

**TOWN OF GRAY**  
**GRAY TOWN COUNCIL**  
**AGENDA • MAY 17, 2022**

**Gray Town  
Council Regular  
Meeting**

**Town Council Chambers**  
**24 Main Street, Gray, ME 04039**  
**<https://us06web.zoom.us/j/85109193654>**  
**Phone 646-558-8656 / Meeting ID: 851 0919 3654**

**7:00 PM**

**I. OPENING STATEMENT**

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

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE TO THE FLAG**

**IV. MINUTES FROM PREVIOUS MEETINGS 5 MINS**

1. To Review and Approve the Minutes of the Town Council Meeting on May 3, 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: 851 0919 3654*

**VI. ADJUSTMENTS TO THE AGENDA 5 MINS**

**VII. PRESENTATIONS 7:20PM**

1. Farmer's Market relocation - Charlotte Schatz 15 MINS + 10 MINS Q&A
2. Tax Flyer - Dan Maguire 15 MINS

**VIII. PUBLIC HEARING 8:00PM**

1. Second Reading - To Review and Act Upon Approving 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:

Be it Ordained, the Gray Town Council approves a road discontinuance for a portion of the dead end of Hancock Street, abutting only the property currently owned by Gray Senior Housing, LLC and Avesta Housing, LLC.

**IX. ACTION ITEMS 8:05PM**

1. To Review and Approve an Extension of the Moratorium on Self-Storage Facilities originally enacted on February 15, 2022, with a retroactive effective date of January 5, 2022 and an expiration date of July 4, 2022. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves a 180-day extension of the moratorium on self-storage developments to December 31, 2022, with the acknowledgement that reasonable progress is being made toward addressing ordinance updates.

2. To Review and Approve the Maine Emergency Management Agency's 2021 Emergency Management Performance Grant for the purchase and installation of an emergency backup generator at the Gray Public Library. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council accepts the 2021 Emergency Management Performance Grant award.

3. To Review and Act Upon Nominating Nate Rudy to the 2022-2024 Maine Municipal Association Legislative Policy Committee. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council nominates Town Manager Nate Rudy as a representative to the MMA Legislative Policy Committee with a two-year term.

**X. REPORT FROM THE COUNCIL CHAIR 5 MINS - 8:20PM**

**XI. REPORT FROM THE TOWN MANAGER 5 MINS**

**XII. COMMITTEE REPORTS 10 MINS**

**XIII. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS**

**XIV. ADJOURNMENT 8:45PM**

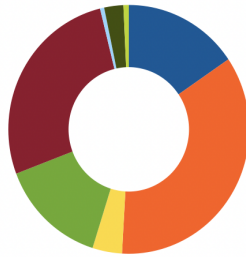
*\* The Town of Gray is an equal opportunity employer and complies with all applicable equal access to public accommodations law. If you are planning to attend a Town Council or Town committee or board meeting and need assistance with a physical disability, please contact the Town Manager's office at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

# Town of Gray • Proposed Municipal Budget Guide • FY 2023 ( July 1, 2022 – June 30, 2023 )

## Budget Summary

### General Fund Expense Budget

Administration	\$ 1,657,962
Municipal Expenses	\$ 3,791,687
Library, Parks & Recreation	\$ 424,354
Public Safety	\$ 1,535,727
Public Works	\$ 2,886,716
Council, Boards, Committees	\$ 59,620
Law Enforcement	\$ 274,591
Community Services	\$ 76,384
<b>Total</b>	<b>\$ 10,707,041</b>



In April 2022 State notifies Town our "certified ratio" is below the 100% threshold required by the State. This calculation is made every April. The Town must reevaluate property because of the market increase in order for citizens to qualify for 100% of the State Homestead and Veteran tax exemptions. The total value of all the property in town has increased. As a result, the current MILL may go down even with the increase in the proposed budget. However, not all property increases in value at the same rate. Some property's taxes may increase, some may stay the same and some may go down based on the combination of the revaluation and the new MILL RATE. The final numbers for individual properties won't be available until July or August.

The General Fund budget (day to day operations) is up 4%.

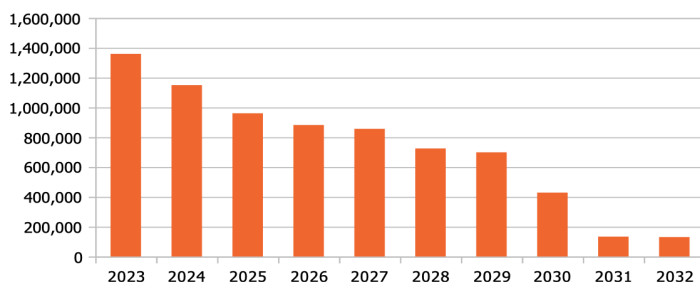
The Capital Improvements Plan (CIP) spending is up 28% but these are not all new taxes. Money from from our TIF accounts and Federal "American Rescue Plan Act" (ARPA) funds is being transferred to help pay for the proposed capital improvements.

Additional unexpected FY 2022 revenue from the State reduces and other sources the overall budget increase to 10%.

Two additional Firefighters start in January 2023. Fewer volunteers, and increased call volumes from a growing town means paid personnel are working overtime to fill the coverage gaps. These positions will reduce overtime cost, burn out, and in our tight labor market, help retain the experienced people we have.

Public forums for the Village Gateway project (Hamilton property), Yarmouth Rd reconstruction, Pennell Complex repairs, Village and Main Street planning, which include possible traffic pattern changes as well as improvements for pedestrians and bicyclists will be coming this year.

### Debt Service Payments



70% of our current debt will be repaid within the next 10 years.

**Bond Rating** The Town has excellent bond ratings which allows us to borrow at lower interest rates. AA+ from Standards & Poor's, their 2<sup>nd</sup> highest rating, Aa2 from Moody's, their 3<sup>rd</sup> highest rating. We attained these due to "good financial polices and practices" and "low overall debt".

## Warrant Articles (in the order they appear on the ballot)

**Article 1** Is reserved for electing a moderator at Town Meetings and does not appear on the ballot.

**Article 2** Gives the Town permission to accept Federal, State & other revenue to help fund the FY 2023 budget. **This Article must pass to pass budget.**

**Article 3** The Town is required to present the budget on the ballot in the 8 categories shown in the chart to the left.

**Article 4** Our Charter, Art. II, Sec. 6 requires a separate ballot question to raise \$10,000 for Council compensation. Last increased 21 years ago.

**Article 5** Shall the Town vote to appropriate \$4,146,697 from the Capital Reserve Fund? The 5 largest expenditures are: **Debt** \$1,359,262. **TIF Projects** \$1,115,000. **Public Bids** \$564,550. **Paving** \$511,650. **Fire & Public Safety** \$312,935. (see pg 4 for the complete list)

**Article 6** The Town may accept and spend, for specific purposes, money from dedicated accounts. This includes fees raised by the Recreation Dept., from permits, etc.

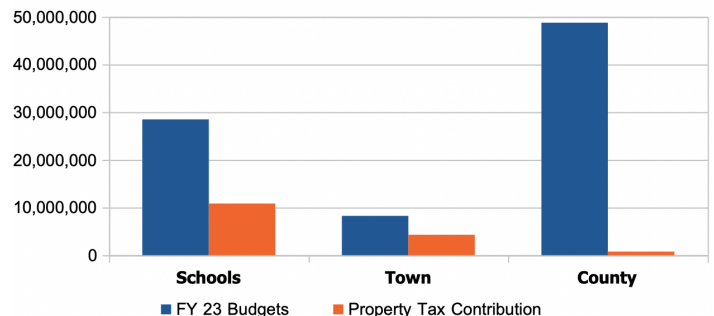
**Article 7** Puts money from the sale of Town vehicles, equipment, etc. during FY 2023 valued at \$100,000 or less into the Capital Reserve Fund.

**Article 8** Allows gifts & donations from Rec. Dept, Library, Fire/Rescue Assoc. & other sources to be spent for the intended purposes.

**Article 9** Allows the Town Council to make tax abatement payments.

**Article 10** Shall the Town's property tax levy limit, set by the State be increased by \$1,010,088 for the purpose of funding the FY 2023 budget? In 2004 Maine passed the "Municipal Expenditure Cap" known as "LD1". The State calculates caps from data provided by the Town Assessor. The cap only restricts growth in municipal taxes, there is no growth restriction on MSAD15 or county taxes. **This Article must pass to pass budget.**

### How Our Local Property Taxes are Distributed?



**America Rescue Plan Act (ARPA)** is a Federal program to provide additional relief to address the continued impact of COVID-19 on the economy, public health, state and local governments, individuals, and businesses. The Town received \$xxx,xxx some of which we spent on \_\_\_\_\_ The balance \$xxx,xxx has been save for future use.

**Route 115 reconstruction takes next steps in FY '23.** We have surveyed and mapped the extent of ledge under the road. Right of way and easement work begins in FY 2023. **We have applied to Maine's Department of Transportation (MDOT) for a \$625,000 grant to help pay for this project.**

**Our Open Space Plan is in place** and with the Royal River Conservation Trust's announcement of their private purchase of a new 147 acre preserve abutting Libby Hill Forest, we are making progress on our "Comp Plan" goal to preserve more of Gray's undeveloped spaces.

# Town of Gray • Proposed Municipal Budget Guide • FY 2023 ( July 1, 2022 – June 30, 2023 )

	General Fund Expenses	FY '22 Voter Approved Budget	FY '23 Proposed Budget	FY' 22 vs FY' 23 Difference	% Change for each line item	% of Total FY' 23 Budget
1	<b>Administration</b>					
2	Administration	\$ 622,149	689,811	67,662	10.9%	6.4%
3	Community Development	\$ 231,827	270,734	38,907	16.8%	2.5%
4	Assessing	\$ 142,097	145,930	3,833	2.7%	1.4%
5	Code Enforcement	\$ 202,331	233,895	31,564	15.6%	2.2%
6	General Assistance	\$ 27,698	55,290	27,592	99.6%	0.5%
7	Communication & Information	\$ 204,230	246,013	41,783	20.5%	2.3%
8	Elections	\$ 14,211	16,289	2,078	14.6%	0.2%
9	<b>Totals</b>	<b>\$ 1,444,543</b>	<b>1,657,962</b>	<b>213,419</b>	<b>14.8%</b>	<b>15.5%</b>
10	<b>Municipal Finances</b>					
11	General & Medical Insurance	\$ 1,082,679	1,086,687	4,008	0.4%	10.1%
12	Annual Wage Adjustments	\$ 80,000	215,000	135,000		2.0%
13	Vacation & Sick Time Accrual	\$ 25,000	35,000	10,000	40.0%	0.3%
14	Capital Reserve Project Expense (CIP)	\$ 1,765,000	2,455,000	690,000	39.1%	
15	<b>Totals</b>	<b>\$ 2,952,679</b>	<b>3,791,687</b>	<b>839,008</b>	<b>28.4%</b>	<b>35.4%</b>
16	<b>Library, Parks &amp; Recreation</b>					
17	Library	\$ 328,633	384,065	55,432	16.9%	3.6%
18	Parks & Recreation	\$ 38,020	40,289	2,269	6.0%	0.4%
19	<b>Totals</b>	<b>\$ 366,653</b>	<b>424,354</b>	<b>57,701</b>	<b>15.7%</b>	<b>4.0%</b>
20	<b>Public Safety</b>					
21	Public Safety	\$ 1,111,202	1,283,163	171,961	15.5%	12.0%
22	Utilities	\$ 239,184	252,564	13,380	5.6%	2.4%
23	<b>Totals</b>	<b>\$ 1,350,386</b>	<b>1,535,727</b>	<b>185,341</b>	<b>13.7%</b>	<b>14.3%</b>
24	<b>Public Works</b>					
25	Winter Roads	\$ 518,950	565,526	46,576	9.0%	5.3%
26	Summer Roads	\$ 492,359	521,358	28,999	5.9%	4.9%
27	Additional Roadwork	\$ 157,503	152,503	-5,000	-3.2%	1.4%
28	Garage	\$ 240,124	272,957	32,833	13.7%	2.5%
29	Recycling	\$ 825,698	882,948	57,250	6.9%	8.2%
30	Buildings & Grounds	\$ 445,642	491,424	45,782	10.3%	4.6%
31	<b>Totals</b>	<b>\$ 2,680,276</b>	<b>2,886,716</b>	<b>206,440</b>	<b>7.7%</b>	<b>27.0%</b>
32	<b>Council, Boards, Committees</b>					
33	(a) Council, Boards, Committees	\$ 40,715	43,515	2,800	6.9%	0.4%
34	Zoning Board of Appeals	\$ 1,700	1,750	50	2.9%	0.0%
35	Planning Board	\$ 4,475	7,025	2,550	57.0%	0.1%
36	Economic Development	\$ 8,950	5,830	-3,120	-34.9%	0.1%
37	Open Space	\$ 1,000	1,500	500	100.0%	0.0%
38	<b>Totals</b>	<b>\$ 56,840</b>	<b>59,620</b>	<b>2,780</b>	<b>4.9%</b>	<b>0.6%</b>
39	<b>Law Enforcement</b>					
40	Law Enforcement	\$ 288,081	274,591	-13,490	-4.7%	2.6%
41	<b>Totals</b>	<b>\$ 288,081</b>	<b>274,591</b>	<b>-13,490</b>		<b>2.6%</b>
42	<b>Community Services</b>					
43	Community Services	\$ 32,075	76,384	44,309	138.1%	0.7%
44	<b>Totals</b>	<b>\$ 32,075</b>	<b>76,384</b>	<b>44,309</b>	<b>138.1%</b>	<b>0.7%</b>
45	<b>General Fund Expense Budget</b>	<b>\$ 9,171,533</b>	<b>10,707,041</b>	<b>1,535,508</b>	<b>16.7%</b>	
46	<b>General Fund Revenue (-)</b>	<b>\$ 3,524,651</b>	<b>4,216,740</b>	<b>692,089</b>	<b>19.6%</b>	
47	<b>Capital Reserve Fund Revenue (-)</b>	<b>\$ 500,000</b>	<b>835,000</b>	<b>335,000</b>	<b>67.0%</b>	
48	<b>Combined Revenue</b>	<b>\$ 4,024,651</b>	<b>5,051,740</b>	<b>1,027,089</b>	<b>25.5%</b>	
49	<b>Total Raised from Property Taxes</b>	<b>\$ 5,146,882</b>	<b>5,655,301</b>	<b>508,419</b>	<b>9.9%</b>	

50 (a) The Charter requires the Council's stipend of \$10,000 be voted on separately (Warrant Article 4) from the Expense Budget.

