

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • FEBRUARY 15, 2022

**Gray Town
Council Regular
Meeting**

Online via Zoom
<https://us06web.zoom.us/j/87459878978>

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. 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. 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: 874 5987 8978

V. ADJUSTMENTS TO THE AGENDA 5 MINS

VI. PRESENTATIONS 7:15PM

1. Gray Historical Society - Antique Fire Truck Display - Galen Morrison 15 MINS w/ Q&A
2. Community Economic Development Committee - annual plan and budget 15 MINS + Q&A 5 MINS

VII. PUBLIC HEARINGS 7:50PM

1. Second Reading - To Review and Act Upon Adopting the proposed Zoning Ordinance amendments regarding Self-Storage Facilities (Chapter 402) for the Town of Gray. 10 MINS

Proposed motion:

Be it Ordained, the Gray Town Council adopts the proposed Zoning Ordinance amendments regarding self-storage facilities (Chapter 402) for the Town of Gray.

2. Second Reading - To Review and Act Upon Adopting a Moratorium on Self-Storage Facilities

(Chapter 402) for the Town of Gray. 10 MINS

Proposed motion:

Be it Ordained, the Gray Town Council adopts a moratorium on self-storage facilities (Chapter 402) for the Town of Gray, with application to any new proposals involving self-storage use after January 5, 2022.

3. First Reading - To Review and Act Upon Setting a Second Reading and Public Hearing on March 1, 2022 to Consider an Emergency Management Ordinance for the Town of Gray pursuant to the Town's home rule authority, as provided in 30-A M.R.S. § 3001 and the Constitution of Maine, Article VIII, Part Second. It is the purpose of this Ordinance to establish an emergency management team to ensure the complete and efficient utilization of the Town's facilities and resources to combat disaster. 10 MINS

Proposed motion:

Ordered, the Gray Town Council Sets a Second Reading and Public Hearing on March 1, 2022 to consider adopting an Emergency Management Ordinance pursuant to the Town's home rule authority, as provided in 30-A M.R.S. § 3001 and the Constitution of Maine, Article VIII, Part Second.

VIII. ACTION ITEMS 8:20PM

1. To Review and Act Upon Approving the Appointment of _____ as a regular member of the Blueberry Festival Committee with a term expiring on August 31, 2023. 5 MINS

Proposed motion:

Ordered, the Gray Town Council appoints _____ as a regular member of the Blueberry Festival Committee with a term expiring on August 31, 2023.

2. To Review and Act Upon Approving the Appointment of _____ as an alternate member of the Blueberry Festival Committee with a term expiring on August 31, 2024. 5 MINS

Proposed motion:

Ordered, the Gray Town Council appoints _____ as an alternate member of the Blueberry Festival Committee with a term expiring on August 31, 2024.

3. To Review and Approve the Addition of Contingency Fund language to the Town of Gray Fiscal Policy. 5 MINS

Proposed motion:

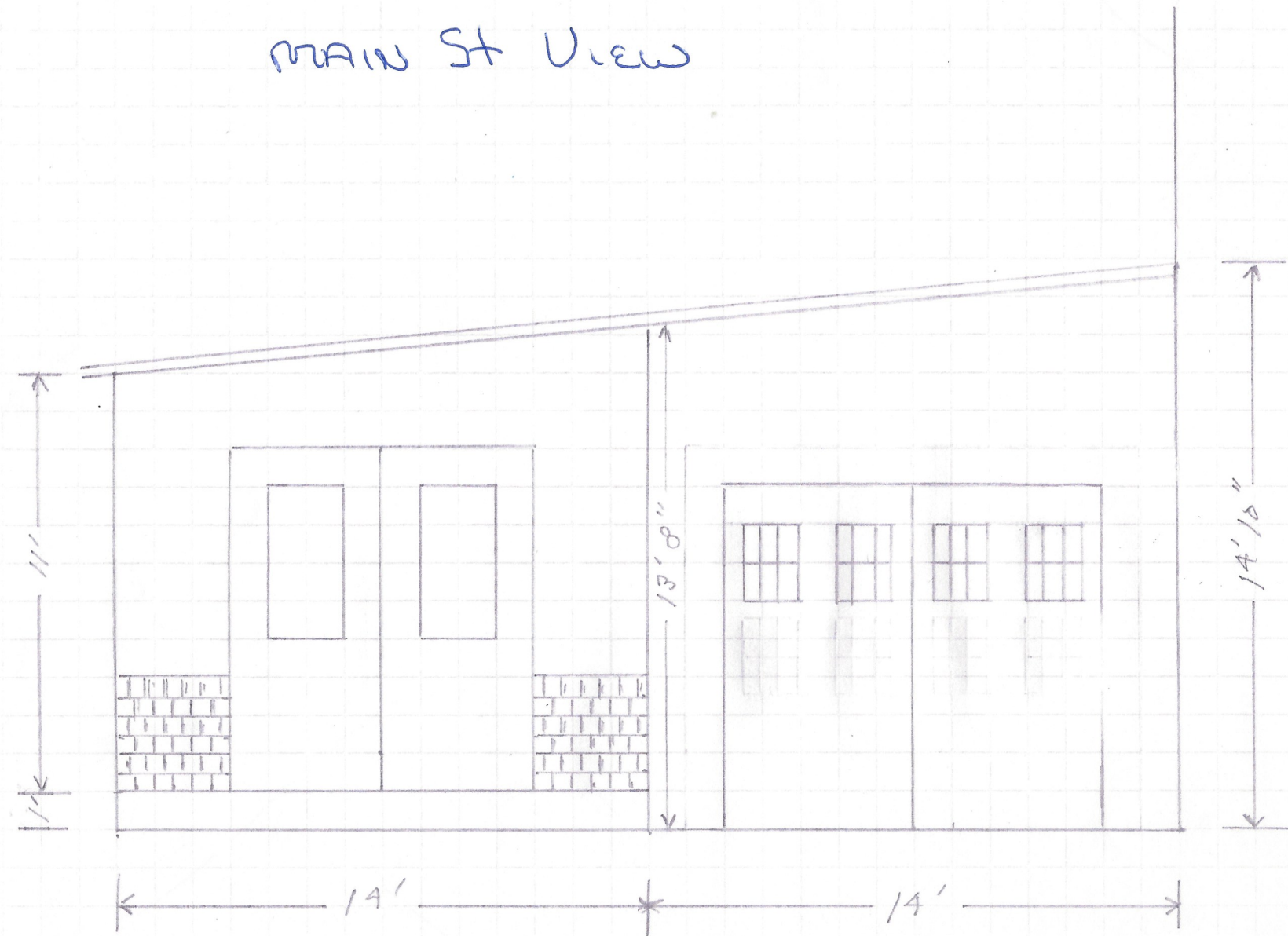
Ordered, the Gray Town Council approves the proposed addition of Contingency Fund language to the Town of Gray Fiscal Policy.

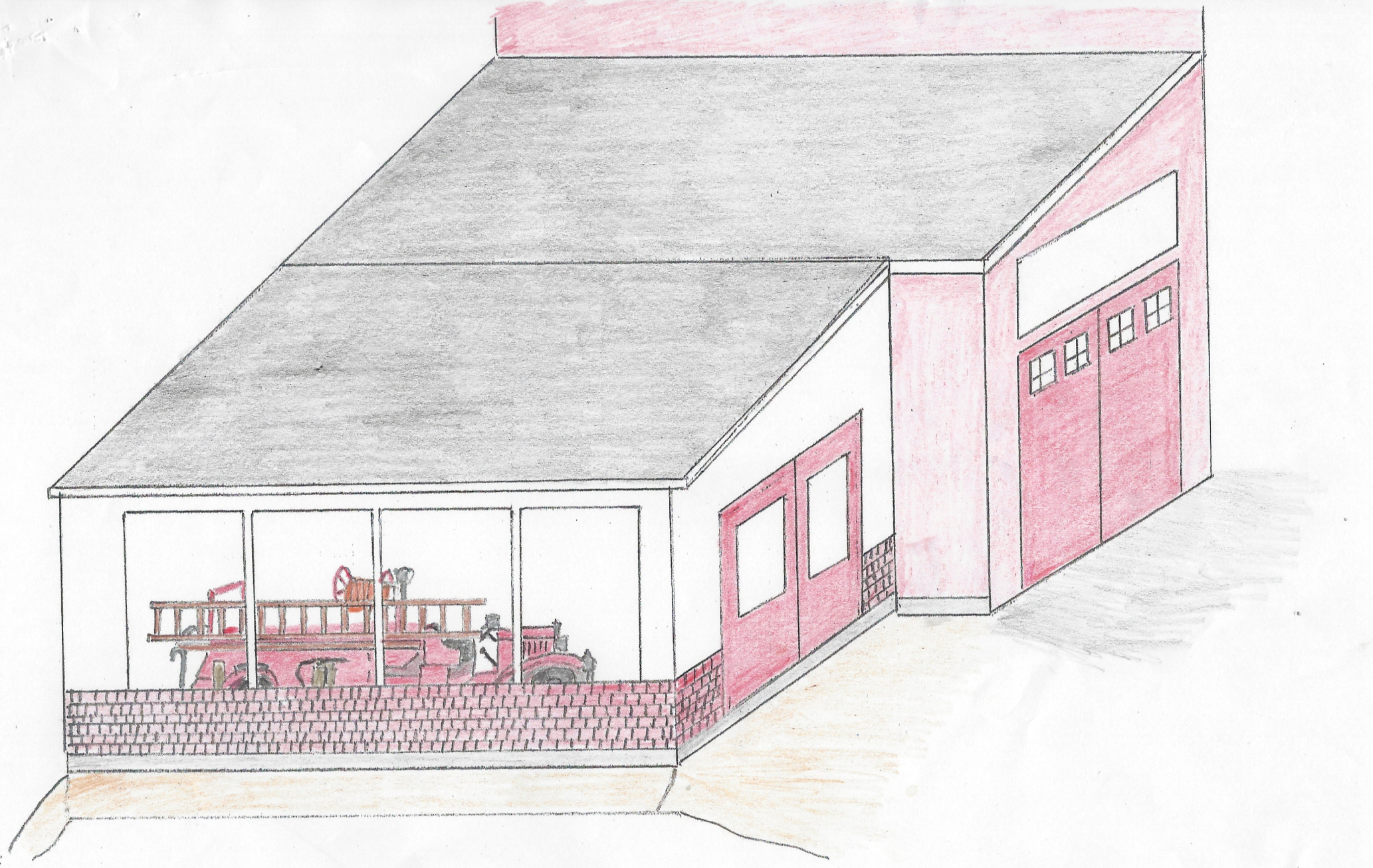
- IX. REPORT FROM THE COUNCIL CHAIR 5 MINS**
- X. REPORT FROM THE TOWN MANAGER 5 MINS**
- XI. COMMITTEE REPORTS 10 MINS**
- XII. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS**
- XIII. ADJOURNMENT 9:00PM**

