

**TOWN OF GRAY  
GRAY TOWN COUNCIL  
AGENDA • JUNE 7, 2022**

**Gray Town  
Council Regular  
Meeting**

**Town Council Chambers  
24 Main Street, Gray, ME 04039  
<https://us06web.zoom.us/j/87292814699>  
Phone 646-558-8656 / Meeting ID: 872 9281 4699**

**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 Remove from the Table the Minutes of the Town Council Meeting on May 3, 2022.
2. To Review and Approve the Minutes of the Town Council Meeting on May 3, 2022.
3. To Review and Approve the Minutes of the Town Council Meeting on May 17, 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: 872 9281 4699*

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

**VII. ACTION ITEMS 7:20PM**

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

Proposed motion:

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

2. To Review and Act Upon Approving the Town's Hybrid/Remote Meeting Policy. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves the Hybrid/Remote Meeting Policy.

3. To Review and Act Upon Approving an Amendment to the Town Council Rules. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves the proposed amendment to the Town Council Rules.

4. To Review and Act Upon Approving an Amendment to the Town's Committee Policy. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves the proposed amendment to the Committee Policy.

5. To Review and Act Upon Approving Amendments to the Town's Personnel Policy relating to employee leave and sick time. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves the proposed amendments to the Personnel Policy.

6. To Review and Act Upon Accepting Brownfields Assessment Grants from the United States Environmental Protection Agency (EPA) in the amount of \$500,000 over a three-year period starting in 2022. These grants are awarded across the country for local communities to identify and assess underutilized properties for future clean-up and redevelopment, while protecting public health and the environment. 10 MINS

Proposed motion:

Ordered, the Gray Town Council accepts the EPA's Brownfields Assessment Grants in the amount of \$500,000 over a three-year period starting in 2022.

7. To Review and Act Upon Accepting the Community Development Block Grant of \$87,820 to fund phase II of the Village Area Loop Trail. This section of trail is proposed to extend from the existing trail behind Pennell, across the street to the gateway property and the Russell School. 5 MINS

Proposed motion:

Ordered, the Gray Town Council accepts the Community Development Block Grant of \$87,820 to fund phase II of the Village Area Loop Trail.

8. To Review and Act Upon Approving the use of Village Green Park for a Farmer's Market. 10 MINS

Proposed motion:

Ordered, the Gray Town Council approves the use of Village Green Park for a Farmer's Market.

**VIII. REPORT FROM THE COUNCIL CHAIR 5 MINS - 8:10PM**

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

**X. COMMITTEE REPORTS 10 MINS**

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

**XII. COUNCIL DISCUSSION**

**XIII. ADJOURNMENT 8:35PM**

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

**TOWN OF GRAY**  
**GRAY TOWN COUNCIL MINUTES – MAY 3, 2022**

Gray Town Council  
Regular Meeting

**Henry Pennell Municipal Complex**  
**24 Main Street, Gray, ME 04039**

**7:00 PM**

**I. OPENING STATEMENT:** This was conducted as a hybrid meeting - via “Zoom” and in-person.

**II. ROLL CALL**

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

**III. FLAG PRESENTATION & PLEDGE OF ALLEGIANCE: Cub Scout Pack #86**

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

**1. To Review and Approve an Amendment to the Minutes of the Town Council Meeting on December 21, 2021.** This amendment was to strike text carried forward from a previous meeting, as shown in the board members packet on Page No. 8. The following motion was made.

**MOTION:** *by Dan Maguire, seconded by Anne Gass, to approve an Amendment to the Minutes of the Town Council Meeting on December 21, 2021.*

**VOTED:** *5-0 (Passed).*

**2. To Review and Approve the Minutes of the Town Council Meeting on April 19, 2022.** The following motion was made.

**MOTION:** *by Martin Meaney, seconded by Anne Gass, to approve the Town Council Meeting Minutes for April 19, 2022.*

**VOTED:** *4-1 (Passed). (Krista Chappell – Abstained).* Not in attendance at that meeting.

**V. PUBLIC COMMENTS OF NON-AGENDA ITEMS (LIMIT 3 MINS PER PERSON).** This item was opened for public comments at 7:04 pm.

**Brandon Pollard – 193 Mayall Road** stated that this is preliminary and he is looking to pursue as time goes on. He said it is an issue that will take time. He stated that he is willing to put in the time to make some changes in the Town. He is asking the Town Council to consider its position regarding the medical cannabis storefronts in the Town of Gray. He said the foundation of the Maine Medical Cannabis Program is the ability to get legal and safe products from local caregivers – to know your farmer! This is a place to get medicine for everything from chronic pain and mental health to cancer. A local place where you know each other’s names and can say “hello” to one another at community gatherings. He said if he was given the opportunity, he would play by the rules and work hard. The Town has a say in how many stores may open by way of a license cap. This would control the potential saturation of storefronts in the Town that has not allowed it yet. If introduced properly and managed, he does not see why medical cannabis needs cannot be acquired in Gray. In closing, Nate Rudy encouraged him to submit his comments to the

Town.

There were no further public comments. Public Comments were then closed of Non-Agenda Items at 7:08 pm.

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

**VII. CONSENT AGENDA:**

**1. Approval to proceed with necessary upgrades to Water Lines at Cemetery.** This was previously discussed at the Town Council Meeting held on April 19, 2022. Dan Maguire asked to remove the cemetery water repair item from the Consent Agenda and place as an Action Item (Action Item No. 9) for further discussion. No motion is necessary to remove this item.

**2. Cable Ordinance motion.** This did not have a motion to confirm the vote taken. Included in the packets (on Page 19) is the clarification of the Town Council's 03/15/2022 vote to approve the revised Cable TV language.

The following motion was made on the Consent Agenda.

**MOTION:** *by Martin Meaney, seconded by Anne Gass, to accept the Consent Agenda, which now has one item – Cable Ordinance motion.*

**VOTED:** *5-0 (Passed).*

**VIII. PRESENTATION:**

**1. Short Term Rentals Ordinance.** This presentation began at 7:11 pm. This was previously discussed with some direction to Town Staff. Staff had drafted a Short-Term Rental Ordinance for the Town Council's consideration. Doug Webster presented this item and stated that this item is included in the board packets beginning on Page 20. He gave a brief timeline as to how this is where it is. He continued by saying that at the April 5, 2022 Town Council meeting, two (2) options were presented. The consensus of the Town Council was for a more streamlined registration approach. The proposed new Chapter 390 was put together and sent to legal counsel, who provided some edits which were provided to the Town Council. As outlined in Kristen Muszynski's memorandum dated April 28, 2022, one of the more substantive changes that the attorney is proposing is with regards to the role of the Code Officer. If there is a registration process, the Code Officer would only be involved if there was a complaint that came in. The edits that the Town Attorney is suggesting are that the Code Officer do an inspection at the point that they initially register. He said it is the Town Council who sets policy.

Town Council input included the following. Sandra Carder would like the registry and to have the property owner on record as part of that affirming that they are meeting the codes. Krista Chappell liked the idea of having the language as is. She said in her interpretation, she does not feel the Town is required, but it says the Town is authorized to inspect the property upon receipt of any code violations and as part of the initial application process. Doug Webster stated that the Town of Gray does not have a Property Maintenance Code. The two (2) items that trigger an inspection are either a compliant or a pending building permit. Dan Maguire agreed with Sandra Carder that the goal is to find out how many there are. He likes the idea of making the application more robust. Dan Maguire mentioned Performance Standards. He also mentioned not allowing people with RV's and to completely exclude them. Martin Meaney felt that they should be inspected upon registration. Anne Gass felt they should be registered with a registration fee to offset the cost of sending out a Code Officer, if there is a complaint. She said the Town needs to get a sense of how many there are in the community. The Town does not guarantee housing quality. Doug Webster stated that once a Certificate of Occupancy is issued, the Town does not get involved, unless there is a compliant, i.e. a life safety issue. The majority of the Town Council was in agreement for the registration – without inspection, with clarification of the "authorized" word. Doug Webster said that the Attorney needs to be more clear with the proposed additional language.

Restrictions were then discussed. Doug Webster mentioned less than 30 consecutive days. He said

that there are different thresholds for Shoreland vs. Non-Shoreland. There are distinctions made between definitions and the number of days. Sandra Carder said that limits need to be placed, found, and identified for short-term rentals. Anne Gass suggested to take a look at the Ordinance and to come back with recommendations. Sandra Carder suggested to change it to state any short-term rental and to describe what a short-term rental is and then place a statement that the registry excludes campgrounds such as, “*Short-Term Rentals do not include campgrounds.*” Nate Rudy added that the regulations for campgrounds are already there and apply. Doug Webster said he is trying to keep this out of zoning.

There were four bullet points for the Council to provide input. The first two were just previously discussed. The last two were: *a. Consider whether the Town wants to pursue use of a monitoring company to report active STR's to the Town for follow-up/enforcement. If so, does the council support increasing the proposed STR registration fees to pay for this service? b. Provide guidance regarding the amount of the annual STR registration fee (proposed as \$25), the late registration fee (proposed at \$50), and the failure to register/failure to meet standards violation fee (proposed at \$100).* Krista Chappell said the fees need to be more explicit. Dan Maguire stated that one fee would do it. If inspections would need to be done, then figure out what the fee would be. A fee structure would need to be done so it is explainable. Doug Webster referred to the proposed Chapter 390, Section 2.2 - Performance Standard. If one owner has multiple properties, that owner may not be the contact person for each of those. The easiest way to handle this administratively is each short-term rental require its own registration for accurate information. Anne Gass thought the fee may need to be increased. She suggested starting at \$50. Sandra Carder said an inspection fee could be added to the registration fee, if needed. Dan Maguire feels there is no need to hire a company to monitor at this time. He commented that this could be a budgetary item down the road. The consensus of the Board was for no monitoring at this time. This will need to come before the Town Council for discussion one more time. This presentation concluded at 7:50 pm.

## **IX. PUBLIC HEARINGS:**

**1. *Second Reading - To Review and Act Upon Adopting Surface Water Protection Ordinance (Chapter 397) for the Town of Gray. It is the purpose of this Ordinance to protect the health, safety, and general welfare of the residents of the Town of Gray by prohibiting the use of commercial water extraction at the public boat launch at Crystal Lake on Mayberry Road.*** This Public Hearing was opened at 7:51 pm. There were no public comments. The Public Hearing portion was closed at 7:51 pm.

Redlines from the Town's Attorney were included in the packets. Fire ponds should only be used for fire protection. Both Krista Chappell and Dan Maguire agreed the changes made a lot of sense. Krista Chappell recommended separating fire ponds out under Section 397.1 – Purpose, by re-wording, as follows: 1. Use of any of the following properties creates a public nuisance for commercial water hauling purposes, as detailed above. 2. Use of any fire pond or cistern that the Town of Gray has the ability to utilize. Dan Maguire felt that an audit of the fines need to be done. He said the fines need to be justified. Nate Rudy commented that this is not an arbitrary number. Sandra Carder suggested letting people know on the Website that this has been enacted. The following motion was made.

**MOTION:** *by Martin Meaney, seconded by Anne Gass, to adopt a Surface Water Protection Ordinance (Chapter 397).*

**VOTED:** *5-0 (Passed).*

**2. *Public Hearing – To review and Act Upon Setting a Second Reading/Public Hearing on May 17, 2022 to 2. consider a road discontinuance, pursuant to M.R.S.A. 3026-A. The roadway under consideration is a portion of the dead end of Hancock Street, abutting only the property currently owned by Gray Senior Housing, LLC and Avesta Housing, LLC.*** This Public Hearing was opened at 8:03 pm. There were no public comments. The Public Hearing portion was closed at 8:03 pm.

Dan Maguire the Town is essentially turning over a driveway back to the owner of this property. Doug Webster stated that, for the record, Staff did send a letter to all the Hancock Street property owners.

The following motion was made.

**MOTION:** *by Dan Maguire, seconded by Anne Gass, to approve a Second Reading/Public Hearing on May 17, 2022 to consider adopting a road discontinuance.*

**VOTED:** 5-0 (Passed).

**X. ACTION ITEMS:**

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

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

**VOTED:** 5-0 (Passed).

Town Councilors welcomed him aboard.

**2. To Review and Act Upon Appointing Paul Mingo to the Gray Honor Roll, as Recommended by the Gray Historical Society.** The following motion was made.

**MOTION:** *by Dan Maguire, seconded by Martin Meaney, to appoint Paul Mingo to the Gray Honor Roll, as recommended by the Gray Historical Society.*

**VOTED:** 5-0 (Passed).

**3. To Authorize the Gray Town Manager to sign the Mayor's Monarch Pledge to help save the monarch butterfly, as presented by the Community and Economic Development Committee.** Krista Chappell explained how this came about before the CEDC. The following motion was made.

**MOTION:** *by Anne Gass, seconded by Martin Meaney, that the Gray Town Council authorizes the Town Manager to sign the Monarch Pledge on behalf of the Town of Gray.*

**VOTED:** 5-0 (Passed).

**4. To Review and Act Upon Approving the Municipal Warrant for the Town Meeting to be held on June 14, 2022.** Sandra Carder stated that voters must approve both Articles 3 and 10 to pass the Municipal Budget. Dan Maguire said in regards to the Fiscal Note: Approval of this Article will not affect the MIL Rate - this needs to be removed. The following motion was made.

**MOTION:** *by Anne Gass, seconded by Martin Meaney, that the Gray Town Council approves the municipal warrant for the town meeting to be held on June 14, 2022, as presented.*

**VOTED:** 5-0 (Passed).

**5. To Review and Act Upon Approving the Proposed Legal Services Contract from Jensen Baird, Attorneys at Law.** Dan Maguire questioned Advanced Deposit by Clients. There is no retainer. He stated that he wants a Letter of Agreement that if the Town terminates the Contract, that they will provide those records upon request. The following motion was made.

**MOTION:** *by Martin Meaney, seconded by Dan Maguire, that the Gray Town Council approves the proposed legal services contract from Jensen Baird.*

**VOTED:** 5-0 (Passed).

**6. To Review and Act Upon Approving the Automobile Graveyard/Automobile Recycling Junkyard Permit Application**

*for Kevin Kimball and Robert Dube, DBA Kimball's & Dube's Garage, Inc. located at 23 Frost Road.*

Dan Maguire suggested that some items listed in the application should state, "*not applicable.*" Nate Rudy said it should read, "*Did observe that.*"

It shall be noted that in order to avoid a perceived conflict, Krista Chappell abstained from voting

on this Action Item,  
due to being a next-door neighbor to Robert Dube. The following motion was made.

**MOTION:** *by Dan Maguire, seconded by Martin Meaney, the Gray Town Council approves the license renewal for an Automobile Graveyard/Automobile Recycling Junkyard Permit Application for Kevin Kimball and Robert Dube, DBA Kimball's & Dube's Garage, Inc. located at 23 Frost Road.*

**VOTED:** *4-1 (Passed). (Krista Chappell – Abstained).*

**7. To Review and Act Upon Approving the Mobile Vendor License for Lonnie Humphrey D/B/A Lonnie Dogs.** The following motion was made.

**MOTION:** *by Dan Maguire, seconded by Martin Meaney, that the Gray Town Council approves the Mobile Vendor license renewal for Lonnie Humphrey D/B/A Lonnie Dogs.*

**VOTED:** *5-0 (Passed).*

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

**MOTION:** *by Martin Meaney, seconded by Anne Gass, that the Gray Town Council authorizes the Town Manager to Sign the Quitclaim Deed to Estate of Charles L. Bruns Sr. for Map and Lot 062-027-005-009 of the Tax Assessor's Maps of the Town of Gray.*

**VOTED:** *5-0 (Passed).*

**9. For Approval to Proceed with the Necessary Upgrades to the Water Lines at the Cemetery.** This item was removed from the Consent Agenda and added as Action Item No. 9 for a motion. The following motion was made.

**MOTION:** *by Anne Gass, seconded by Martin Meaney, to provide the approval to proceed with the necessary upgrades to the water lines at the cemetery.*

Dan Maguire questioned the necessary upgrades. He asked, "Can this be re-worded to state – currently and going forward?" The following amendment was made to the above motion.

**AMENDED**

**MOTION:** *by Anne Gass, seconded by Martin Meaney, to provide the approval to proceed with the current necessary upgrades to the water lines at the cemetery and any future upgrades.*

**VOTED:** *5-0 (Passed).*

## **XI. REPORT FROM THE COUNCIL CHAIR – Sandra Carder:**

**Village Planning** – Sandra Carder said the Town Council agreed to a proposal for the Village Planning at the April 21, 2022 Workshop. She said Nate Rudy is in the process of working out the timeline for that effort. He had no update.

**Comprehensive Plan Coordinators** – The outreach approach was finalized; however, she is not sure where that stands yet. The timeline was May 6, 2022 for deadline of applications & a Workshop for May 19, 2022 for review/selection. She asked if the notification been pushed out. Krista Chappell will call. This will be reviewed at the June 7, 2022 Town Council Meeting.

**Volunteers Awards** – She said reminder nominations are being sought for all award categories through May 30, 2022. The Council will hold an Executive Session on June 7, 2022 to make selections. Some details need to be finalized for the ceremony at the Wild Blueberry Festival. She said they have been offered the 1:00-1:30 pm timeslot when there is no band playing. She said if everyone is okay with that timeslot, she will confirm. The organizers also suggested giving each winner a blueberry pie. She suggested maybe there also be blueberry cake or cupcakes at the event. She said the finer details can be worked out at the Executive Session in June. She has asked that the information be pushed out again on the Town's platforms as a reminder – anyone can submit a nomination!

**Route 26/26A Signs** – She said the formal cost estimate for the replacement has been received, which

combined is around \$20k. She said funds for this was included in the upcoming budget.

**Commercial Solar Arrays** – All Town Councilors were copied on an e-mail from DM Roma with an updated proposal for the commercial solar array on the Route 100 property. The accompanying letter indicates they have addressed two concerns brought during discussion: 1. layout for possible future road and 2. environmental deed restrictions. Both items were raised in regard to any type of development on that parcel; however, the Council declined to update the solar array overlay district, due to the lack of full reimbursement by the State for lost tax revenue from a state level exemption on solar arrays. Right now, the State is only reimbursing Municipalities for 50% of that lost revenue. The issue cannot be brought to the Legislature until the new session starts in January 2023. It is the position of this Council, that local property taxpayers should not be responsible for funding the State level exemption incentive and new commercial solar arrays would not be considered until it is corrected. In addition, this specific solar array's location is in conflict with the newly approved Comprehensive Plan. This was clearly communicated during the 12/21 Workshop – the video is available on the Website for anyone interested in hearing the entire discussion.

