

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • JANUARY 17, 2023

**Gray Town
Council Regular
Meeting**

Town Council Chambers
24 Main Street, Gray, ME 04039
<https://us06web.zoom.us/j/87550983955>
Phone 646-558-8656 / Meeting ID: 875 5098 3955

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. CONSENT AGENDA 5 MINS

1. - Minutes from the Town Council Meeting on January 3

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: 875 5098 3955

VI. ADJUSTMENTS TO THE AGENDA 5 MINS

VII. PRESENTATION 7:20PM

1. Board of Health Ordinance Proposal - Tammy Munson, Code Enforcement Officer 15 MINS
2. Proposed revision of Emergency Operations Plan - Kurt Elkanich, Public Safety Director 20 MINS + 10 MINS Q&A

VIII. ACTION ITEMS 8:05PM

1. To Review and Act Upon Approving the Appointment of Jamil Moorad as a regular member of the Recreation Committee with a term expiring August 31, 2024. 5 MINS

Proposed motion:

Ordered, the Gray Town Council appoints Jamil Moorad as a regular member of the Recreation Committee with a term expiring August 31, 2024.

2. To Review and Approve proposed changes to the Facilities Use Policy. Proposed changes include: removing language from the Facilities Use Policy regarding the rental of Douglass Field. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the proposed changes to the Facilities Use Policy.

IX. REPORT FROM THE COUNCIL CHAIR 10 MINS - 8:15PM

X. REPORT FROM THE TOWN MANAGER 10 MINS

XI. COMMITTEE REPORTS 10 MINS

XII. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS

XIII. ADJOURNMENT 8:50PM

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

TOWN GRAY
GRAY TOWN COUNCIL
MINUTES • January 3, 2023

Council Regular
Meeting



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

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

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. CONSENT AGENDA

IV.1

- Minutes from the Town Council Meeting on December 20, 2022
- Health Board Appointments: Dr. Jonathon G Rud, DO, PHD until August 31, 2024 and Anna Kittredge, PA until August 31, 2025

Motion: Ordered, the Gray Town Council approves the Consent Agenda except for minutes from the Town Council Meeting on December 20, 2022.

RESULT:	PASSED 5-0
MOVER:	Dan Maguire
SECONDER:	Michael Curtis
AYES:	Sandra Carder, Krista Chappell, Michael Curtis, Dan Maguire, Martin Meaney

Motion: Ordered, the Gray Town Council approves the amended minutes from the Town Council Meeting on December 20, 2022.

Councilors Chappell and Carder presented some edits for the December 20 minutes, which the Town Manager will include in the final draft.

RESULT:	PASSED 5-0
MOVER:	Michael Curtis
SECONDER:	Martin Meaney
AYES:	Krista Chappell, Michael Curtis, Dan Maguire, Martin Meaney
ABSTAINING:	Sandra Carder

Councilor Carder abstained because she was excused from the December 6 meeting.

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

The Public Comment period was opened at 7:04 PM. There was no public comment. The public comment period was closed at 7:04 PM.

VI. ADJUSTMENTS TO THE AGENDA

Motion: to suspend Town Council Rules to add Action Item 8.3, to review a Special Amusement Permit application for the American Legion Hall, and to renumber other Action Items to follow suit.

RESULT:	PASSED 5-0
MOVER:	Michael Curtis
SECONDER:	Dan Maguire
AYES:	Sandra Carder, Krista Chappell, Michael Curtis, Dan Maguire, Martin Meaney

VII. PRESENTATIONS

VII.1 EPA Brownfields – University of Connecticut Technical Assistance for Brownfields Program (UCONN TAB) – Dr. Marisa Chrysochoou, Program Director for EPA Region 1

The Council received a presentation of services available to the Town of Gray from the UCONN TAB program. These services are contracted directly between the US Environmental Protection Agency and UCONN, and are made available at no cost to the Town. There was discussion about the program between Council, the Town Manager, and the presenter, about some of the opportunities Gray could consider for partnership with TAB, including enhanced community engagement.

VII.2 Royal River Conservation Trust waiver request - Planning Dept Staff

The Town Planning Department received a request from Royal River Conservation Trust to waive the \$2500 escrow fee for their creation of a parking area on Ramsdell Road for

access to the 154 acre land preserve and trail system. The Town Council approved up to \$30K in support for creation of the parking area in the FY23 budget.

Councilor Chappell urged clarity that this instance not be considered precedent for waiving escrow fees for projects that are not directly associated with the Town.

After some discussion about possible approaches. Council directed staff to suggest that the escrow fee be paid from these funds allocated for the project in the FY23 budget.

VIII. ACTION ITEMS

VIII.1 To review and approve a Special Amusement Permit application for the American Legion Hall Post 86.

Motion: Ordered, the Gray Town Council approves a Special Amusement Permit application for the American Legion Hall Post 86.

RESULT:	PASSED 5-0
MOVER:	Krista Chappell
SECONDER:	Martin Meaney
AYES:	Sandra Carder, Krista Chappell, Michael Curtis, Dan Maguire, Martin Meaney

This application was misplaced but brought back to the Town Manager's attention by the CEO, needing attention as soon as possible, which is why it was not included in the Council meeting packet. Council reviewed the application with the applicant and thanked the Legion for their public events.

VIII.2 To Review and Approve the Vet to Vet Maine Community Development Block Grant Application.

Motion: Ordered, the Gray Town Council approves co-sponsoring the Vet to Vet Maine Community Development Block Grant application.

RESULT:	PASSED 5-0
MOVER:	Michael Curtis
SECONDER:	Martin Meaney
AYES:	Sandra Carder, Krista Chappell, Michael Curtis, Dan Maguire, Martin Meaney

Council discussed the volunteer outreach services provided by Vet to Vet Maine, and the Town Manager noted that participation as a co-sponsor to their 2022 CDBG grant request, this program has required no Town funds and minimal staff time.

VIII.3 To Review and Approve the Royal River Conservation Trust waiver request.

Motion: Ordered, the Gray Town Council approves the use of previously designated Sub-D funds for the Royal River Conservation Trust application escrow fund.

RESULT:	PASSED 5-0
MOVER:	Dan Maguire
SECONDER:	Martin Meaney
AYES:	Sandra Carder, Krista Chappell, Michael Curtis, Dan Maguire, Martin Meaney

IX. REPORT FROM THE COUNCIL CHAIR

Council Chair Carder reported that the Comprehensive Plan Coordinator report will be presented to Council at the February 7 meeting.

MeDOT emergency repairs for the infrastructure under Gray Corner will be taking bids in April, 2023.

Budget schedule has been prepared as a draft, Council members are asked to review and comment on any conflicts as soon as possible.

Council will have a special workshop 1/10 at 4:30 PM.

The Council workshop preceding the 1/17 Council meeting will begin at 5:30 PM.

X. REPORT FROM THE TOWN MANAGER

- Council reviewed the Town Manager’s written report.
- Town Manager shared a discussion between Gray / New Gloucester Little League (GNGLL) and Loon Island Properties, with Loon Island asking the Town to provide a certificate of insurance and a lease for use of the portion of Douglass Field that is on Loon Island property at 13-17 Main Street. The Town Attorney advises that the Town does not have legal standing or an insurable interest in the GNGLL use of Loon Island’s property, and cannot fulfill the request. The Town is fully supportive of GNGLL’s use of Douglass Field, and they have agreed to provide the requested lease and insurance. The Town would like to start discussions with GNGLL about the plans to move the ball field to the Gateway Property.

XI. COMMITTEE REPORTS

Councilor Chappell:

- Resiliency Committee met, inquiring about space in Town Hall to launch a resiliency program for up to 40 people for one day, will contact Town Manager.

Councilor Maguire:

- No meetings since the last Council meeting and none scheduled before the next one.

Councilor Curtis:

- Community Economic Development Committee (CEDC) met via zoom at 7 PM on December 21, discussed Comprehensive Plan outreach, scheduling a business forum, and discussed plans to bring food trucks to Gray. They want to finish the mural and birdhouse projects, and discussed geocaching as a new idea. They will conduct budget review.
- Gray Community Television Committee did not meet in December.
- Library Trustees committee postponed December meeting to 2023.

Councilor Meaney:

- Wild Blueberry Festival committee will meet 1/12 6 PM, Finance Committee will meet 1/19 2:30 PM, Zoning Board of Appeals and Planning Board do not have meetings scheduled in January.

Chair Carder:

- Open Space Committee: meets 1/4 at 6pm.
- “I will also be attending the MSAD15 Facilities Committee meeting at 5:30pm to review the final draft of the LH maintenance agreement. Depending on the feedback obtained, the Council may see that draft for review at our WS on the 17th.”
- Recreation: meets 1/9 at 6pm. Still looking for members to form a quorum.
- Dry Mills Schoolhouse : meets on 1/16 at 5pm.

XII. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Chappell: Follow up contact with GPCOG to request available assistance for Gray Water District grant requests. Will attend the GPCOG Chairs in a Circle event on 1/31.

Councilor Maguire: Requests that CEDC committee conduct follow up outreach to the business community members who expressed concerns about the sign ordinance, to clarify some possible misconceptions about how the ordinance is applied and what kinds of signs are permitted.

Councilor Curtis: Received inquiry from a citizen regarding animal noise ordinances.

Councilor Meaney: None.

Chair Carder: Received e-mail from Deer Acres Association Board President, Deb Kramlich who wanted to share that their road was once again used by emergency personnel to re-route

traffic around Route 85 between Brown & Gore as that section of road was blocked by trees. She submitted this information to be included in our future discussion which she understood will not be before this coming Spring. Participated in a meeting with PD Staff and Nate to be updated on a revised CZA submitted by Crystal Lake Estates which remains inconsistent with Town goals.

XIII. ADJOURNMENT

Motion to Adjourn at 8:12 PM

RESULT:	PASSED 5-0
MOVER:	Krista Chappell
SECONDER:	Martin Meaney
AYES:	Sandra Carder, Krista Chappell, Michael Curtis, Dan Maguire, Martin Meaney

nrr



TOWN OF GRAY

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

CODE ENFORCEMENT OFFICE

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

MEMORANDUM

Date: 01/12/2022

To: Members of the Town Council

From: Tammy Munson, Lead Code Enforcement Officer

Re: Board of Health Ordinance

As you are aware, the Town of Gray has recently formed a Board of Health. After consulting with our Town Attorney regarding the necessity of a Local Board of Health Ordinance, I have been advised that this is the Town's choice. Council Members asked for a Local Board of Health Ordinance to review, I have attached a draft Ordinance for you to consider.

Since it is redundant language from State Law, this is not required for the Town to adopt. I would advise the Council not to adopt a local ordinance. This allows flexibility, if needed, in the future. If this becomes a necessity at some future point, we can revisit this issue at that time. Thank you for your time and consideration.

~~Health, Welfare and Sanitation Generally~~

CHAPTER BOARD OF HEALTH ORDINANCE

TOWN OF GRAY, MAINE

Board of Health. This Ordinance shall be known as the “Town of Gray Board of Health Ordinance.”

Purpose. The purpose of this Ordinance is to establish a Town of Gray Board of Health, as expressly authorized by 22 M.R.S. § 453, as may be amended from time to time.

Definitions. The following definition applies to this ordinance: Health Officer. The term “Health Officer” shall mean the Town’s Local Health Officer appointed pursuant to ~~INSERT LANGUAGE~~ 22 M.R.S. § 451.

Powers. The powers and duties of the Board of Health shall be to serve as an advisory body to the Health Officer. The Town Council may refer specific health-related matters to the Board of Health for its review and recommendation. Such referrals must be done by an Order duly passed by the Town Council, and such referred matters must be within the jurisdiction of the Health Officer as defined by State and local law. Unless expressly authorized by the Town Council, the Board of Health shall not expend funds. The Board of Health shall not direct the work of the Health Officer or any other employee or appointed official of the Town.

Membership and Officers. The Town Council shall appoint three members, one of whom shall be a physician if available in the community, and one of whom shall be a woman. Nothing herein shall prevent the designated female appointee from also serving as the designated physician appointee. Appointees must have significant knowledge and experience in either a medical or scientific field related to public health. Appointments shall be for three year terms, except that when Board members are first appointed, one member shall be appointed for one year, one for two years and one for three years. The Health Officer shall be a non-voting member of the Board and shall serve as Secretary ex-officio, keeping a record of all meetings.

Meetings. The Board of Health shall meet as determined by the Local Health Officer. Each meeting shall comply with the ~~Town’s City’s~~ notice policies and Maine’s Freedom of Access Act.



Gray Fire Rescue

Town of Gray

Protecting the Crossroads of Maine since 1880

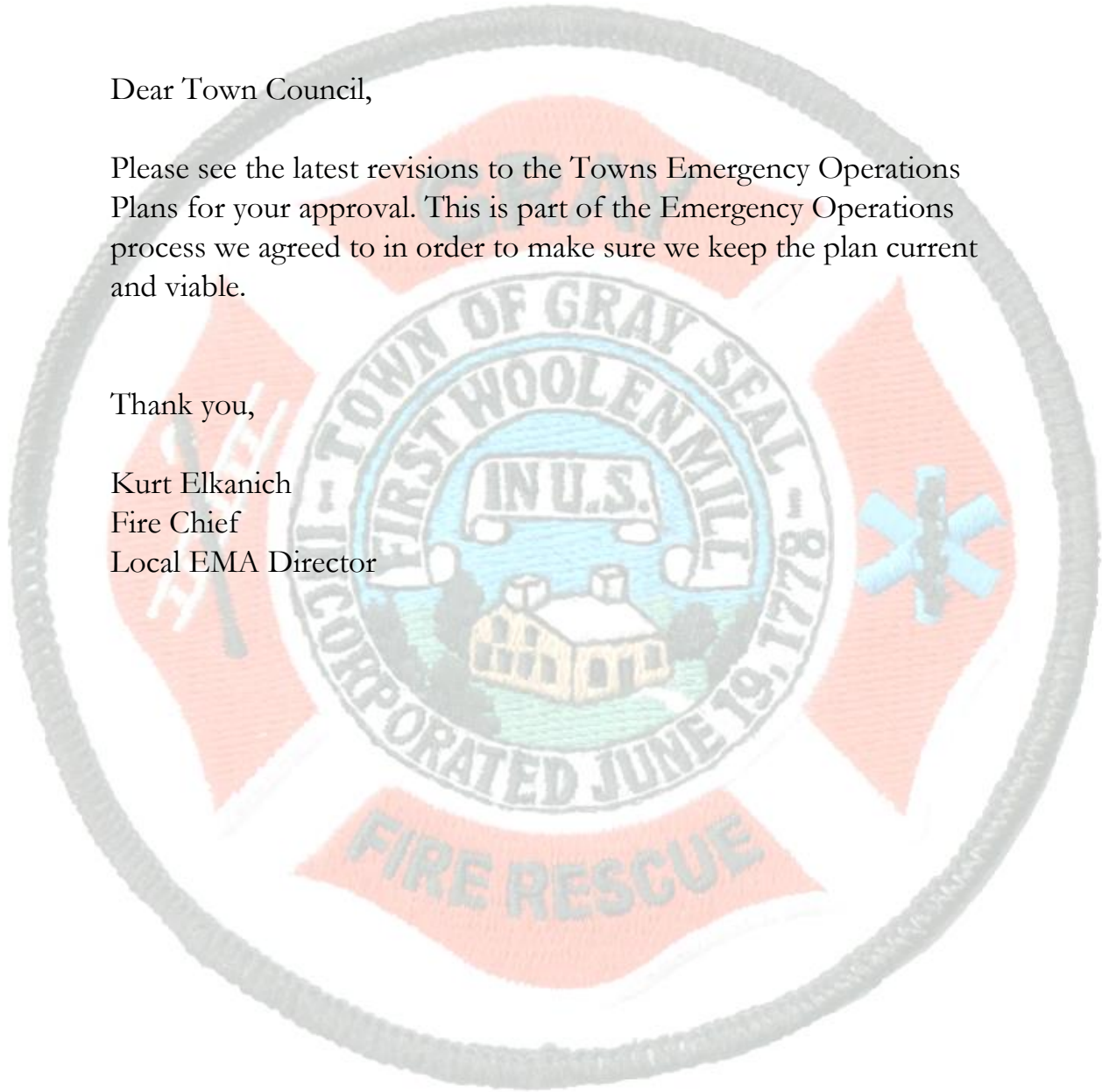


Dear Town Council,

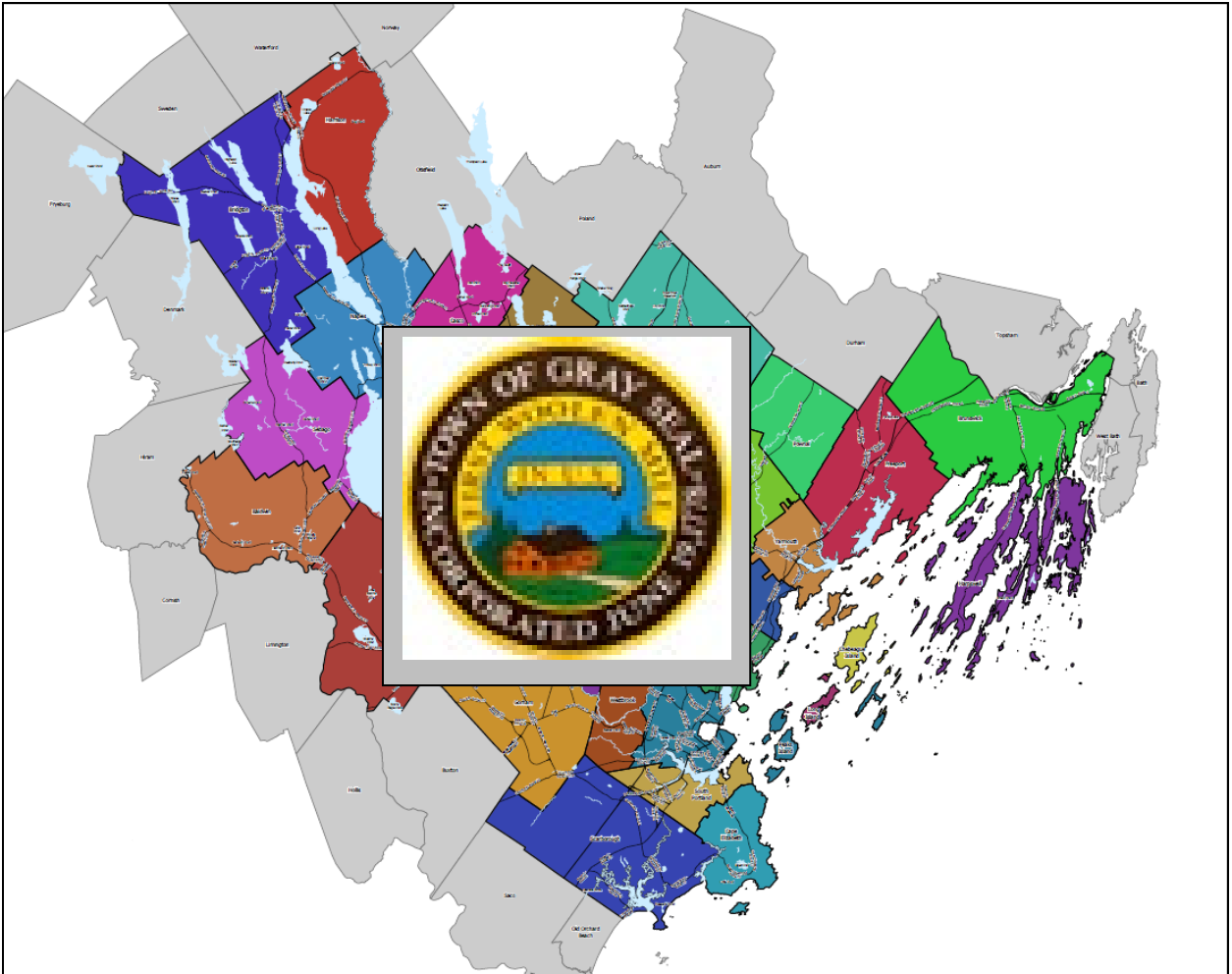
Please see the latest revisions to the Towns Emergency Operations Plans for your approval. This is part of the Emergency Operations process we agreed to in order to make sure we keep the plan current and viable.

Thank you,

Kurt Elkanich
Fire Chief
Local EMA Director



Town of Gray



Comprehensive Emergency Operations Plan

Version 3.0
September 2021

Approvals

This Town of Gray Emergency Operations Plan was prepared to ensure that the organization has deliberately considered how it would respond to an emergency incident. This plan provides guidance for all phases of emergencies that could occur in or near Town of Gray and is supportive of the Cumberland County Resilience Plan. This plan supersedes all previous emergency operations plans. The Emergency Management Director is responsible for the development, maintenance, and implementation of this plan.