** 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.*

1 sq = 1'

MAIN ST VIEW





WEST GRAY RD
VIEW





§1371-A. Limitations on construction and excavation near burial sites

1. **Known burial sites.** Construction or excavation near a known burial site or within the boundaries of an established cemetery must comply with any applicable land use ordinance concerning burial sites or established cemeteries, whether or not the burial site or established cemetery is properly recorded in the deed to the property. In the absence of local ordinances, construction or excavation may not be conducted within 25 feet of a known burial site or within 25 feet of the boundaries of an established cemetery, whichever is the greater, whether or not the burial site or established cemetery is properly recorded in the deed to the property, except:

A. When the construction or excavation is performed pursuant to a lawful order or permit allowing the relocation of bodies; or [RR 2009, c. 2, §27 (COR).]

~~B.~~ When necessary for the construction of a public improvement, as approved by the governing body of a municipality or, in the case of a state highway, by the Commissioner of Transportation. [RR 2009, c. 2, §28 (COR).]

C. [PL 2009, c. 310, §1 (NEW); MRSA T. 13 §1371-A, sub-§1, ¶C (RP).]

A municipality may enforce this subsection or any local ordinance concerning burial sites or established cemeteries pursuant to Title 30-A, section 4452, including the assessment of civil penalties.

In the event of any violation of this subsection, the Attorney General may seek to enjoin a further violation, in addition to any other remedy.

CEDC FY2021-2022 SUMMARY

For FY 2021-2022 budget, \$8,950 was approved. However, with loss of two committee members, some of the work was not able to be completed and we have shifted funds in order to complete other things.

Category	\$ Budgeted Amount	\$ Expected Spend Amount
Beautification		
Welcome Sign (at exit 63)	\$300	\$100
Micropark	\$1,000	\$1,000
Banners (4 ft.) for town center	\$2,000	\$3,000
Murals	\$850	\$850
Banner Hill - evergreens	\$500	\$500
Street planters - plants	\$100	\$100
TOTAL	\$ 4,750.00	\$ 5,550.00
Workshops - Community Building		
Public (in person) workshops & work groups (labor)	\$300	\$0
CEDC table at Farmers Market	\$50	\$0
CEDC attendance in trainings/conferences	\$500	\$0
TOTAL	\$850	\$0
Advertising/Marketing		
Gray - shop local show (vignette on local businesses)	\$1,000	\$0
Printing - Fliers/Welcome Booklet	\$100	\$180
MaineBiz	\$2,250	\$0
TOTAL	\$3,350	\$180
TOTAL	\$ 8,950.00	\$ 5,730.00

Spent Funds – Work Completed

- Micropark
- Printing

Funds to be Spent – Ongoing/Planned work

- Welcome Sign, Murals, Banner Hill evergreens, Street Planters are planned for spring 2022.
- Banners for Town Center – CEDC continues to work on this effort. \$1000 moved from Advertising/Marketing to purchase additional banners since we did not have enough members to take on vignette on local businesses.

Funds that will not be spent – Work that will not be completed

- MaineBiz article – Based on direction from Council, CEDC will not pursue for spring 2022.
- Public Workshops – no funds spent from CEDC; food and drinks for events were donations.
- CEDC table at Farmers Market – no funds spent from CEDC; fliers placed at Gray Farmers Market courtesy of Rachel Lyn.

CEDC 2022-2023 Proposed Budget

CEDC Budget	\$ Amount	One-Time/ Recurring	Budget Category	Ties to Comp Plan/CEDC Duties	Notes	Spearheading Member	Timing	TO-DOs
Beautification								
Welcome Sign (at exit 63)	\$100	Recurring	Projects	Revitalize Gray Village	Next to turnpike - plants, mulch	Lacy	Spring	
Birdhouse Project	\$500	Recurring	Projects	Revitalize Gray Village	Purchase of materials (& collaboration with high school) or finished birdhouses.	Rachel Lyn/Schelene		
Banner Hanging (3 x per year)	\$900	Recurring	Projects	Revitalize Gray Village	This is cost for lift truck for installation	Lacy/Mo	3x per year - 3 seasons	
Mural Competition	\$500	Recurring	Projects	Revitalize Gray Village	\$100 prizes; materials/supplies	Rachel Lyn/Lacy		Need to think about placement; Reseach Endowment for the Arts
Improvement to Public Building	\$1,500	Recurring	Projects	Revitalize Gray Village	Potential improvement to swap shop - possible mural; honor that exchange is part of Gray economy;	Lacy/Schelene		Need to get estimate on which boards need replacing; permission from Town Council; connect with Buildings & Grounds and Transfer Station
Banner Hill - evergreens	\$250	One-time	Projects	Revitalize Gray Village	Evergreens - to be decorated during holiday; soil improvement	Lacy		
Street planters - plants	\$250	Recurring	Projects	Revitalize Gray Village	Planters in Gray Center	Lacy/Schelene	Spring	
TOTAL	\$ 4,000.00							
Workshops - Community Building								
Public workshops/engagement	\$400	Recurring	Events	Cultivate community connections	Speakers & Food Topics: Gray Demographics - Who is Gray and What do We Want (tie to comp plan); Investing in our Village: Swap Shop improvement; Jobs - what kinds of jobs do we have in Gray; what do we want; Could be held at Library; Zoom; micropark	Rachel Lyn/ Lacy/Schelene		Research Gray Demographics - who's living in Gray; what are they buying? Possibly start with discussion with High Schoolers. Follow up with High School - Career counselor; Community Service club;
CEDC attendance in trainings/conferences	\$200	Recurring	Personnel Development	Cultivate community connections	We are noticing that many events are free; but would like to reserve \$ in budget in case it's needed	n/a		
TOTAL	\$600							
Advertising/Marketing								
Printing of fliers (events; CEDC promotion)	\$100	Recurring	Advertising	Support events, etc.		n/a		
Gray - shop local show (vintage on local businesses) Program on Gray Birdhouse Project; etc.	\$400	Recurring	Marketing	Support existing business	Cost for editing; show on local cable access channel. Post on Facebook, YouTube, collaborate with high school, community television, scouts, etc. Gather data about local businesses as we do this.	Rachel Lyn/Schelene		
MaineBiz	\$0		Advertising	Stimulate new business	Take out a full page write up. This includes free 1/4 ad in Book of Lists. UPDATE Feb.2022 - Council decided not to pursue for 2022; wait to get ordinances in a good spot.	Lacy	Spring	
TOTAL	\$500							
TOTAL	\$ 5,100.00							

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.

Notice

Town of Gray

Notice is hereby given that the Gray Town Council will hold a First Reading on February 15, 2022 at 7:00 PM to consider adopting an Emergency Management Ordinance pursuant to the Town's home rule authority, as provided in 30-A M.R.S. § 3001 and the Constitution of Maine, Article VIII, Part Second.

It is the purpose of this Ordinance to establish an emergency management team to ensure the complete and efficient utilization of the Town's facilities and resources to combat disaster. The meeting link and agenda will be posted on the Town website.

Citizens are encouraged to visit www.graymaine.org or contact the Town Manager at 657-3339 for more information.

CHAPTER 210
EMERGENCY MANAGEMENT ORDINANCE
TOWN OF GRAY, MAINE
Adopted _____, 2021, Effective _____, 2021

SECTION 210.1 – TITLE AND AUTHORITY

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

SECTION 210.2 – PURPOSE

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

This ordinance will not relieve any Town department of its normal legal responsibilities or authority, nor will it adversely affect the work of any voluntary agency organized for relief in disaster emergencies.

This ordinance shall be administered in conjunction with the appropriate elements of the Town’s Emergency Operations Plan.

SECTION 210.3 – DEFINITIONS

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

- A. The term “Emergency Management” shall mean the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters.
- B. The term “emergency” shall mean any event which threatens to inflict or inflicts injury or damage to people or property and which requires immediate action to mitigate, prevent, control, contain or from which normal recovery is beyond the scope of the normal resources of the town.
- C. The term “disaster” shall mean the occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or man- made cause, including but not limited to fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination requiring emergency action to avert danger or damage, disease, epidemic, pandemic, air contamination, critical material shortage, infestation, explosion, or riot.
- D. The term “Emergency Response Team” shall mean the employees, equipment and facilities

of all Town departments, boards, institutions, and commissions, and in addition, it shall include all volunteer persons, equipment and facilities contributed by or obtained from volunteer persons or agencies. These functions include, without limitation, firefighting, policinge, emergency medical services, emergency welfare, rescue, engineering, public warning and communications services, evacuation of persons from stricken areas, allocation of critical materials in short supply, emergency transportation, other activities necessary to the preparation for the carrying out of these functions

E. The term “Emergency Management Director” shall mean the director of the Town’s emergency response team, appointed as prescribed in this Ordinance.

