

**TOWN GRAY**  
**GRAY TOWN COUNCIL**  
**AGENDA • SEPTEMBER 21, 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 September 7, 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 HEARINGS 7:20 PM**

1. To Review and Act Upon Extending the Moratorium adopted on May 18, 2021 on proposals involving single-family, accessory apartments, and two-family development in the Village Center and Village Center Proper Zoning Districts for 20 days to be effective until October 23, 2021. **5 MINS**

Proposed motion:

Be it Ordained, the Gray Town Council approves a 20 day extension to the currently in effect Moratorium, adopted May 18, 2021, on proposals involving single-family, accessory apartments, and two-family development in the Village Center and Village Center Proper Zoning Districts to be effective until October 23, 2021.

2. Second Reading & Public Hearing - To Receive public comments on 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 Design Guidelines including adding a new Part 4 of Design Guidelines applicable for residential/accessory structures in both Village Center and Village Center Proper Zoning

Districts. 10 MINS

Proposed motion:

Be it Ordained, the Gray Town Council adopts the 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 Design Guidelines including adding a new Part 4 of Design Guidelines applicable for residential/accessory structures in both Village Center and Village Center Proper Zoning Districts.

3.

First Reading - To Receive public comments on a proposed new Vehicle Weight Restrictions on Posted Ways Ordinance, Chapter 298, that prohibits the operation of a motor vehicle(s) with a gross registered weight in excess of 10,000 pounds on any portion of a posted Town way with specific exceptions. 5 MINS

Proposed motion:

Ordered, the Gray Town Council sets a public hearing and second reading on October 5, 2021 to act upon adopting a new Vehicle Weight Restrictions on Posted Ways Ordinance, Chapter 298, that prohibits the operation of a motor vehicle(s) with a gross registered weight in excess of 10,000 pounds on any portion of a posted Town way with specific exceptions.

4.

Proposed Liquor License application for Shawn A Russell, dba Trails 'N Ales LLC, located at 64 Lewiston Road. 5 MINS

To Review and Act Upon Approving the Liquor License for Shawn A. Russell, d/b/a Trails'N Ales LLC, located at 64 Lewiston Road.

Proposed motion:

Ordered, the Gray Town Council approves the Liquor License for Shawn A. Russell, d/b/a Trails'N Ales LLC, located at 64 Lewiston Road, with an expiration date of June 30, 2021.

## VII. ACTION ITEMS 7:45 PM

1.

To Review and Act Upon Approving the Bid Submission for the Winter Maintenance of Roads in the Town of Gray. 10 MINS

Proposed motion:

Ordered, the Gray Town Council removes from the table the Bid Submission for the Winter Maintenance of Roads in the Town of Gray.

Ordered, the Gray Town Council approves and awards a two-year contract to MB Contracting for the Winter Maintenance of Contract 1 and 2 consisting of 6.622 miles and 6.987miles of

roads in the Town of Gray at the rate of \$4,740.00 per centerline mile during 2021/2022 and \$4,881.00 per centerline mile during 2022/2023.

2. To Review and Act Upon Proposed Changes to the Committee Policy. 10 MINS

Proposed motion:

Ordered, the Gray Town Council Approves the updates to the Committee Policy.

3. To Affirm the One-Year Term of Don Hutchins to the Planning Board from September 15, 2020 to August 31, 2021. 5 MINS

Proposed motion:

Ordered, the Gray Town Council Affirms the One-Year Term of Don Hutchins to the Planning Board from September 15, 2020 to August 31, 2021.

4. To Review and Act Upon Appointing \_\_\_\_\_ as a full member to the Planning Board for a term expiring Aug 31, 2023. 10 MINS

Proposed motion:

Ordered, the Gray Town Council removes from the table the appointment of \_\_\_\_\_ as a full member to the Planning Board for a term expiring August 31, 2023.

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

5. To Review and Act Upon Appointing \_\_\_\_\_ as alternate #2 to the Planning Board for a term expiring Aug 31, 2024. 10 MINS

Proposed motion:

Ordered, the Gray Town Council appoints \_\_\_\_\_ as alternate #2 to the Planning Board for a term expiring Aug 31, 2024

6. To Review and Act Upon Appointing Janet Smith to the Dry Mills Schoolhouse Committee. 5 MINS

Proposed motion:

Ordered, the Gray Town Council appoints Janet Smith as a full member to the Dry Mills Schoolhouse Committee for a term expiring Aug 31, 2024

7. To Review and Act Upon Appointing Glen Walton to the Board of Assessment Review. 5 MINS

Proposed motion:

Ordered, the Gray Town Council appoints Glen Walton as a full member to the Board of Assessment Review for a term expiring Aug 31, 2024

8. To Review and Act Upon Appointing Jon Powers as a full member to the Open Space Committee for a term expiring Aug 31, 2024. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Appoints Jon Powers as a full member to the Open Space Committee for a term expiring Aug 31, 2024.

9. To Review and Act Upon Appointing \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ as members to the Library Board of Trustees. **10 MINS**

Proposed motion:

Ordered, the Gray Town Council Appoints \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ as full members to the Library Board of Trustees for terms expiring August 31, 2024.

10. To Approve Setting a Public Hearing for September 27, 2021 at 4:30 to present proposed Town Charter amendments. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves setting a Public Hearing for September 27, 2021 at 4:30 to present proposed Town Charter amendments.

11. To Review and Approve an Invoice from Rachel Lyn Rumson for administration of the Town of Gray CDBG grant for the Brown Street MicroPark. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves payment of the invoice in the amount of \$2,550 from Rachel Lyn Rumson for administration of the Town of Gray CDBG grant for the Brown Street MicroPark.

12. To Review and Approve Submission of MMA Voting Delegates Credentials for the 2021 Annual Business Meeting. **5 MINS**

Proposed motion:

Ordered, that the Gray Town Council designate \_\_\_\_\_ and \_\_\_\_\_ to serve as voting representative and alternate for the 2021 MMA Annual Business Meeting.

**VIII. REPORT FROM THE COUNCIL CHAIR 5 MINS - 9:10 PM**

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

**X. COMMITTEE REPORTS 5 MINS**

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

**XII. COUNCIL DISCUSSION 9:30 PM**

1. Long Hill Road ATV access update - Anne 5 MINS
2. Council Goals/Committee Assignments 5 MINS
3. Tracking Spreadsheet 5 MINS

**XIII. ADJOURNMENT 9:50 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 • SEPTEMBER 7, 2021**

Regular Meeting

**Henry Pennell Municipal Complex**

**7:00 PM**

24 Main Street, Gray, ME 04039

This meeting took place in person at the Town Hall.

**I. ROLL CALL**

Attendee Name	Title	Status
Sandra Carder	Chair	Present
Anne Gass	Vice Chair	Present
Dan Maguire	Councilor	Present
Krista Chappell	Councilor	Present
Martin Meaney	Councilor	Present
Nate Rudy	Town Manager	Present
Doug Webster	Community Development/ Acting Town Planner	Present

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

**III. MINUTES FROM PREVIOUS MEETINGS**

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

**MOTION: Ordered, the Gray Town Council Approves the Minutes from the Town Council Meeting of August 3, 2021.**

Councilors Gass and Chappell requested additions/edits to the minutes. They will send their requests to Cynthia Schaeffer. Councilor Carder recused herself from the vote since she was not present at the August 3<sup>rd</sup> meeting.

<b>RESULT:</b>	<b>APPROVED AS AMENDED [4-0]</b>
<b>MOVER:</b>	Anne Gass, Vice Chair
<b>SECONDER:</b>	Martin Meaney, Councilor
<b>AYES:</b>	Gass, Maguire, Chappell, Meaney
<b>RECUSED:</b>	Carder

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

There were no public comments.

**V. ADJUSTMENTS TO THE AGENDA**

Councilor Maguire requested the council act on the application for the haulage licenses of Troiano Waste Services and Waste Management of Maine. He said these two items were intended to have been on the agenda but were left off. Chair Carder stated that proper notification of the public hearing and the vote was in the newspaper. She added it as number two under the public hearing portion of this meeting.

**Motion: To Suspend Council Rules to add an agenda item regarding haulage licenses of Troiano Waste Services and Waste Management of Maine.**

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

**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.

There were no public comments. The public hearing was closed at 7:06pm by Chair Carder.

Doug Webster referenced his memo and proposed changes. He also referred to agenda packet pages 24 to 39 with a proposed part 4 which is all new. He said the second reading will be on September 21<sup>st</sup> so the council will need to extend the moratorium for 20 days due to the 30 day wait after the second reading per town charter. Chair Carder said the second reading and extension of moratorium will take place at the September 21<sup>st</sup> meeting.

Mr. Webster thanked the town's intern, Drew, for all the work he has done.

Mr. Webster said he had received suggested edits from Councilor Chappell. She explained she would like more consistency regarding three family properties and referenced packet page 24. She also requested an edit on packet page 25 to change complimenting to complementing.

Councilor Chappell also had suggestions regarding solar panel installations and would be in favor to allow on rooftops. Councilor Carder said that is not currently prohibited. Councilor Chappell didn't want the omission of information regarding that to be misconstrued as not allowed.

Councilor Maguire thinks solar panels may be prohibited if on the side of the building and asked for clarification from Mr. Webster. He also noted that Councilor Chappell's request of edits regarding three family properties would not be substantive but edits regarding solar may be substantive. Mr. Webster provided clarification that current zoning has standards regarding commercial but is silent on residential roof mounted solar panels. Councilor Gass said if council can agree that silence means it is permitted, that is fine with her, and she was glad Councilor Chappell brought up this topic. Councilor Carder said they will need to do a residential solar ordinance and

can reference this. Mr. Webster said if the proposed part 4 is silent, as well as the balance of the zoning ordinance, his interpretation is that it would be permitted. However, he said, it would be up to the Code Enforcement Officer to make the decision.

Councilor Maguire inquired of Mr. Webster if changes of photographs would be clerical or substantive. Mr. Webster said if a new photo was a better example of ordinance language, it would be fine. However, if a new photo deviated from the language, it would be a substantive change. It is important to follow the language.

Councilor Gass raised concerns about the long-term impact to increase density in the village in regard to open space. Mr. Webster said it is important to remember that in Village Center and Village Center Proper, there are some non-setbacks. He thinks language is consistent with her thoughts.

Councilor Gass referred to packet page 31 regarding fences and suggested edits so it doesn't sound like picket fences are mandatory. She also inquired about the term "participated" on page 38 and suggested other words. Mr. Webster thought participated may be the legal term which needs to be there. They tried to make the distinction if an appeal was due to Planning Board or from a meeting with the CEO.

**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.**

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

- 2. To Review and Act Upon Renewing Refuse Hauler Licenses of Waste Management of Maine and Troiano Waste Services Incorporated.

There were no public comments. The public hearing was closed at 7:31p.m. by Chair Carder.

**Motion: Ordered, the Gray Town Council Approves Renewing the Refuse Hauler Licenses of Waste Management of Maine and Troiano Waste Services Incorporated.**

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

**VII. ACTION ITEMS**

- 1. To Review and Act Upon Approving the Public Safety Union contract and related proposals.

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

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

- 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.

Chair Carder suggested this be tabled as information in the packet was incorrect.

**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.**

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>
<b>MOVER:</b>	Dan Maguire, Councilor
<b>SECONDER:</b>	Martin Meaney, Councilor
<b>AYES:</b>	Carder, Gass, Maguire, Chappell, Meaney

- 3. To Review and Act Upon Approving Senior Tax Rebate Checks.

Town Manager Rudy stated the list of qualified applicants is in the agenda packet. He has letters of approval from the Town Assessor. If council approves this motion, he will issue checks at his first opportunity to do so.

Chair Carder said she was glad this had been discussed at the last meeting when Town Manager Rudy had explained behaviors directed at town staff that were not acceptable. She noted this vote is just to approve the issuance of the checks for the approved applicants listed in the agenda packet, and this topic will be taken up at a later time.

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

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

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

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

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Krista Chappell, Councilor
<b>SECONDER:</b>	Anne Gass, Vice Chair
<b>AYES:</b>	Carder, Gass, Maguire, Chappell, Meaney

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

Chair Carder explained three volunteers are needed, so after this vote, one additional one will be needed. She said the council has the ability to expand the committee to four members. Council Maguire, liaison for OAC, was surprised this was on the agenda as there had been no discussion about expanding the committee, either at the council level or the committee level. He has no opposition, but he thinks if the council felt more members were needed, it should have gone to OAC to be discussed. Chair Carder requested it be explained this situation was not meant to be an affront to OAC.

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

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

- 6. To Review and Act Upon Appointing \_\_\_\_\_ as a full member to the Planning Board for a term expiring August 31, 2024.

Chair Carder said she has had many discussions with Peter Gellerson and Don Hutchings, which she said cannot be disclosed until later. Council is waiting on information from the town’s attorney. She requests that Action Item #7 be tabled, and Don Hutchings won’t be considered for Planning Board openings tonight.

She said there are six applicants to consider for each opening. She suggested the council select a member for this three-year term. Her choice is Catherine Caswell. There were not any different nominations from other councilors.

**Motion: Ordered, the Gray Town Council Appoints Catherine Caswell as a full member to the Planning Board for a term expiring August 31, 2024.**

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

- 7. To Review and Act Upon Appointing \_\_\_\_\_ as a full member to the Planning Board for a term expiring August 31, 2023.

Chair Carder requested a motion to table this item.

**Motion: Ordered, the Gray Town Council Appoints \_\_\_\_\_ as a full member to the Planning Board for a term expiring August 31, 2023.**

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>
<b>MOVER:</b>	Anne Gass, Vice Chair
<b>SECONDER:</b>	Dan Maguire, Councilor
<b>AYES:</b>	Carder, Gass, Maguire, Chappell, Meaney

- 8. To Review and Act Upon Appointing \_\_\_\_\_ as a full member to the Planning Board for a term expiring August 31, 2022.

Chair Carder suggested this be tabled. Joe Caminiti is currently in this slot and has verbally said he is resigning.

Dan Cobb spoke from the podium. He stated it is the duty of the Planning Board to decide. It is their responsibility to elevate a senior alternate. He referenced an email he had sent to the council.

Chair Carder said his email has been referred to the attorney.

**Motion: Ordered, the Gray Town Council Appoints \_\_\_\_\_ as a full member to the Planning Board for a term expiring August 31, 2022.**

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>
<b>MOVER:</b>	Anne Gass, Vice Chair
<b>SECONDER:</b>	Dan Maguire, Councilor
<b>AYES:</b>	Carder, Gass, Maguire, Chappell, Meaney

- 9. To Review and Act Upon Appointing \_\_\_\_\_ as an alternate member to the Planning Board for a term expiring August 31, 2024.

This is for alternate #1. Chair Carder nominated Tamara Lee Pinard and asked for other nominations from councilors. There were no additional nominations.

**Motion: Ordered, the Gray Town Council Appoints Tamara Lee Pinard as an alternate member to the Planning Board for a term expiring August 31, 2024.**

<b>RESULT:</b>	<b>APPROVED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Anne Gass, Vice Chair
<b>SECONDER:</b>	Krista Chappell, Councilor
<b>AYES:</b>	Carder, Gass, Maguire, Chappell, Meaney

- 10. To Review and Act Upon Approving the Town Council Remote Meeting Policy.

Town Manager Rudy referenced questions at the last meeting from Councilor Maguire. He updated the council and said the town attorney’s response was that the statute is complicated and needed that level of complexity. It is silent on the authority to limit other committees. Council can make a more restrictive policy. Town Manager Rudy further explained that committees can form a

policy but not if the council limits their ability to do that. He suggested council prescribe the policy and work with the liaisons to have the committees hopefully adopt it.

Chair Carder said committee policies will be discussed on September 21<sup>st</sup> so council can also determine whose responsibility they will be. She felt the bill wasn't all that they had wanted since there is not a complete remote option, only hybrid or in-person options. She has spoken with Kristina Egan, of GPCOG, who noted they had issues with the hybrid option. However, the City of Portland was able to approve emergency rules so GPCOG could have a full remote meeting.

Chair Carder said Gray's policy is the best we can do based on the statute. Town Manager Rudy tried to make it as flexible as possible. He said that although there is tech access at the library, due to the Delta COVID variant a pause is being placed on all library meetings. He encouraged the council to adopt this policy. Councilors can denote which groups (such as Town Council, Planning Board, ZBA) could have different options in the policy.

Chair Carder stated they will need to be clear as to what will happen if tech issues arise. For instance, if it is a hybrid meeting and there is no tech support, do they cancel the meeting? If it is a hybrid meeting and a resident can't log in, they could continue the meeting.

Councilor Maguire discussed quorum issues. If there are tech issues with a hybrid meeting, but there is a quorum of in-person members, the meeting can continue with voting. If a member, who is needed to form a quorum, cannot connect, the meeting could continue but decisions (votes) could not take place.

Councilor Gass noted the importance of ensuring that in a hybrid format, it is necessary during Executive Sessions to confirm there is no one else in the room of the person connecting remotely.

**Motion: Ordered, the Gray Town Council approves the Remote Meeting Policy.**

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

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

Chair Carder said this had been discussed a few meetings ago. She said it is the Town Manager, not the council, who will be managing the CIP.

Councilor Maguire said he is fine with a seven year projection, but he is a little concerned with a \$5,000.00 minimum and seven years. He said he is dead set against borrowing money to pave roads. Chair Carder clarified that in prior meetings, they had settled on 7 years after discussing five to ten-year options. She clarified this is just for inclusion in the CIP.

**Motion: Ordered, the Gray Town Council approves the revised Fiscal Policy.**

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

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

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

<b>RESULT:</b>	<b>REMOVED FROM TABLE [UNANIMOUS]</b>
<b>MOVER:</b>	Anne Gass, Vice Chair
<b>SECONDER:</b>	Martin Meaney Councilor
<b>AYES:</b>	Carder, Gass, Maguire, Chappell, Meaney

Councilor Gass suggested the change of “expect” to “urge”. She said she thinks we need to go in this direction as a society and the world and this expresses the feeling of the council. Chair Carder noted this is the thought of the majority, not the full, council.

Councilor Chappell said she approves and encourages reps at state and federal level to take action. She noted language has changed and is now different than the packet. Council Gass amended the motion to change the name from Carbon Pricing Resolution to Carbon Dividend Resolution and Councilor Chappell seconded the amendment.

Councilor Carder expressed she saw profound areas along the west coast recently impacted by climate change. She likes this policy. She also reminded people that food waste plays a large role in this matter.

Councilor Maguire stated he is not in favor of this mechanism. He is in favor of moving technology, etc. to creating less pollution but he disagrees with this redistribution. He believes if an industry pollutes, the company involved should clean it up and the cost would then be borne by that company’s customers. He is also concerned about what the final resolution will look like.

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

<b>RESULT:</b>	<b>APPROVED AS AMENDED [3-2]</b>
<b>MOVER:</b>	Anne Gass, Vice Chair
<b>SECONDER:</b>	Krista Chappell, Councilor
<b>AYES:</b>	Carder, Gass, Chappell
<b>NAYES:</b>	Maguire, Meaney

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

Chair Carder said this is brought forward each year in memory of Adam Verreault of Poland and Royce Foreman of Gray. She wished to remind everyone that help is available. Councilor Gass, who has lost a cousin, also wished to remind everyone that help is available.

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

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

**VIII. REPORT FROM THE COUNCIL CHAIR**

These items were discussed by Chair Carder:

**Blueberry Festival:** I would like to extend my congratulations and appreciation for the Blueberry Festival Committee, town staff, councilors and volunteers alike for another successful festival. I was disappointed I was unable to attend and heard it was quite steamy that day; but also heard nothing but good feedback on the event itself. I hope more residents will feel compelled to join the committee to help plan next year’s event.

**Volunteer Awards:** I want to thank Councilors Meaney and Chappell for handling the Volunteer Award Ceremony at the Blueberry Festival and to extend my heartfelt thank you to all the recipients for their hard work and dedication to the town over the last year. The Spirit of America Award will be presented to the recipient at an upcoming council meeting.

**Municipal Client Seminar:** We all received invitations to attend the Jensen Baird Municipal Client Seminar to be held at the Double Tree Hotel on Thursday, Sept 16<sup>th</sup> at 5:30pm. This is an in-person event to review current legal issues, new laws enacted in the last session and the implications of those new laws on municipalities. The registration form was due back this past Friday, Sept. 3rd. I will be unable to attend the event, not sure if others are going or not, if you are, please let Nate know so he may publish a notice to the public, if more than 2 councilors are attending. I have found the event to be very informative in the past.

**Clock Face Dedication:** The Gray Historical Society has changed the dedication ceremony for the Pennell Clock Face to Sunday, Sept. 26<sup>th</sup> at 4pm.

**ATV Trail Long Hill Road:** I wanted to take a minute to recognize the tireless work of Councilor Anne Gass to solve this issue via the grant and also recognize the local ATV Club’s help to meet the in-kind requirement and with assisting the contractor. Once the trail is officially open, ATVs will no longer need to use Long Hill Road. We received a very nice email of appreciation from Long Hill Road resident, Judy Simoneau, commending Anne as a person of her word and a valued member of the town of Gray. She was a vocal opponent of the Long Hill Road ATV access, but is now very pleased with the resolution.

**Committee Vacancies:** Just a reminder to check in with your committee members whose terms expired on Aug 31st. If they wish to continue to volunteer, they need to fill out an application by this coming Monday, Sept. 13th to ensure inclusion in the Sept. 21<sup>st</sup> agenda. There were two volunteers who did submit their application prior to the deadline for tonight’s meeting (Janet Smith and Glen Walton) but were inadvertently left off the agenda. Residents can attend meetings even if they are not officially appointed to the committees yet, but cannot vote and do not count towards quorums.

**Annual Reports:** As Anne noted in the last meeting, if your committee has not yet submitted their Annual Report Summary to Jon, it is critical that they complete them as soon as possible.

Chair Carder also said she and Councilor Gass have reached out, seeking volunteers. She requested if anyone watching the town council this evening would like to volunteer, please submit an application.

## IX. REPORT FROM THE TOWN MANAGER

Town Manager Rudy submitted his regular report, located in the council's agenda packet.

He also provided an update on the Town Planner hiring process. They have received some applications and have conducted some interviews. They are still working through the interviews and hope to make a decision soon. He thanked Doug Webster for doing the work of the Town Planner along with his regular work.

He was pleased to announce that Kyle Hadyniak has been hired as the Digital Media Coordinator. He was present at this meeting to do the filming.

## X. COMMITTEE REPORTS

Councilor Chappell reported that the Resiliency Committee met on August 9<sup>th</sup>. There were only two attendants, so there was not a quorum. They have postponed their September meeting. One member, and possibly two, plan to resign. They are planning an event in October. Rachel Rumson has suggested a movie and discussion.

During the hazardous waste collection day, they tallied transfer station stickers. The majority had a sticker or a license showing they are a resident. They realized the tally would have been more accurate if they had been at the gate. However, as volunteers, they could not collect fees so would need staff help at the gate.

Councilor Chappell said CEDC met. She had to miss that meeting. The second perma-blitz at Village Green Park is scheduled for Saturday, September 11<sup>th</sup>.

