

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • OCTOBER 19, 2021

**Gray Town
Council Regular
Meeting**

Online via Zoom

<https://us06web.zoom.us/j/87377066875>

7:00 PM

I. OPENING STATEMENT

Due to the ongoing COVID-19 emergency, the Town Council meeting will NOT take place in person. The meeting will be held online with the link provided the day of the meeting. For the Public Hearing, residents can click in to participate or call in using the number provided during the Public Hearing as detailed in the agenda.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS 5 MINS

1. To Review and Approve the Minutes of the Special Town Council Meeting on September 30, 2021.
2. To Review and Approve the Minutes of the Town Council Meeting on October 5, 2021.

V. 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. Call 646-558-8656 / Meeting ID: 873 7706 6875

VI. ADJUSTMENTS TO THE ADENDA 5 MINS

VII. PRESENTATIONS 7:20PM

1. Sebago Lakes Regional Chamber of Commerce - Robin Mullins 15 MINS
2. GNG ATV Club Update - Jon Powers 15 MINS + 5 MINS Q&A

VIII. PUBLIC HEARING(S) 7:55PM

1. First Reading & Public Hearing - To Receive public comments and set a Second Reading and Public Hearing on November 16, 2021 for the General Assistance Guidelines as issued by the

State of Maine. 5 MINS

Proposed motion:

Ordered, the Gray Town Council Sets a Second Reading and Public Hearing on November 16, 2021 for the General Assistance Guidelines as issued by the State of Maine.

IX. ACTION ITEMS 8:00PM

1. To Review and Act Upon Rescinding ATV access granted on Long Hill Road. 5 MINS

Proposed motion:

Ordered, the Gray Town Council rescinds ATV access granted on Long Hill Road.

2. To Review and Act Upon Approving ATV access on Long Hill Road for (2) calendar days per year to hold fundraising events. 15 MINS

Open for public comment

Proposed motion:

Ordered, the Gray Town Council grants ATV access on Long Hill Road for (2) calendar days per year to hold fundraising events.

3. To Review and Act Upon adding a 0.34 mile (1,800 feet) portion of Arlington Court to the Town's 2021/2022 winter maintenance contract and authorize the Town Manager to amend the necessary contract. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves the addition of 0.34 miles (1,800 feet) of Arlington Court to the Town's 2021/2022 winter maintenance contract and directs the Town Manager to execute the necessary amendments to the appropriate contract.

4. To Review and Act Upon Appointing Carol West as the Warden for the November 2, 2021 Election. 5 MINS

Proposed motion:

Ordered, the Gray Town Council appoints Carol West as the Warden for the November 2, 2021 Election.

X. REPORT FROM THE COUNCIL CHAIR 5 MINS - 8:30PM

XI. REPORT FROM THE TOWN MANAGER 5 MINS

XII. COMMITTEE REPORTS 5 MINS

XIII. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS

XIV. COUNCIL DISCUSSION 8:50PM

1. Emergency Management Ordinance - Nate 15 MINS
2. Hamilton Property & Council Schedule - All 15 MINS
3. Diversity, Equity, and Inclusion Policy - Nate 10 MINS
4. Juneteenth Holiday - Krista 5 MINS
5. Recreation Committee Charge changes - Sandy 5 MINS
6. Telecommuting Policy - Nate 5 MINS

XV. ADJOURNMENT 9:45PM

** 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 30, 2021

Regular Meeting

Henry Pennell Municipal Complex

3:15 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
Katy Jewell	Finance Director	Present
Kailey Hanley	Asst. Town Clerk	Present

II. ADJUSTMENTS TO THE AGENDA

None.

III. PUBLIC HEARING

Public Hearing opened at 3:15 PM:

To receive public comments on the proposed amendments to Article II, Section 14(B); Article II, Section 16; and Article III, Section 2(A) and 2(K) of the Town Charter.

Shall Section 14(B) of Art. II of the Gray Town Charter be amended as follows?

Section 14 - Ordinances in General:

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 it 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.

B. Shall Section 16 of Art. II of the Gray Town Charter be amended as follows?

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 ninety one hundred eighty (90 180) 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.

C. Shall Section 2 of Art. III of the Gray Town Charter be amended as follows?

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

A. The Town Manager shall be Town Clerk, Tax Collector, Town Treasurer, Administrator of General Assistance, and Road Commissioner. The Town Manager shall have and exercise all powers and responsibilities conferred or imposed by law upon such respective offices, and shall have the authority to appoint another individual to serve as Road Commissioner at the discretion of the Town Manager.

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.

There were no comments.

The Public Hearing closed at 3:15 PM.

VII. ACTION ITEMS

Motion: Ordered, that the Gray Town Council authorizes and directs the Town Clerk to submit the following amendments to Article II, Section 14(B); Article II, Section 16; and Article III, Section 2(A) and 2(K) of the Town Charter to be voted by referendum ballot at the November 2, 2021 election. Said amendments shall become effective following adoption by the voters on November 3, 2021 provided that the requirements of 30-A M.R.S.A. 2105(4) are met. It is further ordered that if the Town Clerk deems that it is not practical to print the proposed amendments on the ballot and a summary will not misrepresent the subject matter of the proposed amendments, the Town Clerk be and hereby is authorized to prepare a summary of the proposed amendments in accordance with 30-A M.R.S.A. 2105(3)(C) and to include the summary on the ballot instead of the full text of the proposed amendments. It is further ordered that the Town Clerk be and hereby is authorized and directed to print the proposed amendments to the Charter and any summary thereof pursuant to this order, make copies available to the voters of the Town in the Town Clerk's

office and post the amendments and any summary therefor in the same manner as ordinances are posted not less than two weeks before the election.

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

Councilor Carder reiterated that this proposed referendum ballot is for a Charter Amendment, not a change, to clarify aspects of the Charter and match them to standard practice. Council has been discussing clarifications to the Town Manager job description for two years. The audit amendment reflects the true time it takes to get audit material back from the accountant. The public hearing requirements for non-land use ordinances, which do not go to the Planning Board, has been considered.

Finance Director Katy Jewell stated that a total of 30% of the number of previous gubernatorial election voters must vote in order for the referendum to be viable.

XV. ADJOURNMENT at 3:20 p.m.

Motion to adjourn at 3:20 p.m.

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

Meeting Adjourned.

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TOWN OF GRAY
GRAY TOWN COUNCIL
MINUTES • OCTOBER 5, 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	Away at a Conference
Doug Webster	Community Development Dir.	Present
Kailey Hanley	Asst. Town Clerk	Present

II. PLEDGE OF ALLEGIANCE TO THE FLAG

III. SPECIAL PRESENTATION – Spirit of America Volunteer Award

Donna Rand was recognized for her exemplary service to the town, particularly for her work with the food pantry. Councilor Gass read the town resolution which nominated Donna Rand for this state award. Chair Carder presented Donna with a plaque.

Donna Rand spoke from the podium and explained how the food pantry has evolved over the years. She started volunteering with Al and Judy Burnham when the pantry was in a very small space at the old town hall building. At that time, it was only for residents who received general assistance.

Through her volunteer work as the coordinator for the Caring Community, which provides baskets of food to families at Thanksgiving and Christmas, she learned there was a large need throughout the whole year. When the town office moved to the Pennell building, she hoped for a larger pantry. The late Rev. Nancy Salisbury was able to provide space at the Gray Congregational Parish House and the pantry has flourished throughout the lower level of the parish house to the space it now occupies today.

Mrs. Rand explained the pantry has been open for 12 ½ years and has served over 16,000 families. It is open to the public on the first and third Fridays of each month from noon to 2pm. There are no income restrictions. There are no residence restrictions. All are welcome. There is just a simple form to fill out to receive items. About 30 volunteers make this happen. The pantry is also part of the Commodity Supplemental Food Program, funded by the federal government for seniors 60 and over. Home deliveries to about 30 people take place, many of which reside at Meadowview. The pantry partners with lots of agencies, including the Good Shepherd Food Bank and Hannaford. All churches in the area help out with food, money, and volunteers. Hannaford donates a lot of food and provided \$5,000.00 for a shed. Gray Shop ‘N Save donates, and they also receive help from scouts, banks, Gray Fire & Rescue, etc. They participate in and receive grants from EFSP (Emergency Food and Shelter Program). Food is also received from the USDA and Wayside Soup Kitchen.

Mrs. Rand explained the food pantry volunteers do a lot to help neighbors in need and they are proud of this work. She thanked all the volunteers and her husband for their support.

IV. MINUTES FROM PREVIOUS MEETINGS

1. To Review and Approve the Minutes of the Town Council Meeting on September 21, 2021.

MOTION: Ordered, the Gray Town Council Approves the Minutes from the Town Council Meeting of September 21, 2021.

Councilors Gass, Chappell, and Carder requested edits. They will send their edits to Cynthia Schaeffer.

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

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

There were no public comments. This portion of the meeting was closed at 7:16pm.

VI. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

VII. PRESENTATION

1. Little Sebago Lake Association / Lake Coalition – Shoreland Protection

Pam Wilkinson was unable to attend in person but was able to participate via zoom. She is the President of the Little Sebago Lake Association. She addressed the council regarding concerns. The Lake Coalition has been reactivated based on information received from Dennis Brown. Every year they see more evidence of degradation and erosion and the town needs to act now to prevent future issues. She is pleased that Gray recently matched Windham’s shoreland zoning on building codes and suggests Gray also match Windham’s surface water protection ordinance. She suggested that the town should work with landowners who come in for permit requests in order to educate them upfront about these issues.

Dennis Brown, Chair of the Natural Resource Advisory Committee and President of the Highland Lake Association provided information with a presentation on phosphorus, its sources, and the damage it causes. He explained that Falmouth had strict controls in place, but Windham did not. Those two towns formed a joint committee to look at the issue. He explained that Raymond and Falmouth had “point systems” which anyone needing a building permit (developers and current homeowners) had to conform to. He encouraged Gray to be concerned with this issue. He noted it was quite troubling to look at the conditions on the Falmouth side of Highland Lake where this method has been in place for years, and then travel to the Windham side when they didn’t have a plan; there was a big difference in conditions. He said there are no controls in place for the Gray portions of Little Sebago or Forest Lake.

Cheryl Welch, President of the Crystal Lake Association also spoke. She informed the council that all lakes in Gray are on DEP’s source priority list. Of the 6,000 lakes in Maine, 170 are on the list, including all Gray lakes. She also explained our lakes are at risk of phosphorus causing algae blooms. She would like a workshop scheduled on this topic. She can bring a document she hopes council will look over and approve so this system can be put into place before construction season begins next spring. She further explained that Gray lakes are a high concern; deemed sensitive, on a tipping point. Phosphorus currently on the bottom of lakes could

recycle/resurface and cause algae blooms. Dennis Brown noted it would be helpful to have the Code Enforcement officer attend this workshop.

Pam Wilkinson said she has been watching lake conditions over the past 30 or 40 years. The town needs code enforcement to add this extra criteria so all can take responsibility in this effort. It is very helpful for someone to be made aware of these issues when they come in for a permit. There are a lot of resources for people with this. She sees lots of sand going down to the lake, eroding the quality.

Sharon Young spoke regarding the mooring issue which is under the council discussion portion of tonight’s agenda. She requested council provide a workshop on the information discussed in tonight’s Little Sebago presentation and also incorporate the mooring ordinance issue at the same workshop.

Chair Carder thanked those who presented and explained the next step would be a council discussion to see if there is council support to move this topic forward and how.

VI. PUBLIC HEARINGS

- 1. Second Reading and Public Hearing - 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.

Chair Carder opened the public hearing at 7:47pm. There were no public comments, so she closed the public hearing at 7:48pm.

Councilor Gass said she recently purchased meat at D’Ameri Acres. Owner Wendy Emery asked her about this ordinance and wondered how it will affect them as they receive feed deliveries and transport cows for slaughter. Councilor Gass explained it is in reference to Mayall and “short” Shaker Road.

Chair Carder added this ordinance does allow for a permit so they can ask for one. Councilor Maguire explained there are exemptions and the goal for this was not to cause issues for current businesses elsewhere. He also had questions about the wording on the signs. It had been discussed at a prior meeting with Alec Dodd who suggested the sign could refer to the ordinance number. Mr. Dodd was not present at this meeting to clarify. Council received input from Doug Webster and council decided to add “as noted in Chapter 298” to the section 298.3C.

Motion: Be it Ordained, the Gray Town Council adopts 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.

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

2. Public Hearing – To Review and Act Upon Authorizing a Liquor License application for Dylan Stafford, dba craft Curbside LLC, located at 81A West Gray Road.

Chair Carder opened the public hearing at 7:58pm. There were no public comments, so she closed the public hearing at 8:02pm.

Dylan Stafford was present. He provided some background on the project. He explained they want to offer cocktails for patrons who dine at their small outdoor (about 18 seats, unheated) dining area, and also provide cocktails to take home.

Councilor Chappell inquired about the location being next to Howell’s. Mr. Stafford explained they will put standard operating procedures in place with Howell’s so patrons who wish to also visit Howell’s would have to go there first. Patrons at his establishment will receive a hand stamp and Howell’s will know to look for that stamp and not allow participation at their establishment by those who have a stamp.

Councilor Carder said she is a regular patron of their establishment, and they have amazing food. She encouraged others to stop by.

Motion: Be it Ordained, the Gray Town Council approves the Liquor License Application for Dylan Stafford, dba craft Curbside LLC, located at 81A West Gray Road.

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

VII. ACTION ITEMS

1. To Review and Approve Updated Safety Measures in response to the recent COVID-19 surge.

Chair Carder referenced the memo from Town Manager Rudy on packet page 63. This topic will have two motions. Councilor Meaney asked if it counts if you have three vaccines. Chair Carder explained her understanding is this is being proposed so town staff won’t have to ask questions about vaccination status.

Councilor Gass mentioned masks are important because even vaccinated people could transmit the virus. She also noted that residents could face difficulties if they come to Town Hall and find a staff member they need isn’t there due to being home with COVID or quarantining due to an exposure.

Councilor Meaney asked what length of time temporary means. Chair Carder said when council feels it is time, they can revoke this mandate. Council could state an expiration date, but then may have to extend it. Councilor Gass pointed out that section 225, on packet page 66, says it will expire on December 4th (60 days unless renewed or revoked).

Councilor Carder said she did hear from Tom Skriven, of Center Road, who felt a mask mandate was infringing on his constitutional rights. She said she would share his comments at this meeting. Councilor Maguire said Tom also called him.

Councilor Chappell agreed with Councilors Gass and Carder. She wishes to keep the community safe and is in favor of this.

Councilor Maguire said he is glad an end date is noted. He said he thinks some have gone beyond what is prudent at the federal and state level; he is not inclined to do so at the local level. He also reiterated on the council process; he is dead set against introducing a topic to the public and voting on it on the same night.

Motion: Ordered, the Gray Town Council approves a temporary Emergency Ordinance consistent with Article II Section 14.D. of the Gray Town Charter, and with the Maine CDC and US CDC guidance for indoor public spaces, that requires all visitors to Town properties to wear a protective mask to reduce the public health risk from COVID and its variants.

RESULT:	APPROVED [3-2]
MOVER:	Anne Gass, Vice Chair
SECONDER:	Krista Chappell, Councilor
AYES:	Carder, Gass, Chappell
NAYS:	Maguire, Meaney

Councilors discussed logistics of going remote and how it should pertain to committees. Councilor Chappell mentioned she has seen volunteer committee resignations due to not wanting to meet in person.

Councilor Carder mentioned an example that remote offers easy participation from home. She provided the example of earlier in this meeting during the Little Sebago presentation. Pam Wilkinson was not able to attend in person but could virtually.

She also noted that there were approximately 10 to 15 people at this meeting tonight, but she wonders how many more would have attended if remote. She also mentioned that resident Tom Skriven, referenced above, told her he was fully in support of remote meetings; he watched the previous remote meetings online.

Councilors discussed options for committees and agreed if council is remote, all committees will also be remote (including Planning Board and ZBA). They also decided to add “as determined by the Gray Town Council” to the end of the motion.

Chair Carder conducted a straw poll regarding going remote for the October 19th and November 16th meetings. Councilors Chappell, Gass, and Carder said yes to going remote. Councilors Maguire and Meaney said no to going remote. They will discuss at the November 16th meeting what the plan will be for the December meeting.

Motion: Ordered, the Gray Town Council hereby determines that an emergency exists due to the ongoing COVID-19 pandemic and the currently high level of transmission throughout the state, and directs the Town Manager to provide Council and Town Committees with a remote meeting venue until COVID-19 transmission levels return to a less threatening level, as determined by the Gray Town Council.

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

- 2. To Review and Act Upon Approving the Warrant for the Special Town Meeting of November 2, 2021.

Councilor Maguire again mentioned this process he is concerned about - discussing and voting on the same night. Chair Carder explained charter amendments are being done to align the charter with how things are already happening. Non-land use ordinances generally do not go the Planning Board for review. This separates it out. The state says one public hearing is needed. She said our council, while not required to do so, adds a second public hearing at the second reading.

Councilor Maguire commented about the Public Works Director, not the Town Manager, being the road commissioner, and agreed that change makes sense.

Chair Carder said the time of audit is being changed from 90 days to 180 days, which is how it now happens. Councilor Maguire noted this has the blessing of the town auditor.

Chair Carder encouraged residents to vote as absentee. There is a posted link on the town website to request absentee ballots and there is a convenient drop box at Town Hall. Residents can also vote with an absentee ballot at the town office prior to the in-person vote in November. Charter changes require 30% turnout of previous gubernatorial voters. Therefore, 1,280 voters are needed to participate (although they don't have to vote on this particular issue) for this charter change.

