

**TOWN OF GRAY**  
**GRAY TOWN COUNCIL**  
**AGENDA • OCTOBER 4, 2022**

**Gray Town  
Council Regular  
Meeting**

**Town Council Chambers**  
**24 Main Street, Gray, ME 04039**  
**<https://us06web.zoom.us/j/85042037800>**  
**Phone 646-558-8656 / Meeting ID: 850 4203 7800**

**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**

**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: 850 4203 7800*

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

**VII. PUBLIC HEARING(S)**

1. Public Hearing and 1st Reading - To Review amendments and take Public Comment in regards to the Mobile Home Park Ordinance and Act Upon setting a Second Reading/Public Hearing for October 18, 2022 to consider the amendments to the Mobile Home Park Ordinance (Chapter 402A) regarding Mobile Home Park Registration **10 MINS**

Proposed motion:

Be it Ordained, the Gray Town Council approves a second reading/public hearing on October 18, 2022 to consider amendments to the Mobile Home Park Ordinance (Chapter 402A).

2. Public Hearing - To Review and Act Upon amendments to the General Assistance Ordinance. Amendments to update Appendices D-G 2022 Maximums **5 MINS**

Proposed motion:

Be it Ordained, the Gray Town Council approves the amendments to the General Assistance Ordinance replacing Appendices D, E, F, and G.

3. To Review and Act Upon Authorizing a Liquor License application for Catherine Caswell, d/b/a Barn & Table, located at 64 Lewiston Road **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the Liquor License for Catherine Caswell, d/b/a Barn & Table, located at 64 Lewiston Road.

## **VIII. ACTION ITEMS**

1. To Review and Act upon Appointment of Toby Bragdon as a regular member of the Community and Economic Development Committee with a term to expire August 31, 2023. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the appointment of Toby Bragdon as a regular member of the Community and Economic Development Committee with a term to expire August 31, 2023.

2. To Review and Act Upon approving the appointment of Andrew Patterson as a regular member of the Zoning Board of Appeals with a term expiring August 31, 2024 **5 mins**

Proposed motion:

Ordered, the Gray Town Council appoints Andrew Patterson as a regular member of the Zoning Board of Appeals with a term expiring August 31, 2024

3. To Review and Act upon Appointment of Anthony Grabarz as a regular member of the Zoning Board of Appeals with a term to expire August 31, 2025. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the Appointment of Anthony Grabarz as a regular member of the Zoning Board of Appeals with a term to expire August 31, 2025.

4. To Review and Act upon correcting the term expiration for Samantha Joyce-Klaper Lee as a regular member of the Open Space Committee. The original vote of September 20, 2022 indicated an expiration of 8/31/2025. The appointment is being corrected to a term expiring 8/31/2024. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the correction of Samantha Joyce-Klaper Lee appointment to the Open Space Committee as a regular member for a term to expire August 31, 2024.

5. 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 designated to assist injured workers in transitioning back to the workplace.

Ordered, the Gray Town Council removes the approval of the Return to Work Policy from the Table.

6. To Review and Act upon the revised Facility Use Policy **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the revised Facility Use Policy.

**IX. REPORT FROM THE COUNCIL CHAIR 5 MINS**

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

**XI. COMMITTEE REPORTS 10 MINS**

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

**XIII. ADJOURNMENT 8:30PM**

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



## TOWN OF GRAY

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

CODE ENFORCEMENT OFFICE

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

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# MEMORANDUM

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

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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:** [RESERVED] 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.~~

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**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.

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~~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-permitted~~ 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

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Utility services (water, sewer system, septic system, solid waste, electric) shall be provided only to mobile home parks ~~licensed-permitted~~ 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

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.

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:

General Park Plan Information

Site conditions (i.e. existing buildings; treed areas; deer yards; etc.)

Proposed development;

Data on land characteristics (i.e.: dimensions; legal description);

Existing and proposed facilities with utilities;

Number and size of lots;

Areas and uses adjacent to the subject tract;

Proposed physical improvements.

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Location Map

Relationship to existing community with a one (1) mile radius.

Development name, location, scale, north arrow, and date.

Plan

Proposed layout

Streets

Lots

Other features (i.e.: Laundromat; open space; office; landscaping; etc.)

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.

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.

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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

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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.

#### Form and Content

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:

Name and address of the record owner; owner's representative, if applicable; and the project engineer or surveyor.

Present name of the mobile home park and any other names under which the park has been reviewed, if any.

Mobile home park boundary, indicated by heavy lines, and its computed acreage.

Location, on the site and adjacent to the site, of all existing and proposed:

Buildings and structures.

Streets and other rights-of-way and easements.

Locations and sizes of utilities.

Street paving widths.

Curb return radii.

Parking areas.

Screening.

Natural and environmental features including wetlands, streams, water bodies, etc.

Present tract designation

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.

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.

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.

The location, dimensions, and flow line or existing water courses and drainage structures on the site or adjacent to it.

Date of survey, scale, and north arrow.

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.

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%).

A number or letter to identify each lot, or site, and each block.

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.

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Location of corporate limit line if it traverses the mobile home park or forms part of its boundary.

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).

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.

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**C. RESPONSIBILITIES OF THE PARK MANAGEMENT**

The person to whom a ~~license for~~ permit 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.

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The park management shall supervise the placement of each mobile home on its mobile home stand in accordance with this ordinance.

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**

The park occupant shall comply with 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.

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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.~~ **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.

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~~B.~~ **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 ~~license~~ permits 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**

**[RESERVED]**

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#### ~~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**

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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.~~ 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.~~ 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.~~ A. DRAINAGE, STORMWATER MANAGEMENT, AND EROSION CONTROL

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.

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.

##### STREET SYSTEM

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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.

**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.

**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.

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.

The park street system shall have direct connection to a public street.

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.

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.

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.

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.

Park entrance streets must be able to accommodate all vehicle types having occasion to enter the park, including delivery vehicles and emergency vehicles.

All connections to the public street system shall be paved and shall meet the following standards:

Separation of park streets: four hundred feet (400') along the public road frontage.

Corner clearance is determined by the functional classification of the street as follows:

Arterials: eighty feet (80')

Collectors: forty feet (40')

Minor: thirty feet (30')

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.

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.

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.

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.

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.

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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.

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.

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.

Each lot shall be marked for identification, easily readable from the park street.

All mobile home parks subject to this Ordinance will connect to the public water system provided by the Gray Water District.

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.

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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.

#### LOT LAYOUT AND STANDS

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

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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.

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.

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.

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.

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.

Buildings and mobile homes shall be set back at least fifty feet (50') from any abutting property.

Placement of mobile homes within a park which appear to be perpendicular to a public road outside of the park is prohibited.

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.

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.

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.

The site shall provide for a desirable residential environment which is an asset to the community. Innovative and imaginative designs shall be developed.

Visual buffers shall be provided within the property boundary perimeter setback area.

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.

Screen fences shall be visually attractive structures and constructed of durable weather resistant materials.

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.

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

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

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

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

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.

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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.

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## 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.

## 2022-2023 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2022 to September 30, 2023.**

### APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	1263	1463	1893	2415	2958	3033

**NOTE:** For each additional person add \$75 per month.

(The applicable figures from Appendix A, *once adopted*, should be inserted here.)

### APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 65.35	\$ 281.00
2	120.00	516.00
3	172.09	740.00
4	218.37	939.00
5	259.53	1,116.00
6	311.40	1,339.00
7	344.19	1,480.00
8	393.26	1,691.00

**NOTE:** For each additional person add \$211 per month.

### APPENDIX C - HOUSING MAXIMUMS

<b>Number of Bedrooms</b>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0	262	1128	290	1248
1	300	1288	336	1446
2	387	1666	435	1872
3	497	2138	556	2391
4	608	2616	681	2929

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

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## APPENDIX D - UTILITIES

### ELECTRIC

**NOTE:** For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households Without Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

**NOTE:** For each additional person add \$10.50 per month.

2) **Electricity Maximums for Households With Electrically Heated Hot Water:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

**NOTE:** For each additional person add \$14.50 per month.

**NOTE:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

## APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

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**NOTE:** When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

**APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES**

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

**SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

*FOR MUNICIPAL USE ONLY*

## **2022-2023 Mileage Rate**

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Comptroller. The current rate for approved employment and necessary medical travel etc. is 46 cents (46¢) per mile.

Please refer to the Office of the State Controller for changes to this rate at 626-8420 or visit <http://www.state.me.us/osc/>

[For use when adopting **updated appendices only** without amending the body of an existing GA ordinance]

**MUNICIPALITY OF \_\_\_\_\_**  
**GENERAL ASSISTANCE ORDINANCE**

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of \_\_\_\_\_, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through G of the existing ordinance with the attached appendices A through G, which shall be in effect from October 1, 202\_\_ through September 30, 202\_\_. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the municipal officers:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

# 2022-2023 GA Housing Maximums Recovery Residences

The following Recovery Residence maximums are in effect from 10/1/2022- 9/30/2023

## Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	128.63	551.25

<u>Franklin County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	132.13	566.25

<u>Hancock County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	158.90	681.00

<u>Kennebec County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	143.15	613.50

<u>Knox County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	145.43	623.25

<u>Lincoln County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	161.70	693.00

<u>Oxford County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	139.83	599.25

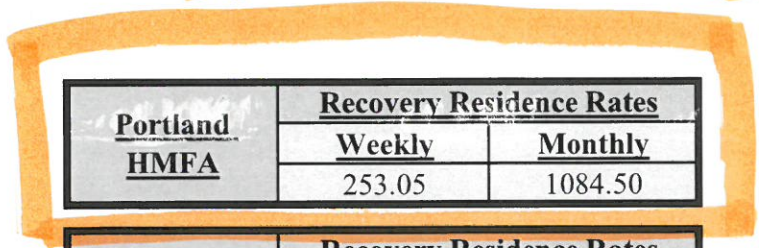
<u>Piscataquis County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	128.28	549.75

<u>Somerset County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	135.28	579.75

<u>Waldo County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	167.13	716.25

<u>Washington County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	129.68	555.75

**NEW**



## Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	164.15	703.50

<u>Portland HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	253.05	1084.50

<u>Cumberland Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	185.15	793.50

<u>Sagadahoc Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	177.45	760.50

<u>Lewiston/Auburn MSA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	147.35	631.50

<u>York Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	186.38	798.75

<u>Penobscot Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	135.63	581.25

<u>York/Kittery/S Berwick HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	223.30	957.00



4. Indicate the type of license applying for: (choose only one)

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Restaurant<br>(Class I, II, III, IV)   | <input type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI)              | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input type="checkbox"/> Hotel<br>(Class I, II, III, IV)   | <input type="checkbox"/> Hotel – Food Optional<br>(Class I-A)                 | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)<br>(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary  | <input type="checkbox"/> Mobile Cart                  |
| <input type="checkbox"/> Tavern<br>(Class IV)  | <input type="checkbox"/> Other: <u>Class A with Private off site Catering</u> |   |
| <input type="checkbox"/> Qualified Caterer   | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only)      |   |

*Refer to Section V for the License Fee Schedule on page 9*

5. Business records are located at the following address:

120 Whitney Road Gray Mine 04029

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6. Is the licensee/applicant(s) citizens of the United States?  Yes  No

7. Is the licensee/applicant(s) a resident of the State of Maine?  Yes  No

**NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.**

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes  No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes  No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes  No

If yes, please provide details: \_\_\_\_\_  
 \_\_\_\_\_

11. Do you own or have any interest in any another Maine Liquor License?  Yes  No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Catherine Alice Caswell	08/23/2022	Utica NY
Residence address on all the above for previous 5 years		
Name Catherine Caswell	Address: 120 Whitney Road Gray Maine 04039	
Name	Address:	
Name	Address:	
Name	Address:	

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes  No

If Yes, provide name of law enforcement officer and department where employed:

\_\_\_\_\_

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?  Yes  No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

16. Has the licensee/applicant(s) formerly held a Maine liquor license?  Yes  No

17. Does the licensee/applicant(s) own the premises?  Yes  No

If No, please provide the name and address of the owner:

Brad Pollard PO box 679 Gray Maine 04039

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: \_\_\_\_\_

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Partial kitchen space. 52 seat restaurant with a 6 seat bar.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Pathways Vineyard Church

Distance: UPSTAIRS

**Section II: Signature of Applicant(s)**

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine’s Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

*Please sign and date in blue ink.*

Dated: 9/5/2022

Catherine Caswell  
Signature of Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person

CATHERINE CASWELL  
Printed Name Duly Authorized Person

\_\_\_\_\_  
Printed Name of Duly Authorized Person

**Section III: For use by Municipal Officers and County Commissioners only**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: \_\_\_\_\_

Who is approving this application?  Municipal Officers of \_\_\_\_\_

County Commissioners of \_\_\_\_\_ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

**A.** The bureau shall prepare and supply application forms.

**B.** The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

**C.** If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

**D.** If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

**A.** Conviction of the applicant of any Class A, Class B or Class C crime;

**B.** Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

**C.** Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

**D.** Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

**D-1.** Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

**E.** A violation of any provision of this Title;

**F.** A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

**A. Repealed**

**B.** If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

**4. Repealed**

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

#### **Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine**

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
  - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

## Section V: Fee Schedule

**Filing fee required.** In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

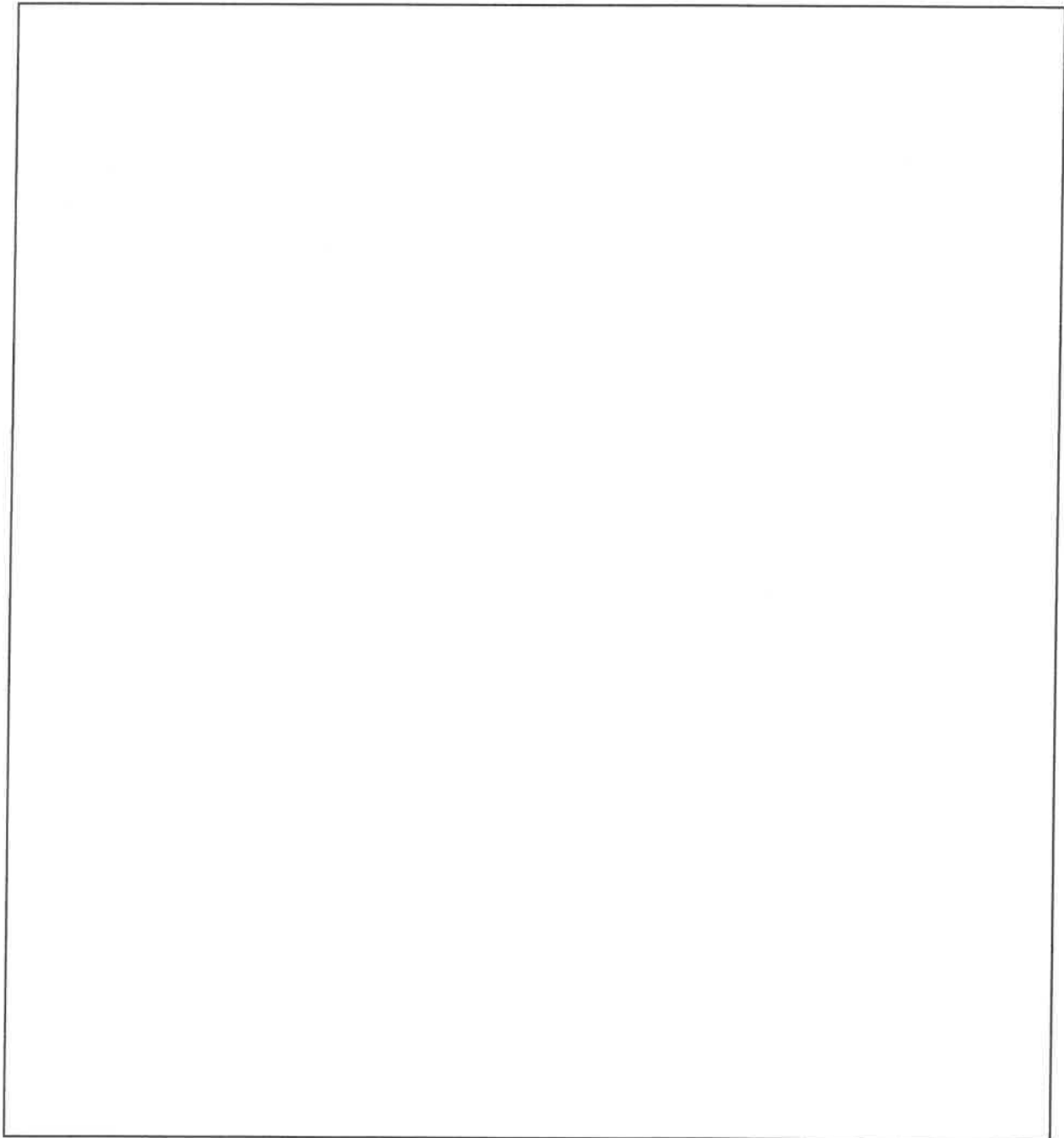
**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00

**Section VI Premises Floor Plan**

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.

A large, empty rectangular box with a thin black border, intended for the applicant to draw a floor plan of their premises. The box is currently blank.

**Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities**

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State’s office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State’s office at (207) 624-7752.

*All Questions Must Be Answered Completely. Please print legibly.*

1. Exact legal name: \_\_\_\_\_
2. Doing Business As, if any: \_\_\_\_\_
3. Date of filing with Secretary of State: \_\_\_\_\_ State in which you are formed: \_\_\_\_\_
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership

(Ownership in non-publicly traded companies must add up to 100%.)

# State of Maine Health Inspection Report

Page 1 of 1

Establishment Name

Bar and Table

As Authorized by 22 MRSA § 2496

Date

8/25/22

License/EST. ID #

740

Address

64 Lewiston Rd

City/State

Gray

Zip Code

Telephone

## OBSERVATIONS AND CORRECTIVE ACTIONS

Item  
Number

Violations cited in this report must be corrected within the time frames below, or as stated in sections 8-405.11 and 8-406.11 of the Food Code.

OK to issue licensehw 100° F3 bay sink 110° Fmop sink faucet needs backflow prevention devicewalkin 39° F, please clean before useCFPM is Catherine Caswell thru 12/18/24see pg 75 of Maine Food Code for consumer advisory language for menu

Person in Charge (Signature)

Cathy Connel

Date

Health Inspector (Signature)

H. Jackson

Date

# Submission #143

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)  
September 14, 2022 - 2:25pm  
208.209.191.12

**Application Date:** September 14, 2022

## Contact Details

**First/Middle Name:** Toby  
**Last Name:** Bragdon  
**Street/PO Box:** 62 Yarmouth Rd.  
**City, State, Zip:** Gray  
**Phone Number:** 2074587435  
**Email Address:** toby.bragdon@maine.edu

## Employment

**Occupation:** Associate Dean of Academics  
**Present Employer:** Central Maine Community College  
**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 am looking to assist in the growth and virtualization of downtown Gray!

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

I have strong communication, research, and administrative skills that would be helpful in the planning aspect of the of the committee.

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

Please see my response above.

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

To talk and listen to committee members about the wants and needs of community development.

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

This would be my first committee in the public sector.

**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?**

Social Media

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

[Home](#) » [Volunteer](#) » [Webform results](#)

# Submission #142

[View](#)

[Edit](#)

[Delete](#)

[Previous submission](#)

[Next submission](#)

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

## Submission information

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

Submitted by Anonymous (not verified)

September 14, 2022 - 1:02pm

2603:7080:493e:1e89:2193:4142:4407:50af

**Application Date:** September 14, 2022

## Contact Details

**First/Middle Name:** Andrew Paul

**Last Name:** Patterson

**Street/PO Box:** 4 dogwood Ln

**City, State, Zip:** Gray

**Phone Number:** 2072743789

**Email Address:** drew.patterson92@gmail.com

## Employment

**Occupation:** Director of Sales

**Present Employer:** Sidesea Agency

**Employer Phone Number:** (603) 5138266

**Are you a Gray resident?** Yes

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

Zoning Board of Appeals

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

In a country where local democracy is treasured, it's essential that citizens play an active role in their community — and local planning commissions offer an important opportunity for this. I'm interested in preserving the

character of residential neighborhoods and improve the quality of development. I like to ensure that the regs are clear, fair, and consistent while trying to ensure managed growth.

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

I can help preserve the historic, friendly charm that gray is known for. Gray is poised for great growth over the next decade and as a resident I want to help in anyway possible. I previously held roles for the State of Texas, both in the Texas legislature and for the Texas Dept. of Agriculture.

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

I love to serve and give back my community. Ive organized and managed teams of people very successfully and I feel as though I can be an asset to the town of Gray.

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

To assist in decisions on appeals where there may be an errors. Listen to variance appeals and make sure our disabled residents have any accommodations they need.

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

My business works directly with over 1,400 non-profits  
Phi Kappa Psi Treasurer, Capital University  
DECA Member  
AYF Volunteer Football Coach

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

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

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

I believe Gray is going to experience wonderful growth in the next decade and I want to be of service to my great community.

**How did you hear about this volunteer opportunity?**

Website

[Previous submission](#) Next submission

# Submission #144

[View](#)

[Edit](#)

[Delete](#)

[Previous submission](#)

[Next submission](#)

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

## Submission information

Form: [Board/Committee Volunteer Application](#)  
Submitted by Anonymous (not verified)  
September 16, 2022 - 11:33am  
2603:7080:4707:ea46:bc8f:8de0:c22d:952c

**Application Date:** September 16, 2022

## Contact Details

**First/Middle Name:** Anthony  
**Last Name:** Grabarz  
**Street/PO Box:** 1 Oliver road  
**City, State, Zip:** 04039  
**Phone Number:** 2074159772  
**Email Address:** anthony.grabarz@yahoo.com

## Employment

**Occupation:** Sales and cultivation  
**Present Employer:** Dirigible enterprise  
**Employer Phone Number:** +1 (207) 747-9192

**Are you a Gray resident?** Yes

**Select the board/committee on which you would like to serve**  
Zoning Board of Appeals

**Reason for selecting this particular board/committee?**  
I was told there was a need for board members.

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

I am born and raised local (portland/gray. I hope to be a part of the community by applying past experience to provide a level headed member.

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

I am great at look at situations from multiple angles and providing pros and cons for each perspective.

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

Discussing zoning of the gray community.

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

VFW Auxiliary member

**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.**

**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 Return to Work Policy

### Purpose

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.

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### Process

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

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~~Providing~~ To accommodate temporary work restrictions, there ~~is~~ must be 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 (a Workers' Compensation Board form completed by the physician) 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 Note

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.

## **PUBLIC FACILITIES USE POLICY TOWN OF GRAY MAINE**

### **Changes noted:**

- **Section 3 – Public Facilities**
  - Added new Section D
  - Updated the rest of the section letters
- **Section 25 – Henry Pennell Municipal Complex**
  - Replaced paragraph
- **Section 26 – Recreation Department**
  - N. Libby Hill Trails
    - 3.b & c
- **Section 27 – Gray Public Library**
  - Section D & E
- **Appendix A**
  - Removed A. Henry Pennell Municipal Complex

**PUBLIC FACILITIES USE POLICY  
TOWN OF GRAY MAINE**

Approved by the Gray Town Council June 18, 2019

Revised: June 1, 2021; August 3, 2021

Be it hereby resolved by the Town Council of the Town of Gray, Maine:

**SECTION 1 – MISSION STATEMENT**

The Town of Gray (hereafter “Town”) sets forth the following rules and regulations for the management and protection of the public facilities owned by the Town and for the protection of the persons lawfully entitled to use same.

**SECTION 2 – DEFINITIONS**

**Director:** means the person who is in charge of an activity, department, or building.

**Public facility:** means an area of land and all buildings and structures located thereon, owned and operated by the Town, having facilities for rest and/or recreational use or providing open space for leisure activities, and customarily used by the general public for such uses and activities. Appendix A contains a current list of public facilities located in the Town.