Councilor Chappell said the Library Trustees will meet on September 28<sup>th</sup>.

Councilor Chappell expressed concern about committees without quorums. Chair Carder explained they can meet but cannot take votes. Chair Carder also explained a liaison can recruit new members, even pick up the phone to ask someone to volunteer. Councilor Gass confirmed this is an effective way to obtain volunteers.

Councilor Maguire said OAC and Finance Committee both plan to meet on September 23<sup>rd</sup> at 4pm.

Councilor Gass said the August Open Space Committee meeting was canceled. The September meeting was moved to September 8<sup>th</sup>.

Councilor Gass reported that the Community Television and Communications Advisory Committee approved of the two part-time positions being changed to a full-time position with benefits. This is the position now held by Kyle Hadyniak. She said she and Jon Hart worked with Rachel Rumson and Randy Visser regarding goals about staffing needs. She received strong pushback from Mr. Visser and a few others about creating a full-time position and why council didn't discuss it with them. There was confusion and misunderstanding about this issue. She said Mr. Visser has resigned from the committee but will volunteer in an advisory role.

Councilor Meaney said he will have his first meeting with ZBA later this month.

Councilor Meaney said the Finance Committee met on August 26<sup>th</sup> and will meet again on September 23<sup>rd</sup> at 4pm.

Councilor Meaney said the Blueberry Festival Committee will meet in September to wrap up the event. They are creating thank you notes for their vendors/sponsors. They had 2,300 visitors. School/community groups raised over \$5,500.00. He also expressed a thank you to Gray Fire/Rescue, Mo Russo, and others who helped with this event.

Councilor Carder had to miss the August meeting of the Recreation Committee. She reviewed notes and knows the committee worked on an update to their charge which will be discussed at their upcoming meeting on Sept 13<sup>th</sup> at 6pm.

Councilor Carder said GPCOG did not have a scheduled meeting, but called an emergency meeting to approve a remote meeting policy and a subsequent meeting to vote to go fully remote based on an Emergency Proclamation issued by the Portland City Council due to the COVID Delta surge. Regular monthly Executive Committee Meetings are set to resume on September 21<sup>st</sup> at 12pm.

Councilor Carder said the Dry Mills Schoolhouse Committee did not hold a meeting in August since they participated at the Blueberry Festival. Their next meeting is set for Monday, September 20<sup>th</sup> at 6:30pm.

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

Councilor Chappell said she attended the August 11<sup>th</sup> School Board meeting to advocate about the town's local cost share.

Councilor Chappell volunteered at the Blueberry Festival and also at the Transfer Station on hazardous waste day.

Councilor Chappell was contacted by Jim Boyd of the Optimist Club in Lewiston, regarding starting a club in Gray-New Gloucester again.

Councilor Chappell was contacted by Dan Cobb.

Councilor Chappell was contacted by Rachel Rumson regarding the perma-blitz.

Councilor Chappell was contacted by Pam Wilkinson with a request to be on the October 7<sup>th</sup> agenda regarding watershed protections.

Councilor Maguire exchanged texts with Kathy Taylor of Mayall Road.

Councilor Maguire had a conversation with Rachel Rumson.

Councilor Maguire received emails from Dan Cobb, Don Hutchings, and Jason Wilson regarding the Planning Board. He was also contacted by Tom Scriven regarding the town's Facebook page.

Councilor Gass as a greeter at the Blueberry Festival. People were happy to be there despite the oppressive heat and humidity.

Councilor Gass received emails from Dan Cobb regarding the Planning Board.

Councilor Gass received an email from Rachel Rumson about the perma-blitz and she plans to attend.

Councilor Gass had conversations with the Gray Congregational Church regarding the installation of the planters made by Seth Carter. This will happen on Saturday, September 11<sup>th</sup>. She also noted the town and the church have signed the Trail Use Agreement.

Councilor Gass was contacted by a community member with traffic concerns on Rt. 115/202 from Walgreens to the bypass. It is difficult for people to turn into that person's business. Councilor Gass reached out to Alec Dodd who does not think something can be done to help the matter.

Councilor Gass has not had an update from Jon Powers of the ATV Club, but thinks the project came in within budget and timeframe. She has not been out to the area since but will check; she assumes it is now useable.

Councilor Meaney participated at the Blueberry Festival.

Councilor Meaney attended a Maine Municipal training session on August 18<sup>th</sup>.

Councilor Meaney participated at the Transfer Station hazardous waste day. He said while checking for stickers, half were on windshields, and half were in glove compartments.

Councilor Carder received a complaint/question from a resident on short Shaker Road related to the current paving project back in mid- July. She referred this to Town Manager Rudy and staff to address.

Councilor Carder received several communications related to the Senior Tax Assistance program.

Councilor Carder had several conversations with Gerald Foster from the Deer Acres Road Association regarding the past request from that association for the town to accept their private road as a public road. A presentation was done several years back and the council at that time agreed to further discussion which was set for the following spring, based on residents request as many are only in Maine in the summer months. With the pandemic, in person meetings were not possible and this was pushed off. Town Manager Rudy presented the request to use MDOT equipment to do a traffic count in the last council meeting and Mr. Foster has advised the information from that count will be available at the end of September. He is requesting time before the council. She advised him that the earliest availability will be in October.

Councilor Carder received communication from Mr. Boyd of the Optimist International organization, and she believes he met/spoke to several councilors and the Town Manager regarding the creation of a local chapter.

Councilor Carder received another official complaint from resident Peter Beal related to fireworks being set off in violation of the current Fireworks Ordinance. He did advise the incidents were reported to the Sheriff's office. He once again requests that the council ban all fireworks.

Councilor Carder received an inquiry regarding the old ramp on the Dry Mills Schoolhouse building which is being replaced with a new one. The person is asking what will be done with the old one as there is a request to repurpose it for a person in need. She referred that inquiry to the Town Manager.

## **XII. COUNCIL DISCUSSION**

### **1. Emergency Legislature 9/24 cutoff**

Chair Carder said this is their opportunity to tell the Legislative team which items the council feels are emergencies to be addressed. She suggested they push for additional flexibility for the remote option due to the Delta COVID variant. She doesn't foresee the state taking action on this and this restricts the ability to meet remotely even if the town determines it is best for safety.

Councilors Chappell, Gass, and Magire agree that needs to be addressed. Councilor Gass noted flexibility may be needed in the future as well for other reasons.

Councilor Maguire discussed the impact on Gray residents of items that need to be addressed with DOT/MTA regarding tolls, bridges over the turnpike, sidewalks on bridges, etc. He feels this is an emergency. Councilor Carder agreed and noted that DOT/MTA are not following complete streets policies. A follow up meeting with Cathy Breen needs to take place also.

## **2. Update on Zoning and Ordinances discussion with GPCOG**

Town Manager Rudy referenced page 108 of the agenda packet. He said this focuses on coordinating staff, Town Council, Planning Board, and others, for attracting development. He will monitor the conversation of the committee on Thursday, September 9<sup>th</sup> and inform council. He may testify at the meeting. He said these are important conversations he wants the council aware of, particularly since he is not seeing news coverage of it.

Councilor Maguire referenced the proposal for high density housing on Weeks Hill, approximately 60 units, which the Planning Board did not let proceed due to safety concerns. If there were sidewalks on Rt. 115, this probably would have moved forward and would have been about \$90,000.00 for the town.

Councilor Carder suggested Councilor Maguire testify also.

Councilor Gass inquired how to involve community in this discussion.

Councilor Chappell asked for clarification of the MDASH initiative. Town Manager Rudy explained this work is being done with the Gray LifeLong Living Committee about aging in place. He also provided a disclosure that he is on the board of the Maine Agency on Aging.

Councilor Maguire said it would be good for the council to have discussions. He said he is sometimes concerned about the influence of GPCOG with the Legislature. Councilor Carder said she always asks GPCOG about how issues affect rural towns.

Chair Carder asked if the council would like to have more discussions. Councilor Gass stated yes and no one else declined.

## **3. Charter Amendment changes – review and next steps**

Chair Carder said the attorney verified these are amendments. This will be presented to voters in November. Council will vote on this on September 21<sup>st</sup>.

## **4. Weight Limit Short Mayall – next steps**

Chair Carder confirmed they were all in agreement for a reading on September 21<sup>st</sup> for the traffic ordinance.

Chair Carder said they also need to make sure communication to the MDOT is done for “short” Shaker Road. It is an urban compact road and only DOT can post a weight limit. They have a checklist and passing a traffic ordinance is on the checklist. She said once the traffic ordinance, if approved, goes into effect, they need to post the road and let deputies know.

Councilor Maguire mentioned 43 people signed the petition regarding Mayall Road. It also progressed from needing road repairs to needing the road rebuilt.

Council discussed the first reading will be on September 21<sup>st</sup> with a second reading and vote on October 5<sup>th</sup>.

Councilor Gass suggested sending a postcard to residents of short Mayall about what they should do if they see a violation.

**5. Workshop Schedule – September**

**a. Main Street Planning (incl Rt 115 outlay into Main St stormwater)**

Council plans to meet on September 15<sup>th</sup> at 3:15 pm. This will help them prepare for the September 21<sup>st</sup> workshop with MDOT.

**b. 9/21 MDOT workshop**

Chair Carder said the priority at this workshop is to extract clear information about two pending projects that DOT already has in their work plans. One project is from New Gloucester town line on Rt. 100 to Brown Street (Ernie/DOT is running that project), to address stormwater. DOT had said they would be willing to do a companion project (traffic calming, etc.), but at last conversation, they just said stormwater. The second project is from Brown Street to MTA interchange.

**c. Rt. 115 Project Kick off meeting**

Chair Carder said this will take place on September 27<sup>th</sup> at 3:15pm with Will Haskell, Alec Dodd, etc.

**XV. ADJOURNMENT at 10:16 p.m.**

**Motion to adjourn at 10:16 p.m.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Anne Gass, Vice Chair
<b>SECONDER:</b>	Martin Meaney, Councilor
<b>AYES:</b>	Gass, Maguire, Chappell, Meaney



## TOWN OF GRAY

24 MAINE STREET  
GRAY, MAINE 04039

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

April 29, 2021

TO: Gray Town Council  
RE: Proposed Temporary Moratorium on Residential Housing in the Village Districts

The Town Planning office has drafted the proposed **Village District(s) Single & Two-Family Moratorium Ordinance**, for which I refer to *Section 2. Moratorium Declared*, for the rationale under which the moratorium is proposed.

In summary, we need time to review and update the current zoning ordinances and performance standards to align them with the goals of the 2020 Comprehensive Plan and Gray's Open Space Plan, and the temporary moratorium will provide that time. The effective date of the proposed temporary moratorium will be April 6, 2021, with a term not to exceed 180 days.

The urgency for addressing development in the Gray Village Districts comes from the priorities and goals of the 2020 Comprehensive Plan, the goals conveyed to the Town Manager and Staff related to the Gray Village master planning and revitalization effort, and the goals of the Council's proposed acquisition of properties along Main Street and Lewiston Road in the Gray Village, to promote short- and long-term development that we propose will benefit Gray citizens and property taxpayers.

The Town of Gray appreciates and values the new residential developments we have experienced in recent years. We seek to promote new housing starts that are harmonious with existing neighborhoods, exemplify qualities that will protect property values and increase land values in Gray, and that protect Gray's rural character as a priority of the Comprehensive Plan.

The current proposed moratorium provides a short period of time to review the basic criteria for housing construction in the Village Districts, but we also plan to review that criteria in other zones.

We expect to complete a Town-wide review of zoning ordinances and performance standards for cohesion with the goals of the 2020 Comprehensive Plan in the next 12 to 18 months.

**TOWN OF GRAY**  
**VILLAGE DISTRICT(S) SINGLE & TWO-FAMILY MORATORIUM ORDINANCE**

THE TOWN OF GRAY adopts a Moratorium in the Village Districts for the construction or expansion of all Single-Family, Accessory Apartments, & Two-Family dwellings.

**Section 1. Definitions.**

*Accessory Apartment* means a dwelling unit on a lot that is subordinate to a single-family dwelling residential use and conforms to the definition and standards established in Chapter 402, Town of Gray Zoning Ordinance.

*Multi-Family Development* means a lot which contains one or more multifamily dwellings, two or more duplexes, three or more single family dwellings, or any combination of buildings containing three or more dwelling units.

*Single-Family Dwelling* means a detached dwelling unit designed for and occupied by one family unit only.

*Two-Family Dwelling* means detached dwelling containing two dwelling units designed for and occupied by not more than two families living independently of each other.

*Village Zoning Districts* means the Village Center District and the Village Center Proper Zoning Districts, which are the most densely developed portion of the Town of Gray and is intended to provide services and shopping opportunities to the residents of the community, and to visitors, in a pleasant, village type, shopping environment.

**Section 2. Moratorium Declared.**

**WHEREAS**, The Comprehensive Plan Steering Committee was created in 2019 to update the town's 2003 Comprehensive Plan;

**WHEREAS**, the Town has a newly adopted Comprehensive Plan deemed consistent by the State in November 2020 it intends to implement;

**WHEREAS**, this major effort involved a sustained focus on reaching out to the public to update the Town's vision for what Gray could be in the future, to identify the priorities, challenges and opportunities Gray could be facing over the next 10-15 years, and to articulate the closely held values of the people who live and work in Gray;

**WHEREAS**, the Town of Gray's Comprehensive Plan of 2020 prioritizes a focus on moving people safely through Gray and getting around town via walking, biking, car, or public transportation; protection of Gray's rural character and natural resources and investment in the Village and community programs;

**WHEREAS**, the Gray Town Council has directed the Town Manager and Staff to focus on strategic planning initiatives to promote new business and real estate development in Gray;

**WHEREAS**, prioritizing growth in places where people already live, work and visit is part of the GPCOG *Transit Tomorrow* vision for a transportation network, and Whereas, the Town of Gray will make substantial investments in major water, storm water, road and sidewalk, and other projects in the Gray Village, and along roads and traffic corridors for which it is a hub;

**WHEREAS**, Gray's Open Space Plan is anticipated to prioritize development along corridors with existing infrastructure and the density to warrant maintenance and new investment in drinking water, storm water, and natural gas infrastructure;

**WHEREAS**, thoughtful investments in Gray's infrastructure and built environments can reflect the town's values in neighborhood cohesion, compatible uses, public health, and community safety;

**WHEREAS**, the Town of Gray's investments should represent a sustainable return in tax base for the cost of maintaining necessary infrastructure for commercial and residential uses;

**WHEREAS**, thoughtful zoning, ordinances, and performance standards protect land and property values for current and future Gray residents and businesses:

**WHEREAS**, the Town of Gray Planning Department is currently working on updates to the Town's ordinances and performance standards related to the development of single- and two-family housing in Grays Village Zoning Districts.

**WHEREAS**, the Town's current Zoning Ordinance does not contain sufficient standards to effectively provide municipal review and approval of proposals involving Single-Family and Two-Family development in the Village Districts:

**WHEREAS**, the Town currently has review standards for Multi-Family Development only in 402.10.14 which are applicable in the Village Zoning Districts;

**WHEREAS**, the Town needs time to develop basic review criteria for Single-Family and Two-Family construction in the Village Districts;

**WHEREAS**, the Town is Currently pursuing long range plans for the Village Districts:

**WHEREAS**, the Town' current Village Center Design guidelines are not applicable to residential development;

**WHEREAS**, the Town Council first discussed the Moratorium at their 4-6-21 Town Council Meeting:

**NOW, THEREFORE**, the Town does hereby ordain that this Ordinance be, and hereby is, enacted, and, in furtherance thereof, the Town does hereby declare a moratorium on development proposals involving Single-Family, including Accessory Apartments, and Two-Family development in the Village Districts. The moratorium shall remain in effect for one hundred and eighty (180) days from the date of applicability of this Ordinance, unless extended or modified by the Town Council, for the express purpose of drafting an amendment or amendments to Town ordinances to projects involving Single-Family, Accessory Apartment, and Two-Family Development in the Village Districts; and

**BE IT FURTHER ORDAINED**, that this Ordinance shall apply to any new development proposals involving Single-Family, Accessory Apartments, and Two-Family dwellings after the April 6, 2021 applicability date of this Ordinance; and

**BE IT FURTHER ORDAINED**, that notwithstanding the provisions of 1 M.R.S.A. § 302 or any other law to the contrary, this Ordinance, when enacted, shall govern any new development proposal involving Single-Family, Accessory Apartments, and Two-Family dwellings for which an application for a license, building permit, certificate of approved use, conditional use review and/or any other required land use approval has not been submitted and finally acted on by the Code Enforcement Officer, Planning Board, Board of Appeals or other Town official or administrative board or agency prior to April 6, 2021, the applicability date of this Ordinance; and

**BE IT FURTHER ORDAINED**, that no person or organization shall start or engage in the construction of Single-Family, Accessory Apartments, and Two-Family dwellings on or after the April 6, 2021 applicability date of this Ordinance without complying with whatever ordinance amendment or amendments the Town may enact as a result of this moratorium; and

**BE IT FURTHER ORDAINED**, that during the time this moratorium is in effect, no officer, official, employee, office, administrative board or agency of the Town shall accept, process, approve, deny, or in any other way act upon any application for a license, building permit, certificate of approved use, conditional use review and/or any other permits, licenses or approvals related to a single-family, accessory apartments and two-family dwellings in the Village Zoning Districts; and

**BE IT FURTHER ORDAINED**, that those provisions of the Town's Zoning, Subdivision, or other ordinances that are inconsistent or conflicting with the provisions of this Ordinance, are hereby repealed to the extent that they are applicable for the duration of the moratorium hereby ordained, and as it may be extended as permitted by law, but not otherwise; and

**BE IT FURTHER ORDAINED**, that should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be invalid, such a declaration shall not invalidate any other section or provision.

### **Section 3. Violations; Civil Penalties.**

If the construction of a Single-Family, Accessory Apartments, and Two-Family dwellings is established in violation of this Ordinance, each day of any continuing violation shall constitute a separate violation of this Ordinance, and the Town shall be entitled to all rights available to it in law and equity, including, but not limited to, fines and penalties in accordance with 30-A M.R.S.A. § 4452, injunctive relief, and its reasonable attorney's fees and costs in prosecuting any such violations.

### **Section 4. Effective Date; Applicability Date.**

This Ordinance shall take effect immediately upon passage by Town Council Meeting. The applicability date of this Ordinance is April 6, 2021.

### **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

**NOTE:** Underlined portions are proposed new language

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.

**NOTE:** Underlined portions are proposed new language

**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.

**NOTE:** Underlined portions are proposed new language

**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, three-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.

**NOTE:** This Part 4 is all new proposed language

III. **Aesthetic Standards** – Newly constructed or reconstructed single-family residential structures, two-family residential structures, three-family residential structures, accessory structures, 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 complementing 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,

**NOTE:** This Part 4 is all new proposed language



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.

**NOTE:** This Part 4 is all new proposed language

- 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 residential structure(s) facing the street are prohibited. Exposed metal chimney flues on the sides of residential structures 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.

**NOTE:** This Part 4 is all new proposed language

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.

**NOTE:** This Part 4 is all new proposed language

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:**



**NOTE:** This Part 4 is all new proposed language

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

**NOTE:** This Part 4 is all new proposed language

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, if installed, 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.



**NOTE:** This Part 4 is all new proposed language

- 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.

**NOTE:** This Part 4 is all new proposed language

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

**NOTE:** This Part 4 is all new proposed language

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**

**NOTE:** This Part 4 is all new proposed language

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,

**NOTE:** This Part 4 is all new proposed language

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.

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**NOTE:** This Part 4 is all new proposed language

- 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.
  - 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

**NOTE:** This Part 4 is all new proposed language

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 applicant for a Design Standard Certificate reviewed by the Code Enforcement Officer that 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

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**NOTE:** This Part 4 is all new proposed language

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.

**NOTE:** This Part 4 is all new proposed language

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.

**NOTE:** This Part 4 is all new proposed language

CHAPTER 298  
VEHICLE WEIGHT RESTRICTIONS ON  
POSTED WAYS ORDINANCE  
TOWN OF GRAY MAINE

**SECTION 298.1 – 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 Town's 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 298.2 – 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 298.3 – 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 298.4 – 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 298.5 – 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 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 298.6 – ADMINISTRATION AND ENFORCEMENT

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

## SECTION 298.7 – 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 298.4 of this Ordinance, and (2) has not received a permit from the Town of Gray pursuant to Section 298.5 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 298.8 – 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 298.9 – AMENDMENTS**

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

#### **SECTION 298.10 – 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.



4. Indicate the type of license applying for: (choose only one)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Restaurant<br>(Class I, II, III, IV)  | <input checked="" type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI) | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input type="checkbox"/> Hotel<br>(Class I, II, III, IV)   | <input type="checkbox"/> Hotel – Food Optional<br>(Class I-A)               | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)<br>(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary  | <input type="checkbox"/> Mobile Cart                  |
| <input checked="" type="checkbox"/> Tavern<br>(Class IV)   | <input type="checkbox"/> Other: _____                                       |   |
| <input type="checkbox"/> Qualified Caterer   | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only)    |   |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

186 Yarmouth rd Gray Maine 04039

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6. Is the licensee/applicant(s) citizens of the United States?  Yes  No
7. Is the licensee/applicant(s) a resident of the State of Maine?  Yes  No

**NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.**

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes  No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes  No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes  No

If yes, please provide details: \_\_\_\_\_  
 \_\_\_\_\_

11. Do you own or have any interest in any another Maine Liquor License?  Yes  No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Shawn A. Russell	04/11/1970	Maine
Martha A. Russell	12/08/1966	Maine
Residence address on all the above for previous 5 years		
Name	Address:	
Shawn A. Russell	186 Yarmouth rd. Gray, Maine 04039	
Name	Address:	
Martha A. Russell	566 Roosevelt Tr. Windham, Me. 04062	
Name	Address:	

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes  No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

16. Has the licensee/applicant(s) formerly held a Maine liquor license?  Yes  No

17. Does the licensee/applicant(s) own the premises?  Yes  No

If No, please provide the name and address of the owner:

Bradley Pollard Lewiston Rd Gray, Maine 04039

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: \_\_\_\_\_

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

The area to be licensed is the bar. The location of the bar is at the front of the property,  
to the right of the front entrance.

