

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • SEPTEMBER 20, 2022

**Gray Town
Council Regular
Meeting**

Town Council Chambers
24 Main Street, Gray, ME 04039
<https://us06web.zoom.us/j/83453921860>
Phone 646-558-8656 / Meeting ID: 834 5392 1860

7:00 PM

I. OPENING STATEMENT

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

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS 5 MINS

1. To Review and Approve the Minutes of the Town Council Meeting on September 6, 2022.

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

Comments are intended for information sharing, not discussion. Comments in excess of three minutes are welcome at the end of the agenda prior to adjournment. Call 646-558-8656 / Meeting ID: 834 5392 1860

VI. ADJUSTMENTS TO THE AGENDA 5 MINS

VII. PRESENTATIONS 7:20PM

1. Mobile Home Parks Ordinance amendment proposal - Code Enforcement Officer 10 MINS
2. Main Street Project final report - Principle Group 30 MINS w/Q&A

VIII. ACTION ITEMS 8:00PM

1. To Review and Act Upon Approving the National Suicide Prevention & Action Month Proclamation. 5 MINS

Proposed motion:

Ordered, the Gray Town Council approves the adoption of the National Suicide Prevention & Action Month Proclamation

2. To Review and Act Upon Approving the Reappointment of Schelene Shevchenko as a regular member of the Community Economic Development Committee for a term expiring on August 31, 2025. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the reappointment of Shelene Shevchenko as a regular member of the Community Economic Development Committee for a term expiring on August 31, 2025.

3. To Review and Act Upon Approving the Reappointment of Derek Shirley as a regular member of the Ordinance Advisory Committee for a term expiring August 31, 2025. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the reappointment of Derek Shirley as a regular member of the Ordinance Advisory Committee for a term expiring August 31, 2025.

4. To Review and Act Upon Approving the Appointment of Samantha Lee as a regular member of the Open Space Committee for a term expiring August 31, 2025. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the appointment of Samantha Lee as a regular member of the Open Space Committee for a term expiring August 31, 2025.

5. To Review and Act Upon an Amendment to the FOAA Policy. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the proposed amendment to the FOAA Policy, which updates the FOAA officer information.

6. To Review and Act Upon Approving the Return to Work Policy for Town employees. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the Return to Work Policy, which is designed to assist injured workers in transitioning back to the workplace.

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

X. REPORT FROM THE TOWN MANAGER 5 MINS

XI. COMMITTEE REPORTS 5 MINS

XII. COUNCIL CORRESPONDENCE/ACTIVITIES 10 MINS

XIII. ADJOURNMENT 8:55 PM

** 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 GRAY
GRAY TOWN COUNCIL
MINUTES • SEPTEMBER 6, 2022

**Gray Town
Council Regular
Meeting**

**Town Council Chambers
24 Main Street, Gray, ME 04039**

7:00 PM

<https://us06web.zoom.us/j/87076969564>

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

Attendee Name	Title	Status
Sandra Carder	Chair	Excused
Krista Chappell	Vice Chair	Present
Martin Meaney	Council Member	Present
Dan Maguire	Council Member	Present
Michael Curtis	Council Member	Present

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. MINUTES FROM PREVIOUS MEETINGS

IV.1 To Review and Approve the Minutes of the Town Council Meeting on August 2, 2022.

MOTION: *by Martin Meaney, seconded by Michael Curtis, to approve the Town Council meeting minutes for August 2, 2022.*

VOTED: *3-1 Chappell Abstained (Passed)*

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

None

VI. ADJUSTMENTS TO THE AGENDA

Vice Chair Chappell asked the Council to suspend the rules to add 2 action items:

- Agenda Item IX.5 – Refuse Haulers and
- Agenda Item IX.14 – appointment of Derek Shirley to the Zoning Board of Appeals.

These items were submitted, but inadvertently not added to the agenda.

MOTION: *by Councilor Meaney, seconded by Councilor Maguire, to suspend the Council rules to add to Agenda Item IX.5 – Waste Haulers and Action Item IX.13 – Appointment Derek Shirley.*

VOTED: *4-0 (Passed).*

- *Note: Councilor Maguire asks for correction to the Agenda. Current action item #5 should read Tamara Lee Pinard.*

VII. PRESENTATION

- VII.1 Knox Box / Safe Life - Public Safety - Pete Holmquist
Presentation from Chief Elkanich.

VIII. PUBLIC HEARING

- VIII.1 Second Reading/Public Hearing - To Review and Act Upon Adopting Short Term Rental Ordinance (Chapter 390) which requires all short-term overnight rental accommodations in Gray to register each rental unit and pay an administrative processing fee.

Council Discussion:

Councilor Maguire would like to add apartments, and Section 1.4 Appeals: change “shall” to “may”

After discussion regarding contact phone numbers Councilor Maguire suggests add “the owners responsibility to keep information up to date”

MOTION: *by Vice Chair Chappell to adopt the Short-Term Rental Ordinance (Chapter 390) as amended, first by Councilor Curtis, seconded by Councilor Meaney.*

Public Hearing open: Public Comment received from 3 residents.

Council returned to reconsider “transient” language, deferred to the Town Attorney.

Public Hearing closed

VOTED: *4-0, passed*

*Short Term Rental Ordinance (Chapter 390) Draft attached to the hard copy of these minutes

IX. ACTION ITEMS

1. To Review and Act Upon Approving the Public Safety Department’s proposed purchase of Body Armor from Safe Life in an amount not to exceed \$11,000.

MOTION: *by Vice Chair Chappell - Ordered, the Gray Town Council approves the Public Safety Department’s purchase of Safe Life Defense Armor in an amount not to exceed \$11,000. First Councilor Meaney, seconded by Councilor Curtis.*

VOTED: *4-0, passed*

2. To Review and Act Upon Approving the Public Safety Department's proposed purchase of Knox Box secured storage equipment in an amount not to exceed \$13,633.

MOTION: *by Vice Chair Chappell - Ordered, the Gray Town Council approves the Public Safety Department's purchase of Knox Box secured storage equipment in an amount not to exceed \$13,633.*

First Councilor Meaney, seconded by Councilor Curtis

VOTED: *4-0, passed*

3. To Review and Act Upon Approving the Public Safety Department's funding of a replacement for Engine 41.

Amend original motion to direct from ARPA funds not to exceed \$50,000

MOTION: *by Vice Chair Chappell as amended - Ordered, the Gray Town Council approves the Public Safety Department's funding of a replacement for Engine 41 from ARPA funds in an amount not to exceed \$ 50,000.*

First Councilor Meaney, seconded by Councilor Curtis

VOTED: 4-1, Councilor Maguire, passed

4. To Review and Act Upon Authorizing the Town Manager to execute a particular release agreement.

MOTION: *by Vice Chair Chappell - Ordered, the Gray Town Council authorizes the Town Manager to execute a particular release agreement.*

First Councilor Curtis, seconded by Councilor Meaney

VOTED: 4-0, passed

5. To Review and Act Upon Approving the Refuse Hauler's Licenses for Trash Guyz, Waste Management of Maine, and Troiano Waste Services.

MOTION: *by Vice Chair Chappell - Ordered, the Gray Town Council Approves the Refuse Hauler's Licenses for Trash Guyz, Waste Management of Maine, and Troiano Waste Service.*

Motion to reconsider: *by Vice Chair Chappell - Trash Guyz & Troiano Waste Service.*

First Councilor Curtis, seconded by Councilor Meaney

VOTED: 4-0, passed

6. To Review and Act Upon Approving the Appointment of Dan Cobb and Tamara Lee Pinard as a regular member of the Planning Board for a term expiring August 31, 2025.

MOTION: *by Vice Chair Chappell - Ordered, the Gray Town Council appoints Dan Cobb and Tamara Lee Pinard as regular members of the Planning Board with terms expiring August 31, 2025.*

First Councilor Meaney, seconded by Councilor Curtis

VOTED: 4-0, passed

7. To Review and Act Upon Approving the Appointment of Al Schaeffer, Bob Coleman, and Kaitlyn Nuzzo as regular members of the Open Space Committee with terms expiring August 31, 2025.

MOTION: *by Vice Chair Chappell - Ordered, the Gray Town Council appoints Al Schaeffer, Bob Coleman, and Kaitlyn Nuzzo as regular members of the Planning Board with terms expiring August 31, 2025.*

First Councilor Meaney, seconded by Councilor Curtis

VOTED: 4-0, passed

8. To Review and Act Upon Approving the Appointment of Leah Sander as a regular member of the CEDC with a term expiring August 31, 2024.

MOTION: *by Vice Chair Chappell - Ordered, the Gray Town Council appoints Leah Sander as a regular member of the CEDC with a term expiring August 31, 2024.*

First Councilor Curtis, seconded by Councilor Meaney

VOTED: 4-0, passed

9. To Review and Act Upon Approving the Appointment of Karen Morrison and Cathy Janelle as regular members of the Library Trustees with terms expiring on August 31, 2025.

MOTION: *by Vice Chair Chappell - Ordered, the Gray Town Council appoints Karen Morrison and Cathy Janelle as regular members of the Library Trustees with terms expiring on August 31, 2025.*

First Councilor Meaney, seconded by Councilor Curtis

VOTED: 4-0, passed

10. To Review and Act Upon Approving the Appointment of Cindy Chamberlain and Sherrie Baker-Hewey as regular members of the Dry Mills Schoolhouse Museum Committee with terms expiring on August 31, 2025.

MOTION: *by Vice Chair Chappell - Ordered, the Gray Town Council appoints Cindy Chamberlain and Sherrie Baker-Hewey as regular members of the Dry Mills Schoolhouse Museum Committee with terms expiring on August 31, 2025.*

First Councilor Curtis, seconded by Councilor Meaney

VOTED: 4-0, passed

11. To Review and Act Upon Approving the Appointment of Galen Morrison as a regular member of the Board of Assessment Review with a term expiring on August 31, 2025.

MOTION: *by Vice Chair Chappell - Ordered, the Gray Town Council appoints Galen Morrison as a regular member of the Board of Assessment Review with a term expiring on August 31, 2025.*

First Councilor Meaney, seconded by Councilor Curtis

VOTED: 4-0, passed

12. To Review and Approve the Appointment of Ellie Steele as a regular member of the Resiliency Committee with a term expiring August 31, 2025.

MOTION: *by Vice Chair Chappell - Ordered, the Gray Town Council appoints Ellie Steele as a regular member of the Resiliency Committee with a term expiring August 31, 2025.*

First Councilor Meaney, seconded by Councilor Curtis

VOTED: 4-0, passed

13. To Review and Approve the Appointment of Derek Shirley as a regular member of the Zoning Board of Appeals with a term expiring August 31, 2025.

MOTION: *by Vice Chair Chappell - Ordered, the Gray Town Council appoints Derek Shirley as a regular member of the Zoning Board of Appeals with a term expiring August 31, 2025.*

First Councilor Meaney, seconded by Councilor Curtis

VOTED: 4-0, passed

14. To Review and Act Upon Approving an Amendment to the Committee and Affiliations Policy relating to the timing of Policy relating to the timing of member appointments.

MOTION: *by Vice Chair Chappell - Ordered, the Gray Town Council approves the proposed amendment to the Committee and Affiliations Policy.*

First Councilor Curtis, seconded by Councilor Meaney

VOTED: 4-0, passed

15. To Review and Act Upon Approving an Amendment to the FY2023 Fee Schedule relating to Short Term Rentals.

Councilor Maguire – remove acronym, to Short Term Rental

MOTION: *by Vice Chair Chappell - Ordered, the Gray Town Council approves the proposed amendment to the FY2023 Fee Schedule.*

First Councilor Meaney, seconded by Councilor Curtis

VOTED: 3-1, Councilor Maguire, passed

* FY2023 Fee Schedule – Short Term Rentals amendment attached to the hard copy of these minutes.

X. REPORT FROM THE COUNCIL CHAIR

None

XI. REPORT FROM THE TOWN MANAGER

Town Manager thanks the Council for their patience during the process of his return to work. Thanks intern Abbie Cloutier for her contributions to the Wild Blueberry Festival and to the community. Thanks Kyle Hadyniak for being her mentor. The Principle Group is working on a final draft report for the 9/20 meeting, material will be sent as soon as available and it will be part of the discussion with MDOT on the 15th. Relayed council concerns/request to MDOT. Congratulations to the Director of Building and Grounds, Mo Russo, on receiving the Grant from the Stewards for Maine Parks and Lands, the grant is for the Crystal Lake boat ramp. Brownsfield Advisory Committee overview of progress/program/members. Discussion followed regarding the committee.

XII. COMMITTEE REPORTS

Councilor Meaney:

- Finance Committee met last June 30, 2022. Ended the year with a surplus. Next Meeting 9/29, down a member – no quorum.
- Zoning Board of Appeals met August 24 granted a variance for a shed. Need more volunteers to have a forum.
- Wild Blueberry Festival was August 13, attended by approximately 2,500 people.
- Planning Board did not meet in August

Councilor Curtis:

- Community Television & Advisory met and are pushing to increase programming and update web page with more technological advances

Councilor Maguire:

- Planning Board will meet on the 15th discussing possible creating a stipend for the Planning Board also workshops and planning process and continue discussions about hybrid meetings. Public Hearing coming up for Catherine Caswell and the Gracewood Subdivision.

Vice Chair Chappell:

- Resiliency Committee met July 22 & August 26. Working to join the Community Resiliency Partnership. Working with 207 Permaculture to identify stakeholders. Possibly doing some content for GCTV and informational materials to have at the library. Members volunteered on Hazardous Waste Collection Day. Thanks to Mathew and Randy for organizing the event.
- The OAC is scheduled for the 18th.
- GPCOG resuming meetings on 9/20.

XIII.COUNCIL CORRESPONDENCE/ACTIVITIES

- Councilor Meaney reported he received numerous compliments after the Wild Blueberry Festival on the efficiency and cleanliness of the Transfer Station.
- Sent numerous emails for volunteers needed.
- Councilor Curtis received an email requesting a dog park.
- Councilor Maguire spoke to residents of Mayall Road, there are still gravel trucks using that road, asked Town Manager to work on education about this area.
- Vice Chair Chappell participated in the Volunteer Award Ceremony at the Wild Blueberry Festival.
- Neighbors inquiring about the new Constitutional Amendment regarding Food Solvency and the effect on local Ordinances.

XIV.ADJOURNMENT

Vice Chair Chappell asked for a motion to Adjourn at 9:26, first by Councilor Meaney, seconded by Councilor Curtis. Adjourned at 9:26

Respectfully Submitted,

Jennifer S. Doten, CCM
Town Clerk, Gray

TOWN GRAY
GRAY TOWN COUNCIL WORKSHOP
MINUTES • SEPTEMBER 6, 2022

**Gray Town
Council Workshop**

Town Council Chambers
24 Main Street, Gray, ME 04039
<https://us06web.zoom.us/j/87112338079>

6:00 PM

CALL to ORDER

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

II. ROLL CALL:

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

EXECUTIVE SESSION

The Council will enter into Executive Session under MRS Title 1 Chapter 13 Section 405.6.E to consult with the Town's attorney.

MOTION: *by Vice Chair Chappell, first by Councilor Meaney, seconded by Councilor Curtis, to Enter into Executive Session under MRS Title 1 Chapter 13 Section 405.6.E to consult with the Town's Attorney*

VOTED: *4-0 (Passed).*

Exited Executive Session at 6:26PM - no action taken

Meeting continued as a Workshop and Adjourned at 7:16

WORKSHOP

Discussion of Self Storage Ordinance

Respectfully Submitted,

Jennifer S. Doten, CCM
Town Clerk, Gray



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

MEMORANDUM

Date: 09/13/2022

To: Members of the Town Council

From: Tammy Munson, Lead Code Enforcement Officer

Re: Chapter 402A Mobile Home Park Ordinance Town of Gray Maine
Enacted December 5, 1989 & Amended April 3, 1992

It has come to our attention there is a requirement in our local Mobile Home Ordinance for trailer parks to register with the Town on an annual basis. After discussing this at length with staff, we cannot find any documentation of this being done over the years. The Ordinance has not been amended since 1992 which leads me to believe this is an unnecessary process. Since the Town does not license any other private homeowners' associations, such as condominiums associations, homeowner associations, etc., we feel this requirement should be removed from the Ordinance.

I have attached a redlined for your approval. Please let me know if you need any other information.

CHAPTER 402A
MOBILE HOME PARK ORDINANCE
TOWN OF GRAY MAINE

Enacted December 5, 1989

Amended April 3, 1992

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SECTION 402A.1 – TITLE

This ordinance shall be known and may be cited as the “Mobile Home Park Ordinance of the Town of Gray, Maine.”

SECTION 402A.2 – AUTHORITY

This ordinance is adopted under the authority of the Constitution and laws of the State of Maine.

Regulation of the development, construction, expansion and/or alteration of mobile home parks and the attachments of reasonable conditions to such activities are exercise of valid police powers. These regulations for design, construction, and administrative review of mobile home parks are established to ensure the health, safety, and general welfare of the park residents and the community at large.

SECTION 402A.3 – SCOPE AND PURPOSE

This ordinance shall govern the location, establishment, expansion, and operation of all mobile home parks within the corporate limits of the Town of Gray, Maine.

It is the intent of this Ordinance to establish a Mobile Home Park Overlay Zone. This zone applies to all lands identified as mobile home park overlay zones on the Town of Gray, Maine Zoning Map.

Where the boundaries of the MHPOZ as delineated on the zoning map are in dispute, the Planning Board, with the advice from the town staff and the Gray Water District, shall interpret the intent and purpose of the zoning map to determine their location.

In the event of approval of a proposed mobile home park, these regulations shall take precedence over the zoning underlying the specific tract proposed for development.

In determining the suitability of a tract of land for use as a mobile home park, the factors to be considered shall include as a minimum:

- A. Soil suitability for high-density residential uses;
- B. Safe and adequate access to the public street system;
- C. The capacity of the public street to be accessed;
- D. Public water shall be provided;
- E. Tracts adjacent to developed areas, especially higher density areas, shall be preferred to tracts which “leap-frog” vacant tracts.

SECTION 402A.4 – DEFINITIONS

- A. **Accessory Buildings:** Any building customarily incidental to the principal buildings which may include a garage, porch, storage, tool or work shed.
- B. **Health Authority:** The Town Health Officer or State Department of Human Services.
- C. **License:** An authorization, or written evidence thereof, issued by the Town of Gray, to maintain and operate a mobile home park.
- D. **Manufactured Housing:** As defined by State Statute- (30-A.M.R.S.A. Sec. 4358 (1)(A)).
- E. **Mobile Home Park:** A parcel of land under unified ownership approved by the municipality for the placement of 3 or more manufactured homes.

- F. **Mobile Home Park Lot:** The area of land on which an individual home is situated within a mobile home park and which is reserved for use by the occupants of that home. A municipality may require a lot to be designated on a mobile home park plan.
- G. **Mobile Home Stand:** That part of a mobile home park which has been improved of the placement of one mobile home including all required appurtenant structures and having provisions for available utility connections.
- H. **Non-Conformities:** Lots, structures, uses of land and structures and characteristics of uses, which are prohibited under the term of this Ordinance but permitted to continue unless there is a compelling reason, such as imminent danger to health, to eliminate the non-conformity.
- I. **Parking Space:** A minimum of nine (9) feet in width by eighteen (18) feet in length.
- J. **Park Management:** The person who owns or has charge, care, or control of the mobile home park.
- K. **Permanent Buildings:** Buildings or structures permanently affixed to foundations and not including mobile homes or their accessory buildings on mobile home park lots.
- L. **Permit:** An authorization, and written evidence thereof, issued by the Town of Gray, to: construct, alter, and extend a mobile home park; or, to move or relocate a mobile home.
- M. **Person:** Any individual, firm, trust, partnership, public or private association or corporation.
- N. **Pitched, Shingled Roof:** A roof with a pitch of two or more vertical units for every twelve horizontal units of measurement and which is covered with asphalt or fiberglass composition shingles or other materials, but specifically excludes corrugated metal roofing materials.
- O. **Public Water Supply:** Services, facilities and resource supply provided exclusively by the Gray Water District.
- P. **Recreational Vehicle:** A vehicle type portable structure without a permanent foundation, which can be towed, hauled, or driven and primarily designed as temporary living accommodation for recreational, camping, and travel use and including but not limited to travel trailers, truck campers, camping trailers, and self-propelled motor homes.
- Q. **Sewer Connection:** All pipes, fitting, and appurtenances from the drain outlet of the mobile home to the inlet of the corresponding sewer riser pipe of the sewage system serving the manufactured/mobile home park.
- R. **Septic System:** An underground system with a septic tank used for the decomposition of domestic wastes.
- S. **Sewer System and Treatment:** Man-made devices for the collection, treatment, and disposal of sewage.
- T. **Street:** Any street, area, avenue, boulevard, drive, public place, or highway designed for or commonly used for the purpose of travel by vehicles within the corporate limits of the Town. Distinctions are made in this Ordinance between public streets, which are those outside the boundaries of the mobile home park, and private streets, which are those within the mobile home park.
- U. **Trailer:** A structure standing on wheels, towed or hauled by another vehicle and used for short-term human occupancy, carrying materials, goods, or objects, or as a temporary office.

- V. **Travel Trailer:** A recreational vehicle that is towed by a car or a truck.
- W. **Water Connection:** The connection consisting of all pipes, fitting, and appurtenances from the water riser pipe to the water inlet pipe of the distribution system within the mobile home.
- X. **Water Riser Pipe:** That portion of the water supply system servicing the mobile home park which extends vertically to the ground elevation and terminates at a designated point at each mobile home lot.

SECTION 402A.5 – MOBILE HOME PARK USE

A. Mobile home parks shall be located within the Mobile Home Park Overlay Zone as adopted by the Town of Gray.

No portion of the Park shall be located closer than fifty (50) feet to any public way.

The placement of recreational vehicles and trailers is specifically prohibited by this Ordinance.

B. It shall be unlawful for any person to connect utilities to or to occupy a mobile home in a mobile home park within the Town of Gray unless the park is duly licensed under the terms of this ordinance.

C. Permitted Uses

- 1. Manufactured Housing as defined by State Statute (30 – A.M.R.S.A. Sec. 4358 (1)(A)).
- 2. Open Space in the park for recreational use of park residents only.
- 3. Specifically recognized accessory uses:
 - a. Park Management Office
 - b. Community or recreation building within the park provided for use by park residents only.
 - c. Laundry building provided for use by park residents only.
 - d. Service equipment building for storage of park maintenance equipment only
 - e. Storage facilities for use by park residents only.

D. Conditional Use: Home Occupations

E. Non-Conformities

- 1. Any mobile home park in existence in the municipality prior to adoption of this ordinance that complies with all applicable legal requirements then in effect is deemed to be legal non-conforming and is not subject to the provisions of this chapter except those concerning use of gas, fuel, and fire protection.
- 2. An individual mobile home may be replaced or relocated within a legally non-conforming mobile home park if such mobile home is blocked and anchored in compliance with the requirements of the Town of Gray, and if connections are made in compliance with the requirements of the Town of Gray.

SECTION 402A.6 – UTILITY SERVICE

Utility services (water, sewer system, septic system, solid waste, electric) shall be provided only to mobile home parks licensed in accordance with this ordinance.

All utility services shall be provided in accordance with applicable codes and regulations adopted by the Town of Gray and the State of Maine and which are in force at the time of park plan approval.

SECTION 402A.7 – PERMIT FOR A PARK

A. It shall be unlawful for any person to place, construct, or extend any mobile home park within the limits of Gray unless a plan for the park has been approved by the Planning Board and unless that person holds a valid permit issued by the Town of Gray in the name of such person for the specific construction, alteration, or extension proposed.

B. All applications shall be accompanied by the deposit of an application fee of one hundred and fifty dollars (\$150)

C. When, upon review of the application, the Planning Board is satisfied that the proposed plan meets the requirements of this ordinance, it shall authorize the Code Enforcement Officer to issue a permit.

SECTION 402A.8 – MOBILE HOME PARK DEVELOPMENT

A. Master Plan

1. Plan required – It shall be unlawful for any person to place, construct, expand, or operate any mobile home park within the limits of the Town of Gray, unless a plan for the park has been approved by the Planning Board.
2. Pre-application – Generally, prior to the official filing of a mobile home park plan, the developer shall consult with the Town Planner for briefing and advice on the procedures, policies, specifications, and standards required by the Town for mobile home park development.

A sketch plan, or concept plan, shall be submitted to save the developer time and expense in reaching general agreement with the Town as to the form of the plan and the objectives of these regulations.

Ten copies of the Sketch Plan, or concept plan, shall be submitted to the Town Planner at least 10 days prior to the date of the next Planning Board meeting.