**XII. REPORT FROM THE TOWN MANAGER – Nate Rudy:** He mentioned his Town Manager Report (4/14-4/28/22), which was included in the board packets. There were no questions or comments from Councilors.

On May 26, 2022, Town Staff will be participating in the CCEMA Workshop. He stated that there will be limited services to the public in some depts. on that day to allow dept. heads and program leaders to attend. This will be posted to the public.

The grant proposal for the generator at the Library to make it a warming/cooling center has been approved. There will be more details to come on the specifics.

Nate Rudy reported that he will be working mostly remotely from May 10, 2022 until May 19, 2022. He will be attending the Brownfields Reg. Conference from the 17-19<sup>th</sup>. He will, however, be participating remote in the May 17, 2022 Town Council Meeting from the conference in Danvers.

He is requesting for the Town to have a booth at the “*Wild Blueberry Festival*” to promote volunteerism and committee positions that are open. He will be staffing the booth.

### **XIII. COMMITTEE REPORTS:**

**Krista Chappell:** The Library Trustees are scheduled to meet on May 24, 2022 at 6:30 pm.

The CECD met on April 20, 2022; however, Krista Chappell stated that she was absent, due to illness. She reported that the meeting minutes will be forthcoming, a planting event is planned at the Village Green Park on is May 14, 2022, and she reported the Spring/Summer Banners have been installed around Town.

The Resiliency Committee meet on April 22, 2022 (Earth Day!). They welcomed two (2) new members. They now have four, for a total quorum. They focused on updates and upcoming activities, including: Earth Day Clean and Community Resilience Partnership (CRP). They reviewed CRP timelines, service provider options, and cohort possibilities. Their next meeting is May 27, 2022. 207 Permaculture is interested in being a service provider for the Town and is requesting a support letter by June 1, 2022. She stated that Randy Cookson is on leave, starting in May 2022.

**Dan Maguire:** The OEC last met last Thursday, April 28, 2022. They spoke of district titles for kinds of residential structures in different ward districts and standards for rural districts.

The Planning Board has not met since the Town Council's last meeting. They will be meeting next on Tuesday, May 10, 2022. There will be a Workshop prior to that meeting at 6:30 pm.

**Anne Gass:** The Community Television Committee met on the 27<sup>th</sup>. There is a \$2,000 video camera that is available for loan to the public. Borrowers would be liable for any damage done. Jonathan Hartt will be checking with MMA to see what other Towns do. This committee does not have enough members to have a quorum. She stated that this should be called the, “*Community Television Advisory Committee (CTAC)*.” This recommendation has been made. She said this is really what it is. Traffic cameras were mentioned.

Kyle will be reaching out as to what other Towns do and the cost.

**Martin Meaney:** The Finance Committee will meet next on June 16, 2022 at 4:00 pm.

The Zoning Board of Appeals will meet on Wednesday, May 25, 2022 at 7:00 pm to discuss two (2) issues. The Gray Wild Blueberry Festival met the same night that they had their last Workshop, which was April 21, 2022. This was a hybrid meeting. They discussed vendor packets, logo, Website, marketing, mascot, and fundraising. They will be meeting next week (in-person) on May 11, 2022.

**Sandra Carder: GPCOG:** The GPCOG met hybrid on April 26, 2022. They had a great presentation about recent efforts to identify long term options for handling transitional housing for asylum seekers, who are key to the State's labor shortage. There is a real crisis right now as hotels being used are very expensive and seasonal with many of them transitioning for tourist season. There are no easy solutions and state level engagement is needed. The budget proposal was reviewed for the coming year, the Executive Director's goals, and they extended the strategic plan for two (2) years. She said she also held a nominating sub-committee meeting on April 29, 2022 and have identified the slate of nominations for the Executive Committee and Officers. Staff will confirm their willingness to serve, and the GPCOG will formally vote on the slate and budget at the final meeting of the session on May 17, 2022. The General Assembly will consider on both at the Annual Summit set for May 26, 2022 at St. Joe's College.

**Recreation:** Recreation met yesterday, without a quorum, even though the new member joined. He was not officially appointed yet. Facilities Use Fees were discussed. A sub-group will work on more data analysis to bring back a proposal to the Committee. The draft Memorandum of Understanding between Gray and New Gloucester Recreation Departments was reviewed with feedback provided. Anthony Dahms is working with Nate Rudy on this. The Council will see it in a future meeting. Recreations next meeting is June 6, 2022.

**DMS:** A work session is set for May 10, 2022.

#### **XIV. COUNCIL CORRESPONDENCE/ACTIVITIES:**

**Krista Chappell:** She said she received an e-mail from Cole Chandler inquiring about the Village Zoning Amendment and duplexes. She replied with an update.

There have been a few e-mails regarding the Meadowview/Avesta Housing Development.

She received an e-mail from Susan Mottice regarding the sidewalk at Dry Mills.

She participated in Earth Day Cleaning on 04/23/2022 and Councilor profile on 04/26/2022.

**Dan Maguire:** Had nothing more to report.

**Anne Gass:** Steven Pike (Board of Cons. Trust) needs a group of local residents to be the local stewards of the Thayer Brook Preservation and participate in trail planning, hands-on site work, and input into a short-term/long-term plan for the preserve. He needs a group of seven residents.

A resident reached out on his medical cannabis license, of which he has. He is a grow operation in the plaza. He wants to switch it to a recreational license. He will need to do a presentation.

She spoke to a resident that abuts the Crystal Lake Development. He is very much opposed to it. He was concerned about wetland impacts, etc.

She received an e-mail from Mary Underwood about her tracking pole project.

She spoke to a resident about the Avesta project. The resident wants to see this move forward.

She reported working with both the Girl/Boy Scouts around the campus on Earth Day. She commented that they are a tremendous group of kids and they have wonderful parents, as well.

A reported that the met a senior who does not have a computer and does not drive. The resident was concerned and did not know of the Senior Property Tax Rebate. Anne Gass said she left here with the application forms.

**Martin Meaney:** Reported receiving an e-mail also from Susan Mottice regarding sidewalks.

Both the Planning Board/Zoning Board of Appeals will be losing a member.

He reported a resident, after picking up several bags of trash, suggested a stiff fine for littering.

**Sandra Carder:** Sandra Carder said she spoke to a local resident who has started an online series about

living with blindness suggesting she consider putting the content on the Public Access channel. She referred the local resident to Staff.

Deer Acres Association has followed up on the status of the Town Council's discussion for which she advised the Town Council are planning on discussing in the next month or so.

Staff provided information regarding the Charles Barker Scholarship Fund, which she shared with the resident who contacted her.

Sandra Carder stated all Councilors received an e-mail from a Mayberry Rd resident in support of the Town building a sidewalk from the No. Raymond Rd/Shaker Rd intersection to Mayberry Rd. She reported she shared the current status of the Town's sidewalk work and provided a link to the bike/ped plan.

A resident who had inquired about the Farmer's Market found out about the possible change in venue and wanted to express her support for the Market and suggested that perhaps Pennell may be a good location. She said she let her know a presentation is scheduled for 5/17 regarding this topic.

A resident reached out to her regarding a code enforcement issue, which she has shared with Nate Rudy, who will work with Staff to address.

Revision Energy Staff reached out to her regarding some marketing services they offer municipalities as part of the work they do monitoring the solar array. She referred their staff to Nate Rudy.

**XV. ADJOURNMENT:** The following motion was made.

**MOTION:** *by Anne Gass, seconded by Martin Meaney to adjourn the meeting at 8:59 pm.*

**VOTED:** *5-0 (Passed).*

Respectfully submitted,

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

**TOWN OF GRAY**  
**GRAY TOWN COUNCIL MINUTES – MAY 17, 2022**

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Gray Town Council Regular Meeting	Henry Pennell Municipal Complex 24 Main Street, Gray, ME 04039	7:00 PM
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**I. OPENING STATEMENT:** This was conducted as a hybrid meeting - via “Zoom” and in-person.

**II. ROLL CALL**

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

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

**IV. MINUTES FROM PREVIOUS MEETINGS:**

**1. To Review and Approve the Minutes of the Town Council Meeting on May 3, 2022.**

This set of meeting minutes was not available at this meeting. The following motion was made.

**MOTION:** *by Martin Meaney, seconded by Dan Maguire, to table the Town Council Meeting Minutes for May 3, 2022.*

**VOTED:** *5-0 (Passed).*

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

This item was opened for public comments at 7:01 pm, as follows: **Mary Sweeney Underwood – 10 Bee Hive Drive**. She spoke of Nordic walking. She provided a personal history of how she got involved in Nordic walking. She started walking with Nordic poles and did a little bit every day. 1-1/2 years later, she now does five (5) miles. She has had a number of people ask to do it. Anthony Dahms, of Recreation, and her came up with an idea. She donated 15 pairs of poles for seniors that cannot afford them and she is also doing a fundraiser with the bird houses. There are some businesses around Town that will be chipping in also. Next Friday @ NewBegin inside, both her and Anthony will give instruction and show people and start dividing into groups. One-to-one will take place at Pennell. The others that already walk will go with Anthony and start groups that will go to Libby Hill and other places. She has requested benches. There is now one at the Gray Plaza. She would love a bench on Shaker Road. She would like to see benches outside businesses. They are promoting walking. She thanked the Town Council for all their work.

Sandra Carder, after hearing her personal history, stated that Mary is an “*inspiration.*” She also said she appreciates her out there trying to draw community help for the Town and surrounding areas. There were no further public comments. Public Comments were then closed of Non-Agenda Items at 7:06 pm.

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

**VII. PRESENTATIONS:**

**1. Farmer's Market Relocation – Charlotte Schatz.** This presentation began at 7:06 pm. Charlotte Schatz presented. She is a sophomore and during the summers she manages the farm's farm stand and food at the Gray Village Farmer's Market. The farmer's market started during the pandemic in 2020. They are one of the founding members. The farmer's market is a source of community, especially during the pandemic. It is a way for the residents of Gray to get to know their local farmers and support the local food system. It is a way for local farmers to participate in their community. For the past two years, the farmer's market has been located in the rear parking lot of the Gray Plaza. She said there are good things about this location, but also some challenges. The biggest challenge being visibility. It is hard to see the market from the road. In order for the market to continue to grow and be visible, they would like to find a new visible location. The Gray Village Farmer's Market would like to request permission to locate the market at the new Village Green Park at 5 Yarmouth Road. This location is visible and is easily accessible by both car and pedestrian. There is sufficient parking in the adjacent municipal parking lot. There is also additional available parking in the local Centric lot located at 4 Brown Street. At its current size, there is space for all vendors and additional space for another 3-4. This also encourages use of the park. A weekly farmer's market at this park though out the summer would be a great way to showcase this wonderful public space. They have reached out to the First Congregational Church to make sure there are no conflicts with parking for their Sunday service. They were assured that there is no parking conflicts and they thought it would be a great location. She concluded her presentation by saying they hope the Town Council would like this location as well.

Councilor comments and input included the following. Anne Gass stated that she was concerned with parking and mentioned alternate locations, such as in front of Pennell (in the front between Main Street and the front of the building) and also, the southern end of the plaza. She agreed the market does need a new location.

Dan Maguire thanked her for her presentation and said he was okay with a relocation and supports this 100 percent.

Krista Chappell was in support of them using the Village Green space. She said it does make sense there, but she was concerned with their growth that they could outgrow that space. She liked the idea of the Pennell location. Charlotte Schatz said they currently have seven confirmed vendors and possibly two more.

Sandra Carder was in support of the Village Green location.

No formal action was taken. This will be discussed with the Town Manager to verify specifics on it and finalize the discussion and bring back to the next Town Council meeting, which is on June 7, 2022. The presentation concluded at 7:14 pm.

**2. Tax Flyer – Dan Maguire.** This presentation began at 7:14 pm. Dan Maguire said the flyer distributed to Councilors was slightly different from what was in the packet. Some items that were abbreviated were spelled out in their entirety. The first paragraph goes through the revaluation and its impact on the process. He noted that the numbers were reviewed by Katy Jewell, the Finance Director. This document is the issue of allocated wages. The amount of money does not change. Before the vote happens, it is all in one spot; after the vote, it gets dispersed through the individual departments. The bottom line does not change. There are a few changes in the process that can be made.

Sandra Carder reminded everyone that there is a robust agenda document and video for all the workshops. The flyer contains a lot of information. Sandra referenced Page 3 of the flyer regarding the Council approved a permanent weight limit on Mayall Road from Depot Road to Yarmouth Road/Route 115. She suggested it be re-worded, *"To keep heavy trucks off this recently rebuilt section of Town road and on to the state-maintained Yarmouth Road/Route 115 and Depot Road."* The graphic immediately

below this needs to change from “MIL Rates 2010-2022” to read, “MILL Rates 2010-2022” to keep consistency throughout.

In regards to the revaluation, the School Budget increase is substantially lower than what it was projected to be. The School’s budget has been published to their Website.

Krista Chappell had a couple of proofreading items. On Page 4 of the flyer, she would like to add a URL as to where the documents are saved or where they can be found on the Town’s Website or a direct link. She also suggested under Route 100-So. Gray TIF to re-word it to say, “replace and extend.”

Sandra Carder stated that Absentee Ballots will be available beginning tomorrow, May 18, 2022. There is a secure ballot box at the Town Office to drop these in. The budget flyers are available at different locations, i.e. the Town Office, Transfer Station, etc. In closing his presentation, Dan said the few changes will be made and then sent out to be printed. The presentation concluded at 7:27 pm.

### **VIII. PUBLIC HEARING:**

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.*** This Public Hearing was opened at 7:27 pm. There were no public comments. The Public Hearing portion was closed at 7:28 pm. Dan Maguire said the reason for the change has to do with the entirety of this section of road that is on the Avesta property. The septic system is situated and runs under the road. So, they are ending it where the Town is proposing it to end. He said this works out well for the Town and will work out well for Avesta, also. He said Public Works will be very happy that they do not have to maintain this section. The following motion was made.

**MOTION:** *by Martin Meaney, seconded by Anne Gass, to approve 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.*

**VOTED:** *5-0 (Passed).*

### **IX. ACTION ITEMS:**

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.*** Sandra Carder said this is for a 180-day extension of the moratorium. They just need a little more time to get work done. The following motion was made.

**MOTION:** *by Dan Maguire, seconded by Anne Gass, to approve 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.*

**VOTED:** *5-0 (Passed).*

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.***

Sandra Carder stated that Item No. 2 is re-worded to read, “To Accept the 2021 Emergency Management Performance Grant Award.” This item is included in packet beginning on Page 16. She then turned this item over to Nate Rudy. He said he asked Josh Tiffany to present some information to the Town Council about this award. He thanked Josh, Moe, Public Safety, and the Chief for what they did on this grant application. They were successful in receiving this grant application.

Josh Tiffany said last winter Nate Rudy made them available for the Emergency Management

Performance Grant, which included possible funding for an emergency back-up generator. This was originally part of the Library expansion plan in 2013. This fell off the table, due to other funding priorities. After the windstorm of 2017, the Library was one of the few places that maintained power. The Library was a place for people to go for essential functions, such as water, heat, etc. He said this grant definitely comes at the right time. The CIP Budget FY2023 does include the Town's portion of the grant half and the federal funding is dependent on the passage of the budget.

Krista Chappell asked who is responsible for managing of the grant (maintenance and reporting).

Josh Tiffany responded

that he would be willing to take this on. In regards to Krista's questioning, the funding needs to be approved before obtaining the generator. These funds need to be used by May 2023.

Dan Maguire had questions on the siting of the generator and screening. He said this is in a remote spot and will need to have maintenance. This is far from any paved surface. He feels there may be a better location. Josh Tiffany said the placement was in conjunction with what was left over from the 2013 plans. Contractors will come in and survey the site, get the boundaries right, and lay the pad. If they have other alternative suggestions, they will be listened to. Josh also stated that there was no information available on noise rating. Dan requested seeing some screening as part of the plan. In conclusion, this does not need to be dealt with now, but can be in the coming year. The following motion was made.

**MOTION:** *by Anne Gass, seconded by Martin Meaney, to accept the 2021 Emergency Management Performance Grant award.*

**VOTED:** *5-0 (Passed).*

**3. To Review and Act Upon Nominating Nate Rudy to the 2022-2024 Maine Municipal Association Legislative Policy Committee.** Nate Rudy said he has had the pleasure of serving on this committee in the past when he worked for the Town of Hallowell. He stated that your voice will be heard more clearly and more directly if there is a representative from Gray in the room. He is volunteering to do that work because he has done it before and he lived close enough to Augusta to attend. He also said he enjoyed the work. He wants to represent Gray's interest more directly in the LPC. He feels he can make enough room in his schedule to attend regular meetings during the Legislative session. He feels he did it in the past and can do this now. He is offering his candidacy.

Dan Maguire said he feels this is a great opportunity for Gray. The board was fine with this nomination. The following motion was made.

**MOTION:** *by Dan Maguire, seconded by Martin Meaney, to nominate Nate Rudy to the 2022-2024 Maine Municipal Association Legislative Policy Committee.*

**VOTED:** *5-0 (Passed).*

## **X. REPORT FROM THE COUNCIL CHAIR – Sandra Carder:**

**Village Visioning Planning:** Sandra Carder said that Nate Rudy is working through some timelines with Vanessa on the Village Visioning Planning and it looks like the kickoff meeting will be set for the last week of June 2022. The Visioning Charrette is being discussed for the end of July 2022. Nate will share those dates as soon as they are finalized with Vanessa.

**Build ME Summit:** A reminder that this is set for Wednesday, June 8, 2022 and Thursday, June 9, 2022 in Skowhegan. There is a link for Councilors to register and since Gray is a sponsor, the Town has a specified number of slots covered by that sponsorship. She said she will only be able to attend the Wednesday session, but Nate plans on attending both dates. The deadline to sign up is May 31, 2022.

