

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • MAY 3, 2022

**Gray Town
Council Regular
Meeting**

Town Council Chambers
24 Main Street, Gray, ME 04039
<https://us06web.zoom.us/j/84230609090>
Phone 646-558-8656 / Meeting ID: 842 3060 9090

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. FLAG PRESENTATION & PLEDGE OF ALLEGIANCE 5 MINS

Cub Scout Pack #86

IV. MINUTES FROM PREVIOUS MEETINGS 5 MINS

1. To Review and Approve an Amendment to the Minutes of the Town Council Meeting on December 21, 2021.
2. To Review and Approve the Minutes of the Town Council Meeting on April 19, 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: 842 3060 9090

VI. ADJUSTMENTS TO THE AGENDA 5 MINS

VII. CONSENT AGENDA 5 MINS

1. Approval to proceed with necessary upgrades to Water Lines at Cemetery
2. Cable Ordinance motion

VIII. PRESENTATION 7:30PM

1. Short Term Rentals Ordinance - Doug Webster 15 MINS

IX. PUBLIC HEARINGS 7:45PM

1. Second Reading - To Review and Act Upon 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. **5 MINS**

Proposed motion:

Be it Ordained, the Gray Town Council adopts a Surface Water Protection Ordinance (Chapter 397).

2. Public Hearing - To Review and Act Upon Setting 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. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves a Second Reading/Public Hearing on May 17, 2022 to consider adopting a road discontinuance.

X. ACTION ITEMS 7:55PM

1. To Review and Act Upon Approving the Appointment of Seth Dolinsky as a regular member of the Recreation Committee with a term expiring on August 31, 2023. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints Seth Dolinsky as a regular member of the Recreation Committee with a term expiring on August 31, 2023.

2. To Review and Act Upon Appointing Paul Mingo to the Gray Honor Roll, as Recommended by the Gray Historical Society. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints Paul Mingo to the Gray Honor Roll in recognition of his community service.

3. To Authorize the Town Manager to sign the Mayor's Monarch Pledge to help save monarch butterfly, as presented by the Community and Economic Development Committee. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council authorizes the Town Manager to sign the Monarch Pledge on behalf of the Town of Gray.

4. To Review and Act Upon Approving the Municipal Warrant for the Town Meeting to be Held

on June 14, 2022. **5 MINS**

Proposed motion:

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

5. To Review and Act Upon Approving the Proposed Legal Services Contract from Jensen Baird, Attorneys at Law. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the proposed legal services contract from Jensen Baird.

6. To Review and Act Upon Approving the Automobile Graveyard/Automobile Recycling Junkyard Permit Application for Kevin Kimball and Robert Dube, DBA Kimball's & Dube's Garage Inc. Located at 23 Frost Road. **5 MINS**

Proposed motion:

Ordered the Gray Town Council approves license renewal for an Automobile Graveyard/Automobile Recycling Junkyard Permit Application for Kevin Kimball and Robert Dube, DBA Kimball's & Dube's Garage Inc. Located at 23 Frost Road.

7. To Review and Act Upon Approving the Mobile Vendor License for Lonnie Humphrey D/B/A Lonnie Dogs. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the Mobile Vendor license renewal for Lonnie Humphrey D/B/A Lonnie Dogs.

8. To Authorize the Town Manager to Sign a Quitclaim Deed to Estate of Charles L. Bruns Sr. for Map and Lot 062-027-005-009 of the Tax Assessor's Maps of the Town of Gray.

Proposed motion:

Ordered, the Gray Town Council authorizes the Town Manager to Sign the Quitclaim Deed to Estate of Charles L. Bruns Sr. for Map and Lot 062-027-005-009 of the Tax Assessor's Maps of the Town of Gray.

XI. REPORT FROM THE COUNCIL CHAIR 5 MINS - 8:30PM

XII. REPORT FROM THE TOWN MANAGER 5 MINS

XIII. COMMITTEE REPORTS 10 MINS

XIV. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS

XV. ADJOURNMENT 8:55PM

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

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

Regular Meeting

Henry Pennell Municipal Complex

7:00 PM

24 Main Street, Gray, ME 04039

I. OPENING STATEMENT

Due to the ongoing COVID-19 emergency, this meeting was held virtually. The meeting began at 7:13 PM

II. ROLL CALL

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

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS

- To Remove from the Table the Minutes of the Town Council Meeting on November 16, 2021.

MOTION: Ordered, that Council Remove from the Table the Minutes of the Town Council Meeting on November 16.

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

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

MOTION: Ordered, that Council Approve the Minutes of the Town Council Meeting on November 16, 2021

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

Councilors will submit edit requests to the Town Clerk.

- 3. To Review and Approve the Minutes of the Town Council Meeting on December 7, 2021.

MOTION: Ordered, that Council Approve the Minutes of the Town Council Meeting on December 7, 2021

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

Councilors will submit edit requests to the Town Clerk.

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

There were no public comments. This portion of the meeting was opened at 7:26 and closed at 7:27 PM.

VI. ADJUSTMENTS TO THE AGENDA

None.

VII. PRESENTATION

- 1. Library Fees/Update - Josh Tiffany/Board of Trustees

Library Director Josh Tiffany presented a proposal from the Library Board of Trustees and staff to eliminate the late fee for overdue items, and to adjust the billing schedule to revise the policy for billing users for the cost of “lost” items. The Director states that this is increasingly a standard practice for public libraries.

The Library Director will report back to the Town Manager after a year of the revised practice if it is approved in the FY23 budget.

VIII. ACTION ITEMS

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

Council reviewed applications from multiple citizens interested in serving on the MSAD-15 School Board.

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

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

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

Ordered, the Gray Town Council extends the Ordinance Regarding Face Coverings on Town Property to February 2, 2022, consistent with Article II Section 14.D. of the Gray Town Charter, and with the Maine CDC and US CDC guidance for indoor public spaces, that requires all visitors to Town properties to wear a protective mask to reduce the public health risk from COVID and its variants.

Council discussed the Town Manager’s request for Council to extend the Ordinance Regarding Face Coverings on Town Property, due to continued threats to public safety and business continuity from COVID. Councilor Maguire disagreed on the severity of the COVID Omicron variant threat, and on the efficacy of wearing masks and vaccination, particularly wearing masks outdoors, for slowing the spread of COVID. Councilor Chappell stated that wearing a mask is not a huge burden to reduce risk and to ease the burden on medical professionals. Council Chair Carder stated that a straightforward rule is easier, and the pressure on the hospitals from the current COVID surge is so high that the Governor has activated the National Guard for COVID vaccination clinics. The Town Manager noted that the policy requires mask wearing when a person is indoors of a Town building and / or in locations where safe distancing of at least six feet from other people is not possible.

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

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

Council reviewed the 2022 Cumberland County Hazard Mitigation Plan. Councilor Maguire opposed Council approving the plan and would have preferred to table the issue for more time to review.

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

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

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

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

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

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

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

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

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

IX. REPORT FROM THE COUNCIL CHAIR

Council Chair Carder commented that the court injunctions / appeals against the OSHA ETS on COVID vaccination (the vaccine mandate) were struck down, and the ETS implementation date is January 10, 2022, but more appeals have been filed. Staff has presented a possible solution for the echo issue for remote meetings, and Council will test again in a January workshop, tentatively the January 31 budget meeting. Council discussed the proposal to continue meeting remotely, and for committees to be allowed to meet remotely also. Councilor Chappell expressed concern that the Town may lose committee volunteers if the option for remote meetings is not extended and would prefer to extend remote meetings until the hybrid meeting solution can be improved. Councilor Maguire asked if hybrid meetings are easier technologically if the meetings are not being recorded, and if there is a cost for staff time to facilitate hybrid meetings. The Town Manager suggests that

the Library Conference Room can be used for non-quasi-judicial recorded meeting with facilitation from the Town staff liaison, which would not add staff time / cost to hosting hybrid meetings. Non-Quasi-Judicial meetings can also be recorded and then posted to GCTV afterward. Councilor Maguire notes that alternatively a meeting host can conduct a Zoom meeting on their laptop computer. Council will review additional extensions of this order at a future meeting.

The COuncil / Manager goals have been finalized and posted to the Town website.

Staff needs more time to prepare for an Executive Session item, so the next Council workshop may be used for other Executive Session business.

Joint Leaders meeting scheduled for December 9 has been rescheduled for January 10, 2022.

X. REPORT FROM THE TOWN MANAGER

Town Manager Rudy added asked Councilors if they had questions regarding his regular written report. Town Manager additionally commented that the Town has advertised a late opening on December 22 due to the expected ice storm. Town Manager also noted that the New Gloucester Town Manager has proposed an agreement for either office to cover Clerk and CEO duties if the other is closed due to a COVID event. This proposal will be submitted to Council at its next meeting.

The Professional Dress Standard and Extreme Weather Closing personnel policies were included in the Town Manager Report, along with revised job descriptions, which under the new Council policy would be handled administratively unless a Council member asks to pull an item for discussion.

Public Works Director Alec Dodd submitted a status update on Shaker Road construction, on request from Town Council.

XI. COMMITTEE REPORTS

Open Space Committee: Councilor Gass stated that the Open Space Committee met December 8, hoping to produce the Open Space Plan for Council review in late January or early February. Councilor Gass assisted with initial writing and editing of the Plan, and the Committee has contributed substantial editing.

Jason Wilson asked if his email on the Tee Em Up property has been shared with OSC.

CTAC: The Town adopted a Cable TV ordinance several years ago, and subsequently some relevant court cases occurred that create differences between the current ordinance and the version that Bradley Law / GPCOG recommend that the Town adopt.

Library Trustees: Councilor Chappell stated they are scheduled to meet Jan 13

Resiliency Committee: met Dec 15, identified goals for FY23 to match new Committee charge, including waster reduction, readiness assessment, relationship building with stakeholders and Town staff, grant opportunities, and whether to join a state resiliency partnership.

CEDC: met last week, discussed bird house project and MOU with LocalCentric and local artist to sell remaining bird houses and raise funds for a Nordic trekking poles for older people, to help with winter walking program. Working with Town staff on having the MOU signed.

Gray Historical Society installed an informational podium about a former library once located on the grounds of the Village Green micropark. Seeds from the micropark are available for residents, please contact the CEDC via email.

New banners coming in the spring for light poles around town.

Council Chair Carder notes that all committee budget requests will be March 3, 2022.

Ordinance Advisory Committee: Councilor Maguire concerned that committee is not meeting.

Planning Board: Did not occur this month.

Comp Plan Planning group: will meet Dec 28 4-5 PM

Blueberry Festival Committee: Councilor Meaney reports they are seeking new volunteers and want to change the name to the Wild Blueberry Festival.

Finance Committee: met Dec 16, next meeting is scheduled for March 17 at 4 PM. Town is on track for expenses and income.

Dry Mills School: Council Chair Carder notes it was cancelled to schedule conflicts, will meet Jan 17 at 4 PM

Recreation Committee: has not met, scheduled Jan 3 at 6 PM

GPCOG: Next meeting scheduled for Jan 18 at 12 PM

XII. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Gass:

- Attended NIMS-402 overview for senior/elected officials on Dec 9.
- Contacted Angela King at Bicycle Coalition of Maine.
- Received two contacts from residents opposing Crystal Lakes Estates development.

Councilor Chappell:

- Attended NIMS-402 overview for senior/elected officials on Dec 9.
- Received multiple contacts from residents opposing Crystal Lakes Estates development.
- Received call from Scott Liberty regarding a development coming to planning department.

Councilor Maguire:

- Contacted by two residents of Short Mayall Road who are pleased that the road is posted.
- Contacted by a resident of Wayne Ave about a situation on their road.
- Received call from Scott Liberty regarding a self-storage facility development coming to Planning Board.
- Attended NIMS-402 overview for senior/elected officials on Dec 9.

Councilor Meaney

- Received email from Branson Law referencing self-storage zoning.

Council Chair Carder

- Attended NIMS-402 overview for senior/elected officials on Dec 9.
- Conversation with Nate Stone from GNG Little League about future plans and around outreach for the Village Gateway parcel and advocating for placement of fields on that property.
- Received email from Deb Kramlich on status of Deer Acres Road. Advised her that Council will discuss policy on roads at a future meeting.
- Received email survey about St. Joseph's students' recent presentation to Council.
- Received multiple contacts from residents opposing Crystal Lakes Estates development.
- Was advised that representatives from Crystal Lakes Estates development group had contacted Town staff asking what they could provide for them in their proposal. Referred to the Town Manager for follow up.
- Contacted by a resident of Wayne Ave about recent Council correspondence.
- Received email from Branson Law referencing self-storage proposal coming to Planning Board.
- Received "Thank You" card from Bev Schwartz, Asst Director of Public Policy for Hope For The Day organization, for Council support of National Suicide Prevention and Action Month proclamation in September.

Councilor Gass:

- Reminded by Council Chair Carder’s comments that she was also queried by Rick Liberty of Crystal Lakes Estates if she was interested in any grant writing work. Timing felt uncomfortable to her, given the pending CZA proposal.

XIII. ADJOURNMENT at 9:14 PM

Motion to adjourn at 9:14 PM.

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

TOWN OF GRAY
GRAY TOWN COUNCIL MINUTES – APRIL 19, 2022

Gray Town Council Regular Meeting	Henry Pennell Municipal Complex 24 Main Street, Gray, ME 04039	7:00 PM
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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 – In Person
Anne Gass	Vice Chair	Present – In Person
Dan Maguire	Councilor	Present – Remote
Krista Chappell	Councilor	Absent – Excused
Martin Meaney	Councilor	Present – In Person
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 April 5, 2022.

MOTION: *by Martin Meaney, seconded by Anne Gass, to approve the Minutes of the Executive Session on April 5, 2022.*

VOTED: *4-0 (Passed).*

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

MOTION: *by Anne Gass, seconded by Martin Meaney, to approve the Town Council Meeting Minutes for April 5, 2022, as amended.*

VOTED: *4-0 (Passed).*

V. PUBLIC COMMENTS OF NON-AGENDA ITEMS (LIMIT 3 MINS PER PERSON). This item was opened for public comments at 7:04 pm. There were none. Public comments were closed on non-agenda items.

VI. ADJUSTMENTS TO THE AGENDA. There were no adjustments made.

VII. PRESENTATIONS:

1. Royal River Land Trust Property Acquisition – Alan Stearns. This presentation began at 7:05 pm. Alan Stearns presented this item and said that he is on staff for the Royal River Land Conservation Trust along with Steve McPike, who is a volunteer member for their Board of Directors. Steve McPike is a resident of Gray.