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Crossroads Community Church

Distance: 0.7 miles

**Section II: Signature of Applicant(s)**

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

*Please sign and date in blue ink.*

Dated: 8/11/2021

  
\_\_\_\_\_  
Signature of Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person

Shawn A. Russell  
\_\_\_\_\_  
Printed Name Duly Authorized Person

\_\_\_\_\_  
Printed Name of Duly Authorized Person

**Section III: For use by Municipal Officers and County Commissioners only**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: \_\_\_\_\_

Who is approving this application?  Municipal Officers of \_\_\_\_\_

County Commissioners of \_\_\_\_\_ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

**A.** The bureau shall prepare and supply application forms.

**B.** The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

**C.** If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

**D.** If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

- A.** Conviction of the applicant of any Class A, Class B or Class C crime;
- B.** Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;
- C.** Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;
- D.** Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;
- D-1.** Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;
- E.** A violation of any provision of this Title;
- F.** A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

#### **Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine**

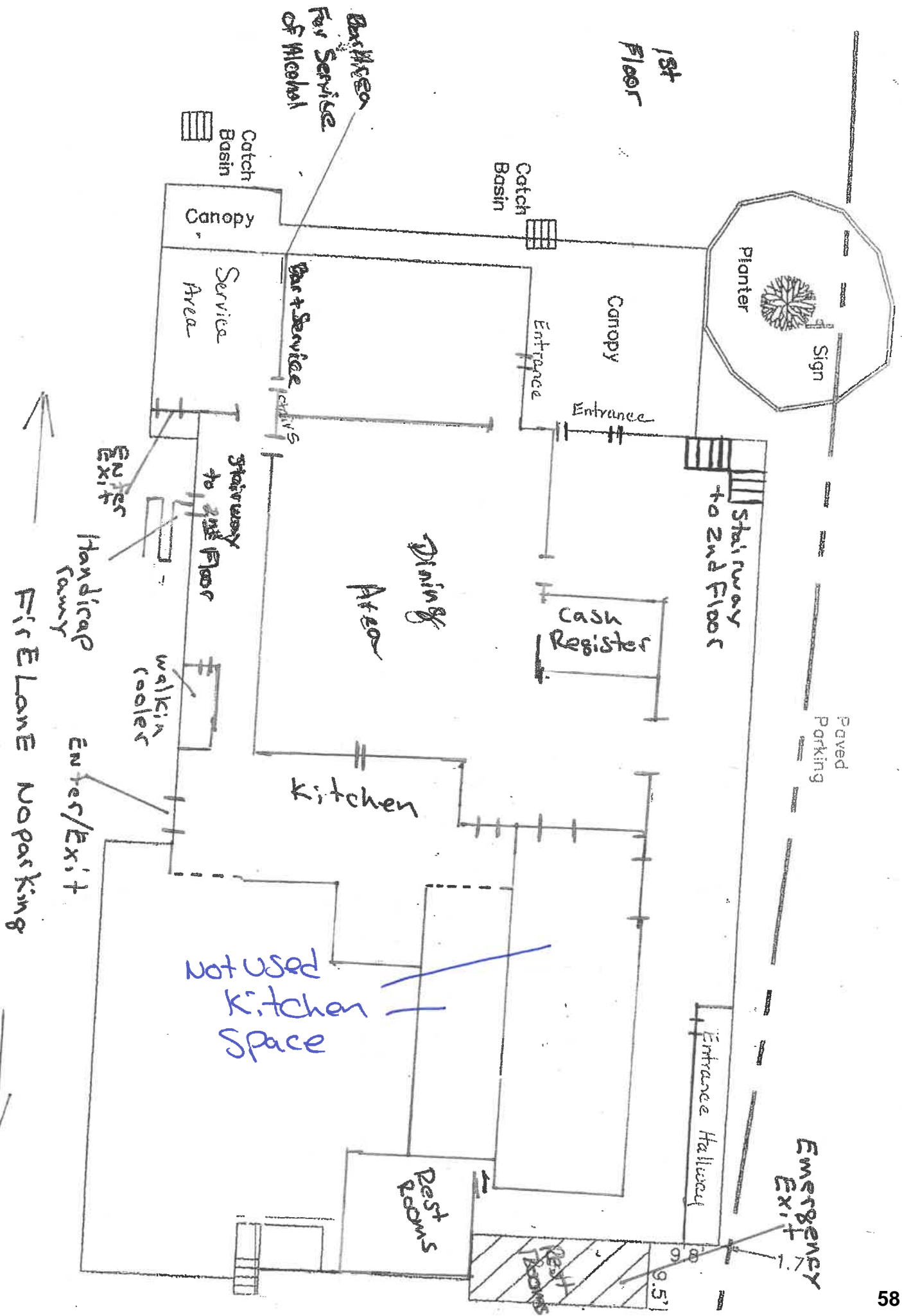
- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
  - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its [Retail Beverage Alcohol Dealers](https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers) permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

## Section V: Fee Schedule

**Filing fee required.** In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

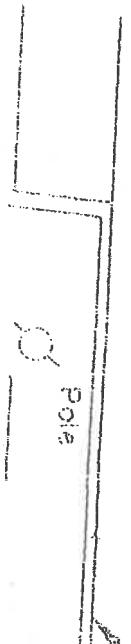
**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00





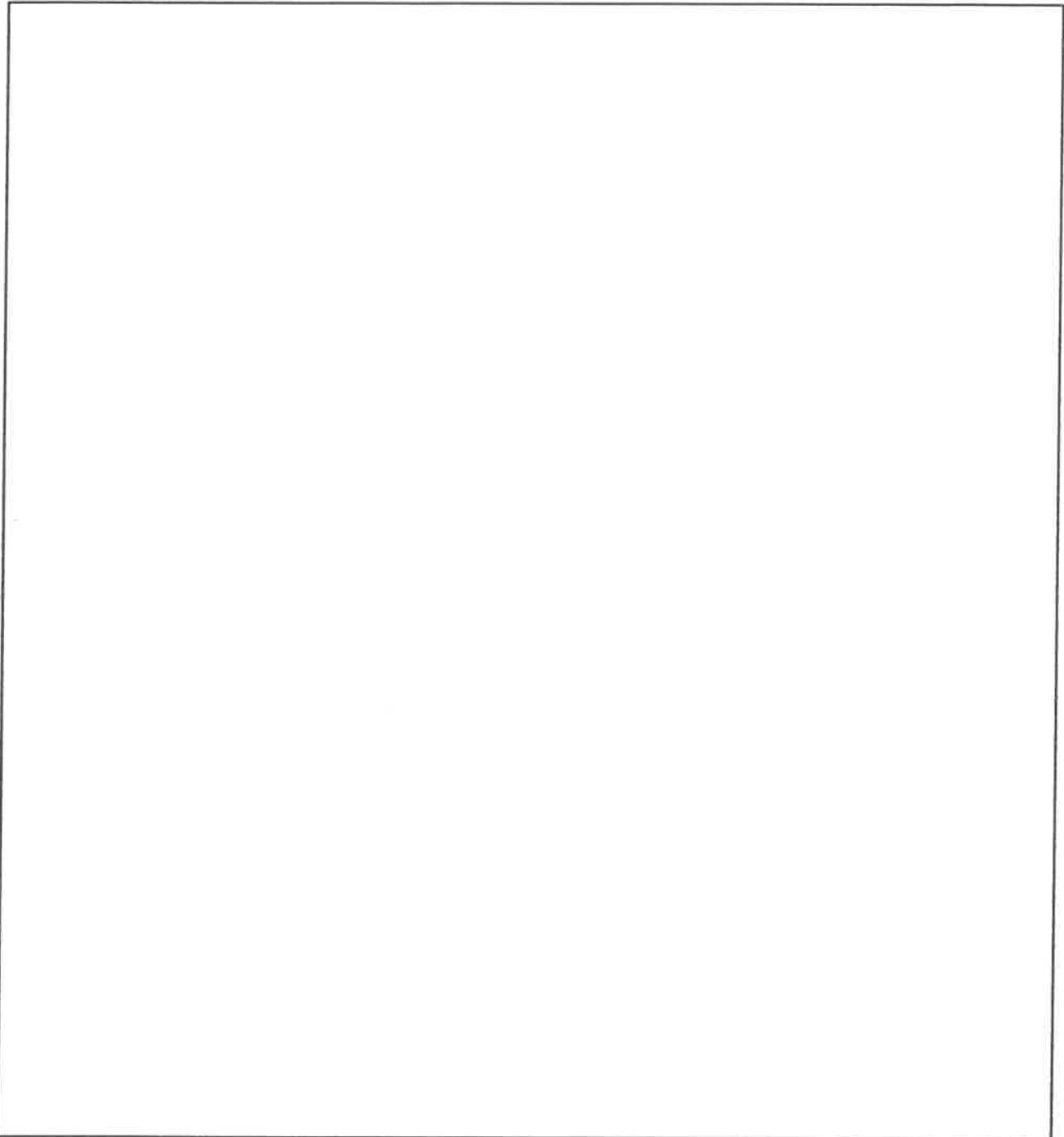
2nd Floor



**Section VI Premises Floor Plan**

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.

A large, empty rectangular box with a thin black border, intended for the applicant to draw and label their premises floor plan. The box occupies the majority of the page's vertical space below the instructions.

**Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities**

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

*All Questions Must Be Answered Completely. Please print legibly.*

1. Exact legal name: Trails'N Ale's LLC
2. Doing Business As, if any: N/A
3. Date of filing with Secretary of State: 03/24/2021 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: N/A
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Shawn A. Russell	186 Yarmouth rd. Gray, ME. 0403	04/11/1970	owner/member	100
Beatrice L. Russell	186 Yarmouth rd. Gray, ME. 0403	03/01/1985	manager	N/A

(Ownership in non-publicly traded companies must add up to 100%.)



# TOWN OF GRAY

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

1738  
First Settled

## FOR MUNICIPAL USE ONLY - LIQUOR LICENSE INSPECTION -

Establishment: Trails n Ales

Approved

Not Approved

Approved with Corrections *needed*

Item #	Violation	Corrected/Date
	Ceiling penetrations and missing ceiling tiles need to be repaired or replaced.	
	Missing "Exit" or "No Exit" signage missing in area accessible to staff only.	
	Missing means to not allow or dissuade the public entry to staff only area.	
	6-inch address number needs to be posted.	
	Fire lane around the back of the building needs to be kept open.	
	Any other items needed for an occupancy permit need to be completed.	

DATE: 9/7/2021

INSPECTED BY: KURT EIKANIK GFR



# TOWN OF GRAY

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

1738  
First Settled

## FOR MUNICIPAL USE ONLY - LIQUOR LICENSE INSPECTION -

Establishment Trail-n-Ales

Approved       Not Approved       Approved with Corrections

Item #	Violation	Corrected/Date
	unused plumbing (A.r.gaps) cut and capped	
	Building or address numbers	
	must receive Occupancy Certification	
	<i>[Handwritten mark]</i>	

DATE: 9-7-21

INSPECTED BY: *[Handwritten Signature]*

**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](http://graymaine.org)
3. Email Public Works Director [adodd@graymaine.org](mailto: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
<b>CONTRACT I -Total Road Miles</b>	<b>6.622</b>

### 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
<b>CONTRACT II -Total Road Mile</b>	<b>6.987</b>

## **Contract 1 Proposal (6.622 miles)**

MB Contracting is proposing the plowing/sanding of the roads listed in "Exhibit B" on the town's website. Under contract number 1 we propose to plow/sand the 6.622 miles for the 2021-2022 winter season for \$4,740.00 per center lane mile. We propose plowing/sanding of the 6.622 miles for the 2022-2023 winter season for \$4,881.00 per center lane mile.

Prices from above:

2021-2022 Winter Season: \$4,740.00 per center lane mile

2022-2023 Winter Season: \$4,881.00 per center lane mile

2021-2022 Contract Total: \$31,388.28

Payment Schedule:

- 12/15/2021: \$6,277.65
- 1/15/2022: \$6,277.65
- 2/15/2022: \$6,277.65
- 3/15/2022: \$6,277.65
- 4/15/2022: \$6,277.65

2022-2023 Contract Total: \$32,321.98

Payment Schedule

- 12/15/2022: \$6,464.39
- 1/15/2023: \$6,464.39
- 2/15/2023: \$6,464.39
- 3/15/2023: \$6,464.39
- 4/15/2023: \$6,464.39

MB Contracting is agreeable to the contractors' specifications listed under "Exhibit A" on the town of grays website. Insurance Certificates will be presented to the town of gray within 10 business days of winning the contract

## **Contract 2 Proposal (6.987 miles)**

MB Contracting is proposing the plowing/sanding of the roads listed in "Exhibit B" on the town's website. Under contract number 2 we propose to plow/sand the 6.987 miles for the 2021-2022 winter season for \$4,740.00 per center lane mile. We propose plowing/sanding of the 6.987 miles for the 2022-2023 winter season for \$4,881.00 per center lane mile.

Prices from above:

2021-2022 Winter Season: \$4,740.00 per center lane mile

2022-2023 Winter Season: \$4,881.00 per center lane mile

2021-2022 Contract Total: \$33,118.38

Payment Schedule:

- 12/15/2021: \$6,623.67
- 1/15/2022: \$6,623.67
- 2/15/2022: \$6,623.67
- 3/15/2022: \$6,623.67
- 4/15/2022: \$6,623.67

2022-2023 Contract Total: \$34,103.54

Payment Schedule

- 12/15/2022: \$6,820.70
- 1/15/2023: \$6,820.70
- 2/15/2023: \$6,820.70
- 3/15/2023: \$6,820.70
- 4/15/2023: \$6,820.70

MB Contracting is agreeable to the contractors' specifications listed under "Exhibit A" on the town of grays website. Insurance Certificates will be presented to the town of gray within 10 business days of winning the contract

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

*Extracted from Town Council Rules, August 1, 2017*

*Amended November 14, 2017*

*Amended October 16, 2018*

*Amended October 1, 2019*

*Amended November 12, 2019*

*Amended December 17, 2019*

*Amended March 10, 2020*

*Amended March 24, 2020*

*Amended September 15, 2020*

*Amended December 15, 2020*

*Amended July 06, 2021*

*Amended September 21, 2021*

#### **TOWN COUNCIL COMMITTEES**

The Town Council has the authority to create standing or special (ad hoc) committees to assist the Council in its work. Some committees; the Board of Assessment Review, the Finance Committee, the Planning Board and the Zoning Board of Appeals are required by State Statute and/or Town Charter.

The term “committee” as used in this Policy is intended to also include any boards, commissions or other similar terms for groups established by the Town Charter, state law or the Town Council to assist in the conduct of Town governance and operations. All committees consist of members appointed by the Town Council. At the commencement of the municipal year, or as soon thereafter as possible, there shall be chosen the following standing committees:

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

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

- Zoning Board of Appeals (ZBA)

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

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

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**TOWN COUNCIL AFFILIATIONS**

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

**COUNCILOR LIAISON APPOINTMENTS**

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

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

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

Assessment Review, Zoning Board of Appeals or Planning Board, he or she must disclose said conflict prior to speaking on or participating in any deliberations of such bodies.

- E. Liaisons are expected to attend their committee meetings.

**COMMITTEE MEMBER APPOINTMENTS**

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

**The following rules shall apply to all committee member appointments:**

- A. In general a committee applicant shall be a resident of the Town of Gray throughout their term. When a committee partners with other towns or regional groups to solve problems or provide services the Town Council may choose to appoint non-residents to the committee. For example, the Recreation and Conservation Committee may also include residents of New Gloucester. The majority of the members on any Town Council committee must be residents of the Town of Gray. Applicants must be eighteen (18) years of age unless exempted by the Town Council.
- B. Citizens applying or reapplying for committee membership must submit an application.
- C. Committee appointments are for three (3) year terms to end on August 31st of the designated year, unless otherwise specified by the Council at the time of initial appointment or reappointment. The Council Member to the Finance Committee's term shall be 1 year and end on Election day.
- D. The terms of committee members shall be staggered so not more than one third (1/3<sup>rd</sup>) (approximately) of the committee's appointments end in the same year.
- E. Committee members shall serve without compensation.
- F. Appointees may only serve on one (1) of the following committees at a time; Planning Board, Zoning Board of Appeals, Finance Committee and Board of Assessment Review.
- G. No more than one (1) member of an immediate family shall serve on the same committee at the same time.
- H. A committee position may be considered vacated if the member is unable to attend more than ¼ of regular meetings in a given one year period starting at appointment, and annually thereafter until term expiration.
- I. Any committee member can be removed for cause after due notice and hearing by the Town Council.
- J. Committee members may be compensated as a consultant for the Town provided that the Town Council approves the contract for services to be provided and the committee on which the individual is currently serving is not responsible for supervising the services to be provided during the contract term or for 30 days after the individual's service on that committee is terminated.
- K. In the event a committee member has an actual or perceived conflict of interest with regard to a matter before the committee on which he or she serves, including, but not limited to the fact that

**TOWN COUNCIL  
COMMITTEES & AFFILIATIONS POLICY  
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the committee member has entered into a contract with the Town to provide services related to the committee's work or scope of review, he or she must disclose said conflict prior to speaking on or participating in any deliberations of the committee related to the matter for which the conflict exists. Following disclosure of the conflict, the remainder of the committee shall vote on whether the disclosing committee member can participate in discussions or decisions regarding the matter in an impartial manner. Refer to the Town of Gray Conflict of Interest Policy for more information.

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**TOWN COUNCIL COMMITTEES RULES**

All committees shall:

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

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

[The Town of Gray Town Council Remote and Hybrid Meeting Policy was adopted on September 7<sup>th</sup> 2021. The following Committees are authorized by the Town Council to adopt the policy or a similar policy that is at least as restrictive as the Town Council policy and which complies with State Statute:](#)

- [1. Planning Board](#)
- [2. Zoning Board of Appeals](#)

**TOWN COUNCIL COMMITTEES**

**BLUEBERRY FESTIVAL COMMITTEE**

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**TOWN COUNCIL  
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A. Established:

1. The End of Summer Fest Committee was created on December 6, 2016. The committee was re-named the Gray Blueberry Festival Committee on May 2, 2017.

B. Membership:

1. The Blueberry Festival Committee shall consist of five (5) members and one alternate.

C. Duties:

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

**BOARD OF ASSESSMENT REVIEW**

A. Membership:

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

B. Duties:

The Board of Assessment Review shall have the power to;

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

**COMMUNITY ECONOMIC DEVELOPMENT COMMITTEE (CEDC)**

A. Membership:

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

B. Duties:

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1. The CEDC shall promote and/or participate in initiatives that will:

1. **Cultivate** community and cultural connections in Gray.
2. **Revitalize and preserve** the charm of the Village.
3. **Support** improvement, responsible expansion, and retention of established businesses in the Town of Gray.
4. **Stimulate** the establishment of new businesses that will diversify the tax base and align with the goals of the Comprehensive Plan of the Town of Gray.
5. **Promote** opportunities for local citizens who desire to open businesses or cottage industries.

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

**COMMUNITY TELEVISION & COMMUNICATION ADVISORY COMMITTEE (CTCAC)**

A. Established:

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

B. Membership:

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

C. Duties:

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

**TOWN COUNCIL  
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4. Examine emerging technologies and other telecast or online streaming options for public, educational and governmental meetings.

**DRY MILLS SCHOOLHOUSE MUSEUM COMMITTEE**

A. Membership:

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

B. Duties:

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

**FINANCE COMMITTEE**

A. Membership:

1. The membership of the Finance Committee shall consist of three (3) members, at least one (1) member shall be a Town Councillor.
2. All other members shall be chosen from among the citizens duly registered to vote in Gray.
3. The Council member(s) shall be appointed annually following the municipal election.
4. The Finance Committee shall elect a Chairperson from among its members. The Chairperson of the Finance Committee should be a resident, not a Councillor, whenever possible. In the event that the Finance Committee wants to elect the Council representative as Chair, they will submit that recommendation to the Town Council for approval by majority vote.

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B. Duties:

1. The Finance Committee's role shall be advisory only, except for those duties and responsibilities specified to them by the Town Charter or by ordinance. Some of the responsibilities include but are not limited to:
2. Any time this committee schedules to meet, it shall properly notice the public in accordance with the Town Charter and State law.
3. All committee votes are advisory and shall be reported to the Council as a whole for final disposition.

**TOWN COUNCIL  
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4. Review the monthly financial reports of the Town, including the Town's investments and policy and report the results to the Council as a whole.
5. Develop and review biannually, the investment policies of the Town, assuring that all assets of the Town have been properly protected and invested in compliance with State and Federal laws and regulations.
6. Meet with the auditors annually and report their findings to the Council.
7. If so authorized, the Committee may recommend additional procurement policy items in accordance with the Charter that may be recommended to the management of the Town.
8. Make recommendations to the Council.

**GENERAL ASSISTANCE FAIR HEARING AUTHORITY**

A. Established:

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

B. Duties:

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

**LIBRARY BOARD OF TRUSTEES**

A. Membership:

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

B. Duties:

1. The Library Board of Trustees shall adopt policies relating to the operation and planning of the Library.
2. Board of Trustees shall establish rules and policies to guide the Library Director, subject; however, in both instances to the provisions of the Town Charter, Town Ordinances and Town's Personnel Policy.
3. The Library Director shall be responsible to the Town Manager for following the guidelines set forth by the Board of Trustees.
4. All expenditures of library funds shall be made by the Town Treasurer upon request of the Board, or in cases where the Librarian is authorized by the Board, upon request of the Librarian.
5. The Library Trustees shall have the authority to use the Library Reserve funds for purchases or services pertaining to the Library.

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6. Purchases made from the Library Reserve must be maintained only with funds from the Library Reserve Fund.
7. The Library Reserve Fund shall consist of gifts or donations to the Gray Public Library, and any interest generated by these funds.
8. The use of such funds shall be approved by a majority vote of the Library Board of Trustees, and the Library Director.
9. A purchase order signed by the Library Director and the Chair of the Trustees shall be submitted to the Town Treasurer, no further approval shall be required.

**OPEN SPACE COMMITTEE**

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

B. Membership:

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

C: Duties:

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

**ORDINANCE ADVISORY COMMITTEE (OAC)**

A. Established:

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

B. Membership:

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

C. Duties:

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

**PLANNING BOARD**

**TOWN COUNCIL  
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TOWN OF GRAY, MAINE**

A. Membership:

1. The Planning Board shall consist of five (5) members and two (2) alternates. The two Alternate members will be appointed to the Board by the Town Council in the same manner as full members. The Alternates will be designated Alternate 1 and Alternate 2 by the Council upon appointment to the Board. When a full member vacancy occurs due to resignation, absence, or removal during an existing term, Alternate 1 will be appointed to full membership via majority vote of the Planning Board. Alternate 2 will be elevated to Alternate 1. The Alternate 2 vacancy will then be filled by the Council. All full and alternate member vacancies created by the expiration of a term shall be filled by the Council. The Planning Board shall meet up to twice a month at the discretion of Planning Department Staff.

B. Duties:

The Board shall;

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

**RECREATION AND CONSERVATION COMMITTEE**

A. Established:

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

B. Membership:

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

C. Duties:

1. The Committee shall advise and recommend to the Town Council on recreational and public parks matters, such as: programs, policies, development, planning, or leisure time activities.
2. In cooperation with the Town Manager and the Parks and Recreation Director the Committee shall assist in initiating and maintaining progressive programs and activities.

**TOWN COUNCIL  
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3. The Committee shall advise and recommend to the Town Council, public and private committees, and the general public as to the protection, research, development and use of the natural resources located within the territorial limits of the Town.
4. The Committee shall recommend to the Town Council the purchase, the gift or other acquisition of land, easements or interest in land; in order to maintain and manage it in a manner which allows for public use and enjoyment consistent with the natural, historic and scenic resources of the land.
5. The Committee shall, prior to making any recommendations pursuant to this section, submit its recommendations to the Planning Board at least thirty (30) days in advance.
6. The Committee shall be responsible for developing and maintaining an open space, public access, and outdoor recreation plan which shall be consistent with the Town's Comprehensive Plan and with any regional plan.
7. The Committee shall prepare and maintain an index of all open areas, publicly or privately owned, within the Town and including but not limited to open marsh lands, swamps, and wetlands to assimilate and retain information pertinent to the proper utilization, protection and potential development or use of such open areas.