**Brownfields Assessment Grant:** She congratulated Nate for writing a successful EPA Brownfields Assessment Grant, which resulted in Gray being awarded a \$500,000 grant. She said this is the type of alternative funding that helps to elevate pressure on local taxpayers. This grant will help the Town better understand the condition of specific properties and the costs to clean them up to allow the transition back into productive property. She said there is value in the work itself.

Volunteer Awards: A reminder that nominations are still being accepted through Monday May 30, 2022. The Council's June 7, 2022 Workshop space will be an Executive Session to allow Councilors to pick the winners. Councilors may also have additional topics to discuss at that time as well.

Schedule/Tracking Spreadsheet: She has booked one June Workshop for Monday, June 6, 2022 from 4:00-6:00 pm. Given the Build ME Summit, the election, and possible planned Village Planning kick-off meeting, she said she will not be scheduling another stand-alone Workshop in June 2022. The Council will have their June 21, 2022 Workshop space available. She said Dan also made the recommendation to start working on a transition plan for the Tracking Spreadsheet. She will log that onto the spreadsheet.

**XI. REPORT FROM THE TOWN MANAGER – Nate Rudy:** He mentioned his Town Manager Report (4/29-5/12/22), which was included in the board packets.

Sandra Carder questioned Lauren's TRIO transition of software that is not working right. She said it sounded like this is possibly delaying quite a bit of her work. Nate said there have been issues with this conversion with other municipalities. Lauren, Katy, and Nate will be focusing on this to bring this to a resolution. They have made progress, but there are a couple of other things that needs to be done.

Nate added the following to his report:

- He said the Build ME Summit for June 8, 2022 is a Workshop on field testing ideas in a low maintenance way that it does

not cost very much. He said ideas, such as where to put curb cuts, roundabouts, etc. This training does have a cost to it, but that the Town will cover. He said this is a great training. The speakers will be there on June 9, 2022.

- On May 26, 2022 the dept. heads and some other staff will participate in a CCEMA Essential Functions Workshop. There

may be some reduction in service in some of the Town departments.

Anne Gass asked what is the status of the "Welcome to Gray Village – Please Slow Down" sign.

Nate responded that it

has been an issue of getting the sign fabricated, seasonal issues, staffing, etc. He will inquire again and see if this can be put on the schedule for this month or next month.

Dan Maguire suggested that acronyms need to be spelled out in the future for people. He also stated the information from the Library, as part of their monthly report, could be carried forward as to their value as a resource in the community. Nate said, as part of the retreat this year, he would like to have a conversation about that. He would like to speak about meaningful ways to convey information to the Town Council and community about the hard work done by Town Staff. He said this is a great topic for future discussion.

- He mentioned that he is appointing Tammy Munson as the Lead Code Enforcement Officer. The Town Councilors were

good with this appointment. He will also bring her appointment as the Local Health Officer, "once she has gotten her feet on the ground."

- He will also be bringing the Brownsfields Grant award for approval – probably at the next meeting.

## **XII. COMMITTEE REPORTS:**

- **Martin Meaney:** The Finance Committee will be meeting again on June 16, 2022 at 4:00 pm.

The Zoning Board of Appeals will meet next Wednesday, May 25, 2022, at 7:00 pm. There are two (2) issues) – a pool and a deck.

A Wild Blueberry Festival Meeting was held last Wednesday, May 11, 2022. They approved the meeting for both March and April. The Festival will be from 9:00-3:00pm. There will be free activities, such as a wagon ride and diaper derby. There will be 1,000 postcards to hand out and some videos on "Facebook." The next meetings will be June 8, 2022 and June 22, 2022.

- **Anne Gass:** The Open Space Committee met and discussed plans to meet with the Planning Board.

They decided to wait until August/September, due to scheduling conflicts (the Committee Chair is getting married in June) and the need to do some more research re: specifically what is being asked. They also discussed doing two (2) different forums - one for landowners and one aimed at the general public. They are leaning toward having or sharing a table at the Blueberry Festival.

The CTAC meets next Wednesday, May 25, 2022. She said she is very pleased that the first Community Media night is going to happen at the Library regarding videoing and uploading video to CTAC. No date has been determined as of yet.

- **Dan Maguire:** The OAC had a meeting since the last Town Council meeting that he could not attend. They had four topics on their agenda.

The Planning Board met. One (1) topic was the storage facility just past Cole Farms. Another topic was a discussion on an old subdivision.

- **Krista Chappell:** The CEDC is scheduled to meet tomorrow, May 18, 2022, at 7:00pm.

The Library Trustees are meeting next week on May 24, 2022 at 6:30 pm.

The Resiliency Committee is scheduled to meet on May 27, 2022 at 3:00 pm. They will be discussing a community resiliency partnership. The deadline for the past requested support letter for Rachel's services has been moved from June 1, 2022 to June 30, 2022.

- **Sandra Carder:** DMS met on Monday. They continue to wait to gain access to the Schoolhouse to complete the work of unpacking and resetting the schoolhouse. DMS is working with Moe on the remaining repairs. They are hoping to be able to schedule three (3) work sessions in June. DMS will have a table at the Wild Blueberry Festival. They will be submitting their application shortly. The next official meeting was moved to June 13, 2022 at 4:00 pm.

GPCOG met today and the focus was on approving items for the upcoming General Assembly Meeting and Summit, which is next Thursday, May 26, 2022. There was also time set aside to review the new PACTS process for allocating and accepting federal funding, which has caused some issues amongst PACTS members. Gray is not a member of PACTS. The new ExCom will not begin meeting until this coming September.

Recreation: The Recreation Committee will meet on June 6, 2022 at 6:00 pm.

### **XIII. COUNCIL CORRESPONDENCE/ACTIVITIES:**

- **Martin Meaney:** He did not have anything to report.

- **Anne Gass:** She reported her earmark request was not funded. She said this was not unexpected. She has reached out to the MDOT & Congresswoman Pingree's office to take them up on their offer to help the Town find alternative funding for this important Public Safety project. They will work with the Town to get funding.

She said she posted something on her Council "Facebook" page to give people a heads up on the upcoming village design/reconstruction. She said she got a number of responses, including one from a newer resident, who would like to get involved.

She reported that she met with the owners of one of the cannabis grow operations in the plaza. They currently grow for sale in the medical cannabis market and would like to have the option of selling to the recreational cannabis market. Gray's current Marijuana Ordinance expressly prohibits recreational grow operations. She said she advised them they should come to the Council to request that the Ordinance be amended to allow this. She has not received a response yet.

She reported that she attended a MMA Webinar – *"The Present & Future of Municipal Broadband."*

She attended a GPCOG “Coffee with Cog” Webinar on transportation funding.  
She stated that she has signed up for the Build ME Summit conference on June 9, 2022.  
She has registered for the GPCOG Annual Meeting & Summit on May 26, 2022.  
She plans to attend the playground opening event on Thursday.

- **Dan Maguire:** He did not have anything to report.
- **Krista Chappell:** She received an e-mail from Cole Chandler with questions regarding the new HR Director position.  
She also received an e-mail from Josh Collins of the Coalition Against Bigger Trucks, who is requesting a meeting. She

responded to him.

She received an e-mail from Matthew Hight, a member of the Resiliency Committee. He was inquiring about a DEP

Workshop coming up, relevant to the committee’s work. She will try to attend one of those.

She also has registered for the GPCOG Annual Summit.

- **Sandra Carder:** She said both her and Anne Gass attended the Royal River Conservation Trust information walk at

the new Thayer Brook Preserve on May 5, 2022. She commented that she had been on that property before via the Libby Hill/snowmobile trails, but never from the Ramsdell Rd access point. She said it was very informative and the property is a real gem!

She said she met with Alan Stearns and Steve McPike from the Royal River Conservation Trust on May 9, 2022 to bring them up to speed on the Libby Hill maintenance agreement work, as some of the LH trails cross over the new RRCT parcel. They are willing partners.

She received an e-mail from Dan Cobb in support of moving the utilities in the Village underground. She said she let him know the Council supports the idea and are requesting estimates . Given the possible cost, the decision may fall to the residents.

She received an e-mail from a resident with complaints about livestock at an abutters house with noise and water quality hazard concerns. He has been working with Code Enforcement already and she said she suggested he contact the Sheriff’s Office, given Gray does not have a Noise Ordinance on the books. She said she also shared the information with Nate.

She received an e-mail from Mary Underwood sharing some stories about her interactions with local seniors and other residents who are very supportive of a more walkable village and with interest in participating in more activities, such as the Nordic walking program.

She received a message from Nate Stone, GNG Little League President, regarding the planned Little Fenway banner, which has now changed to aluminum panels on the fence. He has some questions about the new Sign Ordinance, which she said she referred to Nate to refer to the Planning Department.

There is an Executive Session at the next Town Council meeting, which is June 7, 2022 from 6:00-7:00 pm.

**XIV. ADJOURNMENT:** The following motion was made.

**MOTION:** *by Anne Gass, seconded by Martin Meaney to adjourn the meeting at 8:32 pm.*

**VOTED:** *5-0 (Passed).*

Respectfully submitted,

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

# Submission #118

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## Submission information

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

Submitted by Anonymous (not verified)

February 23, 2022 - 5:50pm

2603:7080:483f:1231:e061:8a2f:e6ec:a246

**Application Date:** February 23, 2022

## Contact Details

**First/Middle Name:** Aamee

**Last Name:** Tatom

**Street/PO Box:** 6 Garret Ave

**City, State, Zip:** Gray

**Phone Number:** 12072723172

**Email Address:** aameetatom0326@gmail.com

## Employment

**Occupation:** Veterinary technician

**Present Employer:** Pvesc

**Employer Phone Number:** 2078783121

**Are you a Gray resident?** Yes

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

Blueberry Festival Committee

**Reason for selecting this particular board/committee?**

Close to my home, looking to help out in my community

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

I've lived in big cities and would love to bring what I have done to a smaller scale. I have military experience to share as well

**What talents and skills would you bring to this position?**

New ideas, leadership, willingness to learn adapt

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

Have a successful blueberry festival for all to enjoy.

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

Various community services throughout high school and college.

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

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

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

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

**TOWN OF GRAY TOWN COUNCIL**  
**REMOTE AND HYBRID AND REMOTE MEETING POLICY**

Pursuant to 1 M.R.S § 403-B

**PURPOSE**

The Town of Gray strives to provide an open and transparent government that maximizes the ability of its residents to participate in the public process. This Policy sets forth the conditions upon which the Gray Town Council may conduct a **hybrid or** remote meeting, as that term is defined in this Policy. ~~In addition, this Policy sets forth the conditions upon which the Gray Town Council may conduct a hybrid meeting, as that term is defined in this Policy.~~

**DEFINITIONS**

**A. Hybrid Meeting**

A public proceeding, as defined in 1 M.R.S. § 402(2), as may be amended, conducted with some meeting attendees in person/face-to-face at a designated physical location while connecting with other meeting attendees by remote means.

**B. Public Meeting**

A “public proceeding,” as that term is defined in 1 M.R.S. § 402(2), as may be amended.

**C. Remote Means**

Means “remote methods” as that term is defined in 1 M.R.S. § 403-B(1), as may be amended. For purposes of this Policy, “remote means” may include, but is not necessarily limited to: Zoom, Go-To-Meeting, Skype, Google Meet, or other comparable internet-based telephonic or videoconferencing platform. Remote means does not include text-only means such as e-mail, text messages, or chat functions.

**D. Remote Meeting**

A public proceeding, as defined in 1 M.R.S. § 402(2), as may be amended, conducted solely by remote means.

**REMOTE MEETINGS OF THE TOWN COUNCIL**

~~The Town Council shall conduct its meetings in person unless the Chair (or in his/her absence, the Vice Chair), in consultation with the Town Manager, makes a determination that an emergency or urgent issue exists that requires the Town Council to conduct a remote meeting, including, but not limited to, inclement weather and/or disasters or catastrophes caused by either natural or man-made causes. The determination of such an emergency or urgent issue shall be made as soon as practicable, and notice of a meeting being conducted solely by remote means shall be disseminated consistent with 1 M.R.S. § 406, as may be amended, and this Policy.~~

**HYBRID MEETINGS WITH WITHOUT REMOTE PARTICIPATION BY INDIVIDUAL TOWN COUNCILORS**

~~Except for a remote meeting being conducted consistent with Section III of this Policy, The Town Council shall conduct its meetings using the hybrid format whenever feasible as it affords the most participation and transparency. Members of the Town Council are expected to be physically present for all public meetings except when being physically present is not practicable for one or more members.~~

Circumstances under which physical presence for one or more members is not practicable may be, but are not limited to:

- A. Illness or other physical condition, or temporary absence from the Town of Gray, that causes the member to face significant difficulties travelling to and attending the public meeting in person; or
- B. To provide a reasonable accommodation to a member with a disability.

A Town Councilor who believes it is not practicable, as set forth above, for him/her to attend a meeting in person shall notify the Chair (or in his/her absence, the Vice Chair), as well as the Town Manager, of the existence of such circumstances as far in advance as is possible. ~~The Chair (or in his/her absence, the Vice Chair), shall, in consultation with the Councilor, then make a determination whether being physically present is not practicable for that Councilor and, if such a determination of impracticability is made, so notify the Town Manager~~ and remainder of the Council that the member will participate remotely via the hybrid model. that a hybrid meeting will be conducted.

Staff is encouraged to use remote participation in hybrid meetings when feasible except when their physical presence will better facilitate discussions and/or meetings are held during normal work day business hours.

The physical address, remote link and dial in phone number will be published on all posted agendas in advance of the meeting.

~~If the agenda has already been posted at the time the determination is made to authorize a hybrid meeting with the Town Councilor's remote participation, an amended meeting agenda containing the information set forth in Section VI(a) of this Policy shall be posted on the Town's website and be distributed to all Town Councilors, relevant Town staff, and local representatives of the media by the same or faster means used to notify Town Councilors at least four (4) hours prior to the originally noticed meeting start time.~~

#### **HYBRID MEETING WITH NO REMOTE PARTICIPATION BY INDIVIDUAL TOWN COUNCILORS**

~~The Town Council is not required by law to offer this type of meeting format and will only conduct a hybrid meeting with no remote participation by individual Town Councilors when it is determined by the Town Manager, in consultation with the Chair (or in his/her absence, the Vice Chair), that such a hybrid meeting is necessary for some special reason, such as the need for the Town Council to communicate with Town staff, an outside attorney, professional or consultant without incurring the costs associated with that person's travel to/from Gray.~~

#### **REMOTE MEETINGS OF THE TOWN COUNCIL**

The Town Council shall conduct its meetings using the hybrid format unless the Chair (or in his/her absence, the Vice Chair), in consultation with the Town Manager, makes a determination that an emergency or urgent issue exists that requires the Town Council to conduct a remote meeting, including, but not limited to, inclement weather and/or disasters or catastrophes caused by either natural or man-made causes. The determination of such an emergency or urgent issue shall be made as soon as practicable, and notice of a meeting being conducted solely by remote means shall be disseminated consistent with 1 M.R.S. § 406, as may be amended, the Town Charter and this Policy.

#### **PUBLIC NOTICE OF REMOTE MEETINGS OR HYBRID OR REMOTE MEETINGS**

When the Town Council conducts a ~~remote meeting~~ or a hybrid or remote meeting, the following shall occur:

- A. Notice of the public meeting shall be provided in a manner that provides ample time to allow public attendance. Such notice shall be disseminated in a manner that is reasonably calculated to notify the general public of the time, date, location, and method to be used to conduct the meeting. Such notice shall provide information regarding how members of the public may attend the public meeting remotely and shall provide the physical location where members of the public may participate in person, if applicable.
- B. Members of the public shall be provided with a reasonable opportunity to participate in the public meeting by remote means, which shall at a minimum include an effective means of communication between such members of the public and the Town Council. Reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.
- C. Unless the entire Town Council is conducting a remote meeting as provided in Section ~~III~~ IV of this Policy, members of the public must be provided the option to attend the meeting in person or by remote means.
- D. Unless the entire Town Council is conducting a remote meeting as provided in Section ~~III~~ IV of this Policy, the Chair (or in his/her absence, the Vice Chair), at the start of the meeting, shall announce the name of any Town Councilor(s) participating by remote means, ~~and state the reason therefor, which reason must be consistent with Section IV.~~
- E. All public documents and other materials considered by the Town Council shall be made available to members of the public by the same or more efficient means as they are provided to individual Town Councilors. This requirement may be met by: (i) posting all public documents and materials to be considered by the Town Council on the Town's website at least one (1) business day prior to the meeting; (ii) making physical copies of all documents and materials to be considered by the Town Council available for in person pick-up at the Town Office at least one (1) business day prior to the meeting; or (iii) enabling the "screen-sharing" function of the remote means utilized for the meeting in such a way that members of the public are able to view all relevant documents and materials while the Town Council is reviewing and discussing the same.

## QUORUM

A Town Councilor who participates in a ~~remote meeting~~ or a hybrid or remote meeting is considered present for purposes of determining the presence of a quorum and voting.

## ROLL CALL VOTE REQUIRED

All votes taken during a ~~remote meeting~~ or a hybrid or remote meeting must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by all Town Councilors and the public.

## ZOOM PREFERRED

The preferred hybrid or remote means for all Town boards and committees shall be Zoom. ~~Webinar~~. The platform shall be set up and hosted by a Town official and a digital recording shall be preserved. The use of private accounts to host a ~~remote meeting~~ or a hybrid or remote meeting can be used if the Town account is not available but must be recorded. The recording should then be provided to Town Staff. ~~is prohibited.~~

## DISRUPTIONS AND ADJOURNMENT

If during the conduct of a ~~remote meeting~~ or a hybrid or remote meeting, the meeting is interrupted through disruptions or glitches in the technology, the meeting may be ~~shall be~~ ~~automatically~~ recessed for up to 15 minutes to restore communication when audio-visual communication cannot be maintained with a quorum of Town Councilors. If the interruption cannot be resolved within 15 minutes, and the Town Council has not provided reasonable notice to the public as to how the meeting will be continued at an alternative date and time, then adjournment may be considered. ~~the meeting shall be automatically adjourned.~~ If the meeting being conducted is a hybrid meeting with no remote participation by individual Town Councilors and a remote connection to the public location identified in the Town Council's notice pursuant to Section VI(a) of this Policy is interrupted or lost, the meeting shall continue at the public location without the need for a recess or adjournment.