Alan Stearns introduced Royal River Land Conservation Trust, which is a non-profit conservation landowner, governed by local memberships. They work in seven towns with Gray being one of them in the watershed up and down the river. They have been very active for 30 years. This is their first major project in Gray. Their strategic goals are very narrow – they want to conserve more land and connect people to that land. They care for the land that they own. He said land must be conserved before it is too late. He said Gray stood out as not having conservation attention that the people of Gray deserve. He continued by saying that Gray has some exceptional tracks of forests. There is more opportunity in this Town than most towns with trails. There is also a Comp Plan and a recently adopted Open Space Plan that sets the stage for that.

At this point in his presentation, Alan Stearns announced that they bought 147 acres on the back side of Libby Hill, between the Libby Hill Forest and Ramsdell Road. He said this conservation acquisition last month doubles the conservation and recreation acreage behind the two schools. He then thanked the people involved to make this purchase. He said this is now being called, “Thayer Brook Preserve.”

Next steps include property clean up, outreach to neighbors and abutters, meet & greet treks, etc. He said more details can be obtained on their Website at info@RRCT.org or by the outreach group chaired by SteveMcPike@gmail.com. Their next step in funding is to replace the bridge financing with funding from donors, foundations, etc. He then asked this Council to approve

a letter of support for this property acquisition to add to their pending application to the “Land for Maine’s Future” program.

Councilor comments included the following. Anne Gass said she was very excited about this and having Royal River Land Trust as a partner and she looks forward to other projects. Dan Maguire said this is, “It’s Christmas in April.” He said the partnership is the key to getting this to where the residents want to go as far as preserving the pretty special places that the Town has. Sandra Carder said the residents want this type of conservation and families want to preserve legacy by preserving land.

This presentation will be posted to Gray’s Website.

2. Tax Flyer – Council Dan Maguire. This presentation began at 7:27 pm. Dan Maguire presented. He said this information was provided to the other Councilors via e-mail. He said that this is an opportunity for the Councilors to provide feedback on the narrative and what the group wants included in the flyer. The group was in agreement with the four-page format. Graphs will be included. He said the revenue and expense flowchart explains where the money comes from and where it goes.

Sandra Carder commented that the fact that the MIL rate is not going up is good, that a narrative showing that the expense line is only going up by a small percent, and the capital CIP is a good thing. Dan Maguire said he wants residents to feel that the Town is in a pretty good shape in years to come.

Feedback from Councilors will be provided to Dan Maguire as to their top three items that they would each like to see. He would like to see feedback this week.

VIII. PUBLIC HEARINGS:

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 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 and restricted to 15,000 square feet. This Public Hearing was opened at 7:41 pm. There were no public comments. Sandra Carder stated that she had received two senior citizen contacts in support of the change, since the last meeting. There was no additional public feedback from the last Planning Board meeting. The Public Hearing portion was closed at 7:41 pm. The following motion was made.

MOTION: by Anne Gass, seconded by Martin Meaney, to adopt the proposed amendments to the Zoning Ordinance (Chapter 402).

VOTED: 3-1 (Passed). (Dan Maguire – Opposed).

Before the above vote, Anne Gass stated that, for the record, she had received another communication from a resident, who was in favor. Dan Maguire stated his reasoning in opposition and that it is not the project or necessarily the outcome. He said he does not know if there are other issues with this Ordinance. He thinks there could be another mechanism to do this and that this could have ended up with a better result.

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. This Public Hearing was opened at 7:43 pm. There being no public comments, the Public Hearing was closed at 7:43 pm. The following motion was made.

MOTION: by Martin Meaney, seconded by Anne Gass, to set a Second Reading and Public Hearing on May 3, 2022 to consider adopting a Surface Water Protection Ordinance (Chapter 397).

VOTED: 4-0 (Passed).

Before the above vote, Sandra Carder said this is a Non-Land Use Ordinance and will not go to the Planning Board. It will need to go to a Second Reading and a Public Hearing. She mentioned what had been spoken about before in regards to adding language to strengthen the purpose to state on or around, as well, as using the public beach. She said to make it clear that there is no access. And, she also referenced Krista Chappell’s comment of adding a second location on any and all fire ponds located in the Town of Gray. Sandra Carder said residents should notify the Town (Code Enforcement) on any commercial water extraction. Nate Rudy said the Town can limit all extraction.

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. This item was opened for public comment at 7:49 pm. There being no public comment, it was then closed at 7:49 pm and the following motion was made.

MOTION: by Martin Meaney, seconded by Dan Maguire to file 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.

VOTED: 4-0 (Passed).

Dan Maguire said that this is driven by the fact that the leach field for the complex is on the opposite side of the road. He said basically the Town owns the road. It involves septic systems access. Since it is a dead-end road, it makes sense to give this portion over to Avesta. This would then no longer be an issue in the future. Sandra Carder added that this is essentially the driveway to the housing development.

IX. ACTION ITEMS:

1. To Review and Approve the Letter of Support for the Royal River Land Trust Property Acquisition. The following motion was made.

MOTION: *by Martin Meaney, seconded by Anne Gass, to approve the Letter of Support for the Royal River Land Trust Property Acquisition, as presented.*

VOTED: *4-0 (Passed).*

Nate Rudy commented that this letter will be placed on the Town's letterhead with appropriate signatures.

2. To Review and Approve the Consent Agreement for 72 Shaw Brook Lane. Sandra Carder changed the motion to read, as follows.

MOTION: *by Anne Gass, seconded by Martin Meaney, to approve the Consent Agreement with Bryant Wing for 72 Shaw Brook Lane, as presented, and hereby authorize and direct the Town Manager to execute the agreement on behalf of the Town.*

VOTED: *4-0 (Passed).*

Nate Rudy commented that this has been reviewed by the Town's legal counsel and the property owner's legal representative.

At this point in the meeting, Nate Rudy, asked to be excused at 7:53 pm to meet with the applicant, who was in attendance. Nate Rudy will be returning to this meeting.

3. To Review and Act Upon Approving the Appointment of Matthew Hight as a regular member of the Resiliency Committee with a term expiring on August 31, 2023. It shall be noted that the above appointment was recommended by Sandra Carder. The following motion was made.

MOTION: *by Anne Gass, seconded by Martin Meaney, to appoint Matthew Hight as a regular member of the Resiliency Committee with a term expiring on August 31, 2023.*

VOTED: *4-0 (Passed).*

4. To Review and Act Upon Approving the Appointment of Ellie Steele as a regular member of the Resiliency Committee with a term expiring on August 31, 2022. Sandra Carder stated that this applicant will need to re-apply in September 2022. She is a sophomore student at the High School. Sandra Carder thanked Ellie for following her advocacy all the way through to fruition as a student volunteer. Anne Gass stated that youths are needed on these committees and also thanked her for volunteering. The following motion was made.

MOTION: *by Anne Gass, seconded by Martin Meaney to appoint Ellie Steele as a regular member of the Resiliency Committee with a term expiring on August 31, 2022.*

VOTED: *4-0 (Passed).*

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. The following motion was made.

MOTION: *by Martin Meaney, seconded by Anne Gass to appoint David Phelps as a regular member of the Planning Board with a term expiring on August 31, 2023.*

VOTED: *4-0 (Passed).*

Anne Gass stated that David Phelps has a ton of professional experience and she appreciates his volunteering. Dan Maguire stated that these applications are making him hopeful for the future. He encourages David Phelps to go through the Executive Summary part of the Comp Plan to get him familiarized with it. It is a good introduction.

Nate Rudy returned to this meeting at 8:02 pm.

6. To Review and Act Upon Approving the Warrant Articles for the Town Meeting to be held on June 14, 2022. This item was opened for public comment at 8:02 pm. There being no public comment, it was then closed and the following motion was made.

MOTION: *by Martin Meaney, seconded by Anne Gass to approve the Warrant Articles for the Town Meeting to be held on June 14, 2022, as amended.*

VOTED: *4-0 (Passed).*

Before the vote was taken, Sandra Carder was looking for feedback on the Warrant Article itself. Sandra Carder stated that she did like the fiscal note under Article 3 that states, if passed, the Article will only be affected if the voters also pass Article 10 to increase the LD 1 property tax levy limits. She then referenced the Article 10 explanatory note. She said she feels this to not be as strong. She feels stating something to the effect that both Article 3 and Article 10 must pass to be effective for the FY2023 Municipal Budget. Dan Maguire said to simply say that in order for one to pass, the other must pass. This needs to be made clearer. Sandra Carder said the LD 1 property tax levy limits wording needs to be put in there. Anne Gass explained that it needs to state that voters must approve both Article 3 and Article 10 in order to pass the budget. Sandra Carder said to place an explanatory note stating that.

X. REPORT FROM THE COUNCIL CHAIR – Sandra Carder:

Farmers' Market: Karl Schatz reached out on behalf of his daughter who is taking on a leadership role with the Gray Farmer's Market, which runs from July to October and is currently located in the Plaza parking lot by Birchwood Brewing. They are looking for consideration to move the Farmer's Market to the new Village Green Park. They are willing to come before the Council to do a presentation and a formal request. She said she is looking for some feedback from the Council. Anne Gass said that parking is a bit of a problem there. Dan Maguire said he was interested to hear what they have to say. Sandra Carder said she would let Karl Schatz know and get them on the schedule.

Joint Leaders: This was held on April 7, 2022 and topics included: (1) Library Usage – New Gloucester was happy to join Gray in seeing how the new hours at New Gloucester work out and impact the Gray vs New Gloucester usage; (2) the Libby Hill Rd Project was discussed and New Gloucester's Town Manager submitted a letter of support for the project; (3) Budget Update – MSAD#15 advised their health insurance will be flat this year, so they are confident the numbers provided will not go up and advised they should be able to cover one of the yellow book appraisals; (4) Sharing Services such as tech services and animal control services; and (5) she said they had a good conversation about the childcare, summer programs & summer school programs and how facilities might be able to be shared and resources to expand services for residents in the coming years. The next meeting is June 9, 2022.

Planning BD/Council Workshop: This workshop was held on April 11, 2022. It was very informative and beneficial as it facilitated a good conversation amongst those in attendance and on "Zoom." It is the first of many conversations. The PB members were specifically encouraged to attend the upcoming Village Visioning public forum. There was agreement that an annual joint meeting held around the time of the new annual Council retreat would be important, followed by another joint meeting about halfway through the year. She said they did not have a chance to discuss stipends, so perhaps Dan/Staff can bring this up to a PB meeting under information sharing to get their thoughts. She said she also wanted point out that during the PB meeting this past week, an applicant specifically thanked both Town Staff and the Council for their work addressing the issues with the self-storage ordinance and how quickly the issues were addressed. The Town, Staff, and Council tend to get a lot of attention when developers are not happy with outcomes. She said it is nice to be recognized when projects work for both the Town and the developer.

Earmark: The earmark was submitted! She publicly thanked Anne Gass for her hard work on her vacation to complete this on behalf of the Town. She also said a big thank you goes out to the New Gloucester Town Manager, MSAD#15 Superintendent, HS Boosters, Gray Lions Club, and GNG Little League for their letters of support. She said even if the Town does not receive this funding, the project is now on the radar.

LD2003 – Housing Bill: As Nate Rudy shared, LD2003 has passed the House and the Senate. This will obviously inform some of the work the Town will need to do in the coming year to comply with the bill if it is signed into law.

Libby Hill MOU: She said both herself and Nate Rudy met with Alyssa regarding the updated agreement. Feedback was provided and some additional items were identified that needed to be addressed. This is ongoing work. She said she will keep giving updates on that.

XI. REPORT FROM THE TOWN MANAGER – Nate Rudy:

Nate Rudy mentioned his Town Manager Report. There were no questions or comments from Councilors.

He referred to the memo from Mo Russo, Director of Buildings and Grounds regarding the cemetery water repair on a water leak on the hill of the cemetery. He would like to have this repaired as soon as possible. He said he would like to bring this back to the May 3, 2022 Town Council meeting for a vote. Sandra Carder explained that there is a state statute that requires the governing legislative body give permission for any type of excavation of work that is done in and around cemeteries. This needs Town Council approval.

He then referred to the GPCOG proposal for its planning scope of work for contractual services in support of Gray Village. If this proposal is accepted, the fee is around \$74,000. He said he is really excited about this proposal. Vanessa Farr, the Project Manager/Team Member will be available for the Workshop scheduled for this Thursday, April 7, 2022 and can provide additional material. He wants a more robust conversation at this Workshop.

Nate Rudy mentioned staffing turnover at the Library for various good reasons. The Library Director requests Town Council approval of a proposal to promote internally Darcel Devou, the currently full-time Head of Circulation, to the Council-approved Asst. Library Director position and to refill one of the part-time Circulation Clerk positions. The vacated full-time Head of Circulation position would not be refilled until after the proposed FY2023 budget is approved by voters. 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. He has provided the Council the updated Job Descriptions for the Finance Director and clarifying the responsibilities of the Human Resources Director and lastly to correct the classification issue on the previously provided Planning Director position.

Anne Gass mentioned a reference under the Planning Director under narrative, line 3 to be "incumbent." Nate Rudy said with the Council's permission, he will change that to, "position." Sandra Carder thought this was a smart move of Josh for taking care of this. She said there is a lot to change in responsibilities and moving things over. Nate Rudy stated that he looks at this as a lateral move.

Anne Gass thanked the Dept. Heads for their illustrating work and challenges in their reports. Sandra Carder said these reports keep things on the radar.

XII. COMMITTEE REPORTS:

Martin Meaney: The Finance Committee met last on March 23, 2022 and they meet quarterly so they will meet next on June

16, 2022 at 4:00 pm.

The Zoning Board of Appeals meets monthly, as needed, and will meet next on April 27, 2022.

The Gray Wild Blueberry Festival met on April 13, 2022 for about an hour and discussed rules and frequently asked questions on applications like parking, trash, etc. for event logistics. Their next meeting is scheduled for May 11, 2022.

Anne Gass: The OSC meet on April 6, 2022. The committee wants to meet with the Planning Board to review the Open Space Plan. They discussed the landowner-of-the-year report and are hoping to do an appreciation night for the landowners in the fall.

Community TV meets next on April 27, 2022.

Dan Maguire:

The Planning Board met on April 14, 2022. They had a Public Hearing on the changes in density in the VC Zoning District. Also, mentioned were the comments from the developer's representative regarding the self-storage units and the changes made to that Ordinance. Dark sky initiative and lighting was mentioned. Lighting is almost always a part of commercial presentations to the Planning Board. He then said that there may be something that the Town can do in short-term to emphasize the importance of that. He said driveways came up in conversation. The PW Director was key in solving an issue with one of the potential projects. This issue needs to be followed up on. This could make the Town more responsive to developers and questions if that process can be cleaned up. The next Planning Board meeting is May 10, 2022, which is on a Tuesday, instead of its regular meeting on Thursday - due to conflicts.

The OAC meets Thursday, April 28, 2022.

