

**TOWN OF GRAY**  
**GRAY TOWN COUNCIL**  
**AGENDA • JUNE 21, 2022**

**Gray Town  
Council Regular  
Meeting**

**Town Council Chambers**  
**24 Main Street, Gray, ME 04039**  
**<https://us06web.zoom.us/j/87910298109>**  
**Phone 646-558-8656 / Meeting ID: 879 1029 8109**

**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 - led by the Town Manager**

**III. PLEDGE OF ALLEGIANCE TO THE FLAG - led by the Town Manager**

**IV. ELECTION OF NEW COUNCIL OFFICERS - Chair & Vice Chair 5 MINS**

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

1. To Review and Approve the Minutes of the Town Council Meeting on June 7, 2022.

**VI. 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: 879 1029 8109*

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

**VIII. PRESENTATION 7:25PM**

1. Shaker Rd crosswalk - Charlena Lavalley 15 MINS

**IX. ACTION ITEMS 7:40PM**

1. To Review and Act Upon Re-Affirming the Rules for Town Council Meetings and Workshops. 10 MINS

Proposed motion:

Ordered, the Gray Town Council re-affirms the Rules for Town Council Meetings and

Workshops.

2. To Review and Approve a letter of support for a Community Resilience Partnership Service Provider application for \_\_\_\_\_. **15 MINS**

Proposed motion:

Ordered, the Gray Town Council approves a letter of support for a Community Resilience Partnership Service Provider application for \_\_\_\_\_.

3. To Review and Approve the Proposed Paving Bid from \_\_\_\_\_ in the amount of \_\_\_\_\_. **10 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the paving bid from \_\_\_\_\_ in the amount of \_\_\_\_\_.

4. To Review and Act Upon Appointing Kailey Hanley as Acting Town Clerk. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints Kailey Hanley as Acting Town Clerk.

5. To Review and Act Upon the Proposed 2022-2023 Schedule for Council Meetings and Workshops. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the 2022-2023 Town Council Meeting Schedule.

6. To Review and Act Upon the Town Council Liaison Assignments. **10 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the updated Town Council Liaison Assignments.

7. To Review and Act Upon Setting the Tax Due Dates, Interest Rate for Delinquent Taxes, Overpayment of Taxes, and Prepaid Taxes for FY 2023. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council, to fix Monday, October 3, 2022, and Monday, April 3, 2023, as the dates upon each of which one-half of taxes are due and payable, with interest to accrue upon taxes due and unpaid after each such date at the rate of four percent (4.00%) per annum. In accordance with 36 M.R.S.A. Section 506, the Tax Collector and Town Treasurer are authorized to accept prepayment or decline prepayment of taxes not yet committed or prior to any due date and pay no interest thereon. In accordance with 36 M.R.S.A. Section 506-A, a taxpayer who pays an amount accepted by the tax collector and town treasurer in excess of that finally assessed shall be repaid the amount of overpayment plus interest from the date of overpayment at the rate of two percent (2.00%) per annum and hereby authorizes and directs

said Tax Collector/Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill, provided, however, that no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

8. To Review and Act Upon Authorizing the Treasurer to Set Off Moneys Due Against Taxes. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council authorizes the Treasurer to set off moneys due against taxes, pursuant to M.R.S.A, Title 36, subsection 904, specifically as it relates to Personal Property taxes, not Real Estate taxes, and specifically as it relates to Accounts Payable, not Payroll.

9. To Review and Approve the Town Manager's expenditure limits. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the Town Manager's expenditure limits.

10. To Review and Act Upon Approving the FY 2023 Proposed Fee Schedule. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the FY 2023 Proposed Fee Schedule.

**X. REPORT FROM THE COUNCIL CHAIR 5 MINS - 8:55PM**

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

**XII. COMMITTEE REPORTS 10 MINS**

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

**XIV. ADJOURNMENT 9:20PM**

*\* 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 – JUNE 7, 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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**EXECUTIVE SESSION – 5:30 PM**

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

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

**VOTED:** *4-0 (Passed). (Sandra Carder - Not present at the time the vote was taken.)*

The Council provided instructions to Staff. Executive Session adjourned at 7.04 pm.

**REGULAR MEETING – 7:00 PM**

*Due to Executive Session, the Regular Meeting began at 7:10 pm.*

**I. OPENING STATEMENT:** This was conducted as a hybrid meeting - via “Zoom” and in-person. This is the preferred method moving forward.

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

**IV. MINUTES FROM PREVIOUS MEETINGS:** There were some edits made to both sets of meeting minutes. All edits will be forwarded to Cynthia Schaeffer.

**1. To Remove from the Table the Minutes of the Town Council Meeting on May 3, 2022.**

**MOTION:** *by Krista Chappell, seconded by Martin Meaney, to remove from the table the minutes of the Town Council meeting on May 3, 2022.*

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

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

**MOTION:** *by Anne Gass, seconded by Martin Meaney, to approve the Town Council meeting minutes for May 3, 2022.*

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

**3. To Review and Approve the Minutes of the Town Council Meeting on May 17, 2022.**

**MOTION:** *by Martin Meaney, seconded by Anne Gass, to approve the Town Council meeting minutes for May 17, 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 7:14 pm.

**Ms. Monroe** – She said she wants to understand LD 1. She wanted to know specifically what the extra \$1 million is for? She said there is no listing of it in the budget. She said she had sent an e-mail to Nate Rudy. She said he refused to answer her, except that he referred her to the budget. She said that kind of response is not very productive. She said she had a specific question and did not get a specific response to it. On July 14, 2020 there was an opportunity to vote for LD 1, which was the first time in a very long time. She said 1,800 votes were casted and LD 1 failed. She said Councilor Anne Gass said the citizens did not know what they were voting for, so on 9/8/2020 she called this to be overturned and it was. Only 20 percent of the citizens were aware of the vote. Also, on July 14, 2020, Article 10 had more blanks than LD 1. She said the Town needs to know what the Town needs the extra \$1 million for. The information needs to be listed. No reason has been given for the extra \$1 million. She would like a response to that. Sandra Carder said that there is a misunderstanding about LD 1 being a cap on the tax levy. LD 1 is calculated using a large formula of items, not only expenses, but state revenue that is shared from the state goes into that calculation and whenever there is a large increase in State revenue sharing, that pushes the levy cap down. She said the State has moved Gray from 2.5 up 5.0 percent in the last two years in State Revenue Sharing. She said the Town was in LD 1 before they even started the budget. Most of the time with LD 1, it is the entirety of the budget that pushes this over. There is no specific section in the budget that is doing that, it is the total number. The details are included in the budget and are available. It is up to the voters to look at the budget and say they want to approve these items. If they are saying they want to approve the budget, they need to vote yes on LD 1.

At this point, Sandra clarified the situation in 2020. Voting no will not pass the budget. The voters have the opportunity to come out to vote. They have been trying to get the information out there regarding LD 1. Nate Rudy said he received her e-mail last Thursday and was on vacation, but responded this morning and provided the budget that Ms. Monroe asked for. There is no separate accounting for the \$1 million. It is just the budget. He said he did answer her specific question and provided the list she asked for. She said if \$1 million was cut out of expenses from the budget, this would not be in the budget. Sandra explained that LD 1 is being pushed by the budget. If voters support the budget – they need to vote for the budget and they need to vote for LD 1. Ms. Monroe said the residents can turn down the budget.

**Lynn Gallagher – 9 Foster Hill Road** – She referred to LD 1, which is Question 10 on the ballot. She encourages citizens to get out and vote. Questions 3 and 10 are companion/sister questions on the Warrant. She thanked the Council for their hard work and serving the people of Gray. The hard work does not go unnoticed. She acknowledged Councilor Anne Gass with this being her last meeting. She thanked her and expressed gratitude for her service and hard work for the past three years and looks forward for whatever else she will accomplish.

Public Comments were closed of Non-Agenda Items at 7:31 pm.

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

**VII. ACTION ITEMS:**

**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.**

**MOTION:** *by Krista Chappell, seconded by Dan Maguire, to appoint Aamee Tatom as a regular member of the Wild Blueberry Festival Committee with a term expiring on August 31, 2023.*

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

**2. To Review and Act Upon Approving the Amended Town's Hybrid/Remote Meeting Policy.** Sandra Carder said, at the last meeting, all the changes were reviewed. Other changes, since the last meeting included adding the words "*Town Charter.*" Clarification was made on the use of private accounts to host a remote or hybrid meeting is not prohibited, but it is recommended that the Town account is used and for whatever reason the Town account is not available, then they can use a private, but it must be recorded. Nate Rudy said he conferred with the Town's Attorney regarding Boards & Committees and whether a committee can set its own meeting policy. The Town's Attorney felt it is appropriate for the Town Council to set some limits on the

committee's hybrid/remote meeting policy. The Boards and Committees policy can be at least as restrictive as the Town Council policy. The statute is not that clear around that authority. It does not specifically state that the Town Council, as the legislative body, can dictate any policies to the committee. Sandra said to leave this a generic as it can be. Dan Maguire suggested changing the heading from other Town Boards & Committees to other Town Council Boards & Committees. Sandra said that nobody has to use the remote piece. She said the Councilors will make every attempt they can to be in-person for their meetings.

In regards to the Planning Board, Staff can ask that applicants be there in-person, unless there is some reason they cannot be. She suggested working with applicants. Applicants can bring a laptop to log on to the screen. She mentioned having a 30-minute training session before a Planning Board meeting is started with the members. Dan Maguire said that there is some reluctance. He said he made the offer that the liaisons to the committees could help the chair and run the hybrid meetings. He offered to run the "Zoom" aspect for the Planning Board meetings. He stated that the documents can be seen so much better. It was suggested to send a clean copy of this as a pdf to the other committees and a copy of the committee policy changes.

**MOTION:** *by Anne Gass, seconded by Martin Meaney, to approve the Amended Town's Hybrid/Remote Meeting Policy.*

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

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

**MOTION:** *by Dan Maguire, seconded by Anne Gass, to approve the proposed amendment to the Town Council Rules.*

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

**4. To Review and Act Upon Approving an Amendment to the Town's Committee Policy.** Sandra Carder thanked Jonathan Hartt for fixing the formatting. She said on Page 38, the date needs to be changed to June 7, 2022. On the same page in reference to the Towns "Zoom," account, she changed the word from "must" to "should." OAC changes were made and are in the packet on Page 43. There were formatting issues on Page 39. The formatting is hard to read.

**MOTION:** *by Dan Maguire, seconded by Krista Chappell, to approve the proposed amendment to the Town's Committee Policy.*

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

**5. To Review and Act Upon Approving Amendments to the Town's Personnel Policy relating to employee leave and sick time.** Sandra Carder said that in the packets – Pages 52 and 53 are the document pieces that they have been working on. There have been multiple workshops. There is a change on Page 56 of the packet. The date has been changed to 10/1/22 and added the third paragraph to clearly state that this payout is not available to employees having less than five years. She mentioned the personal time of 16 hours given to all employees. The Appendix is part of that new law. Jonathan Hartt, who was in remote attendance, added the appropriate additional text to cover that new statute. She then mentioned the sick time accrual cap and payout for accumulated sick time.

Krista Chappell suggested after the date of 10/1/22 to add, "by that date." She then asked does the Town have flexibility to enforce this new law? She said the language is vague. Jonathan Hartt said that this is in-line with what the Town already has. He said, in fact, vacation/sick time exceeds the requirements of the law and as long as the sentence is included that reads employees use time consistent with the paid leave law, then the Town is compliant. Krista asked, if someone has less than five years, are they entitled, under this new law, to be paid for sick pay up to 40 hours? This is shown on the Chart on Page 57 of the packet. Sandra responded that they can while employed and use it as they see fit. The law tightened up the payout for vacation time at the same time. Every employer has to recognize the employee's availability to use that time, whatever category it is in. It is all lumped together. The difference is that the Town does not have to pay it out upon separation.

Jonathan commented that vacation time is required by law. He said that time must be paid out. If the Town separates vacation from sick time, and that employee is cashing out their time, they probably would be cashing out vacation time. The Town would be required to pay them for that time anyway. He said it is consistent with what the Town is doing. Sandra said, as you are earning, you are entitled to that time. Upon separation,

whatever policy the Town has at that time, is the one that has to be used. Charts have been provided on Pages 55-57 of the packet. Nate Rudy thanked Jonathan for providing the charts. Nate said once this is passed, he is offering a meeting with Staff to review the policy next Wednesday to go over this. He said he was petitioned today to ask Council to consider changing the cut-off date from 10/01/22 to 01/01/23 because there are two Town employees just under the mark for five years. Sandra said any employee that is in the under the five years has more time to benefit with those changes. Martin Meaney suggested tabling it. Anne Gass said we need to move this along. She was good with 10/1/22. Nate suggested leaving this as is. Sandra Carder said the only difference being made is the payout if they were to leave Gray. Dan Maguire said the charts are great. He mentioned the charts saying, “see above.” He would like to see all those filled in.

**MOTION:** by Anne Gass, seconded by Martin Meaney, to approve the proposed amendments to the Town’s Personnel Policy.

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

**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.** Nate Rudy said he has provided the Council with the documentation from the EPA. The grant period is three years and the grant amount is \$500,000. He said with Council approval, he can start this process. Dan Maguire said that the Town is very fortunate to have this and acknowledged Nate and everyone else on the effort in getting this for the Town. Anne Gass read the cover letter into the record. She acknowledged the effort as well.

**MOTION:** by Martin Meaney, seconded by Anne Gass, to accept the EPA’s Brownfields Assessment Grants in the amount of \$500,000 over a three-year period starting in 2022.

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

**7. To Review and Act Upon Accepting the Community Development Block Grant of \$66,877 to fund Phase II of the Village Area Loop Trail. This section of the trail is proposed to extend from the existing trail behind Pennell, across the street to the gateway property, and the Russell School.** Sandra Carder acknowledged the change in the amount, which is \$66,877. She said this is so beneficial to taxpayers and this does not cost the taxpayers a lot of money. This will help tie in the village. Anne Gass said these trails are very popular and this grant says a lot for the Town. She suggested thinking about benches. Nate Rudy thanked everyone on Staff and everyone who worked on the grant proposal for a great effort.

**MOTION:** by Krista Chappell, seconded by Martin Meaney, to accept the Community Development Block Grant of \$66,877 to fund Phase II of the Village Area Loop Trail.

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

**8. To Review and Act Upon Approving the use of the Village Green Park for a Farmer’s Market.** There was a presentation given at the last meeting, asking for permission to use the Village Green Park to give them more visibility. It was recommended to keep this request as is.

**MOTION:** by Anne Gass, seconded by Martin Meaney, to approve the use of the Village Green Park for a Farmer’s Market.

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

**VIII. REPORT FROM THE COUNCIL CHAIR – Sandra Carder:**

- **Comp Plan Coordinators:** She asked both Dan Maguire and Krista Chappell is there is a status update on the number of applications received? Sandra asked how much time will we need to review and appoint and could we schedule for the 6:00-6:55pm spot at the 6/21 meeting? Krista will follow up.
- **Village Planning:** Nate provided the following tentative dates. He said the visioning kick-off meeting is June 27, 2022 and the Charette process is scheduled for July 27-30, 2022. He stated that they are working on the final versions of the flyer and the postcard that will be going out to the community. Nate said this will be shared at the “Wild Blueberry Festival,” and he will be manning a booth there.
- **MDOT Main Street Project:** She said received was a tentative schedule from Ernie Martin, project

lead. Unfortunately, it conflicts with the Village Planning timeline – essentially the final concept plan was due prior to the planned Village charette. She provided that information and Ernie felt that moving ahead with the proposed timeline would still work. Both herself and Nate spoke to Dale Doughty – Regional Director – providing more information on our timeline and formally requested the timeline be pushed by 6-8 weeks. Dale expressed concern they would pay for an engineer to finalize plans and then we would ask for changes, which is exactly why we were requesting the adjustment. He said they could focus their work on the Northern end of the project. He was holding a staff meeting to go through all the pending Gray items and would loop back to Nate sometime this week. They are hoping for a confirmation on adjusting the timeline.

- **Public Transportation Grant:** At the GPCOG Summit last week, both her and Krista spent some time with Mary Fernandes, a Selectboard member in Casco. She advised there is some regional grant funding for rural towns to set up smaller one off unique public transportation – such as a bus that helps seniors get to Windham for shopping. The grant funding is not static to one community, multiple communities can work together. Since then, she has asked & GPCOG Staff has shared some initial information wither, which she has forwarded to Nate for him to review in more detail to see if this is something Gray can take advantage of. Mary is willing to meet/discuss as well.
- **Schedule:** We have the BUILD ME Conference tomorrow & Thursday in Skowhegan. She said the daytime schedule is challenging for some and she will only be able to go up for tomorrow afternoon. Nate will be there both days and Staff is planning on Thursday? This will impact Staff time. The Election is next Tuesday June 14, 2022 - another reminder that voters need to approve all Articles, including Article 10 LD1 for the budget to pass. The first meeting of the new Council is on June 21, 2022. She said she has not set up any additional workshops in June. Once again, vacations are starting to be booked. She said both her and Nate will be looking at the July schedule after the Village Planning dates are finalized to determine if/when they may set up a workshop in July. A reminder, there is only one official Town Council meeting in July and one in August, each on the first Tuesday of the month. The “Wild Blueberry Festival” is set for August 13, 2022. Given the Village Planning Charette and MDOT Main Street project, there will likely be a need to set up workshops.
- **Anne:** This evening is Anne’s last official Town Council meeting. She thanked Anne for stepping up to run and for joining the Council. She has been an incredibly hardworking and dedicated public servant. Her skills in problem solving, grant writing, and her ability to bring people together have been invaluable. The resolution of the Long Hill Road issue, which also saw State Grant funding come to Gray to help the GNG ATV Club, is just one example of the benefit realized by Gray residents. Her financial understanding has helped to maintain a stable MILL rate, while also addressing long standing issues in Gray. The creation of the Open Space Committee and approved Open Space Plan, as well as her work on the Community Television Advisory Committee will continue to pay dividends to all residents for years to come. And on a personal level, having Anne available as Vice Chair and a sounding board has been a real pleasure and a tremendous help to her. She then wished her well in her campaign for House District 104 and in all her future endeavors.

**IX. REPORT FROM THE TOWN MANAGER – Nate Rudy:** He asked Councilors if they had any questions regarding his written report in the packet. There were no questions. He added to his report by saying that he had the honor and privilege of speaking at the Memorial Day Parade. He was honored to be included in the event and got to pass out flags on the parade route, ride in a golf cart, and to see residents of Gray and to talk with them.

He is looking forward to the “Wild Blueberry Festival” so he can meet more people.

Katie Johnston has been hired as the new Finance Director. She will be starting on Monday. She was previously employed at the Portland International Jetport. She will be shadowing with Katy Jewell until the end of the month.

He said he has been in touch with “Go Maine” about a connector route to get hooked in with Windham’s network for a test run and see how that goes and maybe get a bus or van for people wanting to commute to Portland or Lewiston/Auburn. On June 22, 2022, there is a Staff-wide training event. All non-essential offices will be closed for the day. This is their regular annual training event. He will be hosting a

staff Q&A to talk about sick time and other wage and benefit changes that are in the proposed budget.

## **X. COMMITTEE REPORTS:**

### **Krista Chappell:**

- The Library Trustees were scheduled to meet on May 24, 2022, but cancelled, due to an unexpected closure of the Library and staff absences that day.
- The CEDC meet on May 18, 2022, however, they did not have a quorum, but did discuss some things. The mural submissions deadline was extended until June 13, 2022. They will be voting on a winner on June 15, 2022 in order to meet their FY22 budget item that they had allotted for that. They had a suggestion for Town Council/Staff about promoting the Village Design Charette with a flyer on Election Day - June 14, 2022.
- The Resiliency Committee met on May 27, 2022. They did have a quorum of three. They still have not yet elected a Chair. She is filling in at this time. They did have a discussion about the Community Resiliency Partnership and the committee has decided to schedule an extra meeting to invite potential service providers to present/discuss their ideas for service in Gray. She is currently finalizing committee members availability and will be doing outreach to service providers who have registered with the state and that the committee identified as a good fit for the Town. She is hoping to get those people in before the June 21, 2022 Council Meeting, because they need a vote and a letter of support identified per provider in order for those providers to meet the August service provider application deadlines. They identified 207 Premaculture, Center for Ecology-Based Economy, GPCOG, and the Cumberland County Soil & Water Conservation District.

### **Dan Maguire:**

- The OAC met on June 2, 2022. A considerable amount of time was spent discussing the self-storage units. Some of the ideas were that they only being allowed on back lots. Front lots would have to be preserved for higher use. There was quite a discussion around buffering. Self-storage units would only be allowed on back lots where there is enough buffering to meet the Ordinance. There were some interesting discussions around design i.e. overall length of buildings and limiting length of buildings. He said height is not an issue. He said they can come up with a way for allowing for the highest use on the property. This is on track for a good Ordinance for the Town.

### **Anne Gass:**

- Open Space is hoping to be on the Planning Board Agenda for July. If it gets too full, they may have to shift to August and are looking at a Workshop before the meeting. This is the start of the conversation and it may take more than one meeting. She said they decided to ask for their own table for the Blueberry Festival and will display maps, a few copies of the Open Space Plan, the landowner agreement, have a sign-up sheet, committee application, and info about a Fall landowner meeting. They agreed to plan for a landowner meeting in late September. Anne said she will reach out to Carl H., as well as the land trusts, re: a meeting date, and complete the application for the big room in the library where the Open Space Committee meets. They also discussed having a meeting with Subdivision Homeowners Associations (HOAs) later in the fall to broach the idea of allowing public access to their private open space as part of building the town-wide trail system.
- CTAC: She reported missing the meeting, due to a routine medical procedure.

### **Martin Meaney:**

- The "Wild Blueberry Festival meets tomorrow night and again on June 22, 2022.
- The Finance Committee scheduled for June 16, 2022 has been postponed indefinitely because the Chair will be out of town.
- The ZBA met on May 25, 2022. They need more volunteers. There were two variances – a pool and a deck. Both variances were granted.

### **Sandra Carder:**

- GPCOG held their Annual Summit on May 26, 2022. She congratulated Krista on her election to the Executive Committee. They enjoyed a wonderful keynote address by Bill Nemitz, formerly of the PPH, related to the impact of losing local news sources and what it is having on local governance and

ways to change with those times. This was followed by a nice networking event. She said she has thoroughly enjoyed her work with the GPCOG and learned a lot about local and state governance. She said she is sure Krista will do a great job representing Gray in the coming year.