F. The term “Emergency Plan” shall refer to the ~~town~~Town’s Emergency Operations Plan.

SECTION 210.4 – ORGANIZATION AND OPERATION

A. Town Manager.

1. The Town Manager shall be responsible for ensuring the availability of personnel to be assigned to the municipal Emergency Response Team (ERT).
 2. The Town Manager may employ such permanent or temporary employees as he or she deems necessary and prescribe their duties during the emergency response.
 - a. If an acting Town Manager has been appointed under Article III, Section 4 of the Gray Town Charter, they will fulfill the role of the Town Manager as defined in this ordinance.
 - b. If the Town Manager is absent, or unable to perform their duties for any reason, their role shall follow the Order of Succession below. All duties, authorities, and responsibilities of the position, without restriction, are encumbered by the person filling the role.
 1. Emergency Town Manager (if the Town Manager appointed one during a planned absence)
 2. Emergency Management Director
 3. Director of Public Safety
 4. Director of Public Works
 5. Chairperson of Town Council
- ~~• If an acting Town Manager has been appointed under Article III, Section 4 of the Gray Town Charter, they will fulfill the role of the Town Manager as defined in this ordinance.~~

B. Emergency Management Director.

1. Appointment
 - a. There shall be an Emergency Management Director (hereby known as Director) nominated for appointment by the Town Manager to the Town Council, to organize and manage the Emergency Response Team (ERT).
 - b. The Director shall serve a term no less than one (1) year, upon which the position can be reassigned, unless the person serving that position leaves their primary position during their term (retirement, job change, incapacitated).

- c. The Director will complete the following tasks within the initial six (6) months of their appointment:
 1. Completion of training in accordance with National Incident Management System (NIMS) NIMS and other appropriate regulations
 2. Complete review of municipal Emergency Operations Plan
 3. Completion of NIMS training G-402 “Overview for Senior Officials”
2. Responsibilities
 - a. The Director shall be the executive head of the Emergency Response Team.
 - b. The Director shall work under the general supervision of the Town Manager, with coordination occurring with the Town Council.
 - c. The Director shall be responsible for the development, maintenance, and promulgation of the Town’s Emergency Operations Plan.
 - d. In preparation for and during declared emergencies, the Director may (upon consultation with Town Manager) utilize all Town facilities, personnel and resources to best protect public health, safety and welfare.
 - e. Prepare and update the hazard risk and vulnerability assessment.
 - f. Coordinate and maintain written mutual aid agreements with neighboring towns.
 - g. Provide emergency management training to Town officials, planners, and responders.
 - h. Attend County emergency managers’ meetings.
 - i. Complete and report damage assessments to the Cumberland County Emergency Management Agency.
 - j. Complete and submit application for emergency management/disaster funds and grants, as appropriate.

C. Emergency Response Team.

1. The Director is hereby authorized to organize the ERT fully utilizing the existing departments and agencies of the Town as much as possible.
2. The ERT shall be comprised of, at a minimum:
 - a. Emergency Management Director (Leader)
 - b. Town Manager
 - c. Town Clerk and Treasurer
 - d. Code Enforcement Officer
 - e. Cumberland County Sheriff’s Office Representative
 - f. Fire Chief or Deputy Fire Chief
 - g. Fire Warden
 - h. Road Commissioner
 - i. Public Health Officer / Local Health Officer
 - j. Animal Control Officer.

D. Town Council.

1. The Town Council shall review and approve the nomination of personnel to fill the role of the ~~town~~Town’s Emergency Management Director.
2. The Town Council shall review the Emergency Operations Plan and provide approval through the signature of the Council Chairperson on the plan.

SECTION 210.5 – EMERGENCY MANAGEMENT DIRECTOR

The Director shall be responsible to the Town Manager in regard to all phases of Emergency Management activity. The Director shall be responsible for planning, coordinating, and operating the Emergency Management activity within the Town. The Director shall maintain liaison with county, state and federal authorities and the authorities of nearby municipalities to insure the most effective response to an emergency. The duties of the Director shall include but not be limited to the following:

- A. Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the Town for response in an emergency.
- B. Development of plans for the immediate use of all the facilities, equipment, workforce, and other resources of the Town for the purpose of minimizing or preventing damage to persons and property; and protecting and restoring to usefulness government services and public utilities necessary for the public health, safety, and welfare.
- C. Negotiating and concluding voluntary agreements with owners or persons in control of buildings or other property for Emergency Management purposes and identifying suitable buildings for use as public shelters.
- D. Through use of educational programs, informing the Town's population about Emergency Management matters and advising as to what actions should be taken during an emergency to protect life and property.
- E. From time to time, conducting public practice alerts and drills to familiarize the Town's population with emergency response procedures.
- F. Assuming such authority and conducting such activity as the Town Manager or the Town Council may direct to promote and better execute Emergency Preparedness activities.
- G. In the event the Town seeks external financial assistance, the Director shall be responsible for coordinating the actions of all Town officials in the application process, subsequently for monitoring and ensuring compliance with all requirements of the funding entity and providing monthly updates to the Town Council.

SECTION 210.6 – LOCALLY DECLARED EMERGENCY

- A. Declaration.
 - 1. The Town Manager shall have the power and authority, upon consultation with the Emergency Management Director, to issue a proclamation that an emergency exists whenever a disaster or civil emergency exists or appears imminent. The proclamation may declare that an emergency exists in any or all sections of the Town. In the Town Manager's absence or inability to issue the proclamation, the person designated in Section 4.A may issue the proclamation that an emergency exists. A copy of such proclamation shall be filed within twenty-four (24) hours in the office of the Town Clerk.
 - 2. Notwithstanding the above, when consultation with the Town Council would result in a substantial delay in an effective response in alleviating or preventing a civil emergency or disaster, the Town Manager, or their successor as outlined above, may take whatever actions are necessary to prevent the loss of life and property in the Town.
 - 3. The Town Manager and/or the Emergency Management Director shall be

responsible for submitting a full report to the Town Council of all actions taken because of the declared emergency as soon as the Town Council can be convened.

3.4. A proclamation of emergency not declared by the Town Council must be continued within five (5) days by a majority vote of the Town Council.

B. Termination.

1. Whenever the Town Manager, ~~or in the event of their absence, the Chair of the Town Council,~~ is satisfied that conditions of a local emergency or disaster no longer exists (and will not recur), they shall terminate the emergency proclamation by posting another proclamation so stating.

1.2. The Town Council may terminate the emergency proclamation by a majority vote.

2.3. The proclamation shall be posted in the same manner as the original one with a copy to the Town Clerk.

3.4. Local representatives of the news media shall be advised of the termination of the emergency as soon as is practical.

SECTION 210.7 – POWER AND DUTIES DURING A DECLARED EMERGENCY.

During any period of declared emergency, the Town Manager shall have the following authorities:

- A. **Regulations.** During any period when an emergency declaration is in effect, the Town Manager may promulgate or suspend such regulations as he or she deems necessary to protect life and property and to preserve critical resources within the purposes of this ordinance. Such regulations may include, but are not limited to, the following:
 - 1. Regulations prohibiting or restricting the movement of vehicles in areas within or without the town;
 - 2. Regulations facilitating or restricting the movement of persons within the town;
 - 3. Regulations pertaining to the movement of persons from hazardous areas within the town;
 - 4. Such other regulations necessary to preserve public peace, health and safety.
- B. **Statutory and Other Authority.** Nothing in this section shall be construed to limit the authority or responsibility of any department to proceed under powers and authority granted to them by state statute, ~~town~~ Town ordinance or the charter of the Town of Gray.
- C. **Evacuations.** The Town Manager or their designee may order the evacuation of persons from hazardous areas within the town.
- D. **Requests for Aid or Assistance.** The Town Manager or their designee shall be authorized to request aid or assistance from the state or any political subdivision of the state and may render assistance to other political subdivision under the provisions of 37-B M.R.S §781 et seq.
- E. **Emergency Purchasing.** The Town Manager may obtain vital supplies, equipment and other items found lacking and needed for the protection of health, life and property during an emergency without following normal purchasing or formal bid procedures.
- F. **Termination of Emergency Powers.** The provisions of this section will terminate at the end of the declared emergency.

SECTION 210.8 – FINANCIAL AUTHORITY.