## EXECUTIVE SESSIONS

To preserve the executive session privilege of any portion of a meeting closed to the public, the Chair should confirm with each attendee that no unauthorized person is present or has access to any executive session being conducted via hybrid or remote means. There shall be no audio or visual recording of an executive session.

## OTHER TOWN BOARDS AND COMMITTEES

This policy applies to all Town Council boards or committees, unless the board or committee adopts its own policy.

~~Any public body organized under the auspices of the Town may adopt this Policy in order to comply with 1 M.R.S. § 403-B. Any public body adopting such a remote and hybrid meeting policy under this section must, after hearing on the same, file written notice of the vote with the Town Clerk upon adoption. Any such public body may also choose to set more stringent regulations for use of remote means, provided that said policy is at least as stringent as this Policy and complies with 1 M.R.S. § 403-B. Such enhanced policy must also, after hearing on the same, be approved by a vote of a majority of the members of said body, and a copy of said enhanced policy must be filed with the Town Clerk upon adoption.~~

## APPLICABILITY

This Policy does not apply to Town Meetings.

## AMENDMENT; SEVERABILITY; EFFECTIVE DATE

This Policy may be amended as needed by a majority vote of the Town Council. The provisions of this Policy are severable, and if any provision shall be declared to be invalid or void, the remaining provisions shall not be affected and shall remain in full force and effect. This Policy shall take effect immediately upon adoption by the Town Council.

Date Adopted: September 7, 2021

Revised: June XX, 2022

# TOWN COUNCIL RULES

## TOWN OF GRAY RULES OF THE GRAY TOWN COUNCIL CHAPTER 602 ADOPTED ON MARCH 19, 1981

### Amendments to the Rules of the Gray Town Council

March 15, 1983	February 19, 2002	November 1, 2011
April 1, 1986	February 18, 2003	July 3, 2012
May 19, 1987	July 1, 2003	October 16, 2012
August 2, 1988	December 20, 2005	November 13, 2012
February 20, 1990	June 05, 2007	December 4, 2012
March 20, 1990	June 17, 2008	September 17, 2013
May 4, 1993	August 19, 2008	January 7, 2014
June 20, 1995	March 17, 2009	September 1, 2015
August 1995	April 7, 2009	December 6, 2016
August 6, 1996	September 1, 2009	August 1, 2017
October 1, 1996	September 15, 2009	October 3, 2017
September 15, 1998	December 1, 2009	October 1, 2019
July 6, 1999	August 3, 2010	November 12, 2019
December 5, 2000	February 1, 2011	December 3, 2019
April 17, 2001	May 17, 2011	August 4, 2020

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- Section 602.18 - to Section 602.19 - **(Reserved)**
  - \*\*\*\* ***SEPARATE DOCUMENT - Re-classified as a separate document***
  - Section 602.20 – Town Council, Committees & Affiliations Policy*
- Section 602.42 to Section 602.49 - **(Reserved)**
- Section 602.50 - Severance Clause

## OPERATIONAL RULES

### SECTION 602.01 - REGULAR MEETING (AMENDED AUGUST 3, 2010, AMENDED FEBRUARY 1, 2011, OCTOBER 3, 2017)

- A. The regular meetings of the Town Council:
1. Shall be held at Henry Pennell Municipal Complex at 7:00 p.m., current time, unless being held remotely.
  2. On the first and third Tuesday of each month, except that in July, August and November, the Town Council shall meet only once during each month on a date of their choosing.
  3. When said days falls on a holiday or on an election day, the regular meeting shall be held on the following Tuesday, at the same time and place.
  4. The date of any regular meeting may be changed by an order or resolve passed with at least four (4) affirmative votes at a previous meeting of the Council provided, however, that said change in date will still provide for two regular meetings in each month provided, there are enough days left in the month to do so.
  5. In case of inclement weather or other public hazard, the Chair may decide, on the day of any regular Council meeting, to switch the meeting to remote or postpone that meeting seven days later at the same time and place and with notification to the public by the most expedient means.

### SECTION 602.02 - COUNCIL WORKSHOPS AND SPECIAL MEETINGS

- A. Workshops:
1. Workshop meetings, where Town business is discussed, but not to be voted on, shall be held from time to time as determined necessary by the Town Council.
- B. Special meetings:
1. May be called by the Chair.
  2. In case of his/her absence, disability or refusal may be called by three (3) or more members of the Town Council.
  3. Notice of such meeting shall be served in person or left at the residence of each member of the Town Council at least twenty-four (24) hours before the time for holding said special meeting, unless all members of the Council sign a waiver of said notice.
  4. The call for said special meeting shall set forth the matter(s) to be acted upon at said meeting, and nothing else shall be considered at such special meeting.
  5. All special meetings shall be held in compliance with the Maine Freedom of Access law, 1 M.R.S.A. Sec. 406, as amended.

### SECTION 602.03 - COUNCIL MEETINGS AND WORKSHOP AGENDAS

- A. Regular Meetings Agendas:
1. Requests to add an item to a Council meeting agenda for consideration or action shall be forwarded to the Chair or the Town Manager, at least nine (9) work-days in advance of the meeting, to allow for sufficient time to amend the agenda for public notice. Holidays/Elections may impact the cut off dates.
  2. No ordinance, order or resolve, unless of an emergency nature that is expressly identified in the ordinance, order or resolve, shall be in order for action at any regular or special meeting of the Town Council unless such ordinance, order or resolve shall be filed in the office of the Town Clerk at least nine (9) work-days prior to the meeting
  3. When it is anticipated there will be an unusually large volume of background materials to be submitted by proponents, or opponents of an issue, the Chairperson may require submissions to be made at least two weeks, or more in advance.
- B. Workshop Meeting Agendas:
1. No item shall be put on a workshop agenda unless at least two Councilors request it.
  2. Suspending the Rule  
Nothing herein shall prohibit the Council from voting to suspend, as opposed to amend, these Council Rules pursuant to Section 602.13.A.4.d to add an agenda item with less than (9) work-days notice.

### SECTION 602.04 - QUORUM

- A. Quorum:

1. As per Article II, Section 13, of the Town Charter, a majority of the Council shall constitute a quorum for the transaction of business.
2. The quorum and participants consist ~~solely~~ of those members physically present together in the assembly and those participating remotely.
3. At least three (3) votes shall be required for passage of any ordinance, order or resolution.
4. A smaller number may adjourn from time to time or may compel attendance of absent members.
5. At least twenty-four (24) hours-notice of the time and place of holding such adjourned meeting shall be given to all members who were not present at the meeting from which adjournment was taken.

#### **SECTION 602.05 – ENACTMENT FORM**

- A. Enactments:
1. The Town Council shall act only by ordinance, order or resolve.
  2. All ordinances, orders and resolves shall be confined to one subject, which shall be clearly expressed in the title and shall be put in writing on forms designed for that purpose in advance of the Council meeting.
  3. Ordinances, orders and resolves shall each be separately numbered, consecutively, by date of introduction.

#### **SECTION 602.06 – ORDINANCE STYLE**

- A. The enacting style for an ordinance shall be:
1. “Be it ordained by the Town Council of the Town of Gray, Maine in Town Council assembled,” followed by the proposed ordinance.

#### **SECTION 602.07 – ORDER AND RESOLVE STYLE**

- A. In all votes of command:
1. The form of expression shall be “Ordered”.
- B. All votes regarding opinions, principles, factors or purposes:
1. The form shall be “Resolved”.

#### **SECTION 602.08 – FULL READING**

- A. As per Article II, Section 14.B of the Town Charter:
1. After passage on first reading, every proposed ordinance or a summary there of shall be posted in the municipal building and on the Town’s electronic website for at least seven (7) days prior to the next regular meeting of the Council.
  2. At least one public hearing shall be held by the Council before any ordinance shall be passed, but nothing herein shall be deemed to require publication of the ordinance itself.
  3. Every ordinance shall be in order for public hearing and the first reading of ~~same~~, but all ordinances may, at the discretion of said Council, be tabled from time to time.

#### **SECTION 602.09 - YEAS AND NAYS TAKEN: WHEN**

- A. The yeas and nays shall be taken upon the passage of all ordinances and entered upon the record of the proceedings of the Town Council by the Clerk:
1. These yeas and nays shall be taken on the passage of an order or resolve when called for by any member of the Town Council.
  2. Every ordinance, order and resolve shall require, on final passage, the affirmative vote of at least three (3) members of the Town Council.

#### **SECTION 602.10 - ORDINANCES EFFECTIVE: WHEN**

- A. No ordinance shall take effect and be in full force:
1. Until thirty (30) days from and after it shall have been enacted as required by Article II, Section 14.C of the Charter.

## **SECTION 602.11 - ORDERS & RESOLVES: EFFECTIVE**

A. Unless a later date is expressly provided for:

1. All orders and resolves shall take effect immediately, upon passage.

## **SECTION 602.12 - CHAIR AND VICE-CHAIR DUTIES**

Beyond those outlined here, the Chair and Vice-Chair have no more authority or responsibility than any other Town Councilor.

The Chair and/or Town Manager shall meet with the Vice Chair to review planned meeting agendas, as necessary, to ensure continuity of Town business.

A. The Chair is to be Presiding Officer:

1. The Chair shall take the Chair at the time appointed for the meeting,
2. Call the members to order,
3. Caused the roll to be called and,
4. If a quorum be present, call for the approval of the minutes of the preceding meeting as presented and proceed to business.
5. Shall conduct the meetings in a manner as described below and shall be the arbiter in all matters of meeting protocols, subject to a vote of the full Council.

B. The Chair shall preserve decorum and order. The Chair may;

1. Speak to points of order in performances of other members and shall decide all questions or order subject to appeal of the Council by motion regularly seconded, and no other business shall be in order until the question on appeal is decided.
2. Rule any person out of order and require a speaker to take his or her seat
3. Eject any person from the meeting place who, after being ruled out of order, remains disorderly.
4. In case of disorder, declare the meeting recessed until order is restored. In the event of serious disorder or emergency, declare the assembly adjourned to some other time (and place if necessary,) if it is impracticable to take a vote, or in his or her opinion, dangerous to delay for a vote.
5. A person wishing to address the Council shall raise his or her hand;
  - a) be recognized by the Chairperson,
  - b) give his or her name and address
  - c) **\*\*sign in on a roster provided for that purpose.**
6. All comments shall be confined to the question under debate and shall avoid personalities.
7. No person speaking may be interrupted, except by the Chair, or to raise a point of order, or to correct an error.

**NOTE:** **\*\*The Council strongly recommends that all Town standing or special committees adopt a similar, sign-in rule.**

C. Declaration of Votes:

1. The Chairperson shall declare all votes, but if any member questions a vote, the Chairperson shall cause a recount of the members voting in the affirmative and in the negative without debate.

D. Vice-Chair Responsibilities:

1. The Vice Chair will assume the role and responsibilities of the Chair whenever the Chair is absent or unable to fulfill their role.

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## SECTION 602.13 RULES OF DEBATE

### A. Motions:

#### 1. To make a motion:

- (a) The Chairperson shall request from Council members a motion to place on the floor for discussion and subsequent action any ordinances, orders, or resolves.
- (b) Any ordinance, order, or resolve must be moved and seconded to be discussed or acted upon.
- (c) If the Chairperson receives no motion or second from a member, the Chairperson may make the motion or second the motion, provided that no member of the Council may second his or her own motion.
- (d) The Chairperson shall consider a motion to adjourn as always in order except on immediate repetition.
- (e) A motion to adjourn, lay on the table, or to take from the table, shall be decided without debate.
- (f) Any member voting in the majority, or in the negative in a tie vote, may make a motion to reconsider, provided that the motion is made at the same, or the next scheduled meeting.
- (g) Motions for the Previous Question (to close debate) shall be handled according to Robert's Rules of Order, most recent edition.
- (h) Any motion shall be reduced to writing if directed by the Chairperson.
- (i) For the purposes of interpreting rules of order, a Council "session" lasts from the first Council meeting after each June election through the last Council meeting before the next June election. The general rule of order against renewal of motion during the same session applies to this period.

### B. When a question is under debate:

#### 1. The Chairperson shall receive no motion but:

- (a) To adjourn.
- (b) To lay on the table.
- (c) For the previous question.
- (d) To postpone to a date certain.
- (e) To refer to committee, administrative official, or legal representative.
- (f) To amend
- (g) To postpone indefinitely, provided that several motions shall have precedence in the order in which they stand arranged
- (h) To divide the question in wording for separate debate.

### C. Priority of Business:

1. All questions relating to priority of business to be acted upon shall be decided without debate, and all subsidiary, incidental, and privileged motions shall be decided before debate and action on the main question may resume.

### D. Voting:

1. A simple majority vote shall approve all motions for orders, ordinances, and resolves.
2. All members present shall be required to vote on all questions put forth, except that any member may ask to be excused from voting, for good cause shown, by notifying the Chairperson prior to the vote.
3. No Council Rule may be amended or repealed unless at least seven (7) days prior notice is given, and the proposed changes as they will appear in the amended document shall be made available for public review, and approved by at least four fifths (4/5) of the members voting in the affirmative.
4. Council Rules may not be dispensed with or suspended unless at least four fifths (4/5) of the members consent thereto.

E. Parliamentary procedure:

1. if a question or situation arises that is not addressed in the Town Charter or ordinances, or these Rules, the Chairperson shall refer to Robert's Rules of Order, most recent edition, to resolve the matter, subject to a vote of the full Town Council then present and voting.

**SECTION 602.14 – BREACH OF COUNCIL RULES OR ORDERS**

A. When any member shall be guilty of a breach of any of the rules or orders of the Council:

1. He/she may, on motion passed by the rest of the Council, be required to make satisfaction therefor and shall not be allowed to vote, or speak, except by way of excuse, until he/she has done so.

**SECTION 602.15 – STANDING AND SPECIAL COMMITTEES**

A. The Town Council shall create such standing committees as are required by law and may create such special committees as it deems necessary.

1. A separate list of both types of committees shall be maintained by the Town Manager, or his/her designee, separate from the Town Council rules, and kept up to date by him/her.
2. Amendments to such list may be made by the Town Council, from time to time, and any such amendment(s) to the list shall only require a majority vote.

**SECTION 602.16 – SOCIAL MEDIA PLATFORMS**

Recognizing that citizens and the public increasingly gather information through social media sites, Councilors may find it beneficial to use such platforms to enhance their communication with constituents. If Councilors choose to use social media platforms for communication, it should be noted the Maine Freedom of Access Act ("FOAA") requirements would apply to content involving the conduct of government (i.e., Town) business on those platforms. To ensure compliance and clarify communications, Councilors agree to the following:

1. Councilors who choose to use social media for the purpose of communicating with constituents as a Councilor will create a Council-specific account to segregate Town Business content from personal communications and will label the account as such.
2. Councilor social media accounts shall be used for purposes of disseminating information and engaging with residents. The content of such accounts and pages shall be limited to general communication regarding Town business and may either report Town Council votes and actions as reflected in the minutes of Town Council meetings or may communicate items that are included on the Town Council agenda. In no event shall social media accounts be utilized for official actions, decisions or meetings, all of which shall occur at Town Council meetings as required by the FOAA.
3. When posting content to Council specific accounts, Councilors should take care to identify when stating a personal opinion versus an opinion that is reflective of the Council as a whole. All content on the Council account should be limited to Council-related duties and activities and Town business and shall not include personal content.
4. The following disclaimer should be posted on the Council specific account:  

The content on this account including comments and replies to comments, may be considered public records, and may therefore be subject to public record requests for review and copying under Maine's Freedom of Access Act (Title 1, Sections 401-521 of the Maine Revised Statutes).
5. Council accounts shall be limited to posting content on the Councilor's page or responding to content on that page and shall not be used to "like" or comment on other users' posts or comments outside of the Council specific page.
6. Councilors shall be required to preserve access to accounts such that a copy of all content remains available for inspection or copying upon request as required under FOAA and shall comply with any request from the Town's public access officer to provide the same within a timely manner.
7. Councilors are responsible to understand what information is considered confidential under the FOAA and shall not post any such confidential information on social media.

Councilors shall not engage with one another on social media in a manner that would be considered a public meeting without notice, i.e., the discussion of Town business by three or more Councilors without advanced notice and opportunity for the public to attend.

**SECTION 602.17 – COUNCILOR REQUESTS FOR STAFF TIME AND LEGAL OPINIONS**

Councilor requests for information may require significant involvement from staff or the town’s legal team in order to be resolved.

- A. When it will involve more than one (1) hour, requests will be resolved as follows:
  - 1. The Town Manager will determine if requests for staff or legal team time to research questions, generate reports or gather data will make it difficult or expensive to complete current assignments.
  - 2. If the Manager declines a Councilor's request, the Councilor may ask the Chair to determine if the majority of Councilors support their request.
  - 3. The Chair must allow enough discussion to clarify a request. If there is not enough time in the agenda for a discussion and vote, the Chair will schedule the discussion and vote for the next available meeting.
  - 4. The Chair will conduct a poll to determine the Council's support.
  - 5. If the majority of Councilors do not support the request, the request fails.
- B. A request that fails may be brought up at a future meeting and discussed again if the Chair agrees new information has become available making reconsideration appropriate.

**II. COMMITTEES**

Section II. Committees has been removed from the Town of Gray Council Rules.

**602.42TO SECTION 602.49 - (RESERVED)**

**SECTION 602.50 - SEVERANCE CLAUSE**

- A. Whenever there is a conflict between the language contained in these Rules and that of the State statutes, the Town Charter or Ordinances, the Town Charter or ordinance shall prevail except where the State statute is intended to control.