Form and Content – Concept plan or pre-application shall show the following:

a. General Park Plan Information

- (i) Site conditions (i.e. existing buildings; treed areas; deer yards; etc.)
- (ii) Proposed development;
- (iii) Data on land characteristics (i.e.: dimensions; legal description);
- (iv) Existing and proposed facilities with utilities;
- (v) Number and size of lots;
- (vi) Areas and uses adjacent to the subject tract;
- (vii) Proposed physical improvements.

b. Location Map

- (i) Relationship to existing community with a one (1) mile radius.
- (ii) Development name, location, scale, north arrow, and date.

c. Plan

- (i) Proposed layout
- (ii) Streets
- (iii) Lots
- (iv) Other features (i.e.: Laundromat; open space; office; landscaping; etc.)
- (v) May be made directly on a print of the topographic survey, if available.

The Planning Board shall review the sketch plan, or concept plan, and notify the developer of any changes, modifications, or amendments prior to the submission of the final park plan.

3. Application and Processing of Final Park Plan – The developer shall comply with all applicable requirements and regulations as stated in all applicable State and local regulations.

The developer/owner shall submit twenty (20) copies of the final plan with all required items, including all fees, to the Town Planner at least seventeen (17) working days prior to the date on which proper consideration is to be given by the Planning Board. No incomplete final plan application shall be accepted by the Town Planner.

The Planner shall review the park plan as to its conformity with the Comprehensive Plan, the recorded plan and the standards and specifications set forth herein or referred to herein.

The park plan shall also be reviewed by the Town Manager, Town Engineer, Director of Public Works, Director of Parks and Recreation, Law Enforcement, Fire Chief, Rescue, Unit, Post Office, Code Enforcement Officer, Superintendent of the Gray Water District, and the Superintendent of Schools. They shall convey their recommendations concerning the plan to the Town Planner at least 10 days prior to the date on which proper consideration is to be given by the Planning Board. The Town Planner shall relate the comments to the Planning Board at the meeting for which such plan is scheduled for consideration.

The planner shall present the park plan to the Planning Board with comments and recommendations of staff of any other person or agency.

The Planning Board shall study the plan and all recommendations, taking into consideration the requirements of these regulations. Particular attention will be given to the health, safety, and welfare of the park occupants, the arrangement, location, and width of streets, their relation to the topography of the land, sewage disposal, drainage, lot sizes and arrangements, the further development of adjoining lands as yet unsubdivided, and the requirements of other ordinances, policies, and plans as adopted by the Town of Gray.

Within thirty (30) days from the date on which the Planning Board first reviews the Mobile Home Park, the Planning Board shall approve, conditionally approve, or disapprove such plan. In the event of disapproval, the Board will advise the applicant of the specific changes or

additions it will require in the layout, and the character and extent of required improvements and reservations which it will require as a prerequisite to the approval of the plan.

4. Form and Content

- a. The plan shall be drawn on sheets twenty-four (24) inches wide and thirty six (36) inches long. It shall be drawn to a minimum scale of 100 feet to one inch. The plan shall also show the following:
 - (i) Name and address of the record owner; owner's representative, if applicable; and the project engineer or surveyor.
 - (ii) Present name of the mobile home park and any other names under which the park has been reviewed, if any.
 - (iii) Mobile home park boundary, indicated by heavy lines, and its computed acreage.
 - (iv) Location, on the site and adjacent to the site, of all existing and proposed:
 - (01) Buildings and structures.
 - (02) Streets and other rights-of-way and easements.
 - (03) Locations and sizes of utilities.
 - (04) Street paving widths.
 - (05) Curb return radii.
 - (06) Parking areas.
 - (07) Screening.
 - (08) Natural and environmental features including wetlands, streams, water bodies, etc.
 - (v) Present tract designation
 - (vi) Description by metes and bounds of the perimeter of the mobile home park and its location with respect to an original survey of which it is a part.
 - (vii) Primary control points or descriptions and ties to such control points to which all dimensions, and angle, bearings, lot numbers and similar data shall be referred.
 - (viii) Exact location, dimensions, tract designation, and name of existing and proposed residential lots, parks, public areas, and other related sites within the mobile home park.
 - (ix) The location, dimensions, and flow line or existing water courses and drainage structures on the site or adjacent to it.
 - (x) Date of survey, scale, and north arrow.
 - (xi) Key map, drawn at a satisfactory scale to show the relationship of the property to adjacent existing streets and identifying features for a distance of at least one-half mile.
 - (xii) Contour lines on a basis of five vertical feet in terrain with a slope of two percent (2%) or less, and on a basis of two vertical feet in terrain with a slope of more than two percent (2%).

- (xiii) A number or letter to identify each lot, or site, and each block.
- (xiv) Front setback lines shown graphically on all lots and sites. Rear and side yard lines shall be described either graphically or as a note on the plan.
- (xv) Location of corporate limit line if it traverses the mobile home park or forms part of its boundary.
- (xvi) Other conditions on the site, both physical and technical, when deemed necessary for complete review, and to evaluate impacts on groundwater and adjacent properties (i.e. hydrogeologic studies, erosion control plans).
- (xvii) Index sheet if site plan is drawn on more than one sheet showing the entire mobile home park at a scale determined by the Town Planner.

B. REVISION OF PLAN AFTER APPROVAL

No changes, erasures, modifications, or revisions shall be made in any plan of a mobile home park after approval has been given by the Planning Board, unless said changes, erasures, modifications, or revisions are first submitted to and approved by the Planning Board.

C. RESPONSIBILITIES OF THE PARK MANAGEMENT

1. The person to whom a license for a mobile home park is issued shall operate the park in compliance with this ordinance and shall provide adequate supervision to maintain the park.
2. The park management shall supervise the placement of each mobile home on its mobile home stand in accordance with this ordinance.
3. The park management shall maintain a register containing the names of all mobile home owners identified by lot number or street address. Such register shall be available to any herein authorized person inspecting the park.

D. RESPONSIBILITY OF PARK OCCUPANT

1. The park occupant shall comply with a applicable requirements of this ordinance and shall maintain his mobile home lot, its facilities, and equipment in good repair and in a clean and sanitary condition.
2. The park occupant shall be responsible for proper placement of his mobile home and accessory structures on its mobile home stand and proper installation of all utility connections in accordance with the instructions of the park management and State and Town codes.

SECTION 402.A.9 – PERMITS FOR MOBILE HOME UNITS IN PARKS

- A. It shall be unlawful for any person to place, construct, or extend a mobile home in a mobile home park unless that person holds a valid permit issued by the Code Enforcement Officer in the name of such person for the specific placement, construction alteration, or extension proposed.
- B. All applications for permits shall be made on a form provided by the Town and shall be accompanied by or have already on file with the Town approved master plans and licenses as provided for in this ordinance.

The Code Enforcement Officer shall review permit applications and inspect the premises to determine that the same complies with this ordinance and any other applicable codes and ordinances relative to the location, construction, arrangement, safety, and sanitary facilities of the mobile home.

SECTION 402A.10 – LICENSES

~~A. APPLICATION AND RENEWAL~~

~~It shall be unlawful for any person to operate any mobile home park within the limits of the Town of Gray unless he holds a valid license issued annually by the Town Council in the name of such person for the specific mobile home park. All applications for licenses shall be made to the Town Manager. After inspection by the CEO and by other Town staff and agencies as required by the CEO, and recommendation to the Town Council, the Council shall issue a license upon compliance by the applicant with provisions of this ordinance.~~

~~Application for original licenses shall be in writing, signed by the applicant, accompanied by an affidavit of the applicant as to the truth of the application and by the deposit of a fee and shall contain at a minimum: the name and address of the applicant; the location and legal description of the mobile home park; and a master plan of the mobile home park.~~

~~Applicants for renewals of licenses shall be made in writing by the holders of the licenses, shall be accompanied by the deposit fee of one hundred fifty dollars (\$150.00), and shall contain any change in the information submitted since the original license was issued or the latest renewal granted.~~

~~B. A license issued to any person for park operation shall not be transferrable in any way should the park be sold, transferred, given away, or otherwise disposed of in interest or control. The unused portion of the license renewal fee shall be pro-rated and refunded to the license holder. A new application for license must be applied for by any new owner or holder of interest in any park in accordance with Section 10.A of this ordinance.~~

~~C. DENIAL OR SUSPENSION~~

~~In the event that the Code Enforcement Officer recommends denial of a renewal of a park license or suspends a license in effect, notice of such decision shall be sent to the applicant. At its earliest possible convenience, the Town Council shall conduct a public hearing regarding the denial or suspension. Notice of such hearing shall be sent to the park owner, park manager, and all residents of the park.~~

~~In conducting its hearing, the Town Council shall review the issues which pertain to the specific situation. The Council shall review:~~

- ~~1. Park compliance with state and local regulations~~
- ~~2. Health, safety, and general welfare issues~~
- ~~3. Water and sewage facilities~~
- ~~4. Compliance of the park with its approved plan~~
- ~~5. Other issues which may be deemed relevant~~

~~The Town Council shall either approve, approve with conditions, or support the denial of the park license. If the applicant should disagree with the action of the Town Council, he may appeal by filing a civil action in Superior Court.~~

SECTION 402A.11 – INSPECTION OF MOBILE HOME PARKS

The Code Enforcement Officer or his agent is hereby authorized to make such inspections as are necessary to determine satisfactory compliance with this Ordinance and shall have the power to enter at a reasonable time upon any mobile home park property for the purpose of inspecting and investigating conditions relating to the enforcement of this Ordinance.

It shall be the duty of park management to give access to the park register and to all lots during normal business hours to the Code Enforcement Officer or his agent for the purpose of inspection.

SECTION 402A.12 – COMPLIANCE

A. NOTICES

Whenever the Code Enforcement Officer or his agent determines that there are reasonable grounds to believe that there has been a violation of any provision of this Ordinance; he shall give notice of such alleged violation to the person to whom the permit or license was issued as hereinafter provided. Such notice shall:

1. Be in writing
2. Include a statement of the reasons for its issuance
3. Allow a reasonable time for the performance of any act it requires
4. Be served upon the owner or his agent as the case may require, provided that such notice or order shall be deemed to have been properly served upon such owner or agent when a copy thereof has been sent by certified return receipt to his last known address, or when he has been served with such notice by any method authorized by the laws of this state.

B. EMERGENCIES

Whenever the Code Enforcement Office finds that an emergency exists which requires immediate action to protect the public health, he may without notice or hearing issue an order reciting the existence of such an emergency and requiring that certain action be taken as he may deem necessary to meet the emergency. Notwithstanding any other provision of this Ordinance, such order shall be effective immediately. Any person to whom such an order is directed shall comply immediately, but shall be afforded a hearing before the Town Council as soon as possible. The provision of this Ordinance shall be applicable to such hearing and the order issued thereafter.

SECTION 402A.13 – STANDARDS AND SPECIFICATIONS

A. DRAINAGE, STORMWATER MANAGEMENT, AND EROSION CONTROL

1. A storm drainage study and a proposed drainage system plan bot certified by a registered professional engineer, for surface and subsurface runoff, showing measures proposed to prevent pollution of surface or ground water, soil erosion, increased runoff, changes in ground water level and flooding. The storm drainage study shall document post vs. pre-development runoff conditions for the two (2) and twenty-five (25) year, twenty-four (24) hour storms. Drainage improvements shall be designed to control the rate of runoffs for the twenty-four (24) hour storm such that the rate of post development runoff will not exceed that of the pre-development condition.

2. Soil erosion and the sedimentation control plans prepared according to the specifications of the Cumberland County Soil and Water Conservation District (CCS&WCD), including a letter of plan approval by the CCS&WCD.

B. STREET SYSTEM

1. Interior park streets shall intersect adjoining public streets at approximately ninety degrees (90°) and at locations which will eliminate or minimize interference with traffic on those public streets. Access shall be in compliance with acceptable engineering standards and with a professional engineer's seal as required by the Manufactured Housing Board.
2. Parking: All parking shall be off-street. Each mobile home unit shall be provided with two (2) on-site parking spaces. Each space shall have minimum dimensions of nine feet (9') width and eighteen feet (18') length.
3. Guest Parking: Guest parking shall be provided at a rate of one space for each four (4) mobile home units. Guest parking shall be located such that no mobile home is farther than two hundred feet (200') (walking distance) from guest parking.
4. Minimum pavement widths of park streets shall be twenty feet (20') for two-way traffic; fourteen feet (14') for one-way traffic, and at least seven feet (7') shall be added for each parking lane if provided. In addition to the minimum pavement width, all streets in a mobile home park shall have a cleared area (no vegetation or appurtenances over three feet high) of forty feet (40') within the right-of-way to provide for maneuvering of mobile homes.
5. The park street system shall have direct connection to a public street.
6. Street grades may not be more than eight percent (8%). Short runs with a maximum grade of twelve percent (12%) may be permitted, provided traffic safety is assured.
7. All mobile home parks shall be provided with safe and convenient vehicular access from abutting public streets to each mobile home lot. Such access shall be provided by private park streets.
8. Entrances to mobile home parks shall be designed to minimize congestion and hazards and allow free movement of traffic on adjacent streets. No parking shall be permitted on the mobile home park entrance street for a distance of one hundred feet (100') from its point of beginning.
9. Park streets shall be built and designed according to acceptable engineering standards and with a professional engineer's seal as required by the Manufactured Housing Board. In the event the developer intends to offer the streets to the Town for acceptance as town ways, park streets shall be built and designed to those standards as set forth in the Town of Gray Subdivision Ordinance.
10. Park entrance streets must be able to accommodate all vehicle types having occasion to enter the park, including delivery vehicles and emergency vehicles.
11. All connections to the public street system shall be paved and shall meet the following standards:
 - a. Separation of park streets: four hundred feet (400') along the public road frontage.
 - b. Corner clearance is determined by the functional classification of the street as follows:
 - (i) Arterials: eighty feet (80')
 - (ii) Collectors: forty feet (40')

(iii) Minor: thirty feet (30')

- c. Specifications for access aprons shall be equal to the specifications for the existing street and shall be built according to acceptable engineering standards and with a professional engineer's seal as required by the Manufactured Housing Board.

12. A common walk system shall be provided and maintained between locations where pedestrian traffic is concentrated and is not separated from automobile traffic. Such common walks shall have a minimum width of three and one half feet (3 1/2'). If the slope of a walk is greater than five percent (5%) (1 in. rise in a 20 in. run), a handrail should be provided. The slope of a walk shall not exceed 8.33 percent (8.33%) (1 in. rise in a 12 in. run). Walks shall have a continuous common surface, not interrupted by steps or abrupt changes in level greater than 1/2 in. Where walks cross driveways or parking lots, they shall blend to a common level by means of curb cuts, ramps, or other means. Curb cuts shall have a textured nonslip surface (such as broom-finish concrete). Walks shall be provided with a level area no less than five feet (5') by five feet (5') where they terminate at the doors; in no case shall such walks extend less than one foot (1') beyond the side from which the door opens.

- C. A performance bond or similar financial guarantee acceptable to the Town Manager to secure completion of all improvements required by the Board and written evidence that the Municipal Officers are satisfied with the sufficiency of such bond shall be submitted.
- D. No part of any park shall be used for non-residential purposes except such uses that are required for the direct servicing and well-being of park residents and for the management and maintenance of the park, except for recreation.
1. Nothing contained in this section shall be deemed as prohibiting the sale of a mobile home located on a mobile home lot and connected to the pertinent utilities.
- E. The storage, collection, and disposal of refuse in the mobile home park shall be so conducted as to comply with the Town of Gray laws.
- F. Community facilities for the residents of each park should be provided. Facilities should meet the expected indoor and outdoor leisure time needs and may include common laundry facilities and office space for management. Facilities, when provided, shall be safely accessible to all residents. Such structures shall meet all applicable Town and State codes including those for buildings, utilities, occupancy, and handicap accessibility.
- G. Accessory structures or permanent structures within the park shall meet all construction standards for building, plumbing, electrical, and fire protection as adopted by the Town of Gray and the State of Maine.
- H. Each lot shall be marked for identification, easily readable from the park street.
- I. All mobile home parks subject to this Ordinance will connect to the public water system provided by the Gray Water District.
1. Individual water riser pipes shall be located within the confined area of the mobile home stand at a point where the water connection will approximate a vertical position and shall include a cut-off valve before entering the mobile home.
- J. An adequate and safe septic system or sewer system shall be provided in all mobile home parks for conveying and disposing of all sewage. Such system shall be designed, constructed, and maintained

in accordance with state and local laws. Cluster septic systems shall be limited to a maximum of four dwelling units.

K. LOT LAYOUT AND STANDS

1. Each mobile home lot shall contain a minimum area of 20,000 square feet. Units may be clustered on a 12,500 square foot lot when serviced by a central on-site subsurface waste water disposal system approved by the Maine Department of Human Services provided that a total of 20,000 square feet per unit is provided. Lot areas are exclusive of park streets.
2. Mobile home stands shall occupy no more than twenty percent (20%) of the respective lot area. The accumulated floor area of the mobile home and its accessory structures shall not exceed fifty percent (50%) of the total area of the lot.
3. Each mobile home shall be anchored to a six inch (6") thick reinforced concrete slab, the horizontal dimensions of which are the same or larger than the mobile home unit. The concrete slab shall be placed on not less than a 12" layer of well graded compacted gravel on a stripped subgrade. Suitable masonry piers shall be placed from the concrete slab to the girders and hold-down wires, chain, or cable shall be anchored into the slab. A suitable attached skirt extending from the concrete slab to the mobile home shall be provided.
4. The lots within any mobile home park shall not all be of the same size and shape if mobile homes of different sizes are to be accommodated and if effective use is to be made of the available space.
5. Buildings, mobile homes, or any structures shall be set back at least ten feet (10') from side and rear lot lines and twenty-five feet (25') from any park street. There shall be no variances of these setbacks.
6. Buildings and mobile homes shall be set back at least fifty feet (50') from any abutting property.
7. Placement of mobile homes within a park which appear to be perpendicular to a public road outside of the park is prohibited.
8. The site, including mobile home stand, patio, structures, and all site improvements shall be harmoniously and efficiently organized in relation to topography, the shape of the lot and the shape, size, and position of structures. Full attention shall be paid to use, appearance, and livability. Special attention shall be given to new mobile home designs and to common appurtenances that are available.
9. The mobile home unit shall be fitted to the terrain with a minimum disturbance to the land. Existing trees, rock formations and other natural site features shall be preserved to the extent practical.
10. The distance between mobile homes or mobile home stands shall not be less than twenty feet (20'). If structural additions to the mobile home are to be allowed, design distances must take the additional space required into account.
11. The site shall provide for a desirable residential environment which is an asset to the community. Innovative and imaginative designs shall be developed.
12. Visual buffers shall be provided within the property boundary perimeter setback area.

- a. Screen planting shall consist of a mixture of evergreen and deciduous trees or shrubs which will be at least six feet (6') in height and seventy percent (70%) solid within three (3) years of planting.
- b. Screen fences shall be visually attractive structures and constructed of durable weather resistant materials.
- c. Earth mounds shall be limited to slopes which can be easily maintained (3 to 1 for grassed slopes) and be used preferably in combination with screen planting.

13. A variety of lot and home orientations within each site plan shall be encouraged to:

- a. Eliminate monotony and repetitive unit siting;
- b. Ensure compatibility and specific site shapes and harmony with topography;
- c. Encourage individual mobile home site privacy;
- d. Create siting variety and improve appearance; and
- e. Take advantage of solar siting.

14. Each mobile home lot shall be designed to be occupied by one mobile home and uses thereto.

L. Each park shall provide either a recreation area or a fee-in-lieu of provision of such an area.

- 1. Recreation areas shall be not less than 2,500 square feet of area, or 100 square feet of area per space, whichever is greater. Suitable separations or other safeguards shall be provided if the recreation area abuts upon a railroad, a public street, a steep slope, or other similar hazard. Land reserved for recreation areas shall be developed, suitable, and usable for such use.
- 2. A fee in lieu of provision of land shall be made in conformance with the Town of Gray Subdivision Ordinance.

SECTION 402A.14 – SEPTIC SYSTEMS

All septic systems shall comply at a minimum with the State of Maine Plumbing Code.

SECTION 402A.15 – ELECTRICAL DISTRIBUTION SYSTEM

- A. Every mobile home park and every mobile home shall contain an electrical wiring system consisting of wiring, fixtures, equipment, and appurtenances which shall be installed and maintained in accordance with the Town of Gray Electrical Code and current edition of the National Electric Code governing such systems and approved by the Code Enforcement Officer.
- B. All electrical service to the park shall be installed to comply with standards acceptable to the service provided (Central Maine Power, etc.)

SECTION 402A.16 – FIRE PROTECTION

Mobile home parks shall be kept free of litter, rubbish, and other flammable materials.

Portable fire extinguishers rated for classes A, B, and C fires shall be kept in Community Facilities Bldg. and maintained in good operating condition. Their rating shall not be less than 1A10BC (Underwriters Laboratory Rating). Mobile homes shall conform to the requirements of the N.F.P.A. 101 Life Safety Code as amended where applicable.

SECTION 402A.17 – ENFORCEMENT

On behalf of the Town, the Town Attorney shall, when directed by the Town Council, institute appropriate action in a court of competent jurisdiction to enforce the provisions of this ordinance or the standards referred to herein with respect to any violation thereof which occurs.

SECTION 402A.18 – APPEALS

If the applicant should disagree with the action of the Planning Board, he may further appeal by filing a civil action in Superior Court.

SECTION 402A.19 – VARIANCES

A. Except as provided in subsection 19A-1, the Zoning Board of Appeals may authorize a variance from the bulk and space requirements of these regulations when, in its opinion, undue hardship will result from strict compliance. A variance shall not be authorized from Section five (5) of these regulations.

A-1 Disability Variance

The Board may grant a variance to a property owner for the purpose of making that property accessible to a person with a disability who is living on the property. The Board shall restrict any variance granted under this subsection solely to the installation of equipment or the construction of structures necessary for access to or egress from the property by the person with the disability. The Board may impose conditions on the variance, including limiting the variance to the duration of the disability or to the time that the person with the disability lives on the property. For the purposes of this subsection, disability has the same meaning as a physical or mental handicap under Title 5, MRSA Section 4553.

B. The term “undue hardship” shall mean:

1. The land in question cannot yield a reasonable return unless a variance is granted; and;
2. The need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood; and;
3. The granting of a variance will not alter the essential character of the locality; and;
4. The hardship is not the result of action taken by the applicant or a prior owner.

C. All requests for variance from the ordinance shall be submitted in writing. The decision of the Board of Zoning Appeal shall be rendered prior to application for Mobile Home Park approval. Written decision shall be forwarded from the ZBA to the Town Planner.

SECTION 402A.20 – REPEALING CLAUSE

All ordinances in conflict with the provisions of this Ordinance are hereby expressly repealed to the extent of said conflict with mobile home park development requirements.

SECTION 402A.21 – SEVERABILITY CLAUSE

Should any portion or part of this Ordinance be held by a court of competent jurisdiction for any reason invalid or unenforceable, the same shall not be construed to affect any other portion hereof, but all other portions hereof shall remain in full force and effect.

A VISION FOR GRAY CORNER

DRAFT
September 14, 2022



*People create great places.
We are grateful to the 200
+ residents, business owners,
elected officials, board and
committee members, and
staff for contributing to this
effort.*

LETTER

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***PLACEHOLDER
WELCOME LETTER FROM GRAY TOWN COUNCIL***

ACKNOWLEDGEMENTS

Town Council

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INTRODUCTION

A New Framework for Gray Village


Gray wants to reclaim its roads from cars and give them back to the people. This plan lays out a strategy to do just that.

In November of 2020, Gray voted to approve a new Comprehensive Plan. The 2020 Gray Comprehensive Plan calls for focused growth and development in Gray Village, with a denser and more walkable pattern focused on human comfort and quality of life. Gray's streets are not and should not continue to be treated like highway on-ramps. Today's cars and trucks move through the Village at speeds often in excess of the posted speed of 30 miles per hour. Gray should become a stopping place rather than a place you drive through - with slow, safe streets that demand civilized behavior from drivers.

There will be a short transitional period - but Gray is fortunate that funding has already been allocated by the Maine Department of Transportation to fix key intersections and streets. And Gray, knowing infrastructure investments are coming, has been actively engaging in capital improvement planning. The Town Council committed to hosting a public engagement effort and hiring Principle Group and its project partners to draw plans and renderings to articulate what Gray's vision is for Gray Corner. This plan is a culmination of years of planning, passion, and dedication on the part of many people.