During the period of a Declared Emergency, the Director may spend or commit to spend Town funds as needed to respond to the emergency and minimize impacts or potential impacts, as provided in Section 6 above, subject to the following conditions:

- A. Emergency Expenditure of Funds.** During the period of a Declared Emergency, the Director may spend or commit to spend, Town funds as needed to respond to the emergency and minimize impacts or potential impacts, as provided in Section 6 above, subject to the following conditions:
 - 1. Only emergency work such as stabilization, creation of immediate protective measures, debris clean-up and other such matters shall be authorized pursuant to this authority. Permanent repairs and improvements to mitigate future impacts are not authorized by this spending authority.
 - 2. Emergency spending by any Department relating to the Emergency shall be considered to have been authorized by the Director. It shall be the responsibility of the Department Head to report all such spending to the Director as quickly as possible.
 - 3. In no case shall the total amount spent by the Director pursuant to Section 6 exceed the balance of the voter-approved supplementary contingency budget.
 - 4. Emergency spending authority of the Director ends when the period of a Declared Emergency ends.
- B. Record-Keeping.** During and after a Declared Emergency, all Department Heads which participate in the emergency response shall keep records of the amount and value of staff time, vehicle use, expenses, and other such matters. The format and content of record-keeping shall be dictated by the Director. The purpose of this action is to facilitate possible applications for external financial assistance.
- C. Post-Emergency.** When a Declared Emergency ends, or 30 days after the date of disaster declaration, whichever occurs earlier, all decisions about spending related to the emergency which are not funded through approved operating budgets shall be brought to the ~~Board of Selectmen~~ Town Council for action.
- D. External Financial Assistance.** All decisions about external financial assistance, including the initial decision whether to seek such assistance, shall be the responsibility of the Town Council. External financial assistance shall include, but not be limited to, Federal Emergency Management Agency (FEMA) assistance. Any request to the ~~Board-Council~~ shall include a description of the process and identify risks involved.
- E. Local Spending Authority.**
 - 1. Operating Budgets. To the extent expenses during and after an emergency can be charged to approved operating budgets, they shall be. Typically, this will include costs of fuel, labor, and other costs which occur regardless of the emergency.
 - 2. Supplementary Contingency. The Town Council may vote to utilize funds available in Supplementary Contingency. The authorizing warrant article sets the amount and means of utilization.
 - 3. Restricted Fund Balance. A designated portion of the Town’s fund balance could be set aside to pay for storm- or emergency-related expenses. In the event this has been authorized by voters, this funding shall be available for the Town’s emergency response, subject to prior approval of the Town Council.

4. Special Budget Referendum. In the event the ~~Board of Selectmen~~ Town Council believes there is a need for more funding to properly respond to an emergency, it may call for a Special Budget Referendum in accordance with the Town of Gray Home Rule Charter. This would be likely if costs are likely to exceed the amount of Supplementary Contingency and external financial assistance.

SECTION 210.9 – EMERGENCY PLAN

The Emergency Management Director shall prepare, under the direction of the Town Manager, an Emergency Operations Plan (hereafter referred to as the Emergency Plan) that meets the following requirements:

- A. The Emergency Plan shall be reviewed and/or updated annually. This review should be accomplished by the following entities, with documentation of completion provided to the Director:
 1. Director
 2. Town Manager
 3. Department Heads
 4. Town Council
 5. Cumberland County EMA
- B. The Emergency Plan shall contain, at a minimum:
 1. Have an all-hazards approach taken to plan development.
 2. Documentation of NIMS and ICS compliance.
 3. Procedures for responding to any emergency incident that could occur within the municipal boundaries. Specific response actions such as Shelter-in-Place, Evacuation, Relocation (COOP), and Devolution shall be detailed.
 4. Emergency Response Team activation, deactivation, and operation procedures.
 5. Emergency incident notification procedures for the following entities: Municipal leadership, municipal staff, external authorities, partners, suppliers, and general public.
 6. Mass Care Considerations – mass feeding, sheltering, warming/cooling centers.
 7. Risk Management activities – assessment process, hazard identification, hazard considerations (cyber, infectious disease, etc.)

SECTION 210.10 – IMMUNITY FROM LIABILITY

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

SECTION 210.11 – COMPENSATION FOR INJURIES

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

SECTION ~~___~~210.12 – ADOPTION

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

SECTION ~~___~~210.13 – VIOLATIONS OF REGULATIONS

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

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

SECTION ~~___~~210.14 – WAIVER/PAYMENT OF PENALTIES

Any person charged with a violation of this Ordinance, shall be allowed to waive such violation and tender to the Town of Gray the fine amount if paid within 20 days of issuance of the summons. If the waiver fine is paid, no appearance before a District Court Judge or other judicial officer shall be required. If the offender pays the waiver fine, the matter will be closed in the Gray Police Records system and listed as a prior offense for future violations.

If the offender chooses not to pay the waiver fine, he/she shall appear in court on the specified date to answer for the ordinance violation. If the offender is found to have committed the offense in court, fines, applicable court fees, attorney's fees, and prosecution costs may apply.

SECTION ~~___~~210.15 – SEVERABILITY

Should any provision of this ordinance be declared invalid for any reason by a court with jurisdiction to do so, such a declaration shall not affect the validity of other provisions of this ordinance or the ordinance in total, it being the legislative intent that the provisions of this ordinance shall be severable and shall remain valid notwithstanding such a judicial declaration against one provision.

SECTION ~~___~~210.16 – CONFLICTING ORDINANCES AND REGULATIONS SUPERSEDED DURING EMERGENCY

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

| **SECTION 210.17 – EFFECTIVE DATE; EXPIRATION**

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

Submission #114

View

Edit

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Welcome to the website. For Help Documentation & Videos, please visit our [Municipal User Center](#) or, for schools, visit our [Schools User Center](#). **It is recommended you write down the following credentials to login to the User Center - Username: "CivicOpen" and Password: "ClientUser10!"**

[Previous submission](#) Next submission

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

Submission information

Form: [Board/Committee Volunteer Application](#)
Submitted by Anonymous (not verified)
January 26, 2022 - 5:42am
2603:7080:4707:d7f5:7da5:290c:3806:cdd8

Application Date: January 26, 2022

Contact Details

First/Middle Name: Lisa
Last Name: Lehne-Gilmore
Street/PO Box: 208 Portland Rd
City, State, Zip: Gray, ME 04039
Phone Number: 609-576-3884
Email Address: lehnegil@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?

New to Gray

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

Work well with others- helping hands

What talents and skills would you bring to this position?

Willing, able

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

Volunteer to assist committee as needed

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

Volunteer Arc thrift store 7 yrs, Facilitate Kiwanis Aktion Club 15 yrs, Treasurer municipal political party & candidates 5 yrs.

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

Submission #116

View

Edit

Delete

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Next submission

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

Submission information

Form: [Board/Committee Volunteer Application](#)
Submitted by Anonymous (not verified)
February 2, 2022 - 3:54pm
2603:7080:483c:e180:24a2:2852:7400:7d1c

Application Date: February 2, 2022

Contact Details

First/Middle Name: Karl
Last Name: Schatz
Street/PO Box: 241 Yarmouth Road
City, State, Zip: Gray, ME 04039
Phone Number: 207-657-7880
Email Address: karl@tenapplefarm.com

Employment

Occupation: small business owner
Present Employer: self
Employer Phone Number: 917-224-8401

Are you a Gray resident? Yes

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

Reason for selecting this particular board/committee?

I am interested in helping the event continue to grow and bring more people to Gray. I served on the Comp Plan committee and enjoyed that work, and have been thinking about volunteering for another committee. Lacy asked me if I would be on the committee, and it seemed like a good fit.

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

Our agritourism business, Ten Apple Farm, attracts hundreds of visitors to Gray every year. We have more than 15 years in tourism and hospitality, and can use that to help Gray attract more visitors that will boost the small businesses here in town.

What talents and skills would you bring to this position?

Communication, marketing, and promotional skills. I've also been involved in planning and organizing events in the past.

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

To create and execute a successful event that visitors will enjoy and the town of Gray can be proud of.

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

I was a member of the Comp Plan Committee (2 years) and a number of years ago I served on the recycling committee

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

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

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

[Previous submission](#) Next submission



TOWN OF GRAY

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

OFFICE OF THE TOWN MANAGER

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

~~February 3, 2022~~
February 9, 2022

TO: Gray Town Council
RE: Recommended Contingency Fund use provisions for the Fiscal Policy

NRR Version 2 20220203

After receiving comment from Council and the Finance Committee, I recommend that the following language be added to the Town of Gray Fiscal Policy:

Use of, and Accountability for, Departmental Contingency Funds

In addition to the annual base budget the Town Council may approve Contingency Funds ~~as may be proposed by the Town Manager, to supplement departmental budget line items and~~ during the budget process to provide for emergencies, urgencies, and other unexpected expenses that are not accounted for in line-item budget development. Contingency Funds should be limited to an amount that provides for ~~business continuity~~ community needs without overburdening the tax base.

During the regular conduct of Town business, the Town Council authorizes the Town Manager in his/her/their sole discretion to determine when use of the Contingency Fund is necessary and appropriate.

The Town Manager will require Department Heads to submit a written request along with justification for use of Contingency Funds prior to non-emergency expenditures being approved. In the event of an emergency expenditure where the Town Manager cannot be consulted in a timely manner, the Town Manager will require Department Heads to submit accounting and justification for the use of Contingency Funds.



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OFFICE OF THE TOWN MANAGER

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

February 10, 2022

Town Manager Report to Town Council (1/14/2022 – 2/09/2022):

- 1/17: Town staff observed the Martin Luther King, Jr. Holiday.
- 1/20: TM attended Ecomaine board meeting via Zoom.
- 1/24-28: TM Vacation.
- 2/3: TM attended ARPA County / Municipal partnership meeting via Zoom.
- 2/3: Town Manager attended Finance Committee meeting.
- 2/8: TM attended MMA webinar on the legislative process.

Other activities:

- Town Manager and Planning Department met informally with representatives of Crystal Lake Estates to debrief on their proposal.
- Finance Director and Town staff finalized department request budget for presentation to Council.
- Town Manager prepared wage and benefit data and analysis to Council.
- Town Manager met with New Gloucester Town Manager to discuss goals and proposed collaborations.
- Community Planner and TM presented a Block Grant proposal to the Cumberland County grant committee.
- Town Manager and Public Safety Director prepared Emergency Operations Plan and Emergency Management Ordinance for presentation to Council.
- Town Staff will observe Presidents' Day holiday on February 21.



