND PLANNING SERVICES DATA AND PERFORMANCE METRICS

DATA

TOTAL OPERATING BUDGET

PLANNING

NUMBER OF REQUESTS FOR PLANNING INFORMATION RECEIVED

NUMBER OF RESEARCH PROJECTS COMPLETED FOR COMMITTEES OR COUNCIL

NUMBER OF ZONING PLAN APPLICATIONS

NUMBER OF ZONING PLANS AND APPLICATIONS COMPLETED

NUMBER OF SUBDIVISIONS AND BUSINESSES WITHIN TARGET ZONING AREAS (COMP PLAN)

TOTAL NUMBER OF SUBDIVISIONS REVIEWS COMPLETED

TOTAL NUMBER OF NEW BUSINESSES

TOTAL NUMBER OF HOUSES BUILT WITH C/O

NUMBER OF SUBDIVISIONS REVIEWS COMPLETED IN TARGET ZONES

NUMBER OF NEW BUSINESSES IN TARGET ZONES

NUMBER OF HOUSES BUILT WITH C/O IN TARGET ZONES

SQUARE FEET OF BUSINESS/COMMERCIAL DEVELOPMENT APPROVED

NUMBER OF MEETINGS ATTENDED:

PLANNING BOARD

CEDC

COUNCIL

ORC

GEOGRAPHIC INFORMATION SYSTEM PROGRAM (GIS)

NUMBER OF MAP LAYERS

TOTAL NUMBER OF DATA FIELDS

EMPLOYEES ASSIGNED TO GIS SYSTEM MANAGEMENT

PERFORMANCE METRICS

PLANNING

PERCENT OF CITIZENS RATING THE PLANNING PROCESS AS EXCELLENT OR GOOD

PERCENT OF APPLICANTS RATING THE PLANNING BOARD PROCESS AS EXCELLENT OR GOOD

AVERAGE DAYS TO REVIEW AND ACT ON ZONING APPLICATIONS

PERCENT COMPLETED IN 45 DAYS

PERCENT COMPLETED IN 90 DAYS

PERCENT COMPLETED IN 180 DAYS

PERCENT COMPLETED IN 360 DAYS

COMPREHENSIVE PLAN EFFICIENCY TARGET ZONE SUBDIVISIONS

COMPREHENSIVE PLAN EFFICIENCY TARGET ZONE NEW BUSINESS

COMPREHENSIVE PLAN EFFICIENCY TARGET ZONE HOUSES WITH C/O

GEOGRAPHIC INFORMATION SYSTEM PROGRAM (GIS)

PERCENT OF TOWN DATA AVAILABLE ON GIS

NUMBER OF ASSIGNED EMPLOYEES TRAINED IN GIS INPUT/MANAGEMENT

GIS INFORMATION REQUESTS

INTERNET/INTRANET GIS DATA HITS RECORDED IN SYSTEM

GIS DATA BASE ACCURACY

CODE ENFORCEMENT SERVICES

CODE ENFORCEMENT OFFICER

Purpose: To ensure the safety and conformance of Gray's buildings to Building code requirements. To maintain the value of property and safety of the occupants by permitting and inspecting construction, enforcing the zoning ordinance, and enforcing town codes in a timely and consistent manner. Work with Town boards, committees and the citizens to effectively and efficiently provide clear, concise, accurate information for proposed construction projects.

FIRE INSPECTOR

Purpose: To maintain the safety of Gray's buildings and respective occupants by inspecting construction and enforcing the Town's Fire code in a timely and consistent manner. Work with Town boards, committees and the citizens to effectively and efficiently provide clear, concise, accurate information for proposed construction projects.

DOG OFFICER

Purpose: To preserve public order, protect lives and property, and reduce dog bites, cruelty to animals, dead dogs in the road, miscellaneous animal conflicts.

**CODE ENFORCEMENT SERVICES DATA AND PERFORMANCE METRICS
DATA**

OPERATING BUDGET
CODE ENFORCEMENT HOURS (ANNUAL)
FIRE MARSHAL/INSPECTORS HOURS (ANNUAL)

CODE ENFORCEMENT SERVICES

BUILDING PLANS REVIEWED:
RESIDENTIAL NEW CONSTRUCTION
RESIDENTIAL RENOVATION/REMODEL
COMMERCIAL NEW CONSTRUCTION
COMMERCIAL RENOVATION/REMODEL
BUILDING PERMITS ISSUED
OCCUPANCY PERMITS ISSUED
CONSTRUCTION RELATED INSPECTIONS
ZONING COMPLAINTS INVESTIGATED
COMMERCIAL INSPECTIONS (LICENSE RELATED)
COMPLAINTS INVESTIGATED
VIOLATION NOTICES ISSUED
ZBA ADMINISTRATIVE APPEALS

FIRE INSPECTOR

FIRE CODE/PROTECTION SYSTEM PLANS REVIEWED

DOG OFFICER

CALLS PER YEAR
ANIMAL CONTROL CITATIONS ISSUED
ANIMALS CAPTURED/RETRIEVED

PERFORMANCE METRICS

CODE OFFICER

AVERAGE RESPONSE TIME (DAYS) FOR INSPECTION REQUEST
AVERAGE DAYS TO RECTIFY ZONING VIOLATION
TOTAL REVIEWS/INSPECTIONS PER (FTE)
PERCENT ZBA ADMINISTRATIVE APPEALS AWARDED TO APPELLANT

FIRE INSPECTOR

AVERAGE RESPONSE TIME (DAYS) FOR INSPECTION REQUEST
TOTAL REVIEWS/INSPECTIONS PER (FTE)

DOG OFFICER

CITATIONS PER CALL

PARKS and RECREATION

Purpose: To meet the recreational needs of citizens by providing high quality Recreation programs. To provide high-quality, well-maintained facilities and programs for the general public and community by maintaining Town Parks and Recreation facilities; to provide contractual and in-house services for private and public meetings and performances; develop programs and opportunities that fully utilize facilities and grounds; promote public awareness of the Town’s resources.

PARKS AND RECREATION DATA AND PERFORMANCE METRICS

DATA

- OPERATING BUDGET
- PROGRAM REVENUE THROUGH FEES
- NUMBER OF PROGRAMS:
 - OFFERED
 - EXECUTED
- NUMBER OF PROGRAMS
 - ADULT
 - CHILDREN
 - ADULT AND CHILDREN
- NUMBER OF STAFF SUPERVISED
- MUNBER OF VOLUNTEER HOURS CONTRIBUTED

PERFORMANCE METRICS

- PERCENT OF PARTICIPANTS RATING THE QUALITY OF PROGRAMS AS EXCELLENT OR GOOD
- PERCENT OF PARTICIPANTS WHO RATE THE QUALITY OF STAFF AS EXCELLENT OR GOOD
- PERCENT OF COST RECOVERY

PUBLIC SAFETY SERVICES

Purpose: To ensure the citizens of Gray are provided with an ongoing Fire-fighting and Rescue force, Fire and Rescue related infrastructure including buildings and equipment, training, fire prevention and inspection safeguards and information, and other Fire and Rescue and life safety services administered in an effective and efficient manner.

PUBLIC SAFETY SERVICES DATA AND PERFORMANCE METRICS

DATA

- FIRE AND RESCUE OPERATING BUDGET
- GRAY VALUATION AS OF JULY 1 /\$000
- RESIDENTIAL FIRE EVENTS
- BUSINESS-COMMERCIAL BUILDING FIRE EVENTS
- MOTOR VEHICLE FIRE EVENTS
- RESIDENTIAL RESCUE EVENTS
- BUSINESS-COMMERCIAL RESCUE EVENTS
- MOTOR VEHICLE RESCUE EVENTS
- GRAY HOUSEHOLDS
- GRAY POPULATION

PERFORMANCE METRICS

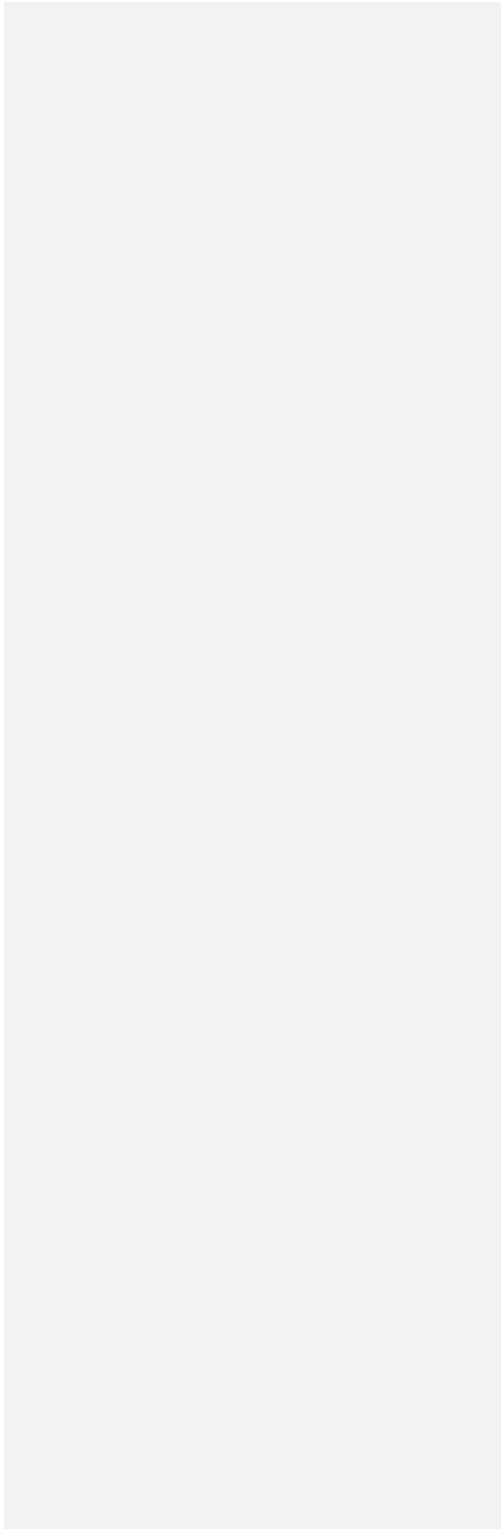
- OPERATING COST PER \$000 VALUATION
- OPERATING COST PER HOUSEHOLD
- OPERATING COST PER RESIDENT

PUBLIC WORKS SERVICES

Purpose: To deliver Public Works engineering and operational services that provide the Town of Gray a reliable, safe, effective road system. To ensure a safe and clean environment for citizens and high quality infrastructure that meets Town, state and federal standards by inspecting all related capital improvement construction work and construction of infrastructure by developers who receive Town of Gray issued permits; and by managing in-house and contractual services for construction, maintenance and repair of infrastructure including roadways, streets, sidewalks and storm water management systems and facilities.

