

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • FEBRUARY 21, 2023

**Gray Town
Council Regular
Meeting**

Town Council Chambers
24 Main Street, Gray, ME 04039
<https://us06web.zoom.us/j/87590369637>
Phone 646-558-8656 / Meeting ID: 87590369637

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. 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 9036 9637

V. ADJUSTMENTS TO THE AGENDA 5 MINS

VI. PRESENTATION 7:15PM

1. Avesta Housing Project - review & status update - Nate Howes 15 MINS + 15 MINS Q&A

VII. PUBLIC HEARINGS 7:45PM

1. Second Reading - To Review and Approve proposed changes to the Fee Schedule and related updates to the Subdivision Ordinance and the Zoning Ordinance. Proposed changes include: increased engineering/legal review escrow requirements (at each square footage/dwelling unit increase level as outlined in the Fee Schedule) by \$1,000; increased planning review fees; related amendments to the Subdivision Ordinance (Chapter 401); and related amendments to the Zoning Ordinance (Chapter 402). 10 MINS

Proposed motion:

Be it Ordained, the Gray Town Council approves a revised Fee Schedule and related updates to the Subdivision Ordinance (Chapter 401) and the Zoning Ordinance (Chapter 402).

2. Second Reading - To Review and Approve proposed changes to the Zoning Ordinance (Chapter 402). Proposed changes include: reduced setbacks for storage sheds under 160 square feet. **5 MINS**

Proposed motion:

Be it Ordained, the Gray Town Council approves an amended Zoning Ordinance (Chapter 402).

VIII. ACTION ITEMS 8:00PM

1. To Review and Act Upon Approving the Gray-New Gloucester Recreation Memorandum of Understanding for recreation programming. **10 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the Gray-New Gloucester Recreation Memorandum of Understanding.

2. To Review and Act Upon Approving a proposed change to the Committee & Affiliations Policy, updating the Wild Blueberry Festival Committee to include two (2) alternate members with expiration dates of Aug 31, 2025 and Aug 31, 2024. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the proposed change to the Committee & Affiliations Policy, updating the Wild Blueberry Festival Committee to include two (2) alternate members with expiration dates of Aug 31, 2025 and Aug 31, 2024.

3. To Review and Act Upon Approving the Appointment of Lisa Lehne-Gilmore as a regular member of the Wild Blueberry Festival Committee with a term expiring August 31, 2025. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints Lisa Lehne-Gilmore as a regular member of the Wild Blueberry Festival Committee with a term expiring August 31, 2025.

4. To Review and Act Upon Approving the Update of Lacy Antonson's term as a regular member of the Wild Blueberry Festival to Aug 31, 2024. **5 MINS**

Proposed motion:

To Review and Act Upon Approving the Update of Lacy Antonson's term as a regular member of the Wild Blueberry Festival to Aug 31, 2024.

5. To Review and Act Upon Approving the Appointment of Deborah McKew as an alternate member of the Wild Blueberry Festival Committee with a term expiring August 31, 2025. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council removes Deborah McKew's appointment to the Wild Blueberry Festival from the table.

Ordered, the Gray Town Council appoints Deborah McKew as an alternate member of the Wild Blueberry Festival Committee with a term expiring August 31, 2025.

IX. REPORT FROM THE COUNCIL CHAIR 10 MINS - 8:30PM

X. REPORT FROM THE TOWN MANAGER 10 MINS

XI. COMMITTEE REPORTS 10 MINS

XII. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS

XIII. ADJOURNMENT 9:05PM

** 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.*



NORTH
N/F
Beehive Properties,
LLC
32071/336

N/F
Beehive Properties,
LLC
32071/336

N/F
Cynthia L. McFarland
17870/280

N/F
Kody Bissonette
38997/68

N/F
Gray Housing
Associates
7056/80

N/F
Jean S. Dunn
Lloyd A. Dunn
16721/339
(parcel 2)

N/F
The Maine Narrow
Gauge Railroad and
Industrial Heritage
Trust, D/B/A Maine
Narrow Gauge
Railroad Company &
Museum
34755/58

N/F
Kelly A.
Jarvis
34200/185

N/F
Sharon M. Morey
Christopher J. Morey
35002/57

N/F
Daniel Morey
Marie C.
Morey
28774/214

N/F
Town of
Gray
3896/179

N/F
E.A.C., LLC
28459/343

APPLICANT TO PROVIDE PUBLIC
ACCESS TRAIL EASEMENT TO THE
TOWN OF GRAY, SUBJECT TO SPECIFIC
TERMS, AND METES AND BOUNDS.

ACCESS EASEMENT CONVEYED
BY APPLICANT TO THE
SELLER OF THE DUNN LAND
(SHOWN HATCHED)

BACKUP LOCATION FOR SEPTIC FIELD.
APPLICANT SHALL RECORD AN
EASEMENT OVER THIS AREA THAT
PROHIBITS THE CONSTRUCTION OF
BUILDINGS.

CONDO UNIT #2 CONSISTS OF
THE ONE PROPOSED BUILDING
(26 APARTMENT UNITS TOTAL)

CONDO UNIT #1 CONSISTS OF
THE THREE EXISTING BUILDINGS
(20 APARTMENTS TOTAL)

PROPOSED PERIMETER BUFFER
STRIP EASEMENT

PROPOSED STORMWATER
FOREST BUFFER EASEMENT

PUBLIC ACCESS EASEMENT
CONVEYED FROM
APPLICANT TO TOWN
(SHOWN SHADED)

PROPOSED PERIMETER
BUFFER STRIP EASEMENT

PROPOSED POWER AND
COMMUNICATIONS UTILITY EASEMENT

NOTES

- 1) Book and Page references are to the Cumberland County Registry of Deeds unless otherwise noted.
- 2) Bearings are referenced to grid north, Maine State Plane Coordinate System, NAD83, West Zone.
- 3) Utility information on this plan is approximate, based on location of visible features. DigSafe and/or the appropriate utilities should be contacted prior to any construction.

EASEMENTS / ENCUMBRANCES

- 1) Property is subject to a utility easement conveyed to The Pine Tree Telephone or Telegraph Co. by Gray Plaza, Inc. recorded in Book 3798, Page 166.
- 2) Property is subject to a utility easement conveyed to Central Maine Power Company, Inc. by Gray Senior Housing, Inc. recorded in Book 3723, Page 1.

PLAN REFERENCES

- 1) Boundary Retracement Survey of the Gray Marketplace of the property located along State Routes 26 & 100 Gray, Maine for Daniel P. Craftley by Pioneer Surveying & Mapping Services, dated February 2009 and revised 11/23/09 & 02/02/2010 as recorded in Plan Book 211, Page 34.
- 2) Standard Boundary Survey Property Plan of Lot Configuration 20-24 Skillings Street-Gray, Maine Made for Richard & Patricia Barter 22 Hancock Street-Gray, Maine 04039 by John D. Palmiter, PLS 1057 dated November 12, 2008 as recorded in Plan Book 209, Page 167.
- 3) Plan of Property for Gray Housing Inc. in Gray, Maine by John D. Palmiter dated July 1974 as recorded in Plan Book 110, Page 9.
- 4) Plan of Property for Gray Plaza Inc. dated April, 1974 and revised through September 27, 1995 as recorded in Plan Book 197, Page 16.
- 5) Survey of Leroy Verrill Property in Gray, Maine by John D. Palmiter R.L.S. #1057 dated March 1981 as recorded in Plan Book 135, Page 21.
- 6) Boundary and Topographic Survey made for Ransom Consulting, Inc. by Owen Haskell, Inc. dated January 12, 2022.