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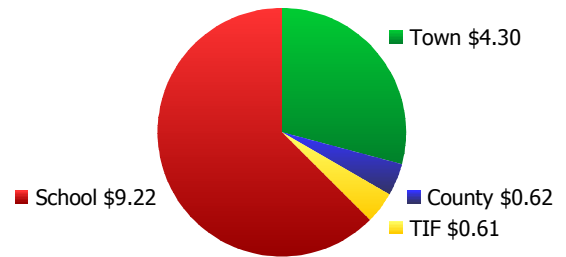
## General Fund Revenue

				FY 2022	FY 2023
	Accounts	Description		Budget	Budget
1	01-100 to 01-104	Clerk Fees *	\$	43,200	50,750
2	01-105 to 01-145	Planning Dept / CEO Fees *	\$	188,350	212,350
3	01-150	Dog Control	\$	4,000	1,500
4	01-151	Public Communications	\$	0	0
5	02-010	Auto Excise Tax	\$	1,825,000	1,875,000
6	02-015	Boat Excise Tax	\$	21,222	23,500
7	02-041	Cable Franchise Fees	\$	102,000	98,000
8	02-200	Interest-General Fund	\$	25,000	25,000
9	02-201	Interest on Delinquent Taxes	\$	50,000	60,000
10	02-850	Payment Rebates	\$	0	0
11	02-900	Miscellaneous Revenue	\$	10,000	10,000
12	03-066	Lost Book	\$	1,030	0
13	03-067	Library Fines	\$	3,000	0
14	04-055	Rescue Fees	\$	270,000	290,500
15	05-039	Gravel Pits	\$	1,100	1,500
16	05-048	Driveway Opening	\$	5,500	6,500
17	05-066	Tree Removal	\$	4,500	6,500
18	05-078 to 05-097	Transfer Station Fees & Income *	\$	116,500	176,800
19	06-049	Shore-land Application Fee	\$	4,000	4,000
20	06-053	Junkyard Fees	\$	50	50
21	06-370	Zoning Board Applications	\$	500	2,000
22	06-380	Planning Board Fees	\$	12,500	13,500
23	06-862	Blueberry Festival	\$	4,200	4,200
24	11-005	DOT Local Roads	\$	135,000	135,000
25	11-008	GA Reimbursement	\$	10,000	31,675
26	11-060	State Revenue Sharing	\$	656,894	1,123,991
27	11-061	Snowmobiles	\$	3,000	3,000
28	11-062	Tree Growth	\$	21,700	25,000
29	11-063	Veterans Reimbursement	\$	5,005	4,524
30	11-067	Animal Waste Facility	\$	900	900
31	Transferred from	Recreation Enterprise Fund	\$	0	30,000
31	Transferred from	Henry Pennell Mncpl Cmplx Fund	\$	500	1,000
32		<b>Total General Fund Revenue</b>	<b>\$</b>	<b>3,524,651</b>	<b>4,216,740</b>
		<b>Projected Capital Reserve Fund Revenue</b>		<b>Projected</b>	<b>Budget</b>
				<b>FY 2022</b>	<b>FY 2023</b>
		<b>Description</b>			
33		Unassigned Fund Balance		500,000	835,000
34		Village TIF Transfer	\$	75,000	120,000
35		Route 100 TIF Transfer	\$	245,410	995,000
36		<b>Total Capital Reserve Fund Revenue</b>	<b>\$</b>	<b>820,410</b>	<b>1,950,000</b>
		<b>TOTAL PROPOSED CAPITAL RESERVE FUND REVENUE</b>	<b>\$</b>	<b>4,345,061</b>	<b>6,166,740</b>

\* This figure is the total of multiple accounts in this department.

## Budget and Project Highlights

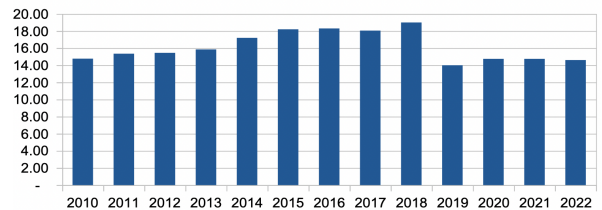
### Current MILL Rate Breakdown



**Gray is growing**, since 2018 we've added 253 homes and our tax base has increased 50%. Work has started on the zoning changes outlined in our new Comprehensive Plan. The changes will increase housing density in some zoning districts while protecting the natural resources, open spaces and rural character of our Town in other zones.

**The Council approved a permanent weight limit** on Mayall Road from Depot Road to Yarmouth Road/Rte 115. To keep heavy trucks off this recently rebuilt section of Town road and on the State maintained Yarmouth/Rte 115 and Depot Roads. A weight limit may be set for Shaker Road from the Village to the By-Pass. This will help keep truck traffic out of the Village. Weight limits do not prevent trucks from making deliveries or local businesses from using these roads.

MIL Rates 2010 - 2022



**A revaluation in 2019 lowered the MILL Rate.**

**Wilkie's Beach boat ramp repairs** We did not receive the grant and have reapplied for a grant to replace the ramp. We will replace the ramp in FY 2023, before it becomes unusable and fix other erosion and stormwater problems to protect the water quality of the lake.

**The Village Green Park** was completed this past year.

**A new playground was installed** at the Pennell complex.

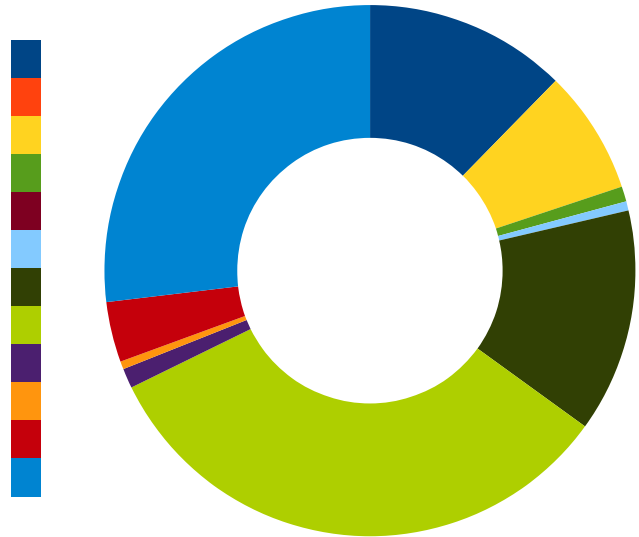
**13 acres of open space** was given to the Town for recreational uses as a part of the Stillwater Pines residential open space sub division being built on Woodcock Rd.

**Working with GNG ATV Club volunteers the Town received a grant to rebuild the trails** that run from from Gray Plaza, through the Meadows to Long Hill road.

**An MOU between Town, MSAD15 and Gray Community Endowment** was signed this year. This preliminary "Memorandum of Understanding" (MOU) defines the roles, responsibilities and funding each organization provides to help maintaining Libby Hill. Deed and ROW work begins in FY '23.

**FY 2023 Proposed Capital Expenditures**

Road Resurfacing	\$	511,650	12.3%
Bridge Repair & Replacement	\$	0	0.0%
Fire & Public Safety	\$	312,935	7.5%
Public Works, Town Vehicles & Equipment	\$	38,000	0.9%
Sidewalks (a)	\$	0	0.0%
Technology	\$	22,800	0.5%
Public Buildings, Maint., Equipment, Reserve	\$	564,550	13.6%
Debt Service, Bonds & Leases	\$	1,359,262	32.8%
Land Acquisition	\$	50,000	1.2%
Parks & Recreation	\$	20,500	0.5%
Professional Svcs, Engineer, Research, Legal	\$	152,000	3.7%
TIF Projects, Planning, Engineering, Materials	\$	1,115,000	26.9%
<b>Total FY 2023 Capital Projects</b>	<b>\$</b>	<b>4,146,697</b>	<b>100.0%</b>



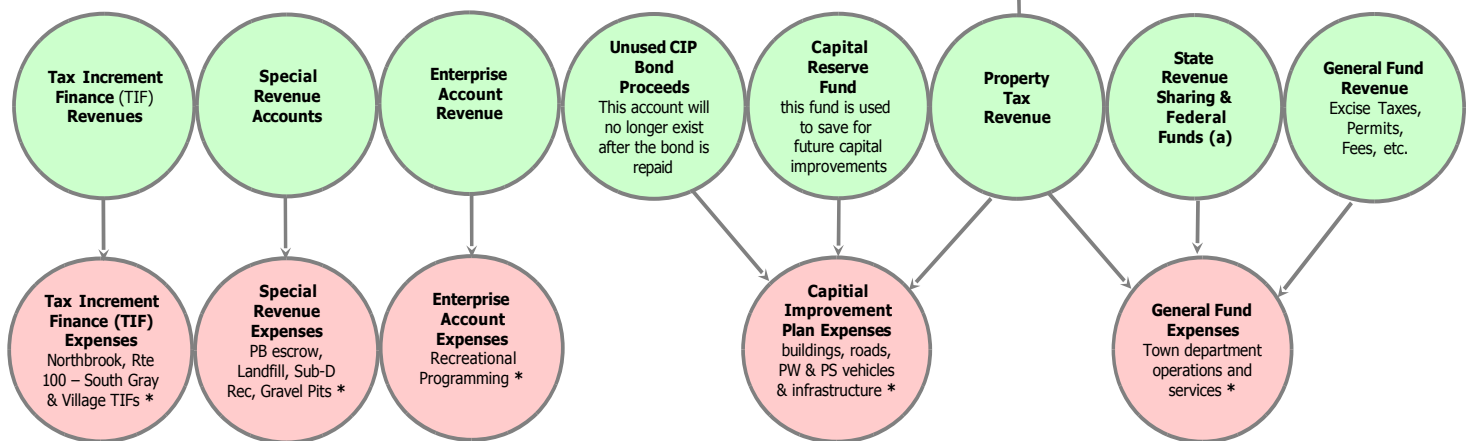
(a) Sidewalk repair and construction is part of other larger infrastructure projects.

**Revenue and Expense Accounts**

Borrowing from the "Unassigned General Fund Balance" (or "Reserve Fund") can only be authorized by the voters. Borrowed money must be repaid to the fund within 5 years. The Reserve fund was last used to help purchase our ladder truck. The FY 2022 budget includes money to finish repaying the Reserve Fund a year earlier than required by our Town Charter.

**Unassigned General Fund Balance**  
A reserve fund required by our Charter

**Our Town Charter requires**  
we maintain an "Unassigned General Fund Balance" or "Reserve Fund" of not less than 2/12s (or more than 3/12s) of the Town's Net Assessment.



\* A complete listing of all the components of these revenue and expense funds can be found in the budget on the Town's website.

**TIF:** This is a State program that allows revenue from increasing property values to be set aside and used for public infrastructure projects.

**Northbrook TIF:** Helped create the Northbrook Business Park.

**Rte 100 – So. Gray TIF:** Originally created to replace and extend a water main down Rte 100. It was expanded and redefined in 2020 to allow for the reconstruction of Yarmouth Rd.

**Village TIF:** A fund to repair, improve and replace roads, intersections, sidewalks and underground utilities in the Village and roads leading to and from the Village.

**PB Escrow:** The Planning Board escrow accounts contain money from developers to guarantee the completion of projects.

**Landfill:** This is a fund to maintain our capped landfill off Seagull Drive.

**Sub-D Rec:** Subdivision Recreation account a fees to be used to construct recreational projects in town.

**Gravel Pits:** This fund is to help reclaim gravel pits when they close.

**PW & PS vehicles:** Public Works and Public Safety vehicles that have an expected useful life of 15, 20 years or more.

(a) Some of the Federal APRA fund money was used for FY 2023 Expense and CIP budgets and some was set aside for future needs and use.

# 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;

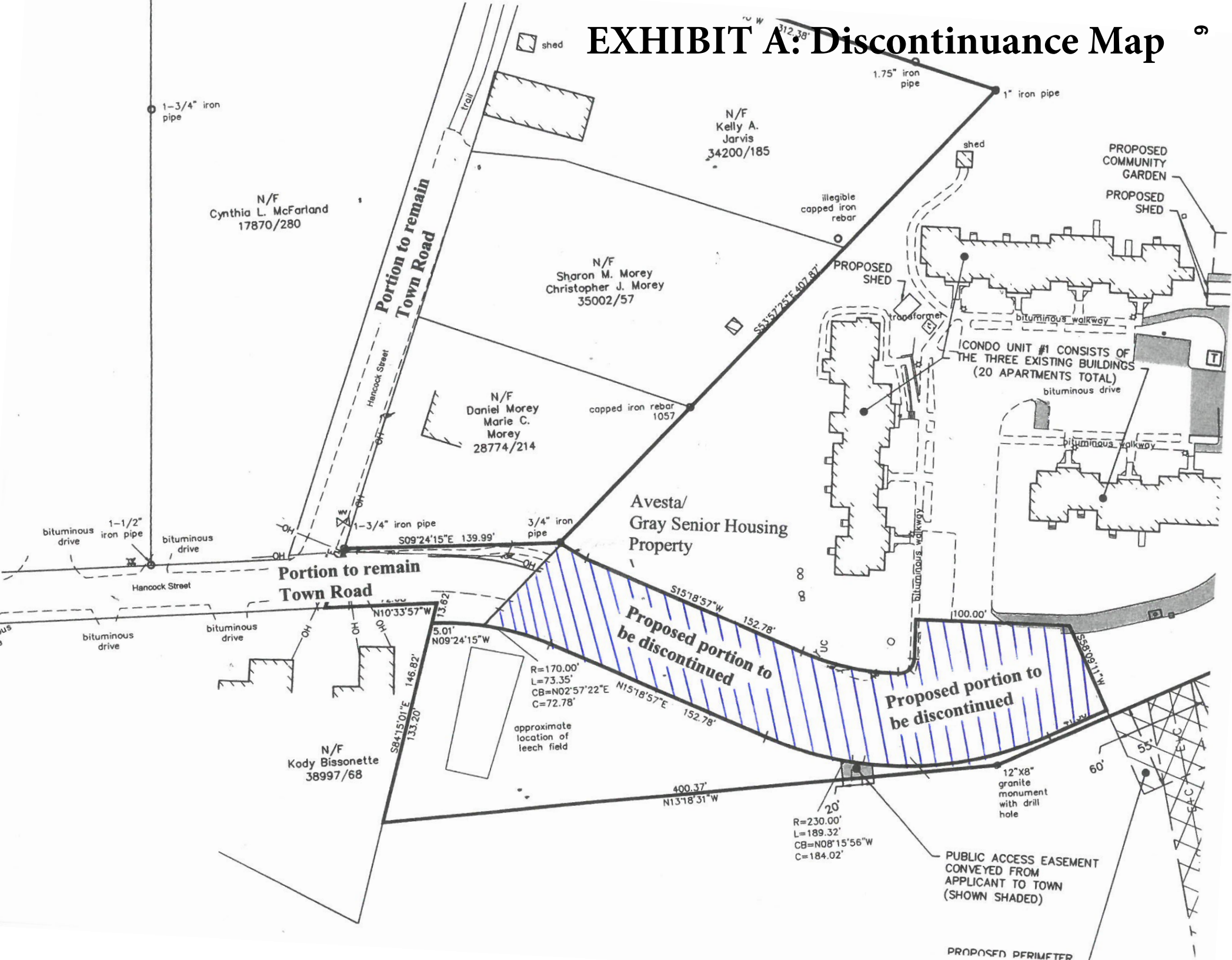
**BE IT FURTHER ORDERED**, that no damages be paid to the lot owners named on the attached Notice attached as *Exhibit B* or other persons having interests in the street; and

**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



# 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](http://www.graymaine.org)

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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

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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

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**TOWN OF GRAY**  
**SELF-STORAGE MORATORIUM ORDINANCE**

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

**Section 1. Definitions**

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

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

**Section 2. Moratorium Declared.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Section 3. Violations; Civil Penalties**

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

### **Section 4. Effective Date; Applicability Date**

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

Estimated cost of project: \$71,500

*PROJECT DESCRIPTION: Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose) , and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:*

The Town of Gray requests funding for the purchase and installation of an emergency backup generator for the Gray Public Library, located at 5 Hancock Street in Gray, Maine. The generator will be purchased through Kraft Power and installed by a licensed contractor.

The purpose of the emergency backup generator is to provide emergency power to the Gray Public Library building in the event of short or prolonged power disruptions to the area. The requested generator would contain enough power for the library building to be fully operational in terms of both heating, cooling, resource access, and public use of power supply.

During a cataclysmic windstorm in 2017, power outages, lasting up to 14-days for some residents, plagued the area. Fortunately, power was restored to the Village Center of Gray, including the Gray Public Library, within 48-hours. Because the Library had power, it became an invaluable resource for many community members living in Gray, as well as the surrounding areas. People used the library to recharge mobile devices, utilize the Wi-Fi to maintain basic and essential communications with the outside world, warm up since their home heating was inoperable, and even brush their teeth and wash their face since they had no running water due to the outage.

Additionally, in recent years, the library has operated as a cooling center during dangerously hot and humid days during the summer months. The library has extended hours of operation to accommodate for people seeking relief from the heat, and allowed people to find a safe and welcoming place for people to escape dangerous overheating.

As severe weather events become more common, and the potential for extended power outages to the region increases, the funding of this project will ensure that the Gray Public Library can continue to provide these essential services to residents in town and from the surrounding areas, independent of power being provided to the Village Center.