Motion: Ordered, the Gray Town Council approves the Warrant for the Special Town Meeting of November 2, 2021.

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

- 3. To Review and Act Upon Appointing Anne Bagala to the Resiliency Committee.

Councilor Chappell said she is a very well-rounded candidate and this will give the committee a quorum.

Motion: Ordered, the Gray Town Council appoints Anne Bagala as a full member to the Resiliency Committee for a term expiring August 31, 2024.

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

- 4. To Review and Act Upon Appointing Rachel Lyn Rumson to the Community Economic Development Committee.

Councilor Carder said this is a re-appointment and she is glad she is staying on the committee. Councilor Chappell noted that the committee will now have a quorum.

Motion: Ordered, the Gray Town Council appoints Rachel Lyn Rumson as a full member to the Community Economic Development Committee for a term expiring August 31, 2024.

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

- 5. To Review and Act Upon Appointing Mary Sweeney Underwood to the Recreation and Conservation Committee.

Councilor Carder said this will provide for a full committee. Councilor Maguire noted that council appreciates fully completed applications, as done by Mary.

Motion: Ordered, the Gray Town Council appoints Mary Sweeney Underwood as a full member to the Recreation and Conservation Committee for a term expiring August 31, 2024.

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

The Town Council took a five-minute break at 8:50pm.

VIII. REPORT FROM THE COUNCIL CHAIR

Chair Carder reported on the following topics:

Bureau of Public Lands Conversion: Councilor Gass submitted her draft. Town Manager Rudy and Chair Carder provided feedback. This was submitted to Doug Beck today per Doug Webster.

Deer Acres: Members will come before the council on November 16th.

Broadband: She attended a GPCOG webinar, and the next webinar is set for October 27th at noon.

New Districts: Rep. Steve Moriarty shared the new Maine House map for Gray and we will remain split between two districts, but the new split is more pronounced. Gray will now be split in half with a portion placed with New Gloucester and another portion placed with North Yarmouth.

Libby Hill Agreement: Attorney Alyssa Tibbets made some suggestions to the language of the MOU (Memorandum of Understanding). Superintendent King will bring the MOU to the MSAD15 Facilities Committee meeting. Chair Carder has been invited to a meeting on November 3rd. She will then bring the revised MOU to the council and hopes to have the MOU in place by the end of the year.

GNGHS Greenhouse: She attended the grand opening on October 24th. This community work has been a decade long effort which resulted in an excellent learning environment. A kiosk has names of local businesses who helped with the project. Planson Interational was the major donor.

IX. REPORT FROM THE TOWN MANAGER

Town Manager Rudy was away at a conference so there was not a report given at this meeting.

X. COMMITTEE REPORTS

Councilor Meaney reported that at the September 22nd ZBA meeting, only Brad Fogg and Josh Sibert were in attendance, so they did not have a quorum and did not hold the meeting. They will meet on October 21st.

Councilor Meaney said the Blueberry Festival Committee met. They discussed an injury (hurt foot) which occurred. They are discussing extending the hours of the next festival. Next meeting will be in January.

Councilor Meaney said the Finance Committee will meet on October 22nd.

Councilor Gass said her committees did not meet. She and Randy Visser, formerly of the Community Television and Communications Advisory Committee, met with Jon Hartt. It was a productive meeting and they discussed how to move forward. Four more people are needed for the committee. She encourages people to volunteer and noted it isn't just about recording meetings, it is also about local programming.

Councilor Maguire said the Planning Board met on September 20th.

Councilor Maguire said OAC has no meeting scheduled at this time. The planning department is busy settling in the new Planner.

Councilor Chappell said CEDC will meet on October 20th.

Councilor Chappell said the Resiliency Committee was scheduled to meet on October 11th and have an event, but since they will now need to be remote, she will help them reschedule.

Councilor Chappell said the Library Trustees met on September 28th. Many were absent due to not being comfortable meeting in person. They reviewed policies pertaining to library cards and fees. They will meet next on November 16th.

Councilor Carder said the Recreation Committee met on October 4th. They finalized the new proposed charge/duties which will come before the council at the next meeting. They discussed the geese issue at Wilkie's beach. Two staff members recently went to a conference and learned about a light which can be used to keep geese away. They continued planning the Trunk 'N Treat event which will be held on Sat, October 30th from 2-4pm at the New Gloucester Fairgrounds. The committee seeks participants who want to decorate their trunks and hand out candy. All candy will be provided. Candy and cash donations can also be dropped off at Gray & New Gloucester Recreation departments. The next meeting will be on November 1st at 6pm.

Councilor Carder said the Dry Mills Schoolhouse Committee has not met. One member resigned due to needing to meet in person but will help out at events when she feels comfortable. Next meeting will be on October 20th at 3:30pm.

Councilor Carder said GPCOG meets next on October 19th at noon.

XI. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Meaney was asked by his neighbor Rob Schumann as to why the town bought the land across from the town office (Hamilton property). Chair Carder explained the voters approved purchasing this property which is considered to be a village gateway property. There will be public forums to discuss the long-term vision. Councilor Maguire said there is a lot of information on the town website which people can review.

Councilor Gass watched a webinar regarding lack of middle housing such as duplexes, 4-plexes, and garden apartments. This webinar was an effort to help people think more creatively and she mentioned how the large building on Mayall appears to be a large, single family home, but it truly a 4-unit building.

Councilor Gass spoke with Steve McPike and they discussed the Royal River and open space.

Councilor Gass worked on the draft regarding the land conversion topic.

Councilor Gass said Welcome to Gray signs are on order with the vendor. The vendor will install them and Mo Russo will check on the progress.

Councilor Maguire heard from Kathy Taylor. He knows she will be pleased with the weight restriction vote this evening.

Councilor Chappell heard from Dan Cobb and Sharon Young. Several people also asked her about the construction on 26A (the solar array).

Councilor Carder received an email from the Cheryl Welch, President of the Crystal Lake Association seeking a copy of the recently updated Shoreland Zoning Ordinance. Mrs. Welch obtained it from staff. It will be uploaded to the website once a formatting issue is resolved.

Councilor Carder said Town Manager Rudy shared an email from a resident who watched his presentation as part of the Maine State Council on Aging. The resident found it to be very informative and thanked him for his work. The resident also relayed she felt more could be done for our seniors and she is willing to volunteer to help. Councilor Carder will reach out to her with ideas for upcoming opportunities.

Councilor Carder received emails from Mia Thompson regarding Alzheimer's Support, from the developer who purchased phase 1 lots at Stillwater Subdivision with a complaint, and an email from Dan Cobb of the Planning Board regarding changes made to the committee policy. She also received a question from a resident regarding the Stillwater Subdivision Road Association creation. She replied after obtaining information from Town Manager Rudy and Doug Webster

Councilor Carder sent an update to Ruth and David Pease related to the recent Route 115 kick off meeting.

Councilor Carder received a call from a Cub Scout leader who would like to have the scouts do a flag event during the Pledge of Allegiance at an upcoming council meeting.

XII. COUNCIL DISCUSSION

1. Mooring Issue

Councilor Carder referred to an email from Sharon Young, on agenda packet page 79. Sharon Young also submitted a draft mooring ordinance for council consideration.

Chair Carder asked the council if they support starting work on this and if so, at what priority level.

Councilor Maguire said lots of additional information is needed to determine how big an issue this is. He encouraged the council to put it on the list to discuss, maybe by next spring.

Councilor Gass supports the concept as it could be a serious issue. Would like it to apply to all lakes, not just Little Sebago. She would like to receive input from the public. However, she said tonight's earlier presentation on the issue of phosphorus would take a higher priority.

Councilor Chappell agreed the phosphorus issue would be a higher priority. She would like to see result of state's action on this topic before they act on it to avoid redundancy.

Councilor Carder said they would need significant outreach. Also, the reason the legislature postponed to the upcoming session is that it is a complicated issue, and also concerns property rights. She also wants to wait for information from the state and could put this topic on the future list.

Councilor Meaney agreed with putting it on the future list.

2. Public Safety Committee

Chair Carder said the topic of the old public safety committee has been brought up in recent meetings, so she wanted thoughts from council. Council discussed and Councilor Chappell suggested splitting up the work among other committees. Other councilors liked that idea.

3. Tracking Spreadsheet and Workshop Schedule

Chair Carder said postcards have gone out to Long Hill Road residents. There will be a presentation by the ATV Club at the October 19th meeting and then a vote on their request for using the road two days a year.

Councilors discussed topics such as reviewing current ordinances and zoning regarding duplexes. Chair Carder mentioned GPCOG wants to get Planners from several towns together to discuss.

Chair Carder they will discuss goals and workplans at the upcoming retreat which will hopefully happen in October.

The October 19th workshop will be about ARPA money. The November 16th workshop will be regarding MDASH and will probably also be about the Senior Tax Rebates program. December may be the time for the Town Council/Planning Board workshop.

Prior to adjournment, Al Lamanda, resident of 22 Qualey Road, addressed the council about the mooring issue. He explained that, currently, anyone can put boats, etc. in the lake in front of his house. Currently there are eight boats and three rafts in front of his house and this causes a safety issue. He believes there needs to be regulation of where mooring can be done. He brought photos and said it is an obstacle course to try and put his boat in the water with boats, rafts, and diving boards placed in the water.

Chair Carder thanked him for speaking and requested he provide his contact information so they can keep him updated. She also recommended he speak to Susan Austin, Cathy Breen, and Steve Moriarty.

XV. ADJOURNMENT at 10:02 p.m.

Motion to adjourn at 10:02 p.m.

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

ARPA Funds – Regional Marketing Campaign Proposal

Background: The Sebago Lakes Region Chamber of Commerce, representing the towns of Casco, Gray, Naples, New Gloucester, Raymond, Sebago, Standish, and Windham is one of the most active chambers in the State of Maine. It is comprised of business members ranging from young entrepreneurs and ‘mom & pop’ shops to the largest employers in our region. We are a collective voice for local business in municipal and government affairs and are engaged in economic development and legislative issues that affect the quality of life and the business climate in our region.

Tourism is one of the largest industries in the Sebago Lakes region and the area is a top vacation destination in Western Maine. Although the Sebago Lakes Region Chamber constantly promotes our region and recommends our businesses to visitors through special events, trade publications, information centers, the internet, by phone and mail, the Chamber has relied heavily on Chamber businesses to help with the cost of marketing endeavors. Unfortunately, COVID 19 has negatively affected many area businesses and extra money for marketing has become a luxury for many.

Proposal: A targeted and extensive marketing campaign is needed, not only to showcase all the towns in our region, but to introduce our region to new potential visitors in other areas of the country and Canada. We want to alleviate some of the financial burden of marketing costs for our businesses and ensure we are showcasing the hidden gems we have in this region. We also want to help businesses determine the best fit for their social media and website presence.

We are asking towns to use a portion of their ARPA (American Rescue Plan Act) funds to pay for this campaign. The section of the ARPA that would allow for this type of use is:

- COVID-19 expenditures or negative economic impacts of COVID-19, including assistance to small businesses, households, and hard-hit industries, and economic recovery.

The amount we are asking for is approximately 1% of the funds or \$1.00 per resident.

Marketing Campaign: The marketing plan will cover two years and each participating town will have input as to how the funds are used. Each participating town will help determine what destinations they want highlighted (i.e., Pineland in New Gloucester, Songo River Queen in Naples, etc.) and what types of marketing formats will be utilized (radio, TV, print, social media, etc.). Some targeted ideas include:

- Creating an APP to connect visitors to the best places to stay, play, and eat in our region.
- Discounted marketing opportunities for small businesses in major publications such as **Maine Invites You** – Maine Office of Tourism’s official travel magazine (over 250,000 publications distributed annually and available digitally on the MOT’s website).
- Website and social media analyses to help local business owners determine the best online options for their business and customer type.

Thank you for considering this constructive use of a small portion of your town’s ARPA Funds and providing a valuable way the Sebago Lakes Region Chamber of Commerce can continue to support and serve you.

GENERAL ASSISTANCE ORDINANCE

The Municipality of _____ enacts the following General Assistance Ordinance. This Ordinance is filed with the Department of Health & Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the _____ day of _____, _____, by the municipal officers:
(day) (month) (year)

(Print Name) (Signature)

(Print Name) (Signature)

(Print Name) (Signature)

(Print Name) (Signature)

(Print Name) (Signature)

(Print Name) (Signature)

2021-2022 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2021 to September 30, 2022.**

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
	1,197	1,352	1,751	2,267	2,770	2,845

NOTE: For each additional person add \$75 per month.

(The applicable figures from Appendix A, *once adopted*, should be inserted here.)

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$58.14	\$ 250.00
2	106.74	459.00
3	153.02	658.00
4	194.19	835.00
5	230.70	992.00
6	276.74	1,190.00
7	306.05	1,316.00
8	349.77	1,504.00

NOTE: For each additional person add \$188 per month.

APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	243	1,044	266	1,144
1	269	1,157	300	1,290
2	350	1,505	390	1,679
3	458	1,970	508	2,183
4	559	2,403	620	2,667

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

FOR MUNICIPAL USE ONLY

MMA
07/21

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) Electricity Maximums for Households *Without Electric Hot Water:* The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) Electricity Maximums for Households *with Electrically Heated Hot Water:* The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary

Appendix H

Effective: 10/01/21-9/30/22

- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

October 13, 2021

TO: Gray Town Council
Nate Rudy, Town Manager
Alec Dodd, Public Works Director

FROM: Doug Webster, Community Development

RE: Proposed addition to Town winter maintenance contract
1,800 feet (.34 mile) of Arlington Court (Long Hill Estates SD)

I write to provide background information for the Council's consideration regarding the item on the upcoming 10-19-21 agenda for adding Arlington Court for Town winter maintenance. Attached to this memo, please find four pages: (A) a (reduced) copy of the final subdivision (SD) plan, (B) an enlargement of a portion of the plan showing the hammer-head near the 1,800 feet, (C) an excerpt from Chapter 400, Street Ordinance, and, (D) a report from the Town's consulting engineer detailing the status of completed components of phase I of the SD.

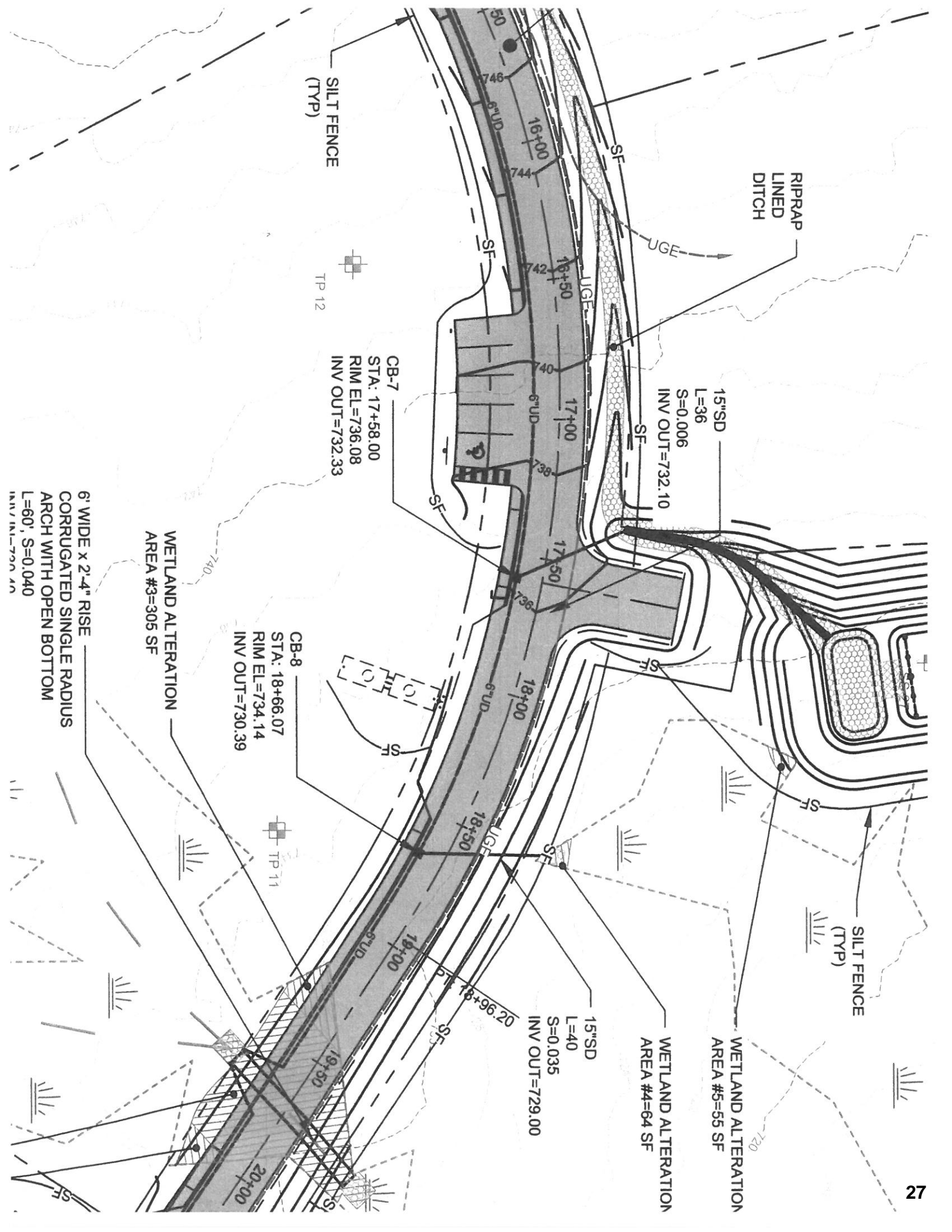
The developer of the project, Mr. Mike Cobb, approached prior Town Manager Deb Cabana and submitted the necessary information for the requested portion of Arlington Court to be integral to compiling the FY 22 budget in accordance with the requirement in the Street Ordinance. I have verified with the Finance Director that there are sufficient funds in the current FY 22 budget to add Arlington Court to the contract. The .34 mile segment (1,800 feet) multiplied by the rate of \$4,740 results in an amount of **\$1,611.60** that would need to be added to the contract.

