

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • NOVEMBER 16, 2021

**Gray Town
Council Regular
Meeting**

Online via Zoom
<https://us06web.zoom.us/j/81531960312>

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 Town Council Meeting on October 19, 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: 815 3196 0312

VI. ADJUSTMENTS TO THE ADENDA 5 MINS

VII. PRESENTATIONS 7:20PM

1. Little Sebago Lake Water Quality study - Professor Lesher 15 MINS + Q&A 5 MINS
2. Deer Acres Road Association - Deb Kramlich 15 MINS + Q&A 10 MINS

VIII. PUBLIC HEARING(S) 8:05PM

1. Second Reading & Public Hearing - To Review and Act Upon Approving the General Assistance Guidelines as issued by the State of Maine. 5 MINS

Proposed motion:

Ordered, the Gray Town Council adopts the Maine Municipal Association Model General

Assistance Ordinance and Appendices A-D for the period of October 1, 2021, through September 30, 2022.

2. First Reading - To Review and Act Upon Setting a Second Reading and Public Hearing on December 7, 2021 to Consider an Emergency Management Ordinance for the Town of Gray. 5 MINS

Proposed motion:

Ordered, the Gray Town Council Sets a Second Reading and Public Hearing on December 7, 2021 to consider adopting an Emergency Management Ordinance 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.

IX. ACTION ITEMS 8:15PM

1. To Review and Act Upon Approving the Carryforward of Certain CIP Items in the Amount of \$XXX to Fiscal Year 2022. 10 MINS

Proposed motion:

Ordered, the Gray Town Council Approves the Carryforward of Certain CIP Items in the Amount of \$XXX to the Fiscal Year 2022, as presented by the Finance Director.

2. To Review and Act Upon Approving the appropriation of ARPA funds for the Town of Gray to fund a Premium Pay bonus for Public Safety employees. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves the appropriation of ARPA funds for the Town of Gray to fund a Premium Pay bonus for Public Safety employees, as presented by the Town Manager.

3. To Review and Act Upon Approving proposed changes to the charge of the Recreation Committee. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves changes to the charge of the Recreation Committee, as presented by the Recreation Committee.

4. To Review and Act Upon Approving the proposed Diversity, Equity, and Inclusion Policy. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves the Diversity, Equity, and Inclusion Policy, as

presented by the Town Manager.

5. To Review and Act Upon Approving the Remote Work Policy. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the Remote Work Policy, as presented by the Town Manager.

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

XI. REPORT FROM THE TOWN MANAGER 5 MINS

XII. COMMITTEE REPORTS 5 MINS

XIII. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS

XIV. COUNCIL DISCUSSION 9:05PM

1. Shoreland Protection Ordinance - All **10 MINS**
2. Libby Hill Memorandum of Understanding - Sandy **15 MINS**
3. Remote Meeting status - All **5 MINS**
4. Extreme Weather Closing Policy - Nate **5 MINS**
5. Schedules - Sandy **10 MINS**

- Main Street - 5:30pm 12/7 - Staff/WD/Council/Will
- Budget
- Village Gateway Property Public Forum
- Joint WS with Gray WD
- All Other WS

XV. ADJOURNMENT 9:50PM

** 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 • OCTOBER 19, 2021

Regular Meeting

Henry Pennell Municipal Complex

7:00 PM

24 Main Street, Gray, ME 04039

I. OPENING STATEMENT

Due to the ongoing COVID-19 emergency, this meeting was held virtually.

II. ROLL CALL

Attendee Name	Title	Status
Sandra Carder	Chair	Present
Anne Gass	Vice Chair	Present
Dan Maguire	Councilor	Present
Krista Chappell	Councilor	Present
Martin Meaney	Councilor	Present
Nate Rudy	Town Manager	Present
Doug Webster	Community Development Dir.	Present
Alec Dodd	Public Works Director	Present

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS

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

MOTION: Ordered, the Gray Town Council Approves the Minutes from the Special Town Council Meeting of September 30, 2021.

Councilor Carder had one edit which she will submit to Cynthia Schaeffer.

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

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

MOTION: Ordered, the Gray Town Council Approves the Minutes from the Town Council Meeting of October 5, 2021.

Councilors Chappell, Carder, and Meaney 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 7:14pm.

VI. ADJUSTMENTS TO THE AGENDA

Councilor Maguire requested an adjustment to the agenda to add an action item to repeal the emergency order from last meeting. Chair Carder said four Councilors need to support in order to suspend Council rules to add an agenda item. Councilors Chappell, Gass, Meaney, and Carder did not support this.

VII. PRESENTATION

1. Sebago Lakes Regional Chamber of Commerce – Robin Mullins

Robin Mullins of the Sebago Lakes Regional Chamber of Commerce was present. Town Manager Rudy explained she is asking to use a portion of Gray’s ARPA (American Recovery Protection Act) money to support the Chamber of Commerce’s work on a marketing campaign.

Robin Mullins explained the Sebago Lakes Regional Chamber of Commerce represents Casco, Gray, Naples, New Gloucester, Raymond, Sebago, Standish, and Windham. She helps the businesses in these towns to promote themselves. As many businesses were hit hard due to COVID and are now short-staffed, she has noticed many don’t have time for marketing and often use Facebook to advertise. She proposes looking at ways they can use additional forms of social media to market themselves and to help them set up online shopping options.

She has proposed this to all eight towns and has received the initial support from all Town Managers. She is doing a presentation to all towns. Naples is the only town that has approved her request so far.

She is asking for approximately 1%, \$1.00 per resident, from the ARPA funds to put together an extensive marketing campaign for two years. It is yet to be determined if they will use radio, TV, print coverage, or just focus on social media. She wants to create an app to advertise the best places to stay, play, and eat in the region. She wants to market the region as a whole.

She also mentioned the Maine Invites You magazine, of the Maine Office of Tourism, which can be mailed anywhere in the world. She is considering buying two pages of advertising space at a cost of \$5,000.00 per page.

She said Windham is doing an analysis of ten businesses and creating websites free of charge. She would like to see this happen for businesses in other towns. She noted it would be available to all businesses, not just chamber members. The exact use of funds has not yet been determined. She will know more once she knows how much support she will receive from the towns.

Councilor Gass said she hasn't heard from a lot of businesses regarding their needs. She would like to figure out a way to support our businesses and asked how many Gray businesses are chamber members. Robin thought approximately 17 businesses in Gray are chamber members. She also said two chamber board of directors are from Gray.

Councilor Carder said we have between 8,000 and 8,500 residents. Her one concern is how to be sure Gray will be represented well in this regional pool. Robin said she will determine ways to make it equitable.

Councilor Maguire wondered if our businesses could be polled to see if they are interested. Robin said she could poll them. Town Manager Rudy also suggested CEDC could help with this.

2. GNG ATV Club Update – Jon Powers

Jon Powers was present. He shared a slideshow presentation with photos of work done on the trail near Long Hill Road. He provided a brief summary of how the trail was in disrepair and also that citizens were concerned about the temporary access which the Town Council granted for ATVs. He thanked Councilor Gass for her help with grant writing. He explained they received the grant of \$64,350.00 and \$7,150.00 was contributed by the ATV Club. The town received \$2,500.00 for grant management. Three bridges along the Interurban were replaced. Jon Powers performed oversight of the project. Work was done by TruView Mulching.

The ATV Club is in support of rescinding the access route along Long Hill Road out of respect to the citizens. They are requesting, however, use of the road two days a year for their fundraiser ATV rides. The spring fundraiser puts money back into their trail fund. The fall fundraiser benefits the community. He said their last community fundraiser was for a resident who had a stroke. Fundraisers take place on the 2nd or 3rd Sunday of June and September.

VIII. PUBLIC HEARINGS

- 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

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

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.

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

IX. ACTION ITEMS

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

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

Chair Carder said this access had been left open until the end of the season, until snow arrives.

Jon Powers said he will have proper signs printed explaining the access route is no longer available. He will put “No ATV” signs at both ends. He will distribute information about the change over Facebook and email. The club is working on new trail maps which will show this change. Mr. Powers will provide an updated map to the Council.

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

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

Chair Carder said postcard notices were sent to all residents about this meeting. Councilor Gass reached out to some residents who had provided emails during one of the 2020 forums regarding ATV access. Two residents replied they were fine with the road being used two days a year and a third person was not happy about it.

Chair Carder noted some ATV riders also live on Long Hill. She said the town received very positive feedback when the trails were fixed. Councilor Maguire suggested that the club notify the town when the fundraiser dates are selected so residents can be notified by email. Councilor Gass also suggested using a temporary sign announcing the fundraisers so residents would be informed.

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

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

- 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.

Chair Carder referenced a memo from Doug Webster which was in the agenda packet, beginning on page 25. Doug Webster said this is being asked for by developer Cobb (phase I). There is a performance bond in place. The report from Gorrill-Palmer was also in the agenda packet. The cost is \$1,611.60 and Mr. Webster asked if the Town Manager is allowed to amend the contract for winter maintenance to include this .34 mile. Mr. Webster had already confirmed with the town's Finance Director that this is still within the budgeted amount.

Alec Dodd informed the Council that if Mr. Cobb takes care of 50 feet which needs to be paved, the Public Works Department could proceed with winter maintenance. Councilor Chappell referenced the concerns of Gorrill-Palmer and Alec Dodd and asked if this would be resolved before snowfall. Mr. Webster indicated Mr. Cobb has reached out, and is waiting on, a paving contractor.

Councilor Maguire suggested amending the motion to condition it on completing the work as outlined by the Public Works Director.

Councilor Chappell inquired where the money would come from for this, and Mr. Dodd said it is in the Public Works budget. Since the request was in on time, he was able to add it to the budget. He also indicated it just needs base paving which can be done at lower temperatures. He said Mr. Cobb was hesitant to pave the additional 50 feet if the Council wasn't willing to do this. If the town doesn't approve, he will hold off on paving until Phase II.

Councilor Chappell asked if this would then become a regular expense of the town in the future. Mr. Dodd said yes, if they continue to meet the standards.

Councilor Carder said the hold harmless agreement in the packet is blank and asked if there are already homes on this road. Mr. Webster indicated yes, and also that the developer is still in charge of the road as there is not an association yet. Chair Carder said the town needs a hold harmless from Mr. Cobb and then in the future by every property owner.

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, conditioned on the completion of the work as outlined by the Public Works Director, the submission of hold harmless agreement paperwork, and the bond being held until the work is completed.

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

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

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

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

X. REPORT FROM THE COUNCIL CHAIR

Chair Carder reported on the following topics:

LWCF Grant Conversion: As reported in our last meeting, Councilor Gass completed the paperwork to start this process and Doug Webster confirmed it was submitted to the State. Our new planner, Kristen Muszynksi, is taking over the lead on the effort and will be checking with Doug Beck to confirm they will begin the State steps while we work on our next step. Our next step will be budgeting for the required yellow book appraisal and environmental study. Chair Carder will log this on the Council’s budget spreadsheet for the upcoming cycle. Kristen also advised that Gorham had taken steps to reach out to Senator Susan Collins regarding the elimination of ‘yellow book’ appraisals from the process, given the high costs of those specific appraisals, and seeking alternative options for towns/cities, especially smaller ones. Kristen has reached out to Gorham to see if anything came of that effort. The Council may see more on this in an upcoming meeting. Councilor Gass noted that yellow book appraisals can cost between \$20,000.00 to \$40,000.00 each.

COVID: As a reminder, Town Council only has one meeting in November, on the 16th, and it will also be remote. We will reconsider the remote status for the December meetings at that meeting. The cases reported were leveling off until the end of last week when we saw a slight spike and Cumberland was listed with the 2nd highest number of new cases.

Drug Take Back: This is taking place on Saturday, October 23rd. The State Police Trooper B facility, which is located on the Wildlife Park entrance road, is participating. Residents can drop off unwanted medications between 10am-2pm. Many people are aware of the opioid crisis in Maine and may wonder how they can help. Participating in this event is one of the best ways we can all help as access to unused or leftover prescription drugs is one of the largest contributions to addiction. These drugs should not be thrown away or flushed as they create environmental issues when disposed of improperly.

Voting: A reminder to residents that voting is underway now. Absentee ballots can be obtained at the Town Office or requested online. Voting can be done on site at the Town Office or ballots can be returned during business hours or dropped in the ballot box located outside the Town office at any time. They can be mailed back, but given we only have two weeks left before the election, dropping off will ensure the ballot makes the deadline. In person voting will also be available at Newbegin Gym on November 2nd from 8am-8pm.

XI. REPORT FROM THE TOWN MANAGER

Town Manager Rudy’s regular report was in the agenda packet, along with another report from when he was away. The conference he attended was very good and focused heavily on technical issues, particularly about how COVID caused changes to how municipalities serve the public and provide services. He noted our Town staff did admirable work during this time. The conference really inspired him. He thanked the Council for their support for him to attend.

He discussed the upcoming Council retreat and suggested the 5th, 13th, or 20th of November at Pineland Farms, reminding all that a large portion of Pineland Farms is in Gray. He suggested possibly having two sessions; 9am-noon and 1pm-4pm, with lunch provided.

He asked if the Council would want to pay for a facilitator, possibly Kristina Egan from GPCOG. He posed two questions to Council; 1) their availability for those dates and 2) if discretionary funding could be used for the cost of the facility, meals, snacks, and facilitator.

Councilor Maguire requesting knowing more about the agenda for the day before he commits. He thought a facilitator was probably a good idea, although would prefer it not be someone from GPCOG. Councilor Gass also wanted to discuss an agenda and how much time is really needed. She is not available on November 13th. Councilor Chappell would also like a conversation about the agenda. She likes the ideas of it being held at Pineland and having a facilitator. She preferred the 13th or the 20th. Councilor Meaney is available all of the suggested days. Councilor Carder would also like to have the agenda planned out, have a facilitator, wondered if all six hours would be needed, and is available on all of those dates.

XII. COMMITTEE REPORTS

Councilor Chappell reported that the Resiliency Committee met on October 11th via Zoom. New members were eager to participate. Their next meeting will be on November 8th, and they plan to define resiliency and how it relates to their current charge. They are planning an event, date yet to be determined, to discuss resiliency and involve other town staff.

Councilor Chappell reported that CEDC will meet on October 20th and the Library Trustees will meet on November 16th. Both meetings will be via Zoom.

Councilor Gass said the Open Space Committee met via Zoom. They worked on their plan and hope to have it brought before the Town Council in December.

Councilor Meaney said the Blueberry Festival will not meet until January. That committee is still looking for volunteers.

Councilor Meaney said the Finance Committee will meet on October 21st at 4pm and ZBA will meet on October 27th at 7pm. All of these meetings will be via Zoom.

Councilor Maguire said the Planning Board will meet on October 21st. He said OAC has not meet since the last Council meeting, but they have a meeting proposed for October 28th.

Councilor Carder participated in a GPCOG meeting today. Cathy Conlow, the new Executive Director of MMA, discussed the shared work and priorities among the two organizations. They discussed MMA's position on housing. They are still working on a draft proposal. If the state is going to change rules, the state needs to give local municipalities flexibility. There was pushback on accessory units since if accessory units turn into Air BNBs, it doesn't help with housing issues. Another area is funding. The state cannot ask towns/municipalities to redo all zoning and then walk away. The state is going to need to help with money as the town struggles with the number of staff we currently have.

She said Andrew Butcher of GPCOG was nominated by Governor Mills for the new Maine Connectivity Authority.

GPCOG sent out a survey about ARPA priorities to determine which ones GPCOG can assist with. The Council has until this Friday to do the survey. Councilor Chappell did not receive it so Chair Carder will forward it to her and Councilor Meaney. She will request that they get added to GPCOG's distribution list.

Councilor Carder said the Dry Mills Schoolhouse Committee will have their meeting at the Dry Mills Schoolhouse building on Thursday, October 21st at 3:30pm. The focus will be a walk around and floor plan development for reopening in the spring or summer next year. Distancing and masks will be used.

Councilor Carder said the Recreation Committee will meet on November 1st. She provided a reminder that applications are still being accepted to participate in the Trunk N' Treat event set for Saturday, October 30th from 2-4pm at the NG Fairgrounds. This is a collaborative GNG event and candy/money donations can also be made by dropping them off at either recreation department. Participants will be provided with candy; they do not have to buy their own.

XIII. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Chappell received an email from former Recycling/Resiliency Committee member Helena Ives confirming her resignation. Helena offered her services in the future.

Councilor Chappell watched the GPCOG forum regarding ARPA, and also did her own research.

Councilor Gass was contacted by a Weymouth Road resident regarding high speeds and poor road conditions. They will meet next week.

Councilor Gass was contacted by Randy Visser who said National Community Media Day is October 20th. She thought this is something to think about for next year.

Councilor Gass heard from Steve McPike and he shared a sample document. She forwarded it to the Open Space Committee.

Councilor Gass watched information about native communities. She forwarded the link to the Council.

Councilor Gass said the Welcome to Gray signs are in the process of being made and will be installed within the next two to three weeks.

Councilor Meaney was approached by Darwin Vail of Rustic Road and a resident of Friendship Drive regarding receiving their tax bills just two days before they were due. Mr. Vail complained about the mask requirement even when outside at the Transfer Station. Councilor Maguire said he was at the Transfer Station and there were very few people wearing masks.

Councilor Maguire heard from Tom Skrivan regarding the town's Facebook page, asking how comments are removed/archived, etc.

Councilor Carder had follow-up conversations with Town Manager Rudy and Councilor Maguire related to Tom Skrivan's concerns.

Councilor Carder said all Councilors received a phishing email related to publishing articles on the website. She referred this to Town Manager Rudy.

Councilor Carder spoke to a resident regarding development close to Crystal Lake, especially given the status of the lake and the presentation provided to the Council at that last meeting.

Pam Wilkinson, President of the Little Sebago Lakes Association, followed up with Councilor Carder regarding that presentation and wanted to thank the Council for listening to the Lake Coalition representatives and accommodating the technical changes for the meeting. She also inquired about when the Council would discuss the presentation and Councilor Carder advised her it is tentatively set for the November 16th meeting. She also received an inquiry from Kristen McNerney from the Lakes Region Weekly regarding the presentation.

Councilor Carder received an inquiry about the PA system the schools use for outdoor sporting events. She referred that to the Athletic Director.

Councilor Carder said Sharon Young inquired about the resident who reached out to say they were willing to help with senior volunteer opportunities.

XIV. COUNCIL DISCUSSION

1. Emergency Management Ordinance

Town Manager Rudy presented a draft by Attorney Alyssa Tibbetts, for Council review. He would like the Council to approve it to provide a proactive way to handle future emergencies including weather events and natural events. This will create a structure for quick response and deployment of town staff. He said this is in line with NIMS (National Incident Management System).

Councilor Carder said she attended NIMS training in the past, along with the Chief and former Town Manager Cabana, and every town should have a plan. She definitely supports it.

Councilors Chappell, Gass, Meaney, and Maguire all support it.

2. Hamilton Property and Council Schedule

Councilors discussed the property recently purchased with approval of residents. Chair Carder suggested calling it the Village Gateway instead of the Hamilton property since the town now owns it. Council discussed information from the LifeLong Living Committee, Maine Council on Aging, and MDASH, and discussed priorities for this parcel. They will have a workshop on November 16th.

Councilor Chappell suggested public forums to get feedback from residents. Councilor Gass said the town represented to voters that if they approved this purchase, the town would proceed in a timely way. She values the work done in the spring to get it approved, but agreed with Councilor Chappell that public forums need to be scheduled.

Councilor Meaney wants to help attract commerce. Councilor Maguire is concerned with the lopsided emphasis on aging and wants the conversation to be more inclusive of all residents. He suggested also surveying the 80 or 90 volunteers the Town has as they provide a good cross-section of the community.

Chair Carder agreed not to focus on one demographic and liked the suggestions of Councilors Chappell and Maguire. She also said there seemed like agreement from Councilors for MDASH to do a presentation.

Chair Carder said the December 7th workshop at 5:30 will focus on the Main Street intersection. Also, a public forum regarding Rt. 115 is needed.

3. Diversity, Equity, and Inclusion Policy

Town Manager Rudy said standard practice is to adopt this policy. It is an extension of EEOC which the town already conforms to. Jon Hartt drafted the policy for Council to review. He said town staff supports this and he would like to bring it forward as an action item soon.

Councilor Carder said she envisions this becoming part of the larger personnel policy. It will also stand alone but contains key component enforceability in case someone is not in compliance.

Councilor Chappell inquired how people behave outside of work, for example over social media, would be handled. Town Manager Rudy will consult with Jon Hartt regarding that and, if Jon adjusts this, he will bring it back to Council for consideration.

Councilor Gass supports it but noted there may be some first amendment rights issues regarding comments people make outside of work.

Councilor Meaney had no comments.

Councilor Maguire said it conflicts with the current employment policy which references merit. He said he sees a conflict between quality and equity. He thinks this is a bad policy as it is currently written and would need items reconciled before he could support it. He also does not support any policy that extends beyond work responsibility and into someone's personal life. Town Manager Rudy will inquire about these topics with the town's legal counsel.

4. Juneteenth Holiday

Chair Carder said Federal and State offices will be closed and asked if this should apply locally as well. Councilor Chappell proposes it be a paid holiday for town staff. Town Manager Rudy said it is typical to align with Federal and State holidays, so he recommends this as well. Councilor Gass supports this and Councilors Meaney and Maguire had no objections.

5. Recreation Committee Charge Changes

Councilors discussed the changes and were in support. Councilor Gass will share it with the Open Space Committee.

6. Telecommuting Policy

Town Manager Rudy thinks this is a solid policy. Councilor Carder agreed it is a good policy to have.

Councilor Maguire pointed out it is not dated. He asked who created it and asked if Jon Hartt wrote it. He also noted the title says ‘temporary’ but the term ‘emergency’ is used throughout the policy. He also pointed out and questioned whether it truly meant installing a telephone for everyone.

Councilors also discussed the topic of childcare being secured during working hours. They discussed whether this policy would allow for flex time and noted meetings should not be interrupted by children (and/or pets also).

XV. ADJOURNMENT at 10:21 p.m.

Motion to adjourn at 10:21 p.m.

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

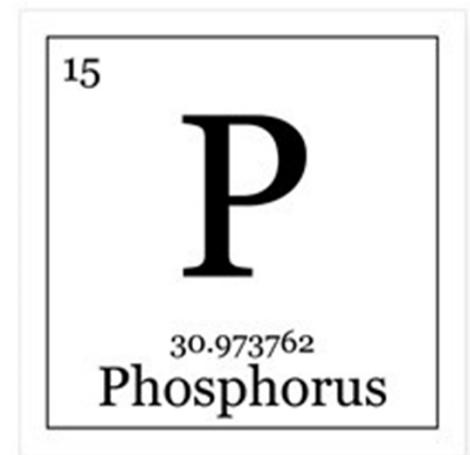
Analysis of Phosphorus Concentration in Little Sebago Lake and Inlets

Saint Joseph's College of Maine
Internship and Analytical Chemistry class projects
Presented by Mason Morin, Patrick Sanderson, Rowan Daligan
to Gray Town Council, 11/16/21

Background

What is phosphorus and what does it do?

- Phosphorus is an essential element for life, but too much phosphorus can be harmful for the lake's ecosystem
- High levels of phosphorus will lead to an increase of biological growth, typically algae blooms. This can lead to oxygen depletion.
- Phosphorous does not break down or evaporate.



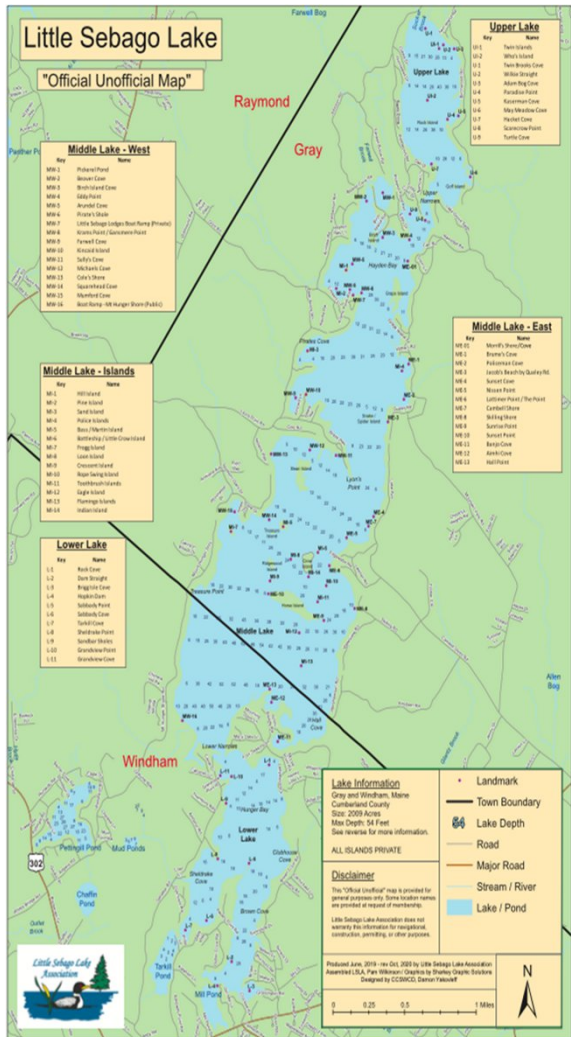
How does it get into lakes?



- Phosphorus is often washed into lakes from rivers and streams.
- Fertilizers and septic waste can seep and be washed into these systems.
- The concentration of phosphorus in lakes and rivers is in a constant flux, depending on precipitation, the season, and the year.
- Sediments can retain or release phosphorus, depending on the lake's water chemistry.

Our Goal

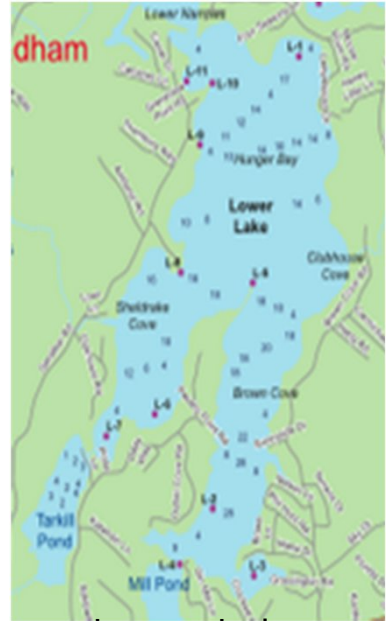
- The State of Maine has only taken sporadic samples over the past 20 years, resulting in unreliable/incomprehensive data.
- LSLA is planning on continuing this research to gather a baseline for phosphorus concentrations and inputs which can be used to determine if phosphorus concentrations are increasing.
- This data will also be useful in determining causes and preventative measures before the ‘tipping point’



Upper Lake

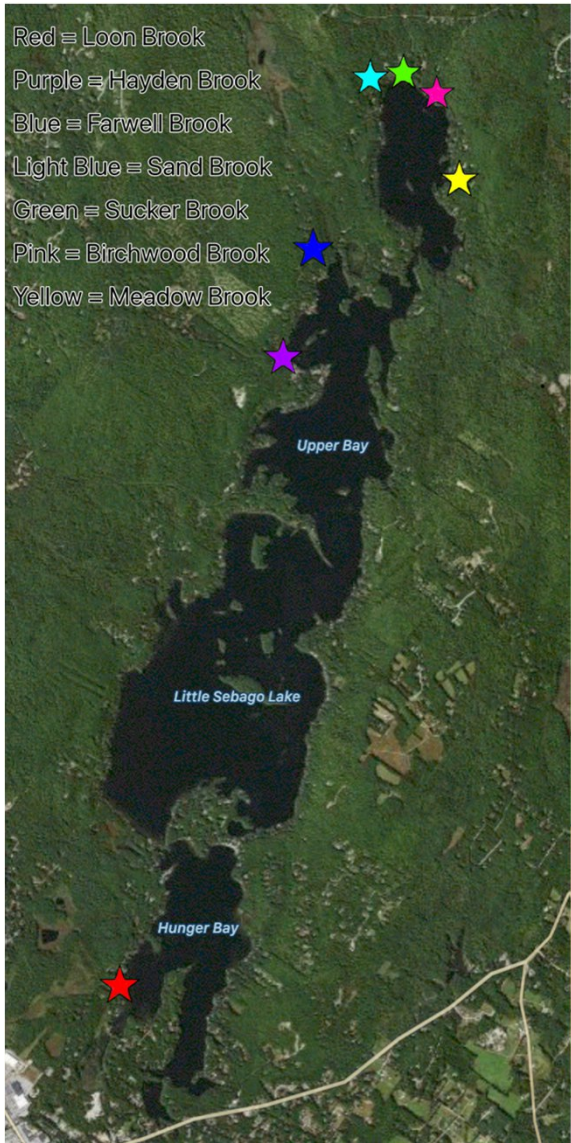


Middle Lake



Lower Lake

- Red = Loon Brook
- Purple = Hayden Brook
- Blue = Farwell Brook
- Light Blue = Sand Brook
- Green = Sucker Brook
- Pink = Birchwood Brook
- Yellow = Meadow Brook



- Red = Loon Brook
- Purple = Hayden Brook
- Blue = Farewell Brook
- Light Blue = Sand Brook
- Green = Sucker Brook
- Pink = Birchwood Brook
- Yellow = Meadow Brook



Methods

Lake - Sampling Methods - Summer 2021

- Two student interns worked all summer collecting samples from the three basins of Little Sebago every two weeks
- Measurements included
 - Secchi disk clarity
 - Temperature profiles
 - Dissolved oxygen profiles
 - Phosphorus in top, bottom and mid grab samples
 - Chlorophyll and pheophytin in top, bottom and mid grab samples

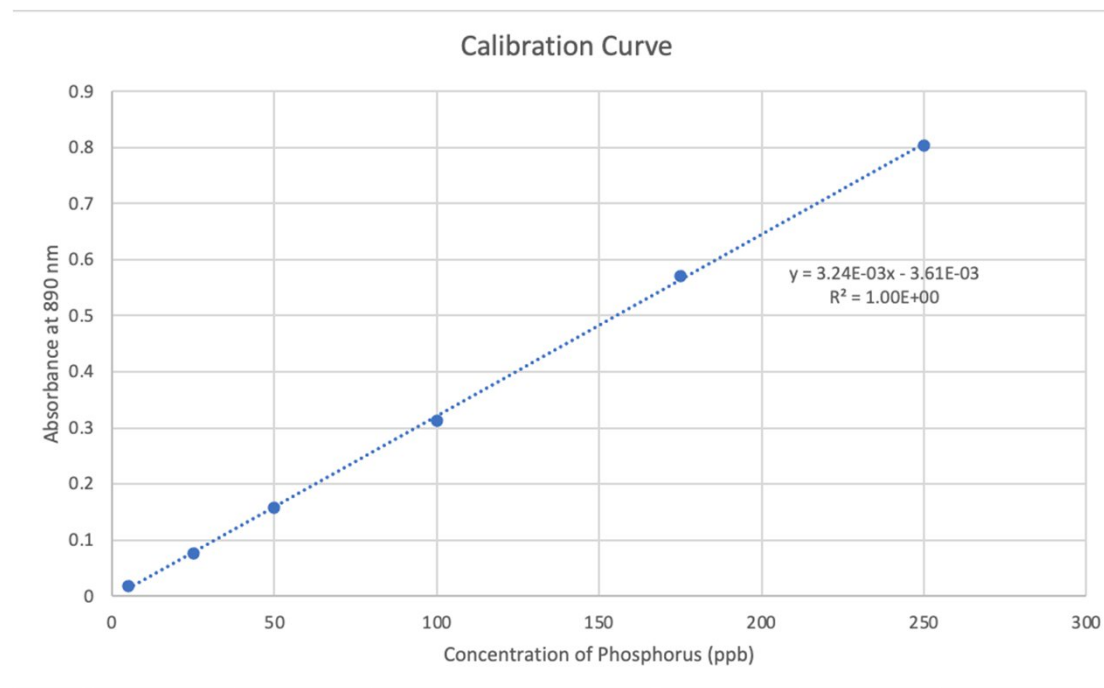
Inlets - Sampling Methods - Fall 2021, Analytical Chemistry class project

- Decided sites testing should be done-- 8 inlets
- Locations with moving water preferred
- In a plastic 1L bottle, the bottle was rinsed 3 times, and sample was taken 2-4 feet upstream of the rinse location



Lab Methods for Phosphorus Analysis

- Calibration curve was made using known concentrations of phosphorus and measuring the absorbance on the spectrophotometer



