



TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • FEBRUARY 1, 2022

**Gray Town
Council Regular
Meeting**

Online via Zoom
<https://us06web.zoom.us/j/85478623811>

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 above. For the Public Hearing, residents can click in to participate or call in using the number provided during the Public Hearing as detailed in the agenda.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. CONSENT AGENDA

1. Committee Policy Update

Proposed motion:

Ordered, the Gray Town Council approves the Consent Agenda.

V. MINUTES FROM PREVIOUS MEETINGS 5 MINS

1. To Review and Approve the Minutes of the Town Council Meeting on January 18, 2022.

VI. 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: 854 7862 3811

VII. ADJUSTMENTS TO THE AGENDA 5 MINS

VIII. PRESENTATION(S) 7:20PM

1. Open Space Plan - Open Space Committee 15 MINS + 20 MINS Q&A

IX. PUBLIC HEARINGS 7:55PM

1. First Reading - To Review and Act Upon Setting a Public Hearing and Second Reading to Consider Zoning Ordinance amendments regarding Self-Storage Facilities (Chapter 402) for the Town of Gray. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Sets a Public Hearing by the Planning Board on February 10, 2022 and a Second Reading on February 15, 2022 to consider Zoning Ordinance amendments regarding self-storage facilities (Chapter 402) for the Town of Gray.

2. First Reading - To Review and Act Upon Setting a Public Hearing and Second Reading to Consider a Moratorium on Self-Storage Facilities (Chapter 402) for the Town of Gray. **10 MINS**

Proposed motion:

Ordered, the Gray Town Council Sets a Public Hearing by the Planning Board on February 10, 2022 and a Second Reading on February 15, 2022 to consider adopting a moratorium on self-storage facilities (Chapter 402) for the Town of Gray.

X. ACTION ITEMS 8:10PM

1. To Review and Approve a Climate Action Partnership Service Provider Application. **10 MINS**

Proposed motion:

Ordered, the Gray Town Council approves submitting a letter of support for _____ service provider application.

2. To Review and Approve an Emergency Amendment to the Building Code Ordinance (Chapter 201). **5 MINS**

Proposed motion:

Be it ordained, the Gray Town Council approves an emergency amendment to the Building Code Ordinance (Chapter 201).

3. To Review and Approve an Extension of the Temporary Emergency Ordinance Regarding Face Coverings on Town Property. **5 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.

4. To Review and Approve a new Gray Historical Lease effective July 1, 2022. **10 MINS**

Proposed motion:

Ordered, the Gray Town Council approves a new Gray Historical Lease effective July 1, 2022.

5. To Review and Approve the Appointment of Bernice Corcoran to the Blueberry Festival Committee. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the appointment of Bernice Corcoran to the Blueberry Festival Committee.

- XI. REPORT FROM THE COUNCIL CHAIR 5 MINS - 8:45PM**
- XII. REPORT FROM THE TOWN MANAGER 5 MINS**
- XIII. COMMITTEE REPORTS 10 MINS**
- XIV. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS**
- XV. ADJOURNMENT 9:10PM**

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

*Extracted from Town Council Rules, August 1, 2017
Amended November 14, 2017
Amended October 16, 2018
Amended October 1, 2019
Amended November 12, 2019
Amended December 17, 2019
Amended March 10, 2020
Amended March 24, 2020
Amended September 15, 2020
Amended December 15, 2020
Amended July 06, 2021
Amended September 21, 2021*

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TOWN COUNCIL COMMITTEES

The Town Council has the authority to create standing or special (ad hoc) committees to assist the Council in its work. -Some committees; the Board of Assessment Review, the Finance Committee, the Planning Board and the Zoning Board of Appeals are required by State Statute and/or Town Charter. The term "committee" as used in this Policy is intended to also include any boards, commissions or other similar terms for groups established by the Town Charter, state law or the Town Council to assist in the conduct of Town governance and operations. -All committees consist of members appointed by the Town Council. -At the commencement of the municipal year, or as soon thereafter as possible, there shall be chosen the following standing committees:

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

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Zoning Board of Appeals (ZBA)

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

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

TOWN COUNCIL AFFILIATIONS

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

~~A.~~

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COUNCILOR LIAISON APPOINTMENTS

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

- A. Shall be chosen as Liaisons by a majority vote of the Town Council.
- B. May be the liaison for more than one committee.
- C. Shall serve in a non-voting, ex-officio capacity.

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~~A-D.~~ Shall have the right to speak, ask questions and participate in **COMMITTEE** committee deliberations. A Council Liaison to the Planning Board, Board of Assessment Review or Zoning Board of Appeals shall be permitted to speak in support of or opposition to an

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application and participate in deliberations only to the extent otherwise permitted for all members of the public and shall do so in the same manner as permitted for members of the public. To the extent a Council Liaison has an actual or perceived conflict of interest with regard to an application before the Board of Assessment Review, Zoning Board of Appeals or Planning Board, he or she must disclose said conflict prior to speaking on or participating in any deliberations of such bodies.

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

COMMITTEE MEMBER APPOINTMENTS

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

The following rules shall apply to all committee member appointments:

- A. In general, a committee applicant shall be a resident of the Town of Gray throughout their term. When a committee partners with other towns or regional groups to solve problems or provide services the Town Council may choose to appoint non-residents to the committee. For example, the Recreation and Conservation Committee may also include residents of New Gloucester. The majority of the members on any Town Council committee must be residents of the Town of Gray. Applicants must be eighteen (18) years of age unless exempted by the Town Council.
- B. Citizens applying or reapplying for committee membership must submit an application.
- C. Committee appointments are for three (3) year terms to end on August 31st of the designated year, unless otherwise specified by the Council at the time of initial appointment or reappointment. The Council Member to the Finance Committee's term shall be 1 year and end on Election day.
- D. Committee members may be asked to participate in annual training and goal setting workshops.
- E. The terms of committee members shall be staggered so not more than one third (1/3rd) (approximately) of the committee's appointments end in the same year.
- F. Committee members shall serve without compensation.
- G. Appointees may only serve on one (1) of the following committees at a time; Planning Board, Zoning Board of Appeals, Finance Committee and Board of Assessment Review.
- H. No more than one (1) member of an immediate family shall serve on the same committee at the same time.
- I. A committee position may be considered vacated if the member is unable to attend **3 more than 1/4 of** regular meetings in a twelve-month period starting at appointment, and annually thereafter until term expiration.
- J. Any committee member can be removed for cause after due notice and hearing by the Town Council.
- K. Committee members may be compensated as a consultant for the Town provided that the Town Council approves the contract for services to be provided and the committee on which

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the individual is currently serving is not responsible for supervising the services to be provided during the contract term or for 30 days after the individual's service on that committee is terminated.

- L. In the event a committee member has an actual or perceived conflict of interest with regard to a matter before the committee on which he or she serves, including, but not limited to the fact that the committee member has entered into a contract with the Town to provide services related to the committee's work or scope of review, he or she must disclose said conflict prior to speaking on or participating in any deliberations of the committee related to the matter for which the conflict exists. Following disclosure of the conflict, the remainder of the committee shall vote on whether the disclosing committee member can participate in discussions or decisions regarding the matter in an impartial manner. Refer to the Town of Gray Conflict of Interest Policy for more information.

TOWN COUNCIL COMMITTEES RULES

All committees shall:

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

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J. If for any reason, the Chairperson is unable to implement this policy, they are to inform the Town Council Liaison and/or the Town Manager as soon as possible.

A-K. It is the Town Manager and the Department Heads responsibility to manage Town Staff work and workflow. If Staff resources are needed or information is needed from Staff:

v-i. The Staff member assigned to that committee will be responsible for obtaining the information/resources.

vi-ii. If there is no Staff member assigned to a committee, the Committee Chair will be responsible for obtaining the information/resources.

vii-iii. The Committee Chair will be the point person for Committee communication; however, if a specific project or activity is assigned to individual committee members, and the initial contact with Staff resources has been made, those individual committee members may handle the ongoing communication.

viii-iv. Whoever is designated to communicate with Staff should copy the Town Manager and Council Liaisons.

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

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

1. Planning Board
2. Zoning Board of Appeals

TOWN COUNCIL COMMITTEES

BLUEBERRY FESTIVAL COMMITTEE

A.Established:

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

B.Membership

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

C.Duties:

1. Celebrate and promote the Town of Gray, including local businesses, community and school organizations, and Pennell Complex;

2. Build on existing, and foster new, collaborative efforts in town;

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3. Create ‘new childhood’ memories with this event and revive the ‘old childhood’ memories of Gray’s Old Home Days;
4. Educate attendees by offering interactive booth demonstrations and exhibits.

BOARD OF ASSESSMENT REVIEW

A. Membership

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

B. Duties:

The Board of Assessment Review shall have the power to;

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

COMMUNITY ECONOMIC DEVELOPMENT COMMITTEE (CEDC)

A. Membership:

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

B. Duties:

1. The CEDC shall promote and/or participate in initiatives that will:
 1. **Cultivate** community and cultural connections in Gray.
 2. **Revitalize and preserve** the charm of the Village.
 3. **Support** improvement, responsible expansion, and retention of established businesses in the Town of Gray.
 4. **Stimulate** the establishment of new businesses that will diversify the tax base and align with the goals of the Comprehensive Plan of the Town of Gray.
 5. **Promote** opportunities for local citizens who desire to open businesses or cottage industries.
2. The CEDC shall cooperate with other community, region, state organizations and agencies to promote, assist, encourage and develop the community and economic climate of the Town of Gray.

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COMMUNITY TELEVISION & COMMUNICATION ADVISORY COMMITTEE (CTCAC)

A. Established:

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

B. Membership:

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

C. Duties:

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

DRY MILLS SCHOOLHOUSE MUSEUM COMMITTEE

A.Membership:

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

B.Duties:

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

FINANCE COMMITTEE

A. Membership:

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

B. Duties:

1. The Finance Committee's role shall be advisory only, except for those duties and responsibilities specified to them by the Town Charter or by ordinance. Some of the responsibilities include but are not limited to:
2. Any time this committee schedules to meet, it shall properly notice the public in accordance with the Town Charter and State law.
3. All committee votes are advisory and shall be reported to the Council as a whole for final disposition.
4. Review the monthly financial reports of the Town, including the Town's investments and policy and report the results to the Council as a whole.
5. Develop and review biannually, the investment policies of the Town, assuring that all assets of the Town have been properly protected and invested in compliance with State and Federal laws and regulations.
6. Meet with the auditors annually and report their findings to the Council.
7. If so authorized, the Committee may recommend additional procurement policy items in accordance with the Charter that may be recommended to the management of the Town.

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8. Make recommendations to the Council.

GENERAL ASSISTANCE FAIR HEARING AUTHORITY:

A. Established:

1. The Committee is established and governed by the Chapter 601 General Assistance Ordinance.

B Membership:

1. The Committee shall consist of three (3) Town Councilors.

C Duties:

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

LIBRARY BOARD OF TRUSTEES

A Membership:

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

B Duties:

1. The Library Board of Trustees shall adopt policies relating to the operation and planning of the Library.
2. Board of Trustees shall establish rules and policies to guide the Library Director, subject; however, in both instances to the provisions of the Town Charter, Town Ordinances and Town’s Personnel Policy.
3. The Library Director shall be responsible to the Town Manager for following the guidelines set forth by the Board of Trustees.
4. All expenditures of library funds shall be made by the Town Treasurer upon request of the Board, or in cases where the Librarian is authorized by the Board, upon request of the Librarian.
5. The Library Trustees shall have the authority to use the Library Reserve funds for purchases or services pertaining to the Library.
6. Purchases made from the Library Reserve must be maintained only with funds from the Library Reserve Fund.
7. The Library Reserve Fund shall consist of gifts or donations to the Gray Public Library, and any interest generated by these funds.
8. The use of such funds shall be approved by a majority vote of the Library Board of Trustees, and the Library Director.

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9. A purchase order signed by the Library Director and the Chair of the Trustees shall be submitted to the Town Treasurer, no further approval shall be required.

OPEN SPACE COMMITTEE

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

B. Membership:

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

C: Duties:

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

ORDINANCE ADVISORY COMMITTEE (OAC)

A Established:

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

B Membership:

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

C Duties:

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

PLANNING BOARD

A Membership:

1. The Planning Board shall consist of five (5) members and two (2) alternates. The two Alternate members will be appointed to the Board by the Town Council in the same manner

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as full members. All full and alternate member vacancies shall be filled by the Council. The Planning Board shall meet up to twice a month at the discretion of Planning Department Staff.

B Duties:

The Board shall;

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

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RECREATION ~~AND CONSERVATION~~ COMMITTEE

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A Established:

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

B Membership:

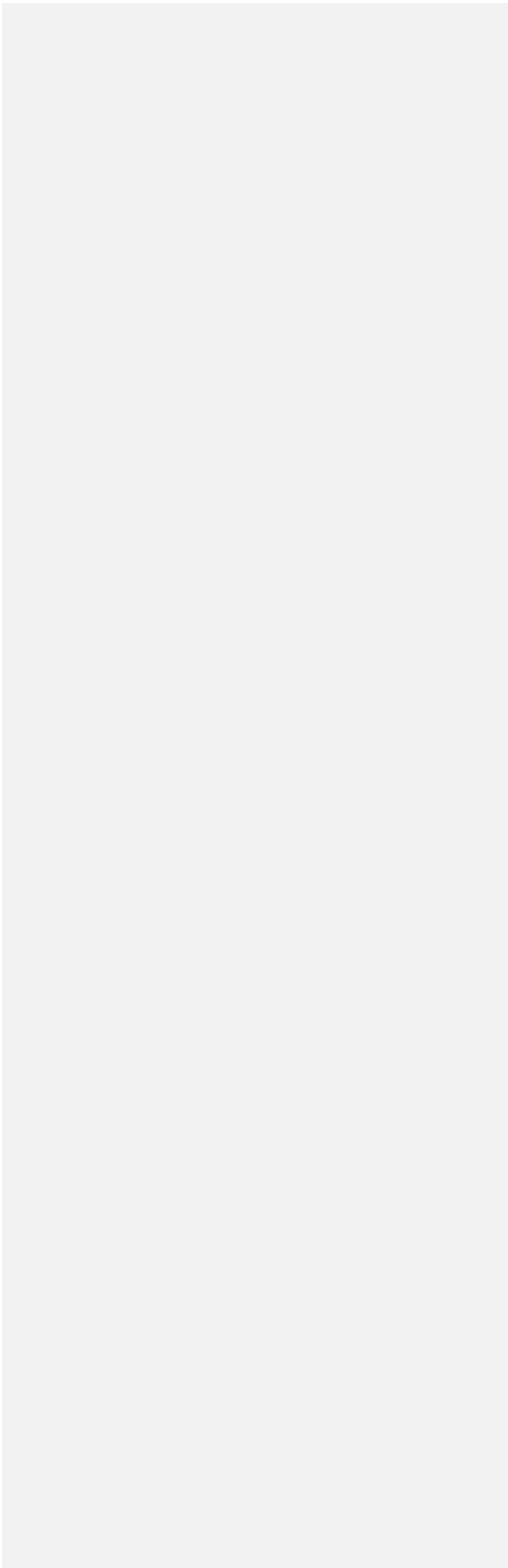
1. The Recreation ~~and Conservation~~ Committee shall consist of five (5) members.
2. In addition, a staff member of the Recreation Department shall be a non-voting ex-officio member of the committee.