Mr. Cobb has submitted the request for winter maintenance to the PW Director that I understand has been forwarded to the Town Manager to be part of the Council packet. With the two "corner" lots that have frontage on both Long Hill Road and Arlington Court, the 75% threshold for issued Occupancy Permits per 400.2.4.B has been met. Mr. Cobb worked with the Town in ensuring that these two lots did not add curb cuts to Long Hill and their access is via Arlington.

There are two elements that Mr. Cobb is working on completing that I fully anticipate will be done in the very near future. One is that an updated bond (surety) needs to be established and there is 50' of "base" paving that is necessary just past the hammer-head at the 1,750 foot mark of the SD road. I am working with Mr. Cobb to ensure these are completed.

I believe that Mr. Cobb's request to add Arlington Court for winter maintenance is poised for Council approval should the TC be inclined to authorize the Manager to amend the necessary contract per the draft motion.

I look forward to meeting with the Council this coming Tuesday.



SILT FENCE
(TYP)

TP 12

CB-7
STA: 17+58.00
RIM EL=736.08
INV OUT=732.33

15"SD
L=36
S=0.006
INV OUT=732.10

WETLAND ALTERATION
AREA #3=305 SF

CB-8
STA: 18+66.07
RIM EL=734.14
INV OUT=730.39

6' WIDE x 2'-4" RISE
CORRUGATED SINGLE RADIUS
ARCH WITH OPEN BOTTOM
L=60', S=0.040
INV/IN=720.00

15"SD
L=40
S=0.035
INV OUT=729.00

WETLAND ALTERATION
AREA #4=64 SF

WETLAND ALTERATION
AREA #5=55 SF

SILT FENCE
(TYP)

SECTION 2.3 – PUBLIC EASEMENT FOR WINTER MAINTENANCE STANDARDS FOR PRE-1998 ROADS

In addition to the requirements of Section 2.2 above, roads proposed for winter maintenance under a public easement that were constructed before October 1, 1998 shall meet the following standards:

- A. There shall be at least four (4) year around dwellings served on the road under consideration.
- B. An easement of at least twenty (20 ft) feet in width shall be provided.
- C. The traveled portion of the road must be at least ten (10 ft) feet in width with an overall clearance width of eighteen (18ft) feet.
- D. The traveled portion of the road shall have an adequate gravel base with a minimum depth of six (6 in) inches.
- E. The traveled portion of the road's overhead clearance shall be a minimum of thirteen and half (13½ ft) feet.

SECTION 2.4 – PUBLIC EASEMENT FOR WINTER MAINTENANCE STANDARDS FOR POST-1998 ROADS

In addition to the requirements of Section 2.2 above, roads proposed for winter maintenance under a public easement that were constructed after October 1, 1998 shall meet the following standards:

- A. The road must meet all standards of the Subdivision Ordinance for Rural Public Easement Streets or Rural Public Streets, including paving, except that roads built to the prior public street standard of three (3) inches of paving prior to enactment of this ordinance on May 17, 2011 may be accepted for public easements (*Amendment effective Jan 5, 2012*). Rural Public Streets will not be fully accepted under Section 2.5 below unless they provide public benefits indicated in Section 2.1 A above, but they will be eligible for winter maintenance public easements.
- B. No public easement may be submitted for acceptance unless at least seventy-five (75%) percent of the housing units on that street or within that subdivision phase have received their certificates of occupancy.
- C. Roads shown on final subdivisions plans which were duly approved, inspected, and “substantially started”, as defined in the Gray Zoning Ordinance, by May 17, 2011 may be eligible for winter maintenance of each phase provided that such roads are constructed to the prior “Public Street Construction Standards”, excluding paved shoulders, and that the minimum pavement thickness meets the requirements for a Rural Public Easement Street. (*Amendment effective Nov 14, 2013*).

SECTION 2.5 – REQUIREMENTS FOR FULL PUBLIC ACCEPTANCE OF STREETS

- A. The owner(s) shall give the Town a deed to the property within the boundaries of the street at the time of its acceptance by the Town and a separate deed to areas reserved for future development of streets.
- B. A plan of said street or way shall be recorded in the Cumberland County Registry of Deeds at the time of its acceptance.
- C. A petition for the acceptance of said street or way shall be submitted to the Town Council upon a form to be prescribed by the Town Attorney. Said petition shall be accompanied by an as-built plan, profile and cross section of said street or way as follows:

% complete as of 10/12/2021

TERRADYN CONSULTANTS, LLC
 41 Campus Drive
 New Gloucester, ME 04260
 (207) 926-5111

JOB NO. 1839
 SHEET NO. 1 OF 1
 CALCULATED BY JDA DATE 7/29/2019

**BUDGETARY COST ESTIMATE - SITE WORK
 LONG HILL ESTATES - PHASE 1, GRAY**

Includes roadway, drainage, stormwater management, site utilities, erosion control

ITEM	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	AMOUNT
EARTHWORK					
✓ 1	CLEAR & GRUB WOODED AREA	AC	\$5,300.00	3.00	\$15,900
✓ 2	COMMON EXCAVATION	CY	\$12.00	1950	\$23,400.00
PARKING, ACCESS AND SIDEWALK					
0% complete ✗ 3	HOT BITUMINOUS SURFACE PAVEMENT, 9.5 MM HMA	TON	\$75.00	280	\$21,000
✓ 4	HOT BITUMINOUS BINDER PAVEMENT - 19 MM HMA	TON	\$90.00	446	\$40,140
✓ 5	BASE GRAVEL MDOT TYPE A	CY	\$27.00	320	\$8,640
✓ 6	SUBBASE GRAVEL MDOT TYPE D	CY	\$18.00	1925	\$34,650
✓ 7	WALKING TRAIL (WOOD CHIPS)	LF	\$10.00	1300	\$13,000
0% complete ✗ 8	STRIPING	LS	\$500.00	1	\$500
SITE IMPROVEMENTS					
50% complete ✗ 9	SIGNS	EA	\$200.00	2	\$400
DRAINAGE					
✓ 10	15" DIAMETER STORM DRAIN	LF	\$35.00	466	\$16,310
0% complete ✗ 11	CROSS COUNTRY DRAINAGE DITCH	LF	\$25.00	800	\$20,000
0% complete ✗ 12	ARCH CULVERT (PHASE 2)	LF	\$100.00	0	\$0
UTILITIES					
✓ 13	TRANSFORMER PAD	EA	\$1,000.00	4	\$4,000
0% complete ✗ 14	LIGHT POLE BASES	EA	\$600.00	1	\$600
✓ 15	SITE ELECTRICAL	LF	\$10.00	1700	\$17,000
FIRE PROTECTION					
✓ 16	10,000 GALLON STORAGE TANK	UNIT	\$20,000.00	3	\$60,000
EROSION & SEDIMENT CONTROL, LANDSCAPING					
✓ 17	STABILIZED CONSTRUCTION ENTRANCE	EA	\$1,500.00	1	\$1,500
✓ 18	RIPRAP	CY	\$35.00	705	\$24,675
✓ 19	SILT FENCE	LF	\$4.00	4000	\$16,000
✓ 20	LOAM & SEED	CY	\$35.00	800	\$28,000

SITE WORK TOTAL= \$345,715

NOTES

1. THE OPINION OF PROBABLE CONSTRUCTION COST IS BASED UPON LONG HILL ESTATES DATED JULY 22, 2019, PREPARED BY TERRADYN CONSULTANTS, LLC. THIS ESTIMATE INCLUDES THE ROADWAY, SIDEWALKS, STORMWATER MANAGEMENT FACILITIES, PUBLIC/SHARED IMPROVEMENTS INCLUDING THE ROADWAY, SIDEWALKS, STORMWATER MANAGEMENT FACILITIES, PUBLIC UTILITIES, AND SEPTIC SYSTEMS. THIS ESTIMATE IS IN NO WAY, IMPLIED OR EXPRESSED OTHERWISE, A WARRANTY THAT THE PROJECT CAN BE CONSTRUCTED FOR THE ABOVE COSTS. THIS ESTIMATE IS INTENDED TO BE USED AS A SITE WORK ALLOWANCE FOR PERFORMANCE GUARANTEE PURPOSES ONLY AND IS LIMITED TO THE SITE WORK INVOLVED TO CONSTRUCT THE PUBLIC IMPROVEMENT COMPONENTS OF THE PROJECT. IT DOES NOT INCLUDE COST ASSOCIATED WITH THE BUILDING CONSTRUCTION, ENGINEERING DESIGN FEES, LAND ACQUISITION, PERMITS, TESTING FEES, TRAFFIC SERVICES OR CONSTRUCTION MANAGEMENT SERVICES.

Amount Remaining = \$22,300

2. THE ONSITE PAVEMENT AND GRANULAR MATERIAL QUANTITIES FOR MAJOR PRIVATE WAYS ARE BASED UPON THE FOLLOWING SECTION:

MATERIAL DESCRIPTION	PAVEMENT BUILDUP (IN)
BITUMINOUS CONCRETE SURFACE COURSE (INCHES)	1.25
BITUMINOUS CONCRETE BINDER COURSE (INCHES)	2
AGGREGATE BASE GRAVEL (INCHES)	3
AGGREGATE SUBBASE GRAVEL (INCHES)	15

Request for Winter Maintenance via Rural Public Street Easement

Name of Subdivision **Long Hill Estates** Date of Application **12/14/2020** Date (year) of Road Completion **2020**
 Name of Road Association **LHE Homeowners Assoc** Incorporated? N Y or N Name of Association President **Michael Cobb**
 Name of Designated Liaison **Michael Cobb** Address **320 Ramsdell Rd** Phone **#838-2649** e-mail **teeemup1@aol.com**
 Liaison information to be updated on September 1st of each year hereafter.

Complete for all Roads

Length of roadway in feet _____
 4 or more of Year Round Dwellings _____
 20' Easement _____
 Road travel Portion 10' with a total of 18' _____
 6" Gravel Base _____
 13.5' Overhead Clearance _____

~~1550~~ ft. **1,800 ft**
 Y _____ Y or N
 Y _____ Y or N
 Y _____ Y or N
 Y _____ Y or N
 Y _____ Y or N

Complete for Roads Constructed After October 1, 1998

Have at least 75% of proposed dwellings received Cert. of Occupancy? n Y or N

Specs and Conditions	Required for Rural Public Easement Street	Provided for this Road?	Compliant Y or N
A. Minimum width right of way ¹	50 ft ⁵	50 _____ ft.	y _____
B. Minimum grade	1 percent	4 _____ %	y _____
C. Maximum grade	10 percent ³	8 _____ %	y _____
D. Maximum grade within 75 ft of intersection	3 percent	3 _____ %	y _____
E. Width of shoulders on each side	2 ft (gravel)	2 _____ ft.	y _____
F. Minimum travel way width	18 ft	18 _____ ft.	y _____
G. Aggregate sub-base course gravel	15 inches	15 _____ inches	y _____
H. Aggregate upper base crushed gravel	3 inches	3 _____ inches	y _____
I. Bituminous paving	3-1/4 inches	2.5 _____ inches	n <u>2" base</u>
Roads constructed prior to 2010	3 inches	_____ inches	_____
J. Minimum curb radii:			
90 degree Intersections	15 ft	15 _____ ft.	y _____
Less than 90 degrees	20 ft	20 _____ ft.	y _____
K. Minimum dwelling units	11	12 _____ units	y _____
L. Maximum dwelling units	25	25 _____ units	y _____

1 Where road grading extends beyond the specified right of way width, the right of way shall be widened at that location to include the areas of extended grading
 2 Increase to 1 percent grade with open drainage system
 3 Road sections of less than 500 feet length can add 2 percent to the maximum grade provided that such sections are separated by a minimum distance of 500 feet and do not exceed the limitations of Section 401.13.16.A.5 for horizontal curvature of the road.
 4 Streets serving more than 100 homes shall meet the sub-collector standards with four (4 in) inch pavement per Section 401.13.16 C.2.
 5 Upgrades of existing roads under Section 401.13.16.7 may be done on a "three-rod road" with a right of way measuring 49.5 feet. [Adopted 5-17-2011]

Checklist for all Requests

- Recorded public easement (One signed by each property owner (all for each lot if multiple owners) if Assoc. is not incorporated) 2.2.C
- General Release providing Town access to the road. (One signed by each property owner if Assoc. is not incorporated) 2.2.D
- Hold harmless agreement (One signed by each property owner if Assoc. is not incorporated) 2.2.E
- Public Works Director Certification 2.2.F
- Scaled site plan depicting layout of road 2.2.G
- Written Recommendations of 2.2.J
 - Public Works Director
 - Town Engineer

Request for Winter Maintenance via Rural Public Street Easement

Please explain and comment regarding any non-compliance issues your road may have

2.5" bituminous paving base coat. Finish coat proposed upon completion of phase 2.

Waiver Request ? Y or N Y

Pursuant to CH 400:2.2.1 Upon written application to the Town Council and demonstration of extraordinary circumstances the Town Council has sole authority to waive or modify requirement of the road adoption criteria. Please add written explanation of extraordinary circumstances for consideration of a waiver. 2.2.1

→ New subdivision with two phases. Because of construction equipment on road, it is best to final coat pavement upon completion of home building. The town will hold a bond completion of final coat.

Waiver granted by Gray Town Council

DATE _____

Request for Winter Maintenance via Rural Public Street Easement

Incorporated Road Association Agreement

I, Michael Cobb, as President and authorized signatory of the Arlington Court on behalf
NAME TITLE ROAD ASSOCIATION NAME

of the Association, agree to the following:

All costs associated with each public easement road acceptance shall be borne by the Road Association and property owners. Said costs may include public easement recording fee, published notices and others costs deemed by the Town Council;

Maintenance services covered under this policy shall consist only of snowplowing and road sanding. The provision of required materials: road sand and road salt is implied by this policy. All other maintenance aspects, materials and requirements of public easement roads accepted are the responsibility of the Road Association and its members, including road grading. The Town does not assume or accept liability for any defects in or lack of repair to public easements;

If a public easement's traveled portion is paved, the public easement road association and abutting property owners agree the Town assumes no responsibility for damages or injury to the paved surface;

For public easement road acceptance, and road maintenance, each Road Association recognizes the Town of Gray's responsibilities shall be limited to the scope of this policy and to hold the Town harmless regarding any liability for any negligent damage to property: including but not limited to: driveways, mail boxes, lawns, trees, curbing, shrubs or property markers. Each Road Association or individual benefiting agrees to hold the Town of Gray, its officers, agents and employees harmless.

And agrees to be bound by all provisions as applicable in Chapter 400, the Gray Street Ordinance.

Michael Cobb

PRINT NAME


SIGNATURE

1-4-2021

DATE

Request for Winter Maintenance via Rural Public Street Easement

Non Incorporated Road Association Agreement

Must be signed by each (if more than one per lot) individual property owner .

I, _____, as property owner in the Long Hill Estates subdivision and a member of the
NAME SUBDIVISION NAME
Arlington Court agree to the following:
ROAD ASSOCIATION NAME

All costs associated with each public easement road acceptance shall be borne by the Road Association and property owners. Said costs may include public easement recording fee, published notices and others costs deemed by the Town Council;

Maintenance services covered under this policy shall consist only of snowplowing and road sanding. The provision of required materials: road sand and road salt is implied by this policy. All other maintenance aspects, materials and requirements of public easement roads accepted are the responsibility of the Road Association and its members, including road grading. The Town does not assume or accept liability for any defects in or lack of repair to public easements;

If a public easement's traveled portion is paved, the public easement road association and abutting property owners agree the Town assumes no responsibility for damages or injury to the paved surface;

For public easement road acceptance, and road maintenance, each Road Association recognizes the Town of Gray's responsibilities shall be limited to the scope of this policy and to hold the Town harmless regarding any liability for any negligent damage to property: including but not limited to: driveways, mail boxes, lawns, trees, curbing, shrubs or property markers. Each Road Association or individual benefiting agrees to hold the Town of Gray, its officers, agents and employees harmless.

And agrees to be bound by all provisions as applicable in Chapter 400, the Gray Street Ordinance.

PRINT NAME _____

ADDRESS _____

MAP LOT # _____

SIGNATURE _____

DATE _____

Request for Winter Maintenance via Rural Public Street Easement

TOWN OF GRAY

INDIVIDUAL PRIVATE PROPERTY OWNER GRANT OF RIGHTS AND RELEASE

In consideration of possible public easement maintenance by the Town and in acknowledgement of the terms of the "Town of Gray Public Easement Road Policy" (hereinafter "Policy") as approved by the Gray Town Council on September 1, 1998, as the same may be revised from time to time, I/we, the undersigned owner(s) of a property located in Gray on Arlington Court, an unaccepted road in Gray, do hereby represent that I/we own a portion or all of said road and/or have the right to pass over said road and/or that public easement exists in said road or, if not, then I/we hereby make the necessary grant or dedication to the Town of Gray to create such a public easement in that portion of the road over which I/we have control, without claim for money damages. I/we recognize that the Town of Gray will obtain by this instrument certain rights, but not obligations, contained in the Policy, and I/we do hereby release, defend and hold harmless the Town of Gray, its officers, agents and employees regarding any and all liability for personal injury and damage (other than that caused by bad faith or intentional misconduct) to property including, without limitation, driveways, mail boxes, lawns, fencing, ornaments, trees, curbing, shrubs or property markers. I/we do further grant permission to the Town of Gray, its officers, agents and employees to enter upon said road with persons and machines for the purpose of performing maintenance on said road.