## SECTION C: PROJECT TYPE DETAILS

1. Purchase of equipment
  - a. Specify the equipment, and the quantity of each:
    - i. Kohler Natural Gas generator model KG100 rated 100kw/100kva, 120/240 Volts, 10, 60Hz
    - ii. UL 220 Listed and Labeled
    - iii. Permanent Magnet Alternator
    - iv. Cooling System, Unit Mounted Radiator
    - v. Engine Jacket Water Heater, 1500-Watt, 120V

- vi. Electronic Isochronous Governor
- vii. Battery Charger, 10-Amp Auto Float/ Equalize
- viii. 12 Volt Engine Starting Batteries w/ battery rack, cables
- ix. Steel sound enclosure with internally mounted silencer
- x. APM402 Digital Controller, NFPA 110 Level 1 with Run Relay, 2 in/5 Out I/O module, common fault relay
- xi. Mounted Main Circuit Breaker: 400 Amp, 80% rated with thermal magnetic trip
- xii. Remote alarm annunciator
- xiii. Remote emergency stop button
- xiv. Flexible fuel line
- xv. Propane tank
- xvi. Propane supply lines

4. Generator installation

- a. Provide capacity of the generator: 100kW
- b. Identify the fuel to be used for the generator: Propane
- c. Identify where the fuel for the generator would be stored: stand-alone tank.

D.

1. PROJECT INSTALLATION

- a. Explain how and where renovations / upgrades / modifications would take place, or where equipment / systems will be installed.
  - i. The generator would be placed on the existing Town owned property where the Gray Public. The generator and related fuel tanks would be placed according to code, so it is a safe distance from the existing building.
- b. Would ground disturbance be required to complete the project? If yes, describe the current disturbed condition of the area.
  - i. The project would require ground disturbance. A pad for the generator and fuel tank would be laid out. Additionally, the land would need to be trenched so the fuel line from the fuel supply to the generator could be buried, plus the connection running from the building to the generator would be trenched.
  - ii. In the area where the current plan for the generator to be housed, the area is currently bare ground. There is enough space around the perimeter of the building so as to not interfere with current disturbed conditions.
- c. Would the equipment use the existing infrastructure for electrical distribution systems?  
YES

2. AGE of structure / building at project site:

- a. Provide the year existing building or structure on/in/nearest to the location involved in the proposed project was built: 1930

- i. If the building of structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, provide the year modified and brief describe the nature of modification:
  - 1. 1989 – Footprint of building was expanded to include approximately 4,000 square feet of additional space to house the growing library.
  - 2. 2014 – Additional 2,000 square feet of building added, creating expanded public use space, creating two individual study rooms, create a Reading Room, and upgraded existing electrical and HVAC systems.
- b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area? NO
- c. Is the project listed in the National Register of Historic Places? NO



# MAINE EMERGENCY MANAGEMENT AGENCY GRANT CONTRACT

## EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM American Rescue Plan Act (ARPA)

**Subrecipient Name: Town of Gray**  
**Subrecipient Point of Contact: Kurt Elkanich**  
**Subrecipient Point of Contact Email: kelkanich@graymaine.org**  
**MEMA EMPG Program Manager: Maria Hobbs**  
**MEMA EMPG Program Manager Email: maria.hobbs@maine.gov**  
**MEMA Grant Email: EMPGgrants.Maine@maine.gov**

Federal Awarding Agency:	<u>FEMA</u>	Subrecipient Budget Amount:	<u>\$71,500.00</u>
Grant Performance Year:	<u>EMPG ARPA FY21</u>	Subrecipient Award Amount:	<u>\$35,750.00</u>
Grant Identification #:	<u>EMB-2021-EP-00008</u>	Grant Contract Begin Date:	<u>Apr 15, 2022</u>
CFDA #:	<u>97.042</u>	Grant Contract End Date:	<u>5/31/2023</u>
Unique Entity Identifier (UEI) #:	<u>KC2QV918LL59</u>	Liquidation Period End Date:	<u>7/15/2023</u>
Contract #:	<u>CT 20220414000000002496</u>	Vendor Customer#:	<u>VC1000033819</u>

This Contract is entered into by and between the STATE OF MAINE, acting through and by its MAINE EMERGENCY MANAGEMENT AGENCY (hereinafter referred to as “MEMA”), an agency of state government with its principal place of business located at 45 Commerce Drive, Suite 2, Augusta, Maine, with a mailing address of 72 State House Station, Augusta, Maine 04333-0072, and **Town of Gray**, a non-federal agency (hereinafter referred to as “Subrecipient”), with its principal place of business located at 24 Main Str, Gray ME 04039.

The following attachments are hereby incorporated into this contract:

- Appendix A – MEMA General Conditions
- Appendix B – The Department of Homeland Security General Terms and Conditions 2021
- Appendix C – Subrecipient Transparency Act
- Appendix D – Subrecipient Federal Funding Accountability and Transparency Act (FFATA)
- Appendix E – Subrecipient Property & Equipment Report
- Appendix F – Subrecipient EHP package and FEMA’s Approval Letter

MEMA and the Subrecipient hereby agree as follows:

1. **Time:** This contract shall become effective as of the date last signed, which shall constitute the earliest date for which work may commence. Work cannot continue after the expiration date listed above without a modification in place.
2. **Reimbursement:** MEMA will reimburse 50% of the allowable and approved direct expenses within the request for reimbursement, not to exceed the Subrecipient’s award amount. Quarterly request for reimbursement must be submitted within 30 calendar days of the end of the Federal Fiscal quarter. Monthly request for reimbursement must be submitted within 30 calendar days of the following month to be in compliance with federal quarterly reporting.

3. **Terms and Conditions:** The Subrecipient agrees to be bound by the Terms and Conditions set forth in the Contract and attached Appendices. MEMA, as the pass-through entity, may terminate the sub award per the terms of the Federal Award as well as the Federal Requirements per 2 CFR §200.339 (Termination); and
4. **DEBARMENT, PERFORMANCE, AND NON-COLLUSION CERTIFICATION:** By signing this Contract, the Subrecipient certifies to the best of its knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this Contract:
- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
  - b. Have not within three years of this contract been convicted of or had a civil judgment rendered against them for:
    - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
    - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
    - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
    - iv. Have not within a three (3) year period preceding this contract had one or more federal, state or local government transactions terminated for cause or default.
  - c. Have not Entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Each signatory below represents that the person has the requisite authority to enter into this Grant Contract. The Parties sign and cause this contract to be executed; and

I certify that the typed name, electronic signature or digital signature (a) is intended to have the same force as a manual signature (b) is unique to myself, (c) is capable of verification, (d) is under the sole control of myself, (e) is linked to data in such a manner that it is invalidated if the data are changed. (10 M.R.S.A. §9502 et seq.).

**Town of Gray**

**MAINE EMERGENCY MANAGEMENT AGENCY**

Signature: *Kurt Olanich* Date: Apr 15, 2022

Signature: *Joe Legee* Date: Apr 15, 2022

Gray Fire Rescue                  Public Safety Director  
Printed Name & Title

Joe Legee                                  Deputy Director  
Printed Name & Title

**APPENDIX A**  
**MAINE EMERGENCY MANAGEMENT AGENCY**  
**GENERAL TERMS AND CONDITIONS**

**General Scope of Work**

All work, to the extent applicable, shall conform to the appropriate, related, current editions of the following publications, including but not limited to:

- a. Notices of Funding Opportunities
- b. Annual MEMA grant application
- c. 2 CFR 200
- d. NIMS ICS
- e. Department of Homeland Security (DHS) General Terms and Conditions

**Sub-Recipient Responsibilities**

**Conflict of Interest**

Under 2 C.F.R. § 200.318(c)(1), non-Federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

**Compliance Agreement**

The sub-recipient agrees to abide by all Terms and Conditions including “Special Conditions” placed upon the grant award by MEMA. Failure to comply could result in a “Stop Payment” being placed on the grant.

**Performance**

This grant may be terminated, or fund payments discontinued by MEMA where it finds a substantial failure to comply with the provisions of the legislation governing these funds or regulations promulgated, including those grant conditions or other obligations established by MEMA. In the event the sub-recipient fails to perform the services described herein and has previously received financial assistance from MEMA, the sub-recipient shall reimburse MEMA the full amount of the payments made. However, if the services described herein are partially performed, and the sub-recipient has previously received financial assistance, the sub-recipient shall proportionally reimburse MEMA for payments made.

**Reporting**

The progress report shall be used to keep the grant program manager informed about program status, issues, and used as a basis for grant reporting. These reports shall be submitted to MEMA regardless of whether payments are due. Failure to submit could result in non-payment of the invoice or a determination for cause of default.

HSGP Requirement:

- During the period of performance for the award, the sub-recipient shall submit to MEMA a semi-annual performance report of accomplishments from the preceding six months.

EMPG Requirement:

- During the period of performance for the award, the sub-recipient shall submit to MEMA quarterly performance reports of accomplishments.

In addition to the performance reports, the annual NIMS survey will be submitted to MEMA as part of the THIRA process. Training and exercise reports should be continually updated per training and exercise policies. Exercise reporting shall follow the HSEEP requirements.

**Written Approval of Changes**

All requests for additional services or changes in scope must be submitted in writing to the Grants Program Manager outlining both the scope and cost utilizing MEMA’s contract modification Form. MEMA will execute the Contract Modification after both MEMA and the sub-recipient agree on the services to be performed and the cost. The sub-recipient shall not proceed with the work until a written modification has been executed by MEMA. The contract modification must be signed by both parties before execution.

**Claims**

The sub-recipient agrees not to bring any claims for damages sought by its sub-recipients against MEMA and hereby indemnifies and holds MEMA harmless against any claims arising from its failure to coordinate and manage its subcontractors from all claims or liabilities arising from work performed by a sub-recipient. Subcontracting does not alter the sub-recipient’s obligations under the contract.

**Compensation and Payments**

**Financial Responsibility**

The financial responsibility of sub-recipient must be such that the sub-recipient can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria:

- a. Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant
- b. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry, and which can be readily located
- c. The accounting system should provide accurate and current financial reporting information
- d. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

**Allowable Costs**

The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in 2 CFR Part 200 and in the Grant Notice of Funding Opportunity.

All equipment expenditures must appear on the Department of Homeland Security’s Allowable Expenditures List (AEL) for the fiscal year covered by these grant funds.

**PROHIBITED EQUIPMENT** – Grant funds may not be used for purchase of Prohibited Equipment. Refer to IB 407 “Use of Grant Funds for Controlled Equipment” for a complete Prohibited Equipment List. Consult with the grant program manager for further details.

### **Utilization and Payment of Grant Funds**

Funds awarded are to be expended only for purposes and activities covered by the grant recipients approved grant application. Items must be in the sub-recipient's approved grant budget to be eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit.

### **Procurement Requirements & Limitations**

- a. Domestic Preferences for Procurement (2 CFR §200.322): The purchase, acquisition, or use of goods, products, or materials funded via federal grant program funds are encouraged to be produced in the United States, as appropriate and to the greatest extent consistent with law
- b. Restricting Use of Foreign Procurements (2 CFR §200.183):

Sub-recipients are prohibited from providing funds to persons or entities actively opposing United States or coalition forces involved in contingency operations.

- c. Covered Telecommunication (2 CFR §200.183):

Subrecipients are prohibited from expending grant funds to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain, equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system as identified in Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232

### **Submission of Invoices**

Invoices will be generated using MEMA’s Reimbursement Request Form (RRF). The sub-recipient will submit invoices by email to the applicable program mailbox:

EMPG [empgrants.maine@maine.gov](mailto:empgrants.maine@maine.gov)

HSGP [hsgrants.maine@maine.gov](mailto:hsgrants.maine@maine.gov)

OPSG [osg.maine@maine.gov](mailto:osg.maine@maine.gov)

SERC [maine.serc@maine.gov](mailto:maine.serc@maine.gov)

Invoices shall be accompanied by supporting documentation including but not limited to receipts, timesheets, expenditures run, travel documents, approved EHP (if necessary), proof of payment.

### **No Inflation Adjustments/Interest**

No payments due the sub-recipient shall be adjusted for inflation. No interest shall be due or payable on any payment due the sub-recipient, regardless of any statement on the billing invoice.

## Direct Expenses

Direct expenses such as telephone, tolls, reproduction costs, and travel costs shall be billed at actual costs, mileage and per diem will be billed in accordance with the guidance set forth below. MEMA does not allow any mark-up on direct expenses. Mileage shall be reimbursed at the current amount allowed by the State of Maine, Title 5, M.R.S.A §1541 or existing written county or local policy. Per diem shall be in accordance with the Federal Government's General Services Administration (GSA) travel rates for calculating maximum per diem for meals and lodging reimbursement. All travel costs must be documented in accordance with federal regulations and must comply with the sub-recipients own travel reimbursement policies, not to exceed federal per diem rates.

<http://www.gsa.gov/portal/content/104877>

- a. *Meals* - If it is the sub-recipient's policy to reimburse its employees utilizing per diem rates, the sub-recipient will not be required to submit receipts when invoicing MEMA at the per diem rate for meals. If the sub-recipient's policy is to reimburse employees for the actual cost of meals, the sub-recipient will be required to submit receipts when invoicing and MEMA will reimburse the sub-recipient for the actual amount up to the per diem rate.
- b. *Lodging* - MEMA reimbursements will not exceed the per diem amount and receipts are always required.
- c. *Travel* - MEMA will reimburse airfare at the economy class rate. All purchases of air travel must include written quotes that have been requested by at least three (3) qualified sources for the required itinerary. Written documentation of the quotes should include, name of agency person obtaining the quote, date and time of the quote and travel agency from which the quote was obtained.

## Grant Closeout

All funds must be obligated by the end of the performance period and all final reimbursements must be received by MEMA within 45 days. Failure to de-obligate the grant in a timely manner may result in an automatic de-obligation of the grant by MEMA.

## Audit Requirements

Sub-recipients which expend more than \$750,000 from all federal funding sources during the fiscal year are required to submit an organization-wide Financial and Compliance Audit Report performed in accordance with the requirements of U.S. Government Accountability Office's government auditing standards located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Single Audit located at <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f>.

Sub-recipients which expend less than \$750,000 in Federal awards are exempt from Federal Audit requirements for that fiscal year, records must be submitted annually to the finance office for review or audit by the Federal agency, pass-through entity (MEMA), Government Accountability Office (GAO), and/or the State Auditor. The sub-recipient agrees to accept these requirements by the completion of the contract signature page.

## Retention of Records

Records for non-expendable property purchased totally or partially with grantor funds must be retained for three years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three years after the

final expenditure report. However, if any litigation, claim or audit is started before the expiration of the three-year period, then records must be retained for three years after the litigation, claim or audit is resolved.

### **Amounts due MEMA**

MEMA may deduct sums otherwise due the sub-recipient for actions inconsistent with contract requirements. Where the sums to be deducted are more than the funds otherwise due the sub-recipient, the sub-recipient shall remit all amounts due MEMA within thirty (30) days.

MEMA reserves the right to be reimbursed by the sub-recipient for the following:

- a. Overpayments or incorrect payments identified by audit findings
- b. Costs that due to actions by sub-recipient, are found to be ineligible for federal/state funding.

## **Procurement, Property and National Environmental Policy Act (NEPA)**

### **Procurement**

Sub-recipients are required to conduct competitive bidding as the standard procurement method for any material purchase over \$5,000 and for any service over \$10,000.

Sub-recipients must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to the applicable Federal law and the standards identified in this part § 2 CFR 200.318.a.

All sub-recipients will follow procurement & contract standards set forth in 2 CFR §§ 200.318 -200.326.

