

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • APRIL 19, 2022

**Gray Town
Council Regular
Meeting**

Town Council Chambers
Pennell Complex, 24 Main Street, Gray, ME 04039
<https://us06web.zoom.us/j/89519734304>
Phone 646-558-8656 / Meeting ID: 895 1973 4304

7:00 PM

I. OPENING STATEMENT

This meeting will be held in person and online with the link provided in the agenda header. For the Public Hearings, residents can click in to participate or call in using the number provided during the Public Hearings as detailed in the agenda.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS 5 MINS

1. To Review and Approve the Minutes of the Executive Session on April 5, 2022.
2. To Review and Approve the Minutes of the Town Council Meeting on April 5, 2022.

V. PUBLIC COMMENTS OF NON-AGENDA ITEMS (LIMIT 3 MINS PER PERSON) 10 MINS

Comments are intended for information sharing, not discussion. Comments in excess of three minutes are welcome at the end of the agenda prior to adjournment. Call 646-558-8656 / Meeting ID: 895 1973 4304

VI. ADJUSTMENTS TO THE AGENDA 5 MINS

VII. PRESENTATIONS 7:20PM

1. Royal River Land Trust Property Acquisition - Alan Stearns 15 MINS + 5 MINS Q&A
2. Tax Flyer - Councilor Dan Maguire 15 MINS w/ Q&A

VIII. PUBLIC HEARINGS 7:55PM

1. Second Reading & Public Hearing - To Review and Act Upon Adopting Amendments to the Zoning Ordinance (Chapter 402). Proposed amendments to section 402.10.14.E of the Zoning Ordinance include increasing the maximum number of attached dwelling units per Multi-Family

structure from 6 to 30 only in the VC Zoning District on lots larger than 14 acres. **15 MINS**

Proposed motion:

Be it Ordained, the Gray Town Council adopts the proposed amendments to the Zoning Ordinance (Chapter 402).

2. First Reading - To Review and Act Upon Setting a Second Reading and Public Hearing on May 3, 2022 to Consider Adopting Surface Water Protection Ordinance (Chapter 397) for the Town of Gray. It is the purpose of this Ordinance to protect the health, safety, and general welfare of the residents of the Town of Gray by prohibiting the use of commercial water extraction at the public boat launch at Crystal Lake on Mayberry Road. **10 MINS**

Proposed motion:

Ordered, the Gray Town Council Sets a Second Reading and Public Hearing on May 3, 2022 to consider adopting a Surface Water Protection Ordinance (Chapter 397).

3. First Reading - To Review and Act Upon Filing a Discontinuance Order with the Town Clerk and Setting a Public Hearing on May 3, 2022 and a Second Reading/Public Hearing on May 17, 2022 to consider a road discontinuance, pursuant to M.R.S.A. 3026-A. The roadway under consideration is a portion of the dead end of Hancock Street, abutting only the property currently owned by Gray Senior Housing, LLC and Avesta Housing, LLC. **10 MINS**

Proposed motion:

Ordered, the Gray Town Council files the discontinuance order with the town clerk and sets a Public Hearing on May 3, 2022 and a Second Reading on May 17, 2022 to consider adopting a road discontinuance.

IX. ACTION ITEMS 8:30PM

1. To Review and Approve the Letter of Support for the Royal River Land Trust Property Acquisition. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the letter of support for the Royal River Land Trust property acquisition, as presented.

2. To Review and Approve the Consent Agreement for 72 Shaw Brook Lane. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the Consent Agreement for 72 Shaw Brook Lane, as presented, and hereby authorizes and directs the Town Manager to execute the agreement on behalf of the Town.

3. To Review and Act Upon Approving the Appointment of _____ as a regular member

of the Resiliency 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 Resiliency Committee with a term expiring on August 31, 2023.

4. To Review and Act Upon Approving the Appointment of _____ as a regular member of the Resiliency Committee with a term expiring on August 31, 2022. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints _____ as a regular member of the Resiliency Committee with a term expiring on August 31, 2022.

5. To Review and Act Upon Approving the Appointment of David Phelps as a regular member of the Planning Board with a term expiring on August 31, 2023. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints David Phelps as a regular member of the Planning Board with a term expiring on August 31, 2023.

6. To Review and Act Upon Approving the Warrant Articles for the Town Meeting to be held on June 14, 2022. **15 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the warrant articles for the town meeting to be held on June 14, 2022, as presented.

X. REPORT FROM THE COUNCIL CHAIR 5 MINS - 9:10PM

XI. REPORT FROM THE TOWN MANAGER 5 MINS

XII. COMMITTEE REPORTS 10 MINS

XIII. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS

XIV. ADJOURNMENT 9:35PM

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

TOWN OF GRAY
GRAY TOWN COUNCIL EXECUTIVE SESSION MINUTES – APRIL 5, 2022

Gray Town Council **Henry Pennell Municipal Complex** **6:00 PM**
Regular Meeting **24 Main Street, Gray, ME 04039**

ROLL CALL – 6:00 PM

Attendee Name	Title	Status
Sandra Carder	Chair	Present
Anne Gass	Vice Chair	Present
Dan Maguire	Councilor	Present
Krista Chappell	Councilor	Present
Martin Meaney	Councilor	Absent
Nate Rudy	Town Manager	Present

Councilor Meaney joined the Executive Session shortly after Roll Call.

EXECUTIVE SESSION

The Council will enter Executive Sessions under MRS Title 1, Chapter 13, Section 405.6.E for legal matters, 405.6.C for property matters, and 405.6.A for personnel matters. The following motion was made.

MOTION: *by Dan Maguire, seconded by Krista Chappell to enter Executive Sessions under MRS Title 1 Chapter 13, Section 405.6.E for legal matters, 405.6.C for property matters, and 405.6.a for personnel matters.*

VOTED: *4-0 (Passed). (Martin Meaney present in Executive Session).*

Council entered Executive Session at 6.04 pm.

The Council provided instructions to Staff.

Executive Session adjourned at 7.15 pm.

NRR

TOWN OF GRAY
GRAY TOWN COUNCIL MINUTES – APRIL 5, 2022

Gray Town Council **Henry Pennell Municipal Complex** **7:00 PM**
Regular Meeting **24 Main Street, Gray, ME 04039**

REGULAR MEETING – 7:00 PM

Due to Executive Session, the Regular Meeting began at 7:15 pm.

I. OPENING STATEMENT

This was conducted as a hybrid meeting - via “Zoom” and in-person.

II. ROLL CALL

Attendee Name	Title	Status
Sandra Carder	Chair	Present
Anne Gass	Vice Chair	Present
Dan Maguire	Councilor	Present
Krista Chappell	Councilor	Present
Martin Meaney	Councilor	Present
Nate Rudy	Town Manager	Present

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS: All edits will be forwarded to Cynthia Schaeffer.

1. To Review and Approve the Minutes of the Executive Session on February 18, 2022.

MOTION: by Anne Gass, seconded by Martin Meaney to approve the Minutes of the Executive Session on February 18, 2022.

VOTED: 5-0 (Passed).

2. To Review and Approve the Minutes of the Executive Session on March 1, 2022.

MOTION: by Dan Maguire, seconded by Anne Gass to approve the Minutes of the Executive Session on March 1, 2022.

VOTED: 5-0 (Passed).

3. To Review and Approve the Minutes of the Town Council Special Meeting on March 8, 2022.

MOTION: by Dan Maguire, seconded by Martin Meaney to approve the Town Council Meeting Minutes for the Special Meeting on March 8, 2022.

VOTED: 5-0 (Passed).

4. To Review and Approve the Minutes of the Town Council Meeting on March 15, 2022.

MOTION: *by Martin Meaney, seconded by Krista Chappell to approve the Town Council Meeting Minutes for March 15, 2022.*

VOTED: *5-0 (Passed).*

V. PUBLIC COMMENTS OF NON-AGENDA ITEMS (LIMIT 3 MINS PER PERSON). Nate Rudy commented that, on the agenda's now, there is a phone number to dial in directly for these "Zoom" meetings. There were no public comments. This portion of the meeting was closed.

VI. ADJUSTMENTS TO THE AGENDA. There was one (1) adjustment and that was add Item No. 4 to Agenda Item XI. Action Items. The following motion was made.

MOTION: *by Sandra Carder, seconded by Anne Gass to suspend Council Rules to add Item No. 4 to discuss the Earmark for the Libby Mill Project to Agenda Item XI. Action Items.*

VOTED: *5-0 (Passed).*

VII. PRESENTATION:

1. Budget Summary – Town Manager Nate Rudy. Nate Rudy began his presentation by stating that the material for the FY23 Municipal Budget Proposal will be posted to the Town's Website. He commented that this was prepared with the help and support from the Town Council; Katy Jewell, the Finance Director; Town Assessor; Gray Dept. Heads and Program Lead Staff; and Citizens and Advocates from Organizations. He thanked them for their help and guidance.

The proposed MIL rate is unchanged and is at 14.61, the same as last year. The property tax on a median value Gray Home is \$5,150. Appropriations include the Town of Gray (municipal) at 30.6 %, School (MSAD #15) at 61.4%, County at 4.3%; and TIF Value Sheltered at 3.7%. 69% of the tax bill to property taxpayers is for uses other than municipal services and municipal government. He said 66% of the tax bill is out of the Town Staff/Town Council's control entirely. He said the trend of appropriations, overtime, there have been substantial cost increases outside of the municipal budget. The costs of labor, equipment, and supplies will continue to increase over time in the future.

Next, was the percentage of the proposed FY23 Town Budget by Department. He said the Recreation Dept. is managed separately in the enterprise account and does not show in the Town Budget. They will be increasing Staff to cover the increasing demand in Gray. He explained that this year's budgets draws from the Capital Reserve. He explained the major expense budget increases FY2023 vs. FY2022 (over \$10,000). There are 13 budget items. The decreases are over \$2,000 and include 10 budget items. He referenced the County Sheriff Contract, as one of the budget items. One decrease in the Capital Improvement budget is that the proposed pumper tanker has been removed, due to a large price increase from the original proposed price. The proposal is to remove the pumper tanker and add another command vehicle for the Chief and Assistant Chief to respond to incidents. The plan includes selling of the fire engines. Other notable expense increases include gas and diesel, heating fuel, legal services rate (an RFP has been issued), competitive wage adjustment for part-time and seasonal employees for staff retention and recruitment (increase to \$17.50 per hour for most departments), employee retirement fund match, employee COLA (increase of 2%), and performance-based wage adjustment (up to an additional 2%).

Capital Improvement Plan (CIP) and Town Facility Use Study. The Town contracted Port City Architecture to conduct a Facility Use Study of Town buildings (2021), short- and long-term repair/use recommendations will be part of multi-year CIP planning and budgeting, reduced call company firefighter response has made the Village Station a smaller part of the GFR operations, the Buildings and Grounds Dept. will move to the Village Station building, Gray Fire & Rescue will consolidate vehicles and operations to the Central Station and Dry Mills Stations, and other recommendations are represented in the FY23 budget. They want to invest in Town staff and retain employees for the long-haul. They are trying to reduce staff burn-out and keep the employees engaged.

Proposed Wage Corrections: He is recommending wage corrections over a two-year period beginning FY2023 in order to bring wages to at least the median wage of comparable municipalities. These wage corrections are separate from COLA and performance-based incentives. The HR Administrator position is being proposed to be converted to a full-time HR position with more focus on administering professional development and a skills training program to meet those cross-training and contingency training goals.

Revenue: He presented the major revenue budget changes FY23 vs. FY22 (over \$10,000). He briefly explained his listing beginning with Route 100 TIF Transfer to Capital Fund, with an increase of \$749,590. This was the largest increase at 305%. State Revenue Sharing, with an increase of \$467,097 a 71% increase. Unassigned Fund Balance Transfer to Capital Fund, with an increase of \$335,000 at 67 percent. This also includes Clerk Fees-Auto Registrations.

LD 1 Summary: Under this statute, the annual percent increase in the municipal (non-school and non-county) property tax levy is subject to a maximum cap, based on both a statistical income growth percentage limit calculated by the state, as well as a property growth limit calculated using the municipality's valuation information provided by the Town's Assessor. This will be on the Warrant as an Article. He commented that this cap only applies to the Town's portion of the budget. He said there is no cap on School or County budgets. Once this report is completed, there is no address to send this to. He said LD 1 is not a very good measure of fiscal responsibility.

The Town Appropriation has increased. They need to explore long-term strategies. There was a revaluation done in 2018-2019. Based on the last four years, there is a \$340,000 increase in new property tax revenue. He explained the expense increase vs. property tax increase. He said they need to generate more revenue or reduce expenses. He briefly explained suggestions, such as reorganization goals (Director of Human Resources), new hires, such as a Town Clerk, Assistant Library Director, and two (2) new full-time firefighter/EMS employees, and continuity planning across all departments. They are also working on implementing the 2020 Comp Plan.

Conclusion: There is no increase in the MIL rate, increased revenue sharing is part of why the Town requires an LD 1 override (the LD 1 is a measure of growth), most property taxpayers will not experience a tax increase, Gray has tremendous potential for fiscally responsible, smart growth.

Sandra Carder commented that the Council is aware of the details of the budget. There have been about 10 budget workshops. This final budget is being shared with the Town residents. Krista Chappell asked for more information on the vehicles from Fire Rescue. Nate Rudy responded that the pumper tank vehicle, they want to hold on to for a little longer. The major reason being that the price that was projected was a whole lot more, due to price increases. Dan Maguire mentioned that this changes the CIP going forward. There will be an updated version. Sandra Carder said the LD 1 does show up on the Warrant, but that it does not have a direct line to

the MIL rate. In order for the budget to pass, both questions have to pass. Dan Maguire said that voting for the LD 1 does not change the MIL rate.

VIII. PUBLIC HEARING:

1. FY22-23 Municipal Budget Hearing. This was then opened to public comment. Present was Kendra Casey, who just moved to Gray. She requested a skate park for teenagers and kids. Sandra Carder stated that there is money in the budget. As instructed, she left her contact information with Nate Rudy.

The Fire Chief reassured the Town Council and citizens that by not purchasing a pumper, it will not reduce their capabilities. The tank truck still has some good life to it. He said that this is the right move for the Town and will not hurt their operations.

Last year's Warrant has been sent to the Councilors. Katy Jewell – Finance Director will be working on this to finalize the numbers and create the Articles. There being no further comments, the Public Hearing was closed.

IX. PRESENTATION.

1. Short Term Rentals/Accessory Dwelling Units – Planning Dept. Staff. Doug Webster – Department Administrator of Community Development presented this item. Background information was included in the Council packets. He said both he and Kristen Muszynski – Community Planner have been working on these. There are two options outlined.

- Option #1 (more stringent) would align the Short-Term Rental (STR) Ordinance to the Town's existing "Accessory Apartments" Ordinance, which would not allow STR's in mobile homes, campers, recreational vehicles, travel trailers tents, and other non-permanent structures; STR's within the Shoreland Zone; more than one STR on a single lot, STR's in an detached accessory structure that does not share a common wall with the principal structure, such as a guest house/cabin or garage, STR's in a multi-family or duplex, or STR's that are more than 660 SF.

- Option #2 (less restrictive, but requires licensing) would retain the restriction on STR's in non-permanent structures, but is otherwise less restrictive and would require STR hosts only to register with the Town and attest to meeting basis standards, such as fire and code compliance, as well as providing a bathroom and parking space. It shall be noted that the Ordinance Advisory Committee (OAC) members have expressed their support of Option #2. This would set enforceable standards to give the Town some authority to mitigate negative impacts of this type of use.

He said short-term rentals have been an increasing problem. Citizens are concerned about the impact of this use in neighborhoods. In most communities, at a minimum, there is a registration process. If there is a problem, there is a contact person to go to, to take care of this. Most of the time, with short-term rentals, the owner does not reside on site. One of the driving forces is to have a contact person. With both versions, the burden needs to be safe on the property. He said life safety is important. If there is a compliant, the Town would need to go out. This concluded his presentation. He stated he is looking for Council input as to if this is something to consider and which option.

Dan Maguire said Option #1 would require a lot more resources and add a lot of expense. Identification of how many properties would need to be done. Option #2 collects that data and will give a sense of what is happening in the community. He said he feels short-term rentals need

to be addressed in some way.

Sandra Carder said works needs to be done on the Ordinance. The state may be mandating some changes on the Town. There is more work on to be done on ADU's also. She said there is a lot more work with Option 1 to be done. She agrees with Dan Maguire that the first step should be a registration.

Anne Gass referenced the City of Portland. The City of Portland had a referendum. She said they charge a \$35 per unit/per year fee to help cover the costs for their Housing Department. She feels more data needs to be collected and more information needs to be looked at. She is more in agreement with Option #2.

Martin Meaney referred to Performance Standards in regards to the space for one parking space. Also, in regards to a shared bathroom, he suggested to drop the word, "shared" and maybe using the word, "private." He said with Option #1 – how do we enforce it.

Krista Chappell agreed that Option #1 is too stringent. She said short-term rentals do affect housing supply. She likes Option #2 with potential fees. She said this does generate dollars. She also suggested that if property owners are using their property as short-term, they need to notify the Town. Sandra Carder said that this might be the opportunity to include an insert in the property tax bills as to talk about the change to the senior assistance timeline and that if the property owner is using their property as a short-term rental that this is the time to notify the Town. Doug Webster said the requirement that accessory apartments be attached has been on the books forever. The 660 SF cap is there strictly for zoning. He said we do not count an accessory apartment as an additional dwelling unit. In conclusion, Option #2 will be brought back to the Board regarding registry.

X. PUBLIC HEARING:

1. *First Reading – To Review and Act Upon Setting a Second Reading and Public Hearing on April 19, 2022 to Consider Amendments to the Zoning Ordinance (Chapter 402). Proposed amendments to Section 402.10.14.E of the Zoning Ordinance to include increasing the maximum number of attached dwelling units per Multi-Family structure from 6 to 30 only in the VC Zoning District on lots larger than 14 acres providing that the footprint of the multi-family development structure is less than 15,000 SF.*

Public comment was opened. Doug Webster referenced an e-mail from Rick Light that he had received, who is basically in support of the proposed amendments, provided that it is a temporary bridge until there can be a more robust discussion about multi-families. He will forward this to the Council.

Sandra Carder said she was contacted by two seniors of which are on the waiting list at Avesta. She also received several phone calls from seniors in Town, two of which are on the waiting list at Avesta. One was hoping the Town will do what they need to get the Avesta project moving forward and the other person had moved to Gray and would have considered an option of affordable housing, but there was none available at that time. A resident (Nancy) spoke and said senior housing is badly needed in this Town. She stated that she has been on the list of three years. She said it has taken months to get her consideration through. She said there are a lot of people just wanting senior housing. There being no further comment, the public comment portion of this public hearing was closed. The following motion was made.

MOTION: *by Anne Gass, seconded by Krista Chappell, to send to the Planning Board for a Public Hearing on April 14, 2022 and to set a Second Reading and Public Hearing*

by the Gray Town Council on April 19, 2022 to consider adopting the proposed amendments to the Zoning Ordinance (Chapter 402).

VOTED: 4-1 (Passed). (Dan Maguire – Opposed).

After the above motion, but before the vote was taken, Doug Webster provided a brief update on the change that was made from the last time the Town Council saw the zoning change. Sandra Carder said as a background that the Planning Staff had previously brought a change forward for a First Reading a couple of meetings ago. There were some concerns with the proposed changes. This was sent to the Planning Board to provide feedback to the Town Council. There were also some concerns at the Second Reading which gave several options to consider to address those concerns. Now, it is back before the Town Council as a First Reading with a lot of changes. She then brought this back to Doug Webster for the new proposed changes. Doug Webster referred to his memorandum regarding the five options dated March 9, 2022. He said the Town Council, at that point, were in support of Option 3. They narrowed the scope of the proposed zoning amendment to it only being applicable to parcels in the VC Zoning District and only being 14 acres. Based on some good input from the Ordinance Advisory Committee (OAC), they added an additional Performance Standard with a cap on the footprint of a 30-unit, multi-family structure of 15,000 SF. This is headed to the Planning Board for a Public Hearing at their next regularly scheduled meeting, which is Thursday, April 14, 2022 and then it will come back to the Town Council on Tuesday, April 19, 2022.

Krista Chappell said she was okay with the amendment for the short-term.

Martin Meaney referenced something negotiated that you are demanding in the current Ordinance. Doug Webster said that is the title of the section that was added seven years ago. This was added for potential concerns for off-site impacts of a substantial development. The language came from Falmouth and can be changed.

Dan Maguire said the value of it going to the OAC is apparent. He said good luck with the quick review. He said the Planning Board's preferred the approach was a CZA. He said he does not support the process used at all. He supports the end goal, but does not feel this has not been gone about in the right way.

Sandra Carder said that this is a compromise. She said she would have support a CZA earlier in the process. She supports the Planning Board's process. She is looking forward to the charette. She is okay with the short-term, knowing the long-term is not far off. At this point in the discussion, Krista Chappell asked what is the SF of the proposed Avesta project. The response was that it is less than 15,000 SF.

XI. ACTION ITEMS:

1. To Review and Approve the Creation of a Designated Fund for Accrued Employee Vacation and Sick Time. Dan Maguire commented that the history of this goes back quite away. He said it has appeared in the audits. He said that this makes sense to acknowledge the liability and to start to fund it so it does not show up as a reoccurring note on the Town's financial obligation. The following motion was made.

MOTION: by Martin Meaney, seconded by Krista Chappell to approve the creation of a designed fund for accrued employee vacation and sick time.

VOTED: 5-0 (Passed).

2. To Review and Act Upon the Appointment of Election Officials for a Period of Two Years, ending April 30, 2024. Dan Maguire asked for an overview from Nate Rudy and asked how does

this work. Nate Rudy responded that people volunteer. This is put out on social media. There is a list of names include in the Board packet. The following motion was made.

MOTION: *by Krista Chappell, seconded by Martin Meaney to approve the proposed election officials for a period of two years, ending April 30, 2024.*

VOTED: *5-0 (Passed).*

3. *To Review and Act Upon the Appointment of the Warden for the June 14, 2022 Election.*

The Council thanked her for volunteering. The following motion was made.

MOTION: *by Martin Meaney, seconded by Anne Gass to appoint Susan Tsukroff as the Warden for the Election to be held on June 14, 2022.*

VOTED: *5-0 (Passed).*

4. *For a Motion for the Town Council to Approve a Letter of Support for the Libby Hill Road Project Earmark Application.*

Sandra Carder said there was a workshop with Town staff and MSAD #15 on Monday and they agreed to get some federal money.

Anne Gass provided the following update. She said in the 2013 Bike Pedestrian Plan it identified the need for sidewalks on the Depot Road. Revisions to the plan were made in 2018 and sidewalks on the Libby Hill Road was one of the top five priorities. There is no sidewalk from the High School to the Middle School. The sidewalk that does exist does not meet ADA standards. The Fire and Rescue has identified the need for a second means of egress from the High School for fire vehicles. The only way in and out is by Libby Hill Road. The MSAD #15 has an existing ROW through the High School parking lot to Route 26. This could be used as a secondary means of egress. The third project also identified the need for the community that exists on the other side of Route 26 across the street from the High School complex, students who live there cross Route 26, which is a dangerous situation, in order to access the school campus. There is no sidewalk or crosswalk. They have to dodge traffic as best as they can. They decided to package the three projects and submit to our Congressional Delegation. This is considered an earmark or a community-funding project. The deadline is a week from tomorrow. They are only allowed to choose about 15 project to submit. Congress may decide to not proceed with this. The project will cost about \$700,000. She said it would be great to have the feds pay for this. Sandra Carder added that, as part of the application, one of the recommendations was to have the School/Town submit letters of support, along with additional community groups, of which she named a few. Today, they have been working on getting outreach to those groups. She said it would be nice to secure as many letters as they can by Friday of this week. Sandra Carder said this will give Nate Rudy permission to draft a letter for the community funding project application.

