

**TOWN OF GRAY**  
**GRAY TOWN COUNCIL**  
**AGENDA • DECEMBER 7, 2021**

**Gray Town  
Council Regular  
Meeting**

**Online via Zoom**  
<https://us06web.zoom.us/j/83401187565>

**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 Zoom link provided in the agenda header.*

**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 November 16, 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: 846 4646 5035*

**VI. ADJUSTMENTS TO THE AGENDA 5 MINS**

**VII. PRESENTATION(S) 7:20PM**

1. Solar Array Proposal - Will Boyle 15 MINS + 5 MINS Q&A
2. Public Safety Radio Hardware - RCM & Gray Public Safety Director 15 MINS + 10 MINS Q&A

**VIII. ACTION ITEMS 8:05PM**

1. To Review and Act Upon Approving the Emergency Management Ordinance for the Town of Gray. 5 MINS

Proposed motion:

Ordered, the Gray Town Council tables the Emergency Management Ordinance until 2022.

2. To Review and Act Upon Appointing Cathy Janelle to the Library Board of Trustees. 5 MINS

Proposed motion:

Ordered, the Gray Town Council appoints Cathy Janelle to the Library Board of Trustees as a regular member with term expiring August 31, 2022.

3. To Review and Act Upon Approving the Renaming of the "Reclaim Fields" budget account. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves the renaming of the "Reclaim Fields" budget account to "Pennell Septic Fund."

4. To Review and Act Upon Approving the COVID-19 Vaccination, Testing, and Face Mask Policy. 10 MINS

Proposed motion:

Ordered, the Gray Town Council approves the COVID-19 Vaccination, Testing, and Face Mask Policy, in accordance with the Occupational Safety and Health Administration's (OSHA's) Emergency Temporary Standard (ETS) dated November 5, 2021 and the Maine Department of Labor's adoption of OSHA requirements as they relate to state and local government employers with 100 or more employees.

5. To Review and Act Upon Approving the Town Clerk position description. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves the Town Clerk position description.

6. To Review and Act Upon Appointing Katy Jewell as Acting Town Clerk. 5 MINS

Proposed motion:

Ordered, the Gray Town Council appoints Katy Jewell as Acting Town Clerk.

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

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

**XI. COMMITTEE REPORTS 5 MINS**

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

**XIII. COUNCIL DISCUSSION 9:00PM**

1. Self Storage Ordinance - Doug 10 MINS

2. Libby Hill MOU - Sandy 15 MINS

3. Land & Water Conservation Fund - Sandy 10 MINS
4. Road Acceptance/Deer Acres/Ramsdell Rd - All 5 MINS
5. Remote meetings/hybrid test - All 5 MINS
6. Workshop/Meeting Schedule - Sandy 5 MINS

**XIV. 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.

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

<b>RESULT:</b>	<b>APPROVED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Anne Gass, Vice Chair
<b>SECONDER:</b>	Martin Meaney, Councilor
<b>AYES:</b>	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 2<sup>nd</sup> or 3<sup>rd</sup> 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.**

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

**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.

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

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

- 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.**

<b>RESULT:</b>	<b>APPROVED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Martin Meaney, Councilor
<b>SECONDER:</b>	Dan Maguire, Councilor
<b>AYES:</b>	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.**

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

**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 16<sup>th</sup>, 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 23<sup>rd</sup>. 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 5<sup>th</sup>, 13<sup>th</sup>, or 20<sup>th</sup> 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 13<sup>th</sup>. 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 13<sup>th</sup> or the 20<sup>th</sup>. 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 11<sup>th</sup> via Zoom. New members were eager to participate. Their next meeting will be on November 8<sup>th</sup>, 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 20<sup>th</sup> and the Library Trustees will meet on November 16<sup>th</sup>. 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 21<sup>st</sup> at 4pm and ZBA will meet on October 27<sup>th</sup> at 7pm. All of these meetings will be via Zoom.

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

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 20<sup>th</sup>. 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 16<sup>th</sup>.

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 7<sup>th</sup> 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.**

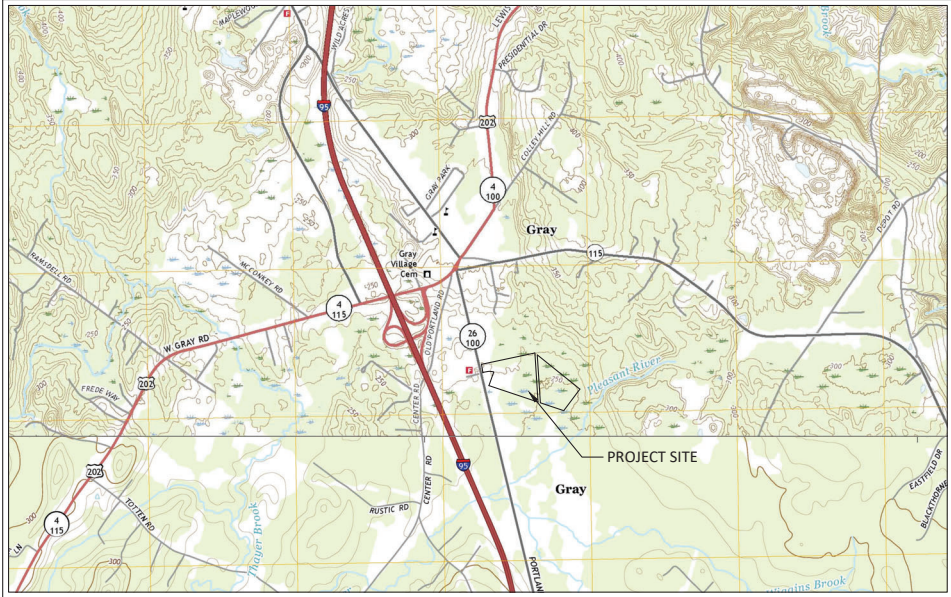
**Motion to adjourn at 10:21 p.m.**

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

# PORTLAND ROAD SOLAR FARM

PORTLAND ROAD  
GRAY, MAINE

**CONSULTANTS**  
 CIVIL ENGINEER DM ROMA CONSULTING ENGINEERS  
 LAND SURVEYOR WAYNE T. WOOD & COMPANY  
 SITE EVALUATOR & WETLAND SCIENTIST MARK CENCI GEOLOGIC, INC.



PROJECT VICINITY MAP

ISSUED FOR MAJOR SITE PLAN REVIEW - NOT FOR CONSTRUCTION  
 OCTOBER 26, 2021

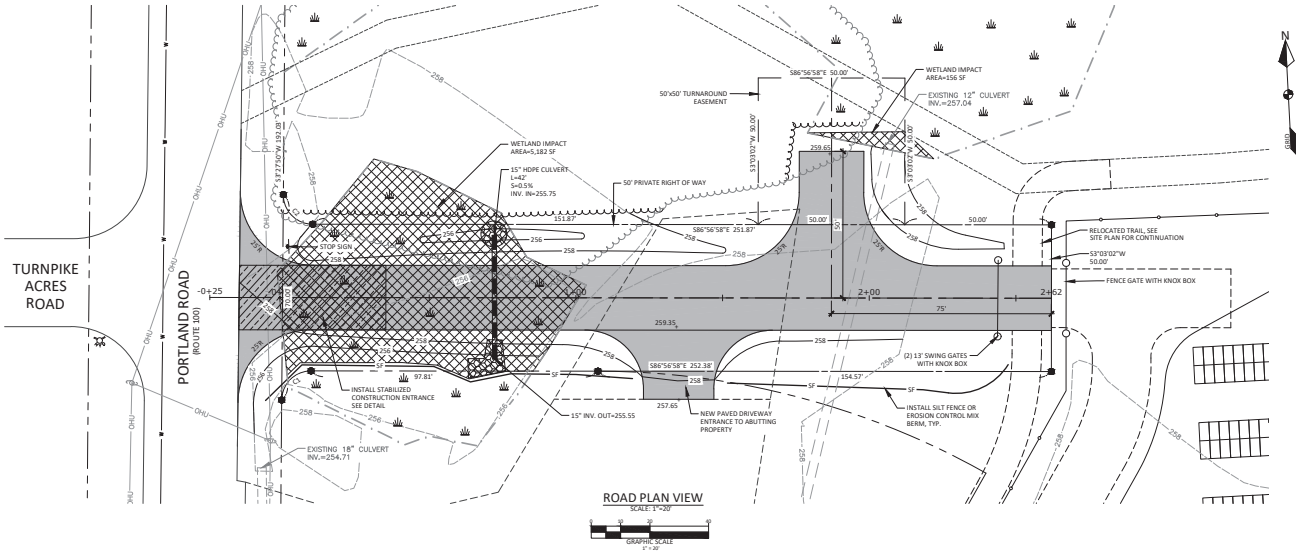
PREPARED BY:  
**DM ROMA**  
 CONSULTING ENGINEERS  
 P.O. BOX 1116  
 WINDHAM, ME 04062  
 (207) 310-0506

**APPLICANT:**  
 CLEAN SOLAR GRAY, LLC.  
 PO BOX 235  
 CUMBERLAND, MAINE 04021

**PORTLAND ROAD SOLAR FARM  
 DRAWING SHEET INDEX**

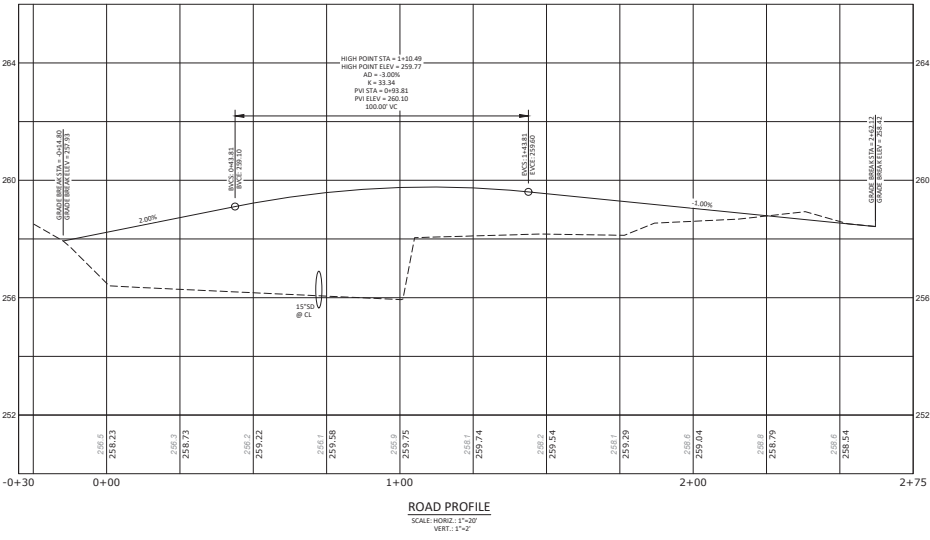
PAGE NO.	DESCRIPTION
1	TITLE SHEET
2	SITE PLAN
3	PLAN & PROFILE
4	DETAILS





- GENERAL NOTES:**
1. THE OWNER OF RECORD OF THE PROPERTY IS TEE EM UP INC. BY DEED RECORDED IN THE CAMBERLAND COUNTY REGISTRY OF DEEDS BOOK 1270 PAGE 299.
  2. TOTAL AREA OF THE PARCEL IS APPROXIMATELY 34.44 ACRES.
  3. PARCEL TAX MAP REFERENCE: TOWN OF GRAY ASSESSORS MAP 43, LOT 404-176.
  4. PLAN REFERENCES:
    - A) GRAY MEADOWS BUSINESS PARK, 45 PORTLAND ROAD, GRAY MAINE PRELIMINARY SUBDIVISION PLAN PREPARED FOR TEE EM UP, INC. AS PREPARED BY TERRADON CONSULTANTS, LLC DATED JUNE 25, 2018 AND REVISED THROUGH JULY 03, 2018.
    - B) PLAN OF LAND ON ROUTE 100 IN GRAY, MAINE FOR MKE COBB AS PREPARED BY WAYNE WOOD & COMPANY.
  5. HORIZONTAL DATUM: MAINE STATE PLANE, WEST ZONE, NAD83, U.S. FEET.
  6. BOUNDARY SHOWN HEREON IS BASED ON PLAN REFERENCE 4A.
  7. TOPOGRAPHIC CONTOURS SHOWN HEREON ARE BASED ON PLAN REFERENCE 4A.
  8. THE PROPERTY IS LOCATED IN THE COMMERCIAL ZONING DISTRICT.
  9. WETLAND DELINEATION PERFORMED BY MAINE ENGINE GEOLOGIC, INC. IN THE FALL OF 2014 THROUGH THE SPRING OF 2015 PER PLAN REFERENCE 4A.
  10. THE ROADWAY IS TO REMAIN A PRIVATE ROAD TO BE MAINTAINED BY THE DEVELOPER OR LOT OWNERS AND SHALL NOT BE ACCEPTED OR MAINTAINED BY THE TOWN EXCEPT FOR ROADS THAT MEET REQUIREMENTS FOR WINTER MAINTENANCE UNDER A PUBLIC EASEMENT.

CURVE TABLE				
CURVE #	LENGTH	RADIUS	DELTA	CHORD BRNG
C1	15.64'	10.00'	89° 33' 12"	S48° 15' 26"W
C2	15.78'	10.00'	90° 24' 48"	S41° 44' 34"E



**LEGEND**

	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED
	EXISTING		PROPOSED

**APPROVED - GRAY PLANNING BOARD:**

CHAIRPERSON \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STATE OF MAINE  
 COUNTY SS. REGISTRY OF DEEDS

RECEIVED \_\_\_\_\_ 20\_\_\_\_  
 AT \_\_\_\_\_ h \_\_\_\_\_ m \_\_\_\_\_ M

AND RECORDED IN \_\_\_\_\_  
 PLAN BOOK \_\_\_\_\_ PAGE \_\_\_\_\_

ATTEST: \_\_\_\_\_ REGISTER



**DM ROMA**  
 CONSULTING ENGINEERS  
 P.O. BOX 1116  
 WINDHAM, ME 04092  
 (603) 233-0086

REV.	DATE	BY	DESCRIPTION
A	10/23/21	JRM	ISSUED FOR MAINE SITE PLAN REVIEW

**PRIVATE WAY PLAN**  
 PORTLAND ROAD SOLAR FARM  
 PORTLAND ROAD  
 GRAY, MAINE  
 CLEAN SOLAR GRAY, LLC  
 PO BOX 333  
 CAMBERLAND, MAINE 04023

21005  
 JOB NUMBER

AS NOTED  
 SCALE:

10-26-2021  
 DATE:

SHEET 3 OF 4

PW-1



# **APPLICATION SUBMISSION**

OF

**COMMERCIAL SOLAR ENERGY SYSTEM OVERLAY DISTRICT  
MAJOR SITE PLAN APPLICATION  
PRIVATE WAY APPROVAL**

TO

**TOWN OF GRAY  
24 MAIN STREET  
GRAY, MAINE 04039**

FOR

**2.0MW PORTLAND ROAD SOLAR FARM  
PORTLAND ROAD  
GRAY, MAINE**

PREPARED FOR

**CLEANTAP ENERGY, LLC  
DBA CLEAN SOLAR GRAY, LLC & KINGS PINES, LLC  
P.O. BOX 235  
CUMBERLAND, MAINE 04021**

PREPARED BY

**DM ROMA**

CONSULTING ENGINEERS

P.O. BOX 1116

WINDHAM, MAINE 04062

OCTOBER 26, 2021



October 26, 2021

Town of Gray Planning Board  
c/o Kristen Muszynski Town Planner  
Henry Pennell Municipal Complex  
24 Main St, Gray, ME 04039

**Re: Town of Gray Major Site Plan  
Portland Road Solar Farm, Gray, Maine  
Clean Solar Gray, LLC – Applicants**

Dear Ms. Muszynski:

On behalf of the applicant Cleantap Energy, LLC (dba Clean Solar Gray, LLC and Kings Pines, LLC), DM Roma Consulting Engineers has prepared the enclosed Major Site Plan submission for the proposed a proposed solar farm off Portland Road in Gray. The approximately 34.4± acre parcel, currently owned by Tee Em Up, LLC, is identified as Lot 404-176 on the Town of Gray Assessor's Map 43 and is currently developed as a driving range with undeveloped woodland outside of the development limits. The parcel is bisected by a 50-foot corridor owned by the Narrow Gauge Railroad. The portion of the lot with frontage on Portland Road will be the area of development with no proposed development on the rear portion of the property. The front parcel is primarily located within the Commercial Zoning District with portions of the lot within the Limited Commercial Zone.

The applicant is proposing to construct a 2.0MW solar farm on the property. Clean Solar Gray, LLC is intending to purchase the property from Tee Em Up, LLC and has a purchase option agreement in place under Kings Pines, LLC. The development will consist of the solar panels, inversion equipment, overhead and underground transmission lines, utility poles, access drives and security fencing. There are no buildings included in the site layout. The equipment required for this development will make little noise outside of the fenced enclosure. Within the enclosure, the ground surface will remain meadow with the exception of the gravel access drives and equipment pads.

The utilities within the enclosure will be constructed underground, and extending overhead from the sites utility poles and making the final connection to the electrical grid prior to entering the substation. This will be the point of interconnection into the existing electrical grid. The applicant and Central Maine Power Company have an interconnection agreement to allow the solar farm's power to enter the power grid.

There is potential for the construction of a commercial building with associated parking lot in the future. For coordination purposes, these locations have been added to the design plans for

future consideration. The commercial building and parking lot are not part of this application submission.

### Town Submissions

- Town Council - The project will require that the Gray Town Council to approve the project site for inclusion within the Commercial Solar Energy System Overlay District (CSESOD). It is the intent of this submission to be provided to the Town Council for review and approval at the next scheduled Town Council Meeting.
- Private Way Approval – The original parcel had approximately 450 linear feet of road frontage based on permitting plans prepared by Terradyn Consultants, LLC and Standard Boundary survey prepared by Wayne Wood & Company. In 2019, a portion of the lot was conveyed to Bell Management, LLC, resulting in a total lot frontage for the remaining parcel of 192.03 feet. The required road frontage for a lot in the Commercial Zoning District is 200 feet, indicating that this property is non-conforming. To provide the lot with the required road frontage, a private road has been proposed extending from Portland Road, directly across the street from Turnpike Acres Road. A Private Way Plan has been included in the design plan set for Planning Board review and approval.
- Major Site Plan Approval – The project will also require Major Site Plan approval from the Planning Board since the solar farm is a conditional use. The required items have been included with this submission.

Enclosed with this submission is the supporting documentation and the design plans for your review. Upon your review of the submission, please do not hesitate to contact me if you have any questions or require any additional information.

Sincerely,

DM ROMA CONSULTING ENGINEERS



Jayson Haskell  
Project Manager

Cc: Clean Solar Gray, LLC, Applicant

**PORTLAND ROAD SOLAR FARM  
GRAY, MAINE**

**MAJOR SITE PLAN APPLICATION**

**TABLE OF CONTENTS**

---

	COVER LETTER (PRECEEDING TABLE OF CONTENTS)
SECTION 1	TOWN APPLICATIONS AND CHECKLIST
SECTION 2	MAJOR SITE PLAN NARRATIVE
SECTION 3	COMMERCIAL SOLAR ENERGY SYSTEM NARRATIVE
SECTION 4	PRIVATE WAY NARRATIVE
SECTION 5	RIGHT, TITLE OR INTEREST
SECTION 6	SITE LOCATION MAP
SECTION 7	SOILS MAP
SECTION 8	BEGINNING WITH HABITAT MAPPING & FEMA FLOOD PLAIN MAPPING
SECTION 9	COST ESTIMATE & FINANCIAL CAPACITY
SECTION 10	CULVERT SIZING CALCULATIONS
SECTION 11	OPERATIONS & MAINTENANCE PLAN
SECTION 12	DECOMMISSIONING PLAN

## **SECTION 1**

---

### **TOWN APPLICATIONS AND CHECKLIST**



**PLANNING BOARD/STAFF REVIEW COMMITTEE APPLICATION  
TOWN OF GRAY MAINE**

**PROPERTY TO BE DEVELOPED**

Property Location/Address	45 Portland Road	Property Map/Lot	043 _ 404 _ 176 _ 000
Zoning District	COMMERCIAL & RRA	Lot Acreage	34.4±
Owner Name	TEE EM UP, INC.	Tax Sheet	4957 (PROP. ACCT #)
Owner Address	PO BOX 1176M, GRAY 04039-1176	Owner Phone	

**APPLICANT**

Name (IF different than owner)	CLEANTAP ENERGY, LLC DBA CLEAN SOLAR GRAY, LLC & KINGS PINES, LLC	Contact Phone Number	207.312.4323
Mailing Address	PO Box 235	Alternate Phone Number	
Mailing City/State/Zip	CUMBERLAND, ME 04021	Fax Number	
Email Address	SCHRISTIE@CLEANTAPENERGY.COM		

**AGENT/CONSULTANT**

Name	JAYSON HASKELL - DM ROMA CONSULTING ENGINEERS	Contact Phone Number	207.229.3295
Mailing Address	PO BOX 1116	Alternate Phone Number	
Mailing City/State/Zip	WINDHAM, ME 04062	Fax Number	
Email Address	JAYSON@DMROMA.COM		

**PROJECT**

The undersigned requests that the Town of Gray Planning Board consider the following application for:

<input type="checkbox"/> <b>Subdivision</b> Sketch Plan Review Preliminary Plan Review (Major) Final Plan Review (Major) Minor <input checked="" type="checkbox"/> <b>Site Plan Review</b> <input checked="" type="checkbox"/> Pre-Application Conference Minor <input checked="" type="checkbox"/> Major <input type="checkbox"/> <b>Shoreland Zoning Permit</b>	<input type="checkbox"/> <b>Other (specify)</b> <input checked="" type="checkbox"/> Conditional Use Amendment Extension Workshop <input checked="" type="checkbox"/> Contract Zone Request  Commercial Solar Energy Systems Overlay District Rezone Request
--	---

**Project Description / Comments:**

The intent of the project is to develop the site for use as a 2.0 MW Solar Farm. The project will include the creation and proposed improvements of a 50' private road to provide frontage and access to an existing site and the proposed solar installation.

Applicant Signature		Date	10/26/21
---------------------	---	------	----------



# SITE PLAN REVIEW CHECKLIST TOWN OF GRAY MAINE

**For Office Use Only**  
 Date Received: \_\_\_\_\_  
 Received by: \_\_\_\_\_

## APPLICANT/PROJECT

Name	Date
------	------

This checklist has been prepared to assist applicants in developing their applications. It should be used as a guide in assembling the information necessary for a complete application. The checklist, however, does not substitute for the requirements of Article 10 of the Zoning Ordinance. The Planning Board will also use the checklist to ensure your application is complete. Indicate if the information has been submitted or if a waiver is requested. If you feel that information is not applicable to your project, please indicate in the second column. The perimeter survey, subdivision plan and engineering plans may be contained on the same drawing. Detailed engineering drawings such as road profiles, drainage swales and erosion/sedimentation plans, however, may best be presented on a separate sheet or sheets.  
**This checklist does not address the standards that the site plan must meet.**

## SITE PLAN REVIEW SUBMISSION REQUIREMENTS

	Submitted by Applicant	Not Applicable	Applicant Request to be Waived	Reviewed by Planner/ Engineer	Waived by Planning Board
<b>402.10.10.A SITE INVENTORY PLAN</b>					
<b>A.1</b> Owner name(s), address(es), phone number(s)					
<b>A.2</b> Consultant name(s) & address(es)					
<b>A.3</b> Evidence of right, title, or interest in property					
<b>A.4</b> Fourteen (14) copies of accurate scale inventory plan showing:					
a. The name of the development, north arrow, date and scale.					
b. The boundaries of the parcel and existing zoning.					
c. The relationship of the site to the surrounding area .					
d. The topography of the site at an appropriate contour interval depending on the nature of the use and character of the site.					
e. The major natural features of the site and within five hundred (500) feet of the site, including wetlands, streams, ponds, floodplains, groundwater aquifers, significant wildlife habitats and fisheries or other important natural features (if none, so state).					
f. Existing buildings, structures, or other improvements on the site (if none, so state).					
g. Existing restrictions or easements on the site (if none, so state).					
h. The location and size of existing utilities or improvements servicing the site (if none, so state).					
i. Mapping of all wetlands and/or potential vernal pools on site regardless of size.					
j. A Class B high intensity soil survey if any portion of the site is located in a resource protection district or has wetlands covering more than ten (10%) percent of the site.					
k. A Class D medium intensity soil survey if vernal pools and/or significant wetlands are not present.					

**402.10.10.B SITE ANALYSIS PLAN**

<b>B.1</b> Fourteen (14) copies of a site analysis plan identifying:					
a. Portions of the site that are unsuitable for development or use;					
b. Portions of the site that are unsuitable for on- site sewage disposal;					
c. Areas of the site that have environmental limitations that must be addressed in the development plan;					
d. Areas that may be subject to off-site conflicts or concerns; and which areas are well suited to the proposed use.					
<b>B.2</b> Fourteen (14) copies of site description narrative					
<b>B.3</b> Submission requirement waiver requests, if any					

**402.10.10.C APPLICATION SUBMISSION REQUIREMENTS**

<b>C.1</b> Signed/Executed Application					
<b>C.2</b> Evidence of payment of the application fee and technical review escrow.					
<b>C.3</b> Fourteen (14) copies of written materials and maps/drawings					
<b>C.4</b> Report/Maps/Drawings: General Information					
a. Owner contact information					
b. Setback, yard, and buffer locations					
c. Abutter contact information					
d. Map: general site location					
e. Contiguous property boundaries					
f. Map/Lot Number					
g. Deed/proof of ownership/interest in property					
h. Plan preparer name, registration #, seal					
i. Evidence of technical & financial means					
<b>C.5</b> Reports/Maps/Drawings: Existing Conditions					
a. Zoning Classification					
b. Property lines bearings & length					
c. Location of utilities (water, sewer, electric, etc.)					
d. Street name(s), location(s), width(s)					
e. Building location(s), dimensions, and photo(s)					
f. Driveway location(s), dimensions					
g. Location of intersecting roads/driveways					
h. Location of important or unique natural site features					
i. Direction of surface water drainage					
j. Sign location(s), front view(s), dimensions					
k. Easement location, dimensions, documents					

l. Fire hydrant or fire protection water supply location					
<b>C.6 Reports/Maps/Drawings: Proposed Development</b>					
a. Water/Sewage estimated demands/provisions					
b. Direction of proposed surface water drainage					
c. Solid waste disposal provisions					
d. Driveway/parking plans/provisions					
e. Proposed landscaping & buffering					
f. Proposed building/building expansion plans					
g. Proposed sign plans					
h. Proposed exterior lighting					
i. Location of utilities & fire protection systems					
j. General description of proposed use/activity					
k. Traffic estimates					
l. Stormwater, erosion & sedimentation control, and water quality management provisions					
<b>C.7 Reports/Maps/Drawings: Site Plan</b>					
<b>402.10.10.D ADDITIONAL REQUIREMENTS FOR MAJOR DEVELOPMENTS</b>					
<b>D.1</b> Proposed development narrative					
<b>D.2</b> Grading plan					
<b>D.3</b> Stormwater drainage & erosion control program					
<b>D.4</b> Groundwater impact analysis					
<b>D.5</b> Plan preparer name/registration number/seal					
<b>D.6</b> Utility plan					
<b>D.7</b> Planting schedule					
<b>D.8</b> Traffic impact analysis					
<b>D.9</b> Gray Water District statement of supply adequacy					
<b>D.10</b> Estimated cost of development/proof of financial capacity					
<b>402.10.10.E WAIVER OF SUBMISSION REQUIREMENTS [WRITE IN WAIVER REQUESTS]</b>					

## **SECTION 2**

---

### **MAJOR SITE PLAN NARRATIVE**

## **Town of Gray**

### **Major Site Plan Submission Narrative**

#### Project Description

The applicant is proposing to construct a 2.0MW solar farm on the property. Cleantap Energy, LLC dba Clean Solar Gray, LLC and King Pine, LLC is intending to purchase the property from Tee Em Up, LLC and has a purchase option agreement in place. The development will consist of the solar panels, inversion equipment, overhead and underground transmission lines, utility poles, access drives and security fencing. There are no buildings included in the site layout. The equipment required for this development will make little noise outside of the fenced enclosure. Within the enclosure, the ground surface will remain meadow with the exception of the gravel access drives and equipment pads.