C Duties:

1. The Committee shall advise and recommend to the Town Council on recreational and public parks matters, such as: programs, policies, development, planning, or leisure time activities.
2. In cooperation with the Town Manager and the ~~Parks and~~ Recreation Director the Committee shall assist in initiating and maintaining progressive programs and activities to include, but not be limited to: before and after school, summer camp, youth sports and clubs, adult programming, older adult programming, and special events.
3. The committee shall engage the community to build a volunteer base and connect them to community events and programs.
4. The committee shall consider community feedback and research and identify opportunities for programs, events and resources to bring to Gray
5. The committee, when appropriate, will collaborate with other local recreation departments including but not limited to New Gloucester Recreation Department. Collaborations with New Gloucester will be branded GNG Recreation.
6. ~~The Committee shall advise and recommend to the Town Council, public and private committees, and the general public as to the protection, research, development and use of the natural resources located within the territorial limits of the Town.~~
7. ~~The Committee shall recommend to the Town Council the purchase, the gift or other acquisition of land, easements or interest in land; in order to maintain and manage it in a manner which allows for public use and enjoyment consistent with the natural, historic and scenic resources of the land.~~
8. ~~The Committee shall, prior to making any recommendations pursuant to this section, submit its recommendations to the Planning Board at least thirty (30) days in advance.~~
9. ~~The Committee shall be responsible for developing and maintaining an open space, public access, and outdoor recreation plan which shall be consistent with the Town's Comprehensive Plan and with any regional plan.~~
10. ~~The Committee shall prepare and maintain an index of all open areas, publicly or privately owned, within the Town and including but not limited to open marsh lands, swamps, and~~

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~~wetlands to assimilate and retain information pertinent to the proper utilization, protection and potential development or use of such open areas.—~~



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RESILIENCY COMMITTEE

A. Membership:

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

L. Duties:

The committee shall:

1. Expand education for Residents via GCTV/Website streaming programming in partnership with GNG School system, newsletter, electronic platforms, bulletin boards, Library, flyers and direct mailings on topics related to Resiliency Planning, waste reduction, renewables and/or energy efficiency and Climate action.
 - a. Proper composting to work towards reducing food waste
 - b. Tips/Information on the pillars of waste handling: Avoid/Reduce, Reuse, Recycle, Recover, Dispose
 - c. Classes on relevant topics such as vermiculture and biodigesters
 - d. Native plantings, canopy catalog/planning, fertilizer transition plans for open space/school fields/municipal properties
 - e. Practical zero waste approaches to lifestyle and events
2. Assist with Resiliency and Climate Action Planning, as appropriate, to identify baseline, identify forecasted changes in coming years, identify actionable items in categories (1) municipality (2) neighborhoods (3) residents. Working with the Community organizations that are mission aligned, promote action on items in categories (2) and (3).
3. Work with Organizations, Companies, Non-Profit groups and Residents to conduct readiness assessment for Repair Café, Tool Library, Salvage/Reclaim depot, Upcycling, Greenbuilding, Plant Swap, Seed bank, etc.
4. Make recommendations, as appropriate, to modify Town's current disposal policies, sticker compliance, fee structure that will enhance and/or reduce cost of the operations.
5. Work with Solid Waste Director to promote/host Hazardous Waste Day to educate Residents on hazards of improper disposal and share policies, options, changes on an annual basis.

For all duties outlined – encourage partnerships and collaboration with other Towns to develop regional approaches wherever possible.

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ZONING BOARD OF APPEALS (ZBA)

A Membership:

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

B Duties:

The board:

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

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RETIRED TOWN COUNCIL COMMITTEES

CHARLES BARKER SCHOLARSHIP COMMITTEE

A Membership:

- 1.The Charles Barker Scholarship Committee shall consist of four (4) members, of which no member shall be a member of the School Board.
- 2.In accordance with the terms and conditions of the Charles Baker Scholarship Fund, "Such committee members shall serve until a similar committee shall have been appointed or reappointed after the next selection of a Board of Selectmen (Town Council) of said Town."

B Duties:

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

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

GRANGE NO. 41 SCHOLARSHIP FUND COMMITTEE

A Established:

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

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

B Membership:

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

C Duties:

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

LADDER TRUCK COMMITTEE

A Established:

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

B Membership:

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

C Duties:

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

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

PUBLIC SAFETY COMMITTEE:

A. Membership

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

B Duties:

The committee shall;

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

May work with and assist other standing committees and, where appropriate, special committees of the Town.

COMPREHENSIVE PLAN STEERING COMMITTEE

A. Established:

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

B. Membership:

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

C. Duties are to oversee:

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

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

MEMO

January 20, 2022

FROM: Community Development Staff

TO: Town Council

CC: Town Manager Nate Rudy

RE: Self-storage ordinance changes

In response to the council's input at the Town Council workshop of January 5, 2022 with regard to providing clarity to two applicants with self-storage proposals before the Planning Board, we are providing the council with the following motions to change the Zoning Ordinance.

These changes would:

- Allow multiple buildings in the definition of a self-storage facility (402.2.2)
- Explicitly exempt self-storage facilities from the single principal building requirement in our zoning ordinance (402.6.2)
- Prohibit outdoor storage within the self-storage use definition
- Require that all self-storage developments adhere to use-specific performance standards, (which will include design elements, screening and buffering)
- Prohibit marijuana-related uses in self-storage developments
- Correctly reference "multi-family housing," as the "cluster housing" terminology is no longer used in the zoning ordinance

DRAFT MOTIONS:

1. Move to amend the definition of "Self-Storage Facility" in the Town of Gray Zoning Ordinance Chapter 402.2.2 to read as follows:

"One or more structures containing separate storage spaces of varying size, leased or rented on an individual basis. Self-storage facilities made up of multiple buildings are limited to a maximum width of 50 feet and a height of 25 feet for each structure. Outdoor storage is prohibited. All self-storage uses are subject to performance standards. Self-storage shall not include any principal or accessory uses related to medical marijuana cultivation facilities, medical marijuana registered dispensaries, adult use marijuana establishments, marijuana food establishments, marijuana extraction, or the manufacturing of marijuana concentrate or marijuana products as defined herein, unless expressly authorized herein."

2. Move to amend the Town of Gray Zoning Ordinance Chapter 402.6.2.G.1, to allow multiple principal structures for a self-storage facility use, to read as follows:

G. Only One Principal Building per Lot

1. No more than one (1) principal structure and its accessory buildings as regulated in this Ordinance may be located on any one lot, except in the case of a multi-building Self-Storage Facility, Planned Unit Development and ~~Cluster~~ Multi-Family Housing, unless

all applicable space and dimensional standards are met separately for each principal structure or use on the lot, subject to the following: (...)

TOWN OF GRAY
SELF-STORAGE MORATORIUM ORDINANCE

THE TOWN OF GRAY hereby adopts a Moratorium in all the Town's zoning districts for the construction or expansion of self-storage facilities.

Section 1. Definitions

Self-storage means any structure(s) containing separate storage spaces of varying size, leased or rented on an individual basis.

Zoning districts means the areas of town as delineated in the Town Zoning Ordinance

Section 2. Moratorium Declared.

WHEREAS, the Town has seen increasing interest in self-storage development in recent months, with two active proposals; and

WHEREAS, the construction of self-storage facilities has expanded significantly in surrounding towns within the past year; and

WHEREAS, self-storage facilities are only allowed as a conditional use in the Business District 1 (BD-1), the Business District 2 (BD-2), the Commercial District (C) and the Business Transitional District 1 (BT-1) and are not allowed in any other zoning district in the Town as either a permitted or a conditional use; and

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

WHEREAS, the Town's current Zoning Ordinance does not contain sufficient standards to effectively provide municipal review and approval of proposals involving self-storage uses and the lack of such standards could result in serious public harm from improperly regulated development and establishment of self-storage uses; and

WHEREAS, the Town needs time to develop and revisit review criteria for self-storage use in the Town; and

WHEREAS, the Town is currently pursuing implementation of the 2020 Comprehensive Plan and Future Land Use plan, which encourages development with small-town rural character; and

WHEREAS, the Town Council first discussed the moratorium at their January 5, 2022 workshop;

NOW, THEREFORE, the Town does hereby ordain that this Ordinance be, and hereby is, enacted, and, in furtherance thereof, the Town does hereby declare a moratorium on proposals involving self-storage uses of any type, in all of the Town's zoning districts, except as otherwise

established below. The moratorium shall remain in effect for one hundred and eighty (180) days from the date of applicability of this Ordinance, unless extended or modified by the Town Council, for the express purpose of drafting amendments to Town's ordinances to regulate projects involving any self-storage use; and

BE IT FURTHER ORDAINED that this Ordinance shall apply to any new proposals involving any self-storage use after the January 5, 2022 applicability date of this Ordinance, except as otherwise established by this Ordinance; and

BE IT FURTHER ORDAINED, that notwithstanding the provisions of 1 M.R.S.A 302 or any other law to the contrary, this Ordinance, when enacted, shall govern any new development proposal involving self-storage use for which an application for a site plan review, conditional use review, building permit, or any other required land use approval has not been submitted and finally acted on by the Code Enforcement Officer, Planning Board, Board of Appeals or other Town official or administrative board or agency prior to January 5, 2022, the applicability date of this Ordinance, except as otherwise established by this Ordinance; and

BE IT FURTHER ORDAINED, that no person or organization shall start or engage in the construction of a self-storage use or development on or after the January 5, 2022 applicability date of this Ordinance without complying with whatever ordinance amendment or amendments the Town may enact as a result of this moratorium, except as otherwise established by this Ordinance; and

BE IT FURTHER ORDAINED, that during the time this moratorium is in effect, no officer, official, employee, office, administrative board or agency of the Town shall accept, process, approve, deny, or in any other way act upon any application for a site plan review, conditional use review, building permit, or any other required land use approval related to self-storage uses or developments in the Town, including applications for any type of amendment to the Zoning Ordinance to allow such a use, except as otherwise established by this Ordinance; and

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

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

BE IT FURTHER ORDAINED, that, notwithstanding any language in this Ordinance to the contrary, this moratorium shall not apply to the two (2) self-storage development proposals that have been before the Planning Board or Community Development staff for sketch plan review, Planning Board workshop and/or pre-application conference prior to January 5, 2022 in order to protect the investments made to date on these proposals, and these two proposals may continue to proceed under the provisions of the existing Zoning Ordinance.

Section 3. Violations; Civil Penalties

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

Section 4. Effective Date; Applicability Date

This Ordinance shall take effect thirty (30) days after passage by the Town Council. The applicability date of this Ordinance is January 5, 2022.

[Date]

Governor's Office of Policy Innovation and the Future
181 State House Station
Augusta, Maine 04333-0181

To the Community Resilience Partnership Climate Action Grants Program,

I am writing this letter of commitment on behalf of [Municipality Name], to confirm our intention to work with 207permaculture, L3C to help us activate climate action initiatives in our community. 207permaculture L3C is already active within climate initiatives in our community, and we want to collaborate with them to join the Maine Climate Action Partnership as outlined in their grant application to the Service Provider Climate Action grant program.

Community-led actions add up to significant collective response to climate urgency. 207permaculture has a track record for fostering community resilience through permaculture design and education, planning and program management and is known to have the capacity and skill to engage community stakeholders in change-work and educating. We will work with 207permaculture to tailor the process to best suit the needs of our community.

This project aligns with our comprehensive plan by [name relevant priorities of the town] and supports action on [name projects already happening or in visioning stage]. We are excited about the opportunity to engage our community members in climate action and to discover our readiness for all the action strategies outlined in the Maine Climate Action Plan as a component of building community resilience in [Municipality Name].

Thank you for your consideration of this provider,

[Signature]
Name

Designing for Climate Action

Process Consulting for Resilience Teams and Leaders

with Rachel Lyn Rumson



Climate Context

IPCC Report is "Code Red for the Humanity", says UN Secretary-General

- 2010-2019 was the hottest decade on record
- CO₂, CH₄, N₂O have reached record levels
- Sea ice decreased for 32 straight years
- 6.7 million people displaced from the homes by natural disasters in the last decade
- Ocean absorbs 90% of the heat and 23% of the CO₂
- Mass extinction is our new environmental reality
- Catastrophic impacts around the planet





- 80 Solutions for addressing climate change
- Replicable, practical approaches to reverse climate change at any scale.
- Ripe for codification for municipal scale,



Individual responsibility adds up to substantive solutions for the region.

1. Create resilience in our backyard
2. Act as part of a collaboration
 - a. Public - Private partnerships
 - b. Creative problem solving
3. Find ourselves belonging with living systems in a positive manner.

Pillars of Regenerative Design



WATER CYCLE RESTORATION

rehydrate
reduce runoff
reduce usage



BUILDING HEALTHY SOIL

integrate "waste"
increase fertility
increase resilience



FUNCTIONAL PLANT COMMUNITY CULTIVATION

Briefly elaborate on what you want to discuss.