**RESILIENCY COMMITTEE**

**A. Membership:**

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

**D. Duties:**

The committee shall:

1. Expand education for Residents via GCTV/Website streaming programming in partnership with GNG School system, newsletter, electronic platforms, bulletin boards, Library, flyers and direct mailings on topics related to Resiliency Planning, waste reduction, renewables and/or energy efficiency and Climate action.
  - a. Proper composting to work towards reducing food waste
  - b. Tips/Information on the pillars of waste handling: Avoid/Reduce, Reuse, Recycle, Recover, Dispose
  - c. Classes on relevant topics such as vermiculture and biodigesters
  - d. Native plantings, canopy catalog/planning, fertilizer transition plans for open space/school fields/municipal properties
  - e. Practical zero waste approaches to lifestyle and events
2. Assist with Resiliency and Climate Action Planning, as appropriate, to identify baseline, identify forecasted changes in coming years, identify actionable items in categories (1)

**TOWN COUNCIL  
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municipality (2) neighborhoods (3) residents. Working with the Community organizations that are mission aligned, promote action on items in categories (2) and (3).

3. Work with Organizations, Companies, Non-Profit groups and Residents to conduct readiness assessment for Repair Café, Tool Library, Salvage/Reclaim depot, Upcycling, Greenbuilding, Plant Swap, Seed bank, etc.
4. Make recommendations, as appropriate, to modify Town's current disposal policies, sticker compliance, fee structure that will enhance and/or reduce cost of the operations.
5. Work with Solid Waste Director to promote/host Hazardous Waste Day to educate Residents on hazards of improper disposal and share policies, options, changes on an annual basis.
6. For all duties outlined – encourage partnerships and collaboration with other Towns to develop regional approaches wherever possible.

**ZONING BOARD OF APPEALS (ZBA)**

A. Membership:

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

B. Duties:

The board:

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

**RETIRED TOWN COUNCIL COMMITTEES**

**CHARLES BARKER SCHOLARSHIP COMMITTEE**

A. Membership:

1. The Charles Barker Scholarship Committee shall consist of four (4) members, of which no member shall be a member of the School Board.

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2. In accordance with the terms and conditions of the Charles Baker Scholarship Fund, “Such committee members shall serve until a similar committee shall have been appointed or reappointed after the next selection of a Board of Selectmen (Town Council) of said Town.”

**B. Duties:**

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

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

**GRANGE NO. 41 SCHOLARSHIP FUND COMMITTEE**

**A. Established:**

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

**B. Membership:**

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

**C. Duties:**

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

**LADDER TRUCK COMMITTEE**

**A. Established:**

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

**B. Membership:**

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

**TOWN COUNCIL  
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5. One (1) shall be a Town Counselor.

C. Duties:

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

**PUBLIC SAFETY COMMITTEE**

A. Membership:

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

B. Duties:

The committee shall;

1. Be concerned with various matters of community safety as they relate to law enforcement, fire protection, traffic, and the transportation systems that support traffic. Including both vehicle and pedestrian and those issues outside of Gray that have impacts within the community such as regional transportation corridors and projects.
2. Work towards developing the necessary plans and recommendations that shall achieve improved community safety.
3. Advise the Public Safety Director in areas of community and building safety issues, making recommendations where appropriate.
4. Work with the Maine Department of Transportation, Maine Turnpike Authority, the Maine State Police and the Cumberland County Sheriff's Department in matters of traffic and safety issues.
5. May work with and assist other standing committees and, where appropriate, special committees of the Town.

**COMPREHENSIVE PLAN STEERING COMMITTEE**

**TOWN COUNCIL  
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TOWN OF GRAY, MAINE**

A. Established:

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

B. Membership:

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

C. Duties are to oversee:

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



# 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





# 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. 27<sup>th</sup>

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.

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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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# 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.

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# Submission #95

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## Submission information

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

Submitted by Anonymous (not verified)

July 27, 2021 - 3:08pm

67.255.195.32

**Application Date:** July 26, 2021

## Contact Details

**First/Middle Name:** Janet

**Last Name:** Smith

**Street/PO Box:** 4 Blueberry Lane

**City, State, Zip:** Gray,ME. 04039

**Phone Number:** 2078376620

**Email Address:** pict58@aol.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**

Dry Mills Schoolhouse Museum Committee

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

I would love to continue working with and supporting this committee. My term ends in August.

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

Board member to continue with our growth and development plan.

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

Historian, genealogist, event planning, managing people and schedules, fundraising,

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

To preserve the history and promote the importance of it

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

Dry Mills Schoolhouse. 3 years

**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.**

Preservation of the past,

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# BOARD/COMMITTEE APPLICATION TOWN OF GRAY MAINE

For Office Use Only  
Date Received: 6/17/2  
Received by: [Signature]

## CONTACT INFORMATION

Name	GLENN L. WALTON	E-Mail Address	glwyell@aol.com
Street Address	36 AMBROSE CIR.	City/State/Zip	GRAY, ME. 04039
Phone Number	207-233-1116	Work Phone	—
Gray Resident?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

## EMPLOYMENT

Occupation	Professor -
Employer	PURDUE UNIVERSITY GLOBAL
Employer Phone	207-233-1116

## BOARDS & COMMITTEES

On which board/committee would you like to serve?

<input type="checkbox"/>	Blueberry Festival Committee	<input type="checkbox"/>	Open Space Committee
<input checked="" type="checkbox"/>	Board of Assessment Review	<input 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:

RENEWING POSITION

**SPECIAL SKILLS OR QUALIFICATIONS**

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

SAME

What talents and skills would you bring to this position?

SAME

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

SAME

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

Zoning Board of Appeals  
L. BRADY TRUSTEE

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?

N/A

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.

SAME AS LAST APPLICATION

## 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.

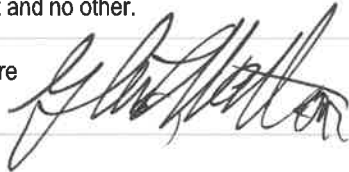
YES  NO

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

6/17/21

Signature





# Submission #101

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## Submission information

Form: [Board/Committee Volunteer Application](#)  
Submitted by Anonymous (not verified)  
September 9, 2021 - 9:31am  
107.77.224.226

**Application Date:** September 9, 2021

## Contact Details

**First/Middle Name:** Jon

**Last Name:** Powers

**Street/PO Box:** 64 Colley Hill Rd/PO box 743

**City, State, Zip:** Gray, Maine 04039

**Phone Number:** 207-572-8334

**Email Address:** jnpowers207@gmail.com

## Employment

**Occupation:** Public Works Equipment Operator and Animal Control Officer

**Present Employer:** Gray Public Works and Gray Public Safety

**Employer Phone Number:** 207-657-3339

**Are you a Gray resident?** Yes

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

Open Space Committee

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

I see the need to preserve land for public recreational use especially with the threat of urban sprawl.

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

I have a great relationship with many private landowners in the town of Gray. I'm familiar with the development of recreational multi-use trails. I'm very familiar with the landscape of Gray being a hunter, trapper, hiker, snowmobiler, ATVer and fisherman.

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

I'm a creative problem solver. Dealing with private and commercial landowner issues/concerns takes some outside of the box thinking. I'm very experienced with these situations. I have managed an ATV club for several years. Before being president I was Trailmaster. This includes developing relationships with landowners before developing trails, managing volunteers, chairman of ATV meetings, making decisions that affect the recreational trail community. I am very experienced in earthwork and have worked this field since I was a teen. This ability to read the land would be beneficial in the search for potential open space opportunities.

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

I feel it is our goal to obtain and preserve land for our future generations to enjoy and appreciate the outdoors. It's our duty to make sure it will be here for them and generations to come. To meet this goal we need a team that is willing to explore possibilities in and outside of the box.

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

I've worked with the ATV club and snowmobile clubs here in Gray for a better part of 10 years. I've worked with non profit therapeutic equestrian centers in the past. I also volunteer to instruct ATV safety courses and hunters safety courses for the Department of Inland Fisheries and Wildlife. I am also a member of United Trail Volunteers which is a non profit organization that collaborates with other horseback, ATV, snowmobile, MTB, cross country skiing and hiking organizations to meet goals.

**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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# Submission #103

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## Submission information

Form: [Board/Committee Volunteer Application](#)  
Submitted by Anonymous (not verified)  
September 13, 2021 - 8:37pm  
67.253.239.20

**Application Date:** September 13, 2021

## Contact Details

**First/Middle Name:** Kristana (Kristi) Marie Pike

**Last Name:** Lamoureux

**Street/PO Box:** 37 Ramsdell Rd.

**City, State, Zip:** Gray, ME 04039

**Phone Number:** (207)838-2637

**Email Address:** kristip@maine.rr.com

## Employment

**Occupation:** Library Media Specialist

**Present Employer:** MSAD #15 - GNGMS

**Employer Phone Number:** (207) 657-4994

**Are you a Gray resident?** Yes

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

Library Board of Trustees

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

I feel strongly that libraries are an essential part of the community. I appreciate the programs the library offers our community and want to do my part to support them.

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

I am an active member of the community and am willing to give of my time and energy. I have served a three year term as a library trustee and have an understanding of how the group functions.

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

I have been a library media specialist for 14 years. I have an understanding of libraries and how they run.

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

I feel it is my responsibility to support and promote the library and it's programs.

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

I organized and managed t-shirt sales for Patriot's Soccer Crossroads Challenge for four years. I was registrar for the Patriot's lacrosse for 4 years. I have served 1 three year term as a Gray Public Library trustee.

**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: \_\_\_\_\_  
Received by: \_\_\_\_\_

### CONTACT INFORMATION

Name	Patricia Harrabee	E-Mail Address	alpineacre@maine.rr.com
Street Address	40 Shore Rd	City/State/Zip	Gray Me 04039
Phone Number	207-657-4638	Work Phone	cell 653-2974
Gray Resident?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

### EMPLOYMENT

Occupation	
Employer	
Employer Phone	

### 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 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 checked="" type="checkbox"/>	Library Board of Trustees	<input type="checkbox"/>	Other (please specify)

Reason for selecting particular board/committee:

renewal

**SPECIAL SKILLS OR QUALIFICATIONS**

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

*experience as a librarian for 45 yrs*

What talents and skills would you bring to this position?

*same as above*

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

\*

*to continue the best library service to the members of the library and support the library director*

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

*Friends of the Library (Westbrook) 1982 - present  
Cumberland Farmers Assn 1995 - present  
Friends of Feral Felinos, past officers + present  
board member, 1996 - present, W. Cumberland Clutte*

*not to assist Clutte*

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.

*see \* above*

**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

9-13-2021

Signature

Patricia Larabee

# Submission #102

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## Submission information

Form: [Board/Committee Volunteer Application](#)  
Submitted by Anonymous (not verified)  
September 13, 2021 - 8:13pm  
74.77.170.130

**Application Date:** September 13, 2021

## Contact Details

**First/Middle Name:** Kiersten  
**Last Name:** Scarpati  
**Street/PO Box:** 92 Mountain View Rd.  
**City, State, Zip:** 04039  
**Phone Number:** 2078384729  
**Email Address:** kscarpati@vontweb.com

## Employment

**Occupation:** Director of Operations and Financial Management  
**Present Employer:** Ethos | VONT  
**Employer Phone Number:** 2088878333

**Are you a Gray resident?** Yes

**Select the board/committee on which you would like to serve**  
Library Board of Trustees

**Reason for selecting this particular board/committee?**  
I have been on for 2 previous terms.

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

Skill marketing, experience on the committee.

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

Marketing, financial management

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

To maintain the smooth operation of the library for the use of Gray residents.

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

Library board of trustees, board member of New England federation of Humane Societies

**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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**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

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.

Deleted: ninety

Deleted: 90

Rachel Lyn Rumson  
 8 George Perley Road  
 Gray, Maine USA 04039  
 207-332-7224

# Invoice

Invoice #08262021  
 August 26, 2021

**To:**  
 The Town of Gray  
 24 Main Street  
 Gray, ME 04039

<i>Work Item</i>	<i>Rate</i>	<i>Hours</i>
<b><i>Project Management and Grant Administration Consulting May 2021 - August 2021</i></b>	85	
<ul style="list-style-type: none"> <li>● Purchasing and donation request: Bradbery Metalworks and town correspondence and meeting</li> <li>● Contractor meetings and paperwork checks: E.L.K. Construction and sub contractor Davis Bacon filing</li> <li>● Grant correspondence and meetings: CDBG and town</li> <li>● Budget reporting meetings and correspondence: Town Controller, CDBG, Manager's Office               <ul style="list-style-type: none"> <li>○ Including: file requests, expense documentation, research, correspondence,</li> </ul> </li> <li>● Maintenance planning: Maintenance Dept Director and staff</li> <li>● Sign retrieval: Cumberland County Soil and Water Conservation district</li> <li>● Placemaking Event: public engagement project planning, staging, facilitation and oversight.               <ul style="list-style-type: none"> <li>○ Purchasing: Estabrooks</li> </ul> </li> <li>● Public Safety and Public Works: coordination of in-kind services</li> <li>● Library tiny lending library project coordination: meetings and correspondence</li> </ul>		2 4 5 3 3 1 9 2 1
Total		30
Balance Due		\$ 2550

<p><b>Payment Terms:</b>          Net 10</p> <p>Make Checks Payable to: Rachel Lyn Rumson, 8 George Perley Road, Gray, Maine 04039          SS# 006849502</p>
<p>Comment or Note</p>



## Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
[www.memun.org](http://www.memun.org)

**To: Key Municipal Officials of MMA Member Cities, Towns and Plantations**  
**From: Catherine Conlow, MMA Executive Director**  
**Date: August 30, 2021**  
**Re: Announcement of MMA Annual Business Meeting & Voting Credentials**

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The Maine Municipal Association Annual Business Meeting is being held in conjunction with the MMA Annual Convention and will take place on **Thursday, September 30, 2021, at 1:45 p.m.** The meeting will be held in person in the 2<sup>nd</sup> Floor, North Wing of the Augusta Civic Center as well as live streamed to the MMA website.

Following please find the ***MMA Voting Delegates Credential Form*** on which the municipal officers may designate their municipality's voting representative and alternate in addition to the proposed agenda for the MMA Annual Business Meeting. If you plan to be at the MMA Annual Convention and would like to have a Voting Delegate represent your municipality, please complete the form and return to our office by **Wednesday, September 29, 2021**.

Please note that the MMA Executive Committee is not recommending any proposed amendments to the MMA bylaws this year. The current MMA Bylaws as adopted in 2013 may be viewed on the MMA website at:

<http://www.memun.org/public/MMA/Gov/bylaws.pdf>

We have a great line up of speakers and workshops at this year's convention. Please refer to the Convention Program in the August-September issue of the Maine Town & City or at [www.memun.org](http://www.memun.org). If you have any questions on this information, please contact Rebecca Lambert at 1-800-452-8786 or 623-8428 ext. 2307 or by email [rlambert@memun.org](mailto:rlambert@memun.org).

We look forward to your participation in MMA's Annual Convention and Business Meeting.

**Maine Municipal Association  
Annual Business Meeting  
Thursday, September 30, 2021  
1:45 p.m. – 2:45 p.m.  
2<sup>nd</sup> Floor, North Wing, Augusta Civic Center  
and Via Live Stream on MMA Website**

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**AGENDA**

1. **Introductions and Welcoming Remarks** – MMA President Jim Gardner  
(Town Manager, Town of Easton)
2. **Approval of 2020 MMA Annual Business Meeting Minutes** – Jim Gardner
3. **Introduction of New Executive Committee Members** – Jim Gardner
4. **MMA President’s Report** – Jim Gardner
5. **Executive Director’s Report** – Catherine Conlow, MMA Executive Director
6. **Other Business** (*comments from the floor*)
7. **Adjournment**

**MAINE MUNICIPAL ASSOCIATION**  
**Voting Delegate Credentials**

\_\_\_\_\_ is hereby designated as the official Voting Delegate and  
(name)

\_\_\_\_\_ as the alternate voting delegate for \_\_\_\_\_  
(name) (municipality)

at the Maine Municipal Association Annual Business Meeting which is scheduled to be held, **Thursday, September 30, 2021, 1:45 p.m., at the Augusta Civic Center, 2<sup>nd</sup> Floor, North Wing, Augusta, Maine.**  
The Annual Business meeting will also be available via live stream on the MMA website.

*The Voting Delegate Credentials may be cast by a majority of the municipal officers, or by a municipal official designated by a majority of the municipal officers of each Municipal member.*

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

\*\*\*\*\*

**Signature of a Municipal Official designated by a majority of Municipal Officers:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**\*OR\***

**Signature of a Majority of Municipal Officers:**

_____	_____
_____	_____
_____	_____
_____	_____

Please return this form no later than **Wednesday, September 29, 2021.**

To return the form, please send by email to [rlambert@memun.org](mailto:rlambert@memun.org). If sending by mail or fax, please send to:

**MMA Annual Business Meeting**  
**Maine Municipal Association**  
**60 Community Drive**  
**Augusta, Maine 04330**  
**FAX: 207-626-3358**

**MAINE MUNICIPAL ASSOCIATION  
ANNUAL BUSINESS MEETING  
WEDNESDAY, OCTOBER 7, 2020  
11:00 a.m.  
Via Zoom Webinar**

**MINUTES**

**Introduction and Welcoming Remarks** - MMA President Christine Landes, Manager, City of Gardiner, welcomed delegates to the Maine Municipal Association Annual Business Meeting, called the meeting to order at 11:00 a.m. and provided an overview of the agenda.

**Minutes of 2019 MMA Annual Business Meeting** – President Landes called for approval of the minutes of the 2019 MMA Annual Business Meeting as presented. **A MOTION was made that the general membership of the Maine Municipal Association approve the minutes of the October 2, 2019 Annual Business Meeting as presented. The motion was seconded and passed unanimously.**

**Announcement of Election Results for MMA Executive Committee and Introduction of New Executive Committee Members** – President Landes reported that the newly elected Committee members would officially begin their terms in office on January 1, 2021. She noted the new members’ participation in the strategic planning meeting of the Executive Committee in September. She also noted that over the next few months they would be attending the fall governance meetings to become familiar with the operations and finances of the Association. President Landes announced the election results:

- MMA Vice President – Jim Bennett, Manager, City of Biddeford; to a one-year term;
- Robert Butler, Selectboard, Town of Waldoboro, to a full three-year term;
- Terry Helms, Selectboard, Town of Grand Isle, to a full three-year term;
- Diane Hines, Manager, Town of Ludlow and Reed Plantation, to a full three-year term.

**MMA President’s Report** – President Landes provided an overview of the year noting that COVID has forced everyone to make changes to the way they conduct business. She reported to the membership on MMA’s response to the pandemic and what the organization has done to assist members. Christine then presented MMA Executive Director Steve Gove with a certificate honoring the 40 years he has been employed at MMA as well as a painting by a Maine artist Liz Hoag.

**Executive Director Report** – MMA Executive Director Steve Gove welcomed everyone and thanked municipal officials for attending the MMA Annual Business Meeting and Convention. Steve provided an overview of 2020 noting that progress has been made with communication between MMA and the Governor’s office, increased member outreach and provided updates on various other programs. He noted that the pandemic brought things to a halt but that MMA was able to pivot to working remotely without skipping a beat.

Steve thanked Governor Mills and Hannah Pingree for reaching out with municipal concerns regarding COVID. Staff reviewed the Executive Orders as they came out to be sure that the needs of municipalities were met.

The primary focus for 2021 is the safety of staff and members and continuing to deliver programs and services. Another project that MMA has taken on is to develop an inventory of training programs for all aspects of municipalities. There is nothing similar that exists currently but would be an asset to all municipal departments and Affiliate Groups once developed.

**Other Business** – President Landes called for any questions or comments from the membership.

**Adjournment** – There being no further business, President Landes adjourned the MMA Annual Business Meeting at 11:26 a.m.



