

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • DECEMBER 21, 2021

**Gray Town
Council Regular
Meeting**

Online via Zoom
<https://us06web.zoom.us/j/82078869396>

7:00 PM

I. OPENING STATEMENT

Due to the ongoing COVID-19 emergency, the Town Council meeting will not take place in person. The meeting will be held online with the link provided in the agenda header.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS 5 MINS

1. To Remove from the Table the Minutes of the Town Council Meeting on November 16, 2021.
2. To Review and Approve the Minutes of the Town Council Meeting on November 16, 2021.
3. To Review and Approve the Minutes of the Town Council Meeting on December 7, 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: 820 7886 9396

VI. ADJUSTMENTS TO THE ADENDA 5 MINS

VII. PRESENTATION(S) 7:20PM

1. Library Fees/Update - Josh Tiffany/Board of Trustees 15 MINS + 10 Q&A

VIII. ACTION ITEMS 7:45PM

1. To Review and Act Upon Approving the Appointment of _____ as a regular member of the MSAD #15 School Board until the election held on June 14, 2022. 15 MINS

Proposed motion:

Ordered, the Gray Town Council appoints _____ as a regular member of the MSAD #15 School Board with a term expiring on June 14, 2022.

2. To Review and Approve an Extension of the Temporary Emergency Ordinance Regarding Face Coverings on Town Property. **10 MINS**

Proposed motion:

Ordered, the Gray Town Council extends the Ordinance Regarding Face Coverings on Town Property to _____, consistent with Article II Section 14.D. of the Gray Town Charter, and with the Maine CDC and US CDC guidance for indoor public spaces, that requires all visitors to Town properties to wear a protective mask to reduce the public health risk from COVID and its variants.

3. To Review and Act Upon Approving the 2022 Cumberland County Hazard Mitigation Plan. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council authorizes and adopts the FEMA-approved 2022 Cumberland County Hazard Mitigation Plan, an update replacing the previous version published and approved in 2017, in an effort to reduce the risk of harm to persons and damage to property resulting from natural hazards.

4. To Review and Act Upon Approving the Designation of Juneteenth as an official Local holiday. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council designates Juneteenth as an official Local holiday, in accordance with the state and federal holidays recognizing June 19, 1865 as the end of slavery in the United States.

5. To Review and Act Upon Approving the Libby Hill Memorandum of Understanding. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the Libby Hill Memorandum of Understanding and authorizes the Town Manager to negotiate with the Gray Community Endowment and MSAD-15 Joint Leader the Town of New Gloucester on behalf of the Gray Town Council.

IX. REPORT FROM THE COUNCIL CHAIR 8:25PM | 5 MINS

X. REPORT FROM THE TOWN MANAGER 5 MINS

XI. COMMITTEE REPORTS 10 MINS

XII. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS

XIII. ADJOURNMENT 8:50PM

** 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 • NOVEMBER 16, 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. The meeting began at 7:07p.m.

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

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS

1. To Review and Approve the Minutes of the Town Council Meeting on October 19, 2021.

MOTION: Ordered, the Gray Town Council Approves the Minutes from the Town Council Meeting of October 19, 2021.

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

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

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

There were no public comments. This portion of the meeting was closed at 7:12pm.

VI. ADJUSTMENTS TO THE AGENDA

Chair Carder requested they add an agenda item regarding possible extension of the face covering ordinance. It currently expires on December 4th and the next council meeting isn't until December 7th.

Motion: To suspend council rules to add an agenda item (#6) to discuss the face covering ordinance.

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

VII. PRESENTATION

1. Little Sebago Lake Water Quality Study - Professor Leshner

Pam Wilkinson, President of the Little Sebago Lakes Association, was present to inform the council that a class led by Emily Leshner, Professor of Chemistry at St. Joseph's College, conducted water quality testing last summer on Little Sebago.

Professor Leshner introduced three of her students, Patrick Sanderson, Rowan Daligan, and Mason Morin. The students explained the project with a slide presentation. They provided details regarding their work and their data obtained.

Professor Leshner explained the information presented was just a small sliver of their summer data. A \$12,000.00 grant received by the Davis Foundation supported this summer work which cost approximately \$8,000.00 to \$10,000.00. They are in the process of creating a report for the Little Sebago Lakes Association. They hope to continue this work in the future with grant money and support of the LSLA.

Chair Carder noted the spike they found in phosphorus was a warning sign. Pam Wilkinson said the continuation of this work is very important to the LSLA as they are very concerned with protecting the water quality.

2. Deer Acres Road Association

Deb Kramlich, President of the Deer Acres Road Association, spoke to the council. The Deer Acres Road Association is comprised of 41 property owners, nine of which are year-round. Deer Acres has become a connector road between Lyons Point Road and Gore Road. Last summer, the council approved them to borrow road data equipment and she shared the results, tracked between August 12th and September 16th, in her slide presentation.

She was clear in stating they are not suggesting friends on either side shouldn't use their road. Their concern, however, is the wear and tear on their private road as they are the ones who pay for road maintenance.

David Kramlich also spoke. He is the Road Commissioner and Treasurer of the road association. He showed several photos illustrating wear and tear of the road.

The Kramlichs explained the road association is requesting a council workshop to explore options and solutions. They want the town to adopt road ordinance standard changes and adopt the road as a public road. They have had an initial consultation

with Gorrill-Palmer and have 303 signatures on a petition. They also pointed out tax representation statistics; the 41 property owners are .082 percent of the population in Gray but pay 1.39 percent of taxes.

Councilor Gass mentioned an idea of blocking off one end of the road. Deb Kramlich said that would not be a viable solution because a school bus would then have to go all the way around, which would be about five miles. It would also not be practical for emergency vehicles.

Councilor Maguire inquired if they had considered milling the road and using reclaim which would be less expensive to maintain. He also noted the traffic count may be significantly overcounted if vehicles were counted at both ends. Resident Gerald Fossett said Gorrill-Palmer was surprised at the number of delivery trucks using the road during their visit.

Councilor Chappell understands their frustration of maintaining a private road. However, she took issue with the tax information concern and pointed out they live in lakeside homes which are worth more.

Dave Kramlich also explained they would like the council to go back and look at old road standards, pre-1991. He said they are trying to raise \$150,000.00 during this 3rd year of their 5-year plan. They don't want to do the repairs if the town will take over the road.

Chair Carder explained taking over a road or changing the road standard are both serious topics. She asked if Gorrill-Palmer gave any ideas of cost. Gerald Fossett met with Will Haskell of Gorrill-Palmer who indicated possibly \$15,000.00 to \$20,000.00. The road association was hesitant to move forward with that investment before speaking with the town.

Chair Carder said the plan will be to have this under council discussion at a future meeting. They will then determine if they want to do something or not.

VIII. PUBLIC HEARINGS

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

Chair Carder opened the public hearing and there were no public comments. The public hearing was closed at 8:17pm. Councilor Maguire noted these are calculations from the state which are passed down to the town. The council has to authorize this so our town staff can conduct this program.

Motion: Ordered, the Gray Town Council adopts the Maine Municipal Association Model General Assistance Ordinance and Appendices A-D for the period of October 1, 2021, through September 30, 2022.

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

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

Chair Carder said they all received an email from resident Mark Grover. She opened the public hearing but there were no comments. Chair Carder closed the public hearing at 8:19p.m. She noted that since this is a non-land use, if they make substantive changes, they can still move ahead to a 2nd reading.

Town Manager Rudy would like to review Mr. Grover’s comments with the town attorney.

Councilor Chappell said it is good to plan ahead and they should seriously consider Mr. Grover’s recommendation. She inquired if an emergency management person would be assigned before or during an emergency and suggested the town appoint a person in advance.

Town Manager Rudy will add the word “environment” in between “people and property” in the next revision of the document. There was discussion as to who the Emergency Manager should be and they contemplated someone from public safety or public works. Councilor Maguire suggested instead that is could be Mo Russo, Director of Facilities, as public safety staff and public works staff would be occupied with issues in an emergency. He also agreed with Town Manager Rudy’s recommendation that this should be a policy, not an ordinance.

Councilor Carder inquired when the emergency operations plan was last updated. Town Manager Rudy will ask the chief if there is a plan and if so, when it was last updated.

Councilors discussed other requested changes such as changing “employ” to “deploy” on packet page 72. Councilor Maguire also stated he was not comfortable giving the Town Manager the ability to declare an emergency as noted on packet page 73. He also cannot support D or F on packet page 74 and asked for more structure rather than “limitless” on packet page 75. Town Manager Rudy said enforceable standards in terms of penalties are needed but he will check with Attorney Alyssa Tibbetts. He will bring revisions back for the second reading on December 7th.

Mr. Grover has only seen two versions of an emergency operations plan in 25 years and doesn’t know if the most recent one has been revised.

Motion: Ordered, the Gray Town Council Sets a Second Reading and Public Hearing on December 7, 2021 to consider adopting an Emergency Management Ordinance pursuant to the Town’s home rule authority, as provided in 30-A M.R.S. § 3001 and the Constitution of Maine, Article VIII, Part Second.

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

IX. ACTION ITEMS

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

Finance Director Katy Jewell confirmed the amount is \$138,431.00. Chair Carder said if projects aren’t completed by a certain date, they have to be carried forward so the town can use this money which is already approved for use. Katy Jewell clarified this is not new money; this is to utilize money we already asked for.

Motion: Ordered, the Gray Town Council Approves the Carryforward of Certain CIP Items in the Amount of ~~\$\$\$~~ \$138,431.00 to the Fiscal Year 2022, as presented by the Finance Director.

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

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

Town Manager Rudy showed a roster of full-time only staff. He said there might be other future proposed premium pay for other categories of employees. These funds will be spread out over their existing checks. Chair Carder suggested a spreadsheet be created to track these ARPA funds.

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

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

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

Chair Carder said language regarding childcare will be added on packet page 89.

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

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

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

Councilor Maguire requested that definitions for all three terms be included. He said he cannot support this due to the equity definition. He stated that the Town’s current policy is extremely clear.

Motion: Ordered, the Gray Town Council approves the Diversity, Equity, and Inclusion Policy, as presented by the Town Manager.

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

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

Councilor Maguire inquired about hours on packet page 93. Town Manager Rudy explained if they are working remotely, they can adjust hours to be earlier or later to allow for a flexible workday. He also said there will be an expectation that the presence of others won’t keep them from doing their work. Councilor Maguire inquired if this would be for new employees and how to make sure favoritism doesn’t happen. Town Manager Rudy said he would decide who is eligible for remote work.

Councilor Chappell appreciated the additional information which was added in reference to childcare. She was happy to hear that the presence of children was not forbidden, especially due to remote school days/quarantines. She inquired about ergonomic needs. Town Manager Rudy said the intent is to not take care of ergonomic needs for work spaces which are not in town buildings.

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

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

6. To Review and Act Upon Extending the Face Covering Ordinance until _____.

Town Manager Rudy explained other municipal town halls have had to completely close due to COVID outbreaks. He said requiring face coverings helps us to continue providing services to residents. He asks that this be extended. Council can review again on December 7th. He explained our staff faces COVID exposure daily and he is very concerned about not having enough staff to provide essential services, particularly with snow season coming up. Chair Carder recommended they continue until their second December meeting or January 5th meeting due to delays in trends of data availability.

Councilor Chappell asked if this just pertains to indoors or also at the Transfer Station. Town Manager Rudy prefers people also wear them at the Transfer Station, especially in the indoor areas. Councilor Maguire said he has been at the Transfer Station many times, and most are ignoring this. Although he wears his mask while there, he is not in favor of doing something we cannot enforce. He noted several other towns without mask ordinances and those that meet in public. He feels we are overstating the problem and questions the effectiveness of masks.

Councilor Gass would like to err on the side of caution. Councilor Carder noted 163 schools have outbreaks, a friend teacher in Lewiston has had to shift to remote, and this is not too big of an ask in her opinion. She wears her mask everywhere. Councilor Meaney was approached by two employees at the Transfer Station who are concerned that they will have to wear masks in cold weather due to the difficulty with plastic visors/glasses frosting up. Town Manager Rudy offers KN95 masks to town staff.

Chair Carder said they can discuss this on December 21st if they extend until December 22nd.

Motion: Town Council extends the Face Covering Ordinance until [December 22, 2021](#).

RESULT:	APPROVED AS AMENDED [4-1]
MOVER:	Anne Gass, Vice Chair
SECONDER:	Krista Chappell, Councilor
AYES:	Carder, Gass, Chappell, Meaney
NAY:	Maguire

X. REPORT FROM THE COUNCIL CHAIR

Chair Carder reported on the following topics:

COVID: We discussed the face coverings under action items and will be discussing remote meeting status under Council Discussion later in our meeting. The other item is the pending vaccine mandate. Staff has been provided additional information on deadlines and what steps need to be taken to comply with the federal order which is currently making its way through the courts.

Council Retreat: This is set for this Saturday, starting at 9am at Pineland in the Mount Washington Room which we have confirmed is quite large and can hold over 80 people (they are restricting it to 80 due to the current situation). They will have us spaced out around a U-shaped table and I would ask that we all wear masks. All seven participants (Council, Manager and Facilitator) are fully vaccinated. There will be chairs available at the back of the room for any member of the public who wishes to observe. One of the biggest issues we face with our own meetings is our venue. If we want the broadcast/audio equipment, council chambers is the best option. That room only allows for around 20 people if we are following spacing recommendations. Given the spacing, our individual status and masking, I recommend we proceed in person. The council has the room until 2:20pm but hope to wrap things up before then.

GPCOG: I attended the Smart Infrastructure & the Internet of Things Webinar on October 27th which I found very informative. One key item that kept coming up was ‘what is our coverage’? It is easy to think, for example, Otelco is expanding fiber so Gray is all set. But is it? Is the coverage good enough in those areas? And how much of Gray is still underserved? One key to better understanding the deficiencies which have a direct impact on our ability to improve Economic Development is testing and mapping. I think it is important for us to focus on educating our residents to participate in the testing/mapping effort underway at the State level.

Budget Items: We will be discussing the draft budget workshop schedule later in the meeting, but I wanted to disclose a couple shared email items and also verify that the council is in agreement with logging them on our Budget Spreadsheet. (1) Anne shared information related to the Project Canopy grant programs. Given our planned tree replacement on short Shaker Road and our planned work in the Village, I would like to log this to ensure we do not miss out on the program. (2) Nate shared the summary report from the Gray Facility Study completed by Port City Architecture. There are quite a few recommendations that we will need to prioritize and address

in the coming years. I believe workshop time will be needed for the council to seek clarification, ask questions, and come to general agreement on priorities before we start crunching numbers.

MMA Marijuana Update Webinar: I attended on October 27th and learned a lot about the rules that have been implemented and the process for handling questions and issues. I shared the slides with everyone and believe that for Code or Planning staff, the webinar would be very beneficial.

MSAD15 Facilities Committee: I attended their meeting on November 3rd, and also attended a Zoom meeting with the Gray Community Endowment on November 11th to review the Libby Hill MOU.

Pocket Park: I attended the fall perma-blitz work session at the new Village Green Pocket Park on November 7th which was very educational. We were able to complete all the fall tasks to tuck the park in for the winter. One thing I found amazing is there were at least 75lbs of tomatoes at the park which were NOT planted. They grew on their own from the compost material brought in and were a huge, unexpected addition to the edible park. People have harvested these. A demonstration of composting was part of the work session.

The Sweet Shop: I would like to officially welcome The Sweet Shop to Gray. They had their grand opening this weekend and are only open on Saturdays and Sundays for now. They took over the 50 Shades Gray Café space with some really yummy sweets/ including fudge and a whoopie pie bar. It was my pleasure to stop in and welcome them in person. Check them out!

XI. REPORT FROM THE TOWN MANAGER

Town Manager Rudy asked councilors if they had questions regarding his written report which he submitted. There were no questions. He also mentioned a few other items:

- Gray Rec will host their Tree Lighting on November 28th. Caroling will begin at 3:45pm and the tree lighting will take place at 4pm.
- This is the last meeting with Peggy Brown as the Minutes Recorder.
- He also received resignation letters from Amy Stone (School Board) and Catherine Caswell (Planning Board).
- He received a thank you letter from the Gray Community Food Pantry. He recognized Lauren Asselin for her idea for a food drive and all her work on this project which also raised \$300.00 for the pantry.
- Road Acceptance/Standards: He asked the Town Council to consider policy direction on acceptance of new roads. He inquired if they would like to consider not accepting new roads at this time.
- Request from the Planning Department that the Town Council consider changing zoning in reference to self-storage facilities. There is a pending application. These are often built as multiple structures so a timely change will keep this proposal on track. He can bring information for council discussion to the December 7th meeting. Chair Carder asked if there were any objections from council. Councilor Maguire objects to any change to the ordinance and objected to it coming before the council on December 7th. Councilor Chappell said she takes issue with changing an ordinance based on one business. Other councilors did not have objections. Councilor Maguire also asked Town Manager Rudy for an update on posting of Mayall Road.

XII. COMMITTEE REPORTS

Councilor Meaney spoke to Lacy Antonson about the Blueberry Committee. Volunteers are needed, they were below budget this year, and they have sent out thank you letters.

Councilor Meaney said the Finance Committee met. He was pleased with Katy Jewell's insight to pre-pay propane and fuel far below market prices. The next meeting will be on Thursday, December 16th at 4pm.

Councilor Meaney said ZBA met on October 27th. Brad Fogg was elected Chair and Lena Reichardt was elected Vice Chair.

Councilor Gass said the Community Television and Communications Advisory Committee met but did not have a quorum. They will meet next on December 15th and need four more members.

Councilor Chappell said the CEDC met on October 20th over Zoom. They planned the cleanup event for the Pocket Park for October 30th which was postponed to November 7th. She thanked Mo Russo and staff for installing the fall banners. Winter banners, featuring an ice fishing theme, will go up in December. There are thoughts of another mural contest in January. They discussed their budget. There are over 20 birdhouses left over. They have partnered with Local Centric. Artist Mary Sweeney Underwood will paint them and sell them at Local Centric.

Councilor Chappell said the Resiliency Committee met on November 8th over Zoom. Ann Bagala is now the Chair, and Rachel Lyn Rumson is the Secretary. They discussed Freeport, Windham, and Cumberland, and may have them share with the committee at upcoming meetings. They currently have three members. They need two more full members and one alternate.

Councilor Chappell said the Library Trustees were meeting tonight at 6:30pm.

Councilor Maguire did not have any items to report.

Councilor Carder said the Dry Mills Schoolhouse Committee did a walk-through at the Schoolhouse on October 20th and were able to lay out a general floor plan and identify tasks that need to be completed before the building can reopen. Their goal is to have a soft reopening during Memorial Day Weekend 2022. Mo Russo believes he will have the remaining repairs done by early spring to allow time for the committee to set everything up. The next meeting was supposed to take place on November 15th, but was moved to next Monday, November 22nd due to illness. The committee needs to go through the boxes of materials stored at Pennell to split up the materials/tasks to be done over the winter. The committee has also decided to change their meeting time to 4pm as it works better for the members.

Councilor Carder said the Recreation Committee met on November 1st via Zoom and discussed the huge successful turnout at the Trunk N Treat event which was estimated to have had over 3,000 participants. Several additional candy runs had to be made! The pre-registration was a good idea with around 835 families signing up. This helped increase contact lists for future events/activities. They focused on the next big event which will be the Christmas Tree Lighting and agreed, due to the current COVID situation, all activities will be held outside. The event is set for Sunday, November 28th with carols at 3:45pm, the tree lighting at 4pm, and a contact free visit from Santa between 4-4:30pm. Staff will be accepting letters to Santa to ensure he picks them up before he flies back to the North Pole. The next meeting will be on December 6th at 6pm.

Councilor Carder said GPCOG met today via Zoom. The Spotlight Conversation was with representatives from our federal delegation to hear updates on the recently passed infrastructure bill and the status of the Build Back Better bill. They also reviewed the 2022 Advocacy Priorities and the plan to update GPCOG's strategic plan. In addition, the Committee was presented with updated dues information. For Gray, the 2020 census increased our town population by 508 residents (to 8,269) which means our dues will go up by \$1,016 (to \$16,538) as they are based on a per capita rate. As a reminder, we usually save more than that total in the regional contracts (salt bid). Zoe Miller is also leaving GPCOG to start her own consultant business and is being replaced by Kelly Rehberg. The next meeting is not until January 18th as there will not be a December meeting.

XIII. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Meaney (as mentioned previously) was approached by two employees at the Transfer Station who had questions about wearing masks in cold weather.

Councilor Meaney was contacted by two neighbors who are concerned with us losing firefighters to higher paying towns. He said there is a new contract here, so we are moving in the right direction.

Councilor Gass was contacted by several residents regarding opposition to a subdivision near Crystal Lake.

Councilor Gass gave a presentation via Zoom on bike path planning for the Bike Coalition of Maine.

Councilor Gass was contacted by Sharon Young regarding using less salt on the roads.

Councilor Gass attended the Grow Smart Maine conference virtually.

Councilor Gass completed the ATV grant reimbursement paperwork and filed it prior to the November 30th deadline.

Councilor Gass received an inquiry from a Long Hill Road resident about when signs will come down, which should be happening any day now.