TOWN OF GRAY

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www.graymaine.org

COMMUNICATIONS & INFORMATION

Jonathan Hartt, Department Director
jhartt@graymaine.org
(207) 657-3339 x102

January 24, 2022

Communications and Information Department Report to Town Manager (Nov. 2021-present):











- 11/01: Published *News About Town* newsletter ([November](#)) to the website and Facebook
- 11/01: Completed installation of new server and six new public computers in the Gray Public Library
- 11/01: Completed installation of new Cybrarian software to Library computers, replacing outdated and inefficient Cassie system; updated Deep Freeze system restore software
- 11/02: Trained Library Director Josh Tiffany on new software and equipment
- 11/02: Published new [Gray Welcome Packet](#) to the website, featuring copyedited text, clean visual formatting, and consistent typography
- 11/03: Attended SMMUG webinar on Azure Virtual Desktop, Windows 11 & Windows365 Cloud PC
- 12/01: Published *News About Town* newsletter ([December](#)) to the website and Facebook
- 12/02: Administered Staff Picture Day with photographer Nathan Tsukroff
- 12/08: Administered and attended TRIO financial software update training for staff
- 12/13: Installed Pennell lobby television monitor to feature public notices and town historical information as well as a live image of the Pennell clock (coming January 2022)
- 12/15: Attended Community Television and Communications Advisory Committee meeting, provided Cable TV Ordinance information
- 12/17: Transitioned Town offices to TRIO Web (cloud-based financial management software), featuring automatic data backup and TRIO access via internet-enabled devices
- 12/21: Updated Emergency Phone Tree for staff
- 12/22: Updated Town website pages and menus based on usage data from Google Analytics, with the goal of improving user experience
- 12/29: Installed new monitor for Public Safety department
- 1/3: Published *News About Town* newsletter ([January](#)) to the website and Facebook
- 1/7: Activated Emergency Phone Tree at Town Manager's direction, posted public notices that Town offices were closed due to inclement weather
- 1/18: Updated the Town's wireless phone plans, resulting in a projected annual savings of \$2,804; moved Public Safety devices to FirstNet to ensure priority access and preemption in case of emergencies
- 1/19: Livestreamed MSAD15 School Board remote meeting via GCTV2 and website
- 1/20: Added Pennell meeting rooms and Town Manager's office to Outlook active directory for calendar scheduling purposes

Tracking Spreadsheet Items:

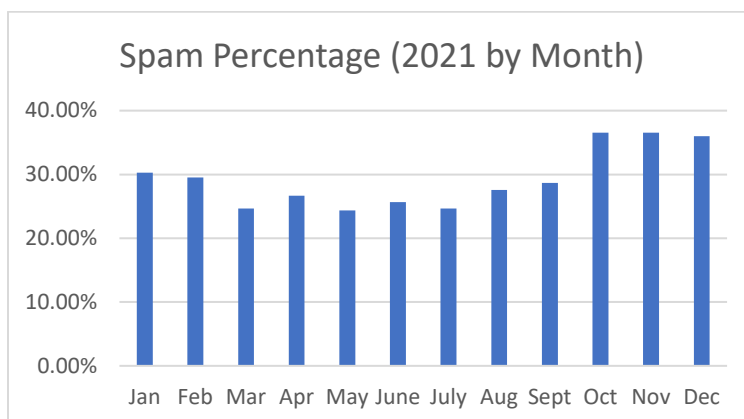
- 1/4: Provided Council with recommendation to replace Cable TV Ordinance with consortium ordinance based on comparison prepared by GPCOG; currently drafting updated Cable Ordinance for Council consideration

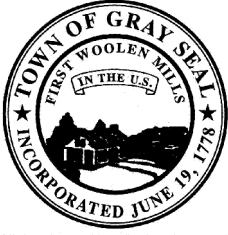
Other Activities / Accomplishments:

- Good news! GCTV’s public presence is growing:
 - Town meetings (remote, in-person and, soon, hybrid) are broadcast on the GCTV2 channel and replayed on a schedule
 - The GCTV bulletin board features relevant and timely information
 - We continue to build out the channel’s online infrastructure to encourage community use (e.g., fillable online forms, such as the new Public Access Application which was posted on 10/20)
- Web traffic information is provided below (courtesy Google Analytics):
 - Between September 1 and November 28, 2021, there were 561 visits to newsletter pages
 - From December 1, 2021 to January 19, 2022, the Town’s homepage received 5,140 visits. The most visited pages are listed below:

<input type="checkbox"/>	1. /		5,140 (18.74%)
<input type="checkbox"/>	2. /assessor		1,914 (6.98%)
<input type="checkbox"/>	3. /recycling-solid-waste		1,388 (5.06%)
<input type="checkbox"/>	4. /tax-assessing/property-tax-bills		1,210 (4.41%)
<input type="checkbox"/>	5. /departments		796 (2.90%)
<input type="checkbox"/>	6. /home/pages/hours-locations		698 (2.55%)
<input type="checkbox"/>	7. /employment		562 (2.05%)
<input type="checkbox"/>	8. /ordinances		388 (1.41%)
<input type="checkbox"/>	9. /meeting-portal		386 (1.41%)
<input type="checkbox"/>	10. /code-enforcement		338 (1.23%)

- Email spam blocked by the Town’s spam filter increased to 36.5% in late 2021 and dipped to 33% of email traffic in January 2022





TOWN OF GRAY

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

OFFICE OF THE ASSESSOR

Lauren Asselin, Assessor
lasselin@graymaine.org
(207) 657-3339 ex. 112

February 9, 2022

Assessing Department Report to Town Manager (12/28/2021 – 1/24/2022):

- 12/30, 1/6, 1/13 and 1/20: Attended the Sebago Lakes Region Rotary Club meeting

Other Activities/Accomplishments:

- Processed November and December Real Estate Transfers
- Mailed Sales/ Homestead letters for September through December transfers
- Started work on market adjustments for next tax commitment
- Worked on Senior Property Tax program

Challenges / Obstacles:

- It would be beneficial for the Community Development department to have a color copier.
- Sharing one vehicle between both Code Enforcement officers and the Assessing Department has been a challenge.



TOWN OF GRAY

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CODE ENFORCEMENT
Monthly Report

January 31, 2022

Code Enforcement Department Report to Town Manager (Jan 1 – Jan 31, 2022):

Other Activities / Inspections/Communications:

- 1/26/2022 ZBA meeting
- Inspections (Foundation, Electrical, *Rough in, Insulation and Final)- 40
- Septic systems- 5
- In Office and site meetings**- 17
- New Violations/ Complaints reported- 7
- Voicemails- 36***

All permits issued (Jan)-49

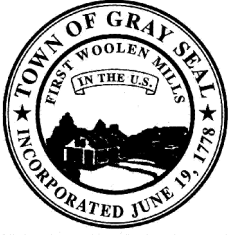
Challenges / Obstacles Requiring Assistance Outside of the Department:

None

*Rough-in Inspection may consist of framing, electrical and plumbing for a single-family home or inspections for garages etc. Electrical maybe for service upgrades or generators for existing SFD.

**Does not include walk-in visits.

*** Does not Include Answered calls or call backs



TOWN OF GRAY

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www.graymaine.org

FINANCE DEPARTMENT

Katy Jewell, Finance Director
kjewell@graymaine.org
(207) 657-3339

February 9, 2022

Finance Department Report to Town Manager (1/1 – 1/31, 2022):

- Employee W-2's and 1095-B's were prepared and distributed
- Vendor 1099's were prepared and distributed
- November election was completely closed and the Town's voting numbers were an exact match to the states voting numbers
- FY 2024 department head budget preparation was started and will be finalized for transfer to council by Thursday, February 3rd.

Town Council Tracking Worksheet Items:

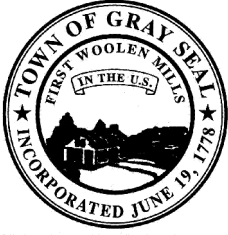
- Worked with Doug on the budget and how to present village planning for both expenditure and funding.
- Working with Nellie to determine lost revenue for Kid's Club due to COVID

Other Activities / Accomplishments:

- Communication has been strong with department heads over the course of preparing the budget which has been very beneficial as we have been working better together as a team to make sure we are all on the same page and that deadlines are being met.
- Communication within the department has been strong and staff has been very helpful with tasks and doing things outside of their daily workflow in order to help compensate for being short handed.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- COVID—our department has been very short staffed for the majority of January due to employees/children having COVID and having to quarantine.
- Having caught COVID myself and losing a week of time at the office was very difficult especially during this time of the year. The lingering effects have been challenging thankfully however I have been able to push through.



TOWN OF GRAY

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DEPARTMENT OF BUILDING AND
GROUNDS

Mo Russo III, Director
mrusso@graymaine.org
207-657-3339 ext.131

February 9, 2022

Department of Buildings and Grounds Report to Town Manager 12/28/2021-1/25/2022:

- Cleared snow and ice on four occasions, one on a Saturday

Town Council Tracking Worksheet Items:

- Worked with Carl Holmquist on budget for Libby Hill
- Attended budget workshop for Gray Historical Society lease change
- Working with Recreation, Finance and Planning Department personnel as well as the Town Manager on plans for the Pennell Complex and Village Gateway Parcel.