- Recreation met last night and reviewed updates on programs, discussed Committee terms (a good reminder to all the liaisons to review the status of expiring terms with members), discussed the annual report summary (another reminder for everyone to start work on that with each committee – they are due the end of July) and reviewed a recommendation to change the rental rates for Newbegin Gym. Anthony will be submitting that information to Nate/Katy to ensure they are updated for the upcoming review/approval of fees for the coming fiscal year. Recreation’s next meeting is July 11, 2022. This was pushed ahead a week, due to July 4, 2022<sup>h</sup>.
- DMS is meeting next Monday. Unfortunately, the building is not quite ready, but she said she hopes to get in there before the end of the month.

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

### **Krista Chappell:**

- She attended the GPCOG Annual Summit & Assembly on May 26, 2022 and was approved as the Gray representative to the Executive Committee. She said she is excited to start that work. She said her family went to the Memorial Day Parade. There was a large turnout and she said they had a blast. She thanked Anne for all her time and energy for volunteering here and her mentorship.

**Dan Maguire:** He had no correspondence. He thanked Anne Gass.

### **Anne Gass:**

- Libby Hill Rd. Public Safety Project. The MDOT is meeting internally this week on several items related to Gray, including the Main St. improvements and the Middle and High School Complex Public Safety project.
- She received a message from a Libby Hill Road resident that a handful of ATV riders are continuing to use the Libby Hill Road. She said while riders who live on (or near) the Libby Hill Road can use it ride to and from the trails, they should ride slowly and respect other Long Hill Road users. Last summer the town & GNG ATV Club went to considerable lengths to upgrade the ATV trails on the powerline and Libby Hill Road is now closed to ATV riders.
- She commented that she wants to thank the Code Enforcement staff for resolving an inspection issue for a resident who lives on the far side of Little Sebago- it’s confusing. The resident has a Raymond address. He was confused and was contacting the Raymond town office re: the inspection. He actually lives in Gray; however, so he ought to have been reaching out to the Gray CEO’s. She said she raised this because people elsewhere in Gray may not be aware of this problem that only residents on the other side of Little Sebago Lake experience. It’s confusing!
- She reported that she attended the GPCOG annual meeting and that it was a great learning opportunity and she had lots of fun too, on the beautiful campus of St. Joseph’s College.
- She said she has been talking with a local high school student who’s a girl scout and interested in the public safety improvements around Libby Hill Road and the crosswalk from Spruce Drive. Anne said she connected her with Dale Doughty at MDOT. She will come speak with the Council about this at an upcoming Council meeting.
- RRCT is actively looking for new preservation opportunities in Gray.
- She said she reached out to the new Executive Director of the Narrow Gauge Railway, Griffin Bourassa, [gbourassa@mainenarrowgauge.org](mailto:gbourassa@mainenarrowgauge.org) and connected him to both Sandy and Nate.
- She said she is thrilled to announce that Will Burrows of the Congregational Church successfully persuaded the McDonalds to allow the ugly Jersey barriers behind the restaurant that blocked the underground fuel tank to be removed by the town, and replaced with boulders. McDonalds plans to do additional landscaping. She said thanks to the Public Works for doing this! Also, a shout out to the Buildings & Grounds Staff who planted flowers in the planter built last year by an Eagle Scout. The place really looks great!

- She reported having a question from a resident about re-constituting the Bike-Pedestrian Committee and she said she encouraged them to do so.
- The “Welcome to Gray Village” signs are in the process of being fabricated and will be installed soon.
- She reported she had a question from a resident about the Gray cemetery water lines. Those were repaired/replaced and water was turned on before Memorial Day- thanks again to the Building & Grounds staff!
- Lastly, she reported that the Memorial Day Parade had a great turnout. She commended Nate on his comments and said he did a great job encouraging people to be neighborly. She said she is very proud of him and is glad to have him as a representative in Gray.

**Martin Meaney:**

- He reported that he was approached by Cliff Foster, a former State Representative and who had chaired the ZBA for ten years. He said that Mr. Foster approached him on the road posting on Mayall Road with the 10,000 pounds. Sandra Carder said the weight limit only applies to Short Mayall Road; however, he can use the Depot Road.
- He said he found two articles on-line regarding recycling – Plastic Recycling (Atlantic) and Glass Recycling, which was on the NBC News. Plastic Recycling was at 9% and is now down to 5%. It costs more to recycle than to make new. There is a shortage of glass. He said he has copies available on these articles if anyone is interested.

**Sandra Carder:**

- She reported receiving an e-mail from Janet Clemons, on behalf of the Tashi Gatsel Ling Buddhist Center in Gray, which is a non-profit organization that was awarded a grant to distribute 500 trees throughout the Community. She is a former ExCel Class teacher and immediately thought about the DMS. DMS is located on State-owned property so she said we may not be able to install one there (will need to check with IF&W); however, she mentioned the Community Economic Development Committee was looking for more plantings at Banner Hill and forwarded the e-mail to Nate to discuss with Staff to see if there are other locations as well. Sandra commented that it is a bit time sensitive, given the trees need to be planted soon.
- She and Nate received a letter from the Gray Water District related to the water monitoring underway near the wellheads on Route 26. Nate is working with Doug on the status of this work and to provide more information to the Water District.
- She received a call from a Shawn Murphy at Spectrum News related to the Brownfields Grant.
- She received an email from Mr. Goosetrey related to the Gore Road Interlocal Agreement and the Deer Acres request, which was discussed in yesterday’s workshop. She said she shared it with the full Council.

**XII. COUNCIL DISCUSSION:** Nate Rudy will be opening the June 21, 2022 Town Council meeting. Officers will be elected.

Anne Gass said it was a complete joy and pleasure serving on this Council. She said people feel good about the Town. This is a good sign. She said she appreciates the professionalism with other Councilors and Staff. She encourages people to join committees.

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

**MOTION:** *by Martin Meaney, seconded by Anne Gass, to adjourn the meeting at 8:52 pm.*

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

Respectfully submitted,

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

# 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 18, 2003	October 16, 2012
April 1, 1986	July 1, 2003	November 13, 2012
May 19, 1987	December 20, 2005	December 4, 2012
August 2, 1988	June 05, 2007	September 17, 2013
February 20, 1990	June 17, 2008	January 7, 2014
March 20, 1990	August 19, 2008	September 1, 2015
May 4, 1993	March 17, 2009	December 6, 2016
June 20, 1995	April 7, 2009	August 1, 2017
August 1995	September 1, 2009	October 3, 2017
August 6, 1996	September 15, 2009	October 1, 2019
October 1, 1996	December 1, 2009	November 12, 2019
September 15, 1998	August 3, 2010	December 3, 2019
July 6, 1999	February 1, 2011	August 4, 2020
December 5, 2000	May 17, 2011	June 7, 2022
April 17, 2001	November 1, 2011	
February 19, 2002	July 3, 2012	

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- Section 602.03 – Council Meetings and Workshop Agendas
- Section 602.04 – Quorum
- Section 602.05 - Enactment Form
- Section 602.06 - Ordinance Style
- Section 602.07 - Order and Resolve Style
- Section 602.08 - Full Reading
- Section 602.09 - Yeas and Nays Taken: When
- Section 602.10 - Ordinance Effective: When
- Section 602.11 - Order and Resolves Effective
- Section 602.12 - Chair and Vice-Chair Duties
- Section 602.13 - Rules of Debate
- Section 602.14 - Breach of Council Rules or Orders
- Section 602.15 - Standing and Special Committees
- Section 602.16 – Social Media Platforms
- Section 602.17 – Councilor Requests for Staff Time & Legal Opinions
- 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 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.

## 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.

## Re: Paving Bid

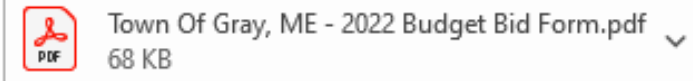


Alec Dodd

To  Nathaniel Rudy;  Jonathan Hartt



2:47 PM



Hi Jon,

I have just received the information I was waiting for confirmation of and am prepared to proceed with the following for Council:

I recommend extending the paving contract with Pike Industries for FY23 at the rate of \$95/ton plus liquid asphalt escalation and incidentals (tack, grinding, etc.). The total on the attached proposal is knowingly more than our budgeted figure for FY23 and as such, quantity will have to be lessened (remove roads from the proposed list) to stay under budget. At the current years market conditions, I expect we will be able to afford to continue with Totten Rd, Westwood Rd, and Weymouth Rd.

Thanks,

Alec Dodd

Public Works Director

Town of Gray

office: 207-657-3381

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



# PIKE INDUSTRIES, INC.

A CRH COMPANY

3 Eastgate Park Road, Belmont, NH 03220

An Equal Opportunity Employer

Established 1872

Phone: (603) 527-5100

Fax: (603) 527-5101

<b>To:</b> Town Of Gray	<b>Contact:</b> Alec Dodd
<b>Address:</b> 6 Shaker Rd	<b>Phone:</b> (207) 657-3339
Gray, ME 4039	<b>Fax:</b> (207) 657-2852
<b>Project Name:</b> Town Of Gray, ME - 2022 "Budget"	<b>Bid Number:</b>
<b>Project Location:</b>	<b>Bid Date:</b>

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	PAVEMENT BUTT JOINTS	200.00	SY	\$19.50	\$3,900.00
2	Handwork	50.00	TON	\$225.00	\$11,250.00
3	Shim/Surface 1.5"	5,430.00	TON	\$95.00	\$515,850.00
4	BITUMINOUS TACK COAT APPLIED	2,992.00	GAL	\$6.50	\$19,448.00

**Total Bid Price: \$550,448.00**

#### Notes:

- AC Price Adjustment shall be paid in its entirety to Pike Industries, Inc. per the Construction Contract.
- Contractor's quoted prices shall be equitably adjusted on a periodic basis in order to reflect any increase in the price of liquid asphalt since the date of the quote or bid. The baseline cost for this contract are as follows: liquid asphalt \$670.00 (average New England selling price, as posted on the MDOT website). Liquid asphalt escalation will be calculated by multiplying the performance graded binder percentages times the difference in price between the base price and the period price by the number of hot mix asphalt tons laid during the period.

#### Payment Terms:

Net 30 Days

<p><b>ACCEPTED:</b></p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b></p> <p><b>PII - NH (Belmont)</b></p> <p><b>Authorized Signature:</b> _____</p> <p><b>Estimator:</b> Greg Brown greg.brown@pikeindustries.com</p>
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Town Council Meeting Schedule - 2022 to 2023

Updated: 06/16/2022

Date of Meeting	Agenda Items to Chair*	Packet Material to Asst to Mgr**	Agenda Posted	Packet available	
June 21, 2022	6/8	6/13	6/14	6/16	
July 5, 2022	6/22	6/27	6/28	6/30	
August 2, 2022	7/20	7/25	7/26	7/28	
September 6, 2022	8/24	8/29	8/30	9/1	
September 20, 2022	9/7	9/12	9/13	9/15	
October 4, 2022	9/21	9/26	9/27	9/29	
October 18, 2022	10/5	10/7	10/11	10/13	Indigenous Peoples' Day
November 15, 2022	11/2	11/7	11/8	11/10	
December 6, 2022	11/23	11/28	11/29	12/1	
December 20, 2022	12/7	12/12	12/13	12/15	
January 3, 2023	12/21	12/22	12/27	12/29	Christmas
January 17, 2023	1/4	1/9	1/10	1/12	
February 7, 2023	1/25	1/30	1/31	2/2	
February 21, 2023	2/8	2/13	2/14	2/16	
March 7, 2023	2/22	2/27	2/28	3/2	
March 21, 2023	3/8	3/13	3/14	3/16	
April 4, 2023	3/22	3/27	3/28	3/30	
April 18, 2023	4/5	4/10	4/11	4/13	
May 2, 2023	4/19	4/24	4/25	4/27	
May 16, 2023	5/3	5/8	5/9	5/11	
June 6, 2023	5/24	5/25	5/30	6/1	Memorial Day

TC Election Day: June 13th, 2023

\* Latest Date for Agenda Request for consideration

\*\* Deadline for Packet material

Dates shifted due to Election/Holidays

## Councilor Liaisons (as of April 2022)

Councilor	Board/Committee
Councilor Carder	Dry Mills Schoolhouse Committee
	Recreation and Conservation Committee
	Greater Portland Council of Governments
	General Assistance Fair Hearing Authority
Councilor Chappell	Community Economic Development Committee
	Planning Board
	Resiliency Committee
	Gray Public Library Association
Councilor Maguire	Finance Committee
	Planning Board
	Ordinance Advisory Committee
	Board of Assessment Review
Councilor Meaney	Finance Committee
	Zoning Board of Appeals
	Blueberry Festival Committee
Councilor Gass	Greater Portland Council of Governments
	General Assistance Fair Hearing Authority
	Open Space Committee
	Community Television and Communication Advisory Committee



## 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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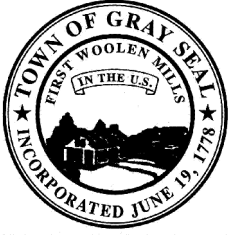
June 15, 2022

### **Town Manager Report to Town Council (5/27/2022 – 6/15/2022):**

- 5/27-6/5: Town Manager (TM) on vacation
- 5/30: TM participated in American Legion Memorial Day recognition and parade
- 6/7: TM participated in Cumberland County Manager meeting in Portland
- 6/8: TM attended Build Maine conference
- 6/13: TM attended Maine Council on Aging board meeting via Zoom
- 6/15: TM met with Gray Historical Society and Gray Public Safety regarding the proposed new home for the antique fire vehicle. I would like to ask Council: **is it your intent to allow the vehicle to be moved and stored at the GHS building, and should I work on a memorandum of understanding to that effect?**
- 6/16: TM will attend Maine Municipal Association HR Conference in Waterville
- 6/17: TM will attend Volunteer Maine Meeting in Augusta
- 6/20: Staff will observe the Juneteenth holiday

#### Other activities:

- TM requests that Council allow the carry forward of approximately 60 hours of unused FY22 vacation time into FY23.
- Katie Johnston started work as Finance Director on June 13.
- Elections were held on June 14. Thank you to Kailey Hanley, the Clerk's office, election volunteers, and everyone else who contributed to election preparation and management.
- We have published the position announcement for the Town Clerk position.
- Planning continues for the summer Gray Village community planning charrette
- COVID transmission rates fell and we relaxed the staff masking policy. We still encourage staff and the public to wear masks when indoors including at Town buildings.



## TOWN OF GRAY

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

### OFFICE OF THE ASSESSOR

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

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June 16, 2022

Assessing Department Report to Town Manager (4/27/2022 – 5/25/2022):

- 4/28, 5/5 and 5/12 - Attended Sebago Lakes Region Rotary Club meeting

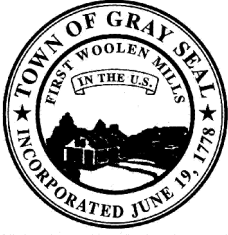
Other Activities/Accomplishments:

- 5/6 – Volunteered at the annual Rotary Club lobster roll fundraiser
- 5/11 – Maine Revenue Services on site audit
- 5/17/and 5/18 - Attended IAAO workshop – Highest and Best Use
- Continued work on input and adjustments for the next tax commitment

Challenges / Obstacles:

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

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



## TOWN OF GRAY

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

DEPARTMENT OF BUILDING AND  
GROUNDS

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

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May 24, 2022

### Department of Buildings and Grounds Report to Town Manager 4/26-5/23/2022

- 4/29 Disconnected Irrigation on property adjacent to Monument
- 5/03 Met with Town Manager for monthly meeting.
- 5/04 Public Safety Generator programming completed, building now 100% able to run on generator
- 5/06 New water line extension from Rec Shed to Little League Shed completed and in use as part of Playground Project
- 5/10 All "Welcome to Gray" and "Entering Gray Village" signs were marked for Digsafe to clear and Sign Concepts to install.
- 5/12 Performed audit of Playground, opened to public
- 5/13 Sandbox opened adjacent to playground
- 5/16 Floor resurfacing work began at Public Works
- 5/17 Cemetery water line repaired
- 5/18 Freedom Fire Protection performed Quarterly Fire Suppression Inspections
- 5/18 Met with Recreation staff to review upcoming school calendar and to schedule maintenance of Newbegin for the upcoming year.
- 5/19 Staff assisted Library with setup of book sale
- 5/20 Newly constructed picnic tables delivered and setup at Wilkies Beach
- 5/23 Overhead Door installed new door at Transfer Station
- 5/23 Moved items to storage from Dry Mills Schoolhouse

#### Town Council Tracking Worksheet Items:

- None at this time.

#### Other Activities / Accomplishments:

- Continued spring cleanup and started mowing.
- Staff have been busy with routine daily tasks and worked to finish the playground
- Staff box cut, raked, and set both volleyball courts for the season

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

- Alec assisted with the ordering of various signs for Libby Hill and the Playground
  - Public Works excavated additional path for playground and pit for sandbox
  - Public Works/Public Safety assisted with removing stranded flag at Pennell
-



## TOWN OF GRAY

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

CODE ENFORCEMENT OFFICE

*Tammy Munson, Lead Code Enforcement Officer*  
ceo@graymaine.org

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# MEMORANDUM

May 31, 2022

To: Nate Rudy, Town Manager

From: Tammy Munson Lead CEO

RE: Code Office Monthly Report to Town Manager (May1, 2022– May 31, 2022)

Please find the attached report information below.

Inspections Performed:

Building Foundations - 5

Building Rough-in\*- 15

Building Insulation - 9

Building Final\*\*- 8

Electrical - 30

Septic - 8

In Office and Site meetings\*\*\*30

Permits Issued:

Building - 12

Plumbing - 13

Electric - 12

\*Rough-In Inspection may consist of framing, electrical, and plumbing inspections all done at the same time and location for new SFD dwellings or may consist of one inspection (e.g., would

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be plumbing rough in for a new sink in a barbershop, framing for a garage, residential solar, or upgrading electrical service or panel).

~~\*\*Building Final may consist of framing, electrical, and plumbing inspections at the same time and location, or be one or two inspections (e.g., a final on a deck, porch, shed, generator install, garage or minor renovation).~~

~~\*\*\*This would include Town Manager meetings, licensing inspections, potential violations, land use, assisting in office with SZ permits.~~

Challenges / Obstacles Requiring Assistance Outside of the Department:

- The Department had a transition of leadership during this time. The prior Lead Code Officer left the position, and it was vacant for a while. The department did have a very limited part-time deputy CEO cover and Doug Webster also filled in when he was available.

Town Council Tracking Worksheet Items:

- None



## TOWN OF GRAY

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

## COMMUNICATIONS & INFORMATION

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

May 23, 2022

### Communications and Information Department Report to Town Manager (4/26/2022-present):

- 4/26: Posted Public Notice of Staff Review Committee Meeting on 5/10.
- 4/28: Restored phone service following extended period of TPX phone connection issues—calls were being dropped when routed through the Auto Attendant.
- 5/3: Responded to CEDC/Town Council questions regarding cybersecurity
- 5/3: Posted color signs advertising Town Council Candidate Forum on 5/19.
- 5/3: Printed photo IDs for staff in Town Office and Public Safety.
- 5/4: Published *News About Town* newsletter ([May](#)) to the website and Facebook, highlighting the 150-acre preservation project by the Royal River Conservation Trust and the Community Development and Economic Committee's planting day.
- 5/4: Provided edited, high-contrast Town logo to Little Sebago Lake Association for an educational brochure that will be delivered to lake and watershed residents.
- 5/5: Completed firewall software upgrade for devices at the Town Office, Library, GCTV, and Public Safety.
- 5/5: Posted public notice for Comprehensive Plan volunteers and community news announcement inviting Volunteer Awards nominations.
- 5/9: Posted amended Senior Property Tax Ordinance to website.
- 5/9: Emailed subscriber list Meet Your June 2022 Gray Town Council Candidates written Q&A.
- 5/11: Attended Unified Endpoint Management & Security training by ManageEngine.
- 5/11: Attended Public Information Officer Awareness training by FEMA/Emergency Management Institute.
- 5/13: Completed Town servers update.
- 5/16: Posted press release regarding Gray's receipt of a \$500,000 Grant from U.S. EPA for Brownfields Assessment.
- 5/17: Completed Harassment Prevention for Maine Employees online training by Maine Municipal Association.
- 5/19: Filmed Town Council Candidates Forum event held in the Council Chambers.
- 5/19: Completed major software upgrade for Cisco network access switches at the Town Office, Newbegin, Maintenance, Public Works, Transfer Station, Public Safety, Library, and GCTV.
- 5/20: Posted to the website Absentee Voting Information for June 2022 Election.

### Other Activities / Accomplishments:

- Email spam volume dropped from 37% in March to 30% in May.

- The Town’s Facebook page achieved a reach of 4,569.
  - The most popular posts were a “share” post about the Village Green event (1,612), followed by a post about job openings (1,260), followed by a post about the phone outage (1,207).
- The Facebook page received 9 new likes, and the average post reach was 915, up 11% from the previous month.
- Here are the most popular Town website pages by Pageviews:



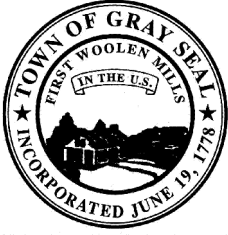
	20,739 % of Total: 100.00% (20,739)	16,499 % of Total: 100.00% (16,499)
1. /	3,548	16.99%
2. /assessor	1,665	7.21%
3. /tax-assessing/property-tax-bills	1,079	3.85%
4. /departments	640	2.84%
5. /employment	620	2.91%
6. /recycling-solid-waste	440	2.33%
7. /code-enforcement	410	1.90%
8. /employment/news/circulation-assistant	337	1.61%
9. /ordinances	333	1.41%
10. /meeting-portal	317	1.56%

- The 11<sup>th</sup> most popular page, with 242 pageviews, was the “[Meet Your June 2022 Gray Town Council Candidates](#)”
- The May newsletter received 240 views (remember, this data is only counting May 1 to May 20). The April newsletter ended its lifespan (April 1-April 31) with 187 views.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- The Pennell LED sign (pictured at right) is showing its age. Eight bulb modules have failed, which means that posted messages are increasingly difficult to read.