# 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			2	2
Public Safety			1	1
Recreation			1	1
TIF Goal / Budget	1			1
Traffic	1		2	3
<b>Grand Total</b>	<b>10</b>	<b>7</b>	<b>23</b>	<b>40</b>

\*O/F/C (All)

CLOSED

Count of Description	Column Labels				
Row Labels	-	H	L	M	Grand Total
Administrative		4	3	5	12
Budget		1		2	3
Comp. Plan Update		1			1
Comp. Plan Update - breakout of tasks for Item 11		3			3
Comp. Plan Update/ Conservation Plan		1			1
Joint Leaders		1		2	3
Ordinance	1	6	1	14	22
Policy				2	2
TIF Goal / Budget		2			2
Traffic		1			1
Traffic - MDOT - break out tasks from item 24A				1	1
Traffic - MTA				1	1
Traffic - MTA - break out tasks for Item 24B				1	1
<b>Grand Total</b>	<b>1</b>	<b>20</b>	<b>4</b>	<b>28</b>	<b>53</b>

Open

*Status: O = Open C = Closed F = Future		Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline		Last Update: 09/07/21							
No	Goal/Category	*O/ F/C	** Pty No.	Target Date	Description	Subby:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
27	Open Space / Conservation Plan	O	H 1	04/01/21	During the Libby Hill Trails clean-up after the October storm, the Community Endowment communicated concerns regarding the longevity of the <b>current ad hoc agreements</b> used to create <b>Libby Hill Trails</b> . Council agreed a full review and updates are needed to protect this asset as part of <b>Open Space Plan</b> .	Sandy Carder	Nate Rudy	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 a 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. <b>Next Step: Sandy to work with Nate to draft framework for Sept joint leaders meeting.</b>
88	Infrastructure / Village TIF Goals	O	H 2	10/01/21	Infrastructure - Shaker Rd Stormwater/Sidewalk - Project	Town Council	Nate Rudy	Will Haskell /Alec Dodd	02/22/18	04/20/21	Steve/Will pres results of video work. Report was rev with MDOT Dale Doughty, Kyle Hall, Deb & the Council (5/15) Steve adv full width paving was plan for some of RT 26. Dale confirm catch basin upg will be done for some. Sched a walkth/meet w MDOT/Staff to rev of RT 26 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 to disc 2/11. (2/19) Council agreed this is the top pri for fund. (6/11) Residents app budget-engin thru their prop to sidewalk. May qualfor MDOT sidewalk fund. Eng for proj in budget CIP-Council Will/Steve met with DOT will update council at 10/28 workshop. (10/28) Upd prov-Council agreed to submit MPI appl. (11/12) Council disc Gray Park sidewalk alt & agreed due to cost, it is not feasible. MPI should incl sidewalk on Gray Park 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. <b>Next Steps: Construction underway</b>

*Status: O = Open C = Closed F = Future		Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline		Last Update: 09/07/21							
No	Goal/Category	*O/ F/C	** Pty No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
84	Comp. Plan Implementation	O	H 3	<a href="#">Detail Tab</a>	Identify steps/ create plan to implement newly approved <b>Comprehensive plan. SEE SEPARATE TAB - FOR DETAILS</b>	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, implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council reviewed at 2/16 meeting. <a href="#">See Detail Tab for updates.</a> <b>Next Steps: Nate to meet with Dept heads to review in May. WS will be scheduled after.</b>
34	TIF Goal / Budget	O	H 4	<a href="#">Detail Tab</a>	Work on <b>planning</b> associated with new <b>Village TIF. SEE SEPARATE TAB FOR DETAILS</b>	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 administrating the new TIF. Project was discussed during 9/10 workshop & Mr. Lavallee advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MBDOT/Town video work & analysis to be presented at Dec. 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) Will Haskell & MDOT provided updated info on Main Str Project. (2/5) & (2/19) See new detail tab H3. MDOT has advised change in Main Str project timeline. (7/2) Workshop held (8/6) 7/1 Workshop minutes approved. (10/15) Council agreed time to set up another brainstorming session - likely on Route 115 road - agreed to wait until 10/28 workshop to schedule so Bruce would be included. (10/28) Public forum set 12/5. (11/12) Dan will facilitate - Council agreed to set up/format. <a href="#">See detail tab for updates.</a> <b>Next Step: Doug to work up proposal on Zoning once time allows. Council discussion funding options.</b>
66	Administrative	O	H 5	06/01/21	Determine if <b>"No Thru Trucks"</b> restriction should be placed on a section of <b>Mayall Rd</b>	Dan Maguire	Council	Nate Rudy	11/12/19	09/07/21	Back in June, Kathy Taylor (Mayall Rd resident) had reached out to all Councilors regarding the state of her road and the heavy truck traffic. Dan spoke to her directly and agreed to manage the request. This road was set to be paved, but dropped from PW sched due to paving costs being substantially higher than anticipated. It will be at top of the list next cycle. Deb did some initial feedback - as this section of road is being considered for "state aid" designation (Depot Rd is a state aid road). This impacts cost sharing/responsibility with MDOT vs. Local. MDOT was conducting vehicle counts for the road (or Deb/Steve had req). Dan also advised Ms. Taylor that talking to her neighbors on the road to determine the level of support for posting "no thru trucks" would be helpful. (11/7) Dan rec'd an official petition signed by 24 Mayall Rd residents. (11/12) Council agreed to add to tracking spreadsheet - it was set to be discussed at 12/3 Council meeting already. (12/3) Sandy provided more info on options incl. weight limits. Deb advised of possible "State Aid" classification. (12/17) Deb provided proposal from G&P - \$1,000 to determine if Mayall/Weymouth would even qualify - Council expressed concerns on impacts to road maintenance and residents. (1/21) After rev expenses & discuss control concerns, Council agreed NOT to pursue state aid status on either road. Can revisit at later date. Discussed possibly just putting up signs, but felt more info was needed & did not want to set up false sense of enforcement. (2/4) Dan notified resident & adv it would take time before a workshop could be sched. Council agreed to send feedback on LD1498 in support of MMA testimony against bill to eliminate weight limits on rural roads. (2/18) Council app letter (4/28) Dan adv Resident checked in again, but understood delay. (6/16) Dan req Council consider posting signs again (7/21) Council discussed & agreed need to pull in Depot Rd residents. (8/1) 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. <b>Next Step: will likely be back on 9/7 agenda. (9/7) 1st read will be 9/21 with 2nd read 10/5. letter to MDOT will need to be sent once traffic ord is adopted for short shaker. signs should be installed on both sides of road. comm with deputies to ask for help with educating users. need to establ how violations will be report-- send out postcard with info.</b>

*Status: O = Open C = Closed F = Future P = ** H = 1-3 months M = 4-9 months L = 10+ months - Guideline											
No	Goal/Category	*O/ F/C	** Pty No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
75	Administrative	O	H 6	10/01/21	Address <b>ATV access</b> issue on <b>Long Hill Road</b>	Deb Cabana	Anne Gass	Anne Gass	05/05/20	<a href="#">09/07/21</a>	(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 \$74,500 grant with \$64,350 pay out. (7/6) Council app rev proposal & grant acceptance. (8/3) Council approved waiver doc (9/7) Most of the work is done. <b>Next Steps: Anne will verify status to determine impact on granted road access.</b>
95	Ordinance	O	H 7	10/01/21	Create new <b>Standards for the Village and Village Center Zones</b>	Nate Rudy	Nate Rudy	Doug Webster	05/18/21	<a href="#">09/07/21</a>	(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. (8/3) Council discussed & provided feedback. (9/7) 1st read/public hearing held. <b>Next Step: PB to hold public hearing/review. 2nd read/public hearing set for 10/5.</b>

*Status: O = Open C = Closed F = Future											
No	Goal/Category	*O/ F/C	** Pty No.	Target Date	Description	Subby:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
4	Traffic	O	H	8	Work to develop long term changes needed to address traffic, drainage, road conditions, pedestrian & cyclist safety and speed along <b>Route 115 entering Gray from the hill thru connection to Brown Street.</b>	Nate Rudy	Council	Council	01/02/18	09/07/21	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 Towny/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 for um 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. (9/2). Council set up 'kick off' meet date with prime parties. See Detail Tab for updates <b>Next Step: Work to begin as soon as possible.</b>
89	Infrastructure / Village TIF Goals	O	H	9	Analyze future needs for Village <b>Main Street</b> to coordinate with MDOT project	Council	Council	Council	02/19/19	09/07/21	MDOT has agree to cov the upgrade of stormwater & catch basins Main Street & down 202 towards the Cemetery. They adv the plan will likely come up in the next 5-7 years. Town needs to id any other chges- increase water line size, increase 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. (9/7). Council will hold WS on 9/15 to complete their prep for MDOT meet <b>Next Steps: MDOT WS set 9/21</b>

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92	Open Space / Conservation Plan	O	H 10	TBD	Resolve State Land for Maine's Future Grant Conversion issue created by the Tennis Courts	Council	Nate Rudy	Nate Rudy	04/06/21	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. <b>Next Step: Nate to review material to identify next step.</b>
24A	Traffic	O	M 1.1	<a href="#">Detail Tab</a>	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. <b>MDOT Portion.</b> <b>SEE SEPARATE TAB - FOR DETAILS</b>	Council	Council	Sandy Carder	02/22/18	05/18/21	Councilor Carder created meeting notes from Workshop (1/29), Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MDOT - prior to a TC meeting 5:30pm start time. That will allow 90 minutes to discuss. <b>TC agreed signage - (1) old Rt26 vs by-pass (2) in Village around island (no sign again) (3) Depot Rd RR Xing would be priority 1.</b> Kyle also advised he will look into signage (1) & (2). Deb requested target date & CC State Reps/Senator. Deb spoke to MDOT advising of RT 26 bridge closure - suggesting it may be a good time to consider remaining Route 26. Deb advised a MDOT/Staff meeting was held (1) traffic movement permit at 97 shaker (2) closing shaker rd bridge MTA work (3) village island (4) rt 26 routing were discussed. (12/4) MDOT provided some info at Council meeting. (3/5) Sandy pulled down new workplan & sent to Councilors. (6/16) Rob Betz, Patrick Adams & Steve Cole from the MDOT attended a workshop with the Council to review various projects in process, in planning & on the future list. Patrick offered to come to Gray to do a walkthrough of all the various streets to obtain more information on the issues. (7/21) Walkthru set up 8/5. <b>Next Step: See Detail tab for more info. Awaiting response from Rob Betz.</b>
24B	Traffic	O	M 1.2	<a href="#">Detail Tab</a>	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. <b>MTA Portion.</b> <b>SEE SEPARATE TAB - FOR DETAILS</b>	Council	Council	Sandy Carder	02/22/18	05/18/21	Councilor Carder created meeting notes from Workshop (1/29), Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MTA - set up workshop in May - Peter Mills, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held Mary 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & add'l info from Deb. Discussed <b>possibly sending official letters to individual trucking companies</b> regarding avoiding Village rt26, concerns from MTA about trucks not seeing 'closure' signs and diversion study next steps. Councilor Maguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study (5/4) Nate spoke to Mr. Mills & Erin at MTA <b>Next Step: Awaiting guidance from Legislative team.</b> See detail tab for more info.

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46	Ordinance	O	M 2	06/01/21	Develop <b>Growth Management</b> strategy - as part of Comprehensive Planning & to allow needed time for Open Space Planning	Sandy Carder	Nate Rudy	Nate Rudy	02/05/19	05/18/21	(1/22) Dan adv PD does not feel any addl action is need at this time. Growth Cap was disc & Staff will look into with OAC and bring forw when ready. A growth cap has been disc in var meet for the last yr. Not hav a robust growth plan and/or cap was 1 primary reason the original Comp Plan was not appr. (1/30) During the Open Space Forum, Alan & Lucky both strongly encour a growth cap be disc/imple as soon as possible to provide Gray with more time to dev an Open Space plan. In add, issues with current residential Sub-division ord, duplex allow, and limited safeguards against a large scale dev need to be addr. Kathy adv Staff have crunch annual data & Doug adv dev one would be rather straightforward & would be padded to avoid impact wanted eco & resid dev. (2/19) Council agreed this is a top priority now. (3/5) Doug rev steps (1) Verify current comp plan (2) check with legal ord (3) imple verifying data supports number selected & Council prov direction. (6/4) Doug prov some data and Arundul ord (eff in 1977). Council agreed to proceed cautiously. (9/3) Doug adv best 1st step would to discuss possible 'cap' number and process to apply caps. (10/1) Council WS held - guidance prov to Doug. (1/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger devel & Comp Plan process. (2/4) OAC looked at & were not in support - worried about admin of the process impact staff (2/18) Council disc changing approach to be more comp to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comp plan timeline as an appr plan is required to enforce growth permit systems. (3/10) OAC began work on this item. (5/5) OAC wants to coord with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be deliv by end of summer to stay in line with CP. (8/4) Council disc at 8/4 WS to confirm a full WS for this along with the duplex/OAC ord list can be disc (9/1) Council disc OAC doc cover duplexes, multi unit housing, growth & comp plan info - agreed addt'l WS to create workplan to complete all the work needed. (2/16) Sandy adv Windham has robust grw permit prog that was 1st step after their comp plan. (4/6) Council dis as part of TM goals (5/18) Council/Staff dis in WS - Staff sug step approach to create <b>Next Step: Nate/Sandy to rev outstanding list to create categories of work and propose plan with targets to Council.</b>
77	Ordinance	O	M 3	06/01/21	Create a <b>Traffic Ordinance</b> to comply with MDOT standard for local signage	Sandy Carder	Council	Nate Rudy	05/05/20	09/07/21	(5/5) In reviewing the MDOT policy for posting local roads with weight limits or 'no thru truck' signs, one requirement is to have a Traffic Ordinance on the books. Council agreed to log and prioritize once more information is collected under item #66. (12/15) Dan has volunteered to draft an ordinance to help move short Mayall Rd situation forward. (1/5) Dan adv MDOT has model ordinance. (2/16) Dan has provided draft ordinance to Council (3/16) Council prov feedback on ord for Dan to update. He will coordinate with Nate to submit to legal. (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 (9/7) Council reviewed next steps - sign installation. MDOT letter for short shaker. discussion with deputies on enforcement/education, process to report violations - with postcard to residents. <b>Next Step: 1st read/public hearing set for 10/5</b>
97	Policy	O	M 4	09/01/21	<b>Update Council Rules</b> (1) charter language (2) grammatical (3) online meetings policy	Dan Maguire	Council	Sandy Carder	06/15/21	09/07/21	(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". (8/3) Council disc remote/hybrid meeting policy (9/7) Council approved policy. <b>Next Step: Changes need to be drafted.</b>

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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	09/07/21	(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. (7/6) PB prov. feedback on alt elevation language. (8/3) Council disc remote/hybrid meeting policy (9/7). Council approved policy. Next Steps: Changes drafted to be presented at 9/21 meeting.
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 <b>ordinances and zoning</b> to determine if changes are needed for <b>Duplexes</b>	Dan Maguire	Dan Maguire	Doug Webster	02/19/19	09/07/21	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) (9/7) 1st read of <b>desian stand in Village</b> <b>Next Step: PB public hear 9/20 - 2nd read 10/5 New changes will be used as base for updating standards in all zones.</b>
69	Recreation	O	M 9	10/01/21	Create a <b>Pocket Park</b> including Historical Marker at 5 <b>Yarmouth Rd</b> property	CEDC	Nate Rudy	Nate Rudy	12/17/19	09/07/21	(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) Permbalitz was held & work session to lay brick. (6/1) CEDC prov update presentation and recommended name which Council approved. (9/7) 2nd Permbalitz set for 9/11 <b>Next Step: More work sessions to be planned.</b>

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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. <b>Next Step: Will take effect in 30 days with caveat "pending state approval" - awaiting DEP approval.</b>
55	Administrative	O	M 11	Ongoing	Review current legal agreement between MDOT, Water District and Town regarding the Route 26A winter maintenance and wellhead monitoring	Deb Cabana	Nate Rudy	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. (7/6) Voters approved budget <b>Next Steps: Water conditions study need to be completed.</b>
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. <b>Next Step: OAC/Staff will provide suggested changes to Council.</b>
93	Public Safety	O	M 13	TBD	Address dilapidated Vacant Buildings around Shaker Rd/No. Raymond Rd intersection	Council	Nate Rudy	Nate Rudy	09/01/20	05/18/21	(9/1/20) Council identified dilapidated vacant buildings around Shaker Rd/No. Raymond Rd need to be addressed as the MDOT will not be taking the structures done. (1/5/21) Deb/PD Staff reached out to the property owners. They recognized something needs to be done with the structures and property. They are wondering if zoning changes may be allowed to assist them with redeveloping the properties. PD Staff strongly encouraged new surveys be done first. (5/18) Sandy rec'd complaint from resident on status. <b>Next Step: Awaiting survey information from property owners.</b>

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52	Ordinance	O	M 14	Contract	Develop local level Sidewalk Construction standards	Dan Maguire	Dan Maguire	Doug Webster	03/05/19	09/01/20	Dan brought up the possible need for local level construction standards for sidewalks after various discussions about status of existing or proposed sidewalks in budget & council meetings. (9/1) Anne provided Council with a "Green Streets Guide" shared by Lauren Meeks (Resident - MDTOT engineer) who suggested it be considered when creating our sidewalk standards and during our infrastructure project planning. Dan suggested Lauren attend an OAC meeting in the future. <b>Next Step: Dan to bring to OAC for discussion - once OAC resources become available.</b>
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 curbcuts and assist with the buffer zone issue. Council agreed to log. <b>Next Step: Dan to bring to the OAC for discussion.</b>
78	Ordinance	O	M 16	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. <b>Next Step: OAC to provide target date and work on as resources become available.</b>
22	Ordinance	O	M 17	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 MDTOT comes to redo Main Str and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim discussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate add'l level. That would inform the ordinance/fee work. <b>Next Step: OAC/Town Staff will provide suggested changes to Council.</b>
60	Ordinance	O	M 18	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. <b>Next Step: This one may be a good item for the OAC to test out new approach.</b>
94	Ordinance	O	M 19	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. <b>Next Step: Awaiting resources.</b>

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No	Goal/Category	*O/ F/C	** Pty No.	Target Date	Description	Subby:	Owner:	Assigned to:	Dated Logged	Last Update	Comments									
25	Ordinance	O	M 20	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. <b>Next Step: OAC to work on next.</b>									
44	Ordinance	O	M 21	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. <b>Next Step: OAC/Staff will provide suggested changes to Council.</b>									
36	Administrative	O	M 22	??	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. <b>Next Step: Possibly move this one to future.</b>									
90	Budget / Audit	O	L 1	TBD	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 <b>Next Step: Nate to draft proposal for changes during Budget Cycle.</b>									
96	Budget	O	L 2	TBD	Analyze Resources & Responsibilities within Planning Department	Dan Maguire	Council	Nate Rudy	06/01/21	06/01/21	(6/1/21) Dan asked to log this on the workplan. It is something the Council has discussed the last 2 budget cycles, but have not changed anything - mostly due to new code software being implemented, staff turnover, etc. Before next cycle, a full review of the department should be done to identify improvements to assist with economic development, and staff efficiency. <b>Next Step: Will discuss when time allows.</b>									
87	Administrative	O	L 3	05/01/21	Review current Fee policy for MSAD15, Gray and NG to determine if there is a better reciprocal approach	Sandy Carder	Sandy Carder	Sandy Carder	02/02/21	06/15/21	(2/2) Sandy advised that this issue had been brought up at the last Joint Leaders meeting. A follow up meeting was held on 1/25 with Craig/Diane/Sam of MSAD15. There is a need to track costs and fees by all three entities. MSAD15 also has financial responsibilities that impact both Gray & NG. The issue is front line workers are left dealing with trying to apply fees when working with coaches, residents, staff, etc. which creates conflict as the taxpayers pay all three budgets. There was agreement there may be a better way to deal with fees. (5/4) Sandy adv next joint leaders meeting set for 6/17 & will follow up on status then. <b>Next Step: Diane will set up a meeting with Katy and NG representative to start by reviewing current processes - it was noted due to budget season, this would likely not take place until April.</b>									

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No	Goal/Category	*O/ F/C	** Pty	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
81	Ordinance	O	L 4	Contract	Need to create a <b>Water Extraction Ordinance</b>	Sandy Carder	Nate Rudy	TBD	07/21/20	04/20/21	(7/21) Council was approached by Crystal Lake residents regarding many commercial vehicles from out of Town companies parking vehicles on the public boat ramp for long periods of time to extract water (pool, landscaping companies). Council discussed safety, access and water quality issues and agreed the activity should be prohibited. Deb spoke to the State and they advised we can put up signs right away - ordered. An ordinance should be created to ensure enforcement can be done properly. (4/20) Sandy adv a resident follow up into - Sandy let them know the ordinance change is still on our list. <b>Next Step: OAC to work time permitting.</b>
39a	Administrative	O	L 5	12/31/21	Need to review/renegotiate <b>Cable TV Contract</b> 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 <b>Next Step: Anne will collect more info to bring to Nate and Sandy to loop back to GPCOG on next steps.</b>

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50	Economic Development	O	L	6	11/01/21	Work with the <b>Narrow Gauge Railroad</b> to review current situation and develop new plan.	Council	Nate Rudy	Nate Rudy	03/05/19	10/06/20	NGR 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 NGR Board and they are open to discussion, but cannot do at this time due to pending move. (8/6) Portland Press Herald reported the NGR has withdrawn their plans to move to Gray and NGR 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 NGR, the organization insisted they were still partnering with Gray. (9/3) Deb adv no response from e-mails - phone tag with Mr. Heinz - NGR has engaged a broker to sell property. (9/17) Council discussed approaching NGR to open discussion about donating the easement rights to the tracks to Gray - as a way to address those who contributed to NGR relocation - both with time & money. (10/15) NGR 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) NGR said they would get back to her (2/18) NGR advised they are seeking professional assistance to deal with unraveling Gray issues. (9/15) NGR 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 NGR 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 NGR. <b>Next Step: Moved lower on tracking spread to await NGR putting property on market and/or contacting Town.</b>
86	Administrative	O	L	7	11/09/21	Create <b>Charter Amendment</b> to address (1) <b>Town Manager job description</b> changes (2) <b>Audit date</b> from 9/30 to 12/31 (3) <b>Non Land use Ordinance Process</b> change	Council	Nate Rudy	Nate Rudy	01/19/21	09/07/21	(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 (9/7) <b>Council reviewed changes</b> <b>Next Step: Nate to finalize 1 update with Alyssa - will not be ready for vote until 10/5 meeting.</b>

# H4 Comp Plan

No	Goal/Category	*O/ F/C	** Pty No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Comp Plan Imp - break out item 84	O	H 4	02/08/21	Committee review of Comp Plan	Dan Maguire	Council	Bruce/Dan	12/01/20	03/16/21	(12/1/20) Dan suggested each Committee review CP to ID what would inform their work, how they can support 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. <b>Next Steps: Dan/Bruce to work with remaining Committees to obtain summaries.</b>
B	Comp Plan Imp - break out item 84	O	H 4	TBD	Consider <b>New Committee</b> to monitor, supervise, ensure <b>Comp Plan implementation</b> proceeds	Council	Council	Council	12/01/20	02/16/21	(12/1) Council agreed current Committee should be retired as their charge is complete. Will send Thank You letters to Members and advise Council is considering a new Committee to assist with implementation - asking them to advise if they are interested in continuing on. New Committee needs further discussion. (2/16) Sandy provided info from Windham Committee - hybrid structure. Generally, there was agreement that is the better model than all volunteer. It will be important to have people with know/expert on the committee. Should not set up until Council can give clear charge and goals to committee. Nate wants a chance to talk through options with Planning Dept as they will take leading role. Sandy also adv Windham hired a consultant to assist them. <b>Next Steps: Awaiting Nate's review with Dept Heads and follow-up workshop for further discussion.</b>
C	Comp Plan Imp - break out item 84	O	H 4	TBD	Department Heads review of Comp Plan	Anne Gass	Council	Nate Rudy	12/01/20	05/18/21	(12/1) Anne suggested we either include Dept Heads on the Implementation Committee or at least ask them to review plan to create their own plans to help implement. Needs further discussion in context with new Committee. (2/16) Council discussed and Nate agreed to integrate this into his individual meetings with Dept heads. (4/20) Nate adv meetings set for May. (5/18) Nate has rev with Dept heads. <b>Next Steps: Nate working with Staff to create plans on how they can assist with implementation.</b>
D	Comp Plan Imp - break out item 84	O	H 4	02/16/21	Obtain information from Windham Town Council on their implementation plans	Sharon Young	Council	Sandy Carder	12/01/20	02/16/21	(12/1) Sharon noted that Windham has a implementation committee set up to assist with their newly approved plan and suggested we find out what steps they took to get from approved plan to where they are, how the Council is involved, etc. Sandy advised that the Windham Chair is on the GPCOG Executive Committee and she can reach out to him for information. (1/5) Sandy has sent a note to Jarod Maxfield 12/18. (1/19) Sandy reported that she has spoken to Jarod and shared general information - and will share more at the 2/16 workshop. (2/16) Sandy shared info on Committee, Growth Permit Program, Consultant, etc. from initial discussion with Jarod. <b>Next Steps: Utilize Windham information as process progresses.</b>
E	Comp Plan Imp - break out item 84	O	H 4	TBD	Create plan/timeline for Zoning changes & ordinance changes	Council	Council	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. <b>Next Steps: Staff to bring proposed changes to Council for discussion.</b>

H5 TIF

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No	Goal/Category	*O/ F/C	** Pty No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	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. <b>Next Step: Determine when Staff has capacity to work on.</b>

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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. <b>Next Step: Determine when Staff has capacity to work on.</b>