The utilities within the enclosure will be constructed underground, and extending overhead from the sites utility poles and making the final connection to the electrical grid prior to entering the substation. This will be the point of interconnection into the existing electrical grid. The applicant and Central Maine Power Company have an interconnection agreement to allow the solar farm's power to enter the power grid.

#### Natural Resources

A wetland delineation was performed by Mark Cenci Geologic, Inc. in Fall 2014 through Spring 2015 as part of a previous site development proposal for the current land owner. Included within this submission is the Beginning with Habitats map for review.

#### Soils

Based on the Medium Intensity Soils Survey for Cumberland County, provided by the NRCS, the soils on the property are identified as Lamoine silt loam and Scantic silt loam. A copy of this mapping is included in this submission.

#### Right, Title or Interest

The property is currently owned by Tee Em Up by deed recorded in the Cumberland County Registry of Deeds Book 12792 Page 299. The applicant, under King Pine, LLC, has a contract with the land owner to purchase the property. The purchase agreement and current deed have been included in the submission.

#### Financial and Technical Capacity

The proposed project will cost approximately \$3.5 million. Included within Section 9 of this submission is the cost estimate calculation and a letter from Camden Nation Bank verifying that Cleantap Energy, LLC has the financial means to complete the project.

Cleantap Energy, LLC develops projects ranging from 2MW to 100MW. The applicant has experience in the design and permitting for several commercial solar farms throughout the state, including experience in residential solar projects.

### Existing Easements and Deed Restrictions

The existing parcel is encumbered by a 100-foot Central Maine Power Company corridor which is located along the southern property boundary. In addition, the current property deed has preservation area restrictions. Within the deed is an exhibit indicating these preservation areas, which have been overlaid on the design plans. Two areas previously indicated as preservation areas will need to be disturbed as part of the installation of solar panels and security fencing. The intent is to remove these areas from the deed restriction with a corrective deed recorded in the registry of deeds with an updated exhibit upon Planning Board approval.

### Stormwater

The project site is currently developed as a driving range. The post development condition will include the panels, but the ground will remain meadow. As part of the design of the private way, a drainage culvert was required to maintain existing drainage patterns. The sizing calculations for this culvert have been included in this submission for review.

### Erosion and Sedimentation Control

The project site will incorporate several erosion control measures during and post construction of the solar farm. These best management practices are outlined within the plan set.

### Solid Waste Provisions

We do not anticipate a significant amount of demolition debris associated with the project. Any construction debris will be handled by a contracted disposal company. During construction, there will be little to no solid waste generation. Upon decommissioning of the facility, all equipment and associated materials will be handled by a contracted disposal company and recycled to the extent practicable.

### Landscaping and Buffering

Screening trees have been proposed along the northern and western portions of the site, within view of Portland Road and the abutting properties. The remaining site will be screened by existing stands of trees.

### Traffic

Once construction is complete, no employees will be onsite with the exception of semi-annual mowing, infrequent panel adjustments and potential snow removal.

### ATV/Snowmobile Trail Relocation

An existing ATV/Snowmobile trail is located along the northern property boundary, adjacent to the previous driving range net poles. The design of the site incorporated avoidance of the existing trail alignment, proposing to install the security fence along the existing trail, but based on the proposed development, and potential commercial building construction, a portion of the trail will need to be relocated. The applicant has discussed the relocation with Jon Powers, representative of the GNG ATV Club. Since it is not ideal for the proposed private road to be the entrance to the trail, an alternative location was proposed along the rear of the adjacent property owned by Bell Management, LLC.

The applicant has discussed the relocation with Bell Management, LLC and the Allstate Office and they were agreeable to the design. The proposed relocated trail has been shown on the design plans.

## **SECTION 3**

---

# **COMMERCIAL SOLAR ENERGY SYSTEMS OVERLAY DISTRICT NARRATIVE**

**Town of Gray Zoning Ordinance**  
**Sec. 402.8.10 – Commercial Solar Energy Systems Overlay District**  
**Performance Standards**

402.8.10.B Dimensional Requirements.

1. All components of ground-mounted solar energy system installations shall not exceed fifteen (15) feet in height when oriented at maximum tilt.

**The ground mounted panels will be approximately 11 feet tall at the design tilt.**

402.8.10.C Setback for Gound-Mounted Solar Energy Systems.

1. Notwithstanding any contrary provisions of Table 402.5.4.B, setbacks for ground-mounted solar panels and arrays less than 15 feet in height shall be: twenty-five (25) feet from any lot line. Setbacks for all other structures associated with the use shall be those established by Table 402.5.4.B for the underlying zoning district.

**The proposed design maintains a 25 foot minimum setback from all property lines.**

402.8.10.D Lot Coverage-Calculating Medium or Large-Scale Solar Energy System Installation Surface Area and Maximum Disturbed Area

1. Lot coverage and surface area square footage for medium or large-scale groundmounted solar energy systems shall be calculated by measuring the total area of the solar array/collector at maximum tilt to the vertical that occupies a given space or mounting surface as depicted in Figure 402.8.10.D.1 below:

**Within the Commercial Zoning District, the allowable lot coverage is 65%. Based on the calculation specified in this section of the ordinance, the proposed lot coverage is approximately 8.8% (132,000 sf / 1,500,360 sf).**

2. The developed area for medium and large-scale ground-mounted solar energy system installations shall be at least ten (10) acres and shall not exceed twenty (20) acres.

**The total disturbed area is approximately 8.93 acres. Since the project will not significantly alter the grades and drainage patterns of the existing golf driving range, the area of the panel installation will not be considered “developed area” as defined by the Maine Department of Environmental Protection. There will be approximately 0.47 acre of new developed area consisting of the private road, gravel access road and posts related to the panel racking screws.**

402.8.10.E Impervious Surface – Calculating Impervious Surfaces for Medium or Large-Scale Solar Energy System Installations.

1. Calculations relating to the impervious surface shall include only the foundation or base supporting the solar panel arrays of the solar energy installation as established in footnote D in Table 402.5.4.A in this ordinance.

**As previously indicated, the total proposed impervious surface is 0.47 acres.**

402.8.10.F. Standards for Medium and Large-Scale Ground-Mounted Solar Energy Systems.

1. All solar energy system installations shall be installed in compliance with the photovoltaic standards of the latest edition of the National Fire Protection Association Fire Prevention Code (NFPA) and National Electric Code (NEC), and International Building Code (IBC).

**It is the intent of the applicant to install the solar array per the necessary building codes indicated above.**

2. Prior to operation, electrical connections must be inspected and approved by the Code Enforcement Officer or his/her designee, or the State electrical inspector as applicable. The applicant shall be responsible for Town-incurred costs to hire qualified professionals for a third-party inspection for any and all components Chapter 402 Gray Zoning Ordinance deemed necessary by the Town CEO.

**The applicant understands the requirement.**

3. Any connection to the public utility grid must be inspected and approved by the appropriate public utility unless waived by the public utility.

**The applicant has been in coordination with Central Maine Power Company related to the connection to their existing grid. A final review and approval is required by CMP prior to construction.**

4. A solar energy system shall be maintained as necessary to ensure that it is operating safely and as designed and approved until decommissioned.

**The applicant intends to maintain the solar array as required to operate at the maximum capacity to maximize the power generated by the system. A preliminary O&M plan has been included with this submission.**

*5. Utility Connections - Reasonable efforts, as determined by the Planning Board with input from qualified professionals at the applicant's expense, shall be made to place all utility lines from the solar energy system underground. Electrical transformers for utility interconnections may be above ground if required by the utility provider.*

**The design incorporates underground electrical cables throughout the fenced enclosure. Once the electrical cables leave the fenced area, they will continue overhead into the grid. This will provide for a significant decrease in wetland impact associated with excavating for the underground trench.**

*6. Safety -The applicant for Site Plan Review of the solar energy system shall provide a copy of the site plan review application to the Fire Chief or his/her designee, and the Fire Chief shall provide written comment on the fire safety of the proposed system to the Planning Board.*

**A copy of this submission will be sent to the Fire Chief for review and comment.**

*7. Visual Impact - Reasonable efforts, as determined by the Planning Board, shall be made to minimize visual impacts by preserving natural vegetation, screening of abutting properties, and protecting scenic resources.*

**Screening trees have been proposed along the northern and western portions of the site, within view of Portland Road and the abutting properties. The remaining site will be screened by existing stands of trees.**

*8. Glare - Solar panel placement shall be prioritized to minimize or negate any solar glare onto nearby properties, public gathering places or roadways, without unduly impacting the functionality or efficiency of the solar energy system.*

**With the use of the screening trees, existing stands of trees and the distance from the public right of way, we don't anticipate there to be significant glare concerns to the surrounding areas.**

*9. Natural Resources – Reasonable efforts, as determined by the Planning Board, shall be made to protect wetlands, watersheds, working agricultural lands, surface waters, slopes greater than twenty percent (20%) as well as High Value Undeveloped Habitat Blocks, High Value Plant and Animal Habitats and Focus Areas of Ecological Significance as mapped by the Maine Department of Inland Fisheries and Wildlife's Beginning with Habitat Program.*

**The design utilizes, to the extent practicable, the entire existing development associated with the existing driving range. To achieve an acceptable number of solar panels to make the project viable, there are indirect impacts to the wetlands along the outer reaches of the solar farm. A Natural Resources Protection Act wetland alteration permit will be submitted to the MDEP and a copy provided to the Town upon submission.**

**Included with this submission is a copy of the Beginning with Habitats Map for review. As indicated on the map, there are portions of the site that are mapped as Inland Wading Bird and Waterfowl Habitat. These portions of the site are currently part of the developed driving range. We don't anticipate that the installation of the solar panels to be a significant negative effect to the habitat.**

*10. Operations and Maintenance Plan - The Site Plan applicant shall provide (and maintain upon Site Plan approval) an operations and maintenance plan, which shall include measures for maintaining safe access to the installation as well as other general procedures for operational maintenance of the installation.*

**An Operations and Maintenance Plan has been included with this submission for review.**

*11. Signage- Signs in the Commercial Solar Energy Systems Overlay District shall comply with all applicable standards in this section and Chapter 406 Sign Ordinance except that the Planning Board shall have the authority to allow one freestanding sign per frontage up to 60 square feet per sign identifying the nature of the project. A minimum of one sign shall be required to identify the owner and provide a 24-hour emergency contact phone number in a location approved by the Planning Board with input from Public Safety. Chapter 402 Gray Zoning Ordinance*

**There is no proposed signage, with the exception to the Stop Sign at the entrance, for the project.**

*12. Emergency Services- The owner or operator of a solar energy system shall provide a copy of the project summary, electrical schematic, and Site Plan to the Fire Chief. Upon request, the owner or operator shall cooperate with the Fire Department in developing an emergency response plan. All means of shutting down the system shall be clearly marked on the plan. The owner or operator shall identify a responsible person to the Code Enforcement Officer and the Fire Chief for public inquiries throughout the life of the installation and shall promptly notify the Town when such contact information changes.*

**The applicant understands the requirement and will coordinate with the Fire Chief once construction drawings are complete.**

*13. Installation Conditions - The owner or operator of a solar energy system shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, vegetation control, and the integrity of security measures including Knox box and keys. Site access shall be maintained to a level acceptable to the Fire Chief. The owner or operator shall be responsible for the cost of maintaining any private access road or driveway to the site and to the system.*

**The applicant understands this requirement and will coordinate with the Fire Chief prior to a final Operations and Maintenance Plan is in place for the facility.**

*14. Performance Guarantee – The solar energy system Site Plan applicant shall demonstrate compliance with the performance guarantee requirements of 402.8.10 and 402.10.17.*

**The applicant understands these requirements and will coordinate with the Town on any required performance guarantees needed to be in place prior to construction.**

15. *In the event of a change of ownership and/or operator of the Commercial Solar Energy System, the new owner/operator is required to obtain approval of the Staff Review Committee or appropriate entity before commencing operations to ensure they are apprised of the applicable standards under which the use is permitted.*

**Understood.**

402.8.10.G. Removal of Medium and Large-Scale Solar Energy Systems.

1. *Any medium or large-scale solar energy system that has reached the end of its useful life or has been abandoned shall be removed. The owner or operator shall physically remove the installation no more than one hundred and eighty (180) days after the date of the discontinued operations. The owner or operator shall notify the Code Enforcement Officer by certified mail, return receipt requested, of the proposed date of the discontinued operations and plans for removal.*

2. *Decommissioning shall consist of:*

*a. Physical removal of all solar energy systems, structures, equipment, security barriers and transmission lines from the site.*

*b. Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations; and*

*c. Stabilization or re-vegetation of the site as necessary to minimize erosion. The Code Enforcement Officer shall have the authority to allow the owner or operator to leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation provided compliance to all applicable codes and ordinances. Chapter 402 Gray Zoning Ordinance*

**A Decommissioning Plan has been prepared and included in this submission for review and approval.**

F. Abandonment Guarantee of Medium and Large-Scale Solar Energy Systems.

1. *Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances, a medium or large-scale solar energy system shall be considered abandoned if it fails to generate electricity for more than one (1) year without first obtaining the written consent of the Code Enforcement Officer. Determination of abandonment shall be made by the Code Enforcement Officer.*

2. *At the time of approval, the applicant for a medium or large-scale ground-mounted solar energy system shall submit to the Town a performance guarantee to be approved by the Town, in the amount of 150% of the estimated demolition cost of the system, such cost to be determined by the Town Planner or duly designated person with input as needed from the Town Engineer, at the applicant's expense. The performance guarantee must be kept in effect throughout the lifetime of the system; any proposed replacements must be reviewed and approved by the Town. The owner may apply to the Town Planner for the release of the guarantee at such time that it or its assigns remove the system and associated abandoned structures, and such completed removal is found to be satisfactory by the Code Enforcement Officer, in consultation with the Town Planner.*

*3. If the owner or operator of the medium or large-scale solar energy system fails to remove the installation in accordance with the requirements of this section within one hundred and eighty (180) days of the abandonment of the proposed date of decommissioning, the Town shall use reasonable effort to notify the party that the Town intends to use the performance guarantee and any and all legal or available means necessary to cause an abandoned, hazardous, or decommissioned solar energy system to be removed.*

**The applicant understands these requirements and actions of the Town.**

## **SECTION 4**

---

### **PRIVATE WAY NARRATIVE**

## **Town of Gray**

### **Private Way Submission Narrative**

The original parcel had approximately 450 linear feet of road frontage based on permitting plans prepared by Terradyn Consultants, LLC and Standard Boundary survey prepared by Wayne Wood & Company. In 2019, a portion of the lot was conveyed to Bell Management, LLC, resulting in a total lot frontage for the remaining parcel of 192.03 feet. The required road frontage for a lot in the Commercial Zoning District is 200 feet, indicating that this property is non-conforming. To provide the lot with the required road frontage, a private road has been proposed extending from Portland Road, directly across the street from Turnpike Acres Road.

The approximately 275-foot roadway has been located within a 50 foot wide private right of way and has been designed to resemble the Rural Public Easement Street, but with paved shoulders, providing a full 22 feet of pavement width. In addition, a hammerhead turnaround has been designed for emergency vehicle turnaround. As indicated on the Site Plan, there is potential for the construction of a commercial building and associated parking lot. This future structure is intended to utilize the private road for access.

As part of the road design, a drainage culvert was required to maintain the existing drainage patterns. A stormwater model was prepared utilizing HydroCAD. This analysis included the potential construction of a commercial building (assumed half of a 9,000 square foot building). The results of the model indicated that a 15" culvert would adequately convey the peak flow from the tributary watershed. The analysis and watershed map have been included in the submission for review.

The intent is for the developer to own and maintain the road, no road association will be created as part of the project.

## **SECTION 5**

---

**RIGHT, TITLE OR INTEREST**

**CONTRACT  
FOR THE SALE OF REAL ESTATE**

Date: September 8, 2021

RECEIVED OF: King Pines, LLC whose mailing address is, P.O. Box 235, Cumberland, ME 04021, hereinafter called the Purchaser, the sum of [REDACTED] as earnest money deposit and in part payment of the purchase price of the following described real estate, situated in the municipality of Gray, County of Cumberland, State of Maine and located at 45 Portland Road being part of the property owned by the Seller at the above address, and described at said County's Registry of Deeds in Book 12792, Page 299 and further described as: a 35 +/- acre land parcel further described by the Town of Gray's Assessor Office as Map 43 Lot 404-176, and not to include a parcel previously sold and deeded as Book 35634, Page 108, upon the terms and conditions indicated below:

1. **PERSONAL PROPERTY:** The following items of personal property are included in this sale (if applicable): Seller agrees to share with Purchaser any/all engineering work that has been done on this site.
2. **PURCHASE PRICE:** The TOTAL purchase price being [REDACTED] to be paid as follows: [REDACTED]
3. **EARNEST MONEY/ACCEPTANCE:** Colliers International - Maine shall hold said earnest money in a non-interest bearing account and act as Escrow Agent until closing; this offer shall be valid until September 15, 2021 at 5:00 PM; and, in the event of the Seller's non-acceptance, this earnest money shall be returned promptly to the Purchaser.
4. **TITLE:** That a deed, conveying the premises in fee simple with good and marketable title in accordance with Standards of Title adopted by the Maine Bar Association shall be delivered to Purchaser and this transaction shall be closed and Purchaser shall pay the Purchase Price as provided herein and execute all necessary papers for the completion of the purchase on or before January 28, 2022. If Seller is unable to convey title to the premises in accordance with the provisions of this paragraph 5 below, then the Seller shall have a reasonable time period, not to exceed thirty (30) days from the time the Seller receives written notice of the defect, unless otherwise agreed to by both parties, to remedy the title, after which time, if such defect is not corrected so that there is merchantable title, the Purchaser may, within fifteen (15) days thereafter, at Purchaser's option, withdraw said earnest money and neither party shall have any further obligation hereunder, or Purchaser may, at Purchaser's option, close notwithstanding such uncured defects as may then exist. If the Purchaser does not withdraw the earnest money and declare the contract void within the period set forth above, the Purchaser shall have waived the right to object to title. The Seller hereby agrees to make a good-faith effort to cure any title defect during such period.
5. **DEED:** That the property shall be conveyed by a Maine Short Form Deeds Act insurable Quitclaim Deed with Covenant, and shall be subject to all encumbrances (other than liens and mortgages), except covenants, conditions, easements and restrictions of record that materially and negatively impair the current use of the premises and usual public utilities servicing the premises and shall be subject to applicable land use and building laws and regulations.
6. **POSSESSION /OCCUPANCY:** Possession/occupancy of premises shall be given to Purchaser immediately at closing, subject to any leases, unless otherwise agreed by both parties in writing.
7. **LEASES/TENANT SECURITY DEPOSITS:** ~~Seller agrees to transfer at closing to Purchaser all Seller's rights under the current leases to the property and all security deposits held by Seller pursuant to said leases.~~

Page 1 of 4

Seen and agreed to:

WB

[Signature]

Purchaser Seller

8. RISK OF LOSS: Until the transfer of title, the risk of loss or damage to said premises by fire or otherwise is assumed by the Seller unless otherwise agreed in writing. Said premises shall at closing be in substantially the same condition as at present, excepting reasonable use and wear. If the premises are materially damaged or destroyed prior to closing, Purchaser may either terminate this Agreement and be refunded the earnest money deposit, or close this transaction and accept the premises in their as-is condition together with an assignment of the Seller's right to any insurance proceeds relating thereto.

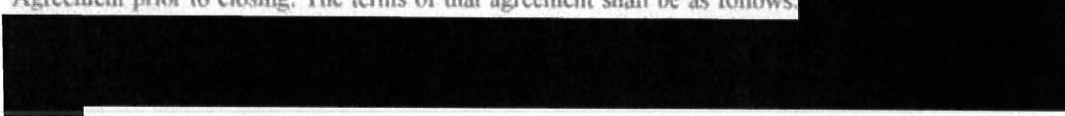
9. PRORATIONS: The following items shall be prorated as of the date of closing:

- a. Real Estate Taxes based on the municipality's tax year. Seller is responsible for any unpaid taxes for prior years.
- b. Fuel
- c. N/A
- d. Rents, estimated monthly common area maintenance charges, estimated monthly property tax payments, and all other additional rents received by Seller pursuant to leases of the property.
- e. Metered utilities, such as water and sewer, shall be paid by Seller through the date of closing.
- f. Purchaser and Seller shall each pay one-half of the transfer tax as required by the State of Maine.

10. INSPECTIONS: Purchaser is advised to seek information from professionals regarding any specific issue of concern. Purchaser acknowledges receipt of property disclosure form attached hereto. Neither Seller nor the Licensees identified below make any representations or warranties regarding the condition, permitted use or value of Seller's real or personal property. Purchaser's obligation to close under this Contract is conditioned upon Purchaser's satisfaction with its investigations of the property, which may without limitation include survey, environmental assessment, engineering studies, wetlands or soil studies, zoning compliance or feasibility, and code compliance, all within One Hundred Twenty (120) days of Effective Date.

All investigations will be done by professionals chosen and paid for by Purchaser. If the result of any investigation is unsatisfactory to Purchaser in Purchaser's sole discretion, Purchaser may declare this Contract null and void by notifying Seller in writing within the specified number of days set forth above and the earnest money shall be returned to Purchaser. If Purchaser does not notify Seller that Purchaser's investigation(s) is unsatisfactory within the time period set forth above, this contingency is waived by Purchaser. In the absence of any investigation(s) mentioned above, Purchaser is relying completely upon Purchaser's own opinion as to the condition of the property. Purchaser agrees to repair any damage to the property caused by Purchaser's investigations, and Purchaser agrees to indemnify and hold Seller harmless for any claims, damages, losses or costs, including without limitation reasonable attorneys' fees incurred or suffered by Seller as a result of Purchaser's investigations of the property.

11. FINANCING: This contract is subject to both parties executing a mutually agreeable Owner Finance Agreement prior to closing. The terms of that agreement shall be as follows:



Purchaser shall provide draft of Owner Finance Agreement to Seller within Thirty (30) days of the effective date of this contract.

12. AGENCY DISCLOSURE: The Purchaser and Seller acknowledge that they have been informed that the Listing Licensee is acting as a Seller's agent in this transaction and is representing the Seller.

Seen and agreed to: WB SMC

Purchaser

Seller

- 13. DEFAULT: If Purchaser fails to perform any of the terms of this Contract or is otherwise in default of any of its obligations, Seller shall have the option of either retaining the earnest money as full and complete liquidated damages or employing all available legal and equitable remedies. Should Seller elect to retain the earnest money, this Contract shall terminate and neither party shall be under any further obligation hereunder. In the event of an undisputed default by either party, the Escrow Agent may return the earnest money to Purchaser or Seller with written notice to both parties pursuant to Maine Real Estate regulations. If a dispute arises between Purchaser and Seller as to the existence of a default hereunder and said dispute is not resolved by the parties within thirty (30) days, Escrow Agent may elect to file an action in interpleader and deposit the earnest money in the court to resolve said dispute, or otherwise disburse the earnest money pursuant to Maine Real Estate Commission regulations. Purchaser and Seller, jointly and severally, shall indemnify Escrow Agent for all costs, losses, expenses, and damages, including reasonable attorneys' fees, incurred by Escrow Agent in connection with said action and/or in connection with any dispute relating to this Contract and/or Deposit.
- 14. MEDIATION: Any dispute or claim arising out of or relating to this Contract or the premises addressed in this Contract shall be submitted to mediation in accordance with the Maine Residential Real Estate Mediation Rules of the Maine Association of Dispute Resolution Professionals or its successor organization. This clause shall survive the closing of this transaction.
- 15. PRIOR STATEMENTS: Any verbal presentations, statements and agreements are not valid unless contained herein. This Contract completely expresses the obligations of the parties. This is a Maine contract and shall be construed according to the laws of Maine.
- 16. HEIRS/ASSIGNS: This Contract is assignable  Yes  No. This Contract shall extend to and be obligatory upon heirs, personal representatives, successors, and assigns (if assignment is allowed by the terms of this Contract), of the respective parties.
- 17. COUNTERPARTS: This Contract may be signed on any number of identical counterparts, including telefacsimile copies, with the same binding effect as if the signatures were on one instrument. Original or telefacsimiled signatures are binding.
- 18. BINDING CONTRACT: This Contract is a binding contract when signed by both the Seller and the Purchaser and when that fact has been communicated to all parties or to their agents. The Effective Date of the Contract is noted below.
- 19. REVIEW OF LEASES AND INCOME AND EXPENSE INFORMATION: ~~The Seller shall provide the Purchaser with copies of all leases and income & expense information regarding the subject property within \_\_\_\_\_ (\_\_\_\_\_) days of the effective date of this contract. Purchaser(s) shall have \_\_\_\_\_ (\_\_\_\_\_) days from such delivery to review leases and income & expense information regarding the property. If the result of the review is unsatisfactory to the Purchaser, Purchaser may declare the Contract null and void by notifying the Seller in writing within the specified number of days set forth above, and any earnest money shall be returned to the Purchaser. If the Purchaser does not notify the Seller that the review is unsatisfactory within the time period set forth above, this contingency is waived by the Purchaser.~~
- 20. Seller and Purchaser acknowledge receipt of the Maine Real Estate Commission Disclosure of Agency Relationship Form (Form #3), *if the property is, or has a component of, one to four residential dwelling units.*
- 21. ADDENDA: This Contract has addenda containing additional terms and conditions: YES  NO

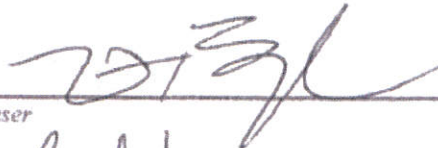
Seen and agreed to: WB  
Purchaser

JAC  
Seller

22. EFFECTIVE DATE: This Contract is a binding contract when signed by both the Seller and Purchaser and when that fact has been communicated to all parties or to their agents. Seller or Transaction Broker is given permission by the parties to complete the Effective Date blank below with the date of the last signature of the parties, and that date shall be the Effective Date for purposes under this contract, and if that blank is not completed, then the Effective Date shall be the date of the last signature of the parties.

**A COPY OF THIS CONTRACT IS TO BE RECEIVED BY ALL PARTIES AND, BY SIGNATURE, RECEIPT OF A COPY IS HEREBY ACKNOWLEDGED. IF NOT FULLY UNDERSTOOD CONSULT AN ATTORNEY.**

Seller(s) acknowledges that the laws of the State of Maine provide that every buyer of real property located in Maine must withhold a withholding tax equal to 2 1/2% of the consideration unless the Seller(s) furnishes to the Buyer(s) a certificate by the Seller(s) stating, under penalty of perjury, that Seller(s) is/are a resident of Maine or the transfer is otherwise exempt from withholding.