Dan Maguire said there are some things about this that he does not like. He said there has always been a desire for better pedestrian access for the Libby Hill Road because of the schools. Covid-19 has made it more apparent that this is not an ideal situation. He said the poorly designed sidewalk is a function of our own lack of design standards for sidewalks. He said he does not agree completely with the whole Route 26 crossing. The kids can get down to the corner of Libby Hill Road and cross safely than in the past. He is not thrilled with the idea of another traffic-controlled light just a few hundred feet from that corner. He is in support of the sidewalk from the Hannaford-side of the road up through to connect to the first road there. He feels as far as having the feds pay for this is just another pocket. He would like to see other funding, such as working with the MDOT. He does not agree with federal funding.

Krista Chappell said that there are safety concerns related to children crossing the street.

Anne Gass said that the money coming from the federal government is going somewhere and it will get paid for wherever it goes. She was just like to have it come to Gray.

Sandra Carder said you have to build crossroads and sidewalks where people are. This is a substantial neighborhood. She said she was in support of this, as well.

The following motion was made.

MOTION: *by Anne Gass, seconded by Martin Meaney to approve the Letter of Support for the Libby Hill Road Project Earmark Application.*

VOTED: *4-1 (Passed). (Dan Maguire – Opposed).*

XII. REPORT FROM THE COUNCIL CHAIR – Sandra Carder:

Housing Bill: She said everyone saw Nate Rudy's e-mail sent as a follow-up to the Legislative Team expressing the Board's opposition to the amended housing bill, LD 2003. She said she checked the Website yesterday and there was no new action listed.

Libby Hill Road Project: The joint workshop with MSAD15 was held Monday 29th and they created a general outline of the scope. Alec has provided high-level estimates for all parts, except the trail extension, for which he provided a per-foot estimate. Craig King was working to identify how many feet may be involved. Anne Gass has been working with Rep. Pingree's staff to determine if the Town will submit this project for an earmark.

LWCF Grant Conversion: Kristen followed up with Doug Beck on the status of the application and he advised he has not heard back from the National Park Service yet, but that the person reviewing LWCF grant proposals retired and the replacement had not been hired yet. Just a reminder that there is a possibility they will reject our application because the road is not a public road. We have a permanent easement over the private road. If this does happen, the Council will need to decide next steps, like possibly making the road public. Kristen worked with Nate Rudy to draft a letter to Senator Collins' office asking that she help with amending this program to (1) release towns from the yellow book appraisal requirement and (2) develop an alternative calculation to determine the usage of the replacement site vs. the original site and if there is an increase usage, releasing the conversion vs. a monetary calculation. For example, a multi-purpose field serves more residents than a tennis court would. Gorham had submitted a similar letter to her in the past and Falmouth has recently paid a very high price to clear a conversion of their own. She said joint leaders will be meeting this coming Thursday and she will follow up on the yellow book appraisal budget line item with the school.

MDOT Meeting: The meeting with the MDOT was held, which was productive, regarding several items, as follows:

- (1) Weight limit on short Shaker Rd –they advised, since we have followed the Commissioner's outline and gone above in the notification area, they will grant us permission to put a time of day weight restriction. They did note, as Alyssa did, the current ordinance only applies to local roads. Dale Doughty will work with Staff to provide specific language to amend our ordinance. They also strongly recommend a 2nd notification to users and a conversation with our Deputies.
- (2) Route 26/26A change – reluctantly they also agreed to this change, pending the Town's funding for the work. They did reduce their estimate and believe the MTA's original estimate was overstated. They are working on a detail list of signs/work & provided a

contact at the MTA for Nate Rudy to reach out for more detail. This change may be rolled into the larger changes in the Village.

- (3) Brown Street – when discussing the larger projects for Yarmouth (Rt 115) and Main (Rt 100), she said she asked if they would have a problem with turning Brown into a one-way street and Ernie (project manager Main Street) said “No!” We should consider working with the MDOT/Bike Coalition of ME to test this out this coming summer/fall in conjunction with some other possible bike/ped and traffic calming measures as we collect data for the projects.
- (4) As noted – we reviewed the big projects and the MDOT laid out two distinct options for the Council to consider. We need to make our decision as soon as feasible as it will have a direct impact on the work currently underway - the timelines, the funding, and the emergency fix. She said she is looking to start the 4/19 Workshop at 5:30 pm to accommodate a detailed discussion and decision. It was the consensus of the Board that this works to start at 5:30 pm.

Schedule: A reminder that we have our TC/PB training/forum set for this coming Monday, April 11, 2022 at 6:00 pm. For May, she said she is looking to schedule the second stand-alone workshops for (1) Thursday, May 5, 2022 and (2) Thursday, May 19, 2022 at 4:00 pm. Dan Maguire said he has an OAC meeting for Thursday, but he can move that meeting. It was the consensus of the Board to schedule these.

XIII. REPORT FROM THE TOWN MANAGER – Nate Rudy: He asked if there were any questions on his prepared report, of which there were none.

He said he added an addendum to his report, which is the proposal from the Cumberland County Soil & Water Conservation District. He was asking for input from the Town Council. This is a change of use that he is suggesting. He brought this before the Council before proceeding.

Doug Webster said as the Council is aware in the 2022 budget, there is a \$7,200 line item in the CIP, which is intended to be utilized for purposes of implementing watershed standards in anticipation of MS4. They have been talking with the Cumberland County Soil & Water Conservation District about this. Based on conversations with them, it is apparent that there are new federal standards coming out for MS4. Those communities that are already MS4 have banded together for purposes of developing some model stormwater standards that are anticipated this fall. The upcoming model MS4 stormwater standards may be available this fall. There is a policy decision with the Council with regards to the \$7,200 that is in the current budget. One method would be to continue to carry that forward for MS4. Another would be to consider redirecting those \$7,200 towards the contract with the Cumberland County Soil & Water Conservation District for the purposes of developing Gray’s specific erosion and sedimentation standards together with handouts for contractors and property owners. These standards could be put on the books, expecting and hoping that the model standards would be available this fall for MS4 stormwater and pretty well ready to go. There appears to be a policy decision on behalf of the Council as to whether or not to redirect the MS4 stormwater standards towards erosion and sedimentation. This way, both would be done by this fall. Cumberland County Soil & Water Conservation District is asking that the Town sign the interlocal agreement. He said he assumes that there would need to be a formal vote to reallocate those funds on the \$7,200 from the MS4

stormwater to the erosion and sedimentation. He asked if this is a path that the Council is interested in pursuing.

Krista Chappell asked with the erosion and sedimentation control updates that the Cumberland County Soil & Water Conservation District is only for soil and erosion during construction? Doug Webster responded that his target would be to include in the scope of their contract, not just during construction, but ongoing measures. There would be a prescriptive option, similar to building codes, and if a property owner wanted to try a different method and were willing to hire the services of an engineer, the real goal is to have them be as turnkey as possible, similar to the MDEP BMP. A pamphlet with a series of erosion and sedimentation standards for construction and ongoing maintenance. It would be readily usable by contractor, similar to what the Town of Windham has adopted. A turnkey set of standards that are tailored by the Town of Gray. Doug Webster said that there are two sub-watersheds in the Town of Gray that are not compliant with the federal clean water act standards. Dan Maguire said that this is an actual problem that the Town has. He is not totally convinced that this is something that should be done right now. He said he feels he needs more information. Doug Webster said the amended stormwater standards are going to be complete and readily available this fall. He is hoping that the model standards will have already been developed for MS4 and that they will not have to redevelop standards. He is proposing that the \$7,200 be directed towards user-friendly guidance and standards for direct watersheds. Doug Webster said the model MS4 standards are being developed for the specific purpose of complying with the new MS4 standards for current MS4 municipalities. All three of the lakes in Gray are endangered.

Anne Gass said that the Town will still be able to achieve a lot of their goals for this change.

Dan Maguire asked is there a reason for an interlocal agreement? Doug Webster said that this is preferred by the Cumberland County Soil & Water Conservation District. This is drafted to be for five-year periods. This is the path that they advocate. He asked if this is the path the Council would like to pursue. He said he can try to get more information from them or if the standards would adequately address Gray's sub-sheds. It was the consensus of the Council to pursue this.

Sandra Carder asked Nate Rudy to speak about the McKin superfund site. Dan Cobb has reached out and wants to know what staff's recommendation and thoughts were on this site. This site has been identified and remediated. The site will remain under a monitoring site under the EPA. This is something the EPA is interested in doing and spending time re-evaluating their sites. The Town/staff has a limited role in this process. It is the EPA's process. The open comment period was extended. Dan Maguire stated that at that time, this had a huge impact on that site.

LD2003 will be considered again on Thursday at 1:00 pm after the regular session. The amended bill language remains, in draft, in the speaker's office.

John Roy – Depot Road is concerned with what would happen with the McKin site with zoning, etc. He asked would there ever be any soil excavation, etc. Nate Rudy said the site will not be developed. The soil will not be disturbed. He suggested that he respond directly to the EPA. Sandra Carder said that there are restrictions on this – it is a superfund site. Any development would have to come through the Town's Planning Board. Nate Rudy said the Town has applied for a Brownfield assessment grant. This is a way for blighted properties to be returned to productive use. This would be through partnership with the Town and the MDEP and held to standards.

XIV. COMMITTEE REPORTS:

- **Martin Meaney**: The next meeting for the Blueberry Festival will be Wednesday, April 13, 2022 at 6:00

pm. This will be an “in-person” meeting.

The Finance Committee met March 23, 2022. Their next meeting is June 16, 2022 at 4:00 pm (“in-person”). He reported that all members were present. Expenses are at 97 percent of projected and budgeted. Water testing expenses are up because of E-coli in the lake. Fuel expenses are down because of pre-buying. There was a \$30,000 Covid expense, but that was 100 percent reimbursed.

On March 23, 2022, the Zoning Board of Appeals had a Workshop. All members were present. They are going to do some re-writes and planning, which made emphasis on measure by laser – horizontally. There will be changes to their applications with warnings. The warning statements will be attached to the permit application. Their next meeting, if necessary, will be April 27, 2022.

- **Anne Gass**:

CT&CAC- Library has purchased a laptop specifically for editing video-has camera and microphone. Also have a new camera. Will facilitate using the library as a place for editing video. Town has whole adobe suite- Mohamud will set up software.

Schools are interested- having a conversation about making a class for making video. A teacher reached out to me and I connected her to Randy.

Cablecast Screenweave- people can get GCTV now if they have Roku and Apple TV devices. They do not need cable. She said to go to App store for your device and look for - Cablecast Screenweave. (On Roku it’s called Channel Store, not “apps”)

Kyle will look into the Granicus contract- see when it comes up again. Randy V. wants to get rid of it in favor of Video on Demand. Not happening this year, but should look into this for next.

Some confusion about the name of the committee- in the charge, it’s Community Television and Communications Advisory Committee- I’ve been referring to it as the “Community Television and Communications Advisory Committee” – need clarity on this. Frankly, GCTV is a big lift, and I don’t think the committee can handle overseeing communications as well as GCTV

Open Space: Meets tomorrow. She said she has gotten one recommendation for the first Landowner Appreciation Award and is happy to field others!

- **Dan Maguire**: The OAC meets Thursday at 4:30 pm.

There is a Joint Planning Board/Town Council Meeting on May 11, 2022.

The Planning Board will meet a week from Thursday, April 14, 2022.

- **Krista Chappell**: The Community Economic Development Committee met on March 16, 2022 where

they hosted public comment on the Agri. Ordinance for businesses and residents. Kristen Muszynski did an excellent job facilitating the conversation. The group identified new preferred uses. They focused more on percentage of spaces for types of uses, rather than acreage. No smaller than a building lot. They also discussed the MOU with Local Centric. They updated the cost of the birdhouses being sold to \$75.00. The fundraising - word has gone out for the new program. The group also voted to join the Mayor’s Monarch Pledge, as suggested by Nate Rudy and Sandra Carder. They identified some actions for the CEDC and the Town Council. Some of those are already underway.

The mural project at Aroma Joe’s is progressing with a MOU.

There is a Spring banner design that is being finalized.

There is a tentative plan for a Planting Event at Village Green.

The Library Trustee's meet on March 22, 2022 where they reviewed the Collection Development Policy. This has not been finalized. It is pending further input from other Trustees.

New Gloucester recently approved their new hours at the Library. They will be complimentary to Gray's hours and will run from Sunday through Thursday.

The Resiliency Committee met on March 31, 2022 with no quorum.

The Earth Day Event is April 23, 2022.

- **Sandra Carder**: Recreation: met last night via "Zoom." Unfortunately, one of our members Lena Ives resigned

from the Committee, due to a change in her job. She will continue to volunteer with individual events/programs. We spent a good amount of time on our upcoming Earth Day Community Event which is set for Sat April 23rd. We were happy to welcome members of the Resiliency Committee as they help us collaborate with organizations in GNG – like the ATV Club, Optimistic Club, NG Environmental Committee and the schools. More details will be released soon in the next couple of weeks. We also spent some time talking about Facility Rental Rates. The next meeting May 2, 2022 at 6:00 pm.

Dry Mills Schoolhouse: Is meeting April 18, 2022 at 4:00 pm, but several members met with Mo Russo at the DMS on Friday to review the remaining repairs and the proposed new layout. We hope to transition our meetings to the DMS Building once the floor work is done, which will allow a work session at the same time.

GPCOG: Is meeting April 26, 2022 at 12:00 pm.

XV. COUNCIL CORRESPONDENCE/ACTIVITIES:

- **Martin Meaney**: He said he spoke with Dave Wilkinson at the recycling shed last weekend regarding the

weight limit sign on Short Mayo. He feels this should be changed. It says 10,000 lbs. His small dump truck weights more than that. By that sign, he would not be allowed to go on that road. This needs to be redone. Dan Maguire confirmed it to be 10,000 lbs. and no he cannot take his truck down that road.

He spoke with Katherine Shuman, his neighbor, who wanted to know if it is actually paying the Town to recycle, specifically glass, plastic, paper, or metal. Sandra Carder said this fluctuates every year. Katherine Shuman had a problem with her ambulance ride. She thought the fee was paid for by her taxes, but apparently it is not. He explained to her, the fee is part of the revenue stream.

- **Anne Gass**: She mentioned the teacher who had reached out to her: GCTV.

A resident reached out to her re: the trekking pole for senior's project. She said she has an idea for where the Town might get additional funding if it's needed in order to buy enough poles.

She spoke with a resident, a senior. Re: her interest in and support for the Avesta senior housing project.

Sandra Carder mentioned Dan Maguire's Comp Plan Committee writeup. She said if anybody has any feedback to please get it to Dan Maguire. She had feedback.

- **Dan Maguire**: He said to get feedback to him sooner than later on the flyer. He had nothing to report.

- **Krista Chappell** - She reported a general assistance e-mail. She also was e-mailing with LA Steel, who is interested in joining a committee. She Received an e-mail from Rachel on her service provider work. She has secured a letter of support from

the Town of Durham. She is still interested in engaging with both Gray and New Gloucester for that kind of work. The deadline for a letter of support is needed by June 1, 2022.

- She spoke with Sara Rodriquez about the Earth Day Event.
- She reported that she has seen several posts on “Facebook” in the Gray/New Gloucester bulletin about an

increase in excessive speeding and roadkill events on West Gray Road. She said should we get in touch or reach out to the Sheriff’s Dept.

- **Sandra Carder**: She said she has been working with Gray Community Endowment related to the insurance

question for the Longest Day 5K race – as part of the LH shadowing. Draft updates to the legal agreement were provided to me to review & provide feedback on.

Ken Capron who is working on bringing *“micro-rail”* to Maine called me in regards to an opportunity they are pursuing to apply for a federal RAISE grant. He was looking for communities that may be willing to work with them as pilots to determine the feasibility of micro-rail for their community and surrounding communities. I explained that given our current workload – in particular – the implementation of the Comprehensive Plan and the two very large infrastructure projects (Yarmouth/Main) we simply did not have the resources to pursue anything else in the coming year. I did indicate I would share his call with the Council and if he wanted to loop back in another year to see where we stood, he was welcome to.

I received a message from a resident on Depot Road about the McKin Site delisting asking how it will impact the site, what will change, and who will be responsible moving forward if there are problems. He was concerned as a resident living in the area. I also received an inquiry from Dan Cobb wondering what Town Staff recommendations would be for the delisting and she advised that Nate Rudy would be discussing it in tonight’s meeting. I will share the information shared with both.

I received an e-mail from Sharon Young inviting the Council to participate in an Age-Friendly Housing Webinar which is being hosted next Tuesday 12th which I shared with everyone. She also expressed some concerns with the shift in local control to the state level in regards to the pending Housing bill LD2003.

XVI. ADJOURNMENT: The following motion was made.

MOTION: *by Martin Meaney, seconded by Anne Gass to adjourn the meeting at 9:45 pm.*

VOTED: *5-0 (Passed).*

Respectfully submitted,

Doreen M. Christ
 Transcriptionist/Minute Taker - Town of Gray



Royal River Conservation Trust

Conserving the Royal River
and its Hills, Ponds, Farms,
Estuaries, and Bay

Board of Directors

Emily Jones, *Yarmouth*
President

Rob Greenleaf, *Yarmouth*
Vice President

Bill Dunn, *Yarmouth*
Secretary

Steve McPike, *Gray*
Treasurer

Christine Force, *Yarmouth*

Jeff Verrill, *Yarmouth*

Rob Wood, *North Yarmouth*

Steve Barr, *North Yarmouth*

Terry DeWan, *New Gloucester*

Ed Gervais, *North Yarmouth*

Mark Power, *New Gloucester*

Bob Humphrey, *Pownal*

Heather Wiggins Berger,
Yarmouth

Beth Sturtevant, *Yarmouth*

David Kitchen, *Yarmouth*

Staff

Alan Stearns,
Executive Director

Carrie Ridgway
*Development &
Communications Coordinator*

Chad Fierros
Stewardship Director

Adam Pereira
Conservation Director

April 11, 2022

Sandra Carder, Chair, Gray Town Council

Anne Gass, Vice Chair

Krista Chappell, Councilor

Dan Maguire, Councilor

Martin Meaney, Councilor

Re: Royal River Conservation Trust's new 147-acre Thayer Brook Preserve

Dear Chair Carder, Vice Chair Gass, and Members of the Gray Town Council:

I look forward to attending your Tuesday April 19th 6pm Town Council meeting to answer any questions arising from today's letter. This letter is intended for your public Council packet. I'd also welcome any questions in advance of April 19th by any reader of this letter by phone or email.

It is my pleasure to inform you of Royal River Conservation Trust's (RRCT's) recent acquisition of land in Gray, allowing the creation of Thayer Brook Preserve. Thayer Brook Preserve includes 147 acres of conservation land between Ramsdell Road and Libby Hill Forest, more than doubling the amount of land available for conservation and recreation behind Gray-New Gloucester school campuses. The parcel includes extraordinarily rich habitat for birds and wildlife, and creates important opportunities for recreation for all people of Gray and the region.

This acquisition is RRCT's first significant conservation project in the Town of Gray. It is our hope, working closely with the Town and other land trusts, that this is the first of many conservation acquisitions bringing attention to Gray's important heritage of large forests supporting both recreation and the environment. We work closely with the Presumpscot Regional Land Trust, the Maine Farmland Trust, and state agencies. It has been our pleasure in recent years to work with the Town Council, its Open Space Committee, and many trail clubs and private landowners shaping a vision for Gray's future.

(continued)

April 11, 2022
Sandra Carder, Chair, Gray Town Council
Page Two of Two

It was a delight during the process to work with members of the Rogers and Durgin families, all descendants of Evelyn Morrill Durgin. Their stewardship and ownership of the land for the last century is an important family legacy. We were honored that they chose to work with us for conservation of the land, to benefit future generations.

Conceptually, we picture our new Preserve as the “quiet side” of Libby Hill, closely aligned with the more intense recreational development close to the schools. We will retain the snowmobile and ATV trail along with existing hiking and biking trails, while developing new hiking and biking trails with acute attention to valuable habitat. We have separate conversations with the Council – and soon the Planning Board – about plans for a trailhead parking lot on Ramsdell Road. Maps and more information on the new Preserve are here:
<https://rrct.org/thayer-brook-preserve/>

I have attached a suggested letter (suggested motion) indicating Council support of RRCT’s ongoing fundraising efforts, especially a pending funding application submitted by RRCT to the Land for Maine’s Future (LMF) program. RRCT was able to acquire the parcel using bridge financing; our plan to use that bridge financing for future conservation acquisitions in Gray if we are able to raise funds from LMF and other sources.

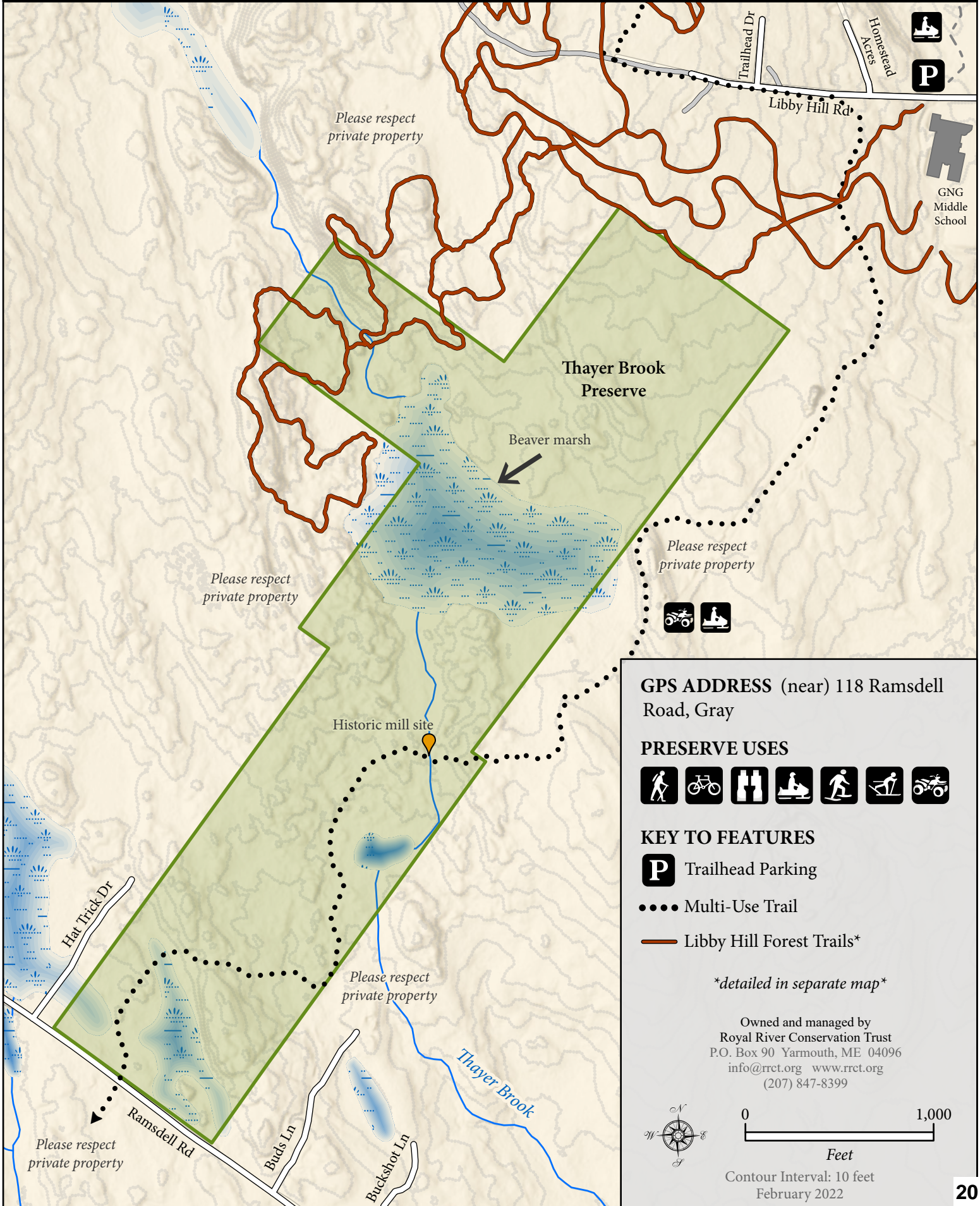
While we have reached out to many abutters, neighbors, and trail clubs, we plan to continue outreach efforts to invite ideas and address issues. We invite any member of the Council or the public to join us for informational walks on the property on Thursdays April 21st and May 5th, at both 10:00 am and 5:30 pm each day. We’ll meet at Ramsdell Road. Details are - - and updates will be -- here: <https://rrct.org/events-programs/>

As before, please urge any reader of today’s letter to contact me for any reason with questions or input.