With infrastructure improvements on the horizon, this is Gray's generational opportunity to establish a new identity and framework for daily life - one in which walking, bicycling, strolling, supporting and growing businesses, age-unlimited independence and housing choice could be transformed. This will leave behind a different legacy to Gray's children while making an indelible mark on seniors who wish to age in place rather than be forced to leave their community for lack of safe streets and available housing in the Village.

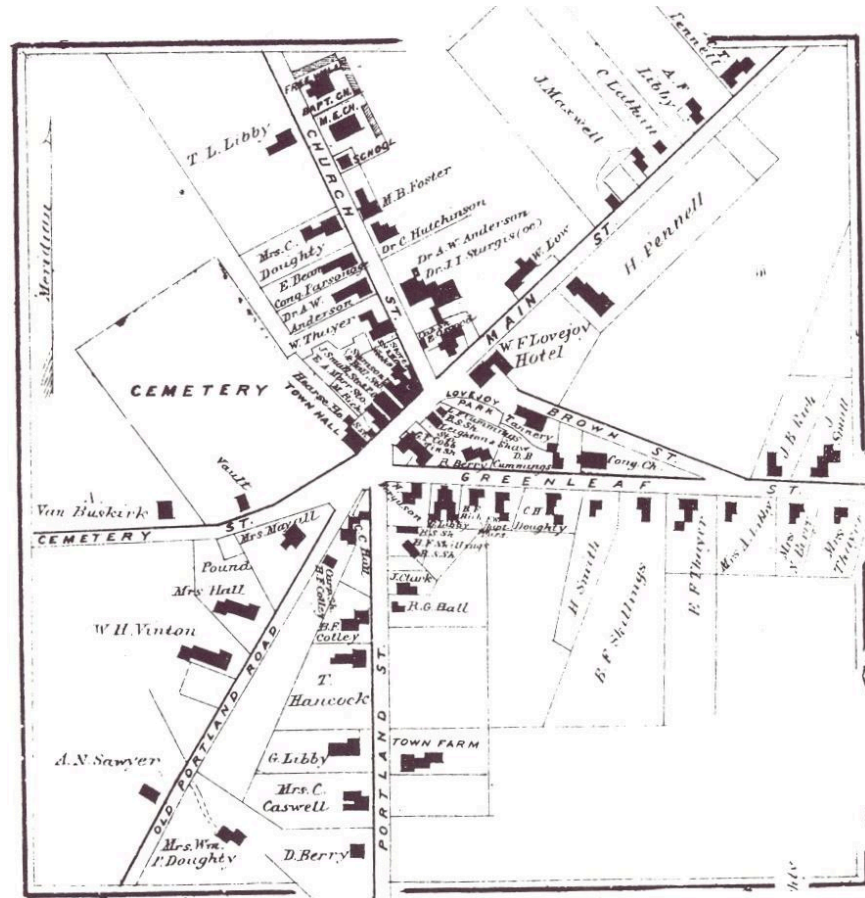
For landowners and business owners, this work deeply considers how the project will impact business. Where in the plan you may see existing parking lots replaced by buildings, parking shifts to the street. Street parking is one of Gray's untapped assets. With slower, safer and more inviting streets outside the doors of businesses and residences, more people will want to be in Gray Village. A 30 second delay might force drivers (particularly trucks) to seek alternatives. The tradeoff: the people of Gray get to have beautiful, safe streets, outdoor cafes and restaurants and thriving shop fronts. Gray, in a short few years, could become a destination, a 1 - 2 hour resting stop before continuing to the mountains or lakes, and an even better place to live.



As the Town and MeDOT move through engineering and design, the preferred design scenario selected by the Town Council and the people of Gray should be the basis for all design decision-making.

Caption: This is a process drawing created during the public design week.

This report provides a preferred design scenario as well as alternatives, giving the Town Council, residents, and stakeholders a number of options to consider. The plans have been drawn to scale, using data provided by the Town, MeDOT, and through the state's GIS data portal. Principle recommends that, should there be any notable deviation from the Council's selected design scenario, our design team is called upon to provide assistance. Plan annotations offer critical information to guide engineering decisions and fiscal investments.



(Top) This image is of Main Street looking south towards the original location of the monument at the intersection of what are today known as Yarmouth Road (formerly Greenleaf) and Main Street. In the foreground (right), Shaker Road (formerly Church Street) meets Main Street. (Left) Five roads converge in this historic map of Gray Village, to the left. Photo Credit: Gray Historical Society



Gray Village Map | Aerial (2018 Ortho 0.45m) – Gray, ME (1 inch = 100 feet)

COMMUNITY ENGAGEMENT & PERSPECTIVES



On June 27th, and from July 27 to July 30th, 2022, residents of Gray and local stakeholders were invited to participate in “Un-pave Paradise,” an intensive, multi-day Village design event to develop a vision for the Gray Village Center. The combination of marketing, events, and personal invitations to social networks successfully brought over 200 people to the table, lending their passion, local knowledge, and keen ideas for how Gray’s village evolves.



Throughout the course of countless conversations with Gray’s residents, stakeholders and leadership, it was universally agreed upon that the primary concern for Gray Village is slowing the vehicles down and reprioritizing who Gray’s streets are for: people, not cars. People expressed a desire to enhance the already good lifestyles they feel

they have in Gray, by making the Village an attractive destination for all, and a welcome place for new business investment, missing middle housing, connected streets, trails and public spaces to move about the Village.





BIG IDEAS



This set of five Big Ideas touches on social, emotional, physical and structural needs and desires sourced from you, the people of Gray - about and for Gray Village.

- Reclaim the Village Center for People
- Foster a Multi-Generational Community
- Strengthen and Connect Neighborhoods
- Build up the Local Economy
- Create an Overlapping Network of paths, streets, and trails

All ideas appear as they were submitted to the Big Ideas Wall during the design week.

Many ideas sourced from the community have been incorporated into the plans and drawings within this report, but not all have been stitched in. As part of annual goal setting, the Town Council, Comprehensive Plan Implementation Committee and other boards and committees should consider how to integrate the big ideas into municipal efforts. Through open and collaborative goal-setting, different boards and committees can work together with staff to advance priorities.

Some big ideas suggest action by/from the private sector - such as attraction of new businesses and investment in comforts and amenities to private property. The big ideas communicate a desire for change, not a mandate. All ideas are just that - ideas - until people take action to implement.

Finally, in the design week studio many precedent photos were displayed to illustrate ideas and concepts both raised by the team and participants. Each big idea has been presented with a handful of precedents, annotated to describe how an idea can be implemented.



1 Reclaim the Village Center for People

Today, Gray's roads are operating as an extension of the highway. During this process, residents have affirmed the vision for the Village Center expressed in the Town's newly adopted Comprehensive Plan - that roads become streets, safe and slow, belonging to the people who live here and own businesses here. And that by prioritizing people, not cars, the Village becomes a place to stop and stay rather than simply a pass through to somewhere else.

- Slow traffic down to make it safer
- Explore traffic calming measures (i.e. bumpouts, narrow lanes, signs that say "slow down", safety islands)
- Make Brown Street one-way
- Keep Brown Street as a two-way street
- Close Center at Main Street
- Widen Route 115 to have two lanes at the light coming from Yarmouth
- Improve clarity of navigating intersection of Rt 115 and Portland Road
- Simplify intersections
- Improve timing of lights
- Consider a roundabout at Main Street-Route 100-Yarmouth Road
- Speed monitor on Rt 115 Yarmouth Road to keep people to 30 mph
- Create safer pedestrian crossings
- Create all pedestrian lights to allow for corner to corner or diagonal crossing
- Make crosswalk at Historical Society raised and a brighter color to improve safety
- Add streetlights
- Bus stop to Portland
- Lower turnpike toll to prevent trucks diverting off I-95
- Don't allow 18-wheelers through town

2 Foster a Multi-Generational Community

Residents expressed a strong desire for a greater sense of community. There is broad interest for more gathering places and programming to engage with each other and foster social interactions. Whether they are recreational activities, parks, or community events, both seniors and young families want more opportunities to connect with the Village Center.

Build More Community Gathering Places

- Design a multi-generational community center (and pool)
- Build more recreation facilities such as a basketball court, tennis court(s), pickleball court(s), skate park, small playground (nature playground?), bocce, tetherball, shuffleboard, arcade, trampoline park
 - Build a concrete pump track for skateboard, roller skate, roller blade, bike, and scooter
- Create public spaces
 - Firepits
 - Pretty ice skating “places”
 - Create a music or performance space
 - Sledding hill
- Add pocket parks or a gateway park
 - Make a park on some fringe area at the cemetery
- Create a dog park
- Place colorful benches in walking/ park areas

- Designate picnic areas
- Develop space for food trucks
- Provide more spaces for kids of all ages
- Establish community garden(s)
- Install public art

Expand Activities for All

- Expand multi-generational recreational opportunities (softball, cornhole tournament) through coordination with the rec department
- Organize Creating Community Events
- Outdoor movie nights
- Concerts in the park
- Public holiday events (ex. Christmas parade)
- Start a seniors and kids walk together program (have seniors volunteer to walk children to after school activities)
- Formalize and expand the historic walking tour with placards at historic locations
- Multilingual books in the library

3 Strengthen and Connect Neighborhoods

Residents want to accommodate people at every stage of life. People expressed concern for lack of affordable housing, an inability to age in place or buy homes that are affordable to live near jobs. Residents also identified a need to maintain beautiful neighborhoods through design and aesthetic improvements.

- Affordable senior housing
- Create a 5-Story height ordinance
- Affordable rental units - both business and residential
- Use the former mill housing Farmhouse on Mayall Road as model for future multi-unit housing
- Develop vegetative storm systems (i.e. rain gardens, canopy trees)
- Preserve and showcase historic places and buildings
- Promote neighbors to keep their yard clean. Landlords and business owners do a better job with keeping property neat, clean, and maintained (i.e. repair unsafe and unsightly falling shutters, gutters, parking lot signs, etc.)

4

Build up the Local Economy

People love Gray and want to make it a destination, not just an exit or pass-through off the highway. During the Design Week residents said they want to attract local businesses to provide opportunities to increase the tax revenues while reducing property taxes. This means fixing up rehabilitating existing buildings, offering more dining options, and bringing in commercial businesses.

- Attract more small, independent businesses in village
 - Clothing shop
 - Candy store
 - Movie theater
 - Pet store
- Keep larger businesses and gas stations stay outside of village area
- Clark's Block needs to be fixed up
- Create municipal parking lot with space for food truck court
- Rehabilitate or remove Manny's
- 100% energy sustainability
- Bring localized medical services (primary care providers or an urgent care) to the plaza
- More dining options
 - Bakery/cafe/breakfast place
 - More Lunch spots
 - Edible Main Street

5 Create an Overlapping Network of Paths, Streets, and Trails

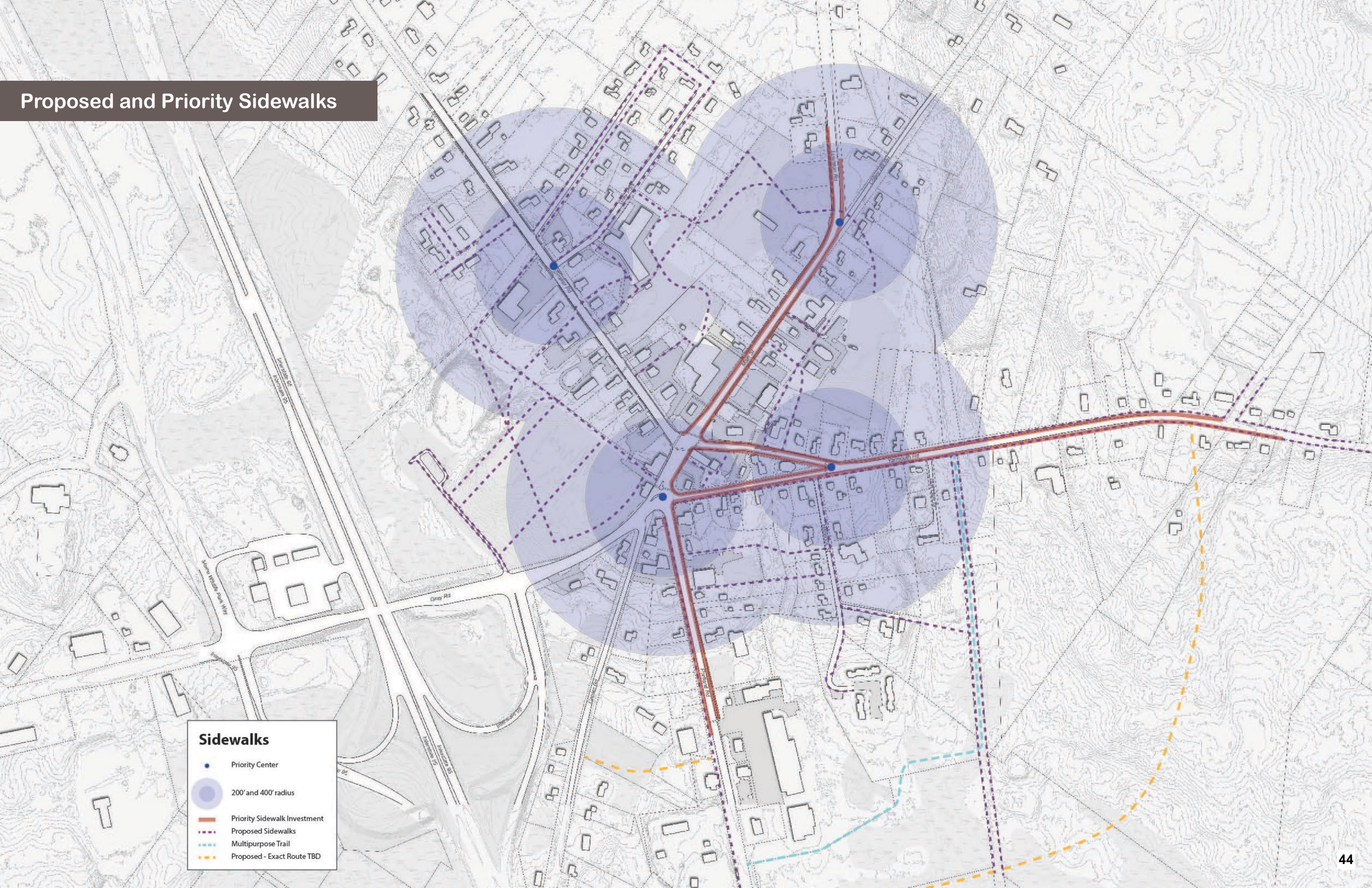
Gray residents want more opportunities to walk and bike around town. However, these paths are relatively disconnected. Weaving together thoroughfares within the Village and radiating outward will boost mobility, increase sociability, foster independence (especially amongst young people and elders), create safer vehicle movements, and connect town assets.

- Extend sidewalks from the Village along Main Street/Lewiston Road and Shaker Road
- Add sidewalks on major streets (Yarmouth and Brown)
- Add bike lanes along major roads within the Village and extended beyond Village on Main Street/Lewiston Road
- Expand walking and biking trails around village
 - Add trails through the cemetery
 - Turn interurban railroad bed into walking or multi-use path with nature viewing (coordinate with ATV club)
 - Extend path to the back side of Russell School
- Add bike lane in front of and sidewalks all the way to the Middle School
- Create directional signage for pedestrians (i.e. 5 minutes from here to library)
- Put benches on sidewalks
- Improve, and maintain, street landscaping (trees, perennials and annuals, grass, etc.)
 - Spread out bird houses along Village Trail
- Brick on some sidewalks is too slippery
- Connect the village to schools, Libby Hill, and Wilkies Beach at all mobility levels

Proposed and Priority Sidewalks

Sidewalks

- Priority Center
- 200' and 400' radius
- Priority Sidewalk Investment
- - - Proposed Sidewalks
- · · Multipurpose Trail
- - - Proposed - Exact Route TBD





DESIGN

SITE PLAN

The site plan is centered around the goal of creating a “Complete Neighborhood” within the village. This design approach explores how to integrate Main Street with the land surrounding it through a network of complete streets that prioritize people first and cars second. Within all village blocks, a mix of uses, activities and building types are provided, ensuring that the people who live here and come to the village on a daily basis can lead full, independent and dignified lives. In the preferred plan, commercial neighborhood amenities like coffee shops and markets can (and should) sit next to small, multi-family apartments. Blocks of slow neighborhood streets can provide children and seniors alike with safe connections between home, school, social and recreational amenities.

KEY DESIGN MOVES

1. Reduce the size of the two major intersections, and prohibit free-flowing right turn movements
2. Accommodate multiple uses and activities in every village block located within a 15 minute walk of the center of the village
3. Reclaim portions of Main Street to expand sidewalks and designate space for bicycles
4. Let buildings, new and existing, be parked on the street, in municipal parking lots, or share parking
5. Fill in the gaps between buildings with new housing, businesses, and civic spaces



What is a Complete Neighborhood?

A “Complete Neighborhood” is a neighborhood where people have safe and convenient access to the goods and services needed in daily life. A fundamental design principle of a Complete Neighborhood is scale: human scale is paramount, allowing for easy and convenient walking and biking. Thriving neighborhoods have enough people living and working near local shops and services to create a vibrant local economy that can meet the needs of people of all ages and abilities.

Illustrative Master Plan

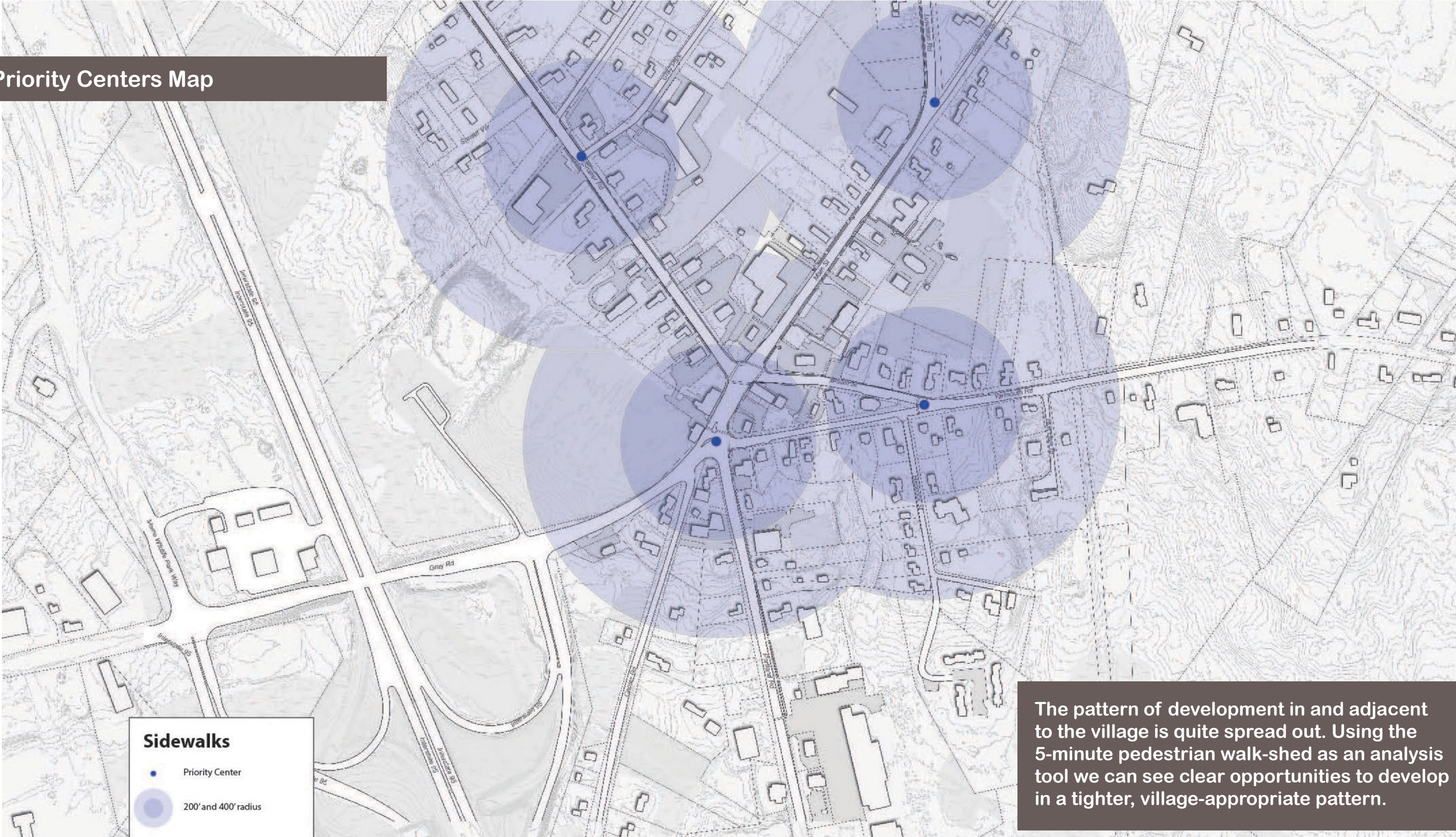


Plan Notes

- A** New Intersection Design prioritizing narrow pedestrian crossings at Main Street/ Yarmouth Rd & Portland Rd.
- B** Realignment of Brown St/Sheker Rd at the intersection with Main St
- C** New Open Space at Brown and Main St.
- D** Service Alley
- E** New neighborhood street
- F** Realignment of the intersection of Brown and Yarmouth Rd.
- G** New neighborhood street along shared with the Pennell Park path.
- H** New Plaza in front of Gray Historical Society
- I** Relocated Veteran's Monument
- J** Preserved Baseball Fields
- K** Realignment of the intersection of Main St and Colley Hill Rd.

Potential New Infill Development

Priority Centers Map



The pattern of development in and adjacent to the village is quite spread out. Using the 5-minute pedestrian walk-shed as an analysis tool we can see clear opportunities to develop in a tighter, village-appropriate pattern.

GRAY CORNER



The big design move here returns the civic heart and life to Gray Corner. Wide slip lanes and the paved shoulder is replaced with civic space in front of the Historic Society and old fire station, and generously wide sidewalks on both sides of the street. The monument, moved to make way for cars, can be moved back to a prominent, celebrated location. Highway road geometry no longer extends into Gray Village. With adjustments in intersection alignments, new buildings fill in to create a feeling of intimacy and shelter for people. Crossing distances are shorter, turning movements tighter and slower, and native plantings provide visual interest and shade to the street.



MAIN STREET



This section of the site plan shows how Main Street could look 10, 20, 30 years from now when the street is repaired and the property values increase to support the redevelopment of what are today auto-oriented commercial uses. A 100% corner is created at Shaker and Main Street, creating a true village center. Stimson Hall could accept additional buildings surrounding it, encouraging its rehabilitation. A new formal public green can be created by closing in curb cuts and parking on the street. Other buildings are served by parking and lanes behind buildings.