**Town Staff:** refers to the Recreation Director (or her/his designee) for public facilities located in the Henry Pennell Municipal Complex, Wilkes Beach, Newbegin Community Center, and all Town of Gray owned Parks & Fields; or Library Director (or her/his designee) for facilities located at the Gray Public Library.

**School Department:** means SAD #15.

**SECTION 3 –PUBLIC FACILITIES**

**A. General**

The Town of Gray retains the right at all times to make individual decisions regarding the use of all public facilities including, but not limited to the right to deny use of the facility for any participant and/or spectator who violates any policy or procedure or engages in any verbal or physical abuse of the facility or Staff.

1. Priority Order of Use: 1. Town/Emergencies/Elections; 2. Town/Department programmatic uses in accordance with the intended purpose for which the space was acquired; 3. School; 4. Service Groups and Non-Profit Organizations; 5. Special Interest Groups/GNG Groups and Functions. All facilities are available on a first-come/first-serve basis by reservation through the assigning organization. Bumping order is according to Priority Use Order and time lines. Exceptions may occur due to extenuating circumstances upon the discretion of the assigning organization.
2. The Town Council shall consider all requests for recreational activities regularly occurring if more than 25 hours per session that are not municipal or school-related regarding the use of all public facilities.
3. A lack of respect for the facility or town staff by the user or their group may be cause for the denial of a future use of the building and failure to receive a reimbursement of the security deposit.
4. The renter/designated representative must be at least 18 years of age and assume responsibility for appropriateness of activity, supervision and adherence to all policies. The assigning organization shall authorize all equipment usage and reserve the right to refuse and/or cancel any equipment or facility request. Equipment is not to be removed from any facility.

**B. Application requirements**

All persons or groups desiring to reserve a public facility for their own exclusive use for special events are required to fill out an application.

**C. Insurance**

D. The Town's property insurance and general liability insurance does not extend to individuals or groups utilizing public facilities. The Town may require an applicant to procure public liability insurance from a company authorized to do business in Maine, in an amount not less than \$400,000 per occurrence, for bodily injury, death, and property damage, protecting the applicant and the Town and its officers, agents and employees from such claims and provide the Town with a written certificate of insurance confirming such coverage, including naming the Town as an additional named insured. Regardless of whether the Town requires the applicant to procure liability insurance as noted above, all individuals or groups utilizing public facilities will be required to sign a separate agreement where the individual and/or group agrees to defend, indemnify, and hold harmless the Town and its officers, agents, and employees from any claims arising from the use of Town facilities, and agrees to waive any and all claims the individual and/or group may have against the Town related to the individual and/or group's use of such public facilities.

~~The Town's property insurance and general liability insurance does not extend to individuals or groups utilizing public facilities. Therefore, in addition to agreeing to defend, indemnify and hold harmless the Town and its officers, agents and employees from any claims arising from use of the Town's facilities, the applicant shall procure public liability insurance, from a company authorized to do business in Maine, in an amount not less than \$500,000 per person, for bodily injury, death, and property damage, protecting the applicant and the Town and its officers, agents and employees from such claims and provide the Town with a written certificate of insurance confirming such coverage, including naming the Town as an additional named insured. This insurance is mandatory for all users, otherwise required to pay a user fee under this policy; provided, that even if the user fee is waived by the Town, the insurance requirement shall remain required. The Town expressly reserves the right to increase the amount of insurance based on the nature or type of rental or use proposed.~~

**D.E. Fee**

1. The fee for facility rental shall be as specified in the Schedule established by the Town Council.
2. It shall be unlawful for any person to use, without payment, any facility or area for which an application fee is required, or user fee charged. Once an application is approved, and rental obligations are met, the date and facility will be considered secure.
3. The Town may require the applicant to pay additional costs as needed for the event, including, but not limited to, the cost of providing police protection, the cost of providing restroom facilities, additional staff and a maintenance service charge.
4. A refundable security deposit shall be collected for the use of all indoor recreational facilities that require a Facility Use Application. This security deposit shall be collected prior to use and held until after the rental has been completed and a satisfactory walk-through done by Town Staff.
5. Parties interested in a reduction/waiver of rental fees in exchange for in-kind goods/services may apply to the Recreation and Conservation Committee on forms provided by the Town. The Recreation and Conservation Committee shall review the application at their next regular meeting and formulate a recommendation for the Town Council's consideration. In the event that the Recreation and Conservation Committee is unable to meet within 30 days from the date of application, a recommendation shall be formulated by Recreation Administrative and the Town Manager for the Town Council's consideration. The application will then be reviewed by the Town Council at their next regularly scheduled meeting to decide if the reduction/waiver is approved.

**E.F. Cancellations**

If a rental fee is paid and two (2) weeks' notice is given, the renter is entitled to a 100% refund minus a \$10 processing fee. Notification of less than two (2) weeks and more than three (3) business days before the rental date will result in 50% refund. If the town is notified three (3) business days or less prior to the rental date, no refund will be issued. If the town closes the facility due to inclement weather or other municipal priorities, the rental event will be cancelled and rescheduled if possible. If it cannot be

rescheduled a full refund will be issued. It is the renter's responsibility to contact Town Staff to reschedule the rental.

**F.G. Duties of applicant**

1. Prior to the event, the applicant reserves the right to walk through the public facility which the applicant intends to utilize and catalog in writing on the contract with Town Staff any defects, deficiencies or apparent damage to such facilities.
2. The applicant shall be responsible for designating a person who shall be in charge of the conduct of the event or activity and who shall be at the public facility while the event or activity is being conducted.
3. Respect for equipment, staff and facility is expected at all times including space capacity and intended space use. If damage occurs, please report it to Town Staff
4. Groups shall be adequately and appropriately supervised by an approved adult(s) at all times and until all participants have departed the premises. All accidents and/or injuries shall be reported to the assigning organization.
5. Food and/or beverages are to be limited to the specified food and/or beverage areas.
6. Clean-up is the responsibility of the renter/user. The facility should look as good as, or better than it looked when entered. All trash should be deposited in the appropriate trash receptacles.
7. Renters should make themselves aware of the appropriate means of emergency exits and make sure all in attendance are aware of the exits.
8. The applicant shall comply with any and all other Town Ordinances, Rules and or Policies.

**G.H. Standards for issuance**

Town Staff shall approve an application upon finding that:

1. The proposed event or activity shall not endanger the health and safety of persons who visit the public facility;
2. Adequate parking facilities exist and are available to accommodate the proposed event or activity in the public facility;
3. Adequate sanitary facilities exist and are available to accommodate the proposed event;
4. The event or activity shall not cause damage from destruction or overuse of the grounds, equipment, vegetation, buildings, fences or other amenities in the public facility;
5. The proposed event or activity would not unreasonably disturb persons who own and/or occupy land which is adjacent to such public facility;
6. The public facility or portion thereof desired has not been reserved for other use at the day and hour required in the application; and
7. The applicant has demonstrated the ability and intent to provide adequate supervision of the activity and understands the applicable rules and regulations.
8. When approving an application Town Staff may designate the specific area within the public facility where the event shall be permitted to take place, based upon the foregoing criteria.

**H.I. Post-event examination**

Any facilities used by the applicant will be examined carefully by Town Staff after use. By accepting an application to use a public facility, the applicant agrees to make full restitution for loss or damage occurring during the applicant's use of the facilities. This may also result in failure to receive a reimbursement of the security deposit. Depending upon the extent of any loss or damage, an insurance claim may be filed at the Town Staff's discretion - see Section 3, Sub-section C of this Policy.

**H.J. Termination of applications**

Town Staff, for good cause, may withdraw his/her approval for use of any public facility by giving the applicant notice 48 hours in advance of the scheduled event or gathering. In such event, the applicant shall be entitled to full reimbursement of any fees paid.

**J.K. Indemnification**

The applicant agrees to save, indemnify and hold harmless the town and all its employees, the Town Council and all its members, from and against, any and all liabilities, actions, courses of action and damages arising out of any negligent or tortious acts on the part of the applicant, employees or agents, and from any and all fines, suits, claims, demands and actions of any kind or nature of any and all persons by virtue of or arising from the use of said facilities, equipment, or activity participation. The foregoing entities shall also be held harmless from and against all claims, damages losses and expenses, just or unjust, including but not limited to costs of defense, including attorney's fees arising out of or resulting from personal injury, sickness, disease or death.

#### **SECTION 4 – UNLAWFUL OCCUPANCY**

It shall be unlawful for any person to:

- A. Enter any building or be upon any public facility after the posted closing time or before the posted opening time, or contrary to posted notice in any public facility or while any public facility is under construction.
- B. Use a public facility in a manner which requires a permit after having received a permit revocation during the time period specified.

#### **SECTION 5 – ALCOHOL/TOBACCO**

The Town of Gray is a smoke free environment. Participants and spectators may not consume alcohol or tobacco products at any scheduled/organized activity or event. Use of alcoholic beverages and tobacco products is prohibited in all public facilities and on any town owned properties.

#### **SECTION 6 – SOLICITATIONS AND CONCESSIONS**

It shall be unlawful for any person to:

- A. Solicit, sell or otherwise peddle any goods, wares, merchandise, services, liquids or edibles in a public facility except by authorized concession or written permission granted by the Recreation Administrative Staff.
- B. Expose, distribute or place any commercial sign, advertisement, notice, poster or display in a park without authorization from Town Staff. This prohibition shall not apply to signs erected in connection with recognition of sponsorship by a business or individual of non-profit events and athletic teams within the town, provided that the sign has been authorized by Town Staff.
- C. Bring in, set up, construct, manage or operate any amusement or entertainment device without a permit.

Other town permits and licenses may be required before engaging in the foregoing activities.

#### **SECTION 7 – DOGS**

Dogs are allowed at public facilities subject to the following restrictions:

- A. All dogs must be on a leash, cord or chain, not longer than ten (10) feet, held by a person physically able to control the dog.
- B. It is a violation of this Policy to allow a dog to disturb, harass or interfere with any employee or visitor at a public facility and/or town sponsored program or event, or to damage any visitor's property.
- C. Any animal owner whose animal destroys, damages, or injures any shrubbery, plants, flowers or anything on public property or a facility in a park or other public grounds shall be responsible for the damage caused by the animal.
- D. Pet custodians shall pick up their pet's feces and dispose of the feces in a sanitary manner, in a designated receptacle.

#### **SECTION 8 – LITTERING**

It shall be unlawful for any person to deposit, scatter, drop or abandon bottles, cans, broken glass, sewage, trash, waste or other material. Disposal of waste shall be in a sanitary manner in a designated receptacle.

**SECTION 9 – RELEASE OF HARMFUL OR FOREIGN SUBSTANCES**

It shall be unlawful for any person to:

- A. Place any debris or other pollutant in or upon any land associated with a public facility or any body of water in or adjacent to a public facility or any tributary, stream, storm sewer or drain flowing into such waters.
- B. Discharge wastewater or any other wastes in a public facility, except into designated containers, drains or dumping stations.
- C. Release a pesticide in or upon any land associated with a public facility, except as permitted by the Town.

**SECTION 10 – DESTRUCTION/DEFAACEMENT/ALTERATION OF PUBLIC PROPERTY/SIGNS.**

It shall be unlawful for any person to:

- A. Intentionally deface, vandalize or otherwise cause destruction to a public facility.
- B. Intentionally deface, destroy, cover, damage or remove any placard, notice or sign, whether permanent or temporary. Build an encroaching structure, such as a fence or garden, on public facility property without the express written permission from Town Staff.

**SECTION 11 – DISTURBANCE OF NATURAL FEATURES**

It shall be unlawful for any person to:

- A. Intentionally remove, alter, injure or destroy any tree, turf, other plant, rock, soil or mineral in a public facility without a permit.
- B. Dig any trenches, holes or other excavations in a public facility without permission.
- C. Introduce any plant, animal or other agent within a public facility without permission.
- D. Construct any building or structure or signs unless authorized to do so in writing by Town staff.