Councilor Gass was contacted by a person regarding a developer who felt the town was interfering with his plans for the village center. She indicated he is being held to the same standards as anyone else.

Councilor Gass will attend a meeting about Maine Broadband summit on Thursday.

Councilor Gass was contacted by a resident with concerns of trash in a yard.

Councilor Maguire had no items to report.

Councilor Chappell had the same emails as Councilor Gass from Sharon Young and the emails regarding Crystal Lake.

Councilor Chappell spoke to Kristina Egan of GPCOG regarding the retreat.

Councilor Chappell emailed Karl Schatz of Ten Apple Farm whose daughter is interested in the Resiliency Committee.

Councilor Chappell thanked Rachel Lyn Rumson for summarizing her notes she took after attending the Grow Smart Conference.

Councilor Chappell met with Town Manager Rudy on October 26th to discuss the Resiliency Committee and their work.

Councilor Carder shared a letter she received from Bruce Sawyer at the Water District and had a great conversation with him on November 5th related to their request for a stand-alone workshop with the council.

Councilor Carder received a call from Ken Capron who is actively working to bring microrail to the State of Maine. He had heard her discussing the traffic issues in Gray at a GPCOG meeting and wanted to share some information.

Councilor Carder received a thank you card from a senior resident who wanted to express her appreciation for the Senior Property Tax Assistance program. Councilor Carder had reached out to let her know about the application process.

Councilor Carder said they all received an email from Cheryl Welch representing the Crystal Lake Association related to a proposed 600-unit development which was presented to the Association's Board by a local developer. Mrs. Welch wanted to advise the council and staff that the Crystal Lake Association Board strongly opposes any such development which they feel will be detrimental to Crystal Lake which is already on the 'at risk' list. Subsequently, several other emails from residents have been received expressing their concerns and opposition citing the same risk to Crystal Lake, increased traffic, and a major conflict with the newly approved Comprehensive Plan. This project is not set to come before the council at this time. A contract zone agreement has a specific policy which must be followed including when/if the project comes before the council.

Councilor Carder received an email inquiring about survey work that was observed at Wilkie's Beach, wondering if the town had contracted it or was considering doing anything with the property. She reached out to Town Manager Rudy who confirmed the town did not request, nor need survey work done, at this time.

Councilor Carder said they all received a letter from Sharon Young related to the lower salt products available for winter maintenance encouraging the Council to expand the usage around the Lakes to further protect water quality.

Councilor Carder received an email from a reporter at WGME related to our face covering ordinance. Town Manager Rudy responded on behalf of the Town.

XIV. COUNCIL DISCUSSION

Chair Carder suggested moving some of these discussion topics to the December 7th meeting (noted below).

1. Shoreland Protection Ordinance

Chair Carder said this is not a discussion of the ordinance, but to see if there was majority support to put this on their work plan. She asked council if they could discuss it at the Saturday retreat. She said there is a request that they create a water quality ordinance. Pam Wilkinson has offered to obtain the Windham ordinance and alter it for Gray. Councilors were fine with adding it to the list.

2. *Libby Hill Memorandum of Understanding (postponed to December 7th meeting)*

3. Remote Meeting Status

Chair Carder said councilors need to decide if meetings will continue to be remote. She had a discussion with Town Manager Rudy and followed up about a test of the hybrid system. She would like to do a practice test with some councilors in person and some online.

She suggested meetings stay remote through December 7th. She also suggested they have the test in order to be able to have the hybrid format in place for the January meeting. She noted the 23 to 25 people in tonight's Zoom attendance would have prevented council from meeting in person at the council chambers.

Town Manager Rudy reminded the council that staff encounters daily COVID issues and exposures. Councilor Chappell is ok with remote. Councilor Meaney prefers face to face but will go along with hybrid or remote for personal safety reasons. Councilor Gass wants to check in on this in December. Councilor Maguire wants face to face meetings.

Chair Carder said the consensus was to have a remote meeting for December 7th. She will continue planning for a test and they could potentially have a hybrid meeting on December 22nd.

Councilor Chappell inquired if this impacts their retreat for this Saturday. Councilor Carder said the Pineland room has space for 80 people so she feels comfortable with that, but could take a straw poll if council prefers. Councilor Chappell prefers the in-person meeting for the retreat. Councilors Gass and Meaney also preferred being in-person for the retreat. Councilor Maguire did not due to lack of consistency, and exceptions being made by people when convenient to them.

4. *Extreme Weather Closing Policy (postponed to December 7th meeting).*

5. Workshop Schedules

Main Street

Budget

Village Gateway Property Public Forum

Joint Workshop with Gray Water District

All Other Workshops

Councilor Carder discussed the upcoming budget meetings said there is a short window of time so if councilors cannot make a budget date, they will not move the dates. She asked councilors if they have conflicts. None seemed to indicate conflicts they know of at this time.

Chair Carder said the December 7th workshop at 5:30pm will be regarding the Main Street conversation. She said they should invite the Water District and Will Haskell (or someone from his office) of Gorrill-Palmer.

The December 21st workshop will possibly be regarding ARPA, but this may change.

Chair Carder was asked at the last meeting to find possible dates for the first Village Gateway public forum. She suggested options of Monday, January 24th or Thursday, January 27th.

Chair Carder said the Water District has asked for a joint workshop about their overall status and topics they would like to talk about. An example is that if sprinkler requirements in ordinances were changed, it could reduce their number of required hydrants.

Chair Carder mentioned the Planning Board/Town Council joint session. She asked Councilor Maguire, as liaison, to inquire if the Planning Board members still want a face-to-face meeting or a remote meeting.

XV. ADJOURNMENT at 10:39 p.m.

Motion to adjourn at 10:39 p.m.

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

TOWN OF GRAY
GRAY TOWN COUNCIL
MINUTES • DECEMBER 7, 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. The meeting began at 7:07 PM

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

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS

1. To Review and Approve the Minutes of the Town Council Meeting on November 16, 2021.

The meeting minutes from October 19 were accidentally inserted in the packet instead of November 16.

MOTION: Ordered, review of the November 16th meeting minutes is tabled until the next meeting of the Gray Town Council.

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

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

There were no public comments. This portion of the meeting was opened at 7:08 and closed at 7:09 PM.

VI. ADJUSTMENTS TO THE AGENDA

Councilor Maguire requested they add an agenda item directing the Public Works Director to post a weight limit on Short Mayall Road, as item VII.7.

Motion: To suspend Council rules to add an agenda item (VII.7) to discuss posting a weight limit on Short Mayall Road.

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

VII. PRESENTATION

1. Solar Array Proposal - Will Boyle

Developer Will Boyle and project manager Jayson Haskell, on behalf of Cleantap Energy, LLC (dba Clean Solar Gray, LLC and Kings Pines, LLC) and DM Roma Consulting Engineers, respectively, presented a Major Site Plan submission for a proposed solar farm off Portland Road in Gray, seeking Town Council to approve the project site for inclusion within the Commercial Solar Energy System Overlay District (CSESOD).

Council asked questions about the project including details about the corporate entity, future ownership, the wetlands impact, its approval status with CMP.

2. Public Safety Radio Hardware - RCM Mac McKnight and Scott Rivard & Gray Public Safety Director Kurt Elkanich

Chief Elkanich introduced RCM who shared a proposal to upgrade Gray Public Safety’s radio communications equipment to current standards. Gray’s existing radio equipment is at its end of life and will be at end of service (no parts or factory support available) in 2023. Council asked questions about the proposed system, which will be part of the FY23 budget request.

VIII. ACTION ITEMS

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

Town Manager and Public Safety Chief have been in touch with Cumberland County EMA and propose that Council table this item until a new version of the Emergency Management Ordinance and an Emergency Operation Plan are presented in 2022.

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

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

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

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

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

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

Councilor Maguire noted that fields on the Pennell Campus can be rebuilt with replaced septic fields as part of the plan.

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

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

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

Council Chair Carder suggested amending the proposed ordinance to specify that the policy would not take effect until such time that current court challenges are exhausted and the Federal OSHA ETS goes in force. Town Manager specified that this policy and the recommendation for Council to approve it came with guidance and recommendation from the Town Attorney and other legal advice, and that at this time it does not require employees either to get vaccinated or to disclose their vaccination status. Councilor Maguire objected to the Council voting on a Town policy that may change if the Federal OSHA ETS changes, and to allowing Town staff time off to be vaccinated if the Town is not also going to pay for COVID tests for unvaccinated employees. Council Chair Carder responded that if Federal mandates require vaccination as a condition of employment, and legal advice is to put the policy in place to protect the Town’s interests, the Town should implement the policy and make provisions for staff to get vaccinated.

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, to take effect on the same day as the OSHA standard if it is implemented.

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

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

The Town Manager presented a job description for the newly approved Town Clerk position, but the position will not be permanently filled until it is funded as will be projected in the FY23 Town budget. In the interim, the Town Manager will propose that the Finance Director serve as Acting Town Clerk.

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

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

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

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

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

7. To Direct the Public Works Director to Post a Weight Limit on Short Mayall Road.

Ordered, the Gray Town Council directs the Public Works Director to post a weight limit on Short Mayall Road.

During discussion, Council provided guidance on the message to be provided on a posted sign establishing a weight limit on Short Mayall Road.

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

IX. REPORT FROM THE COUNCIL CHAIR

Council Chair Carder delivered her regular report including comments on the Council Chamber hybrid meeting test, review of the Council Retreat with thanks to the facilitators from GPCOG, recent meetings regarding the Libby Hill Memorandum of Understanding on the meeting agenda under Council discussion items, and contacts she and other Council members received regarding the proposed Crystal Lakes Estates Contract Zoning Agreement for residential development. The CZA policy states that the Planning department will review this request with the Town Manager. Joint Leaders meeting scheduled for 12/9 will be rescheduled due to a conflict.

X. REPORT FROM THE TOWN MANAGER

Town Manager Rudy asked Councilors if they had questions regarding his regular written report. Town Manager will provide minutes from Council meetings until a new Transcriptionist can be hired. Manager included letter from MDOT regarding work on Depot Road.

XI. COMMITTEE REPORTS

Councilor Maguire stated that there were no meetings of the Planning Board or Ordinance Advisory Committee (OAC) this month, and that he is working with Planning Director Doug Webster on a To Do list for the OAC. Councilor Chappell stated that the Library Trustees met on 11/16 but she was unable to attend because the Town Council meeting met on the same evening. The Trustees voted to eliminate library late fees in FY23, which they will present at the 12/21 Council meeting. CEDC Committee met on 11/25.

Councilor Meaney stated that the Blueberry Festival Committee needs volunteers, the Finance Committee is scheduled to meet on 12/16, and Zoning Board of Appeals will meet on 12/22.

Councilor Gass stated that the Open Space Committee will meet on 12/8 and plans to bring a draft Open Space Plan to Council for review on 12/21.

Councilor Carder stated that the Dry Mills School committee met on 11/22 to look at materials to set up in the Spring. Their next meeting is scheduled for 12/13. The Recreation Committee hosted a tree lighting event on 11/23, with thanks to Kyle Hadyniak for broadcasting a live stream. Rec is offering discounted Lost Valley tickets, and collaborating with CEDC on providing Nordic walking sticks for a walking program at Pennell. The Pennell ice rink will be opened when weather permits. Next Rec meeting is scheduled for 1/3.

XII. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Maguire was contacted by residents on Mayall Road inquiring about James Plummer on Wayne Ave.

Councilor Chappell attended the tree lighting ceremony and observed that the tree lights could use an upgrade. Councilor Chappell plans to attend the NIMS training for elected officials on 12/9.

Councilor Meaney reported no correspondence.

Councilor Gass received a message about a property tax issue; met with Randy Visser on matters related to Gray Public TV; attended the monthly Cable Consortium meeting; CATV Committee meets on 12/15 and is looking for volunteers; a resident contact about a fund raising project for trekking poles for older people, referred to Rec

Committee; several contacts from Wayne Ave. residents including James Plummer about a car parked illegally in the roadway, children playing in the street unsupervised, and someone possibly living in an unfinished shed behind the house, referred to the Town CEO; several contacts in opposition to the proposed Crystal Lake Estates CZA; contact regarding the condition of Weymouth Road and a request that it be repaved (*on schedule for repaving in 2023*); Royal River Conservation Trust forwarded information about ARPA funds that can be used for open space projects, but the scale seems larger to her than would fit for Gray; plans to attend the NIMS training for elected officials on 12/9.

Councilor Carder received a complaint from a resident seeking a refund on overpaid property taxes, referred to Town Manager for resolution; inquiry about a tax acquired property near Libby Hill; call from a Rockwood Terrace resident about an illegally parked vehicle; inquiries from members of the DMS Committee regarding the same; received hand-written letter from a seasonal camp owner in opposition to the proposed Crystal Lake Estates CZA; email from Lake Coalition requesting update on shoreland water quality; plans to attend the NIMS training for elected officials on 12/9.

XIV. COUNCIL DISCUSSION

1. Self Storage Ordinance

Planning Department Director Doug Webster provided a memo and background on the language of the self storage ordinance going back to at least 2008. Planning proposes to allow expansion of ordinance from one building to multiple buildings plus performance standards on allowable outdoor storage uses, seeking Council approval for language to be submitted at a future meeting.

Councilors discussed merits and concerns about the proposed amendment, and Council Chair Carder suggested that Director Webster provide some language for Council to review, so Council can advise applicant whether it intends to address the ordinance change request.

2. Libby Hill MOU

Council Chair Carder presented the proposed Memorandum of Understanding with MSAD-15 and the Gray Community Endowment and clarified that Gray Buildings and Grounds will in the first year shadow the GCE volunteers to document the required maintenance and review the Town's capacity to complete the work at Libby Hill with in-kind and volunteer time.

Council discussed the proposal's budget and maintenance implications, and expected participation from the GCE and MSAD-15 to help fund trail maintenance and capital improvements, including GCE conducting fund raising as a non-profit entity for specific projects. The MSAD-15 attorney will prepare documentation for mutual use agreements on the land owned by each party.

3. Land & Water Conservation Fund

Council Chair Carder shared a letter from the Planning department to Mr. Doug Beck, confirming that the state inspection and evaluation of the proposed replacement land (Item 4 on the attached list) was completed. There are questions about the road access (Item 6) and Council has concerns about the cost of the Yellow Book appraisals. Councilor Maguire noted that it was not the Town, but the school district, that removed the tennis courts which created the current violation of the grant agreement, and asked if they are aware of the Town's

status with LWCF? Council Chair Carder stated that the school district is aware of the situation, and this will be a topic of discussion at the next Joint Leaders' Meeting.

4. Road Acceptance / Deer Acres / Ramsdell Rd

Council Chair Carder asked the Town Manager and Planning Director if staff has a recommendation on how Council should address requests for new road acceptance, acceptance of existing private roads, and winter maintenance. Town Manager responded that outside of the Sebago Lakes region it is not a widely used practice for Maine municipalities to maintain private roads, and asked the Council to consider discussing the question of road acceptance policy more globally rather than on a case by case basis. The Public Works Director notes that the Town currently spends \$150K per year on winter maintenance of private roads. Councilors agreed to discuss the matter in more detail. Councilor Maguire asks if road associations could purchase road maintenance services from the Town, at a presumed cost savings.

5. Remote meetings/hybrid test

Council agreed by a 3-2 straw poll to continue to meet remotely for the December 21 meeting as staff works on a more streamlined hybrid meeting process. This will also pertain to Committee meetings.

6. Workshop/Meeting Schedule

Council Chair Carder will send a poll out to reschedule the proposed January 19 workshop. Goal for next meeting will be to work on goals, 12/21 meetings will move Council discussion into the workshop agenda. The tentative budget cycle agenda was distributed via email to Council and staff.

XV. ADJOURNMENT at 10:19 PM

Motion to adjourn at 10:19 PM

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

GRAY PUBLIC LIBRARY CIRCULATION POLICY

In order to check out materials, a patron will have created a library account (please see Card Policy). At the time of checkout, an individual must be in possession of a library card in good standing OR present positive photo identification. Patrons who have exceeded \$10.00 in overdue fines, or who have materials marked as “billed” or “lost” on their account, must pay down those fines and charges prior to checking out additional materials.

Patrons may have up to 25 individual items checked out on an account at a time. There are limitations on the number of items of a certain type (ie. CDs, DVDs, magazines, etc.) Please see the chart below.

Overdue materials / Billed materials

At the time of checkout, patrons may receive a printed slip with their due dates. Additionally, patrons may use the online catalog to verify their due dates and renew materials. Patrons are also encouraged to contact the library if they have any questions regarding due dates.

Materials that exceed their loan period will be assessed a daily fee. Please see the chart below for the specific amounts based on material type.

Fines are assessed once the item is returned to the library or renewed.

Items deposited in the book-drop box after the close of business will be checked in on the following business day.

Overdue fines are not charged for days the library is closed.

Patrons will receive notices either via telephone or email (depending on patron’s choice at registration) when items become overdue.

Once a patron exceeds \$10.00 in accumulated fines on their card, their account will be suspended until the amount is paid down to under \$10.00. An account having in excess of \$10.00 in fines may not check out nor renew items.

If an item is overdue by more than 2-weeks, the item will be considered billed by the library. The retail price of the item at the time it was purchased will be assessed to the borrower’s account. The item must be returned, or the fine paid in full, for reactivation of the account. When an item is returned, only overdue fines up the maximum allowed (please see chart) will be assessed against the card. If an item is not returned within 1-year of the due date, the item will be deleted from the system, the item can no longer be returned, and the patron must pay the replacement amount to reinstate use of the card.

The Gray Library reserves the right, under Maine law, to prosecute the unlawful retention of library materials as theft. Additionally, unlawful retention of library materials may be referred to a professional debt collector.

Unless specifically authorized by the Library Director, a patron may not provide the library with a replacement copy of an item lost / not returned in lieu of payment for the item.

Damaged Materials

All materials circulated from the Gray Public Library will be provided to the patron with the assumption that it is in good working order. It is the patron's responsibility to notify the library if they find the material to be in poor condition / not functioning.

If an item is returned in unacceptable condition, the patron will be charged for the replacement cost of the item. The patron may appeal this decision to the Library Director, who has final say in the determination of charge.

Due to the delicate nature of many of the library materials, patrons will not attempt to mend, repair, clean, or otherwise improve the condition of library materials. Attempts to tape, polish, or otherwise repair an item may result in greater damage and will result in the patron being charged the replacement cost of the item.

Minerva System Loans

The Gray Public Library is an active user in the Minerva system. Through Minerva, patrons are able to request and receive materials from other public and academic libraries. Loan rules for materials received through Minerva differ from Gray's collection.

All Minerva materials are checked out for an initial 3-week period, and can be renewed once for an additional 2-week period if no other requests are active on the item.

Minerva materials that are 2-weeks overdue will be considered billed and the replacement cost of the item will be applied to the borrower's account. If an item received through the Minerva system is not returned within 45-days from the original due date, the material cannot be accepted for return and the replacement cost must be paid by the patron.

Adopted by the Library Board of Trustees 04/27/14

Type	Loan Period	# of Renewals	Renewal Length	Overdue Fine	Maximum Overdue
Adult Books	21 days	2	21 days per renewal	\$0.25 per day	\$10.00
Adult Audiobook	21 days	2	21 days per renewal	\$0.25 per day	\$10.00
Video - Movies	7 days	1	7 days	\$1.00 per day	\$10.00
Music CDs	7 days	1	7 days	\$1.00 per day	\$10.00
Magazines	21 days	2	21 days	\$0.25 per day	\$10.00
DVD Series	21 days	1	14 days	\$1.00 per day	\$10.00
Juvenile Books	21 days	2	21 days per renewal	\$0.10 per day	\$5.00
Juvenile Audiobooks	21 days	2	21 days per renewal	\$0.10 per day	\$5.00
Juvenile Movies	7 days	1	7 days	\$1.00 per day	\$10.00
Juvenile Magazines	21 days	2	21 days per renewal	\$0.10 per day	\$5.00
Juvenile Music CDs	7 days	1	7 days	\$1.00 per day	\$10.00
Young Adult Books	21 days	2	21 days per renewal	\$0.10 per day	\$5.00
Young Adult Audiobooks	21 days	2	21 days per renewal	\$0.10 per day	\$5.00

Limits

- Patrons may have 5 DVDs checked out at once.
- Patrons may have 6 CDs checked out at once.
- Patrons may have 5 magazines checked out at once.
- Patrons may have a total of 25 items checked out on their account.
- Patrons may place holds on up to 15 items at a time.

Miscellaneous fees:

Printing and photocopying	\$0.25 per page
Faxing	\$1.50 first page; \$1.00 each additional page
Replacement Library Card	\$3.00

FINE FREE PROPOSAL

Existing policy:

All items circulate from the Gray Public Library for 3-weeks. If there is no one waiting for the item, patrons may renew the items twice for two additional 3-week period (9-weeks total if the item is not requested by another patron).

Overdue fees are twenty-five cents per day for all adult materials, and for all audiovisual items (DVDs, audiobooks, music CDs), and ten cents per day for all juvenile and young adult materials. Every day the library is open (we don't charge for days closed), the unreturned item will accrue additional fees.