By signing this document, the below individuals have acknowledged that they have reviewed and approve the procedures detailed within this plan as being current and actionable.

Approved: _____ Date: _____

Nathaniel Rudy
Municipality Manager, Town of Gray, Maine

Reviewed: _____ Date: _____

Sandra Carder
Chairperson, Town Council, Town of Gray

Reviewed: _____ Date: _____

Michael Durkin
Director, Cumberland County Emergency Management Agency

Submitted: _____ Date: _____

Kurt Elkanich
Director of Public Safety
Local EMA Director, Town of Gray

This page intentionally left blank.

Town of Gray Emergency Operations Plan Change Log

Revision No.	Date	Change Description	Pages Modified
1.0	12/21/2021	<i>Emergency Operations Plan developed</i>	ALL
2.0	12/21/2021	<i>EOP expanded to include focus on resilience of organization</i>	ALL
3.0		Town of Gray draft copy submitted to Town Council for review and approval	ALL

Record of Distribution

Distribution will be accomplished electronically to all stakeholders, and a redacted version of the plan will be available on the Cumberland County Emergency Management Agency website: <https://www.cumberlandcounty.org/223/Emergency-Management-Agency>

Organization	Date Delivered	Medium	Verified Receipt

This page intentionally left blank.

Table of Contents

<i>I.</i>	<i>Purpose</i> _____	<i>1</i>
<i>II.</i>	<i>Municipality Profile</i> _____	<i>1</i>
<i>III.</i>	<i>Applicability</i> _____	<i>1</i>
<i>IV.</i>	<i>Security</i> _____	<i>2</i>
<i>V.</i>	<i>Plan Maintenance and Distribution</i> _____	<i>2</i>
<i>VI.</i>	<i>Policy and Background</i> _____	<i>2</i>
<i>VII.</i>	<i>Planning Objectives and Assumptions</i> _____	<i>2</i>
<i>VIII.</i>	<i>Resilience Capability Elements</i> _____	<i>3</i>
<i>A.</i>	<i>Risk Management:</i> _____	<i>3</i>
<i>B.</i>	<i>Response Options</i> _____	<i>3</i>
<i>C.</i>	<i>Hazard Mitigation:</i> _____	<i>4</i>
<i>D.</i>	<i>Continuity of Operations Planning Elements (not discussed elsewhere):</i> _____	<i>4</i>
<i>E.</i>	<i>Hazardous Materials (HAZMAT) Response:</i> _____	<i>5</i>
<i>F.</i>	<i>Emerging Infectious Diseases (EID) Considerations:</i> _____	<i>5</i>
<i>G.</i>	<i>Point of Distribution (POD) Planning:</i> _____	<i>5</i>
<i>H.</i>	<i>Reconstitution/Recovery</i> _____	<i>5</i>
<i>I.</i>	<i>Test, Training, & Exercise (TT&E) Program</i> _____	<i>5</i>
<i>IX.</i>	<i>Operational Phases and Implementation</i> _____	<i>6</i>
<i>X.</i>	<i>Roles and Responsibilities</i> _____	<i>6</i>
<i>XI.</i>	<i>Coordination Meetings (Internal & External)</i> _____	<i>7</i>
<i>XII.</i>	<i>Outreach Program Participation</i> _____	<i>8</i>
<i>XIII.</i>	<i>Points of Contact</i> _____	<i>8</i>
<i>Annex A: Municipality Organization</i> _____		<i>1</i>
<i>Annex B: Operational Phases and Implementation</i> _____		<i>1</i>
<i>Annex C: Risk Management</i> _____		<i>9</i>
<i>Annex D: Response Options</i> _____		<i>1</i>
<i>Annex E: Hazard Mitigation Plan</i> _____		<i>1</i>
<i>Annex F: Continuity of Operations Plan</i> _____		<i>1</i>
<i>Annex G: Hazardous Materials (HAZMAT) Response Plan</i> _____		<i>1</i>
<i>Annex H: Mass Care Considerations</i> _____		<i>1</i>
<i>Annex I: Emerging Infectious Disease Considerations</i> _____		<i>1</i>

Annex J: Point of Distribution (PoD) Structure _____ *1*

Annex K: Reconstitution/Recovery _____ *1*

Annex L: Test, Training, and Exercise (TT&E) Program _____ *1*

Annex M: Glossary & Acronyms _____ *1*

Annex N: Authorities and Resources _____ *1*

TOWN OF GRAY

COMPREHENSIVE EMERGENCY OPERATIONS PLAN

I. Purpose

Municipalities within the State of Maine are required to establish and ensure the capability to respond to a wide range of emergencies. The Town of Gray Comprehensive Emergency Operations Plan (EOP) provides the operational framework to implement the policies, requirements, and responsibilities of Town of Gray.

This plan provides a flexible and scalable response to the full spectrum of potential incidents and ensures that Town of Gray maintains the ability to perform its critical services in a safe environment, protecting staff members, community members, and visitors.

To accomplish its mission, Town of Gray must ensure its critical functions and services continue to be performed during an emergency incident, including localized acts of nature, accidents, technological or attack-related emergencies, as well as infectious disease and cyber events.

This plan provides directions for the orderly response of Town of Gray to an emergency incident. This plan shows the coordination necessary between entities within Town of Gray, and with the County, and how they would support one another pre-, trans-, and post-incident. It is also intended to provide greater detail to support the checklists that have been developed by their departments in response to emergency incidents.

II. Municipality Profile

Gray's population of approximately 8,300 people inhabit 46 square miles, with 57% agricultural, 5% commercial and 38% residential. Gray waterfront properties are found on Little Sebago, Crystal, and Forest Lakes. Gray is home to regional headquarters for the Maine Department of Inland Fisheries and Wildlife, which maintains a fish hatchery and wildlife park. It is also home to a NOAA National Weather Service Forecast Office, which issues forecasts and severe weather warnings for New Hampshire and Maine.

III. Applicability

This Plan is applicable to all personnel associated with Town of Gray. The provisions of this Plan apply to the full spectrum of situations and/or incidents that could affect the ability of Town of Gray officials, support staff, and other personnel to perform the municipality's critical functions from their normal work locations. These situations include incidents resulting from natural disasters, cyber threats, terrorist activities, infectious disease outbreaks, and cyber intrusions.

IV. Security

Some of the information in this Plan, if made public, could compromise the municipality's ability to carry out its critical services. This includes the security of essential equipment, services, and systems. Portions of this Plan contain information that raises personal privacy or other concerns, and those portions may be exempt from mandatory disclosure under the Freedom of Information Act. See 5 U.S.C. §552, 41 CFR Part 105-60.

V. Plan Maintenance and Distribution

As part of the annual plans and procedures maintenance, the Gray Emergency Response Team will review and update the Town of Gray Emergency Operations Plan. All reviews will be submitted to the municipality's leadership for review and approval. Interim administrative updates and revisions to this Plan are authorized and will be reissued as *Version X.X* to the signed Plan.

Any request to disclose information in this Plan outside the municipality and/or the county, or to withhold information in this Plan from a non-municipal requestor, must be coordinated with the Gray Town Manager.

VI. Policy and Background

The ability to respond quickly and efficiently to an emergency incident saves lives. Town of Gray is committed to ensuring that its critical services are available to the community regardless of the emergency incident that is occurring, assuming that it is safe to conduct such activities.

This plan is one means through which Town of Gray is committed to ensuring the safety of its staff, community members, and visitors. This plan also serves to provide a coherent plan of action to be followed when an emergency incident occurs within the municipality.

The scope and magnitude of a catastrophic incident may result in a resource scarce environment. Because such incidents may affect a municipality's ability to provide assets, assistance, and services.

VII. Planning Objectives and Assumptions

The overall objective of this EOP is to provide for the safety and support of Town of Gray, its staff, community members, and visitors. This plan provides concepts of operations, guidance, and procedures to ensure that Town of Gray can transition quickly and effectively from normal operations to a crisis management posture and continue to deliver critical services under all circumstances, and if necessary, from alternate locations.

This plan must be executable with or without warning, during duty and non-duty hours. Processes need to be in place to make appropriate notifications, and perform appropriate actions, even during non-standard business hours.

This document provides a management framework, forums, and process to ensure the continued deliberate, proactive, and ongoing planning, update, and maturation of emergency planning.

The Town of Gray Planning Objectives are:

- Ensure The Town of Gray can perform its critical functions under all conditions.
- Execute a successful order of succession, accompanied by the appropriate position-related authorities, when a disruption renders The Town of Gray leadership unable to assume and perform their authorities and responsibilities.
- Ensure The Town of Gray has considered backup facilities where it can continue to perform its critical functions, as appropriate, during an emergency incident.
- Protect essential facilities, equipment, records, and other assets, in the event of a disruption.
- Achieve timely and order recovery of The Town of Gray from an emergency.
- Validate readiness and ensure operational capability through a dynamic and integrated test, training, and exercise program.

Planning Assumptions: This plan is based on the following assumptions:

- An emergency incident may require one or more response options covered within this plan to be activated either with or without warning.
- The emergency will not affect other municipalities and they will remain available to support the municipality-directed actions.
- During an infectious disease pandemic, susceptibility to the virus will be universal.

VIII. Resilience Capability Elements

There are specific planning elements that need to be considered to ensure the comprehensiveness of planning. The consideration, preparation, and execution of the elements listed in this section are fundamental for a successful resilience capability.

- A. Risk Management:** The application of risk management principles can preserve resources by assessing the probability of occurrence for catastrophic emergencies and related consequences. Vulnerability, probability, and impact are all considered when determining the level of risk.
- B. Response Options:** The Town of Gray will respond to all reported emergencies. The responding department will evaluate the situation and determine what if any additional resources will be needed to mitigate the emergency and the urgency of the required mitigation. Every attempt will be made to mitigate the incident using Town resources as long as the efforts are within the scope and training level of the

responders. When necessary, subject matter experts will be consulted and possibly requested to respond. Such subject matter experts would include but not be limited to: Department of Environmental Protection, local or area Hazmat Teams, State Fire Marshall's Office and Law Enforcement.

C. Hazard Mitigation: Any sustained action taken to reduce or eliminate the long-term risk to life and property from hazard events. It is an on-going process that occurs before, during, and after disasters and serves to break the cycle of damage and repair in hazardous areas.

D. Continuity of Operations Planning Elements:

- a. **ESSENTIAL FUNCTIONS:** A service or a collection of services normally performed by a unit that must continue at a sufficient level without interruption or restart within given timeframes (within the first 30 days) after a disruption to the service.
- b. **ORDERS OF SUCCESSION & DELEGATIONS OF AUTHORITY:** Leadership during an emergency is key. It is equally important that those serving in leadership positions have the authority, in writing, to perform the duties necessary to respond to the emergency. Orders of succession ensure that an organization has identified key personnel to assume leadership positions in the event that regularly appointed personnel are unavailable, and that they have the appropriate authority to perform the functions. Those identified in the orders of succession must be trained annually on responsibilities and shall participate in TT&E events.
- c. **COMMUNICATIONS AND INFORMATION SYSTEMS:** Availability, diversity, and redundancy of critical communications and information systems are critical to sustain critical functions regardless of where they are performed. Communications and information systems provide the connectivity among key government leadership, internal elements, other organizations, and the public to perform critical functions.
- d. **ESSENTIAL RECORDS MANAGEMENT:** Viable continuity programs include comprehensive processes for identification, protection, and accessibility of electronic and hardcopy essential records at primary, alternate, and devolution locations. Essential records may include documents, references, personnel records, and information systems.
- e. **ALTERNATE LOCATIONS:** Alternate locations are where critical functions are continued or resumed, or where organizational command and control may occur during an emergency incident. Telework is a program that can provide critical support to the sustainment of critical functions.
- f. **HUMAN RESOURCES:** Organizations must identify leadership, staff, and functional support elements capable of relocating to alternate locations, remote operations, or devolving to sustain critical functions. During emergency activations, organizations will mobilize designated personnel as

needed to sustain critical functions in accordance with their emergency plans and procedures.

- g. **DEVOLUTION**: A planning concept that establishes procedures to transfer statutory authority and responsibilities from an organization's primary operating staff and facilities to other designated staff and facilities for the purpose of sustaining essential functions. Devolution may be temporary or may endure for an extended period of time.
- E. Hazardous Materials (HAZMAT) Response**: Plan that reflects how the organization will respond to incidents involving hazardous materials, which are defined as substances that have the potential to harm a person or the environment upon contact. A Hazardous Materials (HAZMAT) Response team is comprised of hazardous material experts who specialize in detecting, containing, and removing any release or potential release of hazardous substances in order to control or stabilize an incident.
- F. Emerging Infectious Diseases (EID) Considerations**: Emerging infectious disease can be defined as infectious disease that have newly appeared in a population or have existed by are rapidly increasing in incidence or geographic range. This planning includes considerations related to changes in operations necessary because of the contagious nature of the infectious disease outbreak.
- G. Point of Distribution (POD) Planning**: A Point of Distribution (POD) is for establishing initial points where the general public will obtain life sustaining emergency relief supplies until such time as power is restored, retail establishments reopened, or fixed and mobile feeding sites (if any) and relief social service programs (if any) are in place.
- H. Reconstitution/Recovery**: Reconstitution embodies the ability of an organization to recover from a emergency activation, one that disrupts normal operations, so that the organization can return to its normal level of operations. Reconstitution is critical in that its focus is on ensuring the continued support of other organizational functions and the restoration of full normal operations. Since reconstitution begins at the start of an incident, organizations should identify a reconstitution team with leadership, staff, and resources dedicated and separate from existing emergency response team.
- I. Test, Training, & Exercise (TT&E) Program**: TT&E events assess and validate emergency plans, policies, procedures, systems, and facilities. Initial and reoccurring training programs inform and familiarize leaders and staff with continuity plans and procedures. Exercise programs consisting of both planned and short/no-notice events improve an organization's preparedness posture and emphasize the value of integrating continuity functions into daily operations. The After Action Review process is an essential component of any exercise program and helps to identify capability gaps and other challenges experienced during the event. Items identified during the review should be captured in the After Action Report and Improvement Plan, which lists planned remedies to correct the deficiencies, and assigns a timeline for re-evaluation.

IX. Operational Phases and Implementation

There are five phases of emergency management: Preparedness, Prevention, Response, Recovery, and Mitigation. These five phases should be used to build resilience strategies, processes, and procedures to ensure that goals and objectives are met, and to support the performance of organizational critical functions during an emergency incident. The five phases of emergency management are defined as:

- a. **Preparedness** - focuses on creating concrete plans, training and exercises well ahead of a disaster. Emergency planning activities will allow organizations to reduce loss of life and sustain environmental challenges by developing organizational specific plans, standardized planning tools and emergency management protocols.
- b. **Prevention** - a continuous cycle of activities such as emergency planning, staff training, exercising, assessment and remedial actions. Preparedness and readiness go hand in hand as organizations and communities prepare for disaster.
- c. **Response** - how organizations respond to the challenges disasters bring such as supply chain interruptions, changes in service delivery or day to day staffing. As organizations respond to disaster, they must use all their emergency preparedness tools such as emergency plans, policies and procedures and staff training to respond.
- d. **Recovery** - focuses on restoring critical business functions to stabilize day to day services and increase capacity to continue to serve their community after a disaster. The recovery phase allows organizations to return normal service levels as soon as possible.
- e. **Mitigation** - activities allow organizations to reduce loss of life and physical assets such as buildings and supplies that will lessen the overall effect of disaster on an organizations and community as a whole.

X. Roles and Responsibilities

All levels of organizations are responsible for establishing and following procedures for responding to an emergency incident. The senior official of each organization is ultimately responsible for the development and implementation of those plans and/or procedures. The staff members of the organization must be properly trained and equipped to perform their emergency responsibilities with little or no notice. The following leadership positions have specific responsibilities related to emergency preparedness and response:

- a. **Elected Officials (Municipality Manager and Board of Selectmen)**: serve the municipality by completing a variety of duties: preparing materials for council meetings, developing the annual budget, implementing financial

reporting procedures, administering funds, liaising with the government and local entities, managing municipality assets, and hiring staff.

- b. **Department Heads**: Department managers are responsible for reviewing and approving their respective plans and ensuring that their organization's plan adequately reflects its current operational state. They are also responsible for promulgating this plan, and its guidance, to their personnel. Department managers are responsible for ensuring that their organization has developed, approved, and maintained their organization's plan and ensuring it is supportive to its parent organization's plan.
- c. **Local EMA Director**:
 - a. Develop, revise/update, and promulgate municipality's emergency operations planning documents, to include participation in the county hazard mitigation plan.
 - b. Coordinate communication between local and county government organizations.
 - c. Identify/locate local resources to help with response and recovery efforts.
 - d. Coordinate with damage assessment teams
 - e. Coordinate municipal TT&E activities with County EMA.
- d. **County EMA**: The county organization responsible for ensuring county compliance with resilience and emergency policies and guidance. They are responsible for providing tools, templates, and TT&E activities to support the municipality's emergency management program.

XI. Coordination Meetings (Internal & External)

The emergency planning and coordination meetings are attended to ensure situational awareness and resilience efforts are coordinated properly.

~~Include description of meetings (with examples of topics discussed)~~

- a. Municipal Meetings
 - a. Council Meetings
 - Councilors will be kept informed and kept up to date regarding ongoing emergencies or threats to the safety of the citizens, property, and environment of the Town of Gray as well as adjoining Towns.
 - b. Budget Meetings
 - During normal operations budget requests will be in line with ongoing hazard and risk assessments and gap analysis. This analysis will be the major impetus when requesting additional funds.

- During emergency operations requests will be solely made for the purpose of mitigating the emergency. Every effort will be made to reimburse the Town of Gray through insurance claims or through federal emergency declaration funding.
- b. County Meetings
- a. Monthly Emergency Management Meetings
 - Situational awareness and updates.
 - b. IMAT Team Meetings
 - The local EMA director will maintain a working relationship with the County IMAT team in the event the Town of Gray needs assistance managing a multi–operational period incident.

XII. Outreach Program Participation

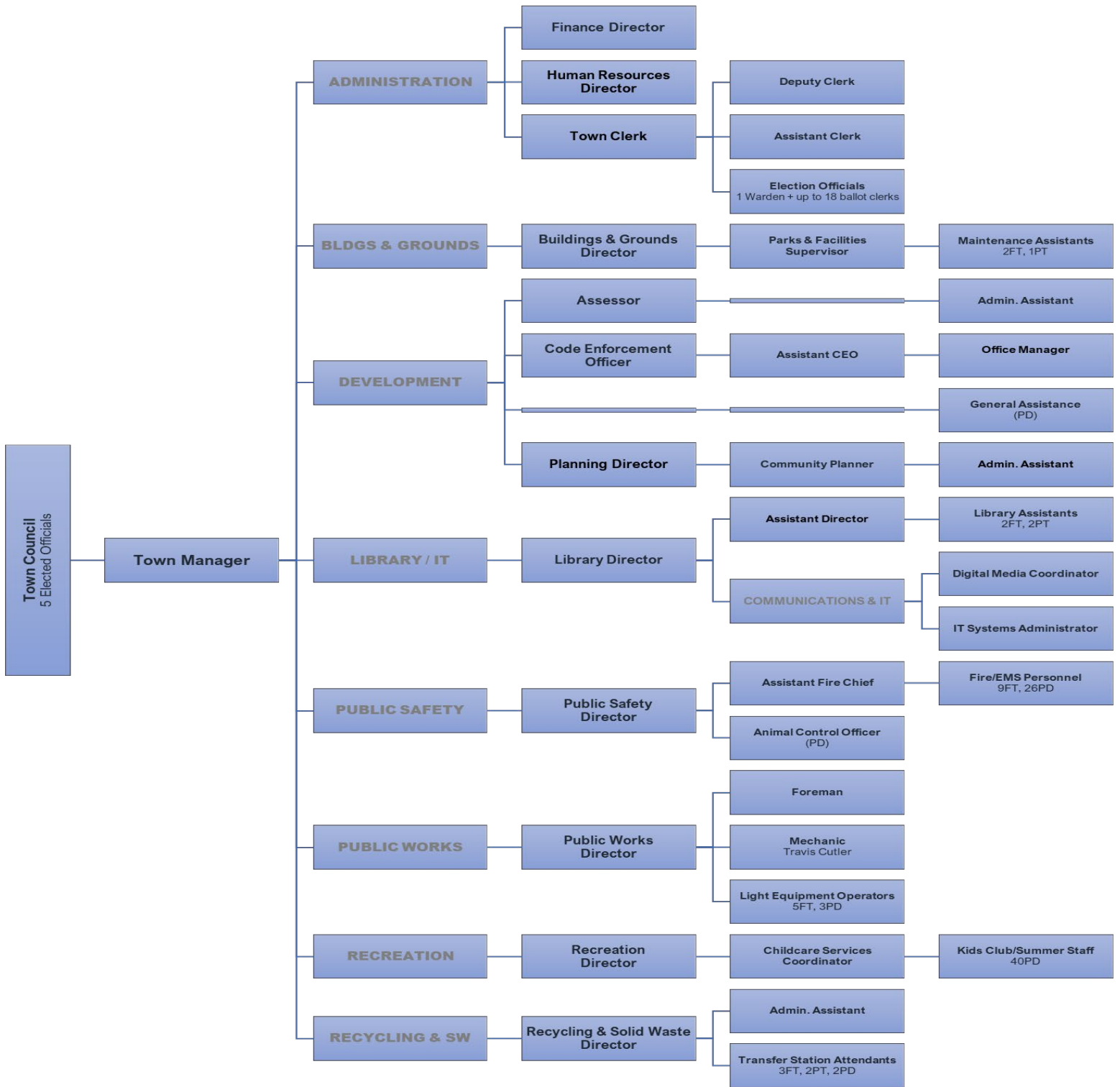
The Town of Gray puts out a monthly newsletter that includes hazard awareness articles. Gray Fire Rescue manages a Facebook page as well as a Twitter feed to make residents aware of ongoing incidents that can create traffic issues as well as seasonal challenges. Gray also hosts an annual Blueberry Festival that is attended by Fire Department employees as well as members from the Cumberland County EMA to distribute safety materials and answer questions.