Sandra Carder:

DMS: Dry Mill Schoolhouse met last night and reviewed ongoing work to reset the Schoolhouse around the remaining repairs and the plans for the upcoming Blueberry Festival. Additional work sessions will be added in the next couple of months to be held at the DMS building. The next work session is Tuesday, May 10, 2022, at 1:00 pm in addition to the regular month meetings.

Rec: Both herself and Krista Chappell completed their work on the Earth Day Community Event outreach. They want to thank the ATV Club, Boy Scouts & Girls Scouts Troops and the HS Community Service Club for volunteering to clean up at different locations in Town on this Saturday, April 23, 2022. They are still looking for volunteers to help rake/clean up the wide trails at Libby Hill Trails. The Rec are meeting at 9:00 am at the LH Parking lot. The next meeting is May 2, 2022 at 6:00 pm.

GPCOG: GPCOG meets on April 26, 2022 at noon, but are developing the slate of candidates for the Executive Committee and Officers for the coming year. She said Krista Chappell has graciously agreed to the nomination of her candidacy. The Nominating Committee will meet in the first week of May 2022, with the slate being affirmed at the May ExCom meeting and then submitted to the General Assembly at the Annual Summit on May 26, 2022.

XIII. COUNCIL CORRESPONDENCE/ACTIVITIES:

Martin Meaney: On Saturday, April 9, 2022, he attended the Annual Gray Fire/Rescue Award Banquet and said he was impressed with the moral.

Anne Gass: A Gray Village resident e-mailed her showing support for the Avesta project and said "we need more" to age in place in Gray.

Earmark – This was a team effort. This was a common vision. She said it was a win to have everybody in agreement on this project. State agencies understood why this was an important public safety issue. She said this would not have been possible without Bike Ped Plan in place and the Complete Streets Ordinance. She said those are the building blocks for these types of efforts.

Dan Maguire: He had nothing extra to report.

Sandra Carder: Pam Wilkinson representing the Lakes Coalition sent along an updated draft version of the Windham Shoreland Surface Water Protection Ordinance to reflect Gray's specifics. It was shared with Nate Rudy to pass along to Planning Dept Staff the updates on the recent conversation about the Cumberland Soil & Water contract was shared with the Lake Coalition.

A resident reached out inquiring about public transit and whether Gray would consider joining the bus service that is happening between Portland, Auburn, and Brunswick.

Thank you goes out to the Gray Fire & Rescue for the invitation to their annual rewards and recognition banquet on April 9, 2022. It was a wonderful event. She said residents should be grateful to have such dedicated and committed professionals who put their lives on the line to protect and serve us all in our worst moments. They are all very impressive individuals!

A resident reached out inquiring about the Charles Baker Scholarship fund for which Staff will need to provide some information to be relayed to her.

XIV. ADJOURNMENT: The following motion was made.

MOTION: *by Martin Meaney, seconded by Anne Gass to adjourn the meeting at 8:37 pm.*

VOTED: *4-0 (Passed).*

Respectfully submitted,

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



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.



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 28, 2022

MEMO

TO: Gray Town Council

RE: Clarifying March 15 vote to approve the revised Cable TV ordinance language

At your March 15 meeting, Council had a first reading and voted by roll call to move a proposed Cable TV ordinance change to second reading, but on playback of the recording there was no motion or second. As we have a second reading on the agenda for the May 3 meeting, and a public hearing was advertised, the Town attorney offers that **Council move to affirm the vote taken on 3/15, which was that Council approve advancing the revised Cable TV ordinance language to a second reading.**

By agreeing to this action as part of the consent agenda, you would effectively be making the motion as proposed.

Alternatively you can remove this matter from the consent agenda and address it separately.

MEMO

April 28, 2022

From: Community Development Staff

To: Town Council,
Town Manager Nate Rudy

RE: Short-term rental ordinance

ATTACHED: Draft short-term rental ordinance (staff)
Draft short-term rental ordinance (counsel)

Short-term rentals (STRs) are found through websites/apps such as Airbnb, Vrbo, or Vacasa. These services allow one or more people to rent out another person's home, a room within their home, or another accommodation on their property, for a brief period of overnight stays.

Most Maine communities, especially those with waterfront or tourist attractions, are impacted by this type of use and several have enacted ordinances of varying complexity to mitigate the negative impacts. While hosting a short-term rental can be a good way for a homeowner to draw income from their property, STRs can also:

- Change the dynamic of a neighborhood by replacing resident community members with transient visitors
- Create traffic, speeding and parking issues, particularly around tourist areas such as lakes and ponds
- Reduce the Town's housing stock by eliminating the availability of these properties to be used as long-term homes
- Present safety/code enforcement concerns when homes intended for single-occupant residential use are effectively converted into a hotel-style accommodation use

For these reasons, the town is seeking to create an ordinance that will allow the town council and staff to have a better understanding of this use in the town.

BACKGROUND:

The Town Council, at the regular meeting of April 5, 2022, discussed the need for a short-term rental ordinance and reviewed two options. Based on that discussion and the preference expressed for option #2 as presented at that meeting, staff drafted the attached Short-Term Rental Ordinance for the council's consideration.

We presented the draft language (attachment 1) to our legal counsel, Alyssa Tibbetts, for review, and she suggested amendments as shown in red underline in the amended draft (attachment 2).

At the present time, it appears prudent for this to move forward as a standalone ordinance that can be amended and/or incorporated into existing ordinances as necessary, pending the outcome of State legislation and changes to the town's long-term housing policies and vision.

If approved, the proposed ordinance would become Chapter 390 of the Town of Gray Ordinances. As a stand-alone ordinance that is not altering the Zoning Ordinance, Chapter 402, it would be subject only to a first read/public hearing and second read/adoption by the council.

REVIEW

Town counsel suggested appeal language and establishment of the fee by council order, both of which are edits we fully endorse.

The key policy question for the council is the level of involvement from the town's Code Enforcement officers.

The staff ordinance draft, based on council input, provides a level of separation as regards the town's responsibility and accountability, by requiring the CEO to inspect a short-term rental property *only* upon receipt of a complaint. As currently drafted, the property owner would be required to affirm that the STR meets building and fire safety codes as part of the registration process, but the CEO would not perform an inspection.

In contrast, the town attorney's draft requires the CEO to confirm that the STR complies with applicable building and fire safety codes via inspection as part of the initial registration of the STR (section 2.2 1). She included this language with a view toward the potential for a life safety incident, noting that if there were to be a tragic accident in one of these properties while it is being rented, after having been registered by the Town, but the Town has relied solely on the representations of property owners to ensure safety and building code compliance, people are not likely to take the position that the Town has no role in that, given that the Town requires registration of these properties.

Alyssa also suggests the addition of an enforcement section, to penalize those who fail to register their STR (Section 2.3), issued as a Notice of Violation from the Code Enforcement Office.

Town staff have concerns about these provisions for two reasons:

- The town currently has several STRs operating, as evidenced by any web search of popular STR websites. If the CEO is required to inspect and assess each STR, s/he will need to apply the provisions of the applicable codes (based on the age of the structure) and follow-up to confirm compliance. The CEO would then need to write up notices of violation for those properties that do not meet the requirements, and for those that fail to register. Follow-up inspections would also be necessary to confirm that the violations have been corrected. This will be a significant investment of staff time.
- The more involvement the CEO has, the more the town could be held accountable for life safety issues at these properties, should there be an instance of personal injury or worse at a STR.

An additional consideration for the council is the method we will use to monitor whether properties are being used as STRs. Some municipalities use national services that monitor the listings and report back to the municipalities. This type of service can be expensive and other municipalities have increased registration fees to pay for such services. Alyssa advised that failure to register is the most common issue that municipalities find with STRs, and monitoring/outreach/follow-up would be a significant additional task for staff.

The council is asked to provide input on the following:

- Review the attached draft language as well as the changes suggested by legal counsel and provide guidance to staff regarding the level of involvement the council would like to see from Code Enforcement staff
- Decide if a follow-up discussion/workshop is preferred, or if the council is ready for staff to submit an ordinance for first read
- Consider whether the town wants to pursue use of a monitoring company to report active STRs to the town for follow-up/enforcement. If so, does the council support increasing the proposed STR registration fees to pay for this service?
- Provide guidance regarding the amount of the annual STR registration fee (proposed as \$25); the late registration fee (proposed at \$50); and the failure to register/ failure to meet standards violation fee (proposed at \$100).

CHAPTER 390
SHORT-TERM RENTAL ORDINANCE
TOWN OF GRAY MAINE

Short-term Rental Ordinance Adopted May 17, 2022 / Effective Date June 16, 2022

SECTION 1 – GENERAL ADMINISTRATION

SECTION 1.1 – PURPOSE

The Town of Gray seeks to balance the desire of property owners to rent their properties to short-term tenants and the desire of residents to preserve the character of their residential neighborhoods. The purpose of this ordinance is to minimize the negative impacts of transient occupation on adjacent residents, to maintain housing availability for long-term residents and to protect the public safety of visitors and residents. This ordinance is applicable to all short-term rentals, both those existing prior to enactment of the ordinance and those that are new.

SECTION 1.2 – EFFECTIVE DATE

The effective date of this Ordinance shall be June 16, 2022.

SECTION 1.3 – APPLICABILITY

The provisions of this Ordinance shall apply to all permanent single-family, duplex, or multi-family dwellings at which one or more overnight accommodations are available to rent for a tenancy of less than thirty (30) consecutive calendar days, excluding motels, hotels, and bed and breakfasts. Short-term rentals will not be permitted in non-permanent structures such as tents and recreational vehicles.

SECTION 1.4 – APPEALS

Decisions of the town staff under this ordinance shall be appealed to the Town Council.

SECTION 1.5 – SEVERABILITY

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

SECTION 1.6 – CONFLICTS WITH OTHER ORDINANCES

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

SECTION 2 – REQUIREMENTS

SECTION 2.1 – REGISTRATION

The owner of the property on which the short-term rental is located must register with the town prior to advertising, renting or operating a short-term rental unit. Registration forms will be available via the Town website or at the Town Clerk’s office and must be submitted to the Town Clerk on an annual basis, due January 2 of each year.

The annual registration fee will be established by the Town Council. The town will charge a penalty fee, not to exceed double the registration fee, for properties in violation of the STR ordinance, for those properties not registered by May of the calendar year in which the STR is operating.

The registration form will require property owners to submit the following information for short-term rental operation:

1. location, including street address and map/lot;
2. number of overnight accommodations available for rental
3. period of rental availability during the calendar year;
4. contact information for the property owner and/or manager

SECTION 2.2 – PERFORMANCE STANDARDS

1. Properties used for short-term rentals must comply with applicable building and fire safety codes. The code enforcement officer is authorized to inspect the STR property upon receipt of any code violation complaint.
2. Property owners must provide at least one 9'×18' off-street parking space per rental unit during the time period/season when the unit is available for rental.
3. There shall be at least one full bathroom, shared or private, available for each rental unit.
4. Emergency contact information shall be posted in all rental units and shall include the name(s), 24-hour phone number(s), and email address(es) of the property owner and/or manager.
5. Short-term rentals will not be permitted in non-permanent structures such as tents and recreational vehicles.

CHAPTER 390
SHORT-TERM RENTAL ORDINANCE
TOWN OF GRAY MAINE

Short-term Rental Ordinance Adopted May 17, 2022 / Effective Date June 16, 2022

SECTION 1 – GENERAL ADMINISTRATION

SECTION 1.1 – PURPOSE

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SECTION 1.2 – EFFECTIVE DATE

The effective date of this Ordinance shall be June 16, 2022.

SECTION 1.3 – APPLICABILITY

The provisions of this Ordinance shall apply to all permanent single-family, duplex, or multi-family dwellings at which one or more overnight accommodations are available to rent for a tenancy of less than thirty (30) consecutive calendar days, excluding motels, hotels, and bed and breakfasts. Short-term rentals will not be permitted in non-permanent structures such as tents and recreational vehicles.

SECTION 1.4 – APPEALS

Decisions of the town staff under this ordinance shall be appealed to the Town Council within thirty (30) calendar days of the date of the decision. Appeals shall be filed with the Town Clerk and shall include a summary of the decision from which the appeal is taken and a summary of the issues for which review is sought.

SECTION 1.5 – SEVERABILITY

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

SECTION 1.6 – CONFLICTS WITH OTHER ORDINANCES

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

SECTION 2 – REQUIREMENTS

SECTION 2.1 – REGISTRATION

The owner of the property on which the short-term rental is located must register with the town prior to advertising, renting or operating a short-term rental unit. Registration forms will be available via the Town website or at the Town Clerk’s office and must be submitted to the Town Clerk on an annual basis, due January 2 of each year.

The annual registration fee will be established by order of the Town Council. The town will charge a penalty fee, not to exceed double the registration fee, for properties in violation of the STR ordinance, for those properties not registered by May of the calendar year in which the STR is operating.

The registration form will require property owners to submit the following information for short-term rental operation:

1. location, including street address and map/lot;
2. number of overnight accommodations available for rental
3. period of rental availability during the calendar year;
4. contact information for the property owner and/or manager

SECTION 2.2 – PERFORMANCE STANDARDS

1. Properties used for short-term rentals must comply with applicable building and fire safety codes. The code enforcement officer is authorized to inspect the STR property upon receipt of any code violation complaint and as part of the initial application for registration.
2. Property owners must provide at least one 9'×18' off-street parking space per rental unit during the time period/season when the unit is available for rental.
3. There shall be at least one full bathroom, shared or private, available for each rental unit.
4. Emergency contact information shall be posted in all rental units and shall include the name(s), 24-hour phone number(s), and email address(es) of the property owner and/or manager.
5. Short-term rentals will not be permitted in non-permanent structures such as tents and recreational vehicles.

SECTION 2.3 –VIOLATIONS AND ENFORCEMENT

Failure to comply with any requirement of this Ordinance shall result in the issuance of a notice of violation from the code enforcement officer or other authorized official of the Town. If the violation is not addressed within the time period established in the notice of violation, the Town may bring an enforcement action in the Maine District or Superior Court. Each violation shall be subject to a minimum fine of \$100. Each day that the violation continues shall be considered a separate violation. In the event that the Town is successful in proving a violation, it shall be entitled to recover its attorney's fees and costs in bringing the enforcement action.

CHAPTER 3907
SURFACE WATER PROTECTION ORDINANCE
TOWN OF GRAY MAINE

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

SECTION 3907.1 - 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, (2) any property owned by the Town of Gray that has access to a great pond, stream, or any other water body, and, (3) any fire pond or cistern that the Town of Gray has the ability to utilize.

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. Use of any of the following properties or locations for commercial water hauling purposes also creates a public nuisance as detailed above: (1) any Town-owned property that accesses a great pond, stream, or any other water body, and, (2) any fire pond or cistern that the Town of Gray has the ability to utilize.