If a patron retains an item 2-weeks beyond due date, the item's status is changed to "BILLED". The retail price of the item at the time of purchase is applied to the account and the patron is notified. If the item is returned within 1-year of due date, the retail price of the item will be removed and replaced with accrued overdue fees up to the maximum allowed in the fee chart (\$5.00 per item).

A patron may accrue up to \$5.00 in overdue fees. After \$5.00, they need to pay the outstanding charge down to under \$5.00 to continue checking out materials.

If an item is not returned within one calendar year, it is considered LOST and can no longer be returned to reduce the fee down to just overdue. The item is deleted from the system, and a charge that must be paid appears on the patron's account.

"Fine free" proposal

All current extended use fees are removed from the system. Fines and fees related to damage or non-return of materials, as well as other services (printing, out-of-town membership, etc.)

All items circulate for a 3-week period.

If an item is returned later than the loan period, but before 2-weeks has passed, the item will accrue no fee.

If an item is retained beyond 2-weeks beyond due date, the item is marked as "Billed", the full retail price of the item is charged to the account, and a \$3.00 per incidence processing fee is applied.

If the item is returned within 3-months of the due date, only the \$3.00 processing fee will remain.

Just short of the 3-month window, a patron will be notified that they are approaching their final opportunity to return overdue items. If the item is not returned within 3-months of original due date, the replacement cost of the item is applied to the patron's account and return of the item will not waive the replacement costs.

Expectations

The overall decrease in revenue to the Town from the Library will be minimal. The library will still charge for services such as faxing, copying, out-of-town memberships, and room rental. Traditionally,

these revenue streams have generated enough income alone to meet the library's goal of providing \$3,000 per year in income to the Town.

Based on local and national evidence, there will not be a major change in the rate at which materials are returned to the library. In past years, we have had a successful return rate between 97-98% each year. We expect that trend to continue even without overdue fines.

Resolution on Monetary Library Fines as a Form of Social Inequity

Whereas monetary fines present an economic barrier to access of library materials and services;

Whereas there is mounting evidence that indicates eliminating fines increases library card adoption and library usage;

Whereas monetary fines create a barrier in public relations, and absorb valuable staff time applying, collecting, and managing dues;

Whereas the first policy objective listed in ALA Policy B.8.10 (Library Services to the Poor) as approved by ALA Council on January 27, 2019, states that the American Library Association shall implement these objectives by “Promoting the removal of barriers to library and information services, particularly fees, and overdue charges”;

Whereas ALA Policy B.4.2 (Free Access to Information) “asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services”;

Whereas in Economic Barriers to Information Access, An Interpretation of the Library Bill of Rights, ALA states “All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access;

Whereas libraries will need to take determined and pragmatic action to dismantle practices of collecting monetary fines

Whereas libraries of all types are responsive to bodies, be they school districts, boards of trustees, college and university administration, or government entities and therefore need to be able to make the case to those bodies about eliminating fines; and

Whereas monetary fines ultimately do not serve the core mission of the modern library; now, therefore, be it

Resolved, that the American Library Association (ALA), on behalf of its members

1. adds a statement to the Policy Manual that establishes that “The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services.”;
2. urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and
3. urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.

Mover: Peter Hepburn, Councilor At-Large, 773.426.8082

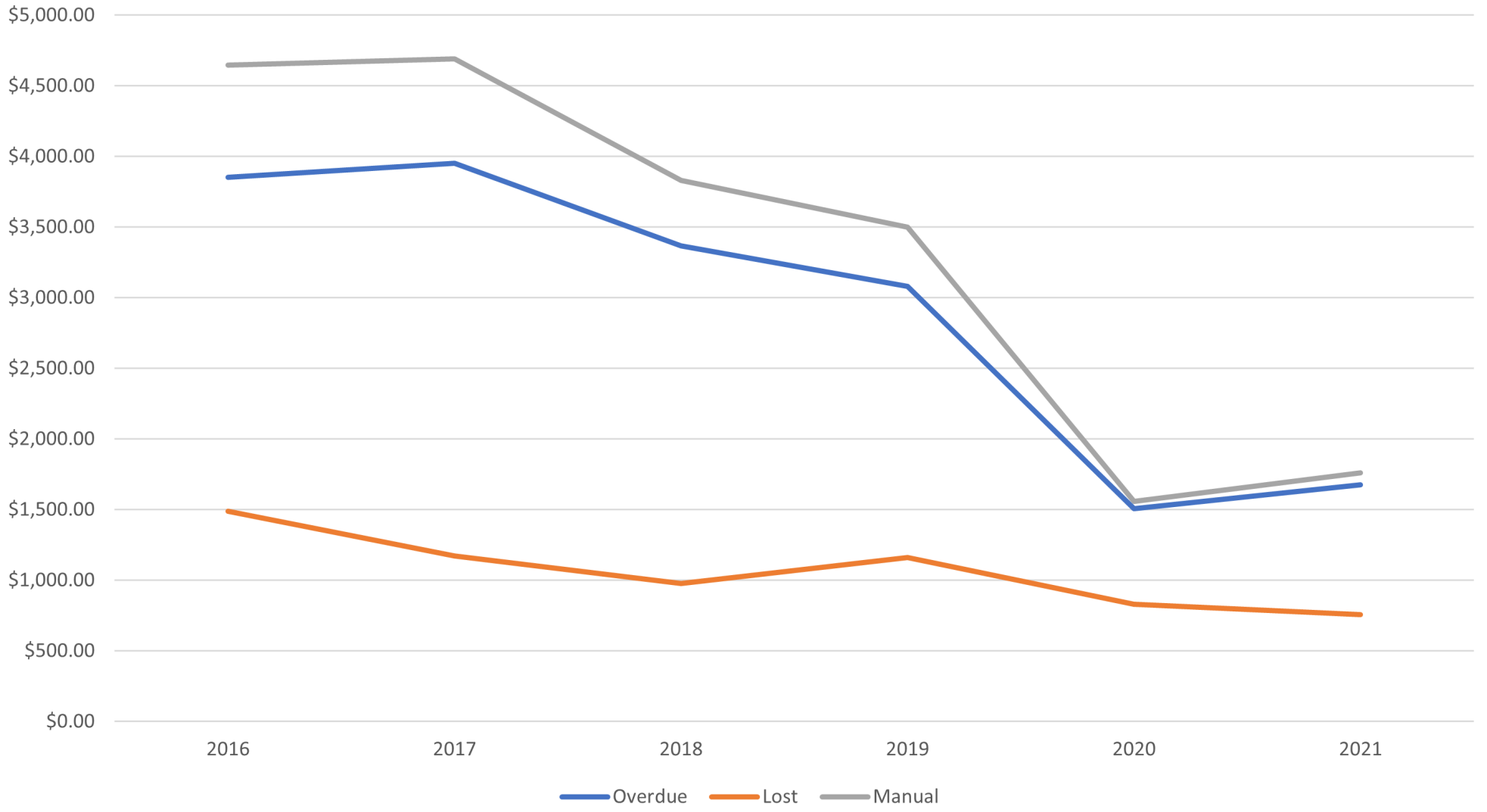
Seconders: Matt Ciszek, Councilor At-Large, 330.397.3650

Sara Dallas, Councilor At-Large, 518.859.0742

Ed Garcia, Councilor At-Large, 401-497-8992

Version: Final. 1.27.19 4:51 PM

Gray Public Library Income by Calendar Year



Resources

<https://qz.com/1158839/the-case-against-library-fines-according-to-the-head-of-the-new-york-public-library/> - The Case Against Library Fines – according to the Head of The New York Public Library

<https://ischool.syr.edu/wp-content/uploads/2020/04/Overdue-Fines-Advantages-Disadvantages-and-How-Eliminating-Them-Can-Benefit-Public-Libraries.pdf> - Overdue Fines: Advantages, Disadvantages, and How Eliminating Them Can Benefit Public Libraries

<https://www.cde.state.co.us/cdelib/removingbarrierstoaccess> - Removing Barriers to Access: Eliminating Library Fines and

<https://www.google.com/maps/d/viewer?mid=1kDlOKZEUWx38bncqGgy0-UMd3yLSucix&ll=15.94258791465861%2C-109.87502384999993&z=2> – Global map of libraries that have eliminated or reduced overdue fines

Submission #108

View

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Submission information

Form: [Board/Committee Volunteer Application](#)
Submitted by Anonymous (not verified)
November 18, 2021 - 7:47pm
72.65.116.246

Application Date: November 18, 2021

Contact Details

First/Middle Name: Cole

Last Name: Chandler

Street/PO Box: 67 May Meadow Dr

City, State, Zip: Gray

Phone Number: 207-521-4436

Email Address: cole509@yahoo.com

Employment

Occupation: Detective

Present Employer: Cumberland County Sheriff's Office

Employer Phone Number: 207-774-1444

Are you a Gray resident? Yes

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

Board of Assessment Review

School Board (Wouldn't allow a submission without making a selection above)

Reason for selecting this particular board/committee?

Being the father of two children currently enrolled in the school district, and an active member of the community, I have wanted to help shape and steer the future of the Gray-New Gloucester School District for several years. Having recently taken a new role in my job, I now have the time needed to be an active member of the School Board.

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

I am trained in the safety and security of schools. I also have experience in the areas of building maintenance, construction, and employee bargaining units/unions.

What talents and skills would you bring to this position?

I have a background in law enforcement, including a certification as a School Resource Officer, giving me knowledge and training in building safety and security. Having this background I am also experienced in procedures and processes which require critical thinking.

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

The school board oversees activities of the school system as well as developing policies, and ensuring they are implemented properly. The school board also provides guidance and leadership to the school district while working with the superintendent and the community at large.

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

I was a devoted member of the 2020 Gray Comprehensive Planning Committee.

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 served the town of Gray as the contract Patrol Deputy for multiple years. While in this position I successfully worked in conjunction with multiple departments within the town of Gray. I later went on to be the School Resource Officer for the Gray-New Gloucester School District. I was able to see the day-to-day operations of the schools and met with many members of the community as well as teachers and staff while in this role. Being a member of the Gray Comprehensive Planning Committee allowed me to see how residents of Gray envisioned the future of the town, including our school district.

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Submission #109

View

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Submission information

Form: [Board/Committee Volunteer Application](#)
Submitted by Anonymous (not verified)
November 22, 2021 - 7:51pm
74.77.170.143

Application Date: November 22, 2021

Contact Details

First/Middle Name: Elizabeth (Betsy)
Last Name: Mayo
Street/PO Box: 352 Mayall Rd
City, State, Zip: Gray, Maine, 04039
Phone Number: 207-577-3475
Email Address: betsy.mayo@gmail.com

Employment

Occupation: Value Analysis Specialist
Present Employer: Yankee Alliance
Employer Phone Number: 978-470-2000 x71556

Are you a Gray resident? Yes

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

***** SCHOOL BOARD *****

Reason for selecting this particular board/committee?

I AM APPLYING FOR THE VACANT SCHOOL BOARD POSITION. THERE IS NO DROP DOWN OPTION FOR THAT.

With a child in 4th grade, I have a vested interest in the fuction and functionality of the school district. I would like to participate in guiding the educational system in Gray New Gloucester for the benefit of my daughter as well as the rest of the students in the district.

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

I am a highly educated critical thinker, motivated to maintain and improve the schools in this district. I feel strongly that we can do better for our students by being proactive in our problem solving, removing the emotion and opinion from our discourse, and by prioritizing the children who attend Gray New Gloucester schools over politics and personal beliefs surrounding some of the challenges our district faces.

What talents and skills would you bring to this position?

I am a proactive critical thinker who is not afraid to tackle the big problems facing our district. I am highly organized and motivated to improve our processes and would like to use those skills to set the bar higher for our schools to support our kids.

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

I feel that the school board should problem solve for the district, set goals and expectations for our schools, and drive policy and procedure for the same. It is incumbent upon the board and its members to put the students of the district ahead of politics and personal issues and beliefs in pursuit of the best, most rigorous curriculum for our students.

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

None, this would be my first.

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.

My goal is the betterment of MSAD15 via support and guidance from the Board.

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Submission #110

View

Edit

Delete

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Submission information

Form: [Board/Committee Volunteer Application](#)
Submitted by Anonymous (not verified)
December 13, 2021 - 9:25am
2603:7080:493f:3f00:4d20:d725:d29:a780

Application Date: December 13, 2021

Contact Details

First/Middle Name: Charlie
Last Name: Mitchell
Street/PO Box: 10 moon Road
City, State, Zip: Gray, ME 04039
Phone Number: 2077121511
Email Address: bowlportland@gmail.com

Employment

Occupation: Owner
Present Employer: Bayside Bowl
Employer Phone Number: 2077912695

Are you a Gray resident? Yes

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

Finance Committee

I had to select a committee from list to submit app, but I am applying for School Board, not Finance Committee

Reason for selecting this particular board/committee?

I have two young children living in Gray. My oldest will be starting 1st grade in Gray schools next year.

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

I would bring a thoughtful, neutral presence to to the work of serving on the school board. I would be there to listen, analyze, and assist the rest of the board and the professional education staff in any way that I could. I have a long family and personal history of public service and would like to do my part as a resident to contribute to the town of Gray.

What talents and skills would you bring to this position?

I have owned and operated my own business for 11 years, and have extensive experience in budgeting and personnel. I also formerly served in the legislature and have a a strong background in statutory analysis.

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

School boards are uniquely challenging - dedicated citizens from various backgrounds trying to help provide professional educators with the tools they need to guide the education of their children. Ultimately the school board is tasked with ensuring the highest educational outcomes for students in the district.

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 served in the state legislature for four years over 20 years ago, and also have a had a couple two year stints on non-profit boards.

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 would be happy to contribute in any way I can to advance the education of Gray students. I'm not sure if it creates a problem, but I will be unavailable one Wednesday in January and one Wednesday in March.

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Submission #107

View

Edit

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[Previous submission](#)

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

Submission information

Form: [Board/Committee Volunteer Application](#)
Submitted by Anonymous (not verified)
November 18, 2021 - 8:45am
208.125.94.82

Application Date: November 18, 2021

Contact Details

First/Middle Name: Amanda
Last Name: Neuts
Street/PO Box: 11 Little Pond Road
City, State, Zip: Gray
Phone Number: 2076924772
Email Address: amandarneuts@gmail.com

Employment

Occupation: Vice President, Client Success
Present Employer: FieldStack
Employer Phone Number:

Are you a Gray resident? Yes

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

School Board Committee (Not the Library Board, I was forced to select something from the dropdown.)

Reason for selecting this particular board/committee?

I have two children in the GNG school system who are extremely passionate about their education and preparedness for college. My children are currently in 8th and 5th grades. I would like to become more involved in their academic journey.

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

I have a continued education in business and analytics. I bring a critical and inquisitive mind to anything that I am involved with. I also have professional experience ranging from start-up companies to Fortune 500 global brands. Additionally, I am passionate about the quality of education my children receive and will hold those standards for all families in the GNG community.

What talents and skills would you bring to this position?

Similar to above, I bring an analytical lens with a focus on making data driven, intelligent decisions.

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

I feel the responsibility of this Board is to ensure that the children of our community receive the best academic experience possible. The future of the GNG children is in our hands to protect and evolve.

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

None to date, this would be my first experience.

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

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

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

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CHAPTER 225
TOWN OF GRAY MAINE
ORDINANCE REGARDING FACE COVERINGS ON TOWN PROPERTY

SECTION 225.1 – EMERGENCY PREAMBLE

WHEREAS, there is currently an outbreak of novel coronavirus disease 2019 (“COVID-19”), a respiratory illness, which continues to proliferate throughout the United States and the State of Maine; and

WHEREAS, on March 15, 2020, Governor Janet Mills declared a state of civil emergency, due to the effect of the COVID-19 pandemic on the State of Maine, its people, and its economy, which remained in effect through June 30, 2021; and

WHEREAS, although the state of civil emergency is not currently in effect, the United States Centers for Disease Control (“CDC”) recommends that all individuals wear face coverings in indoor public settings in areas where there is “high” or “substantial” transmission of the COVID-19 virus, regardless of vaccination status; and

WHEREAS, as of the date of adoption of this Emergency Ordinance, the entire state of Maine is considered an area of “high” transmission of the COVID-19 virus; and

WHEREAS, in the judgment of the Gray Town Council, the foregoing facts create a public emergency within the meaning of Section 14(D) of the Town of Gray Charter, thereby making this Ordinance immediately necessary for the preservation of life, health, property and public safety;

NOW THEREFORE, pursuant to Section 14(D) of the Town of Gray Charter, the Gray Town Council hereby ordains that the Town of Gray Ordinance Regarding Face Coverings In Public Facilities be adopted to read as follows:

SECTION 225.2 – TITLE AND AUTHORITY

This Ordinance shall be known and be cited as the “Town of Gray Ordinance Regarding Face Coverings On Town Property” and is adopted pursuant to the Town’s home rule authority, as provided in 30-A M.R.S. § 3001; the Constitution of Maine, Article VIII, Part Second; and 7 M.R.S. § 284, all as may be amended from time to time.

SECTION 225.3 – PURPOSE

The purpose of this Ordinance is to protect the health and well-being of all persons who visit properties owned and operated by the Town of Gray for the conduct of Town government or for any other public events, programs or activities held on Town property.

SECTION 225.4 – FACE COVERINGS REQUIRED

- A. All persons, regardless of vaccination status, shall be required to wear a face covering designed to protect against the spread of the COVID-19 virus as approved by the United States CDC when visiting any Town property.
- B. For purposes of this Ordinance, Town property shall include all buildings and/or properties owned by the Town of Gray.
- C. Face coverings must be properly worn at all times, covering the nose and mouth, whenever a person is indoors of a Town building and / or in locations where safe distancing of at least six feet from other people is not possible.

SECTION 225.5 – SEVERABILITY CLAUSE

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

SECTION 225.6 – EFFECTIVE DATE; EXPIRATION

- A. In view of the emergency cited in the Emergency Preamble, this Ordinance shall be effective immediately upon adoption by the Gray Town Council on October 5, 2021.
- B. Pursuant to Section 14(D) of the Gray Town Charter, this Ordinance shall expire on December 4, 2021, unless otherwise reenacted prior to that date.

SECTION II - PREREQUISITES

ADOPTION BY THE JURISDICTION REQUESTING APPROVAL

Requirement §201.6(c)(5):	[The local hazard mitigation plan shall include] documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval of the plan (e.g., City Council, County Commissioner, Tribal Council).
Requirement §201.6(c)(5):	For multi-jurisdictional plans, each jurisdiction requesting approval of the plan must document that it has been formally adopted.

RESOLUTION OF ADOPTION

Whereas, the cities and towns of Cumberland County, in the State of Maine, recognize that natural hazards create a risk of harm to persons and damage to property; and

Whereas, the cities and towns of Cumberland County recognize that implementing certain measures may reduce the risk of harm to persons and damage to property resulting from these natural hazards;

Therefore, the City Councils and Select Boards hereby adopt the 2022 Cumberland County Hazard Mitigation Plan.

AUTHORIZING SIGNATURES for the City/Town of Gray.

Print name	Signature	Title	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

City/Town Offices 24 Main Street, Gray, Maine 04039

Contact person (Insert Name and contact information)

Cumberland County Emergency Management Agency

22 High Street, Unit 1, Windham, Maine 04062

207-892-6785 • cumberlandcounty.org/ema

Matthew Mahar, Director

Emily Kaster, Deputy Director



November 30, 2021

Memo To: Municipal Emergency Managers, Town Administrators in Cumberland County

Subject: County Hazard Mitigation Plan

Dear Colleagues,

Cumberland County Emergency Management Agency (CCEMA) has completed the task of updating the FEMA required Hazard Mitigation Plan. This 2022 Hazard Mitigation Plan will replace the previous version, published and approved in 2017. This update was a long-term project with extensive research, analysis and outreach to communities, partners, stakeholders and the public. Preparing the plan with a multi-jurisdictional approach alleviated the heavy workload on the municipalities. It also created a more complete picture of Cumberland County's ability to mitigate hazard risks and recover more quickly from a disaster.

The Federal Emergency Management Agency (FEMA) has approved this 2022 plan, pending adoption by all of the County municipalities. CCEMA is now asking each jurisdiction to bring the plan to their city/town council or select board for this approval.

Here is the link to review the 2022 plan and supporting documents:

<https://www.cumberlandcounty.org/231/Hazard-Mitigation>

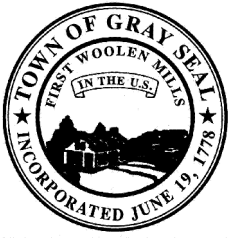
We have also attached the template approval document which your municipal council/board must complete. If your governing body should decide not to approve the document, the municipality will then be responsible for writing its own mitigation plan and forwarding it to (MEMA) for approval. During that time period, your municipality would be ineligible for some pre-disaster mitigation grants.

After all the communities approve the plan, we must present it to the County Commissioners for their approval, and then send it to the Maine Emergency Management Agency (MEMA), which will forward it to FEMA. **Therefore, we must receive the approval document from you by February 25, 2022.**

If you would like a staff member of CCEMA to present this or answer questions to your governing body, please contact our office to schedule the date and time and we will be happy to be of assistance.