Sincerely,



Alan Stearns
Executive Director
Royal River Conservation Trust
(207) 215-8315
Alan@RRCT.org



GPS ADDRESS (near) 118 Ramsdell Road, Gray

PRESERVE USES



KEY TO FEATURES

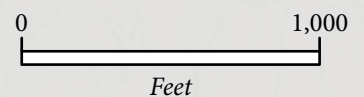
P Trailhead Parking

..... Multi-Use Trail

— Libby Hill Forest Trails*

detailed in separate map

Owned and managed by
Royal River Conservation Trust
P.O. Box 90 Yarmouth, ME 04096
info@rrct.org www.rrct.org
(207) 847-8399



Contour Interval: 10 feet
February 2022

Town Council of Gray - April 19, 2022

Alan Stearns, Executive Director
Royal River Conservation Trust
PO Box 90
Yarmouth ME 04096

Mr. Stearns,

We, as Town Council members for the Town of Gray, fully support Royal River Conservation Trust's recent land conservation project, Thayer Brook Preserve.

Whereas Thayer Brook Preserve conserves approximately 150 acres adjacent to Gray's Libby Hill Forest;

Whereas Thayer Brook Preserve protects significant and rare wildlife habitat, adds additional recreational opportunities to the existing Libby Hill Forest, and provides additional public access to the Libby Hill trail network from Ramsdell Road;

Whereas this project advances Gray's 2020 Comprehensive Plan and 2022 Open Space Plan by conserving significant acreage within Gray's "Central Critical Rural Area," an area deserving of maximum protection from development to preserve natural resources;

Whereas RRCT commits to this land conservation project as the beginning of a land trust-Town partnership where our charitable mission of protecting natural, recreational, scenic, agricultural and historic resources is interwoven into Gray's community priorities, identified and defined through the Comprehensive Plan, Open Space Plan, and other such future plans:

Now therefore the Gray Town Council offers its appreciation, praise, and support for Royal River Conservation Trust's Land for Maine's application grant regarding Thayer Brook Preserve and other future grants that support the land trust's ability to protect and steward land for the benefit of the Town of Gray.

Sincerely,

Sandra Carder,
Chair

Anne Gass,
Vice Chair

Krista Chappell

Dan Maguire

Martin Meaney

MEMO

March 30, 2022

FROM: Community Development Staff

TO: Town Council,
Town Manager Nate Rudy

RE: First Reading of proposed ordinance changes affecting multifamily development (April 5, 2022 Town Council meeting)

The council is asked to consider a change to the multi-family provision of the zoning ordinance that will align the requirements more closely with the vision of the 2020 Comprehensive Plan.

While wholesale revision to these ordinances is underway towards this goal, making these changes at this time will assist the Planning Board with a pending application for an affordable senior housing development, providing the board with clarity on their ability to proceed with approvals.

BACKGROUND

A change to the multi-family provisions in the zoning ordinance was considered by the Council at its March 1 meeting and concerns were raised about how the changes applied to all parcels in both Village Center and Village Center Proper districts irrespective of lot size.

Community Development Director Doug Webster provided a memo with additional options, dated March 9, which was reviewed by the Council at the second reading of the proposed ordinance on March 15.

While the original ordinance was not approved, the council expressed support for the “more fine-tuned/less sweeping ordinance amendments” proposed as “Option 3” in his memo.

The Ordinance Advisory Committee (OAC) reviewed the proposed change at their meeting of March 24. The OAC was provided with a copy of the 3-9-22 memo outlining the five options. While the OAC had reservations regarding the applicability of the amendment to the entirety of the VC district, they recognized the consensus of the council endorsing Option 3. They also suggested considering a maximum footprint if 30-unit multi-family structures are to be allowed in the VC district; this input has been incorporated into the proposed zoning amendment.

Thus, before you tonight is an amended ordinance change for your consideration, based on option 3 together with OAC input on the maximum footprint.

PROPOSED CHANGE

The ordinance now before you for consideration includes only the Village Center zoning district, limits larger multi-family structures to parcels of 14 acres or larger, and limits a multi-family building to a footprint of no greater than 15,000 square feet.

This amendment to the Zoning Ordinance, 402.10.14, would increase the maximum number of attached dwelling units per structure from 6 to 30 for multi-family developments in the Village Center zoning district, located on parcels 14 acres or larger.

Other than the Avesta property off Hancock Street, the only parcel in the VC district that is larger than 14 acres is the Maine Narrow Gauge Railroad parcel that was divided from the Gray Plaza property a few years ago.

The council is asked to consider sending this ordinance change to the Planning Board at its meeting of April 14, 2022 for the statutorily required public hearing, and to schedule a second reading on April 19, 2022. If approved, the ordinance change would be in effect for the June 9, 2022 Planning Board meeting.

The text of the zoning ordinance change is below, in strike-through/underline format:

Proposed Zoning Ordinance Changes to 402.10.14: Standards for Multi-Family Housing

E. Number of Units per Building and Minimum Separation

1. In the Village Center zoning district, the maximum number of attached dwelling units per structure shall be thirty (30) for multi-family developments sited on lots of 14 acres or larger provided that the footprint of the multi-family development structure is less than 15,000 square feet.

2. For multi-family developments in all other zoning districts and in the Village Center zoning district on lots less than 14 acres, the maximum number of attached dwelling units per structure shall be six (6) and the average number or attached dwelling units shall be four (4).

3. For all multi-family developments, the distance between the foundations of any two principal structures shall be no less than the height of the taller of the two buildings, but in no event shall a building separation of less than thirty (30) feet be permitted.

interfere with any sidewalk or bicycle path. Only one drive-through is permitted per building, although banks can have multiple lanes.

402.10.14 Standards for Multi-Family Housing

In addition to the prior provisions of Section 10 for Site Plan Review, multi-family housing in all Districts shall meet the following standards:

A. Perimeter Buffer Strip

A buffer strip of at least fifty (50) feet in width shall be required around the perimeter of the land area for which the multi-family project is proposed. The required buffer strip shall consist of undisturbed vegetation provided that the existing vegetation consists of mature trees and acts as an effective screen. If existing vegetation provides a poor visual screen, a mix of new landscaping including trees, shrubs and grasses shall be planted.

B. Driveways and Parking

The scale and surface area of parking areas, driveways and paved areas shall be compatible with adjacent structures, must be properly screened and must provide for parking in accordance with the requirements of Section 402.10.11. B.

C. Internal Road Access to all Units

Access to all housing units within the multi-family development shall be located on the new interior road system constructed as part of the development.

D. Orientation and Scale of Buildings

Buildings shall be oriented with respect to scenic vistas, natural landscape features, topography and natural drainage areas, in accordance with an overall plan for site development. Buildings shall be compatible in terms of physical size, visual impact, intensity of use, proximity to other structures and density of development with other permitted uses within the District. In addition:

1. Individual lots, buildings, streets and parking areas shall be designed and situated:
 - a. To minimize alterations of the natural site;
 - b. To avoid the adverse effects of shadows, noise and traffic on the residents of the site;
 - c. To relate to surrounding properties, to improve the view from and of a building;
 - d. So that all dwelling units may take advantage of points of solar access.
2. Diversity and originality in lot layout and individual building, street, parking and lot layout shall be encouraged.

E. Number of Units per Building

The maximum number of attached dwelling units per structure shall be six (6) and the average number of attached dwelling units per structure shall be four (4). The distance between the foundations of any two principal structures shall be no less than the height of the taller of the two buildings, but in no event shall a building separation of less than thirty (30) feet be permitted.

F. Utilities

All dwelling units in the development shall be connected to a common water supply and distribution system (either public or private) in accordance with any policies of the Gray Water District, unless

the developer shall clearly demonstrate to the Planning Board that such a system is not feasible and, in addition:

1. That the costs of providing a common water supply and distribution system are prohibitive;
2. That adequate ground water is available at all locations proposed for individual water systems;
3. That the ground water source(s) proposed for individual water systems is safe from both on-site contamination; and
4. That the source proposed is adequate for installation of life-safety sprinkler systems for the entire development.

402.10.15 Planning Board Waivers of Site Plan Review Performance Standards

- A. Unless otherwise specifically indicated, the Planning Board may grant waivers from the performance standards contained in this Article 10, Sections 402.10.11 through 402.10.14. In granting any waivers, the Planning Board shall make findings that:
1. The need for a waiver is based on unique circumstances relating to the specific site and development application and that these conditions would not be expected to be encountered elsewhere;
 2. The application of the standards is not requisite to public health, safety, and general welfare;
 3. The waiver would not qualify for relief granted by the Board of Appeals under Article 9.
 4. The granting of the waiver in other situations would not have the effect of amending the ordinance requirements; and,
 5. Appropriate conditions are applied.

402.10.16 Negotiated Exactions

- A. Purpose: Negotiated Exactions are intended to serve the following purposes:
1. Ensure that publicly owned facilities and infrastructure are not adversely affected by new residential and/or commercial development
 2. Provide the administrative steps to establish a process to quantify the cumulative effects of a development proposal
 3. Establish mechanisms to minimize and ideally eliminate the necessity to expend public funds to address implications of private development on public infrastructure
 4. Ensure that new private development provided the same level of service available to existing development
 5. Establish a fair process to ensure that adequate public facilities are available to serve new growth and development
 6. Provide new growth and development that bears a proportional share of the cost new public facilities needed to serve them
 7. Accommodate orderly growth and development in a safe and fair manner

CHAPTER 307
SURFACE WATER PROTECTION ORDINANCE
TOWN OF GRAY MAINE

Proposed April 19, 2022 / 2nd Reading May 3, 2022

SECTION 307.1 - PURPOSE

The purpose of this Ordinance is to protect the health, safety, and general welfare of the residents of the Town of Gray by prohibiting the use of commercial water extraction at the following site(s): (1) the public boat launch at Crystal Lake on Mayberry Road for the removal of Crystal Lake's surface water by commercial water hauling businesses.

Use of the boat launch at Crystal Lake on Mayberry Road for commercial water hauling purposes creates conditions of public nuisance: the vehicles jeopardize use of the boat launch and block access to the boat launch ramp at Crystal Lake by parking on or near the ramp for the lengthy amount of time required to fill their vehicles, and the process of doing so creates disruptive amounts of noise that impair the ability of adjacent property owners and patrons of Wilkies Beach to effectively enjoy use of their properties and/or the public recreational area provided to them.

SECTION 307.2 - USE REGULATIONS

The removal of surface water for commercial water hauling purposes is a prohibited use of the boat launch at Crystal Lake on Mayberry Road.

SECTION 307.3 - VIOLATIONS

Either the Code Enforcement Officer or the Municipal Officers shall institute or cause to be instituted, in the name of the Town, any and all actions, legal and equitable, that shall be appropriate or necessary for the enforcement of the provisions of this ordinance. A photograph or video of the removal and/or use of surface water for commercial water hauling purposes from the boat launch on Mayberry Road at Crystal Lake, properly authenticated, shall constitute prima facie evidence of a violation.

Any person, firm, or corporation, being the owner or occupant of, or having control or the use of land or equipment found to violate any provision of this ordinance, shall be guilty of a civil violation and upon conviction thereof, shall be punished by a fine of not less than \$100.00, but no more than \$250.00. Each day such violation is permitted to exist after notification thereof by the Code Enforcement Officer shall constitute a separate offense. Such persons shall also be liable for any court costs and reasonable attorney fees. The fine for any person, firm, or corporation found to violate this Ordinance a second time or more shall be punished by a fine of not less than \$250.00, but no more than \$500.00, for each day such violation is permitted to exist after notification thereof from the Code Enforcement Officer.

Town of Gray

PUBLIC NOTICE

Notice is hereby given that the Town of Gray, Maine is proposing a Surface Water Protection Ordinance (Chapter 397). The Town Council will hold a first reading on April 19, 2022 and public hearing/second reading/adoption on May 3, 2022. The purpose of this Ordinance is to protect the health, safety, and general welfare of the residents of the Town of Gray by prohibiting the use of commercial water extraction at the public boat launch at Crystal Lake on Mayberry Road.

Visit www.graymaine.org or contact the Community Development Department at (207) 657-3112 for more information.



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

April 8, 2022

TO: Property owners on Hancock Street
FROM: Town Manager Nate Rudy
RE: Town proposal for discontinuance of a 360-ft. portion of Hancock Street

Dear Property Owner:

I write on behalf of the Town to ensure that you are apprised of the Town's intentions to formally discontinue an approximately 360-foot portion of Hancock Street.

As depicted on the map enclosed with this letter, the proposed discontinuance only affects the property owned by Gray Senior Housing (GSH), LLC/ Avesta Housing at the end of the road. As an integral part of the proposal, the Town will continue to provide winter maintenance on the entirety of Hancock Street, including the discontinued section. A public pedestrian easement will also be retained to ensure that the use of the current Village Area Loop Trail access can continue.

Thus, residents of Hancock Street and visitors will not experience any access or maintenance changes.

The Town is pursuing the discontinuance in conjunction with the review of the proposed "Meadowview II" 27-unit senior housing building on the GSH/Avesta property. The portion of road to be discontinued includes privately-owned stormwater infrastructure, which connects underneath the road and on either side to the GSH/Avesta property.

The Town Council will consider the road discontinuance per the following timeline, as outlined in Maine law, M.R.S.A. §3026-A. Discontinuance of town ways:

- April 19: Town Council first reading/discussion of the order of discontinuance
- April 20: Discontinuance order filed with the town clerk, available for public review
- May 3: Town Council public hearing
- May 17: Town Council meeting/ final vote

If you would like to submit public comments in writing, please send them to my attention at 24 Main Street, Gray, ME 04039 or via email at nrudy@graymaine.org . If you have any questions about the discontinuance, please call 207-657-3112.

Sincerely,

Nate Rudy
Town Manager

MEMO

April 12, 2022

FROM: Community Development Staff
TO: Town Council,
Town Manager Nate Rudy
RE: Discontinuance of a section of Hancock Street
ENC: Draft discontinuance order with exhibits

As previously discussed at the March 1 council meeting, the council is asked to consider the discontinuance of a portion of Hancock Street.

The section of road under discussion is part of a separate parcel, deeded to the town in 1976, when Gray Senior Housing constructed the Meadowview senior apartments at the end of Hancock Street. It is entirely within the Gray Senior Housing, LLC property and practically functions as a driveway. Staff suggest that it would be best for the town if the ownership is transferred to the abutting property owner (Gray Senior Housing, LLC), to avoid potential future complications with maintenance of the underground and surrounding infrastructure.

Per the order, the town will continue to perform winter maintenance on this section of road, as well as maintain an easement for utilities and for pedestrian access to the section of the Village Area Loop Trail that connects the roadway parcel with the plaza shopping center.

Gray Senior Housing, LLC has expressed a willingness to take fee ownership of the section of the roadway proposed to be discontinued. As proposed, the discontinued section will abut only their property and thus ownership will transfer to them.

Staff have consulted with the town attorney to draft the discontinuance order, which includes Exhibit A, showing the map; and Exhibit B, the statutorily required notice to the abutter. These materials are included herein for your review.

We will also be including a survey description of the discontinued road section, which we expect to have in hand this week, as part of Exhibit A. In addition to the required abutter notice and the public hearing notices in the newspaper, the Town has also sent notice to all property owners on Hancock Street, as a courtesy to ensure they are apprised of the proposed discontinuance even though their properties are not affected.

Per M.R.S.A 3026-A, Discontinuance of Town Ways, the town will need to take the following steps:

- Following tonight's review of the order, and any edits to the language, the council must file the order of discontinuance with the town clerk for public inspection.

- A public hearing at the town council will follow at the council’s regular meeting on May 3.
- A second reading/adoption will follow at the May 17 town council meeting, as this must take place 10 or more business days after the public hearing.
- Staff will then file the discontinuance order with the Cumberland County Registry of Deeds, at which time it will become effective. Staff will send a copy to MDOT, Bureau of Maintenance and Operations for their files.

DRAFT PROPOSED LANGUAGE FOR THE DISCONTINUANCE ORDER:

WHEREAS, the attached Notice of Proposed Discontinuance of a Portion of Hancock Street has been sent to the abutters of that portion of Hancock Street shown on *Exhibit A*, as those abutters are shown in the records of the Town of Gray’s Assessor's office and as listed on the Notice; and

WHEREAS, a copy of this Order with attached Notice has been filed in the office of the Town Clerk and the Community Development Office;

NOW, THEREFORE, BE IT ORDERED, that after proper notice and upon due consideration, the portion of Hancock Street described on the attached *Exhibit A* is discontinued by the Gray Town Council, acting as the legislative body of the Town, in accordance with 23 M.R.S.A. § 3026-A;

BE IT FURTHER ORDERED, that the Town retains an easement in the discontinued portion of the road for the purpose of winter maintenance by the Town and public pedestrian access, all subject to existing utility easements of record, if any, which are intended to be retained;

BE IT FURTHER ORDERED, that no damages be paid to the lot owners named on the attached Notice attached as *Exhibit B* or other persons having interests in the street; and

BE IT FURTHER ORDERED, that the Town Clerk be and hereby is authorized and directed to record a copy of this Order in the Cumberland County Registry of Deeds.

Next steps:

- The Town council is asked to review and comment on the draft language of the discontinuance order (above).
- Assuming the council is supportive of the discontinuance and the discontinuance order (amended as appropriate), the council is asked to consider the first reading and the motion per Public Hearing #3 on the April 19, 2022 meeting agenda.

EXHIBIT B: Statutory Abutter Letter to Gray Senior Housing LLC



TOWN OF GRAY

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

April 12, 2022

TO: Gray Senior Housing, LLC

FROM: Gray Town Council, as the Municipal Officers of the Town

Dear Property Owner:

Our records show that you own property abutting a portion of Hancock Street. This letter is to notify you that the Town Council proposes to initiate the process to consider whether to issue an order to discontinue a portion of Hancock Street, for a distance of approximately 380 feet, as fully described in Exhibit A, and will determine damages, if any, to be paid to abutting property owners.

This section of Hancock Street is now a town way that is approximately 60 feet wide and is shown more particularly on Assessor's Tax Map 43, Map 405-039-000, on file at Gray Town Hall, 24 Main Street, Gray, Maine (sketch enclosed). The Town Council intends to retain a public easement in the road for the purpose of winter maintenance by the Town, public pedestrian access, as well as for all existing utilities.

If an Order of Discontinuance is issued and subsequently approved by vote of the Town Council, as the legislative body of the Town, the Town will have no obligation to maintain or repair that section of Hancock Street but it will continue to perform winter maintenance and the public will still have the right to utilize the public easement as set forth above. Ownership of the road is generally presumed to revert to the abutting landowners to the center line, but the Town cannot provide legal advice to you on ownership of any discontinued portion of the road.

As an abutting property owner, you would have the right to maintain a discontinued road, although winter maintenance will be continued by the Town. Abutting property owners have the right to establish private easements to provide access to their property if they do not already possess a private right of access over a discontinued road.

Our records show that discontinuance of this portion of Hancock Street will not affect your access to your property over the remaining public portion of Hancock Street.

On April 19, 2022, the Town Council will meet to determine whether to proceed with the discontinuance process and retain a public easement in the discontinued road as described and limited above.

These matters will be discussed at this meeting of the Town Council and at a public hearing to be held on May 3, 2022. As an abutter, you or your designated agent are invited to attend that meeting, and to attend and be heard at the public hearing.

If you have any immediate questions, please do not hesitate to contact the Town Manager, Nate Rudy, at (207) 657-3339. Thank you.

Sandra Carder
Town Council Chair

Enclosure:
Tax Map sketch

Town Council of Gray - April 19, 2022

Alan Stearns, Executive Director
Royal River Conservation Trust
PO Box 90
Yarmouth ME 04096

Mr. Stearns,

We, as Town Council members for the Town of Gray, fully support Royal River Conservation Trust's recent land conservation project, Thayer Brook Preserve.

Whereas Thayer Brook Preserve conserves approximately 150 acres adjacent to Gray's Libby Hill Forest;

Whereas Thayer Brook Preserve protects significant and rare wildlife habitat, adds additional recreational opportunities to the existing Libby Hill Forest, and provides additional public access to the Libby Hill trail network from Ramsdell Road;

Whereas this project advances Gray's 2020 Comprehensive Plan and 2022 Open Space Plan by conserving significant acreage within Gray's "Central Critical Rural Area," an area deserving of maximum protection from development to preserve natural resources;

Whereas RRCT commits to this land conservation project as the beginning of a land trust-Town partnership where our charitable mission of protecting natural, recreational, scenic, agricultural and historic resources is interwoven into Gray's community priorities, identified and defined through the Comprehensive Plan, Open Space Plan, and other such future plans:

Now therefore the Gray Town Council offers its appreciation, praise, and support for Royal River Conservation Trust's Land for Maine's application grant regarding Thayer Brook Preserve and other future grants that support the land trust's ability to protect and steward land for the benefit of the Town of Gray.

Sincerely,

Sandra Carder,
Chair

Anne Gass,
Vice Chair

Krista Chappell

Dan Maguire

Martin Meaney

CONSENT AGREEMENT

This Consent Agreement (the “Agreement”) is entered into this ___ day of April, 2022, by and between BRYANT I. WING, whose mailing address is P.O. Box 430, Gray, Maine 04039 (the “Property Owner”), and the TOWN OF GRAY, a Maine municipal corporation located in the County of Cumberland, State of Maine, whose mailing address is 24 Main Street, Gray, Maine 04039 (the “Town”).

WITNESSETH

WHEREAS, the Property Owner owns a 4.63 acre parcel of land located at 72 Shaw Brook Lane Drive, Gray, Maine identified on Gray Tax Map 14, Lot 21-32-1 and depicted on the Sketch Plan attached hereto as Exhibit A, as a 4.63 acre lot (the “Property”) and being a portion of the Property Owner’s larger parcel described in a deed from Tonia L. Stanton to Bryant I. Wing, dated June 4, 1998 and recorded in the Cumberland County Registry of Deeds in Book 13879, Page 69; and

WHEREAS, the Property Owner constructed a new single-family dwelling on the Property that he intends to sell but the sale is being delayed due the revelation that the structure does not meet the fifty (50)-foot front setback from Shaw Brook Lane required by the Town’s Zoning Ordinance, as shown on the buyer’s Mortgage Loan Inspection Plan, attached as Exhibit B; and

WHEREAS, the Town was not aware of the setback encroachment at the time that it issued a certificate of occupancy for the single-family structure; and

WHEREAS, the Property Owner has attempted to mitigate the initial eighteen (18)-foot encroachment shown on Exhibit B by reducing the original sixty (60)-foot width of Shaw Brook Lane to fifty (50) feet in the Easement Agreement between recorded at said Registry in Book 39199, Page 216; and

WHEREAS, even with the reduction of the width of Shaw Brook Lane to the minimum fifty (50) foot width required by the Town’s Ordinances, the building encroaches eight (8) feet into the required fifty (50) foot front setback; and

WHEREAS, the Property Owner has exhausted all other options to resolve the setback issue other than the costly option of physically removing a section of the house he located on the lot; and

WHEREAS, the Property is in a remote location and the parties purchasing the house are aware of and do not object to the present location of the house; and

WHEREAS, it would be an economic hardship for the Property Owner to lose the pending sale or to relocate the encroaching part of the structure; and

WHEREAS, the Property Owner and the Town wish to resolve the violation without the need for further litigation; and

WHEREAS, the Town has determined that allowing the single-family structure to remain in its current location will not impact the health, safety or welfare of the Town;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. The existing single-family structure on the Property shall be allowed to remain in its current location. The existing single-family structure may be maintained and repaired in this location. Any additions or other changes to the structure beyond ordinary maintenance and repair must comply with the zoning provisions in effect at the time that such additions or other changes are proposed.