**SECTION 12 – HUNTING/WILDLIFE**

It shall be unlawful for any person to:

- A. Kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed, any species of wildlife in any park areas that are posted “No Hunting.” All fishing, hunting and discharge of firearms shall be in accordance with state and local laws and ordinances.
- B. Remove any wild animal, living or dead, from a park without necessary State permits or licenses.
- C. Release or abandon any animal within a park without necessary State permits or licenses.

**SECTION 13 – USE OF WEAPONS/FIREARMS/FIREWORKS**

It shall be unlawful for any person to:

- A. Fire or discharge, or cause to be fired or discharged across, in or into any portion of a posted public facility, any gun or firearm, spear, bow and arrow, crossbow, sling shot, air or gas weapon, paintball gun, or any other dangerous weapon or projectile, except for purposes designated by Town Staff in areas and at times designated by Town Staff
- B. Possess, set off or attempt to set off or ignite any firecracker, fireworks, smoke bombs, rockets, or other pyrotechnics at any public facility without authorization of Town Staff and the necessary State and local permits.

#### **SECTION 14 – FIRES**

It shall be unlawful for any person to:

- A. Start an open fire at any public facility (including for cookouts and camping) except by express permission from Town Staff. Applicants requesting permission for a fire of any type must also acquire a fire permit through the Gray Fire Rescue Department.
- B. The use of open flames including candles or other incendiary devices and effects are prohibited.
- C. Scatter or leave unattended lighted matches, ashes, burning tobacco, paper or other combustible materials.

#### **SECTION 15 – SNOWMOBILES AND ATVS**

Use of snowmobiles and all-terrain vehicles (ATVs) is prohibited on all trails and areas within public facilities except for designated trails within parks and designated public grounds owned by the town. This shall not be construed to prohibit the use of snowmobiles and/or snow grooming equipment for the maintenance and grooming of ski trails as authorized by Recreation Administrative Staff.

#### **SECTION 16 – TRAILS**

Trails within parks and public grounds owned by the Town may generally be used for non-motorized recreation such as hiking, cross-country skiing and cross-country running and may otherwise be used as posted.

#### **SECTION 17 – PERSONAL CONDUCT**

It shall be unlawful for any person to engage in any course of conduct or participate in any activity in any public facility where such conduct or participation is unreasonably and unnecessarily hazardous to the personal safety of or impairs or limits the lawful use and enjoyment of the facility or area by other persons.

#### **SECTION 18 – NOISE/PUBLIC DISTURBANCE**

It shall be unlawful for any person to:

- A. Make any unnecessary noise which disturbs the peace and quiet of the park/facilities or causes discomfort or annoyance to park/facility visitors of normal sensitivity, except for special programs at dates and times as authorized by permit.
- B. Install, use or operate or permit the use or operation within public facilities of any of the following devices:
  - 1. Loudspeaker or sound amplifying equipment without an application.
  - 2. Radios, DVD players, tape players, television sets, musical instruments or other machine or device for the production or reproduction of sound in such a manner as to be disturbing or a nuisance to persons of normal sensitivity within the area of audibility.

#### **SECTION 19 – MOVEMENT OF BENCHES/SEATS OR OTHER PARK EQUIPMENT**

No benches, seats or other equipment of the town shall at any time be removed or changed from their place without permission to do so having been obtained by Town Staff.

#### **SECTION 20 – GOLF**

Practicing of golf is not permitted in any public facilities, except where specifically designated or as authorized by Recreation Administrative Staff.

## SECTION 21 – CAMPING

Overnight camping is prohibited in all public facilities and parking areas owned by the town.

## SECTION 22 – PARKING

Parking or driving of any vehicle on a public facility, including vehicles for the purposes of loading and unloading supplies and all catered or concession vehicles, is not permitted except where specifically designated or as authorized by Town Staff.

## SECTION 23 – INTERFERENCE WITH EMPLOYEE PERFORMANCE OF DUTY

It shall be unlawful for any person to impersonate any employee of the Town or interfere with, harass or hinder any employee in the discharge of his/her duties.

## SECTION 24 – ENFORCEMENT AND PENALTY

This Policy may be enforced by Town staff or by any duly authorized law enforcement officer. Any person found in violation of this Policy shall be subject to a penalty as provided in 30-A MRSA Sec. 4452. In addition to such penalties, Town staff may issue a written order to any person violating this policy prohibiting that person from using public facilities in the Town for a period of not more than one (1) year.

## SECTION 25 – HENRY PENNELL MUNICIPAL COMPLEX

~~The facility is intended to be used solely for Town related purposes and to be used during normal business hours, unless prior permission is granted.~~

~~Rooms may be reserved two weeks in advance. This facility is intended solely for use by Town of Gray staff, committees, or during emergencies. The Henry Pennell Municipal Complex is not available as a meeting space for external organizations. People seeking meeting space are encouraged to contact the Gray Public Library.~~

## SECTION 26 – RECREATION DEPARTMENT

Recreation staff or designee is authorized to close any public facility or portion thereof at any time for the protection of town property or the public health, safety or welfare.

### A. Village Green (this facility is not available for rental)

1. **Hours:** The Village Green micropark located at 5 Yarmouth Road is open to all members of the public from sunrise to sunset.
2. Use of the micropark is subject to all other provisions contained in this policy.

### B. Wilkies Beach (this facility is not available for rental)

1. **Hours:** the beach is available for use by Town of Gray residents during the months from May to September, inclusive from 5:30 a.m. to 8:30 p.m. All other months shall be open to the public sunrise to sunset.
2. **Dogs:** from Memorial Day until Labor Day, only service dogs are allowed on the beach from 8:00 a.m. until 6:00 p.m. At all times, dog owners must also observe the provisions contained in Section 7 herein.
3. **Lifeguard:** there are no lifeguards on duty at the beach; persons using the beach do so at their own risk.
4. During the beach season there are attendants on duty to enforce the rules of the beach. Proof of residence is checked at the entrance to the beach.
5. Use of the beach is subject to all other provisions contained in this policy.

### C. Newbegin Gymnasium

1. If the staff is on duty and there are no sponsored programs or events scheduled, the facility is open to the public for use, subject to the other terms and conditions for public facilities contained herein.
2. Rental of this facility is permitted via the Recreation Facility Use Application. Maximum capacity in the gymnasium is 414.
3. Bottled water/sport drinks are permitted in the gymnasium; however, food is not permitted unless otherwise approved by Recreation Administrative Staff.
4. Entrances and exits must not be blocked by any of the activities conducted by the user or their entity.
5. A designated representative shall be named on the application and be present for the entire duration of the function. This person(s) is responsible for overseeing the function and for upholding the application as stated and signed.
6. Except for service animals assisting persons with disabilities or unless there is permission granted from Recreation Administrative Staff, no animals are permitted in the building.
7. The facility shall be left in the condition originally found including but not limited to all lights, fans and other items properly turned off, windows locked, and motion alarm set and door securely locked (if applicable).
8. Property of the applicant or his/her agents, employees, guests or invitees will not be stored in or at any public facility without prior approval. The Town accepts no liability for loss or damage to items being stored.

**D. Newbegin Recreation Room**

1. The Recreation Room in the basement of Newbegin Gymnasium can be rented as long as recreation staff can be scheduled to supervise.
2. Food and beverage will only be allowed on the tile floor area and will be strictly enforced.

**E. Pennell Park (this facility is not available for rental)**

1. This facility is open from sunrise to sunset for public use daily unless closed due to conditions beyond our control.
2. This park is specifically designed for leisure use and foot traffic only. Use of bikes, electric bikes, strollers, wheelchairs and powered wheelchairs are permitted. Recreational, motorized vehicles (i.e. ATV's/dirt bikes) are prohibited.
3. Picnic tables are handicapped accessible.
4. Please respect the natural surroundings.

**F. Ice Skating Rink at Pennell (use is weather permitting)**

1. This facility is available for private rentals.
2. This facility is open from sunrise to sunset daily for public use unless closed due to conditions beyond our control or ice repair/maintenance.
3. Designated Stick and Puck times are listed on the Gray Recreation website and the Town of Gray website for your convenience.
4. All other time is reserved for recreational skating only.
5. Facility Rules:
  - a. *Skate at your own risk*
  - b. *Be Safe:*
    - (i) Skate in a safe and controlled manner with others in mind
    - (ii) Up to 2 people may skate together
    - (iii) Boards must remain clear of people, clothing and skates
  - c. *Be Responsible:*
    - (i) Ice Skating area will be kept clear of any debris, food or beverages
    - (ii) Ice will be kept free of holes, chipping and gouges
  - d. *Be Respectful:*
    - (i) This is a pet, smoke and alcohol-free facility

- (ii) Use appropriate language and behavior
- (iii) Please pick up your belongings and trash

**G. Beach Volleyball Courts**

- 1. Open sunrise to sunset seasonally for public use unless closed for maintenance or a prescheduled reservation.
- 2. Rental of this facility is permitted via the Recreation Facility Use Application.
- 3. Nighttime use (with lights) is permitted only with a valid Recreation Application.
- 4. Pets are not permitted on the sand surface at any time.

**H. Pennell Snack Shack**

- 1. Rental of this facility is permitted via the Recreation Facility Use Application for non-profit local organizations per the discretion of Recreation Administrative Staff.
- 2. Persons under 16 years of age are allowed in the snack shack with an authorized adult only.
- 3. Available for rental from sunrise to sunset only.
- 4. Entrances and exits must not be blocked at any time.
- 5. A designated representative shall be named on the application and be present for the entire duration of the function. This person(s) is responsible for overseeing the function and for upholding the application as stated and signed.
- 6. Except for service animals assisting persons with disabilities, no animals are permitted in this building.
- 7. The facility shall be left in the condition originally found including but not limited to all lights, fans and other items properly turned off, windows locked, and door securely locked (if applicable).

**I. Douglas Field**

- 1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
- 2. Rental of this facility is permitted via the Recreation Facility Use Application.
- 3. Use of bikes and recreational, motorized equipment are prohibited.
- 4. Rental of this facility does not include bases or lining of infield.

**J. Pennell Softball Field**

- 1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
- 2. Rental of this facility is permitted via the Recreation Facility Use Application.
- 3. Use of bikes and recreational, motorized equipment are prohibited.
- 4. Rental of this facility does not include bases or lining on infield.

**K. Newbegin Multi-Use Area**

- 1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
- 2. Use of bikes and recreational, motorized equipment are prohibited.

**L. Newbegin T-ball Field**

- 1. Open daily from sunrise to sunset for public use unless closed due to field maintenance or a prescheduled reservation.
- 2. Rental of this facility is permitted via the Recreation Facility Use Application.
- 3. Use of bikes and recreational, motorized equipment are prohibited.
- 4. Rental of this facility does not include bases or lining on infield.

**M. Outdoor Basketball Court**

1. Open daily from sunrise to sunset for public use unless closed due to maintenance or a prescheduled reservation.
2. Rental of this facility is permitted via the Recreation Facility Use Application.
3. Use of bikes, scooters, skateboards, roller skates, roller blades and recreational, motorized equipment are prohibited.
4. Hanging from rims, nets or supports is strictly prohibited.
5. Spitting on the court is strictly prohibited.
6. Glass containers in the court are not allowed.
7. No paint, chalk, tape or other adhesive material shall be placed on the court surface without prior approval.

**N. Libby Hill Trails**

1. Trails are open 24 hours a day, 7 days a week.
2. Animals:
  - a. Horses are restricted to ATV/Snowmobile Trails, Moose Odyssey, and Deer Run. Horses may only go on these trails between June 1st and November 1st. Horses may not go on trails if conditions are wet or if there is a risk of rutting or eroding of trails. Horse owners should make efforts to remove horse manure from trails in a reasonable period of time to prevent excess accumulation of horse waste.
  - b. Pets must be leashed and under complete control of owners at all times. Pets are not allowed to chase trail users, wildlife, or damage plants. Owners who fail to comply will be asked to remove their pet from Libby Hill.
3. Fees:
  - a. All trails are free to use, however, donations at the parking area help keep these trails pristine.
  - b. The [Gray Community Endowment \(GCE\)](#) is a 501C organization dedicated to promoting the future of Gray. This organization owns over 50% of the land used by Libby Hill Trails.
  - c. Events must be coordinated with SAD15, Town of Gray, and GCE. Please contact the Gray Recreation Department or the [Friends of Libby Hill](#) if you are interested in an event.
4. Trails:
  - a. Once trails are groomed for skiing in winter, only skiers may use the wide trails. Hikers, snowshoers, and walkers may use the Harold Libby, Outback, and Lynx trails in winter. The snowmobile trails and Old Libby Hill road may also be used without skis.
  - b. Motorized vehicles must remain on designated trails and Old Libby Hill Rd. No motorized vehicles allowed on any Libby Hill Forest Trail.