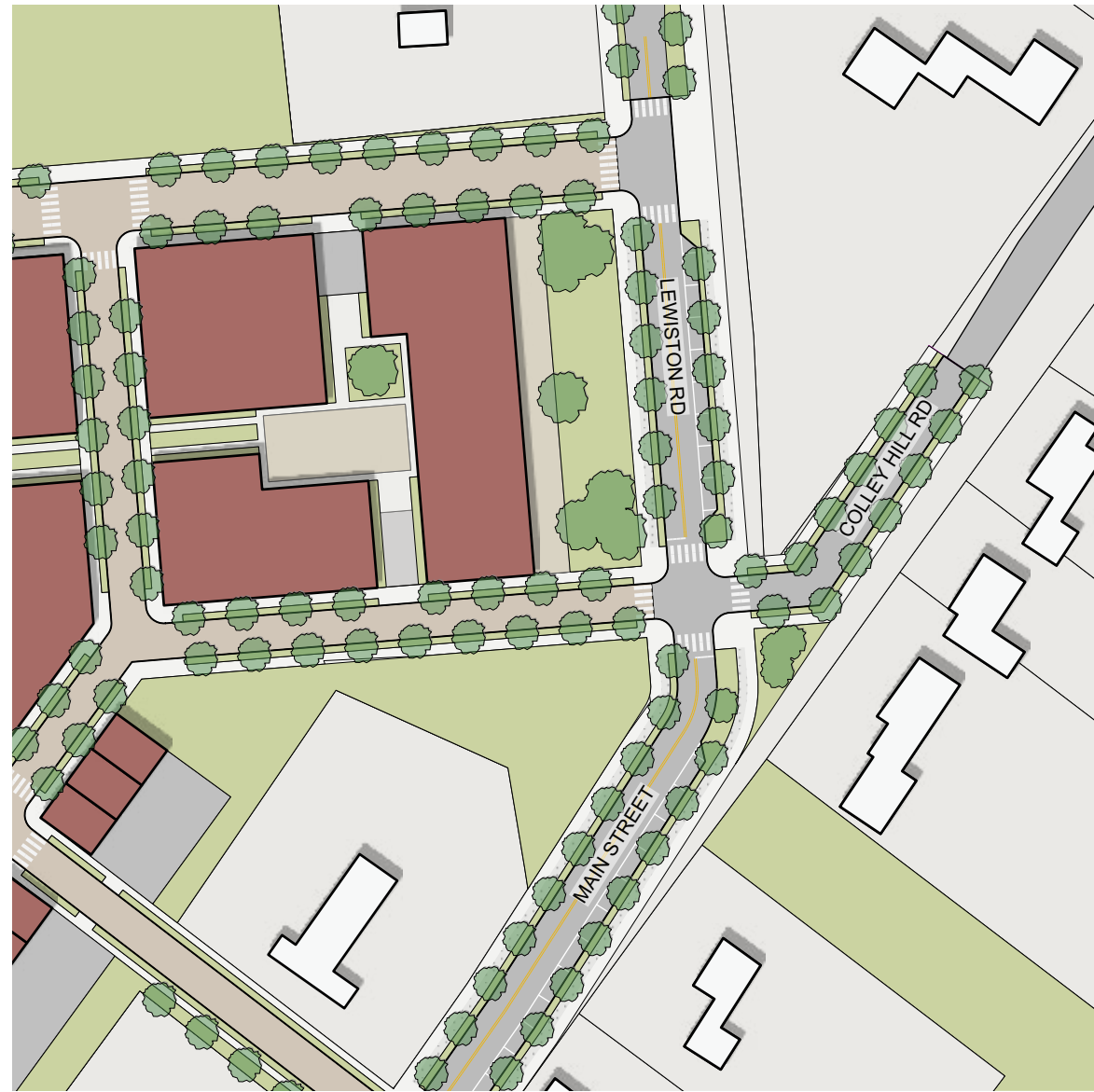
BROWN STREET



This section of the site plan shows the design solution widely supported by the community: realigning the intersection of Brown Street at Yarmouth Road to force drivers heading west on Yarmouth Road to make slow, right hand turns to continue on Brown Street. The street includes on-street parking amenity for businesses and the church, and a new formal public space is created where currently asphalt exists. Sidewalks wrap from Brown Street onto Yarmouth Road, providing a looping connection back to the heart of the Village.



COLLEY HILL



In this section of the site plan, alignment adjustments are recommended to remove the angle of Colley Hill entering Main Street. Vehicles will now slow down to make turns, and the road aligns with the new neighborhood streets of the Village Gateway Catalyst Site. Some width is removed by tightening up the curve in the street. This, combined with a new, larger building fronting Main Street will create the friction and discomfort to force drivers to slow down sooner. On-street parking continues in this section of Main Street, helping to support new neighborhood development.



Growing inside the village is a stated goal of the new Comprehensive Plan, as is the call to amend zoning to accomplish this goal. To be most helpful, the approach this report takes is to match up the vision and plans contained herein with the urban regulations that would be needed to accomplish the kind of build out that Gray wants to see.

Note: this section is technical in nature, as it describes legal language found in zoning and land use law. Efforts to simplify language have been made while retaining its legal nature.

Key Village Urban Regulations:

DISTRICT WIDE

- Eliminate discretionary terms and areas of vagueness from the existing ordinance and permitting process. Discretionary terms describing buildings and architecture such as, “shall be compatible” should be avoided. Discretion should be reserved for explicitly stated reasons. Any place in the ordinance that allows for a waiver should provide corresponding performance standards to review the request and guide decision-making.
- Replace discretionary language with a pattern book that articulates architectural design standards such as: features, massing, materials, window placement, roof pitches and how to treat additions or expansions of existing structures.
- Adopt a definition of “Theoretical Lot Lines” to allow for the placement of multiple buildings on a site without requiring division of land.
- Allow buildings to derive frontage on a thoroughfare, civic space, right-of-way, or easement. Driveways do not count as thoroughfare types.
- Consider eliminating all permitting fees for projects that create missing middle housing building types (3+ unit to 12 unit buildings) on a single, infill lot.



BUILDINGS

- Adopt building typologies to control the size and scale of buildings. For larger building types, such as large apartments, inns, and mixed use buildings, allow up to [Council decision 5 or 6] stories in height and up to 200’ in width to allow buildings to fill out the frontage of a human-scaled, walkable village block.
- Establish a range of ground floor heights keyed to building types to allow for a variation in building heights along the street. Historic places have this pattern of height variation. Modern places controlled by maximum height (as expressed on total feet) read as inauthentic, fake, and sterile.
- Require commercial buildings in the village to create shop fronts, with door entries spaced no further than 25 feet apart.
- Adopt fenestration requirements to ensure that buildings relate to the street by providing a rhythm of door and window openings
- Eliminate the dwelling/lot area requirement to attract multi-family housing building types and encourage infill between existing buildings.
- Require residential buildings fronting on public streets to include stoops or porches to create connection to the street.
- Develop a set of pre-approved missing middle building types. Pre-approved building types that

create less than 4 units on a lot could bypass site plan review.

SITES

- Increase the allowed maximum lot coverage (buildings plus all impervious surfaces) to 90%
- Reduce minimum lot widths to 16' to permit fee-simple row houses. For new lots, set a maximum lot width of 200'. This finer grain lot dimension results in a lot and block pattern that is tighter, more urban village and supportive of walking.
- Set a maximum perimeter block length of 1320', again to yield an urban village block pattern. Larger blocks are appropriate in other areas of town where more commercial industrial and warehouse buildings are located.
- Where a larger block exists today and the site is accepting infill development, or its creation cannot be avoided in future, require a mandatory pedestrian passageway every 180' and no narrower than 12' between buildings. (12' will require special fire rating; 40' will not). Both private developments and municipal streets projects should adhere to this standard.
- Blocks should be a minimum width so as to provide two rows of developable lots.
- Eliminate mandatory off-street parking for missing middle housing building types (triplex, and up to 12

unit small apartments or mixed use buildings).

- Expedite site plan review for any application that removes asphalt in exchange for creating sidewalks, shared streets or any hardscaped surfaces for use by pedestrians
- Implement a fast and simple one page permit application for "Site Activation" projects that turn parking or portions of a site into community gathering spaces and amenities, such as pop-up play spaces, cafes, outdoor markets and temporary retail or food and beverage kiosks. Allow permitting of temporary projects (6 months or less) to happen at the staff level. Do not treat such temporary changes to sites as a change of use.

SUBDIVISION

- Adopt the subdivision exemption allowing buildings with 4 or more units to be reviewed as a site plan. Decrease the permitting timeframe for smaller scale multi-family housing (12 units or less)) to be less than or equal to the timeframe for site plan review. Any move to reduce permitting times and hurdles creates incentive to the market to deliver missing middle housing.



STREETS

Streets are the outdoor living rooms of neighborhoods. The best-designed streets consider the evolving needs of people who need them, supporting personal independence and fostering dignity, particularly for children and seniors. However, hostile streets that operate under the assumption of car-dependence and assume that all people are able-bodied and unburdened by mobility, sight or auditory challenges lead to division, exclusivity, isolation, and limitations on work and social activities. Gray is at a pivotal point to reclaim space from cars and give that space back to people for walking, strolling, gathering, dining, socializing and daily life. Strategic action on the part of the Town is necessary to put in place a connected, safe network of complete streets that sets up the infrastructure framework for coming growth.

KEY DESIGN MOVES:

- Slow the movement of vehicles through the Village by eliminating free-flowing right turn lanes
- Reduce the size of intersections shortening crossing distances for pedestrians,
- Narrow the travel lanes to reduce speed
- Add on-street parking to support business while creating further friction to the street and protection of pedestrians from moving vehicles
- Provide dedicated bicycle facilities to separate bicyclists from moving vehicles
- Beautify the street with landscaping and street trees
- Provide convenient and frequent cross walks and resting places for pedestrians to support mobility, particularly for children and seniors.

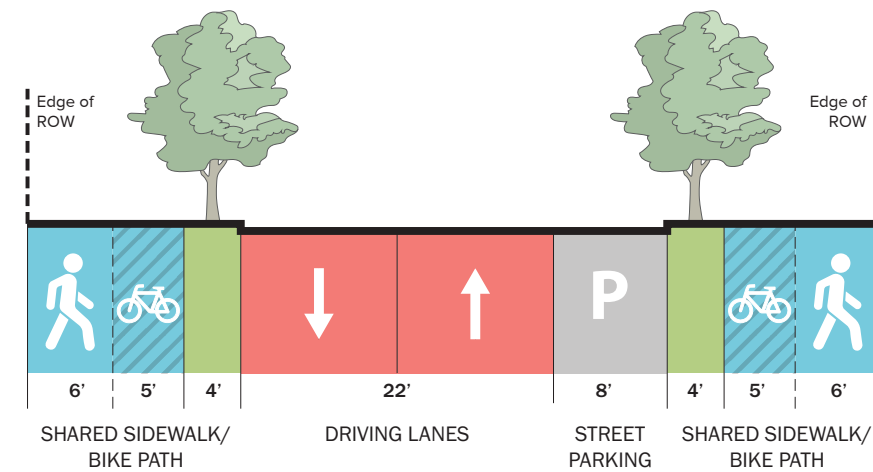


Main Street



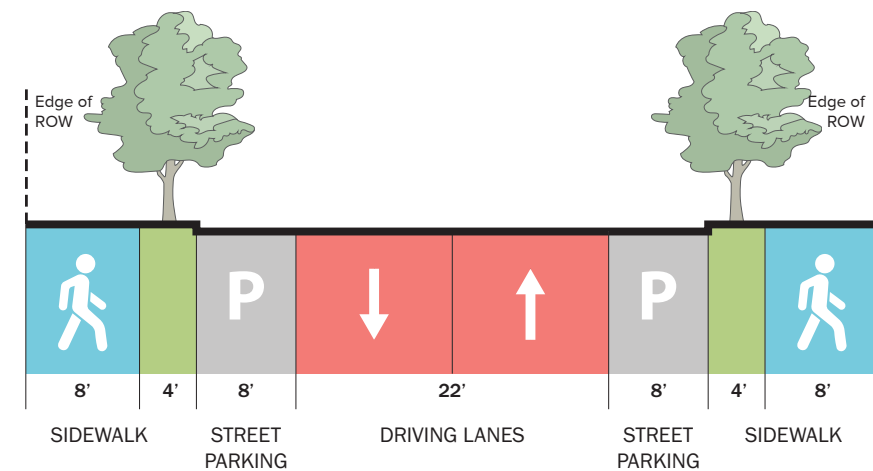
EXISTING CONDITIONS:

- Unnecessarily wide driving lanes and road shoulder.
- Narrow sidewalks.
- West ROW occupied by abutting parcels.
- Lack of shade, furniture, and other pedestrian-oriented amenities.
- Constant curbcuts



PREFERRED DESIGN:

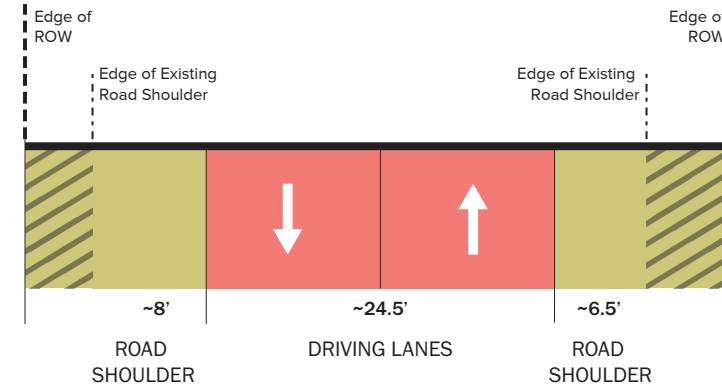
- Driving lanes width limited to 11 ft.
- On-street parking on the east side of Main Street.
- Wider sidewalk functioning as a shared sidewalk/bike path.
- Planting strip on both sides of the street.



DESIGN ALTERNATIVE:

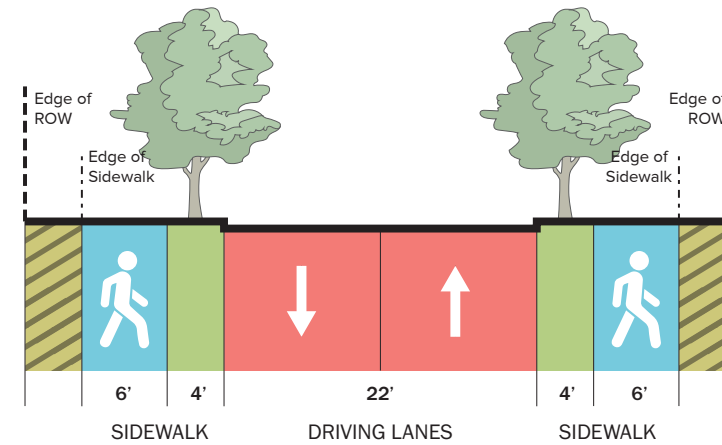
- Driving lanes width limited to 11 ft.
- On-street parking on the both sides of Main Street.
- Wider sidewalk.
- Planting strip on both sides of the street.
- Cyclist share the street with the regular traffic.

Yarmouth Road



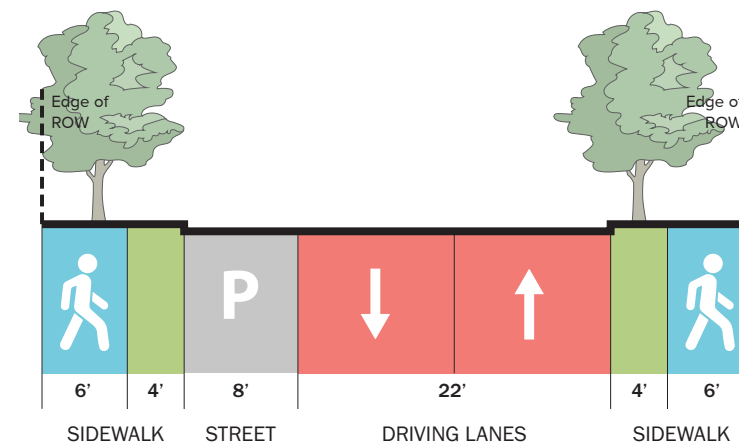
EXISTING CONDITIONS:

- Fast moving traffic and no pedestrian infrastructure.
- Wide driving lanes.
- Unsafe to walk. No sidewalks, just a dirt path along the road shoulder.
- ROW unclear and potentially occupied by abutting properties.



PREFERRED DESIGN:

- Driving lanes width limited to 11 ft.
- New sidewalks with a planting strip on both sides.
- Not all the ROW is utilized, allowing to minimize conflict with abutting properties.



DESIGN ALTERNATIVE:

- Driving lanes width limited to 11 ft.
- Potential on-street parking on the north side of the street.
- New sidewalks with a planting strip on both sides.
- Utilization of the entire ROW, potentially requiring the relocation of some fences and retaining walls.

VILLAGE GATEWAY CATALYST SITE



THIS PAGE IS A PLACEHOLDER

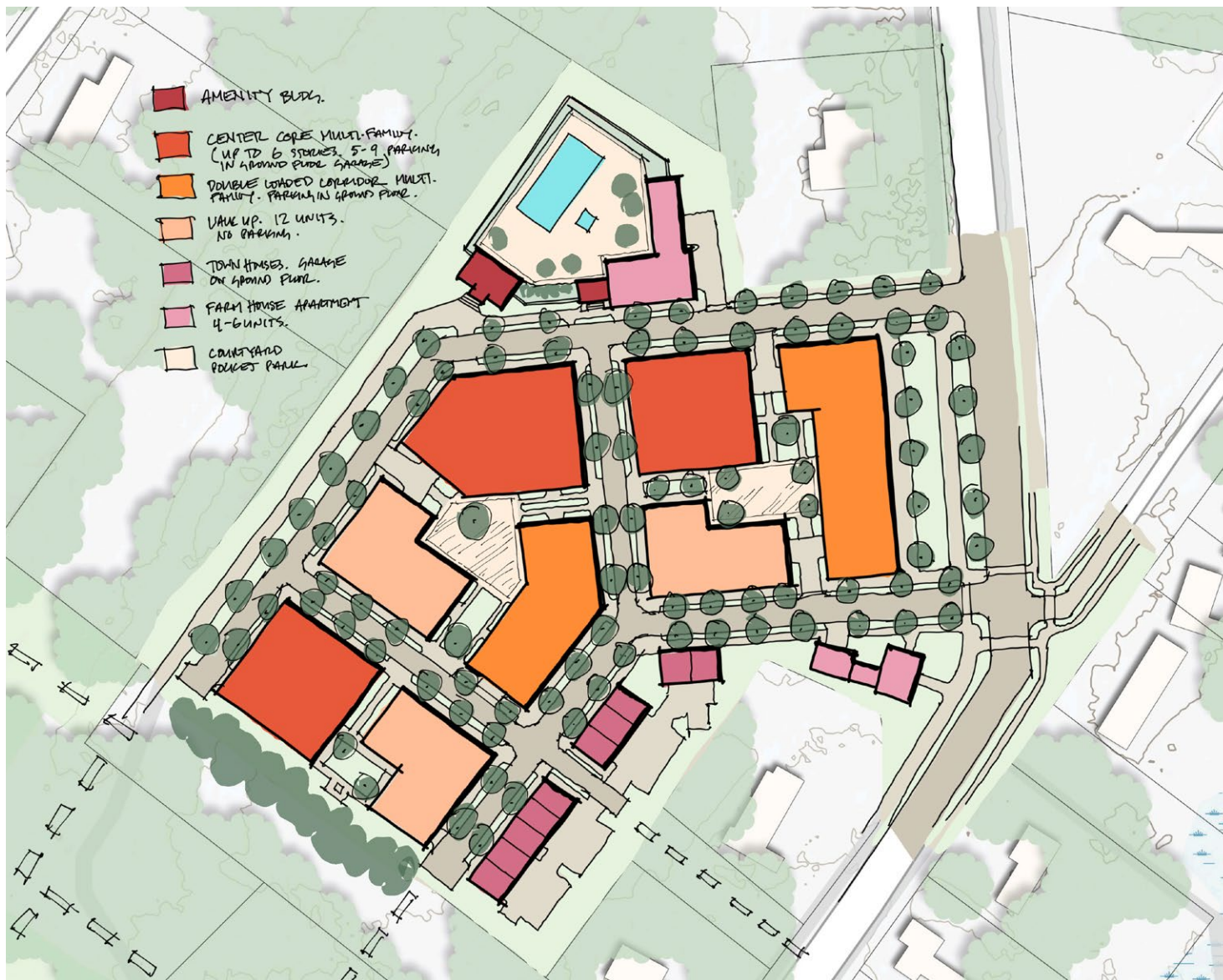
Final Rendering Art Work to be Produced After Town Council Review and Decision on Proposed Catalyst Site Plan Design

In 2021, Gray residents voted to acquire an approximately 6 acre site with the intention of guiding the kind of growth it wants to see in the village center. In recent years, the pressure to build housing has meant the loss of parcels in the village to single family housing. Leadership recognized that land within the village is scarce, and voters supported the idea of a master planned new neighborhood for what is today an open field.

As envisioned, this area will have a number of activities and building types to address what Gray wants to attract and see more of in the village. There will be spaces for active play, social living, and possibly senior and multigenerational housing with apartments. Trail connectivity is also a priority, especially between the schools and Pennell Campus where many programmatic activities happen.

In its current form, Gray village is about one block deep. The spaces behind buildings on Main Street and (Short) Shaker Road - used for parking lots and circulation driveways - provides an opportunity to reorganize and repurpose how this space is used. The preferred site plan sees the village gateway site integrated with a new block structure of complete streets, providing frontage opportunities for many new buildings. New building sites could accommodate some taller, more dense multi-family buildings to attract the private market to build much desired senior and workforce housing.

The build out of the village gateway site will require partnership with private developers to ensure it happens in alignment with Gray's desired vision for the site.



SITE BACKGROUND

- Site is a flat field, with frontage on Main Street near the intersection of Colley Hill Road
- Located almost directly across from Pennell Campus with the elementary school along its western boundary
- A trail grant was awarded to extend the VALT trail to connect Pennell Campus to the school; location of route not fixed per the grant award, but intended for location along the southern property line.
- Zoning Map designation is “VC” and should be considered for rezoning to “VCP” or the most dense zoning district

PLAN NOTES:

- Create a block structure of slow neighborhood streets with sidewalks to provide frontage for a mix of residential building types.
- Provide well-designed private spaces between buildings using a mix of native plants and trees, hardscaping, and pedestrian comforts (low key lighting, seating).
- Streets may be continued to connect to adjacent properties if/when further development occurs.
- Provide multiple opportunities for pedestrian connections within the site and to adjacent destinations such as the school and municipal buildings.



NEXT STEPS

NEXT STEPS

The hard work of the Town Council and community will continue, as many of the ideas described in this report will require further conversation, exploration, and decisions as the plans transition to engineering. The spirit of an “all hands on deck” process, and the invaluable energy built during the design week can continue to be leveraged. What follows is a recommended set of next steps the Council can take, in addition to working collaboratively with the MeDOT to advance engineering and design for the streets.

ENGAGE THE COMMUNITY AT KEY TOUCH POINTS

The making of this plan for Gray Corner benefited immensely from the involvement of community members and board and committee volunteers. Gray residents love their town, and the dedication they feel to show up and be part of decision-making is evident. The community conversations at the workshops and special topic meetings provided essential input to the process. And, residents expressed gratitude for leadership taking on this important work and investing in an engagement platform that allowed easy participation.

Council should continue to invite the public to engage at key touch points, and take moments to celebrate milestones as they are reached. Hosting special plan open houses and events will encourage continued participation.

ADVANCE ZONING DISCUSSIONS

This report also includes a number of zoning recommendations to allow for new development to take a desired

form in Gray. As the streets and infrastructure discussions advance, the Town can also begin to take next steps to create a Pattern Book for Gray Village and made modifications to parts of the zoning ordinance that might be holding back good development from happening - and timely decisions being made.

ADOPT A QUICK-BUILD SPIRIT

Entrepreneurs in Gray could be supported to take on some of the desired changes people would like to see to existing commercial properties if a fast staff review and sign-off process were in place. Ideas such as parking lots to gathering or play space, raised beds for pollinators and food growing, outdoor seating, cafes, and incubator retail market stalls could be tested if a simple one page application process was created. These kinds of quick-build projects invite the business community to easily participate in making Main Street more beautiful and more inviting to be here.

KEEP PARTNERING AND LEVERAGING RELATIONSHIPS

Gray's staff and leadership have done a remarkable job of connecting with supportive networks such as the Bicycle Coalition of Maine, Greater Portland Council of Governments, and Maine Council on Aging to tap resources and talents to move Gray Village forward towards the future it wants. Continue asking for assistance. All three organizations can prove helpful seeking funding and with public education around issues of equity, transportation, housing choice and being the most age-friendly multi-generational community Gray can be.

DISTRICT COMMITTEE

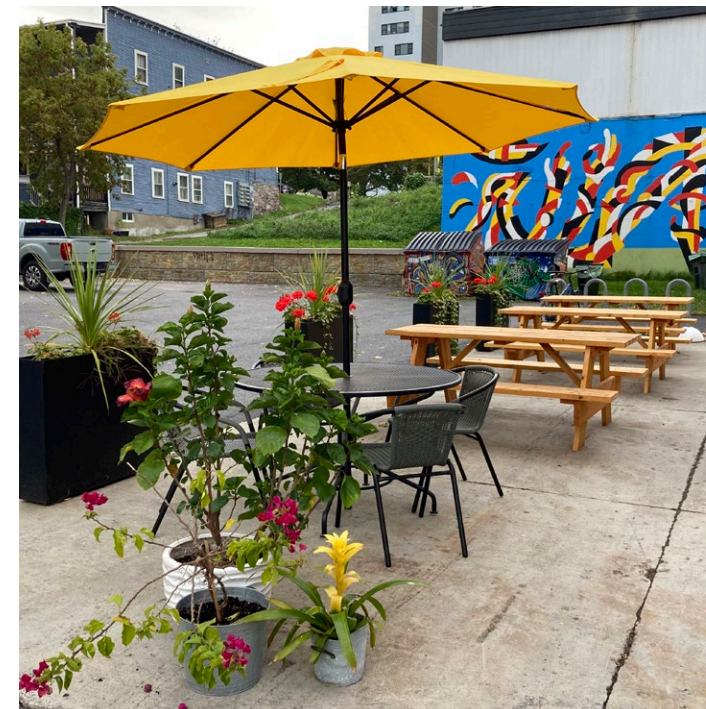
The Town Council may want to consider forming a special Village District Committee tasked with the sole responsibility of planning,

seeking grants, and working with the local business community to lift Gray Village up. This committee should be comprised of people who particularly feel passionate about the ideas expressed in this report, who are entrepreneurial-minded, and who have understanding of the development industry.