MOTOR VEHICLE MAINTENANCE PROGRAM

Purpose: To ensure that the vehicles and equipment within the Town’s fleet are always operational and well-maintained by providing an efficient, thorough and effective maintenance and repair program; managing vehicle acquisition and disposition; and managing fuel operations.



PUBLIC WORKS SERVICES DATA AND PERFORMANCE METRICS

DATA

TOTAL OPERATING BUDGET
WINTER ROAD BUDGET
WINTER PLOWING
WINTER STORM EVENTS
ANNUAL SNOWFALL
WINTER TONS OF SAND DEPLOYED
WINTER TONS OF SALT DEPLOYED
SUMMER ROAD BUDGET
CENTERLINE PAVED ROAD MILES
REPORTABLE ACCIDENTS - GRAY
WINTER ROAD CONDITION COMPLAINTS

MOTOR VEHICLE MAINTENANCE PROGRAM

MOTOR VEHICLE OPERATING BUDGET
MOTOR VEHICLES UNDER MANAGEMENT
EQUIPMENT UNDER MANAGEMENT
MECHANIC HOURS (ANNUAL)
GALLONS OF FUEL CONSUMED:
 DEISEL
 GASOLINE
SCHEDULED MAINTENANCE WORK ORDERS
NON-SCHEDULED REPAIR WORK ORDERS
EQUIPMENT WORK ORDERS

PERFORMANCE METRICS

OVERALL COST PER CENTERLINE MILE
WINTER COST PER CENTERLINE MILE
WINTER MANHOURS PER CENTERLINE MILE
WINTER MANHOURS PER STORM EVENT
WINTER TONS OF SALT PER CENTERLINE MILE
WINTER TONS OF SAND PER CENTERLINE MILE
WINTER COST PER STORM EVENT
WINTER COST PER INCH SNOWFALL
WINTER MANHOURS PER CENTERLINE MILE-INCH OF
SNOWFALL

MOTOR VEHICLE MAINTENANCE PROGRAM

PERCENT OF MECHANIC WORK HOURS SPENT ON
PROGRAMMED REPAIRS
PERCENT OF MECHANIC WORK HOURS SPENT ON NON-
PROGRAMMED REPAIRS
AVERAGE COST PER MAINTENANCE WORK ORDER:
 PROGRAMMED MAINTENANCE
 NON-PROGRAMMED MAINTENANCE
AVERAGE FUEL CONSUMED PER VEHICLE
 DEISEL
 GASOLINE

CAPITAL PROJECTS

Purpose: To develop and maintain town roads, streets, sidewalks, parks and facilities in an attractive, safe, clean and accessible condition by planning, managing, and implementing CIP renovation projects.

To provide a safe and effective street and sidewalk system by ensuring that public streets and sidewalks are designed to town standards; planning roadway and traffic control improvements; operating and maintaining traffic signals, beacons and street lights; coordinating with adjacent towns on traffic coordination and planning.

To ensure that the vehicles and equipment within the town’s fleet are always operational and well-maintained by providing an efficient, thorough and effective maintenance and repair program; managing vehicle acquisition and disposition.

To ensure sound financial management by managing the investment of Town funds; managing the development and implementation of the Town’s budget; preparing the Town’s Capital Improvements Program (CIP) and Fiscal Analysis; performing studies and analyses; and providing recommendations to support the Council's financial decisions and fiscal policy.

CAPITAL PROJECTS DATA AND PERFORMANCE METRICS

DATA

TOTAL DOLLAR AMOUNT OF CAPITAL PROJECTS FORECAST OVER NEXT 15 YEAR PERIOD
NUMBER OF CAPITAL PROJECTS FORECAST OVER NEXT 15 YEAR PERIOD
PRESENT VALUE CAPITAL PROJECTS FORECAST OVER NEXT 15 YEARS
ANNUALIZED PAYMENT PROGRAM TO FUND CAPITAL PROJECTS OVER THE NEXT 15 YEARS
COST OF CAPITAL AVERAGE PERCENT LAST 5 YEARS (INTEREST ACCRUAL RATE FOR INVESTED FUNDS)
COST OF DEBT AVERAGE PERCENT LAST 5 YEARS (INTEREST PAYOUT RATE FOR BORROWED FUNDS)
TOTAL DOLLAR AMOUNT OF CAPITAL PROJECTS CURRENT YEAR
NUMBER OF CAPITAL PROJECTS CURRENT YEAR

PERFORMANCE METRICS

AVERAGE NUMBER OF CAPITAL PROJECTS PER YEAR
AVERAGE DOLLAR AMOUNT OF CAPITAL PROJECTS PER YEAR BASED ON PRESENT VALUE OF PROJECTS
NUMBER VARIANCE (CAPITAL PROJECTS CURRENT YEAR FROM AVERAGE CAPITAL PROJECTS)
DOLLAR VARIANCE (CAPITAL PROJECTS CURRENT YEAR FROM AVERAGE CAPITAL PROJECTS)
PERCENT VARIANCE (ANNUALIZED PAYMENT PROGRAM TO FUND CAPITAL PROJECTS OVER THE NEXT 15 YEARS)

RECYCLING

Purpose: To ensure that the Recycling engineering and operational services provide the Town of Gray with a reliable, safe, effective waste management and disposal system. To ensure a safe and clean environment for citizens and a high quality infrastructure that meets Town, state and federal recycling and waste management standards by managing contractual services for waste management, renovations, maintenance and repair of equipment and facilities.

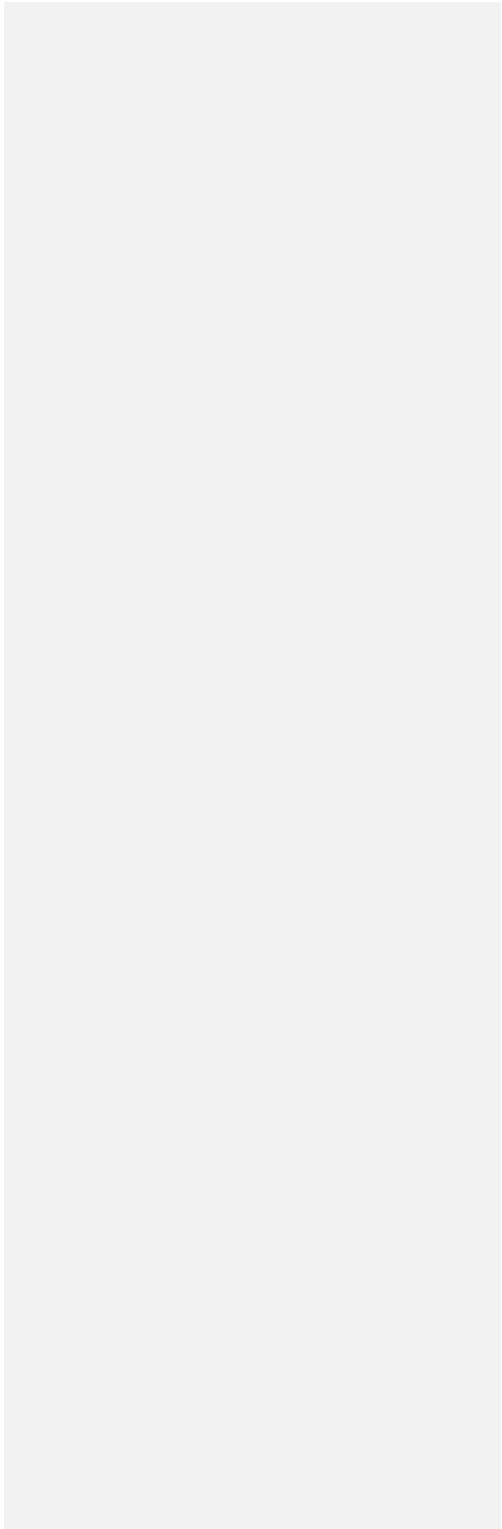
RECYCLING DATA AND PERFORMANCE METRICS

DATA

DEPARTMENTAL BUDGET
HOUSEHOLDS - GRAY
TONS OF TRASH
TONS OF RECYCLABLES

PERFORMANCE METRICS

OPERATING COST PER HOUSEHOLD
OPERATING COST PER TON OF TRASH



LIBRARY

Purpose: To meet the needs of Gray’s citizens by providing high quality programs delivered to maximize attendance and effectiveness. To provide a high-quality, well-maintained inventory of books, periodicals, and other media. To plan for maximum utilization of Library facilities.