**SECTION 27 – GRAY PUBLIC LIBRARY**

- A. The Multipurpose Rooms of the Gray Public Library are intended to provide public gathering spaces for nonprofit civic, cultural, educational, intellectual or charitable organizations when the rooms are not being used for Library or town-related activities. Under certain conditions, applications from other groups may be accepted, subject to approval by the Director of the Gray Public Library. The rooms are not intended for purely social gatherings, such as birthday parties, wedding showers, banquets, etc.
- B. While the Library encourages the free interchange of information and ideas, permission to use the Multipurpose Rooms does not constitute or imply neither the Library’s co-sponsorship of the event nor its endorsement of any groups, policies, beliefs or programs. Advertisements or promotion materials for the proposed meeting must not carry any such implication.
- C. The Large Multipurpose Room can accept groups of up to thirty (30); the Small Multipurpose Room holds up to fifteen (15). Reservations must specify which room will be used, and attendance may not exceed these capacities.

D. The Director of the Gray Public Library, or her or his designee, is the final authority for approvals of applications for use of the rooms.

D-E. Availability/Reservations

1. The Multipurpose Rooms are available from 8:00 a.m. until 10:00 p.m., seven (7) days a week. They may be reserved up to sixty (60) days in advance; reservations are on a first-come, first-served basis. In no case may any organization reserve a room more than sixty (60) days in advance. Application forms are available at the Front Desk and online. A completed application must be received least seven (7) days prior to the event. Applications will be dropped off at the Library in person or submitted via email, and the applicant will receive a copy of the meeting room rules.
2. When booking time, groups should include time needed for set up and clean up.
3. Because Library and Town activities have priority, an organization will not have more than four (4) meetings booked within a 60-day period. The Library reserves the right to cancel a room reservation up to two (2) weeks in advance of the date requested.

E-F. Fees

Refer to the Town of Gray Fee Schedule.

F-G. No admission charge, requests for donation or sale of merchandise or services is permitted without the written approval of the Director.

G-H. There shall be no charge for library-related, Town of Gray, or Gray/New Gloucester school meetings or events.

H-I. Bookings that occur outside of regular library hours will require a key for access. A member of the booking organization who will be attending the meeting must sign for a key. A refundable deposit of \$25 will be received upon transfer of the key; the deposit will be refunded in full once the key is returned. The key will be available 24 hours in advance of the time booked.

H-J. Multipurpose Room Rules

1. Attendees are expected to understand and observe the Library Behavior Policy, which is available at the Front Desk.
2. Event sponsors are responsible for arranging special setups, and for returning the room to its original status at the conclusion of the event.
3. The Library does not provide storage space for program materials used by the group. Such materials must be brought to the Library at the time of the meeting and removed at the conclusion of the program.
4. Young children must be accompanied and supervised by adults 18 years of age and older.
5. Light refreshments may be served to attendees, provided that all evidence of their use has been removed at the conclusion of the event. Food must be provided by the sponsors of the meeting.

**SECTION 28 – PUBLIC SAFETY BUILDING**

- A. The Gray Fire Rescue meeting room at 125 Shaker Road is used primarily for Fire and Rescue activities.
- B. Any public events and meetings held in the meeting room are to be held Tuesday through Friday from 6 p.m. to 9 p.m. only. Mondays and weekend public meetings or events shall not be scheduled.
- C. All requests for public meeting are to be reviewed by the Chief two (2) weeks prior to the date to be held and must be approved by the Chief of Department.
- D. Any scheduled meetings and events may not use the kitchen facilities.

Gray Fire Rescue shall take precedence over all prior scheduled meetings and events, and public events may be cancelled without notice in the event of emergency calls and events.

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**APPENDIX A  
LIST OF PUBLIC FACILITIES**

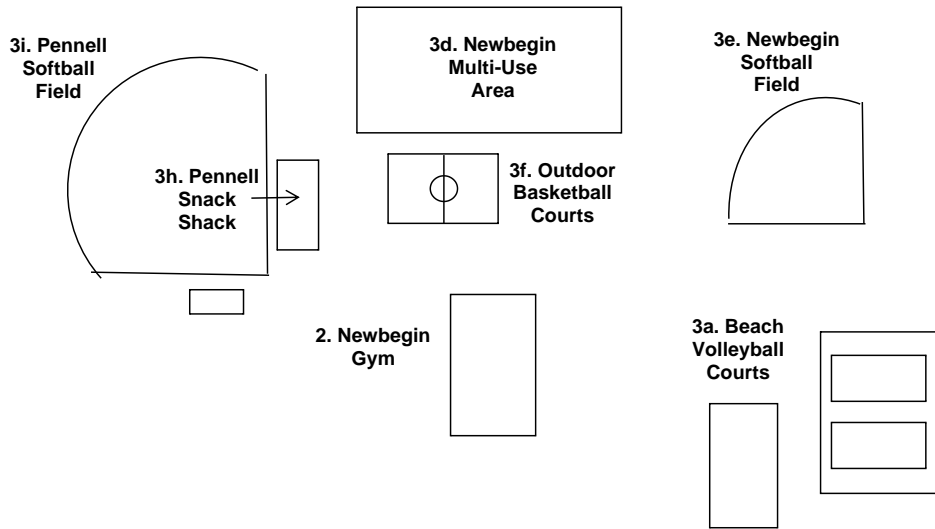
~~A. Henry Pennell Municipal Complex~~

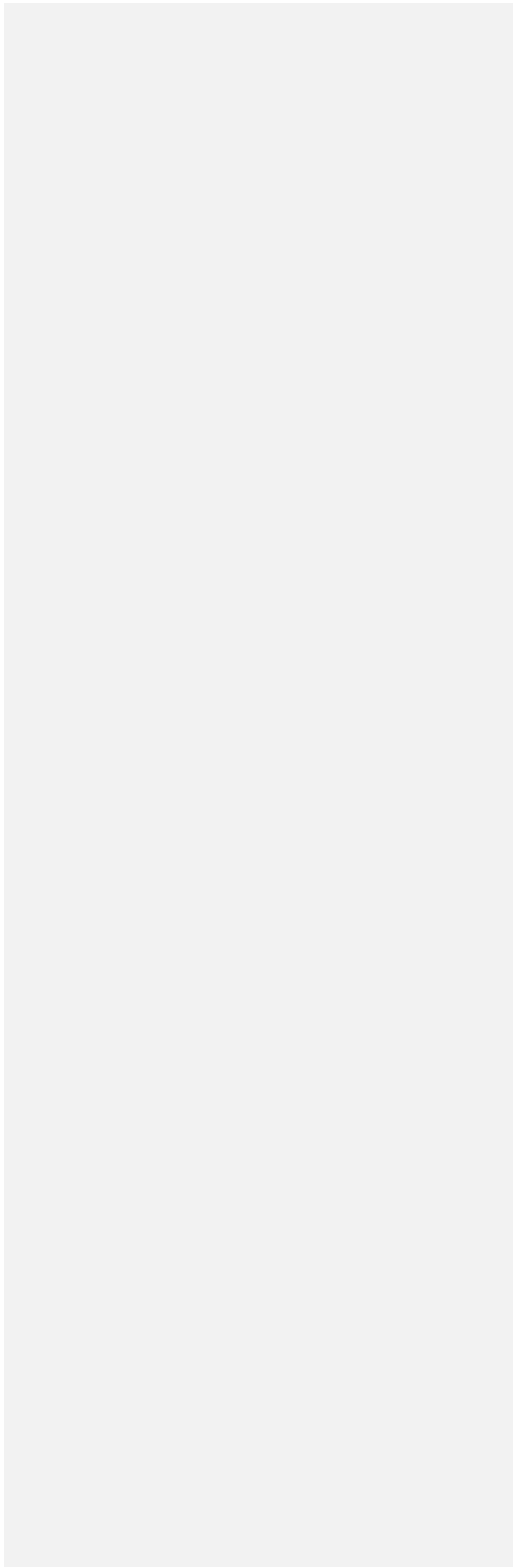
~~B.A. Recreation Department~~

1. Wilkes Beach
2. Newbegin Center
  - a. Newbegin Gymnasium
  - b. Recreation Room
3. Parks & Fields
  - a. Beach Volleyball Courts
  - b. Ball Field at Monument Square
  - c. Libby Hill Trails
  - d. Newbegin Multi-Use Area
  - e. Newbegin Softball Field
  - f. Outdoor Basketball Courts
  - g. Pennell Park
  - h. Pennell Snack Shack
  - i. Pennell Softball Field
  - j. PEP Up Patriot Health Ice Skating Rink at Pennell

~~C.B. Gray Public Library~~

~~D.C. Public Safety~~







## TOWN OF GRAY

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

OFFICE OF THE TOWN MANAGER

*Nate Rudy, Town Manager*  
nrudy@graymaine.org  
(207) 657-3339

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September 28, 2022

### **Town Manager Report to Town Council (9/13/2022 – 9/27/2022):**

- 9/13: TM observed Commission to Increase Housing Opportunities in Maine by Studying Land Use Regulations and Short-term Rentals meeting via Zoom.
- 9/15: TM attended Volunteer Maine Commission annual retreat in Augusta.
- 9/15: Town hosted a planning meeting about Yarmouth Road and Main Street road construction projects with the Maine Department of Transportation.
- 9/18-9/21: TM attended the International City Manager's Association meeting in Columbus, OH and participated remotely in the Town Council meeting on September 20.
- 9/22: TM and Council Chair Carder hosted the Joint Leaders' Meeting with MSAD-15, with the Town of New Gloucester representatives absent. The next meeting is scheduled for December 15.
- 9/22: TM attended Maine Municipal Association Legislative Policy Committee (MMA LPC) meeting in Augusta.
- 9/26: TM invited by Pam Wilkinson on an informative guided tour of Little Sebago Lake, which included Community Planner Kristen Muszynski and Assistant Code Officer George Froehlich.

#### Upcoming:

- 10/1: The Gray Town Council Retreat will be held at Coolidge Chapel, 16 Shaker Road.
- 10/5-6: TM will attend the Maine Municipal Association Convention in Bangor and will represent Gray at the MMA Annual Meeting.
- 10/4: Town will host a staff-level planning meeting about Yarmouth Road and Main Street road construction projects with the Maine Department of Transportation at 3 PM in the Town Council Chamber.
- 10/11: The Town of Gray will host a GCTV televised Candidate Forum for State House and Senate candidates. The forum will be moderated by former Gray Town Manager and Gray resident Mitch Berkowitz.

Other activities:

- Principle Group presented their final report to Town Council from the Gray Village planning charrette and design studio at the 9/20 Town Council meeting.
- I have been invited to testify at the Commission to Increase Housing Opportunities in Maine by Studying Land Use Regulations and Short-term Rentals is scheduled for Monday, October 3 at 9 AM in Room 127 (Taxation Committee room) of the State House, to discuss the Town's experiences with short term rentals.
- I have asked to be included in an MMA LPC working group on LD2003 implementation.
- Public Works Director Alec Dodd submitted his resignation effective Thursday, October 6.
- I have achieved re-certification as a Certified Manager by the Maine Town / City / Council Managers Association (MTCMA). Town Managers are required every three years to submit documentation of rigorous training, volunteerism, and public education experience that demonstrates both giving and gathering of information about civic life and municipal management. This credential is a requisite for my certification by the International City Managers Association, of which I am also a member. More information can be found at the MTCMA website: <https://www.mtcma.org/wp-content/uploads/about/certification/Certified-Procedure.pdf>



**MTCMA**  
**Maine Town, City and County  
Management Association**  
A State Affiliate of **ICMA**

Local Government Center • 60 Community Drive  
Augusta, Maine 04330-9486  
1-800-452-8786 (In Maine)  
207-623-8428  
Fax: 207-624-0128

September 27, 2022

Ms. Sandra Carder, Council Chair  
Town of Gray  
24 Main Street  
Gray, Maine 04039

Dear Ms. Carder:

On behalf of the Maine Town, City & County Management Association, it is my pleasure to inform you that Nathaniel Rudy has applied for, and has been accepted, as having met the professional development criteria of the MTCMA Certification program.