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

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

## TOWN COUNCIL COMMITTEES

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

- A. Wild Blueberry Festival Committee
- B. Board of Assessment Review
- C. Community Economic Development Committee (CEDC)
- D. Community Television ~~& Communication~~ Advisory Committee (CTCAC)
- E. Dry Mills Schoolhouse Museum Committee
- F. Finance Committee
- G. General Assistance Fair Hearing Authority
- H. Library Board of Trustees
- I. Ordinance Advisory Committee (OAC)
- J. Open Space Committee
- K. Planning Board
- ~~L. Public Safety Committee~~
- M. Recreation ~~& Conservation~~ Committee
- N. Recycling Resiliency Committee

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O. Zoning Board of Appeals (ZBA)

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

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

**TOWN COUNCIL AFFILIATIONS**

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

**COUNCILOR LIAISON APPOINTMENTS**

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

- A. Shall be chosen as Liaisons by a majority vote of the Town Council.
- B. May be the liaison for more than one committee.
- C. Shall serve in a non-voting, ex-officio capacity.
- D. Shall have the right to speak, ask questions and participate in ~~COMMITTEE~~ Committee deliberations. A Council Liaison to the Planning Board, Board of Assessment Review or Zoning Board of Appeals shall be permitted to speak in support of or opposition to an application and participate in deliberations only to the extent otherwise permitted for all members of the public

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

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

**COMMITTEE MEMBER APPOINTMENTS**

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

**The following rules shall apply to all committee member appointments:**

- A. In general a committee applicant shall be a resident of the Town of Gray throughout their term. When a committee partners with other towns or regional groups to solve problems or provide services the Town Council may choose to appoint non-residents to the committee. For example, the Recreation ~~and Conservation~~ Committee may also include residents of New Gloucester. The majority of the members on any Town Council committee must be residents of the Town of Gray. Applicants must be eighteen (18) years of age unless exempted by the Town Council.
- B. Citizens applying or reapplying for committee membership must submit an application.
- C. Committee appointments are for three (3) year terms to end on August 31st of the designated year, unless otherwise specified by the Council at the time of initial appointment or reappointment. The Council Member to the Finance Committee's term shall be 1 year and end on Election day.
- D. The terms of committee members shall be staggered so not more than one third (1/3<sup>rd</sup>) (approximately) of the committee's appointments end in the same year.
- E. Committee members shall serve without compensation unless otherwise specified by the Council.
- F. Appointees may only serve on one (1) of the following committees at a time; Planning Board, Zoning Board of Appeals, Finance Committee and Board of Assessment Review.
- G. No more than one (1) member of an immediate family shall serve on the same committee at the same time.
- H. A committee position may be considered vacated if the member is unable to attend more than ¼ of regular meetings in a twelve-month period starting at appointment, and annually thereafter until term expiration.
- I. Any committee member can be removed for cause after due notice and hearing by the Town Council.
- J. Committee members may be compensated as a consultant for the Town provided that the Town Council approves the contract for services to be provided and the committee on which the individual is currently serving is not responsible for supervising the services to be provided

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during the contract term or for 30 days after the individual's service on that committee is terminated.

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

**TOWN COUNCIL COMMITTEES RULES**

All committees shall:

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

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

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

The Town of Gray Town Council Remote and Hybrid Meeting Policy was amended on. The policy applies to all committees unless that committee adopts a separate policy. For the Planning Board and Zoning Board of Appeals, the hybrid model should be used whenever feasible. For all other committees, hybrid, remote or in person meetings can be used based on the majority of committee members wishes. If hybrid or remote meetings are used, the Town Zoom account ~~must~~ should be used to ensure recording of the meetings adopted on September 7<sup>th</sup> 2021. The following Committees are authorized by the Town Council to adopt the policy or a similar policy that is at least as restrictive as the Town Council policy and which complies with State Statute. If another account is used, the meeting must be recorded and provided to Town Staff.

- ~~1. Planning Board~~
- ~~2. Zoning Board of Appeals~~

## **TOWN COUNCIL COMMITTEES**

### **WILD BLUEBERRY FESTIVAL COMMITTEE**

A. Established:

1. The End of Summer Fest Committee was created on December 6, 2016. The committee was re-named the ~~Gray~~ Blueberry Festival Committee on May 2, 2017. The committee was re-named the Wild Blueberry Festival Committee in 2022.

B. Membership:

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

C. Duties:

1. Celebrate and promote the Town of Gray, including local businesses, community and school organizations, and Pennell Complex;
2. Build on existing, and foster new, collaborative efforts in town;
3. Create ‘new childhood’ memories with this event and revive the ‘old childhood’ memories of Gray’s Old Home Days;
4. Educate attendees by offering interactive booth demonstrations and exhibits.

### **BOARD OF ASSESSMENT REVIEW**

A. Membership:

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

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

B. Duties:

The Board of Assessment Review shall have the power to;

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

**COMMUNITY ECONOMIC DEVELOPMENT COMMITTEE (CEDC)**

A. Membership:

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

B. Duties:

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

**COMMUNITY TELEVISION & COMMUNICATION ADVISORY COMMITTEE (CTCAC)**

A. Established:

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

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

**B. Membership:**

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

**C. Duties:**

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

**DRY MILLS SCHOOLHOUSE MUSEUM COMMITTEE**

**A. Membership:**

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

**B. Duties:**

1. The mission of the Dry Mills Schoolhouse Museum located adjacent to the Maine Wildlife Park's campus in Gray, Maine, is to offer a venue for locals and visitors to take a step back in history for an experiential visit in a mid-1800's schoolroom.
2. The restored, one-room schoolhouse displays old photographs, hands-on items, and period books, including a copy of one of the century's teacher journals.

**TOWN COUNCIL  
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3. We strive to fully restore and secure the Dry Mills Schoolhouse for posterity, to preserve its rich history, to open and present it to the public on a regular basis, to allow Gray residents, individual visitors, and student groups direct access to an educational immersion experience, and to provide a preserve for inter-mutual community and celebratory events.
4. The Dry Mills Schoolhouse: Preservation of our Past and Pathway to our Future.

**FINANCE COMMITTEE**

A. Membership:

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

B. Duties:

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

**GENERAL ASSISTANCE FAIR HEARING AUTHORITY**

A. Established:

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

1. The Committee is established and governed by the Chapter 601 General Assistance Ordinance.
2. Membership:
3. The Committee shall consist of three (3) Town Councilors.

**B. Duties:**

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

**LIBRARY BOARD OF TRUSTEES**

**A. Membership:**

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

**B. Duties:**

1. The Library Board of Trustees shall adopt policies relating to the operation and planning of the Library.
2. Board of Trustees shall establish rules and policies to guide the Library Director, subject; however, in both instances to the provisions of the Town Charter, Town Ordinances and Town’s Personnel Policy.
3. The Library Director shall be responsible to the Town Manager for following the guidelines set forth by the Board of Trustees.
4. All expenditures of library funds shall be made by the Town Treasurer upon request of the Board, or in cases where the Librarian is authorized by the Board, upon request of the Librarian.
5. The Library Trustees shall have the authority to use the Library Reserve funds for purchases or services pertaining to the Library.
6. Purchases made from the Library Reserve must be maintained only with funds from the Library Reserve Fund.
7. The Library Reserve Fund shall consist of gifts or donations to the Gray Public Library, and any interest generated by these funds.
8. The use of such funds shall be approved by a majority vote of the Library Board of Trustees, and the Library Director.
9. A purchase order signed by the Library Director and the Chair of the Trustees shall be submitted to the Town Treasurer, no further approval shall be required.

**OPEN SPACE COMMITTEE**

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

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

B. Membership:

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

C: Duties:

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

**ORDINANCE ADVISORY COMMITTEE (OAC)**

A. Established:

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

B. Membership:

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

C. Duties:

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

**PLANNING BOARD**

A. Membership:

1. The Planning Board shall consist of five (5) members and two (2) alternates. The two Alternate members will be appointed to the Board by the Town Council in the same manner as full members. All full and alternate member vacancies shall be filled by the Council. The Planning Board shall meet up to twice a month at the discretion of Planning Department Staff.

B. Duties:

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

The Board shall;

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

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

**RECREATION ~~AND CONSERVATION~~ COMMITTEE**

A. Established:

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

B. Membership:

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

C. Duties:

1. The Committee shall advise and recommend to the Town Council on recreational and public parks matters, such as: programs, policies, development, planning, or leisure time activities.
2. In cooperation with the Town Manager and the Parks and Recreation Director the Committee shall assist in initiating and maintaining progressive programs and activities.

3. The committee shall engage the community to build a volunteer base and connect them to community events and programs.

4. The committee will consider community feedback and research and identify opportunities for programs, events, and resources to bring to Gray.

~~3.—The committee, when appropriate, will collaborate with other local recreation departments including but not limited to New Gloucester Recreation Department. Collaborations with New Gloucester will be branded as GNG Recreation. The Committee shall advise and recommend to the Town Council, public and private committees, and the general public as to the protection, research, development and use of the natural resources located within the territorial limits of the Town.~~

~~D. The Committee shall recommend to the Town Council the purchase, the gift or other acquisition of land, easements or interest in land; in order to maintain and manage it in a manner which allows for public use and enjoyment consistent with the natural, historic and scenic resources of the land.~~

~~E. The Committee shall, prior to making any recommendations pursuant to this section, submit its recommendations to the Planning Board at least thirty (30) days in advance.~~

~~F. The Committee shall be responsible for developing and maintaining an open space, public access, and outdoor recreation plan which shall be consistent with the Town's Comprehensive Plan and with any regional plan.~~

~~G.5. The Committee shall prepare and maintain an index of all open areas, publicly or privately owned, within the Town and including but not limited to open marsh lands, swamps, and wetlands to assimilate and retain information pertinent to the proper utilization, protection and potential development or use of such open areas.~~

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**TOWN COUNCIL  
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**RESILIENCY COMMITTEE**

A. Membership:

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

B. Duties:

The committee shall:

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

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

**TOWN COUNCIL  
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**ZONING BOARD OF APPEALS (ZBA)**

A. Membership:

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

B. Duties:

The board:

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

**RETIRED TOWN COUNCIL COMMITTEES**

**CHARLES BARKER SCHOLARSHIP COMMITTEE**

A. Membership:

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

B. Duties:

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

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

**GRANGE NO. 41 SCHOLARSHIP FUND COMMITTEE**

A. Established:

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

**B. Membership:**

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

**C. Duties:**

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

**LADDER TRUCK COMMITTEE**

**A. Established:**

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

**B. Membership:**

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

**C. Duties:**

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

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**PUBLIC SAFETY COMMITTEE**

A. Membership:

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

B. Duties:

The committee shall;

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

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

**COMPREHENSIVE PLAN STEERING COMMITTEE**

~~A.~~ A. Established:

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

~~B.~~ B. Membership:

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

C. Duties are to oversee:

**TOWN COUNCIL  
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TOWN OF GRAY, MAINE**

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



## TOWN OF GRAY

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

## OFFICE OF THE TOWN MANAGER

Jonathan Hartt, HR Administrator  
jhartt@graymaine.org  
(207) 657-3339 x102

June 2, 2022

TO: Gray Town Council  
RE: Sick and Personal Time Policy revision draft language

The Town Council set a goal to update the current sick time accrual and/or payout provision. The intent is to both bring the current policies into alignment with current standard practice and accomplish a Council goal to reduce unfunded financial liability exposure for sick time payouts upon separation from employment in good standing, as recommended by the Town's auditing firm. Language related to Maine's Earned Paid Leave Law is also being added, as recommended by the Town's attorney.

Pursuant to these goals, Council has deliberated on the following revisions to the Town Personnel Policy.

### Deletion of these clauses in Sick Time Section 7.F:

~~When an employee has accrued nine hundred sixty (960) hours of sick time, the Town Manager may elect to purchase a disability plan on behalf of the employee, in lieu of allowing the employee to continue accruing sick time. If the same employee utilizes their sick time below the accrual level of four hundred eighty (480) hours, the Town will cancel any disability plans purchased on the employee's behalf and allow the employee to accrue sick time in the manner subject to their employment classification.~~

~~Each employee in Groups I & II, upon separation from employment in good standing, shall be entitled to pay equal to one half of that employee's accumulated sick time, not to exceed forty-five (45) days, provided that the employee has worked for the Town for a period of at least five years. An employee who is not in good standing upon separation from employment is not entitled to pay for accumulated sick time.~~

### Addition of these clauses in Sick Time Section 7.F:

The Town also recognizes employees' ability to use time consistent with Maine's Earned Paid Leave Law. (Note: this clause is being added to Vacation and Personal Time sections also.)

#### *Accrual Cap*

Accrual of sick time will not exceed 960 hours. Employees who have an excess of this cap as of July/October 1, 2022 will maintain their sick time hours until such time as the accrued hours may fall below 960 hours, at which time the cap will be in force.

*Donation*

Regular full-time employees and regular part-time employees may choose to donate up to twenty-four (24) hours to another full- or part-time employee of the Town of Gray in a fiscal year.

*Payout for Accumulated Sick Time*

As of October 1, 2022, ~~Employees~~ employees in Groups I & II, having achieved at least ten (10) years of ~~full-time~~ service to the Town of Gray ~~as of July 1, 2022~~ ~~January 1, 2021~~, will be entitled upon separation to pay equal to one half of that employee's accumulated sick time, not to exceed three hundred and ~~twenty-sixty (320)~~ three hundred and sixty (360) hours, ~~upon retirement.~~

As of October 1, 2022, ~~Employees~~ employees in Groups I & II ~~having achieved at least ten (10) years of full-time service to the Town of Gray as of January 1, 2021, upon termination to seek other employment; and, employees in Groups I & II~~ having achieved at least five (5) years of ~~full-time~~ service ~~as of July 1, 2022~~ upon retirement; will be entitled upon separation to pay equal to one half of that employee's accumulated sick time, up to ~~one hundred sixty (160)~~ two hundred (200) hours.

As of October 1, 2022, payout is not available to employees in Groups I & II having achieved less than five (5) years of service.

An employee who is not in good standing upon separation from employment for any reason will receive no payout of accumulated sick time.

*Annual Payment for Accumulated Sick Time*

~~As of January 1, 2021, full-time and part-time employees will receive for accumulated earned sick leave at the end of each fiscal year (June 30), a \$100 payment if excess of 100 hours; a \$200 payment if more than 200 hours; a \$400 payment if more than 500 hours; and, a \$600 payment if more than 750 hours.~~

Deletion of this clause in Personal Time Section 7.G:

~~Any employee in Groups I or II will receive an annual personal time allocation of ~~four (4)~~ 16 hours. who has a balance of two hundred forty (240) hours of sick time on their anniversary date shall be eligible for eight (8) hours of personal time. Any employee in Groups I or II who has a balance of four hundred eighty (480) hours of sick time on their anniversary date shall be eligible for sixteen (16) hours of personal time. Any employee in Groups I or II who has a balance of seven hundred twenty hours (720) of sick time on their anniversary date shall be eligible for twenty four (24) hours of personal time. Any employee in Groups I or II who has a balance of nine hundred sixty (960) hours of sick time on their anniversary date shall be eligible for thirty-two (32) hours of personal time. Personal time must be used in the year it accrues; it is not carried forward past their anniversary date from year to year and will not be paid out to the employee upon termination~~

## **APPENDIX G – EARNED PAID LEAVE (Effective January 1, 2021)**

As defined by 26 MRSA Section 1043(11), The State of Maine’s Earned Paid Leave (EPL) Law requires employers with more than 10 employees to provide earned paid leave equal to or in excess of the Earned Paid Leave Law.

Covered Employees: Covered employees under the Earned Paid Leave Law include, but may not be limited to, full-time, part-time, temporary, on-call, call firefighters (under certain work events and unless excluded as outlined below), and per diem employees.

Exclusions: Employees determined to be seasonal employees by the Unemployment Insurance Commission will not accrue Earned Paid Leave during the seasonal period of June 15 – September 15. Employees, such as Election Workers and call firefighters, who are paid less than \$1,000 in a calendar year, are excluded from the Earned Paid Leave Law. Additionally, call firefighters who are only paid when they choose to respond to a fire or other emergency may also be excluded from the Earned Paid Leave Law.

Regular Full-time and Part-time Employees: The Town of Gray currently provides a benefit greater than this EPL law for its regular full-time and part-time employees through its paid vacation, sick, personal, and wellness policies. To comply with Maine’s Earned Paid Leave Law, regular full-time and part-time employees may utilize up to 40 hours of accrued vacation, sick, or personal time during the calendar year for any type of time off as needed. Employees in this classification should refer to the Town’s established paid leave policies and contact their supervisor or Human Resources for clarification.

Accrual of Earned Paid Leave (EPL): All Covered Employees, other than Regular Full-time and Regular Part-time Employees as outlined above, are entitled to earn one hour of paid leave for every 40 hours worked, up to 40 hours in one calendar year of employment. Accrual of this leave begins at the start of employment, but may only be used as set forth below. Unused EPL time will roll over and be available to the covered employee in their next year of employment. However, the maximum amount of EPL available to the covered employee will not exceed 40 hours in one calendar year.

Use of Earned Paid Leave: Once eligible employees, including probationary employees, have been employed for 120 calendar days, they may use earned paid leave in increments of a minimum of ½ hour (30 minutes) for any reason, such as illness, personal and family emergencies, personal time, and vacation. Per diem and on call employees, who sign up, accept shifts when available to work, or are called in to work, may utilize Earned Paid Leave if they need to arrive late or leave early for a shift or have signed up for a shift but are not able to make or work the shift for some unforeseen reason. Per diem and on call employees are not eligible to use EPL for days on which they have not been assigned to a shift.

Notice Requirements: Eligible employees must provide at least four weeks’ prior notice to their supervisor of their intent to use this leave, unless leave is for an emergency, illness, or other sudden necessity where advance notice may not be feasible, and then notice must be given as soon as practicable.

Restrictions of use of Earned Paid Leave: EPL may be denied or canceled by the Department Head during defined peak work periods where approval of such leave would inhibit the ability of the department to safely maintain adequate levels of service to the community.

Leave Accrual upon Separation: (1) Regular full-time and part-time employees: Any unused Earned Paid Leave will be paid to regular full-time and part-time employees at time of separation consistent with existing Town vacation, sick, and personal time policies. (2) Temporary, on-call, and per diem employees: Employees of this classification who are covered employees and not otherwise excluded from eligibility to accrue EPL will not be paid for any unused and accrued Earned Paid Leave upon separation of employment. If a temporary, on-call, or per diem employee returns to work within 365 days of their last date of employment, that employee is entitled to any unused balance of EPL.