State purchasing requirements can be found at: <http://maine.gov/purchases/index.shtml>

### **Property Control**

Effective control and accountability must be maintained for all personal property. Sub-recipients must adequately safeguard all such property and must assure that it is used solely for authorized purposes. 2 CFR 200.303

- a. Title: Subject to the obligations and conditions set forth in 2 CFR 200.310-316, title to non-expendable property acquired in whole or in part with grant funds shall be vested in the sub-recipient. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Sub-recipients must submit a completed Property & Inventory Report form to MEMA no less than once every two years.
- b. Use and Disposition: Equipment shall be used by the sub-recipient in the program or project to which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds. When use of the property for project activities is discontinued, the sub-recipient shall request, in writing, disposition instructions from MEMA prior to actual disposition of the property. Theft, destruction, or loss of property shall be reported to MEMA immediately. To comply with 2 CFR Part 200, equipment valued over \$5,000 must be inventoried and tracked locally and be reported to the Maine Emergency

Management Agency (MEMA) Grants Management Unit for 3 years or until the item carries a depreciated value of less than \$100.

### **National Environmental Policy Act (NEPA)**

The National Environmental Policy Act of 1969 (NEPA) requires that all branches of government give proper consideration to the environment prior to undertaking any major federal action that significantly affects the environment. This also applies to grant-funded actions. NEPA does not mandate preservation, only informed decision-making.

Grant projects that include any permanent installation of equipment, construction of communications towers or antennae, base radios, repeaters, sirens, security cameras, lighting, access control and fencing, generators, etc. will likely require an Environmental and Historic Preservation (EHP) screening and may possibly require additional environmental impact studies before approval to begin spending on the project.

MEMA will identify projects which will require EHP review, however all sub-recipients are strongly encouraged to contact MEMA with any questions about EHP and whether their proposed project should go through the screening process. Sub-recipients should incorporate the time required to submit, review, and secure EHP approval into the timeline for grant projects.

Projects that proceed without EHP approval will not be reimbursed by MEMA. **Submission of an EHP request is not considered approval to move forward with a project;** the FEMA Grant Program Directorate EHP approval letter, once received by the sub-recipient, authorizes the project.

More information from on NEPA and EHP for FEMA Grant Applicants can be found at: <https://www.fema.gov/office-environmental-planning-and-historic-preservation/national-environmental-policy-act>



April 7, 2022

To: Lance Harbour, Preparedness Officer, Region 1  
From: John Sarles, Environmental Protection Specialist, GPD  
Subject: EHP Review Completion for 2021-EP-00008 (42739) Gray ME Generator

Documentation for the following project was submitted to the Grant Programs Directorate (GPD) for Environmental and Historic Preservation (EHP) review.

**Project Description:** Install generator  
**Grant Recipient:** MEMA  
**Project Location:** Public Library, 5 Hancock St, Gray ME  
**Grant Number(s):** 2021-EP-00008  
**Case Number:** 2021-EP-00008 (42739)  
**Grant Program:** Emergency Management Performance Grant

The materials submitted were reviewed according to the National Environmental Policy Act (NEPA) of 1969, the National Historic Preservation Act (NHPA) and other EHP laws, regulations, and Executive Orders.

After review of the documentation provided, the environmental review is now completed in accordance with FEMA Instruction 108-1-1 and DHS Instruction 023-01-001-01. Please inform the recipient that because of this determination their project has been approved for EHP compliance, subject to the conditions outlined below. In addition, where subrecipients are involved, I request you remind the recipient of their responsibility to ensure subrecipients comply with these conditions.

**Special Conditions:** None.

**Standard Conditions:**

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state, and local laws. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding.

EHP Completion Letter

EHP Case Number: 2021-EP-00008 (42739)

- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

This is official documentation and must be retained as part of the project record. A copy of this letter will be added to the grant file that includes this project.

If you have further questions please contact [GPDEHPinfo@fema.dhs.gov](mailto:GPDEHPinfo@fema.dhs.gov).

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency

**ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM**

OMB Control Number: 1660-0115  
Expiration: 1/31/2024

**Paperwork Burden Disclosure Notice**

Public reporting burden for this data collection is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, Washington, DC, 20472, Paperwork Reduction Project (1660-0115).

**PRIVACY NOTICE**

The collection of this information is authorized by the National Environmental Policy Act of 1969, as amended, Pub. L. No. 91-190, § 102, 42 U.S.C. §§ 4321-4347; and National Historic Preservation Act of 1966, as amended, Pub. L. No. 89-665, § 102, 16 U.S.C. § 470.

This information is being collected for the primary purpose of determining eligibility and administration of FEMA Preparedness Grant Programs and to ensure compliance with existing laws and regulations regarding the environment and historic preservation.

The disclosure of information on this form is required by law and failure to provide the information requested may delay or prevent the organization from receiving grant funding.

**Directions for completing this form:** This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. **Be advised that completion of this form does not complete the EHP review process.** You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

This form should be completed electronically. The document is available in both Word and Adobe Acrobat (pdf) formats at this website: ( <http://www.fema.gov/library/viewRecord.do?fromSearch=fromsearch&id=4802>. The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: <https://www.fema.gov/environmental-planning-and-historic-preservation-compliance>

Submit completed form through your grant administrator who will forward it to [GPDEHPInfo@fema.dhs.gov](mailto:GPDEHPInfo@fema.dhs.gov). Please use the subject line: *EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345; 2011-SS-0xxxx)*.

**SECTION A. PROJECT INFORMATION**

DHS Grant Award Number: EMB-2021-EP-00008

Grant Program: Emergency Management Performance Grant

Grantee: Maine Emergency Management Agency

Grantee POC: Maria Hobbs

Mailing Address: 45 Commerce Drive, Suite 2, Augusta, ME 04333

E-Mail: Maria.hobbs@maine.gov

Sub-Grantee: Town of Gray

Sub-Grantee POC: Kurt Elkanich

Mailing Address: 125 Shaker Road, Gray, Maine 04039

E-Mail: kelkanich@graymaine.org

Estimated cost of project: \$71,500

Project title: Gray Public Library Generator

Project location (physical address or latitude-longitude): 5 Hancock Street, Gray, Maine 04039

**Project Description.** Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

The Town of Gray requests funding for the purchase and installation of an emergency backup generator for the Gray Public Library, located at 5 Hancock Street in Gray, Maine. The generator will be purchased through Kraft Power and installed by a licensed contractor. The purpose of the emergency backup generator is to provide emergency power to the Gray Public Library building in the event of short or prolonged power disruptions to the area. The requested generator would contain enough power for the library building to be fully operational in terms of both heating, cooling, resource access, and public use of power supply.

During a cataclysmic windstorm in 2017, power outages, lasting up to 14-days for some residents, plagued the area. Fortunately, power was restored to the Village Center of Gray, including the Gray Public Library, within 48-hours. Because the Library had power, it became an invaluable resource for many community members living in Gray, as well as the surrounding areas. People used the library to recharge mobile devices, utilize the Wi-Fi to maintain basic and essential communications with the outside world, warm up since their home heating was inoperable, and even brush their teeth and wash their face since they had no running water due to the outage. Additionally, in recent years, the library has operated as a cooling center during dangerously hot and humid days during the summer months. The library has extended hours of operation to accommodate for people seeking relief from the heat, and allowed people to find a safe and welcoming place for people to escape dangerous overheating.

As severe weather events become more common, and the potential for extended power outages to the region increases, the funding of this project will ensure that the Gray Public Library can continue to provide these essential services to residents in town and from the surrounding areas, independent of power being provided to the Village Center.

## SECTION B. PROJECT TYPE

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe all major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

1.  **Purchase of equipment.** Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.
2.  **Training and exercises.** Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.
3.  **Renovations/upgrades/modifications or physical security enhancements to existing structures.** Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing; access control for an area, building, or room; bollards; motion detection systems; alarm systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.
4.  **Generator installation.** Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.
5.  **New construction/addition.** Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.
6.  **Communication towers, antennas, and related equipment.** Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.6.
7.  **Other.** Projects that do not fit in any of the categories listed above. Complete Section C.7.

**SECTION C. PROJECT TYPE DETAILS**

Check the box that applies to the proposed project and complete the corresponding details.

1.  **Purchase of equipment.** *If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.*

a. Specify the equipment, and the quantity of each: 1 (One) 100 kw Generator

b. Provide the Authorized Equipment List (AEL) number(s) (if known): 10GE-00-GENR – Generators

c. Complete Section D.

2.  **Training and exercises.** *If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.*

a. Describe the scope of the proposed training or exercise (purpose, materials, and type of a activities required): \_\_\_\_\_

b. Provide the location of the training (physical address or latitude-longitude): \_\_\_\_\_

c. Would the training or exercise take place at an existing facility which has established procedures for that particular proposed training or exercise, and that conforms with existing land use designations?  Yes  No

• If yes, provide the name of the facility and the facility point of contact (name, telephone number, and e-mail address): \_\_\_\_\_

• If no, provide a narrative description of the area where the training or exercise would occur (e.g., exercise area within four points defined by latitude/longitude coordinates): \_\_\_\_\_

• Does the field-based training/exercise differ from previously permitted training or exercises in any way, including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, or type of activities? \_\_\_\_\_

• If yes, explain any differences between the proposed activity and those that were approved in the past, and the reason(s) for the change in scope: \_\_\_\_\_

• If no, provide reference to previous exercise (e.g., FEMA grant name, number, and date): \_\_\_\_\_

d. Would any equipment or structures need to be installed to facilitate training? \_\_\_\_\_

• If yes, complete Section D

3.  **Renovations/upgrades/modifications, or physical security enhancements to existing structures.** **If so, Complete Section D.**

4.  **Generator installation.**

- a. Provide capacity of the generator (kW): 100kW
- b. Identify the fuel to be used for the generator (diesel/propane/natural gas): Propane
- c. Identify where the fuel for the generator would be stored (e.g. stand-alone tank, above or below ground, or incorporated in generator): Stand-alone tank
- d. Complete Section D.

5.  **New construction/addition.**

- a. Provide detailed project description (site acreage, new facility square footage/number of stories, utilities, parking, stormwater features, etc): \_\_\_\_\_
- b. Provide technical drawings or site plans of the proposed project:  Attached
- c. Complete Section D.

6.  **Communication towers, antennas, and related equipment.**

- a. Provide the current net height (in feet above ground level) of the existing tower or building (with current attached equipment): \_\_\_\_\_
- b. Provide the height (in feet above ground level) of the existing tower or building after adding/replacing equipment: \_\_\_\_\_

**Complete items 6.c through 6.q below ONLY if this project involves construction of a new or replacement communications tower. Otherwise continue to Section D.**

- c. Provide the ground-level elevation (feet above mean sea level) of the site of the proposed communications tower: \_\_\_\_\_
- d. Provide the total height (in feet above ground level) of the proposed communications tower or structure, including any antennas to be mounted: \_\_\_\_\_
- If greater than 199 feet above ground level, state why this is needed to meet the requirements of the project: \_\_\_\_\_
- e. Would the tower be free-standing or require guy wires?  Free standing  Guy wires
- If guy wires are required, state number of bands and the number of wires per band: \_\_\_\_\_
- Explain why a guyed tower is needed to meet the requirements of this project: \_\_\_\_\_
- f. What kind of lighting would be installed, if any (e.g., white strobe, red strobe, or steady burning)? \_\_\_\_\_
- g. Provide a general description of terrain (e.g., mountainous, rolling hills, flat to undulating): \_\_\_\_\_
- h. Describe the frequency and seasonality of fog/low cloud cover: \_\_\_\_\_

i. Provide a list of habitat types and land use at and adjacent to the tower site (within ½ mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) water body, marsh: \_\_\_\_\_

j. Is there evidence of bird roosts or rookeries present within ½ mile of the proposed site?  Yes  No

• Describe how presence/absence of bird roosts or rookeries was determined: \_\_\_\_\_

k. Identify the distance to nearest wetland area (e.g., forested swamp, marsh, riparian, marine) and coastline if applicable: \_\_\_\_\_

l. Distance to nearest existing telecommunication tower: \_\_\_\_\_

m. Have measures been incorporated for minimizing impacts to migratory birds?  Yes  No

• If yes, Describe: \_\_\_\_\_

n. Has a Federal Communications Commission (FCC) registration been obtained for this tower?  Yes  No

• If yes, provide Registration #: \_\_\_\_\_

• If no, why? \_\_\_\_\_

o. Has the FCCE106 process been completed?  Yes  No

p. Has the FCC Tower Construction Notification System (TCNS) process been completed?  Yes  No

• If yes, Describe: \_\_\_\_\_

q. Would any related equipment or structures need to be installed (e.g., backup generator and fuel source, communications shelter, fencing, or security measures)?  Yes  No

• If yes, explain where and how each installation would be done. Provide details about generator capacity (kW), fuel source, fuel location and tank volume, amount of fencing, and size of communication shelter: \_\_\_\_\_

r. Complete Section D.

7.  **Other:** Complete this section if the proposed project does not fit any of the categories above.

a. Provide a complete project description: \_\_\_\_\_

b. Complete Section D.

**SECTION D. PROJECT DETAILS**

Complete all of the information requested below.

1.  **Project Installation**

a. Explain how and where renovations/upgrades/modifications would take place, or where equipment/systems will be installed:

The generator would be placed on the northeast side of the building.

b. Would ground disturbance be required to complete the project or training?  Yes  No

• If Yes, provide total extent (depth, length, and width) of each ground-disturbing activity. Include both digging and trenching. For example, light poles and fencing have unique ground-disturbing activities (e.g., six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep; 22 fence posts, 12" diameter x 3' deep, and 2 gate posts, 18" diameter x 3' deep):

The trench that will be required for the underground electrical connection will be 125 feet long, 2 feet wide and 2 feet deep. The pad for the generator will be constructed using concrete and will be 8 inches thick, 13.5 feet long and 5.5 feet wide.

• The area that will be affected is currently lawn.

c. Would the equipment use the existing infrastructure for electrical distribution systems?  Yes  No

• If no, describe power source and detail its installation at the site: \_\_\_\_\_

2.  **Age of structure/building at project site**

a. Provide the year existing building(s) or structure(s) on/in/nearest to the location involved in the proposed project was built: 1930

• If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, provide the year(s) modified and briefly describe the nature of the modification(s): See attached.

b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area?  Yes  No

• If yes, provide the location of the structure(s), ground-level color photographs of the structure(s), and identify their location(s) on an aerial map: \_\_\_\_\_

c. Is the project site listed in the National Register of Historic Places (National Register), or in/near a designated local or National Register Historic District? The internet address for the National Register is: <http://nrhp.focus.nps.gov/>  Yes  No

• If yes, identify the name of the historic property, site and/or district and the National Register document number: \_\_\_\_\_

3.  **Site photographs, maps and drawings**

a. Attach site photographs. Site photographs are required for all projects. Use the following as a checklist for photographs of your project. Attach photographs to this document or as accompanying documents in your submission.

- Labeled, color, ground-level photographs of the project site:  Required
  - Labeled, color photograph of each location where equipment would be attached to a building or structure:  Required
  - Labeled, color aerial photographs of the project site:  Required
  - Labeled, color aerial photographs that show the extent of ground disturbance (if applicable):  Attached
  - Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old):  Attached
- b. Are there technical drawings or site plans available?  Yes  No
- If yes, attach:  Attached

**Appendix A has guidance on preparing photographs for EHP review**

4.  **Environmental documentation**

a. Is there any previously completed environmental documentation for this project at this proposed project site (e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)?

Yes  No

• If yes, attach documentation with this form:

Attached

b. Is there any previously completed agency coordination for this project (e.g., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)?

Yes  No

• If yes, attach documentation with this form:

Attached

c. Was a NEPA document prepared for this project?

Yes  No

• If yes, what was the decision? (Check one, and please attach):

Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or

Record of Decision (ROD) from an Environmental Impact Statement (EIS).

Name of preparing agency: \_\_\_\_\_

Date Attached: \_\_\_\_\_

## Appendix A. Guidance for Supporting Photographs for EHP Grant Submissions

Photographs are a vital component of the EHP review process and add an additional level of understanding about the nature and scope of the project. They also provide pre-project documentation of site conditions. Please follow the guidance provided below when preparing photographs for your EHP submission. The following pages provide examples of best practices used in earlier EHP submissions.