Nathaniel is now one of the select few re-certified Town, City or County Managers in the State of Maine. The program represents Nathaniel's commitment to public service and professional excellence. Gray can be proud to have it's Manager re-certified.

Sincerely,

Ryan D. Pelletier, Chair  
Professional Development Committee  
Maine Town, City & County Management Association

cc: Nathaniel Rudy, Town Manager



- Certification
- Re-Certification
- Lifetime \*See below

**CERTIFIED MUNICIPAL/COUNTY MANAGER - APPLICATION FORM**

Please fill in the following questionnaire completely to aid in consideration of your application. PLEASE PRINT. Deadline for application acceptance: May 31st. Any applications received after May 31st will be considered for the following year, as awards are presented annually at the New England Management Institute.

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_ Present Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Years in present position:

Years in Municipal/County Gov't:

**EDUCATION**

Institution	Degree Obtained	Graduation Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PREVIOUS EMPLOYMENT**

Position	Location	Length of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PROFESSIONAL CERTIFICATIONS**

(Certified Assessor, Chief of Police, Plumbing Inspection, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The criteria for certification requires active and direct participation in activities of at least 240 hours during the prior three (3) years from the date of this application with no more than 160 hours in either of the following categories:

1. Professional Association or Intergovernmental Services and Participation
2. Development of General Administrative/Management Skills

**1. Professional Association or Intergovernmental Services and Participation.**

Includes service as an officer of a national, state or regional association, service on a committee or task force or active participation in regularly scheduled events or of any professional association for public managers. Also includes service on a committee or advisory board of a regional, state or federal government organization or institution only where such service is not considered a requirement for the continuing employment of the chief administrative officer. Please provide the published name, the actual dates of attendance and the actual number of hours of active and direct participation in each activity. A minimum of 80 hours required with no more than 160 hours total for this section.

ACTIVITY	DATES	HOURS OF PARTICIPATION	COMMENTS

**TOTAL NUMBER OF HOURS** \_\_\_\_\_

**2. Development of General Administrative/Management Skills**

Includes such educational areas as university or college courses, national or state league or association seminars (ICMA, MMA, BPA, etc.) or authorship of any articles or other form of organized information dissemination related to administrative or government management. Please provide the published name of any course or seminar attended, the sponsoring organization and the number of hours of active and direct participation. The name of the publishing organization for authored articles or the sponsor for a presentation of information should be provided under “comments.” A minimum of 80 hours required with no more than 160 hours total for this section. Applicants must have 64 hours of educational courses meeting each of the categories below (figure next to category indicates minimum number of hours allowed for that category):

Leadership 16	EOW/Elected Relations 4	Finance Budget 16
Human Resources 16	Legal 8	Ethics 4

**TOTAL NUMBER OF HOURS** \_\_\_\_\_

### 3. Manager as Educator

(Minimum 8 Hours of providing education to the public or Peers/Civic Organization)

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**TOTAL NUMBER OF HOURS** \_\_\_\_\_

#### **\*LIFETIME CERTIFICATION**

*Certified members (25 or more years' experience) with the Maine Town, City & County Management Association are entitled to Lifetime Certification, subject to ongoing ethical behavior as defined by the Code of Ethics adopted by MTCMA. The Membership Committee shall review all Managers who have met the initial requirements of certification and/or recertification and shall recommend lifetime certification until three (3) years after their retirement subject to ongoing ethical behavior as defined by the Code of Ethics adopted by MTCMA.*

# **FOR COMMITTEE USE ONLY**

NAME: \_\_\_\_\_

½ day = 4 hours

MUNICIPALITY/COUNTY: \_\_\_\_\_

1 day = 8 hours

## **MTCMA CERTIFICATION TALLY SHEET**

1. Professional Association or Intergovernmental Services and Participation: (This includes service as an officer of a national, state or regional Association - also includes service on a committee or an advisory board of a regional , state or federal government organization only if it is not considered a requirement of your position):

ACTIVITY	DATES	HRS. SPENT	SPONSOR	COMMENTS
----------	-------	------------	---------	----------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**\* TOTAL HOURS SPENT** \_\_\_\_\_

2. Development of General Administrative/Management Skills: (This includes courses/sessions attended - MMA Convention, BPA programs, Annual Tax Collectors'/Treasurers' School, ICMA seminars, the "Lamont Cranston" Program. Also include here if you are the author of a published article):

ACTIVITY	DATES	HRS. SPENT	SPONSOR	COMMENTS
----------	-------	------------	---------	----------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**\* TOTAL HOURS SPENT** \_\_\_\_\_

NOTE: 240 hours are required during a 3-year period, and no more than 160 hours in either category will be allowed.

# Maine Town & City Certification Records Sheet

Development of General Administrative/Management Skills  
Minimum 80 hours / maximum 160 hours

# of credits allowed per session per category - If more than one category allowed for a single session, applicant may use available points in all categories

Name of Event	Date offered	Session Name	Leadership (16)	Finance Budget (16)	Human Resources (16)	Ethics (4)	Elected Relations (4)	Legal (8)	Total (64)
2019 MMA Convention	10/3/2019	Regional Planning and Development Issues	1	1					2.00
2019 MMA Convention	10/3/2019	Customer Service Excellence	1.25						1.25
2019 MMA Convention	10/3/2019	Keynote: Trouble in the Presidentials	1.25						1.25
2019 MMA Convention	10/3/2019	Luncheon: Joe Minicozzi	1.25	1.25					2.50
2020 MMA Convention (virt)	10/7/2020	Welcome Speaker	1.5						1.50
2020 MMA Convention (virt)	10/7/2020	MMA Annual Meeting	1						1.00
2020 MMA Convention (virt)	10/7/2020	MMA Legislative Update					1		1.00
2020 MMA Convention (virt)	10/7/2020	Keynote Speaker: Matt Lehman	1.5						1.50
2020 MMA Convention (virt)	10/8/2020	Commemorating Statehood	1.25						1.25
2020 MMA Convention (virt)	10/8/2020	Local Road Best Practice 1	1	1					2.00
2020 MMA Convention (virt)	10/8/2020	Local Road Best Practice 2	1	1					2.00
2020 MMA Convention (virt)	10/9/2020	Importance of Age Friendly Communities	1.5						1.50
2020 MMA Convention (virt)	10/9/2020	Understanding Implicit Bias	1.5		1.5				3.00
2020 MMA Convention (virt)	10/13/2020	Understanding Property Tax Assessment		1.5					1.50
2020 MMA Convention (virt)	10/13/2020	Community Risks Inland / Coastal Flooding	1.5	1.5					3.00
2020 MMA Convention (virt)	10/14/2020	Stream Smart Crossings	1.5	1.5					3.00
2020 MMA Convention (virt)	10/15/2020	Lease / Purchase Financial Essential Equip	1.5	1.5					3.00
2020 MMA Convention (virt)	10/15/2020	Convo w/ DHHS Commissioner	1						1.00
MTCMA Interchange (virt)	3/26/2021	Entire Event	2	2.5	1.25	0	0.75	0	6.50
MAAO BAR (virt)	5/6/2021	Entire Event	2	2				2	6.00
MTCMA Institute 2021	8/11/2021	Featured Speaker	1.25				1.25		2.50
MTCMA Institute 2021	8/11/2021	When Disaster Strikes	1.25						1.25
MTCMA Institute 2021	8/11/2021	Recognizing and Reducing Implicit Bias	1.25			1.25			2.50
MTCMA Institute 2021	8/12/2021	Managing in a Highly Political Environment	2			2			4.00
MTCMA Institute 2021	8/12/2021	Attainable Housing	1.25	1.25					2.50

MTCMA Institute 2021	8/13/2021	Public/Private Infrastructure Projects	1.25	1.25					2.50
MTCMA Institute 2021	8/13/2021	Top 20 Things	1.25						1.25
MTCMA Institute 2021	8/13/2021	MMA Legislative Update					0.75		0.75
MTCMA Interchange	3/25/2022	Legal Perspectives on Affordable Housing		1.5				1.5	3.00
MTCMA Interchange	3/25/2022	Intro to Community Solar		0.75					0.75
MTCMA Interchange	3/25/2022	Legislative Update	0.5				0.5		1.00
MTCMA Interchange	3/25/2022	Engaging the Media	1.5						1.50
MTCMA Interchange	3/25/2022	Overcoming Obstacles to Affordable Housing	1.25	1.25					2.50
MMA HR Conference	6/6/2022	Keynote	1		1				2.00
MMA HR Conference	6/6/2022	From Busy to Burnout	1		1				2.00
MMA HR Conference	6/6/2022	Conflict Resolution	1		1				2.00
MMA HR Conference	6/6/2022	Smart Employment Law			1.25			1.25	2.50
MMA HR Conference	6/6/2022	Performance Management	1		1				2.00
			41.25	20.75	8	3.25	4.25	4.75	82.25
MTCMA Institute 2022	8/10/2022	Municipal Investments		1.25					1.25
MTCMA Institute 2022	8/10/2022	Art of Human Relations	1.25		1.25				2.50
MTCMA Institute 2022	8/10/2022	ICMA Update	0.75						0.75
MTCMA Institute 2022	8/10/2022	LD 2003		1.25				1.25	2.50
MTCMA Institute 2022	8/11/2022	Developing Solutions on Hot Issues	1.5				1.5		3.00
MTCMA Institute 2022	8/11/2022	Handling Difficult Elected Officials	1.25				1.25		2.50
MTCMA Institute 2022	8/11/2022	Preparing for the Economic Future		1.25					1.25
MTCMA Institute 2022	8/12/2022	Conducting Effective Performance Evals	1.25		1.25				2.50
MTCMA Institute 2022	8/12/2022	Union Negotiations	1.25		1.25				2.50
MTCMA Institute 2022	8/12/2022	Reflecting Supervisory Management	1.25		1.25			1.25	3.75
			49.75	24.5	13	3.25	7	7.25	104.75
<b>Other Training</b>		<i>suggested hours listed</i>							
2019 MMA Convention	10/3/2019	Planning and Land Use Ordinances	1					1	2.00
MMA Affiliate	12/5/2019	MMA Local Planning Board / BOA (3.5 h)	1			1	0.5	1	3.50
MMA Training	12/9/2019	Diversity Immersion (8 hr)	2		2	2		2	8.00
MMA Affiliate	12/11/2020	Indoor Air Quality	1		1				2.00
MMA Affiliate	1/13/2021	Media Preparedness During a Crisis	1			1	1		3.00
MMA Affiliate	2/3/2021	TRIO Toolbox		2					2.00
MTCCA Affiliate	5/25/2021	Muni Law Webinar (virt)				3	2	2	7.00
ICMA	6/20/2021	ICMA Art Train (3 hours, scholarship)	1	1		1	1		4.00

MMA Affiliate	11/4/2021	ABCs of Assessing		1					1.00
MMA Training	2/8/2021	Legislative Process A to Z					1		1.00
MMA Training	2/24/2022	Environmental Challenges	1				1	1	3.00
ICMA Annual Conference	10/8/2021	4 days							0.00
ICMA NE Regional Conference	4/6/2022	3 days							0.00
			57.75	28.5	16	11.25	13.5	14.25	141.25

2022 Recertification MTCMA

Nate Rudy Publications

- Conlow, Cathy, and Nate Rudy. “Maine cities and towns need federal funds to avoid cuts and tax increases.” Bangor Daily News, 4 Aug. 2020.  
<https://bangordailynews.com/2020/08/04/opinion/contributors/maine-cities-and-towns-need-federal-funds-to-avoid-cuts-and-tax-increases/>
- Rudy, Nate. “From Hallowell to Harvard and back: A manager’s perspective.” Maine Town & City, Dec. 2019, Volume 81, Issue 11, p. 18,  
[https://memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?Command=Core\\_Download&EntryId=13275&language=en-US&PortalId=0&TabId=119#page=18](https://memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?Command=Core_Download&EntryId=13275&language=en-US&PortalId=0&TabId=119#page=18).