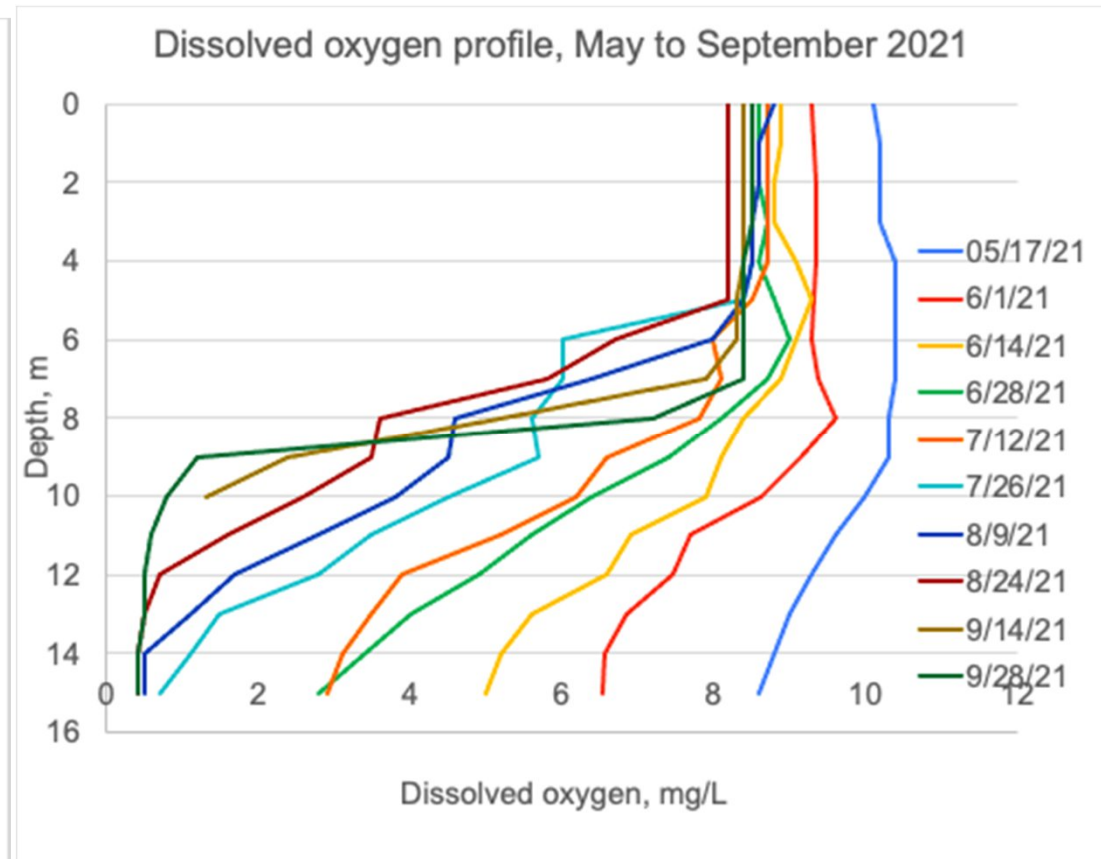
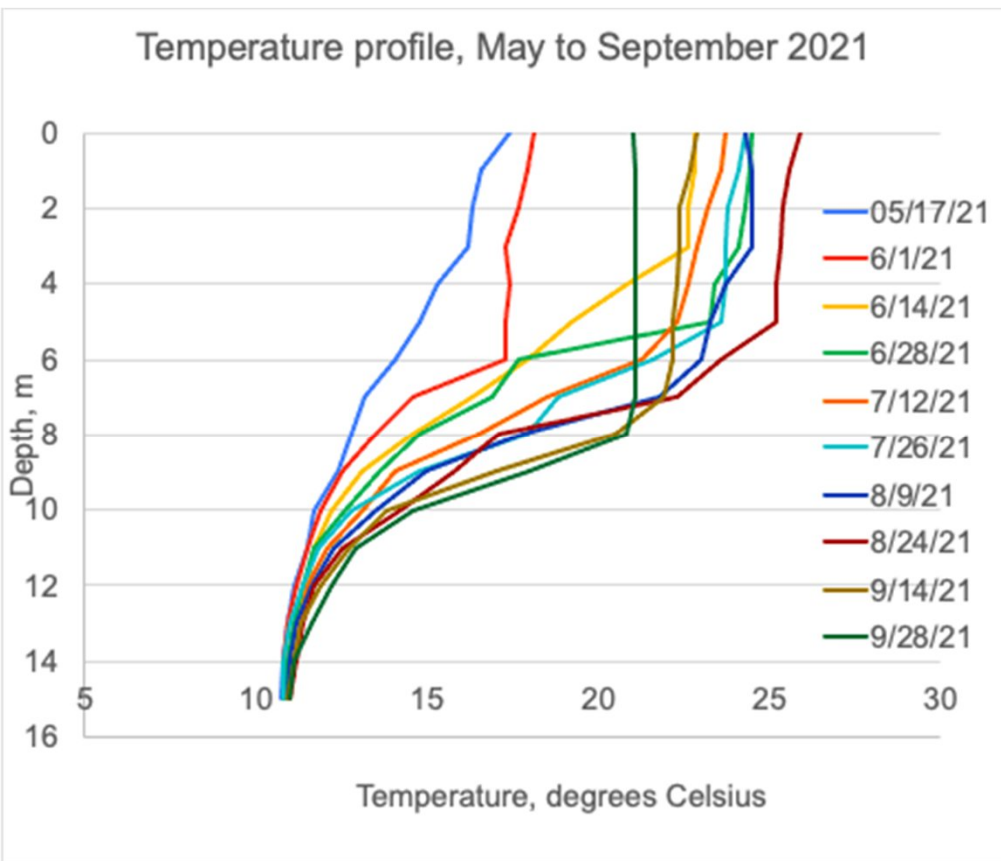
Lab Methods for Phosphorus Analysis

- Preparation of samples:
 - All glassware was acid washed to prevent contamination
 - Acidified for preservation, digested, neutralized
 - 50 mL of sample, add 8 mL of combined reagent
 - Reagent reacts with the phosphorus in samples to create color
 - Color absorbance can be measured using a spectrophotometer
 - Measured absorbance is then converted into concentration of phosphorus in parts per billion (ppb)
- Quality Assurance/ Quality Control
 - Spectrophotometer can “drift” after use, giving inaccurate readings
 - QA/ QC makes sure the instrument is working consistently throughout the course of testing samples
 - Measure blanks, spike samples (adding known concentrations to samples), performance checks



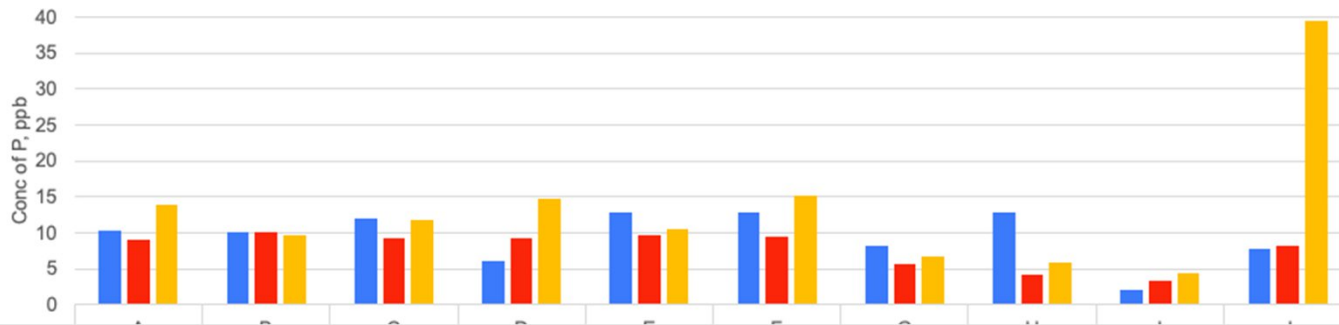
Results

Lake Temperature and Dissolved Oxygen Profiles

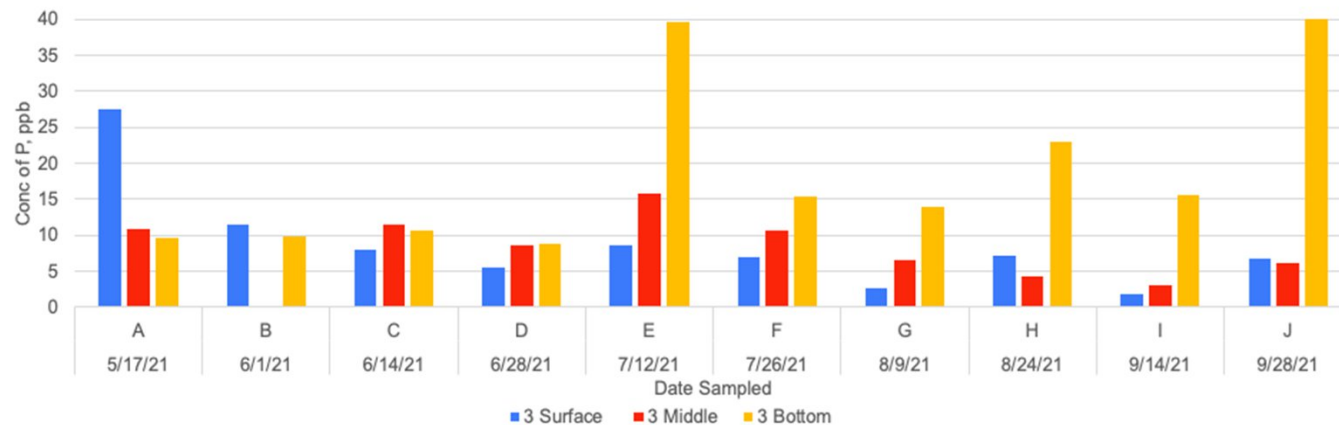


Lake Phosphorus Levels Over the Season

Upper Lake Conc of P Throughout the Season

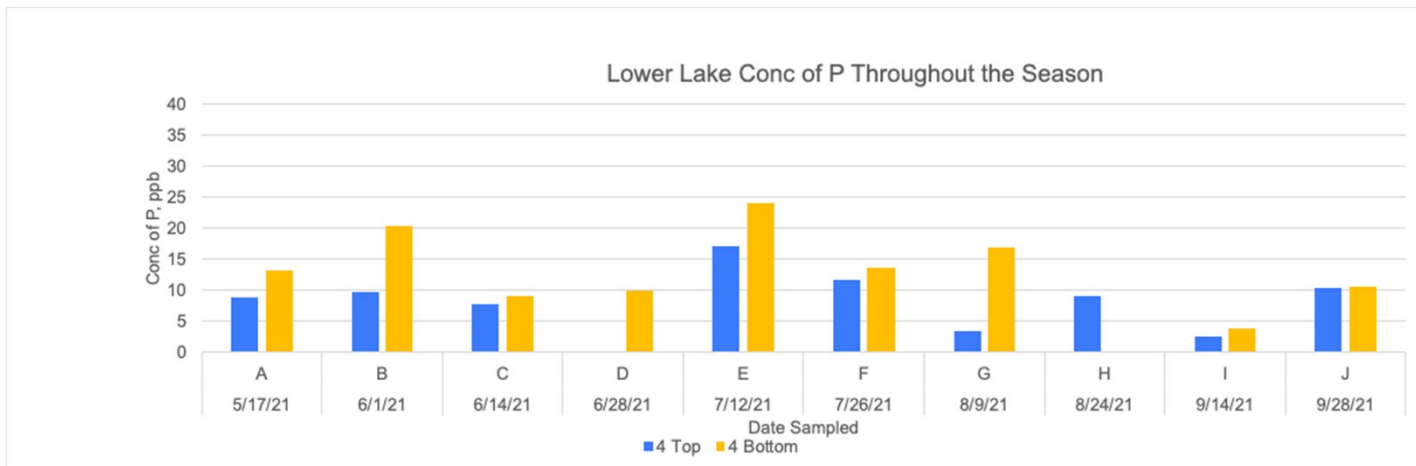


Middle Lake Conc of P Throughout the Season



- Phosphorus concentrations normally from 5-15 ppb.
- Several spikes well above this level.
- Some trends with depth

Lake Phosphorus Levels Over the Season



- Phosphorus concentrations normally from 5-15 ppb.
- Several spikes well above this level.
- Some trends with depth

Inlet Concentrations, 9/23/21

- Meadow Brook has the highest concentration of phosphorus
- Meadow Brook descriptions
 - Sand/sediment runoff from road going perpendicular to the brook
 - Homes/cabin nearby
 - Width of brook: 5-10 feet
 - Horses upstream

Location	Sample	Environmental Concentration (ppb)
Birchwood Brook	1	13.6
Meadow Brook	2	29.9
Sucker Brook	3	11.6
Sand Brook	4	16.6
Farwell Brook	5	8.1
Hayden Brook	6	11.1
Loon Brook	8	24.7

Conclusions

Site Descriptions

Location	Description	Ranking Based on Highest Levels of Phosphorus Concentration
Meadow Brook	Sand/sediment runoff from road/dropoff from road, road going perpendicular from brook, brook in wooded area, shallow going into deeper water, septic interference	1
Loon Brook	Upstream of houses, running, wooded, 8 feet off of road, sandy	2
Sand Brook		3
Birchwood Brook	Road about 80 feet away. Shallow, narrow, winding, wooded and lots of underbrush, running, at least 3 houses nearby	4

Location	Description	Ranking Based on Highest Levels of Phosphorus Concentration
Sucker Brook	lots of rocks, wooded, wide river mouth, septic interference	5
Hayden Brook	road perpendicular to brook, septic interference, shallow, water coming from pipe, near a steep hill (water pours down like a funnel), not fast moving, concrete blocks fall onto one side of the brook, small rocks	6
Farwell Brook	road perpendicular to brook, wooded, algae growth, lots of small rocks, possible septic interference, bog upstream	7

Conclusions: Future Implications

- More questions to ask:
 - What are the sources for increased phosphorus/ how much are concentrations increasing by? How does this data compare to concentrations in the past/ future? How do human activities affect the water quality?
- Samples can be used as a baseline
 - Future tests can be done and compared to these results to look at change over time
 - Current concentrations do not help unless we can see a trend from the past/ future measurements
- Keep public updated/ explain how people can help the lake stay healthy

Additional Information

Spikes

- In a related experiment, spikes were added to samples 4 and 8
- Purpose was to determine percent recovery

Detection Limit

- Further testing determined that the DL for this method is 5.3 ppb.

Absorbances

- Hach UV-Vis Spectrophotometer set at 890 nm

Sample	Absorbance
1	0.173
2	0.384
3	0.147
4	0.212
5	0.101
6	0.140
8	0.316

How to get to Concentration from Absorbance

- Using the equation from the calibration curve from the Lab Methods, the concentration of phosphorus can be calculated
- $y = 3.24 \times 10^{-3}x - 3.61 \times 10^{-3}$
- Plugging absorbance into “y”, solving for concentration “x”
- Example calculation:

Absorbance for Sample 3: 0.147

$$0.147 = 0.00328x - 0.003606$$

Concentration:

$$x = 46.512 \text{ ppb (parts per billion)}$$

How to get Environmental Concentration from Concentration

- Environmental Concentration is the concentration of a substance (usually a pollutant) found in the environment
- We concentrated the standards into a fourth of their original concentration
 - 500mL to 50mL
- Therefore, we needed to divide out concentrations by four
- Example calculation:

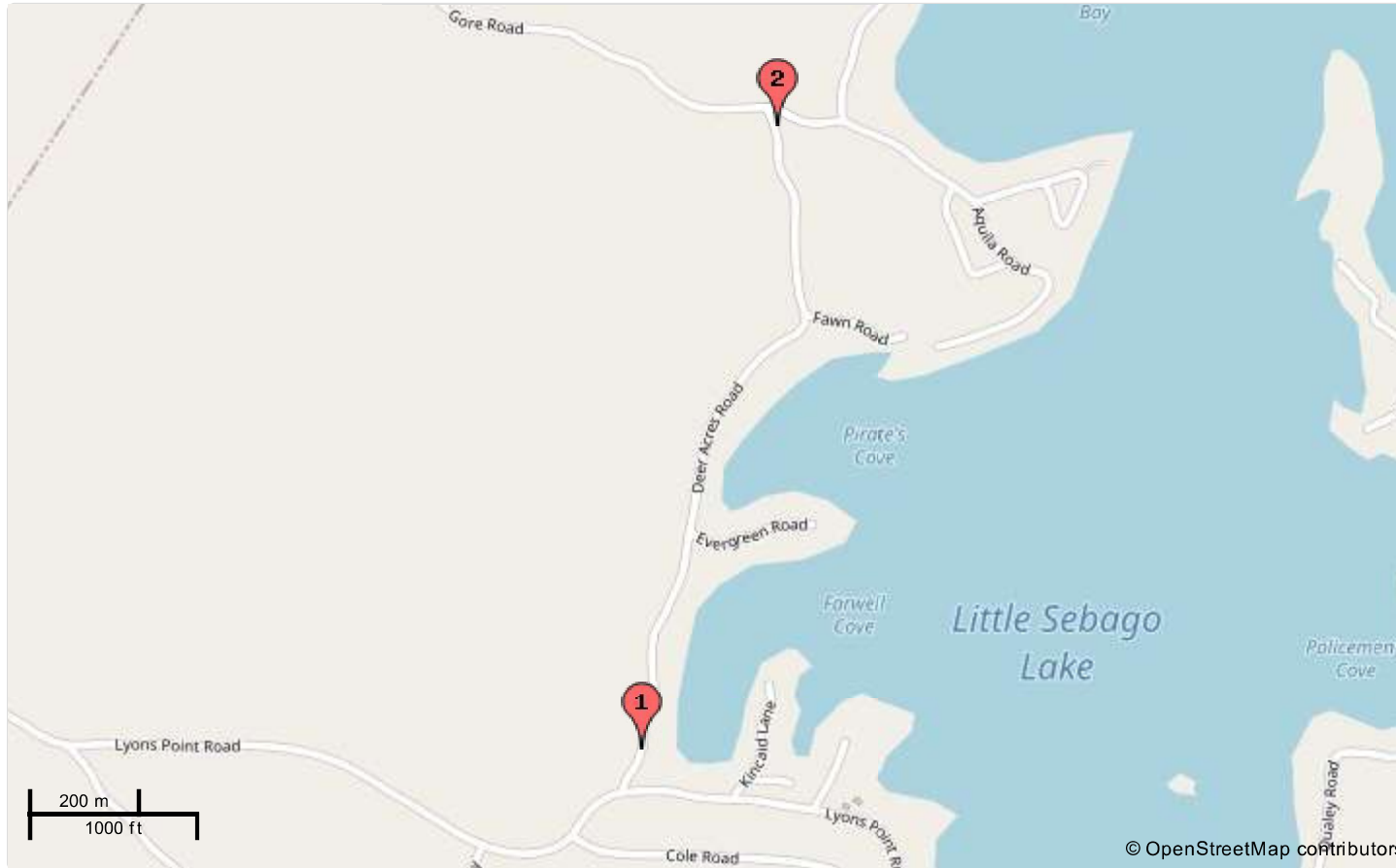
Concentration of Sample 3: 46.512 ppb

Environmental Concentration:

11.628 ppb phosphorus

Gray Town Counts

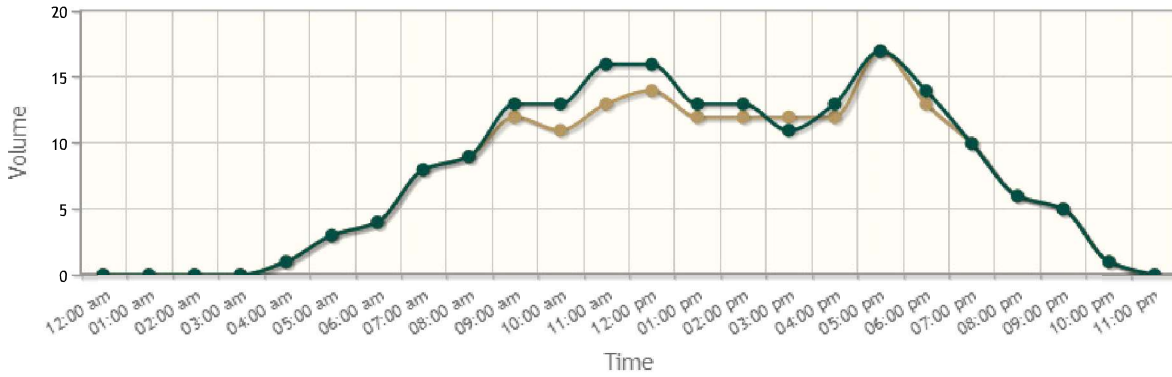
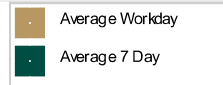
for August and September 2021



📍	Id	Name	Description
1	MAINE_DOT_SDC : 230510039301	GRAY 39301	IR 5024 (DEERE ACRES) N/O IR 5081(LYONS)
2	MAINE_DOT_SDC : 230510039505	GRAY 39505	IR 5024 (DEERE ACRES) S/O IR 5008(GORE)

Multi-Day Volume Report MAINE_DOT_SDC 230510039301 Thursday, August 12, 2021 to Tuesday, August 31, 2021

Multi-Day Volume Report MAINE_DOT_SDC 230510039301 Thursday, August 12, 2021 to Tuesday, August 31, 2021



Site Name: GRAY 39301 Site ID: 230510039301 Description: IR 5024 (DEERE ACRES) N/O IR 5081(LYONS)

Setup: Setup36892 All Lanes Time Period: 1 hour Precision: Normal Exclude data: None

	Thu Aug 12	Fri Aug 13	Sat Aug 14	Sun Aug 15	Mon Aug 16	Tue Aug 17	Wed Aug 18	Thu Aug 19	Fri Aug 20	Sat Aug 21	Sun Aug 22	Mon Aug 23	Tue Aug 24	Wed Aug 25	Thu Aug 26	Fri Aug 27	Sat Aug 28	Sun Aug 29	Mon Aug 30	Tue Aug 31	Average Workday	7 Day Average	Total Count
12:00 am	-	0	0	0	0	0	2	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	5
01:00 am	-	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	3
02:00 am	-	0	3	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0	0	1	0	0	8
03:00 am	-	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	4
04:00 am	-	1	2	0	0	2	1	0	0	0	0	2	0	0	1	0	1	0	0	1	1	1	11
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06:00 am	-	6	5	0	5	7	2	6	2	0	0	6	6	4	4	5	0	8	0	0	4	4	66
07:00 am	-	10	9	6	16	10	6	4	13	8	12	3	8	6	8	5	4	7	7	6	8	8	148
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09:00 pm	9	5	9	6	7	5	6	5	3	4	2	6	4	4	5	2	2	2	4	1	5	5	91
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11:00 pm	0	0	0	1	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	1	0	0	5
7am-7pm	-	220	203	189	142	147	125	151	140	181	142	128	139	124	160	169	219	196	116	115	144	157	3077
6am-10pm	-	269	228	221	174	167	143	174	171	206	158	153	177	145	183	188	242	212	136	123	169	181	3558
6am-12am	-	271	228	222	174	167	145	176	173	210	161	153	177	145	184	188	242	212	138	124	170	182	3580
12am-12am	-	273	233	224	179	174	151	179	176	211	165	159	179	154	186	194	247	212	144	131	175	186	3661
am Peak	-	08:00 am	11:00 am	10:00 am	07:00 am	09:00 am	11:00 am	11:00 am	11:00 am	09:00 am	11:00 am	09:00 am	08:00 am	10:00 am	09:00 am	10:00 am	11:00 am	11:00 am	09:00 am	09:00 am	11:00 am	11:00 am	
Peak Volume	-	20	31	25	16	22	16	23	14	22	17	18	12	14	20	22	31	22	12	10	13	16	
pm Peak	-	12:00 pm	12:00 pm	05:00 pm	05:00 pm	05:00 pm	12:00 pm	07:00 pm	12:00 pm	12:00 pm	02:00 pm	02:00 pm	05:00 pm	12:00 pm	05:00 pm	03:00 pm	12:00 pm	02:00 pm	03:00 pm	05:00 pm	05:00 pm	05:00 pm	
Peak Volume	-	30	25	20	20	19	18	23	22	21	18	25	22	14	25	19	31	25	19	17	17	17	

Event key: ■ QC failure ■ Atypical (QC) ■ Events ■ Special ■ Holiday ■ Offline
 Weekends and defined holidays

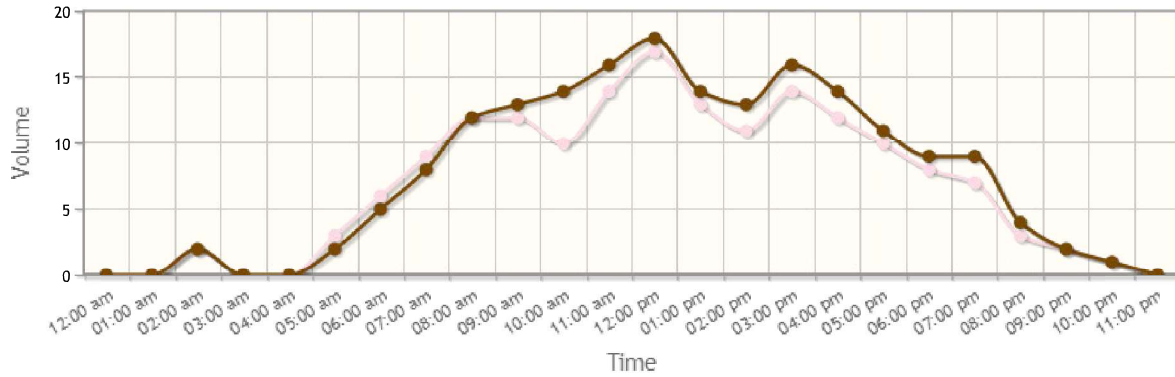
Greyed values indicate time periods in which data are incomplete (less than 43 minutes' data per 60-minute period). Greyed values are included in totals but excluded from averages.

Notes on data:
 Weekly (7-day) averages are weighted by each day of the week.

Multi-Day Volume Report MAINE_DOT_SDC 230510039301 Wednesday, September 1, 2021 to Thursday, September 16, 2021

Multi-Day Volume Report MAINE_DOT_SDC 230510039301 Wednesday, September 1, 2021 to Thursday, September 16, 2021

■ Average Workday
■ Average 7 Day



Site Name: GRAY 39301 Site ID: 230510039301 Description: IR 5024 (DEERE ACRES) N/O IR 5081(LYONS)

Setup: Setup36892 All Lanes Time Period: 1 hour Precision: Normal Exclude data: None

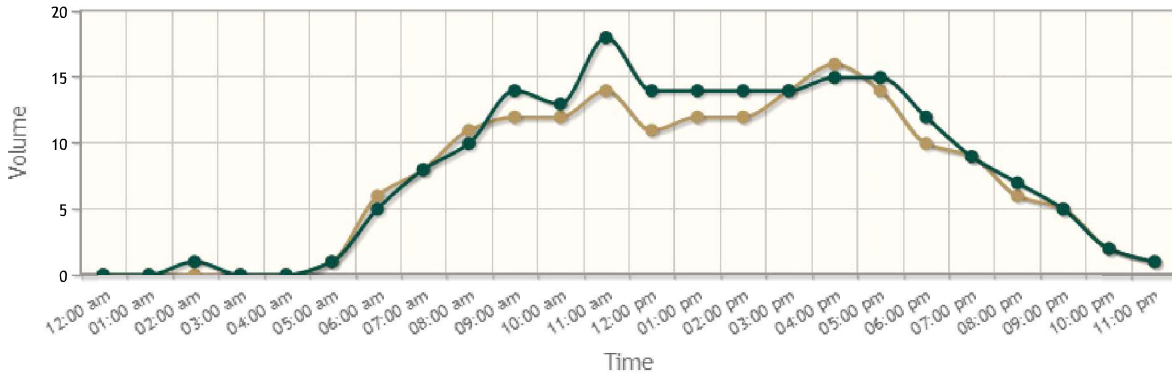
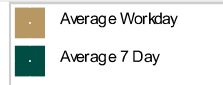
	Wed Sep 1	Thu Sep 2	Fri Sep 3	Sat Sep 4	Sun Sep 5	Mon Sep 6	Tue Sep 7	Wed Sep 8	Thu Sep 9	Fri Sep 10	Sat Sep 11	Sun Sep 12	Mon Sep 13	Tue Sep 14	Wed Sep 15	Thu Sep 16	Average Workday	Total Count
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01:00 am	0	0	0	0	3	0	0	0	2	0	0	0	0	0	0	0	0	5
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07:00 am	16	8	9	5	8	4	8	9	14	13	4	6	10	8	10	7	9	139
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6am-10pm	177	155	175	279	253	210	155	134	155	170	182	181	159	168	129	93	160	2775
6am-12am	177	155	175	281	258	210	155	135	158	172	184	181	159	171	129	93	161	2793
12am-12am	183	161	182	286	261	210	162	143	167	178	189	181	162	177	134	100	166	2876
am Peak	10:00 am	09:00 am	11:00 am	10:00 am	11:00 am	11:00 am	08:00 am	11:00 am	08:00 am	11:00 am	10:00 am	09:00 am	08:00 am	09:00 am	11:00 am	11:00 am	11:00 am	11:00 am
Peak Volume	17	18	26	36	21	24	18	15	22	16	24	16	12	17	18	12	14	16
pm Peak	05:00 pm	03:00 pm	12:00 pm	04:00 pm	12:00 pm	04:00 pm	01:00 pm	01:00 pm	12:00 pm	03:00 pm	03:00 pm	12:00 pm	12:00 pm	04:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm
Peak Volume	24	15	28	33	31	29	16	21	14	19	19	25	22	16	16	14	17	18

Event key: ■ QC failure ■ Atypical (QC) ■ Events ■ Special ■ Holiday ■ Offline
■ Weekends and defined holidays

Notes on data:

Multi-Day Volume Report MAINE_DOT_SDC 230510039505 Thursday, August 12, 2021 to Tuesday, August 31, 2021

Multi-Day Volume Report MAINE_DOT_SDC 230510039505 Thursday, August 12, 2021 to Tuesday, August 31, 2021



Site Name: GRAY 39505 Site ID: 230510039505 Description: IR 5024 (DEERE ACRES) S/O IR 5008(GORE)

Setup: Setup36893 All Lanes Time Period: 1 hour Precision: Normal Exclude data: None

	Thu Aug 12	Fri Aug 13	Sat Aug 14	Sun Aug 15	Mon Aug 16	Tue Aug 17	Wed Aug 18	Thu Aug 19	Fri Aug 20	Sat Aug 21	Sun Aug 22	Mon Aug 23	Tue Aug 24	Wed Aug 25	Thu Aug 26	Fri Aug 27	Sat Aug 28	Sun Aug 29	Mon Aug 30	Tue Aug 31	Average Workday	Total Count	
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01:00 am	-	0	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	4	
02:00 am	-	0	2	0	0	0	0	0	0	0	3	0	0	2	0	0	2	0	0	2	0	11	
03:00 am	-	0	0	0	0	5	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	7	
04:00 am	-	0	0	0	0	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	6	
05:00 am	-	0	0	3	0	0	0	0	2	2	0	0	4	0	2	0	0	0	0	0	1	13	
06:00 am	-	8	2	2	7	6	2	6	12	2	2	11	6	6	8	3	0	6	4	6	6	99	
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11:00 am	-	26	51	23	11	8	11	17	20	27	18	6	10	24	13	17	33	17	2	10	14	344	
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7am-7pm	-	208	225	216	132	152	124	154	163	167	149	105	125	153	152	197	213	180	125	93	147	3121	
6am-10pm	-	264	255	256	156	175	148	187	205	191	159	128	137	176	174	215	237	200	144	115	173	3636	
6am-12am	-	264	257	268	159	177	155	194	207	191	161	128	139	176	175	215	237	200	148	119	176	3685	
12am-12am	-	264	259	271	161	185	159	194	209	195	166	130	143	178	177	217	242	200	148	121	178	3734	
am Peak	- 11:00 am	11:00 am	11:00 am	08:00 am	09:00 am	11:00 am	11:00 am	11:00 am	11:00 am	11:00 am	09:00 am	09:00 am	08:00 am	11:00 am	10:00 am	08:00 am	11:00 am	10:00 am	09:00 am	09:00 am	11:00 am	11:00 am	
Peak Volume	- 26	51	23	16	27	11	17	20	20	27	20	13	12	24	23	23	33	25	11	11	14	18	
pm Peak	- 08:00 pm	12:00 pm	05:00 pm	04:00 pm	03:00 pm	01:00 pm	12:00 pm	04:00 pm	12:00 pm	01:00 pm	01:00 pm	02:00 pm	05:00 pm	01:00 pm	03:00 pm	04:00 pm	03:00 pm	02:00 pm	03:00 pm	03:00 pm	04:00 pm	05:00 pm	
Peak Volume	- 24	29	28	16	21	25	21	25	25	20	23	17	28	15	16	32	32	35	21	15	16	15	

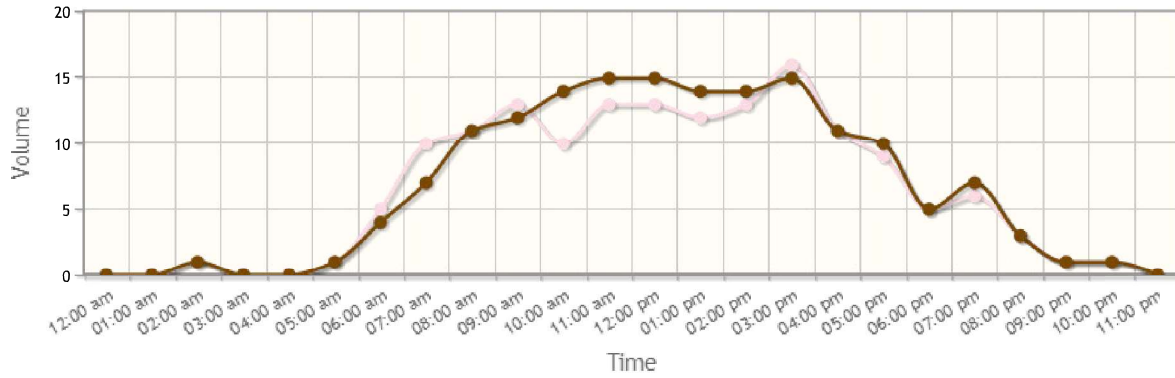
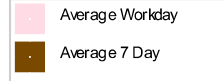
Event key: ■ QC failure ■ Atypical (QC) ■ Events ■ Special ■ Holiday ■ Offline
 Weekends and defined holidays

Greyed values indicate time periods in which data are incomplete (less than 43 minutes' data per 60-minute period). Greyed values are included in totals but excluded from averages.