Pillars of Resilience Planning



INFORMATION FLOW

Awareness raising
Clear roles and goals
Real time training
Constant evaluation



ITERATIVE PROCESS

Contracting and commitments
Participatory engagement
Complete cycle



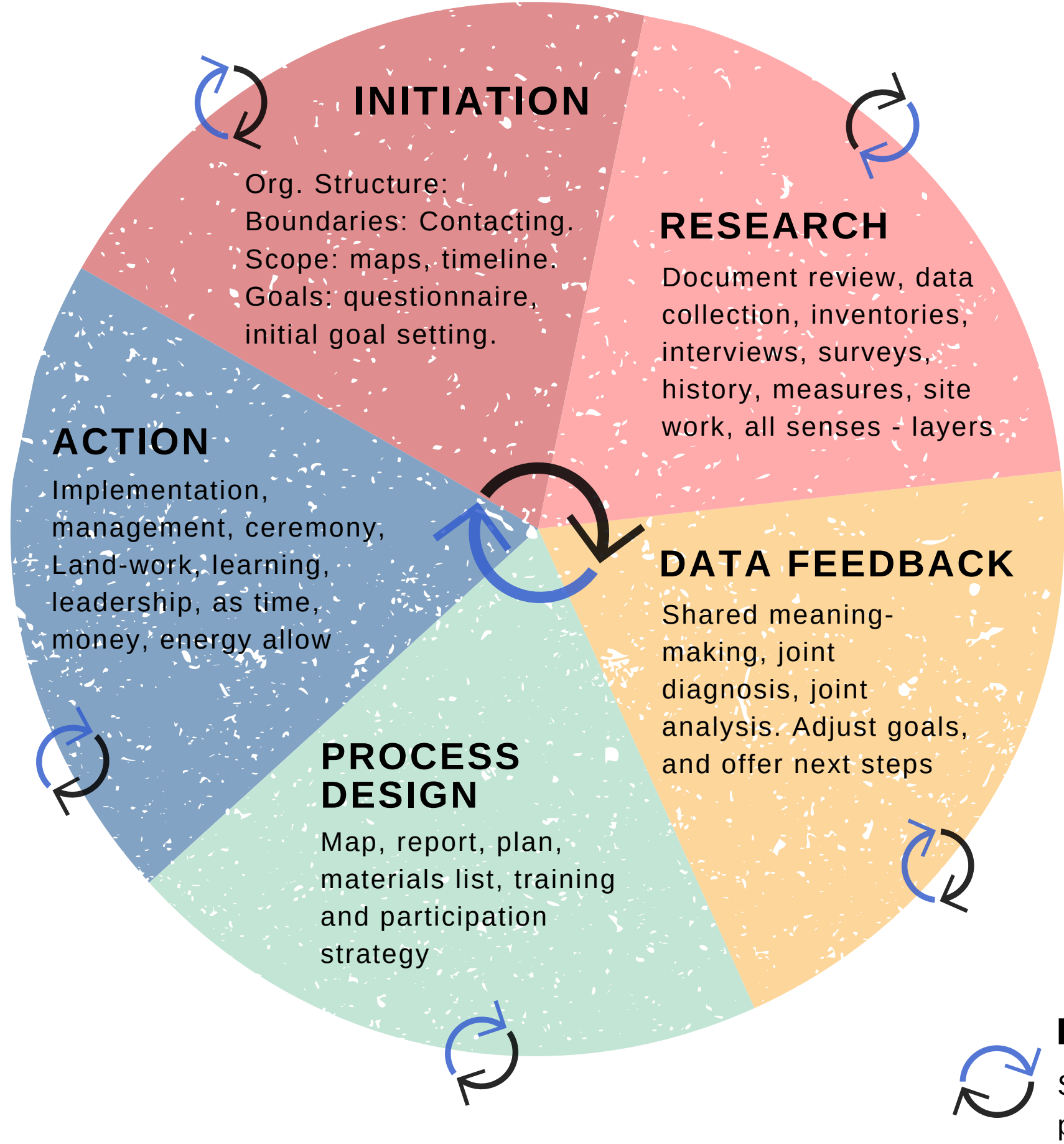
ORGANIZATIONAL STRUCTURE

Teams and Leaders
Sponsorship
Stakeholder groups

A 3D topographic map of the Earth, centered on the African continent. The map shows the outlines of Africa, Europe, and Asia, with terrain shaded in various colors to represent elevation. The oceans are a light blue color. The text "Start at the scale of 'yes'." is overlaid on the map in a brown, serif font.

Start at the scale of "yes".

DESIGN FOR RESILIENCE



ACTION RESEARCH is the foundation of our consulting practice. It is a theory of change applied to learning about and influencing living systems.

It is participatory, iterative and scale-able. It is a design process.

Our process is both information and imagination intense. It is interdisciplinary. Therefore it applies to any organization with leadership, org structure, an a goal for climate action.

If done well, the process is the intervention that will change behavior, local economies, aid wellbeing, support community identity, and regenerate depleted and degraded land.



Maine's Community Resilience Partnership

Purpose Statement

Through Grants and Technical Assistance, the Community Resilience Partnership assists communities to:

- reduce emissions
- transition to clean energy
- become more resilient to climate change effects such as extreme weather, flooding, sea level rise, public health and more.

Joining the Community Resilience Partnership



THE PROCESS IS THE PLAN

use a participatory leadership approach to complete the steps



OBSERVE & INTERACT

inquire, listen, research, connect people place and patterns before setting action



WEAVE A NETWORK

engage many voices in conversation threads. Strive for diversity.



MAP THE TERRAIN

access maps, populate them with data, visualize big picture and grassroots actions.

Stepping Stones



LETTER OF SUPPORT

Due Feb14th if you want technical support from a service provider.



FORM AT TEAM



PROCESS WORK*

8 months



JOIN PARTNERSHIP

September 2022



PROCESS

SEPTEMBER 2022

MONTH 1 KICK OFF	MONTH 2-4 ASSESSMENT	MONTH 4-6 ENGAGEMENT	MONTH 7 ACTION PLANNING	MONTH 8 APPLICATION
LETTER OF SUPPORT				
	RESOLUTION			
		WORKSHOP INTERVIEW RESEARCH		
			EXPLORE COLLABORATION	
				CLIMATE ACTION GRANT



Thank you for your time!

Rachel Lyn Rumson, Executive Director
207-332-7224

207 | 
permaculture
connecting people, places and patterns in maine



Climate Action Partnership

Rachel Lyn Rumson <rachellyn.rumson@gmail.com>

Wed, Jan 5, 2022 at 6:15 PM

To: Krista Chappell <kchappell@graymaine.org>

Cc: Ann Bagala <atbagala@gmail.com>, Jayne Chandler <gbherons@gmail.com>

Hello Krista, Ann and Jayne,

Happy New Year. I hope that all is well with you all.

Reason for this email is that the Community Resilience Partnership with the Governor's Office of Policy, Innovation and the Future has encouraged organizations, like mine, that are embedded in communities doing climate action work, to apply to help 2-5 communities activate climate initiatives and enroll in their program. I have decided to apply after pouring over the details.

Once towns are enrolled, they can apply for climate action grants. The grants can be used for conducting resiliency planning processes, or funding specific projects that the town prioritizes. There are a lot of projects that the state has identified (72, I think) that they will fund with no match, some of which Gray has been working on already, like a composting initiative and the Canopy Project, and Jayne, you will be interested, I think, in the transportation set of projects. They are also encouraging multiple community collaborations if there are projects that make sense to be joint-efforts.

A service provider grant supports communities to engage in climate action in a few ways specific ways:

- 1) passing a resolution
- 2) doing a readiness assessment
- 3) hosting community conversations about priorities for the town
- 4) applying for a climate action grants in 2022

The first three steps qualify towns to apply for a grant.

I am excited about this. My application is to provide technical assistance to towns through all of the above steps which I will augment with participatory action research to support multi-stakeholder engagement, coalition building, and some permaculture education.

What I need are letters of support from community leaders expressing their wish to work with me on climate action readiness and planning to go into my application. (I have a template.) I am also talking with New Gloucester and Durham about this.

As for my role on the Resilience Committee, if we were awarded the grant, I would become a project liaison, and no longer a non-voting member of the committee. This would ensure my neutrality in action-planning and keep information flow optimal regarding the program. Town Council would be the program sponsor and the committee would sustain program progress.

Do you support my requesting time on the council agenda now to ensure there is time to have a decision made before Feb 15th? I would provide a high level process outline, timeline, a draft social map and communications plan, and letter of support template for the town to consider. I would be able to answer questions about roles and goals, process and program possibilities as well.

I think I need to request the time on the agenda before we meet and I do not think we need to vote on it, but I do want to talk about it all with you three for feedback.

Okay, talk soon!

Rachel Lyn

Rachel Lyn Rumson

207.332.7224

<http://207Permaculture.com>

“To reweave the web of life, we must cultivate our minds to see and foresee the patterns in the weaving.” — J. Glanzberg

rachellyn.rumson@gmail.com



207.332.7224



Portland, Maine



Linkedin.com/in/rumson



PROFESSIONAL PROFILE

Rachel Lyn is a community resilience activist, practiced in group facilitation, community building, process consulting, program management, permaculture, and participatory action research. She creates engaging learning events, design charettes, workshops and conferences to advance the goals of the organizations that she serves. Rachel Lyn brings a deep understanding of living systems, governance, adult learning, and culture to her work facilitating change.

SKILLS

Organizational Development
Grant Administration
Project Management
Process Consulting
Learning Design
Group Facilitation
Social Mapping
Permaculture Design
Grant writing
Communications Planning
Strategic Planning
Public Speaking

EXPERIENCE

EXECUTIVE DIRECTOR

207Permaculture, L3C / 2015 – present

- Leading a low-profit company with an educational mission to assist local communities in resilience planning, coalition building, training, and project implementation.
- Consulting town sponsors on community development projects including conceptual design, action plans, timelines, communications plans, contracting and project management.
- Delivering training to support leaders in climate action, green design, urban development, community agriculture, and specified changes around energy, transportation, land use and housing.
- Grant writing and administration of projects several projects at once providing reports and communications for public relations.
- Developing a community of practice and a nine-month leadership development training program in service of building local economic resilience through cooperative development education.

PROGRAM DIRECTOR, SOCIAL PERMACULTURE

The Resilience Hub and Portland Permaculture/ 2010 – 2015

- Lead facilitator, maximizing leadership capacity for team-lead projects, planning, and managing regional learning events for 30 to 300, contracting with sponsors, setting goals, and developing project evaluation metrics.
- Activating change by defining and developing process, contracting with sponsors, mapping networks, developing communication plans to maximize engagement for participatory methods of designing change.
- Leading and supporting trainings in permaculture principles, ethics and process, participatory event design and facilitation, ecologies of enterprise, cooperative development, art of hosting.
- Ensuring project success with contracting skills, project impact assessment tools, and presenting data to sponsors for joint analysis and action planning.
- Raising the profile of a collective of activists and entrepreneurs as change agents working in food systems, new economy, and permaculture design with innovative programs.

EDUCATION

MASTER OF ARTS

Leadership & Organizational
Development
LIOS/Bastyr University
2005 – 2008

COMMUNITY CONSULTING
PARTNERSHIP
2007

BACHELOR OF SCIENCE

Sociology
University of Southern Maine
1990 – 1996

rachellyn.rumson@gmail.com



207.332.7224



Portland, Maine



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EXTRA

PROGRAM DIRECTOR,
PNODN,
2007 - 2009

PLANNING TEAM
OD NETWORK CONFERENCE
2009

PLANNING BOARD MEMBER
Town of Gray, 2016-2019

COMMUNITY AND
ECONOMIC DEVELOPMENT
COMMITTEE
Town of Gray, 2019 - 2022

REFERENCES

KATHY TOMERELLI
Town Manager

TOWN OF DURHAM
207.650.3712

ktombarelli@durhamme.com

ABBY SADAUKAS

Field Agent/ Farmer

LAND FOR GOOD

and APPLECREEK FARM

207.948.3022

abby@landforgood.org

JONAH FERTIG-BURD

Community Partner for Food
Systems

ELMINA B SEWALL

FOUNDATION

207-615-9970

jfertigburd@sewallfoundation.org

EXPERIENCE continued

LEADERSHIP CONSULTANT & TRAINER

Cultivating Leadership (DBA)/2005-2008

- Process Consulting client organizations: contracting, data collection, data feedback and action planning meetings and change management.
- Leading a team of OD professionals addressing the financial crisis of 2008 at the community level, co-hosting public dialogue using social innovation and community needs and asset mapping tools to spark change.
- Assessing work-group function and helping to improve practices for management teams through improved communications, decision making, problem solving and governance structure changes.
- Facilitating strategic planning retreats for collective leadership development in a rapidly changing world.

FACILITATIVE CONSULTANT

Seattle Children's Hospital /2007-2008

- Planning and delivery of rapid process improvement workshops in a lean environment to achieve breakthrough results while empowering workers.
- Negotiating agreements with executive sponsors and clinical leadership shaping goals, partnering with data specialists for change management communications.
- Designed and delivered conflict mode assessment training for peers for professional development in the CPI department.

I.S. CREDENTIALLED TRAINER

Maine Health Group/ 2012

- Designed and delivered training for new platform role out, Epic, Cadence
- Developed materials to support classroom training and in-the-field references to support organizational learning goals, working closely with systems analysts and workers to support change management.
- Developed measures to assess and analyze training impact

ARTS & SCIENCE FACULTY for Andover College/ Kaplan University/ 2009- 2012

- Developed and delivered courses in sociology and psychology for both live in-person and blended learning environments, achieving top evaluation scores in the department.

PROFESSIONAL DEVELOPMENT

ART OF HOSTING

Saco Maine

April 2014

LEADING IN A SELF ORGANIZING WORLD CONFERENCE

Leavenworth, Washington

March 2008





From: Sara Mills-Knapp <smills-knapp@gpcog.org>
Sent: Wednesday, January 19, 2022 10:00 AM
Cc: Kelly Rehberg <krehberg@gpcog.org>
Subject: GPCOG call for interest for Community Resilience Partnership support

Hello all, I just wanted to let you know that GPCOG released a call for interest for communities that would like to join the [Community Resilience Partnership](#) – the new technical assistance fund created by the state to support municipal climate action. GPCOG will be applying to be a Service Provider to support towns that feel they are not ready to meet the eligibility requirements for the program. With funding from the state we will guide the cohort through the necessary self-assessments, the community workshop, and the passing of the resolution required, during a 6-month engagement process.

If you think your town is interested in getting support to apply for the Partnership funding please contact me by Jan 26th. We will require a letter of support and the identification of one municipal staff member or committee member to act as a point of contact.

Best,
Sara

Sara Mills-Knapp
Director of Sustainability
Greater Portland Council of Governments

 [207-664-8414](tel:207-664-8414)
 smills-knapp@gpcog.org
 www.gpcog.org
 970 Baxter Boulevard, Suite 201, Portland, ME 04103



Participating with GPCOG as a Service Provider for the Community Resilience Partnership would greatly increase **TOWN'S** capacity for integrating climate change considerations into planning and help identify priorities areas for action, enabling us to enroll in the state Community Resilience Partnership to access funding for climate actions.

Given **TOWN'S** limited internal capacity for climate planning at present, GPCOG guidance and support would significantly increase our ability to (1) complete the Community Resilience Self-Evaluation and the List of Community Actions, (2) hold community workshops to prioritize projects for implementation, and (3) adopt the municipal resolution that will make our community more resilient to climate change.

We have identified the following participants to join workshops for the program:

- NAME/TITLE/CONTACT

[NAME, TITLE], would act as the point for the program and coordinate internal discussions and actions as needed.

Given the potential for additional funding and improvement in planning capacity, I am writing in support of GPCOG grant application. We will commit to providing \$1000 over the span of the engagement in in-kind staff time to help coordinate **TOWN** participation in the Service Provider cohort.

Should GOPIF choose to fund GPCOG as a service provider, **TOWN** will enroll in the Community Resilience Partnership program and submit an application for the Community Action Grants based on priorities identified in the program.

Finding a Service Provider

Service providers are tasked with recruiting groups of 2-5 communities to participate in a Service Provider Grant application. The initial contact between community and provider may be initiated by either party. To encourage connections between communities and potential service providers, GOPIF will maintain a list of organizations that are interested in supporting communities as service providers.

Communities should look for organizations that work in their region or on a statewide basis. There may be other organizations in a region for a community to consider that are not listed here. This list does not convey any level of vetting or approval by GOPIF, nor does it indicate preference or weight in grant application scoring.

If your organization is interested in being added to this list, send an email to Brian Ambrette (brian.ambrette@maine.gov) with the organization's name, address, and website; a point of contact name, job title, email, and phone number; and which region(s) to be listed under.

January 14, 2022 update

We will continue to populate this list as organizations inform us of their interest in assisting communities as a service provider.