## TOWN OF GRAY

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

FINANCE DEPARTMENT

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

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June 16, 2022

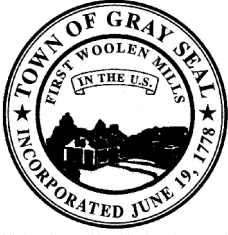
Finance Department Report to Town Manager (5/1–5/31/2022):

- Worked on getting login.gov portal access to do ARPA reporting
- Preparation for June 14<sup>th</sup> election continued in the clerk's office
- Received absentee ballots in clerk's area and set up booths for absentee voting
- Attended MSAD #15 Town Meeting

Town Council Tracking Worksheet Items:

Other Activities / Accomplishments:

- Weekly Admin meetings with Jon and Nate
- Department Head meeting
- Finance Director interview
- Made a binder for month end processes for new finance director



## TOWN OF GRAY

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

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

June 16, 2022

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### Planning Department Report to Town Manager (5/2 – 5/31, 2022):

- Assist PW Dir. with various road questions including background/history
- Assist TM with Brownfields grant application (Kristen)
- Help new lead CEO identify locations of necessary town documents
- Meet with MeDOT Regional Planner & discuss town long-range goals
- Work with new CEO & legal counsel on NOVs including history
- Direct NOV parties to new CEO as primary point of contact
- Assist Planner with 5-10 PB meeting including workshop & SRC
- 5-25 ZBA meeting: draft agenda, advertise, attend, take minutes & review NOD's
- Recon & drafting memos, draft motions, workshops, and SRC (Kristen)
- Circle K follow-up re landscaping and PB conditions including no parking (Kristen)
- Extensive communications and follow-up for ISM Solar surety (Kristen)
- Coordinate/spearhead formal road discontinuance for Hancock Street (Kristen)
- CEDC-providing information & support for i.e. pocket park and MOU's
- Ensure necessary final details complete for Avesta; road discontinuance & SSWD

### Town Council Tracking Worksheet Items:

- OAC input re short term rentals and self-storage
- Continue coordination with Town consulting engineer re Village infrastructure
- Coordinate/implement with TM & consulting engineer re next steps for Yar. Rd.
- Outreach to key village property owners for possible future infrastructure use
- Draft and solicit input on self-storage design standards
- Compile background packets for TC workshops i.e. roads & Exec sessions
- Continued follow-up & coordination for short term rentals
- Work with consulting engineer re traffic circle study & village planning
- Coordinate formal boundary survey of Town owned properties
- Bring Surface Water Protection Ord to completion
- Continued communications/follow-up re LWCF conversion/congressional outreach
- Forward progress on implementation of Open Space Plan (Kristen)

### Other Activities / Accomplishments:

- Coordination/facilitation of next steps for possible Blackthorne SD
- MeDOT Village infrastructure sitewalk on 5-18-22
- Attend Cumberland County training workshop with Dept Heads on 5-26
- Attend two days of CEO/LPI training with MBOIA 5-23 & 24
- Part of interview team for Finance Director on 5-19

- Assist/coordinate property information for Dry Mills owner State appeal
- Verify status & correct version of Shoreland Zoning ordinance
- Talk with reporter re Brownfields Grant
- Coordinate CEO and GNGLL re desired “green monster” & sign ord. implications
- Continue to fine-tune PB meeting memos to streamline meetings (Kristen)
- Assist with Tax Flyer language and fine-tuning (Kristen)
- Assist with Council forum night (Kristen)

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Helpful to have lead CEO position filled
- PB quorum close to 3-minimum for meetings-*need members*
- ZBA membership now down to minimum for quorum, 3 members
- Council input needed for further Open Space Plan implementation



# COMSTAR



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

## Cumberland County Sheriff's Office

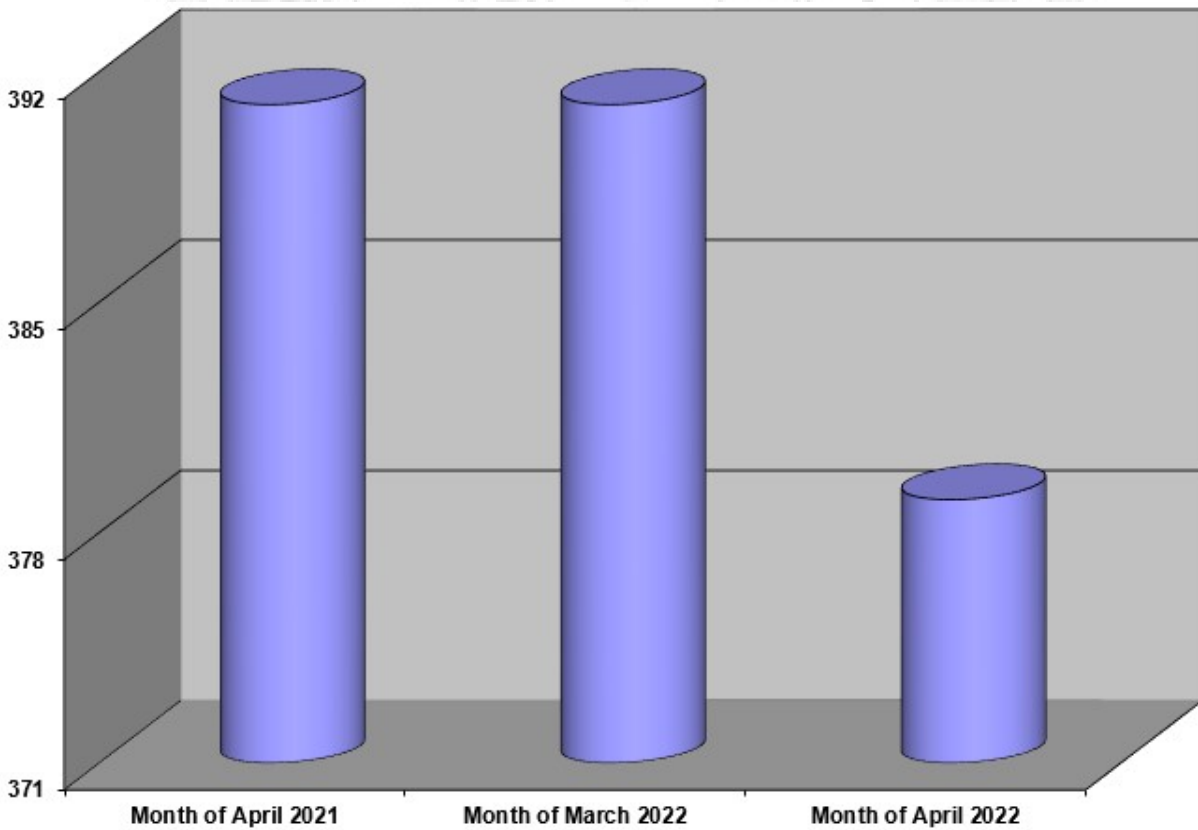
### Town of Gray

Month of April 2022

Prepared by Crime Analyst Wendy Clark-Tarbox

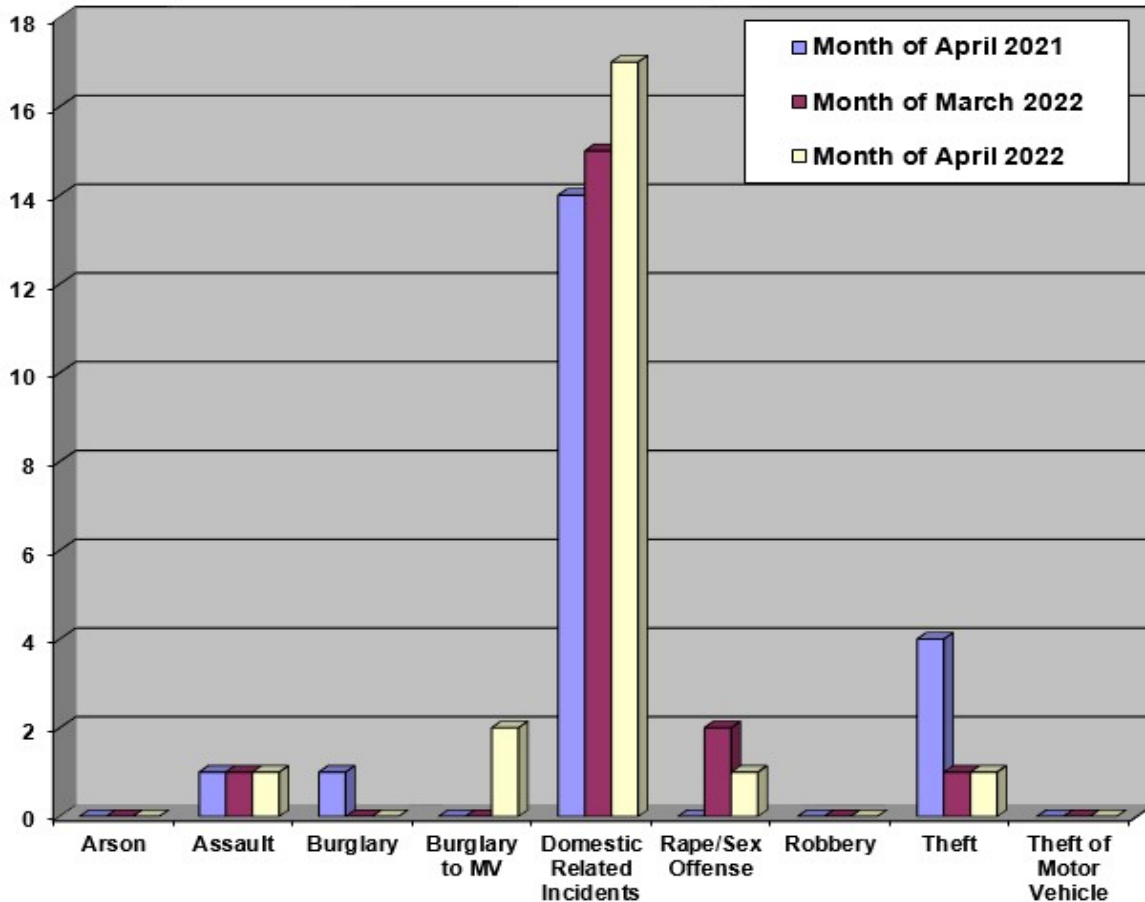
### Calls for Service

<u>April 2021</u>	<u>March 2022</u>	<u>April 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
391	391	379	-12	-3.1%



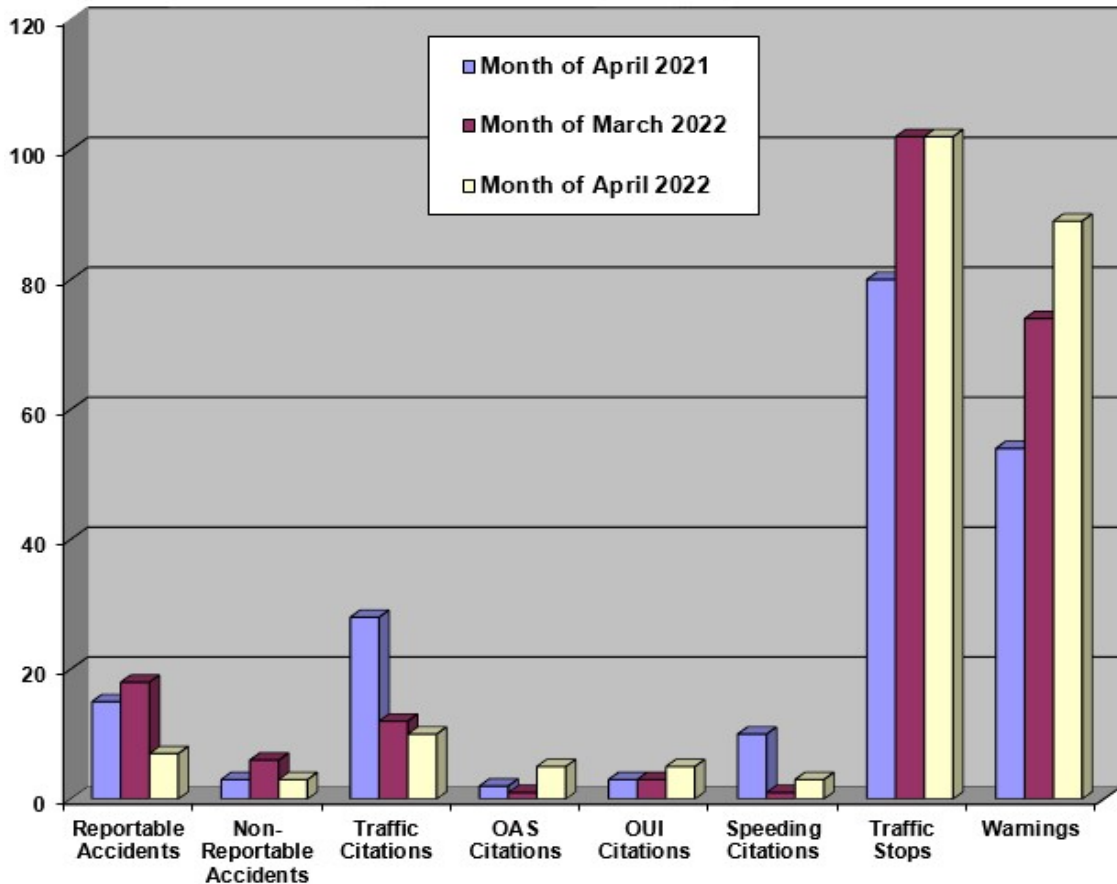
## Crime Totals -

	<u>April 2021</u>	<u>March 2022</u>	<u>April 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
Arson	0	0	0	n/c	n/c
Assault	1	1	1	n/c	n/c
Burglary	1	0	0	n/c	n/c
Burglary to MV	0	0	2	+2	undefined
Domestic Related Incidents (from Calls for Service)	14	15	17	+2	+13.3%
Rape/Sex Offense	0	2	1	-1	-50%
Robbery	0	0	0	n/c	n/c
Theft	4	1	1	n/c	n/c
Theft of Motor Vehicle	0	0	0	n/c	n/c



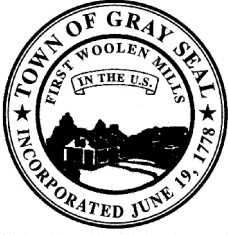
## Traffic Totals -

	<u>April 2021</u>	<u>March 2022</u>	<u>April 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
Reportable Accidents	15	18	7	-11	-61.1%
Non-Reportable Accidents	3	6	3	-3	-50%
Traffic Related Citations Total	28	12	10	-2	-16.7%
OAS Citations	2	1	5	+4	+400%
OUI	3	3	5	+2	+66.7%
Speeding Citations	10	1	3	+2	+200%
Traffic Stops	80	102	102	n/c	n/c
Written Warnings	54	74	89	+15	+20.3%



## Quality of Life Incidents -

	<u>April 2021</u>	<u>March 2022</u>	<u>April 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
Agency Assists	11	16	11	-5	-31.3%
Alarms	11	7	5	-2	-28.6%
Animal Problem	2	5	2	-3	-60%
Attempt to Locate (i.e. vehicles operating erratically)	25	24	26	+2	+8.3%
Citizen Assists/ Disputes	34	29	25	-4	-13.8%
Concealed Firearms Investigations	4	5	4	-1	-20%
Court Services (Protection Orders and Summonses)	3	3	2	-1	-33.3%
Criminal Mischief	3	1	0	-1	-100%
Criminal Trespass	2	1	1	n/c	n/c
Disabled Vehicles/ Assist Motorist	11	7	13	+6	+85.7%
Disturbances/Fights/ Loud Party	5	5	3	-2	-40%
Fraud	4	3	4	+1	+33.3%
Missing Persons	0	0	0	n/c	n/c
Pedestrian Checks	2	2	4	+2	+100%
Property Checks	20	7	14	+7	+100%
Sex Offender Registry Investigations	3	1	7	+6	+600%
Suspicious Persons/ Circumstances	19	6	10	+4	+66.7%
Welfare Checks/ Suicide-Attempted Suicide/ Mental Health Event	8	19	22	+3	+15.8%



## TOWN OF GRAY

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

PUBLIC SAFETY DEPARTMENT

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

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5/1/2022

### Public Safety Department Report to Town Manager (4/1/2022 – 4/30/2022):

- 4/5 I met with Dr. King to reference the SAD 15 strategic plan. I expressed our concerns about continued fire inspection violations regarding the storage of supplies. He stated that he was unaware of these violations and asked if I would send them directly to him. I sent him the most recent inspection reports for the three schools in Gray, and he replied that I should send them to his secretary and the facilities manager. Ironically, this was our past practice.
  - 4/6 We held an officer's meeting at Central with a virtual option. I brought our officers up to date with the budget process at this meeting, including the proposed radio system upgrades. Other topics: Migration to the State Burn Permit Site (there is no longer a charge for permits), let everyone know that wildland fire fighting equipment has been checked and placed on each Engine for the spring fire season.
  - 4/9 We held our first Banquet in several years, and it went very well. We did not invite as many people as we usually do because of the possibility of needing to require social distancing.
  - 4/13 Attended the Bi-Monthly EMA Meeting.
  - 4/13 Went to 15-17 Main Street to observe the sprinkler inspection at Will Boyle's request. The last time Dean and Allyn tried to do an inspection, they were denied entry to the Laundry. I believe the Harriman's thought it would interrupt business, and when they found out it wouldn't, they were okay with the inspection being done. There were several deficiencies identified by Dean & Allyn, and I issued a correction notice on the 20<sup>th</sup> after consulting with the Fire Marshal's Office. This notice was sent to Will Boyle as well as Keith Harriman. We are giving them 45 days to make the changes to bring the system up to code.
  - 4/14 Met with Anthony Dahms after the department head meeting regarding the wellness committee. We will develop a plan for any town employee to use the gym at Central Station.
  - 4/20 I called Keith Harriman to ensure he received my email regarding the laundromat and tanning salon sprinkler coverage. He had not seen it yet, but I went over the letter and the inspection report from Dean & Allyn. I also sent him a copy of the information from Dean & Allyn.
  - 4/21 I attended the quarterly meeting at the American Legion. I was very impressed with the work many of the Legion members have already done in emergency responses under FEMA. They are very eager to work with us and plan for any emergency where they will be needed.
-

Town Council Tracking Worksheet Items:

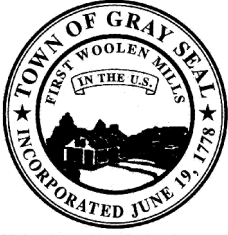
- 4/7 I wrote a letter of support for the Middle and High School Complex Public Safety Proposal.

Other Activities / Accomplishments:

- 4/28 I've started the process to become certified to teach NIMS classes and assisted CCEMA with a tabletop scenario class with UMaine Augusta.
- B

Challenges / Obstacles Requiring Assistance Outside of the Department:

- We will need support from Code Enforcement regarding the Trails and Ales issue as well as 15-17 Main Street.
- We will need Ordinance help for an up-to-date Fire Ordinance that shall include a Knox Box requirement for Commercial entities.
- We need an automated way to get copied on building permits issued that will require an occupancy certification. The sooner we get notified of a permit being issued, the better. Stopping in to see how a building is constructed is an excellent training opportunity. We visited Enercon several times when they did their addition and got a lot out of it. I am going to follow up with Pam on this.
- I'm not sure what the date is for Shaun to make a final decision on his return to work but it is approaching.



## TOWN OF GRAY

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www.graymaine.org

PUBLIC SAFETY DEPARTMENT

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

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June 1, 2022

### Public Safety Department Report to Town Manager (5/1/2022 – 5/31/2021):

- 5/2 – EMS training on Mass Casualty Incidents instructed by AC Holmquist attended by 14 members. Lots of discussion on response to incidents at our schools and the town office complex.
- 5/4 – A48 went to Rowe Ford to diagnose the engine light. Determined it need a new oxygen sensor, part has been ordered. A48 remains in service as the 2<sup>nd</sup> due ambulance.
- 5/5 – AC Holmquist attended the monthly EMS Leadership Meeting. Discussion focused on Covid and hospital diversions. Hospitalization for Covid is down but seeing more patients for other issues. Several of the common medications used by EMS remain on long term back order. We have been able to purchase from several different vendors and not in danger of running out currently.
- 5/9 – HR47 went to Greenwood and had repairs done to fix leaks in the air bottle filling station. Parts were ordered to complete the repairs on the blast door and will be fixed soon.
- 5/10 – Spoke with Darling Ford about quote for Assistant Chief's vehicle. They are waiting on pricing from Ford on 2023 models. All orders for 2022 models are closed. Other dealers report the same situation.
- 5/12 – Department Head meeting
- 5/13 – Last day for the live-in students. Zach Phipps has completed his 2-year program and will continue to work per diem shifts in the future. Julian Echeverria returned home to the county for the summer and will return in the fall.
- 5/16 – Fire training on ground ladders and ventilation held at our training site. Instructed by Lt. Dunbar, attended by 10 members.
- 5/18 – Bryce Neumann gave his 2-week notice. He has taken a full-time job with Saco Fire Department. His last day will be June 1<sup>st</sup>.
- 5/19 – Full-time and per diem meeting was held to discuss staffing issues going into the summer. We discussed forces and utilizing the emergency staffing protocol to drop down below minimum staffing if needed. Chief Elkanich is on light duty and can't be considered for staffing purposes. It was agreed that if there is need to fill a shift at night last minute, the Assistant Chief could fill that position to provide some relief from forces. This was discussed with the Union, Finance, and the Town Manager and all agree to the idea.
- 5/19 – Safety Committee meeting canceled for the month.

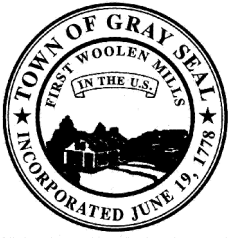
- 5/20 – Live-in draft was completed, and we picked a new student for the fall. Peter Beeley is from Salem, NH and will be here at the end of June for orientation. John Melcher will be the new live-in advisor with the departure of Bryce.
- 5/21 – Paramedic student at the station for clinical ride time. He stated that he really enjoyed his time here and the crew he worked with. He has applied for employment and will be interviewed on June 2<sup>nd</sup>.
- 5/23 – E41 to Northeast Apparatus to have insurance claim repairs completed.
- 5/24 – Offered Tony Alviar a full-time position which he accepted. He will be starting July 1<sup>st</sup> and is currently enrolled in a paramedic program.
- 5/24 – Work on the bay floor at Central Station started. All apparatus are parked outside until the work is completed.
- 5/26 – Attended Essential Function Training with the other department heads in the Council Chambers, instructed by Matt Mahar from CCEMA.
- 5/26 – Conducted an inspection at a new business at 19 Main Street with Code Enforcement.