Notes on data:
 Weekly (7-day) averages are weighted by each day of the week.

Multi-Day Volume Report MAINE_DOT_SDC 230510039505 Wednesday, September 1, 2021 to Thursday, September 16, 2021

Multi-Day Volume Report MAINE_DOT_SDC 230510039505 Wednesday, September 1, 2021 to Thursday, September 16, 2021



Site Name: GRAY 39505 Site ID: 230510039505 Description: IR 5024 (DEERE ACRES) S/O IR 5008(GORE)

Setup: Setup36893 All Lanes Time Period: 1 hour Precision: Normal Exclude data: None

	Wed Sep 1	Thu Sep 2	Fri Sep 3	Sat Sep 4	Sun Sep 5	Mon Sep 6	Tue Sep 7	Wed Sep 8	Thu Sep 9	Fri Sep 10	Sat Sep 11	Sun Sep 12	Mon Sep 13	Tue Sep 14	Wed Sep 15	Thu Sep 16	Average Workday	Total Count
12:00 am	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:00 am	0	0	0	2	1	0	0	0	2	0	0	0	0	0	0	0	0	5
02:00 am	2	2	2	2	0	0	2	2	2	0	4	0	0	2	2	2	1	24
03:00 am	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2
04:00 am	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00 am	0	2	0	2	2	0	0	5	5	2	0	0	0	0	0	0	1	18
06:00 am	4	10	4	4	0	0	4	8	4	5	0	3	6	6	4	8	5	70
07:00 am	16	6	11	7	0	10	10	6	8	6	0	0	12	4	14	16	10	126
08:00 am	7	12	9	5	12	9	17	9	14	6	8	11	11	23	7	8	11	168
09:00 am	4	12	14	18	11	20	17	8	16	22	6	7	5	8	15	6	13	189
10:00 am	15	8	9	37	25	9	9	2	12	9	15	12	10	15	20	9	10	216
11:00 am	7	15	6	30	32	22	11	16	15	17	14	13	5	13	11	14	13	241
12:00 pm	8	9	32	22	22	8	17	6	15	11	7	25	12	7	15	14	13	230
01:00 pm	5	10	7	18	24	20	21	15	6	14	20	14	6	10	13	17	12	220
02:00 pm	7	15	14	14	25	8	25	11	10	9	21	10	15	10	13	12	13	219
03:00 pm	12	30	14	14	16	17	20	13	9	16	7	11	18	8	10	20	16	235
04:00 pm	12	9	3	18	7	19	8	4	6	9	17	12	2	18	12	28	11	184
05:00 pm	14	3	11	11	14	9	6	11	13	9	19	9	6	14	6	0	9	155
06:00 pm	16	2	3	4	9	2	7	4	5	1	6	10	9	7	1	0	5	86
07:00 pm	16	13	6	14	2	12	4	2	2	9	10	2	2	8	2	0	6	104
08:00 pm	2	6	5	12	2	4	0	0	0	10	2	0	2	0	2	0	3	47
09:00 pm	2	4	2	0	2	0	2	0	2	3	2	2	0	0	3	0	1	24
10:00 pm	0	0	7	0	0	0	0	2	2	2	0	0	0	2	0	0	1	15
11:00 pm	0	0	1	0	0	0	0	2	0	0	2	0	0	0	0	0	0	5
7am-7pm	123	131	133	198	197	153	168	105	129	129	140	134	111	137	137	144	134	2269
6am-10pm	147	164	150	228	203	169	178	115	137	156	154	141	121	151	148	152	150	2514
6am-12am	147	164	158	228	203	169	178	119	139	158	156	141	121	153	148	152	152	2534
12am-12am	149	168	160	234	206	169	180	126	148	162	160	141	121	155	150	154	154	2583
am Peak	07:00 am	11:00 am	09:00 am	10:00 am	11:00 am	11:00 am	08:00 am	11:00 am	09:00 am	09:00 am	10:00 am	11:00 am	07:00 am	08:00 am	10:00 am	07:00 am	09:00 am	11:00 am
Peak Volume	16	15	14	37	32	22	17	16	16	22	15	13	12	23	20	16	13	15
pm Peak	06:00 pm	03:00 pm	12:00 pm	12:00 pm	02:00 pm	01:00 pm	02:00 pm	01:00 pm	12:00 pm	03:00 pm	02:00 pm	12:00 pm	03:00 pm	04:00 pm	12:00 pm	04:00 pm	03:00 pm	12:00 pm
Peak Volume	16	30	32	22	25	20	25	15	15	16	21	25	18	18	15	28	16	15

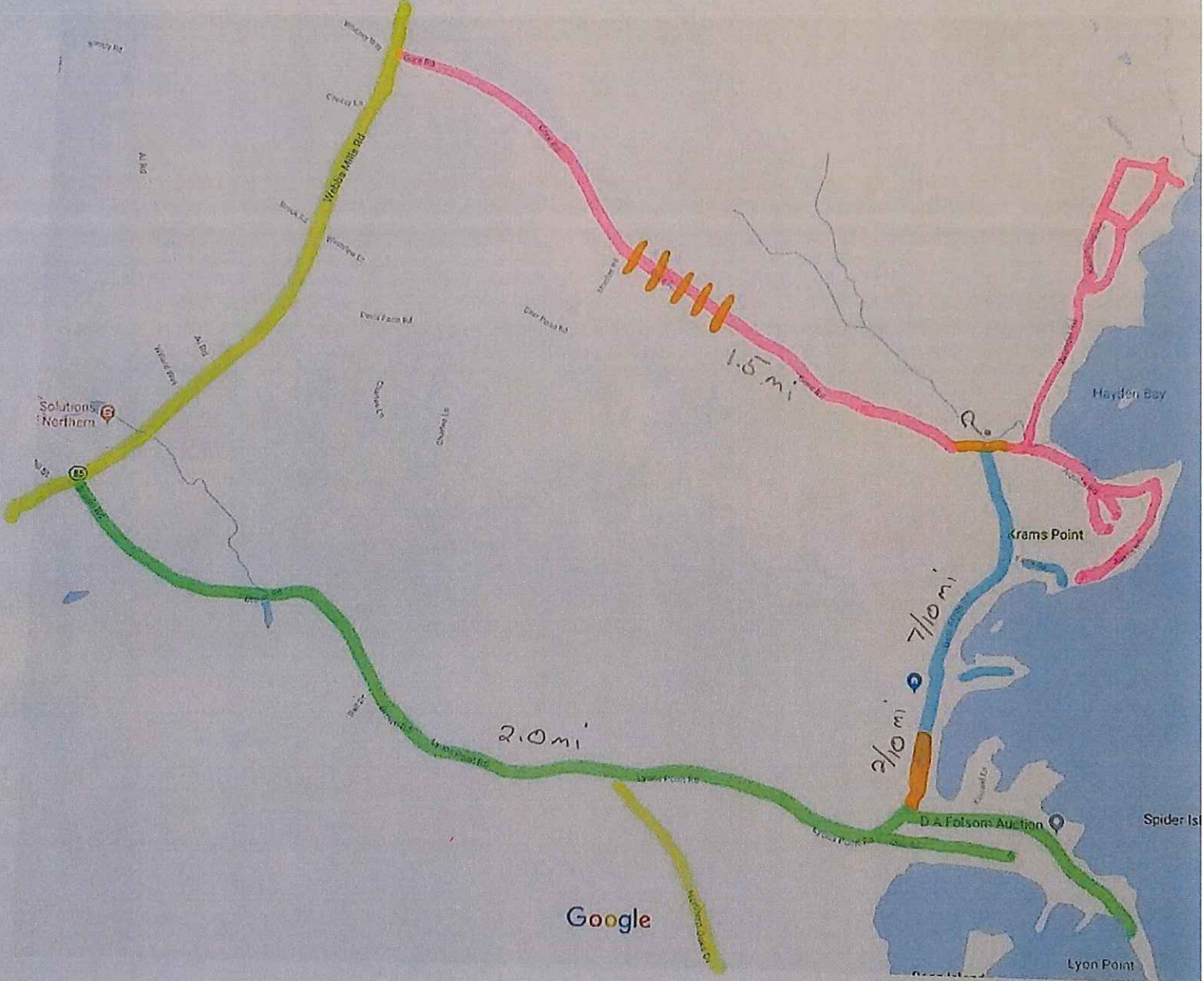
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■ Weekends and defined holidays

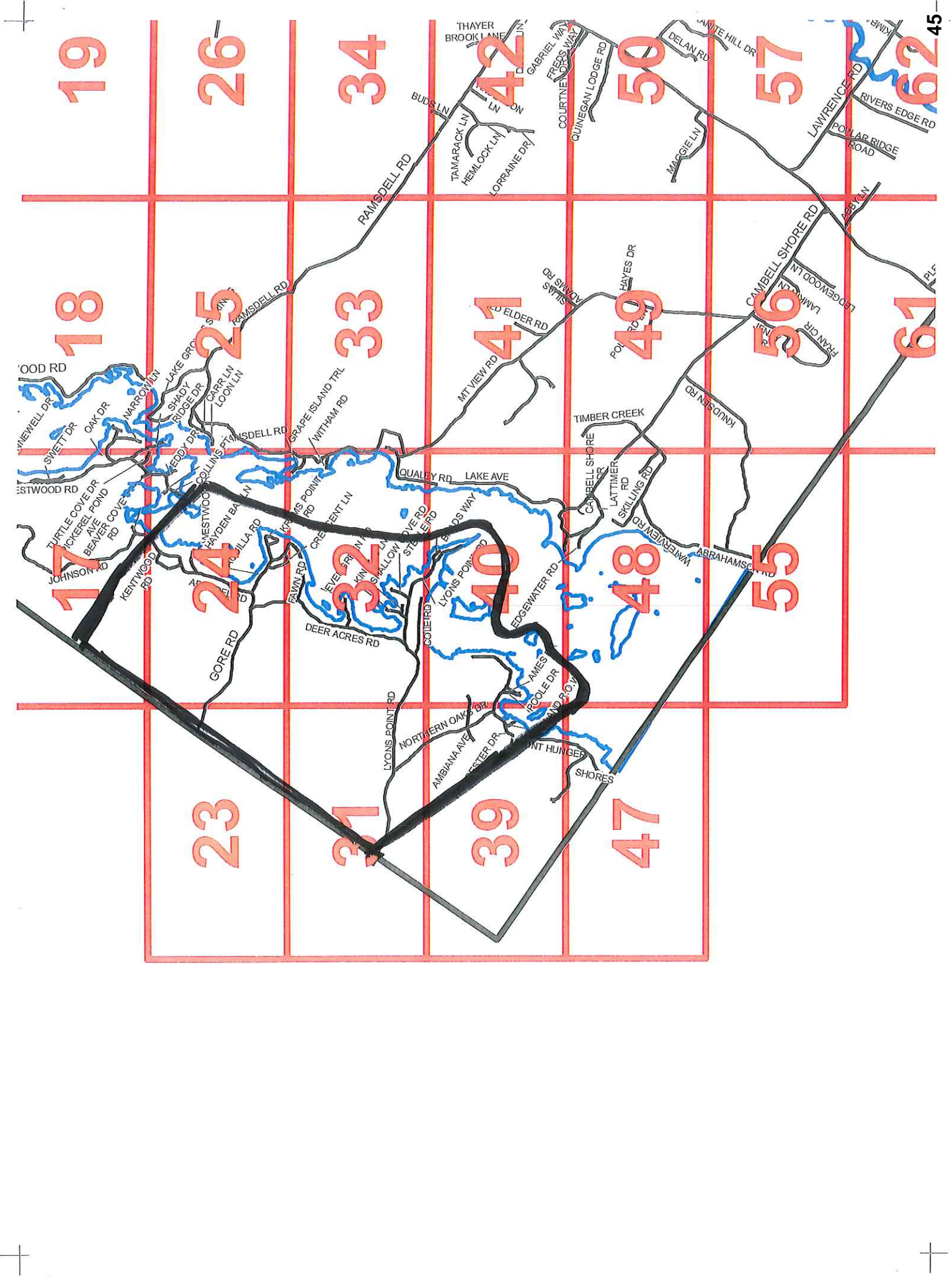
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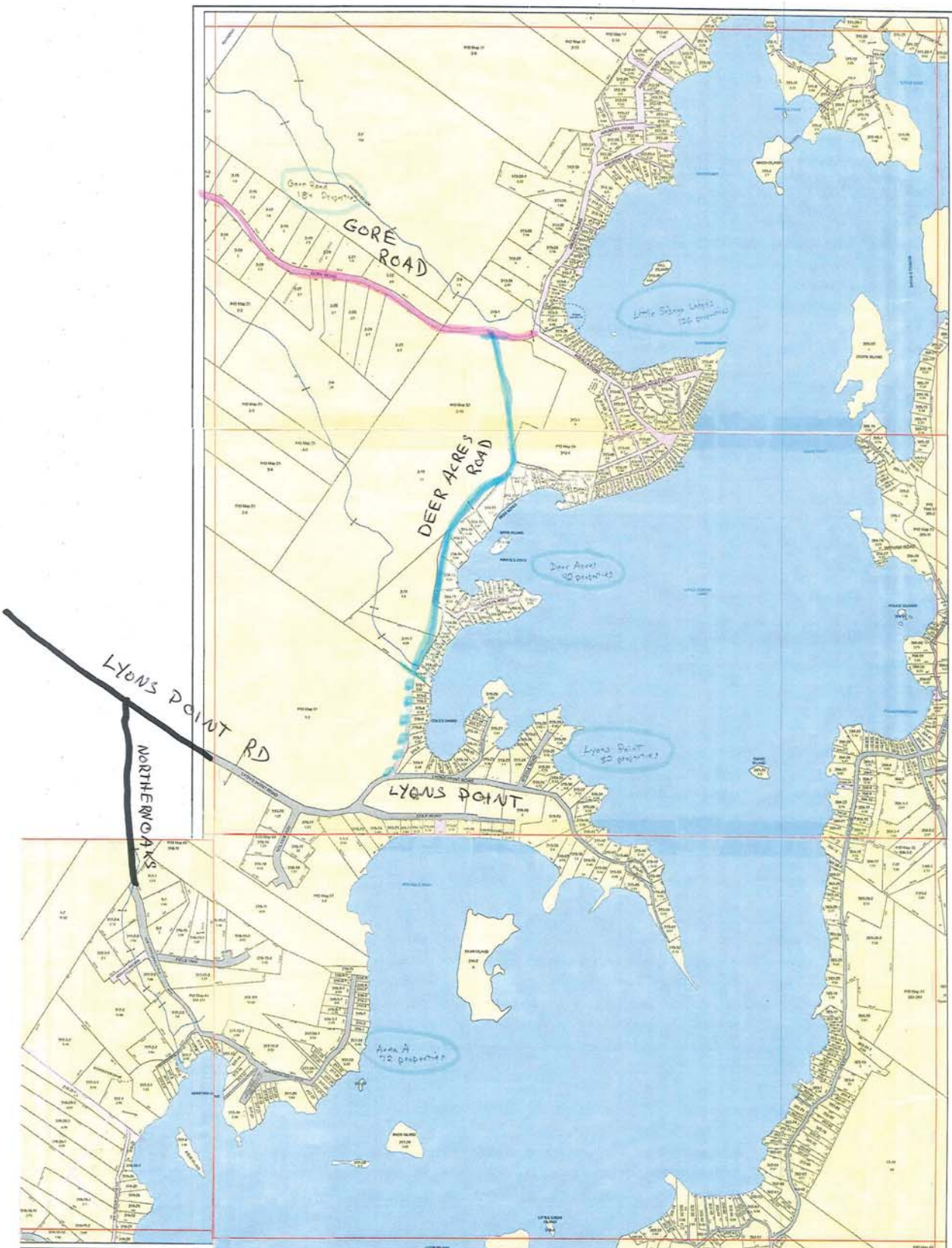
9/26/2019

Google Maps

Google Maps







Gray Tax Map
39
 Map updated to: April 1, 2019

Maps Prepared by
S
Surveyors and Engineers
 The drawings are intended for assessment purposes only.
 Government boundaries are approximate and
 should not be used for homestead purposes of property.

Map Lines	Map Symbols	Map Colors
Property Lines
...
...
...
...

Town of Gray, Maine

Index Map

Gray Tax Map
40
 Map updated to: April 1, 2019

DEER ACRES ASSOCIATION

PRESENTATION TO THE GRAY TOWN COUNCIL

NOVEMBER 16, 2021

HISTORY OF DEER ACRES ASSOCIATION

- Deer Acres development created in the early 1950s
- Deer Acres Association founded in 1957
- Three privately owned roads, under public easement for winter maintenance
 - Deer Acres Rd (0.7 mile)
 - Evergreen Rd (0.2 mile)
 - Fawn Rd (0.2 mile)
- Roads are maintained by Deer Acres Association
 - 41 property owners
 - Only 9 of these properties are year-round residences

DEER ACRES ROAD

- Built as a limited access (“dead end”)
 - Mid 1960s - Cable blocking thru transit was removed
 - Winter Maintenance
 - Access for School Bus/Emergency vehicles
- Now a heavily traveled “thoroughfare” connecting two existing Town Roads (see map)
 - Lyons Point Rd (Brown Rd)
 - Gore Rd

RECENT TRAFFIC COUNT DATA: DEER ACRES RD

- Late Summer 2021, Gray Town Council supported our request for loan of Traffic Counting equipment from Maine DOT
- From Lyons Point Rd/Brown Rd: total 6,437 vehicles
 - 8/12 - 9/6: avg. 194 vehicles/day
 - 9/7 - 9/16: avg. 159 vehicles/day
- From Gore Rd: total 6,163 vehicles
 - 8/12 - 9/6: avg. 189 vehicles/day
 - 9/7 - 9/16: avg. 150 vehicles/day

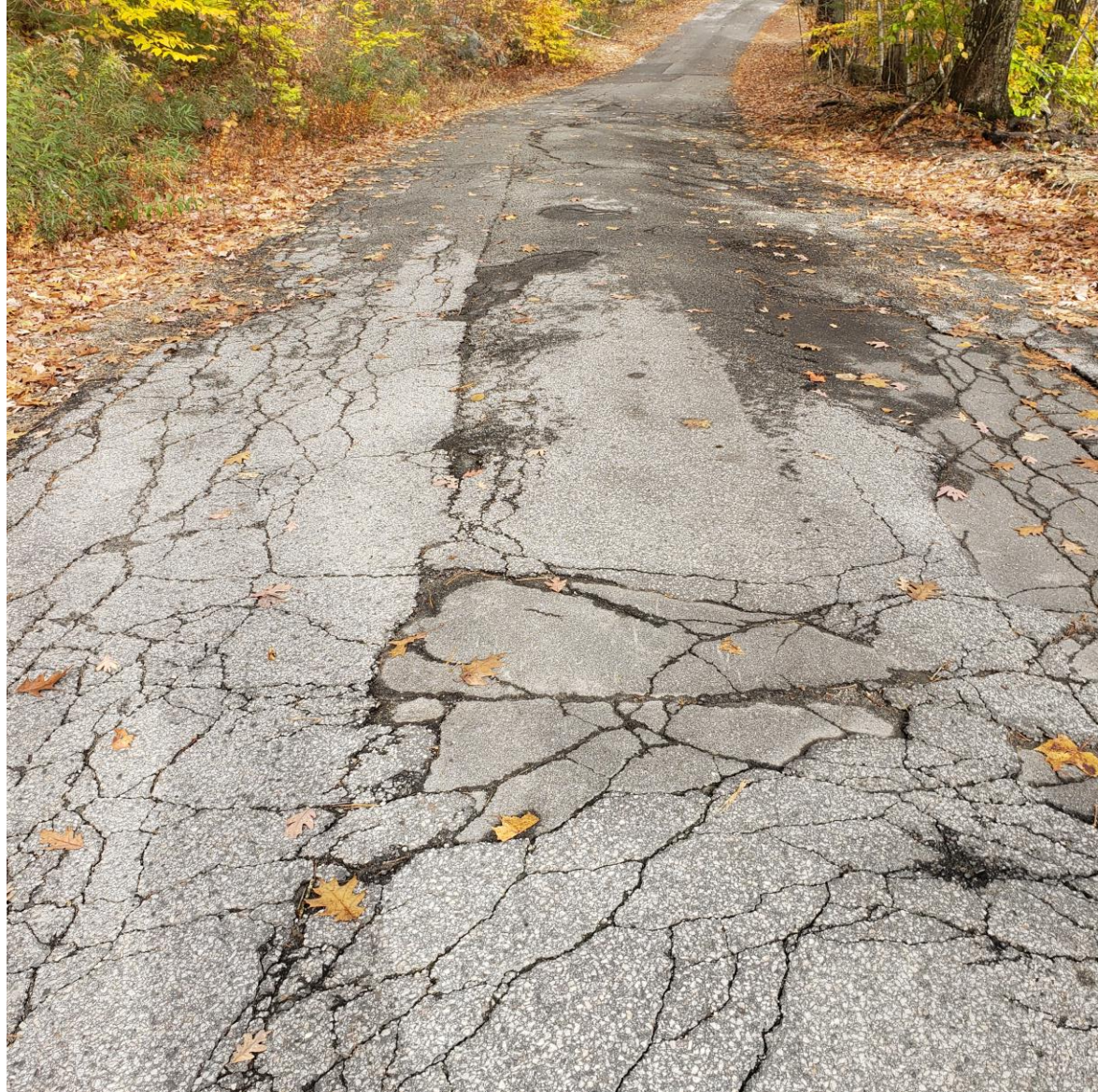
WHO USES DEER ACRES RD?

- Deer Acres Association members & guests - 41 properties
 - (78% are seasonal use only)
- Others
 - Residents & visitors from adjoining neighborhoods, with higher year-round residency
 - Numerous Utility, Service & Delivery vehicles
 - School buses & other Town vehicles
 - Frequent use by contractors (heavy equipment)
 - Important access for Emergency vehicles

OUR CONCERN

- Deer Acres Rd is rapidly deteriorating with this increased use
(photos to follow)
- 41 property owners bear expense for maintaining a road that is used heavily by many others outside the Deer Acres community













TAX REPRESENTATION OF DEER ACRES PROPERTIES

- Total Town of Gray - 4,993 properties
 - Total Assessed value: \$1,127,044,600.00
 - Property Taxes assessed: \$16,466,123.54
- Deer Acres Association - 41 properties (0.82%)
 - Assessed value: \$15,663,600.00
 - Property Taxes paid: \$228,786.05 (1.39% of taxes)
- Deer Acres property owners contribute almost twice our share of Gray Town Property Tax revenue

WHAT WE'VE DONE SO FAR

- Numerous meetings / fact-finding to review present condition of Deer Acres Rd
 - Proposals/opinions from several road contactors
 - Initial consultation with Gorrill/Palmer Engineering
- Preliminary traffic assessment data (previous slide)
- Circulated petition to residents, neighbors, & other concerned parties that benefit from use of Deer Acres Rd
 - 303 signatures to date

DEER ACRES TAXPAYERS ARE ASKING FOR HELP

- Assistance in maintaining viable access to Deer Acres Rd for all users
- Schedule Town Council Workshop
 - Discuss situation in greater detail
 - Explore possible options / solutions
- One Possible Option
 - Amend Street Ordinance to create alternate road standard
 - Town of Gray accepts Deer Acres Rd as a town road under new standard

NOT asking for Deer Acres Rd to be brought to Rural Public Easement Standards!

Deer Acres Association Presentation to Gray Town Council

November 16, 2021

Presented by David & Deb Kramlich, 57 Deer Acres Road, Gray, Maine and other Association members.

1. Introduction

2. History of Deer Acres Association

The Deer Acres development was created in the early 1950s. The Deer Acres Association was founded in 1957 for the sole purpose of the maintenance and improvement of the roads in the Deer Acres development, which consists of three privately owned roads, under public easement for winter maintenance: Deer Acres Road (7/10 mile), Evergreen Road (2/10 mile), and Fawn Road (2/10 mile). Otherwise, the roads are completely maintained by the 41 property owners of the Deer Acres Association. Only 9 of these properties are year-round residences.

3. Deer Acres Road

Until the mid-1960s, Deer Acres Road was a limited access private road, accessible only from Gore Road as the end of the association road between the McConnell and Cole properties was blocked with a steel cable. It was paved in the late 1960s. The cable was removed and access to Deer Acres from Brown/Lyons Point Road was established, presumably to allow for through passage of winter maintenance, school bus, and emergency vehicles. Deer Acres Road became a connector road between Lyons Point/Brown Road and Gore Road, which were private roads at the time. Eventually those two roads became full town road, public ways maintained by the town or contractors.

4. Traffic Count Data

Late Summer 2021, the Gray Town Council supported our request for the loan of Traffic Counting equipment from the Maine DOT. Data from the nearly 5-week span from August 12th to September 16th has been provided and is summarized here.

5. Who uses Deer Acres?

Deer Acres Road is now regularly used by property owners, families, renters, and others from Little Sebago Lodges, Lyons Point Association, and even Northern Oaks Association. It is also heavily traveled by school buses, emergency vehicles, utility and delivery vehicles, and heavy equipment. As evidenced by the traffic counts, the road is clearly used by a substantial number of vehicles that exceeds the 41 association property owners, 78% of which are seasonal use only. Little Sebago Lodges has roughly 126 properties in its association, many of whom used Deer Acres Road extensively while Gore Road was in significant disrepair. This practice seems to have persisted for traveling to the Raymond and Windham areas. Residents and visitors from the other neighboring associations have acknowledged use of Deer Acres Road to travel to Gray and towns to the north.

This includes Lyons Point Association with 82 properties and Northern Oaks Association with 72 properties. Even some of the 18 Gore Road property owners have been noted to use Deer Acres Road as a thoroughfare.

6. Our concerns (photos to follow - slides 7-12)

The road has seen rapidly increasing and substantial wear and tear over the past few years, as evidenced by the photos we will show in the next few slides. Deer Acres Road has become a thorough fare and connector between two existing town roads, with heavy public use as access to many properties outside the Deer Acres Association, placing a significant financial burden on the 41 property owners to maintain a safe road. Arguably, it is already a public way due to the public easement for winter maintenance.

13. Tax Representation of Deer Acres properties

As evidenced by data from public records, Deer Acres property owners contribute almost twice our share of Gray Town Property Tax revenue.

14. What we've done so far

We've had numerous meetings and fact-finding to review the present condition of Deer Acres Road. This includes proposals and opinions from several road contactors and an initial consultation with Gorrill Palmer Engineering. We collected the preliminary traffic assessment data as noted in a previous slide. We've also circulated a petition to residents, neighbors, & other concerned parties that benefit from use of Deer Acres Road, with 303 signatures gathered to date.

15. Asking for help

Upon examination of the town maps and the list of public roads and private ways in Gray, we cannot find any public easement or private ways that are as heavily traveled by the public as Deer Acres. It appears to be the only paved, pre-1998 public easement road connecting two public town roads in Gray. We are asking for assistance in maintaining viable access to Deer Acres Road for all users. We would like to schedule a Town Council Workshop to discuss the situation in greater detail and explore possible options and solutions. One possible option would be to amend the Street Ordinance to create and alternate road standard, and then have the Town of Gray accept Deer Acres Road as a town road under the new standard.

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.

Public Notice

Notice is hereby given that the Gray Town Council will hold a First Reading on November 16, 2021 at 7:00 PM via Zoom to adopt the Emergency Management Ordinance 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.

Zoom login information will be provided in the meeting materials on the Town website. **Citizens are encouraged to visit www.graymaine.org or contact the Town Manager at 657-3339 for more information.**

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,

[Revision 20211021 NRR](#)

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.

C. If an acting Town Manager has been appointed under Article III, Section 4 of the Gray Town Charter, they will fulfill the role of the Town Manager as defined in this ordinance.

D. In the Town Manager’s absence or inability to perform any of the duties enumerated in this Ordinance, their role as defined in this ordinance will be fulfilled by an alternate person in the following order of succession: Emergency Town Manager (if the Town Manager appointed one during a planned absence), the Director of Public Safety, the Director of Public Works, or a Town employee designated by the Town Council Chair.

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.

In the event that the Town Manager is compelled to issue an Emergency Proclamation without consulting Town Council, as specified in Section .7.B, he or she may appoint an Interim

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Emergency Management Director whose appointment must be affirmed by Town Council if the Emergency is renewed by Town Council under Section ___ 8.B.

In the event that the Town Council Chair designates an employee to be responsible for the emergency management team’s organization, administration and operation in the absence or incapacity of the Town Manager under Section ___ 4.D, and the Town Manager remains absent or incapacitated, the designation of that employee must be affirmed by Town Council if the Emergency is renewed by Town Council under Section ___ 8.B.

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. In the Town Manager’s absence or inability to issue the proclamation, the person designated in Section ___ 4.C may issue the proclamation that an emergency exists. 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.

Deleted: If the Town Manager is temporarily absent from the Town or otherwise unavailable

Deleted: by the Town Council pursuant to Article III, Section 4 of the Gray Town Charter

Deleted: 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.

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

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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.

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.

C. If an acting Town Manager has been appointed under Article III, Section 4 of the Gray Town Charter, they will fulfill the role of the Town Manager as defined in this ordinance.

D. In the Town Manager’s absence or inability to perform any of the duties enumerated in this Ordinance, their role as defined in this ordinance will be fulfilled by an alternate person in the following order of succession: Emergency Town Manager (if the Town Manager appointed one during a planned absence), the Director of Public Safety, the Director of Public Works, or a Town employee designated by the Town Council Chair.

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.

In the event that the Town Manager is compelled to issue an Emergency Proclamation without consulting Town Council, as specified in Section __.7.B, he or she may appoint an Interim

Emergency Management Director whose appointment must be affirmed by Town Council if the Emergency is renewed by Town Council under Section ____8.B.

In the event that the Town Council Chair designates an employee to be responsible for the emergency management team's organization, administration and operation in the absence or incapacity of the Town Manager under Section ____4.D, and the Town Manager remains absent or incapacitated, the designation of that employee must be affirmed by Town Council if the Emergency is renewed by Town Council under Section ____8.B.

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. In the Town Manager's absence or inability to issue the proclamation, the person designated in Section ____4.C may issue the proclamation that an emergency exists. 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.