SECTION 3907.2 - USE REGULATIONS

The removal of surface water for commercial water hauling purposes is a prohibited use at all of the following locations:

- A. use of theThe boat launch at Crystal Lake on Mayberry Road;
- B. Any Town-owned property that accesses a great pond, stream, or any other water body; and,
- C. Any fire pond or cistern that the Town of Gray has the ability to utilize.

SECTION 3907.3 - VIOLATIONS

A. 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 any location specified in Section 2 above~~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 a~~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.

B.

CHAPTER 397
SURFACE WATER PROTECTION ORDINANCE
TOWN OF GRAY MAINE

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

SECTION 397.1 - 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, (2) any property owned by the Town of Gray that has access to a great pond, stream, or any other water body, and, (3) any fire pond or cistern that the Town of Gray has the ability to utilize.

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. Use of any of the following properties or locations for commercial water hauling purposes also creates a public nuisance as detailed above: (1) any Town-owned property that accesses a great pond, stream, or any other water body, and, (2) any fire pond or cistern that the Town of Gray has the ability to utilize.

SECTION 397.2 - USE REGULATIONS

The removal of surface water for commercial water hauling purposes is a prohibited use at all of the following locations:

- A. The boat launch at Crystal Lake on Mayberry Road;
- B. Any Town-owned property that accesses a great pond, stream, or any other water body; and,
- C. Any fire pond or cistern that the Town of Gray has the ability to utilize.

SECTION 397.3 - VIOLATIONS

- A. 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 any location specified in Section 2 above, properly authenticated, shall constitute prima facie evidence of a violation.
- B. 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, but no more than \$250. 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. 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, but no more than \$500, 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 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. **30**

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;

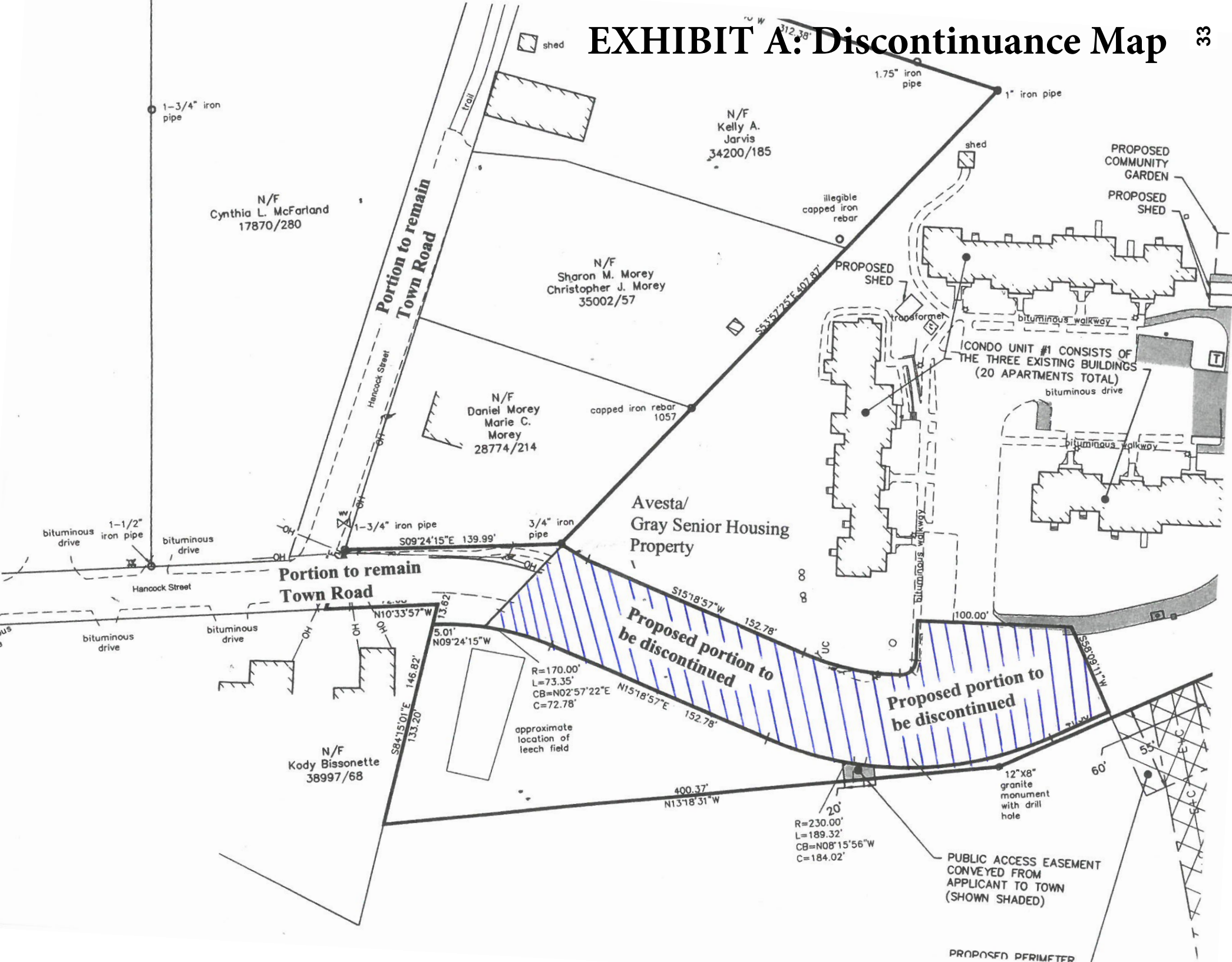
BE IT FURTHER ORDERED, that no damages be paid to the lot owners named on the attached Notice attached as *Exhibit B* or other persons having interests in the street; and

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 A: Discontinuance Map



N/F
Cynthia L. McFarland
17870/280

N/F
Kelly A. Jarvis
34200/185

N/F
Sharon M. Morey
Christopher J. Morey
35002/57

N/F
Daniel Morey
Marie C. Morey
28774/214

Avesta/
Gray Senior Housing
Property

Portion to remain
Town Road

Proposed portion to
be discontinued

Proposed portion to
be discontinued

N/F
Kody Bissonette
38997/68

PUBLIC ACCESS EASEMENT
CONVEYED FROM
APPLICANT TO TOWN
(SHOWN SHADED)

PROPOSED PERIMETER

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 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

Submission #121

View

Edit

Delete

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

[Previous submission](#) Next submission

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

Submission information

Form: [Board/Committee Volunteer Application](#)
Submitted by Anonymous (not verified)
April 13, 2022 - 9:16am
108.183.157.163

Application Date: April 13, 2022

Contact Details

First/Middle Name: Seth
Last Name: Dolinsky
Street/PO Box: 28 Eagles Nest Rd.
City, State, Zip: Gray
Phone Number: 4133297622
Email Address: sethddolinsky@gmail.com

Employment

Occupation: Director of Program Development
Present Employer: Ascension Recovery Services
Employer Phone Number: 304-503-3448

Are you a Gray resident? Yes

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

Reason for selecting this particular board/committee?

As a new resident of Gray and a father of two young boys, I would love the opportunity to collaborate with fellow board members on nurturing and growing recreational activities in our town. Having grown up in a small New England town myself, I have amazing memories of getting active, building relationships and finding a place through community recreational activities.

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

Volunteering is an important part of my life and I have been looking forward to working with others help our community. I would hope to bring my dedication and passion for the outdoors and community sports to the team.

What talents and skills would you bring to this position?

I have served on boards before, most relevant a YMCA advisory committee and a Winter Sports Association. I communicate well and enjoy working with others. I have long been a sportsman, as a teammate, coach and fan. I also love working with kids and seeing them find joy and learning physical and social skills through getting active.

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

To nurture and develop quality recreational opportunities throughout our community. As our town population grows, the board has the responsibility to grow the recreational offerings with it.

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

YMCA Advisory Committee, Youth Drug and Alcohol Prevention, Behavioral Health Advisory Committee, St. Paul (MN) Sober Softball and Volleyball League Director, Salisbury (CT) Winter Sports Association board member, and several community based volunteer involvement (fundraisers, shelters, food drives, etc).

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

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

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

I would love the opportunity to help the people of our town. I love it here and my wife and two boys want to be active and productive members of this town.

[Previous submission](#) Next submission

Submission #105

[View](#) [Edit](#) [Delete](#)

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

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

Submission information

Form: [Honor Roll Nomination](#)
Submitted by Anonymous (not verified)
October 21, 2021 - 10:39am
216.220.244.13

Candidate

Name: Paul Mingo

Date of Birth: 10 Jan 1920

Date of Death: 6 Oct 2006

Dates Residing in Gray (from): 1955

(to): 2006

In Recognition for: Committed service to the community

Biographical Information:

[from his obituary, published by the Portland Press Herald, 8 Oct 2006]

Born to Ernest and Blanche [Smith] Mingo on Jan. 10, 1920, in Boston, Mass., Paul was raised and educated in New Gloucester.

Paul served in the U.S. Air Force during World War II, surviving Pearl Harbor and earning a Purple Heart and a Distinguished Flying Cross. Upon his discharge, he became a heavy equipment mechanic.

Paul married the former Martha Elizabeth Tucker in Dayton, Ohio on Feb. 3, 1945, and would have celebrated 62 years of marriage this coming February.

He moved with his family to Gray in 1955. Deeply committed to the community, he served as a town selectman, a recreation committee member, a member of the fire department, and a town constable. He also served his community as a Deputy Sheriff with the Cumberland County Sheriffs Department for many years, patrolling Gray, New Gloucester and Raymond. He was a Master Mason in the Cumberland Masonic Lodge #12 in New Gloucester.

Paul was an avid outdoorsman, and enjoyed many years of adventure in the Maine outdoors. His many stories entertained those who encountered him at home, around the town, and on many mornings at the counter of Cole Farms. He enjoyed tinkering in his garage, and was able to find an inventive solution to any mechanical problem he encountered. In later years he could often be found in his yard atop his tractor.

[Note: the attached photo is from the Gray News 13 Oct 2006. If Paul's nomination is approved, we will gladly seek out a better quality photo]

Photo: [mingo_paul_2006.jpg](#)

Additional Materials:

Sponsor

Name: Gray Historical Society

Relationship to Nominee: N/A

Address: 1 Main St

Phone: 207-657-4476 [GHS] or 207-650-3139 [Debi]

Email Address: debi.curry@grayhistorical.org

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

MEMO

March 25, 2022

TO: Gray Town Council (TC)
Nate Rudy, Gray Town Manager

CC: Schelene Shevchenko, chairperson, Community and Economic Development Committee (CEDC)

FROM: Kristen Muszynski, community planner/staff liaison to CEDC

RE: Mayor's Monarch Pledge

ENCL: Monarch Pledge Sample Survey Document

The Community and Economic Development Committee, at the direction of Council Chairperson Sandy Carder and Town Manager Nate Rudy, reviewed the Mayor's Monarch Pledge initiative at their March 16, 2022 meeting and voted to support it as a committee initiative.

In response to their support, Town Manager Nate Rudy has signed the Monarch Pledge on behalf of the Town of Gray, as of March 21, 2022.

The pledge states that the Town will implement at least three of 30 suggested action items (as listed on pages 4-7 of the sample survey document) within a year of taking the pledge. CEDC members identified four items to be achievable for the town. Those items and their notes are below:

- Create a community art project to enhance and promote monarch and pollinator conservation as well as cultural awareness and recognition - *This ties nicely to our mural project. We could place this mural near Village Green Park.*
- Host or support a native seed or plant sale, giveaway or swap - *We collected seeds from the pollinator gardens at Village Green Park last year and we can do the same later this year. It would be wonderful to have a "seed bank" where we can place the seeds for community members to plant - can we potentially do this at Town Hall or maybe the Library?*
- Plant or maintain a monarch and pollinator-friendly demonstration garden at City Hall or another prominent or culturally significant community location - *We will continue to enhance the pollinator gardens at Village Green Park.*
- Display educational signage at monarch gardens and pollinator habitat - *CEDC can create this signage and hang it in the info kiosk at the Village Green Park.*

In addition to these items that can be supported by CEDC, the committee discussed having a public outreach around this effort at the Blueberry Festival in August. They would like to engage the school district and public volunteers in this process.

Also, they strongly support the Town Council considering some of the System Changes proposed as part of the pledge effort in action items 23-30. Council liaison Krista Chappell mentioned that #29, regarding light pollution, is already being discussed by Town Council (the Dark Skies ordinance).

CEDC would also like to see some traction on any of the System Changes by Public Works or the Buildings & Grounds departments, particularly the pesticide ban.

An annual report is due Dec. 1, 2022 to note the town's progress in completing these action items.

Mayors that complete eight or more actions will receive special recognition as part of the National Wildlife Federation's Mayors' Monarch Pledge Leadership Circle, and those that complete 24 or more actions will be recognized as a Monarch Champion.

More information is available on the NWF website, www.nwf.org/mayorsmonarchpledge and the full text of the pledge is below:

The monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of Americans.

We, the undersigned mayors and heads of local or tribal government, are deeply concerned about the decline of the monarch butterfly population. Both the western and eastern monarch populations have experienced significant declines. Less than one percent of the western monarch population remains, while the eastern population has fallen by as much as ninety percent. Monarch scientists attribute the population decline to degradation and loss of summer breeding habitat in the U.S., and loss of winter habitat in south-central Mexico and coastal California.

Cities, towns, counties, and communities have a critical role to play to help save the monarch butterfly. Municipalities can provide habitat at public parks, median strips, community gardens, schools, and municipal buildings like recreation centers and libraries. Events such as community workshops, native plant giveaways, and monarch festivals, can educate residents about the cultural significance of monarchs and how to create habitat. Simple changes in landscaping ordinances or other policies can make a big difference for the monarch too.

We recognize the importance of creating monarch and pollinator habitat at parks, gardens, and other green spaces, that every member of our community can equally enjoy. Our work to help save the monarch butterfly intentionally engages all parts of our

communities, ensuring that historically marginalized communities are not left out of the work or the many benefits this work will create.

When mayors speak up and take a stand, our communities notice. Therefore, we hereby commit to help restore habitat for the monarch and encourage our residents to do the same, so that these magnificent butterflies will once again flourish across the continent.



**MAYORS
MONARCH
PLEDGE**

Mayors' Monarch Pledge Survey

Open Pledge Period: December 1 – March 31

Thanks for your interest in taking the National Wildlife Federation Mayors' Monarch Pledge this year. Only mayors and heads of local and tribal government (or their staff designees) may fill out this pledge form. Please note: the survey will not save and will need to be completed in one sitting.

Information from this form will be used to create a public community profile page to showcase your mayor's progress and efforts in the program.

Please be sure to read the pledge language and FAQ before taking the pledge. If you have any questions, you can email us at mayorsmonarchpledge@nwf.org.

Mayor's Basic Information

If you are not a "mayor," or the head of local or tribal government, please enter your name and appropriate title here.