LIBRARY DATA AND PERFORMANCE METRICS

DATA

- OPERATING BUDGET
- OPERATING REVENUE
- DAYS OF OPERATION PER YEAR
- HOURS OF OPERATION PER YEAR
- NUMBER OF PATRONS WITH LIBRARY CARDS
- PROGRAMS OFFERED PER YEAR
 - ADULT
 - CHILDREN
 - ADULT AND CHILDREN
- NUMBER OF PROGRAMS:
 - OFFERED
 - EXECUTED
- NUMBER OF STAFF SUPERVISED
- MUNBER OF VOLUNTEER HOURS CONTRIBUTED
- NUMBER OF BOOK REQUESTS FROM INVENTORY
- NUMBER OF BOOK REQUESTS FROM OTHER LIBRARY SOURCES
- NUMBER OF COMPUTER TERMINALS
- HOURS OF PATRON COMPUTER TERMINAL USAGE

BUILDINGS AND GROUNDS

Purpose: To maintain town parks and facilities in an attractive, safe, clean and accessible condition by planning and conducting preventive maintenance; managing CIP renovation projects; conducting repairs; providing in-house and contractual cleaning services; managing ADA compliance, and performing safety inspections.

BUILDINGS AND GROUNDS DATA AND PERFORMANCE METRICS

DATA

- OPERATING BUDGET
- NUMBER OF BUILDINGS MAINTAINED
- SQUARE FEET OF BUILDINGS MAINTAINED
- NUMBER OF PARKS, FIELDS, GROUNDS MAINTAINED
- SQUARE FEET OF PARKS, FIELDS, GROUNDS MAINTAINED
- NUMBER OF BUILDING WORK ORDERS PER YEAR
- NUMBER OF PARKS, FIELDS, GROUNDS WORK ORDERS PER YEAR
- NUMBER OF BUILDING WORK ORDERS COMPLETE
- NUMBER OF PARKS, FIELDS, GROUNDS WORK ORDERS COMPLETE

PERFORMANCE METRICS

- PERCENT OF CITIZENS RATING APPEARANCE OF TOWN BUILDINGS AS EXCELLENT OR GOOD
- PERCENT OF CITIZENS RATING APPEARANCE OF TOWN PARKS, FIELDS, GROUNDS AS EXCELLENT OR GOOD
- COST PER SQUARE FOOT OF BUILDING MAINTENANCE
- COST PER SQUARE FOOT OF PARKS, FIELDS, GROUNDS

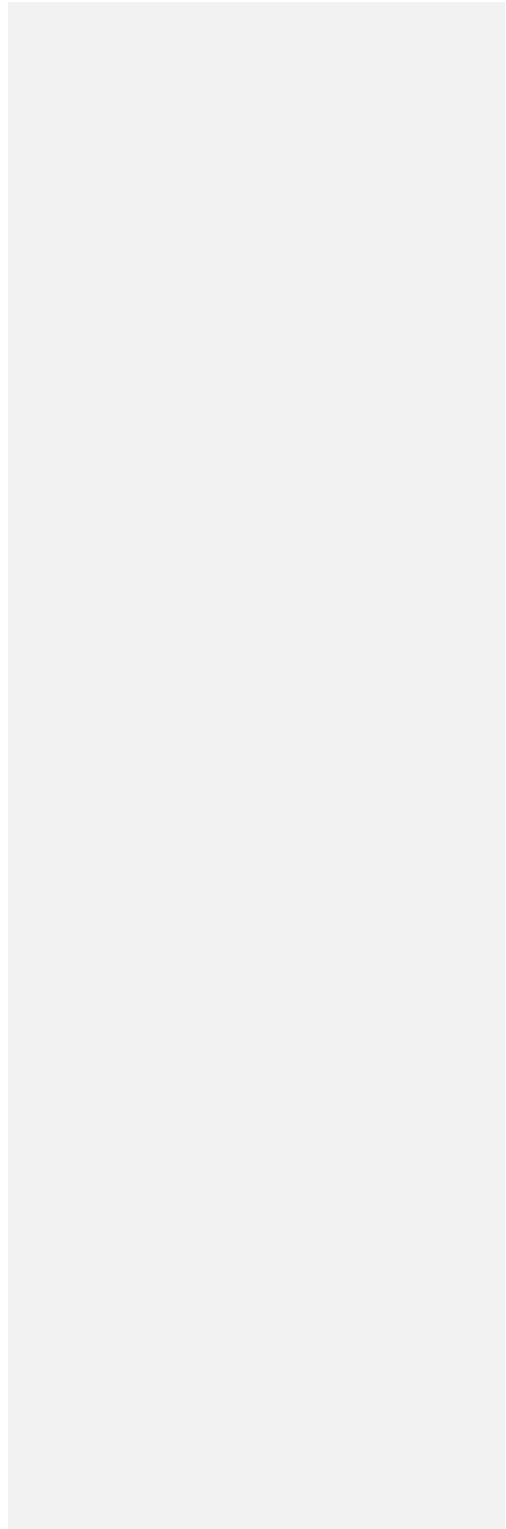
DEPARTMENTAL CLASSIFICATIONS AND ACCOUNT CODES

GENERAL DEPARTMENTAL CLASSIFICATIONS

CODE	DEPARTMENT	CURRENT YR		LAST YEAR		YR BEFORE	
		2005/06	% TOTAL	2004/05	% TOTAL	2003/04	% TOTAL
	A SUB-TOTAL GENERAL ADMIN	\$1,657,323	33.15%	\$1,468,382	31.74%	\$1,823,547	43.27%
	B SUB-TOTAL PLANNING SERVICES	\$75,519	1.51%	\$72,584	1.57%	\$60,607	1.44%
	C SUB-TOTAL ENFORCEMENT SERVICES	\$92,906	1.86%	\$82,625	1.79%	\$87,020	2.06%
	D SUBTOTAL PARKS AND RECREATION	\$85,303	1.71%	\$85,386	1.85%	\$85,796	2.04%
	E SUB TOTAL PUBLIC SAFETY SERVICES	\$505,306	10.11%	\$482,529	10.43%	\$424,303	10.07%
	F SUB-TOTAL PUBLIC WORKS SERVICES	\$647,222	12.95%	\$683,161	14.77%	\$822,368	19.51%
1200	CAPITAL PROJECTS	\$981,400	19.63%	\$846,936	18.31%	\$93,764	2.22%
2000	LIBRARY	\$173,053	3.46%	\$156,953	3.39%	\$140,061	3.32%
5400	RECYCLING	\$676,426	13.53%	\$652,632	14.11%	\$582,823	13.83%
5500	BUILDINGS AND GROUNDS	\$104,258	2.09%	\$94,466	2.04%	\$93,892	2.23%
	TOTAL	\$4,998,716		\$4,625,654		\$4,214,181	

DETAIL

CODE	DEPARTMENT	CURRENT YR		LAST YEAR		YR BEFORE	
		2005/06	% TOTAL	2004/05	% TOTAL	2003/04	% TOTAL
	A GENERAL ADMINISTRATION SERVICES						
100	ADMINISTRATION	\$293,845	5.88%	\$277,606	6.00%	\$262,480	6.23%
300	ASSESSING	\$68,097	1.36%	\$62,085	1.34%	\$74,265	1.76%
700	GENERAL ASSISTANCE	\$11,750	0.24%	\$15,165	0.33%	\$8,224	0.20%
900	ELECTIONS	\$5,250	0.11%	\$6,694	0.14%	\$2,697	0.06%
1000	DEBT SERVICE	\$226,199	4.53%	\$151,669	3.28%	\$246,355	5.85%
1100	RESERVES	\$196,700	3.94%	\$184,807	4.00%	\$483,133	11.46%
1300	EMPLOYEE BENEFITS	\$552,888	11.06%	\$483,132	10.44%	\$473,091	11.23%
1400	GENERAL INSURANCE	\$120,600	2.41%	\$113,594	2.46%	\$102,245	2.43%
4300	UTILITIES	\$127,223	2.55%	\$123,774	2.68%	\$124,552	2.96%
6000	TOWN COUNCIL	\$16,560	0.33%	\$15,168	0.33%	\$14,270	0.34%
6400	COMPREHENSIVE PLAN	\$100	0.00%	\$0	0.00%	\$1,540	0.04%
6500	WEBSITE	\$3,300	0.07%	\$5,974	0.13%	\$3,450	0.08%
6700	ECONOMIC DEVELOPMENT	\$725	0.01%	\$265	0.01%	\$490	0.01%
7100	STIMSON HALL	\$3,000	0.06%	\$2,899	0.06%	\$2,905	0.07%
8000	COMMUNITY SERVICES	\$31,086	0.62%	\$25,550	0.55%	\$23,850	0.57%
	SUB-TOTAL GENERAL ADMIN	\$1,657,323		\$1,468,382		\$1,823,547	
	B TOWN PLANNING SERVICES						
200	PLANNING	\$60,287	1.21%	\$57,599	1.25%	\$54,997	1.31%
600	GIS MAPPING	\$7,000	0.14%	\$6,418	0.14%	\$764	0.02%
6300	PLANNING BOARD	\$6,852	0.14%	\$7,921	0.17%	\$3,716	0.09%
6600	ORDINANCE REVIEW COMMITTEE	\$1,380	0.03%	\$646	0.01%	\$1,130	0.03%
	SUB-TOTAL PLANNING SERVICES	\$75,519		\$72,584		\$60,607	
	C CODE ENFORCEMENT SERVICES						
400	CODE ENFORCEMENT	\$75,966	1.52%	\$64,809	1.40%	\$72,580	1.72%
800	ANIMAL CONTROL	\$14,740	0.29%	\$13,083	0.28%	\$12,765	0.30%
6100	ZBA	\$2,200	0.04%	\$4,733	0.10%	\$1,675	0.04%
	SUB-TOTAL ENFORCEMENT SERVICES	\$92,906		\$82,625		\$87,020	
	D PARKS AND RECREATION						
2001	PARKS AND RECREATION	\$84,953	1.70%	\$85,386	1.85%	\$85,746	2.03%
6200	RECREATION AND CONSERVATION	\$350	0.01%	\$0	0.00%	\$50	0.00%
	SUBTOTAL PARKS AND RECREATION	\$85,303		\$85,386		\$85,796	
	E PUBLIC SAFETY SERVICES						
4000	PUBLIC SAFETY SERVICES	\$322,713	6.46%	\$306,631	6.63%	\$251,703	5.97%
4100	RESCUE	\$32,325	0.65%	\$31,177	0.67%	\$34,393	0.82%
4200	COMMUNICATIONS	\$150,268	3.01%	\$144,721	3.13%	\$138,207	3.28%
	SUB TOTAL PUBLIC SAFETY SERVICES	\$505,306		\$482,529		\$424,303	
	F PUBLIC WORKS SERVICES						
5000	WINTER ROADS	\$231,667	4.63%	\$288,360	6.23%	\$215,960	5.12%
5100	SUMMER ROADS	\$191,914	3.84%	\$175,767	3.80%	\$163,868	3.89%
5200	ADDITIONAL ROAD WORK	\$63,000	1.26%	\$64,962	1.40%	\$295,459	7.01%
5300	GARAGE	\$160,641	3.21%	\$154,072	3.33%	\$147,081	3.49%
	SUB-TOTAL PUBLIC WORKS SERVICES	\$647,222		\$683,161		\$822,368	