#### Other Activities / Accomplishments:

- 5/9-5/10 – Lt. Dunbar completed Exercising Leadership Within Communities through the National Fire Academy
- 5/19 – AC Holmquist taught an Adult Ed class on “Until Help Arrives”. The class consisted of bleeding control, hands only CPR, staying safe in an emergency and positioning a patient. Seven residents attended the class, for a total of 22 for the Spring session.
- 5/23-5/25 – Chief Elkanich completed the pre course for train the trainer in NIMS.
- 5/24 – AC Holmquist attended Scholarship Night at GNG High School and presented two scholarships.
- 5/30 – Fire Police assisted with traffic control at the Memorial Day parade. On duty crew also provided EMS coverage during the parade.
- Assisted the GNG Senior class with a vehicle parade from the Park and Ride to the High School with the assistance of New Gloucester Fire Rescue.
- 

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

- Chief Elkanich continues to work through becoming certified to teach ICS classes. Those that can, should be taking the online trainings for ICS 100 and ICS 700



## TOWN OF GRAY

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

### PUBLIC WORKS

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

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June 16, 2022

### Public Works Monthly Report to Town Manager (4/25/2022-5/23/2022)

#### Activities:

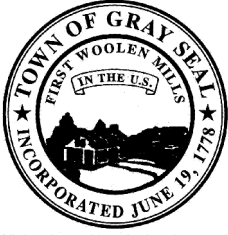
- PW Foreman attended Supervisory Leadership in Public Works, multi-day training.
- Received former CCSO cruiser and repurposed for B&G department use.
- Extended the access path to the Pennell playground and park path.
- Attended Small Cities/Rural Communities Perspective on Sustainability 5/4.
- Planted trees at Shaker Rd sidewalk project and coordinated punch list items with GP.
- On-site meeting with MeDOT officials regarding specific maintenance issues within the Main St/Lewiston Rd project areas 5/18.
- Spring sweeping nearly complete.
- Celebrated National Public Works Week and had a barbeque lunch with a solid crew!

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

- Several project collaborations with Planning dept.
- B&G assisting with concrete floor repairs in maintenance area of PW garage.
- Site visits and coordination with GP for future bridge maintenance projects.

#### Town Council Tracking Worksheet Items:

- Review project areas for Main St/Lewiston Rd and collaborate with MeDOT.



## TOWN OF GRAY

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

RECREATION DEPARTMENT

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

May 23, 2022

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

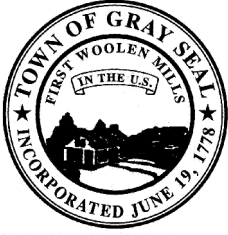
- 5.2 Recreation Committee Met
- 5.4 CBI Coordinator Training
- 5.5 GNG Jr. Lacrosse Program started
- 5.18 Kids Club conducted a fire drill
- 5.23 GNG Optimists Club met on zoom
- 5.25 Wilkies Beach Attendant Training Scheduled
- 5.26 CCEMA Training Scheduled
- 5.27 Nordic Pole Walking Demonstration Scheduled

### Other Activities / Accomplishments:

- 3 Summer Camp Planning Meetings took place
- Community Café Lunch was held in the upstairs of Pennell, 20 attendants enjoyed Corn Chowder with Roll, Salad, and one attendee's homemade Cranberry Cake
- Pennell Playground opened, ribbon cutting to be held 5.24 at 4:00PM
- After School Appreciation Week was in May, Staff were brought to get ice cream, Parents participated by sending appreciation notes and snacks for the staff room
- There were 5 gym rentals and 1 birthday party held in May
- Adult Flag Football League started
- Men's Basketball wrapped up, Team VTEC were the Spring Champions
- GNG Diamonds Cheering wrapped up, they participated in 5 competitions this season

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

Still seeking Summer Camp Counselor applications



## TOWN OF GRAY

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

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

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June 9, 2022

Solid Waste Department Report to Town Manager (5/1 – 5/22/2022):

5/4 shipped 14 tons of mixed plastics, combined load with the Town of Buxton  
5/6 wood grinding begins, finished on 5/9. 29 ½ tons of brush, 137 tons c&d wood  
5/9 began a medical leave of absence  
5/12 staff shipped 21 tons of cardboard  
5/12 attempted to join Department Head meeting via Zoom, could not get in

Town Council Tracking Worksheet Items:

- A
- B

Other Activities / Accomplishments:

During the period of May 1st through May 22<sup>nd</sup> the following materials were baled:  
27,920 pounds of corrugated cardboard  
17,664 pounds of mixed paper  
8,230 pounds of plastics  
2,170 pounds of tin cans

Challenges / Obstacles Requiring Assistance Outside of the Department:

\*O/F/C (All)

OPEN

Count of Description		Column Labels			
Row Labels	H	L	M	Grand Total	
Administrative	1	2	1	4	
Budget		1		1	
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	
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>8</b>	<b>19</b>	<b>41</b>	

\*O/F/C (All)

CLOSED

Count of Description		Column Labels			
Row Labels	-	H	L	M	
Administrative		5	4	6	
Budget		1		2	
Budget			1		
Comp Plan Imp - break out item 84		3			
Comp. Plan Update		1			
Comp. Plan Update - breakout of tasks for Item 11		3			
Comp. Plan Update/ Conservation Plan		1			
Joint Leaders		1		2	
Ordinance	1	8	1	19	
Policy				5	
TIF Goal / Budget		2			
TIF Goal / Budget - break out tasks from Item 34		1			
Traffic		2			
Traffic - MDOT - break out tasks from item 24A				1	
Traffic - MTA				1	
Traffic - MTA - break out tasks for Item 24B				1	

Training				1
<b>Grand Total</b>	<b>1</b>	<b>28</b>	<b>6</b>	<b>38</b>

Grand Total
15
3
1
3
1
3
1
3
29
5
2
1
2
1
1
1

1
73

*Status: O = Open C = Closed F= Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline										Last Update: 06/07/2022		
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
84	Comp. Plan Implementation	O	H	1	<a href="#">Detail Tab</a>	Identify steps/ create plan to <b>implement</b> newly approved <b>Comprehensive plan</b> . <b>SEE SEPARATE TAB - FOR DETAILS</b>	Council	Council	Council	12/01/20	<a href="#">06/07/22</a>	(12/1) Council agreed to close old item and create new implementation plan. Detailed tasks will be logged on detail tab pending schedule workshop to review them and come up with timeline/prioritization. Council agreed with Dan's suggestion to ask each Committee to review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council reviewed at 2/16 meeting. Dept heads have reviewed the plan. (12/9) Council discussed further at workshop. (4/19) New volunteer outreach underway. Council reviewed & agreed to GPCOG proposal for Village Planning. <a href="#">See Detail tab for updates</a> . <b>Next Steps: Nate to excute contract with GPCOG.</b>
49	Ordinance	O	H	2	07/01/22	Review current <b>ordinances and zoning</b> to determine if changes are needed for <b>Duplexes</b>	Dan Maguire	Dan Maguire	Doug Webster	02/19/19	03/15/22	Dan asked the Council to consider making changes to Duplexes to address sprawl growth and other unintended impacts to density bonus of allowing a duplex in lieu of a single unit of housing. Doug advised this issue has been researched in the past. Dan needs to talk to Kathy and then work through reviewing current ordinances. Then, bring to the OAC for possible proposal to the Council. (12/17) Deb advised of resident e-mail regarding the number of duplexes being built in Gray - Planning Board has also recently discussed. Council agreed this issue needs to be moved up in the priority list. (6/2) Council reviewed questions from OAC & provided direction. Generally speaking, there was support to make it more restrictive in certain zones and encourage them in others by making it less restrictive. It was agreed this is one tool in the growth mgmt plan. (8/4) Doug provided memo detailing OAC ques/disc points along with the growth plan disc and Comp Plan review. Council agreed a full workshop is needed to review. (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed 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	<a href="#">06/07/22</a>	Councilors agreed to close 'TIF creation' task as it is now in approved. This new item will capture the planning and additional work associated with administrating the new TIF. Project was discussed during 9/10 workshop & Mr. Lavallee advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MDOT/Town video work & analysis to be presented at Dec 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) Will Haskell & MDOT provided updated info on Main Str Project. (2/5) & (2/19) See new detail tab H3. MDOT has advised change in Main Str project timeline. (7/2) Workshop held (8/6) 7/1 Workshop minutes approved. (10/15) Council agreed time to set up another brainstorming session - likely on Route 115 road - agreed to wait until 10/28 workshop to schedule so Bruce would be included. (10/28) Public forum set 12/5. (11/12) Dan will facilitate - Council agreed to set up/format. <a href="#">(6/7) Village Charette planned for last week of July</a> . <a href="#">See detail tab for updates</a> . <b>Next Step: Village Charette set for last week of July.</b>

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
112	Administrative	O	H	4	07/01/22	Create an <b>Insert for Tax Bills</b>	Council	Nate Rudy	Nate Rudy	03/29/22	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) Council finalized feedback to Staff on STR with goal to have generic statement on inserts & then info posted by the time bills start arriving. <b>Next Step: Council/Staff to finalize before deadline in summer.</b>
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 mvove this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. (3/15) Tied to item #22 - awaiting analysis/data from Will. <b>Next Step: Doug &amp; Will will provide analysis to Council when available.</b>

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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	06/07/22	(12/9/21) Council has discussed at various times as LH Road is set for repaving, but prefer to upgrade road to address long term needs. Covid issues have worsened student safety issues on this road. MSAD15 has expressed an interest in researching the possibility of utilizing their ROW to Shaker RD via the HS parking lot as an emergency exit to comply with safety plans which require 1 entrance for rescue personnel and another for exit. Extension/upgrade (ADA) of the sidewalk the full length of the road is identified as a critical need. Extension of the Hannaford sidewalk to Spruce Street with a lighted crosswalk from Spruce to the ROW is also on the list. MSAD15 has req a formal workshop to begin researching options. (1/18) Sandy adv MSAD15 agreed to workshop to brainstorm project scope (3/28) Joint WS held & scope defined. (4/5) Anne preparing app for earmark funding & Sandy seeking letters of support - deadline is 4/13. (4/19) Anne submitted application with recommendation letters (5/19) Unfortunately, Gray was not selected for the earmark. (6/7) <b>Anne adv MDOT provided some feedback Next Step: Anne will review DOT material &amp; follow up with Rep Pingree's office.</b>
66B	Traffic	O	H	7	01/31/22	Determine if <b>Time of Day Weight</b> restriction should be placed on <b>Short Shaker Rd.</b>	Sandy Carder	Council	Nate Rudy	11/12/19	04/19/22	(12/3) Sandy provided more info on options incl. weight limits. Deb advised of possible "State Aid" classification. (12/17) Deb provided proposal from G&P - \$1,000 to determine if Mayall/Weymouth would even qualify - Council expressed concerns on impacts to road maintenance and residents. (1/21) After rev expenses & discuss control concerns, Council agreed NOT to pursue state aid status on either road. Can revisit at later date. (10/6) Public forum held with info sharing with regards to Depot Rd (10/20) Council disc options (12/15) Dan & Sandy held discussion. Dan updated Council. (1/5) Dan adv MDOT has sample ord see #77. (2/2) Dan has draft ord/letter. (3/16) Council prov feedback to Dan to update Ord. He will coordinate with Nate to submit to legal. (5/4) Dan req an update on status. (5/18) Legal has rev with feedback. (6/2) Council provided feedback (7/6) Nate adv only 1 call rec'd from letter (9/7) 1st read will be 9/21 with 2nd read 10/5. (9/21) 1st read/public hear held (10/5) 2nd read/hear held - approved for local roads. (12/9) sign lang identified & Council voted to install. (12/21) Council dis next step for short shaker (2/1) Letter sent (3/1) Sandy adv Bruce Van Note req a meet in Gray for 1 hour later this month with Nate/Sandy - Anne will also attend. (3/29) meeting held with DOT (4/19) Council agreed to close Mayall Rd portion. <b>Next Step: DOT to provide wording for ordinance amendment, Town will hold new public hearings when updated.</b>

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
4	Traffic	O	H	8	<a href="#">Detail Tab</a>	Work to develop long term changes needed to address traffic, drainage, road conditions, pedestrian & cyclist safety and speed along <b>Route 115 entering Gray from the hill thru connection to Brown Street.</b>	Nate Rudy	Council	Nate Rudy	01/02/18	<a href="#">06/07/22</a>	During the June Council meeting, Town Staff advised they would be pursuing a MPI grant for reconstruction of this stretch of road in collaboration with the MDOT. It was advised it would likely be a 2 year process with updates provided to the Council. Deb Cabana noted that this would be a 50/50 split for costs (not 25/75 Town/MDOT as previously stated) and includes replacement of the water main. Therefore, it may be included in the upcoming TIF creation, thus it should remain active (rather than 2 year target). Reference material: Pavement Conditions Study - Dec 2017. Project discussed in 9/10 & 11/28 TIF workshops, as well as in TC meetings. (12/4) TC would like to see a review of intersections done prior to committing to a 115 solution or as part of the engineering of that project - to ensure project does not hamstring options. (5/7) Deb advised several communications received regarding pedestrian fatality on Rt 115 requesting sidewalks. (9/3) Sandy adv of outstanding question - need for possible budget consideration (9/17) Deb verified with Will that MPI does not require engineering completion - however - Ann verified the Town's piece of the budget must be approved & set aside to apply. Dan also advised a 50+ sub division (apartment buildings) is before the PB for this road & stormwater/sidewalks are being discussed. (10/15) Deb adv Stevie/Will met with DOT & have more info. (10/28) Council set up public forum 12/5. (11/12) Dan will facilitate & council discussed format. (12/5) Public Forum held. (12/17) Council agreed 1st forum very successful, data compiled, next step is to work out starting point on proj. (1/21) Council held workshop with Water Distr about Route 100 TIF and this proj was select by both grps as the best proj. (2/4) Deb adv Alyssa said it is possible to amend rt 100 TIF for this proj but needs to talk details with us. (3/10) Council & WD agreed to amend TIF to incl this proj (4/28) Council rev warrant art (6/2) Council held public hearing & voted to approval TIF amend (7/21) Voters approved revision. (10/6) State submission done. (12/1) TIF amend appr. (1/19) Council agreed with Water Dist/Will on first tasks to start process. (3/2) Will prov est. (9/7) Council set up 'kick off' meet date with prime parties. See Detail Tab for updates (9/27) Kick off meet held - next steps set <a href="#">(6/7) Village charette planned end of July &amp; TIF funds for easement work in budget.</a> <b>Next Step: New tasks logged on detail sheet.</b>
89	Infrastructure / Village TIF Goals	O	H	9	<a href="#">Detail Tab</a>	Create <b>Engineering Plans for Main Street</b> and Coordinate with MDOT for construction	Council	Council	Nate Rudy	02/19/19	<a href="#">06/07/22</a>	MDOT has agree to cov the upgrade of stormwater & catch basins Main Street & down 202 towards the Cemetery. They adv the plan will likely come up in the next 5-7 years. Town needs to id any other chges- increas water line size, increas stormwater line size, add conduit for underground utilities, add piping for natural gas so funding can be budg & all items add at the same time (rip the road up once). (4/2) Doug prov 8-12 year window for work on Main as guide for Council meaning analysis & plan should be done well beforehand. (4/16) MDOT adv the timeline for this proj is being moved up. Council agr to move up in priority at 5/7 meet & set a stand alone TIF workshop. Workshop held 7/2. (8/6) Min from 7/2 workshop appr. Council to set up another TIF workshop. (7/21) Council had workshop with MDOT & learned portion of road may be worked on in separate project for which engineering is underway. Await more info from MDOT. (9/1) Village walkabout was done with Patrick Adams MDOT, Water District, and others to identify issues/solutions. Rob Betz is coordinating with Ernie Harris on current project from Town line to Cumby's. Council followed up to determine scope of 2nd project from MTA interchange to Brown Street? Can orphan piece be added to that project? (2/16) Council agr to move to open list. (4/6) Nate & Alec had a walk thru with Rob where he adv phase 1 is moving forward, but phase 2 will now only include stormwater NOT a reconstruction of the road. Alec adv that the road is in terrible condition which cannot be addressed with an overlay. Council met with Water District and agreed Village TIF fund needs to be avail in coming year for planning. (5/4) Council incl \$75k TIF funds in budget (6/15) MDOT Rob Betz attend workshop and advised both projects are fund with 2023 construct projection. (9/7) Council will hold WS on 9/15 to complete their prep for MDOT meet (9/21) MDOT WS held - timelines work discussed. (4/19) Council rev plan/fund options provided by DOT & chose to remain in current workplan timeline. Nate will communicate. <b>Next Steps: Village Charette <a href="#">dates finalized.</a> New tasks logged on detail tab.</b>

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
104	Ordinance	O	H	10	06/01/22	Correct <b>Self Storage Ordinance</b> and create <b>restrictions on new facilities</b>	Doug Webster	Nate Rudy	Doug Webster	01/05/22	06/07/22	(12/21/21) Doug brought 2 issues to the Council which came up via a Planning Board review of 2 pending applications. (1) limit to 1 building and (2) should outdoor storage be allowed? Both were inadvertently overlooked when the ordinance was worked on last. The first one is impacting the active applications. Councilors raised issues with the number of self storage facilities being built in Gray. (1/5) Council reviewed in more detail and agreed to (1) update to existing ordinance to address 2 points raised (2) moratorium on self storage units which does not impact the 2 active applications and (3) proposals from PD on options to limit additional self storage facilities.(2/1) 1st read/public hearing held on both ordinance change & moratorium. (2/14) 2nd read & public hear held - Council appr (4/19) Nate adv larger changes in progress. Could be ready by June. (5/19) Self Storage moratorium was extended. Council provided feedback. <a href="#">(6/7) Dan adv OAC discussed and provided feedback to Staff.</a> <b>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) Council reviewed again & provided more feedback based on Alyssa's responses. <b>Next Step: Doug to incorporate changes and set up for 1st reading.</b>

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
115	Committee	O	H	13	08/01/22	Update <b>Ordinance Advisory Committee Duties</b>	Council	Nate Rudy	Nate Rudy	05/19/22	05/19/22	(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. <b>Next Step: Nate/Staff to draft new duties.</b>
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. <b>TC agreed signage - (1) old Rt26 vs by-pass (2) in Village around island (no sign again) (3) Depot Rd RR Xing would be priority 1.</b> Kyle also advised he will look into signage (1) & (2). Deb requested target date & CC State Reps/Senator. Deb spoke to MDOT advising of RT 26 bridge closure - suggesting it may be a good time to consider renaming Route 26. Deb advised a MDOT/Staff meeting was held (1) traffic movement permit at 97 shaker (2) closing shaker rd bridge MTA work (3) village island (4) rt 26 routing were discussed. (12/4) MDOT provided some info at Council meeting. (3/5) Sandy pulled down new workplan & sent to Councilors. (6/16) Rob Betz, Patrick Adams & Steve Cole from the MDOT attended a workshop with the Council to review various projects in process, in planning & on the future list. Patrick offered to come to Gray to do a walkthrough of all the various streets to obtain more information on the issues. (7/21) Walkthru set up 8/5. (12/7) Island item moved to Main Street detail tab, <b>Next Step: See Detail tab for more info.</b>
24B	Traffic	O	M	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 - <b>MTA</b> - set up workshop in May - Peter Mills, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held Mary 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & add'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 upd from meet (10/5) MSAD has prov initial feedback (11/16) Sandy met with MSAD/GCE (12/7) Council signed off on MOU. (12/21) Council appr MOU (1/18) Sandy adv school board has approved (4/5) Update agree drafted & initial deed feedback <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>

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88	Infrastructure / Village TIF Goals	O	M	4	05/01/22	Infrastructure - Shaker Rd Stormwater/Sidewalk - Project	Town Council	Nate Rudy	Nate Rudy	02/22/18	01/04/22	<p>Steve/Will pres results of video work. Report was rev with MDOT Dale 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	5	04/01/22	Create a <b>Pocket Park</b> including Historical Marker at 5 <b>Yarmouth Rd</b> property	CEDC	Nate Rudy	Nate Rudy	12/17/19	02/14/22	<p>(12/17) CEDC representative Rachel Rumson presented plans for a new Pocket Park on the 5 Yarmouth Rd municipal property which would include a 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	6	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	7	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	06/07/22	The MDOT has advised they intent to "NOT" renew the legal contract binding them to provide winter maintenance and wellhead monitoring on the Route 26A and wish to turn those responsibilities to the Town. Deb also advised that the last round of MDOT testing found elevated salt level in the testing wells. The current agreement clearly states the MDOT is responsible for addressing those elevated levels; however, they are disputing the cause. (9/3) Executive session held (12/17) add'l Executive session held - Council took no action. (2/17) Council discussed in Ex. Session (3/9) Water Conditions study request submitted via budget process. (7/6) Voters approved budget (11/16) Doug prov update - delay is due to identifying the best party to conduct study. WD has been consulted. Council voted to carryover funds. (2/14) Nate adv receipt of WD letter & that a plan of action has been worked up. (6/7) <a href="#">Nate &amp; Sandy rec'd letter from WD</a> <b>Next Steps: Nate working with staff to update WD and schedule next work.</b>
70	Ordinance	O	M	8	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	9	06/01/22	To review the status <b>Deer Acres</b> property (private road)	Residents	Council	Council	12/03/19	06/06/22	(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. (6/6) <a href="#">Council held WS to discuss road standard issues, winter maintenance policy &amp; costs and any addtl info needed on Deer Acre request.</a> <b>Next Step:</b> <a href="#">Staff to provide recommendations on changes to current policies, pull data from surrounding Towns and provide more information on Deer Acres e-mail from resident. Another workshop will be scheduled once material is ready.</a>
93	Public Safety	O	M	10	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:</b> <a href="#">Kristen will work on after short term rental/ADU, self storage and water quality priorities.</a>
52	Ordinance	O	M	11	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) 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. <b>Next Step:</b> <a href="#">Staff to incorporate feedback and create options.</a>
76	Ordinance	O	M	12	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:</b> <a href="#">Dan to bring to the OAC for discussion.</a>