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A	Route 115 - break out tasks from Item 4	O	H 9	TBD	Obtain <b>Ledge Map</b> 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. <b>Next Steps: Nate to notify Will to begin work.</b>
B	Route 115 - break out tasks from Item 4	O	H 9	TBD	Obtain updated <b>full Survey</b> for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	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. <b>Next Steps: Nate to notify Will to begin work.</b>
C	Route 115 - break out tasks from Item 4	O	H 9	TBD	Draft a <b>High Level Engineering Plan</b> for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	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 <b>Next Steps: Nate to notify Will to begin work. WD to contact Will.</b>
D	Route 115 - break out tasks from Item 4	O	H 9	TBD	Provide past <b>Traffic Study</b> for <b>Brown Street</b>	Council	Nate Rudy	Will Haskell	02/16/21	02/16/21	(2/16) Council discussed past reviews of making Brown St one way. Will/Kathy/Doug indicated this issue has been looked at a couple times in the past. Will thinks he can dig up the past reports. Consideration is traffic pooling on Route 115, but also ability to prevent large commercial vehicles from using Brown to get to short Shaker (weight limit being pursued). <b>Next Steps: Will to research further.</b>
E	Route 115 - break out tasks from Item 4	O	H 9	TBD	Set up <b>Joint Meeting</b> with <b>MDOT</b>	Council	Nate Rudy	Nate Rudy	03/09/21	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 atten 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. <b>Next Steps: Town needs to complete more work to prepare for the MPI application.</b>

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F	Route 115 - break out tasks from Item 4	O	H	9	Set up Meeting with Water Department	Council	Nate Rudy	Will Haskell	03/09/21	09/07/21	(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 (9/7) Council set WS 9/27 with primaries incl LWD. Next Steps: Next WS set.
G	Route 115 - break out tasks from Item 4	O	H	9	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	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

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

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No	Goal/Category	*O/ F/C	** Pty No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Traffic - MTA - break out tasks for Item 248	O	M 1.2	12/31/20	Diversion Study	Town Council	Nate Rudy	Nate Rudy	02/22/18	05/18/21	Town to define goals-study/parmits/data set to cap as much data/results as poss rel to exist prior traffic issues. need to deter int partners-NG,Poland,Cumber,Auburn,Windham? MTA ind poss prov 80+% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15-20%. 6 fig likely need, more data added to study = high costs. Deb adv MTA is work on poss optns, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchase that will incr data while drop costs. Scope disc ensued w Council need to send addtl feedback to Deb-chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will parti. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been appt to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr. Mills is taking a diff appt than Mr. Van Note-he is propo MTA buy subscr at March meet. (3/5) NG is not inter in parti.(4/2) Sandy prov PPH article ind MTA, MDOT, PACTS and Port Transp grp have agrd to grp subscr to software. Await addtl feedfrom Mr. Mills. Res appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent mat to S Carver as they were inter to see if there for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd - GPCOG to take leave & prov prop for full coun to cons. (1/7) Sandy pres propos scope from COG-Council req opts for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Coun will vote on with COG-ok with chgs-will look into poss ph 2 study to capture 'avoid' vs. 'divers' traffic with MDOT fund? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is Sept (9/1) Sandy adv draft report is done final report should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Migr. (11/17) GPCOG resp to MDOT & are work on updating. (12/15) Sandy has rec'd updated study - will pull together all the material & send to Council. Will be placed on a future workshop agenda. (1/5) Diversion info shared (3/16) Council disc resp (1) to MTA (2) meet with Leg team + transp committee members (3) integrate in convo with MDOT on Route 100 projects (4) req mor info on LOS study costs/timeframes. (5/4) Nate & Sandy meet with Sen Green staff 5/5 & submitted historical info on issues.
B	Traffic - MTA - break out tasks for Item 248	O	M 1.2	06/01/21	MTA Data - cash collection (vs EZPASS)	Town Council	Sandy Carder	Sandy Carder	02/22/18	05/04/21	MTA will prov data for cash (vs EZPASS) from the regl booths-Gray,NG,Falm - to better deter funds being collect by high tolls. Ident collect funds will prov base to deter alter in toll location prices. Toll Data was prov, but Sandy asked if classes could be split out (12/4) Some minor toll disc occurred at meet with MTA confir they can prov addtl info. (2/19) Council disc opts for toll chgs and agreed to send letter to MTA with recomm/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Repres and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep 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-inci the issue of Complete street policy. (10/15) Sandy proposed alter approach of asking Leg. Reps to submit the issue to the Governor's Blue Ribbon Commis for consid as several fund pieces related to both toll inequity and diversion. Dan pointed out use of 295 (or 95 north of Augusta) by commut vs those forced to use 95 (south) is an issue as well. Council agreed and also want to focus on ask Leg. Reps to consider a bill that would put more teeth in the MTA complete street policy and give muni more say. Sandy will draft for Council rev at 11/12 meet. (11/12) Letter rev with feed prov. Sharon expressed concerns with tone of letter. Maj of Council felt it needed to be strongly worded esp given news story where Mr. Mills was dismissive of issues. Sandy remind that it is to the legis team, not the MTA directly. Sandy to update and send. (12/3) Council approved letter. (2/4) Sandy adv committee contin work - follow up after session (2/18) Sandy prov update on status of comm and council agreed we should follow up now. (3/10) Sandy shared with Sen. Ned Claxton upon request (3/16/21) See above Diversion (5/4) Nate & Sandy meet with Sen Green 5/5

# Future

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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. Staff will begin work to outline plan to obtain additional information. Council agreed this will be considered a "closed" Council item until the Rec. Dept. brings forth additional information. With availability of some land around the by-pass, this was discussed in 9/4 TC meeting. Deb stated \$62,000 is in the current fund. (11/13) Council agreed to move to Future list as the item continues to come up in discussions. (5/7) Concerns regarding current status vs. best practices were discussed during the 4/16 meeting - confirming programs exceed capacity at the Town facilities. See Closed item #57. Manager advised it was Administrative and under her purview, council agreed to add to this item & close #57 with Manager bringing forward any necessary policy issues.
23	Ordinance	F		TBD	Review current ordinance governing noise for updates and research possible odor ordinance.	Town Council	Deb Cabana	Doug Webster	02/09/18	10/01/19	During the special amusement license renewal of the American Legion Hall, much discussion was centered around the current decible restrictions for noise in the existing ordinance was set at a reasonable level, existing activities that may be above that level, how the level would be measured (by whom), and how complaints/enforcement would be handled. Doug Webster made presentation (3/6) of review/recommendations from Town Staff - raise limit to 60. TC discussed pros & cons of setting an actual decibel limit & enforcement. TC agreed to raise to 60, but also to add specific types of businesses/activities that would trigger limit. The Mfg Overlay/BD1/BD2 already have some type of noise restriction. Need to determine how complaints would be handled. (2/19) Council agreed to add "odor" to this item. (10/1) OAC feels due to lack of technology, other priorities and inability to enforce, this items should be moved to the future list. Council agreed.

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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. <b>Next Step: Moving to Future list pending more information.</b>

# Budget 21-22

No	Items Label	Cost Est.	Task No.	Description	Comments
1	Pocket Park	(2020) Grant + \$2,175 + \$3,300 in Public Works Dept	#69 M10	Gray Historical Society has a long term vision of creating a <b>Historic Walk</b> with the Pennell House Memorial (re: Cumberland Farms donation/easement) kicking off the effort. GHS would like to discuss the <b>Town Owned Property at 5 Yarmouth Rd</b> as a <b>possible mini-park</b>	GHS in planning stages with more information will likely be available in January. Goal is to have full trail mapped out to identify specific locations as historically important for consideration when future development is planned. (10/28) Council needs more info, GHS/CEDC both have some ideas for the space, Council has RT115 project review starting, there is some thought to put up guardrails to prevent in appropriate vehicular traffic, Anne mentioned there could be grant money avail to help with developing a plan. Council agreed to keep on list pending presentation from GHS/CEDC in near future. (12/17) GHS/CEDC presented to Council & advised of possible Grant applications for funding which will be presented at the 1/7 meeting. (1/21) Council voted to approve grant application with direct \$2,175 match & \$3,300 of public works time/costs (3/2) Alec adv they have expanded about 1/2 of the grant 'in kind' total & will complete add'l work in the spring.
2	Education Funds	\$5,250 per semester - \$0 in 2020	N/A	New <b>continuing education fund policy</b> was approved allowing for up to \$5,250 per semester in reimbursements per qualified employee studies. Benefit is dependent on available funds.	Policy includes request for submissions to allow for proper budgeting. Deb advised deadline for submissions is January. She will provide info on any budget requirements. <b>Employees had until Jan 19th - request included in individual budgets.</b> (10/28) Deb advised no employees have submitted request - thus no funds needed this year. (1/19) Deb verified there are no requests for this cycle.
3	Employee Vacation/ Sick Fund	(2020) \$35,000 (2021) \$25,000	N/A	As of June 30, 2017 the <b>Town's Liability for compensated absences</b> - this is an unfunded liability and comes into play when an employee retires or leaves and requires a payout of <b>accumulated vacation/sick time</b> .	There is no designated fund for total \$245,419. Deb advised Town spent \$18,000 on retirements last year (unfunded). Council discussed setting aside 10% (\$25k) or 15% (\$37k) annually to start. Council is looking at \$25,000 Manager Contingency fund as first step in this funding. (10/28/19) 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 <b>payments to the CIP fund</b> over a 5 year period. The \$100,000 remaining outstanding from the 3/12ths rainy day fund is being logged separately - see below.	<p>Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority &amp; Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100K gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100k into CIP from the \$500k payment into the 3/12ths - to use projected coverage next year to finalize the \$500K re-payment. (10/28) Old ladder truck is now for sale. Council agreed to ask Finance Committee to come up with "fully funded" number to better understand the gap between current \$100K - for discussion purposes. (12/17) Deb adv \$85,000 rec'd from sale of old ladder truck and \$10,000 rec'd for sale of retired equip for total of \$95,000 for CIP fund. (2/13) Deb &amp; Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The addt'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course &amp; not pursue this option. (3/24) Katy prov 3 scenarios with payments - Council agreed to lower payment based on target to stay "neutral" with starting balance. Katy adv approx \$250K will flow into the debt serv payment from bond savings even after appr proposed usage. This will bring us up over 'neutral'. Council to make final adjs at 4/12 meeting.</p>

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 <b>Connect Cumberland project to extend broadband</b> through major corridors. Updating this to possible funding needed related to Grant being pursued with Windham.	A presentation was made to the Council during the July 3rd, 2018 meeting. Costs are unknown at this time, but goal was to have more information by year end for budget planning. No update on costs at this time. (10/28) Deb advised the group was having difficulty finding a contractor to do the work and thus will not be included this year. (1/19) Deb adv she does anticipate a request for some funding - matches for grants and/or other funding avenues. (3/22) Nate has some inquiries out and Anne adv that Otelco is nearing completion on a plan to build out Gray. There is also going to be federal money available for this work in the coming 2 years. (3/24) Nate has no further information - Council agreed to not put money in the budget. It is possible the federal money avail in the coming year will allow for grant applications for broadband work.
8	Skateboard Park	(2020) \$15,000	N/A	A GNG Student reached out to the Town asking for consideration of a <b>Community Skateboard Park</b> . Partner with school?	Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28/19) Dan advised this is still be worked on. Council agreed until they are ready to present a plan both for the park and the fundraising piece, this will not be considered. (1/21) Officer Chadler will present at the 2/4 Council meeting. (2/4) Presentation made to Council, majority supports project, requested a full blown proposal with estimated budget before next steps could be determine. The funding will need to be grants, fundraising & the Town. Location will be critical. (2/27) Rec dept is requesting \$15,000 (out of estimated \$125,000-130,000) to start the ball rolling on planning & fundraising. (2/18) Brought Nate up to speed, Dean was unsure if there was any recent activity on community side. (3/22) Sandy suggested we maintain the \$15k fund established last year, but forgo adding an addtl \$15k this year - due to lack of activity on the project. This will give Community effort time to regroup after covid and we can consider next year. Council agreed.

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

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, <b>Route 115</b> ), Sidewalk projects, and other projects (Wilkie's Beach) require <b>engineering work to develop plans</b> before funding can be sought (or to have more pull with MDT/MTA).	Steve projected \$75K for engineering work for the Route 115 project, but Will advised that the engineering costs need to be included into the project request - if we go with MPI program - where MDT would pick up 50% of costs - up to \$500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided \$91,000 design fee & \$62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 25B will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17/19) Public forum held on 12/5 - Council to set workshop. (3/26/20) Council is working to amend Route 100 South TIF to allow for funds to be used on this project. (4/21) Council set public hearing for 6/2 to put out to voters at 7/14 election. (1/19/21) Workshop held with Staff/Water District/Engineer to create general plan for starting this project. Route 100 South TIF funds are available - with expiration of 2028. Will work on providing estimates for (1) complete 'ledge' profile of road using ground penetrating radar (2) updating and completing full survey of area - Main street to 59 Yarmouth Rd (3) create a high level plan to include parameters agreed to in workshop - working with the Water District to include their piece and including Brown Street reconfiguration/parking analysis. The goal will be to use the starting plan to schedule more public forums and have some idea of overall costs as we progress. (3/9/21) Will rev proposal for services. Council asked that (1) meet with Water District (1) meet with MDT be added, Doug asked that add'l boaring be added to ensure ledge identified properly on slope, Council adv Church needs to be pulled into discussion on Brown Street intersection, and agreed to remove "inspection/post project" services be removed for now as those decisions will be made at a later date, but we have an estimate of \$101,590 for full time inspection services. (4/12) WD submitted est for rt 115 which is over the \$495,000 total. \$40k is needed in coming year for engineering/legal. Further disc is needed on total cost. Nate will verify number. <a href="#">(5/4) WD req. more funds for materials.</a>
11	Construction Costs	\$88,400 / GPCOG grant?	N/A	Extending sidewalk from <b>Hannaford - Spruce Street - Sidewalk projects</b> , and other projects (Wilkie's Beach) require <b>engineering work to develop plans</b> before funding can be sought (or to have more pull with MDT/MTA).	Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues. (3/2) Council discussed this in Council meetings as GPCOG was seeking shovel ready/worthy project to use to obtain grant funding from State/Federal programs. Council agreed to roll this into Libby Hill paving, LH sidewalks reconstruction & extension and a crosswalk to the MSAD15 ROW path which may become an emergency 2nd exit for the schools. Alec/Deb submitted to GPCOG.

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 <b>Contingency Fund</b> into their budget planning to cover unforeseen expenses.	Deb provided (2) examples - \$18k for unfunded vacation/sick time for retirees and \$10K for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone & must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between \$20-30K. Council agreed to tentative \$25,000 amount to cover projected retirement and have some left over. (10/28/19) 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 <b>Paving budget</b> process to ensure projected & actual are closer	Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of failing road projections. (10/28/19) Steve will adjust request - to ensure we get 'caught up' on our paving - as a starting point. (2/27/20) Figure excludes \$13,500 being requested for pavement condition study. (3/12) Council discussed request for study. There is no industry standard - and last study was done 2017. Alec said roads that have been paved in last 3 years would need a study to determine their updated status. Council asked for est to do just those roads vs. a full study. (3/26) Alec checked into reducing study & only option is to break down into districts to do one each year - but that will likely cost more overall. Council agreed it needs to be done by next year at latest, but need to push this year. (3/2/2021) Alec adv only one overlay was done last fall after the budget vote, but he felt the 2020 paving would be done before June. Confirmed that at \$500k a year could clear the backlog in 8 years. This does include parking lots, but not sidewalks.

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 <b>Libby Hill maintenance</b> for Town's portion of acreage	Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding. (2/18/21) With reorganization of Rec Build/Grounds under Maintenance - per diem for LH was moved as well. Amount based on projected figures available.
15	Traffic Calming Measures	??	N/A	Add <b>traffic calming measures</b> as part of the project planning & designs	(10/28/19) Bicycle Coalition of Maine provides these items free of charge for testing; however, if Gray does decide to proceed with formal measures, equipment and/or construction costs may be incurred. (3/12/20) Anne advised it will take through the summer to set up tests and to identify what, if any, traffic calming measures will be recommended and then to determine costs. Will be considered in next year's budget. (3/2/21) Council agrees there are many options and there are many areas that could use them. Would like to engage organizations that can help us test lost cost or no cost options. Need to engage residents and MDOT as we move forward. (3/16) Council agreed to add 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 <b>add Fencing to CIP schedule</b> - applicable departments	(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle. (1/19) Katy advised this may be split between budgets (Build/grounds & Rec), but they will work to pick up the fencing for future planning. (2/18) Mo adv he is in the process of collecting data - Pennel & Library fencing has been measured. They will be measure Transfer Station fencing (which is substantial around the landfill) next. Once the dimensions are cataloged, the next step will be to grade the condition of the fencing & set up replacement schedule in CIP. Target to complete for next budget cycle.

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17	Existing Sidewalks	\$4,400 (condition study)	N/A	Need to add all Existing Sidewalks to CIP schedules	(4/9/20) Sandy pointed out that existing sidewalks are also not listed in the CIP schedule for maintenance/reconstruction work. Town has been only addressing when applicable roads come up for paving - usually nothing is done when overlay paving is done - creating a situation where they are only being addressed when a road is reconstructed. By that time, sidewalks are in bad shape and add considerable costs to the road budget. Need to put money aside to ensure existing sidewalks are maintained and funded when reconstruction is needed. (1/19/21) Alec updated the council on this as part of the paving catch up plan. He will be asking for the road study again this year. He is working to pick up the existing sidewalks and parking lots. Pending the study and updated information, he feels if we maintain our current \$450k annual paving budget, we could be caught up in about 7 years without accounting for sidewalks/parking lots which may then need attention. He is working with data from Stevie & his own to compile a list/conditions. We also need to make sure we understand any 'new' sidewalks being built need to be added (extension on Shaker Rd - planned Rt 115 sidewalks). (3/2) Council has asked Alec to obtain cost est to add sidewalks to paving condition study (3/15) Alec adv add'l \$4,400 is needed to add sidewalks to condition study. He also clarified that "maintenance" is not the same for sidewalks - there is limited options because of curbing, ramps, landings, etc. It is more about tracking for full replacement.
18	Livelong Living	?	N/A	Placeholder for 21-22 FY Budget - Senior Programs	(8/4) Logging as a placeholder pending presentation from Lifelong Living Committee in Fall/Winter (1/19) Sharon advised there will not be any request in the upcoming cycle as they are still collecting data and planning. Some items may be addressed through donations or non-profits as well.
19	LD1	N/A	N/A	Discuss impacts of LD1	(9/15/20) Council agreed to log to ensure discussion on how to mitigate issues with LD1. (3/23/21) Katy advised that we are currently \$4,500 over LD1, but with some of the changes requested that number will go up. Council agreed we MUST come in below LD1 this year. Discussions on how to accomplish that will be held at 3/24 WS. Katy pointed out that separate questions would be outside the LD1 for operations/CIP. But then would require individual LD1 questions to go with them (ie Senior Tax Rebate - IF Council proceeds or accrued time off fund). (3/24) After the changes made - the budget is \$1,502 under LD1 incl employee accrued time fund. The Senior Tax rebate will be over the limit & set up as a separate question.

No	Items Label	Cost Est.	Task No.	Description	Comments
20	Enterprise Fund/ Sub D	EF \$157,000 SD \$95,000	N/A	Need to evaluate impact of Covid on Enterprise Fund & Sub D Fund	(9/15/20) Deb has advised current projections have fund just breaking even or with a small revenue amount. (3/1/21) Katy clarified that Enterprise Fund is revenue from Rec Dept programs & Sub D is revenue from Development Fees. Sub D is generally used to expand or upgrade Recreational activities where Enterprise Fund is used to fund the Recreation Staff and operations. There is \$107k in EF with a projection of \$50K this year total of \$157k. Sub D is at \$95k now. But if the Rec Director position is filled, that may impact the EF total. Nat to talk to staff and determine timeline on new hire. (3/9) Katy adv that Nellie & her are working on identifying what in Rec budget can come out of Sub D. Extension of path from Cumberland Farms to Brown Street - through 1st Congregational Church property could be funded by Sub D - if grant & in kind is not enough. (3/23) Katy checking to see if removal of NewBegin stage can come out of Sub D fund in lieu of bond savings. She will also move the \$6k for concrete play area to Sub D. (3/24) Katy adv Sub D can be used, majority of Council agreed to keep in CIP bond savings as it involves multiple depts - maintenance, elections & recreation. (4/12) Council moved CL ramp match & concrete game area to Sub D - also suggested a list of "agreed upon projects" be maintained to ensure they are moved forward. Katy adv in the past many times the project will not move forward as there is no 'setting aside' money within Sub D. The CL ramp grant is being applied for so that will move forward. The Concrete game area needs more discussion in context of the Village master plan - Pennell footprint planning. Struck the ice skating line as \$ not needed if we try again at Pennell one more year. Agreed to leave the basketball lights in CIP to ensure money is set aside & lights are installed once funding goal reached.
21	Communications	\$18,910 in owed fees / \$102,000 in annual fees	N/A	Consider proposal from Community Communications Committee to use Franchise Fees for Equipment	(10/6) Anne advised the new Committee would like to see the newly discovered underpayment of franchise fees (\$18,910 for 2 years - more to follow?) put towards purchasing new/more equipment to improve the use of the Community Television Station and other platforms. (2/11) Council agreed until this money is rec'd, it will not be considered. There was a good conversation about how best to utilize the funding with everyone agreeing increasing communication was a high priority & it would be helpful for the Committee to make a proposal for specific needs/equipment/plans which require funding. Council could then consider best approach. Deb adv current revenue is estimated at \$102,000 and that the new contract will not be done until at least June. Spectrum is currently disputing the 'unpaid' past fees. No timeline on when that issue will be resolved.