Respectfully,

Matthew Mahar
CCEMA Director



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 16, 2021 - Revised

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

- The agreement will run for an initial 18 Months, with a 12-month check-in provision, with the goal to renew with a five (5) year, renewable term.
 - Budgets, maintenance plan, capital improvement plan (CIP) update will occur annually regardless of agreement durations.
- The Libby Hill (LH) Committee will consist of one representative from each of the three entities.
- The Town of Gray will be fiscal agent and create a separate LH Fund under the Town's Chart of Accounts.
- Gray's Director of Buildings and Grounds (DBG) will become project lead and the "Maintenance Manager" of LH with role definition further defined in 12-18mths.
- DBG will complete an annual budget, updated CIP schedule (once the initial budgets are completed) & annual maintenance plan (recurring task in December).
- These items will be submitted to the LH Committee to review & approve to add into the normal budget process for Council/Board which are subject to voter approval.
- Once the budget is approved by voters, DBG is free to execute maintenance/budget without Committee action. RFP/Council approvals apply only as prescribed 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.

RE: Proposed terms for Memorandum of Understanding for Maintenance of Libby Hill Trail System and Related Properties and Equipment

APPROVAL:

NATE RUDY
Town Manager

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

December 15, 2021

Town Manager Report to Town Council (12/02 – 12/15, 2021):

- 12/09: Department Head Staff meeting via Zoom
- 12/14: TM attended GPCOG Southern Maine Manager's meeting via Zoom

Other activities:

- On December 12, the Maine CDC reported 369 people hospitalized with COVID-19. Of those, 115 are in critical care, 57 are on ventilators.
- On December 9, Governor Janet Mills announced that the Federal Emergency Management Agency (FEMA) has approved her request for a Federal COVID-19 Surge Response Team on behalf of Maine Medical Center (MMC) in Portland.
- On December 8, Governor Janet Mills announced that she has activated additional members of the Maine National Guard to help alleviate short-term capacity constraints at hospitals and maintain access to inpatient health care services for Maine people amid a sustained surge of COVID-19.
- The state opened a vaccination clinic at the Augusta Armory on December 7. Vaccines and boosters are also available at the Auburn Mall.
- Recent US CDC reporting states that the United States is nearing 800,000 COVID-19 related deaths, with one of every 100 Americans over 65 as casualties, nearly $\frac{3}{4}$ of the COVID death toll ([nytimes.com](https://www.nytimes.com)).
- Town Staff will implement Professional Dress Standard and Extreme Weather Closing Policies pending any desire for review from the Town Council.
- GFR submitted an ARPA request to Cumberland County for \$206,000.00 to replace radio infrastructure.
- GFR is in the process of applying for an AFG grant for the SCBA fill station and blast cabinet.
- Chief Elkanich has been certified as a Critical Incident Stress Management facilitator and debriefer.
- Lt. Dunbar has obtained certification as a Fire Instructor.
- Public Safety live-in student Julian Echevaria has completed the Basic EMT class.
- AC Holmquist has completed NIMS 400, fire investigation and PIO certifications.

Emergency (Extreme Weather) Closing Policy

OBJECTIVE

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

SCOPE

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

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

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

PROCEDURES

A. CLOSINGS AND DELAYS

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

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

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

B. NOTIFICATION

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

C. EXPECTATIONS FOR EMPLOYEES (Except Emergency Support Staff)

Emergency (Extreme Weather) Closing Policy

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

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

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

D. EMERGENCY SUPPORT STAFF

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

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

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

Professional Dress Standards Policy

OBJECTIVE

Appropriate professional attire ensures a safe, distraction-free work environment. Town of Gray employees, including volunteers, interns, and any other individual who would represent the Town, are expected to dress appropriately, and present a professional image while at work.

PROFESSIONAL ATTIRE

Professional attire is expected of all employees consistent with the work location and the nature of work. Employees are asked to use good judgment and present themselves at all times in a manner that best represents the Town. Inappropriate attire includes clothing that is too tight or revealing; clothing with rips, tears, holes, or frays; or any extreme style or fashion in dress, footwear, accessories, fragrances, or hair.

Basic elements for appropriate attire include clothing that is in neat and clean condition.

Examples of appropriate Town Hall office and Gray Public Library attire include:

- Shirts: Shirts with collars, professional or business casual blouses or tops. Examples of inappropriate shirts include T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts, camouflage, and crop tops.
- Pants: Dress slacks, trousers, and denim. Examples of inappropriate pants include shorts, camouflage, and pants worn below the waist or hip line.
- Shoes: Dress shoes, loafers, dress sandals. Examples of inappropriate footwear include flip-flops and construction or hunting boots.

Departments may elect to establish different standards based on job roles, safety / OSHA requirements, and level of interaction (or lack thereof) with members of the public. Departments with specific uniform practices in place should refer directly to department guidelines.

ID BADGES

Employees visiting or working in Town Hall and the Library must wear their Town-issued ID badge and display the badge where it can be easily read. Picture IDs should be clear and unmarked.

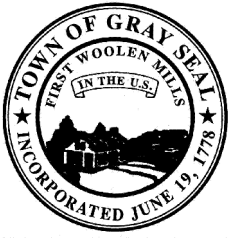
PROCEDURES

Department heads or those with supervising responsibilities are accountable for supporting and enforcing dress and appearance standards in their areas of responsibility. This includes coaching employees whose appearance is inappropriate. Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time. Repeated violations will lead to disciplinary action as determined by the Personnel Policy. Questions about procedures should be referred to Human Resources or the Town Manager.

ACCOMMODATIONS

Exceptions and reasonable accommodations will be made as needed. For instance, managers may make appropriate exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee who is unsure of what is appropriate should check with his or her department head.

Additionally, the Town of Gray respects the religious beliefs of its employees and will make, upon request, an accommodation in terms of workplace attire when accommodation is available and does not create an undue hardship or safety issue for the Town. Requests for religious accommodation should be made in writing to the Town Manager.



TOWN OF GRAY

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

PUBLIC WORKS

Alec Dodd, Public Works Director
adodd@graymaine.org
(207) 657-3381

To: Gray Town Council
From: Alec Dodd
CC: Nate Rudy
Date: December 14, 2021
Re: Shaker Rd sidewalk and drainage improvements

The Shaker Rd sidewalk and drainage project is nearly complete and as such, myself and Gorrill Palmer Engineers have signed the Certificate of Substantial Completion. Coordinating work with the Gray Water District, additional drainage easements, and paving schedules provided for a segmented method of work completion through the summer. The construction was completed by the October 15, 2021, contract deadline and only a short punch list remains.

- Review disturbed areas of vegetation to ensure adequate grass cover, free of invasive species. Remedy problems as necessary.
- Address ponding at #13 driveway/sidewalk area.
- Replant trees at appropriate locations.

Within the project limits where trees were removed, town staff have identified four (4) locations suitable to replant inside the right-of-way and with minimal overhead obstruction. The identified locations are at #26, 39 (X2), and 61. Property owners at these locations have been contacted. Hort Resource in Gray has offered the recommendation of 2-2.5" Autumn Blaze Maple (12+ feet tall) as being a hearty tree appropriate to these locations.

All punch list items will be addressed in the spring both with the contractor and the trees with Public Works.

POSITION DESCRIPTION TOWN OF GRAY MAINE

POSITION TITLE: PER DIEM SNOW PLOW DRIVER / WINTER MAINTENANCE – PUBLIC WORKS
DATE CREATED/REVISED: 10/17/2018; 12/06/2021

Narrative: This position requires the individual(s) to operate a class of equipment that is not considered heavy equipment including but not limited to trucks with snow plows, backhoes, front end loaders, street sweeper, and other equipment to complete various all season jobs as assigned. Individuals in this position may be assigned to various pieces of equipment as determined by the Crew Leader or Department Head.

POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Operates all equipment necessary to complete job duties as assigned.
- Assists in maintaining the equipment being used by checking fluid levels, air pressure and providing liquids and lubrication in the field as required.
- Reports equipment problems to the crew leader and mechanic.
- Operates all equipment and vehicles in accordance with all prescribed department, state and federal rules, regulations and requirements including safety standards.
- Completes a variety of tasks as assigned including but not limited to:
 - Manual Tasks
 - Traffic Control
 - Assisting other personnel
 - Attaching and dismantling snow plow equipment
- Removes and disposes of dead animals
- Performs related work as required

POSITION REQUIREMENTS/QUALIFICATIONS

Position Eligibility Standards:

Minimum Education

High School Diploma G.E.D. Associate Degree

Bachelor's Degree Advanced Degree

Prior Experience

2 years of direct experience in this position or directly related to the field

Specialized Training

- State of Maine Class B Commercial Vehicle Operator's License, Safety Certifications

Essential Tasks, Skills and Requirements:

- Must possess and maintain the necessary State of Maine vehicle operator's license, minimum Class B, to operate the vehicles in this class of equipment
- Must be able to work in varying weather and terrain conditions
- Must be able to work consistently during times other than the normal work day depending on the season
- Must be able to lift weights over their shoulder in excess of 50 pounds
- Requires bending and other physical abilities to complete the position requirements

Physical Requirements/Other:

Title/Department:		Per Diem Snow Plow Driver (Seasonal) - Public Works			
Shift Length	<input type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input checked="" type="checkbox"/> Nights		<input checked="" type="checkbox"/> Evening		<input type="checkbox"/> Rotating
DEFINITION KEY	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
Lifting/Carrying (pounds)	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: □ within area □ between areas □ throughout facility					
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
DEFINITION KEY	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
Postures/Tasks	Never	Rarely	Occasionall y	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mousing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:					
<input checked="" type="checkbox"/> see	<input checked="" type="checkbox"/> hear	<input checked="" type="checkbox"/> distinguish color			
<input checked="" type="checkbox"/> work in diminished lighting	<input type="checkbox"/> make critical decisions	<input type="checkbox"/> perform in fast-paced environment			
<input checked="" type="checkbox"/> speak	<input type="checkbox"/> work at a set pace/rate	<input type="checkbox"/> remember accurately			
<input 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: _____

POSITION DESCRIPTION TOWN OF GRAY MAINE

POSITION TITLE: MINUTE-TAKER / TRANSCRIPTIONIST
DATE CREATED/ REVISED: 12/16/2021

Classification: Part Time Regular, Hourly

Narrative: This is a position of responsibility and integrity taking meeting minutes for the Town Council, Planning Board, and Zoning Board. Individuals in this position must be able to dedicate an average of 30 hours per month to review materials, attend meetings, distribute minutes as needed. All work must be performed in accordance with State law, Town of Gray policies/ordinances/previously established procedures and requires attention to detail, sound judgment, and the ability to work effectively with others as well as independently.

Supervision: Supervision is provided to this position by the Town Clerk and/or the Town Manager.

POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Attend Town Council, Planning Board, and Zoning Board meetings, arriving before scheduled start time.
- Review meeting agendas in advance.
- May set up recording devices prior to start of meetings.
- Record notes relevant to meeting minutes.
- Transcribe meeting notes into minutes format using Word and/or Peak Agenda software.
- Email minutes as required to the Town Manager and/or Town Clerk's office.
- Receive feedback/recommendations from Town Council and/or Town staff as needed.
- Perform all other duties as requested and required by the Town Manager.

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

Minimum Education Required:

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

Prior Experience Required:

1-3 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:

3 years of direct experience in this position

Knowledge, Ability, Skills

- Excellent listening skills
- Effective written and verbal communication skills
- Accurate note-taking and keyboarding skills

- Ability to transcribe notes into standard format currently used by Council and Boards using Microsoft Word
- Knowledge of computer software (Microsoft Office, Peak Agenda software, etc) and/or the competency to learn new things
- Knowledge of Town/board governance processes is an asset
- Some experience with or willingness to learn minute-taking skills
- Awareness of and abstinence from any conflict of interest
- Willingness to sign and abide by employee policies

Physical Requirements/Other:

Shift Length	<input checked="" type="checkbox"/> <8 hrs <input 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
DEFINITION KEY	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
Lifting/Carrying (pounds)	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input checked="" type="checkbox"/>	<input 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: within area <input checked="" type="checkbox"/> between areas <input type="checkbox"/> <input type="checkbox"/> throughout facility					

Postures/Tasks	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEFINITION KEY	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
Postures/Tasks	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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:		
<input checked="" type="checkbox"/> see	<input checked="" type="checkbox"/> hear	<input 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: _____

*O/F/C (All)

OPEN

Count of Description	Column Labels			
Row Labels	H	L	M	Grand Total
Administrative	1	2	3	6
Budget		1		1
Budget / Audit		1		1
Committee			1	1
Comp. Plan Implementation	1			1
Infrastructure	1			1
Infrastructure / Village TIF Goals	2			2
Open Space / Conservation Plan	2			2
Ordinance		1	14	15
Policy			2	2
Public Safety			1	1
Recreation			1	1
Residential			1	1
TIF Goal / Budget	1			1
Traffic	1		2	3
Training		1		1
Grand Total	9	6	25	40

*O/F/C (All)

CLOSED

Count of Description	Column Labels				
Row Labels	-	H	L	M	Grand Total
Administrative		5	4	5	14
Budget		1		2	3
Comp Plan Imp - break out item 84		3			3
Comp. Plan Update		1			1
Comp. Plan Update - breakout of tasks for Item 11		3			3
Comp. Plan Update/ Conservation Plan		1			1
Joint Leaders		1		2	3
Ordinance	1	7	1	16	25
Policy				3	3
TIF Goal / Budget		2			2
TIF Goal / Budget - break out tasks from Item 34		1			1
Traffic		1			1
Traffic - MDOT - break out tasks from item 24A				1	1
Traffic - MTA				1	1
Traffic - MTA - break out tasks for Item 24B				1	1
Grand Total	1	26	5	31	63

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline											Last Update: 12/09/21	
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
27	Open Space / Conservation Plan	O	H	1	01/31/22	During the Libby Hill Trails clean-up after the October storm, the Community Endowment communicated concerns regarding the longevity of the current ad hoc agreements used to create Libby Hill Trails . Council agreed a full review and updates are needed to protect this asset as part of Open Space Plan .	Sandy Carder	Nate Rudy	Sandy Carder	03/20/18	12/07/21	TC discussed at 3/20 meeting based on feedback received from Community Endowment. Deb advised the agreements just 'came together' and are in need of review/update. Deed research - who has access to which pieces of land, how large of a geographic area is involved, how deep does the research need to go, consultation from a conservation expert - will all be needed and cost money. Council agreed to log with a target of year end, for Staff to review & determine what is needed with an estimated cost, for consideration in next year's budget. Carl Holmquist is willing to provide some names of conservation experts who can assist the Town. (12/20) Issue came up in Open Space Staff meeting - Deb working on pulling together cost estimate for budget meetings. (2/5) TC agreed to move up & tie to H2.1 Open Space. (3/21) est provided at budget meeting. Council agreed to add to budget. (6/11) Residents approved budget. (10/15) Community Endowment has requested an info sharing meeting with Town Staff, 1 Councilor and an MSAD representative to start process of long term maintenance agreement. Council appointed Dan to attend. (11/12) 1st meeting went very well - 3 parties agreed preserving is paramount. (12/3) Council agreed to add annual maintenance to budget spreadsheet. (12/17) 2nd meet focused on budget - MSAD 15 conducting full audit of usage to determine impact - some easement discussion. (1/21) Deb followed up with MSAD15. No update. (2/4) Carl present to School board this week, Craig has some initial data on usage (3/10) Meet held to continue discussion - working through maintenance/budget needs. Council agreed to add the Homestead Acres issues submitted by residents on this private road - to ensure we keep them in the loop as the agreement moves forward. (6/16) Deb will check with Dr. King on next meeting after the election. (8/4) Dan adv MSAD15 lawyer provided framework agreement for review. (10/6) Dan shared a worksheet created to gather input from stakeholders. Council provided gen feedback on form. (10/20) Council prov feedback on worksheet (10/22) Meeting held to compile worksheet info. (1/19) Dan provided summary of MSAD analysis of agreement & advised Attorney is working on drafting an agreement. (2/16) Dan prov an update. Deb adv sub group has met to discuss maint/budg agree (7/6) Draft agree done - Sandy work with entities to finalize outstanding items (9/21) Sandy prov upd from meet (10/5) MSAD has prov initial feedback (11/16) Sandy met with MSAD/GCE (12/7) Council signed off on MQU. Next Step: Official Council vote set for 12/21. MSAD will review with full board in December.
88	Infrastructure / Village TIF Goals	O	H	2	05/01/22	Infrastructure - Shaker Rd Stormwater/Sidewalk - Project	Town Council	Nate Rudy	Nate Rudy	02/22/18	09/21/21	Steve/Will pres results of video work. Report was rev with MDOT Dale Dougherty, Kyle Hall, Deb & the Council (5/15) Steve adv full width paving was plan for some of RT 26. Dale confirm catch basin upg will be done for some. Sched a walkthr/meet w MDOT/Staff to rev of Rt 26 Vill to (1) id what is incl in the upcom overlay (2) dev a plan for the rest of the proj. Sub Items: (a) G-P to prov key to their-fair, poor, good categ (b) Town to prov plans for swalks/sign. Based on MTA fdack reg bridge swalk/bike lane fdback-look at mak sure plans (if not fund/prior immed) at least incl an ext of ped/bike lane down Skr to Skr Bridge. It is the route to the MS/HS from the Village. Results to be rev for budg imp by Council/Staff to create agree plan. Steve pres PW prior at 9/10 TIF Wkp incl this item. Council await more infor on Main St proj for next steps. (11/28) Council disc possibly add sidewalk from Russell to Shaker Rd into eng of this proj and/or work with MSAD15 for poss trail thru their prop to sidewalk. May qualfor MDOT sidewalk fund. Eng for proj in budget CIP-Council to disc 2/11. (2/19) Council agreed this is the top pri for fund. (6/11) Residents app budget-engin underway. (9/17) Will prov an update on engin, issues & Council prov feedback. (10/15) Will/Stevie met with DOT will update council at 10/28 workshop. (10/28) Upd prov-Council agreed to submit MPI appl. (11/12) Council disc Gray Park sidewalk alt & agreed due to cost, it is not feasible. MPI should incl sidewalk on Gray Park Enercon side. Resol for park spaces imper. (2/4) Council held exe session-no act taken. (3/10) MPI appr by MDOT. (4/21) Council has agreed to use \$100k from TIF + \$652K from Bond - ques to be put to residents. Public forum to be held on actual project once feasible (covid-19). (4/28) rev warrant art (6/2) Council appr warrant art - go before voters 7/14/20. (7/21) Voters approved fund, Council to set up public forums. (9/1) Council set 9/29 for Public Forum - virtual meeting. Pre-planning meeting will need to be set up. (10/6) Sandy prov update from Public Forum. Alec/Will working on next steps. (11/17) Alec/Will will provide update 12/1 (12/1) Update prov - timeline appr - outstanding items ident - advertise by 12/11. (1/5) Out to bid. (2/16) Bid app (3/16) Council dis stripping - Alec to prov costs. Trees will be replaced via a change order once construction is underway. (4/20) Council app easements for project. Next Steps: Nate to obtain update on remaining items.

*Status: O = Open C = Closed F = Future					Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline							
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
84	Comp. Plan Implementation	O	H	3	Detail Tab	Identify steps/ create plan to implement newly approved Comprehensive plan . SEE SEPARATE TAB - FOR DETAILS	Council	Council	Council	12/01/20	12/09/21	(12/1) Council agreed to close old item and create new implementation plan. Detailed tasks will be logged on detail tab pending schedule workshop to review them and come up with timeline/prioritization. Council agreed with Dan's suggestion to ask each Committee to review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council reviewed at 2/16 meeting. Dept heads have reviewed the plan. (12/9) Council discussed further at workshop . See Detail tab for updates . Next Steps: Nate/Krista/Dan to develop proposal for workgroup to manage progress on implementation .
34	TIF Goal / Budget	O	H	4	Detail Tab	Work on planning associated with new Village TIF . SEE SEPARATE TAB FOR DETAILS	Council	Nate Rudy	Doug Webster	08/07/18	12/09/21	Councilors agreed to close 'TIF creation' task as it is now in approved. This new item will capture the planning and additional work associated with administrating the new TIF. Project was discussed during 9/10 workshop & Mr. Lavallee advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MDOT/Town video work & analysis to be presented at Dec 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) Will Haskell & MDOT provided updated info on Main Str Project. (2/5) & (2/19) See new detail tab H3. MDOT has advised change in Main Str project timeline. (7/2) Workshop held (8/6) 7/1 Workshop minutes approved. (10/15) Council agreed time to set up another brainstorming session - likely on Route 115 road - agreed to wait until 10/28 workshop to schedule so Bruce would be included. (10/28) Public forum set 12/5. (11/12) Dan will facilitate - Council agreed to set up/format. See detail tab for updates . Next Step: Doug to work up proposal on Zoning once time allows. Council discussion funding options .
103	Infrastructure	O	H	5	TBD	Create Libby Hill Road upgrade Plan including 2nd emergency school exit and sidewalk	Sandy Carder	Nate Rudy	Nate Rudy	12/09/21	12/09/21	(12/9/21) Council has discussed at various times as LH Road is set for repaving, but prefer to upgrade road to address long term needs. Covid issues have worsened student safety issues on this road. MSAD15 has expressed an interest in researching the possibility of utilizing their ROW to Shaker RD via the HS parking lot as an emergency exit to comply with safety plans which require 1 entrance for rescue personnel and another for exit. Extension/upgrade (ADA) of the sidewalk the full length of the road is identified as a critical need. Extension of the Hannaford sidewalk to Spruce Street with a lighted crosswalk from Spruce to the ROW is also on the list. MSAD15 has req a formal workshop to begin researching options. Next Step: Nate/Sandy will bring up at next Joint Leaders Meeting to schedule.