\*O/F/C (All)

OPEN

Count of Description	Column Labels			
	H	L	M	Grand Total
<b>Row Labels</b>				
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
<b>Grand Total</b>	<b>13</b>	<b>7</b>	<b>18</b>	<b>38</b>

\*O/F/C (All)

CLOSED

Count of Description	Column Labels				
	-	H	L	M	Grand Total
<b>Row Labels</b>					
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
<b>Grand Total</b>	<b>1</b>	<b>29</b>	<b>7</b>	<b>39</b>	<b>76</b>

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

*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 <b>ordinance governing stormwater drainage measurements</b> to determine if updates are needed. Update ordinance to include <b>licensing fee or other fee structure</b> IF business wants access to <b>stormwater system</b> .	Council	Nate Rudy	Doug Webster	02/09/18	03/15/22	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is update ordinance to specify licensing or fee structure to account for any future requests to hook up to Town's stormwater system. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim disussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate add'l devel. That would inform the ordinance/fee work. (3/15) Nate/Doug adv work is underway with Will to determine scope of analysis and data collection. <b>Next Step: Doug &amp; Will will provide analysis to Council when available.</b>
25	Ordinance	O	H	4.2	06/01/22	Review current <b>ordinance governing stormwater drainage measurements</b> to determine if updates are needed. Create <b>stormwater performance standards</b> for future development in Village and/or for businesses wishing to access Town's stormwater system.	Doug Webster	Nate Rudy	Doug Webster	03/06/18	03/15/22	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a 'performance standard' in conjunction with ordinance for future development. (2/5) Council discussed need to mvoe this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. (3/15) Tied to item #22 - awaiting analysis/data from Will. <b>Next Step: Doug &amp; Will will provide analysis to Council when available.</b>
103	Infrastructure	O	H	5	TBD	Create <b>Libby Hill Road upgrade Plan</b> including 2nd emergency school exit and sidewalk	Sandy Carder	Nate Rudy	Sandy Carder	12/09/21	06/07/22	(12/9/21) Council has discussed at various times as LH Road is set for repaving, but prefer to upgrade road to address long term needs. Covid issues have worsened student safety issues on this road. MSAD15 has expressed an interest in researching the possibility of utilizing their ROW to Shaker RD via the HS parking lot as an emergency exit to comply with safety plans which require 1 entrance for rescue personnel and another for exit. Extension/upgrade (ADA) of the sidewalk the full length of the road is identified as a critical need. Extension of the Hannaford 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 <b>Next Step: Anne will review DOT material &amp; follow up with Rep Pingree's office.</b>

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
66B	Traffic	O	H	6	01/31/22	Determine if <b>Time of Day Weight</b> restriction should be placed on <b>Short Shaker Rd.</b>	Sandy Carder	Council	Nate Rudy	11/12/19	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 &amp; discussed add'l exemption on current local roads Next Step: Sandy to update current local road weight ordinance &amp; to create formal MDOT ordinance for 1st reading.</u>
4	Traffic	O	H	7	<a href="#">Detail Tab</a>	Work to develop long term changes needed to address traffic, drainage, road conditions, pedestrian & cyclist safety and speed along <b>Route 115 entering Gray from the hill thru connection to Brown Street.</b>	Nate Rudy	Council	Nate Rudy	01/02/18	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. <b>Next Step: New tasks logged on detail sheet.</b>

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89	Infrastructure / Village TIF Goals	O	H	8	<a href="#">Detail Tab</a>	Create <b>Engineering Plans for Main Street</b> and Coordinate with MDOT for construction	Council	Council	Nate Rudy	02/19/19	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. <b>Next Steps: Workhop set for 8/9. New tasks logged on detail tab.</b>
104	Ordinance	O	H	9	06/01/22	Correct <b>Self Storage Ordinance</b> and create <b>restrictions on new facilities</b>	Doug Webster	Nate Rudy	Doug Webster	01/05/22	06/07/22	(12/21/21) Doug brought 2 issues to the Council which came up via a Planning Board review of 2 pending applications. (1) limit to 1 building and (2) should outdoor storage be allowed? Both were inadvertently overlooked when the ordinance was worked on last. The first one is impacting the active applications. Councilors raised issues with the number of self storage facilities being built in Gray. (1/5) Council reviewed in more detail and agreed to (1) update to existing ordinance to address 2 points raised (2) moratorium on self storage units which does not impact the 2 active applications and (3) proposals from PD on options to limit additional self storage facilities.(2/1) 1st read/public hearing held on both ordinance change & moratorium. (2/14) 2nd read & public hear held - Council 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. <b>Next Step: Doug/Kristen to incorporate feedback and bring back for 2nd discussion.</b>

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92	Open Space / Conservation Plan	O	H	10	12/01/22	Resolve State <b>Land for Maine's Future Grant Conversion</b> issue created by the <b>Tennis Courts</b>	Council	Nate Rudy	Kristen Muszynski	04/06/21	04/05/22	(4/6/21) Tennis Courts were built at the GNG HS back using a Land for Maine's Future Grant. Back in 2006, MSAD15 removed the tennis courts (after notifying the Town) to expand their parking lot. This was a violation of the grant program which requires the recreational space created remain conserved forever. Until the space is 'converted' into 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. <b>Next Step: Kristen &amp; Doug to provide more info on the road to Doug B so he may submit to Feds (item 6), Council to budget for yellow book/envir study(item 7).</b>
111	Ordinance	O	H	11	06/01/22	Create <b>Short Term Rental Ordinance</b> and/or program in collaboration with <b>ADU ordinances</b>	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 &amp; public hearing held.</u> <b>Next Step: 2nd reading set for 9/6.</b>
115	Committee	O	H	12	08/01/22	Update <b>Ordinance Advisory Committee Duties</b>	Council	Nate Rudy	Nate Rudy	05/19/22	05/19/22	(05/19/22) Council discussed history of OAC and current status. Everyone agreed the effectiveness of the Committee was impacted by Staffing issues, the adoption of the new Comp Plan, changing priorities and a focus on ordinance work. Suggestion was made that the OAC is still advisory - but to whom - the Council or Staff. There was consensus that the use of the OAC would vary depending the situation - size of ordinance change, urgency and if other resources were available (interns). There was also discussion of having the OAC do other projects, like reviewing all ordinances to standardize the format, content and clauses/fees. There was consensus that perhaps a consultant may be needed for that size project. Council agreed that Nate/Staff need to draft new duties and then meet with the OAC to discuss before coming back to the Council. <b>Next Step: Nate/Staff to draft new duties.</b>

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

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

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69	Recreation	O	M	4	04/01/22	Create a <b>Pocket Park</b> including Historical Marker at <b>5 Yarmouth Rd</b> property	CEDC	Nate Rudy	Nate Rudy	12/17/19	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) PermaBlitz was held & work session to lay brick. (6/1) CEDC prov update presentation and recommended name which Council approved. (9/7) 2nd PermaBlitz set for 9/11 (9/21) Council appr addt'l exp for admin of the grant (in Kathy's absence)(2/14) CEDC adv most of grant fund spent (6/21) Krista adv work is nearly complete. (8/2) Council appr new sign with questions <b>Next Step: CEDC work on proposal for maintaining going forward. Michael to research ques about location &amp; materials</b>
105	Ordinance	O	M	5	07/01/22	<b>Update Agritourism Ordinance</b> to address changes in industry & markets	Krista Chappell	Krista Chappell	Krista Chappell	01/04/22	04/05/22	(1/4/2022) Krista reviewed a proposal from the CEDC to update the Agritourism ordinance with several letters from Gray small agri-businesses in Gray. The ordinance was originally drafted for a specific location and requires a great deal of land 50 acres. That business was never built and since that time homestead farms, argribusiness farms, etc. have been growing in Maine & Gray. CEDC/residents feel changes are needed to help encourage continued growth in this economic driver and to be more flexible with new approaches - like permaculture which takes far less space. (3/1) Krista adv CEDC is setting up public forum to review changes residents may want to see. (3/15) Krista advised CEDC holding public forum on 3/16. (4/5) Krista adv public forum was not well attended, but did have good conversation with those there. <b>Next Step: CEDC to make proposal to Council.</b>
55	Administrative	O	M	6	Ongoing	Review current legal agreement between MDOT, Water District and Town regarding the <b>Route 26A winter maintenance and wellhead monitoring</b>	Deb Cabana	Nate Rudy	Nate Rudy	04/16/19	06/07/22	The MDOT has advised they intent to "NOT" renew the legal contract binding them to provide winter maintenance and wellhead monitoring on the Route 26A and wish to turn those responsibilities to the Town. Deb also advised that the last round of MDOT testing found elevated salt level in the testing wells. The current agreement clearly states the MDOT is responsible for addressing those elevated levels; however, they are disputing the cause. (9/3) Executive session held (12/17) 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 <b>Next Steps: Nate working with staff to update WD and schedule next work.</b>

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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. <b>Next Step: Doug to work on proposed changes.</b>
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. <b>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.</b>
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. <b>Next Step: Kristen will work on after short term rental/ADU, self storage and water quality priorities.</b>

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52	Ordinance	O	M	10	05/01/22	Develop local level <b>Sidewalk Construction standards</b>	Dan Maguire	Dan Maguire	Doug Webster	03/05/19	05/19/22	Dan brought up the possible need for local level construction standards for sidewalks after various discussions about status of existing or proposed sidewalks in budget & council meetings. (9/1) Anne provided Council with a "Green Streets Guide" shared by Lauren Meeks (Resident - MDOT engineer) who suggested it be considered when creating our sidewalk standards and during our infrastructure project planning. Dan suggested Lauren attend an OAC meeting in the future. (3/15) Nate adv OAC has discussed & PD Staff have proposals to use template options. (5/19) Doug provided template example which will be used to create options which will be dependent on the type of road, location, traffic, etc. Council provided feedback and suggested a "trail" option also be created. <b>Next Step: Staff to incorporate feedback and create options.</b>
76	Ordinance	O	M	11	D2	Amend <b>Subdivision Ordinance</b> to strengthen <b>Buffer Zone requirements</b> & provide more autonomy to PB relating to <b>internal roads</b>	Dan Maguire	Nate Rudy	Dan Maguire	05/05/20	05/05/20	(5/5) Based on feedback from the Planning Board regarding the current Buffer Zone requirement being reduced from the 50 foot mandate due to the location of houses and other issues, they are asking the Council to strengthen the language in the ordinance. In addition, they would like more autonomy related to mandating internal roads vs shared driveways to reduce curbcuts and assist with the buffer zone issue. Council agreed to log. <b>Next Step: Dan to bring to the OAC for discussion.</b>
78	Ordinance	O	M	12	Contract	Create <b>Stormwater Standards</b> for <b>Watersheds</b>	Doug Webster	Nate Rudy	Doug Webster	06/02/20	03/15/22	(6/2) Council agreed to log new item to create Stormwater standards for watersheds which will consist of (1) obtaining assistance from Cumberland County Soil & Water Conservation District (2) consideration of watershed overlay to zoning map (3) setting up add'l peer reviews for PB applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind future owners to maintaining stormwater plans. (3/15) Nate pres plan for PD staff work which included contracting out some of this work. <b>Next Step: Doug to work with CCS&amp;W.</b>
113	Ordinance	O	M	13	TBD	Create <b>ordinance to restrict herbicides, pesticides and fertilizer</b> use around <b>solar arrays</b> & other sensitive areas ( <b>watersheds, public spaces, etc.</b> )	Dan Maguire	Nate Rudy	TBD	05/03/22	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. <b>Next Step: Work on when resources become available.</b>
94	Ordinance	O	M	14	K3	Update Town's <b>Ordinance</b> to reflect long term <b>Solar Array</b> policies for <b>residential</b> , all sizes.	Deb Cabana	Nate Rudy	Kristen Muszynski	04/20/21	03/15/22	(4/20/2021) Council finalized latest update to the Commercial Solar Overlay District Ordinance. This 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. <b>Next Step: Kristen will work on after higher priority items.</b>
44	Ordinance	O	M	15	D3	Review current <b>residential Subdivision Ordinance</b> for necessary changes <b>all other areas (besides Open Space - see item 70)</b>	Doug Webster	Nate Rudy	Doug Webster	02/05/19	03/15/22	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance.(3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Council agreed to split out Open Space (see Item 70) to make a higher priority from other changes needed in ordinance. (3/15) Nate pres plan for PD Staff to Council. <b>Next Step: Doug will work on this one after higher priorities.</b>
106	Ordinance /Standards	O	M	16	TBD	Create a <b>Dark Skies Ordinance</b> or imbed <b>Dark Skies standards</b> in other ordinances	Dan Maguire	TBD	TBD	01/04/22	04/19/22	(1/4/2022) Dan provided information related to the Dark Skies initiative to Council. Council agreed this has validity and is important given the level of infrastructure planning planned in the coming year as well as the work implementing the Comp Plan. No clear approach was defined, but Council agreed this topic needs to be raised as the above work moves forward. (4/19) Council agreed to add sub tasks under big projects to ensure this is considered in planning. <b>Next Step: Define path forward as more discussions are held.</b>