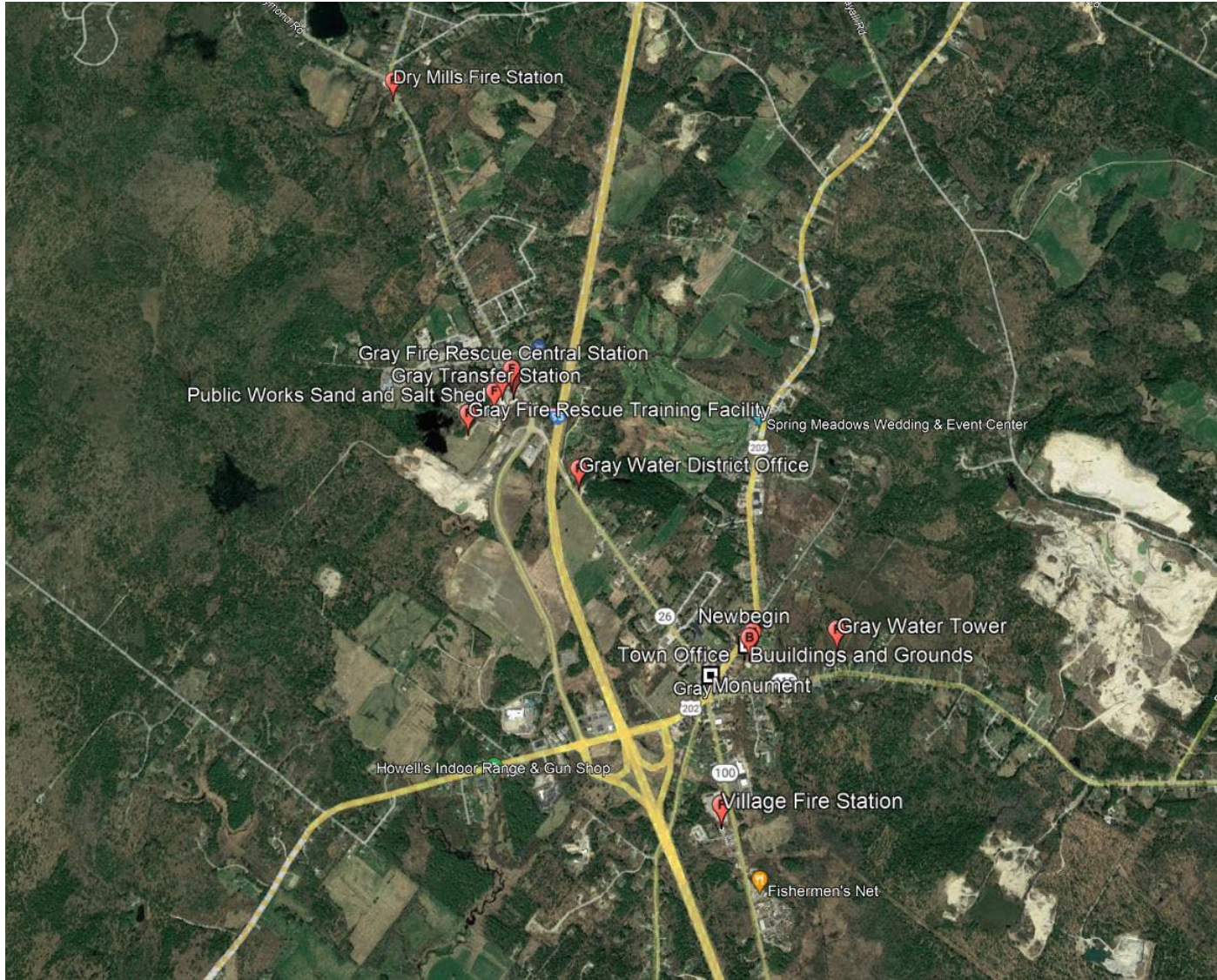
Gray Fire Department conducts CPR trainings throughout the year and also lends out CPR training aids to certified instructors.

XIII. Points of Contact

If there are any questions or requests regarding information contained within this Plan, please contact the *local EMS Director (Fire Chief)*.

Annex A: Municipality Organization





Roles and Responsibilities:

1. Elected Officials
 - a. Implement direction, coordination, and policy-making functions, as necessary, to provide for optimum protection of public health and safety before, during, and after a declared state of emergency.
 - b. Approve pre-planning, response goals, plans, and emergency accounting procedures.
 - c. Direct and coordinate response that overlaps departmental lines or requires decisions as to which department(s) will perform various functions.

- d. Provider representatives to the Emergency Operations Center, as requested.
2. Town Manager
 - a. Direct and coordinate response that overlaps departmental lines or requires decisions as to which department(s) will perform various functions.
 - b. Commit staff and resources of departments, in the absence of the department head, or if it is beyond the scope of the authority of the department head.
 - c. Oversee public information regarding the disaster/emergency event and recovery operations.
 - d. Authorize special purchasing due to emergency conditions.
 - e. Authorize the release of emergency public information statements.
 3. Emergency Management Director
 - a. The Director shall be the executive head of the Emergency Response Team.
 - b. The Director shall work under the general supervision of the Town Manager, with coordination occurring with the Town Council.
 - c. The Director shall be responsible for the development, maintenance, and promulgation of the Town's Emergency Operations Plan.
 - d. In preparation for and during declared emergencies, the Director may (upon consultation with Town Manager) utilize all Town facilities, personnel and resources to best protect public health, safety and welfare.
 - e. Prepare and update the hazard risk and vulnerability assessment.
 - f. Coordinate and maintain written mutual aid agreements with neighboring towns.
 - g. Provide emergency management training to Town officials, planners, and responders.
 - h. Attend County emergency managers' meetings.
 - i. Complete and report damage assessments to the Cumberland County Emergency Management Agency.
 - j. Complete and submit application for emergency management/disaster funds and grants, as appropriate.
 4. Fire Services
 - a. Responsible for responding to incidents within the municipality, and to those locations that have established MAA, with the following types of services:
 - i. Fire suppression
 - ii. Heavy rescue operations
 - iii. Hazardous material incident response

- iv. Emergency medical services
- v. Search and rescue operations
- vi. CBRNE monitoring
- vii. Evacuation recommendations, notifying evacuation authorities, and assisting in the dissemination of evacuation notification.
- viii. Fire code enforcement
- ix. Explosive device mitigation and response
 - This function will be referred to law enforcement with experience in the handling of explosives. Unified command will be set up and will consist of a minimum of Gray Fire Rescue, the bomb team leader and Cumberland County EMA.

1. Law Enforcement

- a. Responsible for responding to incidents within the municipality, and to those locations that have established MAA, with the following types of services:
 - i. Maintenance of law and order
 - ii. Crowd, traffic, and restricted area control
 - iii. Coordinate evacuations
 - iv. Identify local emergency evacuation routes from high hazard areas.
 - v. Security measures, including protection of vital facilities
 - vi. Provide security for the Emergency Operations Center, as needed
 - vii. Assist in notification and warning of general public
 - viii. Assist with initial impact assessment
 - ix. Coordinate security for the damaged areas, vital facilities, equipment, staging areas, and shelter operations
 - x. Explosive device identification, mitigation, and response.

2. Public Works

- a. Responsible for responding to incidents within the municipality, and to those locations that have established MAA, with the following types of services:
 - i. Coordination of restoring public facilities, roads, and bridges
 - ii. Damage assessment for infrastructure and public facilities
 - iii. Debris and snow clearance on roads and streets
 - iv. Providing equipment, supplies, and personnel as needed
 - v. Supporting traffic control measures – providing signage, detours and barricades

vi. Safety inspections – roads and bridges

Annex B: Operational Phases and Implementation

Five Phases of Emergency Management

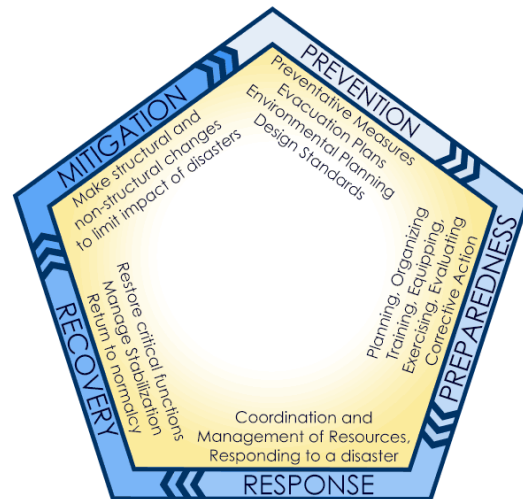
Prevention, mitigation, preparedness, response and recovery are the five steps of Emergency Management.

A. Prevention

Actions taken to avoid an incident.
Stopping an incident from occurring.
Deterrence operations and surveillance.

B. Mitigation

Refers to measures that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Typical mitigation measures include establishing building codes and zoning requirements, installing shutters, and constructing barriers such as levees.



C. Preparedness

Activities increase a community's ability to respond when a disaster occurs. Typical preparedness measures include developing mutual aid agreements and memorandums of understanding, training for both response personnel and concerned citizens, conducting disaster exercises to reinforce training and test capabilities, and presenting all-hazards education campaigns.

D. Response

Actions carried out immediately before, during, and immediately after a hazard impact, which are aimed at saving lives, reducing economic losses, and alleviating suffering.

Response actions may include activating the emergency operations center, evacuating threatened populations, opening shelters and providing mass care, emergency rescue and medical care, firefighting, and urban search and rescue.

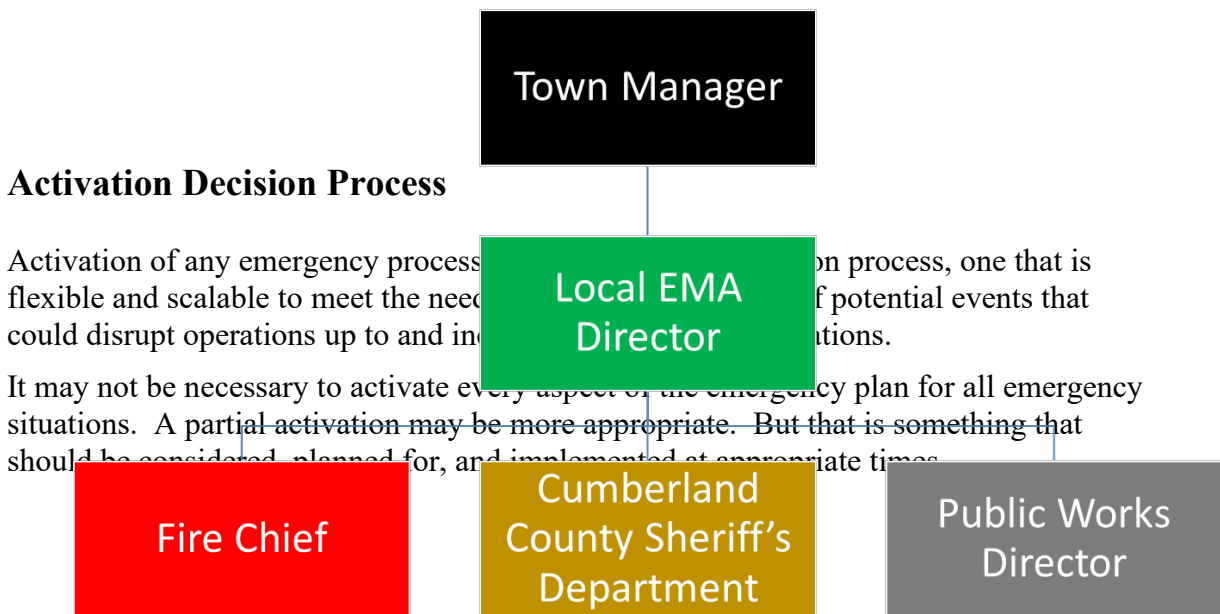
E. Recovery

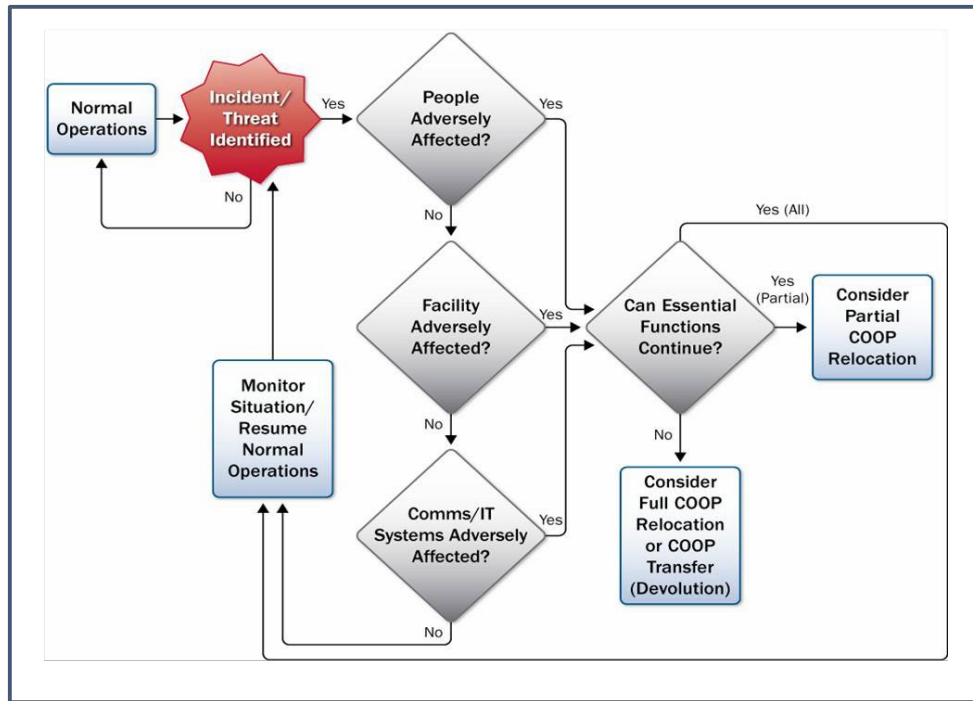
Actions taken to return a community to normal or near-normal conditions, including the restoration of basic services and the repair of physical, social and economic damages. Typical recovery actions include debris cleanup, financial

assistance to individuals and governments, rebuilding of roads and bridges and key facilities, and sustained mass care for displaced human and animal populations.

Municipality Response Structure (to include Roles & Responsibilities)

Command and control of an all-hazard event is a critical function that demands a codified framework for the preparation and execution of plans and orders. Emergency response organizations at all levels of government manage command and control activities somewhat differently depending on the organization’s history, the complexity of the crisis, and their capabilities and resources. Management of response actions must therefore reflect an inherent flexibility in order to effectively address the entire spectrum of capabilities and resources. The structure can be seen in the figure below.





Activation Levels and Triggers

For any emergency, there are a number of factors that determine the level of response that is required to manage the incident. Each of those levels requires activation and deactivation triggers. The table below details the municipality’s anticipated activation levels and triggers.

Level	Trigger	Response
1	Known upcoming significant event.	Add additional staffing, partially staff the EOC.
2	Event that overwhelms the Town’s resources as well as mutual aid resources.	Full EOC activation. Notify CCEMA of the event. Set up unified command with all responding disciplines.
3	Multi-operational period event.	All the above. Request an IMAT team for assistance. Request the command van and a tactical dispatcher(s) from CCRCC.

The following scenarios illustrate situations that could mandate activating this plan:

- The municipality facility, or a portion of it, cannot accommodate normal business activities because of an unfavorable event such as

structural or mechanical failure, fire, or minor explosion. In this case, partial relocation will be considered based on the situation.

- The municipality facility and surrounding areas temporarily cannot accommodate normal business activities due to an unfavorable event not originating there such as a nearby building collapse, air or water contamination, or loss of electrical power. In this scenario, partial continuity of operations relocation may occur.
- The region is closed to normal business activities due to a widespread utility failure, terrorism, natural disaster, significant hazardous material incident, or civil disturbance. Under this scenario, there may be uncertainty of additional events such as secondary explosions, aftershocks, or cascading utility failures. In this scenario, full relocation may occur.
- The municipality facility and personnel are unavailable to perform critical functions because of an extreme natural disaster, weapons of mass destruction crisis, or other similar catastrophic event. Under this scenario, relocation or devolution of functions may occur.

The activation process includes the following activities:

1. Occurrence of an event or the threat of an event
2. Reviewing, analyzing, and deciding to activate emergency plans and procedures
3. Alerting and notifying the emergency personnel of the need to activate
4. Relocating, if necessary, to alternate sites
5. Accounting for staff members
6. Identifying available organizational leadership
7. Making appropriate notifications to ensure aware of plan activation and/or relocation

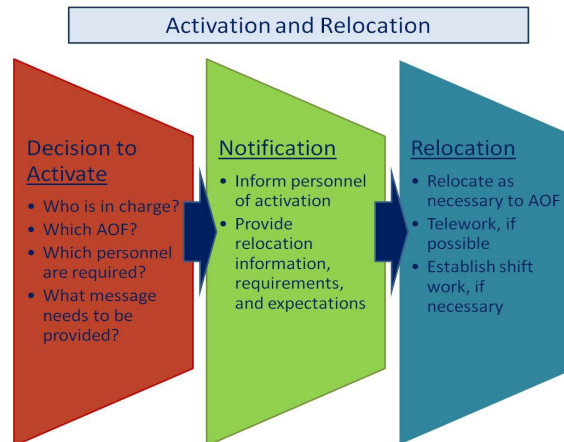
Implementation Options

The expected response to any event that disrupts operations can be divided into the three basic categories described below. It should be noted that in some situations, the best response may involve a combination of these options and, as always, extensive use of the telework option will provide additional flexibility and capability and will be strongly encouraged as much as practicable.

- **Continuity Relocation:** When a primary operating facility becomes unavailable to support operations, municipality office personnel will relocate to a predetermined alternate work location. Examples of relocation scenarios would

- be significant flooding, power disruption, contamination events at a facility, or a threat or attack that renders the primary operating facility unsafe for occupancy.
- **Devolution.** Devolution is the capability to transfer statutory authority and responsibility for critical functions from the primary staff and facilities to predetermined staff and facilities that are capable of sustaining the operational capability for an extended period.
 - **Social Distancing:** Infrastructure and facilities are generally viable and can support operations, however, in some scenarios, social distancing may be required. In order to minimize contact, only very limited numbers of personnel are required to report to work (generally by splitting staff before in-person and remote work). Protective measures and limited contact (social distancing) are imposed on the workforce. Personnel are encouraged to use telework as much as possible to perform their functions.

Figure A-8. Activation and Relocation



Notification Process

Communicating with the staff, community members, and visitors we serve, all at the same time, is extremely challenging, especially during situations that can cause anxiety and panic. When fires break out, when extreme weather occurs, when earthquakes happen, and even when terrorism or active assailant incidents transpire, managers and leaders have to have the ability and facility to reach their employees quickly and

efficiently. These are the occasions wherein communication should actually be flawless and efficient. These systems enable managers and leaders to reach their employees in a reliable and efficient way, especially when the situation is a matter of life and death.