2. The Property Owner shall pay to the Town a civil penalty in the amount of \$20,000 by bank or cashier's check made payable to the Town of Gray. This amount shall be paid to the Town no later than three (3) business days after the date of execution of the Agreement by the parties.

3. By accepting the penalty established in Section 2, the Town waives its rights under the Gray Zoning Ordinance and 30-A M.R.S.A. § 4452 to seek judicial relief against the zoning violation described above.

4. This Agreement shall be binding upon the Property Owner, his successors and assigns. The Property Owner shall be responsible for recording a copy of this Consent Agreement in the Cumberland County Registry of Deed and shall provide the recording information to the Code Enforcement Officer within thirty (30) days of the execution of this Agreement. The Property Owner shall be responsible for all recording costs.

5. In the event that the Property Owner fails to comply with Section 2 of this Agreement, the Agreement and its terms shall become null and void and of no further effect.

6. The Property Owner acknowledges that he has reviewed this Agreement and understands the requirements and terms set forth herein.

THE TOWN OF GRAY

By: _____
Nathaniel Rudy, Town Manager

PROPERTY OWNER

Bryant I. Wing

State of Maine
Cumberland, ss

April __, 2022

Personally appeared before me the above-named Nathaniel Rudy, in his capacity as Town Manager of the Town of Gray, thereunto duly authorized, and acknowledged the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of the Town of Gray.

Notary Public/Attorney at Law

State of Maine
Cumberland, ss

April __, 2022

Personally appeared, before me, the above-named Bryant I. Wing and acknowledged the foregoing instrument to be his free act and deed.

Notary Public/Attorney at Law

Submission #119

[View](#)

[Edit](#)

[Delete](#)

[Previous submission](#)

[Next submission](#)

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

Submission information

Form: [Board/Committee Volunteer Application](#)
Submitted by Anonymous (not verified)
March 30, 2022 - 10:20pm
216.220.249.140

Application Date: March 30, 2022

Contact Details

First/Middle Name: Matthew
Last Name: Hight
Street/PO Box: 216 Center Road
City, State, Zip: Gray
Phone Number: 2072843998
Email Address: matthewr.hight@gmail.com

Employment

Occupation: Environmental Specialist
Present Employer: Maine DEP
Employer Phone Number: 207-287-7842

Are you a Gray resident? Yes

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

Reason for selecting this particular board/committee?
I'm interested in the duties assigned to this committee.

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

I have experience serving on municipal committees in Biddeford and knowledge of environmental issues from my work in state government.

What talents and skills would you bring to this position?

A desire to learn and to communicate what knowledge I have. I work as a policy development analyst. I have attended Climate adaptation workshops.

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

Collaboration on reducing waste, preparing for and reducing climate change and communicating with the citizens of Gray about these topics.

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

Many committees in Biddeford over many years. I am currently a member of the Native Plant Trust and the Wild Seed Project.

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

Are you familiar with the "Comprehensive Plan" adopted by the Town of Gray? No

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

[Previous submission](#) [Next submission](#)



TOWN OF GRAY MAINE

For Office Use Only
Date Received: _____
Received by: _____

CONTACT INFORMATION

Name Ellie Steele E-Mail Address esteele@sad15.org
 Street Address 9 Amanda Way City/State/Zip Gray Maine, 04039
 Phone Number (207)-310-4764 Work Phone n/a
 Gray Resident? YES NO

EMPLOYMENT

Occupation Student
 Employer n/a
 Employer Phone n/a

BOARDS & COMMITTEES

On which board/committee would you like to serve?

- | | |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Blueberry Festival Committee | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Economic Development Committee | <input type="checkbox"/> Public Safety Committee |
| <input type="checkbox"/> Community Television & Communication Advisory Committee | <input type="checkbox"/> Recreation & Conservation Committee |
| <input type="checkbox"/> Dry Mills Schoolhouse Committee | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Library Board of Trustees | <input checked="" type="checkbox"/> Other (please specify) <u>Town Council Resiliency Committee</u> |

Reason for selecting particular board/committee:

I have a passion for all areas in environmental science. I love being outdoors. In the past few years I have been learning about the negative impacts of carbon emissions and climate change. These are issues that are facing the whole planet, but I would like to be a part of the solution. I feel participating on the committee will help our town become a more eco-friendly place, and in turn, the world.

SPECIAL SKILLS OR QUALIFICATIONS

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

I am an honor role student and I was recently accepted to my school's national honor society. I am doubled up in science classes. My hope is to provide fresh ideas and a point of view from the younger generation on some of these issues.

What talents and skills would you bring to this position?

I have fresh ideas, a strong sense of leadership, a great work ethic, and I am knowledgeable in environmental sciences.

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

I feel that it is the responsibility of the committee to address environmental issues that are facing the community by implementing and promoting positive changes. (Ex. clean energy)

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

I have been working on my school's community service club since the beginning of the school year.

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

YES NO

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

YES 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.

I think considering to implement a tree planting project would be beneficial to the environment and it could enhance Gray's small town feel. A project like this if discussed on the board would also help protect the town's natural resources.

ACKNOWLEDGEMENTS / SIGNATURE

YES NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide a meeting agenda for publication on the Town of Gray website at least seven (7) days in advance of each regular monthly meeting, workshop, or special meeting.

YES NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide follow up notes/minutes for publication on the Town of Gray website within forty-five (45) days following each regular monthly meeting, workshop, or special meeting when appropriate.

YES NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide an Annual Report for inclusion in each Town of Gray Annual Report. Said annual report must be submitted no later than August 1 of each year and should address:

- Accomplishments for the period from Jul 1 – Jun 30 of the immediately preceding fiscal year;
- Board/committee goals for the current fiscal year from Jul 1 – Jun 30;
- Forseeable obstacles to attaining said goals;
- Fiscal resources anticipated in order to meet said goals;
- Council support / action anticipated in order to meet said goals;
- Any additional board/committee activity during the period of particular interest to the Gray community.

YES NO

I understand that upon appointment to a Town of Gray Board or Committee, I will be issued a Town of Gray email account for use with all board/committee communications in order to facilitate potential FOIA requests. Further, I understand that it is my responsibility to ensure that all Town of Gray communications are restricted to this account and no other.

Date 3/30/22

Signature

Ellie Steele

Submission #120

[View](#)

[Edit](#)

[Delete](#)

[Previous submission](#)

[Next submission](#)

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

Submission information

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

Submitted by Anonymous (not verified)

April 4, 2022 - 9:17pm

2603:7080:4700:6c7b:6dee:6ac2:3191:54bb

Application Date: April 4, 2022

Contact Details

First/Middle Name: David

Last Name: Phelps

Street/PO Box: 74 Taylor Ln.

City, State, Zip: Gray, Maine, 04039

Phone Number: 6037141210

Email Address: davidl.phelps1@gmail.com

Employment

Occupation: Project Finance Analyst

Present Employer: ReVision Energy Inc.

Employer Phone Number:

Are you a Gray resident? Yes

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

Reason for selecting this particular board/committee?

I have knowledge of the development process through my work at ReVision Energy developing solar projects as a project finance analyst. ReVision Energy is a solar developer out of South Portland who helped develop and build the solar project at the town landfill. I can contribute to the sustainable development of the Town of Gray

through my experiences. I am looking to give back to the town I recently moved to (August 2021) in the most practical way I can.

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

My experience as a solar developer has helped me gain an understanding of permitting, site control, and real estate development related items. These skills align with the work the planning board performs and what they review. Through my profession I assess the financial and economic impacts of renewable energy development projects.

What talents and skills would you bring to this position?

Professional knowledge related to the development of real estate and renewable energy projects. I am also a certified public accountant (CPA) and can utilize those skills wherever necessary to assist the planning board and the Town of Gray. My most valuable contribution to the board would be my skills in understanding the financial and economic impacts of certain development projects. I have experience with tax credits and some knowledge of public finance and how it relates to municipalities.

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

The responsibility of the planning board is to facilitate and approve the development of our town. This involves both commercial and residential uses. A coordinated and responsible planning board helps to promote sustainable development and the future direction of our town.

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

N/A

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.

Utilizing my professional experience I feel that I would be a great addition to the planning board and look forward to helping Gray grow.

[Previous submission](#) Next submission

TOWN OF GRAY
JUNE 14, 2022
ANNUAL TOWN MEETING WARRANT--DRAFT

Article 2. Shall the Town vote to accept \$6,166,740 of revenue and any Federal, State and other sources of revenue and to appropriate the same to help fund the total Municipal Budget for FYE 2023 (detailed below) as recommended by the Town Council?

Article 3. Shall the Town vote to raise and appropriate \$10,697,041 to fund the FYE 2023 Municipal Budget, as recommended by the Town Council?

(Admin, Codes, GA, Com. Dev., Com. & Info, Elections)	\$1,657,962	
Municipal Finances (Bonds/CIP)	\$3,791,687	
Library and Parks & Recreation	\$424,354	
Public Safety/Street Lights	\$1,535,727	
Public Works	\$2,886,716	
Council (legal), Boards and Committees	\$49,620	
Law Enforcement	\$274,591	
Community Service Agencies	\$76,384	
Total Budget FYE 2023		\$10,697,041

(Fiscal Note: If passed, **this article shall only be effective if the voters also pass Article 10** below to increase the so-called LD 1 property tax levy limit.)

Article 4. Shall the Town vote to raise and appropriate \$10,000 for Town Council compensation for the FYE 2023, as recommended by the Town Council?

(Note: This appropriation must be voted on as a separate article, pursuant to, Art. II, Sec. 6 of the Town Charter.)

Article 5. Shall the Town vote to appropriate \$4,146,697 from the Capital Reserve Fund for FYE 2023, for the following Capital Projects, as recommended by the Town Council?

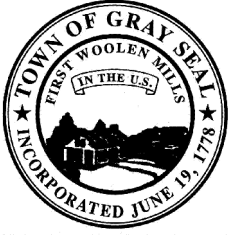
Road Resurfacing	\$511,650	
Parks and Recreation	\$20,500	
Fire & Public Safety	\$312,935	
Public Works, Town Vehicles & Equipment	\$38,000	
Public Buildings	\$564,550	
Technology	\$22,800	
Debt Service	\$1,359,262	
Land Acquisition	\$50,000	
TIF Projects	\$1,115,000	
Professional Services	\$152,000	
Total Capital Projects FYE 2023		\$4,146,697

Edited by: Katy Jewell
4/14/2022

- Article 6. Shall the Town vote to accept and appropriate for their designated purposes all of the various Town “enterprise account” funds (*e.g.*, nonmajor special revenue funds, recreation enterprise funds) for FYE 2023, as recommended by the Town Council?
- Article 7. Shall the Town vote to place funds received from the disposition of Town-owned personal property with a value of \$100,000 or less in the Capital Reserve Fund, and to appropriate the same for capital projects, as recommended by the Town Council?
- Article 8. Shall the Town vote to accept all funds generated by donations and fund-raising activities on behalf of the Town’s Recreation Department, the Dry Mills Schoolhouse, the Gray Public Library Association, the Gray Fire Rescue Association, and various Town Committees, and to appropriate the same for their intended purposes, as recommended by the Town Council?
- Article 9. Shall the Town vote to authorize the payment of tax abatements, including any interest due thereon, from the property tax overlay or, if necessary, from the unassigned fund balance, as recommended by the Town Council?
- Article 10. Shall the Town vote to increase the Town of Gray’s property tax levy limit established for FYE 2023 by State law to \$1,010,088 in the event that the municipal budget approved under the preceding articles will result in a tax commitment that is greater than that property tax levy limit, as recommended by the Town Council?

(Fiscal Note: Approval of this Article will **not affect the mil rate.**)

(Explanatory Note: If passed, this Article Shall only be effective upon passage of Article 3 to fund the FYE 2023 Municipal Budget.)



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

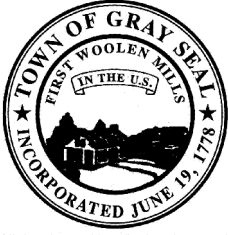
April 15, 2022

Town Manager Report to Town Council (4/01/2022 – 4/14/2022):

- 4/1: Town Manager (TM) attended MeDOT/MMA webinar on Village Partnership Initiative program, via Zoom
- 4/5: TM presented FY23 budget proposal at Town Council meeting
- 4/6-8: TM attended International City Managers Association – New England conference in Boston, MA
- 4/14: TM met with Gray Fire Union representatives to review FY23 budget proposals

Other activities:

- TM has attached a proposal from the Director of Buildings and Grounds to remedy water supply issues at the cemetery, as it requires Council approval. This will be presented at the May 3 meeting for Council vote.
- TM has attached a proposal from Greater Portland Council of Governments for Council approval. This will be presented at the April 21 workshop for Council deliberation.
- TM has attached revised job descriptions for several roles for Town Council review as a consent item.
- The Library has recently lost two staff members to voluntary separation of employment, and another full time staff member is also on an extended leave, which leaves the Library short-staffed to a degree that will disrupt business continuity and service hours. The Library Director requests Council approval of a proposal to promote Darcel Devou, currently full-time Head of Circulation, to the Council-approved Assistant Library Director position, and to refill one of the part-time Circulation Clerk positions, to help avoid/shorten any reduction in library open hours. The vacated full-time Head of Circulation position would not be refilled until after the proposed FY23 budget is approved by voters, which included funding for creating a full-time position and eliminating a part-time position. This will also allow the Library Director to prepare for the new duties and responsibilities that will be added to him as Director of Communications and Information Technology.



TOWN OF GRAY

Henry Pennell Municipal Complex
22B Main St, Gray Maine 04039
www.graymaine.org

DEPARTMENT OF BUILDINGS AND
GROUNDS

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

MEMO

To: Nate Rudy, Town Manager
Gray Town Council

From: Mo Russo, Director of Buildings and Grounds

Date: April 13, 2022

Re: Cemetery Water Repair

The Gray Cemetery has four water faucets for watering flowers placed at graves. The faucets are located across the main part of the cemetery. They faucets and the water lines that provide the water have been in place since 1991 when members of the Cemetery Association installed them.

In mid-August 2021 it was reported to me by Galen Morrison that there was a water leak in the vicinity of the faucet on the hill of the cemetery. Upon investigation I made the decision to shut off the water to prevent further damage. The water remained off for the season due to staff being out and being committed to projects that were a time sensitive nature. A considerable amount of research was done by various members of Town staff to determine the responsible party to make the repair. The conclusion being the Buildings and Grounds Departments is responsible for maintenance of the water system used for watering.

Prior to this water break the responsibility of the Department was to install the faucets in May prior to Memorial Day and remove the faucets after Columbus Day.

As stated in State Title 13; Part 2; Chapter 83; Subchapter 5, 1371-A Limitations on construction and excavation near burial grounds, the Council needs to approve the excavation for the repair. I ask that a broad approval is granted so that as issues arise in the future with the water system they may be rectified in a timelier fashion and not delayed by needing approval from the Council.



The blue arrows indicate the locations of three spigots. The red arrow indicates the location of the fourth spigot and the site of the water seepage.

April 12, 2022

Nate Rudy, Town Manager
Town of Gray
24 Main Street
Gray, ME 04039

RE: PROPOSED SCOPE OF WORK

Dear Nate:

Greater Portland Council of Governments (GPCOG) is pleased to submit this scope of work in response to the Town's request for contracted services in support of the Gray Village. We recognize that this project centers on the Village, situated at the intersection of Main Street Rt 202 / Shaker Road Rt 26 / Portland Road Rt 100 / Yarmouth Road Rt 115, including Brown Street.

Project Approach:

GPCOG proposes to partner with The Principle Group (Principle) to provide planning and urban design services, lead a public design process, and create an action-oriented vision plan that the Town can use to guide decision-making as it seeks to implement its Comprehensive Plan, Open Space plan, and key Maine DOT (MeDOT) street segments moving towards multiple MeDOT Municipal Partnership Initiative and a possible Village Partnership Initiative request or similar. The project intent is to create a lean, highly visual document with specific next steps keyed to specific stakeholders. The project will be open and transparent at every step, using an online interactive website where important project information will be shared and updated in real time, and providing a digital way for people to interact with the project.

We will collaborate with Maine Council on Aging, who will contribute limited technical assistance and facilitation centered around issues facing older people, and opportunities to incorporate age-friendly design into streets and public spaces.

Principle staff includes Rick Chellman (TND Engineering) who will provide transportation scoping that will inform urban design and economic opportunity for envisioning a vibrant Village.

Rick will provide critical expertise related to rebalancing streets to support higher quality of living, local business and safety for people of all ages.

The Project Manager and lead will be team member, Vanessa L. Farr, in her role at Principle. The project team leader on the GPCOG staffing side will be Kelly Rehberg. Kelly and Sarah Baker will provide engagement, project website and mapping services to the project. Russell Preston will serve as Urban Design Lead on the project, with modeling, rendering, street cross-sections and plan production supported by Principle staff.

We are referring to this project as a “Design Sprint” where we can leverage all the hard work that’s been done to date and quickly get laser focused on design solutions for the Gray Village. That does not mean quality will be rushed. On the contrary, using a multi-day, all hands-on-deck planning process makes for efficient problem solving and informed decision-making where policy recommendations can be made to Council without delays and time gaps while waiting for answers or responses from key stakeholders. This efficiency means that street design could begin in time to inform the proposed Rt 100 road construction, scheduled for FY 2025 (MDOT MPI Project). This phase of work may also serve as credit towards a future Village Partnership Initiative if approved by MDOT.

The deliverables for this project will include the following:

- Project Web Site (ArcGIS Hub Site)
- Set of Branded outreach materials (poster, postcard) + social media content to be pushed by Town
- Slide Deck (google slides)
- Multi-day public design workshop (anticipate 5 days) late June or summer
 - This includes an opening night presentation + hands on workshop
 - Special Topic focus groups
 - Zoning + Development
 - Bicycle and Pedestrian Safety
 - Stakeholder Meeting (MDOT, Maine Turnpike Authority)
 - Stakeholder Meeting (staff, Gray Water District)
 - Mid-point Community Check in + discussion
 - Closing Presentation + discussion
 - Transportation Scoping
 - Identifying key opportunities and project concept(s) to inform Village Partnership Initiative
- Vision Report (produced in InDesign, delivered as inDesign file and Adobe PDF)
 - Illustrative Master Plan for core of Village
 - Catalyst Site Drawings (new neighborhood plan for Village Gateway parcel, Pen-nell Campus + recreation fields at municipal complex)

- Guiding Principles, Big Ideas and Action Strategies
- 3 – 4 Street Cross-sections to support the Village
- Visual Preference Survey
- Zoning Analysis and Recommended Code Repair
- 1 3D Rendering (view tbd based on input)
- Implementation Plan Next Steps

The Town will be responsible for the following:

- Pushing provided content out over social media and through local channels such as town-wide email and newsletter mailings
- Coordinating meetings, emails
- Printing/copying and distribution of all branded materials and public workshop materials
- Hosting and arranging public design charrette pop-up studio
- Intern to support pre-design workshop and during

Fee

The flat rate fee for this project shall be \$73,750 divided as approximate:

Project Management, Planning and Urban Design (Principle Group) - \$67,250

Engagement Assistance and ArcGIS Hub Site (GPCOG) - \$6,500

We have included a number of drawings as examples of the kind of work we do to help municipalities move from idea to vision to shovel in the ground. The examples are all from Maine and some elements of each are relatable to Gray.

On behalf of the team at GPCOG and the Principle Group, we look forward to working with Gray on this exciting project.

Sincerely,



Anthony T. Plante

Director of Municipal Collaboration & COO

North Windham's 21st Century Downtown Plan 3D Rendering



Today's existing conditions along Rt 302



3D renderings for this project informed a package of zoning amendments to refine zoning district boundaries, regulate building types and size, form, scale, and characteristics of new buildings; block size (which affects walkability); and parking.



Looking into the future. North Windham is a walkable place that people want to arrive at and live, not pass through.

Town of Newcastle's Vision to Create a Village Main Street



3D Rendering of Newcastle's Main Street, with generous sidewalks and public spaces to support shopfronts, cafes and restaurants, and gathering. On-street parking, seating, and beautiful landscaping supports business and contributes to the desired ambiance and safety of the street.

Freeport Downtown Vision Plan – Example Drawings and Plans



Mallett Drive is reimagined to be part of downtown, with a center bicycle boulevard connecting the Village to the town's vast trail system and public lands to the west. New housing and mixed-use development fills in around existing buildings.

Bow Street, approaching Main Street – Existing Conditions



Process Diagram showing option to reallocate how pavement is used within existing curb line, using road paint only; retrofitting to add street trees.



Process Diagram showing option to move curb line to create wider sidewalks, maintain on-street parking, narrow travel lanes and add street trees.

Freeport Downtown – Existing, Today



Freeport Illustrative Plan - Into the Future



POSITION DESCRIPTION TOWN OF GRAY MAINE

POSITION TITLE: COMMUNICATIONS AND INFORMATION DIRECTOR
DATE CREATED/REVISED: 04/2022

Classification: Full-time, exempt

Narrative: The Director of Communications & Information is ~~directly responsible~~ responsible for the development and execution of the Town's communication strategy, policies, and activities as well as oversight and coordination of the Information Technology (IT) infrastructure at all Town facilities. This position description is supplemental to the core duties assigned to the Library Director.

This individual should have experience managing communications, ~~strong communication~~ effective communication and ~~project management~~ customer service skills, strong computer skills with proficiency in ~~applicable~~ MS Office software, basic understanding of website content and development, basic knowledge of networking and IT administration, an understanding of Town of Gray policies and procedures, and the ability to learn new software. This position requires availability after hours, during municipal emergencies.

Level of Supervision: ~~The:~~ The supervision for this position is provided by the Town Manager as described under the employee's core job description as Library Director. ~~-. This position is responsible to provide~~ for providing direction and oversight to the Digital Media Coordinator and the IT Systems Administrator.

POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Direct the Town's communication strategies and plans in consultation with the Town Manager and in collaboration with department heads
- Lead and coach Communications and Information Department staff
- Contribute to strategic, operational, and project planning for technology and systems
- Prepare and administer the department's budget
- Lead the Town's branding efforts and oversee publications including social media, the Newsletter, Annual Report (in cooperation with the Clerk's Office), and website postings
- Ensure that technical and computer support is available to all Town facilities, especially in the absence of the IT Systems Administrator
- Ensure that IT systems are secure ~~in order to~~ maintain services and the integrity and confidentiality of information
- Oversee the Digital Media Coordinator's management of GCTV2
- Attend meetings of the Community Television Advisory Committee
- Effectively communicate with the public as needed to provide an understanding of the Town's ordinances, policies, and initiatives
- Perform other duties as may be assigned by the Town Manager

POSITION REQUIREMENTS/QUALIFICATIONS

- **As identified in the core job description for the Library Director**

PHYSICAL REQUIREMENTS/OTHER:

- **As identified in the core job description for the Library Director**

TOWN OF GRAY POSITION DESCRIPTION

POSITION TITLE: FINANCE DIRECTOR – ADMINISTRATION

DATE CREATED/REVISED: 8/2017, 4/2022

Classification: ~~Regular~~-Full-Time, ~~Salary~~-Exempt

Narrative: This is a position of high responsibility, integrity and discretion, performing a variety of complex administrative, technical and professional work concerning the finances of the Town of Gray for all Funds, including routine accounting functions (account balancing/reconciliation, journal entries, etc.), tax collection, lien processing, annual audit responsibilities, accounts payable and payroll processing, annual Town budget preparation, ~~Clerk's Office management~~, and cash-out responsibilities.