### Minimum requirements for photographs

1. Photographs should be in color.
2. Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude).
3. Label the photographs to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, sirens, antennas, generators) and ground disturbance. See examples below.
4. Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

### Best Practices

1. Provide photographs in a separate file.
2. Place no more than 2 pictures per page.
3. Compressing pictures files (such as with Microsoft Picture Manager)<sup>1</sup> or saving the file in PDF format will reduce the size of the file and facilitate e-mail submissions.
4. Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EHP screening form.
5. Maximum file size for enclosures should not exceed 12 MB. If the total size of files for an EHP submission exceeds 12 MB, send the submission in multiple e-mails.
6. If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x, . . . x of x.

### Options for Creating Photographs

1. Obtain an aerial photo. There are multiple online sources for aerial photographs.
2. For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or PhotoShop.<sup>1</sup> Use that software to crop the image so the photo has the content necessary.
3. Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
4. Use drawing tools, such as line drawing and shapes, to indicate the location of project features (for example: fencing, lighting, sirens, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to identify ground-disturbing activities (if applicable).
7. Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EHP screening form. Include this file with the EHP screening when submitting the project.

## Example Photographs

**Aerial Photographs.** The example in Figure 1 provides the name of the site, physical address and proposed location for installing new equipment. This example of a labeled aerial photograph provides good context of the surrounding area.

Figure 1. Example of labeled, color aerial photograph.

**Ground-level photographs.** The ground-level photograph in Figure 2 supplements the aerial photograph in Figure 1, above. Combined, they provide a clear understanding of the scope of the project. This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.



Figure 2. Example of ground-level photograph showing proposed attachment of new equipment.

Appendix A. Supporting Photographs for EHP Grant Submissions

**Ground-level photograph with equipment close-up.** Figure 3 includes a pasted image of a CCTV camera that would be placed at the project site. Using desktop computer software, such as PowerPoint,1 this can be accomplished by inserting a graphic symbol (square, triangle, circle, star, etc.) where the equipment would be installed. This example includes the name and location of the site. The site coordinates are in the degree-minute-second format.



Figure 3. Ground-level photograph with graphic showing proposed equipment installation.

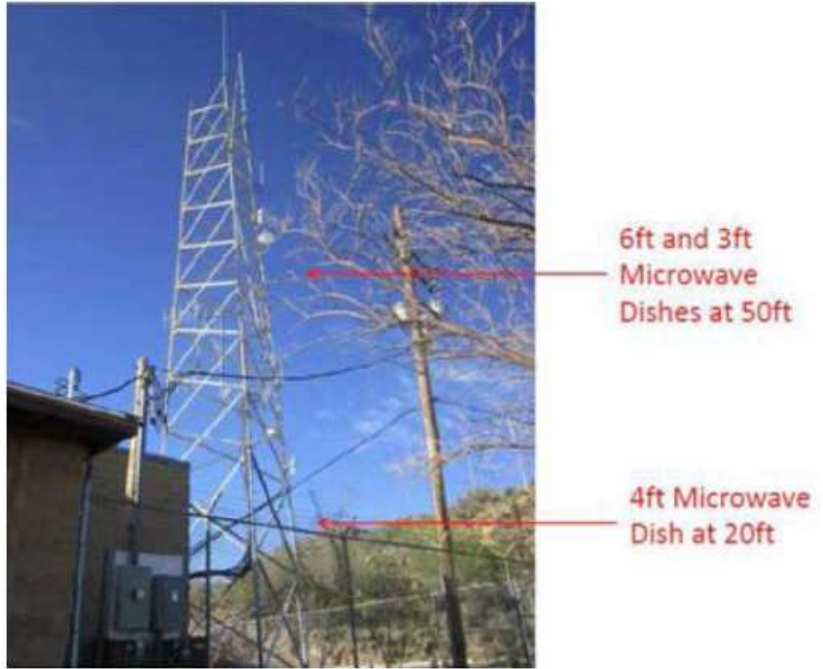
**Ground-level photograph with excavation area close-up.** The example in Figure 4 shows the proposed location for the concrete pad for a generator and the ground disturbance to connect the generator to the building's electrical service. This information can be illustrated with either an aerial or ground-level photograph, or both. This example has the name and physical address of the project site.



Figure 4. Ground-level photograph showing proposed ground disturbance area.

Appendix A. Supporting Photographs for EHP Grant Submissions

**Communications equipment photographs.** The example in Figure 5 supports a project involving installation of equipment on a tower. Key elements are identifying where equipment would be installed on the tower, name of the site and its location. This example provides site coordinates in decimal format.



Any County Tower, State: 12.3456° N, 34.5678° W

Figure 5. Ground-level photograph showing proposed locations of new communications equipment on an existing tower.

**Interior equipment photographs.** The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.

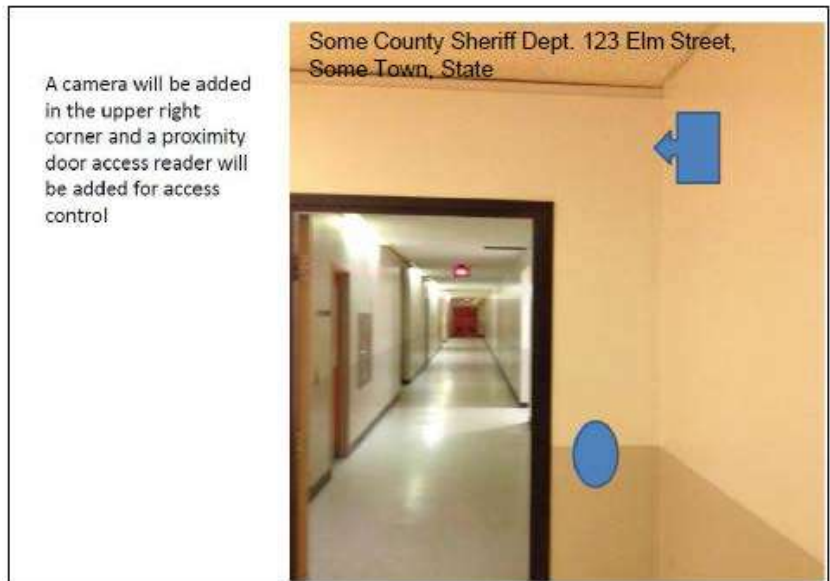


Figure 6. Interior photograph showing proposed location of new equipment.

**Ground-level photographs of nearby historic structures and buildings.** Consultation with the State Historic Preservation Office (SHPO) may be required for projects involving structures that are more than 50 years old, or are on the National Register of Historic Places. In that event, it will be necessary to provide a color, ground-level photograph of each side of the building/structure.

1 Use of brand name does not constitute product endorsement, but is intended only to provide an example of the type of product capable of providing an element of the EHP documentation.

## Gray Public Library Generator Project

Section D.2.a. If the building of structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, provide the year modified and brief describe the nature of modification:

1989 – Footprint of building was expanded to include approximately 4,000 square feet of additional space to house the growing library.

2014 – Additional 2,000 square feet of building added, creating expanded public use space, creating two individual study rooms, create a Reading Room, and upgraded existing electrical and HVAC systems.

PROJECT SITE



**Concrete Generator Pad.**  
Dimensions:  
13.5 feet long by  
5.5 feet wide.  
The pad will be 8  
inches thick.

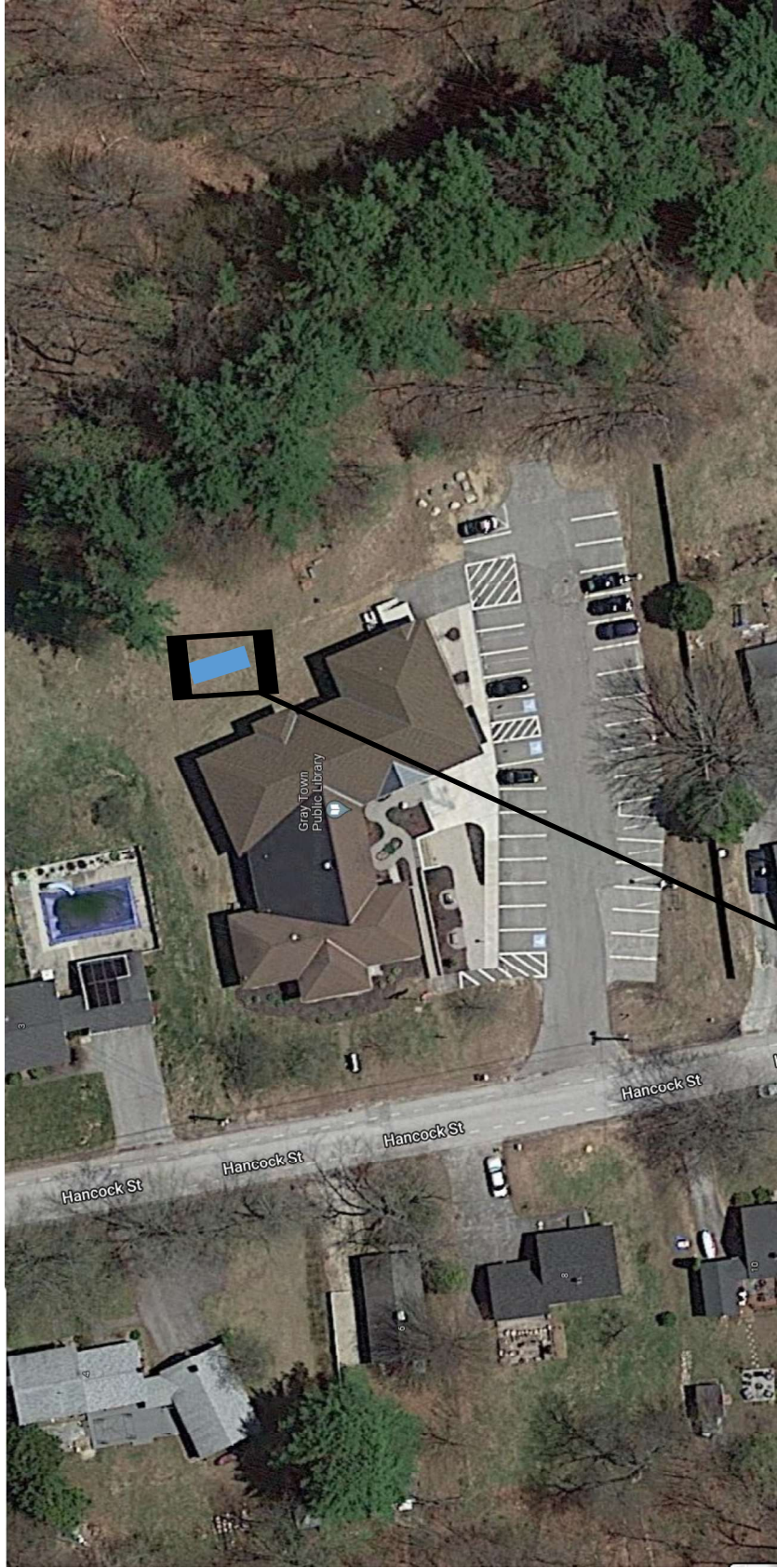
The trench will be 2 feet  
wide by 2 feet deep.

Pad for new generator.

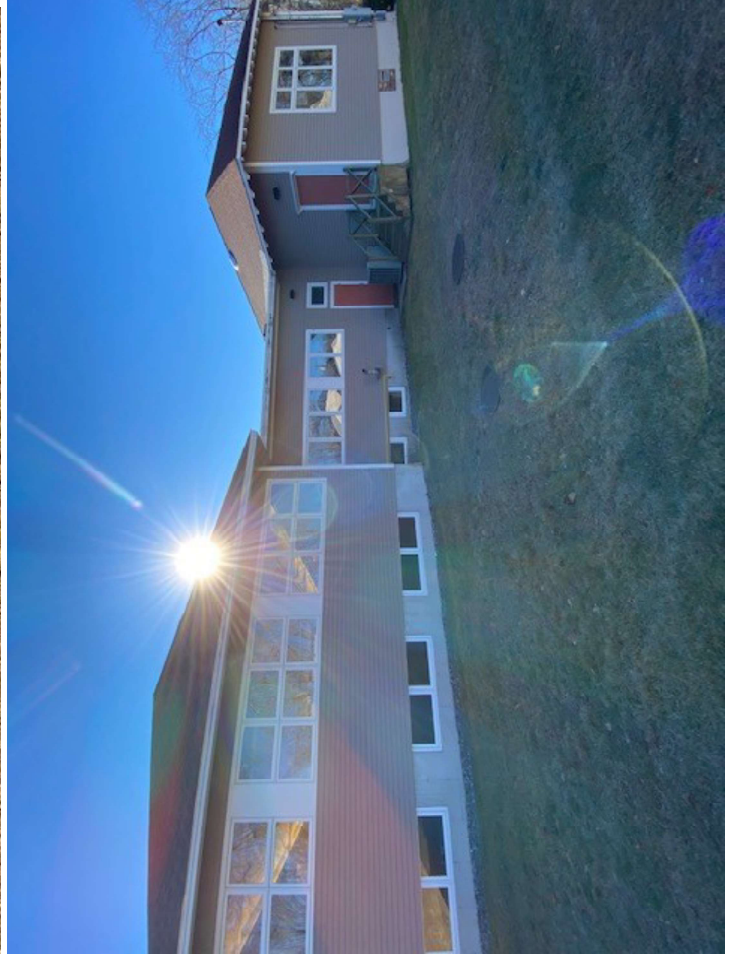
Trenched area to attach generator to existing  
electrical box.

Town of Gray—Gray Public Library  
5 Hancock Street, Gray, Maine

AERIAL PHOTOGRAPH OF PROJECT SITE



Proposed generator site.





Maine Municipal  
Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

To: MMA's Key Municipal Officials  
From: James Bennett, President, Maine Municipal Association  
Date: May 2, 2022  
Re: Nominations to MMA's 2022-2024 Legislative Policy Committee

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This memo begins the process of electing 70 dedicated municipal officials to serve on MMA's Legislative Policy Committee (LPC) over the next two-year period. Given the importance of this Policy Committee to MMA's overall mission, I urge you to help us identify nominees for service during the 2022-2024 biennium.

The LPC brings elected and appointed officials together from towns and cities across the state. According to its by-laws, the purpose of the LPC is "*to define municipal interests and to maximize those interests through effective participation in the legislative process.*" Operating something like a town meeting, the LPC establishes MMA's public policy positions on all matters of direct and statewide municipal interest for representation in the State House.

After the next LPC is elected, its first task will be to develop MMA's legislative agenda for submission to the Legislature in January 2023. Beginning in early 2023, the LPC will meet to determine MMA's position on all municipally-related legislation submitted by the Governor and legislators. MMA's legislative staff advocates for the positions established by the LPC.

The membership of the LPC tends to be a mixture of seasoned municipal officials, who bring an extraordinary depth of experience to the table, and new members with fresh concerns and insights. Speaking as a former Chair of the LPC, it is my observation that the debates and decision-making accomplished by this Committee often include public policy discussions of the highest caliber. The results certainly help establish MMA's credibility in the Maine legislative process.

A Nomination Form is enclosed. Two municipal officials are elected from each of Maine's 35 Senate Districts. What follows is background information on the process of election, and the suggested time commitment to serve.

**Background Information.** Any elected or appointed municipal official holding office in any MMA member community is eligible to serve on the Committee. There are two seats on the LPC for each State Senate District. Members serve two-year terms, representing their own community and the other municipalities in their Senate District.

(over)

LPC activities require a time commitment of approximately ten hours a month during legislative sessions (i.e., during the first 4 months of each calendar year) which includes attendance at the monthly meeting and contacts with other communities and legislators in the district as issues arise. The LPC is also engaged in the development of MMA's legislative agenda during the fall and early winter of each even-numbered year, which typically involves at least one additional meeting in Augusta. All mileage expenses are reimbursed. MMA's strength as a municipal advocate depends on the active help of a dedicated LPC membership.