OWNERS OF RECORD

- Gray Senior Housing, Inc: Book 3676, Page 265
and Book 3605, Page 257
- Kenneth H. Sawyer Book 3780, Page 194
- Jean S. Dunn and Lloyd A. Dunn
Book 16721, Page 339 and Book 36268, Page 178

LEGEND

- Monument - found
- Iron marker - found
- Property line (locus)
- - - Property line (abutter)
- - - Right of way line
- - - Easement line
- - - fence
- Stone wall
- Edge of pavement
- Edge of gravel
- Curb
- Sign
- ☆ Lamp or light pole
- Utility pole
- Guy wire
- Water valve
- Fire hydrant
- Overhead utility line
- Now or formerly of
Deed reference (Book/Page)
- Tree line
- Shrubbery
- Deciduous tree
- Coniferous tree
- Existing building
- Concrete

**AVESTA GRAY
MEADOWVIEW II**

16 HANCOCK STREET
GRAY, MAINE

Prepared for:

AVESTA HOUSING
307 CUMBERLAND AVENUE
PORTLAND, MAINE, 04101



Architect:
JSA DESIGN
273 CORPORATE DRIVE, SUITE 100
PORTSMOUTH, NH, 03801

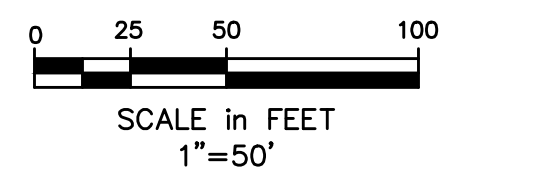
Structural/Mechanical:
ALLIED ENGINEERING, INC.
160 VERANDA STREET
PORTLAND, MAINE, 04103

Soil Scientist/Site Evaluator:
ALBERT FRICK ASSOCIATES, INC.
380B MAIN STREET
GORHAM, MAINE, 04038

Landscape Architect:
RASOR LANDSCAPE ARCHITECTURE
87 MAIN STREET
YARMOUTH, MAINE, 04096

Surveyor:
OWEN HASKELL, INC.
390 US ROUTE 1, UNIT 10
FALMOUTH, MAINE, 04105

SCALE



**RANSOM
Consulting, LLC.**

400 Commercial Street, Suite 404
Portland, ME 04101
Tel. (207) 772-2891
Fax (207) 772-3248
www.ransomenv.com

SUBDIVISION PLAN

| | | |
|---|---------------------------|---------|
| | | |
| B | PLANNING BOARD/DEP REVIEW | 5/19/22 |
| A | PERMITTING | 1/28/22 |

| No. | Revision/Issue | Date |
|-----|----------------|------|
| | | |

| | | | |
|------------|-----------|--------------|---------------|
| Design by: | DJV | Checked by: | MPM |
| Drawn by: | DJV | Approved by: | JIM/MPM |
| Project: | 191.06051 | Date: | DECEMBER 2019 |

Sheet No:

C1.1

FOR PERMITTING

STATE OF MAINE, CUMBERLAND, ss
REGISTRY OF DEEDS

RECEIVED _____

AT _____ hr. _____ min. _____ m AND RECORDED

IN PLAN BOOK _____, PAGE _____

ATTEST: _____ REGISTER

TOWN OF GRAY PLANNING BOARD

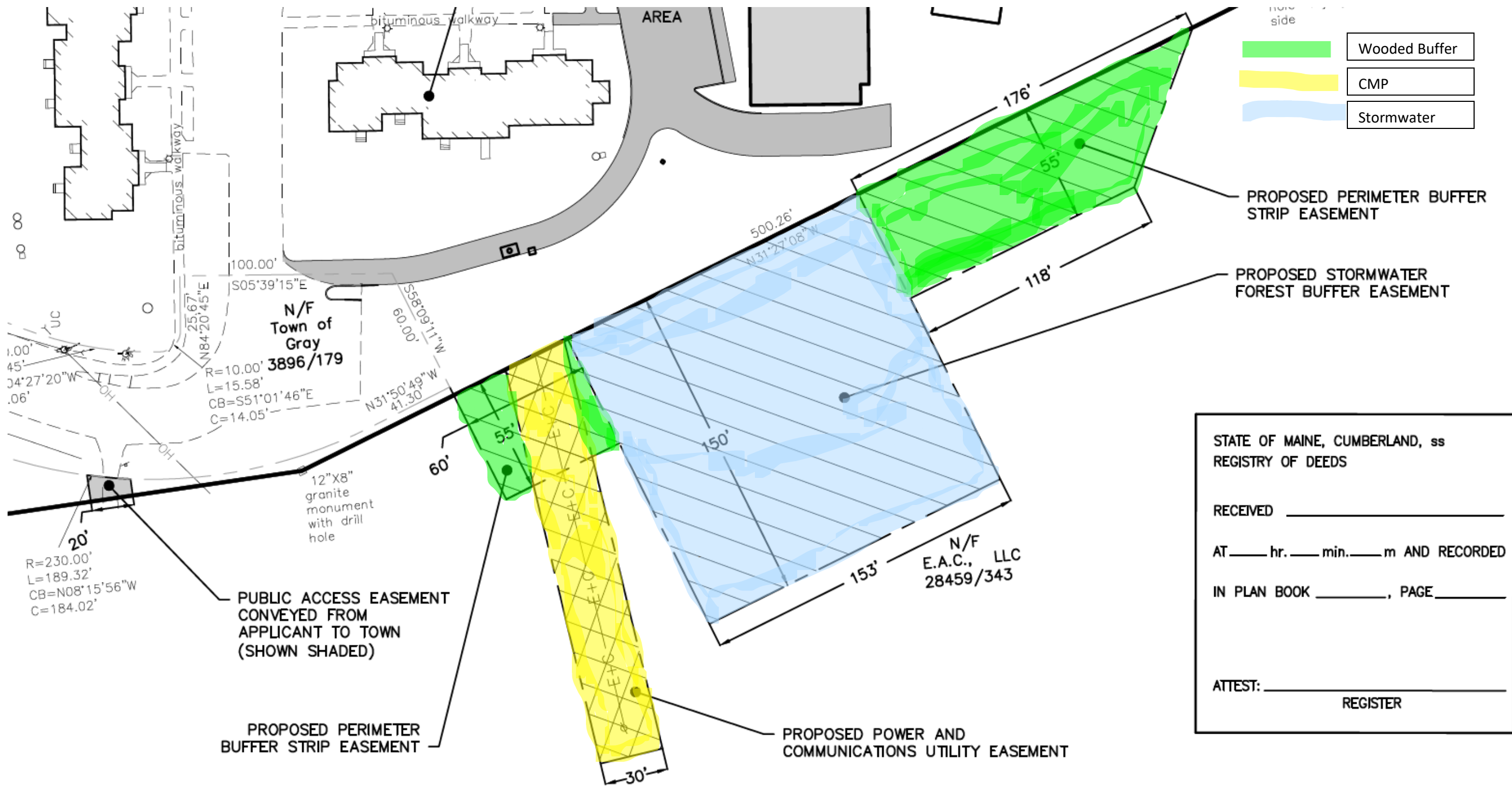
CHAIRMAN _____

BOARD MEMBERS _____

DATE _____

"APPROVED: TOWN OF GRAY PLANNING BOARD"