Region 1: York, Cumberland, Sagadahoc, Lincoln, and Knox Counties

Casco Bay Estuary Partnership www.cascobayestuary.org

University of Southern Maine, Muskie School of Public Service
PO Box 9300, Wishcamper Center #229, 34 Bedford Street, Portland, ME 04104
Victoria Boundy, Community Engagement Coordinator, victoria.boundy@maine.edu, 207-522-5402

Center for an Ecology-Based Economy, www.ecologybasedeconomy.org

447 Main Street, Norway, ME 04268
Scott Vlaun, Executive Director, scott@ecologybasedeconomy.org, 207-739-2101

Greater Portland Council of Governments (GPCOG), www.gpcog.org

970 Baxter Blvd, Suite 201, Portland, ME 01403
Sara Mills-Knapp, Director of Sustainability, smills-knapp@gpcog.org, 207-664-8414

Gulf of Maine Research Institute, www.gmri.org/climate

350 Commercial Street, Portland, Maine 04101

Gayle Bowness, Municipal Climate Action Program Manager, gayle@gmri.org, 207-228-1647

Maine Sea Grant <https://extension.umaine.edu/climatesolutions/>

<https://seagrant.umaine.edu/focus-areas/preparing-for-a-changing-climate/>

University of Maine, Libby Hall, Orono, ME 04469

Parker Gassett, Community Climate Resilience Coordinator, parker.gassett@maine.edu, 207-712-1086

Resilience Works, LLC www.resilienceworks.info/

139 Harborside Road, Brooksville, ME 04617

Allen Kratz, Principal, resilienceworksllc@gmail.com, 201-214-7476 (cell)

207permaculture, L3C 207permaculture.com

62 Frost Hill Rd, Portland Maine, 04039

Rachel Lyn Rumson, Executive Director, Rachellyn.rumson@gmail.com, 207-332-7224

Region 2: Waldo, Hancock, and Washington Counties

A Climate to Thrive www.aclimatetothrive.org

PO Box 75, Mount Desert, Maine 04660

Johannah Blackman, Interim Executive Director, johannah@aclimatetothrive.org

Gulf of Maine Research Institute, www.gmri.org/climate

350 Commercial Street, Portland, Maine 04101

Gayle Bowness, Municipal Climate Action Program Manager, gayle@gmri.org, 207-228-1647

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<https://seagrant.umaine.edu/focus-areas/preparing-for-a-changing-climate/>

University of Maine, Libby Hall, Orono, ME 04469

Parker Gassett, Community Climate Resilience Coordinator, parker.gassett@maine.edu, 207-712-1086

The Musson Group www.themussongroup.com

19 Clark Point Road, Southwest Harbor, ME 04679

Susanne Fogt Paul, Planner / GIS Analyst, susanne@themussongroup.com, 207-944-3132

Resilience Works, LLC www.resilienceworks.info/

139 Harborside Road, Brooksville, ME 04617
Allen Kratz, Principal, resilienceworksllc@gmail.com, 201-214-7476 (cell)

Region 3: Androscoggin, Oxford, Kennebec, Franklin, and Somerset Counties

Androscoggin Valley Council of Governments www.avcog.org

125 Manley Road, Auburn, ME 04210
Shelley Norton, Land Use Planner, snorton@avcog.org, 207-783-9186

Casco Bay Estuary Partnership www.cascobayestuary.org

University of Southern Maine, Muskie School of Public Service
PO Box 9300, Wishcamper Center #229, 34 Bedford Street, Portland, ME 04104
Victoria Boundy, Community Engagement Coordinator, victoria.boundy@maine.edu, 207-522-5402

Center for an Ecology-Based Economy, www.ecologybasedeconomy.org

447 Main Street, Norway, ME 04268
Scott Vlaun, Executive Director, scott@ecologybasedeconomy.org, 207-739-2101

207permaculture, L3C 207permaculture.com

62 Frost Hill Rd, Portland, ME 04039
Rachel Lyn Rumson, Executive Director, Rachellyn.rumson@gmail.com, 207-332-7224

Region 4: Piscataquis, Aroostook, and Penobscot Counties

Central Aroostook Soil and Water Conservation District

735 Main Street, Suite 3, Presque Isle, ME 04769
Randy Martin, Executive Director, centralaroostookswcd@gmail.com, 207-760-4602 office / 207-551-3687 cell

Region 5: Federally recognized Tribes in Maine

Maine Sea Grant <https://extension.umaine.edu/climatesolutions/>
<https://seagrant.umaine.edu/focus-areas/preparing-for-a-changing-climate/>

University of Maine, Libby Hall, Orono, ME 04469
Parker Gassett, Community Climate Resilience Coordinator, parker.gassett@maine.edu, 207-712-1086

Statewide / All Regions

Climate Advisory www.climateadvisoryllc.com

1 Farwell Avenue, Unit #864, Cumberland, Maine 04021

Lisa Churchill, PG, Principal and Founder, lisa@climateadvisoryllc.com, 207-458-9944

Kleinfelder, Inc. www.kleinfelder.com/markets/water-2/climate-resilience-adaptation/

16 Commerce Drive, Suite 2, Augusta, ME 04330

Kyle Johnson, Climate Resiliency – Regional Lead, KJohnson@kleinfelder.com, 773-614-3449

Kate Willis, Project Manager, KWillis@kleinfelder.com, 207-626-4914

Lake Stewards of Maine, www.lakestewardsofmaine.org

24 Maple Hill Road, Auburn, ME 04282

Roberta Hill, Deputy Director, Director of Climate Change and Invasive Species Programming

roberta@lakestewardsme.org, 207-333-1949

Linnean Solutions www.linneansolutions.com

428 Fore Street, 2nd Floor, Portland, Maine 04101

Jim Newman, Principal, jim@linneansolutions.com, 617-699-7323

New England Environmental Finance Center <https://neefc.org/>

Muskie School of Public Service, University of Southern Maine

P.O. Box 9300, Portland, ME 04104-9300

Martha Sheils, Director, martha.sheils@maine.edu, 207-841-2246

Smart Electric Power Alliance (SEPA), sepapower.org

1800 M Street, NW Front 1, #33159, Washington, DC 20036

Weston Dengler, Analyst, weston.dengler@sepapower.org, (202) 559-1535

CHAPTER 201
BUILDING CODE
TOWN OF GRAY MAINE

Adopted March, 1963
Amended December 6, 1968
Amended August 14, 1984
Amended January 20, 1989
Amended March 5, 1996
Amended January 1, 2001
Amended February 1, 2022

EMERGENCY PREAMBLE

WHEREAS, this Chapter was most recently amended in 2001 and the state of Maine has since required that municipalities with more than 4,000 residents adopt and enforce the provisions of the Maine Uniform Building and Energy Code;

WHEREAS, in light of this change in state law, certain provisions of this Code are no longer applicable or current, which may create a conflict with applicable state law and the Maine Uniform Building and Energy Code;

WHEREAS, this Chapter governs the construction, alteration, repair, demolition, removal and use of buildings and structures in the Town for the purpose of protecting the health, safety and general welfare of the occupants and users of such buildings and structures, and of the public generally to prevent fires and other accidents;

WHEREAS, it is in the judgment of the Gray Town Council that the provisions of this Chapter must be amended to ensure consistency with the provisions of the Maine Uniform Building and Energy Code and the continued protection of the health, safety and general welfare of the public as it relates to the construction, alteration, repair, demolition, removal and use of buildings and structures in the Town;

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 the amendments to this Code 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 Chapter 201, Building Code, of the Town of Gray shall be amended as follows:

SECTION 201.0 – TITLE AND SCOPE

This ordinance shall be known and may be cited as the Building Code of the Town of Gray, Maine (hereinafter the “Code”).

~~This Building~~ Code relates to the design, materials of construction, alteration, repair, and use of buildings and structures or parts thereof, all to promote the health, safety, and general welfare of the occupants and users of such buildings and structures and of the public, and for the protection against ignition and spreading of fires and prevention of accidents.

Buildings and structures, parts thereof and equipment in or on or in connection with buildings or structures, shall not be constructed, altered, installed, repaired, moved, demolished, removed, used, or changed as to use contrary to the provisions of this Ceode; but the provisions of this Ceode shall not apply to buildings or structures constructed or maintained within the limits of a public highway by

public authority; to railway bridges or trestles, to buildings or structures owned or to be owned by the United States, to the State of Maine, or county of Cumberland; and shall not apply to an existing building or structure, its existing equipment or appurtenances unless and until such building or structure, its existing equipment or appurtenances are to be enlarged, altered, moved, converted to other uses or demolished, or unless otherwise provided in this Cecode.

In the event that any provision of this Code shall conflict or otherwise be inconsistent with the provisions of any other ordinance or code promulgated or enforced by the Town of Gray, including but not limited to Section 402.9.1 of the Town of Gray Zoning Ordinance, the more restrictive provision shall apply and control.

SECTION 201.2 – ADMINISTRATION

- A. The Office of Code Enforcement is hereby created. The office will be headed by a Code Enforcement Officer who acts as Building Inspector, Plumbing Inspector, and Residential Electrical Inspector and who ~~is~~ may be assisted by a designated member of the Fire Department and such other personnel as is deemed necessary by the Code Enforcement Officer or by the Town Council and then only after authorization and appointment by the Town Manager pursuant to the applicable provisions of the Town Charter. The Code Enforcement Officer ~~shall be appointed~~ will be named to the three offices, namely Residential Electrical Inspector, Plumbing Inspector, and Building Inspector, by the Town Manager for a fixed term of one-year or more period beginning April first as established by the Town Manager upon appointment and shall serve under the direction of the Town Manager as set forth in the Town Charter. (Refer to Personal Policy for more specific information).
- B. The Code Enforcement Officer, serving as Building Inspector, shall inspect all buildings or structures during ~~construction activities permitted under this Code~~, to ~~see ensure~~ that the provisions of applicable law, code, ordinance, and this Code are complied with and that ~~construction~~ such activities are performed safely.

Whenever, by reason of defective or illegal work in violation of a provision of this Cecode, the continuation of a building is contrary to public welfare, the Cecode Enforcement Officer may order all further work to be stopped and may require suspension of work until the condition in violation has been remedied.

SECTION 201.3 – CONSTRUCTION PERMITS

- A. No building or structure, or part thereof, shall be built, enlarged, demolished, removed, altered, or moved without a permit from the Building Inspector. In connection with the issuance of any permit under this section, the Building Inspector who may require an application, a plan of the proposed work, together with a statement of the materials to be used, a description of the intended use of the land and building, confirmation of utility service connections or disconnections, evidence of right, title and interest in and to the land and/or building; and any other forms or information as the Building Inspector deems necessary to issue a permit. Prior to the issuing of ~~the a~~ permit by the Building Inspector, the applicant must satisfy the Building Inspector that soil conditions are or will be suitable for a sanitary absorption of waste materials from proposed septic tanks if the same are to be used in conjunction with the construction work. The expense of soil surveys that may be required will be borne by the applicant. No building permit shall be issued where the proposed work would violate any provision of the Zoning Ordinance or any other ordinance, code or statute. No building permit or renewal thereof granted hereunder shall be valid unless the work for which it is issued is

R:\MANAGER\COUNCIL MINUTES AGENDAS ORDERS\AGENDAS FY22\TOWN COUNCIL MEETINGS 01-02\02-01\10 - 2 - CHAPTER 201 - BUILDING CODE TO TC 2-1-22 (JB REV. 01-27-22).DOCX\ORDINANCE & POLICY\CHAPTER 201 BUILDING CODE\CHAPTER 201 - BUILDING CODE.DOC 2

commenced within six (6) months from the date of issue or renewal, and the work so commenced is completed within one (1) year. ~~;~~ If requested and, subject to applicable if renewal fees paid, an ~~automatic~~ renewal will ~~may~~ be issued for 1 year.

B. Fee Collections

Building Permit Fees, as established in the most current Town of Gray Fee Schedule, will be collected and will be accounted for by the Building Inspector and submitted to the Ttown as they are collected.

SECTION 201.4 – UNSAFE AND ABANDONED BUILDINGS AND STRUCTURES

A. In addition to applicable standards in the Maine Uniform Building and Energy Code (MUBEC), the Town may require corrective action to be taken regarding “dangerous buildings,” as defined in Title 17, Section 2851 of the Maine Revised States and “abandoned buildings,” as defined in Title 30-A, Section 3106-B of the Maine Revised Statutes. ~~Maine Revised Statutes, including but not limited to Title 17, Section 2851 (Dangerous Buildings) and Title 30-A, Section 3106-B (Abandoned Buildings), all buildings and structures that are dangerous, unsafe, or abandoned within the Town of Gray shall be subject to the standards established in this Section 201.4.~~

B. When, in the opinion of the Building Inspector, a building or structure or portion thereof is in an unsafe condition so that life is endangered thereby by further habitation of the same, the Building Inspector shall order and require the owners or occupants thereof to vacate the same forthwith and to not reoccupy the same building or structure until the Building Inspector has later certified that the same has been repaired consistent with a permit issued under this Code, in a manner that is consistent with MUBEC, and is therefore safe and secure for further human habitation. When necessary for the protection of public safety, the Building Inspector may temporarily close sidewalks, streets, buildings, structures and places adjacent to such buildings or structures, and prohibit the same from being used.

~~A. Removal or made safe~~

~~When a building or structure or any portion thereof is found unsafe upon inspection by the Building Inspector, he/she shall order such building or structure or any portion thereof to be made safe or to be taken down and removed. The term unsafe building or structure or portion thereof shall include any building or structure or portions thereof structurally unsafe; unstable; unsanitary; inadequately provided with exit facilities; constituting a fire hazard; unsuitable or improper for the use of occupancy to which they are put; constituting a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; or otherwise dangerous to life or property.~~

~~B. Restoration of unsafe building or structure~~

~~A building or structure or part thereof declared unsafe by the Building Inspector may be restored to safe condition; provided that if the damage or cost of reconstruction or restoration is in excess of 50 percent of the value of the building or structure, exclusive of foundations, such building or structure, if reconstructed or restored shall be made to conform, with respect to materials and type of construction, to the requirements of this code; but no change or use of occupancy shall be compelled by reason of such reconstruction or restoration.~~

~~C. Notice of unsafe building or structures~~

~~Upon determining that a building or structure or portion thereof is unsafe, the Building Inspector shall serve or cause to be served on the owner, or someone of the owners, his agents, lessees, or other persons who may have interest in the same, a written notice containing a description of the building or structure or portion thereof deemed unsafe, a statement of the particulars in which the~~

~~building or structure or portion thereof is unsafe, and an order requiring the same to be made safe and secure or removed, as may be deemed necessary by the Building Inspector. If the person to whom such notice and order is addressed cannot be found after diligent search, or if the owner of such property is unknown, then such notice and order shall be sent by registered mail to the last known address of such person or of the last known owner, and a copy of such notice shall be posted in a conspicuous place on the premises to which it relates. Such mailing and posting shall be deemed adequate service.~~

~~D. Disregard of unsafe notice~~

~~If a person or owner served with a notice or order to remove or repair an unsafe building or structure or portion thereof should fail, within a reasonable time, to comply with the requirements thereof, the Building Inspector shall advise the Town Council of all the facts in the case, and the Town Council shall thereupon cause an appropriate legal action to be instituted to compel a compliance.~~

~~E. Emergency work~~

~~In case there shall be, in the opinion of the Building Inspector, actual and immediate danger of failure or collapse of a building or structure or portion thereof so as to endanger life or property, the Building Inspector shall obtain the necessary funds from the Town Treasury, to purchase such material and employ such labor and cause the necessary work to be done to render said building or structure or portion thereof, temporarily safe, whether the procedure prescribed in this section has been instituted or not.~~