I/we have read and understand this document and sign it with full knowledge of its significance on this ____ day of _____, 20 ____.

Signature of Property Owner Signature of Property Owner

Printed Name of Property Owner Printed Name of Property Owner

STATE OF MAINE

Cumberland, ss.

_____, 20 ____

Personally appeared the above-named _____ and acknowledged the foregoing instrument to be his/her voluntary act and deed.

Before me,

Notary Public / Attorney at Law

Print Name

Town Atty Dale lined 10-31-11
PUBLIC EASEMENT DEED

KNOW ALL PERSONS BY THESE PRESENTS that

_____, a Maine incorporated road association with a principal place of business in Gray, County of Cumberland, State of Maine and a mailing address of _____, Gray, Maine 04039 ("Grantor"), does hereby grant to the TOWN OF GRAY, a municipal corporation existing under the laws of the State of Maine with a mailing address of 24 Main Street Maine 04039 ("Town"), its successors and assigns, with warranty covenants, a public easement for the purposes of winter maintenance on _____ in the _____ Subdivision, in the Town of Gray, County of Cumberland, and State of Maine, all as more particularly described as "Easement Area" on Exhibit A attached hereto and incorporated herein, together with the perpetual right, but not the obligation, to enter at any and all times with persons and machines upon said Easement Area, with the right, but not the obligation, to conduct winter maintenance including sanding, salting and plowing the roadway per the terms of the "Gray Street Ordinance Sections 2.2, and 2.3 or 2.4" as applicable per "Exhibit B." When any such winter maintenance is undertaken by the Town or its agent(s), the work shall be performed in a reasonably workmanlike manner and at the Town's sole expense; provided, however, nothing herein shall obligate the Town or its agent(s) to perform any such winter maintenance if it elects in its sole discretion not to do so and notifies the Grantor herein reasonably in advance .

Grantor agrees and covenants for itself, its successors and assigns, not to construct or erect or cause or allow to be constructed or erected any building, structure or other obstruction within the limits of the Easement Area herein conveyed.

IN WITNESS WHEREOF, _____, _____ of the said Grantor, has hereunto set his/her hand and seal this ____ day of _____, 20__.

Witness

By: _____
Its: _____, duly authorized

STATE OF MAINE

CUMBERLAND, ss.

_____, 20__

Personally appeared before me the above-named _____, _____ of _____, and acknowledged the foregoing instrument to be his/her free act and deed and the free act and deed of _____.

Attorney at law/Notary Public

Print Name

IDEMNITY AND HOLD HARMLESS AGREEMENT

The undersigned Incorporated Road Association, Arlington Court and the property owner(s) of Long Hill Estates Subdivision, hereinafter "Indemnitor" do hereby grant to the Town of Gray, Maine, a municipal corporation, hereinafter called the "Town" on this _____ day of _____, 20____, the following:

WHEREAS, Indemnitor desires to have the Town provide winter road maintenance on _____ located in the _____ Subdivision

NOW, THEREFORE, in consideration of the Town's possibly providing winter maintenance services on the above referenced roadway(s), the, Indemnitor agrees to Indemnify and hold harmless the Town, its officers, agents and employees from any claims and liability which may be made against the Town, or any of them, for any damages that may be caused in the process of providing, or failing to provide, winter road maintenance services.

Indemnitor agrees to reimburse the Town for any necessary expenses, attorney's fees, or costs arising in any way under this Indemnity Agreement.

Road Association Designee _____
Print Sign Date

Property Owner _____
Print Sign Address Date

If Road Association is not incorporated, each property owner in the Subdivision must sign this agreement

Witness _____
By: _____
Its: _____, duly authorized

STATE OF MAINE
CUMBERLAND, ss. _____, 20__

Personally appeared before me the above-named _____ of _____, and acknowledged the foregoing instrument to be his/her free act and deed and the free act and deed of _____.

Notary Public/Attorney at Law _____
Print Name

Winter Maintenance Application
Public Works Director Determination of Adequate Condition

Name of Subdivision Long Hill Estates
Name of Road Association Arlington Court
Name of Road(s) Arlington Court

I have inspected the above referenced roadway(s) and find it / them in acceptable condition per the Gray Street Ordinance for the approval of winter maintenance by the Gray Public Works Department.

I have inspected the above referenced roadway(s) and find it / them to be NOT in acceptable condition per the Gray Street Ordinance for the approval of winter maintenance by the Gray Public Works Department. The deficiencies are:

The turn around is at end of paved way, should be
50 feet before paved terminus.
Surface paving not complete, developer waiting for phase 2 completion.

The following mitigation actions are required:

Pave additional (base) 50 feet beyond turn around.

Public Works Director

A. Dada

Date 9/30/21

Winter Maintenance Application
Public Works Director Determination of Adequate Condition

Name of Subdivision Long Hill Estates
Name of Road Association Arlington Court
Name of Road(s) Arlington Court

- I recommend the above referenced roadway(s) for approval of winter maintenance by the Town of Gray
- I do NOT recommend the above referenced roadway(s) for approval of winter maintenance by the Town of Gray for the following reasons:

I would recommend approval for winter maintenance when
deficiencies on previous page are remedied.

Public Works Director

A. Dodd

Date 9/30/21

**Winter Maintenance Application
Consulting Engineer Determination of Adequate Condition**

Name of Subdivision Long Hill Estates

Name of Road Association Arlington Court

Name of Road(s) Arlington Court

I recommend the above referenced roadway(s) for approval of winter maintenance by the Town of Gray

I do NOT recommend the above referenced roadway(s) for approval of winter maintenance by the Town of Gray for the following reasons:

Per Town Subdivision Ordinance (Chapter 401), Section 401.13.16 - Specific Access and Street Design Standards. Section B.2.f(x), the turnaround area easement shall be located fifty (50 ft) feet from the street terminus. The paved road shall extend 50' beyond the turnaround area.

Gorrill Palmer Consulting Engineers, Inc.

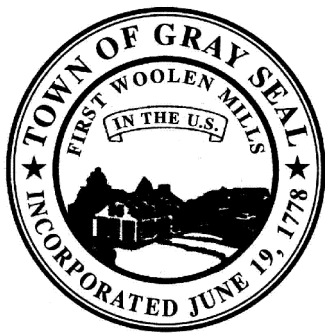
Consulting Engineer

Owen Chaplin, PE

Date 10/1/2021

Printed Name


Signature



TOWN OF GRAY

24 MAIN STREET
GRAY, MAINE 04039

NATE RUDY, TOWN MANAGER
TOWN CLERK, REGISTRAR OF
VOTERS

TEL: (207) 657-3339; FAX (207) 657-2852
www.graymaine.org

October 8, 2021

Town Manager Report to Town Council (9/02 – 10/12, 2021):

- 9/2: TM attended
- 9/6: Staff observed the Labor Day holiday
- 9/10: TM attended Volunteer Maine Commission meeting in Augusta
- 9/16: TM participated in GPCOG ARPA webinar via Zoom
- 9/16-17: TM attended Volunteer Maine Commission retreat via Zoom
- 9/21: TM attended MCOA Maine Wisdom Summit via Zoom
- 9/30-10/1: TM attended MMA Convention via Zoom
- 10/2-10/6: TM attended ICMA Conference in Portland, OR
- 10/7: Gray Department Head / Program Lead meeting
- 10/11: Staff observed the Indigenous Peoples' Day holiday

Other activities:

- Gray COVID report from MeCDC as of September 20, community is 96% vaccinated and fewer than 2,000 residents remain unvaccinated
- TM has attended multiple meetings of the Commission to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions
- Gray staff will perform a conversion to Trio Web financial software in 2022
- The Assessor sent out a post card advising property owners of enhanced digital map features on the Town website
- The Assessor is running a food drive at the November polls. Voters are encouraged to bring food or make donations via cash or check
- Gray staff welcomes Kyle Hadyniak as our new Digital Media Coordinator
- Gray staff welcomes Kristen Muszynski as our new Community Planner

CHAPTER ____
EMERGENCY MANAGEMENT ORDINANCE
TOWN OF GRAY, MAINE

Adopted _____, 2021, Effective _____, 2021

SECTION ____.**1 – TITLE AND AUTHORITY**

This Ordinance shall be known as, and may be cited and referred to as, the Town of Gray Emergency Management Ordinance, and is adopted pursuant to the Town’s home rule authority, as provided in 30-A M.R.S. § 3001 and the Constitution of Maine, Article VIII, Part Second, all as may be amended from time to time.

SECTION ____.**2 – PURPOSE**

It is the intent and purpose of this Ordinance to establish an emergency management team in compliance and in conformity with the provisions of 37-B M.R.S. §§ 781 *et seq.* to ensure the complete and efficient utilization of the Town’s facilities and resources to combat disaster as defined herein.

SECTION ____.**3 – DEFINITIONS**

The following definitions shall apply in the interpretation of this Ordinance:

- A. The term “civil emergency” shall mean any event which threatens to or actually inflicts injury or damage to people or property and which requires immediate action to mitigate, prevent, control, contain or from which normal recovery is beyond the scope of the normal resources of the town.
- B. The term “disaster” shall mean the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made cause, including but not limited to fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination requiring emergency action to avert danger or damage, disease, epidemic, pandemic, air contamination, critical material shortage, infestation, explosion or riot.
- C. The term “Emergency Management Director” shall mean the director of the Town’s emergency management team, appointed as prescribed in this Ordinance.
- D. The term “emergency management team” shall mean the entire group of Town departments working under this Ordinance for the preparation and carrying out of all emergency functions, other than functions for which military forces are primarily responsible, in order to minimize and repair injury and damage resulting from disasters or catastrophes caused by enemy or terrorist attacks, sabotage, riots or other hostile action or by any disaster, as defined under this Ordinance. These functions include, without limitation, firefighting, police, emergency medical services, emergency welfare, rescue,

engineering, public warning and communications services, evacuation of persons from stricken areas, allocation of critical materials in short supply, emergency transportation, other activities related to civilian protection and other activities necessary to the preparation for the carrying out of these functions.

E. The term “emergency management team forces” shall mean the employees, equipment and facilities of all Town departments, boards, institutions and commissions, and in addition, it shall include all volunteer persons, equipment and facilities contributed by or obtained from volunteer persons or agencies.

SECTION __.4 – TEAM ORGANIZATION

A. The Town Manager shall be responsible for the emergency management team’s organization, administration and operation. The Town Manager may employ such permanent or temporary employees as he or she deems necessary and prescribe their duties.

B. The Town Council shall review the existing operational organization to ascertain the emergency management team’s ability to cope with its responsibilities and shall approve the Town’s Emergency Operations Plan, as defined below.

SECTION __.5 – EMERGENCY MANAGEMENT DIRECTOR

The Town Manager shall recommend to the Town Council his or her appointment for Emergency Management Director, and the Town Manager may nominate him/herself for that position; this appointment will be subject to Council confirmation as outlined in 37-B M.R.S. § 782. The Emergency Management Director shall coordinate the activities of all Town departments, organizations and agencies for civil emergency and disaster preparedness within the Town, maintain a liaison with other emergency management agencies and public safety agencies, and have such additional duties as prescribed by the Town Manager or as required by applicable statute.

SECTION __.6 – POLICIES

The Emergency Management Director shall prepare, under the direction of the Town Manager, such policies as may be deemed necessary for the administration and operational requirements of the team, which policies must be approved by the Town Council prior to becoming effective.

SECTION __.7 – EMERGENCY PROCLAMATION

A. The Town Manager shall have the power and authority, upon consultation with the Town Council, to issue a proclamation that an emergency exists whenever a disaster or civil emergency exists or appears imminent. The proclamation may declare that an emergency exists in any or all sections of the Town. If the Town Manager is temporarily absent from the Town or otherwise unavailable, the person designated by the Town Council pursuant to Article III, Section 4 of the Gray Town Charter may issue the

proclamation that an emergency exists. If neither the Town Manager nor the person designated to act in the Town Manager's absence is available, then the following persons shall have the power and authority to issue a proclamation that an emergency exists, in the following order of succession: the Emergency Management Director, the Fire Chief, the Police Chief, or the Public Works Director. A copy of such proclamation shall be filed within twenty-four (24) hours in the office of the Town Clerk.

B. Notwithstanding the above, when consultation with the Town Council would result in a substantial delay in an effective response in alleviating or preventing a civil emergency or disaster, the Town Manager, or his or her successor as outlined above, shall consult with Council Chair only, unless timely consultation with the Council Chair is not reasonably possible, in which case the Town Manager may take whatever actions are necessary to prevent the loss of life and property in the Town.

C. The Town Manager and/or the Emergency Management Director shall be responsible for submitting a full report to the Town Council of all actions taken as a result of the declared emergency as soon as the Town Council can be convened.

SECTION __.8 – TERMINATION OF EMERGENCY

A. When the Town Manager, or his or her successor as outlined above, is satisfied that a disaster or civil emergency no longer exists, he or she shall terminate the emergency proclamation by another proclamation affecting the sections of the Town covered by the original proclamation, or any part thereof. Said termination of emergency shall be filed in the office of the Town Clerk.

B. No state of emergency may continue for longer than five (5) days unless renewed by the Town Council.

SECTION __.9 – TOWN MANAGER'S DUTIES AND EMERGENCY POWERS

A. During any period when an emergency proclamation is in effect, the Town Manager may implement rules and/or regulations as he or she deems necessary to protect life and property and to preserve critical resources within the purposes of this Ordinance. Such regulations may include, but are not limited to, the following:

- (1) Regulations prohibiting or restricting the movement of vehicles in areas within or without the Town;
- (2) Regulations facilitating or restricting the movement of persons within the Town;
- (3) Regulations pertaining to the movement of persons from hazardous areas within the Town; and

(4) Such other regulations necessary to preserve public peace, health, safety and welfare.

B. The Town Manager may suspend the enforcement of any ordinance or rules prescribing the procedures for conduct of Town business if strict compliance with the provisions of the ordinance or rule would in any way prevent, hinder or delay necessary action in coping with the emergency.

C. Nothing in this section shall be construed to limit the authority or responsibility of any department of the Town to proceed under powers and authority granted to it by State statute, Town ordinance or the Gray Town Charter.

D. The Town Manager or his or her designee may order the evacuation of persons from hazardous areas within the Town.

E. The Town Manager, or his or her designee, shall be authorized to request aid or assistance from the State or any political subdivision of the State, utilize any such aid received, and render assistance to other political subdivisions under the provisions of Title 37-B, Chapter 13, of the Maine Revised Statutes.

F. The Town Manager may obtain vital supplies, equipment and other items found lacking and needed for the protection of health, life and property during an emergency without following normal purchasing or formal bid procedures.

G. The powers of the Town Manager and any regulations promulgated hereunder shall terminate at the end of the declared emergency.

SECTION __.10 – EMERGENCY OPERATIONS PLAN

A. The Emergency Management Director shall prepare an all-hazard Emergency Operations Plan (EOP) for the Town, which shall be submitted to the Town Council for approval. The EOP shall incorporate the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS) and shall include those elements required by 37-B M.R.S. § 783.

B. It shall be the responsibility of all municipal departments and agencies to perform the functions assigned and to maintain their portions of the EOP in a current state of readiness. The EOP shall be reviewed periodically by the Town Manager in conjunction with all Town department heads and the Emergency Management Director.

SECTION __.11 – IMMUNITY FROM LIABILITY

All emergency management team forces, while engaged in emergency management activities, shall be immune from liability, as set forth in 37-B M.R.S. § 822.

SECTION __.12 – COMPENSATION FOR INJURIES

All emergency management team forces appointed to specific functions, whether paid or volunteer, shall be deemed to be employees of the Town when engaged in training or on duty and shall have all of the rights of Town employees and will be covered by the Town’s workers’ compensation insurance for the duration of the training or incident. All persons responding to assist the Town as part of existing mutual aid agreements will be covered by their employer or by the State of Maine under the Workers’ Compensation Act as set forth in 37-B M.R.S. § 823.

SECTION __.13 – VIOLATIONS OF REGULATIONS

It shall be unlawful for any person to violate any provision of this Ordinance or of the regulations or plans issued pursuant to the authority contained herein or to obstruct, hinder or delay any emergency management team forces as herein defined in the enforcement of the provisions of this Ordinance or any regulation or plan issued hereunder.

SECTION __.14 – PENALTIES

Any person, firm or corporation violating any provision of this Ordinance or any rule or regulation promulgated hereunder, upon conviction thereof, shall be punished by a fine of not less than \$100 and not more than \$500 and the costs of prosecution, including attorney’s fees.

SECTION __.15 – ADOPTION OF NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The Town of Gray hereby establishes the National Incident Management System (NIMS) as the municipal standard for all incident management. This system provides a consistent approach for Federal, State, and municipal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. NIMS utilizes standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during civil emergencies or disasters. All Town emergency management personnel will utilize the NIMS Incident Command System (ICS).

SECTION __.16 – SEVERABILITY

Should any provision of this Ordinance be declared invalid for any reason, such declaration shall not affect the validity of other provisions or of this Ordinance as a whole, it being the legislative intent that the provisions of this Ordinance shall be severable and remain valid notwithstanding such declaration.

**SECTION __.17 – CONFLICTING ORDINANCES AND REGULATIONS
SUPERSEDED DURING EMERGENCY**

At all times when an emergency proclamation is in effect, the orders, rules and regulations made pursuant to this Ordinance shall supersede all existing ordinances, orders, rules and regulations, insofar as the latter may be inconsistent herewith.

SECTION __.18 – EFFECTIVE DATE; EXPIRATION

Pursuant to Section 14(C) of the Gray Town Charter, this Ordinance shall become effective on _____, 2021.