**TOWN OF GRAY  
EMPLOYEE PAID TIME OFF**

**Accrual Rates**

Full-Time Employees (Groups I & II)		
Years of Employment	Vacation Time per Pay Period	Sick Leave per Pay Period
Less than 5 years of Service	3.08 hours per pay period	3.692 hours per pay period
5-10 Years of Service	4.62 hours per pay period	<i>See above</i>
10 Years of Service or More	6.16 hours per pay period	<i>See above</i>

Part-Time Employees (Group III)		
Years of Employment	Vacation Time per Pay Period	Sick Leave per Pay Period
Less than 5 years of Service	.0385 hours per hour worked	.04615 hours per hour worked
5-10 Years of Service	<i>See above</i>	<i>See above</i>
10 Years of Service or More	<i>See above</i>	<i>See above</i>

**Vacation Time Accrual Cap**

Full-Time and Part-Time Employees (Groups I-III)		
Years of Employment	Maximum Vacation Time	Notes
Less than 5 years of Service	Two weeks (80 hours)	Accrual ceases at employee's individual limit at left. Time paid out upon separation.
5-10 Years of Service	Three weeks (120 hours)	Accrual ceases at employee's individual limit at left. Time paid out upon separation.
10 Years of Service or More	Four weeks (160 hours)	Accrual ceases at employee's individual limit at left. Time paid out upon separation.

**Sick Time Accrual Cap**

Full-Time and Part-Time Employees (Groups I-III)		
Years of Employment	Maximum Sick Time	Notes
Less than 5 years of Service	960 hours	Employees who have an excess of this cap as of October 1, 2022 will maintain their sick time hours until the accrued hours may fall below 960 hours.
5-10 Years of Service	<i>See above</i>	<i>See above</i>
10 Years of Service or More	<i>See above</i>	<i>See above</i>

**Payout for Accumulated Sick Time**

Full-time Employees Only (Groups I & II)		
Years of Employment	Payout Amount	Notes
Less than 5 years of Service	0	No sick time paid out upon separation of employment.
5-10 Years of Service	50% of accrued sick time amount, 200 hours maximum	Employee must be in good standing with the Town.
10 Years of Service or More	50% of accrued sick time amount, 360 hours maximum	Employee must be in good standing with the Town.

**Personal Time**

Full-time Employees Only (Groups I & II)		
Years of Employment	Time Received each Year	Notes
Less than 5 years of Service	16 hours	Personal time does not accrue year to year and is not subject to payout upon separation.
5-10 Years of Service	<i>See above</i>	<i>See above</i>
10 Years of Service or More	<i>See above</i>	<i>See above</i>

**Bereavement Time**

Full-Time and Part-Time Employees (Groups I-III)		
Years of Employment	Bereavement Time	Notes
Less than 5 years of Service	Up to 3 days of absence caused by the death of a member of the immediate family	See definitions portion of the Personnel Policy.
5-10 Years of Service	<i>See above</i>	<i>See above</i>
10 Years of Service or More	<i>See above</i>	<i>See above</i>

**Earned Paid Leave**

Covered Employees	EPL Accrual and Utilization	Notes
Groups I-III (Full-Time and Part-Time Employees)	Up to 40 hours of accrued vacation, sick, or personal time may be used during the calendar year for any type of time off as needed.	Refer to the Town’s established paid leave policies for more information.
Group IV (All temporary, seasonal, and per diem employees)	Entitled to earn one hour of paid leave for every 40 hours worked, up to 40 hours in one year. After 120 days of employment, EPL time may be used in 30-min increments for any reason.	Accrual of this leave begins at the start of employment. Refer to EPL section above for requirements, exclusions, and restrictions.



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

# Gray to Receive \$500,000 Grant from U.S. EPA for Brownfields Assessment

Funds will be used to evaluate properties in Gray that have not reached their full development potential due to possible or presumed environmental challenges.

POSTED ON: MAY 16, 2022 - 2:13PM

The Town of Gray has been selected by the United States Environmental Protection Agency (EPA) to receive \$500,000 in Brownfields Assessment Grants over a three-year period starting in 2022. These grants are awarded across the country for local communities to identify and assess underutilized properties for future clean-up and redevelopment, while protecting public health and the environment.

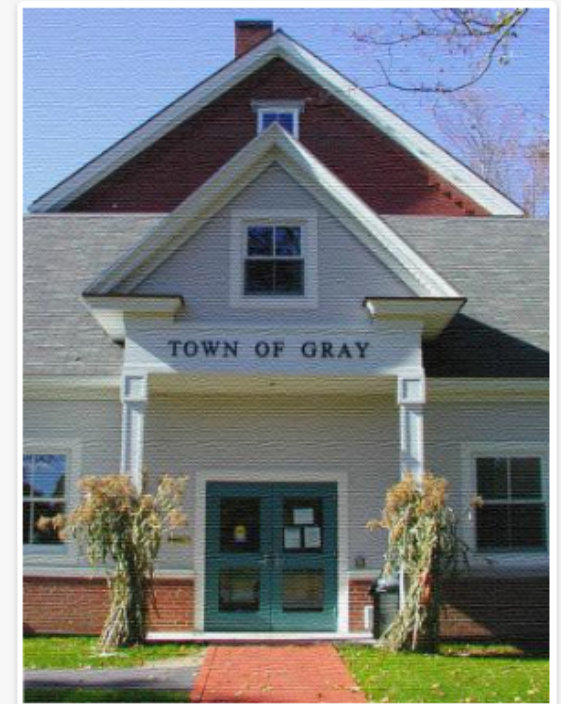
A “brownfield” site may be buildings and/or land with challenging redevelopment activity due to the presence or potential presence of a hazardous substance, pollutant, or contaminant. This area-wide assessment grant award will benefit Gray’s economic revitalization efforts, including, but not limited to, future planning for the Gray Village Center and the Route 100/Portland Road Corridor as prioritized by Gray’s [2020 Comprehensive Plan](#), and other recent development initiatives supported by the Gray Town Council.

“I’m pleased and honored that the EPA has awarded Gray with this \$500,000 assessment grant. The brownfields program is so competitive because it offers a tremendous opportunity for towns like Gray that could not otherwise bring environmentally challenged properties back into productive use,” **said Town Manager Nathaniel Rudy.**

The three-year Brownfields Assessment Grant is the first step in a process by which potentially environmentally contaminated properties can be identified, evaluated, cleaned up or deemed uncontaminated, and presented to the community for commercial reuse or greenspace.

Funding for brownfields grants was [approved by the Biden Administration](#) on May 12, 2022. Gray’s \$500,000 allocation is one award of the \$254 million going to 265 communities across the United States, for other community remediation projects.

Questions about Brownfields and Land Revitalization programs can be directed to the [EPA](#).



The logo for Cumberland County, Maine, features the word "Maine" in a stylized orange script font above the words "Cumberland County" in a bold, black, sans-serif font.

Community Development Department – 142 Federal Street Rm109 – Portland, Maine 04101

June 1, 2022

Town of Gray  
Attn: Nathaniel Rudy  
24 Main Street  
Gray, ME 04039

Dear Town Manager Rudy,

Congratulations! On May 9<sup>th</sup>, 2022 Cumberland County's Commissioners awarded Community Development Block Grant funds to your Town for the purpose of constructing the following projects during the fiscal year beginning July 1, 2020:

- **\$ 66,877 Village Area Loop Trail- Phase 2**

We are aware that budgets and staffing often change between the time an application is submitted and grant funds are awarded. To make sure we have the most accurate information in our grant contract and files, please provide the following information:

1. Project Update:

- a. *Contact Information:* Please provide the name, phone number, and email address for the primary contact for each project. If billing/invoicing or performance reports will be coming from a different person, please provide their contact information as well.
- b. *Project Summary:* If the process, scope of work, type of clients serviced, or timeline for completing your projects have changed since the time of your application submittal. Please provide a project summary update to our staff.
- c. *Budget:* If your grant award is different from your request, or if other funding sources have increased or decrease since your application submittal. Please provide us with an updated budget.

2. Federal Contract Provisions: The two recreation projects will be subject to the following federal requirements, including:

- a. *Environmental Review:* All funded projects that include construction will require an Environmental Review by the County to ensure compliance with the State Historic Preservation Office, local Historic Preservation Ordinances and other environmental regulations. If applicable, this will take two to four weeks to process *once a final scope of work is submitted and approved by staff.*
- b. *Federal Labor Standards:* Sub-recipients who receive funds for construction or rehabilitation projects must ensure that they and all subcontractors meet requirements for federal prevailing wage rates specified under the Davis-Bacon Act. The Act requires that all laborers and mechanics employed by

contractors in the performance of construction financed in whole or in part with assistance received under HUD programs (CDBG), shall be paid wages at rates no less than the prevailing rates provided. This will require certified payroll to be submitted to the County for all workers on site.

- c. Lead Safe Practices: Any contractor, plumber, electrician or painter who disturbs lead paint in a pre-1978 home, school or day care center must be Lead-Safe certified.
  - d. Procurement: full and open competition & cost reasonableness, procurement must comply with the town's Purchasing Ordinance.
3. Reporting: Quarterly updates will be required in order to process payments. Updates will provide project status updates. A form will be provided. Reporting will occur on a quarterly basis, due on the 10<sup>th</sup> of the month (October 10, January 10, April 10 and July 10). Please identify who will submit the quarterly reports.
  4. Payment: If submitted on time, payment will be processed and released within 7-10 business days.

Please submit all requested documents by June 6<sup>th</sup>, 2022. Once all documents have been reviewed by County Staff, we will set up a time to review the requirements of this project and sign a contract. *Please note: No work can begin, and no money can be spent until after July 1, 2022 and a contract has been signed by all parties.*

If you have any questions, please contact me.

Sincerely,



Kristin Styles  
Community Development Director  
Cumberland County  
[Styles@cumberlandcounty.org](mailto:Styles@cumberlandcounty.org)  
Phone: 699-1906

cc: Kristin Muszynski, Community Planner, Town of Gray

## 2022 GENERAL CDBG PROGRAM APPLICATION

### CHECKLIST

#### SUBMIT COMPLETED CHECKLIST WITH APPLICATION

Please submit each section of the application, including this checklist:

- A. Cover Page**, *limit 1 page*
- B. Summary Sheet**, *limit 1 page*
- C. General CDBG Application Narrative Questions**, *page limits vary*
- D. Budget: Revenues and Expenditures**, *limit 1 page*  
*Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative*
- E. Demonstration of Endorsement by Elected Officials**
- F. Multi-community Additional Questions & Signature Page**

#### Required documents for non-profit organizations:

- Verification of 501(c)3 Status**, *limit 1 page*
- Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- Most Recent Agency Operating Budget Summary**, *limit 1 page*
- Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- Complete list of Board Members**

RL Rumson

01/19/2022

\_\_\_\_\_  
Checklist Completed By

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

## 2022 GENERAL APPLICATION COVER PAGE

Application Type	<input checked="" type="checkbox"/> General - non- eco dev. <input type="checkbox"/> General - Economic Development <input type="checkbox"/> General - Multi-Jurisdictional		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities) Town of Gray Maine Community Development Department		
Project Name	Village Area Loop Trail -Phase 2		
Mailing Address	Town of Gray Henry Pennell Municipal Complex 24 Main Street Gray, ME 04039		
Project Address	Pennell Municipal Building 33 Main St, Gray Maine 04039		
Authorized Official	Nathaniel Rudy, Town Manager	Phone 207-657-3339	Email nrudy@graymaine.org
Project Director	Kristen Muszynski	Phone 207-657-3339 ext. 114	Email kmuszynski@graymaine.org
Financial Contact	Katy Jewell	Phone 207-657-3339	Email kjewell@graymaine.org
Person who completed the Application	Rachel Lyn Rumson	Phone 207-332-7224	Email Rachellyn.rumson@gmail.com
Amount of CDBG Funds Requested	\$66,877	Total Project Budget \$87,820	
DUNS Number	07-399-5391	Tax ID: 01-6000183	

Name and Signature of Authorized Official

  
\_\_\_\_\_

Date

01/20/2022  
\_\_\_\_\_

## GENERAL APPLICATION SUMMARY SHEET

1. **HUD National Objective.** Indicate which National Objective this program activity will address; choose one

- Low and Moderate Income Area Benefit (LMA):** an activity *which is available to benefit all the residents of an eligible area/census tract*, plus housing authority properties.

*If you choose LMA, please provide a map and outline on the map the area that your program serves.*

2. **HUD Program Objectives.** Indicate which HUD program objective this program will address; choose one:

- Creating a Suitable Living Environment**

3. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. Pedestrians and cyclists in Village Center (VC & VCP) including LMI residents, senior Nordic pole walking club, workers, visitors to the area; business owners, and town residents visiting the village.
B. How many Cumberland County residents will be served by the proposed program? (unduplicated -per year)	B. 884 +/- VC & VCP residents & business owners, remaining Gray residents 6,877 indirectly
C. How many are <i>low to moderate income Cumberland County residents</i> ?	C. 547 +/- VC & VCP residents & business (64.9%)

4. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Census Data
B. How will the outcomes be measured, collected, and documented?	B. Staff will submit a quarterly report summarizing the work that has been completed to date.

*Please limit the Public Service Worksheet to 1 Pages.*

## GENERAL APPLICATION QUESTIONS

Respond to the narrative questions in a maximum of six pages or seven pages for multi-jurisdictional project applications.

1. Provide a **brief summary** (400 words maximum) of the proposed project. **- 10 points.**

Focus your answer on issues *such as, but not limited to*: What are the services to be provided? Where will they happen? Who's in charge? Who will be served?

An extension of the Village Area Loop Trail (VALT P2), first envisioned by Gray's Bike-Ped Committee in 2015, is proposed to be built adding one half mile to the existing loop at Henry J. Pennell Municipal Complex (See Appendix VII). Voters approved the acquisition of this parcel in

2021. Located directly across Main St. from Pennell, it is a gateway property to Gray's Village Center, and near the MSAD#15 administrative offices, Russell Elementary School, and the Gray Historical Society, as well as local businesses. There are baseball fields, retail shops, salons, and restaurants all within walking distance. The new trail will require a street crossing, trail bed and some permaculture design.

The final pathway of the proposed trail segment is TBD but will generally follow a peripheral course as proposed in the [Town's Bike Ped Plan](#) and in conceptual plans drawn up for the town to vote on the land purchase in 2021. The first section of the VALT (VALT P1) is very popular. This proposed addition of the VALT will support recreational use for all ages.

The project is in alignment with Gray's 2020 Comprehensive Plan, approved by 80% of voters, that clearly prioritizes improving access to and moving people safely through the Village area and investing in the Village. The project will complement and expand the existing VALT and utilize design principles applied in the town's new public park, the Village Green. The new path will invite connections with nature, present a view of Pennell Clock Tower over the tree canopy, provide resting areas, increase pollinator habitat and biodiversity, and provide safe, off-road passage between Russell School playground and Pennell Playground. The new trail bed design will match the existing one across the street, built of stone dust. Shallow berms and swales on the sides of the trail will shape the otherwise flat topography. Vegetative features will be perennial-dominant, and feature fruiting shrubs and trees, and aromatic herbs. Creative plantings will surround an outdoor room. This project requires a cross walk on Main Street to make the connection with the VALT P1.

This grant is needed to develop the trail and connection that will allow residents, workers, and visitors alike to explore Gray Village. The goal in creating this trail is to expand pedestrian and bicycle opportunities in the Village and provide positive outdoor spaces for the community to visit. The Community Development Department will oversee implementation. The Town will undertake this project with the help of design and project management consultant(s) as needed.

2. Provide a response to the four questions below defining and justifying the **need for the activity**. - 20 points

- a. Convey the magnitude and severity of the issue to be addressed.
- b. Identify the total number of people affected by the issue.
  - i. Out of the total number of people affected, identify the number of people from low/moderate income households.
- c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.
- d. Construction related activities: Convey how the project relates to the community's long-range planning and capital improvement needs.

a) Traffic is intense in the Village. According to the Bike Ped Plan (2018) Main Street sees 10k to 15k vehicles per day. Sidewalks in the district are being improved but there are still some

unsafe areas and need for more pedestrian infrastructure in the form of safe crossings, sidewalks and off-road trails.

b) Beneficiaries include the 884 +/- Village residents (64.9% LMI), a newly formed Nordic walking club for seniors, as well as area workers, visitors, business owners, and other pedestrians and cyclists. The remaining Gray residents (6,877) will benefit indirectly from the town's improved image and downtown accessibility.

c) With the VALT P2, access to the Village area (See Appendix VIII) will forever be improved. The VALT is supported in many planning documents including the Village Area Master Plan, the Bike Ped Plan, and the Comprehensive Plan. The character of the place is envisioned further with the Canopy Project and the Urban Food Forest Micropark & Placemaking plan.

d) Building a safe and attractive pedestrian infrastructure is an integral component of efforts underway to transform Gray Village, to support economic development and build a more livable community. Access points and pathways will be inviting, and ADA accessible.

3. Provide a response to the three questions concerning **management of the proposed activity** – 10 points

- a. Define *who* will manage the grant funded project and *how* they will manage it.
- b. Explain the experience of the applicant in undertaking projects of similar complexity.
- c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

a. Kristen Muszynski, Community Planner, will oversee the administration of the grant. She will review invoices for payment, oversee implementation of the grant steps within the appropriate timeline, and file the required grant progress reports. A qualified consultant will be hired to conduct the design and project management activities of the project in full regulatory compliance.

Design, project management and construction work will be put out to bid and overseen by Community Development. Trail construction tasks will all go through due diligence including, RFP, Davis-Bacon Act compliance, and proof of insurance. Through an RFP the Town will hire a consultant to manage construction of the trail. The Town will invite collaboration with regional partners, students, committee volunteers, and staff in support of place making from design to build

b. The Town has the experience at the ready for the CDBG program, as it is a continuation of the work, we have done in the Village Center, which includes the first section of the VALT and the administration of funds from the CDBG program for our new playground at Pennell and the Village Green pocket park. These projects have been of similar size and scope, involving permaculture design, trail construction, and participatory strategies, to include public engagement workshops, questionnaires and site walks, to bring voices in from multiple stakeholder groups.

- c. The trail design will be low maintenance and passively irrigated, but during establishment years the Grounds and Maintenance Department will support irrigation. The Community and Economic Development Committee will engage volunteers and invite residents and local businesses that may want to participate or donate elements for the trail such as plant signage, solar lighting features, or some of the seating elements.