~~F. Vacating unsafe buildings or structures and closing streets~~

~~When a building or structure or portion thereof is in an unsafe condition so that life is endangered thereby, the Building Inspector shall order and require the owners or occupants thereof to vacate the same forthwith. He/She shall when necessary for the public safety, temporarily close sidewalks, streets, buildings, structures and places adjacent to such building or structure, and prohibit the same from being used.~~

~~G. Recovery of costs~~

~~The Town Council shall cause to be instituted proper actions against the owner of the premises for the recovery of all costs incurred by the Building Inspector in the performance of emergency work.~~

SECTION 201.5 – ADOPTION OF BUILDING CODE

~~A certain document, three (3) copies of which are on file in the office of the Town Clerk of the Town of Gray being marked and designated as the “The BOCA National Building Code, “Fourteenth Edition, 1999” as published by the Building Officials and Code Administrators International, Inc. be and hereby adopted as the Building Code of the Town of Gray in the State of Maine; for the control of buildings and structures as herein provided; and each and all of the regulations. Provisions, penalties, conditions and terms of said BOCA National Building Code, are hereby referred to, adopted and made part here of as if fully set out in this ordinance, with the additions, deletions and changes, if any, as prescribed in the following sections. In accordance with Maine Revised Statutes Title 30-A, Section 3003 of the Maine Revised Statutes, the Town of Gray hereby adopts the Maine Uniform Building and Energy Code (MUBEC) as defined in Title 10, Part 14, Chapter 1103 Section 9724 of the Maine Revised Statutes, as the applicable building code for the control of all buildings and structures in the Town of Gray, Maine. The Code Enforcement Officer/Town Clerk shall keep one (1) copy of the MUBEC code available for public use and inspection.~~

SECTION 201.6 – FOUNDATIONS RESEARVED

- A. ~~Detached non-residential buildings (1000) one thousand square feet or less are exempted from the current BOCA code section 1806.~~
- B. ~~Any non-dwelling detached public structure over (1000) one thousand square feet shall require a design professionals stamp and may be constructed on posts or piers carried (4) four feet below the finished grade or on a reinforced concrete slab.~~
- C. ~~Any non-dwelling, detached private structure over 1000 square feet, may be constructed on posts or piers, 8 inches in diameter, spaced at a maximum of 8 feet on center, carried 4 feet below the finished grade or otherwise designed by a professional engineer. Agricultural structures are exempt from this provision.~~

SECTION 201.7 – SPAN TABLES-RESIDENTIAL CONSTRUCTION RESERVED

~~The standards and specifications in the 1998 edition of the International One and Two Family Dwelling Code referencing floor joists, ceiling joists and roof rafters shall be adhered to. The town clerk shall keep on file three copies of the International One and Two Family Dwelling Code, for public use and examination.~~

SECTION 201.8 – ELECTRICAL INSTALLATIONS

The following standards and specifications for electrical installation and all work in connection with the installation, alteration, repair, maintenance of, or additions to electrical equipment of any nature whatsoever in the town shall comply with the most recent eEdition of the National Electrical Code, that is duly adopted by the State of Maine, pursuant to Title 32, Section 1153-A of the Maine Revised Statutes and all administrative regulations promulgated thereunder, as published by the National Fire Protection Association may be amended from time to time. ~~The town clerk~~ Code Enforcement Officer/Building Inspector-Town Clerk shall keep on file three-one (13) copies of the most recent edition of the National Electrical Code, available for public use and examination.

SECTION 201.9 – ELEVATORS AND CONVEYING SYSTEMS RESERVED

~~Adopt State statues regarding elevators and tramways, installers and operators, Maine state elevator law, title 32 chapter 133 of the Maine state elevator code and all applicable amendments.~~

SECTION 201.10- PLUMBING INSTALLATIONS

The standards and specifications for plumbing installation and all work in connection with the installation, repair or maintenance of plumbing and equipment to be used in connection therewith in the town shall comply with the most current version of codes duly adopted by the State of Maine pursuant to Title 32, Section 3403-B of the Maine Revised Statutes, as may be amended from time to time, specifically including the 2015 edition of the Uniform Internal-Plumbing Code and Maine Subsurface Wastewater Disposal Rules from the Maine Department of Health and Human Services, 10-144 C.M.R. ch. 241, as both may be amended from time to time. (5-83), revised (7-2-94) and the State of Maine External Plumbing code (6-1-00).

The ~~town clerk~~ Code Enforcement Officer-Town Clerk shall keep on file one (1) three copies of the State Internal Uniform Plumbing Code and the Maine Subsurface Wastewater Disposal Rules, available for public use, inspection and examination.

SECTION 201.11 – ACCESSIBILITY RESERVED

~~Adopt following State regulations, title 25 chapter 331; ADA; MHRA, subchapter 5; MHRA subchapter 4 Fair Housing AA; section 504, BOCA 1996 NFDA 101; ME. State plumbing; ABA; IRS Tax code(s).~~

SECTION 201.12 – SOLID FUELS RESERVED

Adopt the standards of specifications for the use of oil and solid fuels adopted by the State of Maine. Reference Maine state oil and solid fuel laws and rules 1998 edition and amendments.

SECTION 201.13 – GRADING LUMBER RESERVED

The use of non-graded or rough sawn lumber in residential and commercial construction shall be allowed in the Town of Gray.

SECTION 201.14 – ENERGY CODE RESERVED

Adopt the State of Maine energy efficiency building standards adopted 2/92 revised 11/95.

SECTION 201.15 – APPEAL

- A. Appeals from any decision of the Code Enforcement Officer made under this Code shall be to the Board of Appeals, in a manner consistent with Section 402.9.2 of the Town of Gray Zoning Ordinance. In case of refusal to issue a permit or amendment thereof, appeal shall lie from the decision of the Building Inspector to the Municipal Officers Town of Gray Board of Zoning Appeals. In accordance with administrative provisions established in the Town's Zoning Ordinance, Chapter 402, section 402.9.2, appeals from decision(s) of the Code Enforcement Officer/Building Inspector, including the administration and enforcement of this Chapter 201 Building Code Ordinance, shall be filed and heard by the Town of Gray Board of Zoning Appeals. Appeals to the Gray Board of Zoning Appeals shall be administered as established in Section 402.9.2 and appeals from the Gray Board of Zoning Appeals shall be to Superior Court per 402.9.2. The Municipal Officers may affirm or reverse the decision of the Inspector as to the interpretation of the provision of this code. In specific cases wherein the enforcement of this code would involve practical difficulty or unnecessary hardship and wherein desirable relief may be granted without substantially departing from the intent and purposes of this code, but not otherwise, the Municipal Officers may, by three consenting votes of their membership, permit exceptions to and variations from the provisions of this Code.
- B. The Town Council with the advice of Code Enforcement, the Fire Department, and the Planning Board Staff shall have authority to regulate the cost of inspections and permits under this code as established in the most current Town of Gray Fee Schedule; to regulate standards of design and construction materials so that the requirements of the code will conform to the statutes of the State of Maine, and may conform to the State Building Code and to the several codes relating hereto as approved and published by the National Fire Protection Association.

SECTION 201.16 – PENALTIES AND LEGAL PROCEEDINGS

Failure to comply with any of the terms of this Code, or with the terms and conditions of any permit issued under this Code, shall be considered to be a violation of this Code, which may subject the property owner and/or other violator to enforcement action consistent with 30-A M.R.S. § 4452.

A. Any person or persons, firm or corporation being the owner, or having control of any building or structure or part thereof, who violates any of the provisions of this Ordinance, or fails to conform to any of the provisions thereof, or fails to obey any order of any officer charged with the enforcement of the provisions of this Ordinance in relation to the matters and things herein contained; or any architect, engineer, contractor, builder, subcontractor, foreman, plumber, carpenter, electrician, employee, or other person who shall violate or assist in the violation of this Ordinance, or of any certificate, order or permit issued there under, shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a penalty of not less than five (5) dollars nor more than one hundred (100) dollars. Each and every day on

which the person or persons, firm or corporation continues to violate the provisions of this Ordinance, after having been notified of such violation, shall constitute a separate offense. Such penalty or fines to be recovered by complaint to the use of the Inhabitants of the Town of Gray.

B. — Whenever the Inspector or other employee of the Town charged with the enforcement of any part of this Code is satisfied that any provision thereof, or any law enforced by the Town applicable to the same subject matter, has been violated in any respect, or that any order or direction made pursuant to this Code has not been complied with, he/she may apply to the Town Council for the purpose of instituting civil proceedings, provided that nothing in this section and no action taken hereunder shall be held to exclude such criminal proceedings, provided that nothing in this section and no action taken hereunder shall be held to exclude such criminal proceedings as may be authorized by this Code or by any laws or ordinances in force in the Town of Gray or to exempt anyone violating this Code or any of the said laws from any penalty which may be incurred.

SECTION 201.17 – VALIDITY AND APPLICATION

Should any section, or part thereof, of this Code be declared by ~~the courts~~ a court of competent jurisdiction to be invalid, the same shall not affect the validity of this Code as a whole or any part thereof, other than the part so declared to be invalid. All laws or parts of laws of this Town in conflict with this Code are hereby repealed but only to the extent of such conflict.

CHAPTER 201
BUILDING CODE
TOWN OF GRAY MAINE

Adopted March, 1963
Amended December 6, 1968
Amended August 14, 1984
Amended January 20, 1989
Amended March 5, 1996
Amended January 1, 2001
Amended February 1, 2022

EMERGENCY PREAMBLE

WHEREAS, this Chapter was most recently amended in 2001 and the state of Maine has since required that municipalities with more than 4,000 residents adopt and enforce the provisions of the Maine Uniform Building and Energy Code;

WHEREAS, in light of this change in state law, certain provisions of this Code are no longer applicable or current, which may create a conflict with applicable state law and the Maine Uniform Building and Energy Code;

WHEREAS, this Chapter governs the construction, alteration, repair, demolition, removal and use of buildings and structures in the Town for the purpose of protecting the health, safety and general welfare of the occupants and users of such buildings and structures, and of the public generally to prevent fires and other accidents;

WHEREAS, it is in the judgment of the Gray Town Council that the provisions of this Chapter must be amended to ensure consistency with the provisions of the Maine Uniform Building and Energy Code and the continued protection of the health, safety and general welfare of the public as it relates to the construction, alteration, repair, demolition, removal and use of buildings and structures in the Town;

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 the amendments to this Code 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 Chapter 201, Building Code, of the Town of Gray shall be amended as follows:

SECTION 201.0 – TITLE AND SCOPE

This ordinance shall be known and may be cited as the Building Code of the Town of Gray, Maine (hereinafter the “Code”).

This Code relates to the design, materials of construction, alteration, repair, and use of buildings and structures or parts thereof, all to promote the health, safety, and general welfare of the occupants and users of such buildings and structures and of the public, and for the protection against ignition and spreading of fires and prevention of accidents.

Buildings and structures, parts thereof and equipment in or on or in connection with buildings or structures, shall not be constructed, altered, installed, repaired, moved, demolished, removed, used, or changed as to use contrary to the provisions of this Code; but the provisions of this Code shall not apply to buildings or structures constructed or maintained within the limits of a public highway by public

authority; to railway bridges or trestles, to buildings or structures owned or to be owned by the United States, to the State of Maine, or county of Cumberland; and shall not apply to an existing building or structure, its existing equipment or appurtenances unless and until such building or structure, its existing equipment or appurtenances are to be enlarged, altered, moved, converted to other uses or demolished, or unless otherwise provided in this Code.

In the event that any provision of this Code shall conflict or otherwise be inconsistent with the provisions of any other ordinance or code promulgated or enforced by the Town of Gray, including but not limited to Section 402.9.1 of the Town of Gray Zoning Ordinance, the more restrictive provision shall apply and control.

SECTION 201.2 – ADMINISTRATION

- A. The Office of Code Enforcement is hereby created. The office will be headed by a Code Enforcement Officer who acts as Building Inspector, Plumbing Inspector, and Residential Electrical Inspector and who may be assisted by a designated member of the Fire Department and such other personnel as is deemed necessary by the Code Enforcement Officer or by the Town Council and then only after authorization and appointment by the Town Manager pursuant to the applicable provisions of the Town Charter. The Code Enforcement Officer shall be appointed, by the Town Manager for a fixed term of one-year or more period as established by the Town Manager upon appointment and shall serve under the direction of the Town Manager as set forth in the Town Charter.
- B. The Code Enforcement Officer, serving as Building Inspector, shall inspect all buildings or structures during activities permitted under this Code, to ensure that the provisions of applicable law, code, ordinance, and this Code are complied with and that such activities are performed safely.

Whenever, by reason of defective or illegal work in violation of a provision of this Code, the continuation of a building is contrary to public welfare, the Code Enforcement Officer may order all further work to be stopped and may require suspension of work until the condition in violation has been remedied.

SECTION 201.3 – CONSTRUCTION PERMITS

- A. No building or structure, or part thereof, shall be built, enlarged, demolished, removed, altered, or moved without a permit from the Building Inspector. In connection with the issuance of any permit under this section, the Building Inspector may require an application, a plan of the proposed work, a statement of the materials to be used, a description of the intended use of the land and building, confirmation of utility service connections or disconnections, evidence of right, title and interest in and to the land and/or building; and any other forms or information as the Building Inspector deems necessary to issue a permit. Prior to the issuing of a permit by the Building Inspector, the applicant must satisfy the Building Inspector that soil conditions are or will be suitable for a sanitary absorption of waste materials from proposed septic tanks if the same are to be used in conjunction with the construction work. The expense of soil surveys that may be required will be borne by the applicant. No permit shall be issued where the proposed work would violate any provision of the Zoning Ordinance or any other ordinance, code or statute. No permit or renewal thereof granted hereunder shall be valid unless the work for which it is issued is commenced within six (6) months from the date of issue or renewal, and the work so commenced is completed within one (1) year. If requested and, subject to applicable fees, a renewal may be issued for 1 year.

B. Fee Collections

Permit Fees, as established in the most current Town of Gray Fee Schedule, will be collected and accounted for by the Building Inspector and submitted to the Town as they are collected.

SECTION 201.4 – UNSAFE AND ABANDONED BUILDINGS AND STRUCTURES

- A. In addition to applicable standards in the Maine Uniform Building and Energy Code (MUBEC), the Town may require corrective action to be taken regarding “dangerous buildings,” as defined in Title 17, Section 2851 of the Maine Revised States and “abandoned buildings,” as defined in Title 30-A, Section 3106-B of the Maine Revised Statutes.
- B. When, in the opinion of the Building Inspector, a building or structure or portion thereof is in an unsafe condition so that life is endangered thereby by further habitation of the same, the Building Inspector shall order and require the owners or occupants thereof to vacate the same forthwith and to not reoccupy the same building or structure until the Building Inspector has later certified that the same has been repaired consistent with a permit issued under this Code, in a manner that is consistent with MUBEC, and is therefore safe and secure for further human habitation. When necessary for the protection of public safety, the Building Inspector may temporarily close sidewalks, streets, buildings, structures and places adjacent to such buildings or structures, and prohibit the same from being used.