Notification of Municipal Leadership:

-
- The Town of Gray maintains a Phone Tree that can be initiated by whomever is in charge.
- The Town of Gray also uses a software program called Vigilance to maintain contact with all employees logged into their computers. Alerts can be initiated immediately, 911 notified, and a lock-down initiated if necessary.

Notification of Staff:

-
- On-duty staff will be notified utilizing the following means:
 - Vigilance
 - Word of mouth
 - Phone Tree
 - Email
 - Radio
- Off-Duty Staff:
- Off-Duty Staff: Off-duty staff will be notified utilizing the following means:
 - Phone Tree
 - Email

Notification of External Authorities:

- External authorities will be notified utilizing the following means:
 - Vigilance
 - Phone
 - Radio

Notification of Partners:

- Partners will be notified utilizing the following means:

- Phone

Radio through Cumberland County Regional Communications Center (CCRCC)

Notification of Suppliers:

- Suppliers will be notified utilizing the following means:
 - Phone
 - Email
- If supplies cannot be ordered through normal means, then we would notify CCEMA of the need for resources or supplies.

Notification of Community:

- The community would be notified utilizing the following means:
 - Social Media
 - Reverse 911
 - Code Red
 - Door to door if necessary

Relocation Process

If the decision to relocate is made, pre-identified personnel will immediately deploy to the alternate location to assume the performance of critical functions. Personnel who aren't part of that roster, will be directed to return to their home until further instructions are given.

Departure of Relocation Personnel

During duty hours with or without warning:

1. Pre-identified personnel will depart for the alternate facility, which is located in The Gray Public Library.
2. Notification will be made to the following parties:
 - CCEMA
 - Municipal officials
3. Personnel not deploying will receive instructions to proceed to their homes, or other safe locations, and await further instructions.

During Non-Duty Hours With or Without Warning

1. Deployable personnel will depart for their alternate work location utilizing their Personally Owned Vehicle (POV); and
2. Non-deployed staff will remain at their residence or current location to wait for further instructions.

Situation Reports

Situation reports provide information regarding the emergency event and response. Organizations develop situation reports to provide situational awareness to allow leaders to make informed decisions on issues concerning the performance of the municipality's critical functions. The reports are then distributed to outside organizations, with appropriate need-to-know, to inform them of the status of the municipality's response. These reports should be distributed using a pre-determined schedule until the event is over.

Annex C: Risk Management

Risk Management is a comprehensive process that requires organizations to identify, assess, and prioritize risk. Organizations accept the risk or apply resources to mitigate or control the impact of the risk. The key to having an effective risk management program is understanding potential risks and the organization's relation to the risks. Organizations should conduct and document a risk assessment of all critical functions and services by completing a Business Impact Analysis (BIA) against all hazards at least every five years.

Types of Risk *(not all inclusive)*

- **Natural Hazards**
 - Meteorological – Temperature Extremes, Flooding, Dam/Lee Failure, Severe Thunderstorms (Wind, Rain, Lightning, Hail), Tornadoes, Windstorms, Hurricanes and Tropical Storms, and Winter Storms (Snow/Ice)
 - Geological – Earthquakes, Landslides, and Subsidence/Sinkholes
 - Biological – Infectious Diseases and Food-borne Illnesses
- **Human-Caused Hazards**
 - Accidents – Workplace Accidents, Entrapment/Rescue (Machinery, Water, Confined Space, and High Angle), Transportation Accidents (Motor Vehicle, Rail, Water, Air, Pipeline), Structural Failure/Collapse, and Mechanical Breakdowns
 - Intentional Acts – Labor Strikes, Demonstrations, Civil Disturbances (Riot), Bomb Threats, Lost/Separated Person, Kidnapping/Extortion, Hostage Incidents, Workplace Violence, Robberies, Sniper Incidents, Terrorism (Chemical, Biological, Radiological, Nuclear, and Explosives), Arson, and Cyber/Information Technology (IT) (Malware Attack, Hacking, Fraud, Denial of Service, etc.)
- **Technological Hazards**
 - IT – Communications Degradation/Outage, Loss of Connectivity, Hardware Failure, Lost/Corrupted Data, and Application Failure
 - Facility – Structural Damage, Fire Alarm Failure
 - Utility Outage – Communications, Electrical Power, Water, Gas, Steam, Heating/Ventilation/Air Conditioning, Pollution Control Systems, and Sewage Systems
 - Fire/Explosion – Fire (Internal) and Explosion (Chemical, Gas, or Process Failure)

- Supply Chain Interruption – Supplier Failure and Transportation Interruption
- Hazardous Materials – Hazardous Material Spill/Release, Radiological Accidents, HAZMAT Incident Off-Site, Transportation Accidents, and Natural Gas Leak Supplies

Risk Assessment Approach

In order to help determine what the greatest probable risks and threats are, the following categories were considered in the performance of the assessment:

- Probability – Likelihood of this incident occurring
- Human Impact – Possibility of death or injury
- Property Impact – Physical losses and damage
- Business Impact – Potential Disruption of Services
- Preparedness – What planning, training, and preparedness activities have been done
- Internal Response – Timeliness, Effectiveness, and Resource Allocation
- External Response – Community/Mutual Aid staff and supplies

The Town of Gray participated in the development of the Cumberland County Threat and Hazard Identification and Risk Assessment (THIRA) and uses that risk assessment as a basis for preparing for emergencies in the Town of Gray.

Results of the assessment are used to correct deficiencies and reduce risks. Results also assist in operational and resilience planning, training, and exercising.

The Hazard Vulnerability Assessment for Town of Gray is maintained by the Municipality Manager, local EMA Director, and CCEMA, both in hardcopy and electronically, and are review and/or updated annually.

The chart below lists the threats and hazards that are most likely to affect the Town of Gray based on future likelihood as well as historical information. This chart is not all inclusive.

Threats and Hazards - Natural	Likelihood 1=Low 2=Medium 3=High	Significance 1=Low 2=Medium 3=High	Visibility Local Regional National	Vulnerability Percentage of population likely to be affected 1=<1% affected 3=1-10% affected 5=>10% affected	Critical infrastructure or key resources that may be affected.
Severe Summer Storms	2	3	Local & Regional	5	Road access, power supply, fuel supply.
Severe Winter Storms	2	3	Local & Regional	3	Road access, power supply, fuel supply.
Temperature Extremes	3	3	Local, Regional & National	3	Road access, power supply, fuel supply.
Hazardous Material Release	1	3	Local & Regional	3	Road access, water supply, power supply
Power Failure	2	3	Local & Regional	3	Heating and cooling. Food preservation.
Cyber Incident	3	3	Local & Regional	1	Water supply

Annex D: Response Options

Organizational Response Options

There are only four potential response options to any emergency incident. They are:

- a. **Shelter-in-Place.** Sheltering-in-place means staying inside whatever building you happen to be in at the time of an emergency or, if you are outside, going into an undamaged building nearby and staying there for a period that may last hours to several days.
- b. **Evacuation.** Evacuation is the urgent immediate egress or escape of people away from an area that contains an imminent threat, an ongoing threat to lives or property.
- c. **Relocation (Continuity of Operations).** The transfer of operations from its primary location to another pre-determined location. Relocation utilizes the day-to-day staff, just working from a different location.
- d. **Devolution.** The transfer of operations from a primary location to another pre-determined location. Devolution utilizes the completely separate staff from day-to-day personnel, which often means there is a degradation in performance.

For more information regarding how these options would be implemented, please refer to the organization-specific plans.

I

Annex E: Hazard Mitigation Plan

-
- The Town of Gray has adopted the County Hazard Mitigation Plan, which can be found [HERE](#).
-
- Of particular concern for the Town of Gray is the water supply system. We currently draw the majority of our water from the area designated as Wellhead 1, approximately along Shaker Road from Main Street to the I-95 bridge. The concern we face is that the Maine State Turnpike runs directly through this zone. If we were to have a hazardous material spill on the turnpike, everyone that subscribes to the Gray Water District could potentially be affected.

Annex F: Continuity of Operations Plan

During an emergency incident, the organization’s functions could be hampered or completely prevented from being performed. Any time that a function is prevented, or seriously hindered, from being performed, considerations need to be made to move those functions to a safer environment, where they can be performed more easily.

Function	RTO	Organizations/Partners Involved
Town Clerks	2 days	Town of New Gloucester; Town of Cumberland
Public Works	2 hours	Gray DOT Camp
Fire Department	1 hour	Public Works, DOT Camp, Town of New Gloucester
All town office services	2 days	Town of New Gloucester
Transfer Station	Unk.	Private waste haulers
Child Care	2 days	Town of New Gloucester, MSAD-15

Continuity of Operations is where those functions are moved to a pre-determined location, with day-to-day personnel relocating to another facility to perform the functions. Pre-incident planning needs to be done to ensure the proper resources are available at the alternate operating location, to make the transition as seamless as possible.

Here are the Town of Gray's continuity implementation procedures:

- Determine how long building will be untenable. This will be determined by the Buildings and Grounds Director who may call in structural engineers as needed.
- Determine whether functions of organization should be delayed until reoccupation is permitted, or if services should be provided from another location.
- If services are to be provided from another location, determination must be made on where that location will be, and what resources are needed to become operational.
 - Known items needed other than basic necessities.
 - Office or desk space for those required to work.
 - Phone service for each.
 - Computer with internet access for each.
 - Transfer Station operations could be provided by contracting with waste haulers setting up a series of dumpsters that people could use. Possible locations to set these up:
 - MSAD-15 school parking lots on Libby Hill Road
- Once operational, notifications must be made to municipal leadership, staff, partners, and general populace about new operating location.
- Some relocation options available to the Town of Gray:
 - Municipal services can move to the Gray Public Library
 - Appropriate departments might move equipment and / or operations to facilities of neighboring municipalities (ex. New Gloucester Fire Station)

Orders of Succession and Delegations of Authority

It is critical to establish a clear line of succession should an organization’s leadership becomes incapable of performing its legal and authorized duties, roles, and responsibilities. The designation of a successor enables an alternate individual to serve in the same position as a principal in the event of that principal’s death, incapacity, or resignation. Orders of succession provide clarity of leadership to personnel when individuals serving in senior leadership, key decision-making, or management roles are unavailable.

Orders of succession are a formal and sequential listing of positions (rather than specific names of individuals) that identify who is authorized to assume a particular leadership or management role under specific circumstances.

Order of Succession for Manager
Emergency Town Manager
Emergency Management Director
Public Safety Director
Public Works Director
Town Council Chair

Essential Records Management

Essential records are information systems, technology, applications and infrastructure, electronic and hardcopy documents, references, and originals and/or copies of records needed to support the continued performance of continuity operations during a continuity activation. The identification, protection, and availability of electronic and hardcopy essential records and electronic information systems needed to support essential functions during all-hazards emergencies are critical elements of a successful continuity plan and program.

Organizations must also protect information that is needed to resume normal operations for reconstitution. Each organization has different functional responsibilities and business needs. An organization decides which records are essential to its operations and then assigns responsibility for maintaining current copies of those records to the appropriate personnel. Organizations should have multiple copies of their essential records in several locations stored on redundant media and in virtual storage environments.

Essential Records Categories include the following:

1. **Emergency Operating Records:** Records and electronic information systems essential to the continued functioning or the reconstitution of an organization during and after a continuity activation. Examples of these types of records are emergency plans and directives, orders of succession, delegations of authority, staffing assignments, and related policy or procedural records. These records provide an organization's personnel with the guidance they need to continue and resume normal operations.
2. **Legal and Financial Rights Records:** Records that are critical to carrying out an organization's essential legal and financial functions. These records are vital to the protection of the legal and financial rights of individuals who are directly affected by that organization's activities. These records include those with such value that their loss would significantly impair the execution of essential organization functions to the detriment of the legal or financial rights and entitlements of the organization and the affected individual(s). Examples of these records are accounts receivable files, contracting and acquisition files, official personnel records, Social Security, payroll, retirement, insurance records, and property management and inventory records. Legal and financial rights records considered critical for continued performance of essential functions should be included in the Emergency Operating Records and accessible at all potential operating locations.

Electronic records could be processed with minimal set up or disruption by using the network currently in place. Hard copy records could be made available within a week provided none were destroyed.

Communications and Information Management

The success of any emergency response is dependent on the availability of robust and effective communications systems. An organization’s ability to execute its essential functions is dependent upon the availability of an effective communications system. Communications systems must support connectivity among key leadership, internal elements, other organizations, and the public under all conditions. Communications capabilities must also be interoperable and reliable to enable communications involving multiple organizations.

Department	Basic Connectivity				Mobile/In-Transit	Additional Capabilities
	Phone/Fax	Data Network, Email, and Scanning	Conference	Alt		

	Telephone	Facsimile	Wired Internet Access	Wireless Network Access	Telephone Conferencing	Video Conferencing	Amateur Radio Network	Mobile Telephone	CB Radio	Government Emergency Telecommunications Service	Wireless Priority Service	Telecommunications Service Priority	Physically Diverse Data Networks	Emergency Power
Town Office	X	X	X	X	X	X		X		X	X	X	X	X
FD/EMS	X	X	X	X	X	X		X		X	X	X	X	X
CCSO	X	X	X	X	X	X		X		X	X	X	X	X
PW	X	X	X	X	X	X		X		X	X	X	X	X
B&G	X		X	X				X						X

Communications Capabilities:

- Telephone and Facsimile
 - Telephone
 - Facsimile
- Data Networks, Email, and Scanning
 - Wired Internet Access – Otelco
 - Wireless Internet Access – Otelco service, Linksys routers
- Conferencing
 - Telephone conferencing (VOIP)
 - Video Conferencing
- In-Transit Communications
 - Mobile Telephone

- Emergency radio communications linked to CCRCC (Cumberland County Regional Communications Center)
- Additional Capabilities
 - Physically Diverse Data Networks
 - Emergency Power

Annex G: Hazardous Materials (HAZMAT) Response Plan

The Gray Fire Rescue Department is trained to the Operations Level and also employs a number of HAZMAT Technicians capable of evaluating a situation to determine what additional resources will be needed to mitigate the situation.

3. Resources available:
 - a. Portland Fire Department HAZMAT Team
 - b. South Portland HAZMAT Team
 - c. ChemTrec (*see glossary*)
 - d. Local experts

Annex H: Mass Care Considerations

Gray New Gloucester High School

The Gray New Gloucester High School is located on Libby Hill Road, adjacent to the Gray Central Station located on Shaker Road north of the I-95 bridge. This location has been designated as possible site for Mass Sheltering and Mass Care & Feeding. An excerpt from the “Gray New Gloucester High School Regional Shelter Survey” is included later in this Annex.

The Gray Public Library is located on Hancock Road in the Gray Village, and is routinely used as a cooling and warming center.

Hours of operation:

Sun: CLOSED

Mon: CLOSED

Tue: 9:30AM -7PM

Wed: 9:30AM -7PM

Thur: 9:30AM – 6PM

Fri: 9:30AM – 5PM

Sat: 9:30AM – 3PM

In times of an emergency, the Town can make arrangements to extend the hours and add weekends.

The Newbegin Gym is located on the Pennell Campus on Main Street in the Gray Village, and unless being used by the Recreation Department / KidsClub could provide an alternative location for these activities.

Gray/New Gloucester High School

Regional Shelter Survey

July 20, 2021

F. Overview

On July 20, 2021, the following partners conducted a walk-through of the Gray/New Gloucester High School to pre-plan its use as a Regional Shelter:

- Ron Jones, CCEMA
- Margaret Cushing, CCEMA
- Paul Duclos, ARC
- Kurt Elkanich, Gray EMA
- Kerri Foley, ARC
- Jason Martel

As a result of this walk-through and subsequent meetings and communications, the Gray/New Gloucester High School Regional Shelter has been developed. This document has been distributed to the following key partners:

Name	Agency	Title
Margaret Cushing	Cumberland County EMA	EM Coordinator
Kurt Elkanich	Gray Fire Dept.	Fire Chief/EMA Director
Paul Duclos	Red Cross	Survey Volunteer
Diane Boucher	MSAD 15	Dir. Finance/Operations
Jason Martel	MSAD 15	Facilities Manager

Contact Information

Diane Boucher dboucher@sad15.org 657-9202

Jason Martel jmartel@sad15.org 207-657-9485 207-320-0469

G. Overview

- Gray New Gloucester High School is located at 10 Libby Hill Road in Gray.
- (43°54'10.40"N/70°20'59.68"W), Cross street: Shaker Road.
- The building was constructed around 1960, with additions in 1972, 1976, 1987 and 2008. It was renovated in 2017.
- The north section of the building will be used to house clients. Every effort will be made to limit contact between students and clients.
- According to ARC shelter recommendations, the school can accommodate 500 for evacuation (24-48 hours) and 250 for a post disaster shelter (3-5 days).



H. Emergency Power

- The generator has limited capacity to heat and power the facility. It partially serves the kitchen. It may be necessary to provide an auxiliary generator if there are clients with electricity dependent medical equipment.



I. Shelter Parking

- There are multiple parking lots around the building. There is one accessible parking space near the entrance. Others can be designated through cones or signage.

**J. Entrance**

The shelter entrance is on the east side of the building. It is in the glass lobby. Doors are not marked. Signage will be needed to direct shelter residents to the appropriate location.



K. Registration

Registration will take place in Room 165, directly off from the lobby.

**L. Functional Assessment Service Team**

The FAST team will be set up in Room 165, across the corridor from the gymnasium.

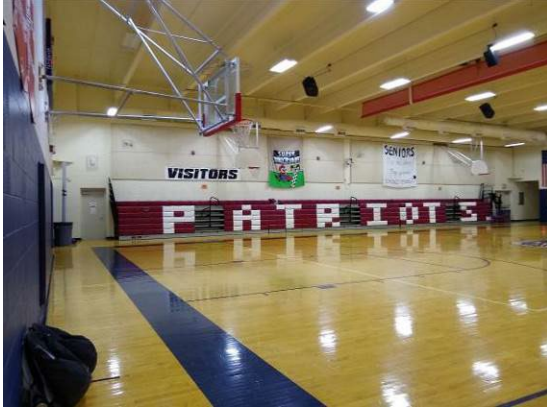
**M. First Aid/Health Services**

- Health Services will be close to the FAST room, in 164.



N. Dormitory Area

- The gymnasium will serve as the dormitory area. Floor covering may be available.



Gymnasium



Floor Coverings

The Locker Rooms are behind the gym and have accessible accommodations.



There is a concession stand directly in front of the gym where snacks will be served. No food or drinks are allowed in the gymnasium.



O. Kitchen and Eating Areas

- The kitchen is equipped with a gas stove top, steam tables, and refrigerator/freezers.



The Dining Area, Room 115, is beside the kitchen, and encompasses both the kitchen level and the area in front of the stage. This area also doubles as the auditorium for large gatherings.



Shelter Staff Areas

The Staff area is in Room 145, in the same corridor as the Quiet and Spiritual Care Rooms.



A. Quiet Room

Room 149 is designated as a Quiet Room for those needing respite from the noise of the dormitory.



B. Spiritual Care

Room 147 is designated as the Spiritual Care area. The restrooms are located across the corridor from this room, allowing access to water.



C. Children's Play Area

- The Auxiliary gym will be used as the Children's Play area. This room has access to the Courtyard, which will be utilized as an outdoor area for the children.



A. CCART (Cumberland County Animal Response Team)

The Animal Response Team will use rooms 132 and 133. The Registration area will be the corridor between the two rooms.



The CCART entrance will be on the north side of the building. Signage will be necessary to guide shelter clients to the appropriate places.



Annex I: Emerging Infectious Disease Considerations

Any considerations for how the municipality would alter operations due to an emerging infectious disease incident, should be detailed here.

Discussions should include:

- Social distancing
- Use of remote work options
- Automation of processes to limit contact



Annex I: Emerging Infectious Disease Considerations

1. Generally speaking, the Town of Gray will follow CDC recommendations.
2. Engineering already in place.
 - a. Plexiglass barriers have been installed at all locations where Town Staff will be interacting with the public on a regular basis.
 - b. Buildings and Grounds crews are well trained in the proper use of disinfectants and the steps needed to be taken in the event of an exposure.
 - c. The infection control officer in conjunction with HR and the Town manager is in charge of disseminating the information provided by the CDC.
 - d. The Town manager will make the final call on what the Town will require for personal protective measure in all town buildings.
 - e. In any case where Maine EMS requires procedures stricter than what the Town is requiring, the fire department will follow Maine EMS requirements.
 - f. The Town has made provisions and has a policy in place for remote work that will be followed in the event of the need to limit the workforce on site.