Other Activities / Accomplishments:

- Pennell Ice Rink opened for the season; regular maintenance is being performed
- Responded on three occasions to after hour/holiday call ins related to buildings

Challenges / Obstacles Requiring Assistance Outside of the Department:

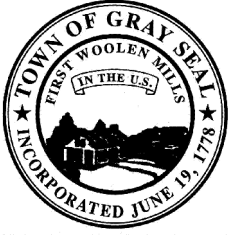
- Public Works assisted with pad and setting new generator at Public Safety
- Public Works assisted with remodel of kitchen at Public Safety

January 2022 Gray Library Report to Town Manger (12/23/21 to 1/23/22)

- 1/5/22 co-hosted and arranged for recording / distribution of Minerva Circulation Standards Meeting
- 1/12/22 Attended Minerva Executive Board meeting. Since my 3-year term is expiring this year, I notified the Board that I did not plan on running again.
- 1/8/22 submitted budget requests for FY23 to Town Manager
- 1/20/22 submitted agenda for January 25th Gray Public Library Trustee meeting for posting on Town's website.
-

Other activities:

- Held phone conversation with Portland Press Herald reporter regarding library lending patterns in 2021, and provided list of top circulating materials from the Gray Public Library. Also, as creator / distributor of monthly High Demand Hold Digest, spoke to system-wide circulation patterns. Arranged for a photographer to shoot me in the library, and provided stack of books identified as top circulating of last year. Story published on January 23, 2022. The main photo in the published story was a stack of books from Gray Public Library, including those that were most read just by our readers.
- Began dialogue with IT Director and Finance Director regarding acquiring equipment that would enable the Library to act as a backup service point for Town residents in the event Pennell became unusable.
- Selected and purchased a variety of popular titles for inclusion in the Minerva High Demand Library, which seeks to ensure local collections are not overwhelmed with requests for popular items by purchasing additional copies with Minerva funds.
- Based on rising COVID-19 transmission rates in Cumberland County, asked and was granted permission to move the Library to a curbside only model while the transmission peaks. Worked to inform the community through our website, direct email contacts, and other places we have developed a social media presence.
- Sworn in as Emergency Town Manager from January 22nd to January 31st.



TOWN OF GRAY

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www.graymaine.org

PLANNING DEPARTMENT
Doug Webster, Director of Planning
dwebster@graymaine.org
(207) 657-3339

February 10, 2022

Planning Department Report to Town Manager (12/28/21 – 1/25, 2022):

- Various communications regarding long-term GWD plans & budget needs
- 1-4-22 Road project coordination on-line meeting
- 1-11-22 Recreational facilities meeting
- 1-13-22 Possible enforcement matter discussed with Manager
- 1-13-22 Planning Board meeting
- 1-19-22 MyGov (CEO software) training
- 1-20-22 Sitewalk for PB subdivision application regarding driveways
- 1-21-22 (Friday) Council afternoon workshop
- 1-25-22 Meet with property owners regarding prior multi-family development status

Town Council Tracking Worksheet Items:

- 1-6-22 OAC Meeting; surface water ord., sidewalks, new zoning/districts
- Included key planning studies in proposed FY 23 budget for Comm Dev
- Forthcoming 1-27-22 OAC meeting; new zoning, const. services, self-storage
- Compile draft list of information needed for village policy decisions

Other Activities / Accomplishments:

- Input/history for CEO enforcement matters
- Input on self-storage ordinance changes & moratorium
- Input on Crystal Lake area proposed development

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Guidance on priorities & funding mechanisms to enable village policy decisions



Gray Fire Rescue

Town of Gray

Protecting the Crossroads of Maine since 1880



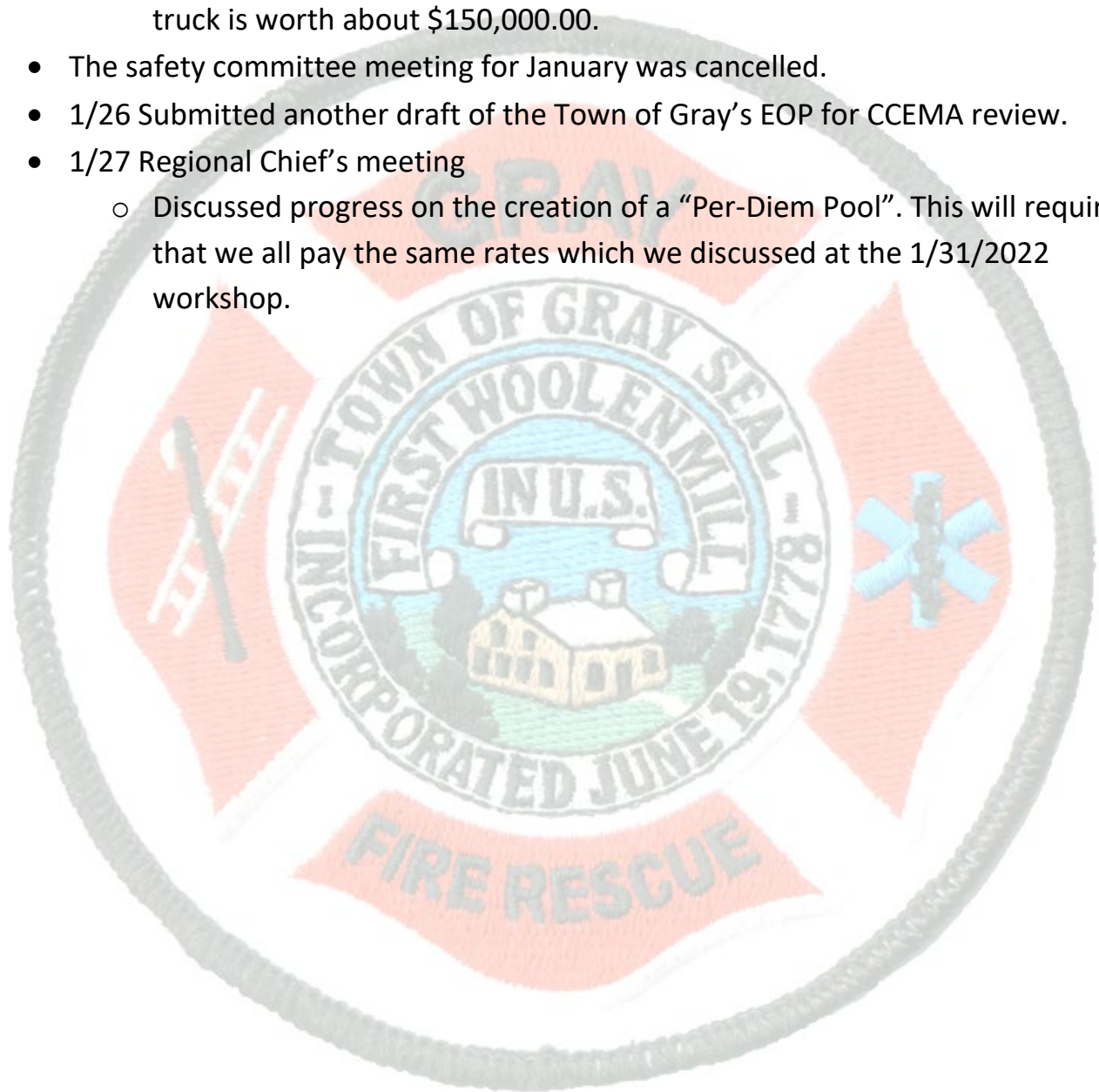
February 1, 2022

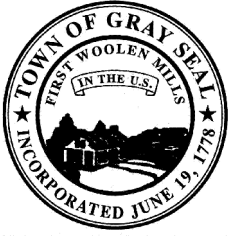
Public Safety Director Report to the Town Manager

- We responded to a record high number of calls in the month of January. Covid related and mental health calls seem to be the most prevalent.
- 1/5 We had our monthly officers meeting and discussed a number of things including how to motivate our call company members to respond to more calls.
 - Work continues, slower due to the weather, on our training facility. We've had a lot of interest in this building from our mutual aid partners. The more we train together the better.
- 1/15 We responded to a call for a mom in labor that had just given birth. She had been working with a midwife and everything went perfectly. No transport needed!
- 1/19 We met with Ralph Orta from the Knox company and went over the equipment we need to replace next budget year.
- 1/20 The application for ARPA money from Cumberland County for the radio infrastructure upgrade was submitted. Paramedic Hannah Bewsey was a great help with this application.
- 1/20 At my suggestion, Public Works Director Dodd, made arrangements with our local DOT camp to be able to use their fueling station in an emergency.
- 1/25 Completed the documents needed for the council workshop on the 31st.
- 1/25 Completed the first draft of narratives for the SAFER grant. These narratives were forwarded to our grant writer for review.
- 1/25 I reached out to the local Ferrara fire truck salesman and asked what a good budgetary amount would be for a combination Pumper Tanker should we decide to sell an engine and a tant truck and get a truck that can do both if the

Town moved forward with the Port City recommendations. This move would need to happen to make the relocation feasible.

- Price range for the new truck - \$600,000.00 - \$700,000.00
- The good news is that used truck values are going up as well. The estimated value of our 2004 Engine is about \$60,000.00 and the Tank truck is worth about \$150,000.00.
- The safety committee meeting for January was cancelled.
- 1/26 Submitted another draft of the Town of Gray's EOP for CCEMA review.
- 1/27 Regional Chief's meeting
 - Discussed progress on the creation of a "Per-Diem Pool". This will require that we all pay the same rates which we discussed at the 1/31/2022 workshop.





TOWN OF GRAY

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

PUBLIC WORKS

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

February 9, 2022

Public Works Monthly Report to Town Manager (12/27/2021-1/24/2022)

Activities:

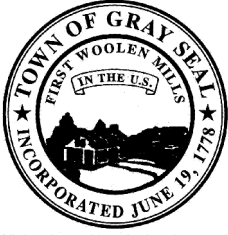
- Response to winter weather events:
 - 7 events and 10 outings, including several difficult occurrences of freezing rain.
 - Heavy snow and heavy rain event on MLK holiday that was immediately followed by a deep freeze, making it very difficult to get water/ice off roads before the freeze-up.
 - Approximately 620 crew/equipment hours.
- Extensive amount of ice events has resulted in greater than normal sand consumption in public pile.
- Assisted Buildings and Grounds with generator installation at the Public Safety building.
- FY23 budget preparation.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- CCSO assisted with parking violations during snow/ice control activities.
 - Ongoing
- Planning/Code enforcement/GP engineering collaboration on permitting, ordinance review, and road projects.