SECTION 201.5 – ADOPTION OF BUILDING CODE

In accordance with Title 30-A, Section 3003 of the Maine Revised Statutes, the Town of Gray hereby adopts the Maine Uniform Building and Energy Code (MUBEC) as defined in Title 10, Section 9724 of the Maine Revised Statutes, as the applicable building code for the control of all buildings and structures in the Town of Gray, Maine. The Town Clerk shall keep one (1) copy of the MUBEC available for public use and inspection.

SECTION 201.6 – RESERVED

SECTION 201.7 – RESERVED

SECTION 201.8 – ELECTRICAL INSTALLATIONS

The following standards and specifications for electrical installation and all work in connection with the installation, alteration, repair, maintenance of, or additions to electrical equipment of any nature whatsoever in the town shall comply with the most recent edition of the National Electrical Code, that is duly adopted by the State of Maine, pursuant to Title 32, Section 1153-A of the Maine Revised Statutes and all administrative regulations promulgated thereunder, as may be amended from time to time. The Town Clerk shall keep on file one (1) copy of the most recent edition of the National Electrical Code, available for public use and examination.

SECTION 201.9 – RESERVED

SECTION 201.10- PLUMBING INSTALLATIONS

The standards and specifications for plumbing installation and all work in connection with the installation, repair or maintenance of plumbing and equipment to be used in connection therewith in the town shall comply with the most current version of codes duly adopted by the State of Maine pursuant to Title 32, Section 3403-B of the Maine Revised Statutes, as may be amended from time to time, specifically including the 2015 edition of the Uniform Plumbing Code and Maine Subsurface Wastewater Disposal Rules from the Maine Department of Health and Human Services, 10-144 C.M.R. ch. 241, as both may be amended from time to time.

The Town Clerk shall keep on file one (1) copy of the Uniform Plumbing Code and the Maine Subsurface Wastewater Disposal Rules, available for public use, inspection and examination.

SECTION 201.11 – RESERVED
SECTION 201.12 – RESERVED
SECTION 201.13 – RESERVED
SECTION 201.14 – RESERVED
SECTION 201.15 – APPEAL

- A. Appeals from any decision of the Code Enforcement Officer made under this Code shall be to the Board of Appeals, in a manner consistent with Section 402.9.2 of the Town of Gray Zoning Ordinance.
- B. The Town Council with the advice of Code Enforcement, the Fire Department, and the Planning Staff shall have authority to regulate the cost of inspections and permits under this code as established in the most current Town of Gray Fee Schedule.

SECTION 201.16 – PENALTIES AND LEGAL PROCEEDINGS

Failure to comply with any of the terms of this Code, or with the terms and conditions of any permit issued under this Code, shall be considered to be a violation of this Code, which may subject the property owner and/or other violator to enforcement action consistent with 30-A M.R.S. § 4452.

SECTION 201.17 – VALIDITY AND APPLICATION

Should any section, or part thereof, of this Code be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this Code as a whole or any part thereof, other than the part so declared to be invalid. All laws or parts of laws of this Town in conflict with this Code are hereby repealed but only to the extent of such conflict.

to time or may compel attendance of absent members. At least twenty-four (24) hours notice of the time and place of holding such adjourned meeting shall be given to all members who were not present at the meeting from which adjournment was taken.

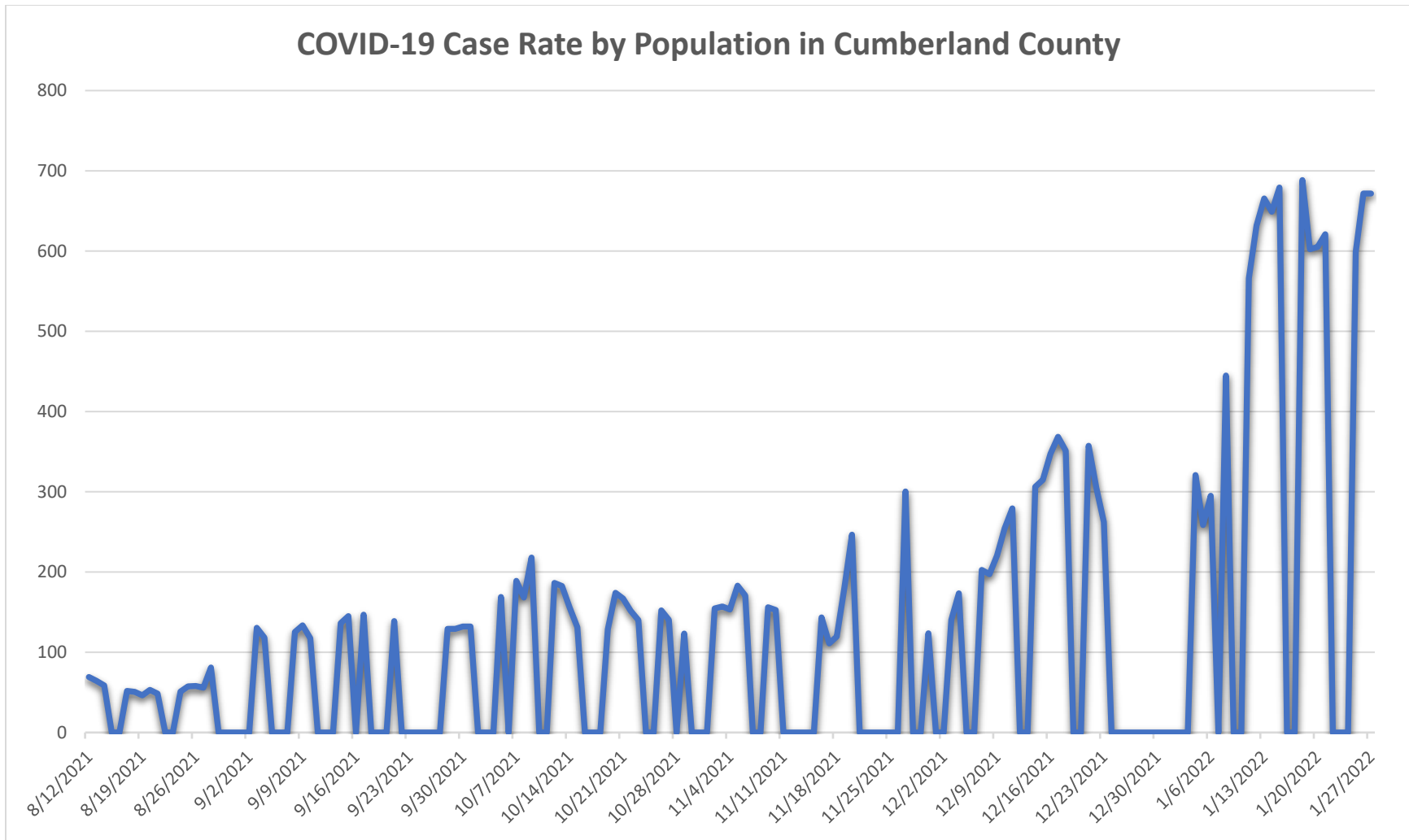
Section 14 - Ordinances in General:

- A. Form: Every proposed ordinance shall be introduced in writing and in the form required for final adoption. The enacting clause shall be "The Town of Gray hereby ordains..."
- B. Procedure: At least seven (7) days prior to its First Reading, every proposed ordinance or a summary thereof shall be posted in the municipal building and shall be published in a newspaper of local distribution. After passage on First Reading, every proposed ordinance or a summary thereof shall be posted in the municipal building for at least seven (7) days prior to the next regular meeting of the Council. At least one Public Hearing, notice of which shall be given at least seven (7) days prior, shall be held by the Council before any ordinance shall be passed, but nothing contained herein shall be deemed to require publication of the ordinance itself. Every ordinance shall be in order for Public Hearing and Second Reading at the next regular meeting of the Council, immediately after the First Reading of the same, but all ordinances may, at the discretion of said Council, be tabled from time to time. After such Public Hearing and Second Reading the Council may adopt the ordinance with or without amendment or reject it; but if it is amended as to any matter of substance, the Council may not adopt it until the ordinance or its amended sections have been subjected to an additional Public Hearing.
- C. Effective Date: Except as otherwise provided in this Charter, every adopted ordinance shall become effective thirty (30) days after adoption or at any later date specified therein.
- D. Emergency Ordinances: To meet a public emergency affecting life, health, property or the public safety, the Council may adopt one or more emergency ordinances. Said emergency ordinances shall contain a section in which the emergency is set forth and defined. Except as otherwise required by state law, no public hearing or notice thereof shall be required prior to the adoption of an emergency ordinance. Within five (5) days after adoption, said ordinance shall be posted at the Town office and other such places as the Council may designate and shall be submitted for publication, at least in summary, in a newspaper having general circulation in the Town. Every emergency ordinance except one authorizing the issuance of emergency tax anticipation notes shall stand repealed as of the sixty-first (61st) day following the date on which it was adopted, but this shall not prevent reenactment of the ordinance in the manner specified in this section if the emergency still exists.

Section 15. Clerk of the Council. In addition to the statutory duties required of the Town Manager, the Town Manager shall act as clerk of the Council and shall keep a public record of all proceedings of the Council, including all votes.

Section 16. Independent Annual Audit. Prior to the end of each fiscal year, the Council shall designate an independent certified public accountant to serve as Town Auditor, who as of the end of the fiscal year, shall make an independent audit of accounts and other evidences of financial transactions of the Town government and shall submit the Auditor's report to the Council and the Town Manager within ninety (90) days of the end of the fiscal year. An extension may be granted by the Town Council for cause. Such accountant shall not maintain any accounts or records of the Town business, but shall post-audit the books and documents kept by any office, officer, department or agency of the Town government.

COVID-19 Case Rate by Population in Cumberland County



Case is 7-day average of new COVID-19 cases, divided by the population of Cumberland County.

Days with "0" readings either had no information available, or data was no recorded that day.

CHAPTER 225
ORDINANCE REGARDING FACE COVERINGS ON TOWN PROPERTY

Adopted October 5, 2021

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.

** Reenacted on November 26, 2021, with an extension to December 22, 2021.*

** Reenacted on December 21, 2021, with an extension to February 2, 2022.*

Town of Gray Lease

The Town of Gray, a Maine municipal corporation (referred to hereinafter as "Landlord") hereby agrees to lease a portion of Landlord's property, specified below, to **Gray Historical Society, Inc.**, a Maine nonprofit corporation (referred to hereinafter as "Tenant"), upon the following terms and conditions.

1. Effective Date: July 1, 2022.

2. Leased property (hereinafter, the "Premises"):

1 Main St, Gray, Maine, being more particularly shown as Block 402, Lot 1 on Map 43 of the Tax Maps of the Town of Gray.

3. Approximate total area: _____ sq. ft.

4. Use: The Premises is leased to Tenant for the purpose of, and only for the purpose of use as a non-profit Historical Society and Museum, which is understood to include, but not necessarily be limited to provision of the services described in Addendum A, which is attached hereto and incorporated by reference herein. Tenant may not change the character of Tenant's use of the Premises, nor may Tenant add to or delete from the Scope of Services outlined in Addendum A to this Lease, without Landlord's written consent. At no time shall the use of the Premises violate any occupancy restrictions imposed by the Gray Fire Department or the State of Maine Fire Marshall's Office, or any other law, regulation, or restriction imposed by any local, state, or Federal authority.

5. Term:

Start date: July 1, 2022

End date: June 30, 2032

6. Renewal Term:

If Tenant continues to operate a Historical Society and Museum on the Premises, this Lease may be renewed by a majority vote of the Town Council taken no fewer than thirty (30) days prior to the expiration of the Term.

7. Rent:

Total Lease Obligation: \$1 / year

Due Date: July 1, 2022

8. Payment address: Town of Gray, 24 Main Street, Gray, ME 04039, or as directed in writing by Landlord.

9. Utilities and Services: Landlord shall be responsible for the provision of electricity, heat, hot water, and all applicable water and sewer fees. Tenant shall be responsible for all other utilities necessary for proper maintenance and operation of the Premises. Tenant shall operate all electrical, plumbing, and other appliances and systems in a manner that is safe, reasonable, and not unduly wasteful. Maintenance of all such systems shall be the responsibility of Landlord.

10. Grant Funds: Subject to the Town Council's approval of funding in the annual Town budget, Landlord will remit to Tenant up to \$6,000.00 per year for reimbursement of expenses approved by the Town Manager, related to repairs, maintenance, and upkeep of the property. The reduction in any such appropriation, or the elimination thereof by the Town Council shall not constitute grounds for Landlord's default of this Lease.

11. Assignment and Subletting Prohibited: Tenant may not assign this Lease or sublet any portion of the Premises.

12. Signs: Tenant may erect such signs on the Premises as permitted by the ordinances of the Town of Gray. Upon the expiration or termination of the Lease, Tenant shall remove its signs and repair the surface to which they were affixed to the satisfaction of Landlord.

13. Alterations; Improvements; Repairs: Tenant shall not make alterations to the Premises without the written consent of Landlord. When consent is given, Tenant shall be responsible for all costs, including legal and regulatory compliance and cleanup.

Any personal property installed in, or attached to, the Leased Premises by and at the expense of Tenant shall remain the property of Tenant if the same may be removed without damage to the Premises. Upon such removal, Tenant shall restore the Premises to the condition it was in prior to the installation of such personal property. However, if the removal of this personal property would be impossible without material alterations or significant damage to the Lease Premises, the same shall be considered fixtures, which, shall remain installed and become the property of Landlord without cost or reimbursement.

Tenant agrees to notify Landlord immediately about damage or necessary repairs to the Premises. Tenant may not hire any third party to provide repair, renovation, or construction services, except in an emergency, without the prior approval of Landlord. All such parties, if approved, must be properly licensed and insured.

14. Suitability of Premises: The Premises are offered by Landlord and accepted by Tenant as is, where is, and without any representation or warranty. Tenant acknowledges that it has had the opportunity to inspect the Premises and is satisfied with its condition in all respects.

15. Cleanliness: Tenant agrees to maintain all portions of the Premises in a neat and clean condition. Tenant shall not allow rubbish to accumulate in or about the Premises and common areas.

16. Non-Smoking Environment: No smoking is permitted on or within the Premises. All cigarette butts from smoking outside the Building shall be properly disposed of in receptacles designed for that purpose. No smoking is permitted within 25 feet of entryways.

17. Insurance: As of the effective date of this Lease, and throughout the Term of this Lease, Tenant shall maintain the following insurance coverages: (i) general liability insurance for the Premises in amounts of not less than One Million Dollars (\$1,000,000.00) per occurrence and not less than Two Million Dollars (\$2,000,000.00) in general; and (ii) professional liability (*e.g.* Director's and Officers' Insurance) in amounts of not less than One Million Dollars (\$1,000,000.00) per each wrongful act. Each insurance policy must name Landlord as an additional insured and shall insure Landlord as well as Tenant against losses, liabilities, damages, claims, suits, demands, actions, judgments, expenses, and costs (including reasonable attorneys' fees) as herein provided. Tenant shall deposit with Landlord certificates of such insurance at or prior to the Lease Effective Date, and thereafter within ten (10) days prior to the expiration of such policies. Such policies shall to the extent obtainable provide that the policies may not be cancelled or changed without at least ten (10) days' prior written notice to each insured.