Title

First Name

Last Name

Email Address

Community Name

*If your community doesn't have an official name, consider using the following formats:
Town of Herndon, City of Fairfax, etc.*

City

State

Mayor's Mailing Address

Address Line 1

Address Line 2

City

State

Zip Code

Staff Point of Contact Information

Please provide your professional title in the space below.

Please note that the Staff Point of Contact you entered below will be the default user for your community profile. Please make sure you enter a valid email address.

Title

First Name

Last Name

Email

Note: This email address is your log in account.

Phone Number

Pledge Summary

Please type a description of your community, your community's efforts and/or interest in committing to monarch and pollinator conservation. This information will populate on your community's profile page, but can be updated and edited after this survey is submitted. See below for a sample description.

Example Description: Exampleville is a city in central Virginia with a population of roughly 50,000. The city is nestled in the Green Ridge Mountains and is home to the beautiful Exampleville Regional Park and many community gardens. Mayor Smith of Exampleville, VA has committed to saving the monarch butterfly and other pollinators with their signing of the Mayors' Monarch Pledge and looks forward to engaging residents in building more pollinator habitat throughout the city.

Action Item Selections

Each year, you must commit to at least 3 Action Items from this list which you will report on at the end of the year. At least 1 action must be taken from the “Program & Demonstration Gardens” section.

Communications and Convening

- Issue a Proclamation to raise awareness about the decline of the monarch butterfly and the species’ need for habitat.

Example Activities:

1. *Issue a Monarch Day Pledge*
2. *Incorporate monarchs into your Earth Day, Pollinator Week or other proclamation*

- Launch or maintain a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods. (If you have community members who speak a language other than English, we encourage you to also communicate in that language; Champion Pledges must communicate in that language.)
- Engage with community garden groups and urge them to plant native milkweeds and nectar-producing plants.
- Engage with city parks and recreation, public works, sustainability, and other relevant staff to identify opportunities to revise and maintain mowing programs and milkweed / native nectar plant planting programs.
- Engage with gardening leaders and partners (e.g., Master Naturalists, Master Gardeners, Nature Centers, Native Plant Society Chapters) to support monarch butterfly conservation.

Example Activities:

1. *Develop community gardens with local gardening leaders*
2. *Host programming and other activities with Nature Centers*
3. *Coordinate and collaborate with local gardening groups at schools, colleges, and universities*

- Engage with Homeowners Associations (HOAs), Community Associations or neighborhood organizations to identify opportunities to plant monarch gardens and revise maintenance and mowing programs.
- Engage with developers, planners, and landscape architects to identify opportunities to create monarch habitat.

- Create a community-driven educational conservation strategy that focuses on and benefits local, underserved residents.

Example Activities:

1. *Conduct outreach and support habitat / green space improvements in underserved communities.*
2. *Develop brochures in different languages*

- Create a community art project to enhance and promote monarch and pollinator conservation as well as cultural awareness and recognition.

Example Activities:

1. *Host photo contests*
2. *Commission murals*
3. *Create and show films and documentaries*
4. *Support public art installations*
5. *Collaborate with local artists, including school, college, and university art departments to create community-wide art*

Program and Demonstration Gardens

- Host or support a native seed or plant sale, giveaway or swap.
- Facilitate or support a milkweed seed collection and propagation effort.
- Plant or maintain a monarch and pollinator-friendly demonstration garden at City Hall or another prominent community location.
- Convert abandoned lots to monarch habitat.
- Plant milkweed and pollinator-friendly native nectar plants in medians and public rights-of-way.
- Launch or maintain an outdoor education program in school gardens that builds awareness and creates habitat by engaging students, teachers, and the community in planting native milkweed and pollinator-friendly native nectar plants (i.e., National Wildlife Federation's Eco-Schools USA Schoolyard Habitats program and Monarch Mission curriculum).

Example Activities:

1. [Eco-Schools USA Schoolyard Habitats](#)
2. [PK-12 Monarch Mission Curriculum](#) (English and Spanish)
3. [National Wildlife Federation Campus Pollinator Pledge](#)

- Earn or maintain recognition for being a wildlife-friendly city by participating in other wildlife and habitat conservation efforts (i.e., National Wildlife Federation's Community Wildlife Habitat program).

Example Activities:

1. Join the [Community Wildlife Habitat](#)

- Host or support a monarch neighborhood challenge to engage neighborhoods and homeowners' associations within the community to increase awareness and/or create habitat for the monarch butterfly.

Example Activities:

1. Host photo challenges
2. Create property certification challenges
3. Collaborate with schools, universities, and colleges to host joint awareness and habitat creation challenges

- Initiate or support community science (or citizen science) efforts that help monitor monarch migration and health.

Example Activities:

1. [Citizen Science Opportunities](#) (Monarch Joint Venture)
2. NWF's Monarch Stewards Program Certification
3. Engage with local colleges and universities science departments to host community-wide opportunities

- Add or maintain native milkweed and nectar producing plants in public community gardens.

- Launch, expand, or continue an invasive species removal program that will support the re-establishment of native habitats for monarch butterflies and other pollinators.

- Host or support a city monarch butterfly festival to promote monarch and pollinator conservation, as well as cultural awareness and recognition

- Display educational signage at monarch gardens and pollinator habitat beyond monarch demonstration gardens.

Example Activities:

1. [Neighborhood Garden Signs \(Victory Garden of Tomorrow\)](#)
2. Create plant labels or interpretive language for community gardens, parks, prairie habitat, rights-of-way, etc.

Systems Change

Please select the actions that you will begin to work on this year, are in progress, or have already been completed.

- Remove milkweed from the list of noxious plants in city weed / landscaping ordinances (if applicable).
- Change weed or mowing ordinances to allow for native prairie and plant habitats.
- Increase the percentage of native plants, shrubs and trees that must be used in city landscaping ordinances and encourage use of milkweed, where appropriate.
- Direct city property managers to consider the use of native milkweed and nectar plants at city properties, where appropriate.
- Integrate monarch butterfly conservation into the city's Park Master Plan, Sustainability Plan, Climate Resiliency Plan or other city plans.
- Change ordinances so pesticide, herbicide, insecticide or other chemicals used in the community are not harmful to pollinators.

Example Activities:

1. *Work with local school districts to eliminate or minimize the use of pesticides, herbicides, and insecticides on school properties*
2. *Adopt Integrated Pest Management (IPM) practices*

- Adopt ordinances that support reducing light pollution.
- California Specific: Pass a resolution to protect over-wintering monarch butterfly habitat on public and private lands.

Questions or Comments

Do you have any questions or comments?

TOWN OF GRAY
JUNE 14, 2022
ANNUAL TOWN MEETING WARRANT

Cumberland, SS.

State of Maine

To Katy Jewell, Acting Town Clerk of the Town of Gray

Greetings:

In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Gray in said County and State, qualified by law to vote in Town affairs, to meet at Newbegin Center on Route 100/Lewiston Road in Gray, Maine on Tuesday, June 14, 2022 at 8:00 a.m., then and there to act upon Article 1. The polls for voting for public officials and on Articles 2 through 10 shall open at 8:00AM and close at 8:00PM.

Article 1. To choose, by ballot, a Moderator to preside at said Annual Town Meeting.

To choose by secret ballot the following public officials:

- 1. Voting one member of the Town Council to serve a three-year term until June 2025.**
- 2. Voting for two members of the MSAD #15 Board of Directors to serve three-year terms until June 2025.**
- 3. Voting for one member of the MSAD #15 Board of Directors to serve a remaining two-year term until June 2024.**
- 4. Voting for one member of the Gray Water District Trustee to serve a five-year term until June 2027.**

To decide by secret ballot the following Budget Articles.

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

(Explanatory Note: **Voters must approve both Article 3 and Article 10 to pass the Municipal Budget.**)

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

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: **Voters must approve both Article 3 and Article 10 to pass the Municipal Budget.**)

Absentee Ballot Processing:

Friday, June 4, 2021**

1-Hour Inspection Time Period: NOON – 1:00 PM

Time Processing Begins: 1:00 PM

During Election Day (06/14/2022) Processing Time(s): 9:00 AM, 10:00 AM, 11:00 AM, NOON, 1:00 PM, 2:00 PM, 3:00 PM, 4:00 PM, 5:00 PM, 6:00PM, 7:00 PM and 8:00PM.

The Gray Town Democratic Committee, the Gray Town Republican Committee. the Green Independent Party will be notified, in writing, of the absentee ballot processing times.

The Registrar of Voters is available to accept new registrations and corrections to the voter list at the Municipal Offices at the Henry Pennell Municipal Complex, 24 Main Street in Gray. The Municipal Offices are open Mondays, Tuesdays and Wednesdays 8:30AM - 4:00PM, and Thursdays 8:30AM – 6:30PM and Fridays, 8:30AM – 12:00 noon. Proof of residency and identity is required.

_____	_____
_____	_____
Municipal Officers of Gray, Maine	_____

Dated at Gray
This 3rd, day of May 2022

A true copy.

Attest: _____
Kailey Hanley, Resident of Gray

Attest: _____
Deputy Town Clerk

The warrant and sample ballots shall be posted in the Town offices at least 7 days prior to the election.



TEN FREE STREET
P.O. BOX 4510

PORTLAND, MAINE 04112-4510
(207) 775-7271 (Phone)
(207) 775-7935 (Fax)

www.jensenbaird.com

Of Counsel

JOSEPH G. CARLETON, JR.
LAWRENCE C. CLOUGH
KENNETH M. COLE III
PATRICIA M. DUNN
FRANK H. FRYE
R. LEE IVY
DEBORAH M. MANN
NICHOLAS S. NADZO
RICHARD H. SPENCER, JR.

YORK COUNTY
OFFICE

11 MAIN STREET, SUITE 4
KENNEBUNK, MAINE 04043
(207) 985-4676 (Phone)
(207) 985-4932 (Fax)

DAVID J. JONES
F. BRUCE SLEEPER
LESLIE E. LOWRY III
MICHAEL J. QUINLAN
NATALIE L. BURNS
SALLY J. DAGGETT
ROY T. PIERCE
BRENDAN P. RIELLY
NICHOLAS J. MORRILL

MARK A. BOWER
CHARLES M. KATZ-LEAVY
ALYSSA C. TIBBETTS
JEFFREY B. HERBERT
ERICA M. JOHANSON
TUDOR N. GOLDSMITH
KATHERINE C. BAILEY
BENJAMIN T. MCCALL
SHARRA L. INGLIS

April 21, 2022

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

Re: *Jensen Baird Legal Services*

Dear Nate:

Thank you for notifying me yesterday that the Town has selected our firm to continue providing general legal services as the Town Attorney. We look forward to continuing our work with the Town. I want to briefly memorialize our billing and other administrative arrangements as more fully detailed in our Proposal for Legal Services dated April 15, 2022. This letter and the attached "Standard Terms of Engagement for Legal Services" contain our agreement with you regarding these matters.

First, with respect to the cost of our legal services, we will charge a fee that is reasonable based on a variety of factors in accordance with the Maine Rules of Professional Conduct adopted by the Maine Supreme Judicial Court. Normally, the hours that our legal personnel actually spend and our customary hourly rates (which are adjusted periodically) are the primary factors in determining our fee. Beginning July 1, 2022 through June 30, 2025, the hourly rate for all attorneys working on matters for the Town will be \$225. During this time period, the hourly rate for Legal Assistants/Paralegals will be \$125.

We will also charge for all reasonable disbursements in connection with our work, including, but not limited to filing fees, court reporter charges, expert witness costs, teleconference charges, large scale photocopying costs, travel expenses and electronic research. If particular disbursements are substantial, such as court reporter charges or expert witness fees, we may send the invoice to you and ask that you pay it directly. In some situations, those disbursements may need to be paid in advance by you.

~ Over 60 Years of Service ~

Jensen Baird

April 21, 2022

Page 2

Our normal practice is to submit bills monthly to make sure that you are aware on an ongoing basis of our work and the costs of your case. Our bills will include a complete listing of all persons who have worked on the matter as well as a description of the services those individuals have rendered and the time that has been spent. All bills are due and payable within thirty days. Our firm does not require a retainer from the Town in order to undertake the representation.

If the terms of this letter and the attached Standard Terms of Engagement for Legal Services are acceptable, please sign below and return the signed letter in the enclosed self-addressed stamped envelope.

Again, thank you for the opportunity to represent you in this matter.

Sincerely,



Alyssa C. Tibbetts

Enclosure

SEEN AND AGREED TO:

Nate Rudy, Town Manager

TEN FREE STREET
P.O. BOX 4510
PORTLAND, MAINE 04112-4510
www.jensenbaird.com

STANDARD TERMS
OF ENGAGEMENT
FOR LEGAL SERVICES

Identity of Clients – Scope of Work

We represent only the person or persons identified as clients in our engagement letter. We do not, for the matters described in the engagement letter, represent anyone else, including any relatives or affiliates or officers or employees of the identified clients.

Our legal representation is limited to the performance of the services described in the engagement letter and does not include representation beyond the scope described or in any other matter.

Any expressions on our part concerning the outcome of your legal matters are expressions of our best professional judgment but are not guarantees. Such opinions are necessarily limited by our knowledge of the facts and are based on the state of the law at the time they are expressed.

If you have any questions about the limits of our representation or the scope of our services, please contact us and your questions will be answered promptly.

Advance Deposit by Clients

Clients are commonly asked for a retainer. These funds will be placed in our trust account. These funds will be held by us as security for your past, present and future obligations to us, including your obligations to pay for our services and disbursements promptly upon your receipt of our statements. We may draw against these funds to satisfy any monthly statements not paid when due and we will so advise you. You agree that if requested you will replenish these funds to the original balance and to increase the deposit to a greater amount if necessitated by the nature of the matter. If there should be any balance of these funds remaining at the time our representation of your terminates and all of our statements

have been paid, the balance will be returned to you.

Trust Account

Your deposits into our trust account will be placed in a pooled account, if it is not expected to earn a net return, taking into consideration the size and anticipated duration of the deposit. By court rule, interest earned on the pooled account is payable to a charitable foundation established in accordance with such court rule.

Attorney-Client Privilege

The attorney-client privilege is an important subject that we raise with our clients at the outset of a new representation. As a matter of professional responsibility, we are required to preserve in confidence communications with our clients. The professional obligation and the legal privilege accorded attorney-client communications exist to encourage candid and complete communications between client and attorney. The attorney-client privilege can be lost if our written or oral communications are shared inappropriately with others, including, under given circumstances, other employees or representatives of the client. We should discuss in advance any intention of yours to include others in our confidential relationship.

Electronic Communications

To the extent feasible, appropriate and mutually convenient, we will communicate with you by e-mail in order to provide timely and responsive service. As with all other client communications, we will treat our e-mail communications with you as privileged and confidential. Although we acknowledge the risk, though unlikely, that a third party could intercept unencrypted e-mails, we do not routinely communicate with clients using encrypted e-mail.