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78	Ordinance	O	M	13	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	14	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	15	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	16	D3	Review current <b>residential Subdivision Ordinance</b> for necessary changes <b>all other areas</b> (besides <b>Open Space</b> - see item 70)	Doug Webster	Nate Rudy	Doug Webster	02/05/19	03/15/22	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance.(3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Council agreed to split out Open Space (see Item 70) to make a higher priority from other changes needed in ordinance. (3/15) Nate pres plan for PD Staff to Council. <b>Next Step: Doug will work on this one after higher priorities.</b>
106	Ordinance /Standards	O	M	17	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	18	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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96	Budget	O	L	1	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	2	04/01/23	Create <b>long term plan</b> & transition <b>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: Nate to come up with options to bring to the Council.</b>
98	Ordinance	O	L	3	K4	Review and update <b>Land Bank Commission Ordinance</b>	Sandy Carder	Open Space Committee	Kristen Muszynski	10/19/21	03/15/22	(10/19/2021) While reviewing the Recreation Committee charge, Sandy pointed out the creation of the Committee stemmed from this now outdated Ordinance. In reading the ordinance, much of the roles and responsibilities have been changed, rest with the Open Space Committee or are not relevant anymore. Anne has agreed to bring to the OSC once their work on their Open Space Plan is complete and report back to the Council on recommendations. (3/15) Nate pres plan for PD Staff to Council. This will be assigned to Kristen. Anne pointed out there is already on on the books & Open Space may be able to help. <b>Next Step: Kristen to handle after higher priorities.</b>
60	Ordinance	O	L	4	K5	Review current <b>Kennel related ordinances</b> , identify needed changes & update accordingly.	Deb Cabana	Nate Rudy	Kristen Muszynski	06/04/19	03/15/22	(5/21) Council was made aware of issue via OAC meeting update. New Dog Officer has advised of conflicts between current ordinances and general residential practices. Gray also has existing Kennel businesses. There is also a State Statute involved. Everyone agreed identifying fixes to coincide with new licenses would be best way to communicate any changes. (6/4) Council agreed to move down the priority list - using license timeline as guide. (9/3) Dan advised being moved up due to timing for Dog Officer and Dog licenses. (10/1) Dan advised this one is almost complete. (12/3) Sandy suggested the OAC meet without Doug and work on what they can. Council & Deb discussed and agreed to give this approach a try with Doug reviewing work as needed. (3/15) Nate pres plan for PD Staff to Council. This will be assigned to Kristen. <b>Next Step: Kristine to handle after higher priorities.</b>
110	Revenue	O	L	5	08/01/22	Create <b>Legislative Bill</b> to reimburse <b>Commercial Solar Array Property Tax exemption</b>	Council	Nate Rudy	Nate Rudy	03/01/22	03/01/22	(03/01/22): Nate advised that Commercial Solar Arrays were exempted from local property taxes by the Legislature. After additional research, Lauren Asselin (Assessor) and Nate identified program which will allow for 50% reimbursement. Council directed Nate to send letter to Legislative Team urging them to provide the add'l 50% reimbursement knowing the session was already set. Rep. Moriarty advised there was nothing they could do, but provided contact in Maine Revenue Services to start discussion on proposed bill for next session which does not start until Jan 2023. The deadline for bills is late summer/early fall. <b>Next Step: Nate will reach out to contact at MRS.</b>
102	Training	O	L	6	07/01/22	Develop <b>Committee Volunteers training Webinar</b>	Council	Nate Rudy	Nate Rudy	11/20/21	11/20/21	(11/20/2021) Council discussed needed training for new Committee Volunteers and laid out timeline for annual goal/assignment setting meeting for all Committees. Everyone agreed some type of webinar could be created to allow new volunteers to review at their leisure with a review at the annual meeting. <b>Next Step: Nate will work with Staff to create a training webinar.</b>

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
87	Administrative	O	L	Z	12/01/21	Review current <b>Fee policy</b> for <b>MSAD15, Gray and NG</b> to determine if there is a better <b>reciprocal approach</b>	Sandy Carder	Sandy Carder	Sandy Carder	02/02/21	06/15/21	(2/2) Sandy advised that this issue had been brought up at the last Joint Leaders meeting. A follow up meeting was held on 1/25 with Craig/Diane/Sam of MSAD15. There is a need to track costs and fees by all three entities. MSAD15 also has financial responsibilities that impact both Gray & NG. The issue is front line workers are left dealing with trying to apply fees when working with coaches, residents, staff, etc. which creates conflict as the taxpayers pay all three budgets. There was agreement there may be a better way to deal with fees. (5/4) Sandy adv next joint leaders meeting set for 6/17 & will follow up on status then. <b>Next Step: Diane will set up a meeting with Katy and NG representative to start by reviewing current processes - it was noted due to budget season, this would likely not take place until April.</b>
39a	Administrative	O	L	g	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	Deb advised she has asked Alissa Tibbetts, Town Attorney, to begin some research & that process can take up to 1 year. She also advised there is at least one resident willing to serve on a Cable TV Committee, if the Council choses to go that route. Council discussed briefly and confirmed either route will require legal review. Dan asked if there was a way for Alissa to provide a snopsis of the process/issues for council to better understand task. Deb advised significant changes have been made at the Federal level which will require more analysis before approach can be determined. (1/8 & 1/22) Feedback presented on item 42 Cable TV ordinance actually fit into the "contract" between parties. Will keep in mind for this item. (6/4) Legislature passed bill to roll back some of the changes (such as channel location, HD broadcast requirement, etc.) Deb advised GPCOG has sent out an RFP for the negotiator for the Towns invovled. There was no interest in a pre-contract meeting. (8/6) Deb advised GPCOG is preparing contract with law firm (only one rec'd but highly qualified). (10/15) Deb/Brad provided updates from the negotiation meeting with GPCOG attorney. (1/7) Council agreed to separate contract and committee into two action items. (9/15) Audit by consultant resulted in identifying monies owed (\$18K+) to Gray. GPCOG est negotiations will begin in the fall. (2/16) Deb adv target for contract is June. Spectrum disputing owed fees. (7/6) Anne adv this is at a standstill (12/7) Anne attended consortium meeting & provide substantial update. (1/4) Anne & Jon prov update on activities. Jon provided comparison between recommended consortium ordinance vs. Gray - Council agreed to move to consortium & provided some feedback. (1/18) Anne adv Bradley Law has meeting with Spectrum to start negotiations (3/1) Council held 1st read & hearing. (3/15) Jon provided add'l info, Council approved ordinance. (5/3) 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>

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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	06/07/22	(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. (6/7) <b>Sandy asked if Krista/Dan had heard anything on apps Next Steps: Krista will check with Jon on status &amp; Sandy will schedule time to discuss.</b>
E	Comp Plan Imp - break out item 84	O	H	1	01/31/22	Create <b>plan/timeline</b> for <b>Zoning changes &amp; ordinance changes</b>	Council	Council	Nate Rudy/ Doug Webster	12/01/20	06/07/22	(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. (6/7) <b>Nate shared dates for Village Charette Next Steps: Village Charette planned for last week of July.</b>

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46	Ordinance	O	H	1	07/01/22	Develop <b>Growth Management</b> strategy - as part of Comprehensive Planning & to allow needed time for Open Space Planning	Sandy Carder	Nate Rudy	Nate Rudy / Doug Webster	02/05/19	04/19/22	(1/22) Dan adv PD does not feel any addl action is need at this time. Growth Cap was disc & Staff will look into with OAC and bring forw when ready. A growth cap has been disc in var meet for the last yr. Not hav a robust growth plan and/or cap was 1 primary reason the original Comp Plan was not appr. (1/30) During the Open Space forum, Alan & Lucky both strongly encour a growth cap be disc/imple as soon as possible to provide Gray with more time to dev an Open Space plan. In add, issues with current residential Sub-division ord, duplex allow, and limited safeguards against a large scale dev need to be addr. Kathy adv Staff have crunch annual data & Doug adv dev one would be rather straightforward & would be padded to avoid impact wanted eco & residl dev. (2/19) Council agreed this is a top priority now. (3/5) Doug rev steps (1) Verify current comp plan (2) check with legal ord (3) imple verifying data supports number selected & Council prov direction. (6/4) Doug prov some data and Arundul ord (eff in 1977). Council agreed to proceed cautiously. (9/3) Doug adv best 1st step would to discuss possible 'cap' number and process to apply caps. (10/1) Council WS held - guidance prov to Doug. (1/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger devel & Comp Plan process. (2/4) OAC looked at & were not in support - worried about admin of the process impact staff (2/18) Council disc changing approach to be more comp to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comp plan timeline as an appr plan is required to enforce growth permit systems. (3/10) OAC began work on this item.(5/5) OAC wants to coord with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be deliv by end of summer to stay in line with CP. (8/4) Council disc at 8/4 WS to confirm a full WS for this along with the duplex/OAC ord list can be disc (9/1) Council disc OAC doc cover duplexes, multi unit housing, growth & comp plan info - agreed addt! WS to create workplan to complete all the work needed. (2/16) Sandy adv Windham has robust grw permit prog that was 1st step after their comp plan.(4/6) Council dis as part of TM goals (5/18) Council/Staff dis in WS - Staff sug step approach to create (12/9) Council disc and develop plan (3/15) Nate pres plan for PD Staff work to Council. (4/19) Council reviewed & agreed to GPCOG village proposal. Agreed to move this item to sub category under comp plan. <b>Next Step: Work on a growth management plan - for permitting - encouraging with bonus permits in growth areas vs. restricting number in critical rural (for example) as part of Village Planning - Comp Plan implementation.</b>

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A	TIF Goal / Budget - break out tasks from Item 34	O	H	3	02/28/22	TIF - <b>Mixed Use Zoning</b> Discussion for <b>Property next to Northbrook</b>	Town Council	Town Council	Doug Webster	01/22/18	12/09/21	(11/28/18) Mixed Use options were discussed at length. Next workshop set for 2/19 6-7pm prior to scheduled TC Meeting. (2/19) Council discussed options and agreed having some type of proposed changes to consider would be helpful. Should focus on Village, but also on large undeveloped piece abutting Northbrook as owners req. inclusion to help develop. Doug will work on. (12/09) Council identified the need to find a parcel that could be set up with mixed used development - such as the parcel included in the Village TIF which may attract a medical facility and/or larger store like Paris Farmers which expressed an interest in having a location in Gray, but could not find a suitable parcel/building.
B	TIF Goal / Budget - break out tasks from Item 34	O	H	3	TBD	TIF - <b>Center Rd / Bridge Redesign</b>	Town Council	Town Council	Town Council	02/18/18	04/19/22	Town to evaluate possible changes to bridge and/or reconfiguration and/or completion of Turnpike Acres - to address Center Rd outlet just below 5 Rd intersection/left turn issues for tractor trailers in Village (possibly part of TIF workshop to determine plans/priorities for Village infrastructure upgrades). MTA advised that Bridge was recently refurbished & widened so there are no immediate plans for more work; however, they remain open to discussion a realignment. (12/4/20) Part of solution to address tractor trailers in the Village is to address inability to make right hand turn from 202 onto route 100 - which includes alternate route - maybe via turnpike acres/center rd bridge. (2/5/21) TC moving to TIF Planning umbrella (2/19) Deb to find out replacement year from MTA. (4/19/22) Council discussed as a possible project for MDOT Village Initiative Program AFTER the Main Street/Yarmouth Rd work is done.
D	TIF Goal / Budget - break out tasks from Item 34	O	H	3	05/01/22	TIF - Evaluation of possible <b>Sewer/Water treatment</b> option for Village	Town Council	Town Council	Nate Rudy	02/05/19	03/15/22	During TIF public forums, a specific piece of property (22 acres) was added to the map as it was considered a good candidate for a future water treatment / sewer facility - due to the soils and location (gravity may eliminate need for pumps). (2/19/19) Deb confirmed TIF funding can be used to purchase property; however, it can only done once a full blown plan is created for usage. TIF funds cannot be used to buy property for recreation purposes. Council to discuss land acquisition CIP at 2/21 budget meeting. Council has agreed to set up a separate question on the warrant articles & will approve those articles at 5/7 meeting. (12/9) Council agreed Staff needs to provide some options for long term solutions - in the short term. (3/15) Nate adv Will & Doug working on collecting data in conjunction with MDOT data.
7	TIF Goal / Budget - break out tasks from Item 34	O	H	3	TBD	Develop possible <b>Special Assessment Fees</b> - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed Special Assessment Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with In Lieu Fees. 9/18 Council discussed reprioritizing, but decided to leave as is. Dan suggested that we identify other Towns using these fees and use their language as a base. (2/5) Council agreed to handle as part of TIF planning. <b>Next Step: Determine when Staff has capacity to work on.</b>
8	TIF Goal / Budget - break out tasks from Item 34	O	H	3	TBD	Develop possible <b>In Lieu Fees</b> - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed In Lieu Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with Special Assessment Fees. (2/5) Council agreed to handle as part of TIF planning. <b>Next Step: Determine when Staff has capacity to work on.</b>

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A	Route 115 - break out tasks from Item 4	O	H	8	TBD	Obtain <b>Ledge Map</b> for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	09/27/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Due to the ledge present on the hill, it was agreed a ledge map using radar was needed. (3/2/21) Will has provided est to Nate. (3/9) Council rev with Will. Doug ask that add'l boring on the slope of the road to ensure the ledge is fully identified. Will will update the proposal. (4/6) Will provided update & Council agreed (6/15) Voters appr budget, Council appr contract. (9/27) Will adv testing is underway. If tests results in identification of ledge, than radar mapping will be done. <b>Next Steps: Mapping should be done within a couple weeks.</b>
B	Route 115 - break out tasks from Item 4	O	H	8	TBD	Obtain updated <b>full Survey</b> for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	09/27/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Given there are no easements on this road, it was agreed an updated survey is needed from Main Street to 59 Yarmouth Road. (3/9/21) Will has provided est to Nate & Council reviewed. There were questions about who would conduct the ROW work - see new item MDOT meeting. (4/6) Will provided update & Council agreed (6/15) Voters appr budget, Council appr contract. (9/27) Survey is underway which will include identification of existing wrought & most impacted parcels. <b>Next Steps: Survey should be done within a couple weeks.</b>
C	Route 115 - break out tasks from Item 4	O	H	8	TBD	Draft a <b>High Level Engineering Plan</b> for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	09/27/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Council has asked Will to create a high level 'starting' engineered plan to help facilitate next set of workshops. This plan should include ALL possible options - which can later be dropped depending on scope/costs - such as adding underground stormwater, sidewalks on both sides, Brown street intersection reconfiguration, traffic calming measures, parking on either Yarmouth or Brown (depending on if Brown is made one way or not), Bike lanes, etc. (3/9/21) Will has provided est to Nate and Council discussed. Council agreed to include 2nd sidewalk in plan, but decision on whether to build will be determined on feasibility and costs. Also agreed to remove "full time inspection" costs until later in the project. The decision on part time vs full time will be easier to make once the project scope/complexity is identified. (4/6) Will provided update & Council agreed (6/15) Voters appr budget, Council appr contract. Council recommended WD reach out to Will asap to ensure their inclusion in same engineering effort. Money was allocated for their piece out the \$495k (9/27) Will prov some high level plans req guidance on several items. WD work being done by another engineer at firm. <b>Next Steps: Add'l guidance provided - Will to update plans &amp; provide estimates on costs to determine what may need to be cut before going to the residents.</b>
D	Route 115 - break out tasks from Item 4	O	H	8	TBD	Provide past <b>Traffic Study</b> for <b>Brown Street</b>	Council	Nate Rudy	Will Haskell	02/16/21	04/19/22	(2/16) Council discussed past reviews of making Brown St one way. Will/Kathy/Doug indicated this issue has been looked at a couple times in the past. Will thinks he can dig up the past reports. Consideration is traffic pooling on Route 115, but also ability to prevent large commercial vehicles from using Brown to get to short Shaker (weight limit being pursued). (9/27) Council expressed strong support to making Brown street one way from Main to Yarmouth - to help solve safety issues, speed, heavy truck traffic on Shaker Rd, and parking issues. MDOT has not approved in the past. (4/19) 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 striping is planned, but no response otherwise (9/4). 9/18 Council asked Deb to follow up with MDOT on their review - she advised she has meeting with MDOT on Wed 10/10. (12/4) Sandy asked MDOT at meeting about options. MDOT said they may have some flexible boillard type posts to try - will check their inventory. Steve noted it does make plowing more difficult. MDOT also may look at new signage - but that will require a full re-engineering of electric/posts at the intersection - see rt 115 listing on task list.(4/2) Dan advised at seeing another person drive into head on traffic in the wrong lane around the village island. (4/16) Deb advised MDOT is not willing to spend on permanent bollard due to history of destruction & costs. (6/4) Deb confirmed striping cannot be done before 7/1 (budget). Sandy asked if "ENTER" could be added to striping - may not be visible. Awaiting alternatives from MDOT. (12/7) This was originally logged under the MDOT detail tab - moving to Main Street as it will be incorporated in the plans.
D	Main Str - break out tasks from Item 89	O	H	9	TBD	Implement Dark Skies approach with Lighting	Dan Maguire	Nate Rudy	Nate Rudy Will Haskell	04/19/22	04/19/22	(4/19/22) Council agreed it was important to list sub tasks on big project to ensure Dark Skies approach is used when planning lighting. <b>Next Steps:</b> Work into upcoming planning effort.

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A	Traffic - MDOT - break out tasks from item 24A	O	M	1.1	06/01/22	Signage - Route 26 vs. Route 26A	Council	Nate Rudy	Nate Rudy	02/22/18	03/29/22	Village diversion/misdirection. Looking into eliminating/renaming route 26/26A to prevent Truckers from going the wrong way through the village. MTA committed to helping push for changes with MDOT at last night's meeting & advised a suggestion to remove Route 26 starting at Washington Ave (Portland) through to merge with 26A has been suggested in the past. Route 26A would just become Route 26. Also, Jason suggested using the Town sign by the Transfer station or other electronic signs. Note: Cathy Breen had offered to check in with Garmin to obtain more information on GPS algorithms/process - follow-up? MTA will be closing bridge in summer 2019 - good time to coordinate removing "route 26" designation from Washington Ave to bridge. Keeping it from interchange - by-pass - north only. Deb is sending note 9/4. (12/4) MTA pointed out MDOT is not in agreement with full closure of the bridge due to lack of ability for rigs to turnaround if they miss detour signs. Also, not committed to changing route signs at this time - more discussion to follow. (9/17) Sandy advised she mentioned this issue to Rep Moriarty and he advised he would be willing to look into it to determine next steps on a formal request. (10/15) Rep Moriarty has established communication with DOT legislative liaison and they are willing to set up a meeting with DOT Staff that handle routes. Council discussed having pre-meeting but feel Rep Austin & Sen Breen are up to speed - Sandy will advise Rep Moriarty. (11/12) Sandy advised a meeting is set. (12/3) Sandy reviewed results of meeting & weight limit options. MDOT to provide info on costs for signs to change designation for just in Gray. Council agreed to coordinate weight limit with sidewalk project meeting & attempt to obtain approval. (1/21) Sandy sent follow-up on sign count/costs and asked for more info on weight limit process. (2/4) Sandy adv MDOT adv they were looking into (3/10) Sandy will follow up (8/4) Follow up done MDOT still needs to discuss before getting back to us. Council to set up public forums in Sept. (9/1) Public Forum set 9/29 - Sandy to follow up again. (9/29) MDOT sent resp hours before public forum. (11/17) Sandy will draft resp to MDOT letter. (12/15) Council approved response letter to be sent with alternate proposal to remove 26 & add to 26a while 26a remains. Weight limit work will continue via communication with residents/businesses. (1/5) Letter sent. (4/6) MDOT resp - sugg 'truck route' signs, not budging on sign replacement. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues. (12/21) Council dis at meet & Nate will follow up on details for 'cost' of signs (2/1) Letter sent to MDOT req detailed invoice for costs and MTA info. (3/1) Sandy adv Bruce Van Note meeting to be held at end of March (3/29) meet held with DOT - they will provide more detail on sign costs & Nate to reach out to MTA on costs.
A	Traffic - MTA - break out tasks for item 24B	O	M	1.2	12/31/20	Diversion Study	Town Council	Nate Rudy	Nate Rudy	02/22/18	05/18/21	Town to define goals-study/parmts/data set to cap as much data/results as poss rel to exist prior traffic issues. need to deter int partners-NG,Poland,Cumber,Auburn,Windham? MTA ind poss prov 80+% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15+%. 6 fig likely need, more data added to study = high costs. Deb adv MTA is work on poss optns, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchopt that will incr data while drop costs. Scope disc ensued w Council need to send addtl feedback to Deb-chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will parti. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been appt to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr Mills is taking a diff appro than Mr. Van Note-he is propo MTA buy subscr at March meet. (3/5) NG is not inter in parti.(4/2) Sandy prov PPH article ind MTA, MDOT, PACTS and Port Transp grp have agrd to grp subscr to software. Await addtl feedfrom Mr. Mills. Ress appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent mat to S Carver as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd - GPCOG to take leave & prov prop for full coun to cons. (1/7) Sandy pres propos scope from COG-Counc req opts for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Coun will vote on engage letter at 1/21 meet. (1/21) Coun voted to approve engag letter. (2/4) Sandy recap conf call with COG-ok with chgs-will look into poss ph 2 study to capture 'avoid' vs. 'divers' traffic with MDOT fund? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is Sept (9/1) Sandy adv draft report is done - final repot should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Mgr. (11/17) GPCOG resp to MDOT & are work on updating. (12/15) Sandy has rec'd updated study - will pull together all the material & send to Council. Will be placed on a future workshop agenda. (1/5) Diversion info shared (3/16) Council disc resp (1) to MTA (2) meet with Leg team + transp committee members (3) integrate in convo with MDOT on Route 100 projects (4) req mor info on LOS study costs/timeframes. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues.

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B	Traffic - MTA - break out tasks for Item 24B	O	M	1.2	06/01/21	MTA Data - cash collection (vs EZPASS)	Town Council	Sandy Carder	Sandy Carder	02/22/18	05/04/21	<p>MTA will prov data for cash (vs EZPASS) from the regl booths-Gray,NG,Falm - to better deter funds being collect by high tolls. Ident collect funds will prov base to deter alter in toll location prices. Toll Data was prov, but Sandy asked if classes could be split out (12/4) Some minor toll disc occured at meet with MTA confir they can prov addt'l info. (2/19) Council disc opts for toll chgs and agreed to send letter to MTA with recomm/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet &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.