TOWN OF GRAY
CAPITAL RESERVE FUND BUDGET TO ACTUAL FY 2021
with Proposed Carryforwards from FY 2021 to FY 2022

As of 11/10/2021

Road Resurfacing

	FY 2021 Budget	Total Carryforward/s FY 20 to FY 21	Total Net Budget	Total Expended FY 2021	Variance	Carryforward/ Requests FY 21 to FY 22
Road Resurfacing	\$ 469,250.00		\$ 469,250.00	\$ 457,710.21	\$ 11,539.79	\$ 11,539.00
TOTAL	\$ 469,250.00	\$ -	\$ 469,250.00	\$ 457,710.21	\$ 11,539.79	\$ 11,539.00

PUBLIC BUILDINGS

	FY 2021 Budget	Total Carryforward/s FY 20 to FY 21	Total Net Budget	Total Expended FY 2021	Variance	Carryforward/ Requests FY 21 to FY 22
Generator Central Station	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00
Public Works Structural Engineer	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 2,580.00	\$ 2,420.00	\$ 2,420.00
Pennell Ledger Pointing	\$ -	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,000.00
Lab Building-Complete façade improvements	\$ -	\$ 26,375.00	\$ 26,375.00	\$ 13,900.00	\$ 12,475.00	\$ 12,475.00
Library- Ramp work, façade work & lower height	\$ -	\$ 12,000.00	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 12,000.00
Newbegin-Gym wall insulation	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 6,000.00
Newbegin-Gym-Level Bathroom Fixtures upgrades	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
Newbegin-Insulate/Seal Basement Walls	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00
Rec Facilities-Miscellaneous-Extend Pennell Park Paths	\$ -	\$ 2,961.00	\$ 2,961.00	\$ 1,898.95	\$ 1,062.05	\$ 1,062.00
TOTAL	\$ -	\$ 75,836.00	\$ 75,836.00	\$ 18,378.95	\$ 57,457.05	\$ 57,457.00

PARKS & RECREATION

	FY 2021 Budget	Total Carryforward/s FY 20 to FY 21	Total Net Budget	Total Expended FY 2021	Variance	Carryforward/ Requests FY 21 to FY 22
Wilkie's Beach Ramp Replacement	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
Reclaim Athletic Fields	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00
Basketball Court Lights	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00
Skateboard Park	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00
Polaris Upgrades (tracks, boggies, transmission)	\$ 6,560.00	\$ -	\$ 6,560.00	\$ -	\$ 6,560.00	\$ 6,560.00
Artic Cat	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 12,000.00
TOTAL	\$ 43,060.00	\$ -	\$ 43,060.00	\$ -	\$ 43,060.00	\$ 43,060.00

MISCELLANEOUS

	FY 2021 Budget	Total Carryforward/s FY 20 to FY 21	Total Net Budget	Total Expended FY 2021	Variance	Carryforward/ Requests FY 21 to FY 22
Watershed Study	\$ 7,200.00	\$ -	\$ 7,200.00	\$ -	\$ 7,200.00	\$ 7,200.00
Stormwater Modeling	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00
CDB Grants	\$ 6,175.00	\$ -	\$ 6,175.00	\$ -	\$ 6,175.00	\$ 6,175.00
TOTAL	\$ 28,375.00	\$ -	\$ 28,375.00	\$ -	\$ 28,375.00	\$ 28,375.00

TOTAL	\$ 540,685.00	\$ 75,836.00	\$ 616,521.00	\$ 476,089.16	\$ 140,431.84	\$ 140,431.00
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TOWN OF GRAY

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

OFFICE OF THE TOWN MANAGER

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

October 19, 2021

To: Gray Town Council

RE: Proposed use of ARPA funds for Public Safety employee Premium Pay

According to the US Treasury Coronavirus State and Local Fiscal Recovery Funds Frequently Asked Questions as of July 19, 2021

(<https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>), ARPA's allowed uses includes "Premium Pay" to COVID essential workers. It further states:

Essential workers are those in critical infrastructure sectors who regularly perform in-person work, interact with others at work, or physically handle items handled by others. Critical infrastructure sectors include healthcare, education and childcare, transportation, sanitation, grocery and food production, and public health and safety, among others, as provided in the Interim Final Rule. Governments receiving Fiscal Recovery Funds have the discretion to add additional sectors to this list, so long as the sectors are considered critical to protect the health and well-being of residents.

I recommend that Council approve the use of ARPA funds to provide a \$1.85 per hour COVID Premium Pay bonus to program-eligible, currently-serving full time and per diem Public Safety employees, retroactive to March, 2020, and to be paid in equal payroll installments over the remainder of FY22, starting in the November, 2021 payroll cycle and ending no later than June 30, 2022. The eligible employees, their hours worked through September 1, 2021, and the total amounts they would receive are noted in the attachment. Under ARPA guidelines, there is a wage cap of 150% of the greater of County or State average annual wage which we will observe as needed, with wage figures I have requested from the office of the State Economist. By my initial calculations none of the PS employees in the proposal would exceed this cap.

The Gray Town Charter Article VIII Section 2 states that a Town Meeting is only required to approve "any appropriation in addition to or supplementary to the annual budget appropriation, if such additional or supplemental appropriation exceeds a cumulative amount equal to one (1) percent of the annual municipal budget as approved at the preceding Annual Town Meeting." By my interpretation this means that the Town Council can vote to appropriate this request of \$47,704, which is under the limit of 1% of \$9,171,533 (\$91,715).

Staff Member	Hours Worked as of September 1, 2021	Proposed Premium Pay
Kurt Elkanich	3,200.00	\$ 5,920.00
Rick Dunbar	5,121.88	\$ 9,475.48
Hannah Bewsey	2,338.11	\$ 4,325.50
Reed Gilbert	2,215.25	\$ 4,098.21
Shaun Hadlock	3,762.50	\$ 6,960.63
John Melcher	1,527.06	\$ 2,825.06
Zach Phipps	202.00	\$ 373.70
Howard Sterling	3,812.50	\$ 7,053.13
Pete Holmquist	3,606.75	\$ 6,672.49
Total Hours	<u>25,786.05</u>	
Proposed Premium Pay Bonus/Hour worked	\$ <u>1.85</u>	
Total ARPA Funds Requested		\$ 47,704.19

County figure provided by State Economist on 9/3/2021
<https://www.maine.gov/labor/cwri/oes1.html>



GRAY MAINE

Firefighters

Union

LOCAL 5007

President: Rick Dunbar Vice President: Treasurer: Shaun Hadlock

From March 15th 2020, to June 30th 2021 during the Covid 19 State of Emergency that Governor Janet Mills enforced the hard working men and women of Gray Firefighter Union Local 5007, the per diem staff, and Call members at Gray Fire Rescue responded to 1776 calls for service. During this time the added stress of this pandemic was felt daily with the added PPE that was required on every call, not to mention the added personal risk, to ensure the safety of the members of the department and the Citizen of Gray. I am proud to say as President of the Local Union that there was not a single member that contracted Covid 19 while providing Emergency services for the Town of Gray. This shows the true professionalism and dedication of these men and women to protect themselves, their families, and the citizens of Gray. During this time and even still today the added stress of the pandemic has stretched resources thin. The number of hours these professionals have had to work, above and beyond their regular schedules, and to stay away from their families is not something that is easy.

During this State of Emergency, the Gray Fire Department has lost 4 fulltime staff members to other larger departments with better pay and benefits. With the hard work and collaboration from the Town of Gray and the Local Firefighters Union, with support from the council, we were able to sign a 3-year contract that addressed some of these issues going forward. The limited staffing that has resulted from the departure of these members has been a huge hurdle for the department, but I am pleased to say that we have been able to continue providing Emergency coverage to the Citizens of Gray. This has had a huge impact on the Fulltime members of the department and their families. There have been many hours away from their families and many missed events, but we have made that sacrifice to continue to make sure that the citizens of Gray are protected 24 hours a day 365 days a year.

The Public Safety department was the only town department that was unable to work remotely or modify their schedule during this pandemic. While other departments were working from home or alternating the hours they worked, we were unable to. What we had to modify was the way that we approached every call and the way we went home after shift to our families. This including wearing gloves, N95 masks, goggles, and gowns on all EMS calls. There were times that we worked cardiac arrest calls in full hazmat suits in the middle of summer, then fully decontaminated our gear and equipment, and at the end of the day, went home to our families hoping we were not putting them at risk. We are still to this day short staffed. We are down 2 Paramedic/Firefighters and have one member that is on extended medical leave with no return date set. This means well over 50-hour work weeks for our



GRAY MAINE

Firefighters Union

LOCAL 5007

President: Rick Dunbar Vice President: Treasurer: Shaun Hadlock

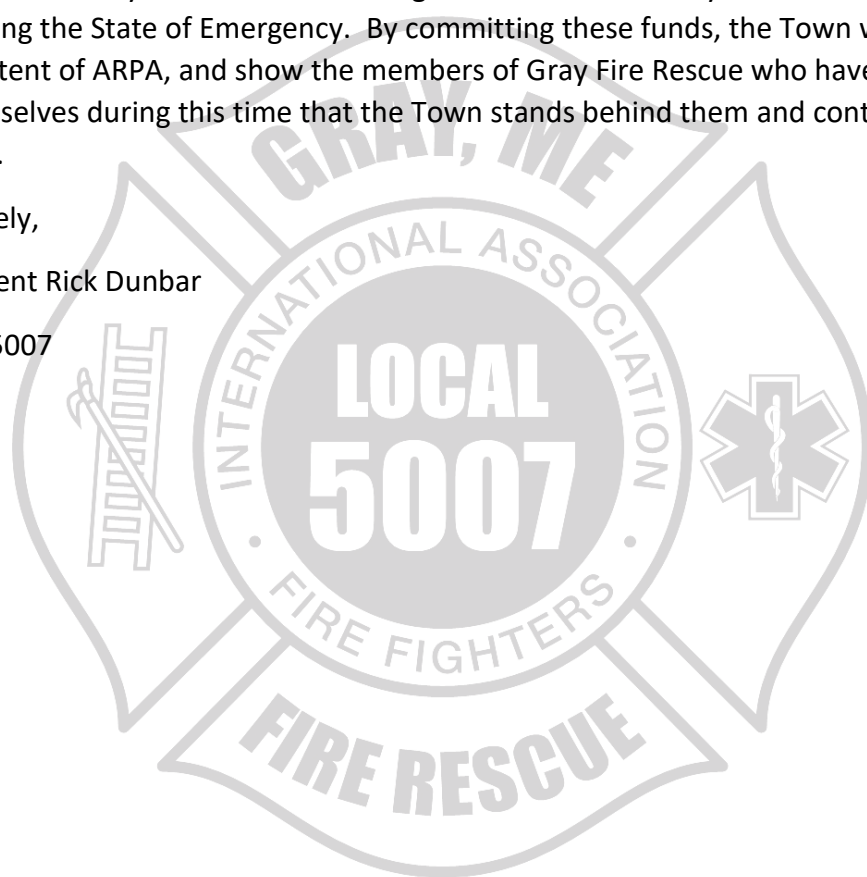
fulltime members to pick up the slack at Gray Fire Rescue. Currently, in the state of Maine, there are over 100 full time firefighter jobs that are actively hiring.

The ARPA money was originally designed to support fire and EMS professionals, and while those requirements have been broadened, it is important to recognize the original intent of these funds. I am asking the Town of Gray and the Council to recognize the sacrifice of the men and women of Gray Fire Rescue and designate a bonus for every hour worked by these members during the State of Emergency. By committing these funds, the Town would honor the original intent of ARPA, and show the members of Gray Fire Rescue who have given so much of themselves during this time that the Town stands behind them and continues to support them.

Sincerely,

President Rick Dunbar

Local 5007



Jonathan Hartt

From: Nathaniel Rudy
Sent: Thursday, October 28, 2021 9:42 AM
To: Sandy Carder; Anne Gass
Cc: Jonathan Hartt
Subject: FW: Follow-Up

Hello,

Presuming that Council may deliberate on this proposal at the 11/16 meeting, I am forwarding this affirmation from our legal counsel that the allocation of Premium Pay for PS staff would be in accordance with the Charter and Federal guidelines.

Thank you,
Nate

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

From: Benjamin T. McCall <bmccall@jensenbaird.com>
Sent: Wednesday, October 27, 2021 5:21 PM
To: Nathaniel Rudy <n Rudy@graymaine.org>
Cc: Alyssa C. Tibbetts <ATibbetts@jensenbaird.com>
Subject: RE: Follow-Up

Hi Nate –

I apologize for the delay in getting back to you. After reviewing the memo that you sent to the Town Council on October 19, I agree with both the proposed use of ARPA funds for premium pay, and the lack of need for Town Meeting approval for that allocation.

First, your memo highlights the key requirements for the use of ARPA funds to provide premium pay, as outlined in the Treasury Department's Interim Final Rule. Public safety personnel are undoubtedly "public health and safety staff" within the meaning of the Interim Final Rule, and the proposed increase in hourly wage of \$1.85 per hour is well within the \$13 per hour maximum increase. Finally, it's good that your memo notes the need to ensure that the adjusted hourly wage for these employees doesn't exceed 150% of either the state or county's average annual wage, both of which I believe are in the ballpark of \$51,000 per year.

On the second point, I also agree with your analysis that the use of these funds for premium pay **does not** require Town Meeting approval. Section 2(B) is clear that only "appropriations" that are equal to or greater than 1% of the preceding municipal budget require additional Town Meeting approval. If, as your memo states, the total proposed expenditure of ARPA funds here is roughly equal to 0.5% of the current municipal budget, then by its plain language, the Town Charter does not require additional Town Meeting approval; the Town Council can simply authorize the expenditure on its own.

Please let me know if you have any additional questions about this, or would like to discuss further.

Thanks,
Ben

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:

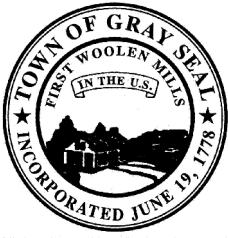
1. The Committee shall advise and recommend to the Town Council on recreational and public parks matters, such as: programs, policies, development, planning, or leisure time activities.
2. In cooperation with the Town Manager and the Parks and Recreation Director the Committee shall assist in initiating and maintaining progressive programs and activities to include but not be limited to: before and after school, summer camp, youth sports and clubs, adult programming, older adult programming, and special events.
- ~~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



TOWN OF GRAY

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

OFFICE OF THE TOWN MANAGER

Jonathan Hartt, HR Administrator
jhartt@graymaine.org
(207) 657-3339 x102

November 11, 2021

TO: Gray Town Council

RE: Personnel policies and procedures

Attached to this introductory memo please find two proposed personnel policies: a DEI Policy and a Remote Work Policy. These policies are industry-standard management tools that support employee recruitment, engagement, and retention. More information is provided below.

DEI Policy

A diversity, equity and inclusion (DEI) policy is essential to recruitment efforts in the current job market as there is increasing competition for qualified candidates, and job seekers are prioritizing organizations whose values are clear. The HR Certification Institute calls DEI a “business imperative in 2021.” The Association for Talent Development calls DEI a “critical component” to talent development. It’s also worth noting that a more diverse workplace yields better business results. A [study](#) by McKinsey & Company and The Society for Human Resource Management found that organizations that exhibit gender and ethnic diversity are, respectively, 15% and 35% more likely to outperform less diverse organizations.

Remote Work Policy

Thanks to digital advancements, our world is more connected than ever before and we are experiencing a workplace shift across all sectors and industries. Even before the pandemic, [up to 30% of Americans](#) worked from home at least one day per week, and [68% of millennials](#) say they expect a work-from-home option to be part of the benefits package before they'll sign with a company. Of course, not all positions in a municipal context are suitable for remote work, but in the interest of fairness it is important to have a policy in place. Additionally, it would advantage the Town to allow or require remote work in emergency circumstances.

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, job applicants, and contractors. Our commitment is reflected in employment practices that promote diversity, equity, and inclusion for Town staff and Town representatives, including contracted service providers.

We embrace and encourage celebration of our employees' differences in age, color, 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 representatives of the Town of Gray have a responsibility to always treat others with dignity and respect.

All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, in their professional correspondence and social media interactions, 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.

The purpose of this policy is to define the Town of Gray's rules for remote working or teleworking (i.e., when employees work any hours from a location other than Town facilities). The Town of Gray recognizes that, in some cases, telework arrangements can provide a mutually beneficial option for both the Town and its employees. This policy is intended to set expectations and ensure that work goals can be met, and it may be altered at any time as needed.

ELIGIBILITY

- The Town Manager will determine which positions are most suitable for remote work, depending on the Town's needs and the position's responsibilities.
- 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 work managers 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 remote workspace (or home office) as they do when working on Town premises. At a minimum, employees should maintain a remote workspace where they can attend remote meetings, participate in phone calls, and conduct their work assignments comfortably and without interruption.
 - The IT Systems Administrator must confirm the suitability of workspace equipment, such as hardware, software, anti-virus protection, phone/fax, and Internet/data lines.
 - Candidates for temporary telecommuting arrangements must demonstrate good time-management and organizational skills, and be self-motivated, self-reliant, and disciplined.
- Eligibility determinations will be made thoughtfully and reviewed with the employee for any changes or updates at least annually.
- All remote work must receive prior approval, and a Remote Work agreement prepared by Human Resources must be signed by the employee, department head, and Town Manager.
- Evaluation of remote employees' performance will focus as much on work output and completion of objectives as time-based performance. Employees and department heads should meet frequently to discuss progress and results.

HOURS AND AVAILABILITY

- Positions working remotely will be provided with the number of hours they are expected to work on site and/or remotely. The workweek should approximately mirror normal business hours on Town premises.
 - Employees must be readily available to their work managers 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 remote workspace as needed. Except for extraordinary circumstances, the Town normally provides at least 24 hours' notice for such events.
 - Employees must arrange for flextime and/or other accommodations for childcare during their work hours as part of maintaining an uninterrupted remote workspace, particularly during core hours.

- Employees will report their hours and activities to their supervisor.
 - Those who are classified as non-exempt (Groups II-IV) must record all hours worked on a Time Card worksheet and provide this information to their supervisor.
 - Non-exempt employees who need to work outside of scheduled work hours will seek approval from their supervisor whenever possible, and will report any overtime to their supervisor and the Finance Director.

WORKSPACE & EQUIPMENT

- The employee will establish an appropriate work environment within his or her remote workspace for work purposes.
 - Employees should seek a quiet and distraction-free working space, to the extent possible.
 - Employees are expected to maintain their workspace in a safe manner, free from safety hazards.
- The Town of Gray will not be responsible for costs associated with the setup of the employee's remote workspace, such as remodeling, furniture, or lighting, nor for repairs or modifications to the remote workspace.
- The Town of Gray will determine the equipment needs for each employee on a case-by-case basis. If the Town provides equipment used for remote work, it is to be used for Town business purposes only. Employees must keep it safe and avoid any misuse.
- Consistent with the Town's expectations of information security for employees working at the office, employees working remotely will be expected to ensure the protection of proprietary Town and citizen information accessible from their remote workspace. Specifically, employees must:
 - Keep their equipment password protected.
 - Store equipment in a safe and clean space when not in use.
 - Follow all data encryption, protection standards, and settings.
 - Refrain from downloading suspicious, unauthorized, or illegal software.

VIRTUAL MEETINGS

- While distractions are often unavoidable, please try to keep them to a minimum. No music or television in the background during meetings.
- Keep yourself muted during video or audio conferencing unless you are speaking.
- Turning on video is encouraged but not required.
- Avoid eating a meal during a virtual meeting unless invited to do so by the meeting host.
- Smoking or vaping is not permitted during a video conference.
- Casual dress is acceptable; however, use discretion. No sleeveless tops, pajamas, or other apparel that would not be appropriate to wear outside of your home.
- Avoid multi-tasking. Give your full attention to the meeting as if you were face to face.

EMERGENCY TELEWORK

- In the event of an emergency such as a weather disaster or pandemic, the Town Manager may allow or require certain employees to temporarily work from home to ensure business continuity.
 - These employees will be advised of such work requirements by the Town Manager or the employee's department head.
 - These employees are required to follow the guidelines provided in the Remote Work Policy.
- Preparations should be made by employees and department heads well in advance to allow remote work in emergency circumstances. The Communications & Information Department is available to review equipment needs and to provide support to employees in advance of emergency telework situations.



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

November 4, 2021

Town Manager Report to Town Council (10/12 – 11/04, 2021):

- 10/2-10/6: TM attended the International City Managers Association conference in Portland, Oregon
- 10/7: TM attended the State Zoning Commission meeting via Zoom
- 10/8: TM attended Volunteer Maine Commission grant funding review meeting via Zoom
- 10/11: Staff observed the Indigenous Peoples' Day holiday
- 10/14: TM attended GPCOG housing webinar via Zoom
- 10/15: TM attended Volunteer Maine Commission meeting via Zoom
- 10/19: TM attended US EPA Brownfields Assessment Outreach Session for Grant Applicants
- 10/21: TM attended ecomaine board meeting via Zoom
- 10/27: TM attended Digital Frontiers: Smart Infrastructure webinar via Zoom
- 11/2: Clerk's Office managed Election Day with support from PW and CEO offices
- 11/3: TM attended Open Space Committee, now hosted by Kristen Muszynski as staff liaison
- 11/4: TM attended ecomaine Outreach and Recycling Committee meeting

- 11/10: Staff will observe the Veteran's Day holiday
- 11/18: Gray Department Head / Program Lead meeting
- 11/20: Gray Town Council Retreat (Saturday)

Other activities:

- Gray COVID report from MeCDC as of September 20, community is 96% vaccinated and fewer than 2,000 residents remain unvaccinated.
- On November 1, Maine CDC reports that 212 people are in the hospital with COVID19; 76 of them are in the ICU and 41 of them are on a ventilator.
- PS Director reports that all full-time, call firefighters, and per-diems firefighter EMT's are firefighter 1&2.
- All PS members, fulltime, part-time and call, are all fully vaccinated.
- The PS department has enhanced and improved their training site behind the recycling center.

- Gray Public Library now features a Community Development Library collection with titles related to implementing Gray's 2020 Comprehensive Plan goals around revitalizing the Gray Village, protecting open spaces and critical habitats, and addressing multimodal transportation goals.
- The staff Safety Committee discussed how best to handle building access / sidewalk snow removal outside of regular Buildings and Grounds staff hours (6 am – 2 pm) for Town buildings and the Transfer Station and recommended to me a combination of late openings / early closures with public notice for FY22, and for B&G to submit a proposal for staff overtime to come in for snow removal in the FY23 budget. Department Heads who manage buildings will notify IT/Communications so that we can get word out via Facebook and / or the Town website as needed.
- I spoke with resident Thomas Skrivan (pronounced SKREH-van) regarding the Town requirement to wear face masks in Town-owned buildings and his questions about whether this is also a requirement for voting in the Nov. 2 election.
- Town Manager and Finance Director have prepared a Town Council Reference Manual for Council members.



TOWN OF GRAY

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24 Main St, Gray Maine 04039
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OFFICE OF THE TOWN MANAGER

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

November 11, 2021 - Revised

TO: MSAD-15 Joint Leaders including Towns of Gray and New Gloucester
RE: Proposed terms for Memorandum of Understanding for
Maintenance of Libby Hill Trail System and Related Properties and Equipment

- The agreement will run for an initial 18 Months, with a 12-month check-in provision, with the goal to renew with a five (5) year, renewable term.
 - Budgets, maintenance plan, capital improvement plan (CIP) update will occur annually regardless of agreement durations.
- The Libby Hill (LH) Committee will consist of one representative from each of the three entities.
- The Town of Gray will be fiscal agent and create a separate LH Fund under the Town's Chart of Accounts.
- Gray's Director of Buildings and Grounds (DBG) will become project lead and the "Maintenance Manager" of LH with role definition further defined in 12-18mths.
- DBG will complete an annual budget, updated CIP schedule (once the initial budgets are completed) & annual maintenance plan (recurring task in December).
- These items will be submitted to the LH Committee to review & approve to add into the normal budget process for Council/Board which are subject to voter approval.
- Once the budget is approved by voters, DBG is free to execute maintenance/budget without Committee action. RPF/Council approvals apply only as proscribed by the Town Charter.
- Gray Community Endowment (GCE) representatives (namely Carl+Steve) agree to be available for next 12-18 months to shadow of current maintenance at the Hill - DBG and other B&G Staff will participate to gain knowledge/track work schedule to ensure work can be absorbed in current staffing.
- Town will administer RFP to contract a licensed forester to create a Forestry Management plan for all three parcels encompassing the LH trail campus, including a provision to address emergency storm clean up, as necessary.
 - If the School does not wish to include their piece in the formal plan, the minimum threshold will be a provision to allow for downed, diseased or damaged trees to be cleared as necessary.

- All revenue from timber harvests, planned as part of the forestry management or from an emergency event, will be placed in the LH Fund to assist with annual costs.
- Snow grooming will be performed via a per-diem process with GCE representatives, who will have access to Town equipment as approved by DBG and be compensated for hours worked via the Town's payroll system.
 - Town staff can also be used depending on availability and need as determined by the DBG.
- MSAD-15 will pay a flat amount of \$5,000 for the initial period, with subsequent payments to be calculated based on proposed budget from the DBG.
- Funds from MSAD-15 will be transferred to Town for LH fund annually within one month of MSAD-15 annual budget approval. **DBG will provide applicable paperwork for MSAD-15.**
- Four clean-up days per year will be scheduled by the DBG, with Staff and GCE providing supervision while MSAD-15/GCE/Town Rec. Committee provides manpower via volunteers, **students, teachers, coaches, etc.**
- MSAD-15 will provide the in-kind services of:
 - School staff and equipment assisting with **intermediate** mowing the main trails twice a year (**approx. 4-5 hours**), and
 - Providing a bank of **TBD*** staff/**volunteer** hours for clean-up days and/or projects scheduled by DBG.
- GCE will not be required to pay for operating costs.
- GCE will raise revenue for specific projects (like the Thayer Brook Bridge) or for CIP items - depending on what capital projects they determine to fund.
- When necessary, these funds will be paid to the Town's LH account.
- GCE will provide the in-kind services of:
 - Providing a bank of **TBD*** staff hours for regular maintenance and clean up days and/or projects scheduled by DBG, and
 - Responding with assistance during adverse impact events.
 - Assist DBG with creation of maintenance plan and formal CIP schedule, as needed.
- The Town Recreation Committee may also be tapped to assist with volunteer coordination/planning, via the school and broader community.
- Chainsaw work for clean-up days will be performed by certified personnel only. Several Town B&G and Public Works employees are chainsaw certified. Certified volunteers must provide a copy of their current certification before performing chainsaw work.
- For daily situations where trail users identify a hazard requiring chainsaw work, DBG will create a notification system and will coordinate resolution with certified Town staff and volunteers.

*TBD – based on 12 year shadow/maintenance plan.

Two additional tasks will be completed during the 12-18 month MOU framework period:

1. Representatives from each entity (as needed) will work with MSAD-15 Attorney to update and finalize language in the formal agreement to mirror MOU framework and to account for new information identified during the 12 month shadow period.
2. Town Staff/Representatives will work with the Town's Attorney to review all deeds/easement documentation to identify any/all issues and execute recommended agreements to ensure longevity of access. This may also include creation of a separate conservation agreement/document which would then encompass all three entities' property.



TOWN OF GRAY

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OFFICE OF THE TOWN MANAGER

Nate Rudy, Town Manager
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(207) 657-3339

November 5, 2021

MEMORANDUM

TO: Gray Town Council
RE: Public Health and Safety Risks related to COVID Variants

Today the Maine Center for Disease Control and Prevention reports 1,008 new COVID cases, and nine deaths over a three-day period. According to coverage in the Portland Press Herald, "Maine's seven-day average of new cases continues to climb upward, driven largely by new infections of the more contagious delta variant among unvaccinated people. The seven-day average of new cases stood at 523 on Tuesday compared to 444 for the week ending September 14 and weekly averages that were in the teens and twenties in early-July before the current surge."¹ As of yesterday, Maine CDC reported that "Maine had 225 patients hospitalized Monday, matching Sunday's total and down from a pandemic record 235 on Saturday."²

There is some evidence that COVID spread and subsequent hospitalizations may follow downward trends around the US. However, today these conditions represent a direct threat as high or higher than that which we faced during the initial period when the state granted local governments broader powers to regulate access to public buildings and properties, and to conduct official meetings of elected officials online.

It does not seem likely that the State of Maine will resume a State of Emergency, even despite the imminent health risks related to COVID variants and the diminished capacity of hospitals and health care providers to respond to non-COVID health care and emergency medical matters.

The Town of Gray Charter provides Council the following authority under Article II Section 14.D.:

¹ [Maine CDC reports 1,008 new COVID-19 cases, another 9 deaths - Portland Press Herald](#)

² [COVID-19 patient counts remain near record levels in Maine hospitals - Portland Press Herald](#)

Emergency Ordinances: To meet a public emergency affecting life, health, property or the public safety, the Council may adopt one or more emergency ordinances. Said emergency ordinances shall contain a section in which the emergency is set forth and defined. Except as otherwise required by state law, no public hearing or notice thereof shall be required prior to the adoption of an emergency ordinance.

Within five (5) days after adoption, said ordinance shall be posted at the Town office and other such places as the Council may designate and shall be submitted for publication, at least in summary, in a newspaper having general circulation in the Town. Every emergency ordinance except one authorizing the issuance of emergency tax anticipation notes shall stand repealed as of the sixty-first (61st) day following the date on which it was adopted, but this shall not prevent reenactment of the ordinance in the manner specified in this section if the emergency still exists.

Also, Section III of the recently adopted Town of Gray Remote and Hybrid Meeting policy states:

The Town Council shall conduct its meetings in person unless the Chair (or in his/her absence, the Vice Chair), in consultation with the Town Manager, makes a determination that an emergency or urgent issue exists that requires the Town Council to conduct a remote meeting, including, but not limited to, inclement weather and/or disasters or catastrophes caused by either natural or man-made causes. The determination of such an emergency or urgent issue shall be made as soon as practicable and notice of a meeting being conducted solely by remote means shall be disseminated consistent with 1 M.R.S. § 406, as may be amended, and this Policy.

At this time, I ask the Gray Town Council for guidance on policy matters related to returning to fully remote meetings under the emergency provisions of state statutes for remote meetings, and for guidance on whether to issue mandatory mask requirements for all visitors to public buildings, until such time that the health and safety risks from COVID variants subsides, based on Maine CDC information. That guidance would best come most efficiently in the form of two Council Orders directing me to implement these policies, which are suggested in the Council agenda material.

~NR

TOWN GRAY
GRAY TOWN COUNCIL
AGENDA • OCTOBER 5, 2021

**Gray Town
Council Regular
Meeting**



7:00 PM

PHOTO SESSION WITH NATHAN TSUKROFF 6:00-7:00 PM

I. ROLL CALL

II. PLEDGE OF ALLEGIANCE TO THE FLAG

III. SPECIAL PRESENTATION

1. Spirit of America Volunteer Award - Donna Rand **5 MINS**

IV. MINUTES FROM PREVIOUS MEETINGS 5 MINS

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

VI. ADJUSTMENTS TO THE ADENDA 5 MINS

VII. PRESENTATION(S) 7:25 PM

1. Little Sebago Lakes Assoc/Lake Coalition - Shoreland Protection - Pam Wilkinson **15 MINS + 5 mins Q&A**

VIII. PUBLIC HEARING(S) 7:45 PM

1. Second Reading & 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. **10 MINS**

Proposed 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.

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 Rd. **10 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the Liquor License for Dylan Stafford, d/b/a Craft Curbside LLC, located at 81A West Gray Rd, with an expiration date of October 5, 2022.

IX. ACTION ITEMS 8:05 PM

1. To Review and Approve Updated Safety Measures in response to the recent COVID-19 surge. **15 MINS**

Proposed 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.

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.

2. To Review and Act Upon Approving the Warrant for the Special Town Meeting of November 2, 2021. **5 MINS**

Proposed motion:

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

3. To Review and Act Upon Appointing Anne Bagala to the Resiliency Committee. **5 MINS**

Proposed motion:

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

4. To Review and Act Upon Appointing Rachel Lyn Rumson to the Community Economic Development Committee. **5 MINS**

Proposed 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.

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

Proposed 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.

X. REPORT FROM THE COUNCIL CHAIR 5 MINS - 8:40 PM

XI. COMMITTEE REPORTS 5 MINS

XII. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS

XIII. COUNCIL DISCUSSION 8:55 PM

1. Mooring issue - All **10 MINS**
2. Public Safety Committee - All **15 MINS**
3. Tracking Spreadsheet & Workshop schedule - Sandy **10 MINS**

XIV. ADJOURNMENT 9:30 PM

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

Emergency (Extreme Weather) Closing Policy

OBJECTIVE

It is the general policy of the Town of Gray for Town offices to remain open for business except during extreme weather events or conditions that would threaten the safety of our employees and community. During such events, the Town will close, delay, or alter services and/or operations under the process outlined below.

SCOPE

This policy applies generally to all Town operations and employees, regardless of work location. However, Emergency Support Staff as defined herein may be required to report to work even when Town offices are closed for extreme weather or emergencies.

This policy is not intended to replace existing provisions in labor contracts and shall be implemented in conjunction with the appropriate policies administered by Human Resources. Town employees should always evaluate their own circumstances carefully, exercise appropriate judgment, and take responsibility for their safety when making decisions regarding travel to and from the workplace.

If Town Hall is closed for an emergency, meetings of boards and committees will not be held as posted.

PROCEDURES

A. CLOSINGS AND DELAYS

The Town Manager (or designee) shall determine whether Town offices, including childcare and the public library, will be closed due to extreme weather or unsafe conditions. The Town Manager will make every effort to decide on possible closures by 6:00 a.m.

Sometimes the timing of a storm warrants a delayed opening. A standard one-hour delay allows additional time to clean buildings and clear sidewalks and stairs before buildings are open to the public. Sometimes an extended delay (e.g., opening at noon) is necessary. In all cases, the Town Manager shall have the discretion to determine if a delayed opening is appropriate.

On days when weather conditions worsen as the day progresses, the Town Manager may decide to close Town offices early. In this case, employees will be asked to leave according to a timeline set by the Town Manager and their department head.

B. NOTIFICATION

Closings or delays will be posted to the Town website before 6:00 a.m., whenever possible. The Town Manager will also email department heads and activate the phone tree to notify Town staff. Television stations Channel 6, Channel 8, and Channel 13, and radio station Maine Public Radio will be notified if Town offices are closed or opening is delayed.