  
\_\_\_\_\_  
Purchaser  
President  
\_\_\_\_\_  
Name/Title

9/9/21  
\_\_\_\_\_  
Date  
84-3100521  
\_\_\_\_\_  
Soc. Sec. # or Tax I.D. #  
Kings Pines, LLC

The Seller accepts the offer and agrees to deliver the above-mentioned property at the price and upon the terms and conditions set forth above and agrees to pay the Broker the commission for services herein according to the Listing Agreement or if there is no Listing Agreement the sum of: 6% obligation to pay said commission or sum shall survive the closing of this transaction. Seller agrees that Broker may apply any deposit(s) received in connection with the sale of the Property toward commissions due and payable under this Agreement. If the earnest money is forfeited by Purchaser, it shall be evenly distributed between the Licensees and the Seller, provided, however, that Broker's portion shall not exceed the full amount of the commission specified. In the event the Seller defaults on its obligations hereunder, Colliers International shall be entitled to costs of collection, including reasonable attorneys' fees.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

The Listing Licensee is Michael Cobb II of Colliers International - Maine

  
\_\_\_\_\_  
Seller

9/9/2021  
\_\_\_\_\_  
Date

Michael Cobb, President  
\_\_\_\_\_  
Name/Title

01-0505371  
\_\_\_\_\_  
Soc. Sec. # or Tax I.D. #

Offer reviewed and refused on \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, Seller

63789

**WARRANTY DEED**  
(Statutory Short Form)

**GRAY PLAZA, INC.**, a Maine corporation with a principal place of business in Gray, Cumberland County, Maine, for consideration paid, grants to **TEE'EM UP**, a Maine corporation with a principal place of business in Gray, Cumberland County, Maine, whose mailing address is: 19 Main Street, Gray, ME 04039, with **WARRANTY COVENANTS**, a certain lot or parcel of land, located on the east side of Route 100 in the Town of Gray, Cumberland County, Maine, more particularly bounded and described as follows:

**BEGINNING** at an iron pipe found on the assumed east sideline of Route 100 at the southwest corner of lot conveyed to Gray Plaza, Inc. by Hansen Farms, Inc. by deed dated May 27, 1969 and recorded in Cumberland County Registry of Deeds in Book 3087, Page 137, and by deed from H. Victor Udall dated July 15, 1969 and recorded in Cumberland County Registry of Deeds in Book 3094, Page 226 and said point being the northwest corner of land now or formerly of Henry Gagnon (Book 3208, Page 197);

thence, South 58°32'05" East, 1,858.25 feet along Gagnon and crossing a 100 foot wide Central Maine Power Company right of way recorded in Book 2302, Page 63 and a 50 foot wide former Portland-Gray-Lewiston Interurban Railroad - now Central Maine Power Company right of way to an iron pipe found;

thence, North 49°41'45" East, 600 feet along Kenneth Sawyer (Book 2192, Page 152) and crossing aforesaid 100 foot wide Central Maine Power Company right of way to a point;

thence, North 38°43' West±, 1,289± feet across Grantor and crossing aforesaid 50 foot wide Central Maine Power Company right of way to a point on the west side thereof;

thence, North 88°49' West±, 1,209 feet across Grantor to the assumed east sideline of Route 100;

thence, South 3°27'50" West, 450 feet along the assumed sideline of Route 100 to the **POINT OF BEGINNING**.

Containing 1,594,200 s.f.± or 36.60 acres.

MAINE REAL ESTATE TAX PAID

EXCEPTING from the above conveyance the 100 foot wide strip belonging to the Central Maine Power Company per Cumberland County Registry of Deeds Book 2302, Page 63 and the 50 foot wide strip belonging to Central Maine Power Company - formerly the Interurban.

Bearings refer to the magnetic north observed in 1974.

SUBJECT, HOWEVER, to the RESTRICTION that no disturbance of vegetation or construction activities shall occur in the Preservation Area as so depicted on Exhibit A attached hereto. Any future alteration in, on or over the Preservation Area must be reviewed and approved by the Maine Department of Environmental Protection.

Meaning and intending to convey a portion and a portion only of the premises conveyed by Deed of Hansen Farms, Inc. to Gray Plaza, Inc., dated May 27, 1969, recorded in the Cumberland County Registry of Deeds in Book 3087, Page 137, and by Deed of H. Victor Udall to Gray Plaza, Inc., dated July 15, 1969, recorded in said Registry in Book 3094, Page 226.

Also conveying all rights, easements, privileges and appurtenances belonging to the premises hereinabove described.

WITNESS my hand and seal on October 17, 1996.

GRAY PLAZA, INC.

Mary B Devine  
Witness

By: Philip A Cook  
Its:  
Printed Name:

STATE OF MAINE  
Cumberland, ss.

October 17, 1996

Personally appeared, before me, the above-named Philip A. Cook, President of Gray Plaza, Inc., and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of Gray Plaza, Inc.

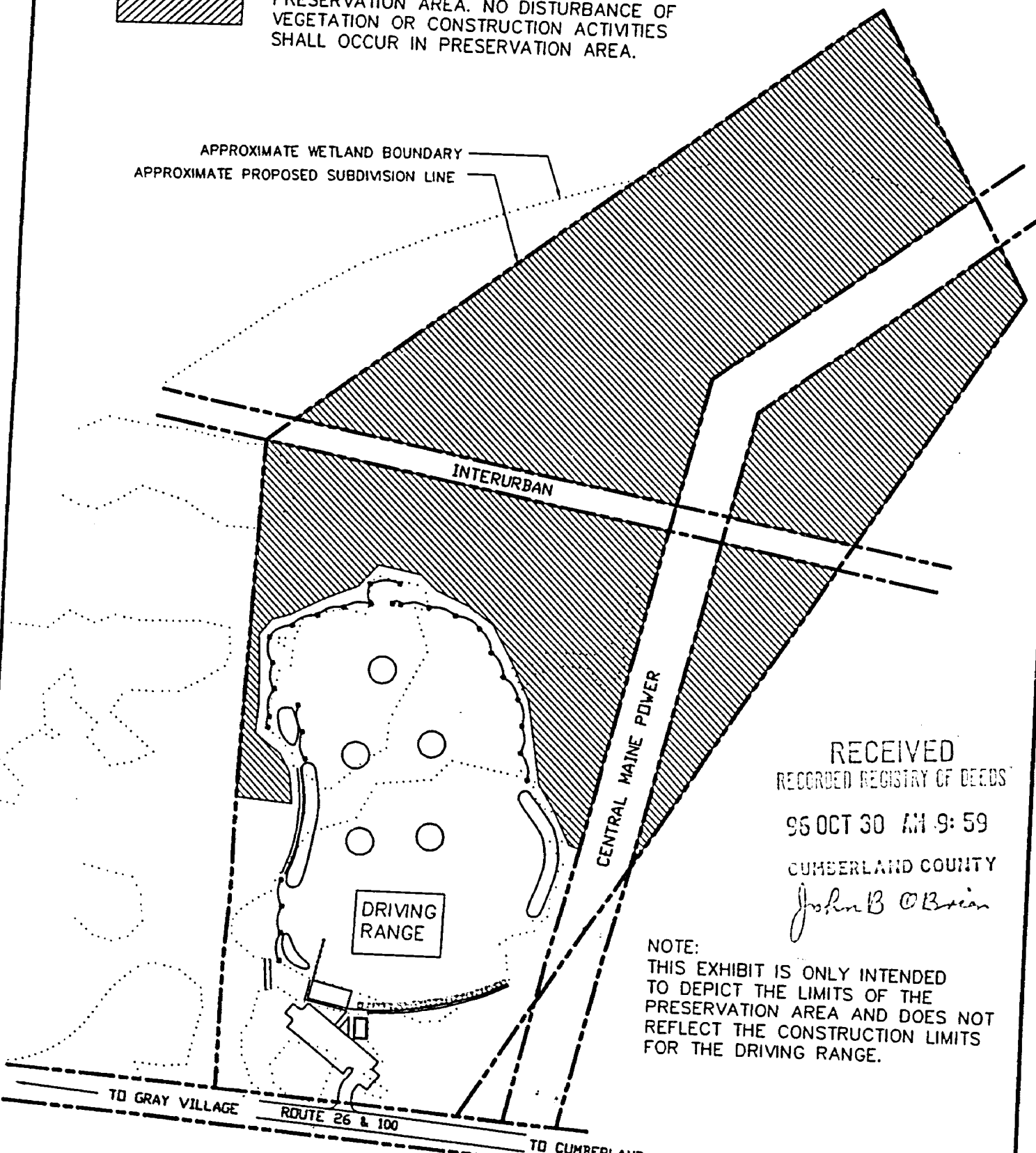
Mary B Devine  
~~Notary Public/Attorney~~

MARY B. DEVINE  
Print Name



PRESERVATION AREA. NO DISTURBANCE OF VEGETATION OR CONSTRUCTION ACTIVITIES SHALL OCCUR IN PRESERVATION AREA.

APPROXIMATE WETLAND BOUNDARY  
APPROXIMATE PROPOSED SUBDIVISION LINE



RECEIVED  
RECORDED REGISTRY OF DEEDS

95 OCT 30 AM 9:59

CUMBERLAND COUNTY

*John B O'Brien*

NOTE:  
THIS EXHIBIT IS ONLY INTENDED TO DEPICT THE LIMITS OF THE PRESERVATION AREA AND DOES NOT REFLECT THE CONSTRUCTION LIMITS FOR THE DRIVING RANGE.

SCALE 1"=250'



Designed	AMP	Date	10/09/96
Drawn	ENW	Scale	1" = 250'
Checked		Job No.	1194

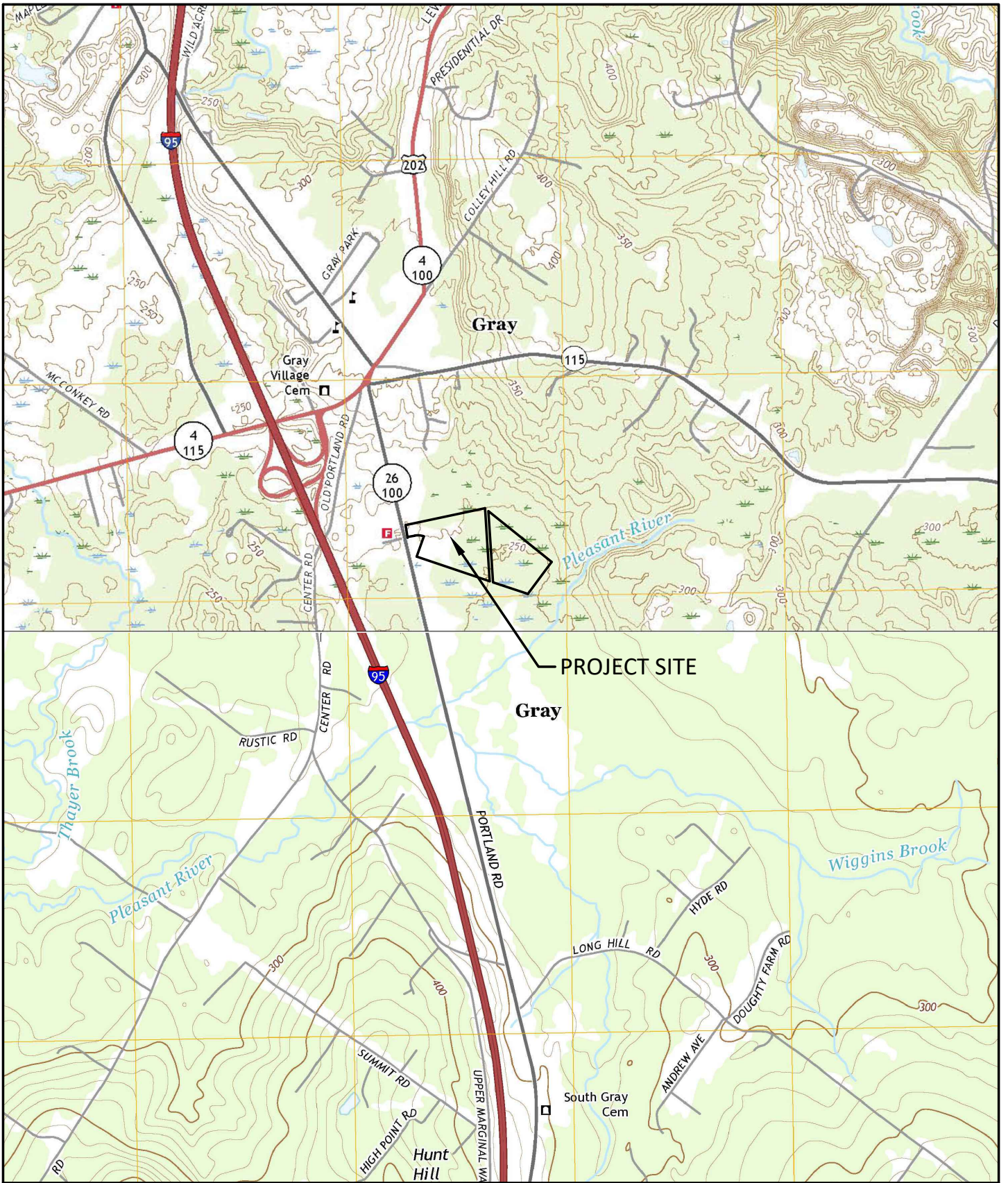
EXHIBIT

A

**SECTION 6**

---

**SITE LOCATION MAP**



**SITE LOCATION MAP**

PORTLAND ROAD SOLAR FARM  
 GRAY, MAINE  
 FOR:  
 CLEANTAP ENERGY, LLC

USGS QUADRANGLE  
 GRAY  
 CUMBERLAND CENTER

SCALE: 1"=2,000'  
 DATE: 10-27-2021  
 JOB NUMBER: 21005

**DM ROMA**  
 CONSULTING ENGINEERS

P.O. BOX 1116  
 WINDHAM, ME 04062  
 (207) 310 - 0506

## **SECTION 7**

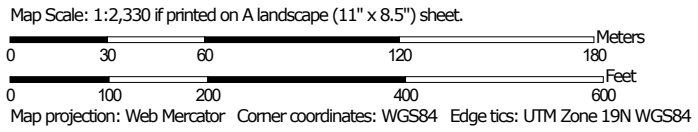
---

### **SOILS MAP**

Hydrologic Soil Group—Cumberland County and Part of Oxford County, Maine




Soil Map may not be valid at this scale.



## MAP LEGEND

### Area of Interest (AOI)









 Area of Interest (AOI)

### Soils

#### Soil Rating Polygons





 A  
 A/D  
 B  
 B/D  
 C  
 C/D  
 D  
 Not rated or not available

#### Soil Rating Lines


 A  
 A/D  
 B  
 B/D  
 C  
 C/D  
 D  
 Not rated or not available

#### Soil Rating Points






 A  
 A/D  
 B  
 B/D

 C  
 C/D  
 D  
 Not rated or not available


### Water Features

 Streams and Canals

### Transportation

 Rails  
 Interstate Highways  
 US Routes  
 Major Roads  
 Local Roads

### Background

 Aerial Photography

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

**Warning:** Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
 Web Soil Survey URL:  
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Cumberland County and Part of Oxford County, Maine  
 Survey Area Data: Version 18, Aug 31, 2021

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jun 7, 2019—Jul 2, 2019

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Hydrologic Soil Group

Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
BuB	Lamoine silt loam, 3 to 8 percent slopes	C/D	10.5	58.3%
Sn	Scantic silt loam, 0 to 3 percent slopes	D	7.5	41.7%
<b>Totals for Area of Interest</b>			<b>18.0</b>	<b>100.0%</b>

### Description

Hydrologic soil groups are based on estimates of runoff potential. Soils are assigned to one of four groups according to the rate of water infiltration when the soils are not protected by vegetation, are thoroughly wet, and receive precipitation from long-duration storms.

The soils in the United States are assigned to four groups (A, B, C, and D) and three dual classes (A/D, B/D, and C/D). The groups are defined as follows:

Group A. Soils having a high infiltration rate (low runoff potential) when thoroughly wet. These consist mainly of deep, well drained to excessively drained sands or gravelly sands. These soils have a high rate of water transmission.

Group B. Soils having a moderate infiltration rate when thoroughly wet. These consist chiefly of moderately deep or deep, moderately well drained or well drained soils that have moderately fine texture to moderately coarse texture. These soils have a moderate rate of water transmission.

Group C. Soils having a slow infiltration rate when thoroughly wet. These consist chiefly of soils having a layer that impedes the downward movement of water or soils of moderately fine texture or fine texture. These soils have a slow rate of water transmission.

Group D. Soils having a very slow infiltration rate (high runoff potential) when thoroughly wet. These consist chiefly of clays that have a high shrink-swell potential, soils that have a high water table, soils that have a claypan or clay layer at or near the surface, and soils that are shallow over nearly impervious material. These soils have a very slow rate of water transmission.

If a soil is assigned to a dual hydrologic group (A/D, B/D, or C/D), the first letter is for drained areas and the second is for undrained areas. Only the soils that in their natural condition are in group D are assigned to dual classes.

### Rating Options

*Aggregation Method:* Dominant Condition

*Component Percent Cutoff: None Specified*

*Tie-break Rule: Higher*

## **SECTION 8**

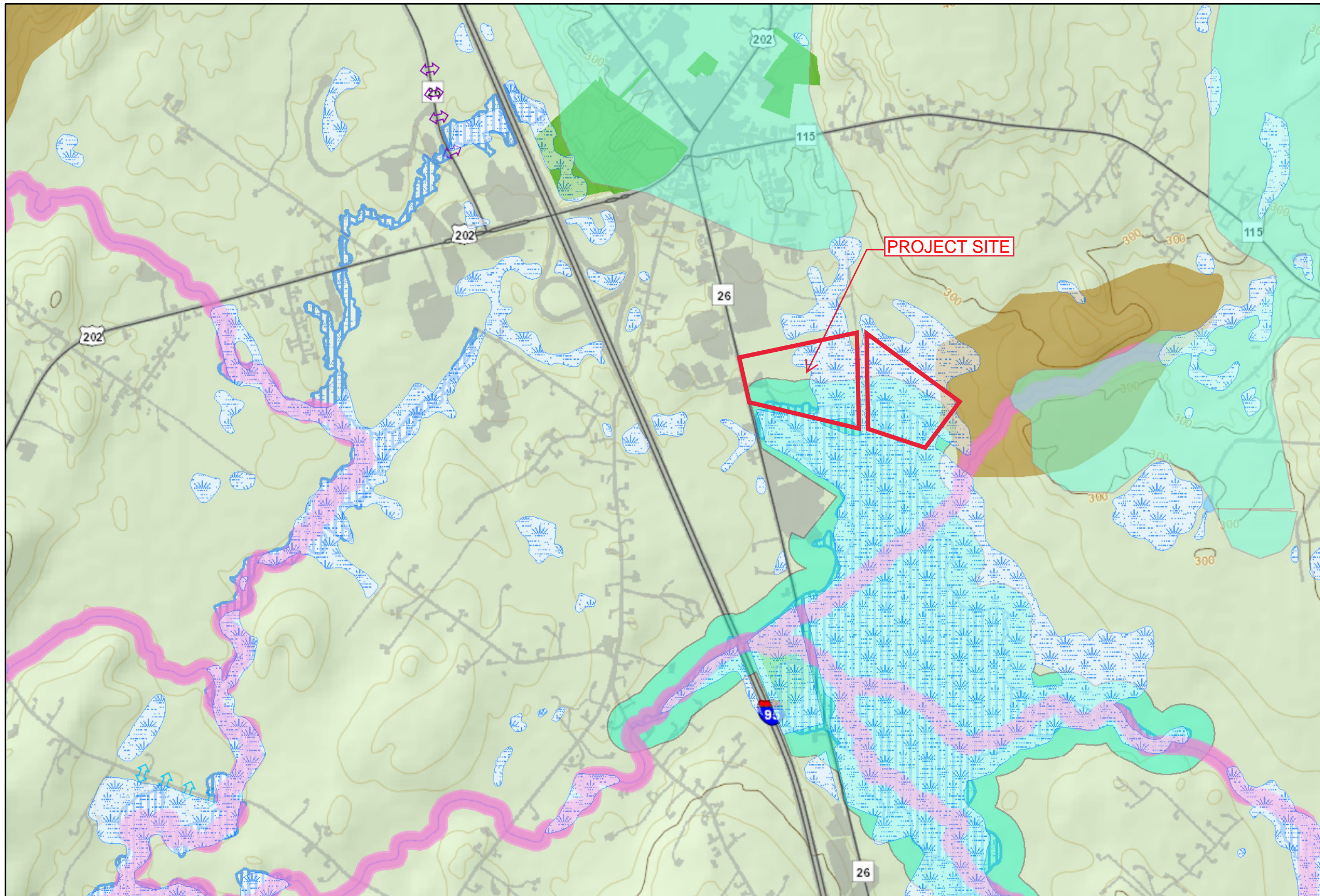
---

### **BEGINNING WITH HABITAT MAPPING & FEMA FLOOD PLAIN MAPPING**



**BEGINNING WITH HABITAT**

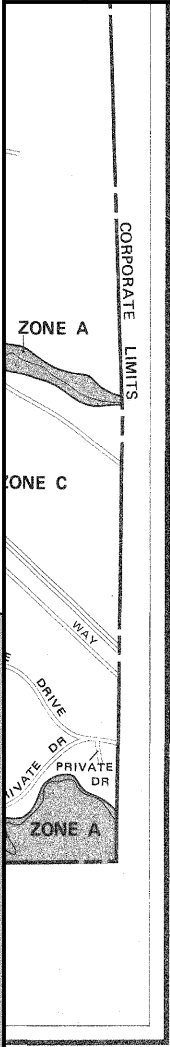
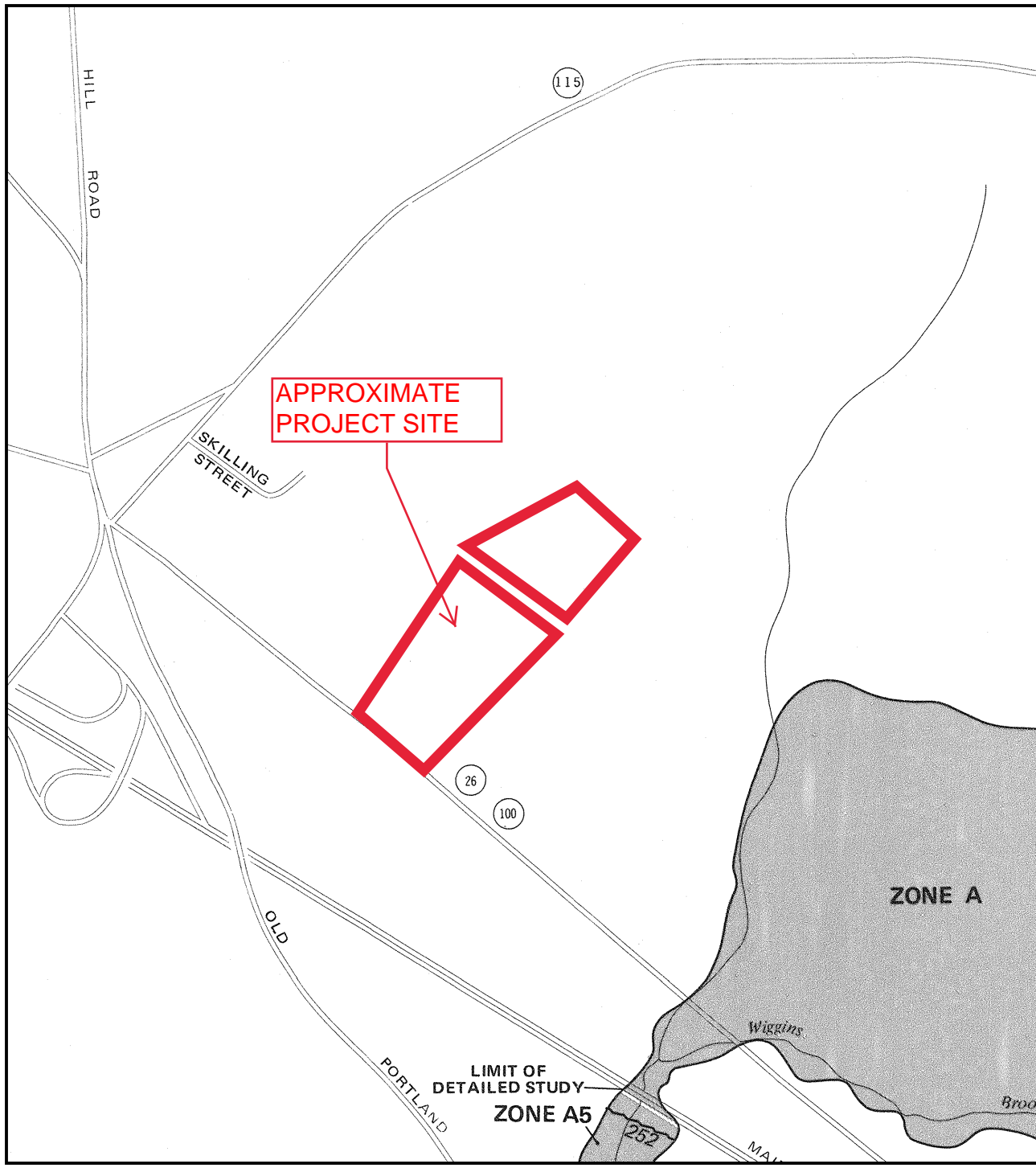
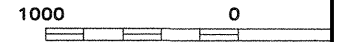
### Legend



Contact your insurance agent, or call the  
Program at (800) 638-6620.



APPROXIMATE SCALE



NATIONAL FLOOD INSURANCE PROGRAM

**FIRM**  
FLOOD INSURANCE RATE MAP

TOWN OF  
GRAY, MAINE  
CUMBERLAND COUNTY

PANEL 15 OF 15  
(SEE MAP INDEX FOR PANELS NOT PRINTED)

COMMUNITY-PANEL NUMBER  
230048 0015 A

EFFECTIVE DATE:  
JANUARY 6, 1982



federal emergency management agency

This is an official FIRMette showing a portion of the above-referenced flood map created from the MSC FIRMette Web tool. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For additional information about how to make sure the map is current, please see the Flood Hazard Mapping Updates Overview Fact Sheet available on the FEMA Flood Map Service Center home page at <https://msc.fema.gov>.

## **SECTION 9**

---

### **COST ESTIMATE & FINANCIAL CAPACITY**



Job Number 21005  
Calculated by JRH  
Date 9/2/2021

**Portland Road Solar Farm, Gray**

*Cost Estimate*

<b>Item</b>	<b>Cost</b>
Panels and Equipment	\$1,960,000.00
Labor	\$1,120,000.00
Interconnection Fee with CMP	\$280,000.00
Permitting	\$140,000.00
<b>Total</b>	<b>\$3,500,000.00</b>



October 26, 2021

To whom it may concern:

This letter is to confirm that Cleantap Energy, LLC has the financial means to complete the project in Gray, ME.

Thank you,

A handwritten signature in black ink that reads "Michael Pietroski".

Michael Pietroski | Vice President  
Banking Center Manager III  
178 Court St.  
Auburn, ME 04210  
207-344-6842 (p)  
207-230-5349 (f)  
[www.CamdenNational.com](http://www.CamdenNational.com)

Apply today for a Home Equity Line of Credit!