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80	Ordinance	F			TBD	To create rules for <b>Chickens</b> in the various zones in Gray	Anne Gass	TBD		07/21/20		(7/21) A couple issues have arisen regarding Chickens and understanding what is and is not allowed. No real defined information in Town ordinances. Should be addressed at some point.
83	Infrastructure	F			TBD	Identify <b>Otelco Poles</b> to be <b>removed</b> on short <b>Shaker Road</b>	Alec Dodd	TBD		12/01/20		(12/1) As part of the pole analysis done for the short Shaker Rd 2021 Spring stormwater/sidewalk project, Alec talked to Otelco. Several poles only support old copper wire services. Once all users are transitioned to Fiber services, those poles can be removed altogether.
50	Economic Development	F	L	6	11/01/21	Work with the <b>Narrow Gauge Railroad</b> to review current situation and develop new plan.	Council	Nate Rudy	Nate Rudy	03/05/19	09/21/21	NGRR Board members made a presentation at the 3/5 TC meeting to update Council on recent events (loss of lease - deadline end of Oct and relocation of museum pieces on temporary basis to another location). Council/NGRR agreed a more detailed meeting was in order to determine what options remain for relocation to Gray, what resources would be needed - monetary/human, and the associated timelines. (4/16) Deb advised Doug had a meeting with NGRR Board and they are open to discussion, but cannot do at this time due to pending move. (8/6) Portland Press Herald reported the NGRR has withdrawn their plans to move to Gray and NGRR has removed trains & sign from Plaza. Council discussed how frustrating it is to find out via paper especially given this is the 2nd time and during the last visit by NGRR, the organization insisted they were still partnering with Gray. (9/3) Deb adv no response from e-mails - phone tag with Mr. Heinz - NGRR has engaged a broker to sell property. (9/17) Council discussed approaching NGRR to open discussion about donating the easement rights to the tracks to Gray - as a way to address those who contributed to NGRR relocation - both with time & money. (10/15) NGRR has responded. (12/3) Sharon wished to send an editorial letter to the paper regarding this item, but was willing to wait to see if the meeting is set after the Polar Express is done. Council felt current course was correct one. (1/7) Now that the Polar Express season has ended, Deb will follow up on meeting. (1/21) NGRR said they would get back to her (2/18) NGRR advised they are seeking professional assistance to deal with unraveling Gray issues. (9/15) NGRR sold a portion of the ROW to a private developer without notifying the Town or updating Deb as they said they would. Anne also adv NGRR will be just sitting on their property until values increase to allow them to break even with mortgage. Council is frustrated but since it is a private deal & does not involve Town, there is no legal leverage. (10/6) Council rev & app letter to be sent to NGRR. (9/21) Council sees no action happening on this so moving to future. NGRR has sold off pieces of their property without any contact with the Town as far as donating easements on the rail line.
98	Ordinance	F			TBD	Create a <b>Mooring Ordinance</b> for all <b>Gray Lakes</b>	Sharon Young			10/05/21	10/05/21	(10/05/21) Sharon Young submitted this request prior to her Council term expiration. The Council reviewed at the 10/5 meeting and agreed it was an issue that needed to be looked into; however, given there is a bill before the State Legislature (2nd session set to begin in 01/2022), Council wants to wait to see what the State decides to do or not do. In addition, more information is needed. The Lake Coalition presented information on a Shoreland Protection Ordinance they requested the Town create and there is likely going to be more discussion on that item. Mooring information could be collected at the same time.
36	Administrative	F			??	Review the current process for "Planned Unit Development" commercial subdivision to determine if routing the review & approval of commercial uses on lots in a <b>PUD subdivision to the Staff Review Committee</b> in lieu of the Planning Board.	Kathy Tombarelli	Nate Rudy	Nate Rudy	09/04/18	07/06/21	This item was brought up & discussed in the TC 8/7/18 meeting. Town Councilors agreed to consider the proposal, but could not determine whether support would be granted until some draft language was provided. Councilors expressed various concerns about the process which they would like addressed in that language. The Planning Board has also expressed some concerns with the change given PUDs are relatively new. (1/22) Dan advised Planning bd is okay with change as Planning Bd Chair sits on Staff Review Committee. (7/6) Nate needs to check the status of this one. (3/15) So far none of these reviews have come up; therefore moving to future for later consideration if issues arise.

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1	Pocket Park	(2020) Grant + \$2,175 + \$3,300 in Public Works Dept	#69 M10	Gray Historical Society has a long term vision of creating a <b>Historic Walk</b> with the Pennell House Memorial (re: Cumberland Farms donation/easement) kicking off the effort. GHS would like to discuss the <b>Town Owned Property at 5 Yarmouth Rd</b> as a <b>possible mini-park</b>	GHS in planning stages with more information will likely be available in January. Goal is to have full trail mapped out to identify specific locations as historically important for consideration when future development is planned. (10/28) Council needs more info, GHS/CEDC both have some ideas for the space, Council has RT115 project review starting, there is some thought to put up guardrails to prevent in appropriate vehicular traffic, Anne mentioned there could be grant money avail to help with developing a plan. Council agreed to keep on list pending presentation from GHS/CEDC in near future. (12/17) GHS/CEDC presented to Council & advised of possible Grant applications for funding which will be presented at the 1/7 meeting. (1/21) Council voted to approve grant application with direct \$2,175 match & \$3,300 of public works time/costs (3/2) Alec adv they have expanded about 1/2 of the grant 'in kind' total & will complete add'l work in the spring. (3/3) Nate adv that they are finalizing the grant funds now. There are some items that will be done in the Spring - like relocating a bush that created a sight line issue. There are no budget items in this year's budget specifically for the park.
2	Education Funds	\$5,250 per semester - \$0 in 2020	N/A	New <b>continuing education fund policy</b> was approved allowing for up to \$5,250 per semester in reimbursements per qualified employee studies. Benefit is dependent on available funds.	Policy includes request for submissions to allow for proper budgeting. Deb advised deadline for submissions is January. She will provide info on any budget requirements. <b>Employees had until Jan 19th - request included in individual budgets.</b> (10/28) Deb advised no employees have submitted request - thus no funds needed this year. (1/19) Deb verified there are no requests for this cycle. (1/13/22) Nate adv he has no requests for teh 22-23 budget.
3	Employee Vacation/ Sick Fund	(2020) \$35,000 (2021) \$25,000 (2022) \$35,000	N/A	As of June 30, 2017 the <b>Town's Liability for compensated absences</b> - this is an unfunded liability and comes into play when an employee retires or leaves and requires a payout of <b>accumulated vacation/sick time.</b>	There is no designated fund for total \$245,419. Deb advised Town spent \$18,000 on retirements last year (unfunded). Council discussed setting aside 10% (\$25k) or 15% (\$37k) annually to start. Council is looking at \$25,000 Manager Contingency fund as first step in this funding. (10/28/19) Council agreed further payments to close gap should be considered. (2/18) Deb advised she is seeking \$25,000 for this fund - separately from the Contingency fund as with pending retirements, it is likely the \$25,000 will be exceeded. (2/28) Katy advised she added another \$10,000 and stated we cannot reduce as it will all be spent next year plus likely the contingency fund. (12/15) Council wants to review & possibly update sick time accumulation policy - currently unlimited. (1/19) Katy confirmed there are anticipated retirements & Council agreed for this cycle, the focus will be funding to cover. The goal long term is to build up the fund. Deb will provide summary of benefit packages in other Towns - Council will review a possible change in 'pay out' cap which may include a change in carry forward policy. (2/11) Katy adv there are no known planned retirements this year, thus the reduction in amount to \$25K. If that holds, we will be able to establish a separate account to offset the liability. Sandy also adv she will be recommending that the Council log the policy discussion on the master list at the next TC meeting. (3/22) Katy has asked Alyssa if we need to have a separate warrant article to establish this fund. (3/24) Katy has verified this will need a separate question but is below the LD1 limit. (1/13/22) Nate compiled data from other towns & drafted a starting point change to the policy. Council made add'l info requests. (1/31) Nate prov more info/Council discussed again, but briefly. Nate conf \$25k in budget as placeholder. Council req Nate/Katy to adv on any known upcoming retirements. (3/15) Council discussed options & agreed on parameters requesting more info from Nate. Will discuss again at 3/22 WS. (3/22) Council agreed to increase to \$35,000 this year & set up designated account (via TC meet) & finalize changes at upcoming TC meeting. (5/19) Council agreed to changes, will be voted on at 6/7 meeting. <b>(6/7) Council approved changes &amp; will need to continue to work to close the gap in unfunded liability with next budget cycle.</b>

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4	CIP Payment	\$2,455,000	N/A	2018 CIP Bond package was put together to allow Town to make payments to the CIP fund over a 5 year period. The \$100,000 remainga outstanding from the 3/12ths rainy day fund is being logged separately - see below.	Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority & Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100K gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100k into CIP from the \$500k payment into the 3/12ths - to use projected overage next year to finalize the \$500K re-payment. (10/28) Old ladder truck is now for sale. Council agreed to ask Finance Committee to come up with "fully funded" number to better understand the gap between current \$100K - for discussion purposes. (12/17) Deb adv \$85,000 rec'd from sale of old ladder truck and \$10,000 rec'd for sale of retired equip for total of \$95,000 for CIP fund. (2/13) Deb & Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The addt'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option. (3/24) Katy prov 3 scenarios with payments - Council agreed to lower payment based on target to stay "neutral" with starting balance. Katy adv approx \$250K will flow into the debt serv payment from bond savings even after appr proposed usage. This will bring us up over 'neutral'. Council to make final adjs at 4/12 meeting. (3/22) Council agreed to increase payment by \$455,000 as overlay is proj to be \$749,000 and recommended amount is \$300,000.

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5	Watershed Plans	\$18,000 (2018) \$5,000 (2019) \$7,000 (2020) \$5,000 (2021) \$5,000 (2022)	N/A	\$12k for Thayer Brook & \$6k for Cole Brook were approved in last year's budget. Cumberland County Soil & Water Conservation District has identified other <b>watersheds that need surveys and/or protection plans.</b>	Doug advised contracts have been signed & surveys will be underway shortly. Some discussion was made about what other watersheds need attention. Doug will reach out to CCS&WC to ask for input and estimated costs for next steps. Awaiting report back from initial watershed study for next steps and costs. (8/6/19) CCS&W will be doing a presentation in Sept to provide an update & next steps. (10/28) Presentation has been pushed to December. Council asked if CCS&W would provide feedback on other necessary watershed studies and estimates - in addition to any monetary impacts from completed studies. (12/17) CCSWD presented results of study to Council along with recommendations. Council asked for est. for each task (ballpark), as well as, ISWG fees. (12/18) Katy provided the Watershed estimate document to the Council which is set to discuss it at the 3/26 workshop. (3/26/20) Council reviewed and would like Doug & CCS&WC to prioritize top tasks & resubmit lower budget. (4/2) Doug provided update - split in two piece with each about \$13k. Council would like tasks (1) from each proposal for this year & then the rest for next year to balance addressing current water quality issues and preparing for future impacts - revised cost \$7,200. (4/9) Kathy advised after re-reading proposals she better understands why Heather is recommending items 1-3 first before doing ordinance work. Will get clarification & bring to 4/16 meeting. No impact to bottom line as part of CIP. (4/21) Kathy rev with Council, and Council agreed to go back to the original 2 tasks - but only do task #1. With the grant funding the remaining tasks would be done the following year & after Task #1 is complete, the Council will have a better handle on when task #2 should be done. (3/9/21) Doug adv that the reg grant requires \$10k commitment, but will be split over 2 years (\$5k each). There is also another request for 2 monitoring stations for \$2k this year & \$1k annually. (3/3) Doug adv addt'l \$5k is being req for previous \$10K commitment - needs to be added to CIP. He is also working with CCSW on scope of work for funding in this year's budget.
6	Sidewalks - Libby Hill	\$500,000 + cost of 2nd entrance & trail - \$50,000 for planning	#103 H5	MSAD15 has expressed interest in a joint effort in developing project plans for new <b>sidewalks</b> between <b>Middle &amp; High Schools on Libby Hill Road</b> for possible grant application/approval for outside funding.	Council discussing top priorities from Public Works, included in Bike/Ped Plan and from MSAD15 standpoint. State grant programs require an approved project plan and as specific % of the funding approved & set aside before applying for remainder of funding. Joint leaders meeting with MSAD15 being worked on again. Steve included the Russell School piece in his engineering request for Shaker RD (see item 25B). Dan also recommended a 'standard' be derived for all future sidewalks - covering things like width, grade, ADA requirements, etc. Steve advised he could work with Will to create a standard. Council will budget for engineering & roll this into the Shaker Rd project - see 25B below. 20% of funding would be considered in future budget once total cost is known. (10/28/19) Council asked to have Will provide estimate for engineering costs. (03/12/20) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. (3/2/21) Council combined this item with the sidewalk ext from Hannaford to Spruce, paving LH road, add a crosswalk to the new possible emergency exit from school - into one project and submit to GPCOG as a shovel ready project for possible state/fed funding. Will not know if there is funding until likely April/May. (12/9) Council to set up WS with MSAD15. (1/31) WS set for 3/28 (3/28) Town/MSAD15 ironed out high level scope. Alec prov updated figures. School will provide figures for 2nd emergency exit & trail. Anne will check into earmark application to submit for federal funds. Council added \$50k to budget to do engineering in case we do not get federal money. (5/19) Gray was not selected - Anne work to set up meetings

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7	Broadband Partnership		N/A	Lakes Region Broadband Partnership along with Cumberland County are working on the <b>Connect Cumberland project to extend broadband</b> through major corridors. Updating this to possible funding needed related to Grant being pursued with Windham.	A presentation was made to the Council during the July 3rd, 2018 meeting. Costs are unknown at this time, but goal was to have more information by year end for budget planning. No update on costs at this time. (10/28) Deb advised the group was having difficulty finding a contractor to do the work and thus will not be included this year. (1/19) Deb adv she does anticipate a request for some funding - matches for grants and/or other funding avenues. (3/22) Nate has some inquiries out and Anne adv that Otelco is nearing completion on a plan to build out Gray. There is also going to be federal money available for this work in the coming 2 years. (3/24) Nate has no further information - Council agreed to not put money in the budget. It is possible the federal money avail in the coming year will allow for grant applications for broadband work. (2/24) Council discussed given the landscape has changed considerably with Otelco expansion in Gray, addt'l funding at State level and other priorities, we are not in a position to undertake a large initiative. However, the CTCAC may be able to help create a communication strategy to engage residents to participate in the State level mapping of speeds and options that is currently underway. Nate suggested we reach out to Otelco and obtain data from them as well. Dan suggested that this type of data would be great as an addition to the GIS maps. The work will help identify the level of service everywhere in Gray - good service is necessary for successful economic development. We will close this as a budget item until such time a new proposal is brought forward.
8	Skateboard Park	(2020) \$15,000 (2021) \$10,000 (2022) \$10,000	N/A	A GNG Student reached out to the Town asking for consideration of a <b>Community Skateboard Park</b> . Partner with school?	Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28/19) Dan advised this is still be worked on. Council agreed until they are ready to present a plan both for the park and the fundraising piece, this will not be considered. (1/21) Officer Chadler will present at the 2/4 Council meeting. (2/4) Presentation made to Council, majority supports project, requested a full blown proposal with estimated budget before next steps could be determine. The funding will need to be grants, fundraising & the Town. Location will be critical. (2/27) Rec dept is requesting \$15,000 (out of estimated \$125,000-130,000) to start the ball rolling on planning & fundraising. (2/18) Brought Nate up to speed, Dean was unsure if there was any recent activity on community side. (3/22) Sandy suggested we maintain the \$15k fund established last year, but forgo adding an addt'l \$15k this year - due to lack of activity on the project. This will give Community effort time to regroup after covid and we can consider next year. Council agreed. (2/14/22) Dan & Nate advised there is renewed interest in this effort from the School and some residents. Will likely be rolled into the discussion about Village Gateway/Pennell Recreational footprint. Staff recommending another payment into 'seed' money as total costs is likely well over \$100,000. Grants/fundraising will need to be done. (2/24) This issue came up during the Rec Dept review & Nate adv a new meeting was set which Anthony will join as well as Dan to determine the level of support and interest. (3/22) amount remains the same.

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9	Land Acquisition Fund	(2019) \$50,000 (2020) \$25,000 (2021) \$50,000 (2022) \$50,000	N/A	Continue to build Land Acquisition Fund	<p>May be funded by the recreational enterprise fund. Recently notified of 2 residents (Carrie Carter &amp; Steve Morse) who have obtained a license from the state and are looking at setting up a Committee. This is tied to both the Comprehensive Plan and item 13B as a review &amp; input from residents in needed to determine need, size, location, priority, etc. Deb did advise that Newbegin is in need of substantial upgrades to make it more efficient and capacity has been breached. See 32 below - would roll into Land Acquisition fund. (8/6/18) The Council asked Deb to reach out to the owner of the Hamilton property to inquire about options for the Town - whether that is a community center with municipal parking, fields, or housing - or a combination of them - is unknown at this point &amp; will require further discussion. (10/28) Council has this on their workshop list. (3/12/19) Council has set a workshop on 3/31 to discuss the status of the Hamilton Property and Land Acquisition funding. (3/31) Council discussed and agreed it is a great opportunity and Town should move to engage owners in an option contract to give us time to collaborate with GNGLL, Royal River, etc. to develop plan, seek resident input &amp; approval and create a funding plan. (4/2) Council was provided with valuation info &amp; will discuss land acquisition fund at 4/9 meeting. (4/9) Council discussed tentative steps for Hamilton property is to identify funding in this year's budget, then between now &amp; possibly Nov election, working on more details for concept plans and identify funding options which could be used to seek residents feed and a vote with Nov election. Council agreed to set \$50,000 again as separate question. (4/28/20) Council agreed to reduce to \$25k and to list as part of the CIP warrant article. (3/9/21) Council will start with \$50k to see impact before making full decision. (3/22) keeping amount the same (3/29) Council discussed changing approach to spend the money to allow more flexibility during a fiscal year as real estate deals are usually private and with Land Trusts deals can require quick responses. Katy will check to see if this will require a charter change.</p>

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10	Planning /Engineering	Route 100 South TIF Funds - \$176K appx + \$240K for Water District (2022) \$500,000	#4 M3	TIF Projects (Main Street, Village Shaker Rd, <b>Route 115</b> ), Sidewalk projects, and other projects (Wilkie Beach) require <b>engineering work to develop plans</b> before funding can be sought (or to have more pull with MDOT/MTA).	Steve projected \$75K for engineering work for the Route 115 project, but Will advised that the engineering costs need to be included into the project request - if we go with MPI program - where MDOT would pick up 50% of costs - up to \$500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided \$91,000 design fee & \$62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 25B will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17/19) Public forum held on 12/5 - Council to set workshop. (3/26/20) Council is working to amend Route 100 South TIF to allow for funds to be used on this project. (4/21) Council set public hearing for 6/2 to put out to voters at 7/14 election. (1/19/21) Workshop held with Staff/Water District/Engineer to create general plan for starting this project. Route 100 South TIF funds are available - with expiration of 2028. Will will work on providing estimates for (1) complete 'ledge' profile of road using ground penetrating radar (2) updating and completing full survey of area - Main street to 59 Yarmouth Rd (3) create a high level plan to include parameters agreed to in workshop - working with the Water District to include their piece and including Brown Street reconfiguration/parking analysis. The goal will be to use the starting plan to schedule more public forums and have some idea of overall costs as we progress. (3/9/21) Will rev proposal for services. Council asked that (1) meet with Water District (1) meet with MDOT be added, Doug asked that add'l boaring be added to ensure ledge identified properly on slope, Council adv Church needs to be pulled into discussion on Brown Street intersection, and agreed to remove "inspection/post project" services be removed for now as those decisions will be made at a later date, but we have an estimate of \$101,590 for full time inspection services. (4/12) WD submitted est for rt 115 which is over the \$495,000 total. \$40k is needed in coming year for engineering/legal. Further disc is needed on total cost. Nate will verify number. (5/4) WD req more funds for materials. (3/15/22) Council dis need for easement funds in coming year. Nate will try to obtain est from Will. (3/22) Council agreed to move \$500,000 - current est for easment is \$200,000 but there will also likely be addt'l engineering work and possibly preparation work. Nate needs to obtain info on WD portion.
11	Construction Costs	\$88,400 / GPCOG grant?	#103 H5	Extending sidewalk from <b>Hannaford - Spruce Street - Sidewalk projects</b> , and other projects (Wilkie Beach) require <b>engineering work to develop plans</b> before funding can be sought (or to have more pull with MDOT/MTA).	Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues. (3/2) Council discussed this in Council meetings as GPCOG was seeking shovel ready/worthy project to use to obtain grant funding from State/Federal programs. Council agreed to roll this into Libby Hill paving, LH sidewalks reconstruction & extension and a crosswalk to the MSAD15 ROW path which may become an emergency 2nd exit for the schools. Alec/Deb submitted to GPCOG. (12/9) Council to set up workshop with MSAD15. (1/31) WS set for 3/28

No	Items Label	Cost Est.	Task No.	Description	Comments
12	Contingency Fund	Manager \$25,000 Build/Grds \$15,000	N/A	Many Towns (and most companies) incorporate a <b>Contingency Fund</b> into their budget planning to cover unforeseen expenses.	<p>Deb provided (2) examples - \$18K for unfunded vacation/sick time for retirees and \$10K for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone &amp; must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between \$20-30K. Council agreed to tentative \$25,000 amount to cover projected retirement and have some left over. (10/28/19) Council funded this as a combination of employee time &amp; contingency - agreed we need to continue working on this fund. (2/18/20) Deb advised she is requested \$25,000 for this fund separate from vacation/sick time outstanding liability. (2/27) Katy advised we will likely spend this to supplement the vaca/sick time fund. (4/2) Deb advised it could cost up to \$10k for an addt'l election if we miss the 6/9 election. Katy advised the money in this year's budget for that election would flow into the unassigned but would not be accessible until the following year's budget cycle after the audit was completed. Council needs to consider adding \$10K to contingency. Katy advised that contingency is set aside to help with transition to new Manager. (4/9) Governor will be moving election to July 14th - we will move local to coincide. Ballot printing, machine programming will be in current buget, there may be some money needed for staff time. Council agreed to keep contingency fund at \$25,000. Election change is another example of why a contingnecy fund is needed. (2/11) Deb adv that this was sufficient. (2/18) Council discussed need for fund for buildings &amp; grounds. Will have follow-up discussion on amount &amp; how to set up. (3/22) Council disc separate funds vs. one fund &amp; opted for one fund; however, Katy pointed out moving it out from B&amp;G will impact the total amount towards LD1 - Council may reconsider. (4/12) Council discussed again &amp; agreed to move to CIP &amp; increase CIP payment by equal \$15k to keep neutral on LD1/CIP reserve. This will make the use clearly &amp; will allow it to roll over. (2/14/22) Recommendation is same payments as last year.</p>
13	Paving	(2020) \$469,250 (2021) \$449,225 (2022) \$511,650	N/A	Need to review <b>Paving budget</b> process to ensure projected & actual are closer	<p>Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of failing road projections. (10/28/19) Steve will adjust request - to ensure we get 'caught up' on our paving - as a starting point. (2/27/20) Figure excludes \$13,500 being requested for pavement condition study. (3/12) Council discussed request for study. There is no industry standard - and last study was done 2017. Alec said roads that have been paved in last 3 years would need a study to determine their updated status. Council asked for est to do just those roads vs. a full study. (3/26) Alec checked into reducing study &amp; only option is to break down into districts to do one each year - but that will likely cost more overall. Council agreed it needs to be done by next year at latest, but need to push this year. (3/2/2021) Alec adv only one overlay was done last fall after the budget vote, but he felt the 2020 paving would be done before June. Confirmed that at \$500k a year could clear the backlog in 8 years. This does include parking lots, but not sidewalks. (3/8) Alec rev new paving study &amp; proposed paving plan for this cycle. Alec also adv he will keep GP up to date on newly paved roads &amp; Council agreed new study every 5 years is a good timeline. Dan suggested it be started earlier, but Alec adv it is started as soon as the budget is approved (July) it just takes a long time.</p>