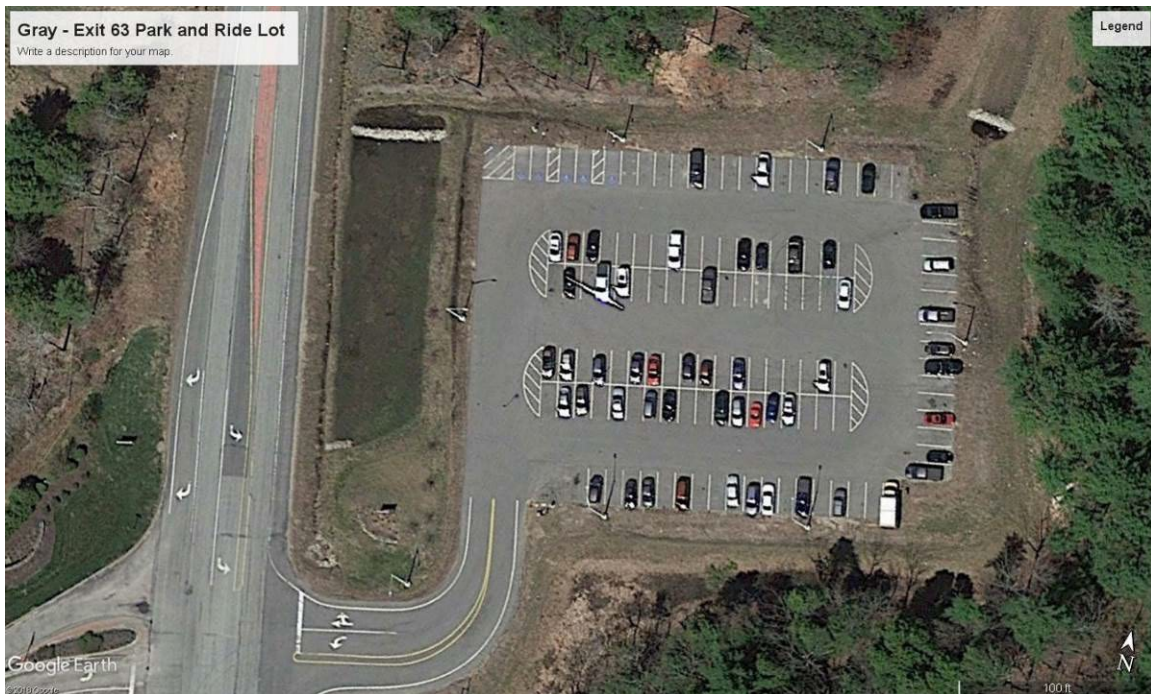
Annex J: Point of Distribution (PoD) Structure

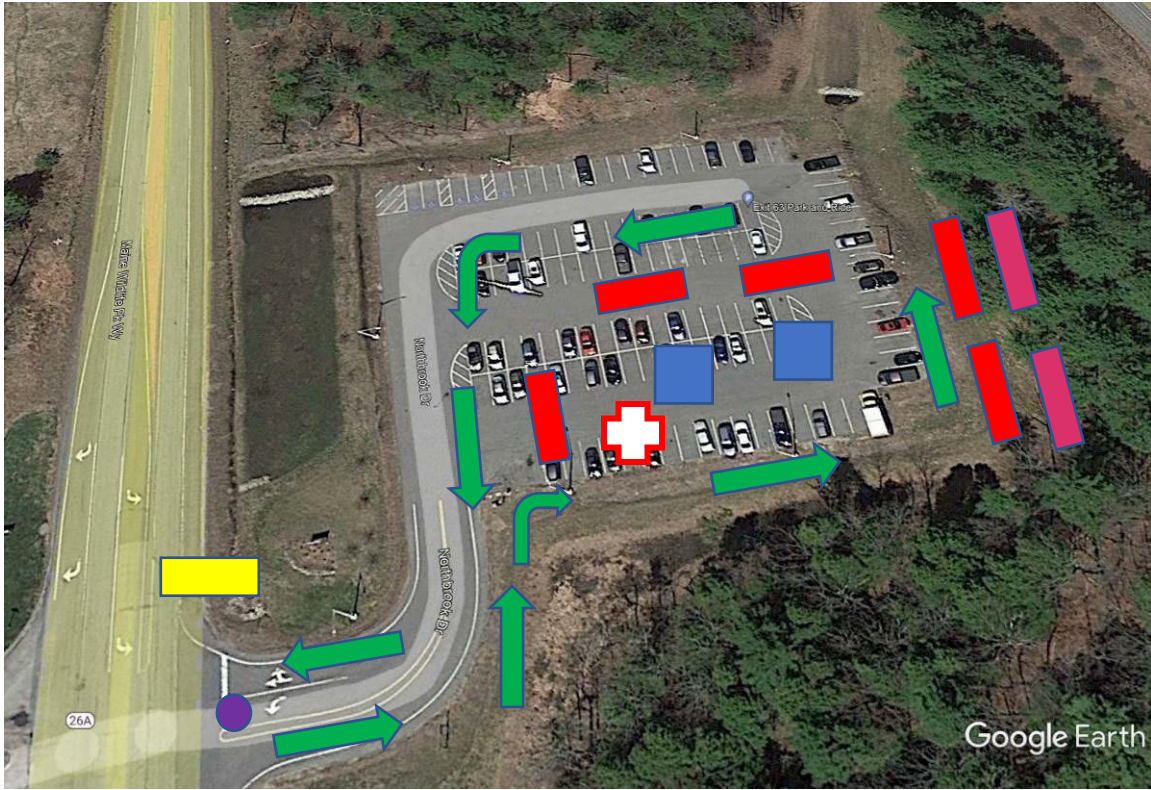
Commodity Distribution

Commodity Distribution






Site-Specific Plan

Gray - Exit 63 Park and Ride Lot
Final Version: 08/15/2019





C-POD Layout Key

-  • Yellow Arrow – Alternate Entrance
-  • Green Arrow – Flow of Traffic
-  • Blue Squares – Pallets of Commodities
-  • Pink Rectangle – Supply Truck
-  • Purple Circles – Traffic Control
-  • Red Circles – Security
-  • Blue Triangle – Rest Area for staff
-  • Yellow Square – Signs
-  • Red Rectangle – Cones/Barricade
-  • Yellow Circle with Black with white outline Arrow and Thick Border – Picture Locations

Annex K: Reconstitution/Recovery

Damage Assessment

Damage assessment and safety inspections will take place concurrently with, and in support of, other response and recovery activities. These activities will prioritize critical infrastructure and whenever possible, work with sectors/geographic areas utilized for debris management activities.

The municipality will need to carry out an initial damage assessment for resources within the municipality, and detailed safety inspections of municipality resources and other critical resources. The municipality's primary responsibilities will be to:

- Maintain and share situational awareness of damage and repair efforts.
- Document damage claims for FEMA and municipality insurance carriers.

Damage assessment information is required as part of the disaster declaration process. That process includes the following steps:

- Municipality provides an initial damage assessment (IDA) to the county, estimating monetary damages.
 - If Public Assistance is sought, the assessment includes information on damages to infrastructure, public facilities, and essential facilities (such as school). It will also include estimated costs for debris removal, emergency work and emergency protective actions.
 - If Individual Assistance is sought, the IDA also includes information regarding damages to private residences and businesses.
- Cumberland County submits the IDA to the Maine Emergency Management Agency (MEMA), including information about all damages within the county.
- If thresholds are met, the state and/or FEMA initiate a joint Preliminary Damage Assessment (PDA). In which state and federal staff visit damaged areas and independently assess damages.

Debris Management

Debris removal operations are defined as the “cradle to grave” activities to collect eligible disaster-related debris from the public Right of Way (ROW) and facilities, and transport the debris to a temporary or permanent disposal site.

Debris removal operations typically begin within 2-5 days following a major debris generating event. This allows time for affected citizens to return to their homes, and

begin the clean-up process. Residents then place the debris on the public rights-of-way for collection.

The process of Debris Management is critical to recovery efforts. Proper documentation must be done to submit for federal assistance in the event a disaster is declared.

1. Pictures with addresses or latitude and longitudes where the debris was picked up from are critical when filing for compensation.
2. If debris is hauled by independent contractors for recycling or disposal shipping information logs must be maintained to include the trucking outfits name, contact information, type of debris hauled, amount hauled and the final destination. Cradle to grave records must be kept for all debris disposed of.

Annex L: Test, Training, and Exercise (TT&E) Program

An effective TT&E program is necessary for organizations to prepare and validate emergency management plans and programs, to verify the organization’s ability to perform its critical functions during a change in normal operating conditions. The TT&E of capabilities is essential to demonstrating, assessing, and improving an organization’s ability to execute its mission, and the plans and procedures designed to continue it.

Lessons learned from TT&E activities will be used to modify/update plans and procedures, to ensure the safety of patients and personnel, and then retested during subsequent TT&E activities.

Elements of the TT&E Program

- **Tests:** Demonstrates the correct operation of all equipment, procedures, processes, and systems that support an organization’s infrastructure. This ensures that resources and procedures are kept in a constant state of readiness. Testing an organization’s policies, plans, and procedures cultivates better organizational knowledge, identifies gaps in coverage, and validates existing plans and programs.

Testing			
Frequency	Type of Test (Notification, Comms Equipment, Personnel Accountability)	Location of Testing Records	Point of Contact for Test
Annual	Fire Alarm	Buildings and Grounds Department	Buildings and Grounds Director
Annual	Security System	Buildings and Grounds Department	Buildings and Grounds Director
Annual	Fire Sprinkler Systems	Buildings and Grounds Department	Buildings and Grounds Director
TBD	IT Testing	IT Department	IT Director
Annual	Hard Wired Telephone Testing	Public Safety Department	Public Safety Director, IT Director

- **Training:** Familiarizes personnel with their roles and responsibilities to support the performance of an organization’s emergency operations. Training results in a better understanding of an organization’s resilience program, processes, and procedures.



Frequency	Type of Training (General, Leadership, IMT)	Scenario/Scope	Intended/ Actual Participants
Annual	Fire extinguisher training	Proper use of a fire extinguisher. Proper monthly inspection. Record keeping.	All Staff
In the works	Active threat training	How to respond to an active threat.	All Staff
Annual	BOLS mandatory trainings	All BOLS mandatory trainings for new hires and annually for all staff.	All new hires and all staff.
In the works	Biannual EOP training tabletop. Biannual full-scale training.	Talk through the steps of activating the EOP. Make sure all the contact information is correct.	Tabletop – department heads. Full-scale all staff.
Annual	EOC Operations	Stand up the EOC. Conduct radio tests. Conduct modeling software tests and updates. Verify contact information for all partners	Local EMA Director and EOC staff.

- Exercises:** An exercise is an instrument to train for, assess, practice, and improve capabilities in a risk-free environment. Exercises can be used for testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving coordination and communications; improving individual performance; identifying gaps in resources; and identifying opportunities for improvement.

--	--	--	--

Exercises			
Frequency	Type of Exercise (Drill/Tabletop/ Functional Exercise)	Scenario/Objectives	Intended/Actual Participants
Bi-annually	Fire Drill	Evacuate the building(s) to specified rally points, maintain accountability and report to first responders.	All staff and citizens.

Lessons Learned and Corrective Actions

All TT&E activities will be documented, to include the type of training conducted, the date of each training session, those completing the training, and by whom the training was given.

After Action Report (AAR)

The purpose of an AAR is to document the significant outcomes, strengths, and areas of improvement identified through the conduct of real-world or exercise scenarios. This analysis also helps to identify gaps in current policies, plans, and procedures so that targeted corrective actions can be developed to build on strengths and to address areas for improvement.

Lessons Learned Program

The lessons learned programs is used to incorporate and track lessons learned from training, drills, and actual incidents. The goal is to ensure that updates are made to plans and procedures based upon things observed and/or encountered in real-world or training venues.

Corrective Action Program

The Corrective Action Program (CAP) assists in the documenting, prioritizing, and resourcing of programmatic and procedural issues that are identified throughout the assessment process. After an assessment of an exercise or actual incident, a corrective action plan addressing the issue is developed within 30 working days upon receipt of the final report. A timeline is developed to complete the corrective action. Corrective actions addressing procedure revisions or training of personnel should be completed before the next self-assessment of the program.

Documentation

All real-world incidents and TT&E events will be documented using the Quick Look Report (QLR) template developed and distributed by Cumberland County Emergency Management Agency. This QLR will include:

- Date/time and details of the incident
- Organizations/personnel who participated/responded
- Strengths or positive aspects of response
- Identification of deficiencies and opportunities for improvement
- Estimated time for remediation.

Annex M: Glossary & Acronyms

Acronyms

AAR	After Action Report
BIA	Business Impact Analysis
CAP	Corrective Action Program
CFR	Code of Federal Regulations
CMH	Central Maine Healthcare System
HAZMAT	Hazardous Materials
HICS	Healthcare Incident Command System
HVAC	Heating, Ventilation, & Air Conditioning
IC	Incident Commander
IT	Information Technology
PIO	Public Information Officer
POC	Point of Contact
SIP	Shelter-in-Place
THIRA	Threat and Hazard Identification and Risk Assessment
TT&E	Test, Training, & Exercise
U.S.C.	United States Code

Glossary

Activation – The implementation of an emergency plan or procedure, whether in whole or in part.

Alternate Care Sites – Locations other than the primary facility, used to carry out critical functions or services following activation of the organization’s resilience plan, either in part or whole. These sites refer to not only other facilities and locations but also work arrangements such as telework and mobile work.

Catastrophic Emergency – Any incident, regardless of location, that results in extraordinary levels of casualties mass casualties, damage, or disruption severely affecting the U.S. population, infrastructure, environment, economy, or government functions.

Communications – Voice, video, and data capabilities that enable organizational leadership and staff to conduct the functions and services of the organization. Robust communications enable leadership to receive coordinated and integrated policy and operational advice and recommendations.

Corrective Action Program (CAP) – An organized method documenting and tracking improvement actions for an organization’s resilience program.

Critical Functions/Services – A subset of organizational functions that are determined to be critical activities. These critical functions are then used to identify supporting tasks and resources that must be included in the organization’s resilience planning process.

Essential Records – Information systems and applications, electronic and hardcopy documents, references, and records needed to support essential functions during an emergency. The two basic categories of essential records are emergency operating records and rights and interest records. Emergency operating records are essential to the continued functioning or reconstitution of an organization. Rights and interest records are critical to carrying out an organization’s essential legal and financial functions and vital to the protection of the legal and financial rights of individuals who are directly affected by that organization’s activities. The term “vital records” refers to a specific sub-set of essential records relating to birth, death, and marriage documents.

Event – a scheduled nonemergency activity (e.g., sporting event, concert, parade, training exercise, large convention, fair, large gathering, etc.).

Incident – An occurrence or event, natural or manmade that requires a response to protect life or property, with little or no warning. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Leadership – The senior decision makers within an organization who have the responsibility for the planning, implementation, and execution of the organization’s emergency planning and programming. Depending on the organization, directors and managers may also serve in guiding the organization and making decisions.

Normal Operations – Refers to the broad functions undertaken by an organization when it is assigned responsibility for a given functional area; these functions include day to day tasks, planning, and execution of tasks.

Plan – A proposed or intended method of getting from one set of circumstances to another. A plan is often used to move from the present situation towards accomplishing one or more objectives or goals.

Primary Operating Facility – The facility where an organization’s leadership and staff operate on a day-to-day basis.

Recovery – The implementation of prioritized actions required to return an organization’s processes and support functions to operational stability following a change in normal operations.

Resilience – The ability to prepare for and adapt to changing conditions and recover rapidly from operational disruptions. Resilience includes the ability to withstand and recover from deliberate attacks, accidents, or naturally occurring threats or incidents.

Risk - The potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood and the associated consequences. A given risk may degrade or hinder the performance of an organization’s critical functions and affect critical assets associated with continuing operations.

Test, Training, and Exercises (TT&E) – Activities designed to familiarize, impart skills and ensure viability of emergency response plans. TT&E measures an organization’s planning to verify that it is capable of supporting the continued execution of the organization’s critical functions throughout the duration of an emergency incident or event.

Annex N: Authorities and Resources

AUTHORITIES:

- 1) Presidential Policy Directive (PPD) 8, *National Preparedness*
- 2) PPD 40, *National Continuity Policy*, July 15, 2016.

REGULATORY STANDARDS:

- 1) Maine PL 1983, C. 146, § 783. Disaster emergency plan

RESOURCES:

- 1) National Prevention Framework, Second Edition, June 2016
- 2) National Protection Framework, Second Edition, June 2016
- 3) National Mitigation Framework, Second Edition, June 2016
- 4) National Response Framework, Third Edition, June 2016
- 5) National Disaster Recovery Framework, Second Edition, June 2016
- 6) National Incident Management System, October 2017
- 7) Incident Command System
- 8) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans, Second Edition, November 2010



BOARD/COMMITTEE APPLICATION TOWN OF GRAY MAINE

For Office Use Only

Date Received: _____

Received by: _____

CONTACT INFORMATION

Name	Jamil Moorad	E-Mail Address	jamilmoorad@gmail.com
Street Address	71 Summit Rd	City/State/Zip	Gray, Maine, 04039
Phone Number	2072299095	Work Phone	
Gray Resident?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

EMPLOYMENT

Occupation	Head of Program Management for Africa, global health INGO
Employer	Population Services International
Employer Phone	(202) 785-0072

BOARDS & COMMITTEES

On which board/committee would you like to serve?

<input type="checkbox"/>	Blueberry Festival Committee	<input type="checkbox"/>	Open Space Committee
<input type="checkbox"/>	Board of Assessment Review	<input type="checkbox"/>	Planning Board
<input type="checkbox"/>	Community Economic Development Committee	<input type="checkbox"/>	Public Safety Committee
<input type="checkbox"/>	Community Television & Communication Advisory Committee	<input checked="" type="checkbox"/>	Recreation & Conservation Committee
<input type="checkbox"/>	Dry Mills Schoolhouse Committee	<input type="checkbox"/>	Resiliency Committee
<input type="checkbox"/>	Finance Committee	<input type="checkbox"/>	Zoning Board of Appeals
<input type="checkbox"/>	Library Board of Trustees	<input type="checkbox"/>	Other (please specify)

Reason for selecting particular board/committee:

Wanted to get more involved in Gray recreational and community activities.

SPECIAL SKILLS OR QUALIFICATIONS

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

I am a parent to 2 young kids and all the perspective that brings. I would like to volunteer time where it is most useful.

What talents and skills would you bring to this position?

Experience in project management and compliance

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

Ensure town funds are used for the benefit of town residents when it relates to outdoor and recreational activities. Bringing people together.

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

None

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

YES NO

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

YES 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.

I want to help any activities that bring families of young kids together creating a network and a support system.

ACKNOWLEDGEMENTS / SIGNATURE

YES NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide a meeting agenda for publication on the Town of Gray website at least seven (7) days in advance of each regular monthly meeting, workshop, or special meeting.

YES NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide follow up notes/minutes for publication on the Town of Gray website within forty-five (45) days following each regular monthly meeting, workshop, or special meeting when appropriate.

YES NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide an Annual Report for inclusion in each Town of Gray Annual Report. Said annual report must be submitted no later than August 1 of each year and should address:

- Accomplishments for the period from Jul 1 – Jun 30 of the immediately preceding fiscal year;
- Board/committee goals for the current fiscal year from Jul 1 – Jun 30;
- Forseeable obstacles to attaining said goals;
- Fiscal resources anticipated in order to meet said goals;
- Council support / action anticipated in order to meet said goals;
- Any additional board/committee activity during the period of particular interest to the Gray community.

YES NO

I understand that upon appointment to a Town of Gray Board or Committee, I will be issued a Town of Gray email account for use with all board/committee communications in order to facilitate potential FOIA requests. Further, I understand that it is my responsibility to ensure that all Town of Gray communications are restricted to this account and no other.

Date 1/9/2023

Signature

PUBLIC FACILITIES USE POLICY

TOWN OF GRAY MAINE

Approved by the Gray Town Council June 18, 2019

Revised: June 1, 2021; August 3, 2021; October 4, 2022; January 17, 2023

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

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.

D. 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. 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. 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. 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. 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.

I. 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. 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/DEFACEMENT/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

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.

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. **Wilkie's 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 (this facility is not available for rental)

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 is the final authority for approvals of applications for use of the rooms.

- E. 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.
- F. 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. 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.
- G. Fees
 - Refer to the Town of Gray Fee Schedule.
- H. No admission charge, requests for donation or sale of merchandise or services is permitted without the written approval of the Director.
- I. There shall be no charge for library-related, Town of Gray, or Gray/New Gloucester school meetings or events.
- J. 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.
- K. 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.