## **SECTION 10**

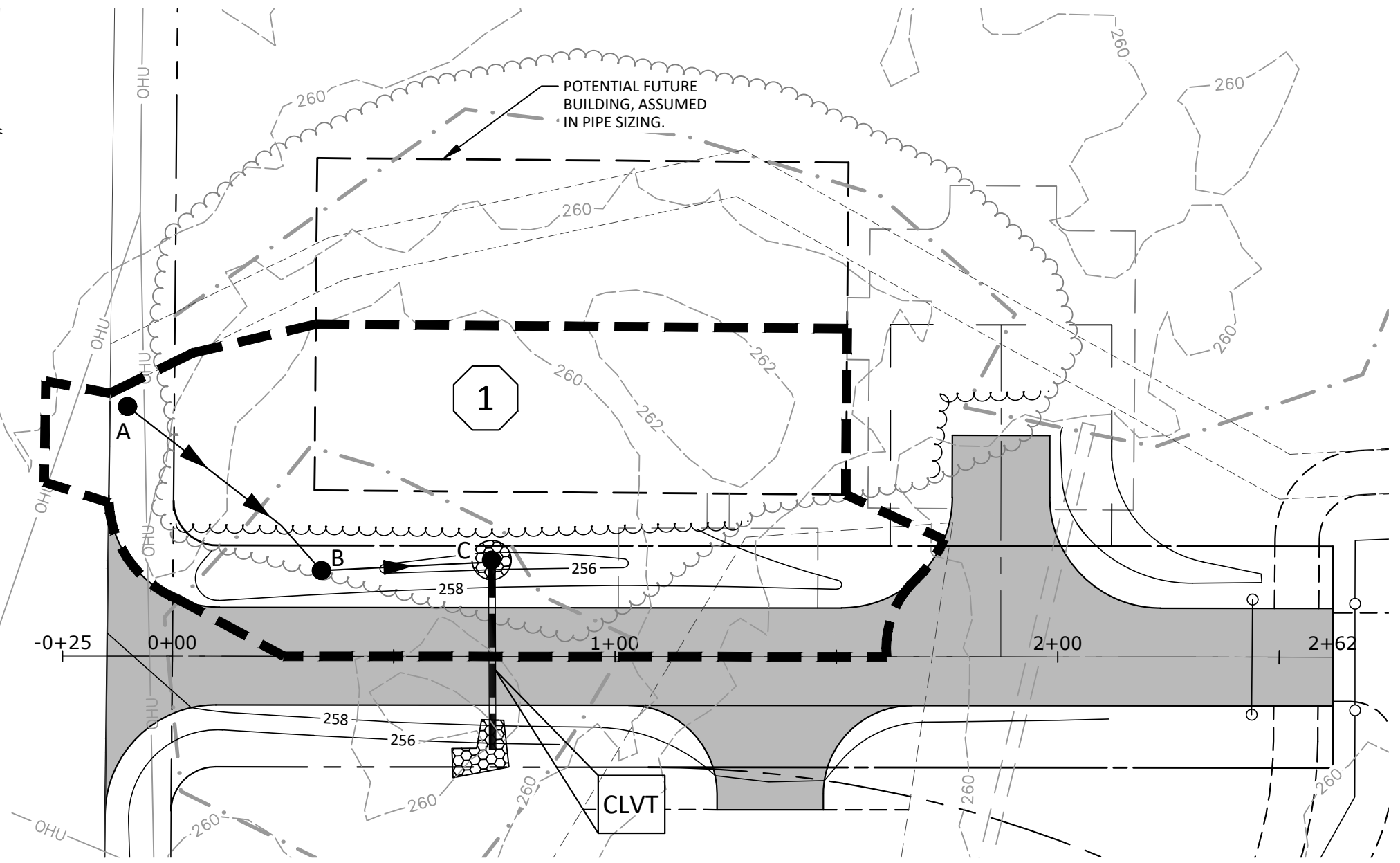
---

### **CULVERT SIZING CALCULATIONS**

REV	DATE	BY	DESCRIPTION
A	10-26-21	JRH	ISSUED FOR PERMITTING

**WATERSHED MAP**  
PORTLAND ROAD SOLAR FARM  
GRAY, MAINE  
FOR:  
CLEANTAP ENERGY, LLC  
PO BOX 235  
CUMBERLAND, MAINE 04021

1" = 30'  
SCALE:  
10-26-2021  
DATE:  
SHEET 1 OF 1  
WM-1



1

**WATERSHED MAP LEGEND**



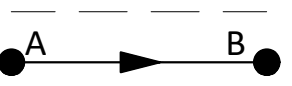
WATERSHED NO.



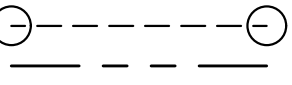
REACH/STUDY POINT



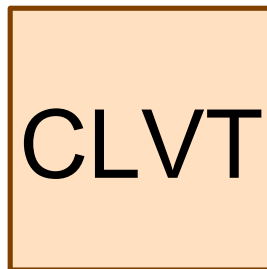
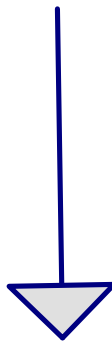
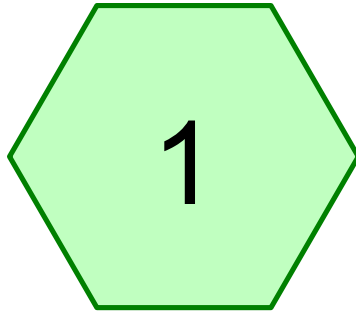
POND



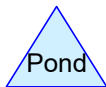
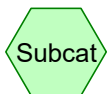
WATERSHED BOUNDARY  
TIME OF CONCENTRATION



REACH PATH  
SOIL BOUNDARY



Culvert (Sta. 0+75)



**Routing Diagram for 21005-Pipe Sizing**  
Prepared by DM Roma Consulting Engineers, Printed 10/25/2021  
HydroCAD® 10.00-26 s/n 09237 © 2020 HydroCAD Software Solutions LLC

## 21005-Pipe Sizing

Type III 24-hr 25-Year Rainfall=5.80"

Prepared by DM Roma Consulting Engineers

Printed 10/25/2021

HydroCAD® 10.00-26 s/n 09237 © 2020 HydroCAD Software Solutions LLC

Page 2

Time span=5.00-48.00 hrs, dt=0.05 hrs, 861 points  
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN  
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

### Subcatchment 1:

Runoff Area=12,501 sf 51.84% Impervious Runoff Depth>4.54"  
Flow Length=93' Slope=0.0100 '/' Tc=8.2 min CN=89 Runoff=1.35 cfs 0.109 af

### Reach CLVT: Culvert (Sta. 0+75)

Avg. Flow Depth=0.47' Max Vel=3.17 fps Inflow=1.35 cfs 0.109 af  
15.0" Round Pipe n=0.013 L=42.0' S=0.0048 '/' Capacity=4.46 cfs Outflow=1.33 cfs 0.109 af

**21005-Pipe Sizing**

Prepared by DM Roma Consulting Engineers

HydroCAD® 10.00-26 s/n 09237 © 2020 HydroCAD Software Solutions LLC

Type III 24-hr 25-Year Rainfall=5.80"

Printed 10/25/2021

Page 3

**Summary for Subcatchment 1:**

Runoff = 1.35 cfs @ 12.11 hrs, Volume= 0.109 af, Depth> 4.54"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-48.00 hrs, dt= 0.05 hrs  
Type III 24-hr 25-Year Rainfall=5.80"

Area (sf)	CN	Description
* 1,635	98	Proposed Road
* 4,500	98	Assumed Potential Future Building
* 346	98	Existing Road
6,020	80	>75% Grass cover, Good, HSG D
12,501	89	Weighted Average
6,020		48.16% Pervious Area
6,481		51.84% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
8.1	55	0.0100	0.11		<b>Sheet Flow, A to B</b> Grass: Short n= 0.150 P2= 3.10"
0.1	38	0.0100	6.31	88.35	<b>Trap/Vee/Rect Channel Flow, B to C</b> Bot.W=2.00' D=2.00' Z= 2.0 & 3.0 '/' Top.W=12.00' n= 0.025
8.2	93	Total			

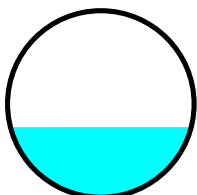
**Summary for Reach CLVT: Culvert (Sta. 0+75)**

Inflow Area = 0.287 ac, 51.84% Impervious, Inflow Depth > 4.54" for 25-Year event  
Inflow = 1.35 cfs @ 12.11 hrs, Volume= 0.109 af  
Outflow = 1.33 cfs @ 12.12 hrs, Volume= 0.109 af, Atten= 1%, Lag= 0.4 min

Routing by Stor-Ind+Trans method, Time Span= 5.00-48.00 hrs, dt= 0.05 hrs  
Max. Velocity= 3.17 fps, Min. Travel Time= 0.2 min  
Avg. Velocity = 1.11 fps, Avg. Travel Time= 0.6 min

Peak Storage= 18 cf @ 12.12 hrs  
Average Depth at Peak Storage= 0.47'  
Bank-Full Depth= 1.25' Flow Area= 1.2 sf, Capacity= 4.46 cfs

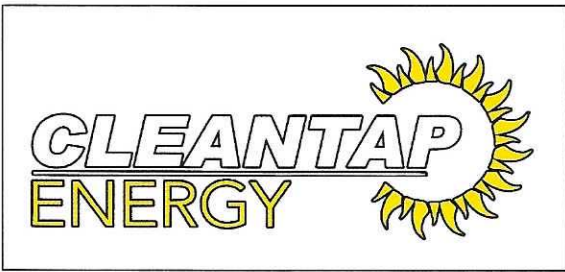
15.0" Round Pipe  
n= 0.013  
Length= 42.0' Slope= 0.0048 '/'  
Inlet Invert= 255.75', Outlet Invert= 255.55'



## **SECTION 11**

---

### **OPERATIONS & MAINTENANCE PLAN**

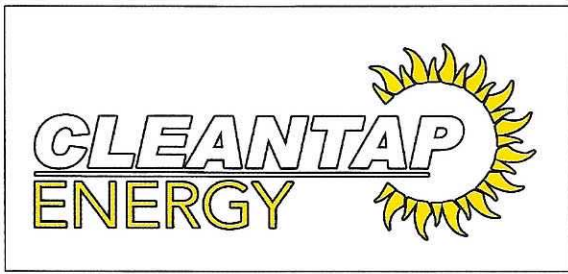


**Cleantap Energy, LLC**

# **Preliminary Operations and Maintenance Plan**

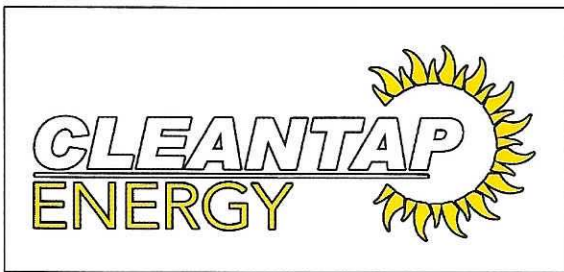
**Prepared for:  
Town of Gray  
on behalf of Cleantap Energy, LLC  
19 Maine St, Suite 2 Gray, ME 04039**

**October 2021**



## Table of Contents

1. Overview .....	3
2. O&M Strategy .....	3
3. Solar Technology .....	3-4
4. Maintenance Schedules .....	4
5. Balance of Plant (BOP) .....	6-7
6. Site Monitoring .....	7
7. Safety .....	7-8
8. Training .....	8



Clean Solar Gray: October 2021

### 1. Overview

An Operations and Maintenance Plan (O&M Plan) is a project specific plan that is created and defined around solar project equipment, original equipment manufacturer (OEM) requirements, environmental conditions and permitting restrictions. This preliminary plan will be used as a foundation for a final plan once all variables are determined and the design has been finalized.

The final O&M Plan will be implemented at the time of the scheduled Commercial Operation Date (COD). Cleantap Energy employees will be held to this Plan during their daily operational duties and tasks.

The objective of this plan is to optimize plant performance by adhering to OEM suggested maintenance practices while following internal processes and procedures. It is intended to be used as a guide in achieving results through the utilization of known best operational, safety, and environmental practices.

### 2. O&M Strategy

Cleantap Energy is a world leader in energy production with over 50 MW's of installed capacity across the USA and Canada. Cleantap Energy has developed its reputation as a well-known business leader by setting an example for others to follow through the establishment of a strong cultural mindset that emphasizes safety, environmental awareness, and pride of ownership.

Further, Cleantap Energy continues to expand upon its energy assets and remain competitive in the renewable market by constantly adapting to the changing energy landscape. For example, Cleantap Energy takes pride in being at the forefront of new and emerging technologies to ensure it continues to provide efficient and effective operations.

Due to its experienced staff, Cleantap Energy maintains a high level of competitiveness within the market through a robust training program, quality management during the hiring process, a company culture built around trust, understanding, and the foundational principles of ACTT=R (Accountability, Challenge, Transparency & Teamwork = Results).

Clean Solar Gray is a wholly owned subsidiary of Cleantap Energy and retains this same culture in all business practices. Clean Solar Gray, the subject of this O&M Plan, is formally being proposed by Clean Solar Gray

### 3. Solar Technology

Equipment selection for a proposed photovoltaic site is based on several factors, including, but not limited to, community/good neighbor stipulations, environmental conditions, grid conditions, reliability, and equipment performance and efficiency. The Clean Solar Gray Project will select the best equipment for the site based on the foregoing factors and the technology available at the time of development. However, Clean Solar Gray will continue to seek out newer technologies that drive better site reliability and performance while diminishing impact to the environment and, if able, will incorporate those technologies into the project design.



### Clean Solar Gray: October 2021

Typical OEM Agreements for major PV equipment account for serial defects that contribute to poor performance. Where defects are identified, the OEM is responsible for submitting and implementing a permanent solution while under the warranty period. Clean Solar Gray engineers work directly with the OEM on implementing engineering strategies that boost performance and reliability on operating assets with older technology.

Cleantap Energy will provide periodic preventative maintenance to the following solar plant equipment, per manufacturer recommendations and based on in-house knowledge at other similar solar sites:

- PV Modules
- Inverters
- Fixed Tilt racking systems
- MV (medium voltage) Transformers
- Substation equipment and other overhead lines at the substation and POI (point of interconnect)

#### **4. Maintenance Schedules**

The Plant Manager is responsible for all aspects of routine maintenance to ensure the continued life and service of the solar facility's equipment and its safe operation. Preventative Maintenance (PM) requirements and schedules are determined by the OEM. Routine PM Schedules are typically completed on an annual basis and are scheduled to be completed during low production periods, after sundown or before sunrise.



Clean Solar Gray: October 2021

Clean Solar Gray Maintenance Plan														
Activity	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
		<b>Visual Inspections</b>												
Tracker Components (5% /Year)	Annual										X			
PV Modules and Mounting (5% /Year)	Annual										X			
DC Electrical(5% /Year)	Annual										X			
Communications Equipment	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	
O&M Building HVAC	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	
General Grounds	Annual										X			
<b>Electrical Maintenance</b>														
Inverter Components														
Clean and Inspect	Semi Annual				X	X								
OEM Annual Maintenance	Annual										X	X		
Module														
Cleaning	Twice a Year						X			X				
<b>HV/MV Maintenance</b>														
MV Transformers														
Visual Inspection	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	
Oil Sample & Analysis	Annual										X			
Grounding System														
Visual Inspection	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	
Resistance (5Year)	5 year													
Substation														
Visual Inspection	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	
Battery Maintenance	Quarterly/Annual			Q			Q			Q			A	
HVAC	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	
Fence and Gates Integrity	Monthly/Annual	X	X	X	X	X	X	X	X	X	X	A	X	
Security Integrity	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	
Main Power Transformer														
Visual Inspection	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	
Oil Sample & Analysis	Annual										X			
Thermography	Annual										X			
Disconnect Switches														
Visual Inspection	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	
Thermography	Annual										X			
Insulators														
Clean and Inspect (Based on site conditions)	3 year													
<b>General Grounds</b>														
Gates Inspection	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	
Signage Inspection	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	
<b>System Testing</b>														
Communications Equipment														
Pyrrometer Calibration	2 Years													
Datalogger	2 Years													
Reference Cell	2 Years													
Software Maintenance/Upgrades	As required													

Clean Solar Gray: October 2021

### 5. Balance of Plant (BOP)

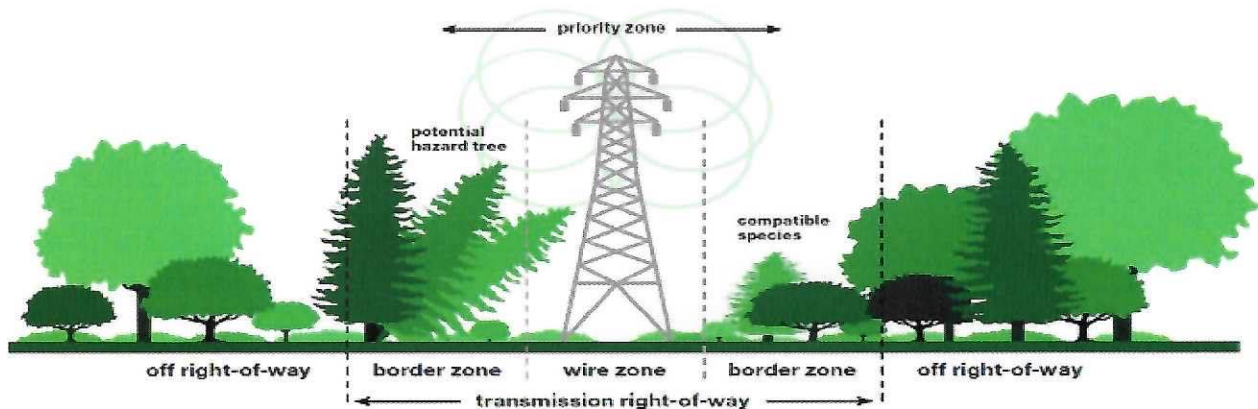
Typical BOP items include collector and substation inspections, maintenance, and repairs, along with road and vegetation maintenance activities.

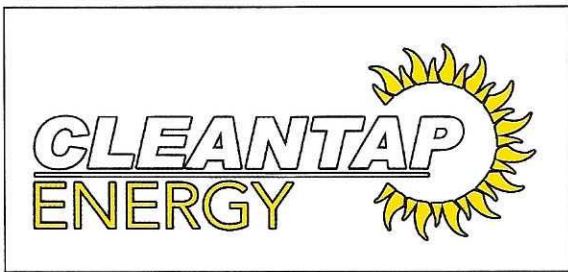
The Plant Manager is responsible for all aspects of routine inspection, maintenance, and repairs of the plant to ensure the continued life and service of the solar facility's equipment and material condition. This is further enforced by formal inspections, to include monthly, quarterly, and annual inspections of the collector system and balance of plant equipment.

Typical inspection activities include, but are not limited to, the following: access road suitability (road repairs may be needed after adverse weather events); and substation inspection (leaks; vegetation; and collector and applicable transmission line inspections that determine whether lines are clear of tree branches or other debris).

As per set guidelines, the substation transformers, relays, and all associated equipment receive a formal inspection and maintenance on a scheduled basis. All maintenance is documented and stored for the life of the plant.

Road maintenance and vegetation control generally take place on a semi-annual schedule or when needed. Specific activities would include grubbing and clearing vegetation for access roads. A major area of focus is monitoring vegetation around conductors. The figure below depicts an example of clearance maintenance distances.





Clean Solar Gray: October 2021

Vegetation Clearance Distance - 230kV and Greater = 8 ft, Less Than 230kV = 4 ft

The table below highlights typical vegetative management activities that will take place twice per year.

Mohawk Solar Semi-Annual Services: Vegetation Management	
Monitoring	Site Assessment
	Overhead collector system
	Substation; switchyard
	Access roads
Annual Reporting	Reporting on state of site; corrective action plan
Mowing / Trimming	Tractor/Mower/Operator
	Tree trimming
	Weed Whipping
Herbicide Application	Herbicides will be used along access roads and at substations and switchyards only if mechanical methods are ineffective.

**6. Site Monitoring**

• **Performance and Reliability** - All sites are monitored 24/7 by a rotating scheduled staff at our state-of-the-art National Control Center (NCC) located in Buffalo, NY. Staff responsibilities include site performance monitoring, resets, grid monitoring and balancing along with technician call-outs. They ensure the plants readiness to run.

• **Environmental** – Cleantap Energy conducts routine monitoring of avian activities inside and outside of the site boundaries and has adopted the standards as outlined under the recommendations of Avian Power Line Interaction Committee (APLIC).

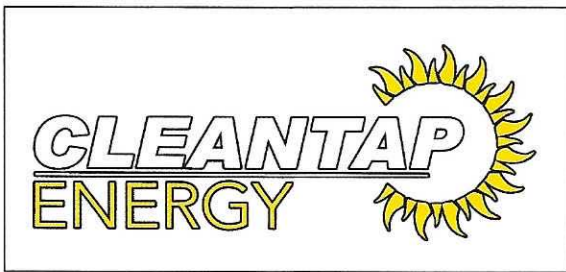
In addition to avian inspections, all Cleantap Energy sites conduct monthly inspections of all hazardous and non-hazardous chemicals as outlined in the Environmental, Health and Safety Manual along with submitting reports as outlined in a Spill Prevention, Control, and Countermeasures Plan (SPCC).

• **Security** – All sites that have been equipped with video monitoring equipment are monitored 24/7 from our security personnel located at our corporate office. All sites having an alarm system are monitored remotely by an independent contractor which directly contacts the local authorities when needed.

**7. Safety**

Cleantap Energy has developed a robust written safety program. This program consists of a number of policies, procedures and plans which make up the Environmental Health and Safety Manual (EHS Manual). Copies of the EHS Manual are maintained electronically as well as in hard copy at each Cleantap Energy electric generation plant.

The programs within the manual are updated from time to time when needed following a Management of Change review and approval by Cleantap Energy Senior Management. Aypa employees at electric generation plants receive training on the various programs within the manual initially after they are hired and periodically thereafter.



Clean Solar Gray: October 2021

The initial training is documented in the Basic Operations Department Qualification standard and logged into a computer-based training tracking software program. The periodic training is conducted as outlined in the EHS & Training Matrix and this training is also logged into the computer-based training tracking software program.

The EHS Manual also describes a number of inspections and audits which are performed periodically to ensure that employees at Cleantap Energy electric generation plants are executing their work in accordance with the manual.

### **8. Training**

Cleantap Energy has a well-defined systematic approach to the training that is needed by each employee. Cleantap Energy utilizes training software to assign (based upon an employee's position), track, and document training that employees receive. The status of fleet training is reported each month to the fleet as well as management.

Training is grouped into several categories including Safety Training and training for qualifications. Generally, the training for qualifications is a one-time training and the safety training is recurring. Cleantap Energy developed a comprehensive training matrix, which describes the periodic requirements associated with training and assessments that employees must accomplish.

General categories listed in the matrix are: 1) PV Qualification training, 2) Electrical Qualification training, 3) EHS Manual program training, and 4) other safety training which includes various videos and other required trainings that may not be specifically addressed in the EHS Manual.

The Training Department has also developed training presentations, classes, and videos. The periodicity of the recurring training is shown on the EHS and Training matrix. Hours spent training for qualifications can vary greatly depending on an employee's knowledge-level when hired.

## **SECTION 12**

---

### **DECOMMISSIONING PLAN**

## Decommissioning Plan

### Overview

The Portland Road Solar Project (Cleantap Energy, LLC) will be responsible for decommissioning the Project within 180 days from the date of the discontinued operation. Decommissioning activities include the removal of solar panels, racking, foundations, electrical and connection equipment, utility poles, security barriers, and fencing. All waste from decommissioning will be transported by licensed haulers and recycled or disposed of following all local, state, and federal regulations. Restoration of the site will be done to minimize erosion and runoff.

### Process

Final decommissioning plans will be prepared by a qualified engineer before decommissioning. The typical decommissioning process includes the following tasks in general chronological order:

Decommissioning Tasks
1. Remove Racking Wiring
2. Remove Panels
3. Dismantle Racks
4. Remove Electrical Equipment
5. Breakup and Remove Concrete Pads or Ballasts
6. Remove Racks
7. Remove Cable
8. Remove Ground Screws and Power Poles
9. Remove Fence
10. Grading
11. Seed Disturbed Areas
12. Truck to Recycling Area

### Equipment Removal and Site Restoration

All wiring will be removed from the racking except for underground wiring at depths greater than two feet, which will be abandoned in place. All electrical equipment, including inverters,

transformers, and switchgear will be unmounted from its foundation and transported to the appropriate facility for recycling or reuse.

After removing wiring and cables, solar panels will be removed from their racking system and transported to the appropriate recycling facility. Above ground racking will be removed using tools and small machinery. Racking posts driven into the ground will either be pulled from the ground or cut off at a depth of two feet below ground and abandoned in place. All racking will be recycled at the appropriate facility.

Site restoration will be performed after removal of equipment. Racking posts that are pulled from the ground are expected to create only minimal disturbance. Where reasonably necessary restoration will include regrading, mulching, and seeding to establish vegetation and prevent soil loss and erosion. Seeding will be done with a conservation mix to any disturbed areas.

### Estimated Cost

The total estimated cost of decommissioning is \$73,000. A table of costs broken out by task can be seen below in Table 1.