Client Responsibilities

You agree to pay our statements for services and expenses as provided above. In addition, you agree to be candid and cooperative with us and will keep us informed and provide us with all information known or available to you relevant to our representation. Because it is important that we be able to contact you at all times in order to consult with you regarding your representation, you will inform us, in writing, of any changes in the name, address, telephone number, contact person, e-mail address, state of incorporation or other relevant changes regarding you or your business. Whenever we need your instructions or authorization in order to proceed with legal work on your behalf, we will contact you at the latest business address we have received from you. If you affiliate with, acquire, are acquired by or merge with another company, you will provide us with sufficient notice to permit us to withdraw as your attorneys if we determine that such affiliation, acquisition or merger creates a conflict of interest between any of our clients and the other party to such affiliation, acquisition or merger, or if we determine that it is not in the best interests of the firm to represent the new entity.

**Termination of Representation;
Disposition of Documents**

You may terminate our representation at any time, with or without cause, by notifying us. Your termination of our services will not affect your responsibility for payment of legal services rendered and additional charges incurred before termination and in connection with an orderly transition of the matter.

We are subject to the Maine Rules of Professional Conduct, which list several types of conduct or circumstances that require or allow us to withdraw from representing a client, including, for example: nonpayment of fees or costs, misrepresentation or failure to disclose material facts, action contrary to our advice, and conflict of interest with another client. We

try to identify in advance and discuss with our clients any situation which may lead to our withdrawal and, if withdrawal ever becomes necessary, we give the client written notice of our withdrawal.

Unless previously terminated, our representation will terminate upon the conclusion of our work for you in this matter, but in no event later than our sending you our final statement for services rendered in this matter. If a period of 90 days passes in which we perform no service on this matter, we will consider our engagement on this matter terminated. Following such termination, any otherwise nonpublic information you have supplied to us which is retained by us will be kept confidential in accordance with the applicable rules of professional conduct.

Upon termination of our representation, if you so request, your papers and other data will be returned to you promptly. Otherwise, they will be retained by us for a period of eight (8) years and then destroyed. We will not provide further notice of our intended destruction of these documents. At our discretion, we may retain the files in either hard copy or electronic form.

Fee Disputes

If you disagree with the amount of our fee, please take up the question with your principal lawyer contact or with the firm's managing partner. Typically, such disagreements are resolved to the satisfaction of both sides with little inconvenience or formality. In the event of a fee dispute which is not readily resolved, you have the right to request arbitration under supervision of the Maine Board of Bar Overseers and we agree to participate fully in that process.



**AUTOMOBILE GRAVEYARD/AUTOMOBILE RECYCLING
PERMIT APPLICATION
TOWN OF GRAY MAINE**

For Office Use Only
Clerk Initials KEH
Receipt Number _____
(or attach copy of receipt)

FEE IS \$50.00 PLUS \$100 ADVERTISING FEE

APPLICANT INFORMATION

Applicant <u>Kimball's + Dubets Garage, Inc.</u>	Applicant Address <u>23 Frost Rd Gray ME 04039</u>	Applicant Phone Number <u>207-657-3260</u>
Property Owner <u>Kevin M. Kimball - Pres Robert Dubet, Jr. - Vice Pres.</u>	Map/Lot Number <u>Map 24 Lot 20 - 1 -</u>	Zoning District <u>BD</u>
Type of Business <u>S - Corporation</u>	When was the "yard" established and by whom? <u>1972 Kevin M. Kimball</u>	Is any portion of this "yard" on public property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Can junk be seen from any part of the road/highway? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	How is the "yard" screened? <u>Tall Trees</u>	How far is the edge of the "yard" from the center of the road/highway? <u>700 ft</u>
Is the "yard" within 300 feet of a public park, beach, school, church, cemetery or playground? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	When was the last permit issued and to whom? <u>6/15/21 Kevin M. Kimball Kimball's + Dubets Garage Inc.</u>	Do you understand the requirements and fees associated with this permit? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant Signature 	Date <u>3-2-22</u>
-------------------------	-----------------------

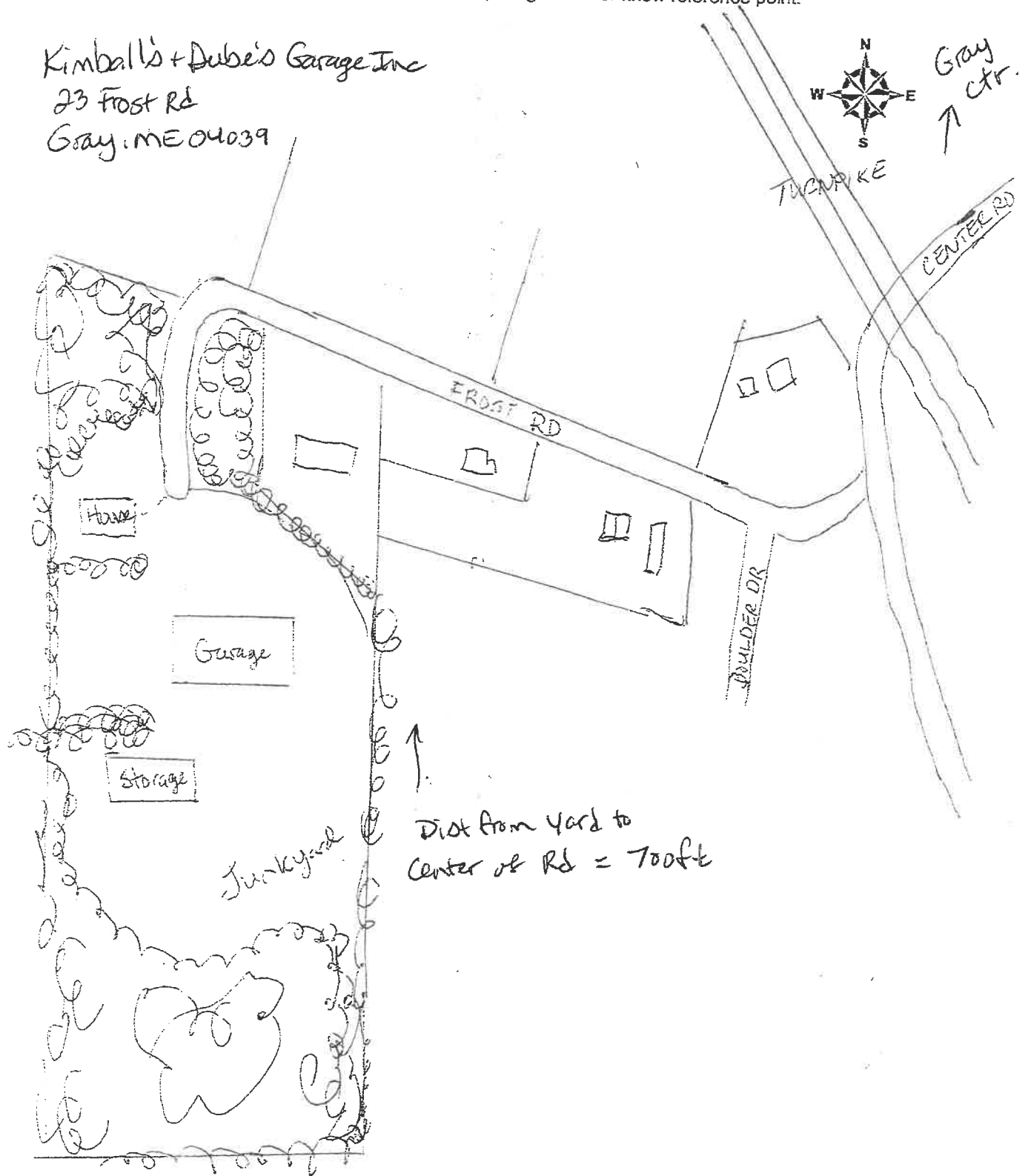
TOWN OFFICIAL APPROVALS

Code Enforcement Officer Signature/Date <u>3-2-22</u>	Comments
Fire Chief Signature/Date <u>4/02/2022</u>	Comments
Town Manager Signature/Date <u>4/25/22</u>	Comments

A copy of this application will be mailed by regular mail to the Maine Department of Transportation and the Bureau of Motor Vehicles, Dealer Section at least 7 but no more than 14 days before the hearing.

Please draw a sketch of the "yard." Show footage on all sides and location in relation to adjacent properties. Show distance (in feet) from edge of "yard" to center of road/highway. Fill in route number or local road, name of nearest City/Town in each direction, distance from nearest intersection, bridge or other know reference point.

Kimball's + Dube's Garage Inc
 23 Frost Rd
 Gray, ME 04039



SECURITY FEATURES: MICRO PRINT BORDERS - COLORED BRICK PATTERN - ORIGINAL DOCUMENT SCREEN ON REVERSE SIDE - MISSING FEATURES INDICATES A COPY



KIMBALL'S & DUBE'S GARAGE INC.

23 FROST ROAD
GRAY, MAINE 04038
TEL: 207-657-3260

18503

PAY *One Hundred and Fifty 00/100*

DATE	INVOICE	AMOUNT

52-8769
2112

CHECK
AMOUNT

150.00

DOLLARS

CHECK NO.

18503

DESCRIPTION

Salvage Permit

TO THE ORDER OF

Town of Gray

CUMBERLAND COUNTY
FEDERAL CREDIT UNION

AUTHORIZED SIGNATURE

[Handwritten Signature]

⑈018503⑈ ⑆21287696⑆ 10000512030081⑈



Gray Fire & Rescue Department

Occupancy: **Kimball & Dube Auto Repair**
Occupancy ID: **49**
Address: **23 Frost RD**
Gray ME 04039

Inspection Type: **Annual**

Inspection Date: **3/9/2022**

Time In: **10:00**

Authorized Date: **03/11/2022**

By: **Holmquist, Peter (GRC2)**

Time Out: **10:30**

By: **Holmquist, Peter (GRC2)**

Form: **Gray Annual inspection**

Inspection Topics:

General

Residential address number 3" high? Commercial address number 6" high?

Address visible from the road/

Status: PASS

Notes:

Occupancy posted (>50).

Permitted occupancy needs to be posted when over 50.

Status: NOT OBSERVED

Notes:

Knox box location.

Notes: Where is the knox box located

Status: NOT OBSERVED

Notes: No Knox Box

Housekeeping

No storage in boiler/mechanical/electrical rooms.

Notes:

Status: PASS

Notes:

Hood grease filters clean.

Notes: Cleaned and inspected within the last 6 Months? NFPA 101 50.5.2.1

Status: NOT OBSERVED

Notes:

Dumpsters 10 feet from the building.

Notes:

Status: PASS

Notes:

Combustible waste containers.

Notes:

Status: PASS

Notes:

Exits

Egress lighting compliant.

Notes: NFPA 101 A7.9.1.1 pg 381

Status: PASS

Notes:

Required exits marked, emergency lights.

Notes: NFPA 101 A7.9.1.1 pg 381

Status: PASS

Notes:

Exits clear of obstructions.

Notes: Egress must be clear for the full width. That is what egress calculations are done by.

Status: PASS

Notes:

Dead ends >20 feet.

Notes:

Status: PASS

Notes:

Panic devices >50 occupants.

Crash bars

Status: PASS

Notes:

Doors unlocked during business hours.

Notes:

Status: PASS

Notes:

Means of egress clear.

Notes: Egress must be clear for the full width. That is what egress calculations are done by.

Status: PASS

Notes:

Hazardous Materials

Flammable fuels >10 feet from the building.

Notes:

Status: PASS

Notes: Oil collection in building

Maximum quantities maintained.

Notes:

Status: PASS

Notes:

Flammable liquids over 10 gallons.

Notes:

Status: PASS

Notes:

Class 1 liquids in listed containers.

Notes:

Status: PASS

Notes:

Construction

Fire barriers.

Notes:

Status: NOT OBSERVED

Notes:

Attic access closed.

Notes:

Status: NOT OBSERVED

Notes: No attic space

Fire door closer operational?

Notes:

Status: NOT OBSERVED

Notes:

Ceiling tiles rated for occupancy?

Notes:

Status: PASS

Notes:

Ceiling tiles missing or damaged?

Notes:

Status: PASS

Notes:

Fire Extinguishers

Properly mounted/inspected.

Notes: Per NFPA 10

Status: PASS

Notes:

Proper type for hazard area.

Notes: Per NFPA 10

Status: PASS

Notes:

Annual training?

Notes: If you provide extinguishers for your employees to use you must provide training.

Status: NOT OBSERVED

Notes:

Fire Alarm

Smoke detectors.

Notes: Does the occupancy have smoke detectors?

Status: NOT OBSERVED

Notes: Not required

Carbon Monoxide detectors.

Notes: Does the occupancy have carbon monoxide detectors?

Status: PASS

Notes:

Annual inspection report.

Notes: Required as per NFPA 72

Status: NOT OBSERVED

Notes:

Fire Sprinkler

Main valve opened and monitored?

Notes:

Status: NOT OBSERVED

Notes: No sprinkler system

Obstacles within 18 inches of heads.

Notes:

Status: NOT OBSERVED

Notes: No sprinkler system

Sprinkler controls accessible.

Notes:

Status: NOT OBSERVED

Notes: No sprinkler system

Electrical

Improper use of extension cords.

Notes: Extension cords may not be used for permanent electric supply.

Status: PASS

Notes:

Outlet or junction box cover missing.

Notes:

Status: PASS

Notes:

Circuits labeled and blanks filled.

Notes:

Status: PASS

Notes:

30 inch clearance at all panels.

Notes:

Status: PASS

Notes:

Additional Time Spent on Inspection:

Category	Start Date / Time	End Date / Time
----------	-------------------	-----------------

Notes: No Additional time recorded

Total Additional Time: 0 minutes

Inspection Time: 30 minutes

Total Time: 30 minutes

Summary:

Overall Result: Passed

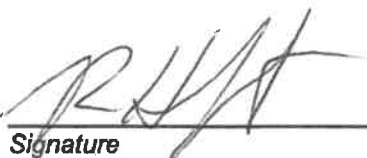
Inspector Notes:

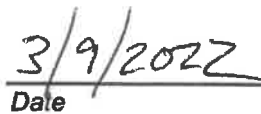
Inspector:

Name: Holmquist, Peter

Rank: Assistant Chief

Email(s): pholmquist@graymaine.org


Signature


Date

Representative Signature:

Signature

Date



MOBILE VENDOR APPLICATION
TOWN OF GRAY MAINE

For Office Use Only
Date Received: 4/5/22
Received by: KEH

FEE OF \$25.00 FOR RESIDENTS / \$50.00 FOR NON-RESIDENTS PLUS
\$100.00 ADVERTISEMENT FEE
EXPIRES ON DECEMBER 31ST

Business Name Lonnie Dogs

[] New [X] Renewal

CONTACT INFORMATION

OWNER

OPERATOR (IF DIFFERENT)

Name Lonnie Humphrey
Address 185 Weymouth Rd
New Gloucester Me
Phone Number 202 837 5493

Name
Address
Phone Number

Site(s) where vendor will operate

Description of item(s) to be sold hotdog sausage soda chup

DOCUMENTATION

Please include the following information/documents with this application

[]

Certificate of Insurance
(Mobile Vendor Ordinance, Section 212.9)

[]

Plot plan depicting location of unit on said
premises.