P:\2022\191.06051\TownofGray\Subdivision\191.06051_Subdivision.dwg, May 25, 2022, 10:16am



STATE OF MAINE, CUMBERLAND, ss
 REGISTRY OF DEEDS

RECEIVED _____

AT _____ hr. _____ min. _____ m AND RECORDED

IN PLAN BOOK _____, PAGE _____

ATTEST: _____
 REGISTER



NORTH

STORAGE SHED WITH VEGETATIVE SCREENING. PLANTINGS TO BE DETERMINED BY LANDSCAPE ARCHITECT.

APPROXIMATE BOUNDARY OF VILLAGE MIXED USE GROWTH AREA BASED ON GEOREFERENCING OF FIGURE FROM GRAY COMPREHENSIVE PLAN SUMMARY 2020, PAGE 24

GENERAL RURAL VILLAGE MIXED USE GROWTH

75' STREAM SETBACK

GENERATOR PAD WITH FENCE

STORAGE AND GARDEN SHED

COMMUNITY GARDEN

TRASH/RECYCLING ENCLOSURE
9'x9' TRANSFORMER WITH VEGETATIVE SCREENING. REFER TO SHEET L-1 FOR DETAILS

GARDEN
TRASH

4' UTILITY WALKWAY IN PROXIMITY TO WETLAND
LARGE BOULDER (TYP.)
SEE DETAIL ON SHEET C2.2

PROTECT EXISTING TREE

5'-WDE WALKWAY (TYP.)

ACCESSIBLE BUILDING ENTRANCE
GAZEBO

PROPOSED BUILDING #4
(26 UNITS)
FFE 274.50

STONE DUST PATH TO ACCESS PUMP STATION. REFER TO UTILITY PLAN ON SHEET C1.4

REMOVEABLE SPEED HUMP FOR TRAFFIC CALMING (TYP.)

ADA COMPLIANT CURB RAMP, TYP.

CURB TIPDOWN, TYP.

VAN ACCESSIBLE PARKING SPACE SIGN

BOLLARD, TYP.
ACCESSIBLE PARKING SPACE SIGN

SLIPFORM CONCRETE CURBUNG, TYP.

SNOW STORAGE AREA (TYP.)

50' MULTI-FAMILY HOUSING PERIMETER BUFFER STRIP

DETECTABLE WARNING SURFACE (TYP.)
BUILDING #1

ONE PROPOSED PARKING SPACE

BUILDING #3

VEGETATED ISLAND

"DO NOT ENTER" "STOP" W/ 12" SL

NO PARKING
EMERGENCY ACCESS DRIVE

MAINTAIN MIN. SETBACKS BETWEEN ACCESS AND STRUCTURES LISTED BELOW
BOLLARD: 2'
EXISTING SEPTIC TANK: 4'

BOLLARD

GRASS ON GRAVEL AREA FOR POTENTIAL FUTURE PARKING SPACES, NEED NOT BE BUILT

12'-WIDE PAVED ACCESS

VEHICLE OVERHANG (TYP.)

TIRE TRACKING PATH (TYP.)

SAWCUT, TYP.

PICK UP AND DROP OFF ACCESS FOR BUILDING #4 MEADOWVIEW II

APPLICANT TO INSTALL NEW 5' WIDE SIDEWALK FROM THIS POINT TO THE INTERSECTION OF HANCOCK STREET. FINAL DESIGN/ALIGNMENT WILL BE BASED ON AN ONSITE MEETING WITH TOWN STAFF, THE APPLICANT AND THE GRAY WATER DISTRICT.

GENERAL NOTES:

- TOTAL SITE AREA: ±15.5 ACRES
- ZONING DISTRICT: VILLAGE CENTER (VC)
- RECORD OWNER: GRAY SENIOR HOUSING, INC. C/O AVESTA HOUSING 307 CUMBERLAND AVENUE PORTLAND, ME 04101
- APPLICANT: AVESTA HOUSING DEVELOPMENT CORPORATION 307 CUMBERLAND AVENUE PORTLAND, ME 04101
- TAX MAP: MAP 43, LOT 405-39; MAP 44, LOT 405-43
- BOOK AND PAGE: PARCEL A: CCRD BOOK 3676, PAGE 265; CCRD BOOK 3605, PAGE 257; PARCEL B & B1: CCRD BOOK 3780, PAGE 194; PARCEL C & C1: CCRD BOOK 16721, PAGE 339
- PROJECT ADDRESS: 16 HANCOCK STREET
- SPACE AND BULK:

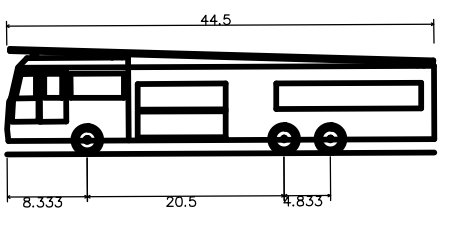
| | ALLOWED | PROPOSED |
|-----------------|---------|----------|
| FRONT SETBACK | 0 FT | >0 FT |
| SIDE SETBACK | 0 FT | >0 FT |
| REAR SETBACK | 0 FT | >0 FT |
| LOT COVERAGE | 75% | <75% |
| BUILDING HEIGHT | 35 FT. | <35 FT |
- BOOK AND PAGE REFERENCES ARE TO THE CUMBERLAND COUNTY REGISTRY OF DEEDS UNLESS OTHERWISE NOTED.
- RESULTS OF NITRATE-NITROGEN MODELING PERFORMED FOR THE PROPOSED SEPTIC SYSTEM INDICATE THAT NITRATE-NITROGEN CONCENTRATIONS AT THE NEAREST DOWNGRADE PROPERTY LINE, 43 FEET FROM THE DISPOSAL FIELD EDGE, ARE ANTICIPATED TO BE 5.25 MILLIGRAMS PER LITER.