CARBON DIVIDEND RESOLUTION

We, the Gray Town Council, hereby call upon our Federal elected representatives to enact **H. R. 2307, To Create a Carbon Dividend Trust Fund.**

Enacting H.R. 2307 will 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. It will also protect Maine from the costs and environmental risks of continued climate inaction, which can include higher temperatures, warming oceans, sea level rise, and more severe storm events.

Creation of a Carbon Dividend Trust Fund, with monies to be distributed monthly or quarterly to the American people, will make markets more efficient, create jobs, and stimulate competition, innovation, and technological progress that benefit all Americans and future generations. Enacting a Carbon Dividend Trust Fund program will help decrease long-term fossil-fuel dependence, aid in the economic transition for energy consumers, and keep local energy dollars in Maine's economy.

The concept of carbon pricing and dividends has been championed by US economists¹ as the most effective and fair way to deliver rapid reductions in harmful carbon emissions at the scale required for our safety and the safety of our planet.

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

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 recommendations from the Gray Town Council.

ADOPTED ON _____ by the Gray Town Council. Ayes are indicated by signature below.

Sandra Carder

Krista Chappell

Anne Gass

Dan Maguire

Martin Meaney

¹ ["Economists' Statement on Carbon Dividends."](#) Wall Street Journal, January 16, 2019

NATIONAL SUICIDE PREVENTION + ACTION MONTH PROCLAMATION

WHEREAS; September is known globally as “Suicide Prevention Month,” the National Suicide Prevention + Action Month Proclamation was created to raise the visibility of the mental health resources and suicide prevention services available in our community. The goal is to start the conversation about mental health and the impact of suicide to help destigmatize the conversation and help connect people with the appropriate support services; and

WHEREAS; According to the American Foundation for Suicide Prevention (AFSP), Suicide is the 10th leading cause of death among adults, and the 2nd leading cause of death among individuals between the ages of 10 and 34 in the US; and

WHEREAS; more than 48,000 people died by suicide across the United States in 2018, with an average of 132 suicides completed daily; and

WHEREAS; each and every suicide directly impacts a minimum of 100 additional people, including family, friends, co-workers, neighbors, and community members; and

WHEREAS; the Town of Gray publicly places its full support behind those who work in the fields of mental health, education, and law enforcement; and

WHEREAS; global organizations like Hope For The Day (HFTD) and our local mental health partners serve on the front lines of a war that many still refuse to discuss, as stigma regarding suicide and mental health issues is far too prevalent; and

WHEREAS, we encourage all residents to take the time to understand the importance of mental health education and recognize that taking care of ourselves and others includes taking care of mental health.

NOW, THEREFORE, be it resolved that we, the Gray Town Council, do hereby proclaim the month of September 2021, as National Suicide Prevention + Action Month in the Town of Gray.

ADOPTED ON _____ by the Gray Town Council. Ayes are indicated by signature below.

Sandra Carder

Krista Chappell

Anne Gass

Dan Maguire

Martin Meaney



TOWN OF GRAY

24 MAIN STREET
GRAY, MAINE 04039

NATE RUDY, TOWN MANAGER
TOWN CLERK, REGISTRAR OF VOTERS
TEL: (207) 657-3339; FAX (207) 657-2852
www.graymaine.org

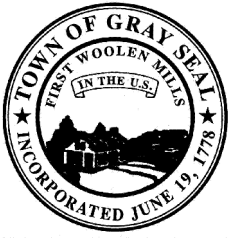
September 2, 2021

Town Manager Report to Town Council (7/22 – 09/01, 2021):

- 7/22: TM attended closing on purchase of Main St property from Allen and Penny Hamilton
- 7/28: TM attended GrowSmart Maine meeting in Portland
- 7/29: TM and staff hosted “Windshield Tour” for incoming Council members
- 8/11-13: TM attended MTCMA Manager Interchange conference at Sugarloaf
- 8/16-8/20: TM vacation
- 8/25: TM and other staff attended M-DASH Gray Task Force Meeting (online)
- 8/25: TM hosted Community Television and Communication Advisory committee
- 8/26: TM met with Optimists Lewiston and a national development agent inquiring about forming a Gray-New Gloucester Optimists Club.
- 8/26: TM met with Robin Mullins from Sebago Lake Chamber of Commerce
- 8/26: TM hosted Finance Committee meeting
- 8/27: TM attended EcoMaine board orientation in Portland
- 8/31: TM and staff attended M-DASH project meeting (online)
- 9/1: TM met with New Gloucester TM and representatives from the Libra Foundation to discuss recent developments at Pineland Farms, including Unity College moving to campus

Other activities:

- Gray COVID report from MeCDC as of August 23, community is 92% vaccinated and fewer than 2,000 residents remain unvaccinated
- MeDOT representatives invited to September 21 Town Council workshop on pre-engineering discussion for pending road construction projects
- Summer interns finished their terms working in the Planning Office
- Gray staff welcomes Kyle Hadyniak as our new Digital Media Coordinator. Special thanks to Debi Curry who assisted with our transition for much longer than we expected.



TOWN OF GRAY

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OFFICE OF THE TOWN MANAGER

Nate Rudy, Town Manager
nrudy@graymaine.org
(207) 657-3339

September 2, 2021

To: Gray Town Council

RE: Next steps on ordinance review / revision to promote housing options and implementing the 2020 Comprehensive Plan

Gray has a great opportunity to imagine and develop a vibrant Village Center along Shaker Road and Main Street. With the purchase of the property across from Pennell Hall on Main Street the Council, staff, and citizens will begin to reframe short term goals and longer-term aspirations around new business and real estate investment as proposed by the 2020 Comprehensive Plan.

Gray citizens are excited about a revitalized Village Center, and meanwhile a new state legislative commission has been formed to explore the barriers and obstacles to affordable housing throughout Maine. Their conversation may help shape how Gray uses ordinances and policy to encourage affordable housing development to meet the needs of Maine's workforce and older citizens. Gray's M-DASH initiative, in partnership with the Maine Council on Aging, has discussed housing and transportation challenges facing Gray's older residents, and has expressed interest in exploring how a person-centered Village design could promote new housing development and provide safer and more convenient access to cultural assets that older citizens need to age in place. We are also focused on partnership with MeDOT and state grant supported Main Street stormwater and road design projects.

As new and continuing planning board members are appointed to serve in the coming year, our proposal to clearly define roles and responsibilities *vis a vis* the Council, the Planning Board, the Comprehensive Plan, and the State's inquiry on affordable housing models for current and future Gray residents, we want to make sure that our approach to zoning, ordinances, and Planning Board review is broad and well-informed.

The Town been in conversation with GPCOG since the spring about providing technical assistance to Town Council and the Planning Board on how our ordinances and their can best meet the goals of the Comprehensive Plan.

The next step, scheduled for this fall, will be to engage with GPCOG on the planned technical assistance for Council and Planning Board, and to give guidance to Town staff on ordinance review and planning department policy priorities for the coming year. I will work with all parties to schedule meetings and provide pertinent background information to advance this initiative.

**AMENDMENT TO GRAY TOWN CHARTER
DRAFT REFERENDUM QUESTION AND CHARTER AMENDMENT
ARTICLE III, SECTION 2-DUTIES OF TOWN MANAGER**

Section 2. Powers and Duties: The powers and duties of the Town Manager shall be as follows:

- A. The Town Manager shall be Tax Collector, Town Treasurer, and Administrator of General Assistance. The Town Manager shall have and exercise all powers and responsibilities conferred or imposed by law upon such respective offices.
- B. The Town Manager shall give bond for the faithful discharge of all duties to the Town of Gray in such sum as the Council shall determine and direct on an annual basis. Said surety or sureties shall be approved by the Council. The premium on the bond shall be paid by the Town.
- C. The Town Manager shall be administrative head of the Town and shall be responsible to the Council for the administration of all departments assigned. The Manager shall appoint, remove and fix the compensation of all Town officers or agents whose elections or appointments have not been otherwise provided for by this Charter. All such offices shall serve under the direction of the Town Manager.
- D. Prepare the annual budget, submit it to the Council and be responsible for its administration after adoption.
- E. Prepare and submit to the Council after the completion of the required annual fiscal audit a complete report on the finances and administrative activities of the Town for the preceding year. The Manager shall cause such annual Town report to be published and made available to the public as promptly as possible after the close of the fiscal year.
- F. Attend the meetings of the Council, except when the Manager's removal is being considered. Keep the Council advised of the financial condition and future needs of the Town and make such recommendations as may seem desirable.
- G. See that all laws, provisions of this Charter, acts of the Council and ordinances governing the Town are faithfully administered.
- H. Act as purchasing agent for all departments of the Town, and submit to competitive bids any transaction in excess of an amount to be determined on an annual basis by the Town Council. The bidding process shall be defined in the Town Administrative Code. All accounts for the purchase of supplies and materials and work performed for said Town shall bear the approval of the Town Manager.
- I. Perform such other duties as may be prescribed by this Charter or required by the Council, consistent with this Charter.