[]

Maine Department of Human Services
"Certificate of Approval"

[]

Statement from Applicant stating he/she has no
criminal convictions

[]

Description of vehicle and copy of registration.

[]

Written permission to use the land by the property
owner

SIGNATURES

I hereby give my permission the Town of Gray to release any information pertaining to this
application.

Applicant Name (please print)

Lonnie Humphrey

Applicant Signature/Date

[Signature]

I certify the mobile vendor unit is allowed in the zoning (s) district proposed.

Code Enforcement Officer

[Signature]

Date

4/5/2022



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/25/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Maine Insurance Agency 1250 Congress Street Portland, Maine 04102	Phone: (207)774-9811 Fax:	CONTACT NAME: Jonelle Sherburne PHONE (A/C, No, Ext): (207)657-4938 E-MAIL ADDRESS: jsherburne@meinsurance.com FAX (A/C, No): (207)657-4966														
INSURED Lawrence Humphrey 185 Weymouth Road New Gloucester, ME 04260		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : Frankenmuth Mutual Insurance Company</td> <td style="text-align: center;">13986</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Frankenmuth Mutual Insurance Company	13986	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER B :																
INSURER C :																
INSURER D :																
INSURER E :																
INSURER F :																

COVERAGES **CERTIFICATE NUMBER: 824** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6653657	2/24/2022	2/24/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

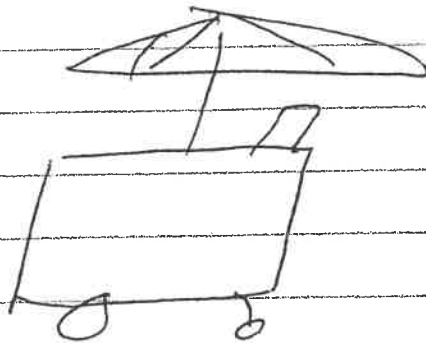
CERTIFICATE HOLDER Holder's Nature of Interest : Certificate Holder Town of Gray 24 Main Street Gray, ME 04039	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

3-31-22

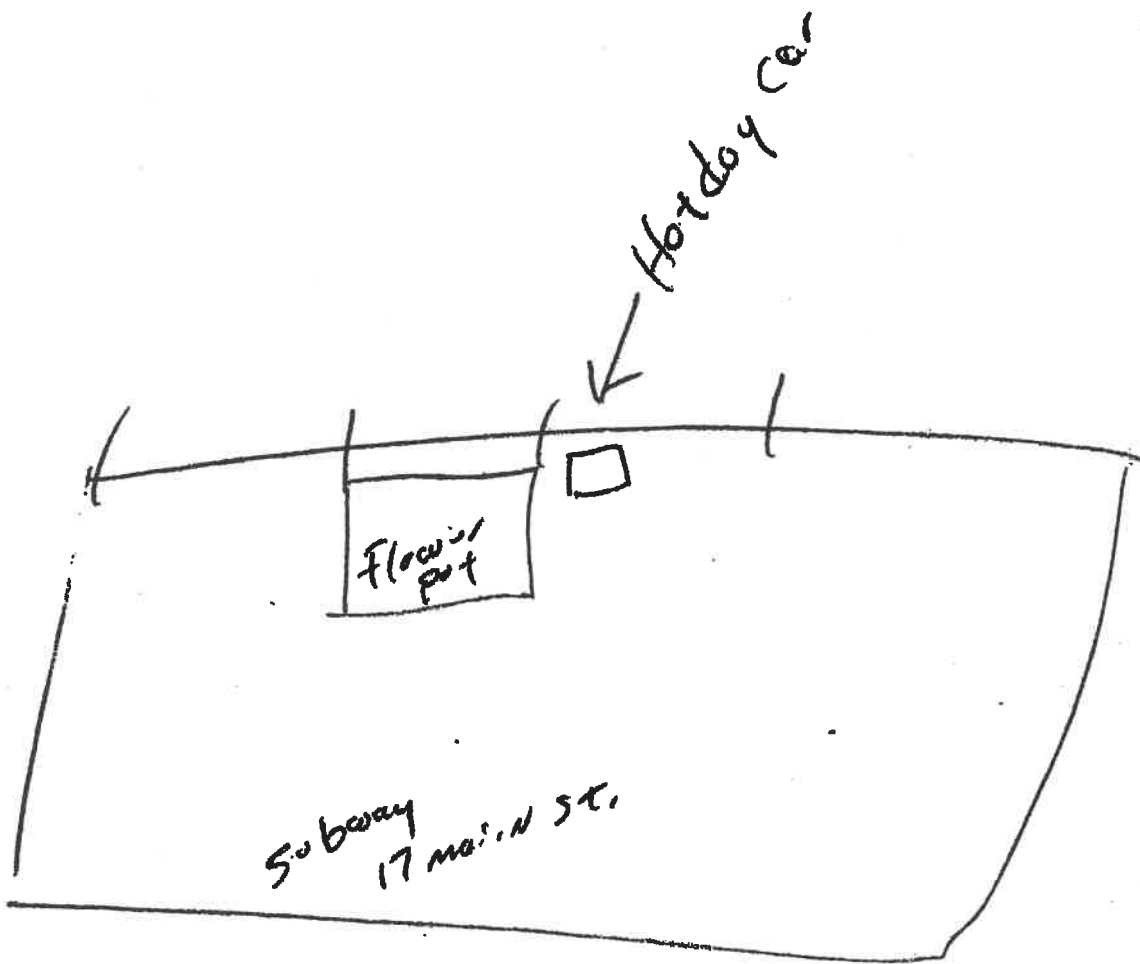
I have no criminal convictions

Lorriet Humphrey
The Street

- Push hot cart - Description/Sketch



Silver body w/ red + ~~blue~~ umbrella
4 wheels.
approx 4' x 6'



State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 748

EATING PLACE - MOBILE

LONNIES HOT DOGS
GRAY CENTER
GRAY ME 04039

EXPIRES: 01/31/2023

FEE: \$270.00

HUMPHREY, LONNIE
LONNIES HOT DOGS
185 WEYMOUTH RD
NEW GLOUCESTER ME 04260-4856



Jeanne A. Leimbach

Commissioner

W 0114

NON-TRANSFERABLE

Loon Island, LLC
P.O. Box 235
Cumberland, ME 04021

4/7/22

Lonnie Dogs
% Lonnie Humphrey
185 Weymouth Rd.
New Gloucester, ME 04260

RE: 15 - 17 Main St., Gray, Maine

Dear Lonnie,

We relish the opportunity to give you permission to operate "Lonnie Dogs" in the front parking area of 15-17 Main St., Gray Maine from 4/1/22 - 12/31/22 under the following conditions:

1. You have all Local, State, and Federal licensing in place during the term.
2. You have a valid lease with Loon Island, LLC during the term.
3. The operation of "Lonnie Dogs" is not considered by the Town of Gray as having any type of negative impact on the current or future tenancy of the 13,15, and 17 Main St. properties.
4. You maintain general liability insurance and provide a certificate to Loon Island, LLC as additional insured.
5. The operation of "Lonnie Dogs" remains the same general size as previous years.
6. "Lonnie Dogs" is operated at least 90% of the time during this term.
7. There is no "hot dogging" of your vehicles on premises.

Thank you,


Will Boyle

President

Loon Island, LLC



TOWN OF GRAY

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

FINANCE DEPARTMENT

Katy Jewell, Finance Director
controller1@graymaine.org
(207) 657-3339

MEMO

April 28, 2022

FROM: Finance Department

TO: Town Council,
Town Manager Nate Rudy

RE: Quitclaim Deed Lawrence Road

Council attached you will find a quitclaim deed for the Estate of Charles L. Bruns Sr. for a parcel of land located on Lawrence Road. This property has been tax acquired for several years however recently some family members have met all requirements for a quitclaim deed to be issued. All past due taxes are paid in full as well as the FY 2023 tax estimate. Therefore, they are requesting for the property to be released back to the Estate.

Considering that all requirements have been fulfilled in accordance with the Town's ordinance the finance department's recommendation is to issue the quitclaim.

MUNICIPAL QUITCLAIM DEED

The TOWN of GRAY, a body corporate, with offices located at 24 Main Street, Gray, Maine, by and through its Town Manager, duly authorized by vote of the Gray Town Council, for consideration paid, the receipt and sufficiency of which are hereby acknowledged, releases unto BRUNS, CHARLES L SR, ESTATE OF, residents of Gray, County of Cumberland, State of Maine, any interest the Town of Gray may have acquired in certain real property located in Gray and described therein as follows:

A certain piece of real estate situated at Lawrence Rd, so called, identified on the Town of Gray assessor’s Tax Maps dated April 1, 2022 as Map/Lot 062-027-005-009 and more particularly described in Book 9823 Page 314 of the Cumberland County Registry of Deeds located in Portland.

The sole purpose of this deed is to release any interest the Town of Gray may have in said real property by virtue of five (5) Tax Lien Certificates recorded in the Cumberland County Registry of Deeds as follows:

<u>Book</u>	<u>Page</u>	<u>Date Recorded</u>	<u>Name on Tax Lien Certificate</u>
34104	319	June 23, 2017	Bruns, Charles L Sr, Estate of
35119	304	September 5, 2018	Bruns, Charles L Sr, Estate of
35734	231	June 21, 2019	Bruns, Charles L Sr, Estate of
37020	44	August 5, 2020	Bruns, Charles L Sr, Estate of
38443	344	July 20, 2021	Bruns, Charles L Sr, Estate of

The Town of Gray expressly reserves any and all other rights it may have in said real property, including, without limitation, current real estate taxes.

In Witness Whereof, Nathaniel Rudy, in her capacity as Town Manager, duly authorized, has set her hand and seal on behalf of the Town of Gray, this 5th day of May, 2022.

TOWN OF GRAY

Witness

Nathaniel Rudy
Town Manager

STATE OF MAINE
County of Cumberland, ss.

May 5, 2022

Then personally appeared the above-named Nathaniel Rudy, Town Manager of the Town of Gray, and acknowledge the above instrument to be her free act and deed in her said capacity, and the free act and deed of the Town of Gray.

Before me,

Cynthia Schaeffer, Notary Public, Maine
Commission Expires January 24, 2026



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 28, 2022

Town Manager Report to Town Council (4/15/2022 – 4/28/2022):

- 4/18: Town staff observed the Patriots' Day Holiday
- 4/19: Town Manager and several department heads attended M-DASH task force meeting via Zoom
- 4/21: Town staff participated in Safety Committee meeting and pre-planning for CCEMA Essential Functions workshop, which will be held on May 26th. There will be limited services in some departments on that day to allow department heads and program leaders to attend the workshop.
- 4/21: TM and HR Admin attended ICMA training webinar "Leading a Culture of Engagement and Productivity."

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.
- With gratitude to the legal service RFP review panel and the firms who responded, the Town Manager proposes to continue the Town Attorney services provided by Jensen Baird, and an engagement letter will be presented at the May 3 meeting for Council vote. By Town Charter, the Council appoints the Town Attorney.
- Town staff experienced extended phone system issues that started around April 25th and are currently under review by our service provider, TPX (as of April 28).
- Governor Mills signed into law LD2003, "An Act to Implement the Recommendations of the Commission To Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions." Town staff are reviewing the implications for our current housing ordinances, and how the law's language superseding local control will require ordinance revisions and changes in enforcement.
- Per request from the abutter at 4 Shaker Road, some shrubbery was removed from around the Civil War monument on Main Street / Shaker Road.
- We have begun to receive applications for the Finance Director position.

*O/F/C (All)

OPEN

Count of Description	Column Labels			
Row Labels	H	L	M	Grand Total
Administrative	1	2	1	4
Budget		2		2
Comp. Plan Implementation	1			1
Infrastructure	1			1
Infrastructure / Village TIF Goals	1		1	2
Open Space / Conservation Plan	1		1	2
Ordinance	6	2	9	17
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
Grand Total	14	8	19	41

*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		2			2
Traffic - MDOT - break out tasks from item 24A				1	1
Traffic - MTA				1	1
Traffic - MTA - break out tasks for Item 24B				1	1
Training				1	1
Grand Total	1	27	5	37	70

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
84	Comp. Plan Implementation	O	H	1	Detail Tab	Identify steps/ create plan to implement newly approved Comprehensive plan . SEE SEPARATE TAB - FOR DETAILS	Council	Council	Council	12/01/20	04/19/22	(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. (4/19) New volunteer outreach underway. Council reviewed & agreed to GPCOG proposal for Village Planning. See Detail tab for updates. Next Steps: Nate to excute contract with GPCOG.
49	Ordinance	O	H	2	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 add'l workshop to create workplan to complete all the work needed. (5/18) Council approved a moratorium in the Village on single family and dual family housing to allow for the creation of new standards and requirements in those zones (see item #94) (9/7) 1st read of design stand in Village (9/21) 2nd read/hear held by Council (PB held hear 9/20) changes go into effect in 30 days. (10/5) Council/Doug discussed whether this should stay standalone item - likely be swept into changes are they are made - but do not want to lose sight of this critical issue. (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
34	TIF Goal / Budget	O	H	3	Detail Tab	Work on planning associated with new Village TIF . SEE SEPARATE TAB FOR DETAILS	Council	Nate Rudy	Doug Webster	08/07/18	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.

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
112	Administrative	O	H	4	07/01/22	Create an Insert for Tax Bills	Council	Nate Rudy	Nate Rudy	03/29/22	04/19/22	(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. (4/19) Nate adv the deadline for the Council material is June as the hard deadline to prepare the insert is 7/1/2022. Dan suggested a summary of new ordinance changes be added. Next Step: Council/Staff to finalize before deadline in summer.
22	Ordinance	O	H	5.1	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	5.2	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 mvoe this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. (3/15) Tied to item #22 - awaiting analysis/data from Will. Next Step: Doug & Will will provide analysis to Council when available.