CELEBRATE!

Last, the implementation of plans the scale of this one will take many years to happen. Successes along the way should be celebrated. We recommend Gray considers hosting a celebratory 1 year community check in and family block party on the Pennell Campus in Summer 2023.

Bottom Left: Turn portions of under-used parking spaces into beautiful outdoor places to dine. Bottom Right: test street improvements with temporary materials.



NATIONAL SUICIDE PREVENTION + ACTION MONTH PROCLAMATION

WHEREAS; September is known globally as “Suicide Prevention Month,” the National Suicide Prevention + Action Month Proclamation was created to raise the visibility of the mental health resources and suicide prevention services available in our community. The goal is to start the conversation about mental health and the impact of suicide to help destigmatize the conversation and help connect people with the appropriate support services; and

WHEREAS; more than 45,979 people died by suicide across the United States in 2020, with an average of 130 suicides completed daily; and

WHEREAS; according to the Centers for Disease Control, for every suicide death, there are 4 hospitalizations for suicide attempts, 8 emergency room visits, 27 self-reported suicide attempts and 275 people who seriously considered suicide and

WHEREAS; each and every suicide directly impacts a minimum of 100 additional people, including family, friends, co-workers, neighbors, and community members; and

WHEREAS; the Town of Gray publicly places its full support behind those who work in the fields of mental health, education, and law enforcement; and

WHEREAS; global organizations like Hope For The Day (HFTD) and our local mental health partners serve on the front lines of a war that many still refuse to discuss, as stigma regarding suicide and mental health issues is far too prevalent; and

WHEREAS, we encourage all residents to take the time to understand the importance of mental health education and recognize that taking care of ourselves and others includes taking care of mental health.

NOW, THEREFORE, be it resolved that we, the Gray Town Council, do hereby proclaim the month of September 2022, as National Suicide Prevention + Action Month in the Town of Gray.

ADOPTED ON _____ by the Gray Town Council. Ayes are indicated by signature below.

Sandra Carder

Krista Chappell

Dan Maguire

Martin Meaney

Michael Curtis

Submission #138

View

Edit

Delete

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

[Previous submission](#) Next submission

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

Submission information

Form: [Board/Committee Volunteer Application](#)
Submitted by Anonymous (not verified)
August 31, 2022 - 7:51am
216.220.244.2

Application Date: August 31, 2022

Contact Details

First/Middle Name: Schelene
Last Name: Shevchenko
Street/PO Box: 59 Shaker Rd.
City, State, Zip: Gray, ME 04039
Phone Number: 207-415-8980
Email Address: schelene.shevchenko@gmail.com

Employment

Occupation: Project Manager
Present Employer: Synergent
Employer Phone Number:

Are you a Gray resident? Yes

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

Community Economic Development Committee

Reason for selecting this particular board/committee?

I would like to continue my membership on this committee.

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

I can help continue the great work of the CEDC!

What talents and skills would you bring to this position?

Project management, meeting facilitation

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

To help make Gray a great place to live and do business; to liaison with local businesses or prospective businesses; to engage the community in improvements around town.

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

CEDC - 2020 to 2022

Fiddlehead Art & Science Center (closed during pandemic) - 2015 to 2021

Girl Scout leader - 2017 to 2021

Cub Scout leader - 2014 to 2016

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

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

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

How did you hear about this volunteer opportunity?

Word of Mouth

[Previous submission](#) Next submission

Submission #139

[View](#)

[Edit](#)

[Delete](#)

[Previous submission](#)

[Next submission](#)

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

Submission information

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

Submitted by Anonymous (not verified)

August 31, 2022 - 10:20pm

2603:7080:483c:c500:84c1:aaf2:51f3:d3ab

Application Date: August 31, 2022

Contact Details

First/Middle Name: Derek J

Last Name: Shirley

Street/PO Box: 24 Cambell Shore Rd

City, State, Zip: 04039

Phone Number: 4126512383

Email Address: derek.shirley.j@gmail.com

Employment

Occupation: Screen Printer

Present Employer: Grapkie Wear, South Portland

Employer Phone Number: (207) 899-6886

Are you a Gray resident? Yes

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

Ordinance Advisory Committee

Reason for selecting this particular board/committee?

I like working with town/city ordinances in particular areas of small business

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

I bring a lot of cannabis law, and information to the table due to my other Coalition duties

What talents and skills would you bring to this position?

A fresh pair of eyes, I'm 30 years old so I'm point of view might be different but I'm absolutely willing to learn from others

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

To look over town/city ordinances to make sure they are correct and have the best interest for the town at heart and the people/ small businesses

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

Maine Cannabis Coalition

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

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

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

Honestly being a young adult in gray I would love to be more active in my local community. I do a lot of work on the state house level, I enjoy working with town ordinance especially with small cannabis businesses

How did you hear about this volunteer opportunity?

Social Media

[Previous submission](#)

[Next submission](#)

Submission #129

View

Edit

Delete

[Previous submission](#)

[Next submission](#)

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

Submission information

Form: [Board/Committee Volunteer Application](#)
Submitted by Anonymous (not verified)
July 27, 2022 - 12:56pm
216.220.249.244

Application Date: July 27, 2022

Contact Details

First/Middle Name: Samantha Joyce-Klaper
Last Name: Lee
Street/PO Box: 47 Mayberry Rd
City, State, Zip: Gray, ME 04039
Phone Number: 248-925-9612
Email Address: samantha.joyce.lee@gmail.com

Employment

Occupation: Social Worker
Present Employer:

Employer Phone Number:

Are you a Gray resident? Yes

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

Open Space Committee

Reason for selecting this particular board/committee?

I attended the vision planning meetings surrounding walking and biking mobility in Gray. I believe that when the outdoors are more accessible and folks can have a variety of options when it comes to mobility, then communities are stronger and more connected. The Open Space committee was discussed at the meeting, and I spoke 1:1 with one of the current members to learn more, and it was of great interest to me.

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

As a current resident, parent, and someone who has worked in the social service field I believe I would bring a unique perspective to the group, ability to collaborate with a variety of people, and a strong desire to bring the community of Gray together, which I truly believe can be achieved by adequately utilizing outdoor spaces.

What talents and skills would you bring to this position?

I have a skillset that includes community organizing, relationship development, program and plan implementation, and an overall passion for improving lands and the use of lands in Gray. As a community member, and someone who plans to raise their family here, I believe it is my responsibility to contribute to the overall community at the local level.

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

To me, it would appear that the responsibility of the Open Space committee is to enhance the public lands and open space areas in town. Along with making them more useful to residents whether in the form of walking, biking, or recreational areas for all to enjoy. Also, ensuring that habitats are protected so we can ensure the nature in our community remains healthy. Also, collaborating with a variety of other entities in Gray and Maine government.

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

While I'm new to Gray, I have been a social worker for 13 years working closely with many of the communities that I supported, serving community centers, schools, and various social service organizations including after school programs, foster care, community mental health, and workforce development.

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

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

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

How did you hear about this volunteer opportunity?

Other

[Previous submission](#)

Next submission

TOWN OF GRAY MAINE FREEDOM OF ACCESS ACT POLICY

Adopted October 6, 2020; Amended September 20, 2022

HOW TO SUBMIT A FOAA REQUEST

Requests to inspect or obtain copies of public records of the Town, may be submitted verbally or in writing, in person, electronically, or over the phone.

To aid the Town in properly searching for and collecting any responsive documents, the request should describe the public record in as much detail as possible. The request should also include the name, address, and contact information (phone number or email address) of the requester. Failure to provide sufficient information may require the Town to seek additional clarification from the requester, thereby delaying processing of the request. To assist the Town in providing a prompt response, it is helpful if your request states "FOAA Request" in the subject line of the email or communication containing the request.

Requests for public records may be made:

- Via email to sgallant@graymaine.org townclerk@graymaine.org
- In person or by mail at: Town of Gray, ATTN: FOAA ~~Coordinator~~Officer, 24 Main Street, Gray, ME 04039
- Via fax to (207) 657-2852 - Attn: FOAA ~~Coordinator~~Officer

(Note that a request sent by fax or email is deemed received the following business day.)

HOW TO UNDERSTAND THE TOWN'S RESPONSE

Acknowledgement of Receipt: Within 5 business days after receiving a FOAA request, the Town will respond to the requester acknowledging that the request was received. Thereafter, the Town will provide a response to the request within a reasonable time.

Granted Requests: If any part of the request is granted, the Town will require payment in full of any fees associated with preparing and/or copying the request, before the public record is released. If public records are available for free on a Town internet site, a requester may still request the Town provide copies of those records, however fees may still be charged for producing copies of said records, as detailed below. There is no charge for electronic document copies, with the exception of the time it takes staff to research and prepare the electronic file.

Denied or Redacted Requests: A request may be wholly or partly denied if the Town does not possess the requested record or if specific exemptions listed in the FOAA apply. If a denial is based on an exemption, the public records or portions of public records subject to the exemption will be redacted or omitted, the exemption will be explained, and an exemption log may be prepared and sent to the requester if requested. Any denial of a request for public records shall be issued to the requester within five (5) working days of receipt.

FEE CALCULATIONS

Public records requests are subject to the following fees, which must be paid in full before the Town will release any responsive documents.

TOWN OF GRAY MAINE
FREEDOM OF ACCESS ACT POLICY

Adopted October 6, 2020; Amended September 20, 2022

The first two hours of Town staff time spent searching for and reviewing public records is free. After that, staff time is billed at \$~~45~~25.00 per hour. Time is billed in hourly increments, therefore any time spent on a request will be rounded to the next whole hour. [1 M.R.S. § 408-A\(8\)\(B\)](#)

The Town currently charges for the actual cost of paper copies and media as follows:

Paper Copies	
8½ x 11 or 8 ½ x 14	\$.50 <u>10</u> per sheet, black and white \$1.00 per sheet, color
11 x 17	\$1.00 per sheet, black and white \$1.50 per sheet, color
Ordinance Copies	\$10.00 each
Compact Disc or DVD	\$40.00 each
Photographs, videotapes, maps, plans, blueprints, microfilm, and other media that must be duplicated or published off-site*	Actual cost of duplication/publication charged to Town, including postage
Other media provided by the Town	Varies depending on actual cost of the media

* [1 M.R.S. § 408-A\(8\)\(C\)](#)

The Town charges the cost to mail a public record to a requester, including delivery confirmation, except that postage costs are waived (including the Town’s written response) that fit into a business envelope. [1 M.R.S. § 408-A\(1\), \(2\), \(8\)\(E\)](#)

All fees will be detailed on an itemized form provided in the response.

Please note: Prepayment for a request will be required where an invoice for a previous request has not been paid. A deposit of 50% will be required for any requests estimated to exceed \$100. These fees are due prior to any work being performed by staff.

AppealsAPPEALS

Any person who is aggrieved by the Town’s refusal or denial to inspect or copy of a record, or copying a record, may appeal the refusal, denial, or failure within thirty (30) calendar days of the person’s receipt of the written notice of refusal, denial, or failure to the Maine Superior Court in Cumberland County, pursuant to 1 M.R.S. § 409.

Any questions regarding this policy can be directed to the FOAA Officer.



TOWN OF GRAY

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

OFFICE OF THE TOWN MANAGER

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

To: Town Council
From: Jonathan Hartt
Date: September 13, 2022
Re: Return to Work Policy

The Town of Gray Personnel Policy's section on Workers' Compensation generally outlines the procedure for reporting and responding to workplace injuries, but it lacks guidance on how to assist injured workers in transitioning back to the workplace. The proposed Return to Work policy would provide this information and supplement the current WC reporting procedure.

Also, this policy is recommended by our Workers' Compensation insurer MMA Risk Management Services. Providing this policy (and training staff on its use) may entitle the Town to an additional discount on its insurance policy. Thank you for your consideration.



TOWN OF GRAY

Return to Work Policy

The Town of Gray is concerned about the health and well-being of its employees. We are committed to working with our employees and their healthcare providers to find work designed to assist injured workers in transitioning back to the workplace by performing meaningful work within their capabilities.

At any time, the Town may require written documentation from a licensed physician describing the limitations, progress, and physical abilities of the employee.

Providing there is a reasonable expectation that the employee will be able to resume full duties within/or by 30 calendar days subject to available work that will be beneficial to the employer. Work consistent with temporary work restrictions may be assigned to the employee for up to 30 calendar days or until the employee is capable of returning to full duty, whichever occurs first. In the event that a modified duty assignment becomes available, the employee is expected to accept the assignment.

The employee is expected to be an active participant in this process by providing M1 Practitioner's Reports following medical appointments and communicating changes in their restrictions. The employee and employer commits to following restrictions as outlined in the M1 Practitioner's Reports or otherwise agreed upon.

Summary

This policy recognizes the Family Medical Leave Act, the Town of Gray Personnel Policy, along with Standard Operating Procedures (SOPs) that the department may have. It is intended to work in conjunction with them.

Modified work is not intended to be used as permanent reasonable accommodation under the American with Disabilities Act.

No temporary work assignment described or covered under this guideline is intended or offered as a permanent assignment.



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

September 14, 2022

Town Manager Report to Town Council (9/1/2022 – 9/14/2022):

- 9/5: Staff observed the Labor Day holiday.
- 9/6: Town Manager (TM) presented the Gray Village planning process and Gray Comprehensive Plan to the Gray Municipal Data Across Sectors for Healthy Aging (M-DASH) group via remote meeting.
- 9/17-9/21: TM will attend the International City Manager's Association meeting in Columbus, OH and will participate remotely in the Town Council meeting on September 20.
- 9/22: TM will attend the legislative session's first Maine Municipal Association Legislative Policy Committee meeting.
- 10/1: The Gray Town Council Retreat will be held at Coolidge Chapel, 16 Shaker Road.

Other activities:

- Principle Group is working on the draft final report to Town Council from the Gray Village planning charrette, which I anticipate will be presented at the 9/20 Town Council meeting. Council will be asked to give feedback after the presentation that will inform the final submittals and design documents from Principle Group.
- The TM issued a Request for Qualifications (RFQ) for Qualified Environmental Professional Services pursuant to the US EPA Brownfields Assessment program.
- The Public Works Director sent a memo that I am forwarding to you regarding a market increase in the cost of culverts for Town projects.
- Maine Municipal Association has sent a Voting Delegates Credential Form to municipalities asking you to identify your authorized voting member for their Annual Business Meeting which will be held at the MMA Annual Convention on October 5. I intend to attend the Convention and would be happy to serve as voting delegate.

MAINE MUNICIPAL ASSOCIATION

VOTING DELEGATE CREDENTIALS

_____ is hereby designated as the official Voting Delegate and
(name)

_____ as the alternate voting delegate for _____
(name) (municipality)

to the Maine Municipal Association Annual Business Meeting, which is scheduled to be held, Wednesday, October 5, 2022, 1:15 p.m., at the Cross Insurance Center, Bangor, Maine.

The Voting Delegate Credentials may be cast by a majority of the municipal officers, or by a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ Municipality: _____

Signature of a Municipal Official designated by a majority of Municipal Officers:

Name: _____ Position: _____

Or Signature of the Majority of Municipal Officers:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please return this form no later than **Monday, October 3, 2022**, or bring it with you to the MMA Annual Business Meeting. If mailing, send to:

**MMA Annual Business Meeting
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: 207-626-3358
Email: smurphy@memun.org**



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

To: Nate Rudy
From: Alec Dodd
Date: September 13, 2022
Re: Culvert price increases

The cost of culvert pipe has risen dramatically in recent years. We realized an increase in 2021 of 118% over the previous year. In 2022 an increase of 51% occurred in stages including the months between budgeting and ordering. These increases are unit cost increases, not quantity as our needs fluctuate year to year. We have purchased in bulk once a year to save a significant amount over smaller quantities and have included extra to have on hand incase of emergencies. In FY23 we budgeted \$17,000 for our projects and contingencies and ended up spending \$19,074.

These price increases are industry wide and not vender specific. While not all of the materials consumed in public works activities have seen increases this drastic, culvert pipe continues to be a wild card in our budget.



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

September 15, 2022

Public Works Monthly Report to Town Manager (7/25/2022-8/22/2022)

Activities:

- Summer road construction continues, drainage improvements and preparations for paving on Weymouth Rd.
- New excavator purchased and put into service 8/11.
- Assisted B&G with preparations for Wild Blueberry Fest.
- All road markings are nearly complete.
- Roadside mowing and regular maintenance activities ongoing.
- Assisting Historical Society with relocation of granite from area of future addition.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Coordinate with Gorrill Palmer on multiple projects.
- Assist FD with fire apparatus engine failure.
- Assist other departments with block party preparations, including possible road closure, stakeholder coordination, traffic management plan, cones, signs, staff as needed. Road closure had many challenges including a tight timetable. Event ultimately moved to Pennell campus.
- Market volatility significantly increased cost of culvert pipes beyond forecasted amounts again this year.

Town Council Tracking Worksheet Items:

- Review project areas for Yarmouth Rd with Gorrill Palmer and planning staff.
- Vehicle weight restriction ordinance review with planning staff.



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

September 15, 2022

Assessing Department Report to Town Manager (7/23/2022 – 8/24/2022):

- 8/11 and /8/18 - Attended Sebago Lakes Region Rotary Club meeting

Other Activities/Accomplishments:

- 7/26 – Attended IAAO “Win’ing Conversations/Work/Life Balance” via Zoom
- 8/3 and 8/4 – Attended Maine Property Tax School
- 8/22 and 8/23 – Attended TRIO conference
- LD 290 – Property Tax Stabilization implementation
- Completed data input for inspections
- Performed TRIO picture maintenance
- Completed 2023 Tax Commitment
- Assisted with tax bill process
- Completed Municipal Valuation Return

Challenges / Obstacles:

- Conversion to Trio Web Outstanding Issues:
 1. Picture and sketch reports not processing
 2. Several search functions are not working
 3. Addresses for condo units not appearing
 4. Printing error in Personal Property module
 5. Personal Property input not saving
 6. Data input tab function error
 7. Sketches redisplaying in picture tab
 8. Text alignment issues
 9. Central Party Report errors



TOWN OF GRAY

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

DEPARTMENT OF BUILDINGS AND
GROUNDS

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

MEMO

To: Nate Rudy, Town Manager
Gray Town Council
Residents of Gray

From: Mo Russo, Director of Buildings and Grounds

Date: August 9, 2022

Re: Wilkies Beach Reopening Wednesday August 10th.

The Town of Gray follows the guidelines for acceptable swim water published by Maine Department of Environmental Protection, which is derived from the U.S. Department of Environmental Protection Agency. Each week the Town takes three water samples, one each from these locations; the boat ramp, the middle of the swim area, and the end of the swim area near North Raymond Road. The samples are analyzed by A&L Laboratory.

On Thursday August 4th, the Town received the results from our weekly tests of which two of three locations exceeded the limit. The beach was posted closed and new samples were taken. On Friday August 5th the results of Thursdays sampling were received. One of the three samples exceeded the limit, and the beach remained closed.

On Monday August 8th samples were taken, results were not made available until the end of day Tuesday. All three samples tested below the limit, as of Wednesday morning the beach will be reopened.

Due to this recent closure alternative methods for determining E. coli presence in the water have been investigated. There are no rapid testing methods to determine the E. coli count. There are no laboratories in the area that are open on the weekend to process samples.

During a consultation with the Maine Department of Environmental Protections Lake Assessment Section Leader it was confirmed that their has been an adoption of a lower limit of 194 CFUs/100ml. Previously the limit had been 235 CFUs/100ml.

Questions can be directed to myself at mrusso@graymaine.org or 207-657-3339 ext. 131



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

August 23, 2022

Department of Buildings and Grounds Report to Town Manager 7/28-8/23/2022

- 7/28 Took Delivery of Infield grader to be used on Pennell Fields and to refreshen VALT Path
- 7/29 Department setup for Block Party on Pennell Campus, Parking on Village Gateway, and instituted traffic control on Main Street with cones and Emergency Lane signs
- 7/29 Entering Gray Village signs were installed by vendor, as well as new Welcome to Gray signs.
- 8/1 Returned Pennell Campus back to pre-Block Party Setup
- Week of 8/1 Department worked on Pennell Park path cleanup, hauling off large limbs and dead trees as well as concrete debris.
- 8/2 Attended Council meeting for award of Library Generator Bid and Pennell LED Sign
- 8/4 Wilkies Beach Closed due to e-coli level above EPA threshold, water was retested
- 8/5 Wilkies Beach retest on 8/4 showed e-coli level above the EPA threshold
- 8/8 Wilkies Beach water was retested
- 8/8 Kickoff meeting with Gorrill-Palmer, Sevee & Maher, and Albert Frick Associates for Pennell Septic Design
- 8/10 Wilkies Beach reopened
- Week of 8/8 Department worked on various items preparing the facilities for Blueberry Festival. Department also worked on clean up of a large pine tree and associated debris.
- Took delivery of mountable leaf blower and leaf vacuum
- 8/12 Department provided day of assistance for Blueberry Festival with traffic control on Main Street, trash removal, troubleshooting of vendor needs and other tasks
- Week of 8/15 Department worked on cleanup of Blueberry Festival and began to return to normal routine for Grounds cleanup.
- 8/19 Newbegin Gym Floor received its annual refinishing
- 8/19 Received notification from Department of Agriculture, Conservation and Forestry that the Town was awarded the grant for the replacement of Wilkies Beach Boat ramp in the amount of \$77,601

Town Council Tracking Worksheet Items:

- None at this time.
-

Other Activities / Accomplishments:

- 15 Requests for Service for the period of 7/28-8/22 outside of normal daily routine.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Public Works assisted with various items including delivery of 80+ cones, barricades, and signs for events at Pennell.
- Thanks to Anthony and Kyle for their help in a successful grant application.
- Normal operations of the department are hindered when staff are on vacation, coupled with staff being out.



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

MEMORANDUM

September 1, 2022

To: Nate Rudy, Town Manager

From: Tammy Munson, Lead Code Enforcement Officer

RE: Code Office Monthly Report to Town Manager (August 1, 2022– August 31, 2022)

Please find the attached information below.

Inspections Performed:

Building Foundations - 5
Building Rough-in*- 15
Building Insulation - 11
Building Final**- 18
Electrical – 29
Plumbing/Septic – 33
Tree Inspection – 12
In Office and Site meetings***37

Permits Issued:

Building - 18
Plumbing - 12
Electrical - 25
Dock - 1
Pool - 3
Tree Removal - 7
Signage - 1

*Rough-In Inspection may consist of framing, electrical, and plumbing inspections all done at the same time.

**Building Final may consist of final inspection of a new single-family dwellings including final building, plumbing and electrical. This also includes finals for new business, etc.

***This would include Town Manager meetings, licensing inspections, potential violations, land use investigations, assisting in office with shoreland zoning permits.

Monthly Accomplishments:

Three Notice of Violations were sent out to various properties regarding a variety of violations. Our permit review and processing time this month was less than a week.

Monthly Appeals:

The Board heard one appeal which was granted.

Town Council Tracking Worksheet Items and Ongoing Goals:

To improve permitting and daily communications with the public. This is an ongoing goal and we have reduced the permit application processing time to approximately a week. We will continue to strive to improve this and hope to become a sought-out resource within the Community.



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

December 8, 2021

Public Safety Department Report to Town Manager (8/1 – 8/22/2022):

- We continue to work on the Radio Replacement Project. New developments this week make me unsure whether we will be ready to make the presentation to the council at the next meeting. The State has just told us that they do NOT have plans to let outside agencies put equipment on their tower in Gray. Scott from RCM and I have emailed them in the past, and we were never told no. We are currently investigating the feasibility of getting on the Libby Hill tower. If that works out, we won't need to change anything on the tower at Central Station. Scott thinks we would probably have to install an appropriate structure to house our equipment at that location should it work out.
- I believe the sale of Engine 43 has been completed to everyone's satisfaction, and we are just waiting for the trucking company to pick it up. I'm sure you already know that the selling price was \$30,000 minus the commission, which will be 10%.
- We should be ready to make our presentation to the Council for the Knox Box and MedVault purchase at the next meeting. I will confirm with Pete when he returns this week.
- We had a relatively new employee abruptly resign after I refused to immediately make a change in our masking policy. He felt we should no longer require personnel to wear masks on calls. If you have any questions about my stand on this, I would be happy to chat about it.

Town Council Tracking Worksheet Items:

- I have not had a chance to review the tracking sheet to see if we can help with any of the items listed, but I will soon.