**Table 1. Decommissioning Costs**

<b>Task</b>	<b>Estimated Cost</b>
Remove Racking Wiring	\$ 3,500
Remove Panels	\$ 3,500
Dismantle Racks	\$ 14,000
Remove Electrical Equipment	\$ 2,000
Breakup and Remove Concrete Pads or Ballasts	\$ 1,600
Remove Racks	\$ 8,500
Remove Cable	\$ 23,000
Remove Ground Screws and Power Poles	\$ 5,200
Remove Fence	\$ 4,200
Grading	\$ 1,000
Seed Disturbed Areas	\$ 3,000
Truck to Recycling Area	\$ 3,500
<b>Total</b>	<b>\$73,000</b>



KENWOOD





# Current System

## Voter System

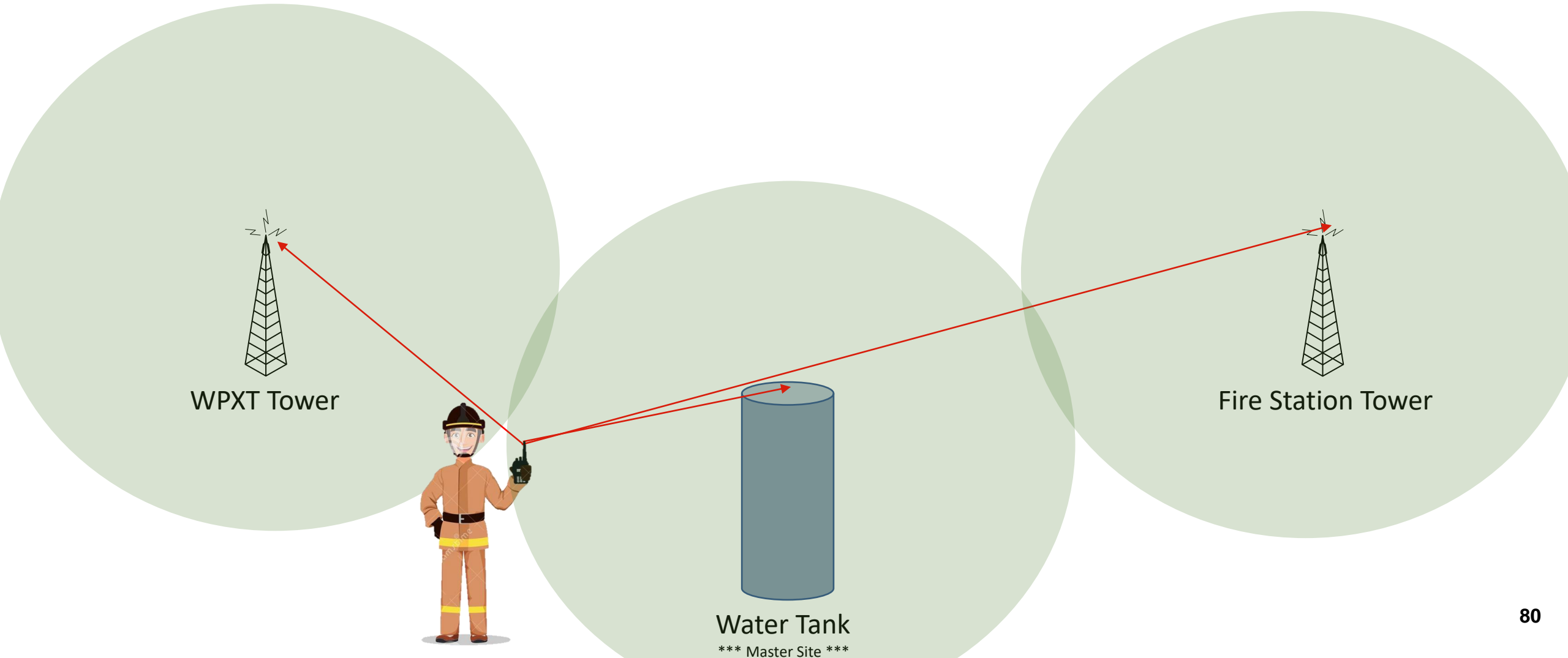
- Single Master/Voter Site
  - Water Tank
- One transmitter site
  - Water Tank
- Three receiver sites
  - Water Tank
  - WPXT
  - Fire Station

***When a field unit transmits, it is received at all receiver sites and the best signal is rebroadcast from the Water Tank site.***



# Current System

5-watt portable transmits to (3) tower sites





# Current System

Best received signal is rebroadcast only from the Water Tank at 100-watts



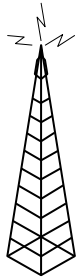


# Current System

## Loss of Master Site

- Equipment Failure
- Loss of CMP Power

**\*\*\* No Communications \*\*\***

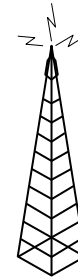


WPXT Tower



Water Tank

\*\*\* Master Site \*\*\*



Fire Station Tower



# Proposed System

## Simulcast Transmitter/Voter System

- Redundant Master/Voter Sites
  - State Police Tower
  - Water Tank
  
- Four transmitter sites
  - State Police Tower
  - Water Tank
  - WPXT
  - Fire Station
  
- Four receiver sites
  - State Police Tower
  - Water Tank
  - WPXT
  - Fire Station

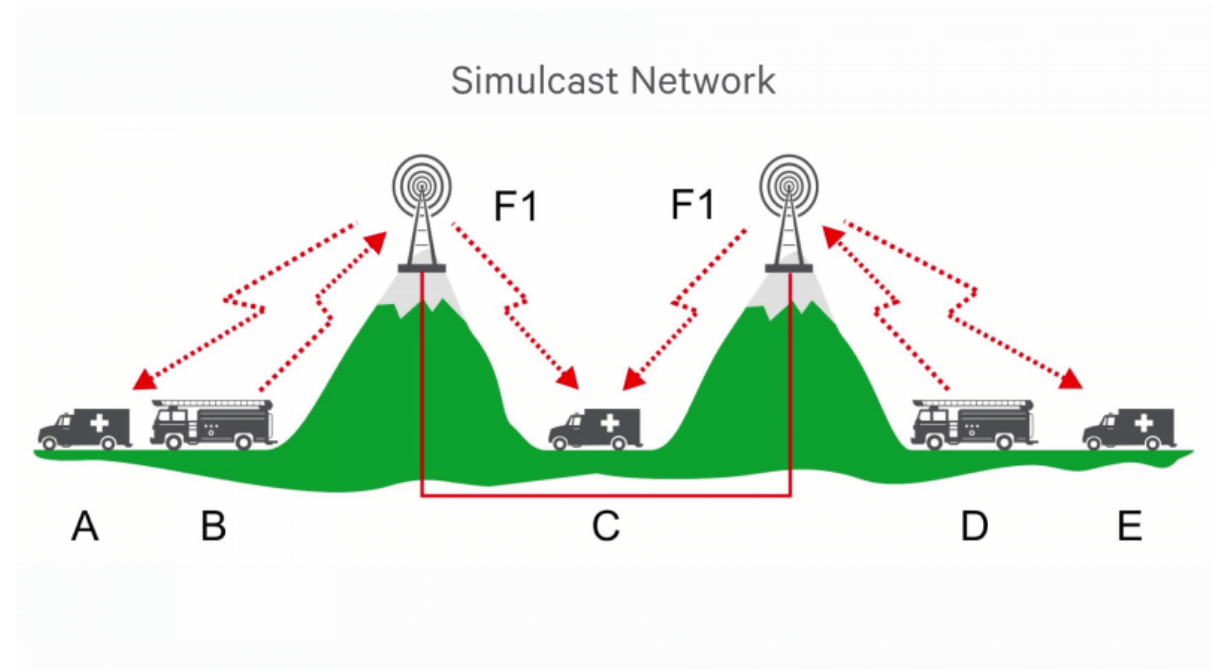
***When a field unit transmits, it is received at all receiver sites and the best signal is rebroadcast from all tower sites.***



# Proposed System

## RX Voted / Simulcast Benefits

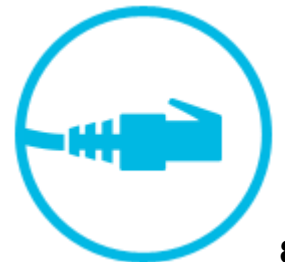
- Multiple transmitters/receivers for enhanced coverage and fault tolerance
- Single channel operation throughout coverage area
- Best audio is selected and retransmitted to field units
- IP Connectivity provides enhanced control features and remote support availability
- Software upgradeable to DMR
- Redundant voters provide for automated system failover



Coverage and Clarity



Remote Access and IP Connectivity





# Proposed System

## Redundant Voting

Voting is key to effective simulcast networks and ensures that each radio user gets the best possible reception.

Every Taitnet AS-IP system has a primary central voting site. Customers can select a second voter license for a back up site, providing unparalleled voting redundancy. Should voting on the central site fail for any reason, it is automatically detected, and the back-up site voter will seamlessly take over. The back-up site is pre-determined by the system engineer, ensuring voting is transferred to the most robust site available.

Taitnet AS-IP allows you to ensure your people always have the best possible reception and that your network continues working, especially during emergencies.

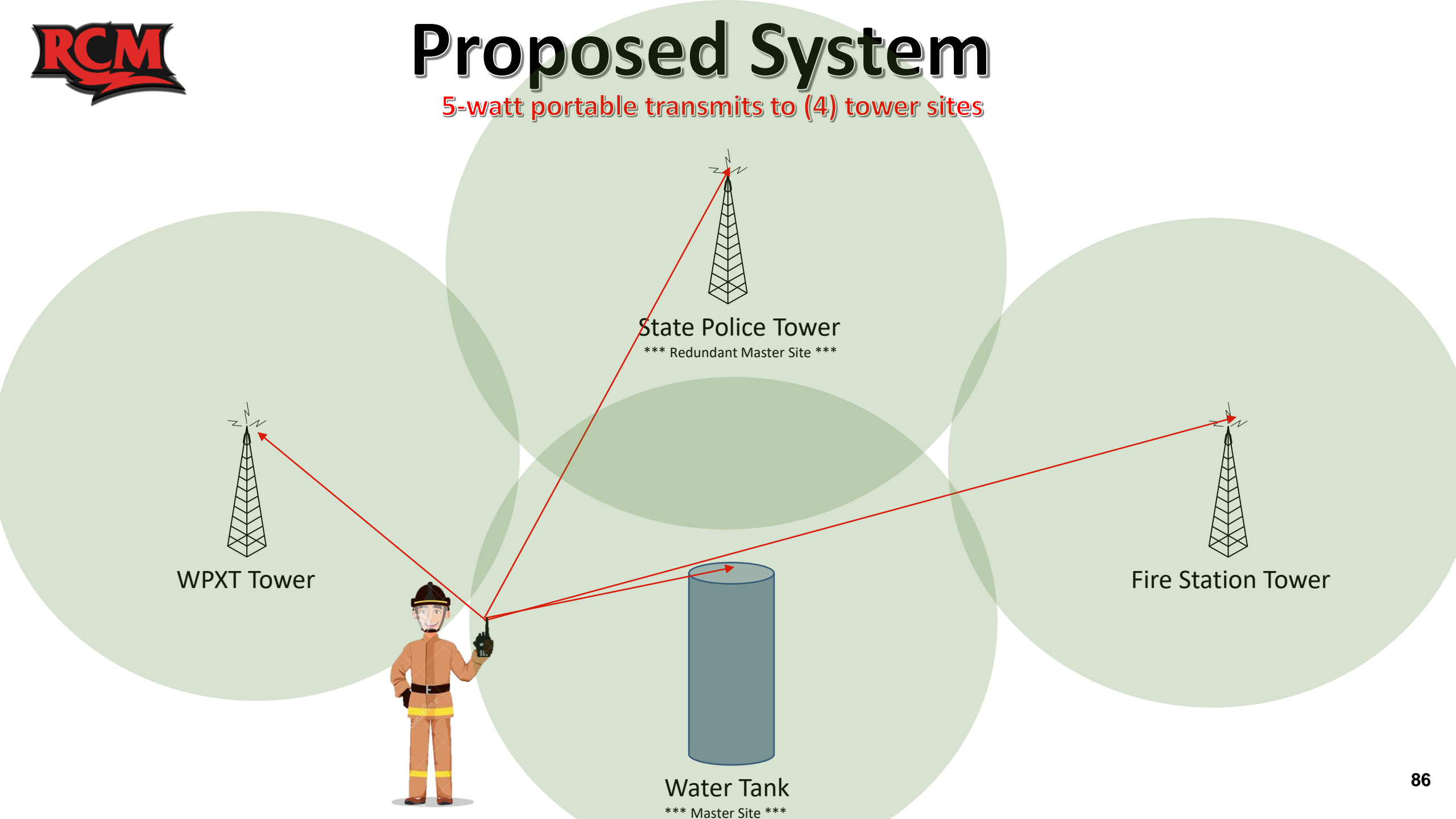
***"Tait Communications offers good quality and reliable equipment with great backup and support."***  
**Communications Technician, State Government**





# Proposed System

5-watt portable transmits to (4) tower sites



WPXT Tower

State Police Tower

\*\*\* Redundant Master Site \*\*\*

Fire Station Tower

Water Tank

\*\*\* Master Site \*\*\*



# Proposed System

Best received signal rebroadcast from all (4) tower sites



State Police Tower

\*\*\* Redundant Master Site \*\*\*



WPXT Tower



Fire Station Tower



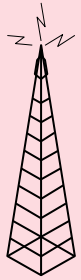
Water Tank

\*\*\* Master Site \*\*\*



# Proposed System

Loss of Master Site- Redundant Master Site Takes Control



WPXT Tower



State Police Tower

\*\*\* Redundant Master Site \*\*\*



Fire Station Tower



Water Tank

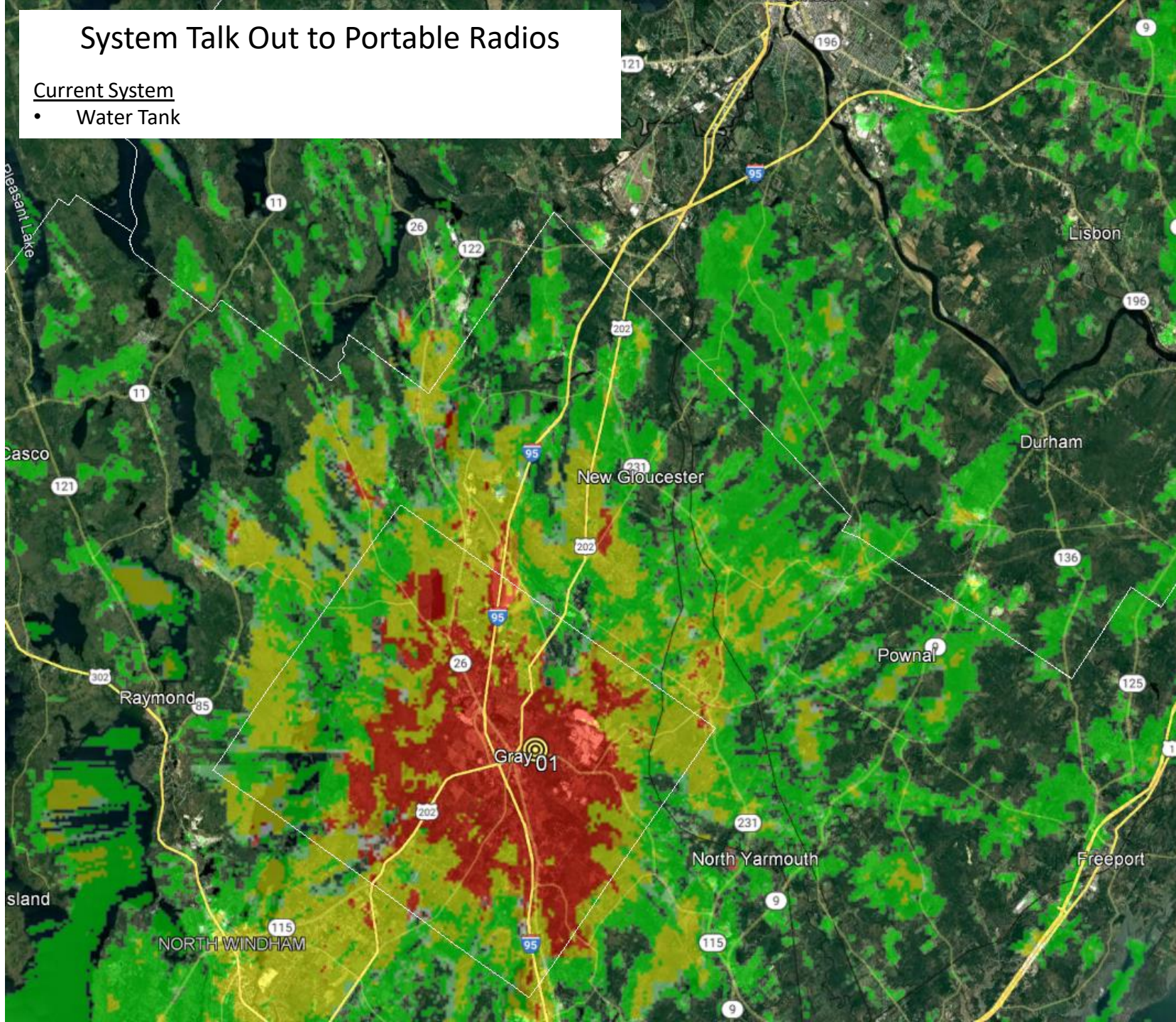
\*\*\* Master Site \*\*\*



# System Talk Out to Portable Radios

## Current System

- Water Tank

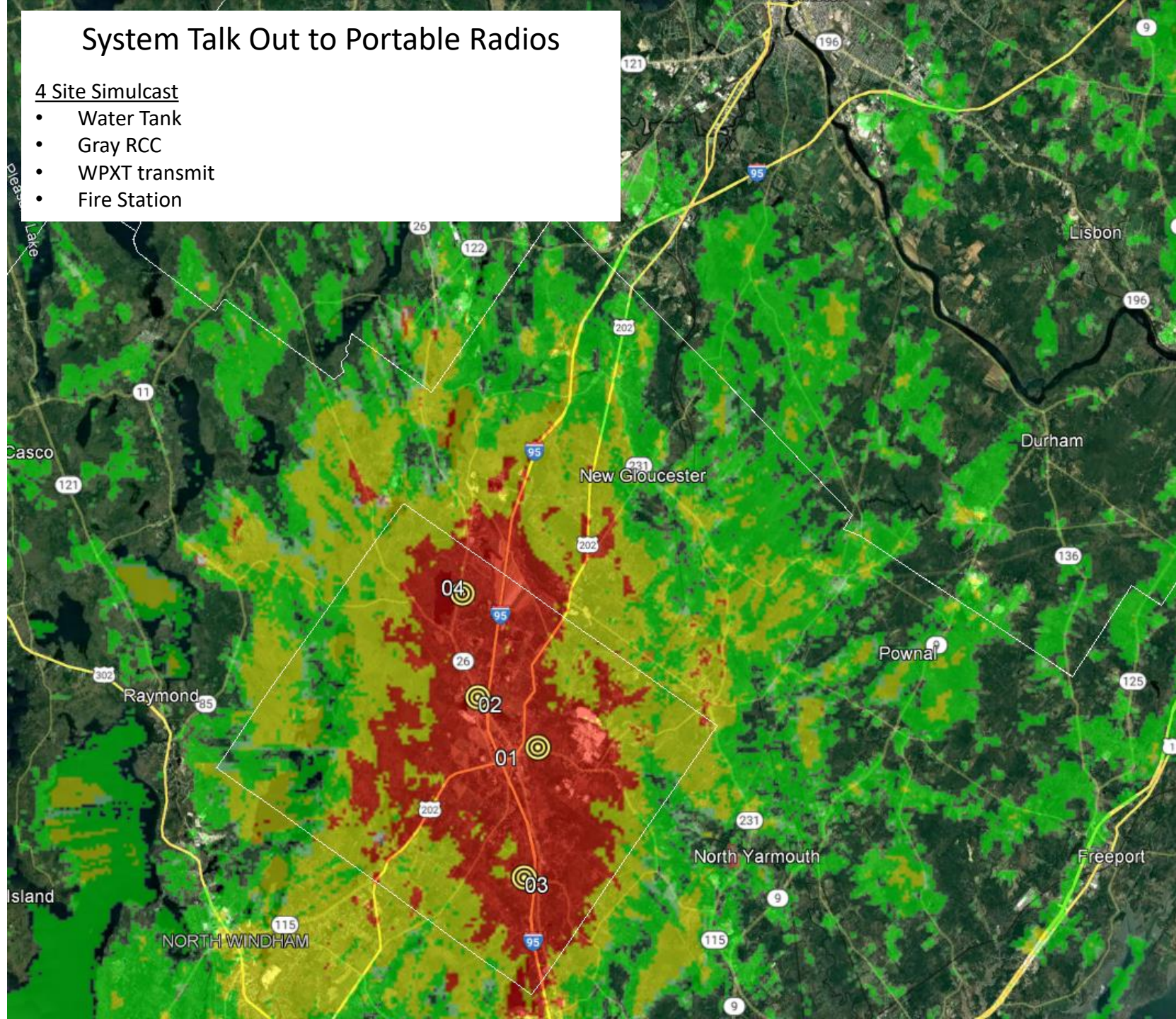




## System Talk Out to Portable Radios

### 4 Site Simulcast

- Water Tank
- Gray RCC
- WPXT transmit
- Fire Station



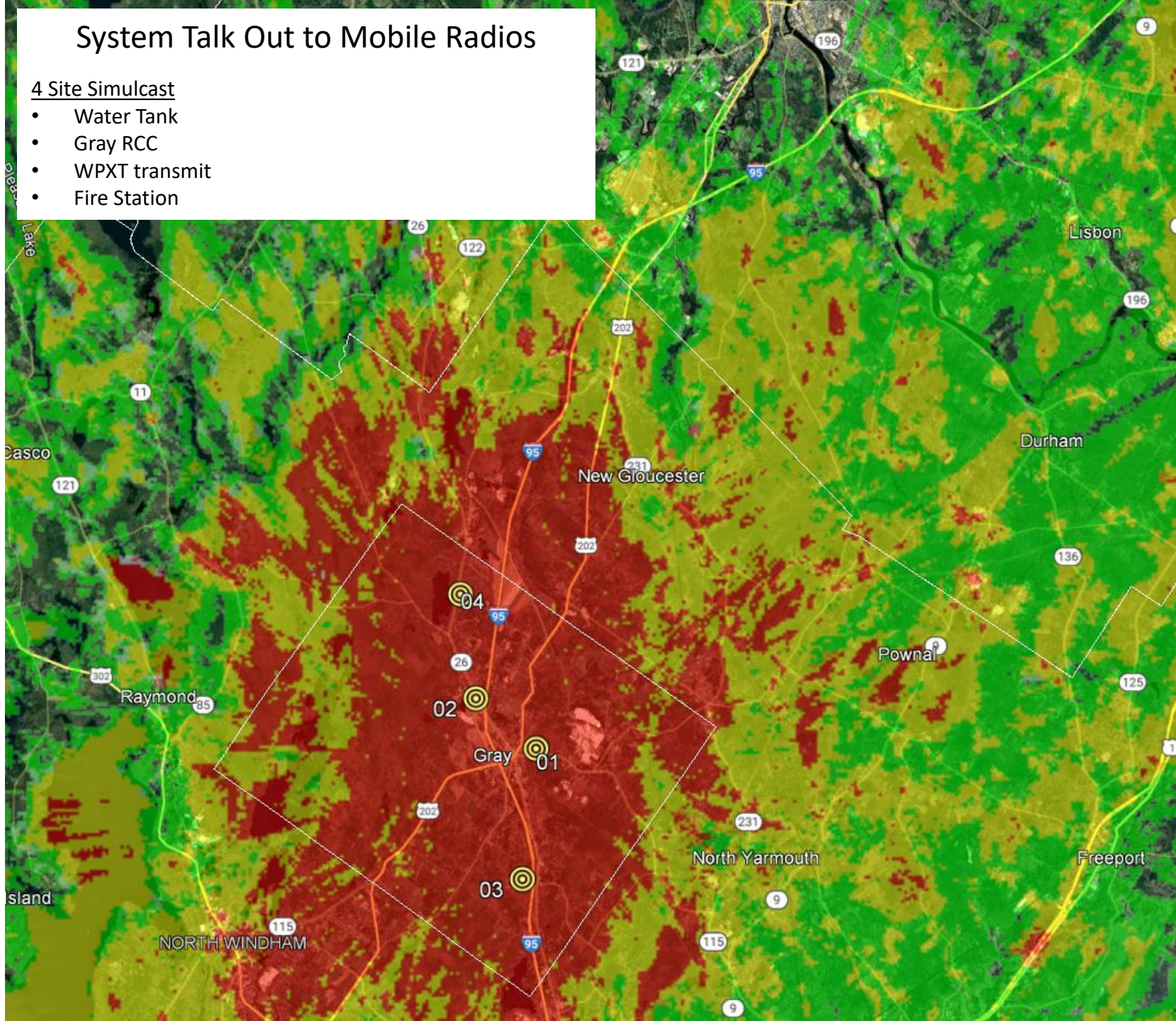




# System Talk Out to Mobile Radios

## 4 Site Simulcast

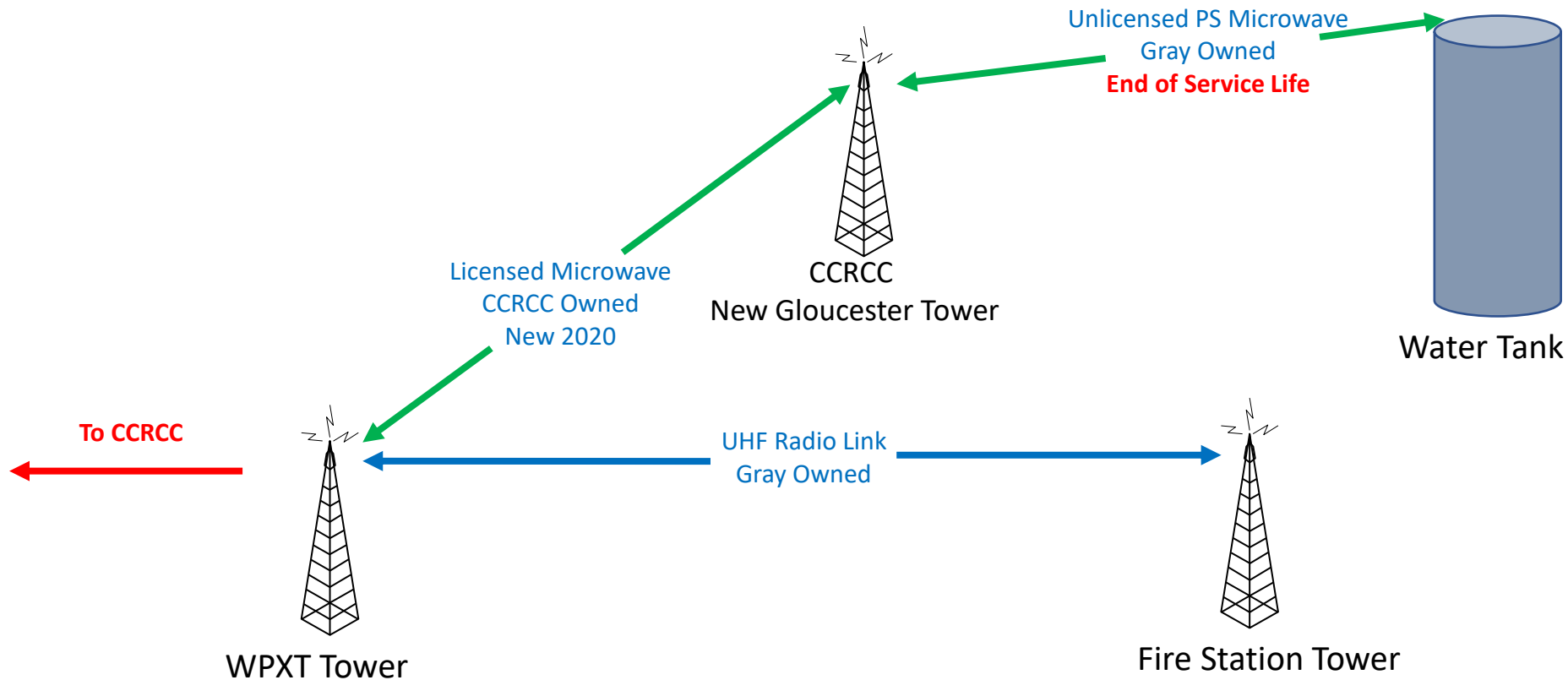
- Water Tank
- Gray RCC
- WPXT transmit
- Fire Station





# Current Site Interconnection

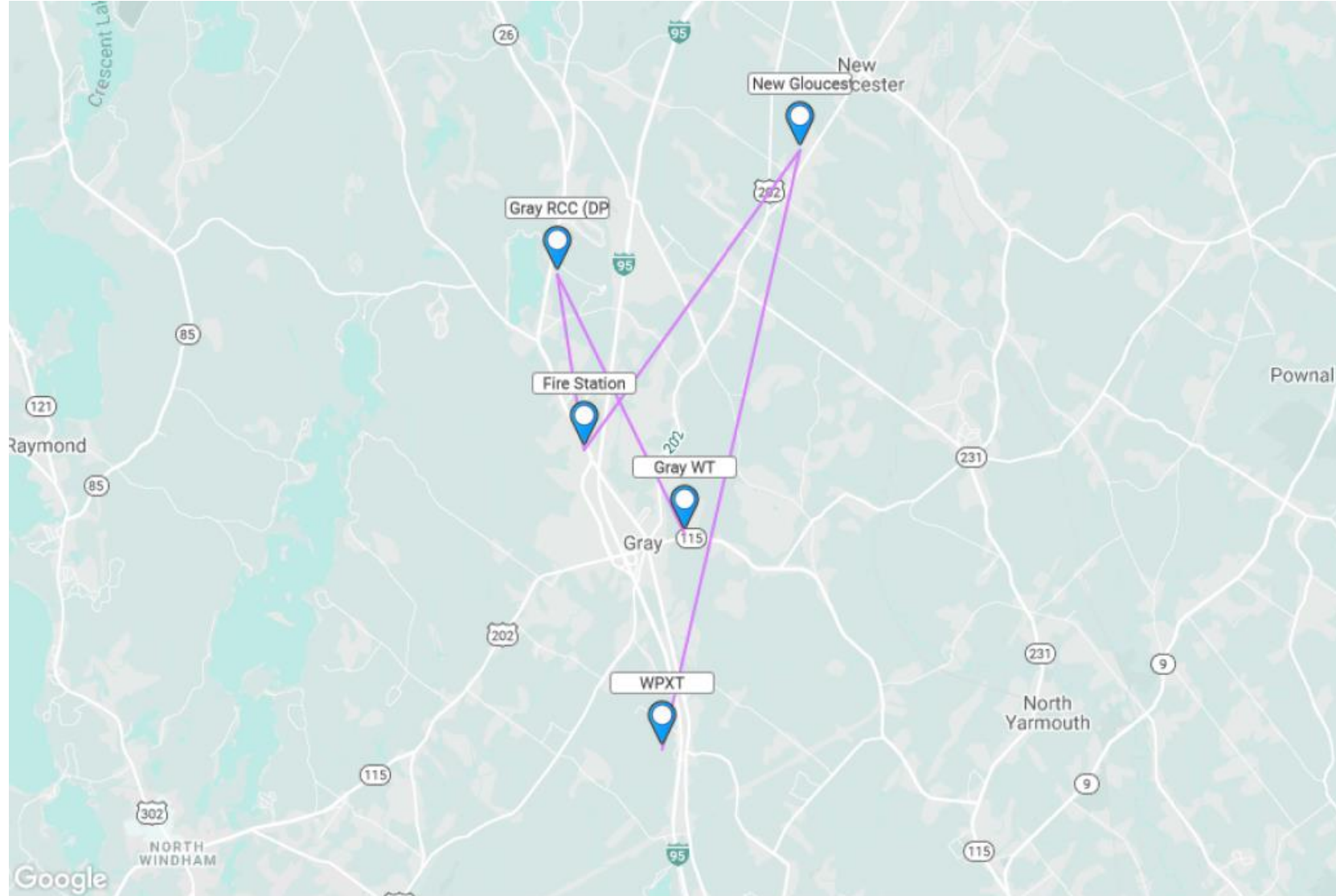
- Mixture of IP and Analog connections
- Utilizes an existing CCRCC microwave link WPXT to CCRCC NG site
- Current microwave from CCRCC NG site to Water Tank is end of service life and parts no longer available.
- CCRCC existing microwave connects Gray back to CCRCC