C. EXPECTATIONS FOR EMPLOYEES (Except Emergency Support Staff)

Emergency (Extreme Weather) Closing Policy

When the Town is operating normally, employees are expected to report to work as scheduled. During extreme weather, employees are expected to plan accordingly, including accounting for extra time needed to travel to and from work. If an employee decides not to remain at, or report to work because of concerns about travelling safely, employees may use accrued vacation time or accrued Earned Paid Leave, if applicable. In these situations, employees must notify their supervisors of their intent as soon as possible.

When the Town closes facilities or alters routine operations, and directs employees not to report to work, or to report late or leave early, employees will not be charged leave unless they had already been scheduled and approved for time off. If an employee is on a scheduled day off due to sick leave, vacation, personal time, any earned time, or leave of absence (without pay) during an official closing, delay, or early release, the employee's accrued time will be charged in the amount of time that was already scheduled and approved.

Full-time and part-time employees who are scheduled to work on a day when the Town closes or has a delayed opening or early closing will receive pay for their regularly scheduled workday. Time absent from work due to extreme weather is not counted as hours worked when computing weekly overtime. Employees may be asked to work remotely to the extent possible during an extreme weather event and when doing so shall not be entitled to extra pay or overtime for such hours worked during the regularly scheduled workday.

D. EMERGENCY SUPPORT STAFF

Operations including Public Safety, Public Works, Communications & Information Technology, Recreation, and Buildings & Grounds may be required to continue and remain open, even in extreme weather or during other circumstances that require the Town to close facilities or alter operations.

The Town Manager may designate employees as "Emergency Support Staff" if he/she determines their job functions are necessary or potentially necessary to conduct the Town's business during an extreme weather event, even when the Town is not operating normally. Employees designated as Emergency Support Staff are typically expected to report to or remain at work when the Town has a delayed opening, early release, or facility closure. In addition, emergency support functions are considered part of Emergency Support Staff's routine job descriptions.

Unless provided in an applicable collective bargaining agreement, the Town shall not award compensatory time or extra compensation to Emergency Support Staff for working during their regularly scheduled hours when the Town has a delay, early release, or closed facility. Emergency Support Staff who work during their regularly scheduled hours will be paid at their regular rate of pay for such hours.

Budget Agendas:

Amended: 11/05/2021

Thurs – Jan 13th – 4-6pm

Mon – Jan 31st – 4-6pm

Thurs – Feb 10th – 4-6pm

Mon – Feb 14th – 4-6pm

Thurs – Feb 24th – 4-6pm

Thurs – Mar 3rd – 4-6pm

Tues – Mar 8th – 4-6pm

Thurs – Mar 17th – 4-6pm

Tues – Mar 22nd – 4-6pm

Tues – Mar 29th – 4-6pm – TC 4/5 meeting agenda posted – presentation for packet due

Tues – April 5th – TC Meeting – 7pm – Budget Presentation & Public Hearing – feedback from residents

Tues – April 19th – TC Meeting – 7pm – appr Warrant Articles

Tues – May 3rd – TC Meeting – 7pm – appr Municipal Warrant

*O/F/C (All)

OPEN

Count of Description	Column Labels			
Row Labels	H	L	M	Grand Total
Administrative	1	3	3	7
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	12	13
Policy			1	1
Public Safety			1	1
Recreation			1	1
Residential			1	1
TIF Goal / Budget	1			1
Traffic	1		2	3
Grand Total	8	6	22	36

*O/F/C (All)

CLOSED

Count of Description	Column Labels				
Row Labels	-	H	L	M	Grand Total
Administrative		5	3	5	13
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	22	4	31	58

*Status: O = Open C = Closed F = Future						Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline						
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
27	Open Space / Conservation Plan	O	H	1	12/01/21	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. (11/12) 1st meeting went very well - 3 parties agreed preserving is paramount. (12/3) Council agreed to add annual maintenance to budget spreadsheet. (12/17) 2nd meet focused on budget - MSAD 15 conducting full audit of usage to determine impact - some easement discussion. (1/21) Deb followed up with MSAD15. No update. (2/4) Carl present to School board this week, Craig has some initial data on usage (3/10) Meet held to continue discussion - working through maintenance/budget needs. Council agreed to add the Homestead Acres issues submitted by residents on this private road - to ensure we keep them in the loop as the agreement moves forward. (6/16) Deb will check with Dr. King on next meeting after the election. (8/4) Dan adv MSAD15 lawyer provided framework agreement for review. (10/6) Dan shared a worksheet created to gather input from stakeholders. Council provided gen feedback on form. (10/20) Council prov feedback on worksheet (10/22) Meeting held to compile worksheet info. (1/19) Dan provided summary of MSAD analysis of agreement & advised Attorney is working on drafting an agreement. (2/16) Dan prov an update. Deb adv sub group has met to discuss maint/budg agree (7/6) Draft agree done - Sandy work with entities to finalize outstanding items (9/21) Sandy prov up 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	11/30/21	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 MDOT 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 walkthr/meet w MDOT/Staff to rev of Rt 26 Vill to (1) id what is incl in the upcom overlay (2) dev a plan for the rest of the proj. Sub Items: (a) G-P to prov key to their-fair, poor, good categ (b) Town to prov plans for swalks/sign. Based on MTA fdack reg bridge swalk/bike lane fdback-look at mak sure plans (if not fund/prior immed) at least incl an ext of ped/bike lane down Skr to Skr Bridge. It is the route to the MS/HS from the Village. Results to be rev for budg imp by Council/Staff to create agree plan. Steve pres PW prior at 9/10 TIF Wkp incl 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 MDOT sidewalk fund. Eng for proj in budget CIP-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 engin, issues & Council prov feedback. (10/15) Will/Stevie met with DOT will update council at 10/28 workshop. (10/28) Upd prov-Council agreed to submit MPI appl. (11/12) Council disc Gray Park sidewalk alt & agreed due to cost, it is not feasible. MPI should incl sidewalk on Gray Park Enercon side. Resol for park spaces imper. (2/4) Council held exe session-no act taken. (3/10) MPI appr by MDOT. (4/21) Council has agreed to use \$100k from TIF + \$652K from Bond - ques to be put to residents. Public forum to be held on actual project once feasible (covid-19). (4/28) rev warrant art (6/2) Council appr warrant art - go before voters 7/14/20. (7/21) Voters approved fund, Council to set up public forums. (9/1) Council set 9/29 for Public Forum - virtual meeting. Pre-planning meeting will need to be set up. (10/6) Sandy prov update from Public Forum. Alec/Will working on next steps. (11/17) Alec/Will will provide update 12/1 (12/1) Update prov - timeline appr - outstanding items ident - advertise by 12/11. (1/5) Out to bid. (2/16) Bid app (3/16) Council dis stripping - Alec to prov costs. Trees will be replaced via a change order once construction is underway. (4/20) Council app easements for project. Next Steps: Nate to obtain update on remaining items.

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
84	Comp. Plan Implementation	O	H	3	Detail Tab	Identify steps/ create plan to implement newly approved Comprehensive plan . SEE SEPARATE TAB - FOR DETAILS	Council	Council	Council	12/01/20	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 administrating the new TIF. Project was discussed during 9/10 workshop & Mr. Lavallee advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MDOT/Town video work & analysis to be presented at Dec 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) Will Haskell & MDOT provided updated info on Main Str Project. (2/5) & (2/19) See new detail tab H3. MDOT has advised change in Main Str project timeline. (7/2) Workshop held (8/6) 7/1 Workshop minutes approved. (10/15) Council agreed time to set up another brainstorming session - likely on Route 115 road - agreed to wait until 10/28 workshop to schedule so Bruce would be included. (10/28) Public forum set 12/5. (11/12) Dan will facilitate - Council agreed to set up/format. See detail tab for updates . Next Step: Doug to work up proposal on Zoning once time allows. Council discussion funding options.
66	Administrative	O	H	5	12/01/21	Determine if "No Thru Trucks" restriction should be placed on a section of Mayall Rd	Dan Maguire	Council	Nate Rudy	11/12/19	10/05/21	Back in June, Kathy Taylor (Mayall Rd resident) had reached out to all Councilors regarding the state of her road and the heavy truck traffic. Dan spoke to her directly and agreed to manage the request. This road was set to be paved, but dropped from PW sched due to paving costs being substantially higher than anticipated. It will be at top of the list next cycle. Deb did some initial feedback - as this section of road is being considered for "state aid" designation (Depot Rd is a state aid road). This impacts cost sharing/responsibility with MDOT vs. Local. MDOT was conducting vehicle counts for the road (or Deb/Steve had req). Dan also advised Ms. Taylor that talking to her neighbors on the road to determine the level of support for posting "no thru trucks" would be helpful. (11/7) Dan rec'd an official petition signed by 24 Mayall Rd residents. (11/12) Council agreed to add to tracking spreadsheet - it was set to be discussed at 12/3 Council meeting already. (12/3) Sandy provided more info on options incl. weight limits. Deb advised of possible "State Aid" classification. (12/17) Deb provided proposal from G&P - \$1,000 to determine if Mayall/Weymouth would even qualify - Council expressed concerns on impacts to road maintenance and residents. (1/21) After rev expenses & discuss control concerns, Council agreed NOT to pursue state aid status on either road. Can revisit at later date. Discussed possibly just putting up signs, but felt more info was needed & did not want to set up false sense of enforcement. (2/4) Dan notified resident & adv it would take time before a workshop could be sched. Council agreed to send feedback on LD1498 in support of MMA testimony against bill to eliminate weight limits on rural roads. (2/18) Council app letter. (4/28) Dan adv Resident checked in again, but understood delay. (6/16) Dan req Council consider posting signs again (7/21) Council discussed & agreed need to pull in Depot Rd residents. (9/1) Council set 10/6 for workshop prior to TC meeting. (10/6) Public forum held with info sharing (10/20) Council disc options (12/1) Dan has done some research to share with Sandy. MDOT has approved the 4 way stop. (12/15) Dan & Sandy held discussion. Dan updated Council. (1/5) Dan adv MDOT has sample ord see #77. (2/2) Dan has draft ord/letter. (3/16) Council prof 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 establ how violations will be report - send out postcard with info.

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
4	Traffic	O	H	6	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 MPI grant for reconstruction of this stretch of road in collaboration with the MDOT. It was advised it would likely be a 2 year process with updates provided to the Council. Deb Cabana noted that this would be a 50/50 split for costs (not 25/75 Town/MDOT as previously stated) and includes replacement of the water main. Therefore, it may be included in the upcoming TIF creation, thus it should remain active (rather than 2 year target). Reference material: Pavement Conditions Study - Dec 2017. Project discussed in 9/10 & 11/28 TIF workshops, as well as in TC meetings. (12/4) TC would like to see a review of intersections done prior to committing to a 115 solution or as part of the engineering of that project - to ensure project does not hamstring options. (5/7) Deb advised several communications received regarding pedestrian fatality on Rt 115 requesting sidewalks. (9/3) Sandy adv of outstanding question - need for possible budget consideration (9/17) Deb verified with Will that MPI does not require engineering completion - however - Ann verified the Town's piece of the budget must be approved & set aside to apply. Dan also advised a 50+ sub division (apartment buildings) is before the PB for this road & stormwater/sidewalks are being discussed. (10/15) Deb adv Stevie/Will met with DOT & have more info. (10/28) Council set up public forum 12/5. (11/12) Dan will facilitate & council discussed format. (12/5) Public Forum held. (12/17) Council agreed 1st forum very successful, data compiled, next step is to work out starting point on proj. (1/21) Council held workshop with Water Distr about Route 100 TIF and this proj was select by both grps as the best proj. (2/4) Deb adv Alyssa said it is possible to amend rt 100 TIF for this proj but needs to talk details with us. (3/10) Council & WD agreed to amend TIF to incl this proj (4/28) Council rev warrant art (6/2) Council held public hearing & voted to approval TIF amend (7/21) Voters approved revision. (10/6) State submission done. (12/1) TIF amend appr. (1/19) Council agreed with Water Dist/Will on first tasks to start process. (3/2) Will prov est. (9/7) Council set up 'kick off' meet date with prime parties. See Detail Tab for updates (9/27) Kick off meet held - next steps set Next Step: New tasks logged on detail sheet.
89	Infrastructure / Village TIF Goals	O	H	Z	09/01/22	Analyze future needs for Village Main Street to coordinate with MDOT project	Council	Council	Council	02/19/19	10/19/21	MDOT has agree to cov the upgrade of stormwater & catch basins Main Street & down 202 towards the Cemetery. They adv the plan will likely come up in the next 5-7 years. Town needs to id any other chges- increas water line size, increas stormwater line size, add conduit for underground utilities, add piping for natural gas so funding can be budg & all items add at the same time (rip the road up once). (4/2) Doug prov 8-12 year window for work on Main as guide for Council meaning analysis & plan should be done well beforehand. (4/16) MDOT adv the timeline for this proj is being moved up. Council agr to move up in priority at 5/7 meet & set a stand alone TIF workshop. Workshop held 7/2. (8/6) Min from 7/2 workshop appr. Council to set up another TIF workshop. (7/21) Council had workshop with MDOT & learned portion of road may be worked on in separate project for which engineering is underway. Await more info from MDOT. (9/1) Village walkabout was done with Patrick Adams MDOT, Water District, and others to identify issues/solutions. Rob Betz is coordinating with Ernie Harris on current project from Town line to Cumby's. Council followed up to determine scope of 2nd project from MTA interchange to Brown Street? Can orphan piece be added to that project? (2/16) Council agr to move to open list. (4/6) Nate & Alec had a walk thru with Rob where he adv phase 1 is moving forward, but phase 2 will now only include stormwater NOT a reconstruction of the road. Alec adv that the road is in terrible condition which cannot be adressed with an overlay. Council met with Water District and agreed Village TIF fund needs to be avail in coming year for planning. (5/4) Council incl \$75k TIF funds in budget (6/15) MDOT Rob Betz attend workshop and advised both projects are fund with 2023 construct projection. (9/7) Council will hold WS on 9/15 to complete their prep for MDOT meet (9/21) MDOT WS held - timelines work discussed. Next Steps: MDOT adv 1 year timeline for Town/WD to provide engineering on changes wanted in upcoming project #1. Council to set workshop for 12/7 5:30pm

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92	Open Space / Conservation Plan	O	H	8	12/01/22	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 adv once the Town demonstrates a real effort towards the conversion, he can release the hold on the grant program. (7/6) Nate discussed with Doug Beck & had information on next steps. (9/21) Sandy adv 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: Kristen to follow up with Doug Beck whether State steps will run concurrently, Council to budget for yellow book/envir study.
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 signage (1) & (2). Deb requested target date & CC State Reps/Senator. Deb spoke to MDOT advising of RT 26 bridge closure - suggesting it may be a good time to consider renaming Route 26. Deb advised a MDOT/Staff meeting was held (1) traffic movement permit at 97 shaker (2) closing shaker rd bridge MTA work (3) village island (4) rt 26 routing were discussed. (12/4) MDOT provided some info at Council meeting. (3/5) Sandy pulled down new workplan & sent to Councilors. (6/16) Rob Betz, Patrick Adams & Steve Cole from the MDOT attended a workshop with the Council to review various projects in process, in planning & on the future list. Patrick offered to come to Gray to do a walkthrough of all the various streets to obtain more information on the issues. (7/21) Walkthru set up 8/5. Next Step: See Detail tab for more info. Awaiting response from Rob Betz.
24B	Traffic	O	M	1.2	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MTA Portion. SEE SEPARATE TAB - FOR DETAILS	Council	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 May 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	03/01/22	Develop Growth Management strategy - as part of Comprehensive Planning & to allow needed time for Open Space Planning	Sandy Carder	Nate Rudy	Nate Rudy	02/05/19	05/18/21	(1/22) Dan adv PD does not feel any addl action is need at this time. Growth Cap was disc & Staff will look into with OAC and bring forw when ready. A growth cap has been disc in var meet for the last yr. Not hav a robust growth plan and/or cap was 1 primary reason the original Comp Plan was not appr. (1/30) During the Open Space forum, Alan & Lucky both strongly encour a growth cap be disc/imple as soon as possible to provide Gray with more time to dev an Open Space plan. In add, issues with current residential Sub-division ord, duplex allow, and limited safeguards against a large scale dev need to be addr. Kathy adv Staff have crunch annual data & Doug adv dev one would be rather straightforward & would be padded to avoid impact wanted eco & resid dev. (2/19) Council agreed this is a top priority now. (3/5) Doug rev steps (1) Verify current comp plan (2) check with legal ord (3) imple verifying data supports number selected & Council prov direction. (6/4) Doug prov some data and Arundul ord (eff in 1977). Council agreed to proceed cautiously. (9/3) Doug adv best 1st step would to discuss possible 'cap' number and process to apply caps. (10/1) Council WS held - guidance prov to Doug. (1/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger devel & Comp Plan process. (2/4) OAC looked at & were not in support - worried about admin of the process impact staff (2/18) Council disc changing approach to be more comp to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comp plan timeline as an appr plan is required to enforce growth permit systems. (3/10) OAC began work on this item.(5/5) OAC wants to coord with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be deliv by end of summer to stay in line with CP. (8/4) Council disc at 8/4 WS to confirm a full WS for this along with the duplex/OAC ord list can be disc (9/1) Council disc OAC doc cover duplexes, multi unit housing, growth & comp plan info - agreed addt'l WS to create workplan to complete all the work needed. (2/16) Sandy adv Windham has robust grw permit prog that was 1st step after their comp plan.(4/6) Council dis as part of TM goals (5/18) Council/Staff dis in WS - Staff sug step approach to create Next Step: Nate/Sandy to rev outstanding list to create categories of work and propose plan with targets to Council.
97	Policy	O	M	3	12/31/21	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	05/01/22	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	TBD	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/roles. She has discussed with Kathy/Dan who agreed it was a good approach. Council also agreed. Kathy advised that there is money avail for PB training. (3/2/21) Sandy adv results of her meeting - workshop will be set for 1st week in May. (3/16) Sandy adv draft framework rec'd - meeting with Kathy/Nate/Sandy set up before respond to GPCOG. (4/6)With the goal of attend the BUILD ME seminars, Sandy has ask Tony to coordinate with the topics being offered to ensure best results from both efforts. (5/18) Given the resignation of Kathy, Nate is proposing the hire of a new Planner before proceeding. This will mean the Build ME seminars will happen first. Then, the new training session, then the in person meeting between the entities. (6/1) Nate provided new proposal from GPCOG which includes assistance with ordinance/zoning review to help create outline of change from Comp plan & it includes this training. Funds from State agency will cover the costs. (7/6) Nate needs to hire new Planner before we proceed & existing terms exp 8/31 for Committee members. (10/5) New members appt & new Planner hired Next Step: Likely set for December to give members/planner time to get up to speed.

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49	Ordinance	O	M	6	TBD	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	7	12/31/21	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 Rumson presented plans for a new Pocket Park on the 5 Yarmouth Rd municipal property which would include a Historic Marker as part of a Historical Trail - which was presented by Galen Morrison. Council provided some initial feedback. Kathy Tombarelli advised there was a possible grant that may assist with phase 1 of the project - earthwork. (1/7) Kathy provided a draft grant application at meeting and Council provided feedback. Council agreed to add to tracking list as project is ongoing and will involve Town Staff and funding. (1/21) Council approved CDGB application. (3/10) Kathy advised the grant was recommended for funding & is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed & were very supportive. Abutter meeting held with great feedback. Council approved Rachel Rumson as agent for Planning board work. Due to LD1 failure, grant funding now on hold. (9/1) Council discussed changes to Committee policy to address consultant work. (9/15) Council approved consultant changes to Committee rules (11/17) Council appr land exchange on site to clarify property line. (1/5) RFP has been posted. (1/19) Council approved 1 proposal rec'd. (2/2) Bruce adv a public forum was held to obtain Community input.(3/2/21) Bruce adv CEDC is working on name and bird house project and planning for Spring work. Alec adv he did some earth work in the Fall and is set to do add'l work in the Spring. The project did receive preliminary approval contingent on one sign off. (4/6) Council approv wood donation from Maschino's Lumber. (4/20) Council app picnic table donations from Aroma Joe's. Kathy adv park has PB appr (5/18) PermaBlitz was held & work session to lay brick. (6/1) CEDC prov update presentation and recommended name which Council approved. (9/7) 2nd PermaBlitz 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) addt'l Executive session held - Council took no action. (2/17) Council discussed in Ex. Session (3/9) Water Conditions study request submitted via budget process. (7/6) Voters approved budget Next Steps: Water condistions 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 for the subdivision ordinance as a higher priority. Currently, developers are able to ID & use 'unusable' property as open space to meet the standard to obtain the density bonuses. Ordinance needs to be updated to require the space meet OS standards to count towards density. Next Step: OAC/Staff will provide suggested changes to Council.
93	Public Safety	O	M	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 constrution 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 Subdivison 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 addt'l peer reviews for PB applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind future owners to maintaining stormwater plans. Next Step: OAC to provide target date and work on as resources become available.

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22	Ordinance	O	M	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 disussion 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 addt'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 items 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 mvove 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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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 Tombarelli	Nate Rudy	Nate Rudy	09/04/18	07/06/21	This item was brought up & discussed in the TC 8/7/18 meeting. Town Councilors agreed to consider the proposal, but could not determine whether support would be granted until some draft language was provided. Councilors expressed various concerns about the process which they would like addressed in that language. The Planning Board has also expressed some concerns with the change given PUDs are relatively new. (1/22) Dan advised Planning Bd is okay with change as Planning Bd Chair sits on Staff Review Committee. (7/6) Nate needs to check the status of this one. Next Step: Possibly move this one to future.
67	Residential	O	M	20	12/01/21	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
98	Ordinance	O	M	21	TBD	<u>Review and update Land Bank Commission Ordinance</u>	<u>Sandy Carder</u>	<u>Open Space Committee</u>	<u>Anne Gass</u>	<u>10/19/21</u>	<u>10/19/21</u>	<u>(10/19/2021) While reviewing the Recreation Committee charge, Sandy pointed out the creation of the Committee stemmed from this now outdated Ordinance. In reading the ordinance, much of the roles and responsibilities have been changed, rest with the Open Space Committee or are not relevant anymore. Anne has agreed to bring to the OSC once their work on their Open Space Plan is complete and report back to the Council on recommendations. Next Step: Open Space Committee to review.</u>
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 startin in last year's cycle. Auditors have identified unfunded liability of close to \$400,000 for accumulated vacation, personal and sick time. Council requested addt'l info on benefits in other Town's. Right now, there is no cap to sick time carryover and up to 50% of 90 days of time is paid out to employees when they separate from the Town. This seems out of line with other Towns. Council to consider a carryover cap and/or possible change in pay out provision. (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	12/01/21	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 Wilkies beach. Nate will check into - Sandy let them know the ordinance change is still on our list. Next Step: OAC to work time permitting.
39a	Administrative	O	L	5	12/31/21	Need to review/reneogiate 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 Tibbetts, Town Attorney, to begin some research & that process can take up to 1 year. She also advised there is at least one resident willing to serve on a Cable TV Committee, if the Council choses to go that route. Council discussed briefly and confirmed either route will require legal review. Dan asked if there was a way for Alissa to provide a snopsis 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 invovled. 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	6	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 Guberatorial 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/exper 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 intergrate this into his individual meetings with Dept heads. (4/20) Nate adv meetings set for May. (5/18) Nate has rev with Dept heads. Next Steps: Nate working with Staff to create plans on how they can assist with implementation.
D	Comp Plan Imp - break out item 84	O	H	4	02/16/21	Obtain information from Windham Town Council on their Implementation plans	Sharon Young	Council	Sandy Carder	12/01/20	02/16/21	(12/1) Sharon noted that Windham has a implementation committee set up to assist with their newly approved plan and suggested we find out what steps they took to get from approved plan to where they are, how the Council is involved, etc. Sandy advised that the Windham Chair is on the GPCOG Executive Committee and she can reach out to him for information. (1/5) Sandy has sent a note to Jarod Maxfield 12/18. (1/19) Sandy reported that she has spoken to Jarod and shared general information - and will share more at the 2/16 workshop. (2/16) Sandy shared info on Committee, Growth Permit Program, Consultant, etc. from initial discussion with Jarod. Next Steps: Utilize Windham information as process progresses.
E	Comp Plan Imp - break out item 84	O	H	4	TBD	Create plan/timeline for Zoning changes & ordinance changes	Council	Council	OAC	12/01/20	07/06/21	(12/1) Council needs to discuss/create a plan/timeline to update Zoning to reflect zones in new plan and determine prioritization to ensure development adheres to new plan. Will be related to Item 46 (Growth Plan) and Item 49 (Duplex changes) for which initial discussions were held, but placed on hold pending Comp Plan approval. (5/18) Council approved moratorium (4/6 eff - 180 days) to allow time for Staff to update standards/ordinances within the Village and Village Center zones. (7/6) Dan adv OAC is working on reviewing the current zoning against the new Com Plan zones with Town Staff and interns. Next Steps: Staff to bring proposed changes to Council for discussion.

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A	TIF Goal / Budget - break out tasks from Item 34	O	H	5	03/01/20	TIF - Mixed Use Zoning Discussion	Town Council	Town Council	Doug Webster	01/22/18	02/19/19	(11/28) Mixed Use options were discussed at length. Next workshop set for 2/19 6-7pm prior to scheduled TC Meeting. (2/19) Council discussed options and agreed having some type of proposed changes to consider would be helpful. Should focus on Village, but also on large undeveloped piece abutting Northbrook as 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 - Traffice - 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/Stevie have more info from DOT & will update Council at 10/28 workshop. (6/15) MDOT Rob Betz advised that both projects for Route 100 will likely be in construction in 2023. Survey work is done on one - the other planned this year. Town needs to set up meetings with project managers to be included in engineering. Laray Hamilton is managing from MTA interchange to Brown Street - this intersection work would be included in his project. Rob cautioned that curb changes were likely, but a big reconfiguration could negatively impact the overall project which is just stormwater. Incoming infrastructure money may be available (Town level - 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 Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed Special Assessment Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with In Lieu Fees. 9/18 Council discussed reprioritizing, but decided to leave as is. Dan suggested that we identify other Towns using these fees and use their language as a base. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.

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

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A	Route 115 - break out tasks from Item 4	O	H	9	TBD	Obtain Ledge Map for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	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. (9/27) 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. (9/27) 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: Add'l 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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E	Route 115 - break out tasks from Item 4	O	H	9	TBD	Set up Joint Meeting with MDOT	Council	Nate Rudy	Nate Rudy	03/09/21	06/15/21	(3/9/21) Will recommended we hold a meeting with MDOT as soon as possible in the process. Several items were identified for discussion (1) possible use of Federal funding (2) MPI/funding formula for project (3) ROW work responsibilities - if DOT does or Town (would have to hire specialist to handle). Meeting will include Will so proposal needs to be updated. (5/4) Nate has req a meeting & follow-up - looking for 5/18 workshop but no response to date. (6/15) MDOT Rob Betz 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 overage 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) Anne pointed out there needs to be open discussion with the First Congregational Church on the reconfiguration of Brown Street intersection. We need to ensure they are aware of the proposals and are invited to the meetings (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) Anne pointed out if there is any blasting involved in this project, the Town will need to work with residents to minimize impacts and ensure damage is not done to their foundations. Will adv whether blasting will be needed is unknown at this point. Next Steps: Blasting will be identified, if applicable, once more work is done on the planning.
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 step 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.
J	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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A	Traffic - MDOT - break out tasks from item 24A	O	M	1.1	06/01/21	Signage - Route 26 vs. Route 26A	Council	Nate Rudy	Nate Rudy	02/22/18	05/18/21	Village diversion/misdirection. Looking into eliminating/renaming route 26/26A to prevent Truckers from going the wrong way through the village. MTA committed to helping push for changes with MDOT at last night's meeting & advised a suggestion to remove Route 26 starting at Washington Ave (Portland) through to merge with 26A has been suggested in the past. Route 26A would just become Route 26. Also, Jason suggested using the Town sign by the Transfer station or other electronic signs. Note: Cathy Breen had offered to check in with Garmin to obtain more information on GPS algorithms/process - follow-up? MTA will be closing bridge in summer 2019 - good time to coordinate removing "route 26" designation from Washington Ave to bridge. Keeping it from interchange - by-pass - north only. Deb is sending note 9/4. (12/4) MTA pointed out MDOT is not in agreement with full closure of the bridge due to lack of ability for rigs to turnaround if they miss detour signs. Also, not committed to changing route signs at this time - more discussion to follow. (9/17) Sandy advised she mentioned this issue to Rep Moriarty and he advised he would be willing to look into it to determine next steps on a formal request. (10/15) Rep Moriarty has established communication with DOT legislative liaison and they are willing to set up a meeting with DOT Staff that handle routes. Council discussed having pre-meeting but feel Rep Austin & Sen Breen are up to speed - Sandy will advise Rep Moriarty. (11/12) Sandy advised a meeting is set. (12/3) Sandy reviewed results of meeting & weight limit options. MDOT to provide info on costs for signs to change designation for just in Gray. Council agreed to coordinate weight limit with sidewalk project meeting & attempt to obtain approval. (1/21) Sandy sent follow-up on sign count/costs and asked for more info on weight limit process. (2/4) Sandy adv MDOT adv they were looking into (3/10) Sandy will follow up (8/4) Follow up done MDOT still needs to discuss before getting back to us. Council to set up public forums in Sept. (9/1) Public Forum set 9/29 - Sandy to follow up again. (9/29) MDOT sent resp hours before public forum. (11/17) Sandy will draft resp to MDOT letter. (12/15) Council approved response letter to be sent with alternate proposal to remove 26 & add to 26a while 26a remains. Weight limit work will continue via communication with residents/businesses. (1/5) Letter sent. (4/6) MDOT resp - sugg 'truck route' signs, not 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 boillard type posts to try - will check their inventory. Steve noted it does make plowing more difficult. MDOT also may look at new signage - but that will require a full re-engineering of electric/posts at the intersection - see rt 115 listing on task list.(4/2) Dan advised at seeing another person drive into head on traffic in the wrong lane around the village island. (4/16) Deb advised MDOT is not willing to spend on permanent bollard due to history of destruction & costs. (6/4) Deb confirmed striping cannot be done before 7/1 (budget). Sandy asked if "ENTER" could be added to striping - may not be visible. Awaiting alternatives from MDOT.