This individual has constant contact with Town of Gray employees, the public and Town ~~o~~Officials (as applicable) and is expected to maintain a positive working relationship with each. All work must be performed in accordance with State & Federal law, Town of Gray Charter, Town of Gray policies/ordinances/previously established procedures, and generally accepted accounting principles (GAAP) ~~and~~. Position requires sound judgment and the ability to work effectively with others toward the goals established by the Town Manager.

Supervision: Supervision is provided to this position by the Town Manager. This position provides supervision to all Town Departments concerning financial matters in coordination with the Town Manager. ~~This position also directly supervises the Clerks in the Clerk's Office as the Office Manager.~~

POSITION RESPONSIBILITIES/TASKS

Illustrative Only, not all-inclusive:

- Provide leadership, advice, direction, and controls concerning financial matters for all Departments to maintain the validity of, and transparency concerning all Town financial transactions, in accordance with all applicable financial policies and any other established governing standards
- Prepare and submit administrative written materials, including reports and budgets
- Prepare all Town financial statements, including the development and preparation of special management reports as required by the Town Manager
- Establish, maintain, and enforce written internal controls for Town financial procedures, standards, and processes to ensure the proper and accurate recording of all Town financial transactions
 - Develop, propose, and implement essential financial policies
 - Perform routine accounting functions, including (account reconciliations (all Funds), journal entries, cash transfers (between accounts and across Funds), review and recording of all subsidiary ledger financial transactions, ~~routine~~/daily ~~Cash-Out for deposits~~cash reporting and bank deposits
 - Consult and cooperate with legal counsel to ensure that Town policies/procedures/ordinances comply with Federal and State law making necessary recommendations concerning the same

○ Provide appropriate clarification, coaching and training to applicable employees concerning their financial transaction responsibilities (as detailed in their individual job descriptions) and internal controls as applicable

- Perform the duties of the Town Treasurer as the Town’s Deputy Treasurer with full rights concerning the following:
 - Accounts Payable processing Town-wide (including all reporting requirements)
 - Payroll processing Town-wide (including all reporting and withholding requirements)
 - Revenue collection from outside sources
 - Annual financial audit facilitation with the contracted outside auditing firm (as required by the Town Charter) as well as the review, verification, finalization and the timely, appropriate distribution of the resulting annual financial statements to the public, and all applicable parties (in accordance with the Debt Management Policy) to comply with all bond, investment and Town liability requirements
 - Location, accessibility and disposition of municipal financial records (excepting the Assessor’s records) as determined by the most recent State and/or Federal rules concerning the same
 - Investment of Town funds in accordance with the Town’s Investment Policy
 - Debt management in accordance with the Town’s Debt Management Policy
 - Tax acquired property in accordance with the Town’s ordinance concerning the same
 - Town-wide financial planning and recommendations in coordination with the Town Manager
 - Day-to-day administration of Town funds
 - Providing required financial information to the Town Clerk for the Town’s Annual Report
- Perform the duties of the Town Tax Collector as the Town’s Deputy Tax Collector with full rights concerning the following:
 - Verifying the annual Assessor’s Certificate of Assessment
 - Facilitating the production and distribution of annual tax bills
 - Managing tax payment processing by the Clerks and other designated individuals with tax payment processing authorization
 - Auditing individual tax payment accounts, communicating information about the same with taxpayers, lien holders, interested parties and mortgage companies as requested
 - Commencing the tax lien process for outstanding real estate tax balances (including interest) within the time frame allowable by State law, in accordance with the Town’s standard procedure

- Pursuing outstanding personal property tax balances (including interest) in accordance with the Town's standard procedure
- Facilitate and coordinate all stages of the Town's annual budget process and proposals (for both the Town Manager and the Town Council) for all Departments (primarily for the General Fund and the Capital Reserve Fund) and its eventual proposal to taxpayers for adoption, including all Charter-required documentation, any formal presentations requested/required and the necessary Warrant articles for Town Meeting
- Create, coordinate, and maintain the Town-wide 15-year Capital Improvement Plan (as required by the Town's Capital Improvement Plan Policy)
- ~~● Develop, propose and implement essential financial policies as required and requested~~
- ~~● Consult and cooperate with legal counsel to ensure that Town policies/procedures/ordinances comply with Federal and State law making necessary recommendations concerning the same~~
- ~~● Provides oversight and direction to the Clerks in the Clerk's Office concerning customer transactions and facilitate the overall operations of the office to offer and maintain a high level of customer service~~
- ~~● Perform annual performance reviews for all Clerks in the Clerk's Office~~
- ~~● Provide appropriate clarification, coaching and training to applicable employees concerning their financial transaction responsibilities (as detailed in their individual job descriptions) and internal controls as applicable~~
- Reconcile and facilitate grant awards Town-wide, providing all financial documentation and requisitions as stipulated for each
- In coordination with the Human Resources Director, maintain employee benefit plans and assist as necessary in the administration of human resource services
- Cross-train the Human Resources Director to process Town-wide Payroll
- Cross-train appropriate designees to process the Town-wide Accounts Payables
- Coordinate with the Human Resources Director to facilitate the annual Worker's Compensation audit
- Facilitate the annual Town liability insurance renewal
- Process Supplements and Abatements as requested by the Assessor
- Study, standardize and make recommendations to procedures to improve efficiency and effectiveness of overall Town operations
- Provide staff support to the Attend Finance Committee, including facilitating meetings, and reporting financial and policy information and details as scheduled
- Maintain professional and technical knowledge by attending educational workshops, establishing professional networks, and participating in professional associations
- All other tasks as assigned by the Town Manager.

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

Minimum Education Required:

High School Diploma G.E.D/High School Equivalent

Minimum Education Preferred:

Associate Degree Bachelor’s Degree Advanced Degree

Prior Experience Required:

3-5 years of direct experience in this position or directly related to the field

Prior Experience Preferred:

5 years of direct experience in this position, especially in a government atmosphere, or a satisfactory equivalent in the estimation of the Town.

Knowledge, Ability, Skills Required:

- Demonstrated proficiency and ~~W~~Must have wadvanced working knowledge of generally accepted accounting principles
- Proficiency with Microsoft Office Suite
- Proficiency with TRIO account management software
- Ability to act with integrity, professionalism, and confidentiality
- ~~Must have profieieney with Windows platforms~~
- Ability to perform complex accounting work accurately and rapidly
- Sound judgment and the ability to work with others
- Ability to communicate effectively, orally and in writing
- ~~Must be able to work independently and exercise good judgment when making decisions~~
- ~~Must be able to~~Ability to assist and coordinate with various multiple Department Headsdepartment heads and staff ~~members~~
- ~~Must be able~~Ability to manage work time and prioritize tasks effectively
- Strong analytical and problem-solving skills
- Possess a valid Maine driver’s license

Knowledge, Ability, Skills Preferred:

- Working knowledge of municipal government and accounting structure
- Proficiency with municipal accounting software data exports / interfaces to other software platforms

Physical Requirements/Other:

Shift Length	<input checked="" type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights	<input checked="" type="checkbox"/> Evening (Occasional/Rare)		<input type="checkbox"/> Rotating	
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Lifting/Carrying	Never	Rarely	Occasionall	Frequentl	Constantly

(pounds)			y	y	
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: <input checked="" type="checkbox"/> within area <input type="checkbox"/> between areas <input type="checkbox"/> throughout facility					
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Postures/Tasks	Never	Rarely	Occasionall y	Frequentl y	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postures/Tasks	Never	Rarely	Occasionall y	Frequentl y	Constantly
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:					
<input checked="" type="checkbox"/> see		<input checked="" type="checkbox"/> hear		<input type="checkbox"/> distinguish color	
<input type="checkbox"/> work in diminished lighting		<input type="checkbox"/> make critical decisions		<input checked="" type="checkbox"/> perform in fast-paced environment	
<input checked="" type="checkbox"/> speak		<input type="checkbox"/> work at a set pace/rate		<input checked="" type="checkbox"/> remember accurately	

- | | | |
|--------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------|
| <input checked="" type="checkbox"/> work under deadlines | <input checked="" type="checkbox"/> perform multiple tasks | <input checked="" type="checkbox"/> work independently |
| <input checked="" type="checkbox"/> understand verbal instructions | <input checked="" type="checkbox"/> understand written instructions | |
| <input type="checkbox"/> other: | | |

Acknowledgement

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

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____

TOWN OF GRAY POSITION DESCRIPTION

POSITION TITLE: ~~HUMAN~~ HUMAN RESOURCES DIRECTOR - ADMINISTRATION
DATE CREATED/REVISED: 04/2022/04/2022

Classification: Full-Time, Exempt

Narrative: ~~Under:~~ Under the general direction of the Town Manager, the Human Resources Director ~~assists in the administration of all Town functions and serves as a member of the senior management team which also includes the Town Manager and the Director of Finance/Assistant Town Manager. This position oversees the strategic planning, provides professional coordination, and administration of the Town's human resources functions. , administrative, supervisory, and managerial support while assisting with the overall planning and direction of Town administration. This includes, but is not limited to, program and policy development and implementation; serving as a liaison to the Town Council; and coordinating between Town officials, employees, and citizens. Position requires integrity, sound judgment, discretion, the ability to perform a variety of complex administrative, technical, and professional work; and the ability to work effectively with others toward the goals established by the Town Manager.~~

HR operations responsibilities~~This position is responsible for -include~~ establishing standards of performance within the broad framework of policies and objectives, Town-wide classification of positions, recruitment/hiring, employee and labor relations, personnel benefits administration, employee orientation, and staff training and development. Work is performed in accordance with State and Federal laws as well as Town policies/ordinances/previously established procedures with a high degree of independence. Position requires integrity, sound judgment, discretion, the ability to perform a variety of complex administrative, technical, and professional work; and the ability to work effectively with others toward the goals established by the Town Manager.

Supervision: ~~Supervision:~~ Supervision is provided to this position by the Town Manager. ~~With duties commensurate to Assistant Town Manager, this~~ This position provides supervision and support to all Town departments concerning ~~administrative and~~ personnel matters in coordination with the Town Manager.

POSITION RESPONSIBILITIES/TASKS

Illustrative Only, not all-inclusive:

- Assist the Town Manager in the daily administration and operations of the Town, and make recommendations to the Town Manager
- Contribute to the overall quality of the Town's service by developing and implementing standards of administrative management and operating practices and procedures that will improve day-to-day operations
- Oversee human resources operations and functions, and enhance them by developing, proposing, and implementing essential personnel policies and practices
- Assess and monitor the distribution of work, support systems, and internal reporting relationships; identify staffing needs; and direct change implementation
- Lead the hiring process and execute the Town's human resource strategy as it relates to current and future staffing needs, retention, and succession planning
- Establish quantitative and qualitative metrics, guidelines, and standards by which department efficiency and effectiveness can be evaluated

- Facilitate and coordinate all professional development, training, and certification activities, including annual and mandatory training for all employees; administer the Town's use of [online training resources such as](#) MMA's Online University
- Counsel management in appropriate resolution of employee relations issues
- With the Town Manager and Director of Finance, share the role as principal negotiator for the Town in collective bargaining with all municipal unions
- Provides back-up for the Town Manager, including serving in an Acting capacity in her/his absence to assure the continuing and consistent performance of the duties and responsibilities of the Town Manager
- Lead meetings, represent the Town on committees/task forces, resolve problems of routine nature and emergency/unplanned events, and provide general oversight of Town functions as needed
- Work with the Town Manager and Town Council members to ensure continuity of actionable items related to meetings and workshops
- Conduct research and analysis of organizational trends including review of reports and metrics
- Prepare and review a variety of complex and routine correspondence, memoranda, and staff reports
- Perform risk management; ensure compliance with applicable Federal/State laws, regulations, municipal and other codes and ordinances; train staff in risk management procedures; and ensure work environments are adequate and safe
- Create, maintain, file and update all Town personnel, confidential and training files for all required and pertinent employee information as required by Federal/State law and the Town's Personnel Policy
- Maintain the work structure by reviewing, creating and maintaining accurate job descriptions for all positions
- Oversee the employment application and screening process
- Carry out employment verification and reference checks
- Generate offer letters and administer all necessary background/employment checks for employees, volunteers, and independent contractors
- Conduct new hire orientation to clearly present all applicable employment information, collect all necessary documentation for payroll and benefit purposes, issue equipment or security procedures as required, and print employee badges
- Prepare employee separation notices and related documentation, and conduct exit interviews
- Manage employee benefits programs by assessing benefit needs and trends; recommending benefit programs; educating employees; directing the processing of benefit claims; and facilitating the annual benefit renewal process for all applicable benefits in a manner established by the Town Manager
- Prepare and distribute required and/or pertinent information to employees regarding existing benefits programs, changes to the Personnel Policy and other employment information such as applicable State/Federal law changes/updates

- Process all First Report of Injury for Worker’s Compensation claims, including ~~any and all~~ follow-up documentation and coordination necessary with the Workers Compensation Board, MMA, Health Care ~~Providers~~Providers, and the employee
- Process all FMLA and ADA requests and coordinate, as necessary, with the Finance Director, for payroll purposes, and department heads for necessary accommodations
- Review, investigate, and process any harassment claims in accordance with the Town’s Personnel Policy
- Maintain all Federal and State required employment notices Town-wide in accordance with the procedures/requirements established by the same
- Facilitate the annual Worker’s Compensation audit in coordination with the Finance Director
- Cross-train the Finance Director to administer employee benefits and background checks
- ~~Provide oversight and direction to~~Attend meetings of the Town’s Safety Committee and Employee Wellness Committee, -and provide coordination and oversight as needed in all areas of their purview as detailed by ~~to support~~ the Town’s Personnel Policy
- Consult and cooperate with legal counsel to ensure that Town policies/procedures comply with Federal and State law
- Cultivate professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies
- Attend meetings of the Town Council and other such meetings as requested and authorized by the Town Manager and the Town Council
- Communicate with the Town Manager, Town Council, Town departments, employees, government agencies, local businesses, community organizations, residents, outside agencies, and other individuals as needed to coordinate work activities, exchange information, resolve problems, and ~~generally promote~~promote a positive image of the Town
- Perform all other tasks as assigned by the Town Manager

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

Minimum Education Required:

High School Diploma G.E.D/High School Equivalent

Minimum Education Preferred:

Associate Degree Bachelor’s Degree Advanced Degree

Prior Experience Required:

3-5 years of direct experience in this position or directly related to the field

Prior Experience Preferred:

5 years of direct experience in this position, especially in a government atmosphere, or a satisfactory equivalent in the estimation of the Town. Management and supervisory experience at a senior level is a plus.

[An advanced degree and professional certification are required for this position to serve at the Department Head level. Otherwise, the position will serve under the Town Manager as Assistant to the Town Manager / Human Resources Administrator](#)

Knowledge, Ability, Skills Required

- Knowledge of selection, training, recruiting, and supervision of personnel
- ~~Knowledge of municipal personnel practices and public administration~~
- Knowledge of wage and salary, and performance appraisal administration
- Strong interpersonal and conflict resolution skills
- Strong supervisory and leadership skills
- ~~Ability to communicate effectively in both written and oral forms with all levels of Town management, the public~~ Strong written and verbal communication skills
- Ability to interpret data and explain complex legal and technical information
- Ability to interpret and implement municipal policies and procedures, Town ordinances, and Federal and State statutes
- Ability to adapt to the needs of the Town and its employees
- Ability to act with integrity, professionalism, and confidentiality
- Proficiency with MS Office and Adobe Pro, and, preferably, TRIO municipal software
- Proficiency with or the ability to quickly learn the Town’s ~~HRIS and~~ records management systems
- Must have a valid Maine driver’s license

Knowledge, Ability, Skills Required

- Knowledge of municipal personnel practices and public administration
- Proficiency with HRIS software

Physical Requirements/Other:

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

Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:

<input checked="" type="checkbox"/> see	<input checked="" type="checkbox"/> hear	<input checked="" type="checkbox"/> distinguish color
<input type="checkbox"/> work in diminished lighting	<input checked="" type="checkbox"/> make critical decisions	<input checked="" type="checkbox"/> perform in <u>fast</u> <u>fast</u> -paced environment
<input checked="" type="checkbox"/> speak	<input type="checkbox"/> work at a set pace/rate	<input checked="" type="checkbox"/> remember accurately
<input checked="" type="checkbox"/> work under deadlines	<input checked="" type="checkbox"/> perform multiple tasks	<input checked="" type="checkbox"/> work independently
<input checked="" type="checkbox"/> understand verbal instructions	<input checked="" type="checkbox"/> understand written instructions	
<input type="checkbox"/> other:		

Acknowledgement

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

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____

TOWN OF GRAY POSITION DESCRIPTION

POSITION TITLE: ~~DIRECTOR~~; DIRECTOR OF PLANNING

DATE CREATED/REVISED: ~~02_02/2022~~, 3/2022

Classification: ~~Full-Time, Exempt~~ Regular Full-Time, Hourly

Narrative: Operating under broad guidelines from the Town Manager and working closely with all departments of municipal government in accordance with applicable policies and procedures, the incumbent is responsible for the development and implementation of an economic development strategy for the Town, with the goals of generating new job opportunities, increasing business activity to create, and expand the property tax base.

The Director of Planning will provide strategic leadership to plan and promote Gray's unique strengths and expanding investment in the Municipality as it transitions from a rural to a suburban business climate. Business attraction/retention/expansion, tourism, community engagement, strategy, and development facilitation are all facets of this position. As a key advisor to the Town Council and working closely with all departments, the advice given and the policies, plans and programs recommended will benefit Gray by being strategic, innovative, rejuvenating and fiscally sound. Supported by a variety of stakeholders, this position will guide new opportunities that benefit Gray, fostering a culture of trust, collaboration, and transparency.

Supervision: ~~Supervision:~~ Supervision is provided to this position by the Town Manager. This position provides supervision to the Community Planner and the Administrative Assistant to Planning.

POSITION RESPONSIBILITIES/TASKS

Illustrative Only, not all-inclusive:

- Plans, drafts, and implements development strategies approved by the Town Manager and the Town Council
- Provides professional economic development advice
- Assists in the application and permitting process and serves as an advocate for economic development with consideration to the Gray Comprehensive Plan, Municipal ordinances and goals established by the Town
- Cultivates and maintains relationships with key public and private partners, government officials and state agencies that may provide economic development assistance
- Identifies financing resources from both the public and private sectors--funding that is critical to help communities attract new businesses, facilitate enterprise development, and assist existing business with expansion and troubleshooting
- Offers accurate, up-to-date, and detailed information to prospects interested in investing, locating, or expanding within Gray
- Provides technical or trade assistance
- Analyzes and understands the strengths and weaknesses of the local economy in order to be proactive and perform effectively
- Responsible for the preparation and maintenance of current technical and administrative reports, correspondence, and documents related to economic development operations
- Plans, drafts, and directs advertising strategies for the purpose of attracting business/industry to Gray

- Represents Gray at appropriate town, state, regional, or federal meetings dealing with economic development issues
- Attends training and industry seminars to maintain education and understanding of trends in economic development
- Performs general office, administrative, word processing and demographic research in absence of or in support of administrative support to meet critical deadlines
- All other tasks as assigned by the Town Manager

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

Minimum Education Required:

High School Diploma G.E.D/High School Equivalent

- Minimum four-year degree in a related program, preferably business, community development, economics, marketing, or planning with related experience.

Minimum Education Preferred:

Associate Degree Bachelor's Degree Advanced Degree

Prior Experience Required:

3-5 years of direct experience in this position or directly related to the field. Must have experience in [supervisory](#) or [supervisory](#) role.

Prior Experience Preferred:

5 years of direct experience in this position, or a satisfactory equivalent in the estimation of the Town.

Knowledge, Ability, Skills

- Comprehensive knowledge of business development, factors affecting business and community vitality and community and economic development.
- Comprehensive knowledge of all aspects of Tax Increment Financing and other business incentive programs.
- Ability to write and manage grants including Community Development Block Grants.
- Excellent customer service skills with the ability to proactively establish and maintain effective working relationships.
- Ability to deal courteously with business executives, vendors, associates, employees, internal departments, federal, state, regional and local [agencies](#), [community organizations](#), and the [general public](#).
- Considerable knowledge of various ordinances, codes, [processes](#), and regulations pertaining to planning, [zoning](#), and infrastructure.
- Ability to analyze and compile data, and successfully implement and manage public financial, business development, workforce training programs and economic development projects.
- Excellent presentation and public speaking skills
- Must have a valid driver's license and have the physical ability to travel routinely and to make site visits that requires walking through undeveloped areas. This position may be exposed to construction activities which will include loud noises, dust and dirt, as well as all hazards associated with construction activities.

Physical Requirements/Other:

Shift Length	<input checked="" type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights		<input checked="" type="checkbox"/> Evening		<input type="checkbox"/> Rotating
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Lifting/Carrying (pounds)	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: <input checked="" type="checkbox"/> within area <input type="checkbox"/> <input type="checkbox"/> between areas <input type="checkbox"/> <input type="checkbox"/> throughout facility					
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:					

<input checked="" type="checkbox"/> see	<input checked="" type="checkbox"/> hear	<input type="checkbox"/> distinguish color
<input type="checkbox"/> work in diminished lighting	<input checked="" type="checkbox"/> make critical decisions	<input checked="" type="checkbox"/> perform in a fast-paced environment
<input checked="" type="checkbox"/> speak	<input type="checkbox"/> work at a set pace/rate	<input checked="" type="checkbox"/> remember accurately
<input checked="" type="checkbox"/> work under deadlines	<input checked="" type="checkbox"/> perform multiple tasks	<input checked="" type="checkbox"/> work independently
<input checked="" type="checkbox"/> understand verbal instructions	<input checked="" type="checkbox"/> understand written instructions	
<input type="checkbox"/> other:		

Acknowledgement

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

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____

**POSITION DESCRIPTION
TOWN OF GRAY MAINE**

DRAFT

POSITION TITLE: TOWN CLERK - ADMINISTRATION

DATE CREATED/ REVISED: 12/07/2021

Classification: Full Time Regular, Exempt

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

Supervision: Supervision is provided to this position by the Town Manager. This position provides supervision of the Deputy and Assistant Clerks.