More information about MMA's Legislative Policy Committee and the Association's entire advocacy program can be found at the Legislative/Advocacy link at MMA's website <http://www.memun.org/LegislativeAdvocacy/TheLPCHandbook.aspx>. In particular, the *LPC Handbook* describes the Association's overall policy development process and procedures in more detail.

### **Nomination Process**

Your municipality is entitled to nominate a representative to the LPC.

- The nominee may be either elected or appointed, but must be serving currently as a municipal official.
- You may nominate any municipal official from any member town or city within your Senate/LPC District; you do not have to nominate someone from your municipality.
- The names and brief bios of all municipal officials properly nominated will appear on the LPC ballot, which will be distributed on June 23<sup>rd</sup>.

### ***Nominee Profile***

Because the municipal officers may not be familiar with a nominee from another municipality, a brief description of each nominee who completes the enclosed **Nominee Profile Sheet** will be provided with the ballots that are distributed in late June. Please make sure that the person you nominate has a chance to complete the Nominee Profile Sheet and that it is returned to MMA with the Nomination Form.

### **Deadline for Submitting Nomination**

- ✍ The Chairman of your Board of Selectman, Council or Assessors (the "nominator") *and the nominee* must sign the nomination form for it to be valid. If you are unable to obtain the signature of the nominee prior to the deadline, an email from the nominee signifying their willingness to serve, will serve as their signature.
- ☒ The forms must be returned to MMA by 5:00 P.M. on June 22, 2022, to be counted. Ballots will be sent out immediately after the nomination process closes, so make sure the nomination form is received by MMA by that deadline. Please return the nomination form *and* nominee profile to **Laura Ellis** at MMA either by FAX (624-0129), by email ([Lellis@memun.org](mailto:Lellis@memun.org)) or by mail using the enclosed envelope.

If you have any questions, please call MMA's Advocacy & Communications staff at 1-800-452-8786 or 623-8428.

## LPC NOMINEE BIOGRAPHY

**To:** Legislative Policy Committee Nominees

**From:** Maine Municipal Association

**Date:** April 28, 2022

To help municipal officials make an informed choice when they vote for their LPC representatives, we ask nominees to provide some background information regarding their municipal service and why they want to be LPC members. A “nominee profile” is included on the ballot for each nominee who provides us with a profile.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_ **Years in current position:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
(include zip code, please)

**Email address:** \_\_\_\_\_

**Prior (recent) municipal experience:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you served on the LPC before? No  Yes  If yes, what years? \_\_\_\_\_

If you have served on any other MMA Committees, please note them: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate your primary issues of concern, and/or reasons for wanting to serve on the LPC:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return this completed form to Laura Ellis at MMA via email ([lellis@memun.org](mailto:lellis@memun.org)) or fax 624-0129 by June 22, 2022.

**Thank You!**

# NOMINATION FORM

Maine Municipal Association's  
**Legislative Policy Committee**  
July 2022 to June 2024


## Senate District 25

Cumberland  
Falmouth

Gray  
Long Island

North Yarmouth  
Yarmouth (part)

The municipal officers of \_\_\_\_\_ hereby nominate:  
*Print name of your municipality*

Nominee: \_\_\_\_\_   
*Print name of Nominee*

Nominee's municipality: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_   
*Signature of Nominator*

\_\_\_\_\_  
*Print name of Nominator*

### Consent

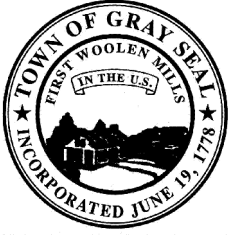
I agree to accept the nomination and to serve if elected to the MMA Legislative Policy Committee:

Date: \_\_\_\_\_   
*Signature of Nominee*

**Please return Nomination Form by 5:00 p.m. by Wednesday, June 22, 2022, to:**

Laura Ellis - Maine Municipal Association  
60 Community Drive, Augusta, ME 04330  
FAX: 624-0129

**Nominations received after 5:00 p.m. on June 22, 2022 will not be counted.**



## 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

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May 12, 2022

### **Town Manager Report to Town Council (4/29/2022 – 5/12/2022):**

- 5/10: Town Manager (TM) attended Southern Maine Manager Meeting via Zoom.
- 5/26: Town Department Heads and some other staff will participate in CCEMA Essential Functions workshop. There will be limited services in some departments on that day to allow department heads and program leaders to attend the workshop.

#### Other activities:

- Tammy Munson is scheduled to start full time work on 5/16 as Lead Code Enforcement Officer. I ask for Council's approval for my appointment as part of accepting this report.
- TM has been notified that the Town of Gray has been awarded a \$500K grant from the US Environmental Protection Agency for Brownfields Assessment.
- TM and Digital Media Coordinator completed certification for FEMA PS-00029.a Public Information Officer Awareness.
- TM has corresponded with MeDOT, who will be on site next week to discuss Yarmouth Road and Gray Village projects.
- We are interviewing candidates for the Finance Director position.
- COVID transmission rates have spiked in recent weeks. Staff will monitor trends and make policy recommendations about mask use at Town buildings.

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

SECTION 225.1 – EMERGENCY PREAMBLE

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

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

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

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

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

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

SECTION 225.2 – TITLE AND AUTHORITY

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

SECTION 225.3 – PURPOSE

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

#### SECTION 225.4 – FACE COVERINGS REQUIRED

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

#### SECTION 225.5 – SEVERABILITY CLAUSE

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

#### SECTION 225.6 – EFFECTIVE DATE; EXPIRATION

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



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

OFFICE OF  
LAND AND EMERGENCY  
MANAGEMENT

May 12, 2022

The Honorable Sandra Carder  
Town Council Chair  
Town of Gray  
24 Main Street  
Gray, ME 04039

Dear Chair Carder:

On behalf of the United States Environmental Protection Agency (EPA), I am pleased to congratulate you and confirm that the Town of Gray was selected as one of the entities EPA will begin negotiations with to award a cooperative agreement for an Assessment Grant. The Town of Gray submitted an outstanding application, and we deeply appreciate the tremendous commitment of time and energy that went into its preparation.

Since its inception in 1995, EPA's Brownfields Program has worked to help states and communities around the country clean up and revitalize brownfield sites. We fully expect that these brownfield projects will provide benefits to the environment and economy of local communities. Jim Byrne, your Regional Brownfields Contact, will work closely with the Town of Gray to negotiate the cooperative agreement prior to the grant award. You may contact Jim Byrne at 617-918-1389 or [byrne.james@epa.gov](mailto:byrne.james@epa.gov).

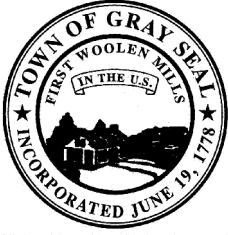
Again, congratulations on being selected! We look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "David R. Lloyd".

David R. Lloyd, Director  
Office of Brownfields and Land Revitalization

cc: Jim Byrne  
Nate Rudy



## TOWN OF GRAY

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

OFFICE OF THE ASSESSOR

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

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May 12, 2022

Assessing Department Report to Town Manager (3/29/2022 – 4/26/2022):

- 4/7, 4/14 and 4/21 - Attended Sebago Lakes Region Rotary Club meeting

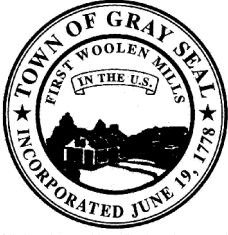
Other Activities/Accomplishments:

- 3/29/2022 – Attended FOAA Training sponsored by MMA
- 4/26/2022- Attended Time to Care Summit hosted by Tri-State Learning Collaborative on Aging
- Completed data input for 26 final inspections
- Processed March real estate transfers
- Continued work on market adjustments for next tax commitment

Challenges / Obstacles:

- Conversion to Trio Web:
  1. Pictures and sketches did not transfer over correctly
  2. Picture and sketch reports not processing
  3. Several search functions are not working
  4. There are issues with the time-out function - **Corrected**
  5. Addresses for condo units not appearing

In addition to the items listed above, it was discovered that our property accounts are not calculating correctly causing a standstill for commitment calculations. Trio has been working on correcting the issue.



## TOWN OF GRAY

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

DEPARTMENT OF BUILDING AND  
GROUNDS

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

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April 26, 2022

### Department of Buildings and Grounds Report to Town Manager 03/29-04/25/2022

- 3/29-3/31 Attended Certified Playground Safety Inspector course in Connecticut
- 4/01 Met with members of the Dry Mills Schoolhouse Committee at the schoolhouse to discuss work to be completed and the proposed setup
- 4/07 Worked at Schoolhouse on preparing and staining half of the floor
- 4/12 One on One Meeting with Town Manager
- 4/12 AAA Fire installed fire suppression for Pennell Kitchen
- 4/14 Coordinated install of cameras in Newbegin and Pennell
- 4/14 Changed out lights in Sand/Salt Shed with LED lights
- 4/14 Met with electrical contractor about EV Charging Project
- 4/15 Took delivery of 140 yards of Engineered Wood Fiber for Playground
- 4/15 Annual carpet cleaning of Pennell and Biannual cleaning of Rec Room carpet at Newbegin
- 4/15 Generator start up of Pennell and Public Safety
- 4/18 Staff observed Patriots Day holiday
- 4/19 Richard P Waltz into clear drain at Transfer Station Hopper Building
- 4/19 Leaks in foundations reported in multiple buildings due to heavy rain. No damage occurred
- 4/20 Worked at Schoolhouse installing windows, and floor trim
- 4/20 Installed liner for playground
- 4/21 Met with Carl Holmquist, Steve McPike, and Chad Fierros regarding Thayer Brook Preserve and Libby Hill
- 4/21 Public Works moved Engineered Wood Fiber into Playground area, then Staff spread throughout the area
- 4/21 Moved large grooming drag to Public Works for parts replacement and put the smaller drag in for the summer
- 4/21 Received Certified Playground Safety Inspector designation
- 4/22 Playground perimeter installed
- 4/25 Annual carpet cleaning of Library
- 4/25 Changed out 25 seasonal banners, installed the 26<sup>th</sup> banner, adjusted brackets as needed. Assisted Public Works with changing out directional sign in Village.
- 4/25 Trees removed at Monument that were on the abutter's property.

Town Council Tracking Worksheet Items:

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- Libby Hill/Thayer Brook Preserve Meeting

Other Activities / Accomplishments:

- Continued cleanup of grounds

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Public Works/Public Safety assisted with changing of lights in Sand/Salt Shed
- Public Works assisted with moving engineered wood fiber into playground area

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

Public Safety Generator- 98%- Transfer switch programming

Pennell Standby Generator-Completed

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

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

Public Safety Kitchen-90%-Punch List

Pennell Kitchen Range-90%-Exhaust fan

Village Station Kitchenette-10%-Materials on hand

Dry Mills Schoolhouse-80%-sand and stain floor, paint, trim, exterior railing, re-assemble

Playground-85% landscape, path, water fountain

Pennell Flood Damage Finish-punch list



## TOWN OF GRAY

Henry Pennell Municipal Complex  
24 Main St, Gray Maine 04039  
[www.graymaine.org](http://www.graymaine.org)

## COMMUNICATIONS & INFORMATION

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

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April 26, 2022

### Communications and Information Department Report to Town Manager (3/24/2022-present):

- 3/24: Held Six Month Goals Review with department staff.
- 3/25: Responded to Councilor Maguire's inquiries regarding the Town website menu item Government, which is linked to the Boards & Committees page.
- 3/28: Responded to Councilor Maguire's inquiries regarding the website's search performance as well as the archiving of official documents. Ordinance and Policy documents are located on the Town's server and are updated by staff in Administration and Communications/IT. Ordinance documents are posted on the website with amended dates, and we are working to do the same with policy documents as they are updated.
- 3/29: Responded to Councilor Chappell's inquiry regarding Town news and alerts. Residents may visit [www.graymaine.org/subscribe](http://www.graymaine.org/subscribe) to subscribe.
- 3/30: Posted job advertisements and descriptions for the Recreation department's summer positions.
- 3/31: Updated the Town's Volunteer page to include additional contact information.
- 4/4: Published *News About Town* newsletter ([April](#)) to the website and Facebook, spotlighting community service and the important contributions of our Town employees and residents.
- 4/5: Updated the Clerk/Tax Collector page to clarify roles and contact information.
- 4/6: Emailed Town staff to inform them of a special event at Pennell: Cumberland County EMA is using the Council Chambers for a NIMS (National Incident Management System) training this week.
- 4/8: Held department meeting to discuss digital safety concerns as well as the Town's Communication and Social Media Policy and its application.
- 4/8: Published staff photos to the Town website.
- 4/11: Provided a tutorial for staff to update their Outlook profile pictures.
- 4/14: Researched the cost of purchasing asset tagging software and hardware at the request of the Town Manager.
- 4/14: Blocked [info@sebagolakeschamber.org](mailto:info@sebagolakeschamber.org) upon learning this email address had been compromised.
- 4/15: Completed upgrade of the Datto Windows Agent, Windows backup software on Town servers.
- 4/19: Resolved Public Works voicemail issue.
- 4/20: Resolved issue with domain controller password sync service with ION support.

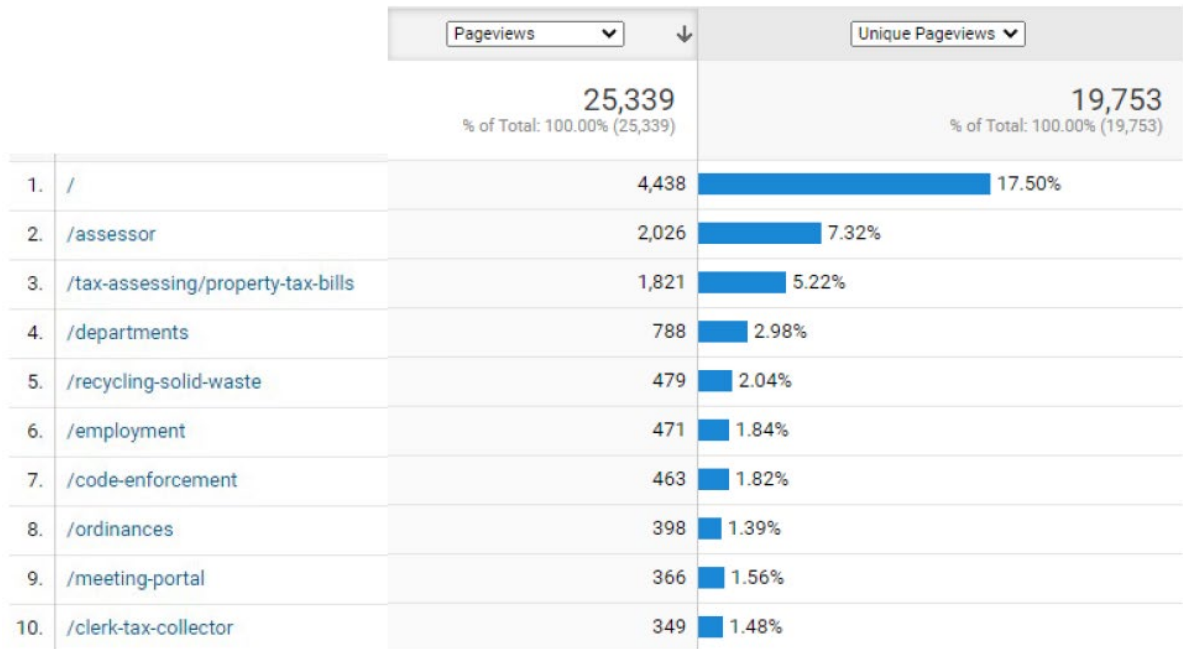
- 4/22: Provided department heads with login instructions for Vigilance, the security and emergency notification system that the Town is employing this year to ensure workplace safety.
- 4/26: Working to resolve TPX phone connection issues with certain cell phone carriers.

Town Council Tracking Spreadsheet Items:

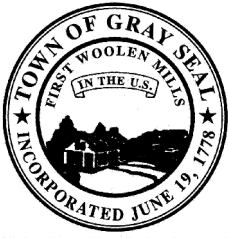
- On March 15, the Cable Ordinance amendments were approved following Council consideration at Second Reading and Public Hearing. This ordinance update will be posted once the Council finalizes its vote on May 3.