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline										Last Update: 12/09/21		
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
66	Administrative	O	H	6	01/31/22	Determine if "No Thru Trucks" restriction should be placed on a section of Mayall Rd	Dan Maguire	Council	Nate Rudy	11/12/19	12/07/21	Back in June, Kathy Taylor (Mayall Rd resident) had reached out to all Councilors regarding the state of her road and the heavy truck traffic. Dan spoke to her directly and agreed to manage the request. This road was set to be paved, but dropped from PW sched due to paving costs being substantially higher than anticipated. It will be at top of the list next cycle. Deb did some initial feedback - as this section of road is being considered for "state aid" designation (Depot Rd is a state aid road). This impacts cost sharing/responsibility with MDOT vs. Local. MDOT was conducting vehicle counts for the road (or Deb/Steve had req). Dan also advised Ms. Taylor that talking to her neighbors on the road to determine the level of support for posting "no thru trucks" would be helpful. (11/7) Dan rec'd an official petition signed by 24 Mayall Rd residents. (11/12) Council agreed to add to tracking spreadsheet - it was set to be discussed at 12/3 Council meeting already. (12/3) Sandy provided more info on options incl. weight limits. Deb advised of possible "State Aid" classification. (12/17) Deb provided proposal from G&P - \$1,000 to determine if Mayall/Weymouth would even qualify - Council expressed concerns on impacts to road maintenance and residents. (1/21) After rev expenses & discuss control concerns, Council agreed NOT to pursue state aid status on either road. Can revisit at later date. Discussed possibly just putting up signs, but felt more info was needed & did not want to set up false sense of enforcement. (2/4) Dan notified resident & adv it would take time before a workshop could be sched. Council agreed to send feedback on LD1498 in support of MMA testimony against bill to eliminate weight limits on rural roads. (2/18) Council app letter (4/28) Dan adv Resident checked in again, but understood delay. (6/16) Dan req Council consider posting signs again (7/21) Council discussed & agreed need to pull in Depot Rd residents. (9/1) Council set 10/6 for workshop prior to TC meeting. (10/6) Public forum held with info sharing (10/20) Council disc options (12/1) Dan has done some research to share with Sandy. MDOT has approved the 4 way stop. (12/15) Dan & Sandy held discussion. Dan updated Council. (1/5) Dan adv MDOT has sample ord see #77. (2/2) Dan has draft ord/letter. (3/16) Council prov feedback to Dan to update Ord. He will coordinate with Nate to submit to legal. (5/4) Dan req an update on status. (5/18) Legal has rev with feedback. (6/2) Council provided feedback (7/6) Nate adv only 1 call rec'd from letter (9/7) 1st read will be 9/21 with 2nd read 10/5. (9/21) 1st read/public hear held (10/5) 2nd read/hear held - approved (11/16) Dan req update on sign installation (12/9) sign lang identified & Council voted to install. Next Step: Goes in effect in 30 days. Letter to MDOT will need to be sent once traffic ord is adopted for short shaker. Alect to install signs. Nate to notify deputies.
4	Traffic	O	H	Z	Detail Tab	Work to develop long term changes needed to address traffic, drainage, road conditions, pedestrian & cyclist safety and speed along Route 115 entering Gray from the hill thru connection to Brown Street.	Nate Rudy	Council	Nate Rudy	01/02/18	10/05/21	During the June Council meeting, Town Staff advised they would be pursuing a MPI grant for reconstruction of this stretch of road in collaboration with the MDOT. It was advised it would likely be a 2 year process with updates provided to the Council. Deb Cabana noted that this would be a 50/50 split for costs (not 25/75 Town/MDOT as previously stated) and includes replacement of the water main. Therefore, it may be included in the upcoming TIF creation, thus it should remain active (rather than 2 year target). Reference material: Pavement Conditions Study - Dec 2017. Project discussed in 9/10 & 11/28 TIF workshops, as well as in TC meetings. (12/4) TC would like to see a review of intersections done prior to committing to a 115 solution or as part of the engineering of that project - to ensure project does not hamstring options. (5/7) Deb advised several communications received regarding pedestrian fatality on Rt 115 requesting sidewalks. (9/3) Sandy adv of outstanding question - need for possible budget consideration (9/17) Deb verified with Will that MPI does not require engineering completion - however - Ann verified the Town's piece of the budget must be approved & set aside to apply. Dan also advised a 50+ sub division (apartment buildings) is before the PB for this road & stormwater/sidewalks are being discussed. (10/15) Deb adv Stevie/Will met with DOT & have more info. (10/28) Council set up public forum 12/5. (11/12) Dan will facilitate & council discussed format. (12/5) Public Forum held. (12/17) Council agreed 1st forum very successful, data compiled, next step is to work out starting point on proj. (1/21) Council held workshop with Water Distr about Route 100 TIF and this proj was select by both grps as the best proj. (2/4) Deb adv Alyssa said it is possible to amend rt 100 TIF for this proj but needs to talk details with us. (3/10) Council & WD agreed to amend TIF to incl this proj (4/28) Council rev warrant art (6/2) Council held public hearing & voted to approval TIF amend (7/21) Voters approved revision. (10/6) State submission done. (12/1) TIF amend appr. (1/19) Council agreed with Water Dist/Will on first tasks to start process. (3/2) Will prov est. (9/7) Council set up 'kick off' meet date with prime parties. See Detail Tab for updates (9/27) Kick off meet held - next steps set Next Step: New tasks logged on detail sheet.

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89	Infrastructure / Village TIF Goals	O	H	g	Detail Tab	Create Engineering Plans for Main Street and Coordinate with MDOT for construction	Council	Council	Nate Rudy	02/19/19	12/09/21	MDOT has agreed to cover the upgrade of stormwater & catch basins Main Street & down 202 towards the Cemetery. They advised the plan will likely come up in the next 5-7 years. Town needs to identify any other changes - increase water line size, increase stormwater line size, add conduit for underground utilities, add piping for natural gas so funding can be budgeted & all items added at the same time (rip the road up once). (4/2) Doug provided 8-12 year window for work on Main as guide for Council meaning analysis & plan should be done well beforehand. (4/16) MDOT advised the timeline for this project is being moved up. Council agreed to move up in priority at 5/7 meet & set a stand alone TIF workshop. Workshop held 7/2. (8/6) Min from 7/2 workshop approved. Council to set up another TIF workshop. (7/21) Council had workshop with MDOT & learned portion of road may be worked on in separate project for which engineering is underway. Await more info from MDOT. (9/1) Village walkabout was done with Patrick Adams MDOT, Water District, and others to identify issues/solutions. Rob Betz is coordinating with Ernie Harris on current project from Town line to Cumby's. Council followed up to determine scope of 2nd project from MTA interchange to Brown Street? Can orphan piece be added to that project? (2/16) Council agreed to move to open list. (4/6) Nate & Alec had a walk thru with Rob where he advised phase 1 is moving forward, but phase 2 will now only include stormwater NOT a reconstruction of the road. Alec advised that the road is in terrible condition which cannot be addressed with an overlay. Council met with Water District and agreed Village TIF fund needs to be available in coming year for planning. (5/4) Council included \$75k TIF funds in budget (6/15) MDOT Rob Betz attend workshop and advised both projects are funded with 2023 construction projection. (9/7) Council will hold WS on 9/15 to complete their prep for MDOT meet (9/21) MDOT WS held - timelines work discussed. Next Steps: New tasks logged on detail tab.
92	Open Space / Conservation Plan	O	H	g	12/01/22	Resolve State Land for Maine's Future Grant Conversion issue created by the Tennis Courts	Council	Nate Rudy	Kristen Muszynski	04/06/21	12/07/21	(4/6/21) Tennis Courts were built at the GNG HS back using a Land for Maine's Future Grant. Back in 2006, MSAD15 removed the tennis courts (after notifying the Town) to expand their parking lot. This was a violation of the grant program which requires the recreational space created remain conserved forever. Until the space is 'converted' into another space, the Town cannot accept or apply for additional grant funding. This grant program is the primary program in the State for purchasing and conserving open space. The Council has approved a Contract Zone Agreement for Stillwater Subdivision located on Woodcock which includes the donation of 12.9 acres of land to be used as recreational space. Doug Beck, who is handling the conversion issue, advised this would be a qualifying property. The process to approve the conversion requires the Federal Gov and can take up to 3 years. Doug Beck advised once the Town demonstrates a real effort towards the conversion, he can release the hold on the grant program. (7/6) Nate discussed with Doug Beck & had information on next steps. (9/21) Sandy advised checklist received and Town must submit documentation to get ball rolling (10/5) Anne completed draft of paperwork. Doug advised it was sent today. (12/7) Kristen provided update from site walk with Doug Beck who identified a possible issue with the road ownership. She confirmed items 1-5 on the check list are complete. Council also agreed to approach MSAD15 to share costs of appraisals. Next Step: Kristen & Doug to provide more info on the road to Doug Beck so he may submit to Feds (item 6). Council to budget for yellow book/envir study(item 7).

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24A	Traffic	O	M	1.1	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MDOT Portion. SEE SEPARATE TAB - FOR DETAILS	Council	Council	Sandy Carder	02/22/18	12/07/21	Councilor Carder created meeting notes from Workshop (1/29), Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MDOT - prior to a TC meeting 5:30pm start time. That will allow 90 minutes to discuss. TC agreed signage - (1) old Rt26 vs by-pass (2) in Village around island (no sign again) (3) Depot Rd RR Xing would be priority 1. Kyle also advised he will look into signage (1) & (2). Deb requested target date & CC State Reps/Senator. Deb spoke to MDOT advising of RT 26 bridge closure - suggesting it may be a good time to consider renaming Route 26. Deb advised a MDOT/Staff meeting was held (1) traffic movement permit at 97 shaker (2) closing shaker rd bridge MTA work (3) village island (4) rt 26 routing were discussed. (12/4) MDOT provided some info at Council meeting. (3/5) Sandy pulled down new workplan & sent to Councilors. (6/16) Rob Betz, Patrick Adams & Steve Cole from the MDOT attended a workshop with the Council to review various projects in process, in planning & on the future list. Patrick offered to come to Gray to do a walkthrough of all the various streets to obtain more information on the issues. (7/21) Walkthru set up 8/5. (12/7) Island item moved to Main Street detail tab. Next Step: See Detail tab for more info.
24B	Traffic	O	M	1.2	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MTA Portion. SEE SEPARATE TAB - FOR DETAILS	Council	Council	Sandy Carder	02/22/18	05/18/21	Councilor Carder created meeting notes from Workshop (1/29), Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MTA - set up workshop in May - Peter Mills, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held Mary 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & addtl info from Deb. Discussed possibly sending official letters to individual trucking companies regarding avoiding Village rt26, concerns from MTA about trucks not seeing 'closure' signs and diversion study next steps. Councilor Maguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study (5/4) Nate spoke to Mr. Mills & Erin at MTA Next Step: Awaiting guidance from Legislative team. See detail tab for more info.

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46	Ordinance	O	M	2	03/01/22	Develop Growth Management strategy - as part of Comprehensive Planning & to allow needed time for Open Space Planning	Sandy Carder	Nate Rudy	Nate Rudy	02/05/19	12/09/21	(1/22) Dan adv PD does not feel any addl action is need at this time. Growth Cap was disc & Staff will look into with OAC and bring forw when ready. A growth cap has been disc in var meet for the last yr. Not hav a robust growth plan and/or cap was 1 primary reason the original Comp Plan was not appr. (1/30) During the Open Space forum, Alan & Lucky both strongly encour a growth cap be disc/imple as soon as possible to provide Gray with more time to dev an Open Space plan. In add, issues with current residential Sub-division ord, duplex allow, and limited safeguards against a large scale dev need to be addr. Kathy adv Staff have crunch annual data & Doug adv dev one would be rather straightforward & would be padded to avoid impact wanted eco & resid dev. (2/19) Council agreed this is a top priority now. (3/5) Doug rev steps (1) Verify current comp plan (2) check with legal ord (3) imple verifying data supports number selected & Council prov direction. (6/4) Doug prov some data and Arundul ord (eff in 1977). Council agreed to proceed cautiously. (9/3) Doug adv best 1st step would to discuss possible 'cap' number and process to apply caps. (10/1) Council WS held - guidance prov to Doug. (1/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger devel & Comp Plan process. (2/4) OAC looked at & were not in support - worried about admin of the process impact staff (2/18) Council disc changing approach to be more comp to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comp plan timeline as an appr plan is required to enforce growth permit systems. (3/10) OAC began work on this item.(5/5) OAC wants to coord with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be deliv by end of summer to stay in line with CP. (8/4) Council disc at 8/4 WS to confirm a full WS for this along with the duplex/OAC ord list can be disc (9/1) Council disc OAC doc cover duplexes, multi unit housing, growth & comp plan info - agreed addt'l WS to create workplan to complete all the work needed. (2/16) Sandy adv Windham has robust grw permit prog that was 1st step after their comp plan. (4/6) Council dis as part of TM goals (5/18) Council/Staff dis in WS - Staff sug step approach to create (12/9) Council disc and develop plan Next Step: Nate/Doug/Dan to work up plan for OAC to look at zoning, growth plan, options to protect critical rural and encourage growth in Village.
97	Policy	O	M	3	12/31/21	Update Council Rules (1) charter language (2) grammatical (3) online meetings policy	Dan Maguire	Council	Sandy Carder	06/15/21	10/05/21	(6/15/21) Dan advised of two small changes needed in the Council Rules (1) 602.02 B2 add the words "a meeting" (2) 602.06 Ordinance - language does not match the Charter although meaning is the same - should match. Sandy adv any changes must be advertised and given we will likely need to update the rules to incorporate the new policy needed for online meetings (pending final language of legislation being considered now), she will hold changes until then to handle together. (7/6) Rep Moriarty presented Legislative update & bill text for online meetings. Needs to check regarding definition of "public body". (8/3) Council disc remote/hybrid meeting policy (9/7) Council approved policy. (10/5) Charter amendments approved & will be voted on at Nov election. New hybrid policy adopted but may change pending Legislative action in 2nd session Next Step: Changes need to be drafted.
101	Policy	O	M	4	12/31/21	Update Committee Policy include specific communication standards	Council	Council	Sandy Carder	11/20/21	11/20/21	(11/20/2021) Council discussed proper process for Committees to communicate with Staff (through Staff Liaison) and Council (through Council Liaison) in different circumstances and agreed Policy should include guidance. Next Step: Sandy will draft changes.

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74	Administrative	O	M	5	05/01/22	Update Gray Historical Society lease with Town	Sandy Carder	Nate Rudy	Nate Rudy	02/18/20	12/07/21	(2/18) Sandy explained the Gray Historical Society would like to update the lease they hold with the Town. They are looking for the Town to assume utility expenses directly to allow them to do more robust fundraising/grant applications to focus on their historical work and to address more maintenance on the building itself. Right now, they are reimbursed up to \$6,000 annually - but have to pay monthly bills. (1/5) Sandy advise Galen is working on with Debi. (1/19) Galen has provided proposed new lease. (2/2) Council reviewed proposal but questioned why the building is not in the Town's CIP for the larger ticket items (like the roof, heating system, alarm, etc.). Majority of Council was open to extend length of contract & picking up utilities. Questions were raised about reimbursement amount. (3/16) Sandy pointed out the GHS budget line shows the reduction to offset the Town taking over the utilities. Nate needs to check on status of negotiations. If new lease will not be done in next 2 weeks, then the line should be reset to previous years at \$6,000. (5/18) Nate met with Galen/Mo. Mo adv the Facilities study will be done soon, it will include this building. (6/1) Council agreed to add GHS build to "condition" portion of upcoming facilities study. (9/21) Sandy adv GHS has provided proposed new lease & that since there is a budget component, it will be discussed at upcoming pre-budget workshop set for Jan_(11/16) Draft done Next Step: Once study complete, Staff can review to propose what will go in CIP and what can be done by GHS as ongoing maintenance in exchange for utilities being paid by Town. Council also identified that the contract itself needs to be revamped by Legal once a new framework is approved. To be discussed at 1/13 budget workshop.
83	Committee	O	M	6	TBD	Discuss additional requirements for quasi-judicial Boards - Planning and ZBA	Council	Council	Nate Rudy	09/15/20	12/07/21	(9/15) Council discussed the need to ensure long term viability of quasi-judicial boards and ensure opportunities for new applicants - via new requirements which may or may not include term limits, application wait periods, chair rotation, mandatory MMA training, pre-training options for those thinking about joining, mentoring, rotation of alternates etc. There was also discussion related to possible changes in Council Rules once quasi-judicial rules are set. (1/19) Sandy advised that she has been talking to GPCOG about a facilitated training session to address the issues and update the expectations/roles. She has discussed with Kathy/Dan who agreed it was a good approach. Council also agreed. Kathy advised that there is money avail for PB training. (3/2/21) Sandy adv results of her meeting - workshop will be set for 1st week in May. (3/16) Sandy adv draft framework rec'd - meeting with Kathy/Nate/Sandy set up before respond to GPCOG. (4/6)With the goal of attend the BUILD ME seminars, Sandy has ask Tony to coordinate with the topics being offered to ensure best results from both efforts. (5/18) Given the resignation of Kathy, Nate is proposing the hire of a new Planner before proceeding. This will mean the Build ME seminars will happen first. Then, the new training session, then the in person meeting between the entities. (6/1) Nate provided new proposal from GPCOG which includes assistance with ordinance/zoning review to help create outline of change from Comp plan & it includes this training. Funds from State agency will cover the costs. (7/6) Nate needs to hire new Planner before we proceed & existing terms exp 8/31 for Committee members. (10/5) New members appt & new Planner hired Next Step: Pushed off until January until vacancies can be filled.

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49	Ordinance	O	M	Z	TBD	Review current ordinances and zoning to determine if changes are needed for Duplexes	Dan Maguire	Dan Maguire	Doug Webster	02/19/19	10/05/21	Dan asked the Council to consider making changes to Duplexes to address sprawl growth and other unintended impacts to density bonus of allowing a duplex in lieu of a single unit of housing. Doug advised this issue has been researched in the past. Dan needs to talk to Kathy and then work through reviewing current ordinances. Then, bring to the OAC for possible proposal to the Council. (12/17) Deb advised of resident e-mail regarding the number of duplexes being built in Gray - Planning Board has also recently discussed. Council agreed this issue needs to be moved up in the priority list. (6/2) Council reviewed questions from OAC & provided direction. Generally speaking, there was support to make it more restrictive in certain zones and encourage them in others by making it less restrictive. It was agreed this is one tool in the growth mgmt plan. (8/4) Doug provided memo detailing OAC ques/disc points along with the growth plan disc and Comp Plan review. Council agreed a full workshop is needed to review. (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed addt'l workshop to create workplan to complete all the work needed. (5/18) Council approved a moratorium in the Village on single family and dual family housing to allow for the creation of new standards and requirements in those zones (see item #94) (9/7) 1st read of design stand in Village (9/21) 2nd read/hear held by Council (PB held hear 9/20) changes go into effect in 30 days. (10/5) Council/Doug discussed whether this should stay standalone item - likely be swept into changes are they are made - but do not want to lose sight of this critical issue. Next Step: New changes will be used as base for updating standards in all zones. Council will discuss further at retreat.
69	Recreation	O	M	8	04/01/22	Create a Pocket Park including Historical Marker at 5 Yarmouth Rd property	CEDC	Nate Rudy	Nate Rudy	12/17/19	12/07/21	(12/17) CEDC representative Rachel Rumson presented plans for a new Pocket Park on the 5 Yarmouth Rd municipal property which would include a Historic Marker as part of a Historical Trail - which was presented by Galen Morrison. Council provided some initial feedback. Kathy Tombarelli advised there was a possible grant that may assist with phase 1 of the project - earthwork. (1/7) Kathy provided a draft grant application at meeting and Council provided feedback. Council agreed to add to tracking list as project is ongoing and will involve Town Staff and funding. (1/21) Council approved CDGB application. (3/10) Kathy advised the grant was recommended for funding & is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed & were very supportive. Abutter meeting held with great feedback. Council approved Rachel Rumson as agent for Planning board work. Due to LD1 failure, grant funding now on hold. (9/1) Council discussed changes to Committee policy to address consultant work. (9/15) Council approved consultant changes to Committee rules (11/17) Council appr land exchange on site to clarify property line. (1/5) RFP has been posted. (1/19) Council approved 1 proposal rec'd. (2/2) Bruce adv a public forum was held to obtain Community input.(3/2/21) Bruce adv CEDC is working on name and bird house project and planning for Spring work. Alec adv he did some earth work in the Fall and is set to do addt'l work in the Spring. The project did receive preliminary approval contingent on one sign off. (4/6) Council approv wood donation from Maschino's Lumber. (4/20) Council app picnic table donations from Aroma Joe's. Kathy adv park has PB appr (5/18) PermaBlitz was held & work session to lay brick. (6/1) CEDC prov update presentation and recommended name which Council approved. (9/7) 2nd PermaBlitz set for 9/11 (9/21) Council appr addt'l exp for admin of the grant (in Kathy's absence) Next Step: Park set to be discussed at 3/3 budget workshop.