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A	Traffic - MTA - break out tasks for Item 24B	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/parmts/data set to cap as much data/results as poss rel to exist prior traffic issues. need to deter int partners-NG,Poland,Cumber,Auburn,Windham? MTA ind poss prov 80+% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15+%. 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/purchopt that will incr data while drop costs. Scope disc ensued w Council need to send addtl feedback to Deb-chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will parti. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been appt to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr Mills is taking a diff appro than Mr. Van Note-he is propo MTA buy subscr at March meet. (3/5) NG is not inter in parti.(4/2) Sandy prov PPH article ind MTA, MDOT, PACTS and Port Transp grp have agrd to grp subscr to software. Await addtl feedfrom Mr. Mills. Resp appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent mat to S Carver as they were inter to see if there 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 counc to cons. (1/7) Sandy pres propos scope from COG-Counc req opts 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 conf call with COG-ok with chgs-will look into poss ph 2 study to capture 'avoid' vs. 'divers' traffic with MDOT fund? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is Sept (9/1) Sandy adv draft report is done- final repot 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/timeframes. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues.
B	Traffic - MTA - break out tasks for Item 24B	O	M	1.2	06/01/21	MTA Data - cash collection (vs EZPASS)	Town Council	Sandy Carder	Sandy Carder	02/22/18	05/04/21	MTA will prov data for cash (vs EZPASS) from the regl booths-Gray,NG,Falm - to better deter funds being collect by high tolls. Ident collect funds will prov base to deter alter in toll location prices. Toll Data was prov, but Sandy asked if classes could be split out (12/4) Some minor toll disc occured at meet with MTA confir they can prov addtl info. (2/19) Council disc opts for toll chgs and agreed to send letter to MTA with recomm/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Repres and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep Moriarity & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add presue they can apply-incl the issue of Complete street policy. (10/15) Sandy proposed alter approach of asking Leg. Reps to submit the issue to the Governor's Blue Ribbon Commis for consid as several fund pieces related to both toll inequity and diversion. Dan pointed out use of 295 (or 95 north of Augusta) by commut vs those forced to use 95 (south) is an issue as well. Council agreed and also want to focus on ask Leg. Reps to consider a bill that would put more teeth in the MTA complete street policy and give muni more say. Sandy will draft for Council rev at 11/12 meet. (11/12)Letter rev with feed prov. Sharon expressed concerns with tone of letter. Maj of Council felt it needed to be strongly worded esp given news story where Mr. Mills was dismissive of issues. Sandy remind that it is to the legis team, not the MTA directly. Sandy to update and send. (12/3) Council approved letter. (2/4) Sandy adv committee contin work - follow up after session (2/18) Sandy prov update on status of comm and council agreed we should follow up now. (3/10) Sandy shared with Sen. Ned Claxton upon request (3/16/21) See above Diversion (5/4) Nate & Sandy meet with Sen Breen 5/5

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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/timing were discussed as hinderances. Council set this activity to "Future" given the renewal timeframe of 20 years has been reset. Future items will be reviewed annually, at a minimum.
21	Administrative	F				Develop a method to analyze & potentially rank Committee Volunteer applications when more than one received for one spot.	Dan Maguire	N/A	N/A	02/09/18		During a workshop discussion on Jan. 8th, the Council agreed there could be situations where a formal review/ranking system may be appropriate, but it is unlikely one needs to be used in most situations. The Council reviewed a variety of options, ideas, etc., but decided to table this issue for a later date. Will be considered a 'future' item.
31	Ordinance	F				Review the issues and options surrounding Dock Lighting / Light pollution.	Deb Cabana	N/A	N/A	04/17/18	06/05/18	Town Staff has received a complaint/inquiry surrounding light pollution issues related to new LED dock lighting equipment. Given Councilor Foshay was absent at the Apr. 17th meeting, Council agreed to log (as it will be covered regardless - in closed, future or open), but to hold off discussion & prioritization until May 1st meeting review. Council discussed at June 5th meeting agreeing this would be considered a future item based on lack of available information. Possible OAC research item.
17	Economic Development / Budget	F				Research and compile data and options for a possible Community Center in Gray.	Town Council	N/A	N/A	01/22/18	05/07/19	During a Sept. TC Workshop discussing goals, the Recreation Dept. provided a proposal to realign funds collected by the Rec. programs under the Rec. Dept for use in maintaining/expanding programs. One major challenge identified was the lack of space to expand programs which create revenue streams for the Town. A new space (Community Center) was identified as a possible solution which could be paid for with current revenue streams. TC expressed support to obtain more information. Next Step: Rec. Dept. Staff will begin work to outline plan to obtain additional information. Council agreed this will be considered a "closed" Council item until the Rec. Dept. brings forth additional information. With availability of some land around the by-pass, this was discussed in 9/4 TC meeting. Deb stated \$62,000 is in the current fund. (11/13) Council agreed to move to Future list as the item continues to come up in discussions. (5/7) Concerns regarding current status vs. best practices were discussed during the 4/16 meeting - confirming programs exceed capacity at the Town facilities. See Closed item #57. Manager advised it was Administrative and under her purview, council agreed to add to this item & close #57 with Manager bringing forward any necessary policy issues.
23	Ordinance	F			TBD	Review current ordinance governing noise for updates and research possible odor ordinance .	Town Council	Deb Cabana	Doug Webster	02/09/18	10/01/19	During the special amusement license renewal of the American Legion Hall, much discussion was centered around the current 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 measured (by whom), and how complaints/enforcement would be handled. Doug Webster made presentation (3/6) of review/recommendations from Town Staff - raise limit to 60. TC discussed pros & cons of setting an actual decibel limit & enforcement. TC agreed to raise to 60, but also to add specific types of businesses/activities that would trigger limit. The Mfg Overlay/BD1/BD2 already have some type of noise restriction. Need to determine how complaints would be handled. (2/19) Council agreed to add "odor" to this item. (10/1) OAC feels due to lack of technology, other priorities and inability to enforce, this items should be moved to the future list. Council agreed.

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80	Ordinance	F			TBD	To create rules for Chickens in the various zones in Gray	Anne Gass	TBD		07/21/20		(7/21) A couple issues have arisen regarding Chickens and understanding what is and is not allowed. No real defined information in Town ordinances. Should be addressed at some point.
83	Infrastructure	F			TBD	Identify Otelco Poles to be removed on short Shaker Road	Alec 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 Otelco. 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 sold a portion of the ROW to a private developer without notifying the Town or updating Deb as they said they would. Anne also adv NGRR will be just sitting on their property until values increase to allow them to break even with mortgage. Council is frustrated but since it is a private deal & does not involve Town, there is no legal leverage. (10/6) Council rev & app letter to be sent to NGRR. (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.

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13	Ordinance	C	H	3	04/22/18	Town Staff has identified the need to add recreational marijuana specific language to the Shoreland Zoning ordinance .	-	Deb Cabana	-	01/22/18	03/20/18	Town staff identified a gap in ordinance coverage for the recreational marijuana ordinance language caused by the fact that Shoreland Zoning supercedes all other Ordinance language. Adding the recreational marijuana specific language will be required to ensure consistency across all zoning ordinances. Legal has confirmed this interpretation. Town staff developed & obtained legal review of proposed ordinance change. 1st reading 3/6 TC meeting. 2nd reading & Council approval provided 3/20 TC meeting. Next Step: Staff will update website to reflect approved changes. This item is now CLOSED.
9	TIF Goal / Budget	C	H	1	09/01/18	Consider the creation of a new Village TIF	-	Deb Cabana	-	01/22/18	08/07/18	The State Legislation is considering modifying the rules/requirements for setting up TIFs with a possible effective date in 2018. Given the changes would restrict the ability to set up new TIFs, the Council has agreed to begin the process of looking at the possibility of a new Village TIF to assist with upcoming infrastructure costs. Deb has provided Council with a TIF timeline and is working with the Town's Attorney & Staff to provide the necessary information to the Council for consideration. Council workshop (1/25), property owner workshop (1/31) & 1st public hearing (2/6) were held. TIF approved during special town meeting (2/14). TIF application submitted & received by State - approval can take 6-8 weeks. Feedback from state identifying 6 areas of concern was rec'd. Town Attorney responded on 4/11/18. State approved 5/23/18. Next Step: It is now closed as TIF is approved & in place. A separate "planning" task will be created.
12B	Ordinance	C	M	3.2	11/09/18	Review status of Road Associations for all Private Roads in Gray. A review of the current Street Ordinance identified a possible issue related to driveways with applying the ordinance to public driveways vs. private driveways.	-	Deb Cabana	-	03/20/18	09/04/18	Councilor Maguire brought this issue to the Jan 2nd. TC meeting where a review of the current ordinance, as well as additional information was completed. Town staff pointed out the issue is current one of 'authority'. It was agreed a legal opinion was needed before proceeding. Deb Cabana obtained & shared a legal opinion on Jan 16th. After further discussion (2/6), Council agreed a review of all private roads & the status of road associations. Council is breaking into 2 pieces. This listing will cover process to create plan to clean up contacts for private roads/discussions with road associatons. Deb advised 1,000 letters have been prepared to send to private road residents - Council agreed (1) those w/o associations need to form one or provide ONE contact (2) All need to update contact information (3) reminder of road maintenance deadline to continue snow service (4) advise new contractor may be used. Letters sent 6/28/18. Next Step: Deb advised at 9/4 meeting they have received updated information from every private road except Cobbs Drive; therefore, this item is now closed.
32	Administrative	C	H	2	11/09/18	Review the current Contract Zone Agreement procedures to determine if changes or updates are warranted to make process better and/or to protect Town's interests more fully.	-	Deb Cabana	-	05/01/18	09/18/18	Council identified several major areas of concern during recent CZA review of proposed development. Council agreed to look at two specific areas (1) Financial stability (a) by identifying ways to verify developer has ability to meet financial obligations (b) creating language to allow Town to unwind agreement IF financial standing is compromised (c) ensure that benefits due to Town are frontloaded in agreement and (2) Environmental impacts are fully identified upfront during Council first review to ensure impacts are mitigated using various options. (5/1) Councilor Wilson has agreed to draft some language & review/discuss with Town Staff. In 8/7 meeting, Councilor Wilson advised he does not feel he is in a position to draft language. Councilors agreed that Town Staff needs to take a stab at adding the 2 new steps and also priority should be moved to High. Doug presented updated policy 9/18. Next Steps: Council approved updated CZA policy as presented at 9/18 meeting. Final version has been posted.

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D	Traffic - MTA	O	M	2.2	10/01/18	Forest Lake Ramp	-	Deb Cabana	-	02/22/18	10/02/18	MTA to share landscape plans for Forest Lake access ramp - once completed. Not discussed, does Weymouth access ramp have similar issues? MTA provided additional information with residents at a meeting. Item is considered closed.
20	Administrative	C	M	12	10/16/18	Develop a description for 'affiliated' committees which are not under the umbrella of the Town Council to help define roles/responsibilities. Ensure all Committees are following the specified Committee rules. Add'l Ideas to discuss: Employee of Year, Scholarship Committee to oversee all scholarships, Comprehensive Plan Committee creation	-	Dan Maguire	-	02/09/18	10/16/18	After a workshop discussion on Jan 8th, the Council agreed to develop a description for affiliated committees operating in Town which are not under the Town Council umbrella. The description will then be posted to the website under Committees along with links for each of the individual committees. The Council also identified procedures that all committees should be following such as, submitting agendas 7 days in advance of meetings, posting meeting/agendas, creating minutes (with attendees, date/time/location, summary & votes), etc. OAC was not in compliance. Council is adding review of "email" policy for committees to cover FOA, but also manage costs. Dan Maguire volunteered to work on both items. Dan is working on & will circulate a draft to TC. Dan provided draft document to Council for consideration. Draft submitted to Council on 5/1. Council provided feedback on Dan's draft at the 5/15 meeting. New draft submitted to Council on 8/7. Due to time constraints, not discussed 8/7. Council agreed to final changes at 9/10 Workshop 10/2 - Dan needs more time & info from Sharon Next Step: Final changes reviewed & Approved by Council at 10/16/18 meeting. Dan to provide 'clean-up' list to implement - this item is considered Closed.
5	Ordinance	C	M	3	02/22/19	Review the issues and options surrounding a possible Fireworks Ordinance.	-	Deb Cabana	-	01/22/18	01/22/19	Residents have approached the Council with complaints and concerns regarding the lack of a Fireworks Ordinance. The Council discussed at several meetings and agreed to proceed with an analysis of the situation and options, potentially utilizing the OAC. Staff is working on possible options. Councilor Maguire advised the OAC will discuss in Mon, 3/26 meeting. Options were presented to & discussed by Council with feedback provided during 4/3 meeting. Staff presented ordinance at 1st public yearing on 5/1/18. Public feedback was rec'd, Council ques addressed, minor change made, Council voted to move forward with 2nd reading. 2nd reading set for 5/15/18. Ordinance was passed at 5/15 meeting & will go into in 30 days. 10/16 Councilors discussed one item brought up during public hearings - adding the Saturday before July 4th IF July 4th lands on a weekday to tamper violations given this week is most celebrated fireworks weekend. Deb provided feedback from both law enforcement & fire chief that they saw a significant drop in complaints. Councilors also advised a noticeable drop in fireworks. Moved up priority list per Deb's request as changes fairly easy. (1/8) First reading of proposed changes held. (1/22) TC held 2nd read/public hearing & voted to approve. Next Step: Update to ordinance goes into effect in 30 days (2/22). Item closed.
43	Ordinance	C	M	4	02/22/19	Need to create a Ambulance Service Fee ordinance.	-	Deb Cabana	-	10/16/18	01/22/19	Councilor Maguire inquired about the Rescue billing process and it was determined a Public Safety Billing ordinance will be needed. Deb advised fairly easy to work up. (1/8) First reading of proposed ordinance held. (1/22) TC held 2nd read/public hearing & voted to approve. Next Step: New ordinance goes into effect in 30 days (2/22). Item is closed.

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12A	Ordinance	C	M	5	02/22/19	Review status of Road Associations for all Private Roads in Gray. A review of the current Street Ordinance identified a possible issue related to driveways with applying the ordinance to public driveways vs. private driveways .	-	Dan Maguire	-	01/22/18	01/22/19	Councilor Maguire brought this issue to the Jan 2nd. TC meeting where a review of the current ordinance, as well as additional information was completed. Town staff pointed out the issue is current one of 'authority'. It was agreed a legal opinion was needed before proceeding. Deb Cabana obtained & shared a legal opinion on Jan 16th. After further discussion (2/6), Council agreed a review of all private roads & the status of road associations. Council is breaking into 2 pieces. This listing will cover discussion on ordinance/policy towards private roads/driveways. Council agreed ordinance clarification is needed, but felt it must be part of the associaion clean-up effort (item 12B). Council agreed that clarification is needed in ordinance to require driveways comply regardless if on Private or Public road. Dan advised the OAC hopes to present language in October. 10/2 -Doug presented OAC changes but identified areas Staff disagreed. Council discussed (1) liked staff req on permits (2) need more info on apron. Voted down to allow further work & advised "council discussion" better place to start on agenda. (1/8) 1st Reading of proposed changes held. (1/10) Planning Bd held public hearing - no feedback. (1/22) TC held 2nd read/public hearing & voted to approve. Next Step: Updates to ordinance goes into effect in 30 days (2/22). This item is closed.
29	Administrative	C	M	14	12/31/18	Planning board has requested some time with the Council to review policies/procedures between the two entities.	-	Dan Maguire	-	04/03/18	01/22/19	Counciler Gallagher brought this to the Council & Council agreed to meeting. Lynn suggested we meet at a regularly scheduled Planning Board meeting. She will see if the May 10th meeting will have room. If not, we'll try June. Lynn discussed with Planning Board at April 12th meeting. They would like some agenda items submitted - June 14th is a tentative date - but may not work for PB. Council discussed options & agreed it would be best to have an agenda from Planning board since they requested the meeting, also needs to be televised - could use handheld mic with table set up (joint leaders). 8/7 Dan advised PB working on agenda. Dan advised agenda will be finalized at 10/11 PB meeting & forwarded. 10/16 A finalized agenda was provided. Workshop was held on 10/25 & Council discussed at 11/13 meeting - agreeing PD should review & verify majority members support each item identified. (1/8) List provided to Kathy of Council items identified in joint meeting. Planning bd discussed in December meeting. (1/22) Dan advised PD does not feel any additional action is needed at this time. Growth Cap was discussed and Town Staff will look into with OAC and bring forward when ready. Next Step: Planning Bd/TC to set up yearly joint meetings. This item is closed.
30	Budget	C	M	15	01/01/19	Set up Debrief Budget Workshop to (1) review budget process for possible changes (target dates, meeting dates, presentation) (2) review/update CIP plan beyond Bond (providing it passes) (3) review new projects/priorities with budget implications (4) TIF projects/planning	-	Deb Cabana / Council	-	04/03/18	01/22/19	Council would like workshop set up in early fall to cover budget issues (see description) before actual budget review/deadlines. This item will be a parking lot for specific items as well: (1) Succession planning - Town Mgr (2) TIF projects/priorities planning (3) Libby Hill conservation work (4) Watershed plans (5) Wilkes Beach Project (6) Solar Array (7) LED conversion plan (8) Municipal property review results (9) Village sidewalk ext. to Wayne ave (10) Warrant article formats (11) Sidewalks No Raymond (12) diversion study (13) HR person (14) Unfunded accrued employee time (15) waiver of excise for Veterans - this is NOT all inclusive. Workshop held on 10/18. Deb has created draft meeting schedule. Sandy created spreadsheet listing all budget related items discussed in the last year (or left over from last budget) (12/18) Workshop held - list reviewed & updated - draft calendar set with process defined.(1/22) Addt'l meeting set for 2/11. Next Step: Schedule & approach set for 2019-2020. This item is closed.

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42	Ordinance	C	L	1	02/22/19	Need to create an official Cable TV Ordinance	-	Deb Cabana	-	10/16/18	01/22/19	Deb provided notification that the Town will need to create a Cable TV Ordinance. Deb advised fairly straight forward, but Staff working on Marijuana, Fireworks and Public Safety Billing first. (1/8) 1st Reading held, Brad Fogg provided some feedback. Alissa advised most of those details will be part of actual contract, but a couple 'non substantive' changes could be done prior to the 2nd reading.(1/22) Non substantive changes were made, TC held 2nd read/public hearing & voted to approve. Next Step: Ordinance will go into effect in 30 days (2/22). This item is closed.
28	Administrative	C	L	8	03/01/19	Develop fee for Code Enforcement online software.	-	Deb Cabana	-	03/20/18	02/05/19	During the Budget discussions, TC approved an upgrade to new online Code Enforcement software which will make the process more efficient and reduce man hours needed to perform tasks. TC would like a fee created to cover the annual fee for the software which is \$18,000 in the first year. Staff updated several fees on schedule (approved by Council 6/19) to pass on some of the fees for new software. (1/22) Doug presented changes in Building Permit fees and a new Admin fee. Council had some concerns with Admin Fee. Next Steps: Council approved new reduced "minimum" permit fee \$25 with new \$25 admin fee at 2/5/19 meeting. Item is closed.
15	Joint Leaders	C	M	14.2	02/28/19	Review MSAD15 current newsletter - including costs & timing - to determine how/if Gray would like to collaborate and add material for distribution. NG will do the same.	-	Deb Cabana	-	01/22/18	02/19/19	During the first Joint Leaders meeting held on 11/27/17, the three groups identified expanding communication as one area of collaboration & benefit. Superintendent King suggested both Gray & NG consider partnering with MSAD15 by adding sections to their newsletter which is mailed to every household in GNG. This would create another avenue to communicate directly with residents and sharing costs would be beneficial to all three groups. Deb advised that the Recreation Dept has had some preliminary conversations with MSAD15 and are working on pulling costs together. Deb checked to see if a combined budget mailing could be done, but the timing did not work out. Will try again next year. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format Agenda pulled from last JL meetings provided. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.
16	Joint Leaders	C	M	14.3	02/28/19	Identify ways to engage more students in municipal government to increase interest in career paths, increase volunteerism & increase community building which would also help the Towns.	-	Dr. King	-	01/22/18	02/19/19	During the first Joint Leaders meeting held on 11/27/17, issues surrounding lack of candidates for job openings & volunteer spots on committees and in Town departments were identified as a major challenges for both Towns. MSAD also identified the need for students to obtain 'life experiences' via volunteering or internships (locally) as part of their graduation requirements as a new challenge. Dr. King advised MSAD is currently reviewing their IB, Community Service Club and graduation requirements in this area and will be updating their approach. Council assigned Medium priority based on timeline - but no number as assigned to Dr. King. DMS Comm & Town Staff working with HS principal to see if students can assist with repair. Meeting was held on April 23 & tentative framework was set up for DMS collaboration. Jason to pursue setting up mock comp plan committee. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format. Agenda pulled from last JL meetings provided. (12/4) Joint workday project successfully completed on 11/1 between Excel Students, Town & Comm Endowment - via Carl, Sandy & Dean - with teachers Janet & Gail. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.

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35	Ordinance	C	M	16	02/22/19	Review the current Medical Marijuana and Recreational Marijuana (including shoreland) ordinances to incorporate changes created by latest Legislation passed.	-	Deb Cabana	-	09/04/18	03/05/19	The Maine Legislation passed LD238 effective 7/9 and LD1539 which will go into effect 90 days after the legislative session - updating various areas related to both medical & recreational marijuana. Under advise from the Town's Attorney, Gray instituted a complete Emergency Marijuana Moratorium with readings in the July & August meetings. Once updates are confirmed, changes identified in the Gray Ordinance, the Council will proceed with a repeal & replace of the impacted existing Town Ordinances. 9/18 Deb provided update indicating Doug & Alissa were working on draft for 10/16 meeting. Councilors & Staff attended MMA summit on 10/4, Alissa & Doug provided overview of State legislative changes at 10/16 meeting & Councilors provided feedback on options. Council reviewed Doug's bullet points & provided guidance (11/13) (1/8) Alissa Tibbets reviewed proposed changes with Council in 1st reading. (1/10) Planning bd held public hearing - no feedback. (1/22) TC held 2nd read/public hearing - voted to approve & extended moratorium. (2/5) TC moved to Med priority pending last step. Next Step: New ordinance goes into effect in 30 days (2/22), Council to vote to rescind moratorium at 3/5 meeting. Council rescinded moratorium as new ordinances are now in effect. Item closed.
51	Ordinance	C	M	4	05/15/19	Tax Acquired Property Ordinance needs changes to incorporate State Level legislative changes	-	Deb Cabana	-	03/05/19	04/02/19	Deb advised that the new State level changes adding steps to the disposal of tax acquired property for those residents 65 and older require new language in our ordinance. (3/19) 1st reading held - Sharon asked about a possible repeal of law. (4/2) Deb advised Alissa advised we proceed as repeal was put on hold for minimum of 1 year. Next Step: 4/2 2nd reading held and ordinance changes approved by council to go into effect in 30 days. THIS ITEM IS CLOSED.
41	Administrative	C	M	3	05/31/19	Review proposed 2018 changes to adopted Bike/Ped Plan - which will roll into Comprehensive Plan .	-	Town Council	-	09/18/18	05/21/19	Members of the Bike/Ped Committee presented an update on their work at the 9/18 TC Meeting and advised they have completed a review of the existing 2012 Bike/Ped Plan, conducted a Town wide survey and updated the language and identified their top 5 projects. The Council had previously discussed Public Works top priorities in the 9/10 TIF Workshop. It was agreed in order to approve the updates, a consensus on the top 5 projects should be reached. Part of that discussion should include MSAD15. 10/2 Sandy to request copy of document - Deb to make copies for Councilors. Dr. King sent feedback indicating MSAD interest in discussing sidewalks on Libby Hill and Gray Park. (12/4) Jason expressed concern with "TIF Funding" being listed as a possible funding source leading to improper use of TIF funds. Council to identify top infrastructure projects / budget priorities to better understand where bike/ped projects fall - 10/18 Budget workshop, 11/13 TC meeting, 11/28 TIF meeting & 12/18 budget meeting to provide more info. (1/22) See above item 40 comment - TC needs to update Bike/Ped plan to have more leverage with MDOT & MTA on projects & as part of the Comprehensive plan. Council to finalize top 5 projects via budget discussions & then approve update (with changes if agreed upon). (5/7) Council discussed. Next Step: Council approved updated plan at 5/21/19 meeting. This item is CLOSED.
59	Ordinance	C	H	2	07/18/19	Review & update Medicinal Marijuana standards in new Ordinance to ensure original intent is not restricted and Gray remains in compliance with State statutes.	-	Town Council	-	06/04/19	06/04/19	(5/21) Doug made presentation to Council identifying conflicts and restrictions created with (1) length of set back and (2) way the set backs were being measured which unintentionally eliminated selected locations for Caregivers. Council provided feedback. (6/4) 1st reading of Doug's proposed ordinance changes to (2) way set backs are measured. Doug advised it may still be too restrictive and Council may need to revisit, but solves immediate issue with Caregiver. Council approved. Planning Board held public hearing on 6/13. Next Step: 2nd reading & public hearing to be held at 6/18 meeting. Council approved & will go into effect on 07/18/19. This item is CLOSED.

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2	Budget	C	M	5	06/30/19	Create a new Facilities Use policy to review fees, identify when fees will be waived, identify process for 'in kind' donations.	-	Deb Cabana	-	01/02/18	06/18/19	During discussion prior to Fee Schedule approval, a question of whether or not local organizations incurring fee charges while working to raise funds to offset budget items should be exempt. Obtaining a legal opinion was suggested. Add'l situation has arisen with Rec Dept long standing agreement with "for profit" business to use volley ball court with reduced fee in exchange for work done by business (improvements/maintenance). Council agreed we need to (1) review fee structure for rec dept assets (2) need defined guidelines on when fees may be waived (3) need formal process to document agreements when fees are waived (4) identify CIP threshold for when donation can just be accepted vs need approval. Jason advised Committee will look at & Dean set Sept as target date - but will provide periodic updates to Council to ensure everyone is on same page. 8/7 Councilor Wilson provided update during Comm Repts regarding impact fees. 9/4 Councilor Wilson advised committee still working on it. 10/2 - Committe could not hold meeting for final review (11/13) draft of policy did not address all 4 items. (2/5) Comm has discussed parameters to identify content. (4/2) Jason advised Comm is close. Sharon brought up issue that vendor is currently await new procedure & may need to cancel program if delayed further. (4/16) Policy changes discussed at meeting with feedback provided. (6/18) Council reviewed updated policy & provided some add'l changes approved as amended. Next Step: Deb & Dean will finalize and publish and notify current users of change. This item is CLOSED.
54	Administrative	C	H	5	07/02/19	Develop Interlocal agreement with Raymond to address remaining section of Gore Road	-	Town Council	-	04/02/19	07/02/19	(3/19) Deb provided background information regarding the remaining section of Gore Rd and current information on a proposed agreement between Raymond and Gray to repair/maintain that section of road. Gray would gift used lifts to Raymond, Raymond would use savings to put towards road repairs (along with funds from Rd Association & Raymond residents), Raymond would assume plowing of 2 miles of private roads which cost Gray \$9,200 annually (increasing each eyar) in exchange for Gray plowing a section of N. Raymond Rd. Steve estimates that is a 50% less costly (\$4,600) annually. Over time, Gray would recoup lift funds and continue to realize savings beyond. Jason rasied issues of legality - Deb advised both Gray & Raymone attorneys are invovled. (4/2) Dan has requested a formalized cost/benefit calculation to be made available when the agreement is presented to the Council. (4/16) Deb adv Raymond Board approved, Residents have deadline for petition signatures and funding obligations, and Raymond has set Town Meeting date. Bruce/Sharon also clarified their connections. (5/7) Council voted to move forward with both equipment gifting & interlocal agreement (with secession wording added). (5/21) Sharon advised road assoc & resident signatures/funds have been collected. (6/4) Raymond residents approved via Town meeting. (7/2) Final agreement approved by Raymond reviewed and approved by TC. Next Steps: Agreement to be reviewed & voted on at 7/2 TC meeting. This item is CLOSED.

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B	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	07/01/19	Define scope, goals, composition of Comprehensive Plan Committee	Town Council	Town Council	Town Council	03/06/18	09/03/19	Town Staff suggests a discussion regarding the Committee. Council agreed specific demographic profiles would be necessary to ensure a solid representation of as many viewpoints as possible. Doug to draft some suggestions. (9/18) Council agreed to hold off until after Heart & Soul presentation. (11/13) Council discussed & agreed that the immediate priority is setting up the Committee and Heart & Soul should not be pursued at this time. Dan also requested a timeline be created to assist with benchmarks & planning. Heart & Soul liaison has offered to assist us with Comp Plan Committee free of charge. (1/8) Doug provided write up of scope, characteristics, options to Council. Council provided feedback.(1/22) Council provide add'l direction on (1) application and (2) Charge. (2/5) Doug's draft was reviewed with feedback provided. (2/19) Add'l changes discussed (3/5) Council approved docs. Town rec'd 10 applications, Council agreed to extend deadline to 5/16/19 to seek more. (6/4) Committee selected (9/3) Committed has held several meetings & elected a chair. Next Step: This sub-task is considered CLOSED.
26	Comp. Plan Update/ Conservation Plan	C	H	1.2	11/01/20	Create a plan/policy to address open space in a Open Space plan . Dependent on #11, O/H/2	Town Council	Deb Cabana	Dean Bennett	03/20/18	09/17/19	This task is dependent on the Comp. Plan green space inventory chapter. Awaiting inventory chapter for Comp. Plan. Prioritization will be done at that time. 10/16 Council discussed and agreed to prioritize as H2. (11/13) Due to M11 going back to Rec Comm, they will be unable to work this item. (1/8) Deb provided meeting minutes for a Staff meeting held on 12/20 with 2 land trust representatives & reps from local groups. (1/28) First public forum held with Alan Stearns & Lucky D'Ascanio leading - notes taken & presented at 2/5 meeting. Sign up sheet of attendees to be provided. (1/28) Council discussed website options - Jolie to review & agreed additional meetings are needed. Dean meet with Alan & Lucky this week. (3/19) Dean provided update & next steps and Council approved moving forward. (7/2) Dean has been on vacation - Deb to follow up. (9/3) Council rev 3/19 approval of committee & Dean's assigned task to develop the Committee charge. Next Step: Council approved Open Space charge, Committee size, approved Anne Gass as the liaison and appointed applicants. This task is considered CLOSED.
47	Joint Leaders	C	H	3.2	09/30/19	Set up meeting with MSAD15 and NG personnel - regarding Solar	Town Council	Sandy Carder	Sandy Carder	02/19/19	09/17/19	This item replaces items #14, 15, 16 - which dealt with first joint leaders meeting held in 2017. Council identified (1) shared communication (2) Internships (3) sidewalks (4) solar array (5) budget - as items for discussion. (3/5) Bruce has sent a note to Dr. King. (6/4) Council agreed Solar Workshop would be likely next joint discussion. (7/2) MSAD set for Revision presentation in July. (8/6) Sandy attended MSAD15 Facilities meeting & reported back to full Council. (9/17) Sandy advised MSAD needs more time to contemplate their approach to solar. Next Step: Council will await further contact from MSAD. This task is considered CLOSED.
33	Ordinance	C	M	5	09/30/19	Update Smoking Ordinance in Gray to incorporate electronic cigarettes and other tobacco products.	ME DHHS	Town Council	Town Council	06/19/18	09/17/19	Karlene Hafemann, Community Health Promotion Specialist for Dept of Health & Human Services presented information to the Council at the 6/19/18 meeting. She advised the new signs could be provided free of charge if we update the ordinance to better enforce. Our ordinance is solid, but needs new forms of tobacco delivery included. MSAD15 has agreed to update their policies so good time to coordinate and also better in the summer months. Council agreed to proceed. (12/10) Karlene sent follow-up to Deb. Deb advised new (free) signs contingent on passed ordinance. Council agreed having in place before Spring advisable. (3/5) OAC provided priority order of outstanding items & this was included.(4/16) Sharon expressed concern with the delay on this item & pending Spring facilities use. (5/21) OAC discussed and found needed changes to boilerplate lang provided. (7/2) OAC set for 7/10 & this is on agenda. (8/6) Changes to be included in 9/3 meeting. (9/3) 1st reading held. (9/17) PB reviewed & held public forum 9/12. Council had 2nd reading & public forum 9/17. Next Steps: Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED.