Diversity, Equity and Inclusion Policy

The Town of Gray is an Equal Opportunity Employer committed to maintaining a safe and productive workplace for all employees, applicants, and contractors. Our commitment is reflected in employment practices that promote diversity, equity, and inclusion.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

All employees of The Town of Gray have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other Town-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the Town's diversity policy and initiatives should seek assistance from a supervisor, an HR representative, or the Town Manager.

Recreation & Conservation Committee

[Meeting Dates, Agendas, Minutes](#)

A. Established:

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

B. Membership:

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

C. Duties:

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

Add in duties:

3. The committee shall engage the community to build a volunteer base and connect them to community events and programs.
4. The committee will consider community feedback and research and identify opportunities for programs, events, and resources to bring to Gray.
5. The committee, when appropriate, will collaborate with other local recreation departments including but not limited to New Gloucester Recreation Department. Collaborations with New Gloucester will be branded as GNG Recreation.

Committee Members

Name	Term Expires
Allen Cronan Add Vacant and application link (See Community Television Committee on town website for example)	2021
Helena Ives	2023
Josh Martell	2022
*Adrienne Nardi	2024
Amy Phillips	2022
Sandra Carder, Council Liaison	2022

Temporary Telecommuting Policy

In the event of an emergency such as a weather disaster or pandemic, the Town of Gray may allow or require certain employees to temporarily work from home to ensure business continuity. Although not all jobs can be performed satisfactorily from other locations, the Town of Gray recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both the Town and its employees.

Eligibility

- In the event of an emergency, the Town Manager may require certain employees to work remotely. These employees will be advised of such requirements by the Town Manager or their department head.
- Candidates for temporary telecommuting arrangements must possess good time-management and organizational skills, and be self-motivated, self-reliant, and disciplined.
- Not all jobs can be performed from off-site locations. In general, positions requiring face-to-face interaction with customers and office personnel are not suitable for telecommuting arrangements.
- While employees and supervisors have the freedom to develop arrangements tailored to employee and departmental needs, the following basic requirements must be met:
 - Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on Town premises.
 - The workweek should approximately mirror normal business hours on Town premises.
 - Employees must be available to their supervisors and co-workers during core work hours. There are two core periods each day. The first runs from 9:30 a.m. to 11 a.m. and the second from 1:30 p.m. to 3 p.m.
 - Employees must be available to attend scheduled meetings and participate in other required office activities at the home office as needed. Except for extraordinary circumstances, the Town normally provides at least 24 hours' notice for such events.
 - Employees must arrange for childcare during their work hours.

Procedures

- Preparations should be made by employees and supervisors well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone, and data lines. The IT department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.
- For voluntary telework arrangements, either the employee or department head can initiate a temporary telecommuting agreement during emergency circumstances. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.
- A telecommuting agreement will be prepared by Human Resources and signed by the employee and his or her supervisor.
- The employee will establish an appropriate work environment within his or her home for work purposes. The Town of Gray will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

Temporary Telecommuting Policy

- The Town of Gray will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.
- Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office.

Employees should not assume any specified period of time for emergency telework arrangements, and the Town of Gray may require employees to return to regular, in-office work at any time.

*O/F/C (All)

OPEN

Count of Description		Column Labels			Grand Total
Row Labels	H	L	M		
Administrative	2	3	3	8	
Budget		1		1	
Budget / Audit		1		1	
Committee			1	1	
Comp. Plan Implementation	1			1	
Infrastructure / Village TIF Goals	2			2	
Open Space / Conservation Plan	2			2	
Ordinance		1	11	12	
Policy			1	1	
Public Safety			1	1	
Recreation			1	1	
Residential			1	1	
TIF Goal / Budget	1			1	
Traffic	1		2	3	
Grand Total	9	6	21	36	

*O/F/C (All)

CLOSED

Count of Description		Column Labels			Grand Total
Row Labels	-	H	L	M	
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	7	1	16	25
Policy				3	3
TIF Goal / Budget		2			2
Traffic		1			1
Traffic - MDOT - break out tasks from item 24A				1	1
Traffic - MTA				1	1
Traffic - MTA - break out tasks for Item 24B				1	1
Grand Total	1	21	4	31	57

*Status: O = Open C = Closed F = Future												
No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline												
Last Update: 10/05/21												
27	Open Space / Conservation Plan	O	H	1	04/01/21	During the Libby Hill Trails clean-up after the October storm, the Community Endowment communicated concerns regarding the longevity of the current ad hoc agreements used to create Libby Hill Trails. Council agreed a full review and updates are needed to protect this asset as part of Open Space Plan.	Sandy Carder	Nate Rudy	Sandy Carder	03/20/18	10/05/21	TC discussed at 3/20 meeting based on feedback received from Community Endowment. Deb advised the agreements just 'came together' and are in need of review/update. Deed 'research' - who has access to which pieces of land, how large of an geographic area is involved, how deep does the research need to go, consultation from a conservation expert - will all be needed and cost money. Council agreed to log with a target of year end, for Staff to review & determine what is needed with an estimated cost, for consideration in next year's budget. Carl Holmquist is willing to provide some names of conservation experts who can assist the town. (12/20) Issue came up in Open Space Staff meeting - Deb working on pulling together cost estimate for budget meetings. (2/5) TC agreed to move up & tie to H2.1 Open Space. (3/21) est provided at budget meeting. Council agreed to add to budget. (6/11) Residents approved budget. (10/15) Community Endowment has requested an info sharing meeting with Town Staff, 1 Councilor and an MSAD representative to start process of long term maintenance agreement. Council appointed Dan to attend. (11/21) 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 (9/21) Sandy prov upd from meet (10/5) MSAD has prov initial feedback. Next Step: MSAD invited Nate & Sandy to facilities meeting on 11/3
88	Infrastructure / Village TIF Goals	O	H	2	10/01/21	Infrastructure - Shaker Rd Stormwater/Sidewalk - Project	Town Council	Nate Rudy	Nate Rudy	02/22/18	09/21/21	Steve/Will pres results of video work. Report was rev with MDDOT Dale Dougherty, 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 MDDOT/Staff to rev of Rt 26 will to (1) id what is ind 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 deck reg bridge swalky/bike lane rdbck-look at mak sure plans (if not fund/prior immed) at least ind 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 Wksp 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 thru their prop to sidewalk. May qualfor MDDOT sidewalk fund. Eng for proj in budget C/P-Council to disc 2/11. (2/19) Council agreed this is the top pri for fund. (6/11) Residents app budget-engin underway. (9/17) Will prov an update on engn, issues & Council prov feedback. (10/15) Will/Steve met with DOT will update council at 10/28 workshop. (10/28) Upd prov-Council agreed to submit MPI appl. (11/12) Council disc Gray Park sidewalk alt & agreed due to cost, it is not feasible. MPI should ind sidewalk on Gray Park Emerson side. Resol for park spaces impner. (2/4) Council held exe session-no act taken. (3/10) MPI app 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 apprv - 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 assessments for project. Next Steps: Nate to obtain update on remaining items.

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84	Comp. Plan Implementation	O	H	3	Detail Tab	Identify steps/ create plan to implement newly approved Comprehensive plan. SEE SEPARATE TAB - FOR DETAILS	Council	Council	Council	12/01/20	07/06/21	(12/1) Council agreed to close old item and create new implementation plan. Detailed tasks will be logged on detail tab pending schedule workshop to review them and come up with timeline/prioritization. Council agreed with Dan's suggestion to ask each Committee to review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council reviewed at 2/16 meeting. See Detail tab for updates. Next Steps: Nate to meet with Dept heads to review in May. WS will be scheduled after.
34	TIF Goal / Budget	O	H	4	Detail Tab	Work on planning associated with new Village TIF. SEE SEPARATE TAB FOR DETAILS	Council	Nate Rudy	Doug Webster	08/07/18	07/06/21	Councilors agreed to close 'TIF creation' task as it is now in approved. This new item will capture the planning and additional work associated with administering the new TIF. Project was discussed during 9/10 workshop & Mr. Lavallee advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MDOT/Town video work & analysis to be presented at Dec 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) Will Haskell & MDOT provided updated info on Main Str Project. (2/5) & (2/19) See new detail tab H3. MDOT has advised change in Main Str project timeline. (7/2) Workshop held (8/6) 7/1 Workshop minutes approved. (10/15) Council agreed time to set up another brainstorming session - likely on Route 115 road - agreed to wait until 10/28 workshop to schedule so Bruce would be included. (10/28) Public forum set 12/5. (11/12) Dan will facilitate - Council agreed to set up/format. See detail tab for updates. Next Step: Doug to work up proposal on Zoning once time allows. Council discussion funding options.
66	Administrative	O	H	5	06/01/21	Determine if "No Thru Trucks" restriction should be placed on a section of Mayvill Rd	Dan Maguire	Council	Nate Rudy	11/12/19	10/05/21	Back in June, Kathy Taylor (Mayvill 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. (Deport 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 Mayvill 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 Mayvill/Weymouth would even qualify. - Council expressed concerns on impacts to road maintenance and residents. (1/21) After ev 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'd 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'd resident checked in again, but understood delay. (6/16) Dan req Council consider posting signs again (7/21) Council discussed & agreed need to pull in Depot Rd residents. (9/1) Council set 10/6 for workshop prior to TC meeting. (10/6) Public Forum held with info sharing (10/20) Council disc options (12/1) Dan has done some research to share with Sandy. MDOT has approved the 4 way stop. (12/15) Dan & Sandy held discussion. Dan updated Council. (1/5) Dan adv MDOT has sample ord see #77. (1/21) 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 (9/7) 1st read will be 9/21 with 2nd read 10/5. (9/21) 1st read/public hear held (10/5) 2nd read/hear held - approved Next Step: Goes in effect in 30 days. 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 establish how violations will be report - send out postcard with info.

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75	Administrative	O	H	6	10/01/21	Address ATV access issue on Long Hill Road	Deb Cabana	Anne Gass	Anne Gass	05/05/20	10/05/21	(5/5): Council designated Long Hill Road as a 1 year temporary ATV access road in Sept. 2018. Residents submitted complaints about the usage starting in Aug. 2019. Council rec'd additional feedback from residents at various meetings including the suggestion to reclaim an old ATV connection trail as a replacement to the LH use. The ATV club presented the Council with their plan of action to mitigate the issues brought forward by the residents on 3/10/2020. Council discussed at the 4/28 meeting and agreed to log at 5/5 meeting. General consensus is a temporary access will be granted again while Councilor Gass works with the ATV Club to develop a plan to reclaim the old ATV trail and funding options. (5/19) Council agreed to temporary access with mitigating measures, develop of long term trail solution and monitoring of complaints. Anne agreed to take the lead to work with the Club to apply for a grant. (6/16) Anne adv that the grant program is the same that was used to build the tennis courts at the HS. Those courts were not maintained & eventually removed for add'l parking. The Town has been working to provide a comparable recreation facility to replace the tennis courts - but each has fallen through. The alternative is to pay back the original grant. The grant program is off limits to the Town until this is resolved. (8/4) Kathy T discussed status with State. Anne adv there is an outside chance some work in NG may help. She also adv there is another grant but not until Spring. Jon provided update from ATV - no new complaints. Council extended access through the end of the season. (11/17) Council disc with Doug Beck (1/5) Anne has found alt grants - Apr/May deadline. (1/19) Anne adv she hopes to have a draft by the 2nd meeting in April. (4/20) Anne prov update on status of grant (await State update) and work done to date. (5/4) Anne adv new rules out & deadline is 5/31. (5/18) Council rev - Sharon had ques regard contract - ownership & liability. Council approved. (6/15) Grant approved \$71,500 grant with \$64,350 pay out. (7/6) Council app rev proposal & grant acceptance. (8/3) Council approved waiver doc (9/7) Most of the work is done. (9/21) Anne adv trail is open, ATV club would like perm for access on 2 days per year. 10/5) Anne work on letters with Nate Next Steps: Letters to be sent to residents, ATV club will present at 10/19 meet and Council will take up access same meeting.
4	Traffic	O	H	Z		Details Work to develop long term changes needed to address traffic, drainage, road conditions, pedestrian & cyclist safety and speed along Route 115 entering Gray from the hill thru connection to Brown Street.	Nate Rudy	Council	Nate Rudy	01/02/18	10/05/21	During the June Council meeting, Town Staff advised they would be pursuing a MIP grant for reconstruction of this stretch of road in collaboration with the MDOT. It was advised it would likely be a 2 year process with updates provided to the Council. Deb Cabana noted that this would be a 50/50 split for costs (not 25/75 Town/MDOT as previously stated) and includes replacement of the water main. Therefore, it may be included in the upcoming TIF creation, thus it should remain active (rather than 2 year target). Reference material: Pavement Conditions Study - Dec 2017. Project discussed in 9/10 & 11/28 TIF workshops, as well as in T/C 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 facility on Rt. 115 requesting sidewalks. (9/3) Sandy adv of outstanding question - need for possible budget consideration (9/17) Deb verified with Will that MIP does not require engineering completion - however - Ann verified the Town's piece of the budget must be approved & set aside to apply. Dan also advised a 50+ sub division (apartment buildings) is before the PB for this road & stormwater/sidewalks are being discussed. (10/15) Deb adv. Stevie/Will met with DOT & have more info. (10/28) Council set up public forum. 12/5. (11/12) Dan will facilitate & council discussed format. (12/5) Public Forum held. (12/17) Council agreed 1st forum very successful, data compiled, next step is to work out starting point on proj. (1/21) Council held workshop with Water Dist 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 r. 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. (9/7) Council set up 'kick off' meet date with prime parties. See Detail Tab for updates. 9/27/21 Kick off meet held - next steps set Next Step: New tasks logged on detail sheet.

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89	Infrastructure / Village TIF Goals	O	H	8	10/01/21	Analyze future needs for Village Main Street to coordinate with MDOT project	Council	Council	Council	02/19/19	09/21/21	MDOT has agreed to cover the upgrade of stormwater & catch basins Main Street & down 202 towards the Cemetery. They advise the plan will likely come up in the next 5-7 years. Town needs to identify other changes- increase water line size, increase stormwater line size, add conduit for underground utilities, add piping for natural gas so funding can be budgeted & all items added 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 advise the timeline for this project is being moved up. Council agree 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 apprx. Council to set up another TIF workshop. (7/21) Council had workshop with MDOT & learned portion of road may be worked on in separate project for which engineering is underway. Await more info from MDOT. (9/1) Village walkabout was done with Patrick Adams MDOT, Water District, and others to identify issues/solutions. Rob Betz is coordinating with Ernie Harris on current project from Town line to Cumbly's. Council followed up to determine scope of 2nd project from MTA interchange to Brown Street? Can orphan piece be added to that project? (2/16) Council agree to move to open list. (4/6) Nate & Alec had a walk thru with Rob where he advise phase 1 is moving forward, but phase 2 will now only include stormwater NOT a reconstruction of the road. Alec advise 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 available 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 (9/21) MDOT WS held - timelines work discussed. Next Steps: MDOT advise 1 year timeline for Town/W/D to provide engineering on changes wanted in upcoming project #1. Council to set up workshop.
92	Open Space / Conservation Plan	O	H	9	TBD	Resolve State Land for Maine's Future Grant Conversion issue created by the Tennis Courts	Council	Nate Rudy	Nate Rudy	04/06/21	10/05/21	(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 advise 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. (9/21) Sandy advise checklist rec'd and Town must submit documentation to get ball rolling (10/5) Anne completed draft of paperwork. Doug advise it was sent today. Next Step: Nate to follow up with Doug Beck on his first step. Once that is done, Town can obtain yellow book estimate on tennis courts.

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

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46	Ordinance	O	M	2	06/01/21	Develop Growth Management strategy - as part of Comprehensive Planning & to allow needed time for Open Space Planning	Sandy Carder	Nate Rudy	Nate Rudy	02/05/19	05/18/21	(1/22) Dan adv PD does not feel any addl action is need at this time. Growth Cap was disc & Staff will look into with OAC and bring forw when ready. A growth cap has been disc in var meet for the last yr. Not hav a robust growth plan and/or cap was 1 primary reason the original Comp Plan was not appr. (1/30) During the Open Space forum, Alan & Lucky both strongly encour a growth cap be disc/imple as soon as possible to provide Gray with more time to dev an Open Space plan. In add, issues with current residential Sub-division ord, duplex allow, and limited safeguards against a large scale dev need to be addr. Kathy adv. Staff have crunch annual data & Doug adv dev one would be rather straightforward & would be padded to avoid impact wanted eco & residl dev. (2/19) Council agreed this is a top priority now. (3/5) Doug rev steps (1) Verify current comp plan direction. (6/4) Doug prov some data and Arundel ord (eff in 1977). Council agreed to proceed cautiously. (9/3) Doug adv best 1st step would to discuss possible 'cap' number and process to apply caps. (10/1) Council WS held - guidance prov to Doug. (1/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger devel & Comp Plan process. (2/4) OAC looked at & were not in support - worried about admin of the process impact staff (2/18) Council disc changing approach to be more comp to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comp plan timeline as an appr plan is required to enforce growth permit systems. (3/10) OAC began work on this item.(5/5) OAC wants to coord with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be deliv by end of summer to stay in line with CP. (8/4) Council disc at 8/4 WS to confirm a full WS for this along with the duplex/OAC ord list can be disc (9/1) Council disc OAC doc cover duplexes, multi unit housing, growth & comp plan info - agreed addt'l WS to create workplan to complete all the work needed. (2/16) Sandy adv Windham has robust grw permit prog that was 1st step after their comp plan. (4/6) Council dis as part of TM goals (5/18) Council/Staff dis in WS - Staff sug step approach to create Next Step: Nate/Sandy to rev outstanding list to create categories of work and propose plan with targets to Council.
97	Policy	O	M	3	09/01/21	Update Council Rules (1) charter language (2) grammatical (3) online meetings policy	Dan Maguire	Council	Sandy Carder	06/15/21	10/05/21	(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. (10/5) Charter amendments approved & will be voted on at Nov election. New hybrid policy adopted but may change pending legislative action in 2nd session Next Step: Changes need to be drafted.