Deleted: Town Clerk,

Deleted: , and Road Commissioner

J. Be responsible for the administration of the Town Administrative Code as adopted by the Council.

K. Appoint, remove and fix the compensation of the Town Clerk and provide for the Town Clerk to give bond for the faithful discharge of all duties to the Town of Gray in such sum as the Town Manager shall determine and direct on an annual basis. Said surety or sureties shall be approved by the Town Manager. The premium on the bond shall be paid by the Town.

**AMENDMENT TO GRAY TOWN CHARTER
DRAFT REFERENDUM QUESTION AND CHARTER AMENDMENT
ARTICLE II, SECTION 14(B) PROCEDURES FOR ORDINANCE
AMENDMENTS**

Question 1. Shall the Town of Gray approve the charter amendment reprinted below?

Section 14 - Ordinances in General:

- A. Form: Every proposed ordinance shall be introduced in writing and in the form required for final adoption. The enacting clause shall be "The Town of Gray hereby ordains..."
- B. Procedure: At least seven (7) days prior to its First Reading, every proposed ordinance or a summary thereof shall be posted in the municipal building and shall be published in a newspaper of local distribution. After passage on First Reading, every proposed ordinance or a summary thereof shall be posted in the municipal building for at least seven (7) days prior to the next regular meeting of the Council. At least one Public Hearing, notice of which shall be given at least seven (7) days prior, shall be held by the Council before any ordinance shall be passed, but nothing contained herein shall be deemed to require publication of the ordinance itself. Every ordinance shall be in order for Public Hearing and Second Reading at the next regular meeting of the Council, immediately after the First Reading of the same, but all ordinances may, at the discretion of said Council, be tabled from time to time. After such Public Hearing and Second Reading the Council may adopt the ordinance with or without amendment or reject it; but if any land use ordinance is amended as to any matter of substance, the Council may not adopt it until the ordinance or its amended sections have been subjected to an additional Public Hearing. Substantive amendments to ordinances other than land use ordinances will not require an additional Public Hearing, but public discussion of such amendments will be allowed at the Second Reading prior to the Council vote.
- C. Effective Date: Except as otherwise provided in this Charter, every adopted ordinance shall become effective thirty (30) days after adoption or at any later date specified therein.
- D. Emergency Ordinances: To meet a public emergency affecting life, health, property or the public safety, the Council may adopt one or more emergency ordinances. Said emergency ordinances shall contain a section in which the emergency is set forth and defined. Except as otherwise required by state law, no public hearing or notice thereof shall be required prior to the adoption of an emergency ordinance. Within five (5) days after adoption, said ordinance shall be posted at the Town office and other such places as the Council may designate and shall be submitted for publication, at least in summary, in a newspaper having general circulation in the Town. Every emergency ordinance except one

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authorizing the issuance of emergency tax anticipation notes shall stand repealed as of the sixty-first (61st) day following the date on which it was adopted, but this shall not prevent reenactment of the ordinance in the manner specified in this section if the emergency still exists.

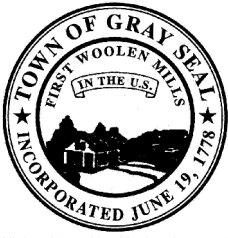
**AMENDMENT TO GRAY TOWN CHARTER
DRAFT REFERENDUM QUESTION AND CHARTER AMENDMENT
ARTICLE II, SECTION 16-ANNUAL AUDIT REQUIREMENTS**

Question 2. Shall the Town of Gray approve the charter amendment reprinted below?

Section 16. Independent Annual Audit. Prior to the end of each fiscal year, the Council shall designate an independent certified public accountant to serve as Town Auditor, who as of the end of the fiscal year, shall make an independent audit of accounts and other evidences of financial transactions of the Town government and shall submit the Auditor's report to the Council and the Town Manager within ~~one hundred eighty~~ (180) days of the end of the fiscal year. An extension may be granted by the Town Council for cause. Such accountant shall not maintain any accounts or records of the Town business, but shall post-audit the books and documents kept by any office, officer, department or agency of the Town government.

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TOWN OF GRAY

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www.graymaine.org

OFFICE OF THE TOWN MANAGER

Nate Rudy, Town Manager
nrudy@graymaine.org
(207) 657-3339

September 2, 2021

To: Gray Town Council

RE: Next steps for Council review of the proposed weight limit on Mayall Road

Per the letter to abutters and interested parties to the Council discussion about a proposed ordinance to create a weight limit on sections of Mayall Road, the Town Charter requires the following process:

- One or more workshops and discussions to create a final draft of the ordinance.
 - A public hearing and "First Reading" of the ordinance.
 - Then at least 7 days later a "Second Reading" of the ordinance.
 - The Planning Board will hold a public hearing at one of their regularly scheduled meetings.
-
-

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

SECTION XXX.1 – PURPOSE AND AUTHORITY

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

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

SECTION XXX.2 – DEFINITIONS

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

SECTION XXX.3 – RESTRICTIONS AND NOTICE

- A. The Gray Town Council may, either permanently or seasonally, impose such restrictions on the gross registered weight of vehicles as may, in its judgment, be necessary to protect the traveling public and prevent abuse of the highways. In doing so, the Town Council may, in its sole and reasonable discretion, designate the town ways and bridges to which such restrictions shall apply.
- B. Subject to all applicable exceptions in this Ordinance, or the issuance of a permit by the Town Council or its designee, the operation of any motor vehicle with a gross registered weight in excess of 10,000 pounds shall be prohibited on a particular town way or portion of a town way upon the posting of a notice on both ends of said town way or portion of said town way, following an affirmative vote of the Town Council (the “Notice”).
- C. Pursuant to 29-A M.R.S. § 2395, the Notice shall contain, at a minimum, the following information: the name of the town way or bridge, the gross registered weight limit, the time period during which the restriction applies, or in the case of roads where the gross registered weights of vehicles is permanently restricted, a note that such restriction is permanent, the date on which the Notice was posted, and the signatures of the Town Council. The Notice shall be conspicuously posted at each end of the restricted portion of the way or bridge in a location clearly visible from the traveled way.

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

SECTION XXX.4 – EXEMPTIONS

The following vehicles are exempt from all gross weight restrictions imposed by this Ordinance:

- A. Any vehicle or combination of vehicles registered for a gross weight of 10,000 pounds or less.
- B. Any vehicle transporting well-drilling equipment for the purpose of drilling a replacement water well, or for improving an existing water well on property where that well is no longer supplying sufficient water for residents or agricultural purposes, provided that such vehicles comply with all conditions stated in 29-A M.R.S. § 2395(4-A) (A) – (C), as amended.
- C. MaineDOT vehicles or other vehicles authorized by MaineDOT or a municipality or county to maintain the roads under their authority.
- D. “Authorized emergency vehicles” as defined in 29-A M.R.S.A. § 2054(1)(B), as amended, including but not limited to, school buses, a wrecker towing a disabled vehicle of legal weight from a posted highway, and vehicles with three axles or fewer under the direction of a public utility and engaged in utility infrastructure maintenance or repair.
- E. Any two axle vehicles registered for a gross weight in excess of 10,000 pounds and less than or equal to 34,000 pounds that is carrying any of the following:
 - i. Home delivered heating fuel (oil, gas, coal, stove size wood that is fewer than 36” in length, propane and wood pellets);
 - ii. Petroleum products;
 - iii. Groceries;
 - iv. Bulk milk;
 - v. Bulk feed;
 - vi. Solid waste;
 - vii. Organic animal bedding;
 - viii. Returnable beverage containers;
 - ix. Sewage from private septic tanks or porta-potties; or
 - x. Medical gases.

SECTION XXX.5 – PERMITS

- A. The owner or operator of any vehicle not otherwise exempt from the gross registered weight restrictions imposed by this Ordinance, pursuant to Section 4, above, may apply in writing to the Town Council, or its designee, for a permit to operate on a posted town way or bridge notwithstanding the restriction. The Town Council, or its designee, may issue a permit only upon all of the following findings:
- i. no other route is reasonably available to the applicant;
 - ii. it is a matter of economic necessity and not mere convenience that the applicant use the way or bridge; and
 - iii. the applicant has tendered cash, a bond or other suitable security running to the Town of Gray, in an amount sufficient, in their judgment, to repair any damage to the way or bridge which may reasonably result from the applicant's use of same.
- B. Even if the Town Council, or its designee makes the foregoing findings, they need not issue a permit if they determine the applicant's use of the way or bridge could reasonably be expected to create or aggravate a safety hazard or cause substantial damage to a way or bridge maintained by the municipality. They may also limit the number of permits issued or outstanding as may, in their judgment, be necessary to preserve and protect the highways and bridges.
- C. In determining whether to issue a permit, the Town Council, or its designee shall consider the following factors:
- i. the gross registered weight of the vehicle;
 - ii. the current and anticipated condition of the town way or bridge;
 - iii. the number and frequency of vehicle trips proposed;
 - iv. the cost and availability of materials and equipment for repairs;
 - v. the extent of use by other exempt vehicles; and
 - vi. such other circumstances as may, in their judgment, be relevant.
- D. The Town Council, or its designee may issue permits subject to reasonable conditions, including but not limited to restrictions on the actual load weight and the number or frequency of vehicle trips, which shall be clearly noted on the permit.