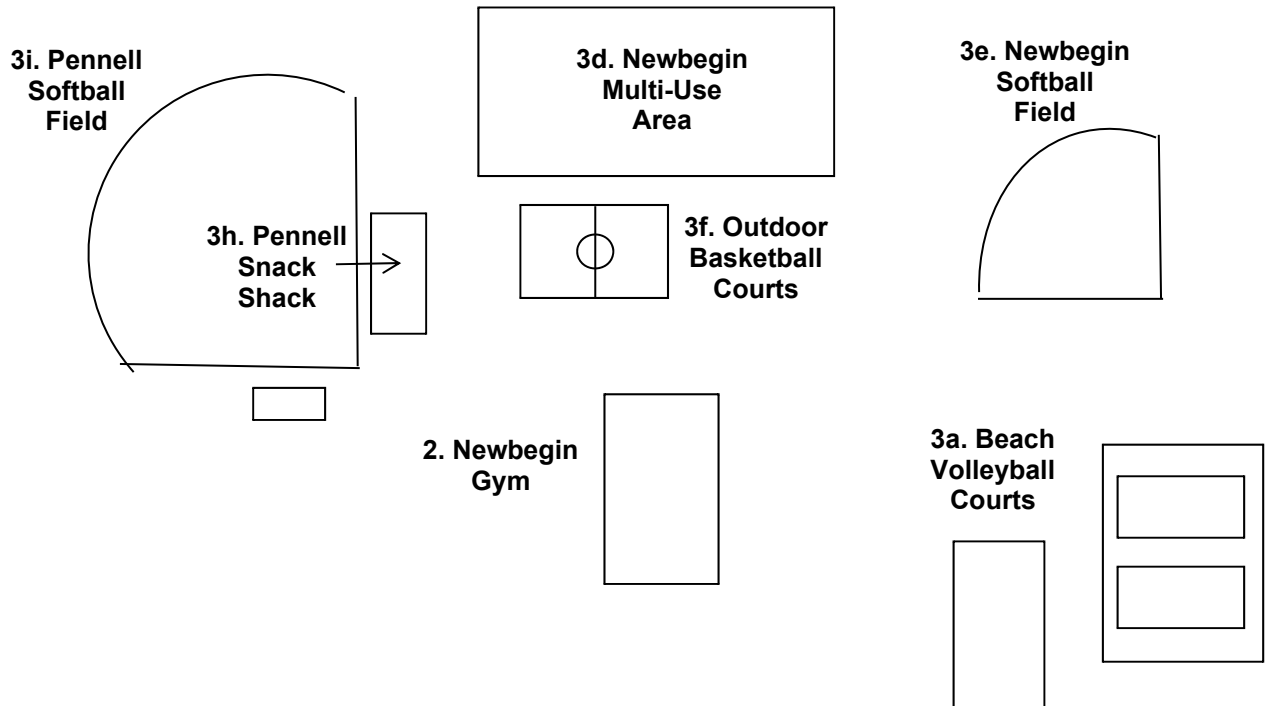
SECTION 28 – PUBLIC SAFETY BUILDING

- 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.

APPENDIX A LIST OF PUBLIC FACILITIES

- 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
- B. Gray Public Library
- C. Public Safety



TOWN OF GRAY
FEE SCHEDULE FY 2023

PUBLIC FACILITIES RENTAL	Fees
Recreation	
Newbegin Community Gymnasium	
Local For-Profit Organization	\$50/hr or three hours for \$105.00
Local Non-Profit Organization	\$35/hr or three hours for \$75.00
Non-Local For-Profit Organization	\$60/hr or three hours for \$126.00
Non-Local Non-Profit Organization	\$45/hr or three hours for \$95.00
Beach Volleyball Court-1 Court (per hour)	
Local For-Profit Organization	\$15.00
Local Non-Profit Organization	\$10.00
Non-Local For-Profit Organization	\$20.00
Non-Local Non-Profit Organization	\$15.00
Beach Volleyball Court Lights-1 Court (per hour)	
Local For-Profit Organization	\$20.00
Local Non-Profit Organization	\$15.00
Non-Local For-Profit Organization	\$30.00
Non-Local Non-Profit Organization	\$25.00
Beach Volleyball Court-2 Court (per hour)	
Local For-Profit Organization	\$25.00
Local Non-Profit Organization	\$20.00
Non-Local For-Profit Organization	\$35.00
Non-Local Non-Profit Organization	\$30.00
Beach Volleyball Court Lights-2 Court (per hour)	
Local For-Profit Organization	\$30.00
Local Non-Profit Organization	\$25.00
Non-Local For-Profit Organization	\$40.00
Non-Local Non-Profit Organization	\$35.00
Douglas or Pennell Ball Field Rental (per hour)	
 Local For-Profit Organization	\$25.00
 Local Non-Profit Organization	\$0.00
 Non-Local For-Profit Organization	\$35.00
 Non-Local Non-Profit Organization	\$0.00

GRAY RECREATION DEPARTMENT—FACILITIES RENTAL FEES

<u>Facility</u>	<u>LOCAL (GRAY & NEW GLOUCESTER)</u>		<u>NON - LOCAL</u>	
	<u>Non - Profit</u>	<u>For - Profit</u>	<u>Non-Profit</u>	<u>For - Profit</u>
Newbegin Gym	\$35/hr	\$50/hr	\$45/hr	\$60/hr
3 hrs blocks	\$75	\$105	\$95	\$126
Newbegin Rec Room (includes staff)	\$60/hr	\$75/hr	\$70/hr	\$85/hr
3 hrs block (includes staff)	\$126	\$158	\$147	\$179
Douglas or Pennell Field	none	\$25/hr	none	\$35/hr
Pennell Snack Shack	none	\$15/hr	none	\$30/hr
1 Beach Volleyball Court	\$10/hr	\$15/hr	\$15/hr	\$20/hr
1 Beach Volleyball Court (lights)	\$15/hr	\$20/hr	\$25/hr	\$30/hr
2 Beach Volleyball Courts	\$20/hr	\$25/hr	\$30/hr	\$35/hr
2 Beach Volleyball Courts (lights)	\$25/hr	\$30/hr	\$35/hr	\$40/hr
Basketball Court	\$10/hr	\$15/hr	\$15/hr	\$20/hr

Deposit of \$200 for the Recreation Room rental / \$100 for all others

Rec staff will be assigned for any event in the rec room (other than a small meeting)

Non-profit, local youth sports clubs/organizations will not be charged for field use.

**The Town of Gray reserves
the right to waiver, reduce
or amend rental fees at
anytime.**



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

January 11, 2023

Town Manager (TM) Report to Town Council (12/29/2022 – 1/11/2023):

- 1/2: Town staff observed the New Year's Day holiday, with holiday schedules varying by department.
- 1/3: TM and Planning Director met with MeDOT Director, Bureau of Planning Dale Doughty via remote meeting to discuss forthcoming Rt. 115 road construction project.
- 1/4: TM participated in a podcast interview at USM about regional prosperity on invitation from GPCOG.
- 1/10: TM, Community Planner, and Planning Director attended a site walk of Libby Hill Road and Gray Corner with MeDOT representative Dakota Hewlett to discuss road construction design ideas for pedestrian safety.

Upcoming:

- TM working with the Finance Director to provide recommendations for Fiscal Policy revisions to Council for your guidance to us and to the Finance Committee.
- Town Department Heads have started to prepare FY24 funding requests for Council review.
- Town staff will observe the Rev. Dr. Martin Luther King, Jr. holiday, with holiday schedules varying by department.
- Town staff will host a visit with CMP to review options for underground utilities at Gray Corner.
- TM will attend Maine Municipal Association (MMA) Legislative Policy Committee meeting on 1/26.

Other activities:

- TM preparing Council minutes and agenda packets for January 11 meetings.
- TM coordinating between the Principle Group, Council, and Town staff on matters related to Gray Village planning, Main Street planning, and the Yarmouth Road construction project.
- The Town Hall offices will open to the public at 11 AM on Thursdays, to provide office staff with time to complete administrative tasks. We will experiment with this model to see how it helps with productivity and efficiency in Town functions. This schedule is subject to change in the future, and Gray citizens are welcome to please contact me with any questions or concerns.

- I have attached the MMA list of legislation related to municipal government under consideration in the current session.

2023 LD List
131st Legislature – First Session

January 9, 2023

[LD 96](#) *An Act to Ensure Release of Relevant Background Investigation Material to Current Employers of Law Enforcement and Corrections Officers.* (Sponsored by Rep. Cyrway of Albion) This bill requires a law enforcement agency, correctional facility or county or regional jail that performs a background investigation on a law enforcement officer or corrections officer to notify the head of the agency, facility or jail that employs the officer if the results indicate probable cause to believe that the officer is or has been involved in criminal activity.

[LD 93](#) *An Act to Ensure Access for All Caregivers to Diaper Changing Stations in Public Restrooms.* (Sponsored by Rep. Collamore of Pittsfield) With some exceptions, this bill requires all public restrooms to be equipped with a safe, sanitary and appropriate diaper changing station that is accessible to individuals with disabilities. Exemptions include public restrooms that: (1) have conspicuous signage providing direction to another restroom on the same floor with a changing station; or (2) would require construction to install the station and at a cost that is not feasible. The Department of Health and Human Services is directed to adopt the routine technical rules necessary to implement the mandate.

[LD 92](#) *An Act to Minimize the Propagation of Invasive Aquatic Plants.* (Emergency) (Sponsored by Rep. Riseman of Harrison) This bill requires a person when removing a vessel from an inland water body to drain the vessel and other equipment and to remove or open drain plugs, bailers, valves, and other devices to drain the water before that vessel is transported. Emergency response vessels are exempted from these requirements.

[LD 91](#) *An Act to Adopt the National 2022 Amendments to the Uniform Commercial Code.* (Sponsored by Rep. Moriarty of Cumberland) This concept draft bill seeks to update the Uniform Commercial Code with the national 2022 revisions by: (1) creating a new Uniform Commercial Code Article on Controllable Electronic Records; (2) updating Article 9 to allow perfection of security interests in digital assets; (3) promoting new rules for mixed transactions involving both goods and services; (4) updating rules for electronic negotiable instruments; and (5) updating terminology to account for electronic signatures and documents.

[LD 89](#) *An Act to Clarify Eligibility for Property Tax Stabilization for Individuals 65 Years of Age or Older.* (Sponsored by Rep. Moriarty of Cumberland) For property tax years beginning on or after April 1, 2024, this bill expands eligibility for the property tax stabilization program to the surviving spouse of an eligible individual provided as they were married for at least 10 years before the eligible individual's death.

[LD 88](#) *An Act to Provide Qualifying Municipalities a Percentage of Adult Use Cannabis Sales and Excise Tax Revenues.* (Sponsored by Rep. Paulhus of Bath) This bill allocates 12% of the gross sales and excise tax revenue generated by adult use cannabis establishments in Maine to the municipalities where the revenue was generated.

[LD 86](#) *An Act to Restore the Former State of Maine Flag.* (Sponsored by Rep. Paulhus of Bath) This bill replaces the current State of Maine flag with the version in use before 1909.

January 4, 2023

[LD 85](#) *Resolve, Directing the Maine Turnpike Authority to Study Adding Exits off the Maine Turnpike to Aid Economic Development.* (Sponsored by Sen. Libby of Cumberland Cty.) This resolve directs the Maine Turnpike Authority to conduct a study to evaluate the potential economic development effects of adding exits to the Maine Turnpike. The authority is required to submit a report based on its evaluation by December 6, 2023 for presentation to the Second Regular Session of the 131st Legislature.

[LD 81](#) *An Act to Address Recovery Residence Participation in the Municipal General Assistance Program.* (Sponsored by Rep. Meyer of Eliot) This bill requires a municipality to issue a general assistance housing assistance payment to the operator of a certified recovery residence upon request by an eligible person rather than to a landlord, including a property owner.

[LD 79](#) *An Act to Ensure a High-quality Education for Students with Disabilities by Clarifying the Definition of "State Agency Client" and Who Provides Special Education Programs and Services.* (Sponsored by Rep Crafts of Newcastle) This bill clarifies the definition of "state agency client" for purposes of special education to include a child with a disability between the ages of three and 22 who requires an individualized education program to access a free and appropriate public education and who is either: (1) in the care or custody, or both, of the Department of Health and Human Services; or (2) in the custody or under the supervision of the Department of Corrections. The bill also authorizes the state to withhold finance assistance from a school administrative unit, intermediate educational unit, public school, or other public entity that fails to comply with an order to provide appropriate educational services.

[LD 76](#) *Resolve, Directing the Department of Transportation to Study the Width of Road Shoulders.* (Sponsored by Sen. Libby of Cumberland Cty.) This resolve directs the Department of Transportation to convene a study group including members representing the department and other interested parties to examine the width of road shoulders on state roads and how they may be made consistent across the state. The department is directed to submit a report to the Joint Standing Committee on Transportation no later than December 6, 2023 that includes its findings and recommendations, including suggested legislation.

[LD 75](#) *An Act to Establish Maximum Contaminant Levels Under the State's Drinking Water Rules to Prohibit Certain Perfluoroalkyl and Polyfluoroalkyl Substances.* (Sponsored by Sen. Bennett of Oxford Cty.) This bill amends the law authorizing the adoption of state drinking water rules that establish a maximum contaminant level equivalent to zero nanograms per liter for certain perfluoroalkyl and polyfluoroalkyl substances.

[LD 71](#) *Resolve, Regarding Legislative Review of Chapter 171: Control of Petroleum Storage Facilities, a Major Substantive Rule of the Department of Environmental Protection.* (Emergency) (Sponsored by Rep. Gramlich of Old Orchard Beach) This resolve provides for

legislative review of Chapter 171: Control of Petroleum Storage Facilities, a major substantive rule of the Department of Environmental Protection.

[LD 63](#) *An Act to Clarify That Certain Imported Motor Vehicles Are Not Off-road Vehicles.* (Sponsored by Rep. Rudnicki of Fairfield) This bill stipulates that the definition of "off-road vehicle" in the motor vehicle laws does not include an imported motor vehicle this is at least 25 years old.

[LD 62](#) *An Act to Require Antipinch Sensors on School Bus Doors.* (Sponsored by Rep. Golek of Harpswell) This bill requires school buses to be equipped with the technology necessary to prevent a school bus door from closing on a person's limb.

[LD 60](#) *An Act to Require a 72-hour Waiting Period After the Sale of a Firearm.* (Sponsored by Rep. Craven of Lewiston) This bill requires a 72-hour waiting period between the sale of a firearm and its delivery to the purchaser and makes violation of the waiting period a civil violation with a \$200 to \$500 fine for the first offense and a \$500 to \$1,000 fine for a subsequent violation. The bill also provides an exemption for the sale of a firearm to a law enforcement officer that is known by the seller.

[LD 54](#) *An Act to Require Compliance with Natural or Agricultural Resource Protection Ordinances.* (Sponsored by Rep. Lee of Auburn) This bill requires that a housing structure allowed under municipal zoning ordinances due to the enactment of PL 2021, c. 672 (LD 2003) and built after October 1, 2023, comply with municipal ordinances adopted before April 27, 2022, and designed to protect natural and agricultural resources.

[LD 53](#) *An Act to Ensure Accountability for Workplace Harassment and Assault by Removing Intentional Acts and Omissions from Workers' Compensation Exemptions.* (Sponsored by Rep. Lee of Auburn) This bill removes intentional acts and omissions from the exemptions from civil action related to damages sustained by an employee when an employer has secured payment of workers' compensation.

[LD 52](#) *An Act to Allow Certain School Employees to Carry Firearms on School Property.* (Sponsored by Rep. Foster of Dexter) This bill exempts a school employee from the prohibition on possessing a firearm on or discharging a firearm within 500 feet of the property of a public school or an approved private school provided the employee: (1) has successfully completed certification and training prescribed by the Maine Criminal Justice Academy; and (2) is authorized by the school board to possess or discharge a firearm for the purpose of enhancing the safety and security of the school and in defense of students, staff and members of the public on the school premises. The bill also: (1) provides that the school employee is not authorized to exercise law enforcement powers; (2) allows a school board to establish a certification standard and a training program to arm and supervise certain school employees in a manner and according to protocols as the school board determines necessary; and (3) specifies that a school board may not arm a school employee without the employee's voluntary consent and a school employee may not be censured or discriminated against for an unwillingness or refusal to carry a firearm.

[LD 51](#) *An Act to Restore Religious and Philosophical Exemptions to Immunization Requirements.* (Sponsored by Rep. Drinkwater of Milford) This bill reinstates the religious and philosophical exemptions from immunization for students in elementary, secondary, and postsecondary schools and employees of nursery schools and certain health care facilities

[LD 49](#) *An Act to Authorize the Deorganization of Drew Plantation.* (Emergency) (Sponsored by Sen. Steward of Aroostook Cty.) This bill provides for the deorganization of Drew Plantation in Penobscot County, subject to approval at a local special election.

[LD 47](#) *An Act to Amend the Law Governing Licensing Actions of the Emergency Medical Services' Board.* (Sponsored by Sen. LaFountain of Kennebec Cty.) This bill amends the law governing licensing actions of the Emergency Medical Services' Board to remove a reference to the revocation of a license.

[LD 45](#) *An Act to Prevent Retaliatory Evictions.* (Sponsored by Sen. Carney of Cumberland Cty.) This bill amends the rebuttable presumption of retaliation against a tenant under the forcible entry and detainer statutes to include violations of notice of rent increases and limits on increases in rents of units in violation of the warranties of habitability in state statutes, as well as a municipal ordinance limiting rent increases. The bill also provides that in the process of rebutting the presumption, the owner must show by a preponderance of evidence that the reason is provided for under the existing termination of tenancy of statutes (e.g., substantial damage to the rent unit, in arrears on the payment of rent, domestic violence, unauthorized occupant, etc.) or if a violation of a lease provision is a substantial reason for bringing the action.

[LD 44](#) *Resolve, to Rename the Bridge Between Bingham and Concord Township on Route 16 the Jason Dore Memorial Bridge* (Sponsored by Sen. Black of Franklin Cty.) This resolve directs the Department of Transportation to designate Bridge 3236 on Route 16 between the Town of Bingham and Concord Township the Jason Dore Memorial Bridge.

[LD 40](#) *An Act to Amend the Cannabis Laws.* (Sponsored by Sen. Hickman of Kennebec Cty.) This concept draft bill amends the cannabis laws.

[LD 39](#) No municipal impact.

December 30, 2022

[LD 38](#) *Resolve, to Rename a Bridge in the Town of Freeport the Matthew MacMillan Memorial Bridge.* (Sponsored by Sen. Timberlake of Androscoggin Cty.) This resolve directs the Department of Transportation to designate Bridge 5720 on Desert Road in the Town of Freeport the Matthew MacMillan Memorial Bridge.

[LD 37](#) *An Act to Amend the Laws Governing Property Tax Stabilization for Senior Citizens to Eliminate the Requirement for an Annual Application.* (Sponsored by Sen. Pouliot of Kennebec Cty.) This bill amends the laws governing property tax stabilization for senior citizens to eliminate the requirement for annual application and instead provides that a new application is required when an individual establishes a new homestead in the state.

[LD 35](#) *An Act to Establish Adult Protective Services Training Requirements for Professionals Mandated to Report Suspected Abuse, Neglect or Exploitation to Enhance Protection of Incapacitated and Dependent Adults.* (Sponsored by Sen. Moore of Washington Cty.) This bill requires mandatory reporters of abuse or exploitation of incapacitated and dependent adults, including law enforcement officers and emergency medical service providers, to complete related training once every four years.

[LD 34](#) *An Act to Require a Person to Show Photographic Identification for the Purpose of Voting.* (Sponsored by Sen. Pouliot of Kennebec Cty.) This bill requires a resident who elects to vote at the polling place to provide photograph identification prior to being issued a ballot. Acceptable forms of identification including a current and valid driver's license or nondriver identification card issued in this State, a United States passport, a military identification, or a permit to carry a concealed handgun issued in this Maine, if that permit includes a photograph. Identification issued by a Maine college or university may not be accepted for voter identification. The bill also allows a person who does not possess photographic identification to request a free voter card from the Secretary of State.

[LD 33](#) *An Act to Expand Access to Career and Technical Education Opportunities for Middle School Students.* (Sponsored by Sen. Rafferty of York Cty.) This bill allows ongoing investment of state funding for career and technical education exploration programs for middle school students.

[LD 31](#) *An Act to Allow the Commissioner of Transportation to Reduce Speed Limits at Construction Sites with Input from Municipalities and Utilities.* (Sponsored by Sen. Farrin of Somerset Cty.) With guidance from a municipality or utility engaged in a construction project on a public way where construction workers are present, this bill allows the Commissioner of Transportation to temporarily reduce the posted speed limit and requires the adoption of routine technical rules, including the criteria that must be met before posted speed limit is reduced.