UNIT COUNT:

EXISTING UNITS: 20
PROPOSED UNITS: 27
TOTAL: 47 UNITS

PARKING CALCULATIONS:

EXISTING SPACES: 28 SPACES
REQUIRED SPACES:
SENIOR CITIZEN HOUSING, INDEPENDENT LIVING 0.6/DWELLING UNIT X 47 DWELLING UNITS= 29 SPACES
PROVIDED SPACES: 41 SPACES, MIN.
45 SPACES, MAX.



E-ONE HP100 Aerial GRAY FD
Overall Length 44.500ft
Overall Width 8.335ft
Overall Body Height 11.000ft
Min Body Ground Clearance 8.335ft
Track Width 8.335ft
Lock-to-lock time 6.965s
Max Wheel Angle 45.00°

R=230.00'
L=189.32'
CB=N08°15'56"W
CB=184.02'



FOR PERMITTING

AVESTA GRAY MEADOWVIEW II
16 HANCOCK STREET
GRAY, MAINE

Prepared for:
AVESTA HOUSING
307 CUMBERLAND AVENUE
PORTLAND, MAINE, 04101

Civil Engineer: STAMP
THIS DOCUMENT IS PRELIMINARY IN NATURE AND IS NOT A FINAL, SIGNED AND SEALED DOCUMENT

MAUREEN P. MCGLONE, PE #7705
RANSOM CONSULTING, LLC
400 COMMERCIAL STREET, SUITE 404
PORTLAND, ME 04101
207-772-2891

Architect:
JSA DESIGN
273 CORPORATE DRIVE, SUITE 100
PORTSMOUTH, NH, 03801

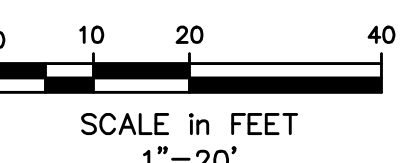
Structural/Mechanical:
ALLIED ENGINEERING, INC.
160 VERANDA STREET
PORTLAND, MAINE, 04103

Soil Scientist/Site Evaluator:
ALBERT FRICK ASSOCIATES, INC.
380B MAIN STREET
GORHAM, MAINE, 04038

Landscape Architect:
RASOR LANDSCAPE ARCHITECTURE
87 MAIN STREET
YARMOUTH, MAINE, 04096

Surveyor:
OWEN HASKELL, INC.
390 US ROUTE 1, UNIT 10
FALMOUTH, MAINE, 04105

SCALE



400 Commercial Street, Suite 404
Portland, ME 04101
Tel. (207) 772-2891
Fax (207) 772-3248
www.ransomenv.com

SITE PLAN

| No. | Revision/Issue | Date |
|------------|---------------------------|----------------------|
| B | PLANNING BOARD/DEP REVIEW | 5/19/22 |
| A | PERMITTING | 1/28/22 |
| No. | Revision/Issue | Date |
| Design by: | DJV | Checked by: MPM |
| Drawn by: | DJV | Approved by: JIM/MPM |
| Project: | 191.06051 | Date: DECEMBER 2019 |

Sheet No: C1.2

MEMO

Monday, January 30, 2023

TO: Town Council, Planning Board

FROM: Community Development staff

RE: Proposed increase to Planning Board escrows/fees and related ordinance changes

Background

Per the memo and discussion at the January 3, 2023 Town Council workshop, during which the Council expressed support for the proposed changes to the Fee Schedule and related updates to the Subdivision Ordinance and Zoning Ordinance, the following amendments are proposed for the Council's first reading and public hearing at the February 7, 2023 meeting, with a public hearing also scheduled for the February 9, 2023 Planning Board meeting.

The council hereby moves to:

1. Increase the following **engineering/legal review escrow requirements** (at each square footage/dwelling unit increase level as outlined in the Fee Schedule) **by \$1,000**:
 - Site plan review- major and minor
 - Sketch plan review
 - Minor subdivision review
 - Preliminary major subdivision review
 - Final major subdivision review
 - Conditional use plus minor site plan review
 - Conditional use plus major site plan review
2. Approve the following amendments to the subdivision ordinance (Chapter 401):

401. 10.1.A2.

Inspection Fees - Deposit with the Town Manager ~~a check in the amount specified in the Schedule of Fees adopted by the Town Council~~ a fee for the inspection of the project infrastructure construction. The fee shall be based on three (3) ~~two (2)~~ percent of the cost of construction of the road, ~~and utilities, or the estimated cost of inspection estimated by the Town Engineer.~~ utilities, stormwater infrastructure, and improvements to complete the project as depicted on the approved final plans. The applicant shall submit construction cost estimates for each component of the project, including details as necessary, to the Town Planner. The final amount of the inspection fees shall be approved by the Town Planner, with input from the town's consulting engineer. The full amount of the Town Planner-approved inspection fee escrow must be duly received by the Town prior to commencement of construction.

401.10.1.B.

Notification of Needed Corrections - If the Town Engineer finds upon inspection that any of the required improvements have not been constructed in accordance with the plans and specifications filed by the subdivider, the Town Engineer shall so report in writing to the Town Planner ~~Town Manager, Planning Board~~, the subdivider and the appropriate contractors associated with the project builder. The Code Enforcement Officer, with input from the Town Engineer and Town Planner, shall take any steps necessary to assure compliance with the approved plans, including, if necessary, issuing a stop work order or other notice to the property owner and associated contractors.

3. Increase the planning review fee for a “major site plan” review from \$550 to \$700 in the fee schedule.
4. Increase the planning review fee for a “conditional use plus major site plan” review from \$750 to \$850.
5. Approve the following amendments to the zoning ordinance, Chapter 402:

402.10.7.E

E. Application Fees for Review of Minor Developments

Application fees and technical review fees shall be ~~the same as for major developments and shall be~~ in the amount specified by the Town Council in the current Fee Schedule.

402.10.9 B

B. Engineering or Legal Review Escrow Fee

In addition to the application fee established in this Section, the applicant for site plan review must also pay an Engineering or Legal Review Escrow Fee to cover the Town’s technical costs of reviewing the application. This fee is specified in the current Fee Schedule, set annually by the Town Council, and must be paid to the Town. This fee shall be deposited in the Development Review Account, which shall be separate and distinct from all other municipal accounts. The application will be considered incomplete until this fee is paid. The Planning Board may reduce the amount of the Engineering or Legal Review Escrow Fee or waive collection of said fee if the Planning Board determines that the scale or nature of the project will require little or no outside technical or expert review. The Engineering or Legal Review Escrow Fee collected shall be used ~~by the Board~~ to pay for reasonable costs incurred by the Planning Board, in its review of the application, which relate directly to the review of the application pursuant to the review criteria. Such services may include, but need not be limited to, planning consultant reviews, peer reviews, consulting engineering, legal review, or other professional fees. If the balance of the applicant’s escrow payment is drawn down by more than seventy-five (75%) percent, the Town Planner shall notify the applicant and require an additional

amount to be deposited, equal to no more than 100% of the previous Engineering or Legal Review Escrow fee. The Town shall provide the applicant, upon written request, with an accounting of their account and shall refund all of the remaining monies in the account after the payment by the Town of all costs and services related to its review of the application. Such refund of remaining monies shall be made no later than sixty (60) days after the Planning Board's final decision with regard to the application.