POSITION RESPONSIBILITIES/TASKS

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

- Manage Town Clerk office organizational functions, policies, and staffing of operations
- Establish and maintain a high standard for customer service for the public by phone, e-mail, on the Town website, and in-person transactions
- Maintain vital records such as births, deaths, marriages, burials, and sends periodic reports to the State of Maine Office of Vital Statistics, and issues certified copies of same
- Issue various licenses and permits, including marriage, dog, hunting, fishing, special amusement permits, liquor licenses, and prepares State required forms and maintain all related records
- Register motor vehicles, boats, all-terrain vehicles, and snowmobiles, including the computation and collection of fees and State sales taxes, and prepare weekly reports to the State for same
- Oversee and provide notary services for the public
- Validate official documents, record papers with State and Federal government, and oversee proper destruction of public documents
- Establish and maintain all Town records and archives, including meeting agendas, minutes, and other documentation related to the Town Council
- Coordinate posting of official notices and advertisements, including the posting of meetings and public hearings, as statutorily required
- Serve as the Registrar of Voters
 - Administer all elections including preparing Town election warrant articles, scheduling, and appointing ballot clerks; orders and prepares ballots; issue absentee ballots; process and record ballots and report election results and accept voter registration
 - Administer voter registration, process changes, and maintain current voter lists
 - Plan and supervise the election process including preparing polls, ballot boxes, voting machine and ballots
 - Process all election ballots and report results
- Perform oaths of office for town officials and appointees; maintain and communicate terms of office for boards/committees
- Serve as FOAA Officer for the Town

- Preserve all permanent Town records and prepare the Town Clerk Report
- Serve as Assistant Tax Collector, assisting with duties as prescribed
- Provide supervision and leadership to Deputy/Assistant Clerk(s)
- Coordinate Annual Volunteer Recognition Celebration
- Support the Town Manager and Town Council in researching Maine Statutes and Town ordinance and policies pertaining to questions as they arise
- Maintain regular, predictable, and reliable attendance
- Maintain excellent communication and foster a collaborative working environment with all departments as well as with the public
- Place an emphasis on safety, efficiency, quality, and productivity in the workplace
- Follow all Town and Department policies
- Perform related work as required by the Town Manager

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

Minimum Education Required:

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

Prior Experience Required:

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

Prior Experience Preferred:

5 years of direct experience in this position

Certifications & Licenses

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

Knowledge, Ability, Skills

- Knowledge and understanding of Federal and State laws and statutes relating to duties and responsibilities of a Town Clerk
- Knowledge of Town ordinances and previously established procedures as they relate to operations in the Clerk’s Office area and town government
- Understand and follow the laws and regulations governing the activity of a municipal Registrar of Voters
- Understand basic accounting principles, procedures, and the ability to perform a variety of standard mathematical computations
- Knowledge of modern office practices, procedures, and equipment
- Proficiency in department-specific software/applications (TRIO, Microsoft Office Suite, the State of Maine Central Voter Registration database) and/or ability to [develop proficiency in new software/applications/learn new programs](#)
- Ability to prioritize, manage time, and work under pressure

- Ability to think critically and make timely and appropriate decisions in the scope of assigned work
- Ability to organize, assign, and review work of deputies and other staff
- Ability to communicate effectively, orally and in writing, and deal courteously with the public and town officials
- Accurately complete customer transactions while educating customers regarding necessary information to complete their transactions
- Distinguish and preserve areas requiring confidentiality
- Acquire basic knowledge of administrative, operational, and procedural regulations, and practices of the various other town departments, and implement new practices
- Use independent judgment, problem solve, take initiative, and collaborate to accomplish tasks

Physical Requirements/Other:

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

Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEFINITION KEY	Never: 0 hours	Rarely: <10 min/shift or up to 1 hr/wk	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift

Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: Talk on Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

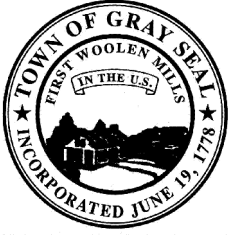
Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:		
<input checked="" type="checkbox"/> see	<input checked="" type="checkbox"/> hear	<input checked="" type="checkbox"/> distinguish color
<input type="checkbox"/> work in diminished lighting	<input type="checkbox"/>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

Acknowledgement

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

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____



TOWN OF GRAY

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

April 15, 2022

Assessing Department Report to Town Manager (3/1/2022 – 3/28/2022):

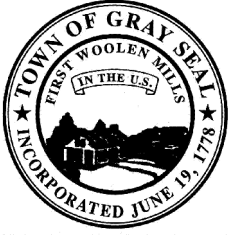
- 3/1 and 3/15 – Attended Town Council meeting – Senior Property Tax Assistance Ordinance
- 3/10 and 3/17 - Attended the Sebago Lakes Region Rotary Club meeting
- 3/22 – Attended Town Council budget workshop

Other Activities/Accomplishments:

- 3/3 - Attended MAAO workshop – Valuing Large Scale Solar
- Completed 14 final inspections and subsequent data input
- Processed February real estate transfers
- Mailed sales/ homestead letters for January transfers
- Sent out annual personal property 706-A requests (with assistance from Pam)
- Had Otelco's coverage maps added to our GIS layers
- Continued work on market adjustments for next tax commitment
- Created maps for village area projects

Challenges / Obstacles:

- Brenda has been on leave since 12/13/2021, so I have been processing her work in addition to mine (with Pam's assistance).
- Conversion to Trio Web:
 1. Pictures and sketches did not transfer over correctly
 2. Picture and sketch reports not processing
 3. Several search functions are not working
 4. There are issues with the time-out function
 5. Addresses for condo units not appearing



TOWN OF GRAY

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

DEPARTMENT OF BUILDING AND
GROUNDS

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

March 28,2022

Department of Buildings and Grounds Report to Town Manager 03/01-03/28/2022

- 3/01 Met with Steve McPike regarding Thayer Brook Preserve
- 3/02 Department performed storm cleanup
- 3/02 Attended Skateboard Park meeting with Community Leaders
- 3/06 Informed by Randy of failure of waste oil furnace in Recycling Area
- 3/07 Met with IF&W Asst. Superintendent for access to Dry Mills Schoolhouse
- 3/08 Thayer on site to repair waste oil furnace at Transfer Station
- 3/08 AAA Fire performed annual inspection of all building
- 3/10 Meeting with Town Manager and Finance Director regarding Libby Hill
- 3/10 Attended Department Head Meeting
- 3/14-3/16 Staff stripped and waxed several floors at Library
- 3/13-3/17 Thayer on site at Pennell for Kitchen Hood installation
- 3/17 Attended Skateboard Park
- 3/17 Attended Budget Workshop
- 3/21-3/23 Thayer on site for Kitchen Hood installation
- 3/21 Minor flood in Newbegin bathroom and office due to faulty hot water heater
- 3/21 Pennell Elevator hydraulic piston failure
- 3/22 Attended Budget Workshop
- 3/23 Irving on site at Pennell & Public Safety to install propane for generators
- 3/24 Stanley Elevator on site to repack hydraulic piston

Town Council Tracking Worksheet Items:

- No updates currently.

Other Activities / Accomplishments:

- Spring cleanup of Pennell Park/VALT trail started

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Public Works assisted with clearing snow to Dry Mills Schoolhouse
- Public Works assisted with trenching and site work for propane install
- Public Works and Public Safety assisted with changing out exhaust fan at Public Safety

Projects: This is not a complete list. (Percentage relates to completion and items left to be done)

Public Safety Generator- 95%- startup

Pennell Standby Generator-95%- startup

Newbegin Handicap Ramp-90% Material on hand to finish-lattice and trim

Newbegin Stage-80%- gym level flooring, finish carpentry,

Public Safety Kitchen-90%-Punch List

Pennell Kitchen Range-80%-Exhaust fan and fire suppression

Village Station Kitchenette-10%-Materials on hand

Dry Mills Schoolhouse-75%-sand and stain floor, paint, trim, exterior railing, re-assemble

Playground-60% wood chips, perimeter, landscape, path, water fountain

Pennell Clock Camera- Completed

Pennell Flood Damage Finish-punch list



TOWN OF GRAY

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

COMMUNICATIONS & INFORMATION

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

March 24, 2022

Communications and Information Department Report to Town Manager (3/1/2022-present):

- 3/3: Published *News About Town* newsletter (March) to the website and Facebook regarding the Blueberry Festival renaming, registration for summer day camps and school programs, and Gray road weight restrictions during spring thaw.
- 3/4: Corrected issue with Fingercheck, personnel time tracking hardware and software
- 3/8: Worked with the Town Clerk's office and others to resolve TRIO technical issues, including printing and decimal usage
- 3/9: Updated website banner to state that masking for Town visitors and staff is no longer required but recommended, in accordance with the Town Council vote to end its face coverings emergency ordinance effective March 9
- 3/15: Attended Town Council meeting at which the amended Cable Ordinance was approved, effective April 15, 2022
- 3/15: Conducted server maintenance to ensure security and smooth operation
- 3/16: Completed Pennell lobby television project, with the help of the Buildings & Grounds department, to broadcast a live video image of the Pennell clock face



- 3/17: Completed final server backup and TRIO physical server shut down
- 3/21: Commenced upgrading backup software for all system servers
- 3/23: Hosted Community Television and Communications Advisory Committee meeting, announced that GCTV is now available on Roku and Apple TV streaming devices

- 3/24: Published notices and press release from the Town of Gray regarding the EPA’s Superfund Site in Gray, following consultations with the Town Manager and the Planning department
- 3/24: Updated the Town Manager on the Town’s data and network security, for the sake of contingency planning and identifying IT systems goals
- 3/25: Rolled out a settings update that will lock a Town computer after ten minutes at idle, thus addressing the security risk posed by unattended workstations

Town Council Tracking Spreadsheet Items:

- On March 15, the **Cable TV Ordinance** amendments were approved following Council consideration at Second Reading and Public Hearing. Changes to Chapter 221 included adding provisions to strengthen enforceability and ensure compliance with applicable communications law such as the Open Records Law and the Cable Act; setting system performance standards; amending insurance and indemnification; clarifying and amending the Town’s cable franchise administration; adding consumer protection requirements; and amending the ordinance name to Cable Ordinance.
- In March, the Town began holding **hybrid meetings**. A hybrid meeting gathers in-person attendees as well as individuals in a virtual environment. This system is working well except for some lingering audio quality issues that are being remediated.

Other Activities / Accomplishments:

- Of the 20 Facebook posts in March, the average Reach (number of people who saw your post) was 521. Here are the posts with the most Reach:
 - 3/3: [March 2022 newsletter announcement](#) - 850
 - with 96 link clicks
 - 3/16: [“What does “agritourism” mean to you?”](#) - 736
 - 3/2: [Clerk’s Office delayed opening notification](#) - 717
 - 3/2: [MSAD 15 School Board meeting notification](#) - 697
 - 3/24: [Gray Wildlife Center summer volunteer opportunities](#) - 674
 - 3/16: [ICYMI post about newsletter](#) - 639
- Here are the most popular Town website pages by Pageviews:

1.	/	3,066 (18.06%)
2.	/assessor	1,397 (8.23%)
3.	/tax-assessing/property-tax-bills	1,339 (7.89%)
4.	/departments	484 (2.85%)
5.	/employment	372 (2.19%)
6.	/meeting-portal	332 (1.96%)
7.	/code-enforcement	285 (1.68%)
8.	/recycling-solid-waste	266 (1.57%)
9.	/clerk-tax-collector	218 (1.28%)
10.	/ordinances	201 (1.18%)

- The [March 2022 News About Town](#) had 127 views
- The Digital Media Coordinator, with guidance from the Town Manager, will be coordinating an internship from the Margaret Chase Smith Policy Center's [Maine Government Summer Internship Program](#)



COMSTAR



(Computer Oriented Mapping, Utilizing Statistical Tracking, Accountability and Response)

Cumberland County Sheriff's Office

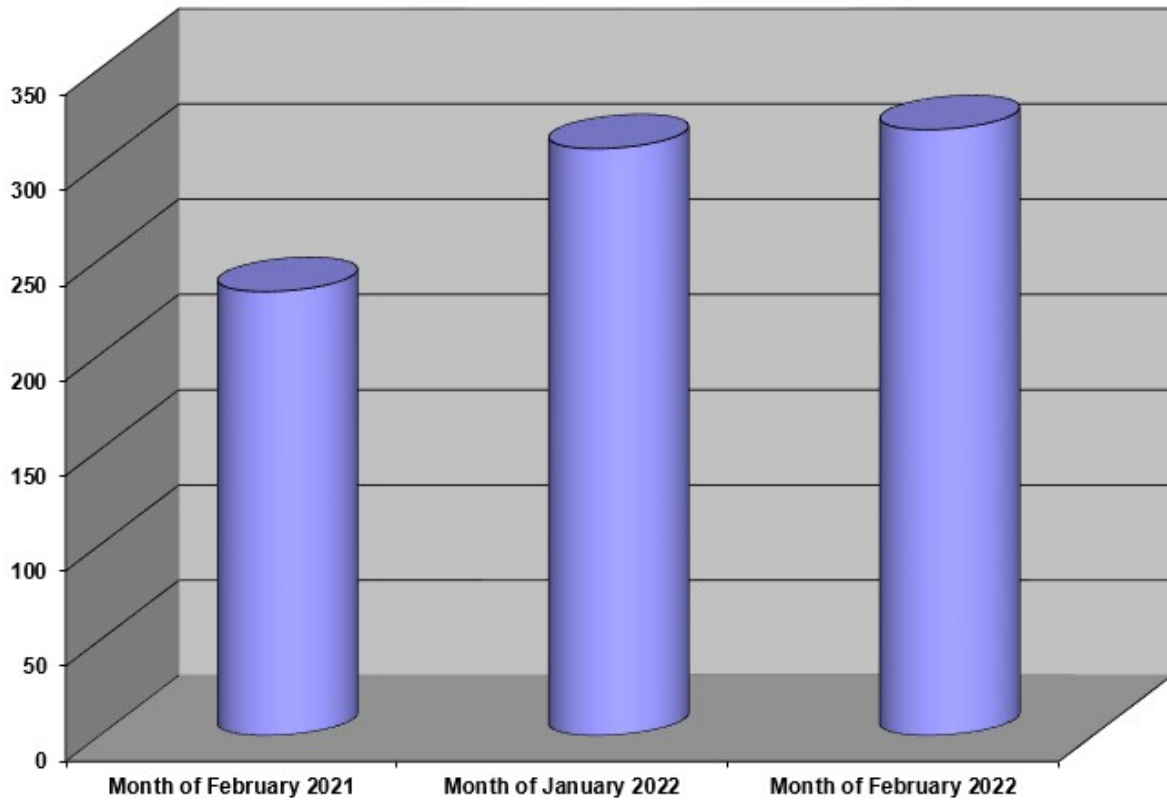
Town of Gray

Month of February 2022

Prepared by Crime Analyst Wendy Clark-Tarbox

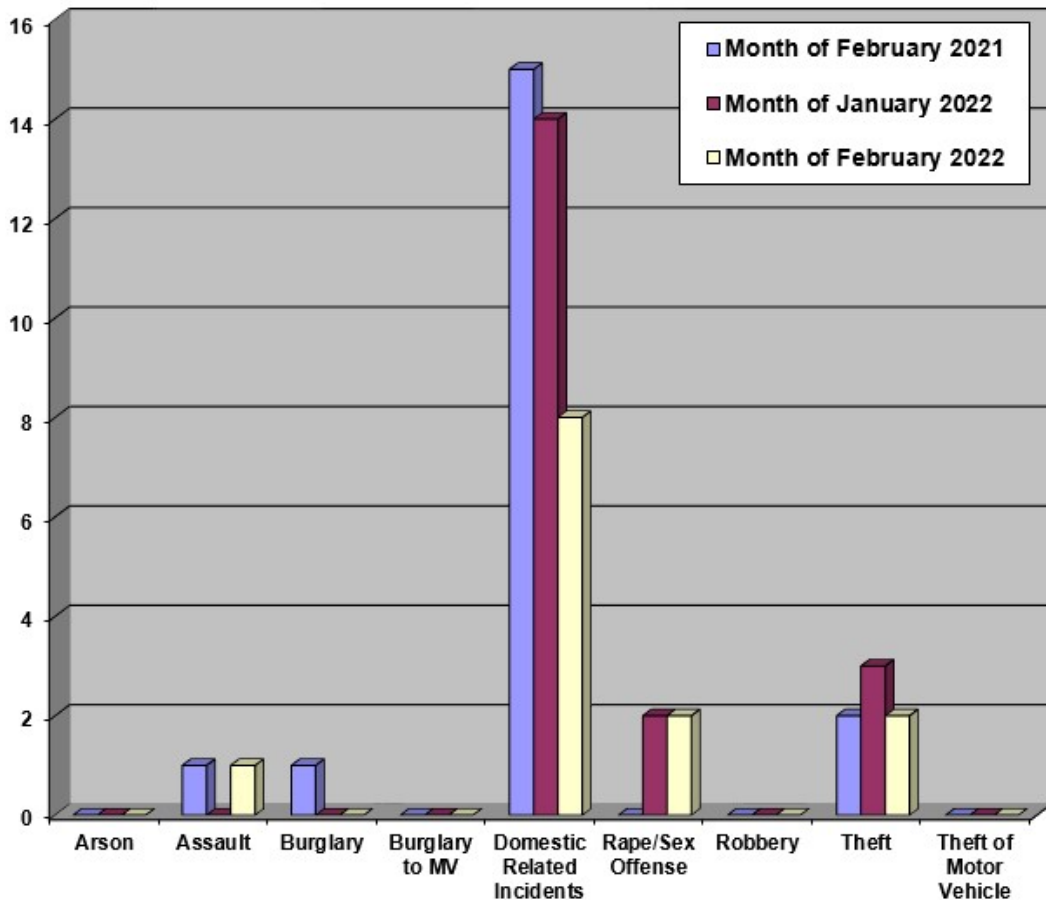
Calls for Service

<u>February 2021</u>	<u>January 2022</u>	<u>February 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
233	308	318	+10	+3.2%



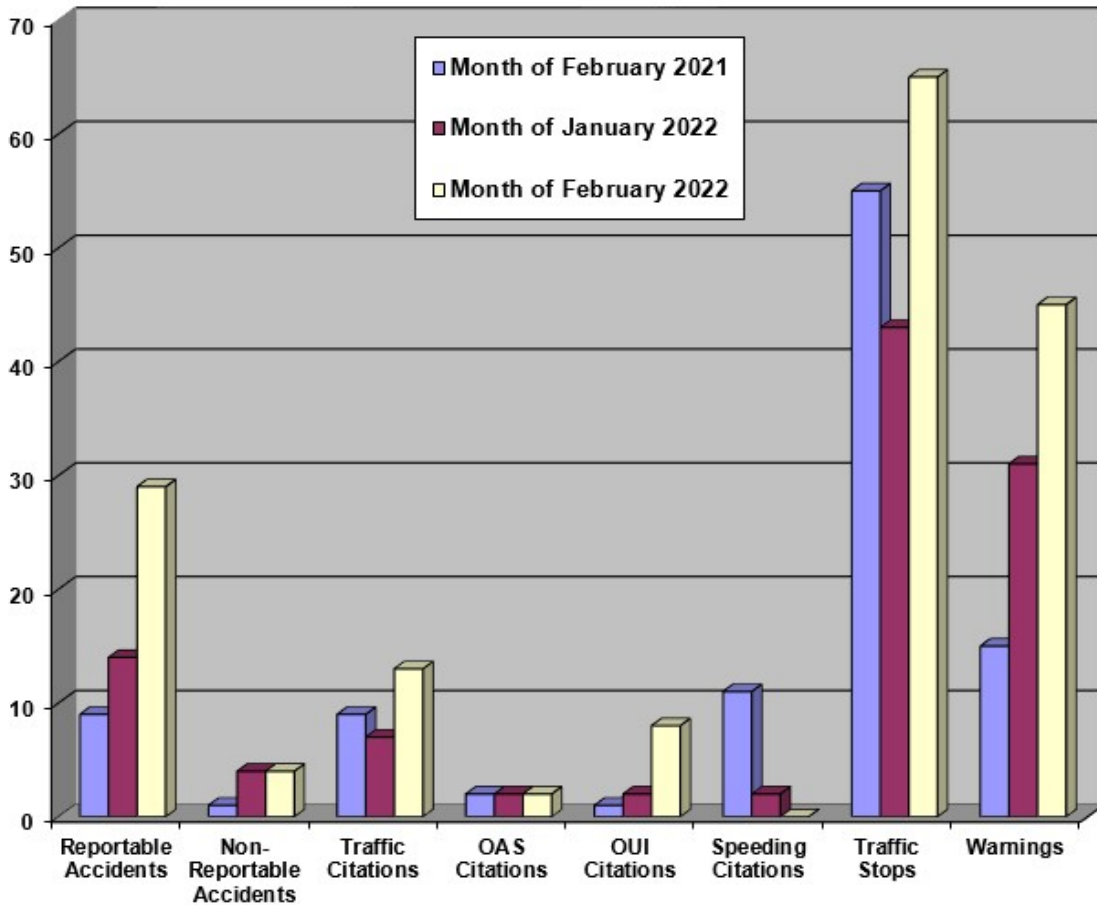
Crime Totals -

	<u>February 2021</u>	<u>January 2022</u>	<u>February 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
Arson	0	0	0	n/c	n/c
Assault	1	0	1	+1	undefined
Burglary	1	0	0	n/c	n/c
Burglary to MV	0	0	0	n/c	n/c
Domestic Related Incidents (from Calls for Service)	15	14	8	-6	-42.9%
Rape/Sex Offense	0	2	2	n/c	n/c
Robbery	0	0	0	n/c	n/c
Theft	2	3	2	-1	-33.3%
Theft of Motor Vehicle	0	0	0	n/c	n/c



Traffic Totals -

	<u>February 2021</u>	<u>January 2022</u>	<u>February 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
Reportable Accidents	9	14	29	+15	+107.1%
Non-Reportable Accidents	1	4	4	n/c	n/c
Traffic Related Citations	9	7	13	+6	+85.7%
OAS Citations	2	2	2	n/c	n/c
OUI	1	2	8	+6	+300%
Speeding Citations	11	2	0	-2	-100%
Traffic Stops	55	43	65	+22	+51.2%
Written Warnings	15	31	45	+14	+45.2%



Quality of Life Incidents -

	<u>February 2021</u>	<u>January 2022</u>	<u>February 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
Agency Assists	12	15	11	-4	-26.7%
Alarms	8	16	6	-10	-62.5%
Animal Problem	2	5	3	-2	-40%
Attempt to Locate (i.e. vehicles operating erratically)	10	10	17	+7	+70%
Citizen Assists/ Disputes	7	24	22	-2	-8.3%
Concealed Firearms Investigations	7	2	4	+2	+100%
Court Services (Protection Orders and Summonses)	0	2	3	+1	+50%
Criminal Mischief	1	1	0	-1	-100%
Criminal Trespass	2	5	0	-5	-100%
Disabled Vehicles/ Assist Motorist	4	5	8	+3	+60%
Disturbances/Fights/ Loud Party	0	9	1	-8	-88.9%
Fraud	10	3	2	-1	-33.3%
Missing Persons	0	0	1	+1	undefined
Pedestrian Checks	1	2	2	n/c	n/c
Property Checks	10	11	12	+1	+9.1%
Sex Offender Registry Investigations	0	2	3	+1	+50%
Suspicious Persons/ Circumstances	11	8	6	-2	-25%
Welfare Checks/ Suicide-Attempted Suicide/ Mental Health Event	7	24	18	-6	-25%



COMSTAR



(Computer Oriented Mapping, Utilizing Statistical Tracking, Accountability and Response)