Town Council Tracking Worksheet Items:

- Review components of Lewiston Rd, Main Street, Yarmouth Rd projects with Gorrill Palmer and Planning department.
- Expand upon some components of Shaker Rd, Libby Hill Rd sidewalk project for forthcoming meeting.
- Reviewed draft of street/sidewalk condition study with GP and working to update paving plan.



TOWN OF GRAY

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

RECREATION DEPARTMENT

Anthony Dahms, Director of Recreation
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(207) 657-2323

January 26, 2022

Recreation Department Report to Town Manager (01/01 – 01/25, 2022):

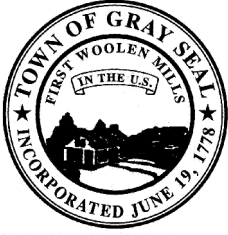
- Recreation Committee met 01/03/2022
- Director attended Northern New England Recreational Conference 01/11/2022-01/13/2022
- Interviewed and hired new P/T morning help for before school and Pre-K groups
- Met with Movement Lab Collective Owner to discuss potential programming opportunities for children 01/10/2022
- Director took vacation week of 01/17/2022
- Met with GNG Little League President to discuss Spring/Summer field use 01/25/2022
- Monthly Program Planning Meeting with NG Rec Director 01/26/2022
- Summer Planning Meeting 01/26/2022
- Explored Grants: NRPA Walk With Ease, USA Lacrosse First Stick Program, National Skate Park Grant

Other Activities / Accomplishments:

- Kids Club offered remote services during school closures on short notice the week of 01/18/2022
- GNG Optimists Club had first official meeting. Director elected as board member.
- Pennell Ice Rink opened thanks to maintenance from Buildings and Grounds Department

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Transportation- traditionally we've worked with school department to get transportation to field trips and offsite rec opportunities. With bus driver shortage, this resource isn't available. This impacts kids club field trips like during summer and school breaks as well as older adult programming for those that can't drive. Other programs that would benefit are ski programs. Mountains are willing to work with us to offer affordable ski opportunities for GNG youth, but we have no way to get them there.



TOWN OF GRAY

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SOLID WASTE AND RECYCLING
RANDY COOKSON, DIRECTOR
RCOOKSON@GRAYMAINE.ORG
657.2343

January 23, 2022

Solid Waste Department Report to Town Manager (12/26/2021 – 1/24/2022):

- In calendar year 2021 the department handled 2958 tons of household trash, 218 tons of corrugated cardboard and 150 tons of mixed paper, all record numbers. Also, in excess of 31 tons of electronics were removed from the waste stream for recycling. Through our partnership with Paint Care we recycled approximately 20 tons of waste paint at no cost in 2021.
- In January 2022 we have shipped over 32 tons of corrugated cardboard and 25 tons of mixed paper.

Town Council Tracking Worksheet Items:

- A
- B

Other Activities / Accomplishments:

- 12/26 in at 5:30 for storm clean up
- 12/29 in for storm clean up
- 1/6/2022 met with the Town Manager and Finance Director via Zoom.
- 1/8 in early for storm clean up
- 1/9 turned in department budget request for FY 2023
- 1/13 attended Department Head meeting via Zoom
- 1/13 watched Town Council workshop meeting via Zoom from home
- Tuesday, 1/18 in for storm clean up
- 1/19 watched Emergency Action Plan training film from the Maine Bureau of Labor. Following up on its implications.
- 1/20 scheduled meeting for 1/28 with Casella Waste to discuss hauling and disposal costs.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- The snow load on the roof of the recycling building remains a serious safety issue for the public.

*O/F/C (All)

OPEN

Count of Description	Column Labels			
	H	L	M	Grand Total
Row Labels				
Administrative	1	2	2	5
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	16	18
Ordinance /Standards			1	1
Policy			1	1
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	27	42

*O/F/C (All)

CLOSED

Count of Description	Column Labels				
	-	H	L	M	Grand Total
Row Labels					
Administrative		5	4	6	15
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				4	4
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	33	65

*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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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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	02/01/22	(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: Workshop set for 3/28.
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 (2/1) Letter sent Next Step: Sandy to work with Nate to 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	02/01/22	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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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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 paperwork. 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	02/01/22	(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. (2/1) 1st read/public hearing held on both ordinance change & moratorium. Next Step: PB to hold public hearing 2/10, 2nd read/public hearing set for 2/15. 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	02/01/22	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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88	Infrastructure / Village TIF Goals	O	M	4	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	5	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 traning 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	6	TBD	Review current ordinances and zoning to determine if changes are needed for Duplexes	Dan Maguire	Dan Maguire	Doug Webster	02/19/19	10/05/21	Dan asked the Council to consider making changes to Duplexes to address sprawl growth and other unintended impacts to density bonus of allowing a duplex in lieu of a single unit of housing. Doug advised this issue has been researched in the past. Dan needs to talk to Kathy and then work through reviewing current ordinances. Then, bring to the OAC for possible proposal to the Council. (12/17) Deb advised of resident e-mail regarding the number of duplexes being built in Gray - Planning Board has also recently discussed. Council agreed this issue needs to be moved up in the priority list. (6/2) Council reviewed questions from OAC & provided direction. Generally speaking, there was support to make it more restrictive in certain zones and encourage them in others by making it less restrictive. It was agreed this is one tool in the growth mgmt plan. (8/4) Doug provided memo detailing OAC ques/disc points along with the growth plan disc and Comp Plan review. Council agreed a full workshop is needed to review. (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed add'l workshop to create workplan to complete all the work needed. (5/18) Council approved a moratorium in the Village on single family and dual family housing to allow for the creation of new standards and requirements in those zones (see item #94) (9/7) 1st read of design stand in Village (9/21) 2nd read/hear held by Council (PB held hear 9/20) changes go into effect in 30 days. (10/5) Council/Doug discussed whether this should stay standalone item - likely be swept into changes are they are made - but do not want to lose sight of this critical issue. Next Step: New changes will be used as base for updating standards in all zones. Council will discuss further at retreat.
69	Recreation	O	M	7	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	8	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	9	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	10	Ongoing	Review current legal agreement between MDOT, Water District and Town regarding the Route 26A winter maintenance and wellhead monitoring	Deb Cabana	Nate Rudy	Nate Rudy	04/16/19	11/16/21	The MDOT has advised they intent to "NOT" renew the legal contract binding them to provide winter maintenance and wellhead monitoring on the Route 26A and wish to turn those responsibilities to the Town. Deb also advised that the last round of MDOT testing found elevated salt level in the testing wells. The current agreement clearly states the MDOT is responsible for addressing those elevated levels; however, they are disputing the cause. (9/3) Executive session held (12/17) addt'l Executive session held - Council took no action. (2/17) Council discussed in Ex. Session (3/9) Water Conditions study request submitted via budget process. (7/6) Voters approved budget (11/16) Doug prov update - delay is due to identifying the best party to conduct study. WD has been consulted. Council voted to carryover funds. Next Steps: Doug & Nate to discuss.
70	Ordinance	O	M	11	Doug	Review current residential Subdivision Ordinance for necessary changes in Open Space	Doug Webster	Nate Rudy	Doug Webster	02/04/20	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance.(3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Originally logged as Item 40 - Council agreed to split out the OPEN SPACE portion fo the subdivision ordinance as a higher priority. Currently, developers are able to ID & use 'unusable' property as open space to meet the standard to obtain the density bonuses. Ordinance needs to be updated to require the space meet OS standards to count towards density. Next Step: OAC/Staff will provide suggested changes to Council.
93	Public Safety	O	M	12	TBD	Address dilapidated Vacant Buildings around Shaker Rd/No. Raymond Rd intersection	Council	Nate Rudy	Nate Rudy	09/01/20	05/18/21	(9/1/20) Council identified dilapidated vacant buildings around Shaker Rd/No. Raymond Rd need to be addressed as the MDOT will not be taking the structures done. (1/5/21) Deb/PD Staff reached out to the property owners. They recognized something needs to be done with the structures and property. They are wondering if zoning changes may be allowed to assist them with redeveloping the properties. PD Staff strongly encouraged new surveys be done first. (5/18) Sandy rec'd complaint from resident on status. Next Step: Awaiting survey information from property owners.