Other Activities / Accomplishments:

- It looks like we will probably get the grant to add an SCBA fill station at Central. We were asked to prepare an EHP (Environmental and Historical Preservation Report) which is usually a very good sign.
- I will be checking with Mose about a timeline for him to be relocating to the Village Station. Some things will require a significant amount of work to complete this project fully:
 - The gear washer and dryer will need to be relocated to Central, which will require the reconstruction of a first-floor bathroom to accommodate those appliances.

- The Plymovent System will need to be relocated to the Dry Mills Station.
- The antique will need to be relocated to the Historical Society.
- We should also look for an appropriate place for the Fire Danger sign currently at Village.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- I will speak with Public Works Director Dodd about options for a better surface for the training facility. Currently, it gets very muddy when it is raining. This was not the case before the solar array was installed. Alec requested the installation crew to return the area to its original state, but they just attempted to get rid of the ruts they had caused. In fairness to them, they did not have the proper equipment or material to do the work.
- We will be resuming the monthly Safety Committee meetings in September. I have requested that the department heads bring their continuity of operations paperwork with them, completed or not. This will be our main focus until we can get it done. I need the support of all department heads to work on this and require them to understand the importance of this plan. I don't anticipate any problems and am willing to do whatever I can to help them through it.
- Engine 41 suffered a catastrophic coolant loss while on the turnpike. The operator failed to recognize the severity of the situation and thought the best thing to do was to get it back to Central as quickly as possible. Fire trucks are not personal vehicles to commercial trucks in that they are designed never to stop regardless of what happens to the motor. The reason is that it could be operating at a fire where the loss of life could result from a shutdown. The result of this is that the motor has been destroyed to the point where it is impossible to repair it. I am waiting for quotes from Cummins.
 - The three options are to replace the motor with the same one with all the same parts already attached. A ballpark cost for this would be in the \$60,000.00 range, including 40-45 hours in labor. The lead time for this motor would be 4-6 weeks.
 - The second option would be to purchase a remanufactured motor. It is anticipated that the savings would only be a couple of thousand dollars because we would have to find and have installed everything except the engine block, and it will have a much shorter warranty.
 - The third option would be to install a different motor that would be a direct fit. I don't particularly like this option. It sounds like asking for trouble down the road, but I could be convinced otherwise. At this point, I think we should consider this option should it be less expensive
 - Please remember that I do NOT have any quotes yet. These prices are just educated guesses from Cummins.
- Thank you, and I am happy to be back to work even though I'm only cleared for administrative duties so far.



COMSTAR



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

Cumberland County Sheriff's Office

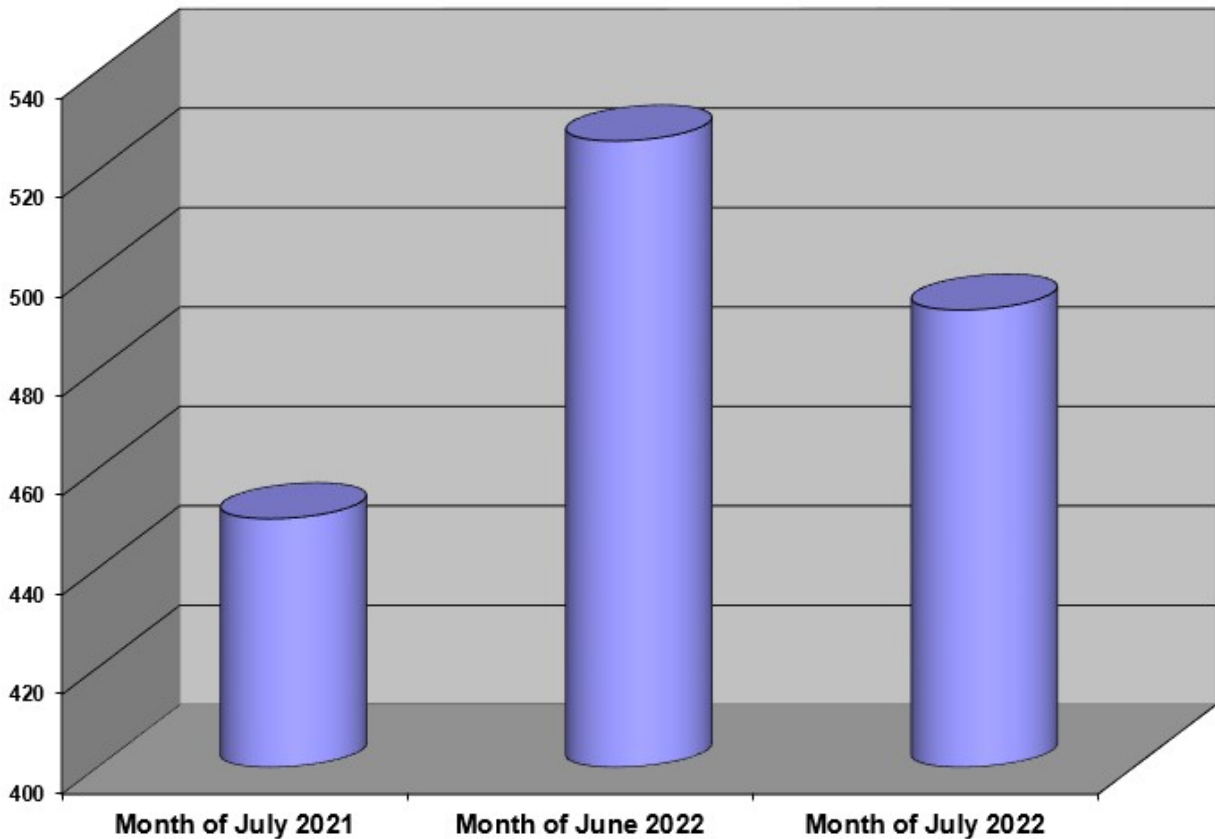
Town of Gray

Month of July 2022

Prepared by Crime Analyst Wendy Clark-Tarbox

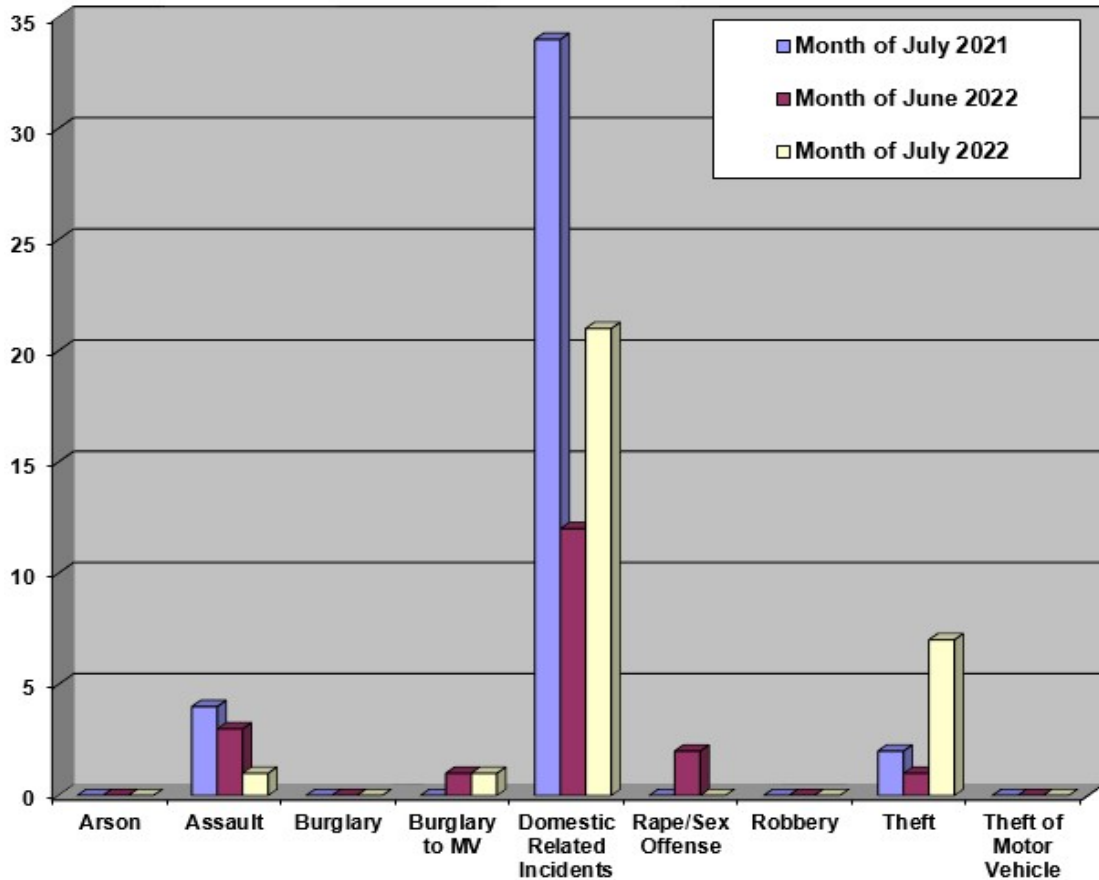
Calls for Service

<u>July 2021</u>	<u>June 2022</u>	<u>July 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
450	526	492	-34	-6.5%



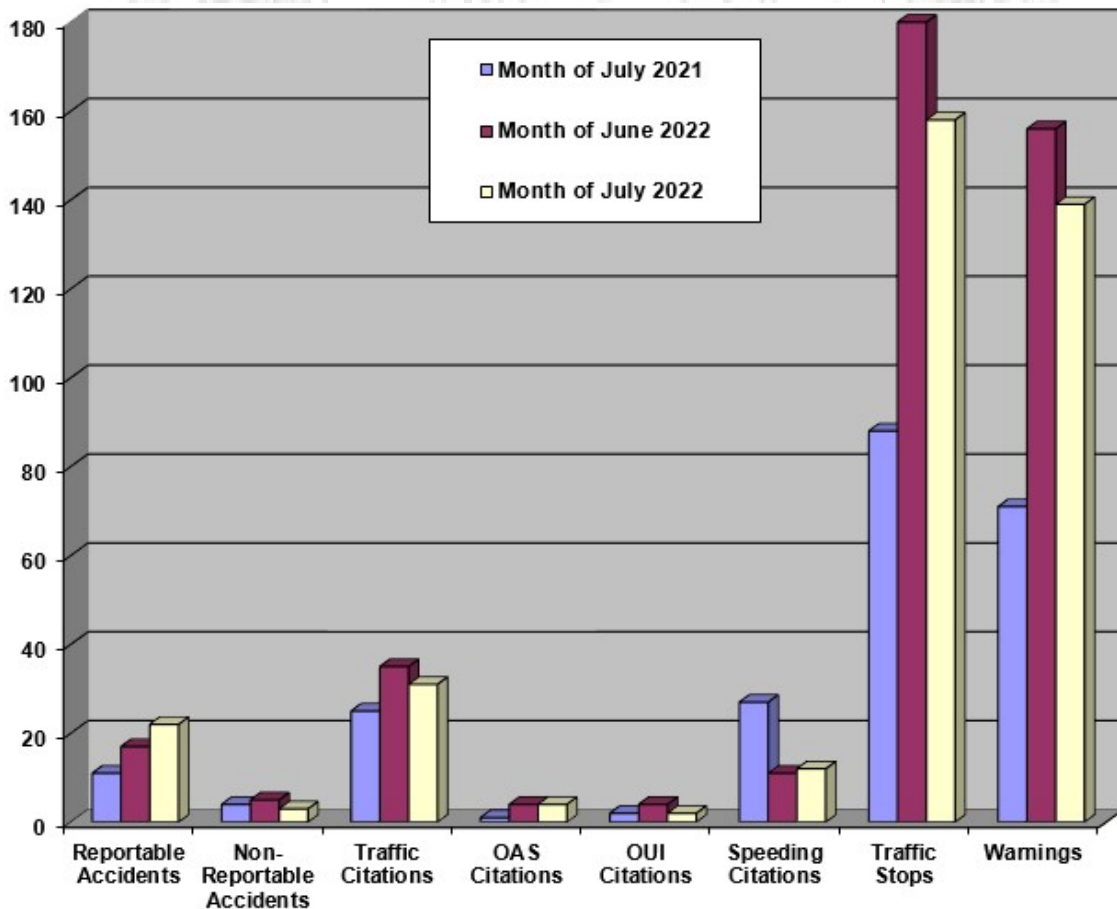
Crime Totals -

	<u>July 2021</u>	<u>June 2022</u>	<u>July 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
Arson	0	0	0	n/c	n/c
Assault	4	3	1	-2	-66.7%
Burglary	0	0	0	n/c	n/c
Burglary to MV	0	1	1	n/c	n/c
Domestic Related Incidents (from Calls for Service)	34	12	21	+9	+75%
Rape/Sex Offense	0	2	0	-2	-100%
Robbery	0	0	0	n/c	n/c
Theft	2	1	7	+6	+600%
Theft of Motor Vehicle	0	0	0	n/c	n/c



Traffic Totals -

	<u>July 2021</u>	<u>June 2022</u>	<u>July 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
Reportable Accidents	11	17	22	+5	+29.4%
Non-Reportable Accidents	4	5	3	-2	-40%
Traffic Related Citations Total	25	35	31	-4	-11.4%
OAS Citations	1	4	4	n/c	n/c
OUI	2	4	2	-2	-50%
Speeding Citations	27	11	12	+1	+9.1%
Traffic Stops	88	180	158	-22	-12.2%
Written Warnings	71	156	139	-17	-10.9%



Quality of Life Incidents -

	<u>July 2021</u>	<u>June 2022</u>	<u>July 2022</u>	<u>2022 Difference</u>	<u>2022 % Change</u>
Agency Assists	22	17	10	-7	-41.2%
Alarms	8	9	11	+2	+22.2%
Animal Problem	5	8	2	-6	-75%
Attempt to Locate (i.e. vehicles operating erratically)	24	33	31	-2	-6.1%
Citizen Assists/ Disputes	32	26	30	+4	+15.4%
Concealed Firearms Investigations	6	1	3	+2	+200%
Court Services (Protection Orders and Summonses)	11	2	9	+7	+350%
Criminal Mischief	1	0	2	+2	undefined
Criminal Trespass	2	2	2	n/c	n/c
Disabled Vehicles/ Assist Motorist	10	12	12	n/c	n/c
Disturbances/Fights/ Loud Party	9	4	3	-1	-25%
Fraud	3	5	2	-3	-60%
Missing Persons	1	1	0	-1	-100%
Pedestrian Checks	7	6	3	-3	-50%
Property Checks	8	33	22	-11	-33.3%
Sex Offender Registry Investigations	2	4	0	-4	-100%
Suspicious Persons/ Circumstances	21	9	12	+3	+33.3%
Welfare Checks/ Suicide-Attempted Suicide/ Mental Health Event	24	23	17	-6	-26.1%



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

August 24, 2022

Recreation Department Report to Town Manager August 2022:

- 8.1.22 The Recreation Committee met virtually
- 8.2.22 GNG Recreation programming meeting
- 8.12.22 Summer Camp wrapped up with a family cookout at the New Gloucester Fairgrounds
- 8.13.22 The Recreation Department supported a kids tent at the Wild Blueberry Festival by having painting projects, face painting which was very popular all day, and yard games. The Nordic Walkers also had a tent set up connecting with new people in the community
- 8.15.22 Kitchen remodel of Newbegin Community Room Kitchen began. Expected to be complete and operational for back to school on 8.31.22
- 8.19.22 Gym floor received scheduled maintenance, the gym will remain closed through 8.29.22, other floor maintenance being performed in Newbegin includes: carpet cleaning downstairs and in the office upstairs, tile replacement in the rec room and kitchen
- 8.29.22-8.30.22 Kids Club Staff Training for back to school
- 8.31.22 An Intro to Pickleball session will be held at 10:00AM in the outdoor basketball court for new players to the sport, the event is free and equipment will be available to attendees

Other Activities / Accomplishments:

- Wilkies Beach was closed on the 5th and reopened on the 10th due to unsafe e. coli levels. The beach tested high in e. coli again and was shut down on the 23rd
- Nordic Walkers continue to meet each Monday, Wednesday, and Friday mornings at 9:00AM, new members are welcome, walkers should get introduction before taking out poles on loan
- Congratulations to Mary Sweeney Underwood for receiving the Spirit of America Award for her volunteer efforts, fundraising, and starting up the Nordic Walking Program

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Staff hiring continues to be difficult for the before/after school program. Pay was recently raised to \$16/hour starting with no experience, up to \$21/hour with certain experience and education requirements
- Nordic Walkers are interested in a plan for winter walking that includes trail maintenance of the Pennell Park Walking Path



TOWN OF GRAY

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LIBRARY, COMMUNICATIONS, IT

Josh Tiffany, L.C.I.T. Director
jtiffany@graymaine.org
(207) 657-4110

Library Department Report to Town Manager August 22 2022

Activities:

- July 26 – held Gray Public Library Trustee meeting where final version of Collection Development policy was authorized, plan on reviewing Behavior Policy at next meeting
- Coordinated with Chair of Gray Library Trustees to write the Library annual report for the Town of Gray
- Performed review of budget with members of IT and Communications team to plan for this year and prepare for FY23 budget season.
- Submitted revised job description for Youth Services Librarian due to announced retirement of long-time employee Kathy George in October.
- Provided training for new Minerva Treasurer on responsibilities and process for reconciling the finances of the consortium.
- In collaboration with Gray Parks and Recreation, hosted the final Summer Reading Program event with a visit from the Blue Ocean Society and Ladder – a life-sized 65-foot inflatable fin whale that participants could walk inside to see a replica of the interior of a fin whale. Eighty people attended.
- Trained by GCTV manager on to record and broadcast municipal meetings. This was done in an effort to provide alternatives if the station manager was ever incapable of performing these duties.
- Due to excessive heat, screened two films for Parks and Rec campers, providing them entertainment and a cool space to spend an afternoon.
- On Sunday, August 7, due to excessive heat warnings, opened the library as a cooling center from 12PM to 6PM. Although there was light foot traffic, the community was highly appreciative of the gesture.
 - Set date for Community Media Night in September (21st) – which will seek to engage and energize people about use and broadcasting of GCTV.

Challenges / Obstacles Requiring Outside Assistance:

None to report.

Town Council Tracking Worksheet Items:

- Community Media Night in September will seek to engage community and increase programming.



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

September 15, 2022

Planning Department Report to Town Manager (7/28 – 8/29, 2022):

- Meet with parties re possible development projects on North Raymond Road
- Participate in Village visioning days 7-27 to 7-30 including block party coordination
- Open space committee meeting attendance & coordinate PB workshop
- Managing PB escrows including returning \$ to applicants for older projects
- Historical recon for past PB subdivision road for pending winter maintenance
- Extensive coordinating efforts for Blueberry Festival
- FY 22 Planning Board Annual report compilation
- Review PB escrows and coordinate returning \$ for completed projects

Town Council Tracking Worksheet Items:

- Prepare background memo & draft standards for self-storage facilities
- Continue coordination with Town consulting engineer re Village infrastructure
- Coordinate/implement with TM & consulting engineer re next steps for Yar. Rd.
- Continued outreach efforts regarding Yarmouth Road consultants for improvements
- Work with consulting engineer re traffic circle study & village planning information
- Main Street background memo for 8-9-22 Council workshop inc. underground utilities
- Continued communications/follow-up re LWCF conversion/congressional outreach
- Input and subsequent adjustments to Short Term Rental Ordinance for 8-2 TC first read
- Work with town representatives & committee volunteers re open space mapping
- Coordinating completing CDBG grant close-out

Other Activities / Accomplishments:

- Consult with town engineer re PB practices including pre-construction meetings
- Continued progress on resolving long-stand ISM surety matter
- Track down archival SD plans to help address stormwater for SD amendment
- Provide input & comments regarding groundwater data clearinghouse
- Coordinate with State re floodway maintenance options adjacent to W. Gray Rd.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Continuing to work with Kyle & Codes staff to finalize Shoreland Zoning Ord; running into extensive formatting challenges but very close to completion



TOWN OF GRAY

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PUBLIC SAFETY DEPARTMENT

Kurt Elkanich

Kelkanich@graymaine.org

(207) 657-3931

Submitted by: Peter Holmquist, Asst. Chief

August 22, 2022

Public Safety Report to Town Manager (7/26 – 8/24, 2022):

- 7/28 – Final meeting with Block Party planning, completed Incident Action Plan for the event.
- 7/29 – Attended Block Party, no public safety incidents during event.
- 8/2 – Annual NFPA pump testing completed on E41, E42, Tr44, all passed.
- 8/3 – Officer's meeting to discuss future of Village Station and the sale of E43. Discussed what will need to be moved to Central Station and the timeline involved.
- AC Holmquist attended monthly EMS leadership meeting. Focus was on overcrowding at hospitals and monkeypox.
- 8/8 – Conducted annual life safety inspection at the GNG High School and met with new MSAD 15 Facilities Manager.
- Attended Bi-Monthly CCEMA meeting.
- 8/10 – Conducted annual life safety inspection at the GNG Middle School, Bus Garage, and IT facility.
- 8/10 – E41 had a catastrophic overheat issue while on the turnpike, sent to Cummins for diagnosis.
- 8/16 – CCRCC board meeting held virtually.

Other Activities / Accomplishments:

- 8/1 – Joint water rescue training with New Gloucester FR held at Sabathday Lake, instructed by Lt. Dunbar, attended by 7 members from Gray Fire Rescue.
- 8/8 – 8-26 we have two members attending the SMCC fire academy.
- Ongoing – completing the sale of E43 to department in Wisconsin
- 8/15 – Air Bag training instructed by Lt. Dunbar, attended by 9 members.
- 8/22 – Search training instructed by Riley Haines, attended by 8 members.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Required information and research from clerks during sale of E43.
- On going consultation with HR in reference to Firefighter on extended leave.