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14	Libby Hill	(2020) \$13,579	#27 H1	Need to determine long term obligation and budget funding for <b>Libby Hill maintenance</b> for Town's portion of acreage	<p>Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again &amp; agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding. (2/18/21) With reorganization of Rec Build/Grounds under Maintenance - per diem for LH was moved as well. Amount based on projected figures available. (12/7) Council supported MOU. Mo to work up figures for this year's budget with GCE assistance. MSAD15 reviewing with proposal to contribute \$5,000. (2/14/22) Mo has rolled budgetting for LH into his regular process/accounts &amp; identified CIP needs. This includes \$7k for legal work on conservation documents. MSAD will contribute \$5k to operations budget &amp; will handle legal fees for maintenance agreement. (3/3) Mo has rolled costs into the Building &amp; Grounds budget and CIP. (3/22) Sandy adv MSAD15 will be remitting \$5,000 in FY22. Will set up designated fund after budget approval.</p>
15	Traffic Calming Measures	??	N/A	Add <b>traffic calming measures</b> as part of the project planning & designs	<p>(10/28/19) Bicycle Coalition of Maine provides these items free of charge for testing; however, if Gray does decide to proceed with formal measures, equipment and/or construction costs may be incurred. (3/12/20) Anne advised it will take through the summer to set up tests and to identify what, if any, traffic calming measures will be recommended and then to determine costs. Will be considered in next year's budget. (3/2/21) Council agrees there are many options and there are many areas that could use them. Would like to engage organizations that can help us test lost cost or no cost options. Need to engage residents and MDOT as we move forward. (3/16) Council agreed to add addt'l striping to Village Shaker Rd - sharrows and more narrow lanes to test out the results. Alec to provide addt'l costs. (3/23) Nate spoke with Patrick Adam (MDOT) and they will donate the signs. He provided requirements for sharrows and he will make sure Alec provides increased striping line to Katy. (3/24) Alec adv sharrows will not work on Shaker due to MDOT stand. Council agreed to hold off on add funds and will pull this into the Route 100 discussion. (3/8) Council/Staff had good discussion on options and agreed we should roll this into the larger infrastructure projects being planned - working with the Bicycle Coalition of Maine to set up testing options in the coming summer/fall.</p>

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16	Fencing	?	N/A	Need to <b>add Fencing to CIP schedule</b> - applicable departments	<p>(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle. (1/19) Katy advised this may be split between budgets (Build/grounds &amp; Rec), but they will work to pick up the fencing for future planning. (2/18) Mo adv he is in the process of collecting data - Pennel &amp; Library fencing has been measured. They will be measure Transfer Station fencing (which is substantial around the landfill) next. Once the dimensions are cataloged, the next step will be to grade the condition of the fencing &amp; set up replacement schedule in CIP. Target to complete for next budget cycle. (2/14/22) Mo has begun work on this effort by cataloging current fencing. Goal is to come up with a per foot cost for budgeting purposes, but this is complicated by the height and type of various fencing. Long term, trying to streamline those options may be useful. Fencing around solar array is under owners responsibilities, but would transfer if Town purchases array in year 6. Mo will continue the effort for next budget cycle.</p>
17	Existing Sidewalks	\$4,400 (condition study)	N/A	Need to <b>add all Existing Sidewalks to CIP schedules</b>	<p>(4/9/20) Sandy pointed out that existing sidewalks are also not listed in the CIP schedule for maintenance/reconstruction work. Town has been only addressing when applicable roads come up for paving - usually nothing is done when overlay paving is done - creating a situation where they are only being addressed when a road is reconstructed. By that time, sidewalks are in bad shape and add considerable costs to the road budget. Need to put money aside to ensure existing sidewalks are maintained and funded when reconstruction is needed. (1/19/21) Alec updated the council on this as part of the paving catch up plan. He will be asking for the road study again this year. He is working to pick up the existing sidewalks and parking lots. Pending the study and updated information, he feels if we maintain our current \$450k annual paving budget, we could be caught up in about 7 years without accounting for sidewalks/parking lots which may then need attention. He is working with data from Stevie &amp; his own to compile a list/conditions. We also need to make sure we understand any 'new' sidewalks being built need to be added (extension on Shaker Rd - planned Rt 115 sidewalks). (3/2) Council has asked Alec to obtain cost est to add sidewalks to paving condition study (3/15) Alec adv addt'l \$4,400 is needed to add sidewalks to condition study. He also clarified that "maintenance" is not the same for sidewalks - there is limited options because of curbing, ramps, landings, etc. It is more about tracking for full replacement. (3/8) Alec rev sidewalk study and Council agreed for this cycle - work will be rolled into the larger infrastructure projects being planned. It was note that the paved VALT trail sections should be added to the sidewalk list to ensure long term maintenance &amp; budgeting.</p>
18	Livelong Living	?	N/A	Placeholder for 21-22 FY Budget - <b>Senior Programs</b>	<p>(8/4) Logging as a placeholder pending presentation from Lifelong Living Committee in Fall/Winter (1/19) Sharon advised there will not be any request in the upcoming cycle as they are still collecting data and planning. Some items may be addressed through donations or non-profits as well. (3/22) No new requests at this time.</p>

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19	LD1	N/A	N/A	Discuss impacts of <b>LD1</b>	<p>(9/15/20) Council agreed to log to ensure discussion on how to mitigate issues with LD1.                      (3/23/21) Katy advised that we are currently \$4,500 over LD1, but with some of the changes requested that number will go up. Council agreed we MUST come in below LD1 this year. Discussions on how to accomplish that will be held at 3/24 WS. Katy pointed out that separate questions would be outside the LD1 for operations/CIP. But then would require individual LD1 questions to go with them (ie Senior Tax Rebate - IF Council proceeds or accrued time off fund).                      (3/24) After the changes made - the budget is \$1,502 under LD1 incl employee accrued time fund. The Senior Tax rebate will be over the limit &amp; set up as a separate question. (3/22/22) Town was in LD1 territory as soon as the State increased their share of revenue sharing. The MIL rate is not increasing, but residents will need to vote the LD1 question to approve the budget.                      (3/29) Katy rev calculations and Council agreed trying to add some additional information to flyer, in Nate's presentation and perhaps in the videos is a good idea.</p>
20	Enterprise Fund/ Sub D	EF \$157,000 SD \$95,000 - (2021) lost revenue est = \$207,232 EF \$222,022 SD \$122,487	N/A	Need to evaluate impact of <b>Covid</b> on <b>Enterprise Fund &amp; Sub D Fund</b>	<p>(9/15/20) Deb has advised current projections have fund just breaking even or with a small revenue amount. (3/1/21) Katy clarified that Enterprise Fund is revenue from Rec Dept programs &amp; Sub D is revenue from Development Fees. Sub D is generally used to expand or upgrade Recreational activities where Enterprise Fund is used to fund the Recreation Staff and operations. There is \$107k in EF with a projection of \$50K this year total of \$157k. Sub D is at \$95k now. But if the Rec Director position is filled, that may impact the EF total. Nat to talk to staff and determine timeline on new hire. (3/9) Katy adv that Nellie &amp; her are working on identifying what in Rec budget can come out of Sub D. Extension of path from Cumberland Farms to Brown Street - through 1st Congregational Church property could be funded by Sub D - if grant &amp; in kind is not enough. (3/23) Katy checking to see if removal of NewBegin stage can come out of Sub D fund in lieu of bond savings. She will also move the \$6k for concrete play area to Sub D. (3/24) Katy adv Sub D can be used, majority of Council agreed to keep in CIP bond savings as it involves multiple depts - maintenance, elections &amp; recreation. (4/12) Council moved CL ramp match &amp; concrete game area to Sub D - also suggested a list of "agreed upon projects" be maintained to ensure they are moved forward. Katy adv in the past many times the project will not move forward as there is no 'setting aside' money within Sub D. The CL ramp grant is being applied for so that will move forward. The Concrete game area needs more discussion in context of the Village master plan - Pennell footprint planning. Struck the ice skating line as \$ not needed if we try again at Pennell one more year. Agreed to leave the basketball lights in CIP to ensure money is set aside &amp; lights are installed once funding goal reached. 2/10/22 Katy est lost revenue from covid at \$207,232 - qualifies for ARPA funds - added to spreadsheet. (3/3) Katy provided fund totals via e-mail. (3/22) Council agreed to tag \$16,500 Sub D for boat ramp grant match &amp; leave the rest for boat ramp replacement IF grant not awarded. \$30,000 will be tagged in Enterprise for the RRCLT parking lot request. (3/29) Council agreed to replace \$30k in lost revenue from ARPA funds.</p>

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21	Communications	\$18,910 in owed fees / \$102,000 in annual fees	N/A	Consider proposal from Community Communications Committee to use <b>Franchise Fees for Equipment</b>	<p>(10/6) Anne advised the new Committee would like to see the newly discovered underpayment of franchise fees (\$18,910 for 2 years - more to follow?) put towards purchasing new/more equipment to improve the use of the Community Television Station and other platforms. (2/11) Council agreed until this money is rec'd, it will not be considered. There was a good conversation about how best to utilize the funding with everyone agreeing increasing communication was a high priority &amp; it would be helpful for the Committee to make a proposal for specific needs/equipment/plans which require funding. Council could then consider best approach. Deb adv current revenue is estimated at \$102,000 and that the new contract will not be done until at least June. Spectrum is currently disputing the 'unpaid' past fees. No timeline on when that issue will be resolved. (2/24) Council discussed and Spectrum is currently paying the 5% fee from previous contract. Council will consider new Cable Ordinance at 3/1 meeting &amp; will further discuss the PEG fee (up to 2%) vs. setting aside a portion of the 5% for PEG. Katy needs to advise if a separate fund for equipment can be established. (3/8) Katy prov info in e-mail - council to discuss again. (3/17) Council appr ordinance update. Equipment needs included in budget. separate PEG fund will be discussed once negoatiated contract is obtained.</p>
22	Electric Vehicle Transition	?	N/A	<b>Transition</b> Municipal <b>vehicles to electric</b> versions	<p>(12/1) Sandy advised she would be bringing this forward given the new solar array will be going online. Long term, if Town buys the array, conversting as many vehicles as possible to electric will save more costs. (3/23) Council discussed plan for this - GPCOG has a loaner available for Towns to try out - Kathy adv they have used it before. Staff feels that having one 'shared' EV car would be beneficial - could be used by Code, Assessor, Admin, Planning, etc. and would charge overnight so the level 2 would work. Nate pointed out the question is which vehicle would it replace? Trucks make up more of our fleet and availability is an issue right now. Council asked if we could use the addtl bond savings to transition to one EV vehicle in the coming year. Of course, the EV charging station would to be installed &amp; wonder if we can use bond savings for that work? All would need to be done by Aug 31st. (3/24) Katy verified bond savings can be used. (4/12) Council agreed we need to more analysis on which vehicle makes sense to convert and options (lease, rebates, group purchases, grants, etc.). Highly unlikely this could be pulled together in time for the bond savings deadline, but Nate has the option to bring this before the Council, if it does work out. Otherwise, it will flow into next year's budget discussion. (2/14/22) Issues with stock availability &amp; the fact that the charging station is not available yet has delayed this review. The hope is to be able to do the review and make proposals in next year's budget. Leasing options may be a good way to go as well. Mo provided an update on the EV Charging station - awaiting estimate on station model - rebates changing weekly.</p>

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23	TIF Funds	\$365,147 / \$75,000 (2021) \$50,000 (2022)	N/A	Determine available funds from Village TIF	(3/9/21) Katy advised \$365,147 is currently in the Village TIF fund. (4/12) Council agreed to pull \$75,000 forward to have available in next year for planning work on Main St / Route 100 MDOT project and Village master plan planning. Verified that Nate will bring forward any spending to the Council before money is actually expended. If no money is pulled forward, if there is a need, then a special Town meeting would need to be set up. The voters have already approved the use of this TIF funding for this type of work. (2/10/22) Katy prov spreadsheet - total South 100 TIF = 1,362,995 includes \$495,000 for WD (minus anything that has been distributed to them). Village = \$476,428. (3/15) Council agreed more than \$35K should be set aside - perhaps some for land acquisition as part of infrastructure work. Nate to give it some thought & provide figure. Defining how money will be spent will need to be done as we move forward. (3/22) Council agreed to increase this to \$50,000 as a cushion for the planning & infrastructure work.
24	Septic System	\$5,000 (2020) plus \$5,000 (2021) \$50,000 (2022)	N/A	Create replacement plan for Pennell septic system	(2/18/21) Mo identified the Pennell Septic system as an example of a pending critical issue that is not included in any planning/budgeting for the proposed Buildings Condition Assessment. There are currently 4 systems - Pennell ('58), Gym ('32), Maintenance ('52) and Science (??) which are extremely old. Combining and replacing the systems, as well as, addressing the status of the fields (reclaiming/reconstructing) should be done - sooner rather than later as there is no way to know if/when one or more would fail. Council agreed we need to log and add to CIP planning. (3/22) Sandy brought up this issue to ask Council if we want to start putting some money away. Anne suggested at least money to do some testing/engineering on a replacement system so we have a figure we can budget towards. More to be discussed at 3/24 WS. (4/12) Council rec'd feedback from Dean/Mo related to the "reclaim fields" CIP item - which was originally set to redo the fields at Pennell - may no longer be as critical because the soccer organization is no longer using the field and the field will need to be ripped up to deal with the septic so any redoing of the field will be tied to that project. Based on that, Council will rename this fund to the "Pennell Septic Fund" to allow Mo access to \$10k in funds to hire someone to analyze and come up with costs to address replacement. This will allow the Council to add the project to the CIP. (4/14/22) Mo reviewed recommendations from facilities study and estimated costs. GP is working on an engineered design - using the \$10k budgeted. (3/22) a hydro engineer specialist is needed to do the proper planning and given delays, Mo is proposing we budget \$50,000 to complete the evaluation & design work - but pull in the full footprint. That will inform the total costs and allow for savings overall. (3/29) Council agreed to fund first payment using ARPA funds.
25	Telephone	\$6,000+ increase	N/A	Review current Telephone set up VOI vs. hard lines	(3/2) Dan noted that there was a substantial increase in the telephone charges across departments. Katy explained that the transition to voice over internet did not include fax or security lines which Otelco was not willing to budge on. Nate pointed out that having hard lines with plug in phones for each building is critical in emergency response planning. Nate will review in more detail with Katy/Mo and Staff to determine if changes are warranted. (2/10/22) Nate advised resetting up copper phones in every location would be expensive. Instead he is working out plan to have at least 1 landline copper line at critical locations for emergency use. No add'l costs this year. Dan suggested use of DSL may be an option as well. Nate will check into that as well.

No	Items Label	Cost Est.	Task No.	Description	Comments
26	Boat Ramp	\$62,000 total @ 25% = \$15,500 - \$2,000 leftover + \$16,500 from sub D for match	N/A	Determine if <b>Grant funding</b> is available for <b>Boat Ramp</b> replacement	<p>(2/18/21) Last year's grant fund was frozen due to COVID. Sandy to reach out to State to find out if there will be funding this year. Last year, State provided some concrete planks to assist with repairs in lieu of grant funding. (3/2) Tom Linscott (Director of Boat Ramp Facilities) advised they do not have funding as of right now, but are hopeful that will change shortly. Forwarded note to Heather Seiders who manages the grant fund. Sandy will tag for follow-up. (3/9) Mo adv that further repairs will require professional services and a DEP permit. Nate to work with Staff to determine if ramp can go another year or not. Town would prefer to apply for grant but may not be able to wait if grant funding is not available in the coming year. Sandy to follow up with Heather on grant status. (3/22) Mo adv the ramp should last 1 more season - because it has to - there is no way to do add'l repairs. Dean has sub pre-application for the grant money which is available this year. A site walk is planned in April and the hope is the water line is low enough to see full condition. Mo adv that standards are 12 feet - the ramp is 10 feet - Dan pointed out we may not want to increase width given CL is very small - it would allow for larger boats which could be a problem. Doug asked if add'l riprap could be provided to prevent boats from damaging area at end of ramp. Planks are around \$205 each and at least 20-25 will be needed - so that alone is \$5,100. Town must budget for 25% - State pays for 75% up to \$15,000. If the total cost of the replacement is higher - then the Town needs to budget more. Nate/Mo/Dean will work to obtain a better estimate for a total replacement. This will also need to go into the CIP for future maintenance and replacement. It is unlikely we can use bond savings as the work will need to be done by end of Aug - and Mo is advising we put 'cash' in for the 25% match not 'in kind' as the work is specialized. (3/24) Mo verified it is up to a \$150K match &amp; est is \$62,000 for a 10 ft ramp - 25% would be \$15,500 - Katy adv \$2,000 is leftover from last year for repairs &amp; will add \$13,500 to budget. (4/12) Council agreed to move match to Sub D. (2/24) Mo adv we did not rec grant. He is seeking more info &amp; info on this year's cycle. He also believes the \$62K is high. Council to make decision on status before end of budget process. (3/17) Mo adv grant prog will accept new apps &amp; State contact will rev to provide feedback on increasing our score. Council agreed \$2K in current budget should be used to address erosion issues now. \$16,500 from Sub D will be tagged for grant match. If grant is not awarded, next year, Town will fix ramp directly.</p>
27	Stripping Bid	N/A	N/A	Determine if it is possible to <b>allow HOA to participate</b> in Town <b>Stripping Bid</b>	<p>(3/2/21) Dan asked if it would be possible to allow HOA to jump on the Town's stripping bid to reduce overall costs and ensure regular stripping. Katy pointed out there may be an issue because the Town is tax exempt and HOA are not. Further research is needed.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
28	Trail Extension	\$2,600	N/A	Create a <b>trail extension</b> from <b>Cumberland Farms to Brown Street</b>	<p>(3/2/21) The First Congregational Church is now willing to allow the Town public easement over their property to complete the trail that ends behind Cumberland Farms. This trail is part of the VALT plan and would connect to Brown Street sidewalk system allowing people to get to the Library and Plaza safely. The Rec Dept would use it regularly for summer camp activities and childcare activities. Church has no money. Alec has advised public works could remove the jersey barriers and repurpose them, if allowed. Kathy is working the project and there needs to be conversation with abutters. The current path is gravel and would need to be upgraded to allow for winter snow clearing. An Eagle Scout is willing to make L shaped planters for the project to help slow cyclists. (3/9) Kathy provide more info on status. Anne adv if we can lift conversion issue we could apply for grant money (possibly). Katy believes we could use Sub D funds as well. (2/24) Mo adv that some work remains with an option to just do an overlay or to box cut the trail and bring in finer dust. The box cut is the better long term option but is more money. There is \$1k left in the grant funding which was carried forward and then another \$1k left in Valt Trail fund (Anne adv was leftover from the Hancock trail ext), but Mo was not sure if that funding was being used as the "match" for the new Valt Trail ext grant for the Village gateway property. Need to check with Katy and then est the total for the box cut option. (3/3) Katy conf \$1,000 carryforward and \$1,600 is left in VALT trail. Need to know if total is enough to box cut. (3/17) Mo adv \$1,400 is his estimate so there are sufficient funds in current budget.</p>
29	Planning Dept Staff	?	N/A	Add <b>Staff Position</b> to <b>Planning Department</b>	<p>(3/9/21) Council received suggestion from resident who is also a member of the PB to consider adding an "economic development director" to the Planning Department. Council/Staff had robust conversation with many options (1) contract services via GPCOG rather than hiring part time person (2) creating 'matchmaker' position to help match available property to 'specific' businesses needed in the Town (3) make addtl zoning changes to help create more options for commercial businesses (4) create "helper" position to assist developers navigate the Town's process/forms, requirements, etc. (5) hire a Planner Assistant to handle administrative tasks for Kathy like application/packets/PB agendas, etc. to free up her time (6) grant writer to assist with finding more opportunities for funding to accomplish larger 'planning' goals. Council agreed more work is needed to determine what really is needed, what makes the most sense &amp; adds the most value. Nate will work with Staff in the coming year to do a more robust analysis in order to bring forward a proposal for next year's budget. Sandy will respond to Dan Cobb. (1/31) Nate is proposing to move 1 clerk position to Planning as an Admin Asst. (3/17) Council rev staffing proposal &amp; approved changes.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
30	Committee Budgets	\$1,000 + \$500	N/A	Move <b>Committee</b> budgets to <b>separate tab</b>	(3/15/2021) Dan suggested Committee budgets be shown as a separate tab - some are included in Council/Committees, others have their own tabs (PB/ZBA) and some are incorporated in dept budgets. Katy agreed and said she could move things over. Council requested the CEDC's request for Slido software (\$150) be reviewed by I/T and potentially placed in that budget to allow access for more users and to ensure compliance with security protocols (on software). Dan would also like to know if the ROI is on the CEDC request for the cable show and MaineBiz Ad. Katy to add \$1,000 marketing for open space committee (4/12) Nate added \$500 for BUILD Maine next year (this year - coming out of PB training budget). Council agreed rather than house this under "community" it should be moved to "councils/committees". (2/10/22) CEDC to present budget proposal at 3/1 Council meeting. (3/3) Council rev budgets - and they are under separate tabs this year. \$500 Blueberry \$1,500 for Open Space \$5,830 CEDC which needs to be updated in the budget - no changes for PB/ZBA however Council discussed a possible stipend for at least PB members. Nate will research further & bring back to Council. Council also is considering addt'l \$1,000 stipend for Council Chair. (3/17) Blueberry Comm req addt'l \$500 for logo change - as a contingency. (3/22) Council agreed to \$500 addt'l for blueberry
31	Town Brand	?	N/A	Create a <b>Town Brand</b> for <b>Communications</b>	(3/15/2021) Council has made a substantial effort to increase communications with residents, we have a new Communications Committee and various Committees are communicating directly to residents. It was agreed the Town should create a "town brand" to be used in all communications, along with a protocol and maybe a checklist to ensure consistency of messaging. (12/9) Council agreed this is a priority but we cannot create a campaign until we are ready to deliver on that campaign. (2/24) Council discussed when CEDC presented budget and felt it was too early to do a full fledge campaign as we cannot deliver what we promises to new businesses; however, Nate advised in subsequent budget workshop that Jon, Kyle and him are working on a new standard which will be used in all official communication - font, header, format so everyone can identify an official communication. This will be roled out in the coming months.
32	MyRec Software	?	N/A	Explore possible <b>Collaborative Use</b> of <b>MyRec Software</b> with NG	(3/15/2021) Nate advise in discussions with NG, a request was made for Gray to consider sharing the MyRec Software to help increase efficiency and save both Town's money. There are some issues with separating payments in the background, but many programs are shared by the two Towns. Nate will work with Staff to evaluate to determine the cost/benefit to making a change. (2/24) Anthony advised that this is up & running and has resulted in small savings considering the subscription is shared now. Gray and New Gloucester Rec have also rebranded as GNG Recreation. They are working closely to identify other areas where collaboration makes sense and can save money.
33	Contingency Fund	N/A	N/A	Create <b>Parameters/Policy</b> for <b>Contingency Fund</b> usage	(3/16/21) During the TC meeting, the use of the contingency fund was brought up specific to an agenda item. Council agreed a new policy should be created to provide guidance on when/how that fund should be used as the definition of 'unplanned' expense can be broad and/or different people can have different definitions. Will work on in the coming year prior to next year's budget cycle. (1/13/22) Nate presented draft language. Council agreed they would like Finance Committee to weigh in. There was some discussion about whether it needs to be more specific as far as when it can be used. (2/10) Nate adv Finance Committee provides some addt'l feedback & Council will see for approval at 2/15 meeting. Council approved at 2/15 meeting.