**The funds requested include final design work for the trail bed, crosswalk, earthwork, the seating areas, and planting scheme.**

4. Demonstrate that the project is **ready to proceed** – 20 points

For construction related projects:

- Describe the steps that have *been* completed or must *be* completed to bring the project to construction start. These may include: site control, design, engineering, cost estimates, procurement of permits, testing, consultations concerning life safety, ADA, or other special requirements, traffic studies, zoning, Planning Board approval.
- Describe any existing and/or potential impediments to project initiation.

For non-construction related projects:

- Describe the steps that have been completed or must be completed to initiate the project. These may include: community support, staffing, securing an appropriate location, marketing and networking.
- Describe any existing and/or potential impediments to project initiation

A preliminary process for defining a path has been completed. A local permaculture designer did a site walk with Buildings and Grounds staff and conducted a document review and assessment. A local environmental designer prepared several concepts for the parcel in preparation for the 2020 purchase that included a periphery trail, and the Bike-Ped plan envisioned a peripheral trail. The final plan for the trail will be completed prior to build. Projected costs are based on costs of a previous section of the trail and activities on recent projects.

On January 18th, 2022 the Town Council endorsed submitting this application (the approved minutes of that meeting will be available on February 4<sup>th</sup>). Upon grant approval, the communication plan activities would be scheduled including interviews with key stakeholders, a public workshop, and planning board presentation. Additional input would be incorporated from abutting property owners, the Open Space Committee, Community and Economic Development Committee and Resilience Committee, students at GNGHS, seniors who walk the Village Center and area business owners. If the grant is approved and the contracts are signed, the Town will authorize the development of the final plans so that the project can be brought to the Planning Board for approval.

There exist no serious impediments to plan completion. This project is envisioned in the Council-approved Gray Bike-Ped Plan, supported by the 2020 Comprehensive Plan, in keeping with the Gray Complete Streets Policy, and by the brand new Gray Open Space Plan (to be presented to the

Council on February 1). In short, the town is united behind this project. The only possible impediment may be obtaining consulting assistance, given the current economy. We will release notice of RFQ to solicit application of qualified consultants with regulatory project experience, to design and manage the project.

5. **Budget for project**. Fill in the attached budget form *and provide the basis for determination of budget amounts (Appendix IV)*. - **5 points**

- Describe how funds, including match when applicable, will be distributed between project elements.
- Limit the budget and budget description to that portion of your program that is applicable to this application.
- For projects requiring a match: County sponsored projects do not require a match. Community sponsored applicants require a threshold 20% match in cash, donated land or building materials, or contracted project development services. In-kind contributions are allowed, but need to be documented, quantifiable services for work performed.

**Applications will not be accepted without a completed budget.**

6. **Implementation schedule** for project: - **5 points**

There are many types of projects, each with their own set of typical activities and timelines. Describe the implementation schedule for this program.

For construction projects- please provide a timeline including design, bid, construction start date, and estimated completion date.

Phase One May-July 2022

- RFQ Design and Project Management
- Council Approval of bid

Phase Two (July – January)

- Planning and Design work
- Site walks
- Public workshop/s
- Plan deliverable and approval

Phase Three (January 2023 – June 2023)

- RFP for trail bed construction
- Council Approval
- Contracting completed
- Site prep and logistics
- Construction begins April 2023
- Placemaking begins in May or June 2023

Phase Four (June 2023 – November 2023)

- All work is finished
- Grand Opening

7. **Need for CDBG Funds** (Answer either 7A or 7B)

**7A) NON-ECONOMIC DEVELOPMENT ONLY**

Provide a response to the three questions demonstrating the **need for CDBG program funds**  
**- 15 points**

- a. Why are CDBG funds critical for the commencement and ultimate success of the project?
- b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?
- c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

a. CDBG funds are critical for this project because there are no funds for community development of the VALT in the budget and the volunteer Bike-Ped Committee has no members to work on it.

b. Potential other funding sources include the Town, which is donating the land on which the trail will be developed. This land area is about 3% of the town-owned parcel, and is tax assessed at a value of \$7413. In addition, the project relies on in-kind donations from Public Works Department (trucking material valued at \$1500), and the Planning Department (research, workshops, notices, and meetings valued at \$1800), Grounds and Maintenance (labor values \$480) and cash for communications (\$300) and engineer review (\$2175). Based on experience with recent projects using similar public engagement strategies, in-kind donations of materials (\$1450) and volunteer labor at (\$5830) are projected as well. There is a contingency as well of 5% of construction costs.

c. If partial funding is awarded, the design can be changed to reduce project activity costs (shortening the trail, for example, or reducing the landscaping). This project is an extension of the existing trail, which has been met with enthusiasm from the public, and is therefore likely to be a success due to public support and engagement, even if the design or scope are reduced.

**7B) ECONOMIC DEVELOPMENT ONLY**

**Economic Development/Job Creation Related Projects Only** – 15 points

This question will be answered by applicants seeking assistance for a private business. The project will meet a CDBG “national objective” by creating jobs for low/moderate income persons.

- a. Detail the financing package for the project, the steps taken to meet the business’s capital needs and the need for CDBG funds to fill a financial “gap”.
- b. Specify exactly what the CDBG funds will be used for, i.e. capital equipment, facility improvement, working capital, etc.
- c. Describe the role the CDBG funds will have on the business’s ability to remain competitive and create jobs within the period July 2020 to June 2020. Identify the number of jobs to be created during this period.

- d. Describe the market the business operates in, i.e., competitors, costs and product demand. What risks does the business face?  
What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

8. **Distress Score - 5**

Each community will be *assigned* a score from **0 to 10 points** based upon two factors:

- a. Percent of low/moderate income community residents of the total community population.
- b. Percent of low/moderate income residents in the 25 communities of the Cumberland County Entitlement Jurisdiction that reside in the applicant community.

County sponsored projects serving region-wide initiatives will receive a distress score of **6 points**. – The applicant does not need to calculate this score, it will be assigned by County Staff to your application.

9. **Multi-Jurisdictional Bonus**

**5 points** will be awarded to projects sponsored by two or more communities demonstrating benefits to low/moderate income residents of all participating communities.

**c. Multi-community applicants must answer two additional questions in a maximum of one page:**

- i. How will low/moderate income residents in each participating community benefit from the project/activity?
  - ii. What role will each applicant community play in the project/activity?
- d. Application must be endorsed by officials from all communities. **Use form found in *Appendix II*.**
- e. Distress score for multi-jurisdictional applicants. This will be calculated by the County based on the following factors:
- i. Factor #1: Combine LMI & population of the communities to create a new “LMI as % of population factor”
  - ii. Factor #2: Average the existing “LMI as % of County LMI” factor for the communities.

## APPENDIX I: BUDGET

\*A completed budget must be submitted with the application

Appendix I: Budget Construction Projects					
Cost Category	CDBG	Municipal Cash	Municipal In-kind	Other Funds	Total
Environmental & Permaculture Design	5,000				5,000
Advertising		300			300
Town Engineer		2,175			2,175
Materials/ Supplies			1,500	1,450	2,950
Construction Materials and Labor	52,356			5,825	58,181
Town Labor (Planning and Grounds)			2,280		2,280
Project Management & Oversight	7,904				7,904
Land Costs			7,413		7,413
Other					
Contingency (5%)	2,617				2,617
	66,877	2,475	11,193	7,275	87,820

Admin Expenditures for CDBG Program	CDBG Expenditures	Expenditures All Other Sources	TOTAL Expenditures
Direct Admin Expenditures	3,400		3,400
Indirect Admin Expenditures			

### Project Specific Activities

Type of Funding	Match Amount		Source of Match	How is the match calculated?	Is the match secured?	If yes, please attach relevant documentation.	If no, please outline and attach future steps to secure match.
Cash	Municipal Cash	\$2,475	Budget: Advertising, Engineer	Known Costs \$2475 for engineer \$300 advertising	No		Need to ask manager
	Other Cash	TBD	Gray Birdhouse Project	TBD	No		CEDC approval

In-Kind/ Donation	Municipal In-Kind & Donation	\$7413	Assessed Land Value	FY 2019 Assessed Land Value	Yes	<a href="https://filedn.com/IC6S0uagPwljTWhhLfhED4X/GrayTaxCards/4381.pdf">https://filedn.com/IC6S0uagPwljTWhhLfhED4X/GrayTaxCards/4381.pdf</a>	
	Municipal In-Kind & Donation	\$1,500	Public Works: Trucking and equipment	Based on previous	Yes		
	Municipal In-Kind & Donation	\$2,280	Grounds and Planning Staff	65 hrs. @ 35/hr	Yes		
	Other In- Kind & Donation	\$7,275	Volunteer labor and material donations	291 hrs. @ \$25/hr.	No		Partnership with Resilience Hub
<b>TOTAL MATCH</b>		\$17,420					

## APPENDIX II: MULTI-COMMUNITY APPLICATION ENDORSEMENT

Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

### APPENDIX III: 2022 EXCEPTION RULE LIST

City/Town	Census Tract	Block Group	LMI Pop.	Total Pop.	% LMI
Westbrook	002900	3	930	1100	84.55%
Westbrook	002700	1	1595	1945	82.01%
South Portland	003100	1	775	985	78.68%
South Portland	003100	3	480	625	76.80%
Yarmouth	004401	1	330	440	75.00%
Westbrook	002900	2	1385	1910	72.51%
South Portland	003000	4	2280	3175	71.81%
South Portland	003300	2	1105	1570	70.38%
Casco	013000	1	580	860	67.44%
Westbrook	002900	1	310	470	65.96%
Westbrook	002900	5	1000	1520	65.79%
Westbrook	002800	1	1040	1595	65.20%
Casco	013000	4	565	890	63.48%
Windham	004801	2	390	650	60.00%
Westbrook	002900	4	755	1265	59.68%
South Portland	003500	2	890	1505	59.14%
Long Island	002400	3	135	230	58.70%
Westbrook	002800	2	645	1100	58.64%
Bridgton	016000	3	515	890	57.87%
Gray	004702	3	885	1560	56.73%
Bridgton	016000	5	1140	2035	56.02%
Standish	017001	2	1385	2540	54.53%
Bridgton	016000	1	615	1145	53.71%
Westbrook	002700	2	725	1350	53.70%
Freeport	004501	2	845	1580	53.48%
South Portland	003100	4	335	630	53.17%
Windham	004801	3	765	1455	52.58%
South Portland	003200	1	850	1620	52.47%
Harpswell	017102	2	695	1330	52.26%
Westbrook	002600	1	990	1895	52.24%
New Gloucester	011500	1	610	1170	52.14%
South Portland	003000	1	695	1340	51.87%
South Portland	003200	3	430	840	51.19%
Gray	004702	2	560	1095	51.14%
Standish	017001	3	580	1150	50.43%
Casco	013000	3	620	1235	50.20%
<b>Census Designated Places</b>					
Steep Falls CDP	73985*		780	845	63.93%
South Windham CDP	72900*		270	445	60.67%
Little Falls CDP	40350*		270	375	56.00%

\*Data is based on 2015 ACS data provided by HUD

**APPENDIX IV: CURRENT INCOME LIMITS**

**2021 CDBG Income Limits Summary Tables**

Effective July 1, 2021

**2021 Income Limits: Cumberland County, *Band 1***

- Cape Elizabeth
- Casco
- Chebeague Island
- Cumberland
- Falmouth
- Freeport
- Gorham
- Gray
- Long Island
- North Yarmouth
- Raymond
- Scarborough
- South Portland
- Standish
- Westbrook
- Windham
- Yarmouth

Household Size	Extremely Low Income (HUD Designation 30%)	Low Income (HUD Designation 50%)	Moderate Income (HUD Designation 80%)	Not Low/Mod (HUD Designation Only)
1	<input type="checkbox"/> \$0-\$21,000	<input type="checkbox"/> \$21,001-\$35,000	<input type="checkbox"/> \$35,001-\$55,950	<input type="checkbox"/> \$55,951 +
2	<input type="checkbox"/> \$0-\$24,000	<input type="checkbox"/> \$24,001-\$40,000	<input type="checkbox"/> \$40,001-\$63,950	<input type="checkbox"/> \$63,951 +
3	<input type="checkbox"/> \$0-\$27,000	<input type="checkbox"/> \$27,001-\$45,000	<input type="checkbox"/> \$45,001-\$71,950	<input type="checkbox"/> \$71,951 +
4	<input type="checkbox"/> \$0-\$29,950	<input type="checkbox"/> \$30,101-\$49,950	<input type="checkbox"/> \$49,951-\$79,900	<input type="checkbox"/> \$79,901 +
5	<input type="checkbox"/> \$0-\$32,350	<input type="checkbox"/> \$32,551-\$53,950	<input type="checkbox"/> \$53,951-\$86,300	<input type="checkbox"/> \$86,301 +
6	<input type="checkbox"/> \$0-\$34,750	<input type="checkbox"/> \$35,161-\$57,950	<input type="checkbox"/> \$57,951-\$92,700	<input type="checkbox"/> \$92,701 +
7	<input type="checkbox"/> \$0-\$37,150	<input type="checkbox"/> \$34,601-\$61,950	<input type="checkbox"/> \$61,951-\$99,100	<input type="checkbox"/> \$99,101 +
8	<input type="checkbox"/> \$0-\$39,550	<input type="checkbox"/> \$36,851-\$65,950	<input type="checkbox"/> \$65,951-\$105,500	<input type="checkbox"/> \$105,501 +

**2021 Income Limits: Cumberland County, *Band 2***

- Baldwin
- Bridgton
- Harpswell
- Harrison
- Naples
- New Gloucester
- Pownal
- Sebago

Household Size	Extremely Low Income (HUD Designation 30%)	Low Income (HUD Designation 50%)	Moderate Income (HUD Designation 80%)	Not Low/Mod (HUD Designation Only)
1	<input type="checkbox"/> \$0-\$16,500	<input type="checkbox"/> \$16,501-\$27,500	<input type="checkbox"/> \$27,501-\$44,000	<input type="checkbox"/> \$44,001 +
2	<input type="checkbox"/> \$0-\$18,850	<input type="checkbox"/> \$18,851-\$31,400	<input type="checkbox"/> \$31,401-\$50,250	<input type="checkbox"/> \$50,251 +
3	<input type="checkbox"/> \$0-\$21,200	<input type="checkbox"/> \$21,201-\$35,350	<input type="checkbox"/> \$35,351-\$56,550	<input type="checkbox"/> \$56,551 +
4	<input type="checkbox"/> \$0-\$23,550	<input type="checkbox"/> \$23,551-\$39,250	<input type="checkbox"/> \$39,251-\$62,800	<input type="checkbox"/> \$62,801 +
5	<input type="checkbox"/> \$0-\$25,450	<input type="checkbox"/> \$25,451-\$42,400	<input type="checkbox"/> \$42,401-\$67,850	<input type="checkbox"/> \$67,851 +
6	<input type="checkbox"/> \$0-\$27,350	<input type="checkbox"/> \$27,351-\$45,550	<input type="checkbox"/> \$45,551-\$72,850	<input type="checkbox"/> \$72,851 +
7	<input type="checkbox"/> \$0-\$29,250	<input type="checkbox"/> \$29,251-\$48,700	<input type="checkbox"/> \$48,701-\$77,900	<input type="checkbox"/> \$77,951 +
8	<input type="checkbox"/> \$0-\$31,100	<input type="checkbox"/> \$31,101-\$51,850	<input type="checkbox"/> \$51,851-\$82,900	<input type="checkbox"/> \$82,901 +

*\*2022 income limits are expected to be released in June, 2022.*



## APPENDIX VI: COMMUNITY DISTRESS SCORE

<b>Community</b>	<b>Distress Score</b>
Westbrook	<b>10</b>
Casco	<b>6</b>
Long Island	<b>6</b>
Standish	<b>5</b>
Windham	<b>5</b>
Gray	<b>5</b>
Scarborough	<b>4</b>
Sebago	<b>4</b>
Harrison	<b>3</b>
Chebeague Island	<b>3</b>
Freeport	<b>3</b>
Gorham	<b>3</b>
Naples	<b>3</b>
Harpwell	<b>3</b>
Baldwin	<b>3</b>
Yarmouth	<b>2</b>
New Gloucester	<b>2</b>
Raymond	<b>2</b>
Falmouth	<b>2</b>
North Yarmouth	<b>1</b>
Pownal	<b>1</b>
Cape Elizabeth	<b>1</b>
Cumberland	<b>0</b>

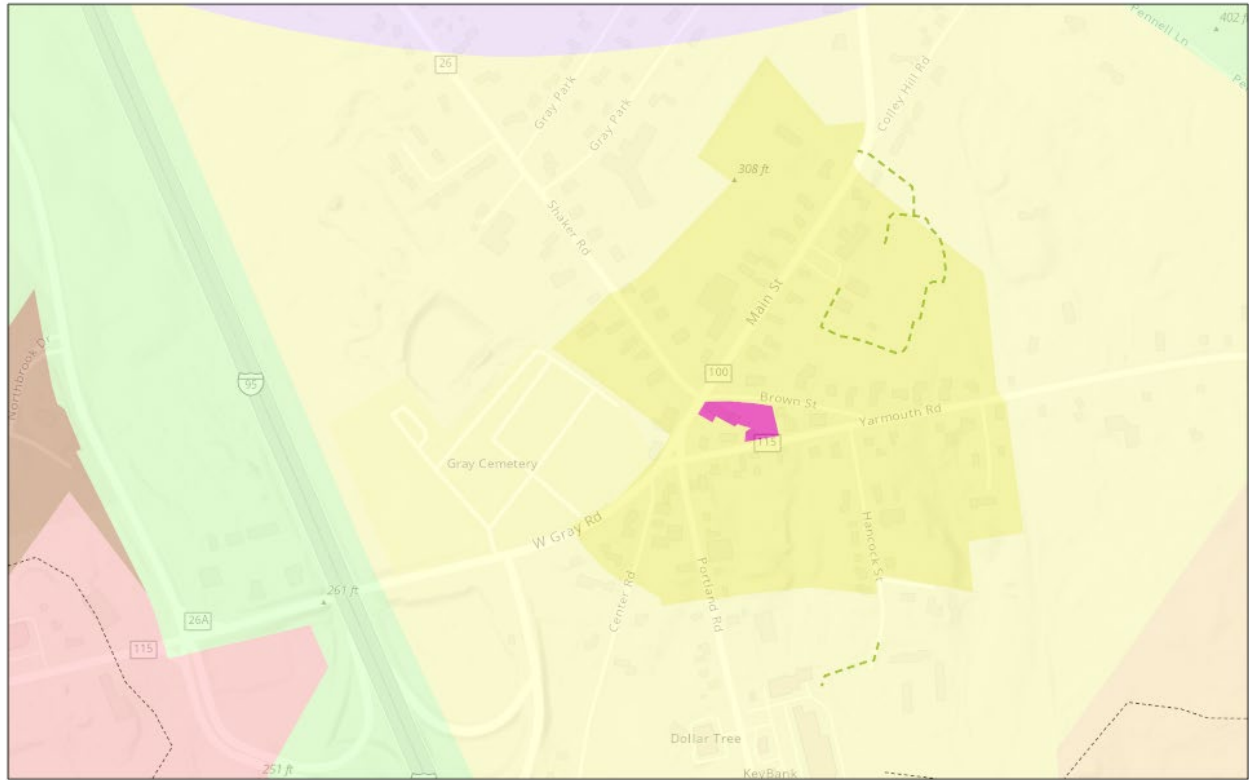
## APPENDIX VII: PROPOSED VILLAGE AREA LOOP TRAIL

Source Bike Ped Plan 2014 (Town of Gray is now the parcel owner.)