SECTION XXX.6 – ADMINISTRATION AND ENFORCEMENT

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

SECTION XXX.7 – SPECIFIC ROADS WHERE EXCESSIVE WEIGHT PROHIBITED

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

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

SECTION XXX.8 – PENALTIES

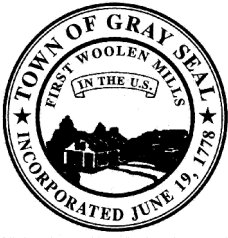
Any violation of this Ordinance shall be a civil violation subject to a fine of not less than \$250.00 nor more than \$1000.00. Each violation shall be deemed a separate offense. In addition to any fine, the Town of Gray may seek restitution for the cost of repairs to any damaged way or bridge and reasonable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

SECTION XXX.9 – AMENDMENTS

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

SECTION XXX.10 – SEVERABILITY; EFFECTIVE DATE

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



TOWN OF GRAY

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

OFFICE OF THE TOWN MANAGER

Nate Rudy, Town Manager
nrudy@graymaine.org
(207) 657-3339

September 2, 2021

Dear Gray Citizens and Business Owners:

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

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

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

Currently the Council is considering weight restricting the section of Mayall Road, between Depot Road and Yarmouth Road (Route 115). The Town may choose to restrict weight on additional town ways (or section of these town ways) in the future, following a public hearing and public consideration by the Town Council. The Council has just completed a rough first draft for people to consider and would like to hear more from residents and businesses. Before an ordinance is enacted the Council, following the process outlined in our Town's Charter and will hold:

- One or more workshops and discussions to create a final draft of the ordinance.
- A public hearing and "First Reading" of the ordinance.
- Then at least 7 days later a "Second Reading" of the ordinance.
- The Planning Board will hold a public hearing at one of their regularly scheduled meetings.

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

Sincerely,

Nate Rudy
Town Manager

Pivot

*O/F/C (All)

OPEN

Count of Description	Column Labels			
Row Labels	H	L	M	Grand Total
Administrative	2	3	3	8
Budget		1		1
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	13	15
Policy			3	3
Public Safety			1	1
Recreation			1	1
TIF Goal / Budget	1			1
Traffic	1		2	3
Grand Total	10	7	24	41

*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	14	22
Policy				1	1
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	27	52

Open

*Status: O = Open C = Closed F = Future		Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline		Last Update: 07/06/21							
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	Sandy Carder	03/20/18	07/06/21	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 (7/6) Draft agree done - Sandy work with entities to finalize outstanding items. Next Step: Sandy to work with Nate to draft framework for Sept joint leaders meeting.
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 Vill to (1) id what is incl in the upcom overlay (2) dev a plan for the rest of the proj. Sub items: (a) G-P to prov key to their-fair, poor, good categ (b) Town to prov plans for swalks/sign. Based on MTA 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 underway. (9/17) Will prov an update on engin, issues & Council prov feedback. (10/15) Will/Steve met with DOT will update council at 10/28 workshop. (10/28) Upd prov-Council agreed to submit MPI appl. (11/12) Council disc Gray Park sidewalk alt & agreed due to cost, it is not feasible. MPI should incl sidewalk on Gray Park Emerton 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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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	07/06/21	(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. implen., 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	07/06/21	Councilors agreed to close 'TIF creation' task as it is now in approved. This new item will capture the planning and additional work associated with administering the new TIF. Project was discussed during 9/10 workshop & Mr. Lavallee advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MDOT/Town video work & analysis to be presented at Dec. 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) 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	07/06/21	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 (7/6) . Nate adv only 1 call rec'd from letter. Next Step: will likely be back on 9/7 agenda

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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	07/06/21	(5/5): Council designated Long Hill Road as a 1 year temporary ATV access road in Sept, 2018. Residents submitted complaints about the usage starting in Aug, 2019. Council rec'd additional feedback from residents at various meetings including the suggestion to reclaim an old ATV connection trail as a replacement to the LH use. The ATV club presented the Council with their plan of action to mitigate the issues brought forward by the residents on 3/10/2020. Council discussed at the 4/28 meeting and agreed to log at 5/5 meeting. General consensus is a temporary access will be granted again while Councilor Gass works with the ATV Club to develop a plan to reclaim the old ATV trail and funding options. (5/19) Council agreed to temporary access with mitigating measures, develop of long term trail solution and monitoring of complaints. Anne agreed to take the lead to work with the Club to apply for a grant. (6/16) Anne adv that the grant program is the same that was used to build the tennis courts at the HS. Those courts were not maintained & eventually removed for add'l parking. The Town has been working to provide a comparable recreation facility to replace the tennis courts - but each has fallen through. The alternative is to pay back the original grant. The grant program is off limits to the Town until this is resolved. (8/4) Kathy T discussed status with State, Anne adv there is an outside chance some work in NG may help. She also adv there is another grant but not until Spring. Jon provided update from ATV - no new complaints. Council extended access through the end of the season. (11/17) Council disc with Doug Beck (1/5) Anne has found alt grants - Apr/May deadline. (1/19) Anne adv she hopes to have a draft by the 2nd meeting in April. (4/20) Anne prov update on status of grant (await State update) and work done to date. (5/4) Anne adv new rules out & deadline is 5/31. (5/18) Council rev - Sharon had ques regard contract - ownership & liability. Council approved. (6/15) Grant approved \$71,500 grant with \$64,350 pay out. (7/6) Council app rev proposal & grant acceptance. Next Steps: Anne work with ATV club for waiver form. Nate to execute paperwork with State.
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	Details	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 verified the Town's piece of the budget must be approved & set aside to apply. Dan also advised a 50+ sub division (apartment buildings) is before the PB for this road & stormwater/sidewalks are being discussed. (10/15) Deb adv Stevie/Will met with DOT & have more info. (10/28) Council set up public forum 12/5. (11/12) Dan will facilitate & council discussed format. (12/5) Public Forum held. (12/17) Council agreed 1st forum very successful, data compiled, next step is to work out starting point on proj. (1/21) Council held workshop with Water Distr about Route 100 TIF and this proj. was select by both grps as the best proj. (2/4) Deb adv Alyssa said it is possible to amend rt. 100 TIF for this proj but needs to talk details with us. (3/10) Council & WD agreed to amend TIF to incl this proj (4/28) Council rev warrant art (6/2) Council held public hearing & voted to approval TIF amend (7/21) Voters approved revision. (10/6) State submission done. (12/1) TIF amend appr. (1/19) Council agreed with Water 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	10/01/21	Analyze future needs for Village Main Street to coordinate with MDOT project	Council	Council	Council	02/19/19	07/06/21	MDOT has agre to cov the upgrade of stormwater & catch basins Main Street & down 202 towards the Cemetery. They adv the plan will likely come up in the next 5-7 years. Town needs to id any other chges- increas water line size, increas stormwater line size, add conduit for underground utilities, add piping for natural gas so funding can be budg & all items add at the same time (rip the road up once). (4/2) Doug prov 8-12 year window for work on Main as guide for Council meaning analysis & plan should be done well beforehand. (4/16) MDOT adv the timeline for this proj is being moved up. Council agr to move up in priority at 5/7 meet & set a stand alone TIF workshop. Workshop held 7/2. (8/6) Min from 7/2 workshop appr. Council to set up another TIF workshop. (7/21) Council had workshop with MDOT & learned portion of road may be worked on in separate project for which engineering is underway. Await more info from MDOT. (9/1) Village walkabout was done with Patrick Adams MDOT, Water District, and others to identify issues/solutions. Rob Betz is coordinating with Ernie Harris on current project from Town line to Cumby's. Council followed up to determine scope of 2nd project from MTA interchange to Brown Street? Can orphan piece be added to that project? (2/16) Council agr to move to open list. (4/6) Nate & Alec had a walk thru with Rob where he adv phase 1 is moving forward, but phase 2 will now only include stormwater NOT a reconstruction of the road. Alec adv that the road is in terrible condition which cannot be addressed with an overlay. Council met with Water District and agreed Village TIF fund needs to be avail in coming year for planning. (5/4) Council incl \$75k TIF funds in budget (6/15) MDOT Rob Betz attend workshop and advised both projects are fund with 2023 construct projection. Next Steps: Nate working to set up workshop on 9/21

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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	07/06/21	(4/6/21) Tennis Courts were built at the GNG HS back using a Land for Maine's Future Grant. Back in 2006, MSAD15 removed the tennis courts (after notifying the Town) to expand their parking lot. This was a violation of the grant program which requires the recreational space created remain conserved forever. Until the space is 'converted' into another space, the Town cannot accept or apply for additional grant funding. This grant program is the primary program in the State for purchasing and conserving open space. The Council has approved a Contract Zone Agreement for Stillwater Subdivision located on Woodcock which includes the donation of 12.9 acres of land to be used as recreational space. Doug Beck, who is handling the conversion issue, advised this would be a qualifying property. The process to approve the conversion requires the Federal Gov and can take up to 3 years. Doug B adv once the Town demonstrates a real effort towards the conversion, he can release the hold on the grant program. (7/6) Nate discussed with Doug Beck & had information on next steps. Next Step: Nate to review material to identify next step.
24A	Traffic	O	M	1.1	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MDOT Portion. SEE SEPARATE TAB - FOR DETAILS	Council	Sandy Carder	Council	02/22/18	05/18/21	Council 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 chose. MTA Portion. SEE SEPARATE TAB - FOR DETAILS	Council	Sandy Carder	Council	02/22/18	05/18/21	Council 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 & residl 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	07/06/21	(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 7/6 Nate has rec'd 1 call from letter Next Step: Should be back on 9/7 agenda.
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	07/06/21	(6/15/21) Dan advised of two small changes needed in the Council Rules (1) 602.02 B2 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. 7/6 Rep Moriarty presented Legislative update & bill text for online meetings. Needs to check regarding definition of "public body". Next Step: Nate to verify MMA interpretation of bill & draft proposed remote meeting policy for Council review.