No	Items Label	Cost Est.	Task No.	Description	Comments
34	State Revenue Sharing	N/A	N/A	Move <b>State Revenue Sharing</b> figures <b>outside of Budget</b> for voters	(3/24) Dan proposed we move State Revenue Sharing out of the budget we present to Residents. This year, it would look like an 'increase' but going forward, it could make it easier for them to see year over year totals without the volatility of Revenue Sharing changes at the State level. Concerns with the LD1 question situation last year, and misunderstanding that taxes make up just a portion of revenues to cover expenses were discussed as well as not having enough time to explain the change to residents. The Council agreed it may be valuable to do, but need more time to discuss and figure out communication strategy to Residents.
35	Library Fees	\$0	N/A	<b>Eliminate Late Book Fees for Library</b>	(4/12/20) Library Trustees have discussed & voted to propose the elimination of the late book fees from the Library as other communities are doing this. The costs of tracking & collecting do not seem to warrant the revenue. Josh has \$3,000 in revenue in his budget for these fees. Council did not want to remove revenue without corresponding cuts in expenses. Josh felt he could absorb, but was okay with pushing for a year to collect more data on impact and costs for administering. IF they do want to pursue this year, they could do a pilot, track changes & find other revenue offsets. (12/21) Josh Tiffany presented proposal to eliminate late fees, but tighten up no return fees. With increase revenue in copy fees, meeting room fees, and other services, the reduction in revenue from late fees will be offset. Majority of Council agreed to proposal. Council would like to implement with new fiscal year. Will need to vote to change policy in June and Josh will adj his budget accordingly. (3/3) Josh incorporated fee changes into his operating budget. He also adv he is working with NG to offset the NG resident usage (20% of Gray usage) vs. Gray residents usage of NG Library (2%). NG Library Director asked to increase hours to increase avail for NG residents - but was denied. They are considering changing NG hours to be open when Gray Library is closed. Consideration of possibly charging NG residents a membership fee is another option. Sandy/Nate will provide an update at Joint Leaders Meeting.
36	School Timeline	N/A	N/A	Work with <b>School</b> to account for <b>absentee ballots timeline</b>	(4/12) Each year the Council needs approve the School Warrant. In the past, there has been no dollar amount so they have been able to submit for consideration prior to their final budget vote. However, due to CARES act funding, they have been required to include a figure last year AND this year. Their budget vote is not set until 4/28 with their warrant article vote not set until 5/3 so the earliest agenda Council can take up action is 5/18. Absentee ballots can be requested starting at the beginning of May - thus Town needs to mail out municipal with note saying school will be available later and then track as a separate election. This increases costs for the Town and is inefficient for voters. There appears to be no statute requiring the School meet the absentee ballot schedule (as there is for Towns with referendum votes). Need to add this as a topic for the Joint Leaders meeting to resolve next year. (9/9) Sandy & Nate reviewed with Craig/Sam at Joint Leaders meeting - they will work to adjust timeline. Will follow up after first of year. (1/18) Sandy adv this will not be an issue as MSAD15 will use a yes/no only question - no figures.

No	Items Label	Cost Est.	Task No.	Description	Comments
37	Public Safety Strategic Plan	\$225K (radio hardware) + ???	N/A	Identify and Plan for <b>budgetary items</b> from <b>Public Safety Strategic Plan</b>	(6/15/21) Chief/Nate presented Public Safety Strategic Plan at TC meeting. Plan identifies needs in several areas (1) increase in full time EMT personnel (2) change in per diem schedule to 12 hour shifts (3) upgrade radio hardware which will be obsolete within 3 years - \$100k plus \$30 per radio for digital chip (4) review of building conditions (Port City will complete this year). Anne pointed out that perhaps some stimulus money could be used (grants) for the radio upgrades. There was also discussion about training needs and facilities - Association has raised money to help build new training apparatus but does not cover "fire" training. Regionalization was also discussed - possibly in the area of training/communication - recognizing that shared equipment is a big opportunity but also a political issue. (10/19) Chief presented updated proposal for radio work as it qualifies for ARPA funding and a possible Cumberland County Grant. Vendor will come before the Council to provide more detail on solutions. (12/7) Vendor provided detailed presentation to Council. Chief adv County is not focused on this type of application - but it was submitted on time. (3/8) Nate adv he has been working with Chief to implement some changes and set up metrics which already show improvement. Dan suggested having a summary of that work may be a good item for the flyer. (3/29) Council agreed to fund in this year's CIP with ARPA funds.
38	MPL Conversion	\$40-80	H8	Budget for <b>Yellow Book Appraisal</b> and <b>Environmental Study</b>	(10/19/2021) Town has submitted paperwork to start the conversion process on the tennis courts removed at the HS. Next step for the Town is to obtain a yellow book appraisal of the old site, proposed replacement site and complete any necessary environmental studies. It will be very costly, but needs to be done before the next steps can be taken and to determine if the replacement site will be enough to satisfy the conversion. (12/7) Council agreed to seek contribution from MSAD for at least the appraisal of the tennis court parcel. (1/18) Sandy adv Sam will bring the cost of 1 yellow book appraisal to the School Board as part of their budget process. (3/3) Council asked that \$40K be added to the CIP under Professional Services (new label - formerly Misc.) Dan suggested we could drop to \$20k this year - Council agreed to discuss further at later workshop. Sandy/Nate will follow up on school yellow book at joint leaders. (3/17) Sandy adv School just starting meetings - no update. (3/29) School is considering. (5/19) School included funds.
39	Main St Stormwater	\$130,000	N/A	Identify funding for possible <b>emergency fix</b> for <b>Main Str Stormwater</b>	(10/19/2021) MDOT is planning construction in 2023 to replace crumbling stormwater system from MTA interchange through to Cumberland Farms. They will not provide any funding for emergency work needed between now and then. One collapse has already occurred and Alec is very concerned another will happen. Will provided estimate & Council needs to determine where funding will come from IF/when the emergency occurs. (3/29) MDOT meeting with Staff - working on plan to address in conjunction with planned larger projects. Council left \$300K+ of ARPA funds in CIP for future consideration.
40	Facilities Study	Maint move \$64,400 + other safety items	N/A	Review <b>Facilities Study Report</b> to Identify items for this cycle	(11/16/2021) Nate has provided the summary of the Facilities Study done by Port City to Councilors. There are quite a few recommendations and all carry budget lines. Council will review full report once available and determine priorities and which items to include in this year's budget based on Nate/Staff recommendations. (4/14/22) Mo reviewed proposed items from study for this year's budget. Big decision is whether or not Maintenance will be relocated to Village Station. Est is \$100k - \$35,600 in Maint building costs = \$64,400 with the possible fencing \$13,565 as an item that could be reduced or put off. (3/22) Council agreed to move Maintenance to Village Station - appropriate CIP changes will be made.

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41	Grant	TBD	N/A	Review and apply for <b>Project Canopy Grant</b>	(11/16/2021) Anne attended a Webinar in Oct and believes the Town may qualify for a grant. The short Shaker rd project is awaiting replanting of trees which are in our Canopy Map. We will also be doing street scaping on Main Street. (3/3) Doug adv Town has successfully obtained a grant from this program in the past - maybe 12 years ago. Will keep these programs in mind as we plan for Village and finish short Shaker rd work.
42	Grant	TBD	N/A	Review and apply for <b>Recreation Economy for Rural Communities Planning Assistance Grant</b>	(11/16/2021) Anne shared an e-mail related to this grant program with the Council. We may have missed this year's deadline, but given the level of planning going on in Village which has a strong connection to Recreational activity in Town as well as the Libby Hill Trail System agreement, it is possible we qualify. (3/3) Will keep this program in mind as continue work on Village planning.
43	Policy	TBD	N/A	Identify any/all costs associated with the new <b>Emergency Management Ordinance</b> and/or <b>Emergency Operations Plan</b>	(10/19/2021) Nate presented a new Emergency Management Ordinance which is recommended by National Incident Management Services (NIMS) as it is required to have access to some Homeland Security and FEMA services/grants. (11/16/21) Council reviewed updated version and provided feedback as well as reviewed feedback provided by resident Mark Grover. Questions related to the status of an official Emergency Operations Plan also came up. Dan pointed out there are likely costs associated with this work. (2/10/22) Nate adv 1st read of Emer Mgmt Ord will be at the 3/1 meeting & EOP will be part of the workshop prior. (3/3) Ordinance was approved. EOP will be approved at 3/15 meeting. No addt'l costs besides Emer Contingency fund - see #46.
44	Staffing	\$70,000	N/A	Review proposal to <b>reorganize Clerks Dept</b> and <b>post Town Clerk position &amp; possible Data Analyst position</b>	(11/20/2021) Nate advised he will be proposing a reorganization of the Clerks Dept which includes posting for a Town Clerk position which brings more responsibility and capacity while shifting existing staffs responsibilities to make the dept more efficient. This will be done in conjunction with a possible Data Analyst position. Discussion was held at Council Retreat related to long term approach for tracking spreadsheet which will likely involve migration to a database platform. (1/31) Town will post new Town Clerk position - move 1 clerk over to planning dept - reorganize responsibilities from Finance Director & Asst to Town Manager to streamline work & reset reporting. (3/17) Council rev staffing changes & approved.
45	Speed Signs	TBD	N/A	Consider the purchase of <b>fixed Speed Signs</b> to be placed in strategic locations	(12/07/21) Alec advised the best results come from a mobile sign left for about 2 weeks. Addt'l signs could assist by flashing "slow down" or the vehicles speed - being used in other towns. (3/8) Council/Staff discussed. Anne provided some info from research \$2,800-3k, but Alec checked locally and found it to be in the \$5,600 range - with the mobile ones around \$9,600. Council liked idea of solar power signs, maybe around the Village area to start. Decided more research is needed and location/usage testing could be rolled into the traffic calming work planned for the larger infrastructure project planning. There was also a discussion of maintaining the data collected by our existing sign - Alec advised a better laptop is needed, but is in the budget this year.
46	Emergency Operations Plan	\$20,000	#100 M10	Set up <b>Emergency Contingency Fund</b> in compliance with NIMS training recommendations	(1/13/2022) Krista pointed out that during NIMS training, it was recommended that a contingency fund be set up for Emergency Operations Plans to ensure immediate access to funds when (and only when) an emergency is declared. (2/10/22) Nate has included a \$20,000 fund in Admin budget. Council agreed it should be set up as a designated fund to carryforward unused funds each year. That will need to take place at the end of the fiscal year (in operations until then). Council will need to vote to set up designated fund.

No	Items Label	Cost Est.	Task No.	Description	Comments
47	Data Set	TBD	N/A	Identify set of Towns to be used going forward for data sets	(1/13/2022) Nate provided extensive data information for several budget discussion. Council has long struggled with finding similar Towns to use as a data set to do comparisons for various discussions/proposals. Council would like to evaluate data presented and come to agreement on which Towns will be in the data set moving forward to bring consistency to discussions.
48	Flyer in Tax Bill	TBD	N/A	Create a Flyer to go in Tax Bill in Fall	(1/31) Katy suggested one way to communicate change in Senior Property Tax Assistance program timing would be to send a flyer in the tax bills. Sandy suggested the Council work between now and the cut off 8/15 to identify other items and make sure the postage to add a page is full used (fill both sides of the flyer). An example, the Village Gateway planning, Volunteer openings, etc. (3/22) Council to bring ideas to 3/29 meeting for discussion. (3/29) Council to send suggestions to Dan. He'll bring questions to the 4/5 TC meeting & Council will review final draft at the 4:19 meeting. (5/19) Council agreed to add info about short term rental registry.
49	HR Policy updates	TBD	N/A	If HR Director is created as proposed, update employee policies to address possible conflict of interest with Manager	(1/31) Nate is proposing to transition the Asst to the Manager position into an HR Director with a possible Asst Manager succession plan. Sandy pointed out with the HR Director reporting directly to the Manager, the policies will need to be reviewed/updated to provide for a process for conflict of interest decisions - HR decisions related to the Manager.
50	Legal Services / Engineering Services	\$4,525 increase (legal)	N/A	Prepare Request for Proposals for (1) Legal Services (2) Engineering Services	(2/10/22) Nate advise Jensen & Baird is increasing their hourly rate. Council had discussion on when the last time an RFP (request for proposals) was posted for Legal Services. It has been well over a decade - same goes for Engineering Services. Nate advised that standard practice is to put out an RFP every 3-5 years to ensure best options for Town. It is no reflection on services, but due diligence from a financial standpoint. The issue of our Auditing Services also came up - but Katy advised we have a 9 year contract with them. Nate will work up an RFP for the legal services as soon as feasible. (3/22) Nate issued RFP for legal services. (3/29) Dan & Marty will help with interviews - Krista is back up if Dan is unavailable during the day - vacation week. (5/19) Council agreed to go with Nate's recommendation to stay with Jensen & Baird - Krista & Marty agreed they had the highest score.
51	Science Building	\$375,000	N/A	Determine Needs & Uses for Science Building	(2/14/22) Mo presented the results of the feasibility study for the Science Building. The recommendations is best use if for open space (2nd floor) and then conference room, kitchenette, ADA bathroom (1st floor). ADA accessibility must be addressed by either (1) ramp - not approved by State Historical Agency (2) lift - most economical and user friendly to historical building (3) elevator. Costs to convert building to usable = \$375k. Mo advised asbestos and lead paint have been addressed both inside & outside building. Council agreed we need to have conversations with residents, recreation department, and others (library, local organizations, etc.) before deciding on best use. Should roll this into the Village Gateway/Village master plan outreach efforts. It is likely a bond package will be the best option to move forward - possibly rolling it into Village Gateway work/infrastructure project - funding.
52	Town Seal	TBD	N/A	Consider possible update of Town Seal	(2/24/22) While discussing the Town Brand item, the issue of the Town Seal came up. Could/should it be redesigned to refresh it? Make it more relevant? How much would it cost? Something to consider for next year's cycle.

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53	Recreation Transportation	TBD	N/A	Evaluate options for <b>Recreation Dept Transportation</b>	(2/24/22) Right now, Rec is dependent on School bus availability which has been greatly hampered due to covid and driver shortage. There are insurance issues related to Gray renting their buses, but perhaps we could contract their services. Nate pointed out that some of the driving would be done at peak School times or when School is not in session so it may not be feasible. Another option would be to work with NG to do a joint purchase of a van or small bus that could be shared. Anthony/Nate will work on collecting data and coming up with options for the next budget cycle.
54	Transfer Station	TBD	N/A	Track & evaluate impact on <b>Transfer Station budget</b> created by new <b>Packaging Legislation</b>	(3/3/22) The Legislature passed a bill to require producers to fund the costs of recycling packaging material they create. The fees will be based on how much they produce and are supposed to be used to offset municipal waste costs. Nate will need to research and track the new policies as they come on line and work with Randy to update costs next year.
55	Driveway Inspections	TBD	N/A	Evaluate which Dept should do <b>Driveway Inspections</b>	(3/3/22) Scott advised that he has limited experience with driveway standards and inspection as the Town's he worked in previously had Public Works do the inspections in lieu of Code Enforcement. That seems to be a better alignment given the expertise in Public Works and the need for them to inspect other aspects of permits/plans. Nate to research in the coming year and make recommendation to Council.
56	PFAS	TBD	N/A	Investigate State Level <b>PFAS testing/resources</b>	(3/3/22) Staff will ask Cumberland County Water & Soil if they can add testing to include PFAS screening to their upcoming work. They may also have some guidance on the State level options. Staff will work to obtain more information on what is available to residents via State resources as Gray has 2 sites identified and residents should test their wells depending on where they are located.
57	Planning Fund	TBD	N/A	Create a <b>CIP fund</b> for <b>Planning/Engineering</b>	(3/3/22) Sandy pointed out there have been a few situations where we would like to move from shovel worthy to shovel ready, but do not have access to funds until the next fiscal year. Or have run into situation (like the stormwater collapses) which are urgent and need engineering or professional planning/review. Council is willing to consider setting up a fund which would allow us to put away money, but need to make sure we clearly define the parameters of the fund and how the money could be used.
58	Rescue Fees	TBD	N/A	Complete <b>annual review/analysis</b> for <b>Rescue Fees</b>	(3/8) Council/Staff agreed an annual review/analysis should be done to ensure rescue fees are keeping pace with expenses are in line with the Region.
59	Stormwater	TBD	N/A	Reach agreement with MDOT for <b>Stormwater replacement on Portland Rd (South)</b>	(3/8) Alec adv the Council of his concerns related to the status of the stormwater infrastructure on Portland Rd from around NAPA/Dollar Store to the ditch (around the B&R Dairy). There are 4/5 catch basins. MDOT has advised they want similar video work done to demonstrate the need for replacement. Alec working on costs.
60	Stripping	TBD	N/A	Conduct outreach to <b>Mayberry Residents</b> on possible <b>new stripping</b>	(3/8) Council discussed need to improve safety on roads outside the Village like Mayberry and whether stripping like on Hancock may work on that road. Alec pointed out it does have a yellow double line so we would have to account for that in our discussions. Sandy pointed out there has been a request over the years to lay down seasonal speed bumps - at least in the area of Wilkie's Beach - but no consensus from residents. Anne adv when Hancock was done it was a process - starting with forums with the residents. Council agreed that is the way to begin.

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61	Royal River Land Trust	\$30,000 Enterprise + Staff resources	N/A	Partner with RRCLT to create parking lot on Ramsdell Rd	(3/17/2022) Alan Stearns from Royal River Conservation Land Trust presented info to the Council about a new land purchase to conserve existing and create new trails which about the Libby Hill parcels. There is a old log lot on Ramsdell Rd which is clear, level & dry. They would like to set up a parking lot there to keep cars off the road once they announce the acquisition and open to the public. They are requested \$30,000 from the Sub D account for the work - which could be less if Town staff assist with the work. They are also asking the Town to partner with them in clearing the lot and keeping eyes on activity/issues at the lot. (3/22) Council agreed to set aside up to \$30,000 from Enterprise fund for this effort. Discussions on roles & responsibility and limitations on Staff resources need to occur to better determine long term agreement.
62	Community Service	\$3,000-5,000	N/A	Little Sebago Lakes Dam Repair funding	(3/17/2022) Rep from Little Sebago Lakes Association have requested an additional one time payment to assist with the replacement of the Dam. The estimated costs are around \$76k. The Town provides \$10k annually for other programs. Windham has agreed to a \$3k additional payment. (3/22) Council agreed to 1 time \$3,000 payment.
63	Law Enforcement	TBD	N/A	Obtain addt'l information for future Law Enforcement costs	(03/17/2022) Council discussed possibility of obtaining addt'l information from the Sheriff's office regarding costs for continued contracts - for example - when do union contracts come up for renegotiation. Nate will research.
64	EV Charger	\$25,000	N/A	Install (2) EV Chargers at Pennell Complex	(03/17/2022) Mo went over analysis & location for 2 EV chargers at the Pennell Complex which will require a new service - to avoid overtaxing existing services. Given the work necessary for the sewer update - Mo is looking to roll all changes - conduit for new electrical, burying propane tanks, laying new water lines, etc - into that project to save costs and disruptions. Estimated cost for EV Charger is around \$30,000 if we increase to 400amp service at the same time. There are rebates available - but limited. The new infrastructure funding have funds set aside for EV chargers in "rural" areas - may or may not qualify. Council set up account which has \$5,000 from last year - so addt'l \$25,000 is needed. (3/22) This work will be rolled into the larger Pennell footprint plan (Pennell septic).
65	GHS Lease	N/A	#74 closed	Incorpoarte GHS utility accounts into Town's process	(03/17/2022) Katy advised that in June she can update the Solar Array account list to include the GHS CMP account and notify Irving to start making deliveries to that location.
66	GCTV Usage	N/A	N/A	Create Metrics to measure GCTV Usage	(03/17/2022) Council agreed to realignment of staff in hopes that Library Director will have more capacity (with Asst. Director added) to engage Community and increase programming on GCTV. Council would like some baseline metrics created and then used to check back next year on progress.
67	Cemetery	N/A	N/A	Review Lanes in Cemetery for repairs	(03/17/2022) Cemetery budget letter included a statement indicating the group would like to meet with Town Staff to review the status of the lanes and discuss long term repairs and upkeep in coming year.
68	County	N/A	N/A	Identify impact from County budget move to Fiscal year	(3/22/22) Council agreed to opt into the 5 year payment plan with the County and if we have the ability to pay forward faster we will. Katy advised we have until Dec to let them know. Katy is checking on flexibility available.
69	Chatbot	N/A	N/A	Research Chatbot feature futher	(3/22/22) Generally Council agrees an AI assistant could bring value - but only if it is efficient in the assistance. More research needed on this option and vendors.
70	Northbrook TIF	N/A	N/A	Determine impact of Northbrook TIF expiration on budget	(3/29/2022) Council discussed the fact that Northbrook TIF is expirting in 2027. Need to analyze how that closure will increase tax revenus while accounting for increase in Town's valuation which will reduce State revenue sharing amounts for both Town and School District.
71	Budget Flyer	N/A	N/A	Add Salary Adjustment total vs. individual dept budget	(05/19/22) Dan pointed out there is a difference in how the total salary adjustment figure is shown in the budget vs. the allocation moving into dept budgets between documents. Try to create an explanatory note for next year's flyer.

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72	Loan Program	N/A	N/A	Use ARPA funds/or other to create <b>revolving Loan Program</b> for <b>Water Quality upgrades/issues</b>	(5/19/22) Dan suggested if the Town had a revolving no interest or low interest (with admin fee to cover costs of processing) for residents to tap to upgrade septic systems, address erosions issues or other water quality improvements, more residents may agree to complete these upgrades to protect our water shed. Other towns have these programs. Could possibly use ARPA funds or other funds to start.
<a href="#">73</a>	<a href="#">Employee Benefits</a>	<a href="#">N/A</a>	<a href="#">N/A</a>	<a href="#">Review &amp; provide recommendations</a> for changes to the <b>Retirement benefit</b>	<a href="#">(06/07/22) As part of the changes made to the sick time payout policy, the Council committed to considering changes to the retirement package for employees. The sick time payout was being used as a way to save for retirement which is not appropriate. Providing a more robust retirement option will offset the sick time pay out elimination. Nate will work with Staff to bring forward a recommendation for the next budget cycle.</a>