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74	Administrative	O	M	4	05/01/21	Update Gray Historical Society lease with Town	Sandy Carder	Nate Rudy	Nate Rudy	02/18/20	09/21/21	(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. (9/21) Sandy adv GHS has provided proposed new lease & that since there is a budget component, it will be discussed at upcoming pre-budget workshop set for Jan. 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	5	07/01/21	Discuss additional requirements for quasi-judicial Boards - Planning and ZBA	Council	Council	Nate Rudy	09/15/20	10/05/21	(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/goes. 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 attending the BUILD MLE 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 MLE 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. 10/5) New members addt & new Planner hired. Next Step: Likely set for December to give members/planner time to get up to speed.

Last Update: 10/05/21

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Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline												
Last Update: 10/05/21												
49	Ordinance	O	M	5	06/01/21	Review current ordinances and zoning to determine if changes are needed for Duplexes	Dan Maguire	Dan Maguire	Doug Webster	02/19/19	10/05/21	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 design stand in Village (9/21) 2nd read/hear held by Council (PB held hear 9/20) changes go into effect in 30 days. (10/5) Council/Doug discussed whether this should stay standalone item - likely be swept into changes are they are made - but do not want to lose sight of this critical issue. Next Step: New changes will be used as base for updating standards in all zones. Council will discuss further at retreat.
69	Recreation	O	M	Z	10/01/21	Create a Pocket Park including Historical Marker at 5 Yarmouth Rd property	CEDC	Nate Rudy	Nate Rudy	12/17/19	09/21/21	(12/17) CEDC representative Rachel Runson 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 Tombarrell 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 Runson as agent for Planning board work. Due to LDI 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 Arcoma 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 (9/21) Council appr add'l exp for admin of the grant (in Kathy's absence) Next Step: Nate to bring proposal for remaining grant money to Council

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55	Administrative	O	M	8	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) add'l Executive session held - Council took no action. (2/17) Council discussed in Ex. Session (3/9) Water Conditions study request submitted via budget process. (7/6) Voters approved budget Next Steps: Water conditions study need to be completed.
70	Ordinance	O	M	9	Doug		Review current residential Subdivision Ordinance for necessary changes in Open Space	Doug Webster	Nate Rudy	Doug Webster	02/04/20	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance.(3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Originally logged as Item 40 - Council agreed to split out the OPEN SPACE portion to the subdivision ordinance as a higher priority. Currently, developers are able to ID & use "unusable" property as open space to meet the standard to obtain the density bonuses. Ordinance needs to be updated to require the space meet OS standards to count towards density. Next Step: OAC/Staff will provide suggested changes to Council.
93	Public Safety	O	M	10	TBD		Address dilapidated Vacant Buildings around Shaker Rd/No. Raymond Rd Intersection	Council	Nate Rudy	Nate Rudy	09/01/20	05/18/21	(9/1/20) Council identified dilapidated vacant buildings around Shaker Rd/No. Raymond Rd need to be addressed as the MDOT will not be taking the structures done. (1/5/21) Deb/PD Staff reached out to the property owners. They recognized something needs to be done with the structures and property. They are wondering if zoning changes may be allowed to assist them with redeveloping the properties. PD Staff strongly encouraged new surveys be done first. (5/18) Sandy rec'd complaint from resident on status. Next Step: Awaiting survey information from property owners.
52	Ordinance	O	M	11	Contract		Develop local level Sidewalk Construction standards	Dan Maguire	Dan Maguire	Doug Webster	03/05/19	09/01/20	Dan brought up the possible need for local level construction standards for sidewalks after various discussions about status of existing or proposed sidewalks in budget & council meetings. (9/1) Anne provided Council with a "Green Streets Guide" shared by Lauren Meeks (resident - MDOT engineer) who suggested it be considered when creating our sidewalk standards and during our infrastructure project planning. Dan suggested Lauren attend an OAC meeting in the future. Next Step: Dan to bring to OAC for discussion - once OAC resources become available.
76	Ordinance	O	M	12	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. Next Step: Dan to bring to the OAC for discussion.
78	Ordinance	O	M	13	Contract		Create Stormwater Standards for Watersheds	Doug Webster	Nate Rudy	Doug Webster	06/02/20	06/02/20	(6/2) Council agreed to log new item to create Stormwater standards for watersheds which will consist of (1) obtaining assistance from Cumberland County Soil & Water Conservation District (2) consideration of watershed overlay to zoning map (3) setting up add'l peer reviews for PB applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind future owners to maintaining stormwater plans. Next Step: OAC to provide target date and work on as resources become available.

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Last Update: 10/05/21												
22	Ordinance	O	M	14	Contract	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Update ordinance to include licensing fee or other fee structure IF business wants access to stormwater system.	Council	Nate Rudy	Doug Webster	02/09/18	03/12/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is update ordinance to specify licensing or fee structure to account for any future requests to hook up to Town's stormwater system. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim discussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate add'l devel. That would inform the ordinance/fee work. Next Step: OAC/Town Staff will provide suggested changes to Council.
60	Ordinance	O	M	15	Contract	Review current Kennel related ordinances, identify needed changes & update accordingly.	Deb Cabana	Nate Rudy	Doug Webster	06/04/19	12/03/19	(5/21) Council was made aware of issue via OAC meeting update. New Dog Officer has advised of conflicts between current ordinances and general residential practices. Gray also has existing Kennel businesses. There is also a State Statute involved. Everyone agreed identifying fixes to coincide with new licenses would be best way to communicate any changes. (6/4) Council agreed to move down the priority list - using license timeline as guide. (9/3) Dan advised being moved up due to timing for Dog Officer and Dog licenses. (10/1) Dan advised this one is almost complete. (12/3) Sandy suggested the OAC meet without Doug and work on what they can. Council & Deb discussed and agreed to give this approach a try with Doug reviewing work as needed. Next Step: This one may be a good item for the OAC to test out new approach.
94	Ordinance	O	M	16	Doug	Update Town's Ordinance to reflect long term Solar Array policies for residential, all sizes.	Deb Cabana	Nate Rudy	TBD	04/20/21	04/20/21	(4/20/2021) Council finalized latest update to the Commercial Solar Overlay District Ordinance. This item is being logged to track the work needed on Residential Solar Array. Next Step: Awaiting resources.
25	Ordinance	O	M	17	Contract	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Create stormwater performance standards for future development in Village and/or for businesses wishing to access Town's stormwater system.	Doug Webster	Nate Rudy	Doug Webster	03/06/18	02/04/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a 'performance standard' in conjunction with ordinance for future development. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. Next Step: OAC to work on next.
44	Ordinance	O	M	18	Doug	Review current residential Subdivision Ordinance for necessary changes all other areas (besides Open Space - see item 70)	Doug Webster	Nate Rudy	Doug Webster	02/05/19	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance. (3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Council agreed to split out Open Space (see item 70) to make a higher priority from other changes needed in ordinance. Next Step: OAC/Staff will provide suggested changes to Council.

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Last Update: 10/05/21												
36	Administrative	O	M	19	??	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 Tombarrell	Nate Rudy	Nate Rudy	09/04/18	07/06/21	This item was brought up & discussed in the TC 8/7/18 meeting. Town Councilors agreed to consider the proposal, but could not determine whether support would be granted until some draft language was provided. Councilors expressed various concerns about the process which they would like addressed in that language. The Planning Board has also expressed some concerns with the change given PUDs are relatively new. (1/22) Dan advised Planning Bd is okay with change as Planning Bd Chair sits on Staff Review Committee. (7/6) Nate needs to check the status of this one. Next Step: Possibly move this one to future.
67	Residential	O	M	20	06/01/21	To review the status Deer Acres property (private road)	Residents	Council	Council	12/03/19	10/05/21	(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. (10/5) Sandy adv group will do presentation at 11/16 Council meeting after Council agreed to presentation in the 9/21 meeting Next Step: Presentation 11/6
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 Next Step: Nate to draft proposal for changes during Budget cycle.
96	Budget	O	L	2	TBD	Analyze Resources & Responsibilities within Planning Department	Dan Maguire	Council	Nate Rudy	06/01/21	06/01/21	(6/1/21) Dan asked to log this on the workplan. It is something the Council has discussed the last 2 budget cycles, but have not changed anything - mostly due to new code software being implemented, staff turnover, etc. Before next cycle, a full review of the department should be done to identify improvements to assist with economic development, and staff efficiency. Next Step: Will discuss when time allows.
87	Administrative	O	L	3	05/01/21	Review current Fee policy for MSAD15, Gray and NG to determine if there is a better reciprocal approach	Sandy Carder	Sandy Carder	Sandy Carder	02/02/21	06/15/21	(2/2) Sandy advised that this issue had been brought up at the last Joint Leaders meeting. A follow up meeting was held on 1/25 with Craig/Diane/Sam of MSAD15. There is a need to track costs and fees by all three entities. MSAD15 also has financial responsibilities that impact both Gray & NG. The issue is front line workers are left dealing with trying to apply fees when working with coaches, residents, staff, etc. which creates conflict as the taxpayers pay all three budgets. There was agreement there may be a better way to deal with fees. (5/4) Sandy adv next joint leaders meeting set for 6/17 & will follow up on status then. Next Step: Diane will set up a meeting with Katy and NG representative to start by reviewing current processes - it was noted due to budget season, this would likely not take place until April.

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81	Ordinance	O	L	4	Contract	Need to create a Water Extraction Ordinance	Sandy Carder	Nate Rudy	TBD	07/21/20	04/20/21	(7/21) Council was approached by Crystal Lake residents regarding many commercial vehicles from out of Town companies parking vehicles on the public boat ramp for long periods of time to extract water (pool, landscaping companies). Council discussed safety, access and water quality issues and agreed the activity should be prohibited. Deb spoke to the State and they advised we can put up signs right away - ordered. An ordinance should be created to ensure enforcement can be done properly. (4/20) Sandy adv a resident follow up on the signs which do not appear to have been installed at Wilkes beach. Nate will check into - Sandy let them know the ordinance change is still on our list. Next Step: DAC to work time permitting.
39a	Administrative	O	L	5	12/31/21	Need to review/renegotiate Cable TV Contract sometime in 2019-2021.	Deb Cabana	Nate Rudy	Nate Rudy	09/18/18	09/21/21	Deb advised she has asked Alissa Tibbets, Town Attorney, to begin some research & that process can take up to 1 year. She also advised there is at least one resident willing to serve on a Cable TV Committee, if the Council choses to go that route. Council discussed briefly and confirmed either route will require legal review. Dan asked if there was a way for Alissa to provide a synopsis of the process/issues for council to better understand task. Deb advised significant changes have been made at the Federal level which will require more analysis before approach can be determined. (1/8 & 1/22) Feedback presented on item 42 Cable TV ordinance actually fit into the "contract" between parties. Will keep in mind for this item. (6/4) Legislature passed bill to roll back some of the changes (such as channel location, HD broadcast requirement, etc.) Deb advised GPCOG has sent out an RFP for the negotiator for the Towns involved. There was no interest in a pre-contract meeting. (8/6) Deb advised GPCOG is preparing contract with law firm (only one rec'd but highly qualified). (10/15) Deb/Brad provided updates from the negotiation meeting with GPCOG attorney. (1/7) Council agreed to separate contract and committee into two action items: (9/15) Audit by consultant resulted in identifying monies owed (\$18K+) to Gray. GPCOG est negotiations will begin in the fall. (2/16) Deb adv target for contract is June. Spectrum disputing owed fees. (7/6) Anne adv this is at a standstill Next Step: Nate will follow up with Tony Plante
86	Administrative	O	L	5	11/09/21	Create Charter Amendment to address (1) Town Manager job description changes (2) Audit date from 9/30 to 12/31 (3) Non Land use Ordinance Process change	Council	Nate Rudy	Nate Rudy	01/19/21	10/05/21	(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) Council reviewed changes (9/21) Due to issues with notification and call for a public hearing - a special meeting will be held. Council voted to set meeting on 9/30 at 3:15pm. (10/5) Council approved ballot Next Step: Sent to voters for Nov election.

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A	Comp Plan Imp - break out Item 84	O	H	4	02/08/21	Committee review of Comp Plan	Dan Maguire	Council	Bruce/Dan	12/01/20	03/16/21	(12/1/20) Dan suggested each Committee review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council to review at 2/16 meeting. (2/16) Council rev summaries provided. For PB, agreed the comp plan implementation should be part of upcoming joint training workshop facilitated by GPCOG. (3/16) Dan adv PB is working on their review. Bruce will discuss. Sharon discussed with ZBA and they have provided their summary to the Council. Next Steps: Dan/Bruce to work with remaining Committees to obtain summaries.
B	Comp Plan Imp - break out Item 84	O	H	4	TBD	Consider New Committee to monitor, supervise, ensure Comp Plan implementation proceeds	Council	Council	Council	12/01/20	10/05/21	(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. (10/5) Council agreed this needs to be a top priority in coming year Next Steps: Council to discuss at retreat.
C	Comp Plan Imp - break out Item 84	O	H	4	TBD	Department Heads review of Comp Plan	Anne Gass	Council	Nate Rudy	12/01/20	05/18/21	(12/1) Anne suggested we either include Dept Heads on the Implementation Committee or at least ask them to review plan to create their own plans to help implement. Needs further discussion in context with new Committee. (2/16) Council discussed and Nate agreed to integrate this into his individual meetings with Dept heads. (4/20) Nate adv meetings set for May. (5/18) Nate has rev with Dept heads. Next Steps: Nate working with Staff to create plans on how they can assist with implementation.
D	Comp Plan Imp - break out Item 84	O	H	4	02/16/21	Obtain information from Windham Town Council on their implementation plans	Sharon Young	Council	Sandy Carder	12/01/20	02/16/21	(12/1) Sharon noted that Windham has a implementation committee set up to assist with their newly approved plan and suggested we find out what steps they took to get from approved plan to where they are, how the Council is involved, etc. Sandy advised that the Windham Chair is on the GPCOG Executive Committee and she can reach out to him for information. (1/5) Sandy has sent a note to Jarod Maxfield 12/18. (1/19) Sandy reported that she has spoken to Jarod and shared general information - and will share more at the 2/16 workshop. (2/16) Sandy shared info on Committee, Growth Permit Program, Consultant, etc. from initial discussion with Jarod. Next Steps: Utilize Windham information as process progresses.
E	Comp Plan Imp - break out Item 84	O	H	4	TBD	Create plan/timeline for Zoning changes & ordinance changes	Council	Council	OAC	12/01/20	07/06/21	(12/1) Council needs to discuss/create a plan/timeline to update Zoning to reflect zones in new plan and determine prioritization to ensure development adheres to new plan. Will be related to Item 46 (Growth Plan) and Item 49 (Duplex changes) for which initial discussions were held, but placed on hold pending Comp Plan approval. (5/18) Council approved moratorium (4/6 eff - 180 days) to allow time for Staff to update standards/ordinances within the Village and Village Center zones. (7/6) Dan adv OAC is working on reviewing the current zoning against the new Comp Plan zones with Town Staff and interns. Next Steps: Staff to bring proposed changes to Council for discussion.

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Last Update: 09/21/21

No	Goal/Category	*O/ F/C	** Pty	P 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 owners req. inclusion to help develop. Doug will work on.
B	TIF Goal / Budget - break out tasks from Item 34	O	H	5	TBD	TIF - Center Rd / Bridge Redesign	Town Council	Town Council	Town Council	02/18/18	02/19/19	Town to evaluate possible changes to bridge and/or reconfiguration and/or completion of Turnpike Acres - to address Center Rd outlet just below 5 Rd intersection/left turn issues for tractor trailers in Village (possibly part of TIF workshop to determine plans/priorities for Village infrastructure upgrades). MTA advised that Bridge was recently refurbished & widened so there are no immediate plans for more work; however, they remain open to discussion a realignment (12/4) part of solution to address tractor trailers in the Village is to address inability to make right hand turn from 202 onto route 100 - which includes alternate route - maybe via turnpike acres/center rd bridge. (2/5) TC moving to TIF Planning umbrella (2/19) Deb to find out replacement year from MTA.
C	TIF Goal / Budget - break out tasks from Item 34	O	H	5	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	09/21/21	Steve L is working on creating a project scope & plan for reconstruction of Route 115 leading into the Village with Will Haskell to submit to MDOT - in hopes of qualifying for 50/50 funding split (up to \$500,000). Council needs to develop options for the multi-road intersection in the Village to ensure whatever future configuration needs are considered in the Rt 115 project and the Rt 115 project helps facilitate the preferred future configuration. (2/19) Deb to find out if Haskell is working on any planning to prepare for proposal to MDOT - is engineering covered or will it need to be paid for - up front. (10/15) Will/Steve have more info from DOT & will update Council at 10/28 workshop. (6/15) MDOT Rob Betz advised that both projects for Route 100 will likely be in construction in 2023. Survey work is done on one - the other planned this year. Town needs to set up meetings with project managers to be included in engineering. 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. (9/21) WS held - need engineering in next year.
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 Gabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed Special Assessment Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with In Lieu Fees. 9/18 Council discussed reprioritizing, but decided to leave as is. Dan suggested that we identify other towns using these fees and use their language as a base. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.

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8	TIF Goal / Budget - break out tasks from Item 34	O	H	5	TBD	Develop possible In Lieu Fees - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed In Lieu Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with Special Assessment Fees. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.