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 <b>Grant funding</b> is available for <b>Boat Ramp</b> 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 addtl' 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 addtl' 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 <b>allow HOA to participate</b> in Town <b>Stripping Bid</b>	(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 <b>trail extension</b> from <b>Cumberland Farms to Brown Street</b>	(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 <b>Staff Position to Planning Department</b>	(3/9/21) Council received suggestion from resident who is also a member of the PB to consider adding an "economic development director" to the Planning Department. Council/Staff had robust conversation with many options (1) contract services via GPCOG rather than hiring part time person (2) creating 'matchmaker' position to help match available property to 'specific' businesses needed in the Town (3) make add'l zoning changes to help create more options for commercial businesses (4) create "helper" position to assist developers navigate the Town's process/forms, requirements, etc. (5) hire a Planner Assistant to handle administrative tasks for Kathy like application/packets/PB agendas, etc. to free up her time (6) grant writer to assist with finding more opportunities for funding to accomplish larger 'planning' goals. Council agreed more work is needed to determine what really is needed, what makes the most sense & adds the most value. Nate will work with Staff in the coming year to do a more robust analysis in order to bring forward a proposal for next year's budget. Sandy will respond to Dan Cobb.
30	Committee Budgets	\$1,000 + \$500	N/A	Move <b>Committee</b> budgets to <b>separate tab</b>	(3/15/2021) Dan suggested Committee budgets be shown as a separate tab - some are included in Council/Committees, others have their own tabs (PB/ZBA) and some are incorporated in dept budgets. Katy agreed and said she could move things over. Council requested the CEDC's request for Slido software (\$150) be reviewed by I/T and potentially placed in that budget to allow access for more users and to ensure compliance with security protocols (on software). Dan would also like to know if the ROI is on the CEDC request for the cable show and MaineBiz Ad. Katy to add \$1,000 marketing for open space committee (4/12) Nate added \$500 for BUILD Maine next year (this year - coming out of PB training budget). Council agreed rather than house this under "community" it should be moved to "councils/committees".
31	Town Brand	?	N/A	Create a <b>Town Brand for Communications</b>	(3/15/2021) Council has made a substantial effort to increase communications with residents, we have a new Communications Committee and various Committees are communicating directly to residents. It was agreed the Town should create a "town brand" to be used in all communications, along with a protocol and maybe a checklist to ensure consistency of messaging.
32	MyRec Software	?	N/A	Explore possible <b>Collaborative Use of MyRec Software</b> with NG	(3/15/2021) Nate advise in discussions with NG, a request was made for Gray to consider sharing the MyRec Software to help increase efficiency and save both Town's money. There are some issues with separating payments in the background, but many programs are shared by the two Towns. Nate will work with Staff to evaluate to determine the cost/benefit to making a change.
33	Contingency Fund	N/A	N/A	Create <b>Parameters/Policy for Contingency Fund</b> usage	(3/16/21) During the TC meeting, the use of the contingency fund was brought up specific to an agenda item. Council agreed a new policy should be created to provide guidance on when/how that fund should be used as the definition of 'unplanned' expense can be broad and/or different people can have different definitions. Will work on in the coming year prior to next year's budget cycle.
34	State Revenue Sharing	N/A	N/A	Move <b>State Revenue Sharing</b> figures <b>outside of Budget</b> for voters	(3/24) Dan proposed we move State Revenue Sharing out of the budget we present to Residents. This year, it would look like an 'increase' but going forward, it could make it easier for them to see year over year totals without the volatility of Revenue Sharing changes at the State level. Concerns with the LD1 question situation last year, and misunderstanding that taxes make up just a portion of revenues to cover expenses were discussed as well as not having enough time to explain the change to residents. The Council agreed it may be valuable to do, but need more time to discuss and figure out communication strategy to Residents.

21-22 Budget Items

Last Updated: 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.

No	Items Label	Cost Est.	Task No.	Description	Comments
1	Pocket Park	(2020) Grant + \$2,175 + \$3,300 in Public Works Dept	#69 M10	Gray Historical Society has a long term vision of creating a <b>Historic Walk</b> with the Pennell House Memorial (re: Cumberland Farms donation/easement) kicking off the effort. GHS would like to discuss the <b>Town Owned Property at 5 Yarmouth Rd</b> as a <b>possible mini-park</b>	GHS in planning stages with more information will likely be available in January. Goal is to have full trail mapped out to identify specific locations as historically important for consideration when future development is planned. (10/28) Council needs more info, GHS/CEDC both have some ideas for the space, Council has RT115 project review starting, there is some thought to put up guardrails to prevent in appropriate vehicular traffic, Anne mentioned there could be grant money avail to help with developing a plan. Council agreed to keep on list pending presentation from GHS/CEDC in near future. (12/17) GHS/CEDC presented to Council & advised of possible Grant applications for funding which will be presented at the 1/7 meeting. (1/21) Council voted to approve grant application with direct \$2,175 match & \$3,300 of public works time/costs (3/2) Alec adv they have expanded about 1/2 of the grant 'in kind' total & will complete add'l work in the spring.
2	Education Funds	\$5,250 per semester - \$0 in 2020	N/A	New <b>continuing education fund policy</b> was approved allowing for up to \$5,250 per semester in reimbursements per qualified employee studies. Benefit is dependent on available funds.	Policy includes request for submissions to allow for proper budgeting. Deb advised deadline for submissions is January. She will provide info on any budget requirements. <b>Employees had until Jan 19th - request included in individual budgets.</b> (10/28) Deb advised no employees have submitted request - thus no funds needed this year. (1/19) Deb verified there are no requests for this cycle.
3	Employee Vacation/ Sick Fund	(2020) \$35,000 (2021) \$25,000	N/A	As of June 30, 2017 the <b>Town's Liability for compensated absences</b> - this is an unfunded liability and comes into play when an employee retires or leaves and requires a payout of <b>accumulated vacation/sick time</b> .	There is no designated fund for total \$245,419. Deb advised Town spent \$18,000 on retirements last year (unfunded). Council discussed setting aside 10% (\$25k) or 15% (\$37k) annually to start. Council is looking at \$25,000 Manager Contingency fund as first step in this funding. (10/28/19) Council agreed further payments to close gap should be considered. (2/18) Deb advised she is seeking \$25,000 for this fund - separately from the Contingency fund as with pending retirements, it is likely the \$25,000 will be exceeded. (2/28) Katy advised she added another \$10,000 and stated we cannot reduce as it will all be spent next year plus likely the contingency fund. (12/15) Council wants to review & possibly update sick time accumulation policy - currently unlimited. (1/19) Katy confirmed there are anticipated retirements & Council agreed for this cycle, the focus will be funding to cover. The goal long term is to build up the fund. Deb will provide summary of benefit packages in other Towns - Council will review a possible change in 'pay out' cap which may include a change in carry forward policy. (2/11) Katy adv there are no known planned retirements this year, thus the reduction in amount to \$25K. If that holds, we will be able to establish a separate account to offset the liability. Sandy also adv she will be recommending that the Council log the policy discussion on the master list at the next TC meeting. (3/22) Katy has asked Alyssa if we need to have a separate warrant article to establish this fund. (3/24) Katy has verified this will need a separate question but is below the LD1 limit.

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4	CIP Payment	\$1,750,000	N/A	<p>2018 CIP Bond package was put together to allow Town to make <b>payments to the CIP fund</b> over a 5 year period. The \$100,000 remaining outstanding from the 3/12ths rainy day fund is being logged separately - see below.</p>	<p>Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority &amp; Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100K gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100k into CIP from the \$500k payment into the 3/12ths - to use projected coverage next year to finalize the \$500K re-payment. (10/28) Old ladder truck is now for sale. Council agreed to ask Finance Committee to come up with "fully funded" number to better understand the gap between current \$100K - for discussion purposes. (12/17) Deb adv \$85,000 rec'd from sale of old ladder truck and \$10,000 rec'd for sale of retired equip for total of \$95,000 for CIP fund. (2/13) Deb &amp; Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The addt'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course &amp; not pursue this option. (3/24) Katy prov 3 scenarios with payments - Council agreed to lower payment based on target to stay "neutral" with starting balance. Katy adv approx \$250K will flow into the debt serv payment from bond savings even after appr proposed usage. This will bring us up over 'neutral'. Council to make final adjs at 4/12 meeting.</p>

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5	Watershed Plans	\$18,000 (2018) \$5,000 (2019) \$7,000 (2020)	N/A	\$12k for Thayer Brook & \$6k for Cole Brook were approved in last year's budget. Cumberland County Soil & Water Conservation District has identified other watersheds that need surveys and/or protection plans.	Doug advised contracts have been signed & surveys will be underway shortly. Some discussion was made about what other watersheds need attention. Doug will reach out to CCS&WC to ask for input and estimated costs for next steps. Awaiting report back from initial watershed study for next steps and costs. (8/6/19) CCS&W will be doing a presentation in Sept to provide an update & next steps. (10/28) Presentation has been pushed to December. Council asked if CCS&W would provide feedback on other necessary watershed studies and estimates - in addition to any monetary impacts from completed studies. (12/17) CCSWD presented results of study to Council along with recommendations. Council asked for est. for each task (ballpark), as well as, ISWG fees. (12/18) Katy provided the Watershed estimate document to the Council which is set to discuss it at the 3/26 workshop. (3/26/20) Council reviewed and would like Doug & CCS&WC to prioritize top tasks & resubmit lower budget. (4/2) Doug provided update - split in two pieces with each about \$13k. Council would like tasks (1) from each proposal for this year & then the rest for next year to balance addressing current water quality issues and preparing for future impacts - revised cost \$7,200. (4/9) Kathy advised after re-reading proposals she better understands why Heather is recommending items 1-3 first before doing ordinance work. Will get clarification & bring to 4/16 meeting. No impact to bottom line as part of CIP. (4/21) Kathy rev with Council, and Council agreed to go back to the original 2 tasks - but only do task #1. With the grant funding the remaining tasks would be done the following year & after Task #1 is complete, the Council will have a better handle on when task #2 should be done. (3/9/21) Doug adv that the reg grant requires \$10k commitment, but will be split over 2 years (\$5k each). There is also another request for 2 monitoring stations for \$2k this year & \$1k annually.
6	Sidewalks - Libby Hill	\$115,000 plus - 20% of total? GPCOG Grant?	N/A	MSAD15 has expressed interest in a joint effort in developing project plans for new sidewalks between Middle & High Schools on Libby Hill Road for possible grant application/approval for outside funding.	Council discussing top priorities from Public Works, included in Bike/Ped Plan and from MSAD15 standpoint. State grant programs require an approved project plan and as specific % of the funding approved & set aside before applying for remainder of funding. Joint leaders meeting with MSAD15 being worked on again. Steve included the Russell School piece in his engineering request for Shaker Rd (see item 25B). Dan also recommended a 'standard' be derived for all future sidewalks - covering things like width, grade, ADA requirements, etc. Steve advised he could work with Will to create a standard. Council will budget for engineering & roll this into the Shaker Rd project - see 25B below. 20% of funding would be considered in future budget once total cost is known. (10/28/19) Council asked to have Will provide estimate for engineering costs. (03/12/20) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. (3/2/21) Council combined this item with the sidewalk ext from Hannaford to Spruce, paving LH road, add a crosswalk to the new possible emergency exit from school - into one project and submit to GPCOG as a shovel ready project for possible state/fed funding. Will not know if there is funding until likely April/May.

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7	Public Facilities Study	100000 (2) at \$50k each (Bond)	N/A	\$23,000 was approved in 2018 budget to conduct a Public Facilities Study on current capacity and projected capacity needs. (Public Safety Study)	Mo used Windham's recent study and did a rough draft to obtain quotes, a larger sum (\$56k) will be needed to complete this & the study was not as detailed as needed. Staff recommends breaking this into two pieces - Public Safety & All Other. Public Safety piece may require a specialty consultant. Staff will do more work to present options to Council. \$23k has NOT been spent and could be rolled over & added to - to cover options. Council cut this from the budget - anticipating doing it next budget. (10/28) Deb advised she engaged with a contractor to complete the Public Safety piece in this year's budget and will provide an updated estimate for other departments. (3/26) Council agreed that this should be pushed off 1 year so the new Manager can participate. (2/11) Kathy give a heads up that there is a 2 part study included in Mo's budget as a result of the Town Office issues. (2/18) Mo rev the proposed studies & recommends Property Condition Assess be done first - followed by Space Needs Analysis & Facilities assessment. Windham completed theirs in 2013 and it was critical to better planning. Mo also cited the recent issues at Pennell as a reason - he does not have the capacity or expertise to evaluate the build/equip at the same level as engineers. He pointed out there are hidden items - like the Pennel Septic - that are not on the radar yet & should be. Dan asked if there would be cost savings if we did them together. Mo was not sure as different firms handled the Windham studies. (3/15) Katy adv bond savings can be used to cover these.
8	Broadband Partnership		N/A	Lakes Region Broadband Partnership along with Cumberland County are working on the <b>Connect Cumberland project to extend broadband</b> through major corridors. Updating this to possible funding needed related to Grant being pursued with Windham.	A presentation was made to the Council during the July 3rd, 2018 meeting. Costs are unknown at this time, but goal was to have more information by year end for budget planning. No update on costs at this time. (10/28) Deb advised the group was having difficulty finding a contractor to do the work and thus will not be included this year. (1/19) Deb adv she does anticipate a request for some funding - matches for grants and/or other funding avenues. (3/22) Nate has some inquiries out and Anne adv that Otelco is nearing completion on a plan to build out Gray. There is also going to be federal money available for this work in the coming 2 years. (3/24) Nate has no further information - Council agreed to not put money in the budget. It is possible the federal money avail in the coming year will allow for grant applications for broadband work.
9	Skateboard Park	(2020) \$15,000	N/A	A GNG Student reached out to the Town asking for consideration of a <b>Community Skateboard Park</b> . Partner with school?	Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28/19) Dan advised this is still be worked on. Council agreed until they are ready to present a plan both for the park and the fundraising piece, this will not be considered. (1/21) Officer Chadler will present at the 2/4 Council meeting. (2/4) Presentation made to Council, majority supports project, requested a full blown proposal with estimated budget before next steps could be determine. The funding will need to be grants, fundraising & the Town. Location will be critical. (2/27) Rec dept is requesting \$15,000 (out of estimated \$125,000-130,000) to start the ball rolling on planning & fundraising. (2/18) Brought Nate up to speed, Dean was unsure if there was any recent activity on community side. (3/22) Sandy suggested we maintain the \$15k fund established last year, but forgo adding an addtl \$15k this year - due to lack of activity on the project. This will give Community effort time to regroup after covid and we can consider next year. Council agreed.

No	Items Label	Cost Est.	Task No.	Description	Comments
10	Land Acquisition Fund	(2019) \$50,000 (2020) \$50,000	N/A	A <b>Community Center</b> has been discussed in various meetings and may be related to the above (13) Public Facilities Study - as far as next step planning.	May be funded by the recreational enterprise fund. Recently notified of 2 residents (Carrie Carter & Steve Morse) who have obtained a license from the state and are looking at setting up a Committee. This is tied to both the Comprehensive Plan and Item 13B as a review & input from residents in needed to determine need, size, location, priority, etc. Deb did advise that Newbegin is in need of substantial upgrades to make it more efficient and capacity has been breached. See 32 below - would roll into Land Acquisition fund. (8/6/18) The Council asked Deb to reach out to the owner of the Hamilton property to inquire about options for the Town - whether that is a community center with municipal parking, fields, or housing - or a combination of them - is unknown at this point & will require further discussion. (10/28) Council has this on their workshop list. (3/12/19) Council has set a workshop on 3/31 to discuss the status of the Hamilton Property and Land Acquisition funding. (3/31) Council discussed and agreed it is a great opportunity and Town should move to engage owners in an option contract to give us time to collaborate with GNGLL, Royal River, etc. to develop plan, seek resident input & approval and create a funding plan. (4/2) Council was provided with valuation info & will discuss land acquisition fund at 4/9 meeting. (4/9) Council discussed tentative steps for Hamilton property is to identify funding in this year's budget, then between now & possibly Nov election, working on more details for concept plans and identify funding options which could be used to seek residents feed and a vote with Nov election. Council agreed to set \$50,000 again as separate question. (4/28/20) Council agreed to reduce to \$25k and to list as part of the CIP warrant article. (3/9/21) Council will start with \$50k to see impact before making full decision.
11	Dog Park		N/A	A suggestion was received to establish a <b>Town Dog Park</b> on the capped land fill. After some discussion, it was determined it was not a good fit; however, another location may work, if there is support.	Council agreed this is not something that will be pursued in this year's budget. (10/28) The land fill is no longer an option due to the pending solar array. No further requests have been made, thus it will not be considered this year. (1/19) Council agreed to close this one permanently until such time the issue resurfaces.

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12	Speed Signs	\$8,600 speed sign \$15,500 for text & speed combo sign	N/A	The Town owns one speed sign. Discussions about purchasing others - that mount to utility poles with flashing lights and "slow down" with the speed have been discussed.	The one sign Gray owns was obtained via a grant. Steve can obtain some costs estimates for a similar one and/or those mounted on utility poles. Also, Deb advised deputies have asked the Town to look into School flashing lights for Shaker Rd as it is difficult for them to enforce without them. MDOT has said we can install. Steve will obtain prices. Dan suggested we also calculate what % of time is dedicated to speeding & provide more information to residents. Steve did advise the sign does record & the data is given to the Sheriff's office. Signs for school zone on hold pending Fiddleheads status - others will need to wait for future budget. (10/28/19) Steve advised he found a different vendor - same sign - mount on trailer version which is in the \$3-4K range. He feels these are more effective than the pole mounted ones as people get used to those. The current sign has been damaged and will likely not be repaired until spring. (2/4) Fiddlehead's charter school is not relocating - they are buying the building & the center will be relocating. Council will need to discuss school signs again. (3/12) Alec advised the cost is closer to \$5,500 to purchase a new hybrid sign that has radar measured capacity as well as construction messaging capacity. He advised it does track data - but the computer it is using is very old. Council would like data at least reported out after each usage. Alec advised it is shared with the Sheriff but they do not maintain the data. (3/26) Alec provided \$8325 price for speed sign only or \$15250 for construction type sign with speed & text. Council believes the multipurpose sign is a better value - but may want to wait until next year. Council will consider once Shaker Rd project costs known. (4/9) Majority felt there is likely value in having addt'l sign, but majority also felt it could wait given the existing sign is now fixed & ready for use again and we are purchasing a radar gun for the deputies. (3/2/21) Council rev & do not see a need for another sign this year.

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13	Planning /Engineering	Route 100 South TIF Funds - \$176k appx + #4 M3 \$240k for Water District	#4 M3	TIF Projects (Main Street, Village Shaker Rd, <b>Route 115</b> ), Sidewalk projects, and other projects (Wilkie Beach) require <b>engineering work to develop plans</b> before funding can be sought (or to have more pull with MDT/MTA).	Steve projected \$75K for engineering work for the Route 115 project, but Will advised that the engineering costs need to be included into the project request - if we go with MPI program - where MDT would pick up 50% of costs - up to \$500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided \$91,000 design fee & \$62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 25B will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17/19) Public forum held on 12/5 - Council to set workshop. (3/26/20) Council is working to amend Route 100 South TIF to allow for funds to be used on this project. (4/21) Council set public hearing for 6/2 to put out to voters at 7/14 election. (1/19/21) Workshop held with Staff/Water District/Engineer to create general plan for starting this project. Route 100 South TIF funds are available - with expiration of 2028. Will work on providing estimates for (1) complete 'ledge' profile of road using ground penetrating radar (2) updating and completing full survey of area - Main street to 59 Yarmouth Rd (3) create a high level plan to include parameters agreed to in workshop - working with the Water District to include their piece and including Brown Street reconfiguration/parking analysis. The goal will be to use the starting plan to schedule more public forums and have some idea of overall costs as we progress. (3/9/21) Will rev proposal for services. Council asked that (1) meet with Water District (1) meet with MDT be added, Doug asked that add'l boaring be added to ensure ledge identified properly on slope, Council adv Church needs to be pulled into discussion on Brown Street intersection, and agreed to remove "inspection/post project" services be removed for now as those decisions will be made at a later date, but we have an estimate of \$101,590 for full time inspection services. (4/12) WD submitted est for rt 115 which is over the \$495,000 total. \$40k is needed in coming year for engineering/legal. Further disc is needed on total cost. Nate will verify number. <a href="#">(5/4) WD req. more funds for materials.</a>
14	Construction Costs	\$88,400 / GPCOG grant?	N/A	Extending sidewalk from <b>Hannaford - Spruce Street - Sidewalk projects</b> , and other projects (Wilkie Beach) require <b>engineering work to develop plans</b> before funding can be sought (or to have more pull with MDT/MTA).	Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues. (3/2) Council discussed this in Council meetings as GPCOG was seeking shovel ready/worthy project to use to obtain grant funding from State/Federal programs. Council agreed to roll this into Libby Hill paving, LH sidewalks reconstruction & extension and a crosswalk to the MSAD15 ROW path which may become an emergency 2nd exit for the schools. Alec/Deb submitted to GPCOG.

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15	Contingency Fund	Manager \$25,000 Build/Grds \$15,000	N/A	Many Towns (and most companies) incorporate a <b>Contingency Fund</b> into their budget planning to cover unforeseen expenses.	<p>Deb provided (2) examples - \$18k for unfunded vacation/sick time for retirees and \$10K for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone &amp; must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between \$20-30K. Council agreed to tentative \$25,000 amount to cover projected retirement and have some left over. (10/28/19) Council funded this as a combination of employee time &amp; contingency - agreed we need to continue working on this fund. (2/18/20) Deb advised she is requested \$25,000 for this fund separate from vacation/sick time outstanding liability. (2/27) Katy advised we will likely spend this to supplement the vaca/sick time fund. (4/2) Deb advised it could cost up to \$10k for an add'l election if we miss the 6/9 election. Katy advised the money in this year's budget for that election would flow into the unassigned but would not be accessible until the following year's budget cycle after the audit was completed. Council needs to consider adding \$10K to contingency. Katy advised that contingency is set aside to help with transition to new Manager. (4/9) Governor will be moving election to July 14th - we will move local to coincide. Ballot printing, machine programming will be in current budget, there may be some money needed for staff time. Council agreed to keep contingency fund at \$25,000. Election change is another example of why a contingency fund is needed. (2/11) Deb adv that this was sufficient. (2/18) Council discussed need for fund for buildings &amp; grounds. Will have follow-up discussion on amount &amp; how to set up. (3/22) Council disc separate funds vs. one fund &amp; opted for one fund; however, Katy pointed out moving it out from B&amp;G will impact the total amount towards LD1 - Council may reconsider. (4/12) Council discussed again &amp; agreed to move to CIP &amp; increase CIP payment by equal \$15k to keep neutral on LD1/CIP reserve. This will make the use clearly &amp; will allow it to roll over.</p>

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16	Senior Tax Relief Program	\$25,000	#53 H8.1 ©	There was limited discussion about a possible <b>Senior Tax Relief program</b> for the elderly property owners.	Sharon proposed a \$25,000 starting fund, but Council wanted to work out details of program before considering as a budget item. (4/4/19) Council discussed again with increase to \$50,000 proposed by Sharon. Council did not agree to add to the budget as increase is already large & would like better handle on sustainability/costs (Cape - \$75k, Cumberland \$65k). Council could not identify items to scratch from budget to compensate for needed funding. (8/6) Workshop held. (10/28) Council has another workshop to determine if consensus can be reached on program parameters. (12/17) final changes discussed - 1st reading set for 1/7. Approved at 1/21 meeting. (3/26) Sharon is req \$30k for this fund. Sandy/Dan want to delay. Bruce/Anne want to reserve decision until final number crunching. (4/16/20) Majority of Council felt this new service should not be added this year given the current situation and strain on other taxpayers - not on a fixed income - who may be losing their jobs, etc. A request was made to put it on the ballot as a separate question, but only 2 Councilors supported. (3/15) Council discussed - Dan is not in favor, Sandy/Anne are undecided, but willing to look at figures incl \$25k - Bruce was willing to look at figures incl \$35 which is what Sharon req. Agreed \$25k to run numbers with final decision to be made next workshop. Anne also suggested IF we proceed that we clearly communicate this is a pilot program and may not continue after the initial test period. Sandy was concerned with the ballooning costs in Yarmouth (from \$25k to \$90k). Sharon will obtain some est. hours of impact on staff time & provide to Nate. Nate will talk to Katy/Lauren to discuss est impact & costs for administering the program. (3/22) Sharon prov feedback from Cape - subs yrs is low impact on single staff person plus financial director mailing checks - did not have hours or initial year impacts. Nate is reaching out to OOB which handles it a bit differently - upfront - discounting the bill instead of rebates which allows for better budgetting. not sure if it is more/less admin time. (3/24) Council agreed to proceed with \$25k as separate question. Katy adv this is over the LD1 limit & will need a companion question.
17	Paving	(2020) \$469,250 (2021) \$449,225	N/A	Need to review <b>Paving budget</b> process to ensure projected & actual are closer	Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of failing road projections. (10/28/19) Steve will adjust request - to ensure we get 'caught up' on our paving - as a starting point. (2/27/20) Figure excludes \$13,500 being requested for pavement condition study. (3/12) Council discussed request for study. There is no industry standard - and last study was done 2017. Alec said roads that have been paved in last 3 years would need a study to determine their updated status. Council asked for est to do just those roads vs. a full study. (3/26) Alec checked into reducing study & only option is to break down into districts to do one each year - but that will likely cost more overall. Council agreed it needs to be done by next year at latest, but need to push this year. (3/2/2021) Alec adv only one overlay was done last fall after the budget vote, but he felt the 2020 paving would be done before June. Confirmed that at \$500k a year could clear the backlog in 8 years. This does include parking lots, but not sidewalks.