# Proposed Site Interconnection

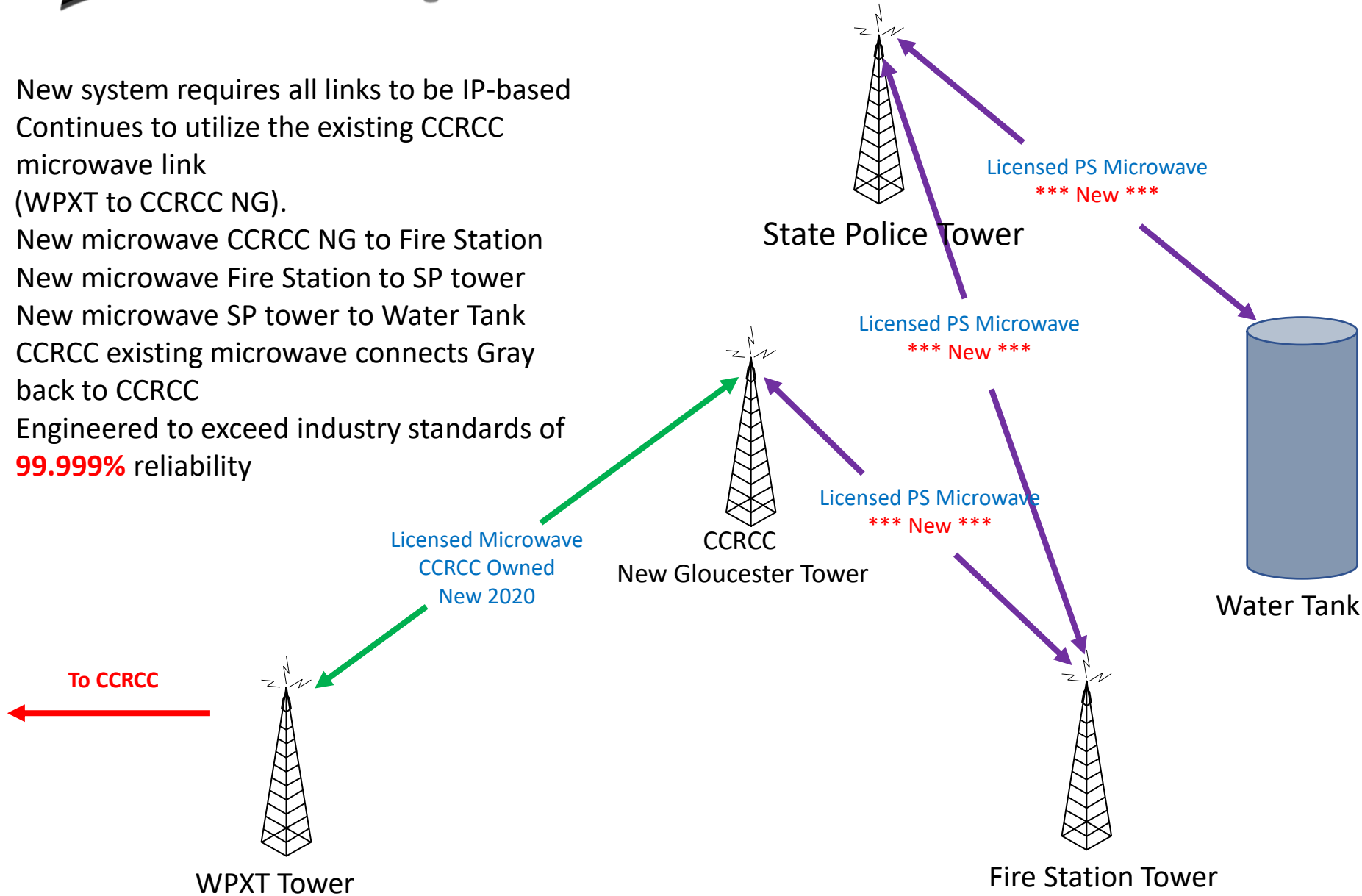
All new licensed microwave





# Proposed Site Interconnection

- New system requires all links to be IP-based
- Continues to utilize the existing CCRCC microwave link (WPXT to CCRCC NG).
- New microwave CCRCC NG to Fire Station
- New microwave Fire Station to SP tower
- New microwave SP tower to Water Tank
- CCRCC existing microwave connects Gray back to CCRCC
- Engineered to exceed industry standards of **99.999%** reliability





# Questions?



# Submission #106

[View](#)

[Edit](#)

[Delete](#)

[Previous submission](#)

[Next submission](#)

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

## Submission information

Form: [Board/Committee Volunteer Application](#)  
Submitted by Anonymous (not verified)  
September 28, 2021 - 8:31pm  
2603:7080:483c:c210:8982:42bf:70f0:3440

**Application Date:** September 28, 2021

## Contact Details

**First/Middle Name:** Cathy M

**Last Name:** Janelle

**Street/PO Box:** 31 Yarmouth Rd

**City, State, Zip:** 04039

**Phone Number:** 2073291482

**Email Address:** [janco@maine.rr.com](mailto:janco@maine.rr.com)

## Employment

**Occupation:** Speech Language Pathologist

**Present Employer:** Hear ME Mow

**Employer Phone Number:** 207-781-7199

**Are you a Gray resident?** Yes

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

Library Board of Trustees

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

As a speech language pathologist, I understand the power of reading in the development of you g children's literacy skills. Our public libraries provide a means for all people, regardless of socioeconomic status, to access books.

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

I've been a member of the community for over 20 years. I've a passion for education and for books. I'd look forward to assisting the library to maintain it excellence in our town.

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

I have strong written and verbal language skills. I am organized. In my work with a non-profit, I have communicated with and learned from the Board of Directors. I interact professionally with people of all ages, from all socioeconomic levels and of a variety of interests. I believe my commutation skills can be an asset to the library trustees.

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

To adopt policies relating to the library's operation. To carry out existing policies and review funds and purchases.

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

I have not yet been on a municipal board. My volunteer efforts have related to my employment at a non-profit.

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

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

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

I'd like to increase my level of community involvement now that my children are grown. My education and training as a speech language pathologist makes me a strong addition to the library trustees.

[Previous submission](#)    Next submission

## Jonathan Hartt

---

**From:** Jonathan Hartt  
**Sent:** Thursday, December 2, 2021 12:44 PM  
**To:** All Staff  
**Subject:** COVID-19 Vaccination, Testing, and Masking Policy  
**Attachments:** COVID-19 Vaccination Policy 12.02.21.pdf; Vaccination Status Statement 11.24.2021.pdf

Dear Town of Gray Staff:

Please find attached the COVID-19 Vaccination, Testing, and Masking Policy, effective January 4, 2022. Although OSHA has temporarily suspended implementation of the Emergency Temporary Standard (ETS) in light of legal challenges, as an employer the Town must continue to prepare for OSHA's planned implementation of the ETS by sharing this policy.

As the Town Manager mentioned in his memo last week, this policy is intended to comply with federal requirements, and to help safeguard the health of our employees and their families as well as the community at large from COVID-19.

**Remember to please send your Vaccination Status Statement (attached) to [hr@graymaine.org](mailto:hr@graymaine.org) or deliver it to me in person by the end of this week, or December 4, 2021.**

If you have any questions, please contact me directly.

Regards,

Jonathan Hartt, SHRM-CP

Assistant to the Manager | HR Administrator

Director of Communications & Information

Town of Gray

24 Main Street, Gray ME 04039

(207) 657-3339 x102

[www.graymaine.org](http://www.graymaine.org)



# COVID-19 Vaccination, Testing, and Masking Policy

TOWN OF GRAY

## PURPOSE

In accordance with the Occupational Safety and Health Administration's (OSHA's) Emergency Temporary Standard (ETS) dated November 5, 2021, the existence of an OSHA-approved State Plan in Maine specific to state and local governments, and the Maine Department of Labor's adoption of the OSHA requirements as they relate to state and local government employers with 100 or more employees, the Town of Gray is adopting this policy, which will help to safeguard the health of our employees and their families, our customers and visitors, and the community at large from COVID-19.

## SCOPE

Per the ETS, effective January 4, 2022, Town of Gray employees are required to be either fully vaccinated against COVID-19 *or* submit a negative COVID-19 test result weekly (every 7 days) and wear a face mask at all times in the workplace. This COVID-19 policy on vaccination, testing, and masking use applies to all Town employees.

All employees are required to report their COVID-19 vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their status and, if not fully vaccinated, their regular testing results. Employees not in compliance with this policy will be subject to discipline up to and including termination of employment.

The following table outlines the requirements for submitting COVID-19 vaccination status documentation.

Vaccination Status	Instructions	Statement Deadline	Proof Deadline
Employees who are fully vaccinated.	Submit statement of vaccination status and proof of full vaccination.	TBD	TBD
Employees who are not yet fully vaccinated.	Submit statement that you are unvaccinated (or partially vaccinated) but are planning to receive a vaccination by the deadline.	TBD	TBD
Employees who are unvaccinated and do not plan to receive the vaccination.	Submit statement that you are unvaccinated and not planning to receive a vaccination.	TBD	TBD

Employees must submit their documentation in-person at the HR office or via email to [HR@graymaine.org](mailto:HR@graymaine.org) with the subject line *Vaccination Status*.

## PROCEDURE

Town of Gray employees have two options under this policy: Vaccination *or* Weekly Testing and Masking.

### Vaccinated Employees

Employees who choose to receive the COVID-19 vaccine must be fully vaccinated by the January 4, 2022 deadline.

# COVID-19 Vaccination, Testing, and Masking Policy

TOWN OF GRAY

COVID-19 vaccinations are free, whether an individual has health insurance or not. While a provider may bill a patient's health insurance for administering the vaccine, there is no out-of-pocket cost to an individual.

Official documentation of vaccination status must be provided to the Human Resources Administrator and include the following:

- The type of vaccine administered.
- The date(s) of administration.
- The name of the health care professional or clinic site administering the vaccine.

Acceptable proof of vaccination status includes:

- The record of immunization from a health care provider or pharmacy;
- A copy of the COVID-19 Vaccination Record Card;
- A copy of the medical records documenting the vaccination;
- A copy of the immunization records from a public health, state, or tribal immunization information system; or
- A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of health care professional(s) or the clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances, the City will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine.

Employees must certify that the documentation they are submitting is true and correct. Employees found to have provided false documentation will be subject to immediate termination of employment.

# COVID-19 Vaccination, Testing, and Masking Policy

TOWN OF GRAY

## Supporting COVID-19 Vaccination

Employees who choose to become vaccinated may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor an email or signed note documenting the reason for the additional time. Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

If an employee experiences adverse side effects from vaccination, the employee will be entitled to paid leave. Such leave will be granted where an employee is experiencing adverse side effects immediately following the vaccine dose and will not exceed two days. Employees should work with their supervisors to schedule necessary time off.

## **Employees Who Choose Not to be Vaccinated**

Employees who choose not to be vaccinated against COVID-19 must present a negative COVID-19 test result weekly (every seven days) to their supervisor before reporting to work **and** wear a mask at all times while at work. The supervisor must forward test results to HR the same day of receipt. If testing is done during work hours, it will be considered paid time without creating overtime. If testing is done during non-work hours, it will not be considered paid time. The schedule below outlines when testing should be done for any day of the week in which an employee starts his/her work week.

<b>If you start work on...</b>	<b>You must get a COVID test on...</b>
Monday	Wednesday prior
Tuesday	Thursday prior
Wednesday	Friday prior
Thursday	Saturday prior
Friday	Sunday prior
Saturday	Monday prior
Sunday	Tuesday prior

Employees are responsible for obtaining the COVID-19 test. This test must be a Polymerase Chain Reaction (PCR) test or a drive-through rapid antigen test. No OTC (Over-the-Counter) tests are accepted. In the event free testing is not available, testing will be at the employee's cost. The Town will not pay for weekly tests for unvaccinated employees.

Employees found to have provided false documentation will be subject to immediate termination of employment.

## **Employee Notification of COVID-19 and Removal from the Workplace**

The Town of Gray will require employees to promptly notify their supervisor and/or HR when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

# COVID-19 Vaccination, Testing, and Masking Policy

TOWN OF GRAY

## Medical Removal from the Workplace

The Town of Gray has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. The Town of Gray will immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).

Employees working remotely must isolate and inform Human Resources of their status. Employees working remotely may continue working remotely if able to meet work goals. See the Remote Work Policy.

## Return to Work Criteria

For any employee removed because they are COVID-19 positive, the Town of Gray will keep them removed from the workplace until the employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; meets the return to work criteria in CDC's "Isolation Guidance"; or receives a recommendation to return to work from a licensed healthcare provider.

Under CDC's "Isolation Guidance," asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, the Town of Gray will follow the guidance of a licensed healthcare provider regarding return to work. See the Personnel Policy for more information on returning from leaves of absence.

## **Reasonable Accommodation**

Applicants and employees in need of an exemption from this policy must fall into one of the following categories:

- Those for whom a vaccine is medically contraindicated;
- Those for whom medical necessity requires a delay in vaccination; or
- Those legally entitled to a reasonable accommodation under federal civil rights laws because they have a disability or sincerely held religious beliefs, practices, or observances that conflict with the vaccination requirement.

Employees who believe they qualify for one of the above, must submit a completed request for accommodation form to Human Resources to begin the interactive accommodation process as soon as possible. Accommodations will be considered on a case-by-case basis and must not cause the Town undue hardship or pose a direct threat to the health and safety of others.

## Face Coverings

The Town of Gray will require all employees who are not fully vaccinated to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Employees must provide their own face coverings. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

The following are exceptions to the Town of Gray's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where the Town of Gray has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

## New Hires

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy by their first day of work or submit a negative test result dated no more than three days prior to their first day of work, with subsequent weekly testing as described. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

## Confidentiality and Privacy

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

## Questions

Please direct any questions regarding this policy to the HR Department.

## POSITION DESCRIPTION TOWN OF GRAY MAINE

**POSITION TITLE: TOWN CLERK - ADMINISTRATION**  
**DATE CREATED/ REVISED: 12/07/2021**

**Classification: Full Time** Regular, Exempt

**Narrative:** This is a responsible position tasked with the execution of the legal responsibilities of the position of Town Clerk. The position involves extensive public interaction and management of the day-to-day operations of the Clerk's Office including, but not limited to, preparation and maintenance of official documents, supervision of elections, issuance of numerous permits and licenses, administrative activities, and preparation of reports to the Town and various state agencies. Work involves the supervision of the Deputy and Assistant Clerks. This position requires considerable discretion, as many areas of the work require confidentiality.

**Supervision:** Supervision is provided to this position by the Town Manager.

### POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive, pursuant to changes in best practices and to State statutes, rules, and policies:

- Responsible for setting and maintaining a high standard for customer service for the public by phone, e-mail, on the Town website, and in-person transactions
- Maintains vital records such as births, deaths, marriages, burials, and sends periodic reports to the State of Maine Office of Vital Statistics, and issues certified copies of same
- Issues various licenses and permits, including marriage, dog, hunting, fishing, special amusement permits, liquor licenses, and prepares State required forms and maintains all related records
- Registers motor vehicles, boats, all-terrain vehicles, and snowmobiles, including the computation and collection of fees and State sales taxes, and prepares weekly reports to the State for same
- Oversees and provides notary services for the public
- Validates official documents, oversees posting of official notices and advertisements, records papers with State and Federal government, and oversees proper destruction of public documents
- Serves as the Registrar of Voters
  - Administers all elections including preparing Town election warrants, scheduling and appointing ballot clerks; orders and prepares ballots; issues absentee ballots; processes and records ballots and reports election results and accepts voter registration
  - Administers voter registration, processes changes, and maintains current voter lists
  - Plans and supervises the election process including preparing polls, ballot boxes, voting machine and ballots
  - Processes all election ballots and reports results
- Performs oaths of office for town officials and appointees; maintains and communicates terms of office for boards/committees
- Serves as Assistant Tax Collector, assisting with duties as prescribed.
- Preserves all permanent Town records and prepares the Town Clerk Report
- Provides supervision and leadership to Deputy/Assistant Clerk(s)
- Supports the Town Manager and Town Council in researching Maine Statutes and Town ordinance and policies pertaining to questions as they arise
- Maintains regular, predictable, and reliable attendance

- Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
- Places an emphasis on safety, efficiency, quality, and productivity in the workplace
- Follows all Town and Department policies
- Performs related work as required

## POSITION REQUIREMENTS/QUALIFICATIONS

### Education & Experience

#### Minimum Education Required:

- High School Diploma      G.E.D/High School Equivalent      Associate Degree (preferred)  
 Bachelor's Degree      Advanced Degree

#### Prior Experience Required:

3-5 years of direct experience in this position or directly related to the field, or a satisfactory equivalent in the estimation of the Town

#### Prior Experience Preferred:

5 years of direct experience in this position

### Certifications & Licenses

- Maine driver's license
- Notary Public
- Dedimus Justice (preferred)
- Maine Certified Clerk (preferred)

### Knowledge, Ability, Skills

- Thorough knowledge and understanding of Federal and State laws and statutes relating to duties and responsibilities of a Town Clerk
- Thorough knowledge of Town ordinances and previously established procedures as they relate to operations in the Clerk's Office area and town government
- Understand and follow the laws and regulations governing the activity of a municipal Registrar of Voters
- Understand basic accounting principles, procedures, and the ability to perform a variety of standard mathematical computations
- Intermediate to advanced proficiency in these computer software/applications: TRIO, Microsoft Office Suite, the State of Maine Central Voter Registration database
- Considerable knowledge of modern office practices, procedures, and equipment
- Ability to effectively direct and supervise the work of others
- Ability to think ahead, plan steps, and anticipate outcomes
- Ability to prioritize and work under pressure
- Ability to think critically and take initiative
- Ability to organize, assign, and review work of deputies and other staff
- Ability to deal courteously with the public and town officials using tact and resourcefulness in meeting new problems

- Willingness and ability to accurately complete customer transactions while educating customers regarding necessary information to complete their transactions
- Ability to process all work responsibilities in an efficient and timely manner with detail and accuracy
- Establish and maintain effective work relationships with employees, management, and the public
- Quality recordkeeping and organizational skills; ability to multi-task and manage time in a productive manner
- Distinguish and preserve areas requiring confidentiality
- Acquire basic knowledge of administrative, operational, and procedural regulations, and practices of the various other town departments
- Flexibility in learning / working with new programs or practices as implemented
- Manage work with little or no supervision
- Use independent judgment, problem solve and collaborate to accomplish tasks
- Make timely and appropriate decisions in the scope of assigned work
- Communicate effectively, orally and in writing

**Physical Requirements/Other:**

<b>Shift Length</b>	<input checked="" type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights	<input checked="" type="checkbox"/> Evening (Occasional/Rare)		<input type="checkbox"/> Rotating	
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Lifting/Carrying (pounds)</b>	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: <input checked="" type="checkbox"/> within area <input type="checkbox"/> between areas <input type="checkbox"/> throughout facility					

<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 min/shift or up to 1 hr/wk	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: Talk on Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:</b>		
<input checked="" type="checkbox"/> see	<input checked="" type="checkbox"/> hear	<input checked="" type="checkbox"/> distinguish color
<input type="checkbox"/> work in diminished lighting	<input type="checkbox"/> make critical decisions	<input checked="" type="checkbox"/> perform in fast-paced environment
<input checked="" type="checkbox"/> speak	<input type="checkbox"/> work at a set pace/rate	<input checked="" type="checkbox"/> remember accurately
<input checked="" type="checkbox"/> work under deadlines	<input checked="" type="checkbox"/> perform multiple tasks	<input checked="" type="checkbox"/> work independently
<input checked="" type="checkbox"/> understand verbal instructions	<input checked="" type="checkbox"/> understand written instructions	
<input type="checkbox"/> other:		

**Acknowledgement**

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

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



**TOWN OF GRAY**  
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](http://www.graymaine.org)

December 1, 2021

Town Manager Report to Town Council (11/05 – 12/01, 2021):

- 11/11: Staff observed the Veteran's Day holiday
- 11/12: TM attended Volunteer Maine Commission Grant Task Force meeting via Zoom
- 11/15: TM attended Sebago Lakes Chamber local Town Manager meeting via Zoom
- 11/16: TM attended Cumberland County Regional Public Safety Meeting via Zoom
- 11/18: Gray Department Head / Program Lead meeting
- 11/18-11/19: TM attended Maine Broadband Summit via Zoom
- 11/19: TM attended Volunteer Maine Commission meeting via Zoom
- 11/20: Gray Town Council Retreat (Saturday)
- 11/22: TM and PS Chief meeting with CCEMA representatives for Emergency Management Ordinance and Emergency Operations Plan discussion
- 11/25-26: Staff observed the Thanksgiving Day holiday
- 11/28: Gray Recreation Department hosted a well-attended, public holiday tree lighting event
- 12/01: TM submitted an application for an area-wide US EPA Brownfields Assessment Grant for \$500,000 to assist with reuse of potentially contaminated properties and funds to support planning in the Gray Village

Other activities:

- Gray COVID report from MeCDC as of November 29, community is 99% vaccinated and fewer than 2,000 residents remain unvaccinated.
- On November 30, Maine CDC reports 1,173 new cases of COVID-19 over 5 days since Thanksgiving Day, and 21 deaths. Omicron variant reported in South Africa, along with various global travel bans.
- Peggy Brown is no longer serving as recorder for Town meetings, due to her pursuing a new work opportunity. We thank her for her helpful service and wish her well.
- Gray Public Library Trustees voted on 11/16 to propose that Council eliminate late fees for library users.
- Gray staff met with representatives from MDOT on 11/3 regarding road construction projects in and around the Gray Village and remain in email contact about next steps for collaborative planning.

- Gray Staff met on 11/16 to discuss recreational use planning for the Village Gateway and Pennell campuses, and we will make recommendations to Council as part of FY23 budgeting.
- Gray TM attended the Public Safety Meeting via Zoom, and subsequently on 11/22, TM and Public Safety Director met with CCEMA representatives via Zoom to discuss the public safety challenges facing the Lakes Region, Cumberland County, and the nation with respect to staff recruitment and retention, increasing costs, and other related topics.
- Gray Staff met on 11/29 to discuss the Port City Facility Condition Study, and we will make recommendations to Council as part of FY23 budgeting.
- Gray Water District Director Bill Gardner emailed on 11/29 to state that GWD intends to extend service to NOAA on Intervale rd. This main extension will pass through New Gloucester and will require a change to their charter through the legislature. They will be looking for a letter of approval and support for the project from both Towns.
- Thank you to Kristina Egan and Tony Plante from GPCOG for facilitating this year's Town Council Retreat workshop.



STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
REGION 1  
P.O. BOX 358  
SCARBOROUGH, MAINE 04070-0358

Janet T. Mills  
GOVERNOR

Bruce A. Van Note  
COMMISSIONER

November 1, 2021

Nathaniel Rudy, Town Manager  
Town of Gray  
Henry Pennell Municipal Complex  
24 Main Street  
Gray, Maine 04039

Subject: Drainage Improvements  
Project: 24303.00  
Gray, Depot Road

Dear Mr. Rudy:

The Maine Department of Transportation is currently working on estimating a Drainage Improvements Project on Depot Road in the Town of Gray for advertisement of the subject project for competitive bids in March of 2022. Construction will occur during the summer months; exact start and completion dates will be forwarded once a schedule from the Contractor has been reviewed and approved.

The project is further described as follows:

**Install closed drainage beginning at the intersection with Town Farm Road, and extending southwest 0.36 miles to the railroad crossing.**

**After the new pavement is placed, no permit to open this segment of highway will be granted for a period of 3 years except as provided in Title 23, M.R.S.A. §3352.** The purpose of this letter is to make the necessary notifications of the project to abutters, municipal officials and occupants of the highway under the provisions of 23 M.R.S.A. § 3351.

If the municipality has existing loop detection at signalized intersection(s) impacted by the project and wishes to upgrade to video detection, there may be opportunities for the Department to assist with a portion of those costs.

**We hereby request that you provide a copy of this notice to all municipal officials, employees and boards with responsibilities for utility and/or land-use planning/permitting, and that you post this letter on any municipal public bulletin boards, media outlets and/or municipal websites as a public meeting will not be held regarding this project unless specifically requested by the municipality.**

Should you have any questions, concerns or other areas of interest, we would appreciate your comments and input. LaRay Hamilton is the Project Manager for this project, and can be reached at 885-7029.

Sincerely,

LaRay L. Hamilton  
Senior Project Manager, Region 1  
Highway Program, MaineDOT

ev. 10/15/15

December 1, 2021

**TO:** Nate Rudy, Town Manager  
**FROM:** Doug Webster, Community Development  
**RE:** Background information for Town Council consideration  
Council Discussion Item: Self-Storage provision in Zoning Ordinance

Community Development staff would like to bring an ordinance change in the Zoning Ordinance forward for your consideration, regarding self-storage units. Self-storage is a conditionally permitted use in the respective zoning districts per the uses table in the current zoning ordinance.

The Planning Board has a pending proposal for a six-building self-storage facility near 119 Portland Road, with an associated outdoor storage area.

During review of this proposal, we noticed that our ordinance actually prohibits the approval of a typical multi-building self-storage facility:

- The zoning ordinance (Sect. 402.6.2 G-H) requires that only one principal building may be located per lot.
- Additionally, a self-storage facility is defined as “a structure containing separate storage spaces of varying size, leased or rented on an individual basis.”

In conferring with the town attorney on these points, she advised that we should pursue an ordinance change to amend the language.

While the zoning ordinance has been periodically updated, this provision was never noticed previously. In fact, a multi-building storage facility currently exists just down the road from the proposed new facility.

Community Development Director Doug Webster was integral in the zoning updates and notes that the language restricting a self-storage facility to a single building was inadvertent.

The language was repurposed from the previous zoning definition for “mini-warehousing,” which was an allowed use requiring site plan review in the commercial, business development, and business transitional-1 districts.