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52	Ordinance	O	M	13	Contract	Develop local level Sidewalk Construction standards	Dan Maguire	Dan Maguire	Doug Webster	03/05/19	09/01/20	Dan brought up the possible need for local level 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	14	Doug	Amend Subdivison Ordinance to strengthen Buffer Zone requirements & provide more autonomy to PB relating to internal roads	Dan Maguire	Nate Rudy	Dan Maguire	05/05/20	05/05/20	(5/5) Based on feedback from the Planning Board regarding the current Buffer Zone requirement being reduced from the 50 foot mandate due to the location of houses and other issues, they are asking the Council to strengthen the language in the ordinance. In addition, they would like more autonomy related to mandating internal roads vs shared driveways to reduce curbcuts and assist with the buffer zone issue. Council agreed to log. Next Step: Dan to bring to the OAC for discussion.
99	Ordinance	O	M	15	TBD	Create Water Quality (Shoreland) Ordinance	Pam Wilkinson	Nate Rudy	Sandy Carder	11/16/21	11/16/21	(10/19/2021) Pam Wilkerson, President of Little Sebago Lakes Association made a presentation to the Council on behalf of the Lake Coalition which includes LSL, Crystal Lake and Forest Lake. They are requesting that the Town create a new ordinance to match the one passed in Windham to protect the water quality of the Town's Lakes. All three lakes are on the '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	16	Contract	Create Stormwater Standards for Watersheds	Doug Webster	Nate Rudy	Doug Webster	06/02/20	06/02/20	(6/2) Council agreed to log new item to create Stormwater standards for watersheds which will consist of (1) obtaining assistance from Cumberland County Soil & Water Conservation District (2) consideration of watershed overlay to zoning map (3) setting up 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	17	Contract	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Update ordinance to include licensing fee or other fee structure IF business wants access to stormwater system.	Council	Nate Rudy	Doug Webster	02/09/18	03/12/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is update ordinance to specify licensing or fee structure to account for any future requests to hook up to Town's stormwater system. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim disussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate 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	18	Contract	Review current Kennel related ordinances , identify needed changes & update accordingly.	Deb Cabana	Nate Rudy	Doug Webster	06/04/19	12/03/19	(5/21) Council was made aware of issue via OAC meeting update. New Dog Officer has advised of conflicts between current ordinances and general residential practices. Gray also has existing Kennel businesses. There is also a State Statute involved. Everyone agreed identifying fixes to coincide with new licenses would be best way to communicate any changes. (6/4) Council agreed to move down the priority list - using license timeline as guide. (9/3) Dan advised being moved up due to timing for Dog Officer and Dog licenses. (10/1) Dan advised this one is almost complete. (12/3) Sandy suggested the OAC meet without Doug and work on what they can. Council & Deb discussed and agreed to give this approach a try with Doug reviewing work as needed. Next Step: This one may be a good item for the OAC to test out new approach.
94	Ordinance	O	M	19	Doug	Update Town's Ordinance to reflect long term Solar Array policies for residential , all sizes.	Deb Cabana	Nate Rudy	TBD	04/20/21	04/20/21	(4/20/2021) Council finalized latest update to the Commercial Solar Overlay District Ordinance. This items is being logged to track the work needed on Residential Solar Array. Next Step: Awaiting resources.
25	Ordinance	O	M	20	Contract	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Create stormwater performance standards for future development in Village and/or for businesses wishing to access Town's stormwater system.	Doug Webster	Nate Rudy	Doug Webster	03/06/18	02/04/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a 'performance standard' in conjunction with ordinance for future development. (2/5) Council discussed need to mvoe this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. Next Step: OAC to work on next.
44	Ordinance	O	M	21	Doug	Review current residential Subdivision Ordinance for necessary changes all other areas (besides Open Space - see item 70)	Doug Webster	Nate Rudy	Doug Webster	02/05/19	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential subdivision ordinance.(3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Council agreed to split out Open Space (see Item 70) to make a higher priority from other changes needed in ordinance. Next Step: OAC/Staff will provide suggested changes to Council.
36	Administrative	O	M	22	??	Review the current process for "Planned Unit Development" commercial subdivision to determine if routing the review & approval of commercial uses on lots in a PUD suddivision 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	23	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	24	TBD	Review and update Land Bank Commission Ordinance	Sandy Carder	Open Space Committee	Anne Gass	10/19/21	10/19/21	(10/19/2021) While reviewing the Recreation Committee charge, Sandy pointed out the creation of the Committee stemmed from this now outdated Ordinance. In reading the ordinance, much of the roles and responsibilities have been changed, rest with the Open Space Committee or are not relevant anymore. Anne has agreed to bring to the OSC once their work on their Open Space Plan is complete and report back to the Council on recommendations. Next Step: Open Space Committee to review.
106	Ordinance /Standards	O	M	25	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.
107	Ordinance	O	M	26	TBD	Create a Fire Safety Impact Fee to fund public fire cisterns	Dan Maguire	TBD	TBD	01/21/22	01/21/22	(1/21/2022) Dan suggested that long term, Gray should consider taking a different approach with fire cisterns which are currently handled within the sub division process. Developers are required to install cisterns under certain circumstances with Public Safety Director review. The quality, consistency and long term maintenance all vary with the Home Association taking over once Developer is done. The concept is to charge an impact fee, create a fire cistern fund and take over the installation and maintenance under Public Safety/Public Works. Council/Fire Chief agreed this approach may be better long term - pending details. Next Step: Work on when time permits.

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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
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	01/31/22	(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 addt'l info on benefits in other Town's. Right now, there is no cap to sick time carryover and up to 50% of 90 days of time is paid out to employees when they separate from the Town. This seems out of line with other Towns. Council to consider a carryover cap and/or possible change in pay out provision.(7/6) Council discussed at workshop (1/13/22) Nate compiled data from other Towns & drafted an updated policy. Council rev and requested more info. Nate relayed feedback from Staff. (1/31) Nate prov addt'l info. Council had brief conervation. 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	01/31/22	(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. (1/31) Nate prov proposal - Council rev & discussed. Agreed to add to Budget as starting point. Next Step: Final decision to be made at end of budget cycle.
102	Training	O	L	3	07/01/22	Develop Committee Volunteers training Webinar	Council	Nate Rudy	Nate Rudy	11/20/21	11/20/21	(11/20/2021) Council discussed needed training for new Committee Volunteers and laid out timeline for annual goal/assignment setting meeting for all Committees. Everyone agreed some type of webinar could be created to allow new volunteers to review at their leisure with a review at the annual meeting. Next Step: Nate will work with Staff to create a training webinar.
87	Administrative	O	L	4	12/01/21	Review current Fee policy for MSAD15, Gray and NG to determine if there is a better reciprocal approach	Sandy Carder	Sandy Carder	Sandy Carder	02/02/21	06/15/21	(2/2) Sandy advised that this issue had been brought up at the last Joint Leaders meeting. A follow up meeting was held on 1/25 with Craig/Diane/Sam of MSAD15. There is a need to track costs and fees by all three entities. MSAD15 also has financial responsibilities that impact both Gray & NG. The issue is front line workers are left dealing with trying to apply fees when working with coaches, residents, staff, etc. which creates conflict as the taxpayers pay all three budgets. There was agreement there may be a better way to deal with fees. (5/4) Sandy adv next joint leaders meeting set for 6/17 & will follow up on status then. Next Step: Diane will set up a meeting with Katy and NG representative to start by reviewing current processes - it was noted due to budget season, this would likely not take place until April.
81	Ordinance	O	L	5	Contract	Need to create a Water Extraction Ordinance	Sandy Carder	Nate Rudy	TBD	07/21/20	04/20/21	(7/21) Council was approached by Crystal Lake residents regarding many commercial vehicles from out of Town companies parking vehicles on the public boat ramp for long periods of time to extract water (pool, landscaping companies). Council discussed safety, access and water quality issues and agreed the activity should be prohibited. Deb spoke to the State and they advised we can put up signs right away - ordered. An ordinance should be created to ensure enforcement can be done properly. (4/20) Sandy adv a resident follow up on the signs which do not appear to have been installed at Wilkies beach. Nate will check into - Sandy let them know the ordinance change is still on our list. Next Step: OAC to work time permitting.

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

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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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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	TIF Goal / Budget - break out tasks from Item 34	O	H	5	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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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Route 115 - break out tasks from Item 4	O	H	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	02/01/22	(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. (2/1) MDOT information is not sufficient for Will to proceed. Nate rec'ing no response for meeting request. Next Step: Letter sent to MDOT (along with weight limit/route numbering) with CC to Legislative team.
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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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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	02/01/22	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 (2/1) Letter sent to MDOT req detailed invoice for costs and MTA info
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 up - GPCOG to take leave & prov prop for full coun to cons. (1/7) Sandy pres propos scope from COG-Counc req opts for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Coun will vote on engage letter at 1/21 meet. (1/21) Coun voted to approve engag letter. (2/4) Sandy recap conf call with COG-ok with chgs-will look into poss ph 2 study to capture 'avoid' vs. 'divers' traffic with MDOT fund? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is Sept (9/1) Sandy adv draft report is done - final repot should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Mgr. (11/17) GPCOG resp to MDOT & are work on updating. (12/15) Sandy has rec'd updated study - will pull together all the material & send to Council. Will be placed on a future workshop agenda. (1/5) Diversion info shared (3/16) Council disc resp (1) to MTA (2) meet with Leg team + transp committee members (3) integrate in convo with MDOT on Route 100 projects (4) req mor info on LOS study costs/timeframes. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues

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

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

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

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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 (2022) \$25,000 place holder	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. (1/31) Nate prov more info/Council discussed again, but briefly. Nate conf \$25k in budget as placeholder. Council req Nate/Katy to adv on any known upcoming retirements.

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

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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. (1/31) WS set for 3/28

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

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

No	Items Label	Cost Est.	Task No.	Description	Comments
10	Planning /Engineering	Route 100 South TIF Funds - \$176K appx + \$240K for Water District	#4 M3	TIF Projects (Main Street, Village Shaker Rd, Route 115), Sidewalk projects, and other projects (Wilkie'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. (1/31) WS set for 3/28

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

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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 addtl 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. (1/31) Nate is proposing to move 1 clerk position to Planning as an Admin Asst.
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. (1/18) Sandy adv this will not be an issue as MSAD15 will use a yes/no only question - no figures.

No	Items Label	Cost Est.	Task No.	Description	Comments
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. (1/18) Sandy adv Sam will bring the cost of 1 yellow book appraisal to the School Board as part of their budget process.
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	\$70,000	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. (1/31) Town will post new Town Clerk position - move 1 clerk over to planning dept - reorganize responsibilities from Finance Director & Asst to Town Manager to streamline work & reset reporting.
45	Speed Signs	TBD	N/A	Consider the purchase of fixed Speed Signs to be placed in strategic locations	(12/07/21) Alec advised the best results come from a mobile sign left for about 2 weeks. Add'l signs could assist by flashing "slow down" or the vehicles speed - being used in other towns.