Other Activities / Accomplishments:

- The Town’s Facebook page achieved a reach of 5,785, **up 55%** from the previous month. This number is attributable to several popular posts.
  - The most popular Facebook posts were Hannah Bewsey’s promotion (2,847), followed by a post about a volunteer spring clean-up event (2,598), followed by the emerald ash borer post (2,055).
- The Facebook page received 17 new likes, **up 13%** from the previous month.
- The average post reach was 831, **up 12%** from the previous month.
- Here are the most popular Town website pages by Pageviews:



- The April newsletter received 168 views (April 1-21). The March newsletter ended its lifespan (March 1-March 31) with 148 views.



## TOWN OF GRAY

Henry Pennell Municipal Complex

24 Main St, Gray Maine 04039

[www.graymaine.org](http://www.graymaine.org)

OFFICE OF THE LIBRARY DIRECTOR

Josh Tiffany, Library Director

[jtiffany@graymaine.org](mailto:jtiffany@graymaine.org)

(207) 657-4110

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Gray Public Library Report to Town Manager 03/30/2022 to 04/26/2022

### Meetings and trainings

- Minerva Users Council (attended as Executive Board member, Minerva Treasurer, chair of the Minerva Financial Sustainability Committee, co-chair of Cataloging Committee, and member of Circulation Committee)
- Circulation Roundtable
- Library of Congress Subject Heading Review Committee
- M-DASH
- Psychological First Aid (6-hour training on understanding the impact of trauma and how it affects immediate and long-term reactions)

### March 30 to April 23, 2022

- Due to replacement suddenly leaving Town, facilitated end-of-April Minerva system-wide cataloging meeting
- Worked with Mose in Buildings and Grounds to arrange for access keys for the IB/AP SAD-15 testing at the library in late April / early May
- Accepted resignation letter from part time circulation clerk Cheryl Dupuis. She was offered a better paying, full time position at the Falmouth Library. Revised and posted notice that the library is accepting applications for the position.
- Worked with Town Manager to arrange for the portion of Darcel Devou, current Head of Circulation, to Assistant Director. The resignation of Cheryl, the imminent departure of the Children's Librarian due to surgery, and the position we left unfulfilled to make way for the Assistant Director necessitated the early promotion ahead of plan.
- Selected date with Randy Visser and Kyle Hadniak to have the Library host a "Community Media Night" in May where we will promote the resources and capacity related to video production for GCTV.
- Due to lack of language in Town of Gray Personnel Policy, requested clarification on whether employees leaving employment in good standing are paid out accrued vacation time upon departure.
- Worked with IT to solve lack of remote computer access using Splash top Streamer
- Received MMA Insurance Survey result from Buildings and Grounds which said our lower level was overcrowded. Have a volunteer currently working on book sale, and a one-day book sale event (where all items will cost a quarter) is scheduled for May.

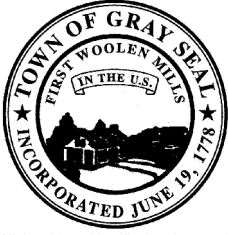
- Booked meeting for Gray Optimists Club, assisted setup to allow for 150-inch screen to be used by Zoom participants. The hybrid meeting model is very successful at the library due to the purchase of an OWL, solid speaker setup, and large screen to make remote participants less removed from the proceedings.
- Worked with outside organizations to arrange meeting room use / successful submissions of Facilities Use Request forms
- Worked with Maine InfoNet to explore whether status of certain items made their requesting impossible.
- Attended Minerva Circulation Roundtable as a member of Circulation Standards Committee. Also recorded, processed, and made available recording of the meeting so libraries that were unable to participate could still view the meeting for attendance credit.
- Ensure Children's Librarian Kathy George's paperwork was for an extended leave due to knee surgery.
- Attended two-day training session on Psychological First Aid
- Minerva Users Council – at my suggestion, recorded meeting. Gave final presentations as Treasurer, Chair of Financial Sustainability Committee, and Chair of Cataloging Standards Committee
- Initial conversations with Town Manager regarding whether external users of the Gray Library Meeting Rooms were required to have insurance.
- Two staff members were mandated to wear face coverings due to close contact with a positive COVID-19 individual
- Worked with Gray Parks and Rec and New Gloucester Parks and Rec to arrange and book a four-day short summer camp the week between when school lets out and the official start of Parks and Rec programming.

Town Council Tracking Worksheet Items:

- Preparing timeline for "fine free" policy shift effective July 1.

Other activities / accomplishments:

- Add 237 items to the system including: 12 music CDs, 48 news movies and TV shows, 26 juvenile and YA books, 54 new adult fiction books, 48 nonfiction books, 5 copies of GPLA books (high demand books that only circulate to Gray Library patrons), 32 individual periodicals, and 3 video games.
- Gray patrons received 568 items from partner libraries from April 1 to April 26.
- Gray sent out 1,075 items from other library requests from April 1 to April 26.



## TOWN OF GRAY

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

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

May 12, 2022

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### Planning Department Report to Town Manager (3/29 – 5/12, 2022):

- Assist PW Dir. with various road questions including background/history
- Assist TM with Brownfields grant application (Kristen)
- Multiple CEO inspections and in-office meetings to cover for lead CEO
- Write, edit, and issue Notice of Violations
- Assist Planner with 4-14 & 5-10 PB meetings including workshop & SRC
- Recon & drafting memos, draft motions, workshops, and SRC (Kristen)
- Circle K follow-up re landscaping and PB conditions (Kristen)
- Extensive communications and follow-up for ISM Solar surety (Kristen)
- Coordinate/spearhead formal road discontinuance for Hancock Street (Kristen)
- Outreach & coordination of additional McKin change of status from EPA

### Town Council Tracking Worksheet Items:

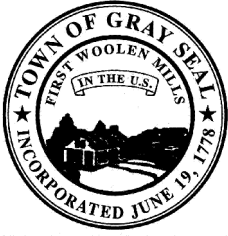
- OAC input re new residential districts & types/densities of dwelling units
- Continue coordination with Town consulting engineer re Village infrastructure
- Coordinate/implement with TM & consulting engineer re next steps for Yar. Rd.
- Outreach to key village property owners for possible future infrastructure use
- Exploring viable options for use of current FY \$ for stormwater/phosphorus
- Draft and solicit input on self-storage design standards
- Continued follow-up & coordination for short term rentals
- Continued communications/follow-up re LWCF conversion/yellow book (Kristen)
- Coordinate Surface Water Protection ordinance

### Other Activities / Accomplishments:

- Coordination/facilitation of next steps for possible Blackthorne SD
- Legal input sought for guiding PB applications & road discontinuance
- Verify status & correct version of Shoreland Zoning ordinance

### Challenges / Obstacles Requiring Assistance Outside of the Department:

- Vacant lead CEO position has been difficult for the department to manage
- Tight PB meeting schedules due to close to quorum for membership-need members
- ZBA membership now down to minimum for quorum, 3 members



## TOWN OF GRAY

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

### PUBLIC WORKS

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

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May 12, 2022

### Public Works Monthly Report to Town Manager (3/28/2022-4/25/2022)

#### Activities:

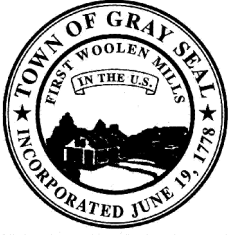
- Response to winter weather events:
  - A few close calls but, no winter weather requiring DPW response!
- Libby Hill/Shaker Rd sidewalk project meetings/proposals.
- Attended MMA/MeDOT village infrastructure session 4/1.
- Out of office/pto.
- Site visit with Historical Society building project.
- Attended Southern Maine Public Works Directors group 4/13.
- Liquidated previously replaced equipment at consignment auction 4/21.
- Paving prices look to be even higher than anticipated, will go out to bid for better results, hopefully.
- Weather implications holding up road striping and slowing sweeping.

#### Challenges / Obstacles Requiring Assistance Outside of the Department:

- Collaborated with Buildings & Grounds on building maintenance items for sand/salt shed ahead of material restocking.
- Assisted B&G with playground installation project.
- Several project collaborations with Planning dept.

#### Town Council Tracking Worksheet Items:

- Review project areas for Main St/Lewiston Rd and drainage concerns, collaborate with MDOT with onsite discussion to follow.
- Libby Hill/Shaker Rd sidewalk plan updates and coordinate with MSAD15 and MeDOT.



## TOWN OF GRAY

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

RECREATION DEPARTMENT

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

April 25, 2022

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### Recreation Department Report to Town Manager April 2022:

- 4.1 Courtesy Boat Inspection (CBI) Grant Awarded to Town of Gray \$1500
- 4.4 Recreation Committee Met
- 4.5 Director attended strategic planning meeting with School Dept. Superintendent and local business leaders
- 4.7 Director met with NG Rec Director to begin drafting MOU for GNG Recreation
- 4.14 Director attended: Department Head meeting presented wellness topic of standing/walking meetings, Optimist Club Meeting
- 4.19 Director attended MDASH meeting
- 4.21 Director attended Safety Committee meeting
- 4.22 Director took guided tour of Libby Hill Trails system
- 4.26 Wellness Committee to meet

### Other Activities / Accomplishments:

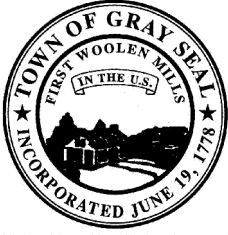
- Summer Camp Registration opened, 729 weeks of camp sold, 27 on waitlist (Gray)
- There were two summer camp planning meetings in April
- Interviews were held for summer camp leadership positions, a job fair for summer camp counselors to be held on 4.30.22, 10:00-1:00 at Town Hall
- Security Cameras were installed in Newbegin Gym and Rec Room
- Wilkies Beach- Geese Deterrent Light was ordered and arrived, Dog Waste Station also ordered and arrived
- Senior Coffee Club put together 30+ Easter Baskets, Kids Club delivered them to the food pantry
- Foodline Domino project gathered 150+ boxes of food to be donated to the food pantry
- Outdoor Volleyball- 1 Net put up
- Pennell Playground- wood chips delivered, opening TBD
- Rentals- 1 gym rental, 2 birthday party rentals
- Open gym attendance declining- will end at the end of the month

### Challenges / Obstacles Requiring Assistance Outside of the Department:

N/A

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## TOWN OF GRAY

Henry Pennell Municipal Complex  
24 Main St, Gray Maine 04039  
[www.graymaine.org](http://www.graymaine.org)

SOLID WASTE AND RECYCLING  
RANDY COOKSON, DIRECTOR  
[RCOOKSON@GRAYMAINE.ORG](mailto:RCOOKSON@GRAYMAINE.ORG)  
657.2343

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April 30, 2022

### Solid Waste Department Report to Town Manager (3/29 – 4/30/2022):

3/30 shipped 21 tons of mixed paper to Norfolk, NY  
3/31 met with Resiliency Committee via Zoom  
4/7 shipped 21 tons cardboard to Quebec, CA  
4/8 met with Jonathan Hart regarding FMLA  
4/13 through 4/16 vacation  
4/14 Department Head meeting via Zoom from home  
4/17 closed for Easter holiday  
4/22 met with Resiliency Committee via Zoom  
4/27 shipped 21 tons mixed paper to Clifton, NJ

### Town Council Tracking Worksheet Items:

- A
- B

### Other Activities / Accomplishments:

Working on training staff members to cover for me for an anticipated extended period of upcoming medical leave.

Distributed 200 plus yards of composted yard waste to Gray residents.

Met with wood grinder regarding brush and wood waste processing/disposal. Still a tough market. Anticipate early June for processing.

### Challenges / Obstacles Requiring Assistance Outside of the Department:

\*O/F/C (All)

OPEN

Count of Description	Column Labels			
Row Labels	H	L	M	Grand Total
Administrative	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	5	2	10	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
<b>Grand Total</b>	<b>13</b>	<b>8</b>	<b>20</b>	<b>41</b>

\*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	8	1	19	29
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
<b>Grand Total</b>	<b>1</b>	<b>28</b>	<b>5</b>	<b>37</b>	<b>71</b>

*Status: O = Open C = Closed F= Future						Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline					Last Update: 05/03/2022	
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	<a href="#">Detail Tab</a>	Identify steps/ create plan to <b>implement</b> newly approved <b>Comprehensive plan</b> . <b>SEE SEPARATE TAB - FOR DETAILS</b>	Council	Council	Council	12/01/20	<a href="#">05/03/22</a>	(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. <a href="#">See Detail tab for updates</a> . <b>Next Steps: Nate to excute contract with GPCOG.</b>
49	Ordinance	O	H	2	07/01/22	Review current <b>ordinances and zoning</b> to determine if changes are needed for <b>Duplexes</b>	Dan Maguire	Dan Maguire	Doug Webster	02/19/19	03/15/22	Dan asked the Council to consider making changes to Duplexes to address sprawl growth and other unintended impacts to density bonus of allowing a duplex in lieu of a single unit of housing. Doug advised this issue has been researched in the past. Dan needs to talk to Kathy and then work through reviewing current ordinances. Then, bring to the OAC for possible proposal to the Council. (12/17) Deb advised of resident e-mail regarding the number of duplexes being built in Gray - Planning Board has also recently discussed. Council agreed this issue needs to be moved up in the priority list. (6/2) Council reviewed questions from OAC & provided direction. Generally speaking, there was support to make it more restrictive in certain zones and encourage them in others by making it less restrictive. It was agreed this is one tool in the growth mgmt plan. (8/4) Doug provided memo detailing OAC ques/disc points along with the growth plan disc and Comp Plan review. Council agreed a full workshop is needed to review. (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed addtl workshop to create workplan to complete all the work needed. (5/18) Council approved a moratorium in the Village on single family and dual family housing to allow for the creation of new standards and requirements in those zones (see item #94) (9/7) 1st read of design stand in Village (9/21) 2nd read/hear held by Council (PB held hear 9/20) changes go into effect in 30 days. (10/5) Council/Doug discussed whether this should stay standalone item - likely be swept into changes are they are made - but do not want to lose sight of this critical issue. (3/15) Nate pres plan for PD Staff work to Council. <b>Next Step: Doug's focus will be on zoning/ordinance changes in VC/VCP</b>
34	TIF Goal / Budget	O	H	3	<a href="#">Detail Tab</a>	Work on <b>planning</b> associated with new <b>Village TIF</b> . <b>SEE SEPARATE TAB FOR DETAILS</b>	Council	Nate Rudy	Doug Webster	08/07/18	<a href="#">05/03/22</a>	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. <a href="#">See detail tab for updates</a> . <b>Next Step: Nate to engage GPCOG for charette.</b>

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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 <b>Insert for Tax Bills</b>	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. <b>Next Step:</b> Council/Staff to finalize before deadline in summer.
22	Ordinance	O	H	5.1	06/01/22	Review current <b>ordinance governing stormwater drainage measurements</b> to determine if updates are needed. Update ordinance to include <b>licensing fee or other fee structure</b> IF business wants access to <b>stormwater system</b> .	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 add'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. <b>Next Step:</b> Doug & Will will provide analysis to Council when available.
25	Ordinance	O	H	5.2	06/01/22	Review current <b>ordinance governing stormwater drainage measurements</b> to determine if updates are needed. Create <b>stormwater performance standards</b> 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. <b>Next Step:</b> 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 <b>Libby Hill Road upgrade Plan</b> 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 <b>Next Step: Await results of application process.</b>
66B	Traffic	O	H	7	01/31/22	Determine if <b>Time of Day Weight</b> restriction should be placed on <b>Short Shaker Rd.</b>	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. <b>Next Step: DOT to provide wording for ordinance amendment, Town will hold new public hearings when updated.</b>

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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	<a href="#">Detail Tab</a>	Work to develop long term changes needed to address traffic, drainage, road conditions, pedestrian & cyclist safety and speed along <b>Route 115 entering Gray from the hill thru connection to Brown Street.</b>	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 <b>Next Step: New tasks logged on detail sheet.</b>
89	Infrastructure / Village TIF Goals	O	H	9	<a href="#">Detail Tab</a>	Create <b>Engineering Plans for Main Street</b> 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. <b>Next Steps: Village Charette planned. New tasks logged on detail tab.</b>

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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
104	Ordinance	O	H	10	06/01/22	Correct <b>Self Storage Ordinance</b> and create <b>restrictions on new facilities</b>	Doug Webster	Nate Rudy	Doug Webster	01/05/22	05/03/22	(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 apprv (4/19) Nate adv larger changes in progress. Could be ready by June. <b>Next Step: Doug/Kristen to seek feedback from Council at 5/5 workshop.</b>
92	Open Space / Conservation Plan	O	H	11	12/01/22	Resolve State <b>Land for Maine's Future Grant Conversion</b> issue created by the <b>Tennis Courts</b>	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. <b>Next Step: Kristen &amp; 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).</b>
111	Ordinance	O	H	12	06/01/22	Create <b>Short Term Rental Ordinance</b> and/or progam in collaboration with <b>ADU ordinances</b>	Nate Rudy	Nate Rudy	Kristen Muszynski	03/15/22	05/03/22	(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. (5/3) <b>Council reviewed updated draft along with legal updates and outstanding questions. Provided feedback, but also requested clarification on a few points.</b> <b>Next Step: Doug to seek legal feedback &amp; advise when ready to come back for discussion.</b> Council also agreed to add to insert for tax bills.