Planning Board/Staff Review Committee Fee Schedule FY 2023

| APPLICATION | PLANNING REVIEW (Fee) | ENGINEERING or LEGAL REVIEW (Escrow) |
|--|---------------------------------|--|
| SITE PLAN REVIEW | | |
| Site Plan Review-Minor* Site Plan Review-Major* | \$450 \$550 \$700 | Structures and Associated Site Work 2,000 – 5,000 sf.; \$2,500 <u>\$3,500</u> 5,001 – 15,000 sf.; \$5,000 <u>\$6,000</u> 15,001 – 35,000 sf.; \$4,000 <u>\$5,000</u> 35,000 sf.+; to be determined Multi-Family and Condos Up to 6 units; \$2,000 <u>\$3,000</u> 7 – 15 units; \$3,000 <u>\$4,000</u> 16 – 30 units; \$4,000 <u>\$5,000</u> 30+ units; to be determined |
| SUBDIVISION | | |
| Sketch Plan | \$250 | |
| Minor Subdivision* | \$200 / Lot | \$500 <u>\$1,500</u> |
| Preliminary Major Subdivision* | \$125 / Lot or Dwelling unit | 5 – 10 lots / DU; \$2,500 <u>\$3,500</u> 11 – 15 lots / DU; \$3,000 <u>\$4,000</u> 16 – 30 lots / DU; \$3,500 <u>\$4,500</u> 30+ lots; to be determined |
| Final Major Subdivision* | \$550 | |
| CONDITIONAL USE | | |
| Pre-application Conference | \$250 | |
| Conditional Use Only* | \$350 | \$150 |
| MULTIPLE REVIEWS | | |
| Sketch Plan Review for Residential Subdivision and Site Plan Review* | \$450 | See above fees for Subdivision |
| Sketch Plan Review for Commercial Subdivision and Site Plan Review* | \$550 | See above fees for Subdivision |
| Conditional Use plus Minor Site Plan Review* | \$550 | \$200 <u>\$1,200</u> |
| Conditional Use plus Major Site Plan Review* | \$750 <u>\$850</u> | \$250 <u>\$1,250</u> |

TABLE 402.5.4 B - BUILDING CONSTRUCTION SPATIAL STANDARDS

| ZONING DISTRICT | Maximum Lot Coverage | <u>ⁱ Minimum Lot Line Setback Front</u> | <u>ⁱ Minimum Lot Line Setback Side</u> | <u>ⁱ Minimum Lot Line Setback Rear</u> | <u>^{a, i} Maximum Building Height</u> |
|------------------------|-----------------------------|---|--|--|---|
| RRA | ^{f, g, h} 10 % | 50 ft. | ^b 25 (15) ft. | 50 ft. | 35 ft. |
| LD | 20 % | 50 ft. | ^b 25 (15) ft. | 50 ft. | 35 ft. |
| MD | 15 % | 50 ft. | ^b 20 (15) ft. | 20 ft. | 35 ft. |
| BD-1 | 50 % | 50 ft. | ^b 25 (15) ft. | 50 ft. | ^c 35 (53) ft. |
| BD-2 | 85 % | ^e 25 ft. | ^e 0 ft. | ^e 15 ft. | ^c 35 (53) ft. |
| C | 50 % | 10 ft. | 15 ft. | 20 ft. | ^c 35 (53) ft. |
| VC | 75 % | 10 ft. | 0 ft. | 10 ft. | 35 ft. |
| VCP | 75 % | 0 ft. | 0 ft. | 0 ft. | 35 ft. |
| BT-1 | 50 % | 25 ft. | ^d 15 (10) ft. | 20 ft. | 35 ft. |
| BT-2 | 10 (30) % | 25 ft. | ^d 15 (10) ft. | 20 ft. | 35 ft. |
| WH-1 | 10 (30) % | 50 ft. | ^b 25 (15) ft. | 50 ft. | 35 ft. |
| WH-2 | 10 (30) % | 50 ft. | ^b 25 (15) ft. | 50 ft. | 35 ft. |

- ^a Height requirements do not apply to flagpoles, chimneys, transmission towers, steeples, windmills or similar structures usually erected at a greater height than the principal building; however such accessory structures or appurtenances require a lot line setback distance of no less than its height.
- ^b Side setback for non-conforming lots of record in RRA, LD, MD, BD-1, WH-1, & WH-2 Districts is 15 feet.
- ^c Maximum building height in BD-1, BD-2, and C is 53 feet if public water is available and at least two sides of the building are accessible by fire apparatus.
- ^d Side setback in BT Districts is 10 feet if not abutting a residential property.
- ^e For any lot in a BD-2 District, the setback for any property line(s) that abuts another district, including BD-1, shall meet the minimum setback(s) for either the abutting district or BD-1, whichever is less restrictive.
- ^f For commercial medium and large-scale ground-mounted solar energy system installations, lot coverage shall be measured by the total surface area of the solar panel/array at maximum tilt provided that the maximum size of any individual solar panel is thirty (30) square feet when measured horizontally (see figure 402.8.10.D.1)
- ^g Lot coverage in RRA can be increased to 30% for any portion of a parcel in the Commercial Solar Energy Overlay District and only for commercial medium and large-scale ground mounted solar energy system installations provided that the maximum size of any individual solar panel is thirty (30) square feet when measured horizontally. Planning Board approval subject to the requirements of Section 402.8.4 L for recharge protection is required.
- ^h Setbacks for ground-mounted solar panels and arrays less than 15 feet in height on parcels within five-hundred (500) feet of a publicly owned road shall be a minimum of twenty-five (25) feet from any lot line. Setbacks for Commercial Solar Energy Production Sites on parcels at least five-hundred (500) feet from a publicly owned road

shall be a minimum of fifty (50) feet or one-hundred (100) feet from any property line as established in Section 402.8.10 of this Ordinance.

i. Subject to standards in 402.7.22, storage sheds with a footprint of 160 sq. ft. or less are subject to reduced setbacks.

402.2.2 Definitions

Shed: A free-standing accessory structure, principally utilized for storage, which is customarily and in fact both incidental and subordinate to the principal use or structure on the property. The term "incidental" in reference to the principal use or structure shall mean subordinate and minor in significance to the principal use or structure.