In the prior zoning ordinance, mini-warehousing was defined as “a structure containing separate storage spaces of varying size, leased or rented on an individual basis. Structures to be one story with direct access to paved driveways, distance between structures is to be at least 24 feet, outdoor storage is prohibited. Space is not to be used for anything other than storage.”

Thus, the previous definition included wording to acknowledge multiple structures, and there was no intention in the revision to limit such facilities to a single building.

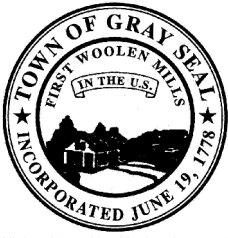
An additional consideration that we propose to add back into the ordinance, within the definition of self-storage, is a provision to address outdoor storage. The old ordinance bans it outright,

while the current ordinance makes no mention of outdoor storage. We would suggest that the amended ordinance allow limited outdoor storage at such facilities, but subject to the buffering/screening standards established in Light Manufacturing Overlay District (402.8.9), which also governs “warehousing” use.

Thus, in summary, we are asking the council to consider changes to the ordinance that would:

- allow multiple buildings in the definition of a self-storage facility;
- exempt such facilities from the single principal building requirement, with the requirement that all buildings remain in common ownership and with the same use; and
- allow a limited amount (to be specified) of outdoor storage at such facilities, subject to the buffering/screening standards of the Light Manufacturing Overlay District (402.8.9).

We request Council input on this proposed change at the upcoming meeting to enable town staff to take the necessary steps with regards to the pending planning board application and requested change to the zoning ordinance.



## 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

---

December 2, 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 "manager" of LH.
- 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

Henry Pennell Municipal Complex  
24 Main St, Gray Maine 04039  
[www.graymaine.org](http://www.graymaine.org)

## COMMUNITY DEVELOPMENT

Kristen Schulze Muszynski  
[kmuszynski@graymaine.org](mailto:kmuszynski@graymaine.org)  
(207) 657-3339 x 114

---

Dec. 1, 2021

Douglas S. Beck  
Outdoor Recreation Supervisor  
Bureau of Parks and Lands  
54 Independence Drive  
Augusta, ME 04333

Dear Mr. Beck:

Thank you for visiting the proposed Land and Water Conservation Fund conversion site located on the Stillwater Pines subdivision property, off Woodcock Drive in the Town of Gray, on Nov. 15, 2021.

As described in our conversion documentation submitted Oct. 5, 2021, the parkland will feature a multi-purpose level field area and associated parking for public use, on a Town-owned 12.9-acre parcel accessed via Woodcock Drive. The field area can easily accommodate multiple playing fields and is intended to serve as the replacement property for the LWCF grant-funded former tennis court at 10 Libby Hill Road.

Per the discussions during your visit, we are providing additional information regarding the plan for ongoing public access to the site.

This land transfer and use, as well as a permanent easement for road access to the parkland, is identified in a Contract Zone Agreement between the landowner and the Town, signed May 6, 2021 (recorded in the Cumberland County Registry of Deeds, Book 38,177 Page 336).

The developers of the Stillwater Pines subdivision, per Section 7 of the CZA, are required to grant the Town "an access easement *in perpetuity* over the entire length of Woodcock Road to serve the town-owned property." The agreement also states, "Any deed covenants and road association or homeowner association documents shall disclose the existence of the town easement."

Thus, the Town's permanent easement rights for use of Woodcock Drive are recorded not only in the CZA, but also in the Woodcock Drive Homeowner's Association declaration filing (Book 38,545 Page 84), which states: "Conveyance to the Homeowner's Association shall be subject to an access easement granted in perpetuity over the entire length of Woodcock Road, a/k/a Woodcock Drive, to serve the town-owned property depicted in the Contract Zoning Agreement, including the parking area and the playing field, which easement shall include the right to maintain, improve and utilize utility connections to the property to be deeded to the town."

Also per the CZA agreement and the HOA declaration, the road easement will be included in the deeds for each lot of the subdivision as they are sold.

Regarding your questions about the length of the road: Woodcock Drive is currently 1,350' in length. Per approximate calculations based on the submitted subdivision plans: The road will be extended upon completion of Phase I of the Stillwater Pines subdivision build-out by an additional 1,030'. Another 840'

of road will be added for Phase II build-out of the subdivision. The additional section that will be owned by the Town, from the end of the completed subdivision road to the parkland parcel, will be 580 feet.

The entirety of the road, from the public way intersection of Yarmouth Road (Route 115) through to the Town-owned parkland parcel, will be approximately 3,800 total feet of roadway. Woodcock Road will be eligible for Town winter maintenance per the CZA and the Town's street ordinance (401.13.16- G). The existing road currently has a Town easement for winter maintenance.

As proposed in the CZA, the Town would own the fee to the portion of road between the parkland and the stream crossing. The remainder of Woodcock Drive would remain privately owned and maintained by the Stillwater Pines Homeowners' Association, with the permanent easement for Town access memorialized as described above.

Thank you for your input and assistance with the conversion process and we look forward to working with you as we continue to pursue compliance with the LWCF grant.

Sincerely,



Kristen Schulze Muszynski  
Community Planner  
Town of Gray

CC: Nathaniel Rudy, Gray Town Manager

## Maine Bureau of Parks and Lands - Land and Water Conservation Fund – Conversion Checklist

	Action	State	Local	Target	Complete
1	Letter from project sponsor to Maine BPL acknowledging state of conversion and commitment to resolve.		X		
2	Examine all reasonable alternatives to converting parkland. Develop documentation or certification that all practical alternatives to the conversion have been evaluated and rejected on a sound basis.	X	X		
3	Identification of potential replacement parkland.		X		
4	State inspection and evaluation of proposed replacement land.	X			
5	Letter from project sponsor proposing conversion solution. (can be combined with #1 if known)		X		
6	Transmittal letter briefly describing the conversion proposal and requesting NPS review and approval. Give the State's Recommendation.	X			
7	Contract for Yellow Book Appraisal and Review Appraisal on all affected parcels – original parkland and proposed replacement parkland.		X		
8	Contract for Environmental Assessment on all affected parcels. One environmental assessment document analyzing the <u>entire conversion proposal</u> (the converted parkland and the replacement parkland in one document.) see guidance for specific formatting		X		
9	Prepare NPS C&S Form for each parcel affected.	X	X		
10	The proposed conversion and substitution are in accord with the SCORP (should be stated in C&S Form).				
11	After YB appraisal (assuming requisite values are met) - develop boundary and site maps for the proposed replacement property. Signed (by SLO or ASLO) and dated project) boundary map for any remaining parkland resulting from a partial conversion, and for the replacement site(s).	X	X		
12	Request / receive letter from Maine Historic Preservation Commission regarding impact on <u>each</u> affected site		X		
13	Amendment to the project agreement form identifying changes to the original project boundary caused by the conversion and to establish a new project boundary around the replacement site(s). Two hand-signed copies and one (1) copy.	X			
14	SF 424. One hand-signed copy.	X			
15	Description and Notification Form (DNF). One copy.	X			
16	All necessary coordination with other Federal agencies has been satisfactorily accomplished including, for example, compliance with Section 4(f) of the Department of Transportation Act of 1966.	X	X		
17	Development Plan for the Replacement Site, not yet developed.		X		

December 1, 2021

**TO:** Nate Rudy, Gray Town Manager  
**FROM:** Doug Webster, Community Development  
**RE:** Summary of Road-related matters & acceptance

### **Introduction**

As with most municipalities in Maine, the history of roads and town responsibility for maintenance has relevant context. I write with a summary of background information for consideration by both you and the Council per the discussion item #4 on the agenda for the upcoming 12-7-21 TC Meeting.

### **Current/Upcoming road requests**

The Town Council is frequently approached with requests for winter maintenance of private roads. It also occasionally considers requests to "fully" accept a private road, for full public ownership and maintenance. Most recently, Deer Acres Association came before the Council at the Nov. 16 meeting, asking for creation of a new road standard under which their three privately owned roads would be fully accepted as town roads.

On an upcoming agenda, Ramsdell Road residents Michael and Jennifer Doten will be seeking a paving requirement waiver and a winter maintenance easement for a new bypass road they plan to construct to divert traffic away from their home. Additionally, it is possible that the National Parks Service may require full road acceptance, rather than the secured access easement, for the Land and Water Conservation Fund conversion site in the Stillwater Pines subdivision Contract Zone.

Before the town discusses the specific merits of these and future individual requests, it would be presumably be helpful for town representatives and residents to have an understanding of the Council's overall policy approach to road acceptance and winter maintenance easements. To assist in that discussion, below is a summary of the town's road acceptance decisions and an explanation of the background behind the pre- and post- 1998 standards.

The currently adopted process for considering winter maintenance easements and full acceptance of roads is outlined in the Street Ordinance 400.2.1-5 [Chapter 400 Street Ordinance | Town of Gray \(graymaine.org\)](#) and any street proposed for a winter maintenance easement must meet requirements of rural public easement street, defined in the Subdivision Ordinance, Table [401.13.16-2](#) and in [401-13-16 B. 2. g.](#)

## Attachments

Attached please find the following relevant excerpts and documentation that substantiates the timeline below in this memo:

- A-1 to 3: September 1998; Initial Public Easement Road Policy
- A-4 to 6: September 2000; Original Street Construction Ordinance
- A-7 to 9: September 2000; Ordinance changes, road standards SD to Street Const.
- A-10 & 11: June 2003; Street Construction Ordinance amendments
- A-12 & 13: December 2008; Memo to TM outlining goals for amendments
- A-14: Mid-2009; Council desired composition of SCORC
- A-15 & 16: December 2009; Memo re SCORC meeting re winter maintenance
- A-17 to 20: May 2011; Revised current Street Ordinance (*Note* no "Construction")

## Types of roads:

State-owned roads: Numbered roads in Gray. State is responsible for most year-round maintenance including paving, winter maintenance. Town has various responsibilities for portions in urban compact areas.

Town-owned roads: Roads that the Town owns in fee. Town is responsible for all aspects of year-round maintenance.

State-Aid roads: Town-owned roads, typically with higher traffic volumes, that the State is responsible for on-going maintenance, i.e. paving.

Privately-owned roads: Roads owned in fee by individual(s) entities including, typically, road associations that do not receive any funding/maintenance from the Town.

Privately-owned roads with public easement for winter maintenance: Roads owned in fee by individual(s) that receive winter maintenance only (plowing/sanding) provided that an easement has been duly established to allow public funds to be expended on a privately owned road. Town has historically established contracts with sub-contractors for the winter maintenance of such roads.

## Timeline/summary of road acceptance milestones:

### Pre-1998:

- Road standards for new developments are housed in Town zoning & subdivision (SD) Ordinances
- Many long-established privately owned roads that served multiple properties were winter-maintained by Town
- No apparent clear established policy for "full" town acceptance nor for town winter maintenance

- Most new SD's during this period that built roads to the SD standard appear to be fully accepted by the Town once duly completed

#### 1998:

- Various interests and perspectives coalesce, together with the then-recent ice storm, culminating in a spirited meeting attended by many parties at Newbegin Gym on a cold winter night to discuss options and possible next steps regarding town responsibilities for full acceptance and winter maintenance
- Town agrees to continue winter maintenance of private roads that it has historically winter-maintained as of 1998
- Town also apparently agrees to establish a policy and standards for public easement road policy for winter maintenance, which was completed in September of 1998 (see attached A-1 to 3)
- Public Easement Road Policy is clear in purpose statement (see A-1) that only roads existing as of October 1998 are eligible for winter maintenance
- Public Easement Road Policy is also clear that town maintenance is only for snowplowing and road sanding (see "Maintenance Policy" on A-3)
- Apparent longer-term goal of enacting a Street Ordinance to address road acceptance for both town winter maintenance and full acceptance

#### 1999 to 2000:

- Town tasks Ordinance Review Committee with creating then new "Street Construction Ordinance," Chapter 400, that is enacted September of 2000 (see A-4 to 6)
- Section 3.1 of Street Ordinance (see A-5) clearly establishes that any new road/street to be considered for full acceptance as a town road must meet all standards in Chapter 400
- With road standards established in the then-new Chapter 400, road specifications are removed from the SD ordinance and merely referenced (see A-7 to 9)
- Apparent town stance at this time is that privately owned pre-1998 roads are eligible for winter maintenance only per public easement road policy and that any new road to be considered for "full" town road must meet all standards in Chapter 400

#### 2000 to 2004:

- Various amendments to Chapter 400 (see A-10 & 11) but language remains clear that "full provisions" of the ordinance must be met to be considered for full acceptance (see "Part 2 Public Street Standards" on A-11) unless waivers are granted
- A noteworthy provision with these amendments to Chapter 400 is that any new or extension to an existing private street, even those not receiving winter maintenance, was required to meet the construction standards established in the ordinance
- Section 4.4.2 of this ordinance read: "Where feasible, existing private streets which do not meet the minimum standards (herein) but which provide access

to the addition of three or more dwelling units or non-residential uses shall be improved to meet these requirements"

- Given the town staff turnover and other factors, it was not practically feasible for the town to equitably enforce various provisions regulating standards for private roads

#### 2008:

- Town representatives experience increased pressure from parties using post-1998 roads not meeting Chapter 400 standards for full acceptance to be eligible for town winter maintenance via a public easement; policy adopted in 1998 allowed *only pre-1998 roads* to be considered for winter maintenance
- Town Council/staff employs services of its' planner (via contract) to spearhead revisiting the Street Ordinance/Chapter 400 and the 1998 Public Easement Road Policy for town winter maintenance
- Planning consultant working for Gray (GEOplan) proposes forming a new committee, the Street Construction Ordinance Review Committee (SCORC), to develop recommendations for Council consideration to address the concerns expressed regarding full town acceptance of roads, road construction standards, and how to equitably address both pre- and post-1998 roads for town winter maintenance (see A-12 & 13)

#### 2009:

- Town creates SCORC comprised of various stakeholders (see A-14) and the task-charged committee meets regularly during 2009 and 2010 to comprehensively and practically address street, road, driveway, and administrative needs
- SCORC invited appropriate parties, such as PE's and those involved with road associations, to meetings when relevant topics warranted to ensure that many perspectives were considered while crafting proposed changes to Chapter 400 (see A-15 & 16)

#### 2011:

- Following a Council presentation of SCORC's recommendations, the Council supports the outcome and the changes to Chapter 400 (now the Street Ordinance, no "construction") and Chapter 401 (subdivision ordinance)
- One noteworthy component of the amendments is that the town chose to not regulate privately owned streets/roads unless SD review was triggered or town winter maintenance was sought
- In accordance with this revised town position to not regulate private roads, outside of SD and winter maintenance, road construction standards were moved back into the SD ordinance where they have stayed since
- Another noteworthy policy shift per the May 2011 amendments was to establish minimum standards for winter maintenance for *post-1998* roads; the current Chapter 400 allows post-1998 roads to be eligible subject to provision in current 400.2.4.A (see A-19)

- The 2011 amendments also memorialized the intentions for full town acceptance in both the "Purposes & Intent" (Section 2.1, A-18) and Section 2.5 (see A-19)
- With the exception of a handful or less of relatively minor amendments, the May 2011 amendments to the Chapter 400 (Street Ordinance) and 401 (Subdivision ordinance) have remained as adopted for the past 10 years

### Present

Since the amendments in May of 2011, quite a few roads have been accepted for the public easement for winter maintenance. During this same time, the Council has generally been reluctant to "fully accept" new town roads. I recall only one (Taylor Lane) during the past 14 years. Concerns have been expressed that if the Town chooses to accept roads not meeting the required standards that other parties will come forward with additional requests.

It is apparent that the Council has many options from which to choose. I trust this memo and attachments helps provide an understanding of the history of roads in Gray and provides context to enable informed discussions to occur.



# Welcome to Gray

The Crossroads of Commerce

Town of Gray, ME  
6 Shaker Road  
Gray, Maine 04039  
(207) 657-3339

Search Our Site

Residents Businesses Visitors

## Public Easement Road Policy

[Printer-Friendly Version](#)

### TOWN OF GRAY PUBLIC EASEMENT ROAD POLICY

ADOPTED: 9/1/98  
ENACTED: 10/1/98  
AMENDED: 10/6/98, 4/17/01, 6/04/02 and 7/1/03

Google Search



#### Town Information

- Town Departments
- Contact Us
- Email Subscriber
- Boards & Committees
- Town Council
- Policies & Procedures
- Codes & Ordinances
- Applications & Forms
- Budget
- Comprehensive Plan
- Town Master Plan
- Schools (MSAD #15)
- Community Services
- Annual Reports
- State Government
- News & Weather
- Photo Album
- Employment

#### Purpose

The Gray Town Council has adopted this policy to legally aid various public easement road associations maintain publicly deeded easements in a reasonable condition. The Town has adopted this policy in accordance with state law as of the policy's adoption date. This Public Easement Policy shall only apply to those roads in existence prior to the adoption date of the Public Easement Policy, October 1, 1998.

#### Definitions

Town Way - 23 MRSA Section 3021. An area or strip of land designated and held by the Town for the passage and use for the general public by motor vehicle or foot. The Town is under a duty to maintain said roads in repair for safe and convenient passage or motorized vehicles.

Public Easement - 23 MRSA Section 3021. An easement held by the Town for the purpose of public access on designated land and includes all rights enjoyed by the public with respect to unobstructed access by motor vehicle or foot. The Town may at its discretion provide limited maintenance services to the public easement.

Private Road - A road over which neither the Town nor general public has the right of access or to pass over by vehicle or foot.

Road Maintenance /Basic Road Services - Shall mean only snow plowing and road sanding.

Adequate/ Adequacy - The Public Works Director shall determine any standard or requirement based on adequacy.

Road - Refers to a duly recorded (deeded) public road easement.

Road Association - A public easement road association.

#### Policy Effective Date

The Public Easement Road Policy as passed by the Town Council shall be effective October 1, 1998.

In order to provide basic road services the Town Council, at its discretion, may "accept" in a recorded public easement road. Upon acceptance the Town Council, at its discretion, may expend public funds on public easements road on the road being considered under this policy. Roads built prior to October 1, 1998 only, may be considered under this policy.

The Town Council has established the following road adoption criteria. The criteria has been established to ensure a standard level of service can be provided and to ensure that road conditions are kept at a certain level sufficient to allow services to be provided.

All public easement roads shall meet the following criteria:

1. Requests for public easement road acceptance under this policy shall be made in writing to the Town Manager by the road association president.
2. Each respective public road association shall be incorporated, unless all property owners in which the respective public easement crosses over sign and individual public road easement and a hold harmless release.
3. Each respective road association and each individual property owner if required shall grant a recorded public easement.
4. Each respective road association and each individual property owner if required shall sign a general release to the Town granting permission to enter upon road to perform maintenance and release for liability.
5. Each respective road association and each individual property owner if required shall agree and sign to hold the Town harmless for any damages that may be caused in the process of providing maintenance services.
6. The exists and identified easement of at least twenty (20) feet in width.
7. The traveled portion of the road is at least ten (10) feet in which with an overall clearance width of eighteen (18) feet.
8. The traveled portion of the road has an adequate gravel base with a minimum gravel base of six (6) inches.
9. The traveled portion of the road's overhead clearance shall be a minimum of thirteen and half (13 ½) feet.
10. The traveled portion of the road shall be adequately maintained in good repair by the respective road association as determined by the Town's Public Work's Director.
11. There is/are adequate vehicle & plow turnaround(s).
12. There are at least four (4) year around dwellings served on the road under consideration.
13. All costs associated with each public easement road acceptance shall be borne by the respective road association and property owners. Said costs may include public easement recording fee, published notices and others costs deemed by the Town Council.
14. Upon written application to the Town Council and demonstration of extraordinary circumstances the Town council has sole authority to waive or modify requirement of the road adoption criteria.
15. Accompanying each road association request for acceptance shall be separate, written recommendations by the Public Works Director and Town Engineer either supporting or not supporting public easement acceptance and their reasoning for the recommendation. A copy of the request and recommendations shall be forwarded tot the Town Planner for notification purpose prior to public easement acceptance.

#### Road Association Representation

In order to provide an efficient and workable relationship between the Town and the road associations, each respective road association president or designee shall be the liaison between the Town and road association. Each road association is responsible to inform the Town Manager, in writing, identifying their respective association president or designee, address and telephone number by September 1st of each respective year.

#### Contractors Issues and Concerns

All initial questions, problems or issues concerning the actual work being performed by a private contractor shall be directed to the respective road association president or designee and private contractor.

If the issue(s) or concern(s) still persist after initial inquiry to the contractor, the road association president may then contact the Town's Public Works Director.

If the issue or concern is not resolved after consultation with the Public Works Director, then the Public Works Director or the association president may contact the Town manager. The Town Manager may resolve the issue by any means he deems appropriate, including terminating the contractor's agreement.

#### Maintenance Policy

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

The Town makes no presumption in any form or manner that any road accepted under this policy by the Town of Gray is to be accepted as a town way, as defined above.

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

#### Grading

The Town shall not provide grading services for public easements.

#### Snow Emergency

If the Public Works Director determines that an emergency exists on any public easement way due to heavy snowfall and/or narrowing of the travel ways due to snow banks, the Public Works Director and the Town Manager may take such additional snow plowing and/or removal action as he reasonably deems fit to abate the emergency. The Public Works Director shall keep accurate financial records of any such emergency work and report the same to the Town Manager at least monthly.

#### Policy Modification

The Town Council may modify this policy at any time after proper notice and public hearing as required by 1 MRSA 401 et seq.

**A-3**

OLD

# CHAPTER 400

Enacted September 5, 2000

## GRAY STREET CONSTRUCTION ORDINANCE

# Chapter 400

## GRAY STREET CONSTRUCTION ORDINANCE

### Section 1 Purpose

The Purpose of this ordinance is to promote public health, safety and welfare for the residents of the Town of Gray by establishing construction standards for public and private ways, including but not limited to streets, roads, lanes, alleys, et al, hereinafter called "street".

### Section 2 Administration and Effective Date

- 2.1 Administration. The Planning Board, hereinafter called the "Board", shall be responsible for administering this ordinance.
- 2.2 Effective Date: The effective date of this ordinance shall be October 5, 2000.

### Section 3 Applicability

- 3.1 New Construction: This ordinance shall apply to the construction and lengthening of all streets within the Town. A street may be accepted by the Town Council only if it meets the full provisions of this Ordinance.
- 3.2 Extension of existing roads, widening, and improvements shall be consistent with Section 7 of this Ordinance.
- 3.3 In the Lake District and Shoreland Zone all standards of this ordinance apply with the following exception:  
Travel lanes and shoulders shall be constructed as per the ordinance. In the areas of ditches, cuts and slopes; maintaining a natural buffer of tree cover and vegetation and grass and rip rap be preferred wherever possible over the method of clearcutting, grading, loam, and seed. Maintaining natural vegetation is especially important along gravel surfaced ways to reduce erosion and phosphorous export. Large trees maintained along the road sides shall be pruned of branches overhanging the roadway to a height of 16'ft.

### Section 4 Application Procedures

Prior to the construction or lengthening of any street, an application shall be submitted to the Board at least fourteen days prior to a scheduled meeting of the Board. The application shall include the following information:

#### 4.6 Application Review

The schedule for review of a street or lengthening of an existing street proposed as part of subdivision shall be described in the Subdivision Ordinance. For all other proposed streets or lengthening of existing streets, the following shall apply.

- A. Complete Application. Within 30 days from the date of receipt of an application, the Board shall notify the applicant in writing that either the application is complete or, if incomplete, the specific additional material needed to make it complete. A determination by the Board that the application is complete in no way commits or binds the Board as to the adequacy of the application to meet the requirements of this Ordinance.
- B. Application Approval. Within 30 days of a Public Hearing, or within 60 days of having received the complete application, or within such other time limit as may be mutually agreed to, the Board shall grant or deny approval on such terms and conditions as it may deem advisable to satisfy this Ordinance and to preserve the public health, safety and welfare. In all instances, the burden of proof shall rest upon the applicant. In issuing its decision, the Board shall make a written finding of fact establishing that the application does or does not meet the provisions of this Ordinance.
- C. Public Hearing. The Board may hold a Public Hearing within 30 days of having notified the applicant in writing that a complete application has been received and shall cause notice of the date, time and place of such hearing to be given to the applicant and all property owners abutting the proposed street, to be published in a newspaper of general circulation in the Town of Gray at least 7 days prior to the hearing.

#### 4.7 Acceptance of Public Street

Approval by the Board of a proposed public street shall not be deemed to constitute nor be evidence of acceptance by the Town of said street. Final acceptance of said Public Street shall be by affirmative vote of the Town Council.

# Town of Gray

## MEMO

**TO: TOWN MANAGER &  
TOWN COUNCIL**

**From: Dick Cahill, Town Planner**

**Date: September 25, 2000**

**Subject: DELETIONS FROM THE GRAY  
SUBDIVISION ORDINANCE THAT  
WILL BE TRANSFERRED TO THE  
GRAY STREET CONSTRUCTION  
ORDINANCE.**

---

For your information, the attached pages illustrate those sections that will be stricken from the Subdivision Ordinance.

In addition, the underlined refers you to the Street Construction Ordinance where these sections have been transferred.

The second reading of these amendments is scheduled for the October 3<sup>rd</sup> Town Council meeting.

~~frontage on a street other than the existing or proposed arterial street) with screen planting contained in a nonaccess reservation along the rear property line, or such other treatments as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.~~

~~11. Subdivisions containing fifteen (15) lots or more shall have at least two (2) street connections with existing public streets or streets shown on the Official Map if such exists, or streets on an approved Subdivision Plan for which a bond has been filed. Any subdivision may be required to have at least two street connections with existing public streets or streets shown on the Official Map if such exists, or streets on an approved Subdivision Plan for which a bond has been filed regardless of the number of lots if such street connections are deemed necessary by the Planning Board.~~

~~12. Streets and roads in the Town of Gray shall be classified as follows:~~

~~Major Arterial Route 100, Route 26, Route 202, Route 115, Route 4.~~

~~Minor Arterial Depot Road, Egypt Road, Mayall Road, North Raymond Road, Old Portland Road, Windham Center Road.~~

~~Collector Brown Street, Cambell Shore Road, Dutton Hill Road, Marginal Way, Mayberry Road, Mountainview Road, Ramsdell Road, Totten Road, Town Farm Road, Upper Marginal Way, Weymouth Road, Whitney Road.~~

~~Minor All others~~

~~13. Minor Street in the subdivision shall so laid out that their use by through traffic will be discouraged.~~

~~14. The distance between two accesses to a subdivision will be a minimum of double the road frontage required for the zoning district.~~

### ~~C. Design and Construction Standard~~

~~1. All streets in a subdivision shall be designed and constructed to meet the following standards for streets according to their classification as determined by the Planning Board:~~

**DESIGN AND CONSTRUCTION**

**STANDARDS FOR STREETS**

Item	Minor	Collector	Minor
	Arterial Streets	Streets	Streets
a. Minimum width of Right of way	80'	60'	60'
b. Minimum width of pavement*	44'	36'	24'
c. Minimum grade	.5%	.5%	.5%
d. Maximum grade	5%	6%	8%
e. Maximum grade at intersection	3% within 50 feet of intersections		
f. Minimum angle of intersection	60°	60	60
g. Width of shoulders	8'	6'	4'
h. Minimum center-line radii on curves	300'	200'	200'
i. Minimum tangent length between reserve curves	300'	200'	200'
j. Road base (minimum)	24"	21"	18"
Sub-base bank gravel	2"	18"	15"
Upper base crushed gravel	3"	3"	3"
k. Bituminous Paving	3"	3"	3"
l. Road crown (minimum)	1/4" / 1 ft.	1/4" / 1 ft.	1/4" / 1 ft.
m. Sidewalks			
Width (minimum)	8'	5'	5'
Base course (gravel)			
Surface	2"	Hot top	
n. Dead-end streets			
Hammerheads required	60' X 180'		
No driveway shall be allowed to originate from the hammerhead.			
o. Property line radii at intersection (minium)	10'		
p. Curb radii at intersections			

CHAPTER 400  
GRAY STREET CONSTRUCTION ORDINANCE

Adopted- June 3, 2003  
Effective Date- July 3, 2003  
Amended March 16, 2004  
Effective Date – April 15, 2004

PART 1 INTRODUCTION AND GENERAL RULES

Section 1.1 Purpose :

The Purpose of this ordinance is to promote public health, safety, and welfare for the residents of the Town of Gray by establishing construction standards for public and private streets, roads, highways, avenues, boulevards, ways, lanes, alleys, driveways, etc.