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100	Ordinance	O	M	9	03/15/22	Create Emergency Management Ordinance	Nate Rudy	Nate Rudy	Nate Rudy	10/19/21	12/07/21	(10/19/2021) Nate presented a proposed Emergency Management Ordinance to the Council as recommended by the National Incident Management Services as it is required to have access to some Homeland Security and FEMA services and grants. Council provided feedback. (11/16) Nate set up a 1st reading & public hearing for the revised ordinance. Council provided additional feedback and also reviewed feedback from resident Mark Grover (who has extensive experience in this area). The status of an Emergency Operations Plan was also reviewed. (12/7) Nate adv he is working with County along with the Chief - they prov substantial feedback. Council tabled 2nd read to allow for update & further discussion. Next Steps: Council to review updated EM ordinance and proposed EOP at upcoming January workshop - then will restart process.
55	Administrative	O	M	10	Ongoing	Review current legal agreement between MDOT, Water District and Town regarding the Route 26A winter maintenance and wellhead monitoring	Deb Cabana	Nate Rudy	Nate Rudy	04/16/19	11/16/21	The MDOT has advised they intent to "NOT" renew the legal contract binding them to provide winter maintenance and wellhead monitoring on the Route 26A and wish to turn those responsibilities to the Town. Deb also advised that the last round of MDOT testing found elevated salt level in the testing wells. The current agreement clearly states the MDOT is responsible for addressing those elevated levels; however, they are disputing the cause. (9/3) Executive session held (12/17) addt'l Executive session held - Council took no action. (2/17) Council discussed in Ex. Session (3/9) Water Conditions study request submitted via budget process. (7/6) Voters approved budget (11/16) Doug prov update - delay is due to identifying the best party to conduct study. WD has been consulted. Council voted to carryover funds. Next Steps: Doug & Nate to discuss.
70	Ordinance	O	M	11	Doug	Review current residential Subdivision Ordinance for necessary changes in Open Space	Doug Webster	Nate Rudy	Doug Webster	02/04/20	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance.(3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Originally logged as Item 40 - Council agreed to split out the OPEN SPACE portion fo the subdivision ordinance as a higher priority. Currently, developers are able to ID & use 'unusable' property as open space to meet the standard to obtain the density bonuses. Ordinance needs to be updated to require the space meet OS standards to count towards density. Next Step: OAC/Staff will provide suggested changes to Council.
93	Public Safety	O	M	12	TBD	Address dilapidated Vacant Buildings around Shaker Rd/No. Raymond Rd intersection	Council	Nate Rudy	Nate Rudy	09/01/20	05/18/21	(9/1/20) Council identified dilapidated vacant buildings around Shaker Rd/No. Raymond Rd need to be addressed as the MDOT will not be taking the structures done. (1/5/21) Deb/PD Staff reached out to the property owners. They recognized something needs to be done with the structures and property. They are wondering if zoning changes may be allowed to assist them with redeveloping the properties. PD Staff strongly encouraged new surveys be done first. (5/18) Sandy rec'd complaint from resident on status. Next Step: Awaiting survey information from property owners.
52	Ordinance	O	M	13	Contract	Develop local level Sidewalk Construction standards	Dan Maguire	Dan Maguire	Doug Webster	03/05/19	09/01/20	Dan brought up the possible need for local level constrution standards for sidewalks after various discussions about status of existing or proposed sidewalks in budget & council meetings. (9/1) Anne provided Council with a "Green Streets Guide" shared by Lauren Meeks (Resident - MDOT engineer) who suggested it be considered when creating our sidewalk standards and during our infrastructure project planning. Dan suggested Lauren attend an OAC meeting in the future. Next Step: Dan to bring to OAC for discussion - once OAC resources become available.

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76	Ordinance	O	M	14	Doug	Amend Subdivision Ordinance to strengthen Buffer Zone requirements & provide more autonomy to PB relating to internal roads	Dan Maguire	Nate Rudy	Dan Maguire	05/05/20	05/05/20	(5/5) Based on feedback from the Planning Board regarding the current Buffer Zone requirement being reduced from the 50 foot mandate due to the location of houses and other issues, they are asking the Council to strengthen the language in the ordinance. In addition, they would like more autonomy related to mandating internal roads vs shared driveways to reduce curbcuts and assist with the buffer zone issue. Council agreed to log. Next Step: Dan to bring to the OAC for discussion.
99	Ordinance	O	M	15	TBD	Create Water Quality (Shoreland) Ordinance	Pam Wilkinson	Nate Rudy	Sandy Carder	11/16/21	11/16/21	(10/19/2021) Pam Wilkerson, President of Little Sebago Lakes Association made a presentation to the Council on behalf of the Lake Coalition which includes LSL, Crystal Lake and Forest Lake. They are requesting that the Town create a new ordinance to match the one passed in Windham to protect the water quality of the Town's Lakes. All three lakes are on the 'impered' State list. (11/16) Council agreed to proceed and log on our workplan. Sandy also advised that Pam was willing to create a draft to get the ball rolling - she will follow up. Next Step: Council to discuss priorities for coming year at the 11/20 Council/Manager Retreat.
78	Ordinance	O	M	16	Contract	Create Stormwater Standards for Watersheds	Doug Webster	Nate Rudy	Doug Webster	06/02/20	06/02/20	(6/2) Council agreed to log new item to create Stormwater standards for watersheds which will consist of (1) obtaining assistance from Cumberland County Soil & Water Conservation District (2) consideration of watershed overlay to zoning map (3) setting up addt'l peer reviews for PB applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind future owners to maintaining stormwater plans. Next Step: OAC to provide target date and work on as resources become available.
22	Ordinance	O	M	17	Contract	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Update ordinance to include licensing fee or other fee structure IF business wants access to stormwater system .	Council	Nate Rudy	Doug Webster	02/09/18	03/12/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is update ordinance to specify licensing or fee structure to account for any future requests to hook up to Town's stormwater system. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim disussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate addt'l devel. That would inform the ordinance/fee work. Next Step: OAC/Town Staff will provide suggested changes to Council.
60	Ordinance	O	M	18	Contract	Review current Kennel related ordinances , identify needed changes & update accordingly.	Deb Cabana	Nate Rudy	Doug Webster	06/04/19	12/03/19	(5/21) Council was made aware of issue via OAC meeting update. New Dog Officer has advised of conflicts between current ordinances and general residential practices. Gray also has existing Kennel businesses. There is also a State Statute involved. Everyone agreed identifying fixes to coincide with new licenses would be best way to communicate any changes. (6/4) Council agreed to move down the priority list - using license timeline as guide. (9/3) Dan advised being moved up due to timing for Dog Officer and Dog licenses. (10/1) Dan advised this one is almost complete. (12/3) Sandy suggested the OAC meet without Doug and work on what they can. Council & Deb discussed and agreed to give this approach a try with Doug reviewing work as needed. Next Step: This one may be a good item for the OAC to test out new approach.
94	Ordinance	O	M	19	Doug	Update Town's Ordinance to reflect long term Solar Array policies for residential , all sizes.	Deb Cabana	Nate Rudy	TBD	04/20/21	04/20/21	(4/20/2021) Council finalized latest update to the Commercial Solar Overlay District Ordinance. This items is being logged to track the work needed on Residential Solar Array. Next Step: Awaiting resources.

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25	Ordinance	O	M	20	Contract	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Create stormwater performance standards for future development in Village and/or for businesses wishing to access Town's stormwater system.	Doug Webster	Nate Rudy	Doug Webster	03/06/18	02/04/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a 'performance standard' in conjunction with ordinance for future development. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. Next Step: OAC to work on next.
44	Ordinance	O	M	21	Doug	Review current residential Subdivision Ordinance for necessary changes all other areas (besides Open Space - see item 70)	Doug Webster	Nate Rudy	Doug Webster	02/05/19	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance.(3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Council agreed to split out Open Space (see Item 70) to make a higher priority from other changes needed in ordinance. Next Step: OAC/Staff will provide suggested changes to Council.
36	Administrative	O	M	22	??	Review the current process for "Planned Unit Development" commercial subdivision to determine if routing the review & approval of commercial uses on lots in a PUD subdivision to the Staff Review Committee in lieu of the Planning Board.	Kathy Tombarelli	Nate Rudy	Nate Rudy	09/04/18	07/06/21	This item was brought up & discussed in the TC 8/7/18 meeting. Town Councilors agreed to consider the proposal, but could not determine whether support would be granted until some draft language was provided. Councilors expressed various concerns about the process which they would like addressed in that language. The Planning Board has also expressed some concerns with the change given PUDs are relatively new. (1/22) Dan advised Planning Bd is okay with change as Planning Bd Chair sits on Staff Review Committee. (7/6) Nate needs to check the status of this one. Next Step: Possibly move this one to future.
67	Residential	O	M	23	02/28/22	To review the status Deer Acres property (private road)	Residents	Council	Council	12/03/19	12/07/21	(11/12/19) A group of residents gave a presentation to the Council regarding the current state of their private road - Deer Acres. The road is not actually a deeded private road, but private property with easements. The residents feel the road has been severely impacted by the status of Gore Rd, and the fact that it is used as a connector between Gore Rd and Lyons Point Rd. They are seeking a workshop with the Council to discuss further and develop possible options for solutions. (12/3) The Council expressed serious concerns with taking over a private road, but felt there could be other solutions and they needed more information. They agree to a workshop. (12/17) Bruce advised residents will not be ready to talk until at least April when seasonal residents arrive back in State. (10/6) Council recognized that the residents may be leaving for their winter homes and will push this forward until next spring. (7/6) The window to discuss this has passed again this calendar year. (10/5) Sandy adv group will do presentation at 11/16 Council meeting after Council agreed to presentation in the 9/21 meeting (11/16) Group presented info to Council and answered questions. Nate later advised Staff would like to talk about road ordinance in general with recommended changes to reduce or eliminate add'l winter maintenance additions either temporarily or permanently. Sandy adv another road (Ramsdell) is now seeking a change so Town can do winter maintenance on addtl road being built. (12/7) Nate has req a larger conversation regarding road acceptance & winter maintenance. Next Step: Council to discuss larger issues and Deer Acres & Ramsdall Rd requests at upcoming workshop.

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98	Ordinance	O	M	24	TBD	Review and update Land Bank Commission Ordinance	Sandy Carder	Open Space Committee	Anne Gass	10/19/21	10/19/21	(10/19/2021) While reviewing the Recreation Committee charge, Sandy pointed out the creation of the Committee stemmed from this now outdated Ordinance. In reading the ordinance, much of the roles and responsibilities have been changed, rest with the Open Space Committee or are not relevant anymore. Anne has agreed to bring to the OSC once their work on their Open Space Plan is complete and report back to the Council on recommendations. Next Step: Open Space Committee to review.
90	Budget / Audit	O	L	1	06/01/22	Review and update Sick Time carryover and/or payout provision	Dan Maguire	Council	Nate Rudy	02/16/21	12/07/21	(2/16/21) This item has been discussed under the Budget tab startin in last year's cycle. Auditors have identified unfunded liability of close to \$400,000 for accumulated vacation, personal and sick time. Council requested add'l info on benefits in other Town's. Right now, there is no cap to sick time carryover and up to 50% of 90 days of time is paid out to employees when they separate from the Town. This seems out of line with other Towns. Council to consider a carryover cap and/or possible change in pay out provision.(7/6) Council discussed at workshop Next Step: Nate to present proposal at 1/13 Budget workshop.
96	Budget	O	L	2	06/01/22	Analyze Resources & Responsibilities within Planning Department	Dan Maguire	Council	Nate Rudy	06/01/21	12/07/21	(6/1/21) Dan asked to log this on the workplan. It is something the Council has discussed the last 2 budget cycles, but have not changed anything - mostly due to new code software being implemented, staff turnover, etc. Before next cycle, a full review of the department should be done to identify improvements to assist with economic development, and staff efficiency. (12/7) Nate adv he will have a proposal for budget season. Next Step: Discussion set for 01/31 budget workshop.
102	Training	O	L	3	07/01/22	Develop Committee Volunteers training Webinar	Council	Nate Rudy	Nate Rudy	11/20/21	11/20/21	(11/20/2021) Council discussed needed training for new Committee Volunteers and laid out timeline for annual goal/assignment setting meeting for all Committees. Everyone agreed some type of webinar could be created to allow new volunteers to review at their leisure with a review at the annual meeting. Next Step: Nate will work with Staff to create a training webinar.
87	Administrative	O	L	4	12/01/21	Review current Fee policy for MSAD15, Gray and NG to determine if there is a better reciprocal approach	Sandy Carder	Sandy Carder	Sandy Carder	02/02/21	06/15/21	(2/2) Sandy advised that this issue had been brought up at the last Joint Leaders meeting. A follow up meeting was held on 1/25 with Craig/Diane/Sam of MSAD15. There is a need to track costs and fees by all three entities. MSAD15 also has financial responsibilities that impact both Gray & NG. The issue is front line workers are left dealing with trying to apply fees when working with coaches, residents, staff, etc. which creates conflict as the taxpayers pay all three budgets. There was agreement there may be a better way to deal with fees. (5/4) Sandy adv next joint leaders meeting set for 6/17 & will follow up on status then. Next Step: Diane will set up a meeting with Katy and NG representative to start by reviewing current processes - it was noted due to budget season, this would likely not take place until April.
81	Ordinance	O	L	5	Contract	Need to create a Water Extraction Ordinance	Sandy Carder	Nate Rudy	TBD	07/21/20	04/20/21	(7/21) Council was approached by Crystal Lake residents regarding many commercial vehicles from out of Town companies parking vehicles on the public boat ramp for long periods of time to extract water (pool, landscaping companies). Council discussed safety, access and water quality issues and agreed the activity should be prohibited. Deb spoke to the State and they advised we can put up signs right away - ordered. An ordinance should be created to ensure enforcement can be done properly. (4/20) Sandy adv a resident follow up on the signs which do not appear to have been installed at Wilkies beach. Nate will check into - Sandy let them know the ordinance change is still on our list. Next Step: OAC to work time permitting.

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39a	Administrative	O	L	6	06/01/22	Need to review/reneogiate Cable TV Contract sometime in 2019-2021.	Deb Cabana	Nate Rudy	Anne Gass	09/18/18	12/07/21	<p>Deb advised she has asked Alissa Tibbetts, Town Attorney, to begin some research & that process can take up to 1 year. She also advised there is at least one resident willing to serve on a Cable TV Committee, if the Council choses to go that route. Council discussed briefly and confirmed either route will require legal review. Dan asked if there was a way for Alissa to provide a snopsis of the process/issues for council to better understand task. Deb advised significant changes have been made at the Federal level which will require more analysis before approach can be determined. (1/8 & 1/22) Feedback presented on item 42 Cable TV ordinance actually fit into the "contract" between parties. Will keep in mind for this item. (6/4) Legislature passed bill to roll back some of the changes (such as channel location, HD broadcast requirement, etc.) Deb advised GPCOG has sent out an RFP for the negotiator for the Towns invovled. There was no interest in a pre-contract meeting. (8/6) Deb advised GPCOG is preparing contract with law firm (only one rec'd but highly qualified). (10/15) Deb/Brad provided updates from the negotiation meeting with GPCOG attorney. (1/7) Council agreed to separate contract and committee into two action items. (9/15) Audit by consultant resulted in identifying monies owed (\$18K+) to Gray. GPCOG est negotiations will begin in the fall. (2/16) Deb adv target for contract is June. Spectrum disputing owed fees. (7/6) Anne adv this is at a standstill (12/7) Anne attended consortium meeting & provide substantial update. Next Step: Lawyers will follow-up on outstanding funds, a possible ordinance change may be needed, consortium members need to adopt ord & a future RFP may be needed.</p>

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B	Comp Plan Imp - break out item 84	O	H	4	01/15/22	Consider New Committee to monitor, supervise, ensure Comp Plan implementation proceeds	Council	Council	Nate Rudy/ Krista Chappell /Dan Maguire	12/01/20	11/20/21	(12/1) Council agreed current Committee should be retired as their charge is complete. Will send Thank You letters to Members and advise Council is considering a new Committee to assist with Implementation - asking them to advise if they are interested in continuing on. New Committee needs further discussion. (2/16) Sandy provided info from Windham Committee - hybrid structure. Generally, there was agreement that is the better model than all volunteer. It will be important to have people with know/exper on the committee. Should not set up until Council can give clear charge and goals to committee. Nate wants a chance to talk through options with Planning Dept as they will take leading role. Sandy also adv Windham hired a consultant to assist them. (10/5) Council agreed this needs to be a top priority in coming year (11/20) Council discussed options at retreat which included utilizing new annual meetings for goal setting/Committee assignments and developing a workgroup responsible for accountability to ensure assignments are being worked on. There was no resolution on the size & representation on that workgroup. Next Steps: Nate/Krista/Dan will meet to come up with a proposal or options to bring back to the full Council.
E	Comp Plan Imp - break out item 84	O	H	4	01/31/22	Create plan/timeline for Zoning changes & ordinance changes	Council	Council	Nate Rudy/Doug Webster/Dan Maguire	12/01/20	12/09/21	(12/1) Council needs to discuss/create a plan/timeline to update Zoning to reflect zones in new plan and determine prioritization to ensure development adheres to new plan. Will be related to Item 46 (Growth Plan) and Item 49 (Duplex changes) for which initial discussions were held, but placed on hold pending Comp Plan approval. (5/18) Council approved moratorium (4/6 eff - 180 days) to allow time for Staff to update standards/ordinances within the Village and Village Center zones. (7/6) Dan adv OAC is working on reviewing the current zoning against the new Com Plan zones with Town Staff and interns. (12/9) Council agreed to have Doug, Nate and Dan met to discuss the timeline/resources needed for the OAC to take a look at the Critical Rural zone and Village zones to determine options for updates as priorities to ensure protection of CR and no more loss of opportunities for appropriate growth in the Village. Next Steps: Nate, Doug & Dan to meet.

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A	TIF Goal / Budget - break out tasks from Item 34	O	H	5	02/28/22	TIF - Mixed Use Zoning Discussion for Property next to Northbrook	Town Council	Town Council	Doug Webster	01/22/18	12/09/21	(11/28/18) Mixed Use options were discussed at length. Next workshop set for 2/19 6-7pm prior to scheduled TC Meeting. (2/19) Council discussed options and agreed having some type of proposed changes to consider would be helpful. Should focus on Village, but also on large undeveloped piece abutting Northbrook as owners req. inclusion to help develop. Doug will work on. (12/09) Council identified the need to find a parcel that could be set up with mixed used development - such as the parcel included in the Village TIF which may attract a medical facility and/or larger store like Paris Farmers which expressed an interest in having a location in Gray, but could not find a suitable parcel/building.
B	TIF Goal / Budget - break out tasks from Item 34	O	H	5	TBD	TIF - Center Rd / Bridge Redesign	Town Council	Town Council	Town Council	02/18/18	02/19/19	Town to evaluate possible changes to bridge and/or reconfiguration and/or completion of Turnpike Acres - to address Center Rd outlet just below 5 Rd intersection/left turn issues for tractor trailers in Village (possibly part of TIF workshop to determine plans/priorities for Village infrastructure upgrades). MTA advised that Bridge was recently refurbished & widened so there are no immediate plans for more work; however, they remain open to discussion a realignment. (12/4) Part of solution to address tractor trailers in the Village is to address inability to make right hand turn from 202 onto route 100 - which includes alternate route - maybe via turnpike acres/center rd bridge. (2/5) TC moving to TIF Planning umbrella (2/19) Deb to find out replacement year from MTA.
D	TIF Goal / Budget - break out tasks from Item 34	O	H	5	05/01/22	TIF - Evaluation of possible Sewer/Water treatment option for Village	Town Council	Town Council	Nate Rudy	02/05/19	12/09/21	During TIF public forums, a specific piece of property (22 acres) was added to the map as it was considered a good candidate for a future water treatment / sewer facility - due to the soils and location (gravity may eliminate need for pumps). (2/19/19) Deb confirmed TIF funding can be used to purchase property; however, it can only done once a full blown plan is created for usage. TIF funds cannot be used to buy property for recreation purposes. Council to discuss land acquisition CIP at 2/21 budget meeting. Council has agreed to set up a separate question on the warrant articles & will approve those articles at 5/7 meeting. (12/9) Council agreed Staff needs to provide some options for long term solutions - in the short term.
7	TIF Goal / Budget - break out tasks from Item 34	O	H	5	TBD	Develop possible Special Assessment Fees - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed Special Assesment Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with In Lieu Fees. 9/18 Council discussed reprioritizing, but decided to leave as is. Dan suggested that we identify other Towns using these fees and use their language as a base. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.
8	TIF Goal / Budget - break out tasks from Item 34	O	H	5	TBD	Develop possible In Lieu Fees - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed In Lieu Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with Special Assesment Fees. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.