402.7.22 Storage Sheds

A. Sheds with a one hundred and sixty (160) square foot maximum footprint, per 38 M.R.S. Section 436-A, shall be permitted to utilize reduced setbacks provided that all of the following standards are adhered to:

1. Setbacks for property located in the Shoreland Zone District shall be subject to standards established in Chapter 403, Shoreland Zoning Ordinance.
2. Parcels located in a subdivision approved by the Planning Board with reduced setbacks shall be subject to the setbacks approved by the Planning Board on the final plan(s). This specifically includes parcels in subdivisions approved under the (prior) "Section 402.12-Cluster Housing" and (current) "401.13.13 Residential Open Space Subdivision".
3. Minimum lot line setbacks:
 - a. Front setback shall be as established in Table 402.5.4.B. with the additional requirement that within Districts that have a zero (0) front setback, the minimum front setback for a storage shed shall be the prominent front building plane of the existing principle structure.
 - b. Side: Ten (10) feet
 - c. Rear: Ten (10) feet
4. No pressurized water nor any plumbing fixture that generates wastewater shall be permitted in or on the storage shed.
5. Only one (1) storage shed shall be located on any one (1) parcel utilizing the setbacks established herein.
6. The maximum building height for a storage shed utilizing setbacks established herein in fourteen (14) feet.
7. Storage sheds utilizing the setbacks established herein shall not be utilized as a dwelling or habitable space.

MEMORANDUM OF UNDERSTANDING

THE TOWN OF NEW GLOUCESTER, MAINE AND THE TOWN OF GRAY, MAINE

THIS MEMORANDUM OF UNDERSTANDING (the “MOU”) is entered into by and between the Town of Gray, Maine (hereinafter referred to as “Gray”) and the Town of New Gloucester, Maine (hereinafter referred to as “New Gloucester”), each a “town” and, collectively, the “Towns”.

1. Mission Statement and Purpose

It is the mission of the Gray and New Gloucester Recreation Departments to provide facilities and programs that will help enrich the lives of all residents and visitors of Gray and New Gloucester and to preserve the Towns for future generations. The Towns desire to form a partnership, referred to herein as Gray New Gloucester Recreation, in which they will share resources in order to better support this mission. The purpose of this MOU is to outline the terms on which the Towns will work together to share resources and plan recreation programs for the residents of Gray and New Gloucester.

2. Gray New Gloucester Recreation

The Towns intend to jointly operate certain recreation programs, events and services as Gray-New Gloucester Recreation (“GNG Rec”), provided that GNG Rec has not been established as an independent legal entity and all actions necessary to operate such programs, events and services shall be taken by Gray and New Gloucester either individually or collectively as set forth in this MOU. The Recreation Directors of the Gray and New Gloucester Recreation Departments (the “Recreation Directors”) shall jointly administer and oversee the programming, finances and operations of GNG Rec except as expressly provided herein. The Recreation Directors shall operate GNG Rec in accordance with the requirements and objectives of this MOU and shall meet at least quarterly for such purposes.

3. Space and Equipment Resources; Costs

The Towns agree that GNG Rec will share the space and equipment resources of each individual Recreation Department for the duration of this MOU. The cost of any resources or equipment purchased for GNG Rec shall be identified in the Program Plan adopted pursuant to section 4 of this MOU and shared equally by the Towns, unless otherwise agreed to by the Towns in writing. Upon termination of this MOU, resources or equipment purchased for use by GNG Rec shall be divided between the Towns by agreement. If the Towns cannot agree to an equitable division of any resources or equipment, either town may offer to purchase such resources or equipment from the other or the Towns may sell such resources or equipment with all proceeds, less costs incurred in such sale, divided equally between them. Notwithstanding the above, resources or equipment purchased solely by either town for use by GNG Rec shall remain the property of the purchasing town upon termination of this MOU. The Towns agree to keep records of all goods or services purchased by GNG Rec. and/or the individual towns for the purpose of furthering the work of GNG Rec., with said records indicating whether the good or service was purchased jointly by GNG Rec., or individually by a particular town. All purchases for the benefit of GNG Rec, other than incidental purchases costing \$100 or less, must be authorized by both Recreation Directors in advance of the purchase. Neither Recreation Director shall have sole purchasing authority for GNG Rec.

4. Program Planning

The Towns agree that the Recreation Directors shall be responsible for coordinating all the programs, events and services offered by GNG Rec. The Recreation Directors shall collaborate to develop an annual program plan (the "Program Plan") and present the Program Plan to the municipal officers of each town during the municipal budget process. The Program Plan will include forecasted revenues and expenses of the GNG Rec, forecasted participation for the planned programs, events and services within the Program Plan, and a proposed breakdown of the share of GNG Rec. operating expenses to be allocated to each town, which shall be commensurate with anticipated participation in GNG Rec. programming by residents of each town.

5. Finances/Personnel

The Towns agree that each Town shall have a 50% stake in the financials of each GNG Rec program. Fees for GNG Rec programs shall be collected through a shared website (gngrec.com) to be hosted and operated by a mutually agreeable third party, with each Recreation Director provided administrative access thereto, and each town shall keep record of GNG Rec program expenses. Revenue from the GNG Rec website will be forwarded to the Town of Gray, which shall serve as the fiscal agent for GNG Rec for purposes of creating and sending invoices on behalf of the program, if necessary, and receipt of revenues to the program. The revenues collected from the GNGrec.com website or any other shared source will be split equally between the Towns and both Recreation Directors will provide administrative duties as necessary. As each session of programming ends, the Recreation Directors will collaborate to reconcile GNG Rec program expenses using an agreed upon format, and the Towns will ensure distribution of each town's respective portion of GNG Rec revenue less incurred expenses.

Payroll expenses for Recreation Department staff related to GNG Rec programs will be paid by the staff member's employing town and reconciled at the conclusion of each session. Notwithstanding the nature of the shared services under this MOU, each town shall be the sole employer of its staff, regardless of which program the staff member performs services for and, as the employer, shall be solely responsible for all wages, benefits, unemployment and workers' compensation coverage for said staff. Additionally, each town shall be responsible and retain sole discretion for hiring practices and selections of employees hired and compensated by them, regardless of whether such employee performs services for GNG Rec. In the event a town has a concern with the performance of the other town's employee as it relates to services performed for GNG Rec, the Recreation Directors shall discuss said concern in an effort to reach a mutually agreeable solution; however, all employment decisions shall remain the sole discretion of the employing town. Equipment purchases shall be included in the specific program reconciliation at the end of each session.

6. Buildings and Facilities; Indemnification

The Towns agree and understand that GNG Rec will not hold title to any real property or building or facility, but that GNG Rec programming will frequently occur in buildings or facilities solely owned by one town or the other, and may occur in buildings or facilities owned by a third party to the extent the Recreation Directors determine that there is adequate insurance coverage for GNG Rec programs or events to occur in such privately-owned buildings or facilities. The Towns agree that during the Term of this MOU: each town shall maintain its own policy of property insurance for such buildings and facilities and their related appurtenances; each town shall be solely responsible for adequately maintaining such buildings and facilities and their related appurtenances; that each town shall be solely liable for injuries caused by defects in such buildings, facilities, and their related appurtenances; and that each town agrees to save, indemnify, defend, and hold harmless the other town against any claims brought against one town in relation to an injury caused by or within the building, facility, or their related appurtenances, of the other town.