18. Non-Waiver of Immunity; Indemnity: Tenant hereby agrees to indemnify, defend, and hold harmless Landlord from all claims, demands, liabilities and suits (including reasonable attorney's fees) of any nature whatsoever, arising out of, because of, or due to the breach or default of the Lease by Tenant, its employees, guests, invitees or contractors, or due to any act, occurrence, or event by Tenant, its employees, guests, invitees, or contractors, or in any way due to the use of the Premises by Tenants, its employees, guests, invitees, and contractors, which indemnification shall survive the termination of this Lease with respect to any claims or liability accruing prior to any termination. Notwithstanding the foregoing, nothing in this Lease is intended, or shall be construed to constitute a waiver of any defense, immunity, or limitation of liability that may be available to Landlord or any of its officers, agents, or employees, pursuant to the Maine Tort Claims Act (14 M.R.S. § 8101 *et seq.*), any State or federal statute, the common law, or any other privileges or immunities as may be provided by law.

19. Default: The following shall constitute a default of Tenant under this Lease: (i) Tenant shall neglect or fail to perform or observe any term, provision, or covenant of this Lease, and fails to remedy to same within thirty (30) days after Landlord provides notice of such failure, or within such longer period of time as may reasonably be required to cure such default if it is of the nature that can be cured; provided, however, that Tenant promptly commences to remedy such default and proceeds with reasonable diligence thereafter to cure the same; (ii) the Premises or any part thereof shall be taken upon execution or other process of law directed against Tenant or shall be taken upon or subject to any attachment at the insistence of any creditor or other claimant. This Lease is made upon the condition that from and after the happening of either of the events of default itemized above, Landlord may lawfully, immediately, and without demand or notice, enter into and upon the Premises and repossess the same without being deemed guilty of any manner of trespass, and without prejudice to any other remedies.

20. Waiver: Notwithstanding anything to the contrary, the failure of Landlord to complain of any act or omission on the part of Tenant, no matter how long the same may have continued, shall not be deemed to be a waiver by Landlord of any of its rights hereunder.

21. Termination: Either party may terminate this Lease for any reason or no reason upon 90 calendar days' written notice.

22. Surrender of Premises: Upon any termination of the Lease, Tenant shall peaceably surrender the

Premises, leaving the same free and clear of any liens and encumbrances. Tenant shall return all keys to the Premises to Landlord, and shall leave the Premises in clean and undamaged condition, reasonable wear-and-tear excepted.

23. Notices: All notices to Tenant, including notices of termination or notices of default, shall be made by (a) delivery to Tenant or any of Tenant's employees at the Premises, (b) by mailing a copy by First Class Mail to Tenant's last known address or (c) by email. Notices shall be considered effective upon such delivery or posting. All notices to Landlord shall be to the rent payment address.

24. Severability: If any part of this Lease is found to be invalid by a court of competent jurisdiction, the rest of this Lease shall not be affected thereby and shall remain in full force and effect.

25. Addenda: Amendments and additions to this Lease may be made by a separate, mutually signed, written Addendum. Where terms of such Addendum and the Lease conflict, the Addendum shall control.

IN WITNESS WHEREOF, the parties hereto have caused this lease to be duly executed.

Dated: _____, 2022

Dated: _____, 2022

Town of Gray
24 Main St.
Gray, ME 04039

Gray Historical Society, Inc.
1 Main St.
Gray, ME 04039

By: Nathaniel Rudy

By: _____ [printed]

Its: Town Manager

Its: _____ [title]

Addendum A to Lease for 1 Main Street Between Town of Gray and Gray Historical Society, Inc.:

Founded in 1962 as a community project of Gray Grange, the Gray Historical Society (“GHS”) has fulfilled its purpose to “collect, preserve, and share” for over 60 years.

Early members held their meetings in Stimson Hall where a small collection was organized and cataloged.

In 1978 the GHS’s artifact collection and records were moved into the upstairs at Pennell Institute, where they remained until 2009. Then, as plans progressed and renovations began on the new headquarters for the municipal offices of the Town of Gray, the GHS took on the task of a major move to 1 Main Street, the original Gray Town Hall, built in 1837 (the “Building”).

The GHS membership spent the next 10 years making extensive repairs and improvements to the Building, including the installation of a new roof, the conversion of the Building’s heating system to propane, the addition of new interior paint and exterior soffit and trim repair and paint, as well as the restoration of the Building’s front facing brickwork.

Now, in consideration of the Town of Gray leasing the Building to the Gray Historical Society, for a term of ten (10) years, and for the rental amount of \$1 per year, all as are more particularly described in this Lease, the Gray Historical Society promises to provide (or continue to provide) the following services to the Town of Gray and to the general public during the term of the Lease:

1. GHS offers and will continue to offer research services for families and individuals by request, and will provide assistance with family history at the research room of the Building. Several thousand obituaries both in digital and printed form are available to share.
2. GHS offers and will continue to offer hundreds of artifacts and other collection pieces for public viewing on two floors of the Building. The Building will be open for such public viewing by appointment or through open houses held throughout the year. The Building will also be open each Thursday as GHS’ “history helpers” carry on with various projects. The public is also welcome whenever the “OPEN” flag is out.
3. GHS will continue to offer its outreach program, which provides on-line articles, newsletters, stories, and photos and special “from our files” stories to the general public.
4. GHS will continue to offer a 2 mile “History Walk” through Gray Village complete with a guide map and stops along the way featuring historic homes, buildings, parks, and monuments such as the Soldiers Monument, The Village Green, and the Village cemetery.
5. GHS will continue to maintain a watchful eye for changes in our Town to ensure preservation of the Town’s history, such as GHS’s previous recovery of artifacts from the Henry Pennell home, the Dry Mills Store, and items from the Gray Fire Department no longer needed.

6. GHS will maintain community ties through cooperative efforts and projects with other civic groups such as the Gray Cemetery association, ~~The Village Green committee~~, Dry Mills schoolhouse committee, and Pennell Alumni Association.

Should any changes, additions, or deletions from this Scope of Services be required, the Gray Historical Society will contact the Gray Town Manager sixty (60) days in advance, or as soon as possible in the event of an emergency change in services. The failure of GHS to provide the above-described Services, or to notify and receive approval from the Town of any changes to this Scope of Services within the timelines described above, shall constitute grounds for Tenant's default under Section 19 of the Lease, and possible termination of the same if left uncorrected. GHS will also provide the Gray Town Manager with an annual report on activities related to the Scope of Services, for inclusion in the Town's Annual Report.

Submission #112

View

Edit

Delete

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Submission information

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

Submitted by Anonymous (not verified)

January 24, 2022 - 9:21am

2603:7080:4740:ba9b:d524:e45b:f6a:15

Application Date: January 24, 2022

Contact Details

First/Middle Name: Bernice

Last Name: Corcoran

Street/PO Box: 76 Weymouth Rd

City, State, Zip: Gray

Phone Number: 2077498147

Email Address: bunnyc1957@gmail.com

Employment

Occupation: Retired

Present Employer:

Employer Phone Number:

Are you a Gray resident? Yes

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

Blueberry Festival Committee

Reason for selecting this particular board/committee?

This event is a great community building opportunity

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

Enthusiasm, fresh ideas, vendor perspective

What talents and skills would you bring to this position?

I have event planning experience

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

To create a fun, educational, and safe event to bring people together from Gray and the surrounding areas and help build pride in our community.

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

Blueberry Festival

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? No

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

[Previous submission](#) Next submission



TOWN OF GRAY
24 MAIN STREET
GRAY, MAINE 04039

NATE RUDY, TOWN MANAGER
TEL: (207) 657-3339; FAX (207)
657-2852
www.graymaine.org

January 13, 2022

Town Manager Report to Town Council (12/30/2021 – 1/13/2022):

- 12/31: Town staff observed the New Year's Eve Holiday.
- Town staff attended a meeting with a skate park vendor, and Town Manager contacted skate park advocacy group to suggest follow up meeting.
- 1/4: TM attended meeting with planners and Town engineer to discuss MDOT road construction projects. We expect to convene a follow up meeting with MDOT in January or February.
- 1/11: TM attended GPCOG Southern Maine Managers meeting via Zoom.
- 1/17: Town staff will observe Rev. Dr. Martin Luther King, Jr. Holiday.

Other activities:

- Town Manager is conducting six-month goal reviews with Department Heads.
- Town Department Heads have begun submitting monthly reports to the Town Manager, which will be forwarded to Council for review starting in February.
- Town Manager received correspondence from Will Boyle / Loon Island LLC regarding property matters at Douglass Field, the Civil War Memorial, and Stimson Hall.
- On January 11, Governor Janet Mills announced that she will activate up to an additional 169 members of the Maine National Guard to help alleviate short-term capacity constraints at hospitals and maintain access to inpatient health care amid record-high COVID-19 hospitalizations.

*O/F/C (All)

OPEN

Count of Description	Column Labels			
	H	L	M	Grand Total
Row Labels				
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	1		1	2
Open Space / Conservation Plan	2			2
Ordinance	1	1	15	17
Ordinance /Standards			1	1
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	28	43

*O/F/C (All)

CLOSED

Count of Description	Column Labels				
	-	H	L	M	Grand Total
Row Labels					
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							
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	11/01/22	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	01/18/22	TC discussed at 3/20 meeting based on feedback received from Community Endowment. Deb advised the agreements just 'came together' and are in need of review/update. Deed research - who has access to which pieces of land, how large of an geographic area is involved, how deep does the research need to go, consultation from a conservation expert - will all be needed and cost money. Council agreed to log with a target of year end, for Staff to review & determine what is needed with an estimated cost, for consideration in next year's budget. Carl Holmquist is willing to provide some names of conservation experts who can assist the Town. (12/20) Issue came up in Open Space Staff meeting - Deb working on pulling together cost estimate for budget meetings. (2/5) TC agreed to move up & tie to H2.1 Open Space. (3/21) est provided at budget meeting. Council agreed to add to budget. (6/11) Residents approved budget. (10/15) Community Endowment has requested an info sharing meeting with Town Staff, 1 Councilor and an MSAD representative to start process of long term maintenance agreement. Council appointed Dan to attend. (11/12) 1st meeting went very well - 3 parties agreed preserving is paramount. (12/3) Council agreed to add annual maintenance to budget spreadsheet. (12/17) 2nd meet focused on budget - MSAD 15 conducting full audit of usage to determine impact - some easement discussion. (1/21) Deb followed up with MSAD15. No update. (2/4) Carl present to School board this week, Craig has some initial data on usage (3/10) Meet held to continue discussion - working through maintenance/budget needs. Council agreed to add the Homestead Acres issues submitted by residents on this private road - to ensure we keep them in the loop as the agreement moves forward. (6/16) Deb will check with Dr. King on next meeting after the election.(8/4) Dan adv MSAD15 lawyer provided framework agreement for review. (10/6) Dan shared a worksheet created to gather input from stakeholders. Council provided gen feedback on form. (10/20) Council prov feedback on worksheet (10/22) Meeting held to compile worksheet info. (1/19) Dan provided summary of MSAD analysis of agreement & advised Attorney is working on drafting an agreement. (2/16) Dan prov an update. Deb adv sub group has met to discuss maint/budg agree (7/6) Draft agree done - Sandy work with entities to finalize outstanding items (9/21) Sandy prov up from meet (10/5) MSAD has prov initial feedback (11/16) Sandy met with MSAD/GCE (12/7) Council signed off on MOU. (12/21) Council appr MOU (1/18) Sandy adv school board has approved Next Step: Nate to obtain sign, Nate/Sandy will work with lawyer to update formal agreement, Mo to shadow & collect info, Nate/Sandy will work with Alyssa on conservation review.
84	Comp. Plan Implementation	O	H	2	Detail Tab	Identify steps/ create plan to implement newly approved Comprehensive plan . SEE SEPARATE TAB - FOR DETAILS	Council	Council	Council	12/01/20	01/18/22	(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: Krista/Dan create detailed proposal.
34	TIF Goal / Budget	O	H	3	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.

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103	Infrastructure	O	H	4	TBD	Create Libby Hill Road upgrade Plan including 2nd emergency school exit and sidewalk	Sandy Carder	Nate Rudy	Sandy Carder	12/09/21	01/18/22	(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 sidwal 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. (1/18) Sandy adv MSAD15 agreed to workshop to brainstorm project scope Next Step: Sandy workign with Craig to set up March workshop.
66	Administrative	O	H	5	01/31/22	Determine if "No Thru Trucks" restriction should be placed on a section of Mayall Rd	Dan Maguire	Council	Sandy Carder	11/12/19	01/18/22	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. (12/21) Council dis next step for short shaker Next Step: Sandy to draft letter to MDOT with update on our progress, contact remaining businesses and follow up on the detail for route # costs.

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4	Traffic	O	H	6	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 workshp with Water Distr about Route 100 TIF and this proj was select by both grps as the best proj. (2/4) Deb adv Alyssa said it is possible to amend rt 100 TIF for this proj but needs to talk details with us. (3/10) Council & WD agreed to amend TIF to incl this proj (4/28) Council rev warrant art (6/2) Council held public hearing & voted to approval TIF amend (7/21) Voters approved revision. (10/6) State submission done. (12/1) TIF amend appr. (1/19) Council agreed with Water Dist/Will on first tasks to start process. (3/2) Will prov est. (9/7) Council set up 'kick off' meet date with prime parties. See Detail Tab for updates (9/27) Kick off meet held - next steps set Next Step: New tasks logged on detail sheet.
89	Infrastructure / Village TIF Goals	O	H	7	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 agree to cov the upgrade of stormwater & catch basins Main Street & down 202 towards the Cemetery. They adv the plan will likely come up in the next 5-7 years. Town needs to id any other chges- increas water line size, increas stormwater line size, add conduit for underground utilities, add piping for natural gas so funding can be budg & all items add at the same time (rip the road up once). (4/2) Doug prov 8-12 year window for work on Main as guide for Council meaning analysis & plan should be done well beforehand. (4/16) MDOT adv the timeline for this proj is being moved up. Council agr to move up in priority at 5/7 meet & set a stand alone TIF workshop. Workshop held 7/2. (8/6) Min from 7/2 workshop appr. Council to set up another TIF workshop. (7/21) Council had workshop with MDOT & learned portion of road may be worked on in separate project for which engineering is underway. Await more info from MDOT. (9/1) Village walkabout was done with Patrick Adams MDOT, Water District, and others to identify issues/solutions. Rob Betz is coordinating with Ernie Harris on current project from Town line to Cumby's. Council followed up to determine scope of 2nd project from MTA interchange to Brown Street? Can orphan piece be added to that project? (2/16) Council agr to move to open list. (4/6) Nate & Alec had a walk thru with Rob where he adv phase 1 is moving forward, but phase 2 will now only include stormwater NOT a reconstruction of the road. Alec adv that the road is in terrible condition which cannot be adressed with an overlay. Council met with Water District and agreed Village TIF fund needs to be avail in coming year for planning. (5/4) Council incl \$75k TIF funds in budget (6/15) MDOT Rob Betz attend workshop and advised both projects are fund with 2023 construct projection. (9/7) Council will hold WS on 9/15 to complete their prep for MDOT meet (9/21) MDOT WS held - timelines work discussed. Next Steps: New tasks logged on detail tab.