[LD 29](#) *An Act to Reduce Air Emissions at Petroleum Storage Facilities.* (Sponsored by Sen. Carney of Cumberland Cty.) This concept draft bill proposes to reduce air emissions at petroleum storage facilities.

[LD 28](#) *An Act to Streamline Rulemaking for Revisions to Screening Levels for the Solid Waste Beneficial Use Program.* (Sponsored by Sen. Brenner of Cumberland Cty.) This bill provides that rules of the Board of Environmental Protection relating to the beneficial use of solid waste are major substantive rules, except for certain rules amending screening levels for beneficial use, which the bill specifies are routine technical rules.

[LD 27](#) *An Act to Align Maine's Lead Abatement Law with Federal Definitions and to Clarify Lead Abatement Licensing and Certification Requirements.* (Sponsored by Sen. Pouliot of Kennebec Cty.) This bill amends the types of residential dwellings currently exempt from the lead abatement laws by *excluding*: (1) areas not used for living, sleeping, eating, cooking or sanitation, such as an unfinished basement that is not readily accessible to children under the age of six; and (2) zero-bedroom dwelling units where the living area is not separated from the

sleeping area, such as hotel or other seasonal or temporary lodging facilities, if a child under six years of age regularly resides in the unit. The bill further amends the exemption to clarify that unoccupied dwelling units are exempt from the lead abatement laws only if the unoccupied building is inhabitable and posted as a lead hazard until demolished. The bill also removes the exemption that provides that a person 18 years of age or older who owns and personally occupies a dwelling unit in which a resident child has been identified as lead-poisoned need not obtain licensing and certification to perform abatement activities within that dwelling unit, as long as the person completes training required by the Department of Health and Human Services.

[LD 26](#) *An Act to Provide Postage Prepaid Return Envelopes to Voters Who Send Absentee Ballots by Mail.* (Sponsored by Sen. Carney of Cumberland Cty.) This bill requires the Secretary of State to furnish each municipality with prepaid return envelopes for voters sending absentee ballots by mail.

[LD 24](#) *An Act to Prohibit Open Burning Under a Red Flag Warning and Regulate Recreational Campfires.* (Sponsored by Sen. Curry of Waldo Cty.) This bill prohibits open burning, including recreational campfires, whether the open burning is permitted or not, during periods in which a red flag warning is in effect. The bill also limits the size of recreational campfires, including those that do not require a permit, to three feet in height and three feet in diameter.

[LD 23](#) *An Act to Limit Public Access to or Dissemination of Electronic Citation Information.* (Sponsored by Sen. Carney of Cumberland Cty.) This bill provides that information contained within the electronic citation database maintained, administered, or contributed to by the Department of Public Safety, Bureau of State Police is confidential.

[LD 22](#) *An Act to Impede the Transfer of Firearms to Prohibited Persons.* (Sponsored by Sen. Carney of Cumberland Cty.) This bill prohibits the unknowing or intentional transfer or sale of a firearm to a person prohibited from possessing the firearm, violation of which is a Class D crime.

[LD 21](#) *Resolve, Designating Maine Turnpike Approach Road in South Portland as Samantha Smith Way.* (Sponsored by Sen. Carney of Cumberland Cty.) This resolve directs the Department of Transportation to designate Maine Turnpike Approach Road from Route 1 in the City of South Portland to the Maine Turnpike the Samantha Smith Way.

[LD 20](#) *An Act to Further Protect Survivors of Economic Abuse.* (Sponsored by Rep. Fay of Raymond) This concept draft bill proposed to further protect survivors of economic abuse.

[LD 15](#) *An Act to Amend the Law Governing the State Grant Program Administered by the Maine Historic Preservation Commission.* (Sponsored by Rep. Dodge of Belfast) This bill changes the term “historic structure” to “historic property” in the law governing the state grant program administered by the director of the Maine Historic Preservation Commission.

[LD 12](#) *An Act to Amend the Laws Governing Severance Pay to Cover More Types of Employers and Include More Workers.* (Sponsored by Rep. Roeder of Bangor) Current law regarding the provision of severance pay due to the closing, substantial shutdown or relocation of a covered establishment applies only to industrial and commercial facilities. This bill removes that

limitation, thereby making the severance pay requirements applicable to all sectors employing 100 or more employees. The bill also repeals a provision in existing law requiring issuance of severance pay only to individuals who have been employed for at least three years.

[LD 11](#) *An Act To Strengthen Temporary Protections for Children Living in Dwellings with Identified Lead Hazards.* (Sponsored by Rep. Cloutier of Lewiston) This bill authorizes of the Department of Health and Human Services to order and enforce the implementation of lead exposure reduction actions in dwellings and childcare facilities until lead hazards are abated or individuals, families and children are relocated to lead-safe facilities.

[LD 10](#) *An Act to Amend the Laws Governing Invasive Aquatic Plants* (Sponsored by Rep. Hasenfus of Readfield) This bill adds to the definition of "invasive aquatic plant" all Myriophyllum species that are nonindigenous to Maine, all Trapa species, all Cabomba species and the plants water soldier, giant salvinia, swollen bladderwort and starry stonewort. The bill further prohibits the sale of any indigenous plant of the genus Myriophyllum in Maine .

[LD 9](#) *An Act To Establish Processing Time Limits for Permit by Rule Applications Under the Site Location of Development Laws.* (Sponsored by Rep. Boyle of Gorham) Under current law, the commissioner of the Department of Environmental Protection is afforded 20 days to decide whether an application meets the permit by rule provision. This bill exempts applications for site location of development from the 20-day determination deadline and instead requires the determination to be made within the applicable time period established annually by the commissioner pursuant to Title 38, section 344-B.

[LD 8](#) *An Act to Increase Support for the Modernization of the Board of Pesticides Control by Increasing the Annual Pesticide Registration Fee.* (Sponsored by Rep. Pluecker of Warren) This bill increases the fee to register a pesticide with the Board of Pesticides Control from \$160 to \$200, annually.

[LD 4](#) *An Act to Update Provisions of the Department of Corrections Laws Regarding Operation and Administration of Jails, Women's Services and Juvenile Detention.* (Sponsored by Rep. Pluecker of Warren.) This bill: (1) repeals the County and Municipal Detention Facility Advisory Committee and reassigns the tasks of advising the commissioner of the Department of Corrections (DOC) on jail related matters to the County Corrections Professional Standards Council; (2) authorizes the Bureau of Alcoholic Beverages and Lottery Operations to reduce lottery winnings by the amount owed to a victim via court order; (3) repeals and replaces language regarding the accreditation of correctional and detention facilities by requiring operations to be reviewed at least once every three years by a nationally recognized best practices reviewing body; (4) authorizes the DOC commissioner to appoint a director of women's services as the chief administrative officer in any adult correction facility that houses women; (5) renames the chief administrative officers of the Mountain View Correctional Facility and the Downeast Correctional Facility as wardens; and (6) repeals provisions of existing law referring to the Mountain View Correctional Facility as a juvenile facility.

December 20, 2022

[LD 3](#) *An Act to Establish the Winter Energy Relief Payment Program to Aid Residents with High Heating Costs and to Finalize the COVID Pandemic Relief Payment Program.* (Emergency) (Sponsored by Rep. Talbot Ross for Portland.) **Emergency Enacted; PL 2023, c. 1 (1/4/23)**

This emergency bill transfers \$71 million from unappropriated General Fund surplus revenue to Maine Housing of which: (1) \$40 million supplements the federal Low Income Home Energy Assistance Program (LIHEAP); (2) \$10 million provides up to \$800 in emergency heating assistance to households that are either ineligible for or have exhausted LIHEAP benefits; and (3) \$21 million addresses emergency housing needs occurring between December 1, 2022 and April 30, 2023.

The bill also transfers \$398 million from unappropriated General Fund surplus revenue to the Department of Administrative and Financial Services for the implementation of the Winter Energy Relief Payment Program providing one-time \$450 relief payments to eligible recipients. Eligible individuals must have: (1) filed a Maine income tax return as a full-year resident by October 31, 2022; (2) had federal adjusted gross income in the 2021 tax year of less than (a) \$200,000 for married individuals filing jointly; (b) \$150,000 for heads of households; and (c) \$100,000 for single individuals or married individuals filing separately; and (3) have not been claimed as a dependent on another taxpayer's return. Payments will be made no later than March 15, 2023 and are not considered income for Maine income tax purposes.

The bill authorizes the Department of Environmental Protection, without hearing, to suspend the sulfur content requirements for liquid and solid fossil fuels if expected availability of the fuel complying with the requirements is inadequate to meet the needs of residential, commercial, or industrial users and specify in writing the period during which the suspension is in play.

Finally, for the duration of FY 2023 the bill temporarily suspends the law requiring certain General Fund revenue and resources be transferred to the Maine Budget Stabilization Fund.

December 08, 2022

[LD 2](#) *An Act to Address Maine's Housing Crisis.* (Sponsored by Rep. Talbot Ross of Portland). This concept draft bill proposes to amend the laws to address Maine's housing crisis. Through adoption of joint order H.P. 3, this bill establishes the 13-member Joint Select Committee on Housing directed to hold public hearings, conduct work sessions and take votes on housing-related legislation for consideration by the entire Legislature. The committee is further authorized to submit legislation to the House and to seek information from experts on housing matters. Unless extended by joint order, the committee is terminated upon the adjournment of the second session of the 131st Legislature in 2024.

December 07, 2022

[LD 1](#) *An Act to Provide Funding for Winter Emergency Energy Relief and to Finalize the COVID Pandemic Relief Payment.* (Emergency) (Governor's Bill) (Sponsored by Sen. Jackson

of Aroostook County.) This emergency bill transfers \$71 million from unappropriated General Fund surplus revenue to Maine Housing of which: (1) \$40 million supplements the federal Low Income Home Energy Assistance Program (LIHEAP); (2) \$10 million provides up to \$800 in emergency heating assistance to households that are either ineligible for or have exhausted LIHEAP benefits; and (3) \$21 million addresses emergency housing needs occurring between December 1, 2022 and April 30, 2023.

The bill also transfers \$398 million from unappropriated General Fund surplus revenue to the Department of Administrative and Financial Services for the implementation of the Winter Energy Relief Payment Program providing one-time \$450 relief payments to eligible recipients. Eligible individuals must have: (1) filed a Maine income tax return as a full-year resident by October 31, 2022; (2) had federal adjusted gross income in the 2021 tax year of less than (a) \$200,000 for married individuals filing jointly; (b) \$150,000 for heads of households; and (c) \$100,000 for single individuals or married individuals filing separately; and (3) have not been claimed as a dependent on another taxpayer's return. Payments will be made no later than March 31, 2023 and are not considered income for Maine income tax purposes.

The bill authorizes the Department of Environmental Protection, without hearing, to suspend the sulfur content requirements for liquid and solid fossil fuels if expected availability of the fuel complying with the requirements is inadequate to meet the needs of residential, commercial, or industrial users and specify in writing the period during which the suspension is in play.

Finally, for the duration of FY 2023 the bill temporarily suspends the law requiring certain General Fund revenue and resources be transferred to the Maine Budget Stabilization Fund.

Bills Without LD Numbers

No LD #1. *An Act To Support Municipal Franchise Agreements.* (Sponsored by Rep. Melanie Sachs of Freeport) This bill provides that beginning on January 1, 2024 any new or renewed franchise agreement or contract between a municipality and a video services provider (VSP) that includes payment of a franchise fee must: (1) authorize the municipality to use the fees to offset the costs to regulate the VSP, support provision of public education and governmental (PEG) programs; offset municipal property taxes; and any other purposes identified by the municipality; (2) require franchise payments to be made no later than 45 days after the end of the each calendar quarter, with failure to do so resulting in the assessment of a 12% interest payment on unpaid fees and enabling the municipality to terminate the agreement or contract for repeated failure to pay fees; and (3) require payments to be accompanied by a financial statement, verified as correct, identifying the total amount of gross annual revenue generated by the activities of the provider and a description of the calculation used to determine the payment, which at the municipality's discretion may be subject to an audit by a qualified third party selected by the municipality. The bill further clarifies that a municipality's acceptance of franchise fee revenue does not constitute agreement that the amount paid is correct unless the municipality has not initiated a process to challenge or audit the paid fee within 36 months of payment, or within 48 months of receipt of payment in cases where a financial statement is not provided. The bill also:

(1) prohibits a VSP from offering or providing services within a municipality unless it has entered into a franchise agreement or contract with the municipality to do so; (2) grants the PUC regulatory oversight of VSP; (3) defines the terms facility support transmission equipment and PEG facility equipment program and signal; (3) replaces the term “cable system operator” with “video service providers” throughout the statute which is defined as a person that sells access to video, audio or computer generated or augmented entertainment services and owns or operates facilities located in whole or in part in public rights-of-way; (4) makes a VSP responsible for all cost for PEG equipment reasonably necessary to capture, process and deliver content and further provides that the VSP may not offset cost through the payment of a franchise fee, but provides that the VSP may recover costs from subscribers as permitted by law and negotiated by the municipality; (5) provides that a strand mile of cable is measure from the end of the current cable installation; (6) repeals the authority for municipalities to grant exclusive franchises; (7) requires the PUC to oversee and enforce the provision of the statute; and (8) authorizes the Attorney General to bring action to enforce the provisions of the law. Finally, the bill creates a dispute resolution process, authorizing the municipality or provider to petition the PUC to investigate and resolve the dispute or request binding arbitration by a mutually agreed arbiter from the Maine Association of Mediators.

No LD #2. *An Act To Amend the Growth Management Law.* (Sponsored by Rep. Melanie Sachs of Freeport) This bill makes several changes to the Growth Management Act (GMA), including:

1. Defining the terms adjacent neighborhood, affordable housing, high-impact corridor, important natural resources, neighborhood standards, place-type, region, rural crossroad, rural farmstead, village center, working waterfront and workforce housing; amending the definitions of critical natural resources, downtown, growth area and rural area; and repealing the definitions of cluster development, multi-municipal region, and transitional area. (A summary of new and amended terms are included on the last page of the LD List.)

2. Amending the “purpose” section of the GMA to encourage the State to work with regional planning organizations or council of governments to develop multi-municipal growth management programs to address residential and commercial development, transit, habitat protections, and water quality.

3. Amending established GMA goals to: (1) direct new development to growth areas to make more efficient use of public services and infrastructure, protect natural resources and related industries, and prevent sprawl and resulting traffic impacts; (2) plan for, fund and develop efficient public facilities, including public transportation, and understanding the cost associated with various development patterns and ensuring new developments generate the revenues necessary to fund ongoing infrastructure maintenance and replacement expenses; (3) ensure that municipal land use polices and ordinances encourage the siting and construction of affordable housing located near employment and services and that comply with provisions of state law regarding mobile home and mobile park siting and design requirements; (4) protect, maintain, and improve the water quality of each water body subject to state regulation and ensure water quality is protected from long term and cumulative increases in phosphorus in great pond watersheds and nitrogen in coastal waters; and (5) encourage municipalities to develop policies

to accommodate older residents with aging in place, including appropriate housing options, transportation access and accessibility and availability of needed services.

4. Authorizes the state to adopt routine and technical rules related to the mandatory provisions of the GMA.

5. Until the inconsistency is resolved, authorizes state review of any proposed development project that is proposed within a municipality that has adopted a rate of growth, zoning or impact fee ordinance that is found inconsistent via court order or during a state completed comprehensive plan review.

6. Requires the municipal committee directed to prepare a growth management plan to: (1) create and implement a dynamic engagement strategy to bring together as many people from the community as possible through a series of public events and activities; (2) advertise a full schedule of meetings and opportunities for the community to engage in the process; and (3) share the draft plan broadly with the community, incorporate feedback, issue subsequent drafts and assist with and help champion implementation.

7. In the process of encouraging public participation in the development of the growth management plan, directs the municipality to: (1) assemble and provide key data and insight to the public in an easy to understand format at the beginning of the process to help inform the work; (2) solicit and consider a broad range of public input by holding an initial public workshop to gather big ideas and high priorities from the community; (3) conduct hands-on workshops with the public using maps to understand where residents want to protect critical natural resources and rural areas and how to focus development; (4) prepare illustrative master plans for designated growth areas where significant change is imaged by the community, with multiple alternatives and iterations generated and evaluated in response to public input and feedback, including at least two rounds of review and revision; and (5) provide multiple opportunities for the public to review and comment on draft plans, proposals and priority actions.

8. Requires municipalities to notify the state and regional planning organizations (RPO) that the comprehensive planning process has been initiated and directs the state and RPOs to work with municipalities to provide mapping for initial public workshops, including Beginning with Habitat maps and supporting resources. The state and RPO are allowed, but not required, to provide municipalities with additional useful data and mapping in response to the big ideas and high priorities identified by the public.

9. Amends the statute encouraging public access by requiring planning committees to advertise meetings through traditional and modern media channels and where possible, use hybrid meeting technology, and record meetings for viewing by individuals unable to attend scheduled meetings.

10. Amends the statutes requiring the planning committee to hold at least one public hearing prior to adopting the plan by requiring the committee to present the draft plan with an interactive portion of the meeting providing the public the opportunity to ask questions and provide feedback. Following the presentation of the plan, the committee must conduct a public comment period, after which the committee must make plan revisions and issue the next drafts. Councils

and select boards are required to hold a joint public hearing with the planning board to ensure that all parties agree and to strengthen accountability and townwide ownership of the plan.

11. Requires a copy of the proposed comprehensive plan to be made available on the home page of the municipal website and in hard copies for public inspection.

12. Amends the data that may be analyzed in the process of drafting a comprehensive plan to include supplies of affordable, workforce and market rate housing, socio-economic makeup of the community and available for community networks, programs and support systems to respond to the needs of residents, and data related to the total length of road and other infrastructure liabilities to inform capital plans for the life cycle costs of existing infrastructure projected 30 years out and an understanding of the taxes necessary to pay for additional public services.

13. Requires comprehensive plans to: (1) include a description of the community's desired outcomes for critical natural areas, rural areas and designated growth areas; (2) identify and map conserved land and critical natural resources subject to formal legal protection and rural areas that deserve protection from unrestricted development; (3) identify and map designated growth areas including where development exist, where it should go and the desired pattern of development; (4) use data and maps to guide decisions on how and where to conserve and develop land and include in the comprehensive plan a variety of natural resource based maps; and (5) include an implementation plan consisting of policies and strategies to help the community achieve the plan's goals.

14. Requires adoption of land use policies and strategies that: (1) within designated growth areas reduce minimum lot areas, lots widths and unit sizes; align front and side setbacks with the development characteristics and patterns; allow for a range of multi-unit buildings types; designate use of municipal land for affordable housing; reduce or eliminate on-site parking requirements in downtowns, adjacent neighborhoods, villages and high-impact corridors; eliminate on-site open space requirements; provide clear and simple rules for accessory dwelling units; consider adoption of form-based development standards; establish timely permitting procedures; and where new growth areas are identified, require neighborhood standard to be adopted in a way that implements the community's vision; (2) support development, including affordable housing by establish programs such as TIF, low-interest revolving loans funds, life safety and façade grants, reduce impact fees in growth areas and establish local or regional land banks or community land trust; (3) create a financial plan for the maintenance and replacement of exiting public infrastructure and services over a 30-year life cycle; and (4) with rural areas discourage incompatible development by establishing a fund for land conservation, increasing minimum lot area to 10 acres, assessing impact fees on subdivisions located outside of growth areas, adopting a rate of growth or cap on building permits issued for development outside of the growth area, allowing farmstands on lots that are five acres or greater, establishing a transfer of development rights program and adopting a policy that prohibits the municipality from assuming public ownership or maintenance of private roads located in rural areas.

15. Repeals comprehensive planning provisions that are either duplicative or in conflict with the standards established in the bill.

16. Clarifies state level review of submitted comprehensive plans must be based on adherence with the mandatory elements of the GMA.

New & Amended Definitions in *An Act To Amend the Growth Management Law*

New Definitions

Adjacent neighborhoods. Areas planned, built, and used for predominately residential activities prior to 1940 that are located within walking distance to the downtown or a high-impact corridor, include a mix of housing (single family, duplex, small apartment buildings, etc.) and are often of historical or architectural significance.

Affordable housing. Decent, safe and sanitary dwellings where the cost is no more than 30% of the family's household income and intended for households with incomes below 80% AMI for rental units and 120% for owned units.

High-impact corridor. A linear collection of contiguous parcels along a regional road that connects a downtown to outlying areas, offering potential for increases in economic activity, housing, street safety, alternative transportation options and improved quality of life.