TOWN OF GRAY

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www.graymaine.org

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

August 21, 2022

Solid Waste Department Report to Town Manager (7/25 – 8/21/2022):

7/30 Completed “Dealing with Difficult Customers” training online
8/4 met with Town Manager
8/10 Shipped 85,390 pounds of mixed paper
8/17 Shipped 42,168 pounds of corrugated cardboard
Anticipate wood grinding to begin August 22

Town Council Tracking Worksheet Items:

- A
- B

Other Activities / Accomplishments:

Actively checking for sticker compliance
Have had two court ordered community service workers for a total of 70 hours of free, helpful labor
During the period of July 25 through August 21 the following materials were baled:
30,894 pounds of corrugated cardboard
25,256 pounds of mixed paper
10,698 pounds of plastics
2,290 pounds of tin cans
Preparing for household hazardous drop off to be held August 27 from 9am until noon

Challenges / Obstacles Requiring Assistance Outside of the Department:

*O/F/C (All)

OPEN

Count of Description	Column Labels			
	H	L	M	Grand Total
Row Labels				
Administrative		2	1	3
Committee	1			1
Comp. Plan Implementation	1			1
Infrastructure	1			1
Infrastructure / Village TIF Goals	1			1
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
Grand Total	13	7	18	38

*O/F/C (All)

CLOSED

Count of Description	Column Labels				
	-	H	L	M	Grand Total
Row Labels					
Administrative		6	4	6	16
Budget		1		2	3
Budget			2		2
Comp Plan Imp - break out item 84		3			3
Comp. Plan Update		1			1
Comp. Plan Update - breakout of tasks for Item 11		3			3
Comp. Plan Update/ Conservation Plan		1			1
Infrastructure / Village TIF Goals				1	1
Joint Leaders		1		2	3
Ordinance	1	8	1	19	29
Policy				5	5
TIF Goal / Budget		2			2
TIF Goal / Budget - break out tasks from Item 34		1			1
Traffic		2			2
Traffic - MDOT - break out tasks from item 24A				1	1
Traffic - MTA				1	1

Traffic - MTA - break out tasks for Item 24B				1	1
Training				1	1
Grand Total	1	29	7	39	76

*Status: O = Open C = Closed F= Future Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline										Last Update: 08/02/2022		
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	Detail Tab	Identify steps/ create plan to implement newly approved Comprehensive plan . SEE SEPARATE TAB - FOR DETAILS	Council	Council	Council	12/01/20	07/05/22	(12/1) Council agreed to close old item and create new implementation plan. Detailed tasks will be logged on detail tab pending schedule workshop to review them and come up with timeline/prioritization. Council agreed with Dan's suggestion to ask each Committee to review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council reviewed at 2/16 meeting. Dept heads have reviewed the plan. (12/9) Council discussed further at workshop. (4/19) New volunteer outreach underway. Council reviewed & agreed to GPCOG proposal for Village Planning. See Detail tab for updates . Next Steps: Nate to excute contract with GPCOG.
49	Ordinance	O	H	2	07/01/22	Review current ordinances and zoning to determine if changes are needed for Duplexes	Dan Maguire	Dan Maguire	Doug Webster	02/19/19	03/15/22	Dan asked the Council to consider making changes to Duplexes to address sprawl growth and other unintended impacts to density bonus of allowing a duplex in lieu of a single unit of housing. Doug advised this issue has been researched in the past. Dan needs to talk to Kathy and then work through reviewing current ordinances. Then, bring to the OAC for possible proposal to the Council. (12/17) Deb advised of resident e-mail regarding the number of duplexes being built in Gray - Planning Board has also recently discussed. Council agreed this issue needs to be moved up in the priority list. (6/2) Council reviewed questions from OAC & provided direction. Generally speaking, there was support to make it more restrictive in certain zones and encourage them in others by making it less restrictive. It was agreed this is one tool in the growth mgmt plan. (8/4) Doug provided memo detailing OAC ques/disc points along with the growth plan disc and Comp Plan review. Council agreed a full workshop is needed to review. (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed 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. Next Step: Doug's focus will be on zoning/ordinance changes in VC/VCP
34	TIF Goal / Budget	O	H	3	Detail Tab	Work on planning associated with new Village TIF . SEE SEPARATE TAB FOR DETAILS	Council	Nate Rudy	Doug Webster	08/07/18	08/02/22	Councilors agreed to close 'TIF creation' task as it is now in approved. This new item will capture the planning and additional work associated with administrating the new TIF. Project was discussed during 9/10 workshop & Mr. Lavallee advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MDOT/Town video work & analysis to be presented at Dec 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) Will Haskell & MDOT provided updated info on Main Str Project. (2/5) & (2/19) See new detail tab H3. MDOT has advised change in Main Str project timeline. (7/2) Workshop held (8/6) 7/1 Workshop minutes approved. (10/15) Council agreed time to set up another brainstorming session - likely on Route 115 road - agreed to wait until 10/28 workshop to schedule so Bruce would be included. (10/28) Public forum set 12/5. (11/12) Dan will facilitate - Council agreed to set up/format. (6/7) Village Charette planned for last week of July. See detail tab for updates. Next Step: The Principle Group is compiling results from Charette

*Status: O = Open C = Closed F= Future					Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline							
No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
22	Ordinance	O	H	4.1	06/01/22	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Update ordinance to include licensing fee or other fee structure IF business wants access to stormwater system .	Council	Nate Rudy	Doug Webster	02/09/18	03/15/22	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is update ordinance to specify licensing or fee structure to account for any future requests to hook up to Town's stormwater system. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim disussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate add'l devel. That would inform the ordinance/fee work. (3/15) Nate/Doug adv work is underway with Will to determine scope of analysis and data collection. Next Step: Doug & Will will provide analysis to Council when available.
25	Ordinance	O	H	4.2	06/01/22	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Create stormwater performance standards for future development in Village and/or for businesses wishing to access Town's stormwater system.	Doug Webster	Nate Rudy	Doug Webster	03/06/18	03/15/22	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a 'performance standard' in conjunction with ordinance for future development. (2/5) Council discussed need to mvoe this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. (3/15) Tied to item #22 - awaiting analysis/data from Will. Next Step: Doug & Will will provide analysis to Council when available.
103	Infrastructure	O	H	5	TBD	Create Libby Hill Road upgrade Plan 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 sidewal 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) Anne adv MDOT provided some feedback Next Step: Anne will review DOT material & follow up with Rep Pingree's office.

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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
66B	Traffic	O	H	6	01/31/22	Determine if Time of Day Weight restriction should be placed on Short Shaker Rd.	Sandy Carder	Council	Nate Rudy	11/12/19	08/02/22	(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. (7/5) Sandy followed up with Dale - he said they think they found some language & will send it along. (8/2) <u>Sandy shared draft provided by Dale at WS for Council feedback & discussed add'l exemption on current local roads Next Step: Sandy to update current local road weight ordinance & to create formal MDOT ordinance for 1st reading.</u>
4	Traffic	O	H	7	Detail Tab	Work to develop long term changes needed to address traffic, drainage, road conditions, pedestrian & cyclist safety and speed along Route 115 entering Gray from the hill thru connection to Brown Street.	Nate Rudy	Council	Nate Rudy	01/02/18	06/07/22	During the June Council meeting, Town Staff advised they would be pursuing a MPI grant for reconstruction of this stretch of road in collaboration with the MDOT. It was advised it would likely be a 2 year process with updates provided to the Council. Deb Cabana noted that this would be a 50/50 split for costs (not 25/75 Town/MDOT as previously stated) and includes replacement of the water main. Therefore, it may be included in the upcoming TIF creation, thus it should remain active (rather than 2 year target). Reference material: Pavement Conditions Study - Dec 2017. Project discussed in 9/10 & 11/28 TIF workshops, as well as in TC meetings. (12/4) TC would like to see a review of intersections done prior to committing to a 115 solution or as part of the engineering of that project - to ensure project does not hamstring options. (5/7) Deb advised several communications received regarding pedestrian fatality on Rt 115 requesting sidewalks. (9/3) Sandy adv of outstanding question - need for possible budget consideration (9/17) Deb verified with Will that MPI does not require engineering completion - however - Ann verified the Town's piece of the budget must be approved & set aside to apply. Dan also advised a 50+ sub division (apartment buildings) is before the PB for this road & stormwater/sidewalks are being discussed. (10/15) Deb adv Stevie/Will met with DOT & have more info. (10/28) Council set up public forum 12/5. (11/12) Dan will facilitate & council discussed format. (12/5) Public Forum held. (12/17) Council agreed 1st forum very successful, data compiled, next step is to work out starting point on proj. (1/21) Council held workshp with Water Distr about Route 100 TIF and this proj was select by both grps as the best proj. (2/4) Deb adv Alyssa said it is possible to amend rt 100 TIF for this proj but needs to talk details with us. (3/10) Council & WD agreed to amend TIF to incl this proj (4/28) Council rev warrant art (6/2) Council held public hearing & voted to approval TIF amend (7/21) Voters approved revision. (10/6) State submission done. (12/1) TIF amend appr. (1/19) Council agreed with Water Dist/Will on first tasks to start process. (3/2) Will prov est. (9/7) Council set up 'kick off' meet date with prime parties. See Detail Tab for updates (9/27) Kick off meet held - next steps set (6/7) Village charette planned end of July & TIF funds for easement work in budget. Next Step: New tasks logged on detail sheet.

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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
89	Infrastructure / Village TIF Goals	O	H	8	Detail Tab	Create Engineering Plans for Main Street and Coordinate with MDOT for construction	Council	Council	Nate Rudy	02/19/19	08/02/22	MDOT has agree to cov the upgrade of stormwater & catch basins Main Street & down 202 towards the Cemetery. They adv the plan will likely come up in the next 5-7 years. Town needs to id any other chges- increas water line size, increas stormwater line size, add conduit for underground utilities, add piping for natural gas so funding can be budg & all items add at the same time (rip the road up once). (4/2) Doug prov 8-12 year window for work on Main as guide for Council meaning analysis & plan should be done well beforehand. (4/16) MDOT adv the timeline for this proj is being moved up. Council agr to move up in priority at 5/7 meet & set a stand alone TIF workshop. Workshop held 7/2. (8/6) Min from 7/2 workshop appr. Council to set up another TIF workshop. (7/21) Council had workshop with MDOT & learned portion of road may be worked on in separate project for which engineering is underway. Await more info from MDOT. (9/1) Village walkabout was done with Patrick Adams MDOT, Water District, and others to identify issues/solutions. Rob Betz is coordinating with Ernie Harris on current project from Town line to Cumby's. Council followed up to determine scope of 2nd project from MTA interchange to Brown Street? Can orphan piece be added to that project? (2/16) Council agr to move to open list. (4/6) Nate & Alec had a walk thru with Rob where he adv phase 1 is moving forward, but phase 2 will now only include stormwater NOT a reconstruction of the road. Alec adv that the road is in terrible condition which cannot be adressed with an overlay. Council met with Water District and agreed Village TIF fund needs to be avail in coming year for planning. (5/4) Council incl \$75k TIF funds in budget (6/15) MDOT Rob Betz attend workshop and advised both projects are fund with 2023 construct projection. (9/7) Council will hold WS on 9/15 to complete their prep for MDOT meet (9/21) MDOT WS held - timelines work discussed. (4/19) Council rev plan/fund options provided by DOT & chose to remain in current workplan timeline. Nate will communicate. Next Steps: Workhop set for 8/9. New tasks logged on detail tab.
104	Ordinance	O	H	9	06/01/22	Correct Self Storage Ordinance and create restrictions on new facilities	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 apprv (4/19) Nate adv larger changes in progress. Could be ready by June. (5/19) Self Storage moratorium was extended. Council provided feedback. (6/7) Dan adv OAC discussed and provided feedback to Staff. Next Step: Doug/Kristen to incorporate feedback and bring back for 2nd discussion.

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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
92	Open Space / Conservation Plan	O	H	10	12/01/22	Resolve State Land for Maine's Future Grant Conversion issue created by the Tennis Courts	Council	Nate Rudy	Kristen Muszynski	04/06/21	04/05/22	(4/6/21) Tennis Courts were built at the GNG HS back using a Land for Maine's Future Grant. Back in 2006, MSAD15 removed the tennis courts (after notifying the Town) to expand their parking lot. This was a violation of the grant program which requires the recreational space created remain conserved forever. Until the space is 'converted' into another space, the Town cannot accept or apply for additional grant funding. This grant program is the primary program in the State for purchasing and conserving open space. The Council has approved a Contract Zone Agreement for Stillwater Subdivision located on Woodcock which includes the donation of 12.9 acres of land to be used as recreational space. Doug Beck, who is handling the conversion issue, advised this would be a qualifying property. The process to approve the conversion requires the Federal Gov and can take up to 3 years. Doug B adv once the Town demonstrates a real effort towards the conversion, he can release the hold on the grant program. (7/6) Nate discussed with Doug Beck & had information on next steps. (9/21) Sandy adv checklist rec'd and Town must submit documentation to get ball rolling (10/5) Anne completed draft of paperwok. Doug advise it was sent today. (12/7) Kristin prov update from site walk with Doug Beck who identified a possible issue with the road ownership. She confirmed items 1-5 on the check list are complete. Council also agreed to approach MSAD15 to share costs of appraisals. (4/5) Kristen prov update that app has been submitted to Nat'l Park Service but person who reviews it retired & position has not been filled. Next Step: Kristen & Doug to provide more info on the road to Doug B so he may submit to Feds (item 6), Council to budget for yellow book/envir study(item 7).
111	Ordinance	O	H	11	06/01/22	Create Short Term Rental Ordinance and/or program in collaboration with ADU ordinances	Nate Rudy	Nate Rudy	Kristen Muszynski	03/15/22	08/02/22	(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. (6/21) Nate adv there are some issues with shoreland zoning still being discussed with Alyssa. Too late to have 1st read at the 7/5 meeting - set for Aug. <u>(8/2) 1st read & public hearing held.</u> Next Step: 2nd reading set for 9/6.
115	Committee	O	H	12	08/01/22	Update Ordinance Advisory Committee Duties	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. Next Step: Nate/Staff to draft new duties.

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24A	Traffic	O	M	1.1	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MDOT Portion. SEE SEPARATE TAB - FOR DETAILS	Council	Council	Sandy Carder	02/22/18	08/02/22	Councilor Carder created meeting notes from Workshop (1/29), Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MDOT - prior to a TC meeting 5:30pm start time. That will allow 90 minutes to discuss. TC agreed signage - (1) old Rt26 vs by-pass (2) in Village around island (no sign again) (3) Depot Rd RR Xing would be priority 1. Kyle also advised he will look into signage (1) & (2). Deb requested target date & CC State Reps/Senator. Deb spoke to MDOT advising of RT 26 bridge closure - suggesting it may be a good time to consider renaming Route 26. Deb advised a MDOT/Staff meeting was held (1) traffic movement permit at 97 shaker (2) closing shaker rd bridge MTA work (3) village island (4) rt 26 routing were discussed. (12/4) MDOT provided some info at Council meeting. (3/5) Sandy pulled down new workplan & sent to Councilors. (6/16) Rob Betz, Patrick Adams & Steve Cole from the MDOT attended a workshop with the Council to review various projects in process, in planning & on the future list. Patrick offered to come to Gray to do a walkthrough of all the various streets to obtain more information on the issues. (7/21) Walkthru set up 8/5. (12/7) Island item moved to Main Street detail tab. Next Step: See Detail tab for more info.
24B	Traffic	O	M	1.2	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MTA Portion. SEE SEPARATE TAB - FOR DETAILS	Council	Council	Sandy Carder	02/22/18	05/18/21	Councilor Carder created meeting notes from Workshop (1/29), Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MTA - set up workshop in May - Peter Mills, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held Mary 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & add'l info from Deb. Discussed possibly sending official letters to individual trucking companies regarding avoiding Village rt26, concerns from MTA about trucks not seeing 'closure' signs and diversion study next steps. Councilor Maguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study (5/4) Nate spoke to Mr. Mills & Erin at MTA Next Step: Awaiting guidance from Legislative team. See detail tab for more info.

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27	Open Space / Conservation Plan	O	M	2	11/01/22	During the Libby Hill Trails clean-up after the October storm, the Community Endowment communicated concerns regarding the longevity of the current ad hoc agreements used to create Libby Hill Trails . Council agreed a full review and updates are needed to protect this asset as part of Open Space Plan .	Sandy Carder	Nate Rudy	Sandy Carder	03/20/18	04/05/22	TC discussed at 3/20 meeting based on feedback received from Community Endowment. Deb advised the agreements just 'came together' and are in need of review/update. Deed research - who has access to which pieces of land, how large of an geographic area is involved, how deep does the research need to go, consultation from a conservation expert - will all be needed and cost money. Council agreed to log with a target of year end, for Staff to review & determine what is needed with an estimated cost, for consideration in next year's budget. Carl Holmquist is willing to provide some names of conservation experts who can assist the Town. (12/20) Issue came up in Open Space Staff meeting - Deb working on pulling together cost estimate for budget meetings. (2/5) TC agreed to move up & tie to H2.1 Open Space. (3/21) est provided at budget meeting. Council agreed to add to budget. (6/11) Residents approved budget. (10/15) Community Endowment has requested an info sharing meeting with Town Staff, 1 Councilor and an MSAD representative to start process of long term maintenance agreement. Council appointed Dan to attend. (11/12) 1st meeting went very well - 3 parties agreed preserving is paramount. (12/3) Council agreed to add annual maintenance to budget spreadsheet. (12/17) 2nd meet focused on budget - MSAD 15 conducting full audit of usage to determine impact - some easement discussion. (1/21) Deb followed up with MSAD15. No update. (2/4) Carl present to School board this week, Craig has some initial data on usage (3/10) Meet held to continue discussion - working through maintenance/budget needs. Council agreed to add the Homestead Acres issues submitted by residents on this private road - to ensure we keep them in the loop as the agreement moves forward. (6/16) Deb will check with Dr. King on next meeting after the election.(8/4) Dan adv MSAD15 lawyer provided framework agreement for review. (10/6) Dan shared a worksheet created to gather input from stakeholders. Council provided gen feedback on form. (10/20) Council prov feedback on worksheet (10/22) Meeting held to compile worksheet info. (1/19) Dan provided summary of MSAD analysis of agreement & advised Attorney is working on drafting an agreement. (2/16) Dan prov an update. Deb adv sub group has met to discuss maint/budg agree (7/6) Draft agree done - Sandy work with entities to finalize outstanding items (9/21) Sandy prov upd from meet (10/5) MSAD has prov initial feedback (11/16) Sandy met with MSAD/GCE (12/7) Council signed off on MOU. (12/21) Council appr MOU (1/18) Sandy adv school board has approved (4/5) Update agree drafted & initial deed feedback Next Step: Sandy to review documents & discuss with Nate/Alyssa. Also researching insurance/liability issue.
99	Ordinance	O	M	3	K1	Create Water Quality (Shoreland) Ordinance	Pam Wilkinson	Nate Rudy	Kristen Muszynski	11/16/21	04/19/22	(10/19/2021) Pam Wilkerson, President of Little Sebago Lakes Association made a presentation to the Council on behalf of the Lake Coalition which includes LSL, Crystal Lake and Forest Lake. They are requesting that the Town create a new ordinance to match the one passed in Windham to protect the water quality of the Town's Lakes. All three lakes are on the 'imperiled' State list. (11/16) Council agreed to proceed and log on our workplan. Sandy also advised that Pam was willing to create a draft to get the ball rolling - she will follow up. (03/15) Sandy adv that Pam Wilkinson is working on mocking up the Windham ordinance to provide as a starting point. She has not rec'd an update lately. (4/5) Nate presented proposal to shift some water shed money to work on this issue. Council had a couple questions related to the testing that would stop at Thayer Brook. (4/19) Lake coalition sub updated Windham ordinance with Gray specifics - Sandy forwarded to Nate to discuss with PS in conjunction with new contract proposal. Next Step: Doug will refer question to CCSW

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69	Recreation	O	M	4	04/01/22	Create a Pocket Park including Historical Marker at 5 Yarmouth Rd property	CEDC	Nate Rudy	Nate Rudy	12/17/19	08/02/22	(12/17) CEDC representative Rachel Rumson presented plans for a new Pocket Park on the 5 Yarmouth Rd municipal property which would include a Historic Marker as part of a Historical Trail which was presented by Galen Morrison. Council provided some initial feedback. Kathy Tombarelli advised there was a possible grant that may assist with phase 1 of the project - earthwork. (1/7) Kathy provided a draft grant application at meeting and Council provided feedback. Council agreed to add to tracking list as project is ongoing and will involve Town Staff and funding. (1/21) Council approved CDGB application. (3/10) Kathy advised the grant was recommended for funding & is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed & were very supportive. Abutter meeting held with great feedback. Council approved Rachel Rumson as agent for Planning board work. Due to LD1 failure, grant funding now on hold. (9/1) Council discussed changes to Committee policy to address consultant work. (9/15) Council approved consultant changes to Committee rules (11/17) Council appr land exchange on site to clarify property line. (1/5) RFP has been posted. (1/19) Council approved 1 proposal rec'd. (2/2) Bruce adv a public forum was held to obtain Community input.(3/2/21) Bruce adv CEDC is working on name and bird house project and planning for Spring work. Alec adv he did some earth work in the Fall and is set to do addt'l work in the Spring. The project did receive preliminary approval contingent on one sign off. (4/6) Council approv wood donation from Maschino's Lumber. (4/20) Council app picnic table donations from Aroma Joe's. Kathy adv park has PB appr (5/18) Permaplitz was held & work session to lay brick. (6/1) CEDC prov update presentation and recommended name which Council approved. (9/7) 2nd Permaplitz 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 (6/21) Krista adv work is nearly complete. (8/2) Council appr new sign with questions Next Step: CEDC work on proposal for maintaining going forward. Michael to research ques about location & materials
105	Ordinance	O	M	5	07/01/22	Update Agritourism Ordinance to address changes in industry & markets	Krista Chappell	Krista Chappell	Krista Chappell	01/04/22	04/05/22	(1/4/2022) Krista reviewed a proposal from the CEDC to update the Agritourism ordinance with several letters from Gray small agri-businesses in Gray. The ordinance was originally drafted for a specific location and requires a great deal of land 50 acres. That business was never built and since that time homestead farms, argribusiness farms, etc. have been growing in Maine & Gray. CEDC/residents feel changes are needed to help encourage continued growth in this economic driver and to be more flexible with new approaches - like permaculture which takes far less space. (3/1) Krista adv CEDC is setting up public forum to review changes residents may want to see. (3/15) Krista advised CEDC holding public forum on 3/16. (4/5) Krista adv public forum was not well attended, but did have good conversation with those there. Next Step: CEDC to make proposal to Council.
55	Administrative	O	M	6	Ongoing	Review current legal agreement between MDOT, Water District and Town regarding the Route 26A winter maintenance and wellhead monitoring	Deb Cabana	Nate Rudy	Nate Rudy	04/16/19	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) addt'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) Nate & Sandy rec'd letter from WD Next Steps: Nate working with staff to update WD and schedule next work.

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70	Ordinance	O	M	7	D1	Review current residential Subdivision Ordinance for necessary changes in Open Space	Doug Webster	Nate Rudy	Doug Webster	02/04/20	04/19/22	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance.(3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Originally logged as Item 40 - Council agreed to split out the OPEN SPACE portion fo the subdivision ordinance as a higher priority. Currently, developers are able to ID & use 'unusable' property as open space to meet the standard to obtain the density bonuses. Ordinance needs to be updated to require the space meet OS standards to count towards density. (3/15) Doug will work on this as part of his VC/VCP review along with GPCOG's work on master plan. It is secondary to the growth Mgmt/multifamily housing work - but connected. (4/19) Anne adv the Open Space Committee has req a meeting with the Planning Board and this is one of their top items. They are willing to take a look at what is currently there and come up with some suggestions on the changes. Next Step: Doug to work on proposed changes.
67	Residential	O	M	8	06/01/22	To review the status Deer Acres 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) Council held WS to discuss road standard issues, winter maintenance policy & costs and any addtl info needed on Deer Acre request. Next Step: 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.
93	Public Safety	O	M	9	K2	Address dilapidated Vacant Buildings around Shaker Rd/No. Raymond Rd intersection	Council	Nate Rudy	Kristen Muszynski	09/01/20	03/15/22	(9/1/20) Council identified dilapidated vacant buildings around Shaker Rd/No. Raymond Rd need to be addressed as the MDOT will not be taking the structures done. (1/5/21) Deb/PD Staff reached out to the property owners. They recognized something needs to be done with the structures and property. They are wondering if zoning changes may be allowed to assist them with redeveloping the properties. PD Staff strongly encouraged new surveys be done first. (5/18) Sandy rec'd complaint from resident on status. (3/15) Nate pres plan for PD Staff work to Council. Doug advised that this is a complex issue which may involve more 'code' work than ordinance work. Next Step: Kristen will work on after short term rental/ADU, self storage and water quality priorities.

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52	Ordinance	O	M	10	05/01/22	Develop local level Sidewalk Construction standards	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. Next Step: Staff to incorporate feedback and create options.
76	Ordinance	O	M	11	D2	Amend Subdivision Ordinance to strengthen Buffer Zone requirements & provide more autonomy to PB relating to internal roads	Dan Maguire	Nate Rudy	Dan Maguire	05/05/20	05/05/20	(5/5) Based on feedback from the Planning Board regarding the current Buffer Zone requirement being reduced from the 50 foot mandate due to the location of houses and other issues, they are asking the Council to strengthen the language in the ordinance. In addition, they would like more autonomy related to mandating internal roads vs shared driveways to reduce curbcuts and assist with the buffer zone issue. Council agreed to log. Next Step: Dan to bring to the OAC for discussion.
78	Ordinance	O	M	12	Contract	Create Stormwater Standards for Watersheds	Doug Webster	Nate Rudy	Doug Webster	06/02/20	03/15/22	(6/2) Council agreed to log new item to create Stormwater standards for watersheds which will consist of (1) obtaining assistance from Cumberland County Soil & Water Conservation District (2) consideration of watershed overlay to zoning map (3) setting up add'l peer reviews for PB applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind future owners to maintaining stormwater plans. (3/15) Nate pres plan for PD staff work which included contracting out some of this work. Next Step: Doug to work with CCS&W.
113	Ordinance	O	M	13	TBD	Create ordinance to restrict herbicides, pesticides and fertilizer use around solar arrays & other sensitive areas (watersheds, public spaces, etc.)	Dan Maguire	Nate Rudy	TBD	05/03/22	06/21/22	(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. (6/21) Council discussed invasive species and State statutes as well as construction projects. Council agreed this will not be worked on until at least the Fall and that working in phases made sense - ie - starting with solar arrays. Next Step: Work on when resources become available.
94	Ordinance	O	M	14	K3	Update Town's Ordinance to reflect long term Solar Array policies for residential , all sizes.	Deb Cabana	Nate Rudy	Kristen Muszynski	04/20/21	03/15/22	(4/20/2021) Council finalized latest update to the Commercial Solar Overlay District Ordinance. This item is being logged to track the work needed on Residential Solar Array. (3/15) Nate pres plan for PD Staff work. Kristen will take this one over. Next Step: Kristen will work on after higher priority items.
44	Ordinance	O	M	15	D3	Review current residential Subdivision Ordinance for necessary changes all other areas (besides Open Space - see item 70)	Doug Webster	Nate Rudy	Doug Webster	02/05/19	03/15/22	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance.(3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Council agreed to split out Open Space (see Item 70) to make a higher priority from other changes needed in ordinance. (3/15) Nate pres plan for PD Staff to Council. Next Step: Doug will work on this one after higher priorities.
106	Ordinance /Standards	O	M	16	TBD	Create a Dark Skies Ordinance or imbed Dark Skies standards in other ordinances	Dan Maguire	TBD	TBD	01/04/22	04/19/22	(1/4/2022) Dan provided information related to the Dark Skies initiative to Council. Council agreed this has validity and is important given the level of infrastructure planning planned in the coming year as well as the work implementing the Comp Plan. No clear approach was defined, but Council agreed this topic needs to be raised as the above work moves forward. (4/19) Council agreed to add sub tasks under big projects to ensure this is considered in planning. Next Step: Define path forward as more discussions are held.