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92	Open Space / Conservation Plan	O	H	8	12/01/22	Resolve State Land for Maine's Future Grant Conversion issue created by the Tennis Courts	Council	Nate Rudy	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 B adv once the Town demonstrates a real effort towards the conversion, he can release the hold on the grant program. (7/6) Nate discussed with Doug Beck & had information on next steps. (9/21) Sandy adv checklist rec'd and Town must submit documentation to get ball rolling (10/5) Anne completed draft of paperwok. Doug advise it was sent today. (12/7) Kristin prov 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 B so he may submit to Feds (item 6), Council to budget for yellow book/envir study(item 7).
104	Ordinance	O	H	9	04/01/22	Correct Self Storage Ordinance and create restrictions on new facilities	Doug Webster	Nate Rudy	Doug Webster	01/05/22	01/05/22	(12/21/21) Doug brought 2 issues to the Council which came up via a Planning Board review of 2 pending applications. (1) limit to 1 building and (2) should outdoor storage be allowed? Both were inadvertently overlooked when the ordinance was worked on last. The first one is impacting the active applications. Councilors raised issues with the number of self storage facilities being built in Gray. (1/5) Council reviewed in more detail and agreed to (1) update to existing ordinance to address 2 points raised (2) moratorium on self storage units which does not impact the 2 active applications and (3) proposals from PD on options to limit additional self storage facilities. Next Step: Doug to update existing ordinance for 1st read at the 2/1 meeting. Nate to discuss moratorium with Alyssa to ensure it can be used and verify date with 2/1 target as well. Doug/Kristen to work up options on long term changes.
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	12/21/21	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.

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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 & addt'l info from Deb. Discussed possibly sending official letters to individual trucking companies regarding avoiding Village rt26, concerns from MTA about trucks not seeing 'closure' signs and diversion study next steps. Councilor Maguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study (5/4) Nate spoke to Mr. Mills & Erin at MTA Next Step: Awaiting guidance from Legislative team. See detail tab for more info.
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 & residl 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.

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101	Policy	O	M	4	12/31/21	Update Committee Policy include specific communication standards	Council	Council	Sandy Carder	11/20/21	01/18/22	(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. (1/18) Council reviewed draft at workshop . Next Step: Final version to be included in 2/1 consent agenda.
74	Administrative	O	M	5	05/01/22	Update Gray Historical Society lease with Town	Sandy Carder	Nate Rudy	Nate Rudy	02/18/20	01/13/22	(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 (1/13/22) Council rev draft & req one modification. Council will need to decide if "up to \$6k" provision remains or if all maintenance goes into operations budget. Mo adv he feels GHS helping is feasible. Sandy asked if CMP acct is in solar group. Mo adv the fuel purchase should be moved to the bulk purchase - both of which would save on total costs. Next Step: Updated lease will be scheduled for discussion/vote at upcoming TC meeting. Mo has rolled CIP into his budget which will be discussed as part of normal budget cycle.

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88	Infrastructure / Village TIF Goals	O	M	6	05/01/22	Infrastructure - Shaker Rd Stormwater/Sidewalk - Project	Town Council	Nate Rudy	Nate Rudy	02/22/18	01/04/22	<p>Steve/Will pres results of video work. Report was rev with MDOT Dale Doughy, 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 fdack-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/Steve met with DOT will update council at 10/28 workshop. (10/28) Upd prov-Council agreed to submit MPI appl. (11/12) Council disc Gray Park sidewalk alt & agreed due to cost, it is not feasible. MPI should incl sidewalk on Gray Park 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. (12/21) Nate shared a memo from Alec detail remain items (1/4) Alec prov outstanding list</p> <p>Next Steps: Remaining items to be add in Spring.</p>
83	Committee	O	M	7	TBD	Discuss additional requirements for quasi-judicial Boards - Planning and ZBA	Council	Council	Nate Rudy	09/15/20	12/07/21	<p>(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 tranning 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</p> <p>Next Step: Pushed off until January until vacancies can be filled.</p>

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49	Ordinance	O	M	8	TBD	Review current ordinances and zoning to determine if changes are needed for Duplexes	Dan Maguire	Dan Maguire	Doug Webster	02/19/19	10/05/21	Dan asked the Council to consider making changes to Duplexes to address sprawl growth and other unintended impacts to density bonus of allowing a duplex in lieu of a single unit of housing. Doug advised this issue has been researched in the past. Dan needs to talk to Kathy and then work through reviewing current ordinances. Then, bring to the OAC for possible proposal to the Council. (12/17) Deb advised of resident e-mail regarding the number of duplexes being built in Gray - Planning Board has also recently discussed. Council agreed this issue needs to be moved up in the priority list. (6/2) Council reviewed questions from OAC & provided direction. Generally speaking, there was support to make it more restrictive in certain zones and encourage them in others by making it less restrictive. It was agreed this is one tool in the growth mgmt plan. (8/4) Doug provided memo detailing OAC ques/disc points along with the growth plan disc and Comp Plan review. Council agreed a full workshop is needed to review. (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed add'l workshop to create workplan to complete all the work needed. (5/18) Council approved a moratorium in the Village on single family and dual family housing to allow for the creation of new standards and requirements in those zones (see item #94) (9/7) 1st read of design stand in Village (9/21) 2nd read/hear held by Council (PB held hear 9/20) changes go into effect in 30 days. (10/5) Council/Doug discussed whether this should stay standalone item - likely be swept into changes are they are made - but do not want to lose sight of this critical issue. Next Step: New changes will be used as base for updating standards in all zones. Council will discuss further at retreat.
69	Recreation	O	M	9	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 add'l work in the Spring. The project did receive preliminary approval contingent on one sign off. (4/6) Council approv wood donation from Maschino's Lumber. (4/20) Council app picnic table donations from Aroma Joe's. Kathy adv park has PB appr (5/18) Permablitz was held & work session to lay brick. (6/1) CEDC prov update presentation and recommended name which Council approved. (9/7) 2nd Permablitz set for 9/11 (9/21) Council appr add'l exp for admin of the grant (in Kathy's absence) Next Step: Park set to be discussed at 3/3 budget workshop.

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100	Ordinance	O	M	10	03/15/22	Create Emergency Management Ordinance	Nate Rudy	Nate Rudy	Nate Rudy	10/19/21	01/05/22	(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. (1/5) Nate rev addt'l communication with County & Council discussed alternative County EM version & provided feedback. EOP framework was presented, but not discussed as Chief is adding Gray specific information. Next Steps; Nate to update and present for 1st reading at the 2/15 Council meeting. Chief to adv when EOP is ready for discussion.
105	Ordinance	O	M	11	07/01/22	Update Agritourism Ordinance to address changes in industry & markets	Krista Chappell	Krista Chappell	Krista Chappell	01/04/22	01/04/22	(1/4/2022) Krista reviewed a proposal from the CEDC to update the Agritourism ordinance with several letters from Gray small agri-businesses in Gray. The ordinance was originally drafted for a specific location and requires a great deal of land 50 acres. That business was never built and since that time homestead farms, agribusines farms, etc. have been growing in Maine & Gray. CEDC/residents feel changes are needed to help encourage continued growth in this economic driver and to be more flexible with new approaches - like permaculture which takes far less space. Next Step: Krista to bring back to the CEDC to see if they would form a working group with residents (who volunteered in meeting) to develop the proposed changes.
55	Administrative	O	M	12	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	13	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	14	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.

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52	Ordinance	O	M	15	Contract	Develop local level Sidewalk Construction standards	Dan Maguire	Dan Maguire	Doug Webster	03/05/19	09/01/20	Dan brought up the possible need for local level construction standards for sidewalks after various discussions about status of existing or proposed sidewalks in budget & council meetings. (9/1) Anne provided Council with a "Green Streets Guide" shared by Lauren Meeks (Resident - MDOT engineer) who suggested it be considered when creating our sidewalk standards and during our infrastructure project planning. Dan suggested Lauren attend an OAC meeting in the future. Next Step: Dan to bring to OAC for discussion - once OAC resources become available.
76	Ordinance	O	M	16	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	17	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 'imperiled' 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	18	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 addtl 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	19	Contract	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Update ordinance to include licensing fee or other fee structure IF business wants access to stormwater system .	Council	Nate Rudy	Doug Webster	02/09/18	03/12/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is update ordinance to specify licensing or fee structure to account for any future requests to hook up to Town's stormwater system. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim discussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate addtl devel. That would inform the ordinance/fee work. Next Step: OAC/Town Staff will provide suggested changes to Council.

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60	Ordinance	O	M	20	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	21	Doug	Update Town's Ordinance to reflect long term Solar Array policies for residential , all sizes.	Deb Cabana	Nate Rudy	TBD	04/20/21	04/20/21	(4/20/2021) Council finalized latest update to the Commercial Solar Overlay District Ordinance. This items is being logged to track the work needed on Residential Solar Array. Next Step: Awaiting resources.
25	Ordinance	O	M	22	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	23	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	24	??	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.

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67	Residential	O	M	25	02/28/22	To review the status Deer Acres property (private road)	Residents	Council	il expressed seri	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.
98	Ordinance	O	M	26	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.
106	Ordinance /Standards	O	M	27	TBD	Create a Dark Skies Ordinance or imbed Dark Skies standards in other ordinances	Dan Maguire	TBD	TBD	01/04/22	01/04/22	(1/4/2022) Dan provided information related to the Dark Skies initiative to Council. Council agreed this has validity and is important given the level of infrastructure planning planned in the coming year as well as the work implementing the Comp Plan. No clear approach was defined, but Council agreed this topic needs to be raised as the above work moves forward. Next Step: Define path forward as more discussions are held.
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	01/13/22	(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 addtl' 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 (1/13/22) Nate compiled data from other Towns & drafted an updated policy. Council reviewed and requested more info. Nate relayed feedback from Staff. Next Step: To be discussed further in subsequent budget workshops.
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.

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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.
39a	Administrative	O	L	6	06/01/22	Need to review/renegotiate Cable TV Contract sometime in 2019-2021.	Deb Cabana	Nate Rudy	Jon Hartt	09/18/18	01/18/22	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. (1/4) Anne & Jon prov update on activities. Jon provided comparison between recommended consortium ordinance vs. Gray - Council agreed to move to consortium & provided some feedback. (1/18) Anne adv Bradley Law has meeting with Spectrum to start negotiations Next Step: Jon to discuss approach (repeal/replace vs. update) with Nate and submit when ready.

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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
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	01/18/22	(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. (1/4) meeting held - Nate/Krista/Dan (1/18) Council rev framework for Committee & provided feedback Next Steps: Dan/Krista to draft charge, volunteer requirements, timelines and bring back to Council for add'l review
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 Assessment Fees. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.

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A	Route 115 - break out tasks from Item 4	O	H	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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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	06/01/22	Signage - Route 26 vs. Route 26A	Council	Nate Rudy	Nate Rudy	02/22/18	12/21/21	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. (12/21) Council dis at meet & Nate will follow up on details for "cost" of signs.
A	Traffic - MTA - break out tasks for item 24B	O	M	1.2	12/31/20	Diversion Study	Town Council	Nate Rudy	Nate Rudy	02/22/18	05/18/21	Town to define goals-study/parmts/data set to cap as much data/results as poss rel to exist prior traffic issues. need to deter int partners-NG,Poland,Cumber,Auburn,Windham? MTA ind poss prov 80+% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15+%. 6 fig likely need, more data added to study = high costs. Deb adv MTA is work on poss optns, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchopt that will incr data while drop costs. Scope disc ensued w Council need to send addtl feedback to Deb-chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will parti. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been appt to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr Mills is taking a diff appro than Mr. Van Note-he is propo MTA buy subscr at March meet. (3/5) NG is not inter in parti.(4/2) Sandy prov PPH article ind MTA, MDOT, PACTS and Port Transp grp have agrd to grp subscr to software. Await addtl feedfrm 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 upd - 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.

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1	Pocket Park	(2020) Grant + \$2,175 + \$3,300 in Public Works Dept	#69 M10	Gray Historical Society has a long term vision of creating a Historic Walk with the Pennell House Memorial (re: Cumberland Farms donation/easement) kicking off the effort. GHS would like to discuss the Town Owned Property at 5 Yarmouth Rd as a possible mini-park	GHS in planning stages with more information will likely be available in January. Goal is to have full trail mapped out to identify specific locations as historically important for consideration when future development is planned. (10/28) Council needs more info, GHS/CEDC both have some ideas for the space, Council has RT115 project review starting, there is some thought to put up guardrails to prevent in appropriate vehicular traffic, Anne mentioned there could be grant money avail to help with developing a plan. Council agreed to keep on list pending presentation from GHS/CEDC in near future. (12/17) GHS/CEDC presented to Council & advised of possible Grant applications for funding which will be presented at the 1/7 meeting. (1/21) Council voted to approve grant application with direct \$2,175 match & \$3,300 of public works time/costs (3/2) Alec adv they have expanded about 1/2 of the grant 'in kind' total & will complete add'l work in the spring.
2	Education Funds	\$5,250 per semester - \$0 in 2020	N/A	New continuing education fund policy was approved allowing for up to \$5,250 per semester in reimbursements per qualified employee studies. Benefit is dependent on available funds.	Policy includes request for submissions to allow for proper budgeting. Deb advised deadline for submissions is January. She will provide info on any budget requirements. Employees had until Jan 19th - request included in individual budgets. (10/28) Deb advised no employees have submitted request - thus no funds needed this year. (1/19) Deb verified there are no requests for this cycle. (1/13/22) Nate adv he has no requests for teh 22-23 budget.
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. (1/13/22) Nate compiled data from other towns & drafted a starting point change to the policy. Council made add'l info requests.

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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.	<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?	#103 H5	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 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.

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

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10	Planning /Engineering	Route 100 South TIF Funds - \$176K appx + \$240K for Water District	#4 M3	TIF Projects (Main Street, Village Shaker Rd, Route 115), Sidewalk projects, and other projects (Wilkie's Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	Steve projected \$75K for engineering work for the Route 115 project, but Will 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's Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues. (3/2) Council discussed this in Council meetings as GPCOG was seeking shovel ready/worthy project to use to obtain grant funding from State/Federal programs. Council agreed to roll this into Libby Hill paving, LH sidewalks reconstruction & extension and a crosswalk to the MSAD15 ROW path which may become an emergency 2nd exit for the schools. Alec/Deb submitted to GPCOG. (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.

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

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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. (1/13/22) Nate presented draft language. Council agreed they would like Finance Committee to weigh in. There was some discussion about whether it needs to be more specific as far as when it can be used.

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	\$0	N/A	Eliminate Late Book Fees for Library	(4/12/20) 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. (12/21) Josh Tiffany presented proposal to eliminate late fees, but tighten up no return fees. With increase revenue in copy fees, meeting room fees, and other services, the reduction in revenue from late fees will be offset. Majority of Council agreed to proposal. Council would like to implement with new fiscal year. Will need to vote to change policy in June and Josh will adj his budget accordingly.
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.

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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.
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.

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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. Addt'l signs could assist by flashing "slow down" or the vehicles speed - being used in other towns.