Last Update: 09/21/21

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Last Update: 10/05/21

No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Route 115 - break out tasks from Item 4	O	H	9	TBD	Obtain Ledge Map for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	09/27/21	(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. (9/22) Will adv testing is underway. If tests results in identification of ledge, than radar mapping will be done. Next Steps: Mapping should be done within a couple weeks.
B	Route 115 - break out tasks from Item 4	O	H	9	TBD	Obtain updated full Survey for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	09/27/21	(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.(9/22) Survey is underway which will include identification of existing wrought & most impacted parcels. Next Steps: Survey should be done within a couple weeks.
C	Route 115 - break out tasks from Item 4	O	H	9	TBD	Draft a High Level Engineering Plan for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	09/27/21	(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. (9/27) Will prov some high level plans. req guidance on several items. WD work being done by another engineer at firm. Next Steps: Addtl guidance provided - Will to update plans & provide estimates on costs to determine what may need to be cut before going to the residents.
D	Route 115 - break out tasks from Item 4	O	H	9	TBD	Provide past Traffic Study for Brown Street	Council	Nate Rudy	Will Haskell	02/16/21	09/27/21	(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). (9/27) Council expressed strong support to making Brown street one way from Main to Yarmouth - to help solve safety issues, speed, heavy truck traffic on Shaker Rd, and parking issues. MDOT has not approved in the past. Next Steps: Will to research further.

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Last Update: 10/05/21

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E	Route 115 - break out tasks from Item 4	O	H	9	TBD	Set up Joint Meeting with MDOT	Council	Nate Rudy	Nate Rudy	03/09/21	06/15/21	(3/9/21) Will recommend 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. Next Steps: Town needs to complete more work to prepare for the MPI application.
F	Route 115 - break out tasks from Item 4	O	H	9	TBD	Set up Meeting with Water Department	Council	Nate Rudy	Will Haskell	03/09/21	09/27/21	(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 WD Next Steps: Continue to include WD in meetings.
G	Route 115 - break out tasks from Item 4	O	H	9	TBD	Set up Discussion with First Congregational Church	Council	Nate Rudy	Will Haskell	03/09/21	09/27/21	(3/9/21) Arne 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. (9/27) Council agreed that starting conversation with Church asap was critical to creating plans for public forum. Next Steps: Will will work with Staff to engage the Church to review options for squaring Brown and dealing with their septic system.
H	Route 115 - break out tasks from Item 4	O	H	9	TBD	Identify Blasting Impacts from project	Council	Nate Rudy	Will Haskell	03/09/21	03/09/21	(3/9/21) Arne 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.
I	Route 115 - break out tasks from Item 4	O	H	9	TBD	Schedule Public Forums for property owners and residents	Council	Nate Rudy	Council	09/27/21	09/27/21	(9/27) Council agreed that identifying the most impacted parcels first and holding on site individual meetings was paramount to identifying options for the road. Once that steps is done, then holding a larger public forum for all Yarmouth/Brown road residents would be set to review draft plans and obtain feedback. All residents are welcome, but letters will be sent to Yarmouth/Brown residents. Next Steps: Will to identify most impacted parcels.
L	Route 115 - break out tasks from Item 4	O	H	9	TBD	Obtain info on Budget and MDOT MPI fund disbursement rules	Council	Nate Rudy	Nate Rudy, Will Haskell	09/27/21	09/27/21	(9/27) Council asked Nate to obtain new projections on how much money will be available in the Route 100 South TIF for this project. Council asked Will to talk to MDOT about how upcoming MPI schedule for the \$625K contribution and when the money would have to be spent if MPI was approved. There was concern that we could miss out on obtaining the funding, but on the flip side, not be ready to spend it given we will need at least a year to obtain easements. MPI funding cannot be used for easements. Next Steps: Will to identify most impacted parcels.
K	Route 115 - break out tasks from Item 4	O	H	9	TBD	Identify Firm to complete Easement Work	Will Haskell	Nate Rudy	Nate Rudy, Will Haskell	09/27/21	09/27/21	(9/27) With MDOT advising they will not work on easement issues. Will adv his firm does not do that type of work. He has some names he can provide. We will need to obtain estimates so TIF money can be set aside and an RPF can be done. Next Steps: Will to provide info to Nate.

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Last Update: 05/18/21

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A	Traffic - MDOT - break out tasks from Item 24A	O	M	1.1	06/01/21	Signage - Route 26 vs. Route 26A	Council	Nate Rudy	Nate Rudy	02/22/18	05/18/21	Village diversion/misdirection. Looking into eliminating/renaming route 26/26A to prevent Trucks 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 budging on sign replacement. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues.
B	Traffic - MDOT - break out tasks from Item 24A	O	M	1.1	04/01/21	Signage/Bollard Posts - Village Island	Sandy Carder	Nate Rudy	MDOT	02/22/18	06/04/19	MDOT will look at what they can do to make the island at the 5 lane intersection stand out so vehicles do not go the wrong way into head on traffic. Only current sign is "ENTER" provided by MTA. New striping is planned, but no response otherwise (9/4), 9/18 Council asked Deb to follow up with MDOT on their review - she advised she has meeting with MDOT on Wed 10/10. (12/4) Sandy asked MDOT at meeting about options. MDOT said they may have some flexible bollard type posts to try - will check their inventory. Steve noted it does make plowing more difficult. MDOT also may look at new signage - but that will require a full re-engineering of electric/posts at the intersection - see rt 115 listing on task list.(4/2) Dan advised at seeing another person drive into head on traffic in the wrong lane around the village island. (4/16) Deb advised MDOT is not willing to spend on permanent bollard due to history of destruction & costs. (6/4) Deb confirmed striping cannot be done before 7/1 (budget). Sandy asked if "ENTER" could be added to striping - may not be visible. Awaiting alternatives from MDOT.

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Last Update: 05/18/21

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A	Traffic - MTA - break out tasks for Item 248	O	M	1.2	12/31/20	Diversion Study	Town Council	Nate Rudy	Nate Rudy	02/22/18	05/18/21	Town to define goals-study/pamts/data set to cap as much data/results as poss rel to exist prior traffic issues. need to deter int partners-NG,Poland,Cunber,Auburn,Windham? MTA ind poss prov 80+% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15+%. 6 fig likely need more data added to study = high costs. Deb adv MTA is work on poss optns, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchasept that will incr data while drop costs. Scope disc ensued w Councc need to send addtl feedback to Deb-digs 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 part. (1/8) Deb will reach out to MTA to obtain new cont.(Bruce Van Note has been appt to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr Mills is taking a diff appro than Mr. Van Note-he is propo MTA buy subscr at March meet. (3/5) NG is not inter in part.(4/2) Sandy prov PHH article ind MTA, MDOT, PACTS and Port Transp grp have agrd to grp subscr to software. Await addtl feedback from Mr. Mills. Res appor budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent mat to S Carver as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info.Sandy to ob more info. (12/3) Sandy prov upd - GPCOG to take leave & prov prop for full councc to cons. (1/7) Sandy pres propos scope from COG-Counc req optns for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Coun will vote on engage letter at 1/21 meet. (1/21) Coun voted to approve engag letter. (2/4) Sandy recap cont call with COG-ok with digs-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 Mgr. (11/17) GPCOG resp to MDOT & are work on updating. (12/15) Sandy has rec'd updated study - will pull together all the material & send to Council. Will be placed on a future workshop agenda. (1/5) Diversion info shared (3/16) Council disc resp (1) to MTA (2) meet with Leg team + transp committee members (3) integrate in convo with MDOT on Route 100 projects (4) req mor info on LOS study costs/timelines. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues.
B	Traffic - MTA - break out tasks for Item 248	O	M	1.2	06/01/21	MTA Data - cash collection (vs EZPASS)	Town Council	Sandy Carder	Sandy Carder	02/22/18	05/04/21	MTA will prov data for cash (vs EZPASS) from the regl booths-Gray,NG,Fain - 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 optns for toll chgs and agreed to send letter to MTA with recomn/feedback. (4/16) Sandy & 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-inc 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 directy. Sandy to update and send. (12/3) Council approved letter. (2/4) Sandy adv committee contin work - follow up after session (2/18) Sandy prov update on status of comm and council agreed we should follow up now. (3/10) Sandy shared with Sen. Ned Claxton upon request (3/16/21) See above Diversion (5/4) Nate & Sandy meet with Sen Breen 5/5

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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 hindrances. Council set this activity to "Future" given the renewal timeframe of 20 years has been reset. Future items will be reviewed annually, at a minimum.
21	Administrative	F				Develop a method to analyze & potentially rank Committee Volunteer applications when more than one received for one spot.	Dan Maguire	N/A	N/A	02/09/18		During a workshop discussion on Jan. 8th, the Council agreed there could be situations where a formal review/ranking system may be appropriate, but it is unlikely one needs to be used in most situations. The Council reviewed a variety of options, ideas, etc., but decided to table this issue for a later date. Will be considered a 'future' item.
31	Ordinance	F				Review the issues and options surrounding Dock Lighting / Light pollution.	Deb Cabana	N/A	N/A	04/17/18	06/05/18	Town Staff has received a complaint/inquiry surrounding light pollution issues related to new LED dock lighting equipment. Given Councilor Foshay was absent at the Apr. 17th meeting, Council agreed to log (as it will be covered regardless - in closed, future or open), but to hold off discussion & prioritization until May 1st meeting review. Council discussed at June 5th meeting agreeing this would be considered a future item based on lack of available information. Possible OAC research item.
17	Economic Development / Budget	F				Research and compile data and options for a possible Community Center in Gray.	Town Council	N/A	N/A	01/22/18	05/07/19	During a Sept. TC Workshop discussing goals, the Recreation Dept. provided a proposal to realign funds collected by the Rec. programs under the Rec. Dept for use in maintaining/expanding programs. One major challenge identified was the lack of space to expand programs which create revenue streams for the Town. A new space (Community Center) was identified as a possible solution which could be paid for with current revenue streams. TC expressed support to obtain more information. Next Step: Rec. Dept. Staff will begin work to outline plan to obtain additional information. Council agreed this will be considered a "Closed" Council item until the Rec. Dept. brings forth additional information. With availability of some land around the by-pass, this was discussed in 9/4 TC meeting. Deb stated \$62,000 is in the current fund. (11/13) Council agreed to move to Future list as the item continues to come up in discussions. (5/7) Concerns regarding current status vs. best practices were discussed during the 4/16 meeting - confirming programs exceed capacity at the Town facilities. See Closed item #57. Manager advised it was Administrative and under her purview, council agreed to add to this item & close #57 with Manager bringing forward any necessary policy issues.
23	Ordinance	F			TBD	Review current ordinance governing noise for updates and research possible odor ordinance .	Town Council	Deb Cabana	Doug Webster	02/09/18	10/01/19	During the special amusement license renewal of the American Legion Hall, much discussion was centered around the current decibel restrictions for noise in the existing ordinance was set at a reasonable level, existing activities that may be above that level, how the level would be measured (by whom), and how complaints/enforcement would be handled. Doug Webster made presentation (3/6) of review/recommendations from Town Staff - raise limit to 60. TC discussed pros & cons of setting an actual decibel limit & enforcement. TC agreed to raise to 60, but also to add specific types of businesses/activities that would trigger limit. The Mtg 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 item 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 Orelico Poles to be removed on short Shaker Road	Alec Dodd	TBD		12/01/20		(12/1) As part of the pole analysis done for the short Shaker Rd 2021 Spring stormwater/sidewalk project, Alec talked to Orelico. Several poles only support old copper wire services. Once all users are transitioned to fiber services, those poles can be removed altogether.	
50	Economic Development	F	L	6	11/01/21	Work with the Narrow Gauge Railroad to review current situation and develop new plan.	Council	Nate Rudy	Nate Rudy	03/05/19	09/21/21	NGRR Board members made a presentation at the 3/5 TC meeting to update Council on recent events (loss of lease - deadline end of Oct and relocation of museum pieces on temporary basis to another location). Council/NGRR agreed a more detailed meeting was in order to determine what options remain for relocation to Gray, what resources would be needed - monetary/human, and the associated timelines. (4/16) Deb advised Doug had a meeting with NGRR Board and they are open to discussion, but cannot do at this time due to pending move. (8/6) Portland Press Herald reported the NGRR has withdrawn their plans to move to Gray and NGRR has removed trains & sign from Plaza. Council discussed how frustrating it is to find out via paper especially given this is the 2nd time and during the last visit by NGRR, the organization insisted they were still partnering with Gray. (9/3) Deb adv no response from e-mails - phone tag with Mr. Heinz - NGRR has engaged a broker to sell property. (9/17) Council discussed approaching NGRR to open discussion about donating the easement rights to the tracks to Gray - as a way to address those who contributed to NGRR relocation - both with time & money. (10/15) NGRR has responded. (12/3) Sharon wished to send an editorial letter to the paper regarding this item, but was willing to wait to see if the meeting is set after the Polar Express is done. Council felt current course was correct one. (1/7) Now that the Polar Express season has ended, Deb will follow up on meeting. (1/21) NGRR said they would get back to her (2/18) NGRR advised they are seeking professional assistance to deal with unraveling Gray issues. (9/15) NGRR said a portion of the ROW to a private developer without notifying the Town or updating Deb as they said they would. Anne also adv NGRR will be just sitting on their property until values increase to allow them to break even with mortgage. Council is frustrated but since it is a private deal & does not involve Town, there is no legal leverage. (10/6) Council rev & app letter to be sent to NGRR. (9/21) Council sees no action happening on this so moving to future. NGRR has sold off pieces of their property without any contact with the Town as far as donating easements on the rail line.	
98	Ordinance	F			TBD	Create a Mooring Ordinance for all Gray Lakes	Sharon Young			10/05/21	10/05/21	(10/05/21) Sharon Young submitted this request prior to her Council term expiration. The Council reviewed at the 10/5 meeting and agreed it was an issue that needed to be looked into; however, given there is a bill before the State Legislature (2nd session set to begin in 01/2022). Council wants to wait to see what the State decides to do or not do. In addition, more information is needed. The Lake Coalition presented information on a Shoreland Protection Ordinance they requested the Town create and there is likely going to be more discussion on that item. Mooring information could be collected at the same time.	

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

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

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

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

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9	Land Acquisition Fund	(2019) \$50,000 (2020) \$50,000	N/A	A Community Center has been discussed in various meetings and may be related to the above (13) Public Facilities Study - as far as next step planning.	<p>May be funded by the recreational enterprise fund. Recently notified of 2 residents (Carrie Carter & Steve Morse) who have obtained a license from the state and are looking at setting up a Committee. This is tied to both the Comprehensive Plan and Item 13B as a review & input from residents in needed to determine need, size, location, priority, etc. Deb did advise that Newbegin is in need of substantial upgrades to make it more efficient and capacity has been breached. See 32 below - would roll into Land Acquisition fund. (8/6/18) The Council asked Deb to reach out to the owner of the Hamilton property to inquire about options for the Town - whether that is a community center with municipal parking, fields, or housing - or a combination of them - is unknown at this point & will require further discussion. (10/28) Council has this on their workshop list. (3/12/19) Council has set a workshop on 3/31 to discuss the status of the Hamilton Property and Land Acquisition funding. (3/31) Council discussed and agreed it is a great opportunity and Town should move to engage owners in an option contract to give us time to collaborate with GNGLL, Royal River, etc. to develop plan, seek resident input & approval and create a funding plan. (4/2) Council was provided with valuation info & will discuss land acquisition fund at 4/9 meeting. (4/9) Council discussed tentative steps for Hamilton property is to identify funding in this year's budget, then between now & possibly Nov election, working on more details for concept plans and identify funding options which could be used to seek residents feed and a vote with Nov election. Council agreed to set \$50,000 again as separate question. (4/28/20) Council agreed to reduce to \$25k and to list as part of the CIP warrant article. (3/9/21) Council will start with \$50k to see impact before making full decision.</p>

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10	Planning /Engineering	Route 100 South TIF Funds - \$176k appx + \$240k for Water District	#4 M3	TIF Projects (Main Street, Village Shaker Rd, Route 115), Sidewalk projects, and other projects (Wilkie's Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	Steve projected \$75K for engineering work for the Route 115 project, but will advise that the engineering costs need to be included into the project request - if we go with MPI program - where MDOT would pick up 50% of costs - up to \$500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided \$91,000 design fee & \$62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 25B will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17/19) 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 MDOT be added, Doug asked that add'l boaring be added to ensure ledge identified properly on slope, Council adv Church needs to be pulled into discussion on Brown Street intersection, and agreed to remove "inspection/post project" services be removed for now as those decisions will be made at a later date, but we have an estimate of \$101,590 for full time inspection services. (4/12) WD submitted est for rt 115 which is over the \$495,000 total. \$40k is needed in coming year for engineering/legal. Further disc is needed on total cost. Nate will verify number. (5/4) WD req more funds for materials.
11	Construction Costs	\$88,400 / GPCOG grant?	N/A	Extending sidewalk from Hannaford - Spruce Street - Sidewalk projects , and other projects (Wilkie's Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues. (3/2) Council discussed this in Council meetings as GPCOG was seeking shovel ready/worthy project to use to obtain grant funding from State/Federal programs. Council agreed to roll this into Libby Hill paving. LH sidewalks reconstruction & extension and a crosswalk to the MSAD15 ROW path which may become an emergency 2nd exit for the schools. Alec/Deb submitted to GPCOG.