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18	Libby Hill	(2020) \$13,579	#27 H1.2	Need to determine long term obligation and budget funding for <b>Libby Hill maintenance</b> for Town's portion of acreage	Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding. (2/18/21) With reorganization of Rec Build/Grounds under Maintenance - per diem for LH was moved as well. Amount based on projected figures available.
19	Rainy Day Fund	(2020) \$25,000 (2021) \$75,000	N/A	Need to <b>repay 3/12's fund</b> to make it whole	(10/28) \$500,000 was taken from the 3/12's fund to help purchase the new ladder truck. \$400,000 was paid back in 19-20 budget cycle. \$100,000 remains outstanding and needs to be paid back - within the next 4 years. (4/2) In our 3rd year to pay back over the 5 years total - Council agreed to only pay \$25K this year and look to pay remaining \$75k next year once more is known about the economic downturn. (2/11) Deb adv we have this year & next to pay back the \$75k. Council agreed to leave full remaining payment in budget. Sandy will log as a follow-up and it could change once we get through the rest of the budget. (3/15) Council would like to clear this debt - will run numbers with \$75k. (4/12) Council agreed to repay full amount.
20	Traffic Calming Measures	??	N/A	Add <b>traffic calming measures</b> as part of the project planning & designs	(10/28/19) Bicycle Coalition of Maine provides these items free of charge for testing; however, if Gray does decide to proceed with formal measures, equipment and/or construction costs may be incurred. (3/12/20) Anne advised it will take through the summer to set up tests and to identify what, if any, traffic calming measures will be recommended and then to determine costs. Will be considered in next year's budget. (3/2/21) Council agrees there are many options and there are many areas that could use them. Would like to engage organizations that can help us test lost cost or no cost options. Need to engage residents and MDOT as we move forward. (3/16) Council agreed to add add'l striping to Village Shaker Rd - sharrow and more narrow lanes to test out the results. Alec to provide add'l costs. (3/23) Nate spoke with Patrick Adam (MDOT) and they will donate the signs. He provided requirements for sharrow and he will make sure Alec provides increased striping line to Katy. (3/24) Alec adv sharrow will not work on Shaker due to MDOT stand. Council agreed to hold off on add funds and will pull this into the Route 100 discussion.
21	Library Heating System	\$28,500 (bond)	N/A	<b>Library Heating System</b> may need to be replaced in 5 years	(2/27) Mo advised increasing maintenance costs are being experienced with the Libaray boiler which should last another 5 years and recommends a future replacement to a version that has faired better in the other public buildings and is less costly to maintain - at a cost of around \$20,000. We are/will spend \$5,000 a year during the 5 years. Discussed the option of just replacing now - Mo clarified system is more complex and has more splits because of the layout (original building & addition). Council wants to make sure future update/conversion is covered in CIP. (2/18) Mo is recommended a full replacement of the Boiler - this would be covered by 2018 bond funds.

No	Items Label	Cost Est.	Task No.	Description	Comments
22	Automatic Fuel Shutoff	?	N/A	Should <b>Segall Drive</b> systems be <b>upgraded</b> to <b>automatic shutoff</b> options	(2/27) Dan reminded Council that during the CZA process with Cumberland Farms an automatic fuel shutoff system was discussed (more costly) vs. having personnel being responsible for quickly (and correctly) shutting down systems to prevent a spill or minimize one. More research needed to determine costs/viability vs. benefit. (2/18) Dan clarified this is in regards to the tanks at Seagull Drive given the location near the waterhead. This may be an issue that would be analyzed in the proposed Property Condition Assessment. Need more information - will move to next budget cycle.
23	Fencing	?	N/A	Need to <b>add Fencing to CIP schedule</b> - applicable departments	(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle. (1/19) Katy advised this may be split between budgets (Build/Grounds & Rec), but they will work to pick up the fencing for future planning. (2/18) Mo adv he is in the process of collecting data - Pennel & Library fencing has been measured. They will be measure Transfer Station fencing (which is substantial around the landfill) next. Once the dimensions are cataloged, the next step will be to grade the condition of the fencing & set up replacement schedule in CIP. Target to complete for next budget cycle.
24	Existing Sidewalks	\$4,400 (condition study)	N/A	Need to <b>add all Existing Sidewalks to CIP schedules</b>	(4/9/20) Sandy pointed out that existing sidewalks are also not listed in the CIP schedule for maintenance/reconstruction work. Town has been only addressing when applicable roads come up for paving - usually nothing is done when overlay paving is done - creating a situation where they are only being addressed when a road is reconstructed. By that time, sidewalks are in bad shape and add considerable costs to the road budget. Need to put money aside to ensure existing sidewalks are maintained and funded when reconstruction is needed. (1/19/21) Alec updated the council on this as part of the paving catch up plan. He will be asking for the road study again this year. He is working to pick up the existing sidewalks and parking lots. Pending the study and updated information, he feels if we maintain our current \$450k annual paving budget, we could be caught up in about 7 years without accounting for sidewalks/parking lots which may then need attention. He is working with data from Stevie & his own to compile a list/conditions. We also need to make sure we understand any 'new' sidewalks being built need to be added (extension on Shaker Rd - planned Rt 115 sidewalks). (3/2) Council has asked Alec to obtain cost est to add sidewalks to paving condition study (3/15) Alec adv addt'l \$4,400 is needed to add sidewalks to condition study. He also clarified that "maintenance" is not the same for sidewalks - there is limited options because of curbing, ramps, landings, etc. It is more about tracking for full replacement.
25	Paving Plan	?	N/A	Create a <b>long term Paving Plan</b> to "catch up" with recommended schedule	(4/28/20) Dan suggested that between now & next budget, the Council ask Alec to create a long term paving plan - through 2035 perhaps - to identify a route to catch up on the backlog of paving. This could be used in conjunction with the planned road study (next budget cycle) to ensure progress is made each year. (1/19/21) See above sidewalks note.
26	Livelong Living	?	N/A	Placeholder for 21-22 FY Budget - <b>Senior Programs</b>	(8/4) Logging as a placeholder pending presentation from Lifelong Living Committee in Fall/Winter (1/19) Sharon advised there will not be any request in the upcoming cycle as they are still collecting data and planning. Some items may be addressed through donations or non-profits as well.

No	Items Label	Cost Est.	Task No.	Description	Comments
27	LD1	N/A	N/A	Discuss impacts of LD1	(9/15/20) Council agreed to log to ensure discussion on how to mitigate issues with LD1. (3/23/21) Katy advised that we are currently \$4,500 over LD1, but with some of the changes requested that number will go up. Council agreed we MUST come in below LD1 this year. Discussions on how to accomplish that will be held at 3/24 WS. Katy pointed out that separate questions would be outside the LD1 for operations/CIP. But then would require individual LD1 questions to go with them (ie Senior Tax Rebate - IF Council proceeds or accrued time off fund). (3/24) After the changes made - the budget is \$1,502 under LD1 incl employee accrued time fund. The Senior Tax rebate will be over the limit & set up as a separate question.
28	Enterprise Fund/ Sub D	EF \$157,000 SD \$95,000	N/A	Need to evaluate impact of Covid on Enterprise Fund & Sub D Fund	(9/15/20) Deb has advised current projections have fund just breaking even or with a small revenue amount. (3/1/21) Katy clarified that Enterprise Fund is revenue from Rec Dept programs & Sub D is revenue from Development Fees. Sub D is generally used to expand or upgrade Recreational activities where Enterprise Fund is used to fund the Recreation Staff and operations. There is \$107k in EF with a projection of \$50K this year total of \$157k. Sub D is at \$95k now. But if the Rec Director position is filled, that may impact the EF total. Nat to talk to staff and determine timeline on new hire. (3/9) Katy adv that Nellie & her are working on identifying what in Rec budget can come out of Sub D. Extension of path from Cumberland Farms to Brown Street - through 1st Congregational Church property could be funded by Sub D - if grant & in kind is not enough. (3/23) Katy checking to see if removal of NewBegin stage can come out of Sub D fund in lieu of bond savings. She will also move the \$6k for concrete play area to Sub D. (3/24) Katy adv Sub D can be used, majority of Council agreed to keep in CIP bond savings as it involves multiple depts - maintenance, elections & recreation. (4/12) Council moved CL ramp match & concrete game area to Sub D - also suggested a list of "agreed upon projects" be maintained to ensure they are moved forward. Katy adv in the past many times the project will not move forward as there is no 'setting aside' money within Sub D. The CL ramp grant is being applied for so that will move forward. The Concrete game area needs more discussion in context of the Village master plan - Pennell footprint planning. Struck the ice skating line as \$ not needed if we try again at Pennell one more year. Agreed to leave the basketball lights in CIP to ensure money is set aside & lights are installed once funding goal reached.
29	Communications	\$18,910 in owed fees / \$102,000 in annual fees	N/A	Consider proposal from Community Communications Committee to use Franchise Fees for Equipment	(10/6) Anne advised the new Committee would like to see the newly discovered underpayment of franchise fees (\$18,910 for 2 years - more to follow?) put towards purchasing new/more equipment to improve the use of the Community Television Station and other platforms. (2/11) Council agreed until this money is rec'd, it will not be considered. There was a good conversation about how best to utilize the funding with everyone agreeing increasing communication was a high priority & it would be helpful for the Committee to make a proposal for specific needs/equipment/plans which require funding. Council could then consider best approach. Deb adv current revenue is estimated at \$102,000 and that the new contract will not be done until at least June. Spectrum is currently disputing the 'unpaid' past fees. No timeline on when that issue will be resolved.

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30	Public Safety Study	\$28,550 for generator (bond)	N/A	Review <b>Public Safety Report</b> to determine funding needs for changes	(10/6) Deb shared the report created from the Public Safety Facilities study which contains many recommendations. Some will flow through department budget process, but others may require Council action with possible funding implications. (3/2) The Asst Chief position was budgeted for last year - but not filled as of yet. Kurt is working with Nate on next steps. Another recommendation was the replacement of the generator which Mo has included in this year's budget, but will be covered by the bond savings. Kurt and Nate will have further discussions on the report for future proposed changes which may or may not impact the budget.
31	Stripping	\$300	N/A	<b>Shaker Rd Project</b> - increase to annual budget	(10/6/20) As part of the Shaker Rd Stormwater/sidewalk project, new stripping was discussed - reducing lane size to create official bike line with proper stripping, crosswalk addition, additional traffic calming - will add to existing stripping on the road. (3/2/21) Council needs to decide what they would like to see as "extra" so Alec can adj his budget. Making more narrow lanes is no impact, but adding graphics for the bike lane or stripes across the bridge for to slow traffic & increase safety. Council also wants to loop back to MDOT to update stripping on bridge to match what we decide to do on the road. Alec did state the addt'l stripping in Spring worked out well last year. Dan asked that the new stripping around No Raymond/Shaker Rd intersection should be added to the touch up list. There was also a discussion that the bike coalition can provide temporary stripping for us to test on roads (like Hancock Street) but if we want to make it permanent - it does increase our budget. (3/15) Randy will need more stripping, Alec adv addt'l \$300 needed. He will provide est. cost for addt'l stripping on Shaker Rd (Village) (3/23) See above re Shaker Rd Project - Alec to prov addt'l increase to Katy.
32	Electric Charging Station	\$5,000	N/A	Consider installing an <b>electric charging station</b>	(12/1) Sandy advised she would be bringing this forward given the new solar array will be going online. Long term, if Town buys the array, converting as many vehicles as possible to electric will save more costs. First step would be installing a charging station - may be grants or other funds available to assist with cost. (3/23) Council disc options. There will be more money available for this type of work in coming year. Tentative agreement that putting away some money (\$5,000) for 1 level 2 charger at the first parking spot at Pennell is a good way to start. Then, in coming year, work with MTA (park & ride) and Enercon (Northbrook) to see if addt'l level 3 chargers can be installed. Another location may be the municipal parking lot next to the new pocket park - people could stop & charge & visit park. Would need a level 3 to reduce time - Mo pointed out that the substantial increase in costs is due to the fact that they need a dedicated line and transformer so not all locations are feasible. (4/12) Council agreed to leave money in CIP rather than use bond savings to ensure this goes through (bond savings 8/31/2021 timeline may not be met with CMP schedules).

No	Items Label	Cost Est.	Task No.	Description	Comments
33	Electric Vehicle Transition	?	N/A	Transition Municipal vehicles to electric versions	(12/1) Sandy advised she would be bringing this forward given the new solar array will be going online. Long term, if Town buys the array, converting as many vehicles as possible to electric will save more costs. (3/23) Council discussed plan for this - GPCOG has a loaner available for Towns to try out - Kathy adv they have used it before. Staff feels that having one 'shared' EV car would be beneficial - could be used by Code, Assessor, Admin, Planning, etc. and would charge overnight so the level 2 would work. Nate pointed out the question is which vehicle would it replace? Trucks make up more of our fleet and availability is an issue right now. Council asked if we could use the addtl' bond savings to transition to one EV vehicle in the coming year. Of course, the EV charging station would to be installed & wonder if we can use bond savings for that work? All would need to be done by Aug 31st. (3/24) Katy verified bond savings can be used. (4/12) Council agreed we need to more analysis on which vehicle makes sense to convert and options (lease, rebates, group purchases, grants, etc.). Highly unlikely this could be pulled together in time for the bond savings deadline, but Nate has the option to bring this before the Council, if it does work out. Otherwise, it will flow into next year's budget discussion.
34	Trees	\$2,000	N/A	Shaker Rd Project - new canopy trees	(12/1/20) Council discussed plan for tree canopy on Shaker Rd. Several trees are being taken down for the project. Kathy was going to pull a canopy inventory and then complete an analysis of which trees are slated to come down to help identify where new trees may be needed. The species also needs to be identified. Council discussed putting the costs in the project itself or potentially handling outside the project after completion. This is being logged as a placeholder. (3/2/21) Council/Nate needs to follow up with Kathy & decide on replacement trees as bid came in lower than expected and Alec confirmed we could use the "add on" provision to add them to the bid. (3/15) Council agreed to replace trees to restore the canopy impacts. Alec adv submitting a "change order" before construction is complete is the correct route. There is bond savings available to cover the costs and Alec confirmed that because the MDOT portion has not hit the \$500k limit yet, the costs would be split with MDOT. Nate will work with Staff to evaluate the canopy once the old trees are removed to ID replacement locations and then work with property owners, if applicable. Overhead utilities should be considered when selecting locations. (3/23) Alec adv that approx 5 trees are recommended. Kathy working with HORT resources (local wholesaler) for prices and species. Dan pointed out we can process changer order, but MDOT may not agree to pay their 50% on that piece. We just need to make sure enough bond savings is available to cover full costs - but request the 50% match. (3/24) Due to the 8/31 deadline and need to maybe wait until Spring 2022 to plant - \$2,000 was added to Alec's budget as a safeguard.

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

No	Items Label	Cost Est.	Task No.	Description	Comments
40	Telephone	\$6,000+ increase	N/A	Review current Telephone set up VOI vs. hard lines	(3/2) Dan noted that there was a substantial increase in the telephone charges across departments. Katy explained that the transition to voice over internet did not include fax or security lines which Otelco was not willing to budge on. Nate pointed out that having hard lines with plug in phones for each building is critical in emergency response planning. Nate will review in more detail with Katy/Mo and Staff to determine if changes are warranted.
41	Boat Ramp	\$62,000 total @ 25% = \$15,500 - \$2,000 leftover = \$13,500 for this year	N/A	Determine if Grant funding is available for Boat Ramp replacement	(2/18/21) Last year's grant fund was frozen due to COVID. Sandy to reach out to State to find out if there will be funding this year. Last year, State provided some concrete planks to assist with repairs in lieu of grant funding. (3/2) Tom Linscott (Director of Boat Ramp Facilities) advised they do not have funding as of right now, but are hopeful that will change shortly. Forwarded note to Heather Seiders who manages the grant fund. Sandy will tag for follow-up. (3/9) Mo adv that further repairs will require professional services and a DEP permit. Nate to work with Staff to determine if ramp can go another year or not. Town would prefer to apply for grant but may not be able to wait if grant funding is not available in the coming year. Sandy to follow up with Heather on grant status. (3/22) Mo adv the ramp should last 1 more season - because it has to - there is no way to do add'l repairs. Dean has sub pre-application for the grant money which is available this year. A site walk is planned in April and the hope is the water line is low enough to see full condition. Mo adv that standards are 12 feet - the ramp is 10 feet - Dan pointed out we may not want to increase width given CL is very small - it would allow for larger boats which could be a problem. Doug asked if add'l riprap could be provided to prevent boats from damaging area at end of ramp. Planks are around \$205 each and at least 20-25 will be needed - so that alone is \$5,100. Town must budget for 25% - State pays for 75% up to \$15,000. If the total cost of the replacement is higher - then the Town needs to budget more. Nate/Mo/Dean will work to obtain a better estimate for a total replacement. This will also need to go into the CIP for future maintenance and replacement. It is unlikely we can use bond savings as the work will need to be done by end of Aug - and Mo is advising we put 'cash' in for the 25% match not 'in kind' as the work is specialized. (3/24) Mo verified it is up to a \$150K match & est is \$62,000 for a 10 ft ramp - 25% would be \$15,500 - Katy adv \$2,000 is leftover from last year for repairs & will add \$13,500 to budget. (4/12) Council agreed to move match to Sub D.
42	Stripping Bid	N/A	N/A	Determine if it is possible to allow HOA to participate in Town Stripping Bid	(3/2/21) Dan asked if it would be possible to allow HOA to jump on the Town's stripping bid to reduce overall costs and ensure regular stripping. Katy pointed out there may be an issue because the Town is tax exempt and HOA are not. Further research is needed.
43	Trail Extension	?	N/A	Create a trail extension from Cumberland Farms to Brown Street	(3/2/21) The First Congregational Church is now willing to allow the Town public easement over their property to complete the trail that ends behind Cumberland Farms. This trail is part of the VALT plan and would connect to Brown Street sidewalk system allowing people to get to the Library and Plaza safely. The Rec Dept would use it regularly for summer camp activities and childcare activities. Church has no money. Alec has advised public works could remove the jersey barriers and repurpose them, if allowed. Kathy is working the project and there needs to be conversation with abutters. The current path is gravel and would need to be upgraded to allow for winter snow clearing. An Eagle Scout is willing to make L shaped planters for the project to help slow cyclists. (3/9) Kathy provide more info on status. Anne adv if we can lift conversion issue we could apply for grant money (possibly). Katy believes we could use Sub D funds as well.

No	Items Label	Cost Est.	Task No.	Description	Comments
44	Planning Dept Staff	?	N/A	Add <b>Staff Position to Planning Department</b>	(3/9/21) Council received suggestion from resident who is also a member of the PB to consider adding an "economic development director" to the Planning Department. Council/Staff had robust conversation with many options (1) contract services via GPCOG rather than hiring part time person (2) creating 'matchmaker' position to help match available property to 'specific' businesses needed in the Town (3) make add'l zoning changes to help create more options for commercial businesses (4) create "helper" position to assist developers navigate the Town's process/forms, requirements, etc. (5) hire a Planner Assistant to handle administrative tasks for Kathy like application/packets/PB agendas, etc. to free up her time (6) grant writer to assist with finding more opportunities for funding to accomplish larger 'planning' goals. Council agreed more work is needed to determine what really is needed, what makes the most sense & adds the most value. Nate will work with Staff in the coming year to do a more robust analysis in order to bring forward a proposal for next year's budget. Sandy will respond to Dan Cobb.
45	Committee Budgets	\$1,000 + \$500	N/A	Move <b>Committee</b> budgets to <b>separate tab</b>	(3/15/2021) Dan suggested Committee budgets be shown as a separate tab - some are included in Council/Committees, others have their own tabs (PB/ZBA) and some are incorporated in dept budgets. Katy agreed and said she could move things over. Council requested the CEDC's request for Slido software (\$150) be reviewed by I/T and potentially placed in that budget to allow access for more users and to ensure compliance with security protocols (on software). Dan would also like to know if the ROI is on the CEDC request for the cable show and MaineBiz Ad. Katy to add \$1,000 marketing for open space committee (4/12) Nate added \$500 for BUILD Maine next year (this year - coming out of PB training budget). Council agreed rather than house this under "community" it should be moved to "councils/committees".
46	Town Brand	?	N/A	Create a <b>Town Brand</b> for <b>Communications</b>	(3/15/2021) Council has made a substantial effort to increase communications with residents, we have a new Communications Committee and various Committees are communicating directly to residents. It was agreed the Town should create a "town brand" to be used in all communications, along with a protocol and maybe a checklist to ensure consistency of messaging.
47	MyRec Software	?	N/A	Explore possible <b>Collaborative Use of MyRec Software</b> with NG	(3/15/2021) Nate advise in discussions with NG, a request was made for Gray to consider sharing the MyRec Software to help increase efficiency and save both Town's money. There are some issues with separating payments in the background, but many programs are shared by the two Towns. Nate will work with Staff to evaluate to determine the cost/benefit to making a change.
48	Contingency Fund	N/A	N/A	Create <b>Parameters/Policy for Contingency Fund</b> usage	(3/16/21) During the TC meeting, the use of the contingency fund was brought up specific to an agenda item. Council agreed a new policy should be created to provide guidance on when/how that fund should be used as the definition of 'unplanned' expense can be broad and/or different people can have different definitions. Will work on in the coming year prior to next year's budget cycle.
49	State Revenue Sharing	N/A	N/A	Move <b>State Revenue Sharing</b> figures <b>outside of Budget</b> for voters	(3/24) Dan proposed we move State Revenue Sharing out of the budget we present to Residents. This year, it would look like an 'increase' but going forward, it could make it easier for them to see year over year totals without the volatility of Revenue Sharing changes at the State level. Concerns with the LD1 question situation last year, and misunderstanding that taxes make up just a portion of revenues to cover expenses were discussed as well as not having enough time to explain the change to residents. The Council agreed it may be valuable to do, but need more time to discuss and figure out communication strategy to Residents.

21-22 Budget Items

Last Updated: 05/04/2021

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