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107	Ordinance	O	M	17	TBD	Create a Fire Safety Impact Fee to fund public fire cisterns	Dan Maguire	TBD	TBD	01/21/22	01/21/22	(1/21/2022) Dan suggested that long term, Gray should consider taking a different approach with fire cisterns which are currently handled within the sub division process. Developers are required to install cisterns under certain circumstances with Public Safety Director review. The quality, consistency and long term maintenance all vary with the Home Association taking over once Developer is done. The concept is to charge an impact fee, create a fire cistern fund and take over the installation and maintenance under Public Safety/Public Works. Council/Fire Chief agreed this approach may be better long term - pending details. Next Step: Work on when time permits.
114	Process	O	L	1	04/01/23	Create long term plan & transition Tracking Spreadsheet	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. Next Step: Nate to come up with options to bring to the Council.
98	Ordinance	O	L	2	K4	Review and update Land Bank Commission Ordinance	Sandy Carder	Open Space Committee	Kristen Muszynski	10/19/21	03/15/22	(10/19/2021) While reviewing the Recreation Committee charge, Sandy pointed out the creation of the Committee stemmed from this now outdated Ordinance. In reading the ordinance, much of the roles and responsibilities have been changed, rest with the Open Space Committee or are not relevant anymore. Anne has agreed to bring to the OSC once their work on their Open Space Plan is complete and report back to the Council on recommendations. (3/15) Nate pres plan for PD Staff to Council. This will be assigned to Kristen. Anne pointed out there is already on on the books & Open Space may be able to help. Next Step: Kristen to handle after higher priorities.
60	Ordinance	O	L	3	K5	Review current Kennel related ordinances , identify needed changes & update accordingly.	Deb Cabana	Nate Rudy	Kristen Muszynski	06/04/19	03/15/22	(5/21) Council was made aware of issue via OAC meeting update. New Dog Officer has advised of conflicts between current ordinances and general residential practices. Gray also has existing Kennel businesses. There is also a State Statute involved. Everyone agreed identifying fixes to coincide with new licenses would be best way to communicate any changes. (6/4) Council agreed to move down the priority list - using license timeline as guide. (9/3) Dan advised being moved up due to timing for Dog Officer and Dog licenses. (10/1) Dan advised this one is almost complete. (12/3) Sandy suggested the OAC meet without Doug and work on what they can. Council & Deb discussed and agreed to give this approach a try with Doug reviewing work as needed. (3/15) Nate pres plan for PD Staff to Council. This will be assigned to Kristen. Next Step: Kristine to handle after higher priorities.
110	Revenue	O	L	4	08/01/22	Create Legislative Bill to reimburse Commercial Solar Array Property Tax exemption	Council	Nate Rudy	Nate Rudy	03/01/22	03/01/22	(03/01/22): Nate advised that Commercial Solar Arrays were exempted from local property taxes by the Legislature. After additional research, Lauren Asselin (Assessor) and Nate identified program which will allow for 50% reimbursement. Council directed Nate to send letter to Legislative Team urging them to provide the add'l 50% reimbursement knowing the session was already set. Rep. Moriarty advised there was nothing they could do, but provided contact in Maine Revenue Services to start discussion on proposed bill for next session which does not start until Jan 2023. The deadline for bills is late summer/early fall. Next Step: Nate will reach out to contact at MRS.
102	Training	O	L	5	07/01/22	Develop Committee Volunteers training Webinar	Council	Nate Rudy	Nate Rudy	11/20/21	11/20/21	(11/20/2021) Council discussed needed training for new Committee Volunteers and laid out timeline for annual goal/assignment setting meeting for all Committees. Everyone agreed some type of webinar could be created to allow new volunteers to review at their leisure with a review at the annual meeting. Next Step: Nate will work with Staff to create a training webinar.

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
87	Administrative	O	L	6	12/01/21	Review current Fee policy for MSAD15, Gray and NG to determine if there is a better reciprocal approach	Sandy Carder	Sandy Carder	Sandy Carder	02/02/21	06/15/21	(2/2) Sandy advised that this issue had been brought up at the last Joint Leaders meeting. A follow up meeting was held on 1/25 with Craig/Diane/Sam of MSAD15. There is a need to track costs and fees by all three entities. MSAD15 also has financial responsibilities that impact both Gray & NG. The issue is front line workers are left dealing with trying to apply fees when working with coaches, residents, staff, etc. which creates conflict as the taxpayers pay all three budgets. There was agreement there may be a better way to deal with fees. (5/4) Sandy adv next joint leaders meeting set for 6/17 & will follow up on status then. Next Step: Diane will set up a meeting with Katy and NG representative to start by reviewing current processes - it was noted due to budget season, this would likely not take place until April.
39a	Administrative	O	L	7	08/01/22	Need to review/renegotiate Cable TV Contract 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. Next Step: Nate/Jon to obtain update from Bradley Law on negotiations.

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B	Comp Plan Imp - break out item 84	O	H	1	01/15/22	Consider New Committee to monitor, supervise, ensure Comp Plan implementation proceeds	Council	Council	Dan Maguire/Krista Chappell	12/01/20	07/05/22	(12/1) Council agreed current Committee should be retired as their charge is complete. Will send Thank You letters to Members and advise Council is considering a new Committee to assist with Implementation - asking them to advise if they are interested in continuing on. New Committee needs further discussion. (2/16) Sandy provided info from Windham Committee - hybrid structure. Generally, there was agreement that is the better model than all volunteer. It will be important to have people with know/exper on the committee. Should not set up until Council can give clear charge and goals to committee. Nate wants a chance to talk through options with Planning Dept as they will take leading role. Sandy also adv Windham hired a consultant to assist them. (10/5) Council agreed this needs to be a top priority in coming year (11/20) Council discussed options at retreat which included utilizing new annual meetings for goal setting/Committee assignments and developing a workgroup responsible for accountability to ensure assignments are being worked on. There was no resolution on the size & representation on that workgroup. (1/4) meeting held - Nate/Krista/Dan (1/18) Council rev framework for Committee & provided feedback(2/14) Krista/Dan shared their proposal. Dan to draft outreach memo & share by 21st. Goal to have posted by end of Feb & included in March newsletter. Application deadline will be end of March to coincide with first April meeting packet. (3/15) Dan adv he will work on shortly (4/5) Sandy ask if anyone had feedback on Dan's draft - none. (5/3) Timeline updated apps through 5/30 Council to review at June workshop. (6/7) Sandy asked if Krista/Dan had heard anything on apps (6/21) No apps were rec'd but Sandy rec'd a message from Lacy & she has agreed to apply (7/5) Council appt Lacy & Lisa. Next Steps: Krista & Dan to set up meeting with new coordinators.
E	Comp Plan Imp - break out item 84	O	H	1	01/31/22	Create plan/timeline for Zoning changes & ordinance changes	Council	Council	Nate Rudy/ Doug Webster	12/01/20	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) Nate shared dates for Village Charette Next Steps: Village Charette planned for last week of July.

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

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A	TIF Goal / Budget - break out tasks from Item 34	O	H	3	02/28/22	TIF - Mixed Use Zoning Discussion for Property next to Northbrook	Town Council	Town Council	Doug Webster	01/22/18	12/09/21	(11/28/18) Mixed Use options were discussed at length. Next workshop set for 2/19 6-7pm prior to scheduled TC Meeting. (2/19) Council discussed options and agreed having some type of proposed changes to consider would be helpful. Should focus on Village, but also on large undeveloped piece abutting Northbrook as owners req. inclusion to help develop. Doug will work on. (12/09) Council identified the need to find a parcel that could be set up with mixed used development - such as the parcel included in the Village TIF which may attract a medical facility and/or larger store like Paris Farmers which expressed an interest in having a location in Gray, but could not find a suitable parcel/building.
B	TIF Goal / Budget - break out tasks from Item 34	O	H	3	TBD	TIF - Center Rd / Bridge Redesign	Town Council	Town Council	Town Council	02/18/18	08/02/22	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. (08/02/22) This item was discussed with the MDOT at meetings leading up to the Village Charrete and at the Village Visioning Sessions.
D	TIF Goal / Budget - break out tasks from Item 34	O	H	3	05/01/22	TIF - Evaluation of possible Sewer/Water treatment option for Village	Town Council	Town Council	Nate Rudy	02/05/19	08/02/22	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 be 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. (08/02/22) This issue is being reviewed and evaluated in the context of the Village Design process.
7	TIF Goal / Budget - break out tasks from Item 34	O	H	3	TBD	Develop possible Special Assessment Fees - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed Special Assessment Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with In Lieu Fees. 9/18 Council discussed reprioritizing, but decided to leave as is. Dan suggested that we identify other Towns using these fees and use their language as a base. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.
8	TIF Goal / Budget - break out tasks from Item 34	O	H	3	TBD	Develop possible In Lieu Fees - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed In Lieu Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with Special Assessment Fees. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Route 115 - break out tasks from Item 4	O	H	8	TBD	Obtain Ledge Map for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	09/27/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Due to the ledge present on the hill, it was agreed a ledge map using radar was needed. (3/2/21) Will has provided est to Nate. (3/9) Council rev with Will. Doug ask that add'l boring on the slope of the road to ensure the ledge is fully identified. Will will update the proposal. (4/6) Will provided update & Council agreed (6/15) Voters appr budget, Council appr contract. (9/27) Will adv testing is underway. If tests results in identification of ledge, than radar mapping will be done. Next Steps: Mapping should be done within a couple weeks.
B	Route 115 - break out tasks from Item 4	O	H	8	TBD	Obtain updated full Survey for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	09/27/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Given there are no easements on this road, it was agreed an updated survey is needed from Main Street to 59 Yarmouth Road. (3/9/21) Will has provided est to Nate & Council reviewed. There were questions about who would conduct the ROW work - see new item MDOT meeting. (4/6) Will provided update & Council agreed (6/15) Voters appr budget, Council appr contract. (9/27) Survey is underway which will include identification of existing wrought & most impacted parcels. Next Steps: Survey should be done within a couple weeks.
C	Route 115 - break out tasks from Item 4	O	H	8	TBD	Draft a High Level Engineering Plan for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	09/27/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Council has asked Will to create a high level 'starting' engineered plan to help facilitate next set of workshops. This plan should include ALL possible options - which can later be dropped depending on scope/costs - such as adding underground stormwater, sidewalks on both sides, Brown street intersection reconfiguration, traffic calming measures, parking on either Yarmouth or Brown (depending on if Brown is made one way or not), Bike lanes, etc. (3/9/21) Will has provided est to Nate and Council discussed. Council agreed to include 2nd sidewalk in plan, but decision on whether to build will be determined on feasibility and costs. Also agreed to remove "full time inspection" costs until later in the project. The decision on part time vs full time will be easier to make once the project scope/complexity is identified. (4/6) Will provided update & Council agreed (6/15) Voters appr budget, Council appr contract. Council recommended WD reach out to Will asap to ensure their inclusion in same engineering effort. Money was allocated for their piece out the \$495k (9/27) Will prov some high level plans req guidance on several items. WD work being done by another engineer at firm. Next Steps: Add'l guidance provided - Will to update plans & provide estimates on costs to determine what may need to be cut before going to the residents.
D	Route 115 - break out tasks from Item 4	O	H	8	TBD	Provide past Traffic Study for Brown Street	Council	Nate Rudy	Will Haskell	02/16/21	04/19/22	(2/16) Council discussed past reviews of making Brown St one way. Will/Kathy/Doug indicated this issue has been looked at a couple times in the past. Will thinks he can dig up the past reports. Consideration is traffic pooling on Route 115, but also ability to prevent large commercial vehicles from using Brown to get to short Shaker (weight limit being pursued). (9/27) Council expressed strong support to making Brown street one way from Main to Yarmouth - to help solve safety issues, speed, heavy truck traffic on Shaker Rd, and parking issues. MDOT has not approved in the past. (4/19) 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. Next Steps: Will to research further.

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E	Route 115 - break out tasks from Item 4	O	H	8	TBD	Set up Joint Meeting with MDOT	Council	Nate Rudy	Nate Rudy	03/09/21	06/15/21	(3/9/21) Will recommended we hold a meeting with MDOT as soon as possible in the process. Several items were identified for discussion (1) possible use of Federal funding (2) MPI/funding formula for project (3) ROW work responsibilities - if DOT does or Town (would have to hire specialist to handle). Meeting will include Will so proposal needs to be updated. (5/4) Nate has req a meeting & follow-up - looking for 5/18 workshop but no response to date. (6/15) MDOT Rob Betz atten workshop & adv Town needs to do easement work and then would hand over to MDOT. Doug asked about which method is preferred, Rob adv there is a manual to follow and that the question should be referred to Cathy Rawlings in Property Division. He will obtain more info for us. He also advised that 2022 MPI funding is all allocated. 2023 is next cycle - await engineering plan is a good idea to ensure we have the best figure - once it is set - we are locked in and we can only obtain \$625k from MDOT. He did adv having a "contingency" figure would be good for a project of this size. MPI contracts are usually signed the year before the funding and once signed Town has 36 months to complete project. Next Steps: Town needs to complete more work to prepare for the MPI application.
F	Route 115 - break out tasks from Item 4	O	H	8	TBD	Set up Meeting with Water Department	Council	Nate Rudy	Will Haskell	03/09/21	09/27/21	(3/9/21) Sandy requested that a meeting with the Water District be added to proposal and done early in the process to identify their scope/timeline to allow for coordination. The TIF defines \$495,000 for their water line work in the project. (4/6) Council met with WD to discuss timeline. WD will provide an estimate of the money they will need in the coming 12 months to begin their engineering/planning. Sandy did adv the information is needed in time for the 4/20 warrant article vote. (4/20) Nate prov updated info from WD - Council agreed the WD req for Route 100 TIF funds was fine (under the \$495K) - subsequent discussions will be needed for overage and for the other TIF fund projects. (6/15) WD attend workshop (9/7) Council set WS 9/27 with primaries incl WD Next Steps: Continue to include WD in meetings.
G	Route 115 - break out tasks from Item 4	O	H	8	TBD	Set up Discussion with First Congregational Church	Council	Nate Rudy	Will Haskell	03/09/21	09/27/21	(3/9/21) Anne pointed out there needs to be open discussion with the First Congregational Church on the reconfiguration of Brown Street intersection. We need to ensure they are aware of the proposals and are invited to the meetings (9/27) Council agreed that starting conversation with Church asap was critical to creating plans for public forum. Next Steps: Will will work with Staff to engage the Church to review options for squaring Brown and dealing with their septic system.
H	Route 115 - break out tasks from Item 4	O	H	8	TBD	Identify Blasting impacts from project	Council	Nate Rudy	Will Haskell	03/09/21	03/09/21	(3/9/21) Anne pointed out if there is any blasting involved in this project, the Town will need to work with residents to minimize impacts and ensure damage is not done to their foundations. Will adv whether blasting will be needed is unknown at this point. Next Steps: Blasting will be identified, if applicable, once more work is done on the planning.
I	Route 115 - break out tasks from Item 4	O	H	8	TBD	Schedule Public Forums for property owners and residents	Council	Nate Rudy	Council	09/27/21	09/27/21	(9/27) Council agreed that identifying the most impacted parcels first and holding on site individual meetings was paramount to identifying options for the road. Once that step is done, then holding a larger public forum for all Yarmouth/Brown road residents would be set to review draft plans and obtain feedback. All residents are welcome, but letters will be sent to Yarmouth/Brown residents. Next Steps: Will to identify most impacted parcels.
J	Route 115 - break out tasks from Item 4	O	H	8	TBD	Obtain info on Budget and MDOT MPI fund disbursement rules	Council	Nate Rudy	Nate Rudy Will Haskell	09/27/21	09/27/21	(9/27) Council asked Nate to obtain new projections on how much money will be available in the Route 100 South TIF for this project. Council asked Will to talk to MDOT about how upcoming MPI schedule for the \$625k contribution and when the money would have to be spent if MPI was approved. There was concern that we could miss out on obtaining the funding, but on the flip side, not be ready to spend it given we will need at least a year to obtain easements. MPI funding cannot be used for easements. Next Steps: Will to identify most impacted parcels.

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K	Route 115 - break out tasks from Item 4	O	H	8	TBD	Identify Firm to complete Easement Work	Will Haskell	Nate Rudy	Nate Rudy Will Haskell	09/27/21	06/21/22	(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. (6/21) \$500k in TIF money was moved to active in budget approved by Voters. Next Steps: RPF to be created to identify firm to start work.
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. Next Steps: Work into upcoming planning effort.

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A	Main Str - break out tasks from Item 89	O	H	9	12/31/21	Obtain Stormwater Capacity Analysis from MDOT	Will Haskell	Nate Rudy	Will Haskell	12/07/21	12/07/21	(12/07/21) Will advised that the MDOT is completing an analysis of the stormwater capacity of the current system which directs flow to the MTA interchange and Cemetery area. Whether the current system can handle existing stormwater and/or has additional capacity is unknown and likely not well documented in regards to options. This information is critical to the plan for upgrades to Main Street and must be obtained before stormwater modeling can be completed. Next Step: Will/Alec and Nate to work with MDOT to obtain asap.
B	Main Str - break out tasks from Item 89	O	H	9	12/31/21	Identify what level of Survey information will be available from MDOT	Will Haskell	Nate Rudy	Will Haskell	12/07/21	02/01/22	(12/07/21) Will advised it is likely the MDOT did not do a detailed survey for their upcoming projects. This detail is needed to do the level of planning the Council is asking for and will need to be done first. It is possible to leverage off what was done for survey work. (2/1) MDOT information is not sufficient for Will to proceed. Nate rec'ing no response for meeting request Next Step: Letter sent to MDOT (along with weight limit/route numbering) with CC to Legislative team.
C	Main Str - break out tasks from Item 89	O	H	9	04/01/21	Signage/Bollard Posts - Village Island	Sandy Carder	Nate Rudy	Nate Rudy	02/22/18	12/07/21	MDOT will look at what they can do to make the island at the 5 lane intersection stand out so vehicles do not go the wrong way into head on traffic. Only current sign is "ENTER" provided by MTA. New striping is planned, but no response otherwise (9/4). 9/18 Council asked Deb to follow up with MDOT on their review - she advised she has meeting with MDOT on Wed 10/10. (12/4) Sandy asked MDOT at meeting about options. MDOT said they may have some flexible boillard type posts to try - will check their inventory. Steve noted it does make plowing more difficult. MDOT also may look at new signage - but that will require a full re-engineering of electric/posts at the intersection - see rt 115 listing on task list.(4/2) Dan advised at seeing another person drive into head on traffic in the wrong lane around the village island. (4/16) Deb advised MDOT is not willing to spend on permanent bollard due to history of destruction & costs. (6/4) Deb confirmed striping cannot be done before 7/1 (budget). Sandy asked if "ENTER" could be added to striping - may not be visible. Awaiting alternatives from MDOT. (12/7) This was originally logged under the MDOT detail tab - moving to Main Street as it will be incorporated in the plans.
D	Main Str - break out tasks from Item 89	O	H	9	TBD	Implement Dark Skies approach with Lighting	Dan Maguire	Nate Rudy	Nate Rudy Will Haskell	04/19/22	04/19/22	(4/19/22) Council agreed it was important to list sub tasks on big project to ensure Dark Skies approach is used when planning lighting. Next Steps: Work into upcoming planning effort.

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A	Traffic - MDOT - break out tasks from item 24A	O	M	1.1	06/01/22	Signage - Route 26 vs. Route 26A	Council	Nate Rudy	Nate Rudy	02/22/18	08/02/22	Village diversion/misdirection. Looking into eliminating/renaming route 26/26A to prevent Trucker 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. (8/2) MDOT has approved, money in budget - will time with weight restriction ordinance.
A	Traffic - MTA - break out tasks for item 24B	O	M	1.2	12/31/20	Diversion Study	Town Council	Nate Rudy	Nate Rudy	02/22/18	05/18/21	Town to define goals-study/parmts/data set to cap as much data/results as poss rel to exist prior traffic issues. need to deter int partners-NG,Poland,Cumber,Auburn,Windham? MTA ind poss prov 80+% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15+% . 6 fig likely need, more data added to study = high costs. Deb adv MTA is work on poss optns, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchopt that will incr data while drop costs. Scope disc ensued w Council need to send addt'l feedback to Deb-chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will parti. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been appt to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr Mills is taking a diff appro than Mr. Van Note-he is propo MTA buy subscr at March meet. (3/5) NG is not inter in parti.(4/2) Sandy prov PPH article ind MTA, MDOT, PACTS and Port Transp grp have agrd to grp subscr to software. Await addt'l feedfrom Mr. Mills. Ress appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent mat to S Carver as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd - GPCOG to take leave & prov prop for full coun to cons. (1/7) Sandy pres propos scope from COG-Counc req opts for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Coun will vote on engage letter at 1/21 meet. (1/21) Coun voted to approve engag letter. (2/4) Sandy recap conf call with COG-ok with chgs-will look into poss ph 2 study to capture 'avoid' vs. 'divers' traffic with MDOT fund? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is Sept (9/1) Sandy adv draft report is done - final repot should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Mgr. (11/17) GPCOG resp to MDOT & are work on updating. (12/15) Sandy has rec'd updated study - will pull together all the material & send to Council. Will be placed on a future workshop agenda. (1/5) Diversion info shared (3/16) Council disc resp (1) to MTA (2) meet with Leg team + transp committee members (3) integrate in convo with MDOT on Route 100 projects (4) req mor info on LOS study costs/timeframes. (5/4) Nate & Sandy meet with Sen Breen staff 5/5 & submitted historical info on issues.

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B	Traffic - MTA - break out tasks for Item 24B	O	M	1.2	06/01/21	MTA Data - cash collection (vs EZPASS)	Town Council	Sandy Carder	Sandy Carder	02/22/18	05/04/21	<p>MTA will prov data for cash (vs EZPASS) from the regl booths-Gray,NG,Falm - to better deter funds being collect by high tolls. Ident collect funds will prov base to deter alter in toll location prices. Toll Data was prov, but Sandy asked if classes could be split out (12/4) Some minor toll disc occured at meet with MTA confir they can prov addt'l info. (2/19) Council disc opts for toll chgs and agreed to send letter to MTA with recomm/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Repres and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep Moriarity & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add pressue they can apply-incl the issue of Complete street policy. (10/15) Sandy proposed alter approach of asking Leg. Reps to submit the issue to the Governor's Blue Ribbon Commis for consid as several fund pieces related to both toll inequity and diversion. Dan pointed out use of 295 (or 95 north of Augusta) by commut vs those forced to use 95 (south) is an issue as well. Council agreed and also want to focus on ask Leg. Reps to consider a bill that would put more teeth in the MTA complete street policy and give muni more say. Sandy will draft for Council rev at 11/12 meet. (11/12)Letter rev with feed prov. Sharon expressed concerns with tone of letter. Maj of Council felt it needed to be strongly worded esp given news story where Mr. Mills was dismissive of issues. Sandy remind that it is to the legis team, not the MTA directly. Sandy to update and send. (12/3) Council approved letter. (2/4) Sandy adv committee contin work - follow up after session (2/18) Sandy prov update on status of comm and council agreed we should follow up now. (3/10) Sandy shared with Sen. Ned Claxton upon request (3/16/21) See above Diversion (5/4) Nate & Sandy meet with Sen Breen 5/5</p>

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

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

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116	Ordinance	E			??	Review existing Medical and Recreation Marijuana Ordinance for possible changes	Residents	TBD	TBD	07/05/22	07/05/22	(7/5/22) In a past TC session, a resident who currently grows medicinal MJ in the Plaza requested consideration to expand his business to consider recreational. The Council at the time felt the ordinance had just been modified and advised they would not consider for at least 6-12 months. Recently, a medical caregiver spoke at a TC meeting requesting consideration to allow medical store fronts in Gray. The previous resident also reached out to Anne Gass to re-submit his request. Council discussed at the 7/5 workshop and there was consensus that it is time to review the ordinance for possible changes in the area of cultivation and store fronts with restrictions. However, given the work planned in the next 6 months, were unsure if resources would be available this session. Council agreed to review this along with the entire Future list at the upcoming Council Retreat in Sept.