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12	Contingency Fund	Manager \$25,000 Build/Grds \$15,000	N/A	Many Towns (and most companies) incorporate a Contingency Fund into their budget planning to cover unforeseen expenses.	<p>Deb provided (2) examples - \$18k for unfunded vacation/sick time for retirees and \$10k for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone & must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between \$20-30k. Council agreed to tentative \$25,000 amount to cover projected retirement and have some left over. (10/28/19) Council funded this as a combination of employee time & contingency - agreed we need to continue working on this fund. (2/18/20) Deb advised she is requested \$25,000 for this fund separate from vacation/sick time outstanding liability. (2/27) Katy advised we will likely spend this to supplement the vaca/sick time fund. (4/2) Deb advised it could cost up to \$10k for an add'l election if we miss the 6/9 election. Katy advised the money in this year's budget for that election would flow into the unassigned but would not be accessible until the following year's budget cycle after the audit was completed. Council needs to consider adding \$10k to contingency. Katy advised that contingency is set aside to help with transition to new Manager. (4/9) Governor will be moving election to July 14th - we will move local to coincide. Ballot printing, machine programming will be in current budget, there may be some money needed for staff time. Council agreed to keep contingency fund at \$25,000. Election change is another example of why a contingency fund is needed. (2/11) Deb adv that this was sufficient. (2/18) Council discussed need for fund for buildings & grounds. Will have follow-up discussion on amount & how to set up. (3/22) Council disc separate funds vs. one fund & opted for one fund; however, Katy pointed out moving it out from B&G will impact the total amount towards LD1 - Council may reconsider. (4/12) Council discussed again & agreed to move to CIP & increase CIP payment by equal \$15k to keep neutral on LD1/CIP reserve. This will make the use clearly & will allow it to roll over.</p>
13	Paving	(2020) \$469,250 (2021) \$449,225	N/A	Need to review Paving budget process to ensure projected & actual are closer	<p>Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of falling 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.</p>

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14	Libby Hill	(2020) \$13,579	#27 H1.2	Need to determine long term obligation and budget funding for Libby Hill maintenance for Town's portion of acreage	Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding. (2/18/21) With reorganization of Rec Build/Grounds under Maintenance - per diem for LH was moved as well. Amount based on projected figures available.
15	Traffic Calming Measures	??	N/A	Add traffic calming measures as part of the project planning & designs	(10/28/19) Bicycle Coalition of Maine provides these items free of charge for testing; however, if Gray does decide to proceed with formal measures, equipment and/or construction costs may be incurred. (3/12/20) Anne advised it will take through the summer to set up tests and to identify what, if any, traffic calming measures will be recommended and then to determine costs. Will be considered in next year's budget. (3/2/21) Council agrees there are many options and there are many areas that could use them. Would like to engage organizations that can help us test lost cost or no cost options. Need to engage residents and MDOT as we move forward. (3/16) Council agreed to add add'l striping to Village Shaker Rd - sharrows 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 sharrows and he will make sure Alec provides increased striping line to Katy. (3/24) Alec adv sharrows will not work on Shaker due to MDOT stand. Council agreed to hold off on add funds and will pull this into the Route 100 discussion.
16	Fencing	?	N/A	Need to add Fencing to CIP schedule - applicable departments	(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle. (1/19) Katy advised this may be split between budgets (Build/grounds & Rec), but they will work to pick up the fencing for future planning. (2/18) Mo adv he is in the process of collecting data - Penne! & 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 addtl \$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	Lifelong 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 add'l bond savings to transition to one EV vehicle in the coming year. Of course, the EV charging station would need 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 budget on. Nate pointed out that having hard lines with plug in phones for each building is critical in emergency response planning. Nate will review in more detail with Katy/Mo and Staff to determine if changes are warranted.

No	Items Label	Cost Est.	Task No.	Description	Comments
26	Boat Ramp	\$62,000 total @ 25% = \$15,500 - \$2,000 leftover = \$13,500 for this year	N/A	Determine if Grant funding is available for Boat Ramp replacement	(2/18/21) Last year's grant fund was frozen due to COVID. Sandy to reach out to State to find out if there will be funding this year. Last year, State provided some concrete planks to assist with repairs in lieu of grant funding. (3/2) Tom Linscott (Director of Boat Ramp Facilities) advised they do not have funding as of right now, but are hopeful that will change shortly. Forwarded note to Heather Seiders who manages the grant fund. Sandy will tag for follow-up. (3/9) Mo adv that further repairs will require professional services and a DEP permit. Nate to work with Staff to determine if ramp can go another year or not. Town would prefer to apply for grant but may not be able to wait if grant funding is not available in the coming year. Sandy to follow up with Heather on grant status. (3/22) Mo adv the ramp should last 1 more season - because it has to - there is no way to do 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.
27	Striping Bid	N/A	N/A	Determine if it is possible to allow HOA to participate in Town Striping Bid	(3/2/21) Dan asked if it would be possible to allow HOA to jump on the Town's striping bid to reduce overall costs and ensure regular striping. Katy pointed out there may be an issue because the Town is tax exempt and HOA are not. Further research is needed.
28	Trail Extension	?	N/A	Create a trail extension from Cumberland Farms to Brown Street	(3/2/21) The First Congregational Church is now willing to allow the Town public easement over their property to complete the trail that ends behind Cumberland Farms. This trail is part of the VALT plan and would connect to Brown Street sidewalk system allowing people to get to the Library and Plaza safely. The Rec Dept would use it regularly for summer camp activities and childcare activities. Church has no money. Alec has advised public works could remove the jersey barriers and repurpose them, if allowed. Kathy is working the project and there needs to be conversation with abutters. The current path is gravel and would need to be upgraded to allow for winter snow clearing. An Eagle Scout is willing to make L shaped planters for the project to help slow cyclists. (3/9) Kathy provide more info on status. Anne adv if we can lift conversion issue we could apply for grant money (possibly). Katy believes we could use Sub D funds as well.

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

21-22 Budget Items

Last Updated: 06/15/2021

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

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

No	Items Label	Cost Est.	Task No.	Description	Comments
4	CIP Payment	\$1,750,000	N/A	<p>2018 CIP Bond package was put together to allow Town to make payments to the CIP fund over a 5 year period. The \$100,000 remaining outstanding from the 3/12ths rainy day fund is being logged separately - see below.</p>	<p>Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority & Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100K gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100K into CIP from the \$500K payment into the 3/12ths - to use projected overage next year to finalize the \$500K re-payment. (10/28) Old ladder truck is now for sale. Council agreed to ask Finance Committee to come up with "fully funded" number to better understand the gap between current \$100K - for discussion purposes. (12/17) Deb adv \$85,000 rec'd from sale of old ladder truck and \$10,000 rec'd for sale of retired equip for total of \$95,000 for CIP fund. (2/13) Deb & Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The addtl paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option. (3/24) Katy prov 3 scenarios with payments - Council agreed to lower payment based on target to stay "neutral" with starting balance. Katy adv approx \$250K will flow into the debt serv payment from bond savings even after appr proposed usage. This will bring us up over 'neutral'. Council to make final adjs at 4/12 meeting.</p>

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

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

No	Items Label	Cost Est.	Task No.	Description	Comments
10	Land Acquisition Fund	(2019) \$50,000 (2020) \$50,000	N/A	A Community Center has been discussed in various meetings and may be related to the above (13) Public Facilities Study - as far as next step planning.	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 Town Dog Park on the capped land fill. After some discussion, it was determined it was not a good fit, however, another location may work, if there is support.	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 add'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 + \$240k for Water District	#4 M3	TIF Projects (Main Street, Village Shaker Rd, Route 115), Sidewalk projects, and other projects (Wikies Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	Steve projected \$75K for engineering work for the Route 115 project, but Will advised that the engineering costs need to be included into the project request - if we go with MPI program - where MDOT would pick up 50% of costs - up to \$500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided \$91,000 design fee & \$62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 25B will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17/19) Public forum held on 12/5 - Council to set workshop. (3/26/20) Council is working to amend Route 100 South TIF to allow for funds to be used on this project. (4/21) Council set public hearing for 6/2 to put out to voters at 7/14 election. (1/19/21) Workshop held with Staff/Water District/Engineer to create general plan for starting this project. Route 100 South TIF funds are available - with expiration of 2028. Will will work on providing estimates for (1) complete 'ledge' profile of road using ground penetrating radar (2) updating and completing full survey of area - Main street to 59 Yarmouth Rd (3) create a high level plan to include parameters agreed to in workshop - working with the Water District to include their piece and including Brown Street reconfiguration/parking analysis. The goal will be to use the starting plan to schedule more public forums and have some idea of overall costs as we progress. (3/9/21) Will rev proposal for services. Council asked that (1) meet with Water District (1) meet with MDOT be added, Doug asked that add'l boaring be added to ensure ledge identified properly on slope, Council adv Church needs to be pulled into discussion on Brown Street intersection, and agreed to remove "inspection/post project" services be removed for now as those decisions will be made at a later date, but we have an estimate of \$101,590 for full time inspection services. (4/12) WD submitted est for rt 115 which is over the \$495,000 total. \$40k is needed in coming year for engineering/legal. Further disc is needed on total cost. Nate will verify number. (5/4) WD req more funds for materials.
14	Construction Costs	\$88,400 / GPCOG grant?	N/A	Extending sidewalk from Hannaford - Spruce Street - Sidewalk projects , and other projects (Wikies Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues. (3/2) Council discussed this in Council meetings as GPCOG was seeking shovel ready/worthy project to use to obtain grant funding from State/Federal programs. Council agreed to roll this into Libby Hill paving, LH sidewalks reconstruction & extension and a crosswalk to the MSAD15 ROW path which may become an emergency 2nd exit for the schools. Alec/Deb submitted to GPCOG.

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

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

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

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22	Automatic Fuel Shutoff	?	N/A	Should Segall Drive systems be upgraded to automatic shutoff options	(2/27) Dan reminded Council that during the CZA process with Cumberland Farms an automatic fuel shutoff system was discussed (more costly) vs. having personnel being responsible for quickly (and correctly) shutting down systems to prevent a spill or minimize one. More research needed to determine costs/viability vs. benefit. (2/18) Dan clarified this is in regards to the tanks at Seagull Drive given the location near the waterhead. This may be an issue that would be analyzed in the proposed Property Condition Assessment. Need more information - will move to next budget cycle.
23	Fencing	?	N/A	Need to add Fencing to CIP schedule - applicable departments	(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle. (1/19) Katy advised this may be split between budgets (Build/grounds & Rec), but they will work to pick up the fencing for future planning. (2/18) Mo adv he is in the process of collecting data - Pennel & Library fencing has been measured. They will be measure Transfer Station fencing (which is substantial around the landfill) next. Once the dimensions are cataloged, the next step will be to grade the condition of the fencing & set up replacement schedule in CIP. Target to complete for next budget cycle.
24	Existing Sidewalks	\$4,400 (condition study)	N/A	Need to add all Existing Sidewalks to CIP schedules	(4/9/20) Sandy pointed out that existing sidewalks are also not listed in the CIP schedule for maintenance/reconstruction work. Town has been only addressing when applicable roads come up for paving - usually nothing is done when overlay paving is done - creating a situation where they are only being addressed when a road is reconstructed. By that time, sidewalks are in bad shape and add considerable costs to the road budget. Need to put money aside to ensure existing sidewalks are maintained and funded when reconstruction is needed. (1/19/21) Alec updated the council on this as part of the paving catch up plan. He will be asking for the road study again this year. He is working to pick up the existing sidewalks and parking lots. Pending the study and updated information, he feels if we maintain our current \$450k annual paving budget, we could be caught up in about 7 years without accounting for sidewalks/parking lots which may then need attention. He is working with data from Stevie & his own to compile a list/conditions. We also need to make sure we understand any 'new' sidewalks being built need to be added (extension on Shaker Rd - planned Rt 115 sidewalks). (3/2) Council has asked Alec to obtain cost est to add sidewalks to paving condition study (3/15) Alec adv 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.
25	Paving Plan	?	N/A	Create a long term Paving Plan to "catch up" with recommended schedule	(4/28/20) Dan suggested that between now & next budget, the Council ask Alec to create a long term paving plan - through 2035 perhaps - to identify a route to catch up on the backlog of paving. This could be used in conjunction with the planned road study (next budget cycle) to ensure progress is made each year. (1/19/21) See above sidewalks note.
26	Livelong Living	?	N/A	Placeholder for 21-22 FY Budget - Senior Programs	(8/4) Logging as a placeholder pending presentation from Lifelong Living Committee in Fall/Winter (1/19) Sharon advised there will not be any request in the upcoming cycle as they are still collecting data and planning. Some items may be addressed through donations or non-profits as well.

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27	LD1	N/A	N/A	Discuss impacts of LD1	(9/15/20) Council agreed to log to ensure discussion on how to mitigate issues with LD1. (3/23/21) Katy advised that we are currently \$4,500 over LD1, but with some of the changes requested that number will go up. Council agreed we MUST come in below LD1 this year. Discussions on how to accomplish that will be held at 3/24 WS. Katy pointed out that separate questions would be outside the LD1 for operations/CIP. But then would require individual LD1 questions to go with them (ie Senior Tax Rebate - IF Council proceeds or accrued time off fund). (3/24) After the changes made - the budget is \$1,502 under LD1 incl employee accrued time fund. The Senior Tax rebate will be over the limit & set up as a separate question.
28	Enterprise Fund/ Sub D	EF \$157,000 SD \$95,000	N/A	Need to evaluate impact of Covid on Enterprise Fund & Sub D Fund	(9/15/20) Deb has advised current projections have fund just breaking even or with a small revenue amount. (3/1/21) Katy clarified that Enterprise Fund is revenue from Rec Dept programs & Sub D is revenue from Development Fees. Sub D is generally used to expand or upgrade Recreational activities where Enterprise Fund is used to fund the Recreation Staff and operations. There is \$107k in EF with a projection of \$50k this year total of \$157k. Sub D is at \$95k now. But if the Rec Director position is filled, that may impact the EF total. Nat to talk to staff and determine timeline on new hire. (3/9) Katy adv that Nellie & her are working on identifying what in Rec budget can come out of Sub D. Extension of path from Cumberland Farms to Brown Street - through 1st Congregational Church property could be funded by Sub D - if grant & in kind is not enough. (3/23) Katy checking to see if removal of NewBeginn 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 in increasing communication was a high priority & it would be helpful for the Committee to make a proposal for specific needs/equipment/plans which require funding. Council could then consider best approach. Deb adv current revenue is estimated at \$102,000 and that the new contract will not be done until at least June. Spectrum is currently disputing the 'unpaid' past fees. No timeline on when that issue will be resolved.

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

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33	Electric Vehicle Transition	?	N/A	Transition Municipal vehicles to electric versions	<p>(12/1) Sandy advised she would be bringing this forward given the new solar array will be going online. Long term, if Town buys the array, converting as many vehicles as possible to electric will save more costs. (3/23) Council discussed plan for this - GPCOG has a loaner available for Towns to try out - Kathy adv they have used it before. Staff feels that having one 'shared' EV car would be beneficial - could be used by Code, Assessor, Admin, Planning, etc. and would charge overnight so the level 2 would work. Nate pointed out the question is which vehicle would it replace? Trucks make up more of our fleet and availability is an issue right now. Council asked if we could use the add'l bond savings to transition to one EV vehicle in the coming year. Of course, the EV charging station would to be installed & wonder if we can use bond savings for that work? All would need to be done by Aug 31st. (3/24) Katy verified bond savings can be used. (4/12) Council agreed we need to more analysis on which vehicle makes sense to convert and options (lease, rebates, group purchases, grants, etc.). Highly unlikely this could be pulled together in time for the bond savings deadline, but Nate has the option to bring this before the Council, if it does work out. Otherwise, it will flow into next year's budget discussion.</p>
34	Trees	\$2,000	N/A	Shaker Rd Project - new canopy trees	<p>(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.</p>

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35	Signs - Libby Hill	?	N/A	Update "No Public Access" sign - Libby Hill	(12/15/20) Sandy pointed out that the current sign (unknown if it is the Town's sign or home association sign) at the start of the private road which states "no public access" is hard to read and to verbose. Homestead Acres Assoc has complained about people parking on the road to access the Town's LH trails. Consider updating the sign to be more clear or adding "use trail heads" signs or "no Parking" signs. (3/2/21) Alec believes the sign was paid for by the home association, but installed by the Town. He did price out a sign and it would be around \$750. Council agreed this should be rolled into the larger work on the maintenance agreement as signage should be part of that plan. Sandy advised the signage needs improvement on the trails as well.
36	Illumination Tool	\$2,000 (bond)	N/A	Purchase illumination measurement device for code enforcement	(12/15) With new sign ordinance illumination restrictions, Code Enforcement will need equipment to ensure compliance. (1/5) Dan believes the tool will be about \$2,000 (4/12) Council agreed to move this to bond savings to allow purchase now to help move sign ordinance forward.
37	Grant match	? \$ - In kind	#75 H7	Fund grant match for Long Hill ATV trail	(1/5) Anne advised that she is pursuing other grants for the ATV trail rehab on Long Hill Road. The grants will require a 20% Municipal match - which can be met with "in kind" donations and the ATV Club may be able to provide that match via labor/equipment. The timeline is April/May deadline. (2/18) Anne is awaiting data from ATV club. Right now, it is likely there will be '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/Snowshoe 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 Otisco was not willing to budget 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	Striping Bid	N/A	N/A	Determine if it is possible to allow HOA to participate in Town Striping Bid	(3/2/21) Dan asked if it would be possible to allow HOA to jump on the Town's striping bid to reduce overall costs and ensure regular striping. 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. Katy is working the project and there needs to be conversation with abutters. The current path is gravel and would need to be upgraded to allow for winter snow clearing. An Eagle Scout is willing to make L shaped planters for the project to help slow cyclists. (3/9) Kathy provide more info on status. Anne adv if we can lift conversion issue we could apply for grant money (possibly). Katy believes we could use Sub D funds as well.

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