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98	Policy	O	M 5	09/01/21	Update Committee Rules for 21-22 session	Sandy Carder	Council	Sandy Carder	06/15/21	07/06/21	(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 that 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 charge/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. [7/6] Council rev & appr changes. Next Steps: Open pending PB sign off on new alternate language & remote meeting policy.
74	Administrative	O	M 6	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. (1/5) Sandy advise Galen is working on with Debi. (1/19) Galen has provided proposed new lease. (2/2) Council reviewed proposal but questioned why the building is not in the Town's CIP for the larger ticket items (like the roof, heating system, alarm, etc.). Majority of Council was open to extend length of contract & picking up utilities. Questions were raised about reimbursement amount. (3/16) Sandy pointed out the GHS budget line shows the reduction to offset the Town taking over the utilities. Nate needs to check on status of negotiations. If new lease will not be done in next 2 weeks, then the line should be reset to previous years at \$6,000. (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 7	07/01/21	Discuss additional requirements for quasi-judicial Boards - Planning and ZBA	Council	Council	Nate Rudy	09/15/20	07/06/21	(9/15) Council discussed the need to ensure long term viability of quasi-judicial boards and ensure opportunities for new applicants - via new requirements which may or may not include term limits, application wait periods, chair rotation, mandatory MMA training, pre-training options for those thinking about joining, mentoring, rotation of alternates etc. There was also discussion related to possible changes in Council Rules once quasi-judicial rules are set. (1/19) Sandy advised that she has been talking to GPCOG about a facilitated training session to address the issues and update the expectations/roles. She has discussed with Kathy/Dan who agreed it was a good approach. Council also agreed. Kathy advised that there is money avail for PB training. (3/2/21) Sandy adv results of her meeting - workshop will be set for 1st week in May. (3/16) Sandy adv draft framework rec'd - meeting with Kathy/Nate/Sandy set up before respond to GPCOG. (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. [7/6] Nate needs to hire new Planner before we proceed & existing terms exp 8/31 for Committee members. Next Step: Likely set for early October now.

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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 10	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.
55	Administrative	O	M 11	Ongoing	Review current legal agreement between MDOT, Water District and Town regarding the Route 26A winter maintenance and wellhead monitoring	Deb Cabana	Nate Rudy	Nate Rudy	04/16/19	07/06/21	The MDOT has advised they intent to "NOT" renew the legal contract binding them to provide winter maintenance and wellhead monitoring on the Route 26A and wish to turn those responsibilities to the Town. Deb also advised that the last round of MDOT testing found elevated salt level in the testing wells. The current agreement clearly states the MDOT is responsible for addressing those elevated levels; however, they are disputing the cause. (9/3) Executive session held (12/17) addt'l Executive session held - Council took no action. (2/17) Council discussed in Ex. Session (3/9) Water Conditions study request submitted via budget process. <u>7/6</u> Voters approved budget. Next Steps: Water conditions study need to be completed.
70	Ordinance	O	M 12	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 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 13	TBD	Address dilapidated Vacant Buildings around Shaker Rd/No. Raymond Rd intersection	Council	Nate Rudy	Nate Rudy	09/01/20	05/18/21	(9/1/20) Council identified dilapidated vacant buildings around Shaker Rd/No. Raymond Rd need to be addressed as the MDOT will not be taking the structures done. (1/5/21) Deb/PD Staff reached out to the property owners. They recognized something needs to be done with the structures and property. They are wondering if zoning changes may be allowed to assist them with redeveloping the properties. PD Staff strongly encouraged new surveys be done first. (5/18) Sandy rec'd complaint from resident on status. Next Step: Awaiting survey information from property owners.

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52	Ordinance	O	M 14	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 - MDOT engineer) who suggested it be considered when creating our sidewalk standards and during our infrastructure project planning. Dan suggested Lauren attend an OAC meeting in the future. Next Step: Dan to bring to OAC for discussion - once OAC resources become available.
76	Ordinance	O	M 15	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 16	07/01/21	Need to review & update Town's Fiscal Policy in area of CIP funding	Dan Maguire	Council	Sandy Carder	09/15/20	07/06/21	(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. (7/6) Council rev & agreed to changes - Nate to review/update CIP plan length and update timing. Next Step: Updated policy will come back to Council for approval.
78	Ordinance	O	M 17	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 add'l peer reviews for PB applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind future owners to maintaining stormwater plans. Next Step: OAC to provide target date and work on as resources become available.

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22	Ordinance	O	M 18	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 19	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 20	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 21	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 22	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	23	Review the current process for "Planned Unit Development" commercial subdivision to determine if routing the review & approval of commercial uses on lots in a PUD subdivision to the Staff Review Committee in lieu of the Planning Board.	Kathy Tombarelli	Nate Rudy	Nate Rudy	09/04/18	07/06/21	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. (7/6) Nate needs to check the status of this one. Next Step: Possibly move this one to future.
90	Budget / Audit	O	L	1	Review and update Sick Time carryover and/or payout provision	Dan Maguire	Council	Nate Rudy	02/16/21	07/06/21	(2/16/21) This item has been discussed under the Budget tab start in last year's cycle. Auditors have identified unfunded liability of close to \$400,000 for accumulated vacation, personal and sick time. Council requested add'l info on benefits in other Town's. Right now, there is no cap to sick time carryover and up to 50% of 90 days of time is paid out to employees when they separate from the Town. This seems out of line with other Towns. Council to consider a carryover cap and/or possible change in pay out provision. (7/6) Council discussed at workshop Next Step: Nate to draft proposal for changes.
96	Budget	O	L	2	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	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.
81	Ordinance	O	L	4	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 5	12/31/21	Need to review/re negotiate Cable TV Contract sometime in 2019-2021.	Deb Cabana	Nate Rudy	Nate Rudy	09/18/18	07/06/21	Deb advised she has asked Alissa Tibbetts, Town Attorney, to begin some research & that process can take up to 1 year. She also advised there is at least one resident willing to serve on a Cable TV Committee, if the Council chooses to go that route. Council discussed briefly and confirmed either route will require legal review. Dan asked if there was a way for Alissa to provide a synopsis of the process/issues for council to better understand task. Deb advised significant changes have been made at the Federal level which will require more analysis before approach can be determined. (1/8 & 1/22) Feedback presented on item 42 Cable TV ordinance actually fit into the "contract" between parties. Will keep in mind for this item. (6/4) Legislature passed bill to roll back some of the changes (such as channel location, HD broadcast requirement, etc.) Deb advised GPCOG has sent out an RFP for the negotiator for the Towns involved. There was no interest in a pre-contract meeting. (8/6) Deb advised GPCOG is preparing contract with law firm (only one rec'd but highly qualified). (10/15) Deb/Brad provided updates from the negotiation meeting with GPCOG attorney. (1/7) Council agreed to separate contract and committee into two action items. (9/15) Audit by consultant resulted in identifying monies owed (\$18k+) to Gray. GPCOG est. negotiations will begin in the fall. (2/16) Deb adv target for contract is June. Spectrum disputing owed fees. (7/6) Anne adv this is at a standstill Next Step: Anne will collect more info to bring to Nate and Sandy to loop back to GPCOG on next steps.
50	Economic Development	O	L 6	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 7	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

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A	Comp Plan Imp - break out item 84	O	H 4	02/08/21	Committee review of Comp Plan	Dan Maguire	Council	Bruce/Dan	12/01/20	03/16/21	(12/1/20) Dan suggested each Committee review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council to review at 2/16 meeting. (2/16) Council rev summaries provided. For PB, agreed the comp plan implementation should be part of upcoming joint training workshop facilitated by GPCOG. (3/16) Dan adv PB is working on their review. Bruce will discuss. Sharon discussed with ZBA and they have provided their summary to the Council. Next Steps: Dan/Bruce to work with remaining Committees to obtain summaries.
B	Comp Plan Imp - break out item 84	O	H 4	TBD	Consider New Committee to monitor, supervise, ensure Comp Plan implementation proceeds	Council	Council	Council	12/01/20	02/16/21	(12/1) Council agreed current Committee should be retired as their charge is complete. Will send Thank You letters to Members and advise Council is considering a new Committee to assist with implementation - asking them to advise if they are interested in continuing on. New Committee needs further discussion. (2/16) Sandy provided info from Windham Committee - hybrid structure. Generally, there was agreement that is the better model than all volunteer. It will be important to have people with know/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 a implementation committee set up to assist with their newly approved plan and suggested we find out what steps they took to get from approved plan to where they are, how the Council is involved, etc. Sandy advised that the Windham Chair is on the GPCOG Executive Committee and she can reach out to him for information. (1/5) Sandy has sent a note to Jarod Maxfield 12/18. (1/19) Sandy reported that she has spoken to Jarod and shared general information - and will share more at the 2/16 workshop. (2/16) Sandy shared info on Committee, Growth Permit Program, Consultant, etc. from initial discussion with Jarod. Next Steps: Utilize Windham information as process progresses.
E	Comp Plan Imp - break out item 84	O	H 4	TBD	Create plan/timeline for Zoning changes & ordinance changes	Council	Council	OAC	12/01/20	07/06/21	(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. (7/6) Dan adv OAC is working on reviewing the current zoning against the new Com Plan zones with Town Staff and interns. Next Steps: Staff to bring proposed changes to Council for discussion.