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A	Route 115 - break out tasks from Item 4	O	H	Z	TBD	Obtain Ledge Map for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	09/27/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Due to the ledge present on the hill, it was agreed a ledge map using radar was needed. (3/2/21) Will has provided est to Nate. (3/9) Council rev with Will. Doug ask that add'l boring on the slope of the road to ensure the ledge is fully identified. Will will update the proposal. (4/6) Will provided update & Council agreed (6/15) Voters appr budget, Council appr contract. (9/27) Will adv testing is underway. If tests results in identification of ledge, than radar mapping will be done. Next Steps: Mapping should be done within a couple weeks.
B	Route 115 - break out tasks from Item 4	O	H	Z	TBD	Obtain updated full Survey for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	09/27/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Given there are no easements on this road, it was agreed an updated survey is needed from Main Street to 59 Yarmouth Road. (3/9/21) Will has provided est to Nate & Council reviewed. There were questions about who would conduct the ROW work - see new item MDOT meeting. (4/6) Will provided update & Council agreed (6/15) Voters appr budget, Council appr contract. (9/27) Survey is underway which will include identification of existing wrought & most impacted parcels. Next Steps: Survey should be done within a couple weeks.
C	Route 115 - break out tasks from Item 4	O	H	Z	TBD	Draft a High Level Engineering Plan for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	09/27/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Council has asked Will to create a high level 'starting' engineered plan to help facilitate next set of workshops. This plan should include ALL possible options - which can later be dropped depending on scope/costs - such as adding underground stormwater, sidewalks on both sides, Brown street intersection reconfiguration, traffic calming measures, parking on either Yarmouth or Brown (depending on if Brown is made one way or not), Bike lanes, etc. (3/9/21) Will has provided est to Nate and Council discussed. Council agreed to include 2nd sidewalk in plan, but decision on whether to build will be determined on feasibility and costs. Also agreed to remove "full time inspection" costs until later in the project. The decision on part time vs full time will be easier to make once the project scope/complexity is identified. (4/6) Will provided update & Council agreed (6/15) Voters appr budget, Council appr contract. Council recommended WD reach out to Will asap to ensure their inclusion in same engineering effort. Money was allocated for their piece out the \$495k (9/27) Will prov some high level plans req guidance on several items. WD work being done by another engineer at firm. Next Steps: Add'l guidance provided - Will to update plans & provide estimates on costs to determine what may need to be cut before going to the residents.
D	Route 115 - break out tasks from Item 4	O	H	Z	TBD	Provide past Traffic Study for Brown Street	Council	Nate Rudy	Will Haskell	02/16/21	09/27/21	(2/16) Council discussed past reviews of making Brown St one way. Will/Kathy/Doug indicated this issue has been looked at a couple times in the past. Will thinks he can dig up the past reports. Consideration is traffic pooling on Route 115, but also ability to prevent large commercial vehicles from using Brown to get to short Shaker (weight limit being pursued). (9/27) Council expressed strong support to making Brown street one way from Main to Yarmouth - to help solve safety issues, speed, heavy truck traffic on Shaker Rd, and parking issues. MDOT has not approved in the past. Next Steps: Will to research further.

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E	Route 115 - break out tasks from Item 4	O	H	Z	TBD	Set up Joint Meeting with MDOT	Council	Nate Rudy	Nate Rudy	03/09/21	06/15/21	(3/9/21) Will recommended we hold a meeting with MDOT as soon as possible in the process. Several items were identified for discussion (1) possible use of Federal funding (2) MPI/funding formula for project (3) ROW work responsibilities - if DOT does or Town (would have to hire specialist to handle). Meeting will include Will so proposal needs to be updated. (5/4) Nate has req a meeting & follow-up - looking for 5/18 workshop but no response to date. (6/15) MDOT Rob Betz atten workshop & adv Town needs to do easement work and then would hand over to MDOT. Doug asked about which method is preferred, Rob adv there is a manual to follow and that the question should be referred to Cathy Rawlings in Property Division. He will obtain more info for us. He also advised that 2022 MPI funding is all allocated. 2023 is next cycle - await engineering plan is a good idea to ensure we have the best figure - once it is set - we are locked in and we can only obtain \$625k from MDOT. He did adv having a "contingency" figure would be good for a project of this size. MPI contracts are usually signed the year before the funding and once signed Town has 36 months to complete project. Next Steps: Town needs to complete more work to prepare for the MPI application.
F	Route 115 - break out tasks from Item 4	O	H	Z	TBD	Set up Meeting with Water Department	Council	Nate Rudy	Will Haskell	03/09/21	09/27/21	(3/9/21) Sandy requested that a meeting with the Water District be added to proposal and done early in the process to identify their scope/timeline to allow for coordination. The TIF defines \$495,000 for their water line work in the project. (4/6) Council met with WD to discuss timeline. WD will provide an estimate of the money they will need in the coming 12 months to begin their engineering/planning. Sandy did adv the information is needed in time for the 4/20 warrant article vote. (4/20) Nate prov updated info from WD - Council agreed the WD req for Route 100 TIF funds was fine (under the \$495K) - subsequent discussions will be needed for overage and for the other TIF fund projects. (6/15) WD attend workshop (9/7) Council set WS 9/27 with primaries incl WD Next Steps: Continue to include WD in meetings.
G	Route 115 - break out tasks from Item 4	O	H	Z	TBD	Set up Discussion with First Congregational Church	Council	Nate Rudy	Will Haskell	03/09/21	09/27/21	(3/9/21) Anne pointed out there needs to be open discussion with the First Congregational Church on the reconfiguration of Brown Street intersection. We need to ensure they are aware of the proposals and are invited to the meetings (9/27) Council agreed that starting conversation with Church asap was critical to creating plans for public forum. Next Steps: Will will work with Staff to engage the Church to review options for squaring Brown and dealing with their septic system.
H	Route 115 - break out tasks from Item 4	O	H	Z	TBD	Identify Blasting impacts from project	Council	Nate Rudy	Will Haskell	03/09/21	03/09/21	(3/9/21) Anne pointed out if there is any blasting involved in this project, the Town will need to work with residents to minimize impacts and ensure damage is not done to their foundations. Will adv whether blasting will be needed is unknown at this point. Next Steps: Blasting will be identified, if applicable, once more work is done on the planning.
I	Route 115 - break out tasks from Item 4	O	H	Z	TBD	Schedule Public Forums for property owners and residents	Council	Nate Rudy	Council	09/27/21	09/27/21	(9/27) Council agreed that identifying the most impacted parcels first and holding on site individual meetings was paramount to identifying options for the road. Once that step is done, then holding a larger public forum for all Yarmouth/Brown road residents would be set to review draft plans and obtain feedback. All residents are welcome, but letters will be sent to Yarmouth/Brown residents. Next Steps: Will to identify most impacted parcels.
J	Route 115 - break out tasks from Item 4	O	H	Z	TBD	Obtain info on Budget and MDOT MPI fund disbursement rules	Council	Nate Rudy	Nate Rudy Will Haskell	09/27/21	09/27/21	(9/27) Council asked Nate to obtain new projections on how much money will be available in the Route 100 South TIF for this project. Council asked Will to talk to MDOT about how upcoming MPI schedule for the \$625k contribution and when the money would have to be spent if MPI was approved. There was concern that we could miss out on obtaining the funding, but on the flip side, not be ready to spend it given we will need at least a year to obtain easements. MPI funding cannot be used for easements. Next Steps: Will to identify most impacted parcels.
K	Route 115 - break out tasks from Item 4	O	H	Z	TBD	Identify Firm to complete Easement Work	Will Haskell	Nate Rudy	Nate Rudy Will Haskell	09/27/21	09/27/21	(9/27) With MDOT advising they will not work on easement issues, Will adv his firm does not do that type of work. He has some names he can provide. We will need to obtain estimates so TIF money can be set aside and an RPF can be done. Next Steps: Will to provide info to Nate.

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Main Str - break out tasks from Item 89	O	H	8	12/31/21	Obtain Stormwater Capacity Analysis from MDOT	Will Haskell	Nate Rudy	Will Haskell	12/07/21	12/07/21	(12/07/21) Will advised that the MDOT is completing an analysis of the stormwater capacity of the current system which directs flow to the MTA interchange and Cemetery area. Whether the current system can handle existing stormwater and/or has additional capacity is unknown and likely not well documented in regards to options. This information is critical to the plan for upgrades to Main Street and must be obtained before stormwater modeling can be completed. Next Step: Will/Alec and Nate to work with MDOT to obtain asap.
B	Main Str - break out tasks from Item 89	O	H	8	12/31/21	Identify what level of Survey information will be available from MDOT	Will Haskell	Nate Rudy	Will Haskell	12/07/21	12/07/21	(12/07/21) Will advised it is likely the MDOT did not do a detailed survey for their upcoming projects. This detail is needed to do the level of planning the Council is asking for and will need to be done first. It is possible to leverage off what was done for survey work. Next Step: Will/Alec and Nate to obtain survey information from MDOT and then identify scope, cost, timeline to complete needed survey work.
C	Main Str - break out tasks from Item 89	O	H	8	04/01/21	Signage/Bollard Posts - Village Island	Sandy Carder	Nate Rudy	Nate Rudy	02/22/18	12/07/21	MDOT will look at what they can do to make the island at the 5 lane intersection stand out so vehicles do not go the wrong way into head on traffic. Only current sign is "ENTER" provided by MTA. New striping is planned, but no response otherwise (9/4). 9/18 Council asked Deb to follow up with MDOT on their review - she advised she has meeting with MDOT on Wed 10/10. (12/4) Sandy asked MDOT at meeting about options. MDOT said they may have some flexible boillard type posts to try - will check their inventory. Steve noted it does make plowing more difficult. MDOT also may look at new signage - but that will require a full re-engineering of electric/posts at the intersection - see rt 115 listing on task list.(4/2) Dan advised at seeing another person drive into head on traffic in the wrong lane around the village island. (4/16) Deb advised MDOT is not willing to spend on permanent bollard due to history of destruction & costs. (6/4) Deb confirmed striping cannot be done before 7/1 (budget). Sandy asked if "ENTER" could be added to striping - may not be visible. Awaiting alternatives from MDOT. (12/7) This was originally logged under the MDOT detail tab - moving to Main Street as it will be incorporated in the plans.

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A	Traffic - MDOT - break out tasks from item 24A	O	M	1.1	06/01/21	Signage - Route 26 vs. Route 26A	Council	Nate Rudy	Nate Rudy	02/22/18	05/18/21	Village diversion/misdirection. Looking into eliminating/renaming route 26/26A to prevent Truckers from going the wrong way through the village. MTA committed to helping push for changes with MDOT at last night's meeting & advised a suggestion to remove Route 26 starting at Washington Ave (Portland) through to merge with 26A has been suggested in the past. Route 26A would just become Route 26. Also, Jason suggested using the Town sign by the Transfer station or other electronic signs. Note: Cathy Breen had offered to check in with Garmin to obtain more information on GPS algorithms/process - follow-up? MTA will be closing bridge in summer 2019 - good time to coordinate removing "route 26" designation from Washington Ave to bridge. Keeping it from interchange - by-pass - north only. Deb is sending note 9/4. (12/4) MTA pointed out MDOT is not in agreement with full closure of the bridge due to lack of ability for rigs to turnaround if they miss detour signs. Also, not committed to changing route signs at this time - more discussion to follow. (9/17) Sandy advised she mentioned this issue to Rep Moriarty and he advised he would be willing to look into it to determine next steps on a formal request. (10/15) Rep Moriarty has established communication with DOT legislative liaison and they are willing to set up a meeting with DOT Staff that handle routes. Council discussed having pre-meeting but feel Rep Austin & Sen Breen are up to speed - Sandy will advise Rep Moriarty. (11/12) Sandy advised a meeting is set. (12/3) Sandy reviewed results of meeting & weight limit options. MDOT to provide info on costs for signs to change designation for just in Gray. Council agreed to coordinate weight limit with sidewalk project meeting & attempt to obtain approval. (1/21) Sandy sent follow-up on sign count/costs and asked for more info on weight limit process. (2/4) Sandy adv MDOT adv they were looking into (3/10) Sandy will follow up (8/4) Follow up done MDOT still needs to discuss before getting back to us. Council to set up public forums in Sept. (9/1) Public Forum set 9/29 - Sandy to follow up again. (9/29) MDOT sent resp hours before public forum. (11/17) Sandy will draft resp to MDOT letter. (12/15) Council approved response letter to be sent with alternate proposal to remove 26 & add to 26a while 26a remains. Weight limit work will continue via communication with residents/businesses. (1/5) Letter sent. (4/6) MDOT resp - sugg 'truck route' signs, not budging on sign replacement. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues.
A	Traffic - MTA - break out tasks for item 24B	O	M	1.2	12/31/20	Diversion Study	Town Council	Nate Rudy	Nate Rudy	02/22/18	05/18/21	Town to define goals-study/parmts/data set to cap as much data/results as poss rel to exist prior traffic issues. need to deter int partners-NG,Poland,Cumber,Auburn,Windham? MTA ind poss prov 80+% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15+%. 6 fig likely need, more data added to study = high costs. Deb adv MTA is work on poss optns, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchopt that will incr data while drop costs. Scope disc ensued w Council need to send addt'l feedback to Deb-chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will parti. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been appt to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr Mills is taking a diff appro than Mr. Van Note-he is propo MTA buy subscr at March meet. (3/5) NG is not inter in parti.(4/2) Sandy prov PPH article ind MTA, MDOT, PACTS and Port Transp grp have agrd to grp subscr to software. Await addt'l feedfrom Mr. Mills. Ress appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent mat to S Carver as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov up - GPCOG to take leave & prov prop for full coun to cons. (1/7) Sandy pres propos scope from COG-Counc req opts for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Coun will vote on engage letter at 1/21 meet. (1/21) Coun voted to approve engag letter. (2/4) Sandy recap conf call with COG-ok with chgs-will look into poss ph 2 study to capture 'avoid' vs. 'divers' traffic with MDOT fund? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is Sept (9/1) Sandy adv draft report is done - final repot should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Mgr. (11/17) GPCOG resp to MDOT & are work on updating. (12/15) Sandy has rec'd updated study - will pull together all the material & send to Council. Will be placed on a future workshop agenda. (1/5) Diversion info shared (3/16) Council disc resp (1) to MTA (2) meet with Leg team + transp committee members (3) integrate in convo with MDOT on Route 100 projects (4) req mor info on LOS study costs/timeframes. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues.

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B	Traffic - MTA - break out tasks for Item 24B	O	M	1.2	06/01/21	MTA Data - cash collection (vs EZPASS)	Town Council	Sandy Carder	Sandy Carder	02/22/18	05/04/21	<p>MTA will prov data for cash (vs EZPASS) from the regl booths-Gray,NG,Falm - to better deter funds being collect by high tolls. Ident collect funds will prov base to deter alter in toll location prices. Toll Data was prov, but Sandy asked if classes could be split out (12/4) Some minor toll disc occured at meet with MTA confir they can prov addt'l info. (2/19) Council disc opts for toll chgs and agreed to send letter to MTA with recomb/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Repres and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep Moriarity & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add pressue they can apply-incl the issue of Complete street policy. (10/15) Sandy proposed alter approach of asking Leg. Reps to submit the issue to the Governor's Blue Ribbon Commis for consid as several fund pieces related to both toll inequity and diversion. Dan pointed out use of 295 (or 95 north of Augusta) by commut vs those forced to use 95 (south) is an issue as well. Council agreed and also want to focus on ask Leg. Reps to consider a bill that would put more teeth in the MTA complete street policy and give muni more say. Sandy will draft for Council rev at 11/12 meet. (11/12)Letter rev with feed prov. Sharon expressed concerns with tone of letter. Maj of Council felt it needed to be strongly worded esp given news story where Mr. Mills was dismissive of issues. Sandy remind that it is to the legis team, not the MTA directly. Sandy to update and send. (12/3) Council approved letter. (2/4) Sandy adv committee contin work - follow up after session (2/18) Sandy prov update on status of comm and council agreed we should follow up now. (3/10) Sandy shared with Sen. Ned Claxton upon request (3/16/21) See above Diversion (5/4) Nate & Sandy meet with Sen Breen 5/5</p>

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

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80	Ordinance	F			TBD	To create rules for Chickens in the various zones in Gray	Anne Gass	TBD		07/21/20		(7/21) A couple issues have arisen regarding Chickens and understanding what is and is not allowed. No real defined information in Town ordinances. Should be addressed at some point.
83	Infrastructure	F			TBD	Identify Otelco Poles to be removed on short Shaker Road	Alec Dodd	TBD		12/01/20		(12/1) As part of the pole analysis done for the short Shaker Rd 2021 Spring stormwater/sidewalk project, Alec talked to Otelco. Several poles only support old copper wire services. Once all users are transitioned to Fiber services, those poles can be removed altogether.
50	Economic Development	F	L	6	11/01/21	Work with the Narrow Gauge Railroad to review current situation and develop new plan.	Council	Nate Rudy	Nate Rudy	03/05/19	09/21/21	NGRR Board members made a presentation at the 3/5 TC meeting to update Council on recent events (loss of lease - deadline end of Oct and relocation of museum pieces on temporary basis to another location). Council/NGRR agreed a more detailed meeting was in order to determine what options remain for relocation to Gray, what resources would be needed - monetary/human, and the associated timelines. (4/16) Deb advised Doug had a meeting with NGRR Board and they are open to discussion, but cannot do at this time due to pending move. (8/6) Portland Press Herald reported the NGRR has withdrawn their plans to move to Gray and NGRR has removed trains & sign from Plaza. Council discussed how frustrating it is to find out via paper especially given this is the 2nd time and during the last visit by NGRR, the organization insisted they were still partnering with Gray. (9/3) Deb adv no response from e-mails - phone tag with Mr. Heinz - NGRR has engaged a broker to sell property. (9/17) Council discussed approaching NGRR to open discussion about donating the easement rights to the tracks to Gray - as a way to address those who contributed to NGRR relocation - both with time & money. (10/15) NGRR has responded. (12/3) Sharon wished to send an editorial letter to the paper regarding this item, but was willing to wait to see if the meeting is set after the Polar Express is done. Council felt current course was correct one.(1/7) Now that the Polar Express season has ended, Deb will follow up on meeting. (1/21) NGRR said they would get back to her (2/18) NGRR advised they are seeking professional assistance to deal with unraveling Gray issues. (9/15) NGRR sold a portion of the ROW to a private developer without notifying the Town or updating Deb as they said they would. Anne also adv NGRR will be just sitting on their property until values increase to allow them to break even with mortgage. Council is frustrated but since it is a private deal & does not involve Town, there is no legal leverage. (10/6) Council rev & app letter to be sent to NGRR. (9/21) Council sees no action happening on this so moving to future. NGRR has sold off pieces of their property without any contact with the Town as far as donating easements on the rail line.
98	Ordinance	F			TBD	Create a Mooring Ordinance for all Gray Lakes	Sharon Young			10/05/21	10/05/21	(10/05/21) Sharon Young submitted this request prior to her Council term expiration. The Council reviewed at the 10/5 meeting and agreed it was an issue that needed to be looked into; however, given there is a bill before the State Legislature (2nd session set to begin in 01/2022), Council wants to wait to see what the State decides to do or not do. In addition, more information is needed. The Lake Coalition presented information on a Shoreland Protection Ordinance they requested the Town create and there is likely going to be more discussion on that item. Mooring information could be collected at the same time.

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

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

No	Items Label	Cost Est.	Task No.	Description	Comments
5	Watershed Plans	\$18,000 (2018) \$5,000 (2019) \$7,000 (2020)	N/A	\$12k for Thayer Brook & \$6k for Cole Brook were approved in last year's budget. Cumberland County Soil & Water Conservation District has identified other watersheds that need surveys and/or protection plans.	Doug advised contracts have been signed & surveys will be underway shortly. Some discussion was made about what other watersheds need attention. Doug will reach out to CCS&WC to ask for input and estimated costs for next steps. Awaiting report back from initial watershed study for next steps and costs. (8/6/19) CCS&W will be doing a presentation in Sept to provide an update & next steps. (10/28) Presentation has been pushed to December. Council asked if CCS&W would provide feedback on other necessary watershed studies and estimates - in addition to any monetary impacts from completed studies. (12/17) CCSWD presented results of study to Council along with recommendations. Council asked for est. for each task (ballpark), as well as, ISWG fees. (12/18) Katy provided the Watershed estimate document to the Council which is set to discuss it at the 3/26 workshop. (3/26/20) Council reviewed and would like Doug & CCS&WC to prioritize top tasks & resubmit lower budget. (4/2) Doug provided update - split in two piece with each about \$13k. Council would like tasks (1) from each proposal for this year & then the rest for next year to balance addressing current water quality issues and preparing for future impacts - revised cost \$7,200. (4/9) Kathy advised after re-reading proposals she better understands why Heather is recommending items 1-3 first before doing ordinance work. Will get clarification & bring to 4/16 meeting. No impact to bottom line as part of CIP. (4/21) Kathy rev with Council, and Council agreed to go back to the original 2 tasks - but only do task #1. With the grant funding the remaining tasks would be done the following year & after Task #1 is complete, the Council will have a better handle on when task #2 should be done. (3/9/21) Doug adv that the reg grant requires \$10k commitment, but will be split over 2 years (\$5k each). There is also another request for 2 monitoring stations for \$2k this year & \$1k annually.
6	Sidewalks - Libby Hill	\$115,000 plus - 20% of total? GPCOG Grant?	#103 HS	MSAD15 has expressed interest in a joint effort in developing project plans for new sidewalks between Middle & High Schools on Libby Hill Road for possible grant application/approval for outside funding.	Council discussing top priorities from Public Works, included in Bike/Ped Plan and from MSAD15 standpoint. State grant programs require an approved project plan and as specific % of the funding approved & set aside before applying for remainder of funding. Joint leaders meeting with MSAD15 being worked on again. Steve included the Russell School piece in his engineering request for Shaker RD (see item 25B). Dan also recommended a 'standard' be derived for all future sidewalks - covering things like width, grade, ADA requirements, etc. Steve advised he could work with Will to create a standard. Council will budget for engineering & roll this into the Shaker Rd project - see 25B below. 20% of funding would be considered in future budget once total cost is known. (10/28/19) Council asked to have Will provide estimate for engineering costs. (03/12/20) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. (3/2/21) Council combined this item with the sidewalk ext from Hannaford to Spruce, paving LH road, add a crosswalk to the new possible emergency exit from school - into one project and submit to GPCOG as a shovel ready project for possible state/fed funding. Will not know if there is funding until likely April/May. (12/9) Council to set up WS with MSAD15.