7. Kids Club/Summer Day Camp Programming Exception

The Towns agree that Kids Club/Summer Day Camp programming is not considered part of this MOU and no part of this MOU shall be applicable to space and equipment resources, program planning, costs or finances of the Kids Club/Summer Day Camp programs. Due to the significantly different capacities for these programs within each town, the programs shall remain financially separate. The Recreation Departments may receive incidental benefit from shared procedures, shared materials, shared hiring/staffing, shared transportation and trip costs, shared training, and emergency coverage of staff for the Kids Club/Summer Day Camp programs, without obligation to reconcile such benefits or costs.

8. Establishing Fees

Both Towns agree that fees and expenses for GNG Rec programs will be determined during the budgeting process each fiscal year. It is recognized that both Recreation Directors are in the best position to evaluate and establish program fees and forecast expenses related to GNG Rec programs. Therefore, the Recreation Directors shall have discretion to set fees for GNG Rec programs with their respective Town Manager(s) oversight. Rental fees will remain at the discretion of the individual town policies.

9. Social Presence

Both Towns agree to provide a consistent message and identity online and on social media platforms to create one identity as GNG Rec. The intent is for residents of Gray and New Gloucester to feel that the GNG Rec programs, services, and events were designed for the entire community.

10. Liability:

Each town agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions and such acts of its officials, officers, agents, or employees to the fullest extent required by law and further agrees to save, indemnify, defend, and hold the other town(s) harmless from such liability. Each town shall maintain necessary workers' compensation and general liability insurance for the program to adequately cover any liability not otherwise exempted pursuant to the Maine Tort Claims Act, and costs associated with such shall be assumed by the individual town. Nothing in this MOU shall be deemed to waive or modify the protections and immunities available to a town pursuant to the Maine Tort Claims Act, or otherwise available under applicable law. Notwithstanding the foregoing, the Towns understand that claims may be brought against both Towns jointly, related to programming or activities jointly conducted by GNG Rec. In such circumstances, the Towns agree to cooperate with each other and with each town's insurers, in order to satisfactorily resolve such claims.

11. Conflict; Mediation; Choice of Law:

In the event of a dispute or disagreement between the Towns regarding the content of the MOU or the requirements or responsibilities of any town, the Towns agree to submit such dispute or disagreement to mediation prior to pursuing any legal claim or action against the other. After receipt of written notice by either town of the existence of a dispute or disagreement, the Towns shall jointly select a neutral third-party mediator. The Towns may meet with the chosen mediator jointly or privately. The Towns agree to use their best efforts and good faith in entering mediation and throughout the mediation process.

All communications with the chosen mediator and between the Towns regarding mediation, including any statements, offers or counter-offers of settlement shall be confidential and not admissible in any court proceeding. Neither town may disclose any statements made or offers or counter-offers of settlement made by either town during mediation to any third-party. The chosen mediator shall not be required to testify in any

court proceeding regarding any statement, conduct, decision or agreement of either town in connection with mediation.

If the Towns are unable to agree upon a mediator within ninety (90) days of written notice of a dispute or disagreement or reach a resolution of the dispute or disagreement within ninety (90) days of commencement of mediation, either town may commence a civil action for purposes of resolving the dispute or disagreement. This provision does not relieve the Towns of any mediation or alternative dispute resolution that may be required by the Maine Rules of Civil Procedure or ordered by a court of competent jurisdiction; however, if the Towns have engaged in mediation under this section and have failed to reach resolution, the Towns agree to jointly request that mandatory mediation or alternative dispute resolution in the context of litigation be waived by the court.

All disputes or causes of action related to this MOU that the Towns are unable to resolve through mediation may file with a court of competent jurisdiction. For purposes of this MOU, the parties agree that venue is proper in the courts of Cumberland County, Maine.

This MOU shall be interpreted consistent with the laws of the State of Maine, without regard to any conflict of law principals.

12. Chain of Command – Program Staff

The Recreation Directors shall jointly determine staffing needs for GNG Rec programs. Hiring needs and decisions for various programs shall be mutually agreed upon by the Recreation Directors, and staff hired by each town will be under the supervision of its respective Recreation Director.

13. Logo/Branding

The Recreation Directors shall be responsible for developing and promoting a GNG Rec logo and related branding, which shall be subject to approval by the municipal officers of each town. The cost of developing such a logo or branding shall be a joint expense of the Towns.

14. Severability Clause

If any provision of this MOU is held illegal, or unenforceable, in a judicial proceeding, such provision shall be severed and shall be inoperative, and the remainder of this agreement shall remain operative and binding on the Towns.

15. Amendment

This MOU may not be modified or amended except in writing upon the mutual agreement of the municipal officers of each town.

16. Term; Termination

This MOU shall be effective for an initial term of two (2) years and shall automatically renew for additional terms of two (2) years thereafter. The terms and performance of this MOU shall be reviewed by the municipal officers of each town prior to the end of each term. The municipal officers of either town may terminate this MOU by an affirmative vote, written notice of which shall be provided to the other town at least one (1) year prior to the date of termination.

17. Interpretation

Despite anything to the contrary contained herein, the Towns intend this MOU to constitute a formal agreement that shall bind the parties consistent with the terms and conditions outlined herein.

Signed and approved by the Gray Town Council on _____:

Sandra Carder, Chair

Michael Curtis

Krista Chappell

Dan Maguire

Martin Meaney

Signed and approved by the New Gloucester Select Board on _____:

Peter R. Bragdon, Chair

Paul L. Larrivee, Jr., Vice-Chair

Tammy L. Donovan

Stephen J. Hathorne

Dustin R. Ward

From: [Nathaniel Rudy](#)
To: [Jonathan Hart](#)
Cc: [Sandy Carder](#); [Krista Chappell](#)
Subject: FW: Recreation MOU
Date: Thursday, February 16, 2023 3:24:06 PM
Attachments: [image002.png](#)
[image004.png](#)

Jon,

Here is Alyssa's email, thank you.

Nate Rudy (*he/him*)
Town of Gray
Office: (207) 657-3339

From: Alyssa C. Tibbetts <ATibbetts@jensenbaird.com>
Sent: Wednesday, February 15, 2023 2:03 PM
To: Nathaniel Rudy <nrudy@graymaine.org>
Subject: RE: Recreation MOU

Hi Nate,

The Most recent version I have is the draft I put together on January 11 and sent to Kristin Collins (New Gloucester's attorney). I forwarded that to you as well, so I believe we are working from the same document. Kristin indicated this draft looked OK to her, but I did not receive confirmation of whether she has reviewed this with her client.

With regard to the questions in Sandy's email, I have included responses in red text below after each question/clarification. Please let me know if you would like me to put this in a formal response to include in the packet.

Thanks,
Alyssa

Alyssa C. Tibbetts, Esq.
Attorney



10 Free Street
P.O. Box 4510
Portland, ME 04112
www.JensenBaird.com

T: [\(207\) 775-7271](tel:(207)775-7271)
D: [\(207\) 518-5906](tel:(207)518-5906)
Email: atibbetts@jensenbaird.com
Bio: [Alyssa C. Tibbetts | Jensen Baird](#)

From: Nathaniel Rudy <nrudy@graymaine.org>
Sent: Monday, February 13, 2023 3:02 PM
To: Alyssa C. Tibbetts <ATibbetts@jensenbaird.com>
Subject: FW: Recreation MOU

Hi Alyssa,

Regarding the Recreation MOU that you helped us tailor, there were some questions from Council that Sandy relayed in the email, below. Would you let me know your thoughts / whether we can clarify the language? We worked from the most recent version, which I believe you have but if not I can fwd it to you.