H5 TIF

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A	TIF Goal / Budget - break out tasks from Item 34	O	H 5	03/01/20	TIF - Mixed Use Zoning Discussion	Town Council	Town Council	Doug Webster	01/22/18	02/19/19	(11/28) Mixed Use options were discussed at length. Next workshop set for 2/19 6-7pm prior to scheduled TC Meeting. (2/19) Council discussed options and agreed having some type of proposed changes to consider would be helpful. Should focus on Village, but also on large undeveloped piece abutting Northbrook as 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/Stevie 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. Laray 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 leve - not MDOT level). (7/6) Nate work on setting up meeting for 9/21 workshop.
D	TIF Goal / Budget - break out tasks from Item 34	O	H 5	TBD	TIF - Evaluation of possible Sewer/Water treatment option for Village	Town Council	Town Council	Town Council	02/05/19	02/19/19	During TIF public forums, a specific piece of property (22 acres) was added to the map as it was considered a good candidate for a future water treatment / sewer facility - due to the soils and location (gravity may eliminate need for pumps). (2/19) Deb confirmed TIF funding can be used to purchase property, however, it can only be done once a full blown plan is created for usage. TIF funds cannot be used to buy property for recreation purposes. Council to discuss land acquisition CIP at 2/21 budget meeting. Council has agreed to set up a separate question on the warrant articles & will approve those articles at 5/7 meeting.
7	TIF Goal / Budget - break out tasks from Item 34	O	H 5	TBD	Develop possible Special Assessment Fees - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed Special Assessment Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with In Lieu Fees. 9/18 Council discussed reprioritizing, but decided to leave as is. Dan suggested that we identify other Towns using these fees and use their language as a base. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.

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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.

Last Update: 07/06/21

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A	Route 115 - break out tasks from Item 4	O	H 9	TBD	Obtain Ledge Map for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	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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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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A	Traffic - MTA - break out tasks for Item 248	O	M 1.2	12/31/20	Diversion Study	Town Council	Nate Rudy	Nate Rudy	02/22/18	05/18/21	Town to define goals-study/pamts/data set to cap as much data/results as poss rel to exist prior traffic issues. need to deter int partners-NG,Poland,Cumber,Auburn,Windham? MTA ind poss prov 80+% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15-20%. 6 fig likely need, more data added to study = high costs. Deb adv MTA is work on poss optns, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchase that will incr data while drop costs. Scope disc ensued w Council need to send addtl feedback to Deb-chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will parti. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been appt to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr. Mills is taking a diff appro than Mr. Van Note-he is propo MTA buy subscr at March meet. (3/5) NG is not inter in parti.(4/2) Sandy prov PPH article ind MTA, MDOT, PACTS and Port Transp grp have agrd to grp subscr to software. Await addtl feedfrom Mr. Mills. Res appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent mat to S Carver as they were inter to see if there is a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd - GPCOG to take leave & prov prop for full coun to cons. (1/7) Sandy pres propos scope from COG-Council req opts for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Coun will vote on with COG-ok with chgs-will look into poss ph 2. study to capture 'avoid' vs. 'divers' traffic with MDOT fund? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is Sept (9/1) Sandy adv draft: report is done final report should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Migr. (11/17) GPCOG resp to MDOT & are work on updating. (12/15) Sandy has rec'd updated study - will pull together all the material & send to Council. Will be placed on a future workshop agenda. (1/15) Diversion info shared (3/16) Council disc resp (1) to MTA (2) meet with Leg team + transp committee members (3) integrate in convo with MDOT on Route 100 projects (4) req mor info on LOS study costs/timeframes. (5/4) Nate & Sandy meet with Sen 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 Moriarity & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add pressure they can apply-incl the issue of Complete street policy. (10/15) Sandy proposed 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

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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
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/fining were discussed as hinderances. 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. 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.

*Status: O = Open C = Closed F = Future												
No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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 Otelco Poles to be removed on short Shaker Road	Alec Doddd	TBD		12/01/20		(12/1) As part of the pole analysis done for the short Shaker Rd 2021 Spring stormwater/sidewalk project, Alec talked to Otelco. Several poles only support old copper wire services. Once all users are transitioned to Fiber services, those poles can be removed altogether.
67	Residential	F	L	4	06/01/21	To review the status Deer Acres property (private road)	Residents	Council	Council	12/03/19	07/06/21	(11/12/19) 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. (7/6) The window to discuss this has passed again this calendar year. Next Step: Moving to Future list pending more information.

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	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>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 - Pannel & 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 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.
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.

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

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1	Pocket Park	(2020) Grant + \$2,175 + \$3,300 in Public Works Dept	#69 M10	Gray Historical Society has a long term vision of creating a 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.

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

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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 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.
34	Trees	\$2,000	N/A	Shaker Rd Project - new canopy trees	(12/1/20) Council discussed plan for tree canopy on Shaker Rd. Several trees are being taken down for the project. Kathy was going to pull a canopy inventory and then complete an analysis of which trees are slated to come down to help identify where new trees may be needed. The species also needs to be identified. Council discussed putting the costs in the project itself or potentially handling outside the project after completion. This is being logged as a placeholder. (3/2/21) Council/Nate needs to follow up with Kathy & decide on replacement trees as bid came in lower than expected and Alec confirmed we could use the "add on" provision to add them to the bid. (3/15) Council agreed to replace trees to restore the canopy impacts. Alec adv submitting a "change order" before construction is complete is the correct route. There is bond savings available to cover the costs and Alec confirmed that because the MDOT portion has not hit the \$500k limit yet, the costs would be split with MDOT. Nate will work with Staff to evaluate the canopy once the old trees are removed to ID replacement locations and then work with property owners, if applicable. Overhead utilities should be considered when selecting locations. (3/23) Alec adv that approx 5 trees are recommended. Kathy working with HORT resources (local wholesaler) for prices and species. Dan pointed out we can process changer order, but MDOT may not agree to pay their 50% on that piece. We just need to make sure enough bond savings is available to cover full costs - but request the 50% match. (3/24) Due to the 8/31 deadline and need to maybe wait until Spring 2022 to plant - \$2,000 was added to Alec's budget as a safeguard.

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35	Signs - Libby Hill	?	N/A	Update "No Public Access" sign - Libby Hill	(12/15/20) Sandy pointed out that the current sign (unknown if it is the Town's sign or home association sign) at the start of the private road which states "no public access" is hard to read and to verbose. Homestead Acres Assoc has complained about people parking on the road to access the Town's LH trails. Consider updating the sign to be more clear or adding "use trail heads" signs or "no Parking" signs. (3/2/21) Alec believes the sign was paid for by the home association, but installed by the Town. He did price out a sign and it would be around \$750. Council agreed this should be rolled into the larger work on the maintenance agreement as signage should be part of that plan. Sandy advised the signage needs improvement on the trails as well.
36	Illumination Tool	\$2,000 (bond)	N/A	Purchase illumination measurement device for code enforcement	(12/15) With new sign ordinance illumination restrictions, Code Enforcement will need equipment to ensure compliance. (1/5) Dan believes the tool will be about \$2,000 (4/12) Council agreed to move this to bond savings to allow purchase now to help move sign ordinance forward.
37	Grant match	? \$ - In kind	#75 H7	Fund grant match for Long Hill ATV trail	(1/5) Anne advised that she is pursuing other grants for the ATV trail rehab on Long Hill Road. The grants will require a 20% Municipal match - which can be met with "in kind" donations and the ATV Club may be able to provide that match via labor/equipment. The timeline is April/May deadline. (2/18) Anne is awaiting data from ATV club. Right now, it is likely there will be no 'cash' match needed. The Town will need to manage the grant - Katy for financial disbursements and Mo as the "supervisor" of the work - however, the ATV/Snowwolve members will likely do all the work. More info should be available in April.
38	TIF Funds	\$365,147 / \$75,000 (2021)	N/A	Determine available funds from Village TIF	(3/9/21) Katy advised \$365,147 is currently in the Village TIF fund. (4/12) Council agreed to pull \$75,000 forward to have available in next year for planning work on Main St / Route 100 MDOT project and Village master plan planning. Verified that Nate will bring forward any spending to the Council before money is actually expended. If no money is pulled forward, if there is a need, then a special Town meeting would need to be set up. The voters have already approved the use of this TIF funding for this type of work.
39	Septic System	\$5,000 (2020) plus \$5,000 (2021)	N/A	Create replacement plan for Pennell septic system	(2/18/21) Mo identified the Pennell Septic system as an example of a pending critical issue that is not included in any planning/budgeting for the proposed Buildings Condition Assessment. There are currently 4 systems - Pennell ('58), Gym ('32), Maintenance ('52) and Science (?) which are extremely old. Combining and replacing the systems, as well as, addressing the status of the fields (reclaiming/reconstructing) should be done - sooner rather than later as there is no way to know if/when one or more would fail. Council agreed we need to log and add to CIP planning. (3/22) Sandy brought up this issue to ask Council if we want to start putting some money away. Anne suggested at least money to do some testing/engineering on a replacement system so we have a figure we can budget towards. More to be discussed at 3/24 WS. (4/12) Council rec'd feedback from Dean/Mo related to the "reclaim fields" CIP item - which was originally set to redo the fields at Pennell - may no longer be as critical because the soccer organization is no longer using the field and the field will need to be ripped up to deal with the septic so any redoing of the field will be tied to that project. Based on that, Council will rename this fund to the "Pennell Septic Fund" to allow Mo access to \$10k in funds to hire someone to analyze and come up with costs to address replacement. This will allow the Council to add the project to the CIP.

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.