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

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

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10	Planning /Engineering	Route 100 South TIF Funds - \$176K appx + \$240K for Water District	#4 M3	TIF Projects (Main Street, Village Shaker Rd, Route 115), Sidewalk projects, and other projects (Wilkie Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	Steve projected \$75K for engineering work for the Route 115 project, but Will advised that the engineering costs need to be included into the project request - if we go with MPI program - where MDOT would pick up 50% of costs - up to \$500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided \$91,000 design fee & \$62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 25B will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17/19) Public forum held on 12/5 - Council to set workshop. (3/26/20) Council is working to amend Route 100 South TIF to allow for funds to be used on this project. (4/21) Council set public hearing for 6/2 to put out to voters at 7/14 election. (1/19/21) Workshop held with Staff/Water District/Engineer to create general plan for starting this project. Route 100 South TIF funds are available - with expiration of 2028. Will will work on providing estimates for (1) complete 'ledge' profile of road using ground penetrating radar (2) updating and completing full survey of area - Main street to 59 Yarmouth Rd (3) create a high level plan to include parameters agreed to in workshop - working with the Water District to include their piece and including Brown Street reconfiguration/parking analysis. The goal will be to use the starting plan to schedule more public forums and have some idea of overall costs as we progress. (3/9/21) Will rev proposal for services. Council asked that (1) meet with Water District (1) meet with MDOT be added, Doug asked that add'l boaring be added to ensure ledge identified properly on slope, Council adv Church needs to be pulled into discussion on Brown Street intersection, and agreed to remove "inspection/post project" services be removed for now as those decisions will be made at a later date, but we have an estimate of \$101,590 for full time inspection services. (4/12) WD submitted est for rt 115 which is over the \$495,000 total. \$40k is needed in coming year for engineering/legal. Further disc is needed on total cost. Nate will verify number. (5/4) WD req more funds for materials.
11	Construction Costs	\$88,400 / GPCOG grant?	#103 H5	Extending sidewalk from Hannaford - Spruce Street - Sidewalk projects , and other projects (Wilkie Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues. (3/2) Council discussed this in Council meetings as GPCOG was seeking shovel ready/worthy project to use to obtain grant funding from State/Federal programs. Council agreed to roll this into Libby Hill paving, LH sidewalks reconstruction & extension and a crosswalk to the MSAD15 ROW path which may become an emergency 2nd exit for the schools. Alec/Deb submitted to GPCOG. (12/9) Council to set up workshop with MSAD15.

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12	Contingency Fund	Manager \$25,000 Build/Grds \$15,000	N/A	Many Towns (and most companies) incorporate a Contingency Fund into their budget planning to cover unforeseen expenses.	<p>Deb provided (2) examples - \$18K for unfunded vacation/sick time for retirees and \$10K for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone & must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between \$20-30K. Council agreed to tentative \$25,000 amount to cover projected retirement and have some left over. (10/28/19) Council funded this as a combination of employee time & contingency - agreed we need to continue working on this fund. (2/18/20) Deb advised she is requested \$25,000 for this fund separate from vacation/sick time outstanding liability. (2/27) Katy advised we will likely spend this to supplement the vaca/sick time fund. (4/2) Deb advised it could cost up to \$10k for an addtl election if we miss the 6/9 election. Katy advised the money in this year's budget for that election would flow into the unassigned but would not be accessible until the following year's budget cycle after the audit was completed. Council needs to consider adding \$10K to contingency. Katy advised that contingency is set aside to help with transition to new Manager. (4/9) Governor will be moving election to July 14th - we will move local to coincide. Ballot printing, machine programming will be in current buget, there may be some money needed for staff time. Council agreed to keep contingency fund at \$25,000. Election change is another example of why a contingnecy fund is needed. (2/11) Deb adv that this was sufficient. (2/18) Council discussed need for fund for buildings & grounds. Will have follow-up discussion on amount & how to set up. (3/22) Council disc separate funds vs. one fund & opted for one fund; however, Katy pointed out moving it out from B&G will impact the total amount towards LD1 - Council may reconsider. (4/12) Council discussed again & agreed to move to CIP & increase CIP payment by equal \$15k to keep neutral on LD1/CIP reserve. This will make the use clearly & will allow it to roll over.</p>
13	Paving	(2020) \$469,250 (2021) \$449,225	N/A	Need to review Paving budget process to ensure projected & actual are closer	<p>Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of failing road projections. (10/28/19) Steve will adjust request - to ensure we get 'caught up' on our paving - as a starting point. (2/27/20) Figure excludes \$13,500 being requested for pavement condition study. (3/12) Council discussed request for study. There is no industry standard - and last study was done 2017. Alec said roads that have been paved in last 3 years would need a study to determine their updated status. Council asked for est to do just those roads vs. a full study. (3/26) Alec checked into reducing study & only option is to break down into districts to do one each year - but that will likely cost more overall. Council agreed it needs to be done by next year at latest, but need to push this year. (3/2/2021) Alec adv only one overlay was done last fall after the budget vote, but he felt the 2020 paving would be done before June. Confirmed that at \$500k a year could clear the backlog in 8 years. This does include parking lots, but not sidewalks.</p>

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14	Libby Hill	(2020) \$13,579	#27 H1	Need to determine long term obligation and budget funding for Libby Hill maintenance for Town's portion of acreage	Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding. (2/18/21) With reorganization of Rec Build/Grounds under Maintenance - per diem for LH was moved as well. Amount based on projected figures available. (12/7) Council supported MOU. Mo to work up figures for this year's budget with GCE assistance. MSAD15 reviewing with proposal to contribute \$5,000.
15	Traffic Calming Measures	??	N/A	Add traffic calming measures as part of the project planning & designs	(10/28/19) Bicycle Coalition of Maine provides these items free of charge for testing; however, if Gray does decide to proceed with formal measures, equipment and/or construction costs may be incurred. (3/12/20) Anne advised it will take through the summer to set up tests and to identify what, if any, traffic calming measures will be recommended and then to determine costs. Will be considered in next year's budget. (3/2/21) Council agrees there are many options and there are many areas that could use them. Would like to engage organizations that can help us test lost cost or no cost options. Need to engage residents and MDOT as we move forward. (3/16) Council agreed to add addt'l striping to Village Shaker Rd - sharrows and more narrow lanes to test out the results. Alec to provide addt'l costs. (3/23) Nate spoke with Patrick Adam (MDOT) and they will donate the signs. He provided requirements for sharrows and he will make sure Alec provides increased striping line to Katy. (3/24) Alec adv sharrows will not work on Shaker due to MDOT stand. Council agreed to hold off on add funds and will pull this into the Route 100 discussion.
16	Fencing	?	N/A	Need to add Fencing to CIP schedule - applicable departments	(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle. (1/19) Katy advised this may be split between budgets (Build/grounds & Rec), but they will work to pick up the fencing for future planning. (2/18) Mo adv he is in the process of collecting data - Pennel & Library fencing has been measured. They will be measure Transfer Station fencing (which is substantial around the landfill) next. Once the dimensions are cataloged, the next step will be to grade the condition of the fencing & set up replacement schedule in CIP. Target to complete for next budget cycle.

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

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

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22	Electric Vehicle Transition	?	N/A	Transition Municipal vehicles to electric versions	<p>(12/1) Sandy advised she would be bringing this forward given the new solar array will be going online. Long term, if Town buys the array, converting as many vehicles as possible to electric will save more costs. (3/23) Council discussed plan for this - GPCOG has a loaner available for Towns to try out - Kathy adv they have used it before. Staff feels that having one 'shared' EV car would be beneficial - could be used by Code, Assessor, Admin, Planning, etc. and would charge overnight so the level 2 would work. Nate pointed out the question is which vehicle would it replace? Trucks make up more of our fleet and availability is an issue right now. Council asked if we could use the add'l bond savings to transition to one EV vehicle in the coming year. Of course, the EV charging station would to be installed & wonder if we can use bond savings for that work? All would need to be done by Aug 31st. (3/24) Katy verified bond savings can be used. (4/12) Council agreed we need to more analysis on which vehicle makes sense to convert and options (lease, rebates, group purchases, grants, etc.). Highly unlikely this could be pulled together in time for the bond savings deadline, but Nate has the option to bring this before the Council, if it does work out. Otherwise, it will flow into next year's budget discussion.</p>
23	TIF Funds	\$365,147 / \$75,000 (2021)	N/A	Determine available funds from Village TIF	<p>(3/9/21) Katy advised \$365,147 is currently in the Village TIF fund. (4/12) Council agreed to pull \$75,000 forward to have available in next year for planning work on Main St / Route 100 MDOT project and Village master plan planning. Verified that Nate will bring forward any spending to the Council before money is actually expended. If no money is pulled forward, if there is a need, then a special Town meeting would need to be set up. The voters have already approved the use of this TIF funding for this type of work.</p>
24	Septic System	\$5,000 (2020) plus \$5,000 (2021)	N/A	Create replacement plan for Pennell septic system	<p>(2/18/21) Mo identified the Pennell Septic system as an example of a pending critical issue that is not included in any planning/budgeting for the proposed Buildings Condition Assessment. There are currently 4 systems - Pennell ('58), Gym ('32), Maintenance ('52) and Science (??) which are extremely old. Combining and replacing the systems, as well as, addressing the status of the fields (reclaiming/reconstructing) should be done - sooner rather than later as there is no way to know if/when one or more would fail. Council agreed we need to log and add to CIP planning. (3/22) Sandy brought up this issue to ask Council if we want to start putting some money away. Anne suggested at least money to do some testing/engineering on a replacement system so we have a figure we can budget towards. More to be discussed at 3/24 WS. (4/12) Council rec'd feedback from Dean/Mo related to the "reclaim fields" CIP item - which was originally set to redo the fields at Pennell - may no longer be as critical because the soccer organization is no longer using the field and the field will need to be ripped up to deal with the septic so any redoing of the field will be tied to that project. Based on that, Council will rename this fund to the "Pennell Septic Fund" to allow Mo access to \$10k in funds to hire someone to analyze and come up with costs to address replacement. This will allow the Council to add the project to the CIP.</p>
25	Telephone	\$6,000+ increase	N/A	Review current Telephone set up VOI vs. hard lines	<p>(3/2) Dan noted that there was a substantial increase in the telephone charges across departments. Katy explained that the transition to voice over internet did not include fax or security lines which Otelco was not willing to budge on. Nate pointed out that having hard lines with plug in phones for each building is critical in emergency response planning. Nate will review in more detail with Katy/Mo and Staff to determine if changes are warranted.</p>

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

No	Items Label	Cost Est.	Task No.	Description	Comments
29	Planning Dept Staff	?	N/A	Add Staff Position to Planning Department	(3/9/21) Council received suggestion from resident who is also a member of the PB to consider adding an "economic development director" to the Planning Department. Council/Staff had robust conversation with many options (1) contract services via GPCOG rather than hiring part time person (2) creating 'matchmaker' position to help match available property to 'specific' businesses needed in the Town (3) make add'l zoning changes to help create more options for commercial businesses (4) create "helper" position to assist developers navigate the Town's process/forms, requirements, etc. (5) hire a Planner Assistant to handle administrative tasks for Kathy like application/packets/PB agendas, etc. to free up her time (6) grant writer to assist with finding more opportunities for funding to accomplish larger 'planning' goals. Council agreed more work is needed to determine what really is needed, what makes the most sense & adds the most value. Nate will work with Staff in the coming year to do a more robust analysis in order to bring forward a proposal for next year's budget. Sandy will respond to Dan Cobb.
30	Committee Budgets	\$1,000 + \$500	N/A	Move Committee budgets to separate tab	(3/15/2021) Dan suggested Committee budgets be shown as a separate tab - some are included in Council/Committees, others have their own tabs (PB/ZBA) and some are incorporated in dept budgets. Katy agreed and said she could move things over. Council requested the CEDC's request for Slido software (\$150) be reviewed by I/T and potentially placed in that budget to allow access for more users and to ensure compliance with security protocols (on software). Dan would also like to know if the ROI is on the CEDC request for the cable show and MaineBiz Ad. Katy to add \$1,000 marketing for open space committee (4/12) Nate added \$500 for BUILD Maine next year (this year - coming out of PB training budget). Council agreed rather than house this under "community" it should be moved to "councils/committees".
31	Town Brand	?	N/A	Create a Town Brand for Communications	(3/15/2021) Council has made a substantial effort to increase communications with residents, we have a new Communications Committee and various Committees are communicating directly to residents. It was agreed the Town should create a "town brand" to be used in all communications, along with a protocol and maybe a checklist to ensure consistency of messaging. (12/9) Council agreed this is a priority but we cannot create a campaign until we are ready to deliver on that campaign.
32	MyRec Software	?	N/A	Explore possible Collaborative Use of MyRec Software with NG	(3/15/2021) Nate advise in discussions with NG, a request was made for Gray to consider sharing the MyRec Software to help increase efficiency and save both Town's money. There are some issues with separating payments in the background, but many programs are shared by the two Towns. Nate will work with Staff to evaluate to determine the cost/benefit to making a change.
33	Contingency Fund	N/A	N/A	Create Parameters/Policy for Contingency Fund usage	(3/16/21) During the TC meeting, the use of the contingency fund was brought up specific to an agenda item. Council agreed a new policy should be created to provide guidance on when/how that fund should be used as the definition of 'unplanned' expense can be broad and/or different people can have different definitions. Will work on in the coming year prior to next year's budget cycle.

No	Items Label	Cost Est.	Task No.	Description	Comments
34	State Revenue Sharing	N/A	N/A	Move State Revenue Sharing figures outside of Budget for voters	(3/24) Dan proposed we move State Revenue Sharing out of the budget we present to Residents. This year, it would look like an 'increase' but going forward, it could make it easier for them to see year over year totals without the volatility of Revenue Sharing changes at the State level. Concerns with the LD1 question situation last year, and misunderstanding that taxes make up just a portion of revenues to cover expenses were discussed as well as not having enough time to explain the change to residents. The Council agreed it may be valuable to do, but need more time to discuss and figure out communication strategy to Residents.
35	Library Fees	?	N/A	Eliminate Late Book Fees for Library	(4/12) Library Trustees have discussed & voted to propose the elimination of the late book fees from the Library as other communities are doing this. The costs of tracking & collecting do not seem to warrant the revenue. Josh has \$3,000 in revenue in his budget for these fees. Council did not want to remove revenue without corresponding cuts in expenses. Josh felt he could absorb, but was okay with pushing for a year to collect more data on impact and costs for administering. IF they do want to pursue this year, they could do a pilot, track changes & find other revenue offsets.
36	School Timeline	N/A	N/A	Work with School to account for absentee ballots timeline	(4/12) Each year the Council needs approve the School Warrant. In the past, there has been no dollar amount so they have been able to submit for consideration prior to their final budget vote. However, due to CARES act funding, they have been required to include a figure last year AND this year. Their budget vote is not set until 4/28 with their warrant article vote not set until 5/3 so the earliest agenda Council can take up action is 5/18. Absentee ballots can be requested starting at the beginning of May - thus Town needs to mail out municipal with note saying school will be available later and then track as a separate election. This increases costs for the Town and is inefficient for voters. There appears to be no statute requiring the School meet the absentee ballot schedule (as there is for Towns with referendum votes). Need to add this as a topic for the Joint Leaders meeting to resolve next year. (9/9) Sandy & Nate reviewed with Craig/Sam at Joint Leaders meeting - they will work to adjust timeline. Will follow up after first of year.
37	Public Safety Strategic Plan	\$100K (radio hardware) + ???	N/A	Identify and Plan for budgetary items from Public Safety Strategic Plan	(6/15/21) Chief/Nate presented Public Safety Strategic Plan at TC meeting. Plan identifies needs in several areas (1) increase in full time EMT personnel (2) change in per diem schedule to 12 hour shifts (3) upgrade radio hardware which will be obsolete within 3 years - \$100k plus \$30 per radio for digital chip (4) review of building conditions (Port City will complete this year). Anne pointed out that perhaps some stimulus money could be used (grants) for the radio upgrades. There was also discussion about training needs and facilities - Association has raised money to help build new training apparatus but does not cover "fire" training. Regionalization was also discussed - possibly in the area of training/communication - recognizing that shared equipment is a big opportunity but also a political issue. (10/19) Chief presented updated proposal for radio work as it qualifies for ARPA funding and a possible Cumberland County Grant. Vendor will come before the Council to provide more detail on solutions. (12/7) Vendor provided detailed presentation to Council. Chief adv County is not focused on this type of application - but it was submitted on time.

No	Items Label	Cost Est.	Task No.	Description	Comments
38	MPL Conversion	\$40-80	H8	Budget for Yellow Book Appraisal and Environmental Study	(10/19/2021) Town has submitted paperwork to start the conversion process on the tennis courts removed at the HS. Next step for the Town is to obtain a yellow book appraisal of the old site, proposed replacement site and complete any necessary environmental studies. It will be very costly, but needs to be done before the next steps can be taken and to determine if the replacement site will be enough to satisfy the conversion. (12/7) Council agreed to seek contribution from MSAD for at least the appraisal of the tennis court parcel.
39	Main St Stormwater	\$130,000	N/A	Identify funding for possible emergency fix for Main Str Stormwater	(10/19/2021) MDOT is planning construction in 2023 to replace crumbling stormwater system from MTA interchange through to Cumberland Farms. They will not provide any funding for emergency work needed between now and then. One collapse has already occurred and Alec is very concerned another will happen. Will provided estimate & Council needs to determine where funding will come from IF/when the emergency occurs.
40	Facilities Study	TBD	N/A	Review Facilities Study Report to Identify items for this cycle	(11/16/2021) Nate has provided the summary of the Facilities Study done by Port City to Councilors. There are quite a few recommendations and all carry budget lines. Council will review full report once available and determine priorities and which items to include in this year's budget based on Nate/Staff recommendations.
41	Grant	TBD	N/A	Review and apply for Project Canopy Grant	(11/16/2021) Anne attended a Webinar in Oct and believes the Town may qualify for a grant. The short Shaker rd project is awaiting replanting of trees which are in our Canopy Map. We will also be doing street scaping on Main Street.
42	Grant	TBD	N/A	Review and apply for Recreation Economy for Rural Communities Planning Assistance Grant	(11/16/2021) Anne shared an e-mail related to this grant program with the Council. We may have missed this year's deadline, but given the level of planning going on in Village which has a strong connection to Recreational activity in Town as well as the Libby Hill Trail System agreement, it is possible we qualify.
43	Policy	TBD	N/A	Identify any/all costs associated with the new Emergency Management Ordinance and/or Emergency Operations Plan	(10/19/2021) Nate presented a new Emergency Management Ordinance which is recommended by National Incident Management Services (NIMS) as it is required to have access to some Homeland Security and FEMA services/grants. (11/16/21) Council reviewed updated version and provided feedback as well as reviewed feedback provided by resident Mark Grover. Questions related to the status of an official Emergency Operations Plan also came up. Dan pointed out there are likely costs associated with this work.
44	Staffing	TBD	N/A	Review proposal to reorganize Clerks Dept and post Town Clerk position & possible Data Analyst position	(11/20/2021) Nate advised he will be proposing a reorganization of the Clerks Dept which includes posting for a Town Clerk position which brings more responsibility and capacity while shifting existing staffs responsibilities to make the dept more efficient. This will be done in conjunction with a possible Data Analyst position. Discussion was held at Council Retreat related to long term approach for tracking spreadsheet which will likely involve migration to a database platform.
45	Speed Signs	TBD	N/A	Consider the purchase of fixed Speed Signs to be placed in strategic locations	(12/07/21) Alec advised the best results come from a mobile sign left for about 2 weeks. Add'l signs could assist by flashing "slow down" or the vehicles speed - being used in other towns.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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