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107	Ordinance	O	M	17	TBD	Create a <b>Fire Safety Impact Fee</b> to fund public <b>fire cisterns</b>	Dan Maguire	TBD	TBD	01/21/22	01/21/22	(1/21/2022) Dan suggested that long term, Gray should consider taking a different approach with fire cisterns which are currently handled within the sub division process. Developers are required to install cisterns under certain circumstances with Public Safety Director review. The quality, consistency and long term maintenance all vary with the Home Association taking over once Developer is done. The concept is to charge an impact fee, create a fire cistern fund and take over the installation and maintenance under Public Safety/Public Works. Council/Fire Chief agreed this approach may be better long term - pending details. <b>Next Step: Work on when time permits.</b>
114	Process	O	L	1	04/01/23	Create <b>long term plan</b> & transition <b>Tracking Spreadsheet</b>	Dan Maguire	Nate Rudy	Nate Rudy	05/19/22	05/19/22	(05/19/22) Council has been discussing transition of Tracking Spreadsheet to (1) possible different application - currently in excel (2) to a new owner (primary) with access for multiple updates (secondary) (3) changing names (4) defining process around the list for years. It now needs to be done in the next year as Sandy will be in her last year of her 2nd term. <b>Next Step: Nate to come up with options to bring to the Council.</b>
98	Ordinance	O	L	2	K4	Review and update <b>Land Bank Commission Ordinance</b>	Sandy Carder	Open Space Committee	Kristen Muszynski	10/19/21	03/15/22	(10/19/2021) While reviewing the Recreation Committee charge, Sandy pointed out the creation of the Committee stemmed from this now outdated Ordinance. In reading the ordinance, much of the roles and responsibilities have been changed, rest with the Open Space Committee or are not relevant anymore. Anne has agreed to bring to the OSC once their work on their Open Space Plan is complete and report back to the Council on recommendations. (3/15) Nate pres plan for PD Staff to Council. This will be assigned to Kristen. Anne pointed out there is already on the books & Open Space may be able to help. <b>Next Step: Kristen to handle after higher priorities.</b>
60	Ordinance	O	L	3	K5	Review current <b>Kennel related ordinances</b> , identify needed changes & update accordingly.	Deb Cabana	Nate Rudy	Kristen Muszynski	06/04/19	03/15/22	(5/21) Council was made aware of issue via OAC meeting update. New Dog Officer has advised of conflicts between current ordinances and general residential practices. Gray also has existing Kennel businesses. There is also a State Statute involved. Everyone agreed identifying fixes to coincide with new licenses would be best way to communicate any changes. (6/4) Council agreed to move down the priority list - using license timeline as guide. (9/3) Dan advised being moved up due to timing for Dog Officer and Dog licenses. (10/1) Dan advised this one is almost complete. (12/3) Sandy suggested the OAC meet without Doug and work on what they can. Council & Deb discussed and agreed to give this approach a try with Doug reviewing work as needed. (3/15) Nate pres plan for PD Staff to Council. This will be assigned to Kristen. <b>Next Step: Kristine to handle after higher priorities.</b>
110	Revenue	O	L	4	08/01/22	Create <b>Legislative Bill</b> to reimburse <b>Commercial Solar Array Property Tax exemption</b>	Council	Nate Rudy	Nate Rudy	03/01/22	03/01/22	(03/01/22): Nate advised that Commercial Solar Arrays were exempted from local property taxes by the Legislature. After additional research, Lauren Asselin (Assessor) and Nate identified program which will allow for 50% reimbursement. Council directed Nate to send letter to Legislative Team urging them to provide the add'l 50% reimbursement knowing the session was already set. Rep. Moriarty advised there was nothing they could do, but provided contact in Maine Revenue Services to start discussion on proposed bill for next session which does not start until Jan 2023. The deadline for bills is late summer/early fall. <b>Next Step: Nate will reach out to contact at MRS.</b>
102	Training	O	L	5	07/01/22	Develop <b>Committee Volunteers training Webinar</b>	Council	Nate Rudy	Nate Rudy	11/20/21	11/20/21	(11/20/2021) Council discussed needed training for new Committee Volunteers and laid out timeline for annual goal/assignment setting meeting for all Committees. Everyone agreed some type of webinar could be created to allow new volunteers to review at their leisure with a review at the annual meeting. <b>Next Step: Nate will work with Staff to create a training webinar.</b>

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87	Administrative	O	L	6	12/01/21	Review current <b>Fee policy</b> for <b>MSAD15, Gray and NG</b> to determine if there is a better <b>reciprocal approach</b>	Sandy Carder	Sandy Carder	Sandy Carder	02/02/21	06/15/21	(2/2) Sandy advised that this issue had been brought up at the last Joint Leaders meeting. A follow up meeting was held on 1/25 with Craig/Diane/Sam of MSAD15. There is a need to track costs and fees by all three entities. MSAD15 also has financial responsibilities that impact both Gray & NG. The issue is front line workers are left dealing with trying to apply fees when working with coaches, residents, staff, etc. which creates conflict as the taxpayers pay all three budgets. There was agreement there may be a better way to deal with fees. (5/4) Sandy adv next joint leaders meeting set for 6/17 & will follow up on status then. <b>Next Step: Diane will set up a meeting with Katy and NG representative to start by reviewing current processes - it was noted due to budget season, this would likely not take place until April.</b>
39a	Administrative	O	L	7	08/01/22	Need to review/renegotiate <b>Cable TV Contract</b> sometime in 2019-2021.	Deb Cabana	Nate Rudy	Jon Hartt	09/18/18	05/03/22	Deb advised she has asked Alissa Tibbetts, Town Attorney, to begin some research & that process can take up to 1 year. She also advised there is at least one resident willing to serve on a Cable TV Committee, if the Council choses to go that route. Council discussed briefly and confirmed either route will require legal review. Dan asked if there was a way for Alissa to provide a snopsis of the process/issues for council to better understand task. Deb advised significant changes have been made at the Federal level which will require more analysis before approach can be determined. (1/8 & 1/22) Feedback presented on item 42 Cable TV ordinance actually fit into the "contract" between parties. Will keep in mind for this item. (6/4) Legislature passed bill to roll back some of the changes (such as channel location, HD broadcast requirement, etc.) Deb advised GPCOG has sent out an RFP for the negotiator for the Towns invovled. There was no interest in a pre-contract meeting. (8/6) Deb advised GPCOG is preparing contract with law firm (only one rec'd but highly qualified). (10/15) Deb/Brad provided updates from the negotiation meeting with GPCOG attorney. (1/7) Council agreed to separate contract and committee into two action items. (9/15) Audit by consultant resulted in identifying monies owed (\$18K+) to Gray. GPCOG est negotiations will begin in the fall. (2/16) Deb adv target for contract is June. Spectrum disputing owed fees. (7/6) Anne adv this is at a standstill (12/7) Anne attended consortium meeting & provide substantial update. (1/4) Anne & Jon prov update on activities. Jon provided comparison between recommended consortium ordinance vs. Gray - Council agreed to move to consortium & provided some feedback. (1/18) Anne adv Bradley Law has meeting with Spectrum to start negotiations (3/1) Council held 1st read & hearing. (3/15) Jon provided add'l info, Council approved ordinance. (5/3) affirmation vote taken to address motion error in 3/15 meeting. <b>Next Step: Nate/Jon to obtain update from Bradley Law on negotiations.</b>

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B	Comp Plan Imp - break out item 84	O	H	1	01/15/22	Consider <b>New Committee</b> to monitor, supervise, ensure <b>Comp Plan implementation</b> proceeds	Council	Council	Dan Maguire/Krista Chappell	12/01/20	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. <b>Next Steps: Krista &amp; Dan to set up meeting with new coordinators.</b>
E	Comp Plan Imp - break out item 84	O	H	1	01/31/22	Create <b>plan/timeline for Zoning changes &amp; ordinance changes</b>	Council	Council	Nate Rudy/ Doug Webster	12/01/20	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 <b>Next Steps: Village Charette planned for last week of July.</b>

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

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

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

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

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K	Route 115 - break out tasks from Item 4	O	H	8	TBD	Identify Firm to complete Easement Work	Will Haskell	Nate Rudy	Nate Rudy Will Haskell	09/27/21	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. <b>Next Steps: RPF to be created to identify firm to start work.</b>
L	Route 115 - break out tasks from Item 4	O	H	8	TBD	Implement Dark Skies approach with Lighting	Dan Maguire	Nate Rudy	Nate Rudy Will Haskell	04/19/22	04/19/22	(4/19/22) Council agreed it was important to list sub tasks on big project to ensure Dark Skies approach is used when planning lighting. <b>Next Steps: Work into upcoming planning effort.</b>

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

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
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	MTA will prov data for cash (vs EZPASS) from the regl booths-Gray,NG,Falm - to better deter funds being collect by high tolls. Ident collect funds will prov base to deter alter in toll location prices. Toll Data was prov, but Sandy asked if classes could be split out (12/4) Some minor toll disc occured at meet with MTA confir they can prov addt'l info. (2/19) Council disc opts for toll chgs and agreed to send letter to MTA with recomm/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Repres and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep Moriarity & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add pressue they can apply-incl the issue of Complete street policy. (10/15) Sandy proposed alter approach of asking Leg. Reps to submit the issue to the Governor's Blue Ribbon Commis for consid as several fund pieces related to both toll inequity and diversion. Dan pointed out use of 295 (or 95 north of Augusta) by commut vs those forced to use 95 (south) is an issue as well. Council agreed and also want to focus on ask Leg. Reps to consider a bill that would put more teeth in the MTA complete street policy and give muni more say. Sandy will draft for Council rev at 11/12 meet. (11/12)Letter rev with feed prov. Sharon expressed concerns with tone of letter. Maj of Council felt it needed to be strongly worded esp given news story where Mr. Mills was dismissive of issues. Sandy remind that it is to the legis team, not the MTA directly. Sandy to update and send. (12/3) Council approved letter. (2/4) Sandy adv committee contin work - follow up after session (2/18) Sandy prov update on status of comm and council agreed we should follow up now. (3/10) Sandy shared with Sen. Ned Claxton upon request (3/16/21) See above Diversion (5/4) Nate & Sandy meet with Sen Breen 5/5

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

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

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116	Ordinance	E			??	<a href="#">Review existing Medical and Recreation Marijuana Ordinance for possible changes</a>	Residents	TBD	TBD	07/05/22	07/05/22	<a href="#">(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.</a>