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Last Update: 10/19/21

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45	Ordinance	C	M	7.1	09/30/19	Review 'multi-tenant' standard within Sign Ordinance for RRA Zone	Doug Webster	Town Council	Town Council	02/05/19	09/17/19	(2/5) State has approached Town regarding a waiver for a much larger sign for the Wildlife Park. Council is not willing to provide a singular waiver for State property and is cautious about changing ordinance outright as RRA covers a good portion of the Town. State is currently not willing to allow a "Dry Mills Schoolhouse" sign; however, IF that sign was added and one for the IF&W building, the sign would be considered a "multi-tenant" sign and new standards could be developed for that category. (3/5) OAC provided priority order of outstanding items & this was included.(3/19) Kurt from ME WP presented add'l info and advised adding DMS sign was acceptable. The cost of \$500 was identified. He also advised the lease will need to be updated which may be a good time for Town to extend term. (4/2) Sandy advised DMS committee has already raised funds for new signage. (5/21) OAC had prelim discussion at May meeting. (6/4) OAC provided feedback - back to Doug. (7/2) This discussion has been expanded to include other sign related issues - but will now be split out on the Tracking list. OAC/Planning Bd support tailored approach for this one sign. (8/6) Changes to be included in 9/3 meeting. (9/3) 1st reading held.(9/17) PB reviewed & held public forum 9/12. Council had 2nd reading & public forum 9/17. Next Steps: Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED.
48	Ordinance	C	M	6	11/15/19	Create a new Ordinance to waive excise fees for active duty military personnel	Sandy Carder	Deb Cabana	Deb Cabana	02/19/19	10/15/19	A resident has asked if the Town would consider this ordinance. State statute allows for waiver IF active duty personnel are deployed for 180 days or more. Council agreed they would support an ordinance. (9/3) Sandy pointed out this change is dependent on specific state statute so OAC/Town planning dept probably not needed. (9/17) Deb advised the ordinance is very specific and Alyssa has reviewed. (10/1) TC held first reading & approved. (10/15) 2nd reading & public hearing held. Next Step: Council approved 10/15 - will go into effect 11/15. This item is CLOSED.
C	Traffic - MTA - break out tasks for Item 24B	C	M	1.2	10/30/19	Rt 26 (Shaker Rd) Bridge Resurfacing	MTA	Deb Cabana	MTA	01/22/19	11/12/19	(1/22) Dan brought up the option to take a more aggressive approach with MTA to force them to provide Bike/Ped space on this bridge. Rep. Austin had rec'd a similar request from Brad Fogg and advised MTA is not reconstructing the bridge, but resurfacing it; thus, they cannot expand it. TC had been told this in our last meeting. The idea is to apply pressure and let them know how serious we are about accommodating our requests. It was pointed out that approving a Complete Street Policy (item 40) and updating the existing Bike/Ped plan (item 41) are in TC court & would give us more leverage; as would, funding the engineering for Rt 26 Village project to include sidewalks across the bridge. TC agreed those steps are important. Jason suggested requiring them to add State law 3 feet signs and Sandy suggested asking them to narrow the travel lanes from 12 feet to 10 feet to slow traffic & provide 4 add'l feet for Bike/Ped passage. (2/19) Council agreed to have Deb go to MDOT (1) state we want 10 foot striping instead of 11 foot (agreed on by MTA) and (2) check if there is a rule requiring breakdown lanes vs. raised sidewalk on bridges. (3/5) Mr. Mills advised they would approve a 10 foot lane, but there is an appeal process. Council agreed to pursue the appeal. (3/19) Town Staff & Engineer provided feedback on appeal process and likelihood of defeat. Council agreed to not pursue. (4/2) Council wants to confirm MDOT will stripe at 11 feet vs. 12 feet. (4/16) Deb obtained confirmation on 11 feet striping - project to begin this month. Project is underway. (10/15) Dan suggested req. side rumble strips - but due to cost and possible diff safety issues (cyclist), Council agreed to follow-up with DOT on agreed upon striping. Project is wrapping up but appears will go a couple more weeks. (11/12) This project is complete - item CLOSED

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64	Administrative	C	M	5	12/03/19	Complete annual review of Council Rules for updates.	Council	Council	Council	08/06/19	12/03/19	(8/6) Sandy requested any council rule proposals be submitted for consideration in at 8/6 meeting - discussion included formatting changes, language clean-up, november meeting schedule, packet submission schedule (which was out of synch with chart being used) and new language around chair responsibilities and staff/legal time. Straw poll on formatting, nov meet & submission timeline was held - 5-0 on all. Addt'l info was req on social media & staff/legal time language. (9/3) Vote & further discussion was set - but tabled as Anne was not at meeting. (10/1) Vote taken for repeal & replace to include 3 areas of changes passed. Addt'l discussion and straw poll on social media and addt'l VC chair language were held 5-0 support. Addt'l changes requested on staff/legal time language. (11/12) Council approved VC language and social media rules, and provided feedback on legal/staff time language. Next Step: Anne to update & submit to Deb/Sandy for 12/3 agenda vote. (12/3) Final vote taken - this item is CLOSED.
53	Ordinance	C	H	8.1	04/01/20	Review existing Senior Tax Relief Programs to determine if a program will work for Gray - creating ordinance, forms & procedure.	Sharon Young	Town Council	Town Council	04/02/19	01/21/20	(3/19) Sharon presented a draft ordinance and program information to Council under Discussion item and requested a 1st reading be placed on 4/16 agenda. (4/2) Sandy advised she has questions and requests for more information and asked if it would be better to handle as discussion item on 4/16 and 1st reading on 5/7. Sharon wants to proceed with 1st reading. (4/16) Sharon advised she would like to table to a workshop given it was not included in the budget. She also advised contacts in Cumberland would be willing to do a presentation before the Council. (6/4) Council rec'd presentation from Cumberland Councilor & discussed. (6/18) Council discussed possibility of using addt'l revenue from state, but majority did not support. Agreed to work on parameters/policy to consider in next budget cycle. (8/6) Workshop held with feedback provided. (9/3) Sharon provided demographic/program info from other towns. Anne sent some info on asst testing - Deb is working on pulling addt'l data as well. (10/1) Council discussed at workshop providing feedback on parameters. (11/12) Majority of Council came to consensus on parameters for program with Sharon updating document accordingly. Disagreement on next step. Majority want to hold off on official reading/votes until after budget cycle to ensure funding in the 1st year is possible. Sharon insistes on a vote in Dec meeting. (12/3) Council reviewed final language & provided some changes. (12/17) Council agreed to move one req change to ordinance to application. (1/7) Majority of council approved 1st reading. Next Step: Public forum & 2nd reading set for 1/21 meeting. (1/21) Final vote taken - goes in effect in 30 days - this item is CLOSED.
73	Administrative	C	H	7	04/01/20	Update Committee Policy to address quorum & residency requirements	Dan Maguire	Dan Maguire	Dan Maguire	02/18/20	03/10/20	(2/4) Council discussed various typographical changes needed to the policy as well as consistency in listinb information on the website. Agreed Dan could just work directly with Jolie on those changes. Also, discussed issues being experienced in the area of quorums when many committees are not taking official votes all that often (and many have no finances). Agreed official meetings could be held without quorum, but any official votes would still need them. Also, Blueberry Festival Committee requested an exemption to allow non-Gray residents to volunteer for the Committe. Council agreed. Next Step: Dan will add language to address the quorum and residency changes and submit to the Council for a vote. (3/10) Council approved changes - this item is CLOSED.

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40	Administrative	C	M	5	03/15/20	Review a Complete Streets Policy & approve acceptable policy - which will roll into Comprehensive Plan .	Bike/Ped	Town Council	Town Council	09/18/18	04/21/20	Members of the Bike/Ped Committee presented an update on their work at the 9/18 TC Meeting and advised they have developed a Complete Street policy for Gray. They advised that the MDOT and several other communities have adopted complete street policies and Councilors discussed how it has come up when planning large road projects with MDOT/MTA. It has been submitted to Town Staff for review and feedback. Council discussed prioritization in content of whether part of comprehensive plan or stand alone item. Agreed to "medium" to start off. (1/22) TC discussed concerns with RT 26 bridge replacement which excludes bike/ped. One issue if Town needs to approve CSP before mandating MTA do the same. Would give us more leverage. (5/21) Council agreed to move up to M3 and to approach as a policy rather than ordinance changes. (8/6) Anne req this be added to an Oct agenda. (10/1) Council agreed to add to 11/12 workshop. (11/12) Council discussed and provide some initial feedback. (12/17) Anne & Dan to discuss 12/18. (1/7) Council reviewed and agreed next step is for Anne to present to the Planning Board for their feedback. (2/18) Anne reviewed with PB - they had some feedback but felt it was above their responsibilities as it was not translated into ordinances which is what they apply. (3/24) Anne has submitted to Deb. Next Step: Deb sent to Alyssa for a review. (4/21) Council approved policy with 1 minor change - this item is CLOSED.
39b	Administrative	C	L	2	07/01/20	Consider the formation of a Cable TV Committee .	Deb Cabana	Deb Cabana	Brad Fogg	09/18/18	04/21/20	Although the Council decided to join the GPCOG coalition to hire one law firm to represent all member Communities in the contract negotiations, the Council did agree to consider a long term Cable TV Committee. This item is pulled from item 39a. (6/18) A community meeting was held to determine if there is enough interest to form a committee to assist the Town with the TV station. (9/3) Deb advised Randy Viser will make presentation (9/17) Randy presented info to council. (10/1) Deb/Anne to work to clarify if Randy has volunteers for a committee. (11/12) Deb is reviewing proposed Comm charge & will have ready to present to Council at Dec meeting. (12/17) Council rev initial draft of committee charge with conversation with Brad. (3/10) Dan provided revamped charge to Brad. Brad/Randy to review & finalize. Sandy provided timeline to get on the 3/24 agenda. (3/24) Council approved the charge for the committee. Next Step: Brad/Randy to submit volunteer applications for 4/21 meeting. (4/21) Council approved Randy Visser's application and will see Brad's at the 4/28 meeting. This item is CLOSED.
A	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	11/01/20	Inventory Chapters / map updates from GPCOG	Town Council	Deb Cabana	Northstar	03/06/18	06/02/20	Request for GPCOG estimate to provide inventory chapter updates which was provided via e-mail. Discussed in budget & 3/6 TC meeting. 1 mth/\$5,000 per chapter from GPCOG, 20K avail now - TC gave staff the green light. Doug Webster provided a GPCOG contract update/timeline for their chapters. 9/18 - (4) draft chapters have been provided by GPCOG & Doug is working on locating a Map for the recreation dept to begin identifying open spaces. (11/13) Doug advised all chapters have been received and are being reviewed by staff. GPCOG is still working on map. (1/8) Doug advised chapters are done & with staff for review. GPCOG is on target with projected timeline for map. (2/4) update provided to Council - Committee to work on review/update to inventory chapters. (4/21) Doug/Kathy advised Town Staff has reviewed and updated all but one chapter which should be done in the next week. Next Step: Staff to finish, send to GPCOG to be incorporated in 1st draft of plan. (6/2) CPSC has completed the first draft and submitted it to the State. The inventory chapters are considered closed - thus this item is CLOSED.

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58	Ordinance	C	H	11	06/15/20	Review existing Livelong Living Committee to determine if a program will work for Gray - creating ordinance, forms & procedure.	Sharon Young	Town Council	Sharon Young	06/04/19	08/04/20	(6/4) Council rec'd presentation from Cumberland Councilor & discussed. Council agreed an "Aging in Place" Program is separate from the Senior Tax Relief Program and could be pursued independently. (6/18) Council discussed further and agreed to looking at next steps in a workshop. (8/6) Workshop held with agreement this needs to be an organic citizen effort - not Council or Town Staff. Gray's needs are likely different than other towns and it is unknown which services/programs would be most needed. (10/15) Sharon advised she will not work on until after tax relief program is finished - est Dec/Jan. (12/3) Sharon advised there are a couple residents will to start affiliate committee. Sharon had requested info from Sec. of State office on voter registrations which would require Council approval. She advised she re-submitted application & will keep Council apprised. (12/17) Sharon advised there may be a grant opportunity to help set up programs. Council agreed to review material. Also, advised more discussions are ongoing regarding pilot communities for programs. (1/7) Grant appl was not completed in time for inclusion in packet, but was presented with req to add to agenda. Council approved pending addt'l changes which Anne was to submit to Sharon and upon condition that the Committee discussion occur at the 1/21 meeting. (1/21) Sharon advised she was not submitting 2/15 Grant. Council ran out of time so was pushed. (2/4) Council discuss pilot prog but due to staff req, grant app deadline being 2/15 & addt'l budget impact - to decline. Another option will be presented at 2/18 meeting. (2/18) Council agreed s/b an affiliate Committee for now. (3/10) Grant for outreach was approved. Committee is finalizing survey with 4/1 target date. Unfortunately, the shared Community Coordinator grant was not approved. (4/21) Survey is ready to be mailed. (4/28) Sharon adv survey has been mailed out. (5/5) Sharon adv they have rec'd quite a few back with some good results. She has also fielded some calls. (7/21) St. Joe's college is tabulating results. Next Step: Await survey responses - target is 3 weeks for the online survey availability. (8/4) Council agreed there is no further work for them until Committee provides survey results and reqs asst formally. I budget placeholder will be logged. This item is CLOSED
68	Ordinance	C	H	5	10/15/20	Review proposed Local Food Rules Ordinance for implementation.	Local Food Rules Committee	Town Council	Anne Gass	12/17/19	09/15/20	(12/3) Local Food Rules Community Group presented their proposed ordinance and provided some first hand experiences currently happening in Gray. Provided information on how the ordinance could assist with economic development and assist the many homestead farmers in Gray. (12/17) Council discussed and support moving it forward for more discussion. (2/4) Council provided some general feedback on ordinance, issues with continuity to other ordinances and process (OAC route as starting point - or allowing group to do updates to move it along faster). Majority of Council felt it was important to move along as soon as feasible given the economic impact it can have on Gray. Agreed that Anne would compile specific feedback. (2/18) Councilors provided feedback.(4/21) Draft updated ordinance has been sent to Alissa. (4/28) Sandy adv Anne working on edits with group (5/5) Anne provided update on action since last meeting - updated version will be reviewed at next meeting. Group is requesting 'emergency' status due to the covid-19 situation. (5/19) Anne reviewed changes. Council had no feedback - majority supports. Did request more detail on level of risk identified by Alyssa on 2 provisions. (6/2) Council removed reference to Farmers Markets and approved on emergency basis. (7/21) Council extended emergency ordinance with Farmer's Market addt. Discussed proposed changes and agreed substantive. (8/4) Council rev addt'l changes and agreed to move forward with them. (9/1) 1st read - council approved.(9/15) Council ext emergency to bridge gap in timing. Next Step: 2nd reading set for 9/15 with public hearing. Will need to extend emer. ordinance again. (9/15) 2nd reading & Council approval - ordinance will go into effect in 30 days. This item is CLOSED.

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79	Ordinance	O	H	11	10/15/20	Update Mobile Vendor Ordinance to accommodate Food Trucks	Sandy Carder	Deb Cabana	Kathy Tombarelli	06/02/20	09/15/20	(5/19) Council discussed the fact that Food Trucks do not really fit in the Mobile Vendor Ordinance as they are more short term. Council agreed the ordinance needs to be updated as it was last looked at in the 90's and Food Trucks are a large part of the small business economy, allows for more food options for residents and are used to start new restaurants in some cases. OAC has a large list to work on. Kathy volunteered to take the lead. (6/16) Kathy pulled together some ordinances for the Council and asked some questions to obtain high level consensus and guidance on next steps. (7/21) Council reviewed draft from Kathy. (9/1) 1st read & council approved. Next Steps: 2nd reading & public hearing set for 9/15. (9/15) 2nd Reading & Council approved - ordinance will take effect in 30 days. This item is CLOSED.
38	Administrative	C	L	3	11/03/20	Prepare for mandatory Charter vote set for Nov. 2020.	Deb Cabana	Deb Cabana	Deb Cabana	09/18/18	11/17/20	Deb advised that a mandatory election question will need to be presented to the voters at the Nov 2020 election providing the option to (1) revise the Town Charter or (2) Keep it the same. (1/21) Deb advised Council needs to discuss if there will be any changes & that can be done any time. If changes are wanted, then a committee has to be formed (if substantive). (2/4) During prep for discussion, Deb/Sandy identified a discrepancy between State Statute and the Town's Charter related to how/when the 10 year questions must be posed to residents. It is not a substantive change. Deb adv Alyssa agreed a Charter amendment to fix the text issue can be done in June. There is a minimum voter turnout requirement. (4/21) Council set public hearing for 5/19. (7/21) Voters approved correction. Council made official. Will likely need Charter change as part of Town Manager job description work. (9/1) Alyssa advised that Job Desc changes are considered an amendment so Council can just put to voters in June without a committee. (9/15) Council approved ballot question. Next Step: Will appear on Nov 3rd ballot. (11/17) Voters voted against a Committee on 11/3. This item is CLOSED.
C	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	11/01/20	Identify strategy / approach for Communication with Residents - best practices for engagement - and ways to encourage attendance at workshops, brainstorming, committee meetings, etc.	Town Council	Town Council	Northstar	03/06/18	11/17/20	Anne Gass provided info on Orten Family Foundation which works with rural towns in the area of resident engagement & communication. Council agreed to investigate further when time comes (Bucksport has used). Bruce provided an update regarding the Heart & Soul informational session at GPCOG. 9/18 Doug presented council with overview from discussions with GPCOG/Heart & Soul and Windham. Heart & Soul facilitator to present via 1hour workshop at 6pm prior to Oct 16th meeting. (11/13) Council discussed & agreed Heart & Soul should not be pursued at this time. (1/8) Discussion held between Council & Doug on possible options. (2/5) Doug reached out to Jane & to Ben from Windham - any contract for a facilitator will include outreach. (2/19) Parameters provided for refined proposals from both Jane/Ben. (3/5) RFP to go out this week. Town rec'd 1 proposal. Council voted to accept proposal. (6/4) Contract reviewed & approved. (8/6) There was some discussion regarding meeting minutes which will be discussed further at a future meeting. (9/3) Northstar had a booth at the Blueberry festival and has issued their first survey to residents. (10/15) Chair/VC provided update presentation to Council & public. (11/12) Visioning session held 10/19 & 10/22. (11/12) Committee will be moving into land use after first of the year, will begin videotaping meetings to ensure control of content. Deb looking into new table mics to prevent impact to Committee's work. (1/21) Comm has released 1st land use survey & set up public forum. (1/29) Open house held. (5/5) Ben prov upd on Covid-19 impact to timeline at 4/28 meeting. Comm/Ben prov upd at 5/5 meeting. Have new timeline to stay on Nov ballot. Council disc comm strategy.(6/2) Card sent to all residents, workshop held 5/26. Councilors approved state submission form. (9/1) State prov feedback & complete & consistent finding on draft plan. (9/14) Public Hearing held. (9/15) Council approved plan & ballot question. (10/6) Council disc add comm options Next Step: Voters to weigh in 11/3. (11/17) Voters approved 79% on 11/3. This item is CLOSED

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
11	Comp. Plan Update	C	H	1.1	Detail Tab	Evaluate options to update current Comprehensive plan including budget impacts to determine best course of action and set timeline. SEE SEPARATE TAB - FOR DETAILS	Town Council	Deb Cabana	Northstar	01/22/18	12/01/20	Council has identified an update to the Comprehensive plan as a top goal. After reviewing the existing plan, feedback from the State planning office & various other State agencies and new Comprehensive plan policies & requirements, Council requested input from GPCOG which was presented at the Jan 8th TC Workshop. Town staff will work with GPCOG to develop possible options (with budget inputs) for moving forward. Options presented to TC (2/20). Council also agreed once step identified, will move this item to own tab/break out individual tasks/due dates. (11/13) Doug provided updates - see detail tab. (1/8) Doug provided update on committee options. (1/22) Council discussed & provided addtl instructions to Doug. (2/5) & (2/19) see updates. TC approved docs at 3/5 meeting. (5/30) Workshop held (6/4) Action taken (8/10) Northstar-Comm were at the Blueberry Fest (10/15) Chair/VC of Comm provided update presentation. Visioning session held 10/19 & 10/22. (1/7) Sandy advised Ben will present an update to the Council at the 2/4 meeting. (1/21) CPC has released land use survey & held open house 1/29. (2/4) Update to Council (4/21) Due to Covid-19 the Committee has fallen behind on the draft plan. Ben provided 3 options for moving forward to Council. More info is needed from the committee on the options and their comfort level with the options. Generally speaking, the Nov elec is still a goal, but there is a risk it will not happen & concern with residents being able to fully engage/support the plan. (5/5) Comm prov update on plan & Council agreed to send postcard to every Gray resident. (7/21) Update provided to council on next steps & current status. (8/4) Council discussed & voted to process addtl \$3,500 payment to Northstar for unexpected scope. (9/1) State has issued a complete & consistent finding for the draft plan. Council prov feedback on Comm's planned outreach. (9/14) Public hearing held (9/15) CPSC presented results & changes from public hearing & advised they felt an addtl public hearing was not needed. Council voted to approve Comp Plan with changes discussed in meeting & approve ballot question.(10/6) Updated plan has been posted to website & blast was sent out. Council sugg electronic signs, more e-mail blasts, social media posts, contacting LRW newspaper and large sign at the Transfer Station for addtl communications. (11/17) Voters appr by 79% on 11/3. Deb confirmed no addtl steps needed. Next Step: Council will discuss implementation plan 12/1 (12/1) This item is closed - with a new item being logged for implementation. This item is CLOSED.
71	TIF Goal / Budget	C	H	5	12/31/20	Amend Route 100 South TIF to address funds	Town Council	Town Council	Town Council	02/04/20	12/01/20	Council has met several times in Executive Session to discuss the Route 100 South TIF. (1/21) Council held Workshop with Water District to review status. As currently defined, the money collected in this TIF fund cannot be spent as no current project meet the definitions. If Town does not rectify, could face issues with the state including retroactive reassessment of state revenue sharing and fines. Other Towns have faced these situations. Council has two options (1) amend the TIF to expand definition to include new project and allow to expire as written (2) amend the TIF to expand def to incl new project and close down early. During the workshop GWD & Council agreed the Rt 115 project would be the best option as it is a high priority, safety issue, critical to the Village and includes water line upgrade and stormwater infrastructure. The issue of timing - when would the MDOT be ready to work on the project, when would plans be ready & MPI timing were discussed. Agreement was to ask Alyssa if we could (1) amend to include RT 115 project and (2) set a new expiration date - not full term but not close immediately - likely 3-4 years. (2/4) Deb adv Alyssa said it is possible, but needs to review detail with Council. (3/10) Agree reach, Amend TIF to include Route 115 project and addtl list of top 4-5 WD priorities. Leave term intact but add verbiage to close the TIF once money is expended. Letter to ME CEDC would be done to address outstanding bond at closure. (3/24) WD sent priorities to Alyssa, but Covid-19 has taken priority. Council voted to set public hearing 4/21 to give more time. (4/21) Council moved public hearing to 6/2 meeting. (4/28) Council rev warrant article. (7/21) Voters approved funding (10/6) State submission is complete. (11/17) Deb adv State needed a few updates. Next Step: Awaiting State approval. Council to set up workshop to discuss project. (12/1) State has approved the amendment. Route 115 project already logged separately. This item is CLOSED.

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Last Update: 10/19/21

No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
72	Ordinance	C	M	5	12/31/20	Update Fireworks Ordinance to address Chinese Lunar New Year celebrations	Deb Cabana	Council	Deb Cabana	02/04/20	01/19/21	(1/21) Council reviewed request from local business to approve the use of Firecrackers to celebrate the Chinese New year. Council approved but agreed if it is an annual event, the fireworks ordinance should be modified as needed. (2/4) Council agreed to add to tracking spreadsheet & Deb advise the correct terminology is Lunar New Year which can change dates.(7/21) a couple other issues were mentioned in 7/21 meeting - July 4th schedule, variance for CL Association to use propellant gun to address geese issue based on recommendation by IF&W. (9/1) Alyssa is checking to verify the propellant gun is actually considered a firework. (10/6) Sharon shared info she obtained by contacting a State biologist about options for controlling geese and feedback on the propellant gun. (12/1) Council discussed submitted changes (1) Asian New Year addition - agreed (2) propellant gun use for geese control on CL - agreed likely not a firework and thus not under Council purvue, agreed Alyssa to finish research to confirm (3) reduction/change in July 4th dates - agreed to leave as is (4) Ban fireworks - did not support (5) new signage to assist with enforcement - agreed budget issue to be considered then, if brought forward. (1/5) Council held 1st reading/public hearing. Next Step: Deb to work with Alyssa on legal issue related to geese. 2nd reading set for 1/19. (1/19) Final approval & will go into effect in 30 days - This item is CLOSED.
85	Ordinance	C	-	-	03/01/21	Add Farmer's Market as use to Ordinance	Kathy Tombarelli	Kathy Tombarelli	Kathy Tombarelli	08/04/20	01/19/21	(8/4) Item came out of work on Food Sovereignty & Food Truck Ordinances. Kathy presented info to Council seeking input. (9/1) Council provided additional feedback on updated proposal. (11/17) Draft changes discussed and sent to 1st reading. (12/1) 1st reading & public hearing resulted in substantive changes based on public feedback - sent back to 1st reading. (1/5) 1st reading & public hearing held - sent to 2nd reading Next Steps: 2nd reading & public hearing set for 1/19 (1/19) Final approval & will go into effect in 30 days - this item is CLOSED.
1	Budget	C	H	5	12/01/20	Installation of LANDFILL Solar Arrays on Town Property.	Sandy Carder	Sandy Carder	Revision	01/02/18	02/02/21	There are financial costs assoc with a solar array. Deb has obtained copies of So Po RFP and set up meeting with Cumberland & Town Staff to review (3/22/18). Also, Deb has advised Gray has a new 5 yr electricity contract - which was renewed in 2017. Deb provided Sandy with some info from Cumberland. Deb & Sandy along with Town Staff attended Solar Array tour in So. Portland. Sandy gave overview of some info provided by Cumberland & So. Portland & advised there are some IB students/teachers willing to do some leg work for us. Also, So Po cost was approx \$17,000 up front. Sandy met with Steve Nystrom at HS on 11/15. (1/8) Sandy spoke to Tony Plante & he advised Windham has solar on fire station (and it has exceeded expectations) & is still working on landfill option CCed person handling. In addition, SoPo is leading a community group to advocate for environ. changes & Council agreed to have Deb reach out on behalf of Gray. (1/22) Sandy advised Windham is interested in staying in the loop as they are at the same point as Gray & may be will to partner. (2/5) Deb & Sandy attended Kennebec Water Treatment Solar Array event - spoke to Revision Rep & advised they do Prelim review to ensure landfill meets minimum requirement and that they evaluate ALL Town property in their bids. (2/19) Sandy advised Revision has target date of end of Feb. (3/5) Nick provided options in meet w Town Staff & Sandy. (3/19) & (4/2) Addt'l info prov (4/16) Sandy adv Windham is not able to participate at this time. SAD rec'd material, await meet, RFP ex rec'd, neoprene not an issue. (6/4) updates prov (7/2) Options/updated rev at workshop. Maj of Council supports proceed with an array on the landfill. (8/6) Sandy prov updates from MSAD15 Facilities meeting. Straw poll taken with majority in support of Letter of Intent with Revision in lieu of RFP - unless MSAD15 requires RFP. (9/3) MSAD meet 9/4 (9/17) Sandy advised MSAD needs more time. (10/1) LOI executed, site walk done. (10/15) Council voted to accept executive PPA summary & proceed with the project. (11/12) Council approved PPA contract. (12/17) Revision dropped KWH rate due to savings - Council approved PPA amendment. (3/10) PB req clarification on applicant status - Council appr Revision as agent of town. (4/21) Kathy expects sub 4/22 for next PB meet. (4/28) Kathy adv app rec'd & site walk set to address some minor issues. (8/4) Council appr easement. (10/6) prog shared & Sandy adv of new PUC app CMP/Telephone fees. (11/17) Council app PPA Amend (12/15) Deb advised she has officially signed the agreement with the new owner of the Solar Array - Wish Camper LLC. Next Step: Construction is complete - awaiting CMP to turn on array. (2/2) Array is operational and Staff has reviewed billing with Revision - this item is CLOSED.

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Last Update: 10/19/21

No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
C	Traffic - MDOT - break out tasks from item 24A	C	M	1.1	TBD	Village Route 100 Catch Basins	Town Council	Deb Cabana	Town Council	02/22/18	02/16/21	MDOT requested the Town proceed with video work to determine status and wants to be involved in that process. In follow-up meetings with MDOT, Council would like to ensure MDOT planning dept. is represented. Steve advised video work not complete as of 9/10 TIF Workshop, but should have more information to present at 10/16 TC meeting. (12/4) Will Haskell's report showed system is better than anticipated with (3) items needing immediate attention - rest in 5-10 year category or 10-15 year category. Dan asked if rest of stormwater system has been evaluated - it has not. (12/4) MDOT confirmed they will be responsible for the stormwater system when they reconstruct Main street & will address any critical issues in the meantime. Council needs to determine what other items they may want - large water pipes, conduit for underground utilities, larger stormwater capacity, etc. MDOT has advised they are moving this project up in their timeline. Council moved up in priorities at 5/7 meeting - with TIF workshop projected in June. Workshop held 7/1. (6/16) During workshop with MDOT, an overlap was identified between this future project and a "rehabilitation" project currently in the engineering phase with a target for the 2023 construction season. Rob Betz will reach out to project manager to obtain add'l information as any work done on the rehab project would not be -redone or tore up - with this future project. Town wants ability to have input in all stormwater/sidewalk/etc. work from just North of Colley Hill through the large intersection and onto Route 202 towards MTA interchange. (8/4) Rob adv he will coordinate with Ernie but also that another piece is being pitched next cycle. Council agreed we need to be involved in both. Walk around set for 8/5. (9/1) Walk about held - Sandy follow up with Rob to determine scope of 2nd project - can we include 'orphan' piece. (2/16) tracking under #89 on Open list. This item is CLOSED.
24C	Traffic	C	H	2	03/01/21	Route 26/North Raymond Road Intersection project has reached "project design" status. Need to ensure Town's input & resident concerns are included in plan as it moves forward. Deb advised this is a different MDOT group than the 24A item. MDOT TASK = awaiting "plan impact complete" from consultant to proceed with title research / acquisition phase	MDOT	Nate Rudy	Deb Cabana	04/03/18	02/02/21	DOT forum was 9-16 delayed 2. Issue -Mill Brk culvert & miss sidewalks raised DOT sec more \$\$ for culvert. Forum held 5-31 Council rev notes from Forum. Council id 4 top prior. Deb to req drop dead date for proj & target to prov info req. DOT prov initial feedback & ans final ques 8/7/18 meet. Council conf their support of current plan w/ change to expand Mill Brk culvert for future sidewalks at an addtl cost of \$5,000. Doug asked DOT to put conduit under new inters to facilitate crosswalks - DOT adv easier now to add later when needed. Council reproj to monitor proj with follow-up Circle K issue & MDOT timeline. Doug adv transf easement from DOT to Town has been sugg as 1st step in Circle K resolution. 10/2 - Dan req a timeline/checklist for DOT proj to better understand overall approach to projs. (11/27) Deb has req timeline & DOT resp. (1/22) Deb read resp from DOT-data lag, costs & proj safety all come into play in approach decision-adv roundabout has not worked as well as expect. Dan advised he was talk about another one, but the process is the same. (2/5) Deb adv no progress has been made with Circle K access. (3/5) Sandy adv a resident had pointed out the green garage has some historical value, referred to the GHS. (3/21) Doug adv of a possible need to increase the size of the pipe at intersection in anticipation of a stormwater fix on N. Raymond Rd. Council wants verification that proposed correction is feasible and est on costs for increase size. (5/7) Council voted to use TIF funds for upgrade. (6/18) MDOT provi update & Council prov guidance. (9/3) Doug/Deb prov update on Circle K prop (10/1) Dan adv Circle K had rec'd apprvl for their plan new curbcut with ques remain. (11/12) MDOT to accept lowest bid even with 20% overage. (12/3) Kathy agreed to fol up with Circle K- done 12/5. (12/17) Council dis note from resident regard detour routes on Mayberry. (1/7) Sandy ask Deb to reach out to MDOT to set next present on construction phase. (3/10) Staff has inv Cir K & will follow-up (4/28) MDOT prov upd- Circle K issue still in works (6/16) Proj underway, Circle K reach out to Town (9/1) weekly updates prov & new end date 10/16. Circle K has purchase agree for abut property. Vacant buildings need to be addressed. (9/15) Dan advised PB ext curb cut date to 11/15 prov base paving is done by end of Oct (10/20) Issue with sh rd circle k entrance disc (11/17) Most const is done incl circle K (12/1) Council agreed to Thank You letter creation (12/15) Council approved thank you letter. Deb also pointed out there is not much room for pedestrians on one side of Shaker - room for future sidewalks was part of the plan, but the Council will need to budget for those sidewalks. (1/19) Control box in, MDOT working to install. Next Steps: Awaiting sign control box installation (2/13), signage and final touches. (4/6) Project is complete. Vacant building issue will be logged as new item. This item is CLOSED

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Last Update: 10/19/21

No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
18B	Ordinance	C	M	21	TBD	Update Town's Ordinance to reflect long term Solar Array policies for commercial & residential, all sizes. See 18A under High Priority for companion item.	Kathy Tombarelli	Deb Cabana	Doug Webster	12/03/19	04/20/21	(12/3) Council agreed to split this task into two parts - the high priority to address current large scale solar array projects and the medium priority to address long term solar policies for both commercial & residential and for all size arrays. (2/4) Deb adv Mr. Boyle has entered into an agreement with Copp on Route 100 to use some of his land to build a commercial solar array. (2/18) Mr. Boyle made presentation (3/10) Council discussed next steps but will need more information from Mr. Boyle before a decision can be made on how to proceed. (12/15) Another Commercial solar array project is being proposed by Dynamic Energy on Route 115. Presentation done to Council. (1/5) Council discussed & there is consensus to move forward pending more informatio. (1/19) Sandy adv based on needed info & time to mail resident letters - presentation pushed to 2/2. (2/2) Doug/Kathy presented feedback rec'd from residents and possible options as well as questions. Public comment was allowed with add'l feedback rec'd followed by Council discussion on options. Sandy ask that the PD resp to the e-mails rec'd by providing link to the meeting video. (2/16) Draft of overlay options disc. (3/2/21) Dan provided add'l info on new word to be added to overlay related to bond/decommission requirements. The State has not defined the rules, Dev will use Gray's standards, if there is a discrepancy, Council may need to update later. (3/16) 1st read/public hearing held. (4/6) 2nd read was on agenda - but needs to go to PB 4/8 meeting first - Council tables. Next Step: Planning Dept to continue to track Mr. Boyle's project. 2nd Read/public hear for Dynamic set for 4/20 meet. Council gave final approval to updates to Commercial Solar Overlay ordinance. This item is CLOSED. Residential will be handled separately.
56	Administrative	C	H	7	04/01/21	Develop official Job Description, Evaluation form/process & Search Plan for the Town Manager position	Council	Sandy Carder	Sandy Carder	04/16/19	05/04/21	Council agreed to outline of needed tasks to address the end of the Town Manager's current contract which expires in 2021. (6/18) Deb has been collecting some examples and working with Suzanna to create a list of current responsibilities. (7/2) Council discussed & agreed to each idnetify top 5 Responsibilities and top (5) Characteristics. (8/6) meeting ran long so Council agreed to send info to Sandy to consolidate for next meeting. (9/3) Sandy did not rec submissions from all councilors in time for discussion - would like by 9/6 to send to Deb for 9/9 deadline. (9/17) Sharon chose not to participate as she felt the header hunter the Council hires should inform the Council of the Resp & Char. The remaining Councilors reviewed the submissions and agreed to summarize. (10/1) Council had no issues with compiled version - although Anne had some small edits. (10/15) Sandy advised Freeport has some salary survey info they are willing to share (via GPCOG meeting). (10/28) Sandy provided info from Freeport to Council. (12/3) Council agreed this needs to move up in priority and need to work on all three items. (2/18) Council discussed budget for search consultant. (6/16) Council set up workshop (7/21) Council did first review of tasks. Sandy to compile. LD1 failure prevents search from starting. (8/4) Council rev outstanding ques, identified add'l changes, identified need for Charter changes, req quotes on search (9/15) Budget passed. Council rev 3 proposals - agreed that was plenty & id a couple add'l ques (10/6) Council voted to hire Eaton Peabody. (11/17) Ad appr & posted. Applications being rec'd (12/1) public forum & dept. head interviews completed. App deadline is 12/3, Don to send binders to Sandy. (12/15) Council holding 1st round of interviews. (1/5) Council has selected 2 candidates to adv to 2nd round. (1/19) Council has hired Nate Rudy. (2/2) Council appr contract 1/26 (2/16) Council agreed to use GPCOG form as base & high level process. (3/2) Council rev mapping - Sandy will update. (4/6) Council rev & agreed to goals (4/20) Council agreed to final version Next Step: Council to vote on TM goals at 5/4 meeting. Council approved 5/4 - Sandy/Nate will sign - This item is CLOSED.