Section 1.2 Effective Date :

The effective date of this revision of this Ordinance shall be July 3, 2003.

Section 1.3 Administration :

1.3.1 For purposes of the administration of this Ordinance, all applications for construction of public and private streets, roads, highways, avenues, boulevards, ways, lanes, alleys, driveways, etc. shall be submitted to the Code Enforcement Officer.

1.3.1.A Exception :

For streets that are part of an application for a subdivision, the Code Enforcement Officer shall administer only the technical aspects of the construction of the streets in coordination with the Planning Board in accordance with Section 3.2.2.1 of this Ordinance.

1.3.1.B Pre-Application Conference :

The applicant shall arrange with the Code Enforcement Officer to schedule a pre-application conference with the Code Enforcement Officer and the Town Engineer. An application will not be considered to be complete until a pre-application conference has been conducted with the Code Enforcement Officer and the Town Engineer.

1.3.2 The procedures and the schedule for review of proposed new construction, lengthening, or modification of streets shall be as follows :

1.3.2.A Complete Application. Within ten (10) working days from the date of receipt of an application, the Code Enforcement Officer shall notify the applicant in writing that either the application is complete or, if not complete, the specific additional material needed to make it complete. A determination by the Code Enforcement Officer that the application is complete in no way commits or binds the Town of Gray as to the adequacy of the application to meet the requirements of this Ordinance.

1.3.2.A.1 Within five (5) working days from the date of determining that an application is complete, the Code Enforcement Officer shall forward the application to the Town Engineer to begin the process of considering whether to grant or deny approval of the application.

1.3.2.A.2 The Code Enforcement Officer shall also forward copies

curves for public streets and private streets, portions of the right of way as well as portions of abutting lots under the control of the applicant shall be cleared of all growth (except isolated trees) and obstructions above the level that is three (3) feet higher than the center line of the public street. If directed by the Town Engineer, ground shall be excavated to achieve visibility.

#### Section 1.12 Treatment of Street Edges and Right Of Ways

- 1.12.1 Rights of ways shall be cleared as per subsections 1.10 and 2.6.
- 1.12.3 Large trees maintained along travel ways and associated sub-structures shall be pruned of overhanging branches to a height of sixteen (16) feet.

#### Section 1.13 Banking or Tilt

Unless design speeds suggest otherwise, public and private streets shall be sufficiently close to level from side to side such that, under normal circumstances, rain water or melt water will not flow across the finished crown from one side of the street to the other side. Construction shall generally cause water to flow from the middle toward the sides and into ditches. A minimum crown of one-quarter (1/4) inch per foot for paved streets and one-half (1/2) inch per foot for unpaved streets shall be maintained from the centerline to the edge of the travel way and the shoulder on each side.

#### Section 1.14 Arterial Streets

Arterial streets shall be built to Maine Department of Transportation specifications.

### PART 2 PUBLIC STREET STANDARDS

Part 2 of this ordinance shall apply to the construction or major modification of all public streets within the Town of Gray, but not for maintenance and minor modifications. For a street to be accepted by the Town Council as a public street, it must meet the full provisions of Part 2 of this Ordinance unless waivers are granted in accordance with Section 1.4 of this Ordinance.

#### Section 2.1 Design and Construction Standards

- 2.1.1 All new or modified public streets constructed after the date of adoption of this ordinance shall meet the street construction standards of Table 2.1 unless waivers are granted in accordance with Section 1.4 of this Ordinance.
- 2.1.2 If a private street that is proposed for acceptance as a public street does not meet the minimum standards of Table 2.1, including the width of right-of-way, that street must be improved to meet the requirements before being accepted as a public street unless waivers are granted in accordance with Section 1.4 of this Ordinance.
- 2.1.3 All changes of centerline grade shall be connected by vertical tangent curves that provide for clear visibility to satisfy the requirements of Section 1.11 of this Ordinance.



George Thebargе AICP  
427 Gray Rd.  
Windham, Me. 04062  
(207) 221-3124  
[www.geoplanconsulting.com](http://www.geoplanconsulting.com)  
[gthebargе@roadrunner.com](mailto:gthebargе@roadrunner.com)

MEMO TO: Deborah Cabana, Town Manager

FROM: George Thebargе AICP

DATE: December 31, 2008

RE: Update of Street Construction Ordinance

As we enter the New Year, my top priority for the work program will be the project to update Chapter 400, the Street Construction Ordinance. I have met with Doug Webster, Community Development Administrator, and Larry Bastian, Town Engineer, who have primary responsibility for administration of the Ordinance. I have been trying to meet with Public Works Director Steve LaValle and will do so at his earliest convenience. In the meantime, I thought we should go forward with a meeting of the committee appointed by the Town Council.

In advance of meeting with the Street Ordinance Review Committee (SORC), I will provide some background information and analysis so they can hit the ground running.

## **1. SUMMARY OF CHAPTER 400**

The current Street Construction Ordinance delegates to the Code Enforcement Officer and Town Engineer (a private consulting firm under contract with the Town) the authority and responsibility for reviewing and approving permits for the construction or modification of all public and private streets and driveways in the community. It also contains the Town's parking and loading standards for various zoning uses.

Two sets of street standards are contained in the ordinance—streets intended for public acceptance and those that are or will be privately owned and maintained. It contains the requirements and procedures for getting roads accepted by the Town of Gray.

Ninety percent of all street applications relate to new subdivisions, and the role of the Planning Board in the review of proposed streets or modifications is to approve:

- A. The layout and aesthetic design of streets;
- B. Accompanying utilities; and,
- C. Parallel access roads along railroads and arterial streets.

There are few if any criteria or standards in the ordinance to guide the Planning Board decision-making process.

All other aspects of street design and construction are delegated to the Code Officer and Town Engineer. Specific standards are contained in the Street Construction Ordinance for construction of public roads, private roads, and driveways.

## **2. FUNCTION OF THE STREET ORDINANCE REVIEW COMMITTEE**

The Street Ordinance Review Committee will provide input to the planning consultant on policy issues related to the drafting of a new Street Construction Ordinance. The consultant will provide the committee with background information and options for public policy responses to the issues. The consultant will

work with the Town Engineer, Public Works Director, and Community Development Administrator to identify issues to be addressed in the project and to develop policy options to present to the SORC.

The Street Ordinance Review Committee will strive to achieve consensus on its recommendations to the planning consultant for presentation to the Manager and Town Council. Those recommendations should balance the interests of individual citizens and neighborhoods with the needs of the community at large, keeping in mind the cost implications of its decisions. When consensus on any issue is not achieved, both the majority and minority viewpoints will be presented for consideration, so that the Committee can quickly move through the issues. The planning consultant will catalogue all recommendations of the Committee (including majority and minority positions) for presentation with the final report and ordinance drafts.

The Street Ordinance Committee will be appointed by the Town Council for the duration of the project to rewrite the Street Construction Ordinance, which is projected to last three months. At the conclusion of the project the Committee will dissolve.

### **3. ISSUES TO BE ADDRESSED**

Over the past year and a half that I have been working with the ordinances, several issues related to the Town's policies on streets have come to the forefront. The following list provides a good starting point and a possible framework for discussion:

1. The disconnect between the Subdivision Ordinance and the Street Ordinance;
2. The administrative framework and roles of Planning Board, Code Officer, Town Engineer, Public Works Director, and Planner;
3. The process for reviewing new subdivisions off existing substandard private roads;
4. The issuance of driveway permits, particularly with respect to private roads;
5. The Town acceptance of streets in general and particularly when waivers are granted on the standards;
6. The performance standards for street construction; and,
7. The administration of inspection fees and performance guarantees.

I look forward to meeting with you and the SORC to start working on this important project.

## **PUBLIC NOTICE TOWN OF GRAY**

The Town of Gray is seeking volunteers to serve on a special committee called the Street Construction Committee. The Planning Consultant will work with the Town Engineer, Public Works Director, the Police Chief and the Community Development Administrator to identify issues to be addressed in the project and to develop policy options to present to the Street Ordinance Committee. The Committee will provide input to the Planning Consultant on policy issues related to the drafting of a new Street Construction Ordinance. The Committee should consist of citizens in the community who represent various interests that will be affected by the changes in the ordinances and of standing committees that deal with the ordinance. Town Council desires potential representation from the following areas for a total of seven regular members:

1. Planning Board Member
2. Public Safety Committee Member
3. Ordinance Review Committee Member
4. Engineering consultants
5. Private Road Association Members
6. Developers
7. Town Council Member (non-voting)

Interested applicants are encouraged to obtain an application at Town Hall or at the official Town of Gray website at <http://www.graymaine.org/Public Documents/GrayME BComm/index>.

For more information, please call the Town Office at 657-3339.

**DEBORAH CABANA  
TOWN MANAGER**

## George Thebarge

---

**From:** "George Thebarge" <gthebarge@roadrunner.com>  
**To:** "Wayne Wood" <wtwco@securespeed.net>; "Steve LaVallee" <stevlavallee@graymaine.org>; "Richard Tibbetts" <ratibb@maine.rr.com>; "Peter Gellerson" <pgellerson@graymaine.org>; "Matt Doughty" <mmd@portlandmaine.gov>; "Larry Bastian" <lbastian@gorrillpalmer.com>; "Gray Town Planner" <townplanning@graymaine.org>; "Doug Webster" <dwebster@graymaine.org>; "Deborah Cabana" <townmanager@graymaine.org>; "David Knudsen" <dwknudsen@securespeed.net>; "David Getchell" <dgetchsr@maine.rr.com>; "Alton Palmer" <APalmer@gorrillpalmer.com>  
**Sent:** Friday, December 04, 2009 2:54 PM  
**Subject:** Meeting Notes from Dec 3 SCORC

The Street Construction Ordinance Review Committee met last night.

Members present were Matt Doughty, Richard Tibbetts, Dave Knudsen, Pete Gellerson, Steve LaVallee, Doug Webster (at end of meeting) and George Thebarge.

Wayne Wood and David Getchell were absent.

### STREET ACCEPTANCE

Steve LaVallee had invited the two private road plowing contractors, Keith Osgood and Bill Stone to the meeting.

George Thebarge explained the concepts for a revised road acceptance and maintenance policy the Committee has been exploring. Given the long-term budget constraints, the Committee is looking at a revised road acceptance policy that would apply the public easement/winter maintenance contract program to new subdivisions rather than full acceptance. The Town would reduce the road construction standards to balance out the lost benefits of full acceptance. This policy would establish a fixed road network for Public Works to maintain and would help control budgets over time.

This policy could also be retroactively applied to roads constructed since 1998, the cut off for roads currently under the public easement/winter maintenance program. Some roads have been built to 90 percent of the public road standard, but because 100 percent compliance is required for acceptance, they get no summer or winter maintenance paid for by the Town. The goal of the Committee is to try to find better equity in the road maintenance system. To control a potentially dramatic increase in the winter maintenance budget, the Committee agreed to look at a limitation on roads that would qualify for the expanded program based on the number of lots served. The idea would be to apply it to private streets and not common driveways. George proposed the number for an initial screening of roads that might apply as 10, the number that kicks a review in Falmouth from a minor local street to a local street.

In order to further pursue equity, the Committee is also looking at needed adjustments to the existing public easement/winter maintenance program. Some roads in the program are well maintained while others are in bad condition and make it difficult and expensive for the private contractors to maintain. The Committee has discussed a possible requirement that all roads under the contracts be improved to the same standard that would be applied to other roads coming into the program. Improvements could be phased in over time, but each road would need to come up with an improvement plan that would be approved by the Town. If they did not submit the plan or make the improvements they would be dropped from the program or have their subsidy reduced.

The policy for limiting the winter road maintenance to roads serving 10 or more homes could also be applied to the existing program as a way to balance out the budget impacts of an expanded program, but that part will be controversial per taking away a benefit currently enjoyed by some property owners. Those owners would likely continue to receive partial benefits from the Town's covering the plowing costs of the roads that lead to their common drives. Again, the option of providing partial funding is available. The Committee supports at least exploring the potential impacts of these policy choices.

Both private contractors expressed support for the direction of this policy exploration. They indicated that they have or would add equipment to take on more roads if the expanded program were phased in over time. They did not think taking on bigger subdivision roads would be a problem. They shared some of

the problems they have with maintaining roads under the current program. Some of the roads are so narrow with obstructions (trees, rocks, etc.) that it takes enormous time to plow them and equipment is damaged in the process. Because of the wooded conditions of the camp roads and the gravel surfaces, when freezing rain conditions occur, they must continually be out there sanding the roads, sometimes having to sand going backwards. The gravel roads owned and maintained by the Town don't experience this problem because they are generally cleared of trees within the right of way and the sun gets at the surfaces. Ramsdall Road is only 10 feet wide in some places, and currently the ditches are full of water. A vehicle going off would need to be towed at this point.

The Committee discussed the high cost of paving and the potential that this would make it cost-prohibitive to bring the existing roads up to an improved standard. One possible response would be to explore collective bidding through the Town. Another option would be to allow gravel roads but to make them wider and to clear the vegetation around them to let sun get at the surfaces. The improvement plan could allow for either paving the roads or widening the gravel and clearing trees around them.

The Committee endorsed moving to the next step of getting an estimate of the net number of roads that might be added under the new policy based on a threshold of 10 homes being required to be in the public easement/winter maintenance program. Depending on the results, the *minimum homes number* can be increased or decreased further.

#### DRIVEWAYS

George Theborge presented a summary of the current driveway permitting requirements under Chapter 400. Under the Ordinance, a permit is required for every new or extended driveway irrespective of its location. Town staff has only been requiring driveway permits for new entrances off public roads.

The ordinance requires submission of design drawings addressing location of the road right of way, grading, drainage, utilities, erosion and sedimentation controls, and phosphorus management measures (for drives in lake watersheds). This information can only be provided by a professional engineer. The current ordinance requires a review process for driveways that parallels the one for approval of new streets.

Another problem with the current ordinance is that it contains "recommended" standards. This throws confusion and conflicts into the review and enforcement process. Finally, the application of these standards to commercial projects where site plan review standards apply creates a double layer of regulation and the potential for conflicts between the parallel standards.

The issues of concern to the Town that led to the adoption of the current regulations are:

1. Safety of the driveway intersection with the road
2. Integrity of the public road drainage system
3. Access management of the public road network (i.e., limiting the number & location of entrances)
4. Safe access into development sites (i.e., emergency vehicles) and,
5. Environmental impacts

Assuming that the Town wants to *continue the regulation of driveways to address all of these public concerns*, the focus of the revision process will be toward making it more streamlined and effective administratively. Ideas presented by George Theborge toward that end included:

1. Include the engineering of driveways in subdivisions as part of that review process. Only lots with the public interest issues mentioned above would have this requirement.
2. Have a screening process for determining whether engineering analysis would be required on individual lots outside of subdivisions.
3. Have one clear set of reasonable driveway standards.
4. Apply that driveway policy to all public and private roads.

George will take these principles and prepare a set of amendments working with Code Enforcement, the Town Engineer, and Steve LaValle.

**CHAPTER 400  
STREET ORDINANCE  
TOWN OF GRAY MAINE**

*Street Construction Ordinance Adopted June 3, 2003 / Effective Date July 3, 2003  
Amended March 16, 2004 / Effective Date April 15, 2004  
Street Ordinance Adopted May 17, 2011 / Effective June 16, 2011  
Amended December 6, 2011 / Effective January 5, 2012  
Amended October 15, 2013 / Effective November 14, 2013  
Amended October 20, 2015 / Effective November 19, 2015  
Amended January 8, 2019, 2nd Reading January 22, 2019  
Approved January 22, 2019, Effective March 1, 2019*

**SECTION 1 – GENERAL ADMINISTRATION**

**SECTION 1.1 – PURPOSE**

The Purposes of this ordinance are to promote public health, safety, and welfare for the residents of the Town of Gray by regulating activities that affect the Town’s ability to maintain the roadway system, enhancing the easy and rapid location of and access to properties for the delivery of public safety and emergency services, and avoiding potentially life threatening situations that may be caused by unsafe road conditions and confusing or disorganized addressing.

**SECTION 1.2 – EFFECTIVE DATE**

The effective date of this revision of this Ordinance shall be June 16, 2011.

**SECTION 1.3 – APPLICABILITY**

The provisions of this Ordinance shall apply to all streets, roads and vehicular easements in the Town of Gray that are under public ownership, by the Town or the State of Maine, or that are under private ownership specifically including public easements for winter maintenance. The Ordinance shall also apply to any street, road, or vehicular easements shown on a subdivision plan approved by the Gray Planning Board and recorded in the Cumberland County Registry of Deeds.

**SECTION 1.4 – APPEALS**

- A. Decisions of the Code Enforcement Officer under this Ordinance shall be appealed to the Zoning Board of Appeals and from the Zoning Board of Appeals to the Superior Court in accordance with Rule 80 B of the Maine Civil Rules of Procedure.
- B. Decisions of the Public Works Director, Town Engineer, and Street Addressing Committee under this ordinance shall be appealed to the Town Council.

**SECTION 1.5 – SEVERABILITY**

Should any section or provision of this Ordinance be declared by the courts to be invalid, such decision shall not invalidate any other article, section, or provision of this Ordinance.

**SECTION 1.6 – CONFLICTS WITH OTHER ORDINANCES**

This Ordinance shall not repeal, annul, or in any way impair or remove the necessity of compliance with any other rule, regulation, permit, or provision of law. Whenever the requirements of this Ordinance are in conflict with the requirements of any other lawfully adopted rules, regulations, Ordinances, deed restrictions, or covenants, the most restrictive shall govern.

## **SECTION 2 – ACCEPTANCE OF A PUBLIC STREET OR PUBLIC EASEMENT FOR WINTER MAINTENANCE**

### **SECTION 2.1 – PURPOSES & INTENT**

- A. Sub-collectors, Village Public Streets, and Rural Public Streets generally are designed for full public ownership and maintenance. Sub-collectors and Rural Public Streets carry high volumes of traffic and/or provide through connections between existing streets that improve traffic flows through the community.
- B. Rural Public Easement Streets are designed for public winter maintenance under the Town's private road public easement policy. Minor Rural Streets are designed for full private ownership and maintenance under a maintenance agreement or homeowners' association framework.
- C. All new public streets/easements shall not be isolated from existing public streets/easements by intervening private streets. New public streets/public easements must either intersect existing public streets/easements or there shall be a continuous path from new public street/easements through other new public streets to one or more existing public streets.
- D. All decisions to accept public ownership or public easements, however, are subject to the discretionary authority of the Town Council, and all proposed streets shall be covered by a private maintenance agreement or homeowners' association framework until they are accepted by the Town. Upon receiving preliminary subdivision approval, applicants are required to seek indication of whether the Town Council is willing to accept public ownership of fee interests or public easements.

### **SECTION 2.2 – PUBLIC EASEMENT FOR WINTER MAINTENANCE**

Roads proposed for winter maintenance under a public easement shall meet the following criteria:

- A. Requests for public easement road acceptance shall be made in writing to the Town Manager by the road association president.
- B. Each respective road or homeowners association shall be incorporated, unless all property owners sign an individual public road easement and a hold harmless release.
- C. Each respective road association and each individual property owner if required shall grant a recorded public easement.
- D. Each respective road association and each individual property owner if required shall sign a general release to the Town granting permission to enter upon the road and to perform maintenance.
- E. Each respective road association and each individual property owner if required shall agree and sign to hold the Town harmless for any damages that may be caused in the process of providing maintenance services.
- F. The traveled portion of the road shall be adequately maintained in good repair by the respective road association as determined by the Town's Public Work's Director.
- G. There shall be adequate vehicle and plow turnaround(s).
- H. All costs associated with each public easement road acceptance shall be borne by the respective road association and property owners. Said costs may include public easement recording fee, published notices and others costs deemed by the Town Council.

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

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

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

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

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

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

### **SECTION 2.5 – REQUIREMENTS FOR FULL PUBLIC ACCEPTANCE OF STREETS**

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

1. A plan drawn to a scale of 50 feet to 1 inch, and to be on one or more sheets of paper not exceeding 24 inches by 36 inches in size or in digital format as prescribed by the Planning Board.
  2. A profile of said street or way drawn to a horizontal scale of 50 feet to 1 inch and a vertical scale of 5 feet to 1 inch.
  3. A typical cross section of said street or way, drawn to a horizontal scale of 5 ft. to 1 inch and a vertical scale of 5 ft. to 1 inch.
- D. Streets to be offered to the town for acceptance must have a written report of inspection prepared by the Town Engineer that affirms compliance with the standards of the Subdivision Ordinance for its road classification at the completion of construction. Final Certification by the Town Engineer shall be done only after the road has gone through one winter and spring season.
- E. No street or way shall be accepted by the Town Council until the Planning Board and the Town Engineer shall have made a careful investigation thereof, and shall have reported to the Town Council their recommendations in writing. Such results shall include at a minimum one core sample for the road proposed. Additional core samples may be required upon recommendation of the Town Engineer.
- F. No street or way may be accepted unless at least seventy-five (75%) percent of the housing units on that street or within that subdivision phase must have received their certificates of occupancy before any acceptance by the Town Council.

PART 3 STREETS ASSOCIATED WITH SUBDIVISIONS [Repealed 12-7-2010 & moved to Subdivision Ordinance]

**SECTION 3 – STREET NAMING AND NUMBERING**

**SECTION 3.1 – ADMINISTRATION**

All streets and roads shall be named by a Street Addressing Committee consisting of a representative of Public Safety, Code Enforcement, Public Works, Assessing, and Planning. Road names and numbers shall be assigned to all properties, on both existing roads and new roads that are built after the effective date of this ordinance. The Street Addressing Committee shall be responsible for maintaining the following official records of this ordinance:

- A. Town of Gray street map for official use showing all road names and numbers. The map shall be updated annually as of each April 1st.
- B. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers. The list shall be updated as street names are authorized.
- C. An alphabetical list of all roads with property owners listed in order of their assigned numbers. The list shall be updated annually as of each April 1st.

Any situation pertaining to addressing not covered in this ordinance shall be settled by the Town Council.

**SECTION 3.2 – NAMING SYSTEM**

All roads/accessways in Gray that serve two or more addresses or principal structures shall be named regardless of whether the ownership is public or private. A road name assigned by the Town of Gray

Thurs – Jan 13<sup>th</sup> – 4-6pm:

**-Council Items: (4-4:45pm)**

- Gray Historical Society Lease (Mo)
- Facilities Study – GHS Building (Mo)

**-Town Manager Items: (4:45-6pm)**

- COLA raises status/other salary adjustments
- Education Fund requests
- Employee Sick Time proposal (accumulation/carryover)
- Contingency fund policy
- Guidance on overall increase

Mon – Jan 31<sup>st</sup> – 4-6pm:

**-Council Items: (4-4:30pm)**

- Senior Tax Assistance Ordinance changes & impact to funding

**-Manager Items: (4:30-6pm)**

- Reorganization of Clerks Department/Town Clerk posting
- Planning Dept resources discussion

Thurs – Feb 10<sup>th</sup> – 4-6pm:

**-Presentation of initial budget (4-5:15pm)**

- TIF funds – balances for each/remaining years
- Status of existing Bonds
- ARPA spreadsheet – dedicated expenditures/remaining

**-Assessing: (5:15-5:30pm)**

**-Administration Review: (5:30-6pm)**

- Health insurance increase
- Elections
- Utilities
- Telephone – VOI vs hard lines – any changes?
- Manager’s contingency fund

Mon – Feb 14<sup>th</sup> – 4-6pm

**-Communication/Information Dept: (4-4:45pm)**

- Status franchise fees/contract renewal
- Proposal for addt'l resources
- Broadband funding
- Town Brand
- CIP – equipment needs

**-Recreation Dept (overlap with Build & Ground): (Mo) (4:45-6pm)**

- Recreation Dept Operations
- Enterprise/Sub D fund status
- Childcare program update
- MyRec software - update
- Wilkie's Boat Ramp status
- Pennell Playground status

Budget Agendas:

Amended: 11/23/2021

- Libby Hill Trails
- Trail extension (Cumby's)
- CIP requests (1) BB court lights (2) skateboard park fund (3) other?

Thurs – Feb 24<sup>th</sup> – 4-6pm:

**-Building & Grounds:**

- Operations
- Facilities Study proposed changes
- Pennell septic system – evaluation/plan options
- Fencing update – added to CIP
- Electric Charging station – status
- Electric Vehicle conversion plan
- Science Building status
- Contingency Fund status
- CIP

Thurs – Mar 3<sup>rd</sup> – 4-6pm:

**-Transfer Station Dept: (4-4:30pm)**

- Operations – increases in contracts
- Gate installation/sticker price

**-Library: (4:30-4:45pm)**

- Operations – fee changes

**-Committee/Board requests: (4:45-5pm)**

- Community Economic Development
- Blueberry Festival
- Open Space
- Other

**-Planning Dept/Code Enforcement: (5-6pm)**

- Operations/technology/resource changes
- Pocket Park status
- Watershed Studies – status
- Stormwater Modeling
- Illumination tool
- Yellow book appraisals/environmental study – tennis court conversion
- Project Canopy grant
- Recreation Economy for Rural Communities Planning Assistance grant
- Planning fund

Tues – Mar 8<sup>th</sup> – 4-6pm

**-Public Safety Dept: (4-5pm)**

- Operations / new contract / staffing status
- Emergency Operations Plan status/costs
- Radio Tower/hardware funding status
- Public Safety Strategic Plan – add'l asks

**-Public Works Dept: (5-6pm)**

- Operations

Budget Agendas:

Amended: 11/23/2021

- Winter/Summer Roads/Addt'l Garage – changes only
- Striping budget
- Short Shaker Rd project status – trees
- Main St stormwater – emergency stormwater funding
- Paving study – long term plan/status
- Libby Hill Rd/sidewalks/ MSAD15 emergency exit/Hannaford ext/crosswalk project
- Traffic calming measures funding
- Existing sidewalks maintenance funding

Thurs – Mar 17<sup>th</sup> – 4-6pm

-Public Works Dept:

- Agenda leftover from previous meeting

-Community Service:

-Law Enforcement:

-Follow up:

-CIP Miscellaneous:

- CIP payment
- Land Acquisition Fund payment
- Other?
- Addt'l funding for Senior programs

Tues – Mar 22<sup>nd</sup> – 4-6pm

-Follow up:

-State Revenue Sharing projections

-LD1 status & discussion

-School Budget update/timeline

-County Budget

-Council Discussion on overall budget:

- Individual suggestions for changes/straw poll each
- Review final numbers for overall budget
- MIL Rate discussion

-Identify separate questions for Warrant Articles

-Identify items to be included in budget presentation

-Identify items to be included in draft budget flyer

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

-Final Follow up:

-Finalize budget presentation – for packet

-Review budget flyer draft & finalize

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

-Discuss any feedback from residents

-Finalize Warrant article wording

Tues – April 19<sup>th</sup> – TC Meeting – 7pm – appr Warrant Articles

Tues – May 3<sup>rd</sup> – TC Meeting – 7pm – appr Municipal Warrant