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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
24A	Traffic	O	M	3	<a href="#">Detail Tab</a>	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. <b>MDOT Portion.</b> <b>SEE SEPARATE TAB - FOR DETAILS</b>	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. <b>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.</b> 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. <b>Next Step: See Detail tab for more info.</b>
24B	Traffic	O	M	3	<a href="#">Detail Tab</a>	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. <b>MTA Portion.</b> <b>SEE SEPARATE TAB - FOR DETAILS</b>	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 - <b>MTA</b> - set up workshop in May - Peter Mills, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held Mary 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & addt'l info from Deb. Discussed <b>possibly sending official letters to individual trucking companies</b> 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 <b>Next Step: Awaiting guidance from Legislative team.</b> 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 <b>current ad hoc agreements</b> used to create <b>Libby Hill Trails</b> . Council agreed a full review and updates are needed to protect this asset as part of <b>Open Space Plan</b> .	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 <b>Next Step: Sandy to review documents &amp; discuss with Nate/Alyssa. Also researching insurance/liability issue.</b>
99	Ordinance	O	M	3	K1	Create <b>Water Quality (Shoreland) Ordinance</b>	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. <b>Next Step: Doug will refer question to CCSW</b>
97	Policy	O	M	4	12/31/21	<b>Update Council Rules</b> (1) charter language (2) grammatical (3) online meetings policy	Dan Maguire	Council	Sandy Carder	06/15/21	05/03/22	(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. (5/3) <b>Updated law passed. Next Step: Council to review updates against current policy at 5/5 workshop.</b>

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88	Infrastructure / Village TIF Goals	O	M	5	05/01/22	Infrastructure - <b>Shaker Rd Stormwater/Sidewalk - Project</b>	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 Dougherty, Kyle Hall, Deb &amp; 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 &amp; 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 &amp; 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><b>Next Steps: Remaining items to be add in Spring.</b></p>
69	Recreation	O	M	6	04/01/22	Create a <b>Pocket Park</b> including Historical Marker at <b>5 Yarmouth Rd</b> 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 &amp; is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed &amp; 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 &amp; 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 <b>Next Step: Park set to be discussed at 3/3 budget workshop.</b></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. <b>Next Step: CEDC to make proposal to Council.</b>
55	Administrative	O	M	8	Ongoing	Review current legal agreement between MDOT, Water District and Town regarding the <b>Route 26A winter maintenance and wellhead monitoring</b>	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. <b>Next Steps: Nate will update Council at later meeting.</b>
70	Ordinance	O	M	9	D1	Review current <b>residential Subdivision Ordinance</b> for necessary changes in <b>Open Space</b>	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. <b>Next Step: Doug to work on proposed changes.</b>

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67	Residential	O	M	10	06/01/22	To review the status <b>Deer Acres</b> property (private road)	Residents	Council	Council	12/03/19	05/03/22	(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 addtl winter maintenance additions either temporarily or permanently. Sandy adv another road (Ramsdell) is now seeking a change so Town can do winter maintenance on addtl road being built. (12/7) Nate has req a larger conversation regarding road acceptance & winter maintenance. (4/19) Sandy adv this will likely be scheduled for one of the May workshops. <a href="#">(5/3) Assoc followed up on status.</a> <b>Next Step: Council to discuss larger issues and Deer Acres &amp; Ramsdall Rd requests at upcoming workshop.</b>
93	Public Safety	O	M	11	K2	Address dilapidated <b>Vacant Buildings</b> around <b>Shaker Rd/No. Raymond Rd intersection</b>	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. <b>Next Step: Kristen will work on after short term rental/ADU, self storage and water quality priorities.</b>
52	Ordinance	O	M	12	05/01/22	Develop local level <b>Sidewalk Construction standards</b>	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. <b>Next Step: Nate will review with Council at upcoming workshop.</b>
76	Ordinance	O	M	13	D2	Amend <b>Subdivision Ordinance</b> to strengthen <b>Buffer Zone requirements</b> & provide more autonomy to PB relating to <b>internal roads</b>	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. <b>Next Step: Dan to bring to the OAC for discussion.</b>

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78	Ordinance	O	M	14	Contract	Create <b>Stormwater Standards for Watersheds</b>	Doug Webster	Nate Rudy	Doug Webster	06/02/20	03/15/22	(6/2) Council agreed to log new item to create Stormwater standards for watersheds which will consist of (1) obtaining assistance from Cumberland County Soil & Water Conservation District (2) consideration of watershed overlay to zoning map (3) setting up addtl peer reviews for PB applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind future owners to maintaining stormwater plans. (3/15) Nate pres plan for PD staff work which included contracting out some of this work. <b>Next Step: Doug to work with CCS&amp;W.</b>
113	<a href="#">Ordinance</a>	O	M	15	TBD	<a href="#">Create ordinance to restrict herbicides, pesticides and fertilizer use around solar arrays &amp; other sensitive areas (watersheds, public spaces, etc.)</a>	<a href="#">Dan Maguire</a>	<a href="#">Nate Rudy</a>	<a href="#">TBD</a>	<a href="#">05/03/22</a>	<a href="#">05/03/22</a>	<a href="#">(05/03/22) Council agreed this was an important item that should be addressed in the coming year. Initially, adding restrictions for the solar arrays in Town and then add as part of the watershed/shoreland protection discussion. Finally, review other areas this may apply like public parks. Next Step: Work on when resources become available.</a>
94	Ordinance	O	M	16	K3	Update Town's <b>Ordinance</b> to reflect long term <b>Solar Array</b> policies for <b>residential</b> , 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. <b>Next Step: Kristen will work on after higher priority items.</b>
44	Ordinance	O	M	17	D3	Review current <b>residential Subdivision Ordinance</b> for necessary changes <b>all other areas</b> (besides <b>Open Space</b> - 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. <b>Next Step: Doug will work on this one after higher priorities.</b>
106	Ordinance /Standards	O	M	18	TBD	Create a <b>Dark Skies Ordinance</b> or imbed <b>Dark Skies standards</b> 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. <b>Next Step: Define path forward as more discussions are held.</b>
107	Ordinance	O	M	19	TBD	Create a <b>Fire Safety Impact Fee</b> to fund public <b>fire cisterns</b>	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. <b>Next Step: Work on when time permits.</b>

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90	Budget	O	L	1	06/01/22	Review and update <b>Sick Time carryover</b> and/or <b>payout provision</b>	Dan Maguire	Council	Nate Rudy	02/16/21	05/03/22	(2/16/21) This item has been discussed under the Budget tab startin in last year's cycle. Auditors have identified unfunded liability of close to \$400,000 for accumulated vacation, personal and sick time. Council requested add'l info on benefits in other Town's. Right now, there is no cap to sick time carryover and up to 50% of 90 days of time is paid out to employees when they separate from the Town. This seems out of line with other Towns. Council to consider a carryover cap and/or possible change in pay out provision.(7/6) Council discussed at workshop (1/13/22) Nate compiled data from other Towns & drafted an updated policy. Council rev and requested more info. Nate relayed feedback from Staff.(1/31) Nate prov add'l info, Council had brief conervation. (3/15) Council discussed options at workshop & identified parameters of changes requesting a little more info from Nate. (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 & add'l information on current personal time policy. <b>Next Step: Nate to draft updated policy to match agreement &amp; provide additional informatoin, Council will discuss at 5/5 workshop.</b>
96	Budget	O	L	2	06/01/22	Analyze <b>Resources &amp; Responsibilities</b> within <b>Planning Department</b>	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. <b>Next Step: Voters will decide on June 14th.</b>
98	Ordinance	O	L	3	K4	Review and update <b>Land Bank Commission Ordinance</b>	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. <b>Next Step: Kristen to handle after higher priorities.</b>
60	Ordinance	O	L	4	K5	Review current <b>Kennel related ordinances</b> , 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. <b>Next Step: Kristine to handle after higher priorities.</b>

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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
110	Revenue	O	L	5	08/01/22	Create <b>Legislative Bill</b> to reimburse <b>Commercial Solar Array Property Tax exemption</b>	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. <b>Next Step: Nate will reach out to contact at MRS.</b>
102	Training	O	L	6	07/01/22	Develop <b>Committee Volunteers training Webinar</b>	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. <b>Next Step: Nate will work with Staff to create a training webinar.</b>
87	Administrative	O	L	7	12/01/21	Review current <b>Fee policy</b> for <b>MSAD15, Gray and NG</b> to determine if there is a better <b>reciprocal approach</b>	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. <b>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.</b>
39a	Administrative	O	L	8	08/01/22	Need to review/reneogiate <b>Cable TV Contract</b> sometime in 2019-2021.	Deb Cabana	Nate Rudy	Jon Hartt	09/18/18	05/03/22	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. (5/3) <b>affirmation vote taken to address motion error in 3/15 meeting.</b> <b>Next Step: Nate/Jon to obtain update from Bradley Law on negotiations.</b>

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B	Comp Plan Imp - break out item 84	O	H	1	01/15/22	Consider <b>New Committee</b> to monitor, supervise, ensure <b>Comp Plan implementation</b> proceeds	Council	Council	Dan Maguire/Krista Chappell	12/01/20	05/03/22	(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. (5/3) <a href="#">Timeline updated apps through 5/30 Council to review at June workshop.</a> <b>Next Steps: Dan/Krista to work with Staff on media outreach to seek applications.</b>
E	Comp Plan Imp - break out item 84	O	H	1	01/31/22	Create <b>plan/timeline for Zoning changes &amp; ordinance changes</b>	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. <b>Next Steps: Current zoning/ordinance change will go into effect in 30 days.</b>

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46	Ordinance	O	H	1	07/01/22	Develop <b>Growth Management</b> 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. Agreed to move this item to sub category under comp plan. <b>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.</b>

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A	TIF Goal / Budget - break out tasks from Item 34	O	H	3	02/28/22	TIF - <b>Mixed Use Zoning</b> Discussion for <b>Property next to Northbrook</b>	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 - <b>Center Rd / Bridge Redesign</b>	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 <b>Sewer/Water treatment</b> 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 <b>Special Assessment Fees</b> - 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. <b>Next Step: Determine when Staff has capacity to work on.</b>
8	TIF Goal / Budget - break out tasks from Item 34	O	H	3	TBD	Develop possible <b>In Lieu Fees</b> - 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. <b>Next Step: Determine when Staff has capacity to work on.</b>

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A	Route 115 - break out tasks from Item 4	O	H	8	TBD	Obtain <b>Ledge Map</b> 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. <b>Next Steps: Mapping should be done within a couple weeks.</b>
B	Route 115 - break out tasks from Item 4	O	H	8	TBD	Obtain updated <b>full Survey</b> 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. <b>Next Steps: Survey should be done within a couple weeks.</b>
C	Route 115 - break out tasks from Item 4	O	H	8	TBD	Draft a <b>High Level Engineering Plan</b> 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. <b>Next Steps: Add'l guidance provided - Will to update plans &amp; provide estimates on costs to determine what may need to be cut before going to the residents.</b>
D	Route 115 - break out tasks from Item 4	O	H	8	TBD	Provide past <b>Traffic Study</b> for <b>Brown Street</b>	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> <b>Next Steps: Will to research further.</b>

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E	Route 115 - break out tasks from Item 4	O	H	8	TBD	Set up <b>Joint Meeting</b> with <b>MDOT</b>	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. <b>Next Steps: Town needs to complete more work to prepare for the MPI application.</b>
F	Route 115 - break out tasks from Item 4	O	H	8	TBD	Set up <b>Meeting</b> with <b>Water Department</b>	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 <b>Next Steps: Continue to include WD in meetings.</b>
G	Route 115 - break out tasks from Item 4	O	H	8	TBD	Set up <b>Discussion</b> with <b>First Congregational Church</b>	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. <b>Next Steps: Will will work with Staff to engage the Church to review options for squaring Brown and dealing with their septic system.</b>
H	Route 115 - break out tasks from Item 4	O	H	8	TBD	Identify <b>Blasting impacts</b> 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. <b>Next Steps: Blasting will be identified, if applicable, once more work is done on the planning.</b>
I	Route 115 - break out tasks from Item 4	O	H	8	TBD	Schedule <b>Public Forums</b> for <b>property owners and residents</b>	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. <b>Next Steps: Will to identify most impacted parcels.</b>
J	Route 115 - break out tasks from Item 4	O	H	8	TBD	Obtain info on <b>Budget</b> and <b>MDOT MPI fund disbursement rules</b>	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. <b>Next Steps: Will to identify most impacted parcels.</b>

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K	Route 115 - break out tasks from Item 4	O	H	8	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. <b>Next Steps:</b> Nate will check in with Will for high level estimate.
L	Route 115 - break out tasks from Item 4	O	H	8	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. <b>Next Steps:</b> 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. <b>Next Step:</b> 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 <b>Next Step:</b> 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. <b>Next Steps:</b> 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 feedfrom Mr. Mills. Ress appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent mat to S Carver as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd - GPCOG to take leave & prov prop for full coun to cons. (1/7) Sandy pres propos scope from COG-Counc req opts for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Coun will vote on engage letter at 1/21 meet. (1/21) Coun voted to approve engag letter. (2/4) Sandy recap conf call with COG-ok with chgs-will look into poss ph 2 study to capture 'avoid' vs. 'divers' traffic with MDOT fund? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is Sept (9/1) Sandy adv draft report is done - final repot should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Mgr. (11/17) GPCOG resp to MDOT & are work on updating. (12/15) Sandy has rec'd updated study - will pull together all the material & send to Council. Will be placed on a future workshop agenda. (1/5) Diversion info shared (3/16) Council disc resp (1) to MTA (2) meet with Leg team + transp committee members (3) integrate in convo with MDOT on Route 100 projects (4) req mor info on LOS study costs/timeframes. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues.

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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. <b>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.</b>
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. <b>Will be considered a 'future' item.</b>
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 <b>would be considered a future item</b> based on lack of available information. Possible OAC research item.
17	Economic Development / Budget	F				Research and compile data and options for a possible <b>Community Center</b> 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. <b>Next Step:</b> 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 <b>ordinance governing noise</b> for updates and research possible <b>odor ordinance</b> .	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 <b>Chickens</b> 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 <b>Otelco Poles</b> to be <b>removed</b> on short <b>Shaker Road</b>	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 <b>Narrow Gauge Railroad</b> 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 <b>Mooring Ordinance</b> for all <b>Gray Lakes</b>	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 <b>PUD subdivision to the Staff Review Committee</b> 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.	