Cumberland County Sheriff's Office

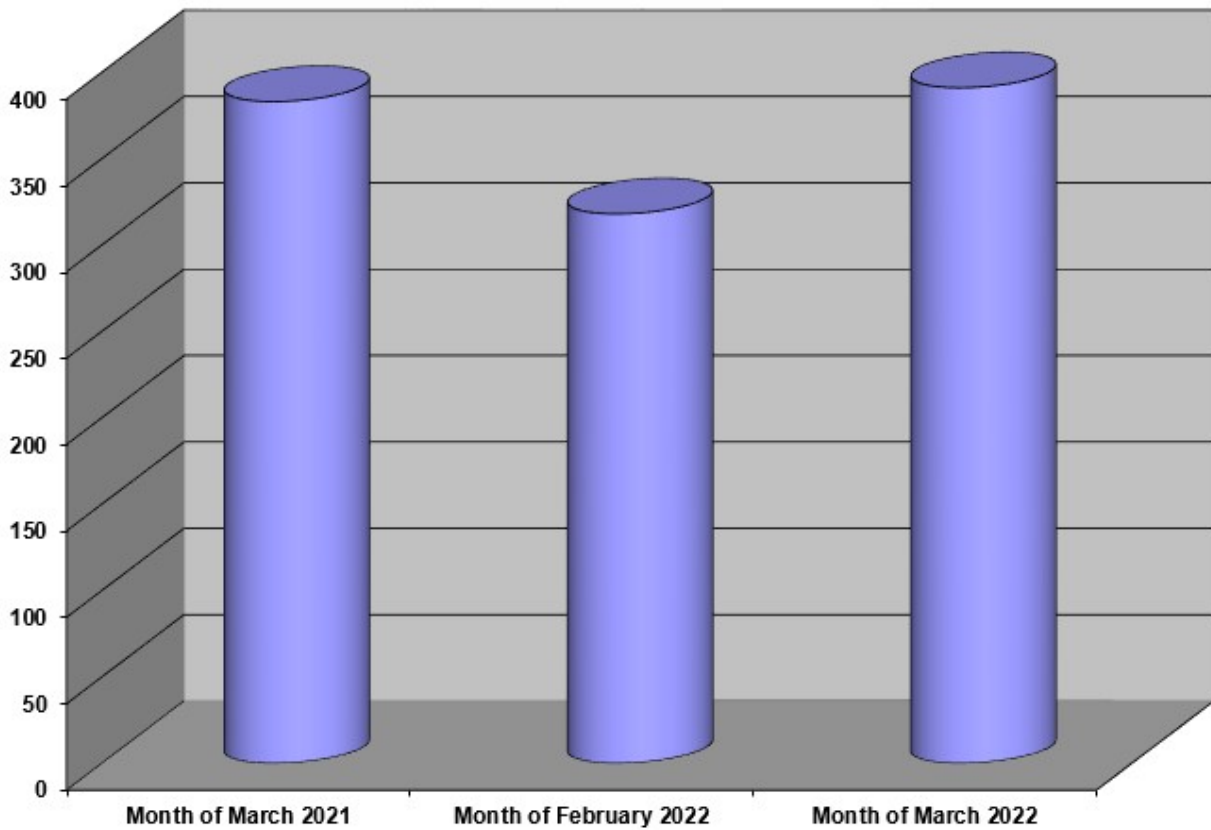
Town of Gray

Month of March 2022

Prepared by Crime Analyst Wendy Clark-Tarbox

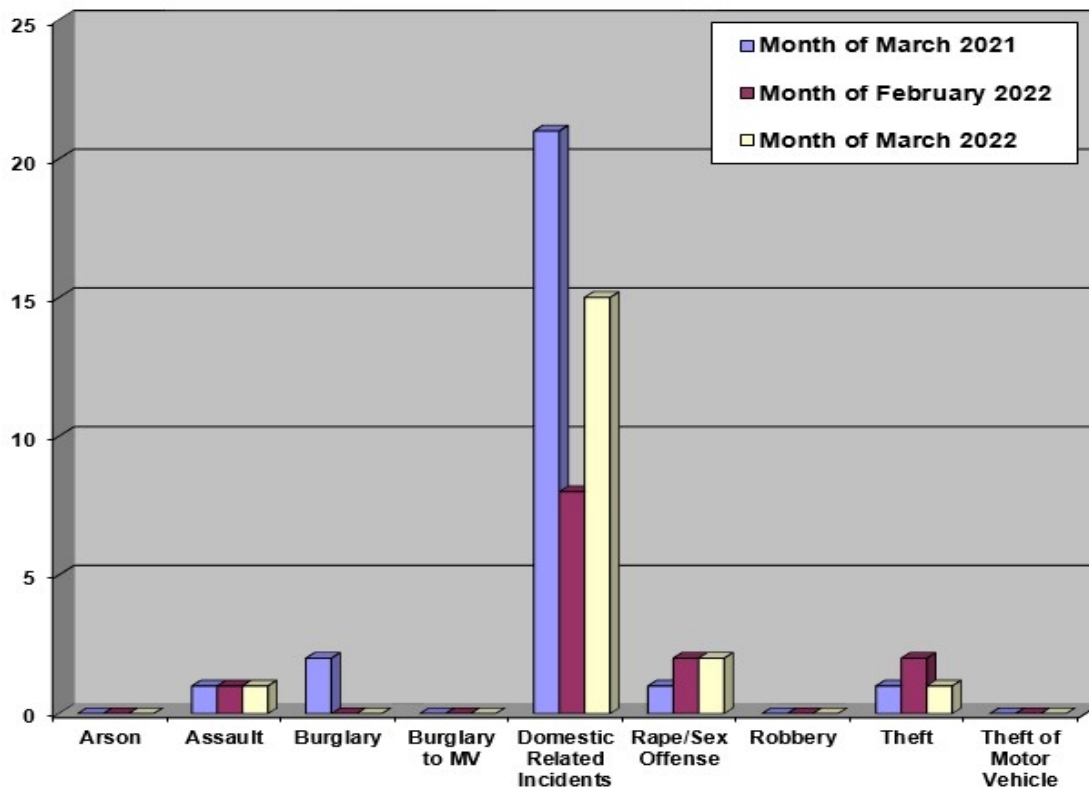
Calls for Service

<u>March 2021</u>	<u>February 2022</u>	<u>March 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
383	318	391	+73	+22.9%



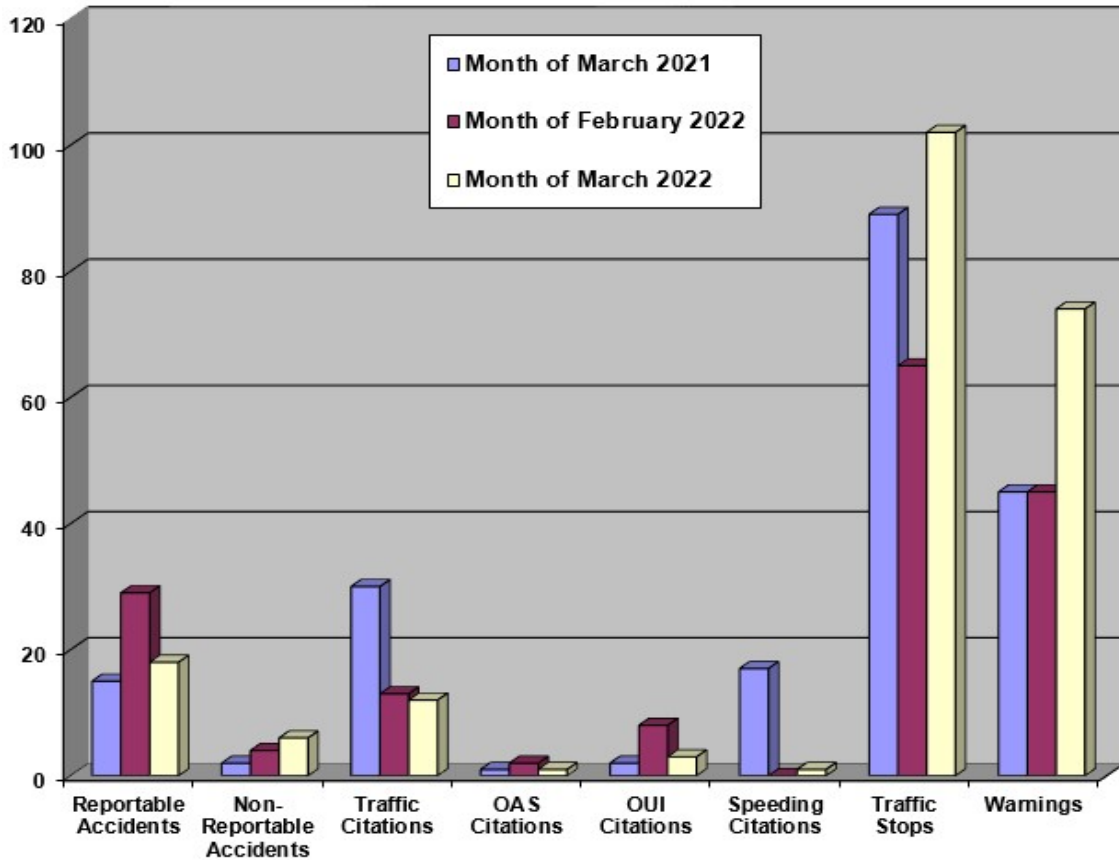
Crime Totals -

	<u>March 2021</u>	<u>February 2022</u>	<u>March 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
Arson	0	0	0	n/c	n/c
Assault	1	1	1	n/c	n/c
Burglary	2	0	0	n/c	n/c
Burglary to MV	0	0	0	n/c	n/c
Domestic Related Incidents (from Calls for Service)	21	8	15	+7	+87.5%
Rape/Sex Offense	1	2	2	n/c	n/c
Robbery	0	0	0	n/c	n/c
Theft	1	2	1	-1	-50%
Theft of Motor Vehicle	0	0	0	n/c	n/c



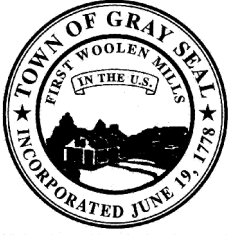
Traffic Totals -

	<u>March 2021</u>	<u>February 2022</u>	<u>March 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
Reportable Accidents	15	29	18	-11	-37.9%
Non-Reportable Accidents	2	4	6	+2	+50%
Traffic Related Citations Total	30	13	12	-1	-7.7%
OAS Citations	1	2	1	-1	-50%
OUI	2	8	3	-5	-62.5%
Speeding Citations	17	0	1	+1	undefined
Traffic Stops	89	65	102	+37	+56.9%
Written Warnings	45	45	74	+29	+64.4%



Quality of Life Incidents -

	<u>March 2021</u>	<u>February 2022</u>	<u>March 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
Agency Assists	23	11	16	+5	+45.5%
Alarms	12	6	7	+1	+16.7%
Animal Problem	3	3	5	+2	+66.7%
Attempt to Locate (i.e. vehicles operating erratically)	15	17	24	+7	+41.2%
Citizen Assists/ Disputes	26	22	29	+7	+31.8%
Concealed Firearms Investigations	4	4	5	+1	+25%
Court Services (Protection Orders and Summonses)	1	3	3	n/c	n/c
Criminal Mischief	3	0	1	+1	undefined
Criminal Trespass	1	0	1	+1	undefined
Disabled Vehicles/ Assist Motorist	2	8	7	-1	-12.5%
Disturbances/Fights/ Loud Party	11	1	5	+4	+400%
Fraud	8	2	3	+1	+50%
Missing Persons	1	1	0	-1	-100%
Pedestrian Checks	1	2	2	n/c	n/c
Property Checks	34	12	7	-5	-41.7%
Sex Offender Registry Investigations	3	3	1	-2	-66.7%
Suspicious Persons/ Circumstances	9	6	6	n/c	n/c
Welfare Checks/ Suicide-Attempted Suicide/ Mental Health Event	9	18	19	+1	+5.6%



TOWN OF GRAY

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

FINANCE DEPARTMENT

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

April 15, 2022

Finance Department Report to Town Manager (3/1–3/31/2022):

- Finalized FY 2021 financial statements
- Prepared EMMA reporting
- Continued work on collecting data and information for the budget
- Preparation for June 14th election began in the clerk's office

Town Council Tracking Worksheet Items:

- Reviewed sick time policy for revision recommendations

Other Activities / Accomplishments:

- Weekly Admin meetings with Jon and Nate
- Finance Committee meeting
- Budget workshop meetings
- Met with payroll agencies to obtain more information about outsourcing payroll



TOWN OF GRAY

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

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

April 15, 2022

Planning Department Report to Town Manager (3/1 – 3/28, 2022):

- Legal recon for ZBA Meeting regarding applicant/owner hiring subs
- Input from PW & legal re options for Avesta roadway
- Attend 3-2-22 PFAS workshop sponsored by ME Rural Water
- 3-2-22 Zoom meeting re village infrastructure & update to manager
- Attend 3-10-22 CEO Training workshop in Portland
- 3-14-22 meetings: Avesta & village development possible future applications
- Attend 3-16-22 local plumbing inspector training in Winthrop
- Attend 3-23-22 ZBA workshop due to no lead CEO
- Kristen: Continued follow-up with ISM re bonding
- Kristen: Follow-up for LWCF grant conversion

Town Council Tracking Worksheet Items:

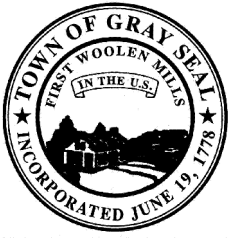
- Solicited OAC input @ 3-24 meeting re multi-family, self-storage, STR's & OS Imp.
- 3-28-22 meeting with Will H. (G-P) re village
- Meet (Zoom) and coordinate scope/next steps with CCSWCD stormwater/E & S
- Correspondence with GWD Board re "clearinghouse" & attend 3-21-22 meeting

Other Activities / Accomplishments:

- Coordinate & plan for mailing for McKin EPA-driven change of status
- Meet with PB applicants addressing submittals & ordinance standards
- Coordinate with Public Works & Town consulting engineer re village projects

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Working on obtaining background information from outgoing CEO



TOWN OF GRAY

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

OFFICE OF THE LIBRARY DIRECTOR

Josh Tiffany, Library Director
jtiffany@graymaine.org
(207) 657-4110

April 15, 2022

Library Report to Town Manager 3/1/22 to 3/29/22

Purchased and sold Minerva High Demand books to libraries.

Presented budget proposal for FY23 to Town Council for the future of the library, including the removal of a part-time position and the creation of a full-time Assistant Director position.

Purchased new batch of Gray Public Library cards due to low stock. Allowed us opportunity to update our website and email address.

Did walking tour of lower levels of the building with Parks and Rec representatives to identify resources available to Parks and Rec for using the library as the home base for the Leaders in Training program this summer.

Provided data for computer usage per request of the Library's liaison to Town Council Krista Chappell regarding use of the public computers at the library. Due to pandemic impacts, captured data from 2016 and compared it to 2021 to give a picture of current use trends, and illustrate prior use trends.

Spoke with Bobbi Thibodeau regarding booking the lower-level meeting rooms for the SAD-15 IB testing. This had happened for several years prior to the pandemic, and we are excited to have them back.

Began process of booking presenters for Summer Reading Program, including international story-teller Anthony Roch and a special 1-day event including a 35-foot-long inflatable whale. Coordinated with Parks and Rec / Buildings and Grounds for space use for the whale.

Continued to create and distribute High Demand Digest – a monthly list of the most widely requested materials in the Minerva system. I wrote introductions to the monthly list and this month's introduction warranted praise from all corners of the Maine, plus the former Maine State Librarian.

Solicited funds from the Gray Public Library Association for purchase of Maine Wildlife Park annual pass, Maine Children's Museum pass, funding for Summer Reading programs and activities, and a slush fund for employee treats.

Attended Maine State Library sponsored "Coffee Chat" regarding intellectual freedom, censorship, librarian neutrality, and political bias in selections.

Completed required Annual Report for the State of Maine.

Presented new language for Minerva Memorandum of Participation, which is up for renewal this year. Sought to balance needs of low use libraries with overall collection needs in the system.

Communicated with several requests for meeting room use throughout the month.

With ARPA funds provided by Maine State Library, purchased PPE equipment for staff, plus setup for high end video / audio editing and recording. Hoping to do a COVID-19 oral history project.

Cleaned out lower level and back room to prepare for floor waxing.

Coordinated and spoke with staff regarding whether a photo of a library barcode is allowable to use to circulate materials.

Established that the Gray Public Library Trustees would meet in a hybrid format, making it possible for remote viewing / interaction and in-person discussions.

Showed off new equipment for public use at CTAC committee meeting

Requested and received input from fellow library directors regarding who can file an objection to an item owned by the library.

Reviewed and revised existed Materials Collection policy for review by Gray Public Library Trustees. Trustees were in favor of new language, but with low attendance thought it best for further discussions.

Attended meeting of Library of Congress Subject Heading Review committee, which seeks to change outdated, intolerant, offensive, or “loaded” terms in the official Library of Congress subject headings.

Provided GPL Trustees with several sample policies, draft of new policy, and related documents relating to and explicitly named in the new policy.

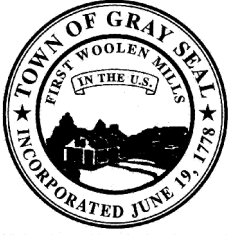
Worked through the process of hiring a temporary sub circulation clerk worker to help during knee surgery of Kathy Geroge.

Arranged for reimbursement from State of Maine for items that were damaged during transit in February. Town should receive a check shortly.

Notified parties that policies on website regarding Facilities Use were either wrong version, or some that hadn't been updated with new staff.

Started discussion with Fiddlehead School regarding children school visits. We expect to start them shortly.

Prepared and presented draft budget for vote by Minerva Executive Board.



TOWN OF GRAY

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

PUBLIC SAFETY DEPARTMENT

Kurt Elkanich
Kelkanich@graymaine.org
(207) 657-3931

March 2022

Public Safety Department Report to Town Manager (3/1/2022 – 3/31/2022):

- 3-1 interviewed Antonio Alviar. He interviewed well, and we made him an offer as a per-diem since he only has a Basic EMS license with no experience. He started his orientation the third week of March 29, 2022
- 3-4 Worked with Nate and CCEMA Director Matt Mahar on the Emergency Management Ordinance.
- Inspected Trails and Ales at the request of the tenant Shawn Russell. His insurance company is threatening to drop his coverage because he is insuring the entire building, and there is a church renting space on the second floor. They are using space that they are not supposed to be in for safety reasons.
- 3-22 I was appointed as the Cumberland County Regional Communications Radio Committee chair. This should benefit us in Gray as we transition to a digital platform.
- 3-11 Pete and I met with Will Boyle while Dean & Allyn inspected the sprinkler system at 15-17 Main Street. We found numerous violations that need to be addressed ASAP. They were scheduled to do this inspection several weeks ago and were denied entry by the laundromat owner. Several large areas were altered in this space where the sprinkler coverage now does not meet code and needs to be changed.
- 3-15 Interviewed Korey DeBoth. He is in the Merchant Marine and is moving to Gray. He has his EMT license as well as BOLS firefighter certification. He will be in town for three weeks and three weeks out to sea. We will start him as a call member, get him through firefighter 1&2 so he can work per-diem shifts in the future.
- 3-15 through 3-17 attended a class on implementing effective fire department SOPs. We have a good base of SOPs but have work to do from a lawyer's standpoint.
- 3-23 Hannah Bewsey worked her first shift as a lieutenant.
- 3-24 Attended two workshops at Sunday River. Retired FDNY Captain Mike Dugan presented a class on Engine Company Operations in the morning and a Class on Professionalism in the afternoon.
- 3-30 Attended a class on Advanced Disciplinary Issues: Toxic Employees

Town Council Tracking Worksheet Items:

- 3-16 Per the Council's request, I did a survey of medical fees from surrounding Towns ready for review in June.

- 3-29 Did preliminary research into Council Tracking Worksheet item #107 reference Town-owned water cisterns for fire protection.

Other Activities / Accomplishments:

- We held our first joint training with New Gloucester in our Training Building. The training was on search and rescue and was very successful.
- We did some further investigation into approximate costs for a Tanker Pumper. We are concerned with the prices we are hearing back from departments that have made purchases within the past few years. We need to come up with a worst-case contingency plan.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- We will need support from Code Enforcement regarding the Trails and Ales issue as well as 15-17 Main Street.
- We will need Ordinance help for an up-to-date Fire Ordinance that shall include a Knox Box requirement for Commercial entities.

Gray Fire & Rescue Department

Gray, ME

This report was generated on 4/1/2022 10:40:44 AM



Incident Statistics

Zone(s): All Zones | Start Date: 01/01/2022 | End Date: 03/31/2022

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		237	
FIRE		137	
TOTAL		374	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
424 - Carbon monoxide incident		5	
736 - CO detector activation due to malfunction		1	
TOTAL		6	
MUTUAL AID			
Aid Type		Total	
Aid Given		51	
Aid Received		26	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
52		13.9	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Central Station		0:04:06	
AVERAGE FOR ALL CALLS		0:04:06	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Central Station		0:00:33	
AVERAGE FOR ALL CALLS		0:00:33	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Gray Fire & Rescue Department		19:29	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

Gray Fire & Rescue Department

Gray, ME

This report was generated on 4/1/2022 10:38:09 AM

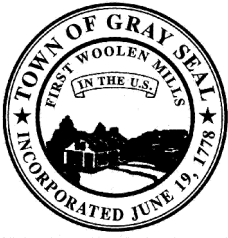


Incident Statistics

Zone(s): All Zones | Start Date: 03/01/2022 | End Date: 03/31/2022

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		79	
FIRE		40	
TOTAL		119	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		12	
Aid Received		6	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
13		10.92	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Central Station		0:04:06	
AVERAGE FOR ALL CALLS		0:04:06	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Central Station		0:00:33	
AVERAGE FOR ALL CALLS		0:00:33	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Gray Fire & Rescue Department		19:35	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



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

April 15, 2022

Public Works Monthly Report to Town Manager (2/28/2022-3/28/2022)

Activities:

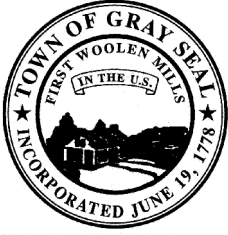
- Response to winter weather events:
 - 7 events including light snow, freezing rain and some melting with refreeze.
 - Increasingly frequent freeze/thaw cycles have produced many localized ice areas, potholes, frost heaves.
 - Approximately 275 crew/equipment hours.
- Winter weather events have consumed more than the budgeted amount of winter overtime. Other categories (sand, salt, maintenance, etc.) still within budget.
- Hunts Hill Rd closed and reopened same day to remove ice from 'canyon' area, a spring tradition!
- Roads posted for weight restriction to protect roads during spring thaw, effective 2/25/2022-4/29/2022 or until conditions allow.
- Several staff attended factory training for sweeper maintenance 3/9/2022.
- All staff attended Digsafe training 3/15/2022.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Provided guidance for pocket park driveway and signage.
- Collaborated with Planning dept. on several projects.
- Assisted B&G with generator installations.

Town Council Tracking Worksheet Items:

- FY23 Budget preparation and workshop 3/8/2022.
- Review project areas for Main St/Lewiston Rd and drainage concerns, collaborate with MDOT with onsite discussion to follow.
- Libby Hill/Shaker Rd sidewalk plan updates and prepare to meet with MSAD15.



TOWN OF GRAY

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

RECREATION DEPARTMENT

Anthony Dahms, Director of Recreation
adahms@graymaine.org
(207) 657-2323

March 28, 2022

Recreation Department Report to Town Manager March 2022:

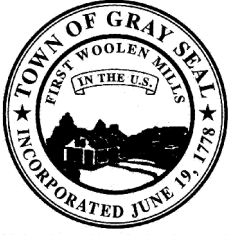
- 3.1 Library Site Walk for Summer Programming
- 3.7 Recreation Committee Met
- 3.10 Rec Director presented Sit for 60 Move for 3 Wellness Topic to Department Heads
- 3.10 GNG Optimists Club Met discussed potential future projects including Earth Day
- 3.17 Rec Director attended Safety Committee Meeting
- 3.17 Kids Club Staff meeting went over safety procedures
- 3.22 Staff Wellness Committee met discussed reopening gym at Public Safety for Town Employees
- 3.24 Rec Director attended 1:1 meeting with Town Manager to go over department updates/projects/programs
- 3.25 Free Lacrosse Clinic held, 11 youth attendees
- 2 Skate Park planning meetings were held
- 2 Summer planning meetings were held

Other Activities / Accomplishments:

- Submitted Courtesy Boat Inspection (CBI) Grant
- Eco-Maine visited the after-school program and taught the children about recycling
- 3.9 The Community Café Program was held for the first time in New Gloucester, a meal (lunch) was served for older adults with a suggested donation. This will happen on the 2nd Wednesday of each month at the NG Am Vets Hall
- 3.13-3.15 Rec Director attended ME Recreation and Parks Association Conference (MERPA). This conference returned to being in person after 2 years of virtual
- 3.24-3.26 Child Care Services Coordinator attended the American Camp Association New England Conference
- Senior Coffee Club resumed in person weekly meetings
- 17 Gym Facility Rentals including our first Nerf Birthday Party rental
- Kids Club 3rd-6th grade kids put together over 100 “Leprechaun Loot” packages and delivered them to Town Employees as a service project

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Recreation Department will be hiring for summer positions at Wilkies Beach and Summer Camp. Summer Camp Staff may have opportunities to begin working this Spring in the Kids Club program.