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Last Update: 10/19/21

No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
61	Ordinance	C	M	3.1	06/01/21	Review gas station standard within Sign Ordinance	Doug Webster	Nate Rudy	Doug Webster	07/02/19	05/18/21	(7/2) Issue came up after the Cumberland Farms CZA negotiations and was swept into sign ordinance discussion for Maine Wildlife Park. Looking to update gas station sign standards to better address new technologies and ensure continuity within zones with aesthetics in mind. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as add'l issue continue to come up. (6/16) Doug advised the amendments to the Sign Ordinance should be ready for Council discussion at the 7/21 meeting. (8/4) Doug adv OAC should be finalizing in next meeting. (9/1) Council reviewed some of sign ordinance changes - need workshop to finish. (10/6) Dan provided updates (10/20) Council prov feedback on good chunk of ordinance. (1/5) Council finalized feedback. (3/2) Based on other priorities and outstanding measurement question - this will not come back to at least the 2nd April meeting. (4/20) Doug adv a stripped down version will go to first read with other items pulled pending Village planning effort & purchase of illumination tool. (5/4) Council held 1st read/public hearing. (5/18) 2nd public hear/2nd reading held. Council approved. Next Step: will take effect in 30 days. This item is CLOSED.
62	Ordinance	C	M	3.2	06/01/21	Review 'multi-tenant' standard within Sign Ordinance for Plaza (Village Zones)	Doug Webster	Nate Rudy	Doug Webster	07/02/19	05/18/21	(7/2) Issue came up with changes at the Plaza and was swept into sign ordinance discussion for Maine Wildlife Park. Looking to update multi tenant sign standards for Village Zones to help prepare for possible relocation fo NGRR. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as add'l issue continue to come up. (4/21) OAC asked Council for some guidance regarding possible light options and design standards. Council were open to considering changes. (6/16) Doug advised the amendments to the Sign Ordinance should be ready for Council discussion at the 7/21 meeting. (8/4) Doug adv OAC should be finalizing in next meeting. (9/1) Council reviewed some of sign ordinance changes - need workshop to finish. (10/6) Dan provided updates (10/20) Council prov feedback on good chunk of ordinance. (1/5) Council finalized feedback. (3/2) Based on other priorities and outstanding measurement question - this will not come back to at least the 2nd April meeting. (4/20) Doug adv a stripped down version will go to first read with other items pulled pending Village planning effort & purchase of illumination tool. (5/4) Council held 1st read/public hearing. (5/18) 2nd public hear/2nd reading held. Council approved. Next Step: will take effect in 30 days. This item is CLOSED.
18A	Ordinance	C	M	10	07/01/21	Update Current Zoning/Uses to allow Solar Arrays on Municipal property and land between by-pass and turnpike . See 18B under Medium for companion item.	Dan Maguire	Deb Cabana	Doug Webster	01/22/18	07/06/21	Several serious issues exist - traffic (MDOT major movement permit required at 100 peak hour vehicles & they have advised they will not grant) and environmental (increase costs substantially). Doug advised current tenants = 20-30 peak hour trips. After many discussion of possible options - recreational fields, self storage - no 'goof fits' were identified (6/4) May be part of future community solar project discussion? (10/15) Town has rec'd req from commercial solar array company to use the property. (11/12) ISM Solar (Greg Lucini) presented his proposed 5MW solar array project to Council with tech support from Chris Byers & Dale Knapp. CMP permit submitted, purchase agreements in place with both MDOT & private property owners, DEP, IW&F and Gray Water Dept already brought into discussion. Issue is commercial array not permitted under current zoning/ordinances. Council recognized long term, we need a solar ordinance, but do not want to delay this project. Strong unanimous support for project from Council. Mr. Lucini is willing to work with Town on any issues - including setting up an escrow account to guard against issues with decommissioning. (12/3) Kathy presented options of an overlay & Council discussed in comparison to CZA. (1/7) Kathy presented changes related to a new overlay for council feedback. (1/21) Council provided feedback on overlay proposal from Kathy/Doug. (2/4) Pln Bd has reviewed & was in support. OAC rev & had issue with set backs but was in support. Deb adv they were changed to 25 feet. Assessor will be attending day long training to obtain instructions on how to do valuations on commercial solar arrays. Deb also adv we rec'd notification of another commercial array on rt 100. (2/18) 1st Reading held. (3/24) 2nd read & public hearing held and voted as passed. (4/28) Kathy adv app rec'd and it looked almost fully completed. (5/19) Pre app appr 5/14 (8/4) Council agreed since overlay is done - now medium priority as it works through PB/State. Item 18B policies & ordinances for solar arrays may need to move up as right now - they are not permitted anywhere outside overlay. (11/17) Kathy adv nego underway on easement - complicated. (3/2) Kathy adv the dev shared info with PB & is researching costs to put utilities underground. They did obtain their permit. (6/15) Code Enf will recom fee change (6/23) Council approved new fee Next Step: Project is permitted. This item is CLOSED.

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Last Update: 10/19/21

No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
91	Policy	C	M	11	05/18/21	Create Public Use & Content Policy for Town's Station/Media platforms	Anne Gass	Council	Anne Gass	03/16/21	07/06/21	(3/16/21) Anne adv the new Communications Committee is working on a formal policy for the use/content on the Public Access channel/media platforms hosted by the Town. The Committee is working on the draft and due to the 1st amendment implications, it is likely it will need legal review. (4/20) Randy Viser presented GCTV policy to Council who provided feedback. (5/4) Anne adv legal review done but not in time for Committee to review. (6/1) Committee has add'l questions for Alyssa. Nate/Anne working on discussion with her to resolve. (6/15) Council tabled again. (7/6) Council approved new policy with legal sign off Next Steps: Takes effect immediately. This item is CLOSED.
82	Policy	C	M	16	07/01/21	Need to review & update Town's Fiscal Policy in area of CIP funding	Dan Maguire	Council	Sandy Carder	09/15/20	09/07/21	(4/9/20) Dan proposed we review & update the Town's fiscal policy to change CIP funding to include a bonding option for larger more long tail items (like the ladder truck) rather than attempt to include in annual payments to CIP - as long term - we will never be able to fund appropriately, nor does it make sense to pay cash for such large items. Council agreed. Needs to be brought to a Council meeting & logged on active list - after budget season. (12/15) Council discussed Budget planning at workshop. (1/12/21) Council discussed an agreed that adding additional language to the CIP bonding section was appropriate - to ensure Residents have a better understanding that bonding will need to be used for certain items (bridges, ladder truck, etc.) while still maintaining the goal to use bonds sparingly to ensure financial responsibility. It was also agreed looking at other Town's policies would be beneficial. (3/2/21) Sandy adv during the Chairs in a Circle training on budgets, she surveyed the participants and every Town represented uses ladder bonding as a fiscal tool. Basically when one bond comes due, they take out another. This stabilizes the MIL rate from up/down fluctuations and is used for only things that outlast the bond (bridges, fire trucks, land acquisition, etc.). They all felt was a critical tool - the question is to determine what level of 'debt' is right for each Town - based on finances/needs. (4/6) Sharon adv Committee is collecting info & will be prepared to present to the Council at the 5/18 meet. (5/18) Finance Committee presented data they have collected along with recommendations. (7/6) Council rev & agreed to changes - Nate to review/update CIP plan length and update timing. (9/7) Council approved revision. Next Step: Takes effect immediately. This item is CLOSED.

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Last Update: 11/17/20

No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
3	Administrative	C	-	-	-	Review & discuss whether or not the Town would like to move to using Mason's Manual in place of Robert's Rules.	-	-	-	01/02/18	01/02/18	During discussion prior to approving Town Council Rules, the use of Robert's Rules vs. Mason's Manual was raised. The Town Attorney advised that most Legislative bodies use Mason's Manual which is more tailored to that type of work than Robert's Rules (including the Maine State Legislature). No action taken, Council decided current Roberts rules are sufficient.
6	Economic Development	C	-	-	-	OTT Communications has approached the Town with an offer to help expand fiber to more areas of Gray.	-	-	-	01/22/18	01/16/18	Via a presentation, OTT Communications provided an overview of upcoming fiber upgrades in the Village area (funded by OTT). They proposed an agreement where the Town would provide reimbursement/TIF funds to allow further expansion along Route 26. Council expressed concern with costs vs. benefits and agreed it was something to look at more fully during the budget process. Council closed this item as this specific proposal will no longer be considered. If OTT has a new proposal, they may submit for consideration in the future.
19	Ordinance	C	-	-	-	Review necessity of developing a Town specific Sex Offender Ordinance .	-	Deb Cabana	-	02/06/18	02/06/18	An inquiry was received regarding whether or not Gray had a Town specific sex offender ordinance. It does not. Bill Dale provided additional information regarding the State Statute which imposes allowable restrictions. Towns can develop an ordinance to add an additional location restriction for living arrangements; however, it must follow the State allowed restriction. Alyssa Tibbetts provided more information during the TC meeting/via e-mail. Council agreed State Statute was enough at this time. Item will be considered closed.
14	Joint Leaders	C	M	14.1	02/28/19	Set up a working session between the three website administrators to discuss current setups, identify possible cross-link opportunities and/or ways to expand communication for all 3 groups.	-	Deb Cabana	-	01/22/18	02/19/19	During the first Joint Leaders meeting held on 11/27/17, the three groups identified expanding communication as one area of collaboration & benefit. It was agreed, a meeting would be set up between the 3 website administrators to look at each groups' website/communication streams. The next Joint Leaders meeting will be in May. Deb advised that NG does not have a 'webmaster' currently & Gray is in the process of hiring a new one. Gray has hired new Website administrator who will start March 19th. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format. Agenda pulled from last JL meetings provided. (12/4) MSAD15 has sent an e-mail indicating they want to partner with Council on possible school sidewalk projects. Jason also asked if 'presentation of school budget' could be discussed at meeting. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.
57	Administrative	C	M	16	07/01/19	Review issues raised by Child Care Director regarding space issues and conflicts with other programming	-	Deb Cabana	-	04/16/19	05/07/19	Sharon requested this be added to the Tracking Spreadsheet to be discussed at a future workshop (based on priority list). Town Manager requested this item be closed as it is Administrative & under her purview. Council agreed with a footnote added under item #17 Community Center - Future list with caveat that Manager will bring forward any policy issues as needed. Next Step: Deb will review discussion with Child Care Director and provide additional feedback. THIS ITEM IS CLOSED
63	Administrative	C	-	-	-	To create a balloon ordinance	Sharon Young	-	-	09/17/19	09/17/19	Sharon presented information about the negative impact of single use plastics such as balloons on the environment and asked if there was support to set up an ordinance restricting the usage. Issues of enforcement, impacts on individuals using for garage sale or party (on mailbox) and compliance if mandated by government vs community driven were raised. Sandy suggested the Recycling Committee could incorporate in their education of residents. Majority agreed to no further action.

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months

Last Update: 11/17/20

No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
65	Administrative	C	-	-	-	To reconstitue Public Safety Committee	Sharon Young	-	-	10/15/19	10/15/19	(10/1) Sharon had raised the possibility of transitioning Gray to a local police force vs. contracting with Cumberland County Sheriff's office for deputies. Council felt (1) there is no residential feedback pushing for more coverage or a local force (2) it would likely cost more money than the contract (3) the residents just agreed to raise taxes to support adding an additional deputy (which has been delayed as there is a shortage in the State). As an alternative, the Council agreed to discuss the possibility of reconstituting the former Public Safety Committee with a new member set up & charge. (10/15) Council discussed but felt without residential support or volunteers, it would be difficult to get another committee up and running. In addition, many of the duties of the former Committee are handled by others (Town Staff, Council or other Committees). Agreed, if it is to be pursued, someone would need to take the lead on public outreach and see if residents would be willing. No one was willing to take on the assignment. The Committee will be moved to 'retired' committees.
D	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	11/01/20	Collect data and complete a Parcel Valuation on the Village to determine which types of businesses impact tax revenue the most	Sandy Carder	Town Council	Northstar	06/18/19	11/17/20	Sandy provided a copy of a similar assessment done for Gorham by GPCOG with Stephanie Carver (on Northstar team) taking the lead. Stephanie advised the Gray Village would be a good place for this type of assessment and it may be something that can be done in conjunction with or as a part of the Comprehensive Plan data collection/analysis. Next Step: Await more information from Northstar regarding various steps in Comp. Plan (11/17) Went over budget for Comp plan due to Covid; therefore no capacity to do this evaluation. Moving to No Action.

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

No	Items Label	Cost Est.	Task No.	Description	Comments
4	CIP Payment	\$1,750,000	N/A	2018 CIP Bond package was put together to allow Town to make payments to the CIP fund over a 5 year period. The \$100,000 remainga outstanding from the 3/12ths rainy day fund is being logged separately - see below.	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 addt'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option. (3/24) Katy prov 3 scenarios with payments - Council agreed to lower payment based on target to stay "neutral" with starting balance. Katy adv approx \$250K will flow into the debt serv payment from bond savings even after appr proposed usage. This will bring us up over 'neutral'. Council to make final adjs at 4/12 meeting.

No	Items Label	Cost Est.	Task No.	Description	Comments
5	Watershed Plans	\$18,000 (2018) \$5,000 (2019) \$7,000 (2020)	N/A	\$12k for Thayer Brook & \$6k for Cole Brook were approved in last year's budget. Cumberland County Soil & Water Conservation District has identified other watersheds that need surveys and/or protection plans.	Doug advised contracts have been signed & surveys will be underway shortly. Some discussion was made about what other watersheds need attention. Doug will reach out to CCS&WC to ask for input and estimated costs for next steps. Awaiting report back from initial watershed study for next steps and costs. (8/6/19) CCS&W will be doing a presentation in Sept to provide an update & next steps. (10/28) Presentation has been pushed to December. Council asked if CCS&W would provide feedback on other necessary watershed studies and estimates - in addition to any monetary impacts from completed studies. (12/17) CCSWD presented results of study to Council along with recommendations. Council asked for est. for each task (ballpark), as well as, ISWG fees. (12/18) Katy provided the Watershed estimate document to the Council which is set to discuss it at the 3/26 workshop. (3/26/20) Council reviewed and would like Doug & CCS&WC to prioritize top tasks & resubmit lower budget. (4/2) Doug provided update - split in two piece 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 addt'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
9	Land Acquisition Fund	(2019) \$50,000 (2020) \$50,000	N/A	A Community Center has been discussed in various meetings and may be related to the above (13) Public Facilities Study - as far as next step planning.	<p>May be funded by the recreational enterprise fund. Recently notified of 2 residents (Carrie Carter & Steve Morse) who have obtained a license from the state and are looking at setting up a Committee. This is tied to both the Comprehensive Plan and item 13B as a review & input from residents in needed to determine need, size, location, priority, etc. Deb did advise that Newbegin is in need of substantial upgrades to make it more efficient and capacity has been breached. See 32 below - would roll into Land Acquisition fund. (8/6/18) The Council asked Deb to reach out to the owner of the Hamilton property to inquire about options for the Town - whether that is a community center with municipal parking, fields, or housing - or a combination of them - is unknown at this point & will require further discussion. (10/28) Council has this on their workshop list. (3/12/19) Council has set a workshop on 3/31 to discuss the status of the Hamilton Property and Land Acquisition funding. (3/31) Council discussed and agreed it is a great opportunity and Town should move to engage owners in an option contract to give us time to collaborate with GNGLL, Royal River, etc. to develop plan, seek resident input & approval and create a funding plan. (4/2) Council was provided with valuation info & will discuss land acquisition fund at 4/9 meeting. (4/9) Council discussed tentative steps for Hamilton property is to identify funding in this year's budget, then between now & possibly Nov election, working on more details for concept plans and identify funding options which could be used to seek residents feed and a vote with Nov election. Council agreed to set \$50,000 again as separate question. (4/28/20) Council agreed to reduce to \$25k and to list as part of the CIP warrant article. (3/9/21) Council will start with \$50k to see impact before making full decision.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
10	Planning /Engineering	Route 100 South TIF Funds - \$176K appx + \$240K for Water District	#4 M3	TIF Projects (Main Street, Village Shaker Rd, Route 115), Sidewalk projects, and other projects (Wilkie 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 addt'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 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.

No	Items Label	Cost Est.	Task No.	Description	Comments
12	Contingency Fund	Manager \$25,000 Build/Grds \$15,000	N/A	Many Towns (and most companies) incorporate a Contingency Fund into their budget planning to cover unforeseen expenses.	<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 addtl 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 buget, 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 contingnecy 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 failing road projections. (10/28/19) Steve will adjust request - to ensure we get 'caught up' on our paving - as a starting point. (2/27/20) Figure excludes \$13,500 being requested for pavement condition study. (3/12) Council discussed request for study. There is no industry standard - and last study was done 2017. Alec said roads that have been paved in last 3 years would need a study to determine their updated status. Council asked for est to do just those roads vs. a full study. (3/26) Alec checked into reducing study & only option is to break down into districts to do one each year - but that will likely cost more overall. Council agreed it needs to be done by next year at latest, but need to push this year. (3/2/2021) Alec adv only one overlay was done last fall after the budget vote, but he felt the 2020 paving would be done before June. Confirmed that at \$500k a year could clear the backlog in 8 years. This does include parking lots, but not sidewalks.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
14	Libby Hill	(2020) \$13,579	#27 H1.2	Need to determine long term obligation and budget funding for Libby Hill maintenance for Town's portion of acreage	Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding. (2/18/21) With reorganization of Rec Build/Grounds under Maintenance - per diem for LH was moved as well. Amount based on projected figures available.
15	Traffic Calming Measures	??	N/A	Add traffic calming measures as part of the project planning & designs	(10/28/19) Bicycle Coalition of Maine provides these items free of charge for testing; however, if Gray does decide to proceed with formal measures, equipment and/or construction costs may be incurred. (3/12/20) Anne advised it will take through the summer to set up tests and to identify what, if any, traffic calming measures will be recommended and then to determine costs. Will be considered in next year's budget. (3/2/21) Council agrees there are many options and there are many areas that could use them. Would like to engage organizations that can help us test lost cost or no cost options. Need to engage residents and MDOT as we move forward. (3/16) Council agreed to add addt'l striping to Village Shaker Rd - sharrows and more narrow lanes to test out the results. Alec to provide addt'l costs. (3/23) Nate spoke with Patrick Adam (MDOT) and they will donate the signs. He provided requirements for 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 - Pennel & Library fencing has been measured. They will be measure Transfer Station fencing (which is substantial around the landfill) next. Once the dimensions are cataloged, the next step will be to grade the condition of the fencing & set up replacement schedule in CIP. Target to complete for next budget cycle.

No	Items Label	Cost Est.	Task No.	Description	Comments
17	Existing Sidewalks	\$4,400 (condition study)	N/A	Need to add all Existing Sidewalks to CIP schedules	(4/9/20) Sandy pointed out that existing sidewalks are also not listed in the CIP schedule for maintenance/reconstruction work. Town has been only addressing when applicable roads come up for paving - usually nothing is done when overlay paving is done - creating a situation where they are only being addressed when a road is reconstructed. By that time, sidewalks are in bad shape and add considerable costs to the road budget. Need to put money aside to ensure existing sidewalks are maintained and funded when reconstruction is needed. (1/19/21) Alec updated the council on this as part of the paving catch up plan. He will be asking for the road study again this year. He is working to pick up the existing sidewalks and parking lots. Pending the study and updated information, he feels if we maintain our current \$450k annual paving budget, we could be caught up in about 7 years without accounting for sidewalks/parking lots which may then need attention. He is working with data from Stevie & his own to compile a list/conditions. We also need to make sure we understand any 'new' sidewalks being built need to be added (extension on Shaker Rd - planned Rt 115 sidewalks). (3/2) Council has asked Alec to obtain cost est to add sidewalks to paving condition study (3/15) Alec adv addt'l \$4,400 is needed to add sidewalks to condition study. He also clarified that "maintenance" is not the same for sidewalks - there is limited options because of curbing, ramps, landings, etc. It is more about tracking for full replacement.
18	Livelong Living	?	N/A	Placeholder for 21-22 FY Budget - Senior Programs	(8/4) Logging as a placeholder pending presentation from Lifelong Living Committee in Fall/Winter (1/19) Sharon advised there will not be any request in the upcoming cycle as they are still collecting data and planning. Some items may be addressed through donations or non-profits as well.
19	LD1	N/A	N/A	Discuss impacts of LD1	(9/15/20) Council agreed to log to ensure discussion on how to mitigate issues with LD1. (3/23/21) Katy advised that we are currently \$4,500 over LD1, but with some of the changes requested that number will go up. Council agreed we MUST come in below LD1 this year. Discussions on how to accomplish that will be held at 3/24 WS. Katy pointed out that separate questions would be outside the LD1 for operations/CIP. But then would require individual LD1 questions to go with them (ie Senior Tax Rebate - IF Council proceeds or accrued time off fund). (3/24) After the changes made - the budget is \$1,502 under LD1 incl employee accrued time fund. The Senior Tax rebate will be over the limit & set up as a separate question.

No	Items Label	Cost Est.	Task No.	Description	Comments
20	Enterprise Fund/ Sub D	EF \$157,000 SD \$95,000	N/A	Need to evaluate impact of Covid on Enterprise Fund & Sub D Fund	<p>(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.</p>
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	<p>(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.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
22	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>
23	TIF Funds	\$365,147 / \$75,000 (2021)	N/A	Determine available funds from Village TIF	<p>(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.</p>
24	Septic System	\$5,000 (2020) plus \$5,000 (2021)	N/A	Create replacement plan for Pennell septic system	<p>(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.</p>
25	Telephone	\$6,000+ increase	N/A	Review current Telephone set up VOI vs. hard lines	<p>(3/2) Dan noted that there was a substantial increase in the telephone charges across departments. Katy explained that the transition to voice over internet did not include fax or security lines which Otelco was not willing to budge on. Nate pointed out that having hard lines with plug in phones for each building is critical in emergency response planning. Nate will review in more detail with Katy/Mo and Staff to determine if changes are warranted.</p>

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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	<p>(2/18/21) Last year's grant fund was frozen due to COVID. Sandy to reach out to State to find out if there will be funding this year. Last year, State provided some concrete planks to assist with repairs in lieu of grant funding. (3/2) Tom Linscott (Director of Boat Ramp Facilities) advised they do not have funding as of right now, but are hopeful that will change shortly. Forwarded note to Heather Seiders who manages the grant fund. Sandy will tag for follow-up. (3/9) Mo adv that further repairs will require professional services and a DEP permit. Nate to work with Staff to determine if ramp can go another year or not. Town would prefer to apply for grant but may not be able to wait if grant funding is not available in the coming year. Sandy to follow up with Heather on grant status. (3/22) Mo adv the ramp should last 1 more season - because it has to - there is no way to do addt'l repairs. Dean has sub pre-application for the grant money which is available this year. A site walk is planned in April and the hope is the water line is low enough to see full condition. Mo adv that standards are 12 feet - the ramp is 10 feet - Dan pointed out we may not want to increase width given CL is very small - it would allow for larger boats which could be a problem. Doug asked if addt'l riprap could be provided to prevent boats from damaging area at end of ramp. Planks are around \$205 each and at least 20-25 will be needed - so that alone is \$5,100. Town must budget for 25% - State pays for 75% up to \$15,000. If the total cost of the replacement is higher - then the Town needs to budget more. Nate/Mo/Dean will work to obtain a better estimate for a total replacement. This will also need to go into the CIP for future maintenance and replacement. It is unlikely we can use bond savings as the work will need to be done by end of Aug - and Mo is advising we put 'cash' in for the 25% match not 'in kind' as the work is specialized. (3/24) Mo verified it is up to a \$150K match & est is \$62,000 for a 10 ft ramp - 25% would be \$15,500 - Katy adv \$2,000 is leftover from last year for repairs & will add \$13,500 to budget. (4/12) Council agreed to move match to Sub D.</p>
27	Stripping Bid	N/A	N/A	Determine if it is possible to allow HOA to participate in Town Stripping Bid	<p>(3/2/21) Dan asked if it would be possible to allow HOA to jump on the Town's stripping bid to reduce overall costs and ensure regular stripping. Katy pointed out there may be an issue because the Town is tax exempt and HOA are not. Further research is needed.</p>
28	Trail Extension	?	N/A	Create a trail extension from Cumberland Farms to Brown Street	<p>(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.</p>

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.

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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.
37	Public Safety Strategic Plan	\$100K (radio hardware) + ???	N/A	Identify and Plan for budgetary items from Public Safety Strategic Plan	(6/15/21) Chief/Nate presented Public Safety Strategic Plan at TC meeting. Plan identifies needs in several areas (1) increase in full time EMT personnel (2) change in per diem schedule to 12 hour shifts (3) upgrade radio hardware which will be obsolete within 3 years - \$100k plus \$30 per radio for digital chip (4) review of building conditions (Port City will complete this year). Anne pointed out that perhaps some stimulus money could be used (grants) for the radio upgrades. There was also discussion about training needs and facilities - Association has raised money to help build new training apparatus but does not cover "fire" training. Regionalization was also discussed - possibly in the area of training/communication - recognizing that shared equipment is a big opportunity but also a political issue. (10/19) Chief presented updated proposal for radio work as it qualifies for ARPA funding and a possible Cumberland County Grant. Vendor will come before the Council to provide more detail on solutions.
38	MPL Conversion	\$40-80	H8	Budget for Yellow Book Appraisal and Environmental Study	(10/19/2021) Town has submitted paperwork to start the conversion process on the tennis courts removed at the HS. Next step for the Town is to obtain a yellow book appraisal of the old site, proposed replacement site and complete any necessary environmental studies. It will be very costly, but needs to be done before the next steps can be taken and to determine if the replacement site will be enough to satisfy the conversion.
39	Main St Stormwater	\$130,000	N/A	Identify funding for possible emergency fix for Main Str Stormwater	(10/19/2021) MDOT is planning construction in 2023 to replace crumbling stormwater system from MTA interchange through to Cumberland Farms. They will not provide any funding for emergency work needed between now and then. One collapse has already occurred and Alec is very concerned another will happen. Will provided estimate & Council needs to determine where funding will come from IF/when the emergency occurs.

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

No	Items Label	Cost Est.	Task No.	Description	Comments
4	CIP Payment	\$1,750,000	N/A	2018 CIP Bond package was put together to allow Town to make payments to the CIP fund over a 5 year period. The \$100,000 remainga outstanding from the 3/12ths rainy day fund is being logged separately - see below.	<p>Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority & Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100K gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100k into CIP from the \$500k payment into the 3/12ths - to use projected 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 addt'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option. (3/24) Katy prov 3 scenarios with payments - Council agreed to lower payment based on target to stay "neutral" with starting balance. Katy adv approx \$250K will flow into the debt serv payment from bond savings even after appr proposed usage. This will bring us up over 'neutral'. Council to make final adjs at 4/12 meeting.</p>

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5	Watershed Plans	\$18,000 (2018) \$5,000 (2019) \$7,000 (2020)	N/A	\$12k for Thayer Brook & \$6k for Cole Brook were approved in last year's budget. Cumberland County Soil & Water Conservation District has identified other watersheds that need surveys and/or protection plans.	Doug advised contracts have been signed & surveys will be underway shortly. Some discussion was made about what other watersheds need attention. Doug will reach out to CCS&WC to ask for input and estimated costs for next steps. Awaiting report back from initial watershed study for next steps and costs. (8/6/19) CCS&W will be doing a presentation in Sept to provide an update & next steps. (10/28) Presentation has been pushed to December. Council asked if CCS&W would provide feedback on other necessary watershed studies and estimates - in addition to any monetary impacts from completed studies. (12/17) CCSWD presented results of study to Council along with recommendations. Council asked for est. for each task (ballpark), as well as, ISWG fees. (12/18) Katy provided the Watershed estimate document to the Council which is set to discuss it at the 3/26 workshop. (3/26/20) Council reviewed and would like Doug & CCS&WC to prioritize top tasks & resubmit lower budget. (4/2) Doug provided update - split in two piece 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)	<p>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.</p>
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.	<p>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.</p>
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?	<p>Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28/19) Dan advised this is still be worked on. Council agreed until they are ready to present a plan both for the park and the fundraising piece, this will not be considered. (1/21) Officer Chadler will present at the 2/4 Council meeting. (2/4) Presentation made to Council, majority supports project, requested a full blown proposal with estimated budget before next steps could be determine. The funding will need to be grants, fundraising & the Town. Location will be critical. (2/27) Rec dept is requesting \$15,000 (out of estimated \$125,000-130,000) to start the ball rolling on planning & fundraising. (2/18) Brought Nate up to speed, Dean was unsure if there was any recent activity on community side. (3/22) Sandy suggested we maintain the \$15k fund established last year, but forgo adding an addtl \$15k this year - due to lack of activity on the project. This will give Community effort time to regroup after covid and we can consider next year. Council agreed.</p>

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

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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 (Wilkie 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 (Wilkie 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 addtl 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 buget, 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 contingnecy 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.	<p>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.</p>
17	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 failing road projections. (10/28/19) Steve will adjust request - to ensure we get 'caught up' on our paving - as a starting point. (2/27/20) Figure excludes \$13,500 being requested for pavement condition study. (3/12) Council discussed request for study. There is no industry standard - and last study was done 2017. Alec said roads that have been paved in last 3 years would need a study to determine their updated status. Council asked for est to do just those roads vs. a full study. (3/26) Alec checked into reducing study & only option is to break down into districts to do one each year - but that will likely cost more overall. Council agreed it needs to be done by next year at latest, but need to push this year. (3/2/2021) Alec adv only one overlay was done last fall after the budget vote, but he felt the 2020 paving would be done before June. Confirmed that at \$500k a year could clear the backlog in 8 years. This does include parking lots, but not sidewalks.</p>

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

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

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

No	Items Label	Cost Est.	Task No.	Description	Comments
33	Electric Vehicle Transition	?	N/A	Transition Municipal vehicles to electric versions	<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 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 rehabit on Long Hill Road. The grants will required a 20% Municipal match - which can be met with "in kind" donations and the ATV Club may be able to provide that match via labor/equipment. The timeline is April/May deadline. (2/18) Anne is awaiting data from ATV club. Right now, it is likely there will be no 'cash' match needed. The Town will need to manage the grant - Katy for financial disbursements and Mo as the "supervisor" of the work - however, the ATV/Snowwolve members will likely do all the work. More info should be available in April.
38	TIF Funds	\$365,147 / \$75,000 (2021)	N/A	Determine available funds from Village TIF	(3/9/21) Katy advised \$365,147 is currently in the Village TIF fund. (4/12) Council agreed to pull \$75,000 forward to have available in next year for planning work on Main St / Route 100 MDOT project and Village master plan planning. Verified that Nate will bring forward any spending to the Council before money is actually expended. If no money is pulled forward, if there is a need, then a special Town meeting would need to be set up. The voters have already approved the use of this TIF funding for this type of work.
39	Septic System	\$5,000 (2020) plus \$5,000 (2021)	N/A	Create replacement plan for Pennell septic system	(2/18/21) Mo identified the Pennell Septic system as an example of a pending critical issue that is not included in any planning/budgeting for the proposed Buildings Condition Assessment. There are currently 4 systems - Pennell ('58), Gym ('32), Maintenance ('52) and Science (??) which are extremely old. Combining and replacing the systems, as well as, addressing the status of the fields (reclaiming/reconstructing) should be done - sooner rather than later as there is no way to know if/when one or more would fail. Council agreed we need to log and add to CIP planning. (3/22) Sandy brought up this issue to ask Council if we want to start putting some money away. Anne suggested at least money to do some testing/engineering on a replacement system so we have a figure we can budget towards. More to be discussed at 3/24 WS. (4/12) Council rec'd feedback from Dean/Mo related to the "reclaim fields" CIP item - which was originally set to redo the fields at Pennell - may no longer be as critical because the soccer organization is no longer using the field and the field will need to be ripped up to deal with the septic so any redoing of the field will be tied to that project. Based on that, Council will rename this fund to the "Pennell Septic Fund" to allow Mo access to \$10k in funds to hire someone to analyze and come up with costs to address replacement. This will allow the Council to add the project to the CIP.

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

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

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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.