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
103	Infrastructure	O	H	6	TBD	Create Libby Hill Road upgrade Plan including 2nd emergency school exit and sidewalk	Sandy Carder	Nate Rudy	Sandy Carder	12/09/21	04/19/22	(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. (4/19) Anne submitted application with recommendation letters . Next Step: Await results of application process.
66B	Traffic	O	H	Z	01/31/22	Determine if Time of Day Weight restriction should be placed on Short Shaker Rd.	Sandy Carder	Council	Nate Rudy	11/12/19	04/19/22	(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. (10/6) Public forum held with info sharing with regards to Depot Rd (10/20) Council disc options (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 for local roads. (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 (4/19) Council agreed to close Mayall Rd portion. Next Step: DOT to provide wording for ordinance amendment, Town will hold new public hearings when updated.

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
4	Traffic	O	H	8	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	9	Detail Tab	Create Engineering Plans for Main Street and Coordinate with MDOT for construction	Council	Council	Nate Rudy	02/19/19	04/19/22	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. 4/19 Council rev plan/fund options provided by DOT & chose to remain in current workplan timeline. Nate will communicate. Next Steps: New tasks logged on detail tab.

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
81	Ordinance	O	H	10	06/01/22	Need to create a Water Extraction Ordinance	Sandy Carder	Nate Rudy	Doug Webster	07/21/20	04/19/22	(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. (4/19) 1st read & public hear held. Council prov some feedback. None Land Use ordinance. Next Step: 2nd read & public hearing set for 5/3.
104	Ordinance	O	H	11	06/01/22	Correct Self Storage Ordinance and create restrictions on new facilities	Doug Webster	Nate Rudy	Doug Webster	01/05/22	04/19/22	(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 appr (4/19) Nate adv larger changes in progress. Could be ready by June. Next Step: Doug/Kristen to work up options on long term changes.
92	Open Space / Conservation Plan	O	H	12	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 anothe space, the Town cannot accept or apply for additional grant funding. This grant program is the primary program in the State for purchasing and conserving open space. The Council has approved a Contract Zone Agreement for Stillwater Subdivision located on Woodcock which includes the donation of 12.9 acres of land to be used as recreational space. Doug Beck, who is handling the conversion issue, advised this would be a qualifying property. The process to approve the conversion requires the Federal Gov and can take up to 3 years. Doug B adv once the Town demonstrates a real effort towards the conversion, he can release the hold on the grant program. (7/6) Nate discussed with Doug Beck & had information on next steps. (9/21) Sandy adv checklist rec'd and Town must submit documentation to get ball rolling (10/5) Anne completed draft of paperwok. Doug advise it was sent today. (12/7) Kristin prov update from site walk with Doug Beck who identified a possible issue with the road ownership. She confirmed items 1-5 on the check list are complete. Council also agreed to approach MSAD15 to share costs of appraisals. (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).

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
111	Ordinance	O	H	13	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	04/19/22	(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. (4/19) LD2003 has passed - will need to log new item to cover and address ADU as a separate sub-item. Next Step: Doug to draft ordinance for review. Council also agreed to add to insert for tax bills.
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 & add'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.

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27	Open Space / Conservation Plan	O	M	2	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 up from meet (10/5) MSAD has prov initial feedback (11/16) Sandy met with MSAD/GCE (12/7) Council signed off on MOU. (12/21) Council appr MOU (1/18) Sandy adv school board has approved (4/5) Update agree drafted & initial deed feedback Next Step: Sandy to review documents & discuss with Nate/Alyssa. Also researching insurance/liability issue.
99	Ordinance	O	M	3	K1	Create Water Quality (Shoreland) Ordinance	Pam Wilkinson	Nate Rudy	Kristen Muszynski	11/16/21	04/19/22	(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. (4/19) Lake coalition sub updated Windham ordinance with Gray specifics - Sandy forwarded to Nate to discuss with PS in conjunction with new contract proposal. Next Step: Doug will refer question to CCSW
97	Policy	O	M	4	12/31/21	Update Council Rules (1) charter language (2) grammatical (3) online meetings policy	Dan Maguire	Council	Sandy Carder	06/15/21	10/05/21	(6/15/21) Dan advised of two small changes needed in the Council Rules (1) 602.02 B2 add the words "a meeting" (2) 602.06 Ordinance - language does not match the Charter although meaning is the same - should match. Sandy adv any changes must be advertised and given we will likely need to update the rules to incorporate the new policy needed for online meetings (pending final language of legislation being considered now), she will hold changes until then to handle together. (7/6) Rep Moriarty presented Legislative update & bill text for online meetings. Needs to check regarding definition of "public body". (8/3) Council disc remote/hybrid meeting policy (9/7) Council approved policy. (10/5) Charter amendments approved & will be voted on at Nov election. New hybrid policy adopted but may change pending Legislative action in 2nd session Next Step: Changes need to be drafted.

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88	Infrastructure / Village TIF Goals	O	M	5	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 - advtise 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>
69	Recreation	O	M	6	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	<p>(12/17) CEDC representative Rachel Rumson presented plans for a new Pocket Park on the 5 Yarmouth Rd municipal property which would include a Historical 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) Permbablitz was held & work session to lay brick. (6/1) CEDC prov update presentation and recommended name which Council approved. (9/7) 2nd Permbablitz 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.</p>

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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.
55	Administrative	O	M	8	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	9	D1	Review current residential Subdivision Ordinance for necessary changes in Open Space	Doug Webster	Nate Rudy	Doug Webster	02/04/20	04/19/22	(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 fo the subdivision ordinance as a higher priority. Currently, developers are able to ID & use 'unusable' property as open space to meet the standard to obtain the density bonuses. Ordinance needs to be updated to require the space meet OS standards to count towards density. (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. (4/19) Anne adv the Open Space Committee has req a meeting with the Planning Board and this is one of their top items. They are willing to take a look at what is currently there and come up with some suggestions on the changes. Next Step: Doug to work on proposed changes.

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67	Residential	O	M	10	06/01/22	To review the status Deer Acres property (private road)	Residents	Council	Council	12/03/19	04/19/22	(11/12/19) A group of residents gave a presentation to the Council regarding the current state of their private road - Deer Acres. The road is not actually a deeded private road, but private property with easements. The residents feel the road has been severely impacted by the status of Gore Rd, and the fact that it is used as a connector between Gore Rd and Lyons Point Rd. They are seeking a workshop with the Council to discuss further and develop possible options for solutions. (12/3) The Council expressed serious concerns with taking over a private road, but felt there could be other solutions and they needed more information. They agree to a workshop. (12/17) Bruce advised residents will not be ready to talk until at least April when seasonal residents arrive back in State. (10/6) Council recognized that the residents may be leaving for their winter homes and will push this forward until next spring. (7/6) The window to discuss this has passed again this calendar year. (10/5) Sandy adv group will do presentation at 11/16 Council meeting after Council agreed to presentation in the 9/21 meeting (11/16) Group presented info to Council and answered questions. Nate later advised Staff would like to talk about road ordinance in general with recommended changes to reduce or eliminate add'l winter maintenance additions either temporarily or permanently. Sandy adv another road (Ramsdell) is now seeking a change so Town can do winter maintenance on addtl road being built. (12/7) Nate has req a larger conversation regarding road acceptance & winter maintenance. (4/19) Sandy adv this will likely be scheduled for one of the May workshops. Next Step: Council to discuss larger issues and Deer Acres & Ramsdall Rd requests at upcoming workshop.
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.
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 add'l peer reviews for PB applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind future owners to maintaining stormwater plans. (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.

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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.
106	Ordinance /Standards	O	M	17	TBD	Create a Dark Skies Ordinance or imbed Dark Skies standards in other ordinances	Dan Maguire	TBD	TBD	01/04/22	04/19/22	(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. (4/19) Council agreed to add sub tasks under big projects to ensure this is considered in planning. Next Step: Define path forward as more discussions are held.
107	Ordinance	O	M	18	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	04/21/22	(2/16/21) This item has been discussed under the Budget tab startin in last year's cycle. Auditors have identified unfunded liability of close to \$400,000 for accumulated vacation, personal and sick time. Council requested addt'l info on benefits in other Town's. Right now, there is no cap to sick time carryover and up to 50% of 90 days of time is paid out to employees when they separate from the Town. This seems out of line with other Towns. Council to consider a carryover cap and/or possible change in pay out provision.(7/6) Council discussed at workshop (1/13/22) Nate compiled data from other Towns & drafted an updated policy. Council rev and requested more info. Nate relayed feedback from Staff.(1/31) Nate prov addt'l info, Council had brief conervation. (3/15) Council discussed options at workshop & identified parameters of changes requesting a little more info from Nate. (4/21) Council reviewed remaining outstanding options discussion points. Came agreement on changes - pending updated spreadsheet to reset length of service to reflect part time work & addt'l information on current personal time policy. Next Step: Nate to draft updated policy to match agreement & provide additional informatoin. Council will schedule again for workshop discussion to finalize.

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96	Budget	O	L	2	06/01/22	Analyze Resources & Responsibilities within Planning Department	Dan Maguire	Council	Nate Rudy	06/01/21	03/22/22	(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. (3/22) Council agreed to proposal and put money in budget for job changes. Next Step: Voters will decide on June 14th.
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.
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.

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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.
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	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.

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
B	Comp Plan Imp - break out item 84	O	H	1	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) 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.
E	Comp Plan Imp - break out item 84	O	H	1	01/31/22	Create plan/timeline for Zoning changes & ordinance changes	Council	Council	Nate Rudy/ Doug Webster	12/01/20	04/19/22	(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. (4/5) 1st read/public hear held. PB held public hear 4/10. Council held 2nd read/hear 4/19. Next Steps: Current zoning/ordinance change will go into effect in 30 days.

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46	Ordinance	O	H	1	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	04/19/22	(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 & residl dev. (2/19) Council agreed this is a top priority now. (3/5) Doug rev steps (1) Verify current comp plan (2) check with legal ord (3) imple verifying data supports number selected & Council prov direction. (6/4) Doug prov some data and Arundul ord (eff in 1977). Council agreed to proceed cautiously. (9/3) Doug adv best 1st step would to discuss possible 'cap' number and process to apply caps. (10/1) Council WS held - guidance prov to Doug. (1/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger devel & Comp Plan process. (2/4) OAC looked at & were not in support - worried about admin of the process impact staff (2/18) Council disc changing approach to be more comp to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comp plan timeline as an appr plan is required to enforce growth permit systems. (3/10) OAC began work on this item.(5/5) OAC wants to coord with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be deliv by end of summer to stay in line with CP. (8/4) Council disc at 8/4 WS to confirm a full WS for this along with the duplex/OAC ord list can be disc (9/1) Council disc OAC doc cover duplexes, multi unit housing, growth & comp plan info - agreed addt! 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_(4/19) Council reviewed & agreed to GPCOG village proposal. <u>Agreed to move this item to sub category under comp plan. Next Step: Work on a growth management plan - for permitting - encouraging with bonus permits in growth areas vs. restricting number in critical rural (for example) as part of Village Planning - Comp Plan implementation.</u>

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A	TIF Goal / Budget - break out tasks from Item 34	O	H	3	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	3	TBD	TIF - Center Rd / Bridge Redesign	Town Council	Town Council	Town Council	02/18/18	04/19/22	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. (12/4/20) 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. (2/5/21) TC moving to TIF Planning umbrella (2/19) Deb to find out replacement year from MTA. (4/19/22) Council discussed as a possible project for MDOT Village Initiative Program AFTER the Main Street/Yarmouth Rd work is done.
D	TIF Goal / Budget - break out tasks from Item 34	O	H	3	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	3	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 Assessment 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	3	TBD	Develop possible In Lieu Fees - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed In Lieu Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with Special Assessment Fees. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.

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A	Route 115 - break out tasks from Item 4	O	H	g	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	g	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	g	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	g	TBD	Provide past Traffic Study for Brown Street	Council	Nate Rudy	Will Haskell	02/16/21	04/19/22	(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. (4/19) <u>In workshop, Council spoke about MDOT being okay with making Brown a one way and decided running a test this summer in partnership with the DOT and Bicycle Coalition of Maine would be a good way to identify issues and benefits. Alec pointed out that the MTA controls the lights at the big intersection and we should keep them in the loop.</u> Next Steps: Will to research further.

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E	Route 115 - break out tasks from Item 4	O	H	g	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	g	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	g	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	g	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	g	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	g	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.

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K	Route 115 - break out tasks from Item 4	O	H	g	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.
L	Route 115 - break out tasks from Item 4	O	H	g	TBD	Implement Dark Skies approach with Lighting	Dan Maguire	Nate Rudy	Nate Rudy Will Haskell	04/19/22	04/19/22	4/19/22 Council agreed it was important to list sub tasks on big project to ensure Dark Skies approach is used when planning lighting. Next Steps: Work into upcoming planning effort.

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A	Main Str - break out tasks from Item 89	O	H	9	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	9	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	9	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.
D	Main Str - break out tasks from Item 89	O	H	9	TBD	Implement Dark Skies approach with Lighting	Dan Maguire	Nate Rudy	Nate Rudy Will Haskell	04/19/22	04/19/22	4/19/22 Council agreed it was important to list sub tasks on big project to ensure Dark Skies approach is used when planning lighting. Next Steps: Work into upcoming planning effort.

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A	Traffic - MDOT - break out tasks from item 24A	O	M	1.1	06/01/22	Signage - Route 26 vs. Route 26A	Council	Nate Rudy	Nate Rudy	02/22/18	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 optns, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchopt that will incr data while drop costs. Scope disc ensued w Council need to send addtl feedback to Deb-chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will parti. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been appt to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr Mills is taking a diff appro than Mr. Van Note-he is propo MTA buy subscr at March meet. (3/5) NG is not inter in parti.(4/2) Sandy prov PPH article ind MTA, MDOT, PACTS and Port Transp grp have agrd to grp subscr to software. Await addtl feedfrm from Mr. Mills. Ress appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent mat to S Carver as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd - GPCOG to take leave & prov prop for full coun to cons. (1/7) Sandy pres propos scope from COG-Counc req opts for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Coun will vote on engage letter at 1/21 meet. (1/21) Coun voted to approve engag letter. (2/4) Sandy recap conf call with COG-ok with chgs-will look into poss ph 2 study to capture 'avoid' vs. 'divers' traffic with MDOT fund? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is Sept (9/1) Sandy adv draft report is done - final repot should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Mgr. (11/17) GPCOG resp to MDOT & are work on updating. (12/15) Sandy has rec'd updated study - will pull together all the material & send to Council. Will be placed on a future workshop agenda. (1/5) Diversion info shared (3/16) Council disc resp (1) to MTA (2) meet with Leg team + transp committee members (3) integrate in convo with MDOT on Route 100 projects (4) req mor info on LOS study costs/timeframes. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues.

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B	Traffic - MTA - break out tasks for Item 24B	O	M	1.2	06/01/21	MTA Data - cash collection (vs EZPASS)	Town Council	Sandy Carder	Sandy Carder	02/22/18	05/04/21	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

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

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