TOWN OF GRAY

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

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

March 27, 2022

Solid Waste Department Report to Town Manager (3/1 – 3/28/2022):

- 3/2 shipped 21 tons of cardboard
- 3/3 met with Town Manager
- 3/3 FY 2023 budget presentation to Town Council
- 3/10 Department head meeting

Town Council Tracking Worksheet Items:

- A
- B

Other Activities / Accomplishments:

- 3/17 completed “Harassment Prevention for Maine Supervisors”
- 3/18 completed “Backhoe/Trackhoe Safety” course
- Having difficulty in getting a trucking company to haul the baled mixed paper. The market for sale of the material is solvent, trucking is difficult to secure.
- Had a court directed community service worker for 50 hours

Challenges / Obstacles Requiring Assistance Outside of the Department:

*O/F/C (All)

OPEN

Count of Description	Column Labels			
Row Labels	H	L	M	Grand Total
Administrative		2	2	4
Budget		2		2
Comp. Plan Implementation	1			1
Infrastructure	1			1
Infrastructure / Village TIF Goals	1		1	2
Open Space / Conservation Plan	2			2
Ordinance	7	2	9	18
Ordinance /Standards			1	1
Policy			1	1
Public Safety			1	1
Recreation			1	1
Residential			1	1
Revenue		1		1
TIF Goal / Budget	1			1
Traffic	2		2	4
Training		1	1	2
Grand Total	15	8	20	43

*O/F/C (All)

CLOSED

Count of Description	Column Labels				
Row Labels	-	H	L	M	Grand Total
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	19	28
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	36	68

*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	04/05/22	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 upd 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 (4/5) Update agree drafted & initial deed feedback Next Step: Sandy to review documents & discuss with Nate/Alyssa. Also researching insurance/liability issue.
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	04/05/22	(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.

*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
46	Ordinance	O	H	3	07/01/22	Develop Growth Management strategy - as part of Comprehensive Planning & to allow needed time for Open Space Planning	Sandy Carder	Nate Rudy	Nate Rudy / Doug Webster	02/05/19	03/15/22	(1/22) Dan adv PD does not feel any addl action is need at this time. Growth Cap was disc & Staff will look into with OAC and bring forw when ready. A growth cap has been disc in var meet for the last yr. Not hav a robust growth plan and/or cap was 1 primary reason the original Comp Plan was not appr. (1/30) During the Open Space forum, Alan & Lucky both strongly encour a growth cap be disc/imple as soon as possible to provide Gray with more time to dev an Open Space plan. In add, issues with current residential Sub-division ord, duplex allow, and limited safeguards against a large scale dev need to be addr. Kathy adv Staff have crunch annual data & Doug adv dev one would be rather straightforward & would be padded to avoid impact wanted eco & resid dev. (2/19) Council agreed this is a top priority now. (3/5) Doug rev steps (1) Verify current comp plan (2) check with legal ord (3) imple verifying data supports number selected & Council prov direction. (6/4) Doug prov some data and Arundul ord (eff in 1977). Council agreed to proceed cautiously. (9/3) Doug adv best 1st step would to discuss possible 'cap' number and process to apply caps. (10/1) Council WS held - guidance prov to Doug. (1/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger devel & Comp Plan process. (2/4) OAC looked at & were not in support - worried about admin of the process impact staff (2/18) Council disc changing approach to be more comp to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comp plan timeline as an appr plan is required to enforce growth permit systems. (3/10) OAC began work on this item.(5/5) OAC wants to coord with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be deliv by end of summer to stay in line with CP. (8/4) Council disc at 8/4 WS to confirm a full WS for this along with the duplex/OAC ord list can be disc (9/1) Council disc OAC doc cover duplexes, multi unit housing, growth & comp plan info - agreed addtl 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 (3/15) Nate pres plan for PD Staff work to Council. Next Step: Nate will obtain proposal from GPCOG for Village charette/master plan & Doug's focus will be on zoning changes for VC/VCP growth areas.
49	Ordinance	O	H	4	07/01/22	Review current ordinances and zoning to determine if changes are needed for Duplexes	Dan Maguire	Dan Maguire	Doug Webster	02/19/19	03/15/22	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 addtl 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. (3/15) Nate pres plan for PD Staff work to Council. Next Step: Doug's focus will be on zoning/ordinance changes in VC/VCP

*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
34	TIF Goal / Budget	O	H	5	Detail Tab	Work on planning associated with new Village TIF . SEE SEPARATE TAB FOR DETAILS	Council	Nate Rudy	Doug Webster	08/07/18	03/15/22	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.
22	Ordinance	O	H	6.1	06/01/22	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	03/15/22	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is update ordinance to specify licensing or fee structure to account for any future requests to hook up to Town's stormwater system. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim disussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate addt'l devel. That would inform the ordinance/fee work. (3/15) Nate/Doug adv work is underway with Will to determine scope of analysis and data collection. Next Step: Doug & Will will provide analysis to Council when available.
25	Ordinance	O	H	6.2	06/01/22	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	03/15/22	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a 'performance standard' in conjunction with ordinance for future development. (2/5) Council discussed need to mvove this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. (3/15) Tied to item #22 - awaiting analysis/data from Will. Next Step: Doug & Will will provide analysis to Council when available.

*Status: O = Open C = Closed F= Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline										Last Update: 04/05/2022		
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	7	TBD	Create Libby Hill Road upgrade Plan including 2nd emergency school exit and sidewalk	Sandy Carder	Nate Rudy	Sandy Carder	12/09/21	04/05/22	(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 sidewalk to Spruce Street with a lighted crosswalk from Spruce to the ROW is also on the list. MSAD15 has req a formal workshop to begin researching options. (1/18) Sandy adv MSAD15 agreed to workshop to brainstorm project scope (3/28) Joint WS held & scope defined. (4/5) Anne preparing app for earmark funding & Sandy seeking letters of support - deadline is 4/13. Next Step: Submit application for consideration. Council put \$50k in budget for match/planning.
66	Traffic	O	H	8	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	03/29/22	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 (3/1) Sandy adv Bruce Van Note req a meet in Gray for 1 hour later this month with Nate/Sandy - Anne will also attend. (3/29) meeting held with DOT Next Step: DOT to provide wording for ordinance amendment, Town will hold new public hearings when updated.

*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
4	Traffic	O	H	9	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	03/17/22	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	10	Detail Tab	Create Engineering Plans for Main Street and Coordinate with MDOT for construction	Council	Council	Nate Rudy	02/19/19	04/05/22	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.

*Status: O = Open C = Closed F= Future						Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline				Last Update: 04/05/2022		
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	11	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	04/05/22	(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. (4/5) Kristen prov update that app has been submitted to Nat'l Park Service but person who reviews it retired & position has not been filled. 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).
111	Ordinance	O	H	12	06/01/22	Create Short Term Rental Ordinance and/or program in collaboration with ADU ordinances	Nate Rudy	Nate Rudy	Kristen Muszynski	03/15/22	04/05/22	(03/15/2022) Nate advised that Staff has prepared a couple options for the Council consideration. It is critical Gray put something on the books given the State's current work on ADU housing - namely allowing ADU at every single family home without regard to local zoning. Having something on the books could allow Gray more control/flexibility with possible upcoming changes. Gray also does not have a list of existing ADU or Short Term rentals. (4/5) Doug presented 2 options to Council & Council selected option 2 with some feedback. Next Step: Doug to draft ordinance for review. Council also agreed to add to insert for tax bills.
81	Ordinance	O	H	13	06/01/22	Need to create a Water Extraction Ordinance	Sandy Carder	Nate Rudy	Doug Webster	07/21/20	03/15/22	(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. (2/14) Nate adv ordinance is ready for Council. (3/15) Doug rev proposed ordinance with Council who provided feedback. Next Step: Will be added to agenda once proper 1st reading notification is done.
104	Ordinance	O	H	14	06/01/22	Correct Self Storage Ordinance and create restrictions on new facilities	Doug Webster	Nate Rudy	Doug Webster	01/05/22	02/14/22	(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. (2/14) 2nd read & public hear held - Council apprvr Next Step: Doug/Kristen to work up options on long term changes.

*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
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	04/05/22	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.
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.
97	Policy	O	M	2	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.

*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
88	Infrastructure / Village TIF Goals	O	M	3	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 fdck-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	Training	O	M	4	05/01/22	Discuss additional requirements for quasi-judicial Boards - Planning and ZBA	Council	Council	Nate Rudy	09/15/20	03/15/22	<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 Next Step: Training/Forum set for 4/11/22.</p>

*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
69	Recreation	O	M	5	04/01/22	Create a Pocket Park including Historical Marker at 5 Yarmouth Rd property	CEDC	Nate Rudy	Nate Rudy	12/17/19	02/14/22	(12/17) CEDC representative Rachel Rumson presented plans for a new Pocket Park on the 5 Yarmouth Rd municipal property which would include a Historic Marker as part of a Historical Trail - which was presented by Galen Morrison. Council provided some initial feedback. Kathy Tombarelli advised there was a possible grant that may assist with phase 1 of the project - earthwork. (1/7) Kathy provided a draft grant application at meeting and Council provided feedback. Council agreed to add to tracking list as project is ongoing and will involve Town Staff and funding. (1/21) Council approved CDGB application. (3/10) Kathy advised the grant was recommended for funding & is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed & were very supportive. Abutter meeting held with great feedback. Council approved Rachel Rumson as agent for Planning board work. Due to LD1 failure, grant funding now on hold. (9/1) Council discussed changes to Committee policy to address consultant work. (9/15) Council approved consultant changes to Committee rules (11/17) Council appr land exchange on site to clarify property line. (1/5) RFP has been posted. (1/19) Council approved 1 proposal rec'd. (2/2) Bruce adv a public forum was held to obtain Community input.(3/2/21) Bruce adv CEDC is working on name and bird house project and planning for Spring work. Alec adv he did some earth work in the Fall and is set to do addt'l work in the Spring. The project did receive preliminary approval contingent on one sign off. (4/6) Council approv wood donation from Maschino's Lumber. (4/20) Council app picnic table donations from Aroma Joe's. Kathy adv park has PB appr (5/18) Permablitz was held & work session to lay brick. (6/1) CEDC prov update presentation and recommended name which Council approved. (9/7) 2nd Permablitz set for 9/11 (9/21) Council appr addt'l exp for admin of the grant (in Kathy's absence)(2/14) CEDC adv most of grant fund spent Next Step: Park set to be discussed at 3/3 budget workshop.
99	Ordinance	O	M	6	K1	Create Water Quality (Shoreland) Ordinance	Pam Wilkinson	Nate Rudy	Kristen Muszynski	11/16/21	04/05/22	(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. (03/15) Sandy adv that Pam Wilkinson is working on mocking up the Windham ordinance to provide as a starting point. She has not rec'd an update lately. (4/5) Nate presented proposal to shift some water shed money to work on this issue. Council had a couple questions related to the testing that would stop at Thayer Brook. Next Step: Doug will refer question to CCSW
105	Ordinance	O	M	7	07/01/22	Update Agritourism Ordinance to address changes in industry & markets	Krista Chappell	Krista Chappell	Krista Chappell	01/04/22	04/05/22	(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, argribusiness 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. (3/1) Krista adv CEDC is setting up public forum to review changes residents may want to see. (3/15) Krista advised CEDC holding public forum on 3/16. (4/5) Krista adv public forum was not well attended, but did have good conversation with those there. Next Step: CEDC to make proposal to Council.

*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
112	Administrative	O	M	8	08/01/22	Create an Insert for Tax Bills	Council	Nate Rudy	Nate Rudy	03/29/22	04/05/22	(03/29/2022) Council approved changes to Senior Tax Assistance program which included a timeline change for applications. Council agreed sending out an insert in the tax bills to notify residents was a good idea. Given an insert will be used, Council/Staff will consider other items to fill the page. (4/5) Council agreed that work on Short Term Rental ordinance should be done in time to include instructions for new registry on this insert. Next Step: Council/Staff to finalize before deadline in summer.
55	Administrative	O	M	9	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	02/14/22	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) add'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. (2/14) Nate adv receipt of WD letter & that a plan of action has been worked up. Next Steps: Nate will update Council at later meeting.
70	Ordinance	O	M	10	D1	Review current residential Subdivision Ordinance for necessary changes in Open Space	Doug Webster	Nate Rudy	Doug Webster	02/04/20	03/15/22	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance.(3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Originally logged as Item 40 - Council agreed to split out the OPEN SPACE portion for the subdivision ordinance as a higher priority. Currently, developers are able to ID & use 'unusable' property as open space to meet the standard to obtain the density bonuses. Ordinance needs to be updated to require the space meet OS standards to count towards density. (3/15) Doug will work on this as part of his VC/VCP review along with GPCOG's work on master plan. It is secondary to the growth Mgmt/multifamily housing work - but connected. Next Step: Doug to work on proposed changes.
93	Public Safety	O	M	11	K2	Address dilapidated Vacant Buildings around Shaker Rd/No. Raymond Rd intersection	Council	Nate Rudy	Kristen Muszynski	09/01/20	03/15/22	(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. (3/15) Nate pres plan for PD Staff work to Council. Doug advised that this is a complex issue which may involve more 'code' work than ordinance work. Next Step: Kristen will work on after short term rental/ADU, self storage and water quality priorities.
52	Ordinance	O	M	12	05/01/22	Develop local level Sidewalk Construction standards	Dan Maguire	Dan Maguire	Doug Webster	03/05/19	03/15/22	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. (3/15) Nate adv OAC has discussed & PD Staff have proposals to use template options. Next Step: Nate will review with Council at upcoming workshop.

*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
76	Ordinance	O	M	13	D2	Amend Subdivision Ordinance to strengthen Buffer Zone requirements & provide more autonomy to PB relating to internal roads	Dan Maguire	Nate Rudy	Dan Maguire	05/05/20	05/05/20	(5/5) Based on feedback from the Planning Board regarding the current Buffer Zone requirement being reduced from the 50 foot mandate due to the location of houses and other issues, they are asking the Council to strengthen the language in the ordinance. In addition, they would like more autonomy related to mandating internal roads vs shared driveways to reduce curbcuts and assist with the buffer zone issue. Council agreed to log. Next Step: Dan to bring to the OAC for discussion.
78	Ordinance	O	M	14	Contract	Create Stormwater Standards for Watersheds	Doug Webster	Nate Rudy	Doug Webster	06/02/20	03/15/22	(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. (3/15) Nate pres plan for PD staff work which included contracting out some of this work. Next Step: Doug to work with CCS&W.
94	Ordinance	O	M	15	K3	Update Town's Ordinance to reflect long term Solar Array policies for residential , all sizes.	Deb Cabana	Nate Rudy	Kristen Muszynski	04/20/21	03/15/22	(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. (3/15) Nate pres plan for PD Staff work. Kristen will take this one over. Next Step: Kristen will work on after higher priority items.
44	Ordinance	O	M	16	D3	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	03/15/22	(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. (3/15) Nate pres plan for PD Staff to Council. Next Step: Doug will work on this one after higher priorities.
67	Residential	O	M	17	06/01/22	To review the status Deer Acres property (private road)	Residents	Council	Council	12/03/19	12/07/21	(11/12/19) A group of residents gave a presentation to the Council regarding the current state of their private road - Deer Acres. The road is not actually a deeded private road, but private property with easements. The residents feel the road has been severely impacted by the status of Gore Rd, and the fact that it is used as a connector between Gore Rd and Lyons Point Rd. They are seeking a workshop with the Council to discuss further and develop possible options for solutions. (12/3) The Council expressed serious concerns with taking over a private road, but felt there could be other solutions and they needed more information. They agree to a workshop. (12/17) Bruce advised residents will not be ready to talk until at least April when seasonal residents arrive back in State. (10/6) Council recognized that the residents may be leaving for their winter homes and will push this forward until next spring. (7/6) The window to discuss this has passed again this calendar year. (10/5) Sandy adv group will do presentation at 11/16 Council meeting after Council agreed to presentation in the 9/21 meeting (11/16) Group presented info to Council and answered questions. Nate later advised Staff would like to talk about road ordinance in general with recommended changes to reduce or eliminate addtl 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.

*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
106	Ordinance /Standards	O	M	18	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	19	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.
90	Budget	O	L	1	06/01/22	Review and update Sick Time carryover and/or payout provision	Dan Maguire	Council	Nate Rudy	02/16/21	03/17/22	(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 add'l info on benefits in other Town's. Right now, there is no cap to sick time carryover and up to 50% of 90 days of time is paid out to employees when they separate from the Town. This seems out of line with other Towns. Council to consider a carryover cap and/or possible change in pay out provision.(7/6) Council discussed at workshop (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 add'l info, Council had brief conervation. (3/15) Council discussed options at workshop & identified parameters of changes requesting a little more info from Nate. Next Step: Council to discuss at 3/22 workshop & make final decision.
96	Budget	O	L	2	06/01/22	Analyze Resources & Responsibilities within Planning Department	Dan Maguire	Council	Nate Rudy	06/01/21	03/17/22	(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. (3/17) Council reviewed proposed staff position changes & realignment & approved changes. Next Step: Final review of budget set for 3/22 meeting.
98	Ordinance	O	L	3	K4	Review and update Land Bank Commission Ordinance	Sandy Carder	Open Space Committee	Kristen Muszynski	10/19/21	03/15/22	(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. (3/15) Nate pres plan for PD Staff to Council. This will be assigned to Kristen. Anne pointed out there is already on on the books & Open Space may be able to help. Next Step: Kristen to handle after higher priorities.

*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
60	Ordinance	O	L	4	K5	Review current Kennel related ordinances , identify needed changes & update accordingly.	Deb Cabana	Nate Rudy	Kristen Muszynski	06/04/19	03/15/22	(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. (3/15) Nate pres plan for PD Staff to Council. This will be assigned to Kristen. Next Step: Kristine to handle after higher priorities.
110	Revenue	O	L	5	08/01/22	Create Legislative Bill to reimburse Commercial Solar Array Property Tax exemption	Council	Nate Rudy	Nate Rudy	03/01/22	03/01/22	(03/01/22): Nate advised that Commercial Solar Arrays were exempted from local property taxes by the Legislature. After additional research, Lauren Asselin (Assessor) and Nate identified program which will allow for 50% reimbursement. Council directed Nate to send letter to Legislative Team urging them to provide the add'l 50% reimbursement knowing the session was already set. Rep. Moriarty advised there was nothing they could do, but provided contact in Maine Revenue Services to start discussion on proposed bill for next session which does not start until Jan 2023. The deadline for bills is late summer/early fall. Next Step: Nate will reach out to contact at MRS.
102	Training	O	L	6	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	7	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.

*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
39a	Administrative	O	L	8	08/01/22	Need to review/renegotiate Cable TV Contract sometime in 2019-2021.	Deb Cabana	Nate Rudy	Jon Hartt	09/18/18	03/15/22	<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 (3/1) Council held 1st read & hearing. (3/15) Jon provided add'l info, Council approved ordinance. Next Step: Nate/Jon to obtain update from Bradley Law on negotiations.</p>

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months											Last Update: 04/05/22	
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	Dan Maguire/Krista Chappell	12/01/20	04/05/22	(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(2/14) Krista/Dan shared their proposal. Dan to draft outreach memo & share by 21st. Goal to have posted by end of Feb & included in March newsletter. Application deadline will be end of March to coincide with first April meeting packet. (3/15) Dan adv he will work on shortly (4/5) <u>Sandy ask if anyone had feedback on Dan's draft - none. Next Steps: Dan/Krista to work with Staff on media outreach to seek applications.</u>
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	12/01/20	03/15/22	(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. (2/14) Nate adv Doug has some initial changes related to density for the Village/VC areas ready to go. (3/1) 1st read & public hearing held. Council requested more information be pulled together & was willing to send to PB to obtain their feedback. (3/15) Council discussed feedback and made modifications to approach. Also reviewed Nate's proposal to address full review of zoning & ordinances for VC/VCP which will include Doug's primary focus and engaging GPCOG while moving all other ordinances to Kristen. Next Steps: Current zoning/ordinance change will go back to 1st reading for 4/5 meeting.

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months Last Update: 03/15/22												
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	03/15/22	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. (3/15) Nate adv Will & Doug working on collecting data in conjunction with MDOT data.
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.

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months Last Update: 03/17/22												
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.

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months												
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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.

*Status: O = Open C = Closed F = Future			Priority: **H = 1-3 months M = 4-9 months L = 10+ months									
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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	03/17/22	(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. (3/15) Council discussed need to move TIF funds into FY23 budget to ensure easement work can proceed. Council also needs further clarification on WD portion of TIF funds. Next Steps: Nate will check in with Will for high level estimate.

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months											Last Update: 02/01/22	
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Main Str - break out tasks from Item 89	O	H	8	12/31/21	Obtain Stormwater Capacity Analysis from MDOT	Will Haskell	Nate Rudy	Will Haskell	12/07/21	12/07/21	(12/07/21) Will advised that the MDOT is completing an analysis of the stormwater capacity of the current system which directs flow to the MTA interchange and Cemetery area. Whether the current system can handle existing stormwater and/or has additional capacity is unknown and likely not well documented in regards to options. This information is critical to the plan for upgrades to Main Street and must be obtained before stormwater modeling can be completed. Next Step: Will/Alec and Nate to work with MDOT to obtain asap.
B	Main Str - break out tasks from Item 89	O	H	8	12/31/21	Identify what level of Survey information will be available from MDOT	Will Haskell	Nate Rudy	Will Haskell	12/07/21	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.

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months												
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	03/29/22	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. (3/1) Sandy adv Bruce Van Note meeting to be held at end of March (3/29) meet held with DOT - they will provide more detail on sign costs & Nate to reach out to MTA on costs.
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 opts, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchopt that will incr data while drop costs. Scope disc ensued w Council need to send addtl feedback to Deb-chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will parti. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been appt to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr Mills is taking a diff appro than Mr. Van Note-he is propo MTA buy subscr at March meet. (3/5) NG is not inter in parti.(4/2) Sandy prov PPH article ind MTA, MDOT, PACTS and Port Transp grp have agrd to grp subscr to software. Await addtl feedfrom Mr. Mills. Ress appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent mat to S Carver as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd - GPCOG to take leave & prov prop for full coun to cons. (1/7) Sandy pres propos scope from COG-Counc req opts for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Coun will vote on engage letter at 1/21 meet. (1/21) Coun voted to approve engag letter. (2/4) Sandy recap conf call with COG-ok with chgs-will look into poss ph 2 study to capture 'avoid' vs. 'divers' traffic with MDOT fund? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is Sept (9/1) Sandy adv draft report is done - final repot should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Mgr. (11/17) GPCOG resp to MDOT & are work on updating. (12/15) Sandy has rec'd updated study - will pull together all the material & send to Council. Will be placed on a future workshop agenda. (1/5) Diversion info shared (3/16) Council disc resp (1) to MTA (2) meet with Leg team + transp committee members (3) integrate in convo with MDOT on Route 100 projects (4) req mor info on LOS study costs/timeframes. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues.

*Status: O = Open C = Closed F = Future					Priority: **H = 1-3 months M = 4-9 months L = 10+ months							
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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 recomm/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Repres and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep Moriarity & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add 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>

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months												Last Update: 03/17/22
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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.

*Status: O = Open C = Closed F = Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months													Last Update: 03/17/22
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments	
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.	
36	Administrative	F			??	Review the current process for "Planned Unit Development" commercial subdivision to determine if routing the review & approval of commercial uses on lots in a PUD subdivision to the Staff Review Committee in lieu of the Planning Board.	Kathy Tombarelli	Nate Rudy	Nate Rudy	09/04/18	07/06/21	This item was brought up & discussed in the TC 8/7/18 meeting. Town Councilors agreed to consider the proposal, but could not determine whether support would be granted until some draft language was provided. Councilors expressed various concerns about the process which they would like addressed in that language. The Planning Board has also expressed some concerns with the change given PUDs are relatively new. (1/22) Dan advised Planning bd is okay with change as Planning Bd Chair sits on Staff Review Committee. (7/6) Nate needs to check the status of this one. (3/15) So far none of these reviews have come up; therefore moving to future for later consideration if issues arise.	