Important natural resources. Areas important for conservation planning purposes, such as those of statewide ecological – also referred to as Beginning with Habitat – that usually contain rich concentrations of at-risk species and habitats but are not defined as critical natural resources.

Neighborhood standards. Local land use tools that support a pattern of development that is walkable and mixed-income and use that includes standards for low-speed street designs, pedestrian and bicycle connections, proximity to accessible civic spaces, orientation of buildings toward the street and setbacks that bring buildings close to the front of the lot, to name a few.

Place-type. Developed geographic areas which including buildings, streets and other elements that are familiar in Maine, defined in existing laws and proposed in the bill as downtowns, village centers, rural crossroads, high-impact corridors, adjacent neighborhoods, rural farmsteads and working waterfronts.

Region. Two or more municipalities that work collaboratively to establish a joint growth management program or independent programs that direct new development to growth areas to make efficient use of public services and infrastructure.

Rural crossroads. An area with a contiguous grouping of two or more buildings of historic or architectural significance that have formed a center of community.

Rural farmstead. A parcel of land that serves or has the potential to serve as a resource-based economic center of activity in a rural area.

Village center. An area with a loose grouping of predominantly continuous mixed-use parcels that contains multi-story buildings.

Working waterfront. An area of land that serves or has the potential to serve as a resource-based economic center of activity for commercial industries dependent on access to deep water and tidal areas, whether adjacent to a downtown or located within a rural area.

Workforce housing. Decent, safe, and sanitary dwellings where the cost is no more than 30% of the family's household income and intended for households with incomes below 120%.

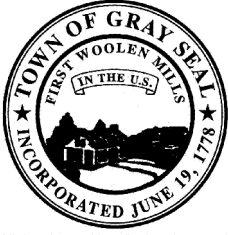
Amended Definitions.

Critical natural resource. Includes wetlands, animal species, plant species, sand dunes, fragile mountain areas and natural landmarks protected under federal or state laws (e.g., Shoreland Zoning Act, Natural Protection Resources Act, Maine Natural Areas Program, Wetland and Waterbodies Protection Rules, etc.).

Downtown. Areas planned, built, and used for mixed uses prior to 1940 which include multi-story buildings, and often include structures of historical or architectural significance which are typically close together, may be attached and often adjacent to the sidewalk without a front setback.

Growth area. Place-types, identified locally as limited or intended in nature, that are common and recognized settlement patterns and are demonstrated to produce return on municipal investment including downtowns, village centers, rural crossroads, high-impact corridors, adjacent neighborhoods, rural farmsteads and working waterfronts.

Rural area. Includes public water supplies, scarce or vulnerable natural resources and open lands needed to support a vibrant rural economy to the list of areas deserving of regulatory protection from unrestricted development.



TOWN OF GRAY

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

OFFICE OF THE ASSESSOR

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

January 12, 2023

Assessing Department Report to the Town Manager (11/18/2022 – 12/26/2022):

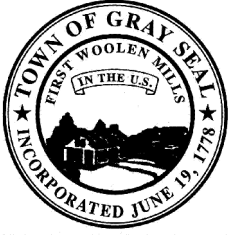
- 11/25 and 11/26 – Thanksgiving Holiday
- 12/1 – Scheduled Meeting with the Town Manager
- 12/13 – Attended Tri-State Collaborative on Aging Winter Webinar
- 12/1, 12/8 and 12/15 - Attended Sebago Lakes Region Rotary Club meeting
- 12/20 – Presented at Town Council Workshop and Meeting
- 12/19 to 12/22 - Vacation

Other Activities/Accomplishments:

- Continued work on Senior Property Tax Stabilization applications and associated spreadsheet
- Completed property inspections and associated data input
- Worked on property transfers for June and July
- Continued sales input for the annual State audit
- Continued training the Assessing Assistant – Cynthia Schaeffer

Challenges / Obstacles:

- Continued Trio Web conversion issues



TOWN OF GRAY

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

DEPARTMENT OF BUILDING AND
GROUNDS

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

December 27, 2022

Department of Buildings and Grounds Report to Town Manager 11/28-12/27/2022

- 12/9 Staff worked at Libby Hill cleaning up trees felled by beavers
- 12/13 Ice rink liner was installed, and Public Safety delivered 6,000 gallons of water
- 12/11 Monitoring Company reported boiler failure signal at Pennell, came in and restarted boiler.
- 12/12 minor snow event
- 12/12 Storage container for Libby Hill equipment was delivered
- 12/15& 12/16 Libby Hill equipment was tuned up, delivered, and prepped for snow for grooming XC ski trails
- 12/16 Weather event- routinely salted sidewalks at buildings
- 12/18 Staff in for storm cleanup
- 12/19 Discussions with Port City on the design of new roof structure for Transfer Station
- 12/22 Monitoring Company reported boiler failure signal at Pennell at 2:30am and at 7:30pm
- 12/23 In for boiler failure signal, restart and to assess other issues that had arisen to power outages at Municipal buildings as well to inspect buildings during the storm

Town Council Tracking Worksheet Items:

Other Activities / Accomplishments:

- 27 Requests for Service for the period of 11/28-12/27 outside of normal daily routine.
- Work continues on the Conversion of Village Station to Buildings and Grounds Facility
- Work continues on the Conversion of the Storage Room to Office in the Planning Department

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Public Works staff assisted with multiple items at Libby Hill as well as assisted with other projects
 - Public Safety assisted with trucking water for the ice rink on two separate days
-



TOWN OF GRAY

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

CODE ENFORCEMENT OFFICE

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

MEMORANDUM

December 29, 2022

To: Nate Rudy, Town Manager
From: Tammy Munson, Lead Code Enforcement Officer
RE: Code Office Monthly Report (November 1, 2022 - November 30, 2022)

Please find the attached information below.

Inspections Performed:

Building Foundations - 0
Building Rough-in*- 7
Building Insulation - 4
Building Final**- 25
Electrical - 24
Plumbing/Septic - 22
Tree Inspection - 1
In Office and Site meetings***24

Permits Issued:

Building - 4
Plumbing - 9
Electrical - 17
Dock - 0
Pool - 0
Tree Removal - 4
Signage - 1
Driveway - 3

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

**Building Final may consist of final inspections of new single-family dwellings including final building, plumbing and electrical. This also includes finals for new businesses, decks, sheds, etc.

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

Monthly Accomplishments:

One Notice of Violation went out regarding hoarding and imminent health hazard caused by a tenant. This unit has been posted against occupant. Our permit review and processing time was less than a week.

Monthly Appeals:

The Board did not hold a monthly meeting.

Town Council Tracking Worksheet Items and Ongoing Goals:

To improve permitting and daily communications with the public. We will continue to strive to improve this and hope to become a sought-out resource within the Community. We are also in the process of implementing pre-development meetings.

Pre-Development Meetings

Pre-Development Meetings are an opportunity to meet with Town Staff to discuss your future plans for development. While Pre-Development Meetings are not required, we highly encourage taking advantage of these meetings, at no cost to you.

Pre-development meetings improve and reduce the time of the overall review and provide the developer with vital information before additional monies are spent finalizing plans for the formal submittal.

The Community Development Office will host pre-development meetings to assist potential applicants with planning successful developments and help applicants navigate the permit process. Services include coordination for development projects, troubleshooting, and problem solving to address issues that may occur during the development process.

These meetings are not meant to examine every detail associated with the development process; rather, they are a tool for Town staff and the applicant to share information. We want the applicant to understand the next steps of the process, as well as any major concerns and applicable ordinances. This isn't a full review meeting; it's an advising meeting.

Purpose of Pre-Development Meeting

- Eliminate the repetitive review cycles that could otherwise occur during the environmental review process
- Improve communication between the project applicant and County staff
- Inform the applicant about technical studies and information required before an application will be accepted for filing

What to Expect at the Pre-Development Meeting

Please come prepared with a sketch or vision for what you would like to do. This will help us to better understand your project. We will explain the process for development and standards or constraints that may apply.



TOWN OF GRAY

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

LIBRARY, COMMUNICATIONS, IT

Josh Tiffany, Director
jtiffany@graymaine.org
(207) 657-4110

Communications, Libraries, and Information Technology Department Report to Town Manager December 28, 2022

Activities:

1. The State approved the revised Chapter 403 Shoreland Zoning Ordinance Policy. Digital Media Coordinator worked with George Froehlich in the Community Development Office extensively to reformat and rebuild the updated document.
2. Digital Media Coordinator assumed full responsibility as FOAA Officer for the Town of Gray and completed a request that was a holdover from the recently departed Town Clerk. There is one other FOAA in progress. We will work within the Department to ensure that all necessary legal requirements are met, even if FOAA Officer is temporarily unavailable.
3. Department is investigating how feasible it is for the Town to replace MyGov with an in-house solution. The goal of the project is to build an architecture for existing and future digital data independent of a third-party vendor, meaning the Town of Gray will have more ability to control access to information while not being tied to a specific vendor. Conversations with Community Development Department are in progress to ensure a final workable product that suits everyone's needs.
4. Added [dedicated webpage](#) to website about Brownfields work. A planned video production including Town Manager discussing the work on Brownfields is in progress.
5. Promoted Gray Village draft report and final report, which resulted in high positive engagement online from the community.
6. Reviewed and distributed December Town of Gray newsletter, which included a reflection on the accomplishments and events in the Town in 2022.
7. IT Department managed deployment of desktop updates across all Town computers.
8. Oversaw two server updates on December 13 and December 16
9. Performed major software upgrade for the Radio internet switches on December 15, which included updates for the Town Office, Newbegin, Maintenance, Public Works, Transfer Station, and Public Safety.
10. IT received eighteen help desk tickets during the month.
11. IT Manager started building a new network for the Village Station, including building a new firewall and new switch.
12. At the Gray Public Library, screened fourteen films on our 150-inch projector screen using our 4K projector with a total attendance of 20. Our

thanks to the Gray Public Library Association, which funded the screen, the snacks, and the purchasing of titles for Movie Time.

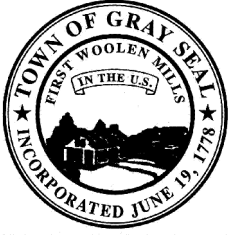
13. We created take-and-make gingerbread house kits for people to pick up and make at home. We had over 120 kits delivered to the community, and received tremendous response (and many pictures) of the creations.
14. The Library hosted five meetings from local community-based organizations, and one official Town of Gray related meeting – the Joint Leaders Conference.
15. Communications, Library, and IT Director held Town Manager required goal setting for all employees in the Department. This will be an ongoing process with quarterly check-ins and updates from all staff.
16. Worked with Public Safety Director to finalize and submit Essential Functions worksheets for all three departments.
17. Re-recorded outgoing voice message for Town Hall to reflect updated hours.

Challenges / Obstacles Requiring Outside Assistance:

None to report at this time.

Town Council Tracking Worksheet Items:

None related.



TOWN OF GRAY

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

FINANCE DEPARTMENT

Katharine Johnston, Finance Director
Finance@graymaine.org
(207) 657-3339 ext 103

Finance Department Report to Town Manager:

- RHR Smith began audit 11/07/2022. Met with auditors on 12/19/2022. RHR predicts that they will be able to wrap up in the next few weeks.
- Working on FY24 budget and department sheets for input

Town Council Tracking Worksheet Items:

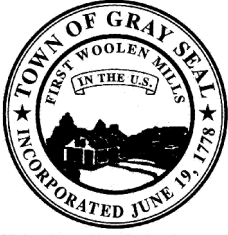
- Develop, Review and Recommend Fiscal Policy/ Purchasing Policy. First draft of purchasing policy was sent to the TM on 12/22/2022

Other Activities / Accomplishments:

- Received Notification on 12/9/2022 after meeting with Moody's Rating Agency on 12/7/2022 that the Town was receiving a bond rating increase to Aa1 from Aa2. This was based on numerous factors highlighted was how the town benefits from its position between Portland and the Lewiston/Auburn area and limited liabilities.
- Finance Committee Meeting scheduled for 01/19/2023 @ 2:30PM
- EcoMaine Board Meeting 4PM 01/19/2023

Challenges / Obstacles Requiring Assistance Outside of the Department:

- RHR has offered to assist with helping the Town of Gray regarding the first six months of the current FY23 as it has been delayed. This would be a great help and would also allow the finance department to put focus on the budget.



TOWN OF GRAY

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

RECREATION DEPARTMENT

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

December 28, 2022

Recreation Department Report to Town Manager December 2022:

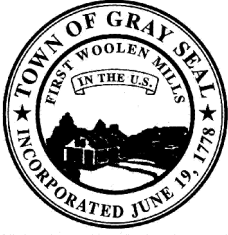
- 12.6 Programming meeting
- 12.14 Community Café meal served in NG for seniors, we served sandwiches pasta salad, and salad.
- 12.21 Kids Club Staff Appreciation Night a dinner was provided as well as gift swap, holiday themed games, and stuffed stockings.
- Shoe box gift collection program collected 85 total shoe boxes and dropped them off at the GNG Caring Communities.
- Youth basketball began with 78 participants.
- Indoor soccer program for 1st grade- 8th grade.

Other Activities / Accomplishments:

- With good weather and maintenance from the Building and Grounds Department, the Ice Rink was opened Christmas week. The rink will be open depending on the weather.
- During the school break there will be programs for all ages including walking hours, pickleball, nerf, open gyms, dodgeball etc. All fees collected will go to the recreation scholarship fund that helps kids access recreational programming.
- The Gray Recreation Department Facebook Page will convert to GNG Recreation Facebook Page. The New Gloucester Recreation Department Facebook Page will direct people to the new GNG Rec Page.
- There were 6 gym rentals and 3 birthday parties.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Seeking a Zumba Gold instructor



TOWN OF GRAY

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

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

January 12, 2023

Planning Department Report to Town Manager (12/1 – 12/30, 2022):

- On-going correspondence with developers keeping escrows & bond info current
- Locate and provide 1950's tax map to resident for road ROW info
- Work with new Planning Assistant locating department resources
- Attend Open Space committee meeting on 12-7
- Draft TC memo re Royal River Conservation Trust project inc. escrows
- Host OAC meeting on 12-15; focus on self-storage facilities input
- Attend LPI recertification training on 12-15-22

Town Council Tracking Worksheet Items:

- Assist in drafting weight limit letter to businesses & coordinate mailing
- Compile background info & issue design RFP for gateway CDBG project
- Continued coordination of completing CDBG grant close-out (pocket park)
- Recon development constraints & attend meeting for important multi-family project
- Continued outreach/correspondence with key village property owner
- Provide input/edits to Open Space Committee landowner event inc. printing & mailing
- Host workshop/sitewalk for CDBG "VALT-Phase II" on 12-1
- Brownfield Advisory Committee meeting 12-15

Yarmouth Road Improvement Project:

- Legal recon re needs for viable easement for mortgaged properties
- Ongoing correspondence with MeDOT re ROW acquisition role f
- Recon options/steps to address Yar Rd ROW acquisition
- Provide input on planning consultant's project
- Recon property ownership & existing topography for stormwater easement
- Continued coordination with town consulting PE
- Continued correspondence with possible consultants for ROW
- Additional 1:1 meetings with property owners to understand specific concerns
- Coordinate discussions/input re utilities
- Draft memo to TM/TC re status, update, and request for input

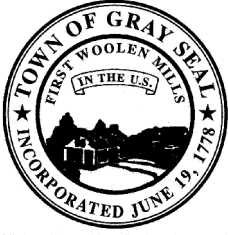
Other Activities / Accomplishments:

- Coordination & response to possible large project in west Gray
- Assist with present SSWD application for conformance with past PB approval
- Meet with Town Manager and comment re goal setting
- Meet with GWD representatives re status, timing, and funding for projects

- Coordinate GPCOG contact for GWD grant information needs
- Plan & organize Staff review committee meeting to be on _____
- Recon viable options for hi-volume commercial property on major artery
- Provide performance guarantee input re various projects
- Draft memo re PB fees for TC consideration
- Research & provide memo for TC consideration re ad fees in newspaper

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Likely prudent to begin exploring options for new state legislation LD 2003
- Continued discussion needed regarding options for street ord. administration & standards



TOWN OF GRAY

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

PUBLIC SAFETY DEPARTMENT

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

November

Public Safety Department Report to Town Manager (12/1 – 1/1, 2023):

- 10/29 – New full-time staff completed the UTV and UTV trailer State operator class at North Yarmouth Fire Rescue.
- Assistant Chief presented Threat Response Protocol Training for front line staff at the Town Office.
- 11/2-11/4 - Lt. Bewsey attended Operation K9 Advanced First Aid. Maine EMS has protocols for trained paramedics to assist Police K9s injured on duty.
- 11/3 - Lt. Dunbar completed a 40-hour Fire Inspections course
- 11/3 – Assistant Chief Attended the Southern Maine EMS leadership meeting with focus on Agency Relicensing, the rise in RSV cases and the continued overcrowding/understaffing of southern Maine hospitals.
- 11/10 – Department Head Meeting
- 11/17 – Safety Committee meeting. Good meeting this month with lots of discussion regarding threats and how to deal with them. Identified several areas that should have access control measures put in place. We also touched on the shared task workbook.
- Received a grant from the Ed MacDonald Safety Grant for a sit/stand desk.
- C1 met with several department heads to complete their essential functions worksheet. About halfway through.
- 12/8 - C1 met with Mose Russo to go over the upcoming renovation and change of use for the Manual Arts Building.
- 12/21 – Attended the Cumberland County Fire Chief’s Association meeting.
- 12/22 – Received a letter back from Susan Collins stating that the Senate passed the budget bill that will fund the Radio upgrades for Cumberland County and the Gray Water District request for funding for the water line replacement where it crosses the Turnpike.

Town Council Tracking Worksheet Items:

- Preparing for the upcoming budget season.
- B

Other Activities / Accomplishments:

- 12/5, 12/12 – GFR conducted extrication training.
 - 12/19 - GFR trained with New Gloucester on large area search.
-

- We onboarded three new per-diems this month.
- We went out to bid for the new SCBA fill station to be purchased with the AFG grant. Bids close on January 9, 2023.
- Elliott:

Challenges / Obstacles Requiring Assistance Outside of the Department:

- The current Fire Ordinances have not been updated as others have been, making ours very difficult to change. The current Fire Ordinance is outdated and needs to be updated but will conflict with many other ordinances.
-



TOWN OF GRAY

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

PUBLIC WORKS

Tim Estes Interim Public Works Director
123 Shaker Rd
Gray Maine 04039
testes@graymaine.org

December 27, 2022

Public Works Monthly Report to Town Manager (11/24/2022-12/26/2022)

Activities:

Over half of the crew did a major overhaul through out the PW Facility. Cleaning and getting rid of any (used) items that we will never use again.

Patched Potholes through out town.

We had a major Wind event on 11/30/2022, we picked up several downed trees and limbs throughout town for a few days.

Fixed some washouts on Center Rd and North Raymond Rd and Lawrence Rd.

Water issues on Merrill Rd. Problem resolved.

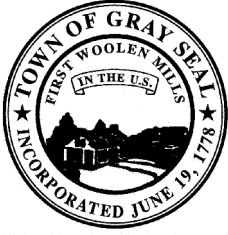
Major winter storm 12/16&17/2022, the whole crew was here for approximately 27hrs straight. The storm went well besides having 4 crew members come down with the flu before during and after the storm. We only had minor breakdowns.

Major wind and rainstorm 12/23/2022. Several trees down and roads washed.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Assisted Moe on the Libby Hill Trails for a couple days.
- One of my staff members has assisted B&G a few times with inside projects.
- Built a pad for B&G on Libby Hill for a storage container.
- Assisted the Transfer Station with a broken hose on their backhoe.

Town Council Tracking Worksheet Items:



TOWN OF GRAY

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

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

DECEMBER 29, 2022

Solid Waste Department Report to Town Manager (11/28 – 12/28/2022):

12/2 Met with Town Manager
12/8 Shipped 20.5 tons cardboard to New Brunswick
12/23 shipped 21.5 tons mixed paper to Nova Scotia
12/23 in early for storm clean-up
12/23 had no power for the day. Remained open and stockpiled incoming material
12/24 in early for storm clean-up and to catch up on material stockpiled from the previous day.

Town Council Tracking Worksheet Items:

- A
- B

Other Activities / Accomplishments:

Community service worker completed his 50 hours of service
During the period of November 30 through December 24, 2022, the following materials were baled:
28,218 pounds of corrugated cardboard
23,452 pounds of mixed paper
11,072 pounds of plastics
4,310 pounds of tin cans

Challenges / Obstacles Requiring Assistance Outside of the Department:

At times of special operating hours, i.e., early closings or holidays, the electronic sign at the end of Seagull Drive should be used exclusively for such postings. Not only would this keep the public informed but would also alleviate staff from spending time answering the telephone.