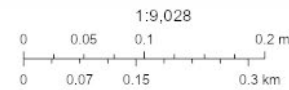
# APPENDIX VIII: VILLAGE CENTER & VILLAGE CENTER PROPER

Town of Gray Parcels



1/9/2022, 4:53:11 PM

- |                |                        |                       |                                    |
|----------------|------------------------|-----------------------|------------------------------------|
| Gray Trails    | Zoning Districts       | Contract Zone "A"     | Wellhead Protection-2              |
| Multi-Use Path | Business Development-1 | Village Center        | Medium Density                     |
| Snowmobile/ATV | Business Development-2 | Village Center Proper | Rural Residential and Agricultural |



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Town of Gray  
Town of Gray



## 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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June 2, 2022

### **Town Manager Report to Town Council (5/13/2022 – 5/26/2022):**

- 5/13: Town Manager (TM) attended Volunteer Maine Grant Task Force Meeting via Zoom.
- 5/17: TM attended Build Maine policy meeting.
- 5/17-19: TM attended Brownfields New England Conference in Devens, MA.
- 5/24: The Buildings and Grounds, Public Works, Recreation Department Directors hosted an official ribbon cutting ceremony for the new Pennell playground. Thanks and congratulations to Mo, Alec, Anthony, and everyone else who contributed to this effort, including Finance Director Katy Jewell, Community Planner Kristen Muszynski, former Town Planner Kathy Tombarelli, Cumberland County Community Development Director Kristin Styles, and Gray Parks and Facilities Supervisor Dean Bennett.
- 5/26: Town Department Heads and some other staff participated in CCEMA Essential Functions workshop.

#### Other activities:

- I intend to appoint Tammy Munson as Local Health Officer. I ask for Council's approval for my appointment as part of accepting this report.
- We are interviewing candidates for the Finance Director position.
- We have published the position announcement for the Town Clerk position.
- COVID transmission rates have spiked in recent weeks, and we have issued a staff masking policy. We also encourage the public to wear masks when indoors including at Town buildings.
- TM will be on vacation 5/27 – 6/6.

\*O/F/C (All)

OPEN

Count of Description	Column Labels			
	H	L	M	Grand Total
<b>Row Labels</b>				
Administrative	1	2	1	4
Budget		2		2
Committee	1			1
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
Process		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>14</b>	<b>9</b>	<b>20</b>	<b>43</b>

\*O/F/C (All)

CLOSED

Count of Description	Column Labels				
	-	H	L	M	Grand Total
<b>Row Labels</b>					
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: 05/19/2022	
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	05/03/22	(12/1) Council agreed to close old item and create new implementation plan. Detailed tasks will be logged on detail tab pending schedule workshop to review them and come up with timeline/prioritization. Council agreed with Dan's suggestion to ask each Committee to review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council reviewed at 2/16 meeting. Dept heads have reviewed the plan. (12/9) Council discussed further at workshop. (4/19) New volunteer outreach underway. Council reviewed & agreed to GPCOG proposal for Village Planning. <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 addt'l workshop to create workplan to complete all the work needed. (5/18) Council approved a moratorium in the Village on single family and dual family housing to allow for the creation of new standards and requirements in those zones (see item #94) (9/7) 1st read of design stand in Village (9/21) 2nd read/hear held by Council (PB held hear 9/20) changes go into effect in 30 days. (10/5) Council/Doug discussed whether this should stay standalone item - likely be swept into changes are they are made - but do not want to lose sight of this critical issue. (3/15) Nate pres plan for PD Staff work to Council. <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	05/03/22	Councilors agreed to close 'TIF creation' task as it is now in approved. This new item will capture the planning and additional work associated with administrating the new TIF. Project was discussed during 9/10 workshop & Mr. Lavallee advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MDOT/Town video work & analysis to be presented at Dec 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) Will Haskell & MDOT provided updated info on Main Str Project. (2/5) & (2/19) See new detail tab H3. MDOT has advised change in Main Str project timeline. (7/2) Workshop held (8/6) 7/1 Workshop minutes approved. (10/15) Council agreed time to set up another brainstorming session - likely on Route 115 road - agreed to wait until 10/28 workshop to schedule so Bruce would be included. (10/28) Public forum set 12/5. (11/12) Dan will facilitate - Council agreed to set up/format. <a href="#">See detail tab for updates</a> . <b>Next Step: Nate to engage GPCOG for charette.</b>

*Status: O = Open C = Closed F= Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline										Last Update: 05/19/2022		
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	05/19/22	(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. (5/19) <a href="#">Council finalized feedback to Staff on STR with goal to have generic statement on inserts &amp; then info posted by the time bills start arriving. Next Step: Council/Staff to finalize before deadline in summer.</a>
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 addt'l devel. That would inform the ordinance/fee work. (3/15) Nate/Doug adv work is underway with Will to determine scope of analysis and data collection. <b>Next Step: Doug &amp; Will will provide analysis to Council when available.</b>
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: Doug &amp; Will will provide analysis to Council when available.</b>

*Status: O = Open C = Closed F= Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline										Last Update: 05/19/2022		
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
103	Infrastructure	O	H	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	05/19/22	(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 sidawal 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 (5/19) Unfortunately, Gray was not selected for the earmark. <b>Next Step:</b> Anne working to set up meetings with both MDOT and Rep Pingree's staff to discuss next steps.
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:</b> DOT to provide wording for ordinance amendment, Town will hold new public hearings when updated.

*Status: O = Open C = Closed F= Future					Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline									
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments		
4	Traffic	O	H	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	<p>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 &amp; 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 &amp; set aside to apply. Dan also advised a 50+ sub division (apartment buildings) is before the PB for this road &amp; stormwater/sidewalks are being discussed. (10/15) Deb adv Stevie/Will met with DOT &amp; have more info. (10/28) Council set up public forum 12/5. (11/12) Dan will facilitate &amp; 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 &amp; WD agreed to amend TIF to incl this proj (4/28) Council rev warrant art (6/2) Council held public hearing &amp; 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></p>		
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	<p>MDOT has agree to cov the upgrade of stormwater &amp; catch basins Main Street &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; 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 &amp; chose to remain in current workplan timeline. Nate will communicate. <b>Next Steps: Village Charette planned. New tasks logged on detail tab.</b></p>		

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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	05/19/22	(12/21/21) Doug brought 2 issues to the Council which came up via a Planning Board review of 2 pending applications. (1) limit to 1 building and (2) should outdoor storage be allowed? Both were inadvertently overlooked when the ordinance was worked on last. The first one is impacting the active applications. Councilors raised issues with the number of self storage facilities being built in Gray. (1/5) Council reviewed in more detail and agreed to (1) update to existing ordinance to address 2 points raised (2) moratorium on self storage units which does not impact the 2 active applications and (3) proposals from PD on options to limit additional self storage facilities.(2/1) 1st read/public hearing held on both ordinance change & moratorium. (2/14) 2nd read & public hear held - Council apprv (4/19) Nate adv larger changes in progress. Could be ready by June. (5/19) <b>Self Storage moratorium was extended. Council provided feedback. Next Step: Doug/Kristen to incorporate feedback and bring back for 2nd discussion.</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	05/19/22	(03/15/2022) Nate advised that Staff has prepared a couple options for the Council consideration. It is critical Gray put something on the books given the State's current work on ADU housing - namely allowing ADU at every single family home without regard to local zoning. Having something on the books could allow Gray more control/flexibility with possible upcoming changes. Gray also does not have a list of existing ADU or Short Term rentals. (4/5) Doug presented 2 options to Council & Council selected option 2 with some feedback. (4/19) LD2003 has passed - will need to log new item to cover and address ADU as a separate sub-item. (5/3) Council reviewed updated draft along with legal updates and outstanding questions. Provided feedback, but also requested clarification on a few points. (5/19) <b>Council reviewed again &amp; provided more feedback based on Alyssa's responses. Next Step: Doug to incorporate changes and set up for 1st reading.</b>

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115	Committee	O	H	13	08/01/22	Update Ordinance Advisory Committee Duties	Council	Nate Rudy	Nate Rudy	05/19/22	05/19/22	<a href="#">(05/19/22) Council discussed history of OAC and current status. Everyone agreed the effectiveness of the Committee was impacted by Staffing issues, the adoption of the new Comp Plan, changing priorities and a focus on ordinance work. Suggestion was made that the OAC is still advisory - but to whom - the Council or Staff. There was consensus that the use of the OAC would vary depending the situation - size of ordinance change, urgency and if other resources were available (interns). There was also discussion of having the OAC do other projects, like reviewing all ordinances to standardize the format, content and clauses/fees. There was consensus that perhaps a consultant may be needed for that size project. Council agreed that Nate/Staff need to draft new duties and then meet with the OAC to discuss before coming back to the Council. Next Step: Nate/Staff to draft new duties.</a>
24A	Traffic	O	M	1.1	<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. TC agreed signage - (1) old Rt26 vs by-pass (2) in Village around island (no sign again) (3) Depot Rd RR Xing would be priority 1. Kyle also advised he will look into signage (1) & (2). Deb requested target date & CC State Reps/Senator. Deb spoke to MDOT advising of RT 26 bridge closure - suggesting it may be a good time to consider renaming Route 26. Deb advised a MDOT/Staff meeting was held (1) traffic movement permit at 97 shaker (2) closing shaker rd bridge MTA work (3) village island (4) rt 26 routing were discussed. (12/4) MDOT provided some info at Council meeting. (3/5) Sandy pulled down new workplan & sent to Councilors. (6/16) Rob Betz, Patrick Adams & Steve Cole from the MDOT attended a workshop with the Council to review various projects in process, in planning & on the future list. Patrick offered to come to Gray to do a walkthrough of all the various streets to obtain more information on the issues. (7/21) Walkthru set up 8/5. (12/7) Island item moved to Main Street detail tab, <b>Next Step: See Detail tab for more info.</b>
24B	Traffic	O	M	1.2	<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 -MTA - set up workshop in May - Peter Mills, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held Mary 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & addt'l info from Deb. Discussed <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. See detail tab for more info.</b>

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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	05/19/22	(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) Updated law passed. (5/19) <b>Council reviewed &amp; signed off on changes. Next Step: Council to vote on at 6/7 meeting.</b>

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88	Infrastructure / Village TIF Goals	O	M	5	05/01/22	Infrastructure - Shaker Rd Stormwater/Sidewalk - Project	Town Council	Nate Rudy	Nate Rudy	02/22/18	01/04/22	<p>Steve/Will pres results of video work. Report was rev with MDOT Dale Doughty, 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 fdbck-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/Stevie 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 - go before voters 7/14/20. (7/21) Voters approved fund, Council to set up public forums. (9/1) Council set 9/29 for Public Forum - virtual meeting. Pre-planning meeting will need to be set up. (10/6) Sandy prov update from Public Forum. Alec/Will working on next steps. (11/17) Alec/Will will provide update 12/1 (12/1) Update prov - timeline appr - outstanding items ident - advertise by 12/11. (1/5) Out to bid. (2/16) Bid app (3/16) Council dis stripping - Alec to prov costs. Trees will be replaced via a change order once construction is underway. (4/20) Council app easements for project. (12/21) Nate shared a memo from Alec detail remain items (1/4) Alec prov outstanding list</p> <p><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 5 Yarmouth Rd property	CEDC	Nate Rudy	Nate Rudy	12/17/19	02/14/22	<p>(12/17) CEDC representative Rachel Rumson presented plans for a new Pocket Park on the 5 Yarmouth Rd municipal property which would include a Historic Marker as part of a Historical Trail - which was presented by Galen Morrison. Council provided some initial feedback. Kathy Tombarelli advised there was a possible grant that may assist with phase 1 of the project - earthwork. (1/7) Kathy provided a draft grant application at meeting and Council provided feedback. Council agreed to add to tracking list as project is ongoing and will involve Town Staff and funding. (1/21) Council approved CDGB application. (3/10) Kathy advised the grant was recommended for funding &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) Permablitz was held &amp; work session to lay brick. (6/1) CEDC prov update presentation and recommended name which Council approved. (9/7) 2nd Permablitz set for 9/11 (9/21) Council appr addt'l exp for admin of the grant (in Kathy's absence)(2/14) CEDC adv most of grant fund spent <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) addtl' 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. (5/3) Assoc followed up on status. <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	05/19/22	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. (5/19) <a href="#">Doug provided template example which will be used to create options which will be dependent on the type of road, location, traffic, etc. Council provided feedback and suggested a "trail" option also be created.</a> <b>Next Step: Staff to incorporate feedback and create options.</b>
76	Ordinance	O	M	13	D2	Amend <b>Subdivison 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</b> for <b>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 add'l peer reviews for PB applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind future owners to maintaining stormwater plans. (3/15) Nate pres plan for PD staff work which included contracting out some of this work. <b>Next Step: Doug to work with CCS&amp;W.</b>
113	Ordinance	O	M	15	TBD	Create <b>ordinance to restrict herbicides, pesticides and fertilizer</b> use around <b>solar arrays</b> & other sensitive areas ( <b>watersheds, public spaces, etc.</b> )	Dan Maguire	Nate Rudy	TBD	05/03/22	05/03/22	(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. <b>Next Step: Work on when resources become available.</b>
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 - see item 70</b> )	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	05/19/22	(2/16/21) This item has been discussed under the Budget tab startin in last year's cycle. Auditors have identified unfunded liability of close to \$400,000 for accumulated vacation, personal and sick time. Council requested addt'l info on benefits in other Town's. Right now, there is no cap to sick time carryover and up to 50% of 90 days of time is paid out to employees when they separate from the Town. This seems out of line with other Towns. Council to consider a carryover cap and/or possible change in pay out provision.(7/6) Council discussed at workshop (1/13/22) Nate compiled data from other Towns & drafted an updated policy. Council rev and requested more info. Nate relayed feedback from Staff.(1/31) Nate prov addt'l info, Council had brief conervation. (3/15) Council discussed options at workshop & identified parameters of changes requesting a little more info from Nate. (4/21) Council reviewed remaining outstanding options discussion points. Came agreement on changes - pending updated spreadsheet to reset length of service to reflect part time work & addt'l information on current personal time policy. (5/19) Council discussed in 5/5 WS and finalized in 5/19 WS. There is one outstanding issue in regards to a new law related to vacation time pay outs & the new personal time days. <b>Next Step:</b> Nate to talk to Alyssa about new issue & update the policy. Council to vote on 6/7 meeting.
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>
114	Process	O	L	3	04/01/23	Create <b>long term plan &amp; transition Tracking Spreadsheet</b>	Dan Maguire	Nate Rudy	Nate Rudy	05/19/22	05/19/22	(05/19/22) Council has been discussing transition of Tracking Spreadsheet to (1) possible different application - currently in excel (2) to a new owner (primary) with access for multiple updates (secondary) (3) changing names (4) defining process around the list for years. It now needs to be done in the next year as Sandy will be in her last year of her 2nd term. <b>Next Step:</b> Nate to come up with options to bring to the Council.
98	Ordinance	O	L	4	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>

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60	Ordinance	O	L	5	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>
110	Revenue	O	L	6	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	7	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	8	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>

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39a	Administrative	O	L	9	08/01/22	Need to review/renegotiate <b>Cable TV Contract</b> sometime in 2019-2021.	Deb Cabana	Nate Rudy	Jon Hartt	09/18/18	05/03/22	<p>Deb advised she has asked Alissa Tibbetts, Town Attorney, to begin some research &amp; 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 &amp; 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 &amp; provide substantial update. (1/4) Anne &amp; Jon prov update on activities. Jon provided comparison between recommended consortium ordinance vs. Gray - Council agreed to move to consortium &amp; provided some feedback. (1/18) Anne adv Bradley Law has meeting with Spectrum to start negotiations (3/1) Council held 1st read &amp; hearing. (3/15) Jon provided add'l info, Council approved ordinance. (5/3) affirmation vote taken to address motion error in 3/15 meeting. <b>Next Step: Nate/Jon to obtain update from Bradley Law on negotiations.</b></p>

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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) Timeline updated apps through 5/30 Council to review at June workshop. <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 Assesment Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with In Lieu Fees. 9/18 Council discussed reprioritizing, but decided to leave as is. Dan suggested that we identify other Towns using these fees and use their language as a base. (2/5) Council agreed to handle as part of TIF planning. <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) 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. <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 stripping 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 addt'l 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 addt'l 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	<p>MTA will prov data for cash (vs EZPASS) from the regl booths-Gray,NG,Falm - to better deter funds being collect by high tolls. Ident collect funds will prov base to deter alter in toll location prices. Toll Data was prov, but Sandy asked if classes could be split out (12/4) Some minor toll disc occured at meet with MTA confir they can prov addt'l info. (2/19) Council disc opts for toll chgs and agreed to send letter to MTA with recomb/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet &amp; 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 &amp; 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 &amp; Sandy meet with Sen Breen 5/5</p>

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10	Administrative	F				Develop process to review status of Paper Streets	Town Council	N/A	N/A	01/22/18	01/16/18	During the Council discussion related to approving an extension to ROW access to 'paper streets', the Council inquired if there was a long term goal to create a process to review/identify streets which should be removed from the list. Resources/timing were discussed as hinderances. <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.

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