Thank you,

Nate Rudy (*he/him*)
Town of Gray
Office: (207) 657-3339

From: Sandy Carder <scarder@graymaine.org>
Sent: Friday, February 10, 2023 11:51 AM
To: Nathaniel Rudy <nrudy@graymaine.org>
Cc: Krista Chappell <kchappell@graymaine.org>
Subject: Recreation MOU

Hi Nate,

As a follow-up to our discussion on Tuesday, the Council wanted clarification on two points in time for our vote at the 2/21 meeting.

The first related to section 4. Program Planning related to this sentence:

The program plan will include forecasted revenues and expenses of the GNG rec, forecasted participation for the planned programs, events and services within the Program Plan, and a proposed breakdown of the share of GNG Rec. operating expenses to be allocated to each town, which shall be commensurate with anticipated participation in GNG Rec. programming by residents of each town.

I think we resolved the confusion during our discussion as this is a "projection" or forecast not actual. **Correct.** The actual accounting will be for each Town to be made whole for an expense expended for a program first and then whatever is leftover will be split 50/50. **The document isn't written this way currently. It currently states that the Towns will split revenues 50/50. There is not a provision for recovery of actual expenses before that split. However, the costs**

are also supposed to be split equally between the Towns per Section 3, unless otherwise agreed upon by the Towns. Any expenses of one Town that are not shared are the responsibility of that Town and remain the property of that Town. For projections, the actual expenses are not known, but it is standard practice to extrapolate the projected figures by creating a per participant expense and generating the split by historical participation numbers for both Towns. **Correct.** Anthony also pointed out that one program may result in one town seeing more funds over another, but throughout the seasons/year, it usually balances out. **I will defer to Anthony on this, but note that the expectation under the document is that funds will be split equally in any event.** If this is the correct interpretation, we are all set.

The second item was Dan's question related to #11 Conflict, Mediation; Choice of Law related to the reference about information being deemed confidential. He wanted clarification that this does not prevent the access for Gray or New Gloucester - the two towns will always have access to the material in the mediation. **The representatives of the Town who participate in mediation will certainly have access to that information. This provision relates to the confidentiality of any settlement discussions if the matter is not resolved and proceeds to court. Discussions regarding settlement cannot be discussed after failed mediation or raised in a court proceeding.**

I will schedule this for a vote at the 2/21 meeting.

Thanks

Sandy

This electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it, may be considered public records, and may therefore be subject to public record requests for review and copying under Maine's Right to Know Law (Title 1, 401-521 of the Maine Revised Statutes).

This electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it, may be considered public records, and may therefore be subject to public record requests for review and copying under Maine's Right to Know Law (Title 1, 401-521 of the Maine Revised Statutes).

Confidentiality Notice: This message is intended only for the person to whom addressed in the text above and may contain privileged or confidential information. If you are not that person, any use of this message is prohibited. We request that you notify us by reply to this message, and then delete all copies of this message, attachments and/or files, including any contained in your reply. This electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it, may be considered public records, and may therefore be subject to public record requests for review and copying under Maine's Right to Know Law (Title 1, 401-521 of the Maine Revised Statutes).

This electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it, may be considered public records, and may therefore be subject to public record requests for review and copying under Maine's Right to Know Law (Title 1, 401-521 of the Maine Revised Statutes).

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

3. Work with Organizations, Companies, Non-Profit groups and Residents to conduct readiness assessment for Repair Café, Tool Library, Salvage/Reclaim depot, Upcycling, Greenbuilding, Plant Swap, Seed bank, etc.
4. Make recommendations, as appropriate, to modify Town’s current disposal policies, sticker compliance, fee structure that will enhance and/or reduce cost of the operations.
5. Work with Solid Waste Director to promote/host Hazardous Waste Day to educate Residents on hazards of improper disposal and share policies, options, changes on an annual basis.

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

WILD BLUEBERRY FESTIVAL COMMITTEE

A. Established:

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

B. Membership:

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

C. Duties:

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

TOWN BOARDS

BOARD OF ASSESSMENT REVIEW

A. Membership:

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

B. Duties:

The Board of Assessment Review shall have the power to;

1. Review any tax assessment complaint of property owners, and revise assessments for the purpose of taxation of real and personal property within the Town limits made by the Assessor.
2. Administer oaths.
3. Take testimony.



BOARD/COMMITTEE APPLICATION TOWN OF GRAY MAINE

For Office Use Only

Date Received: _____

Received by: _____

CONTACT INFORMATION

| | | | |
|----------------|---|----------------|--------------------|
| Name | Lisa Lehne-Gilmore | E-Mail Address | lehnegil@gmail.com |
| Street Address | 208 Portland Road | City/State/Zip | Gray, Maine 04039 |
| Phone Number | 609-576-3884 | Work Phone | |
| Gray Resident? | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | | |

EMPLOYMENT

| | |
|----------------|---------|
| Occupation | Retired |
| Employer | |
| Employer Phone | |

BOARDS & COMMITTEES

On which board/committee would you like to serve?

| | | | |
|-------------------------------------|---|--------------------------|-------------------------------------|
| <input checked="" 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 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:

RETURN COMMITTEE MEMBER

SPECIAL SKILLS OR QUALIFICATIONS

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

What talents and skills would you bring to this position?
EXPERIENCE FROM LAST YEAR 2022

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

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

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.

✓

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
2/3/2023

Signature
Lisa Lehne-Gilmore

Submission #147

View

Edit

Delete

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

[Previous submission](#)

Next submission

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

Submission information

Form: [Volunteer Resources](#)
Submitted by Anonymous (not verified)
January 30, 2023 - 9:21pm
2603:7080:493d:304e:a444:8d19:ef6e:a58b

Application Date: January 30, 2023

Contact Details

First/Middle Name: Deborah Ann
Last Name: McKew
Street/PO Box: 3 Kentwood Road
City, State, Zip: Gray, ME 04039
Phone Number: (207) 730-3664
Email Address: debmckew023@gmail.com

Employment

Occupation: Communications and Publications Director
Present Employer: Biodiversity Research Institute
Employer Phone Number: (207) 839-7600

Are you a Gray resident? Yes

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

Blueberry Festival Committee

Reason for selecting this particular board/committee?

I love blueberries! I have lived in Gray less than 3 years and wanted to get more involved in my community.

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

I have experience in marketing communications and writing; have organized many organizational events such as golf tournaments, trade shows, special events, fundraising events, etc.

What talents and skills would you bring to this position?

writing, editing, and organizational skills, team spirit.

I have a teaching certificate and love teaching kids (and adults) creative writing.

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

To create a fun community event that promotes the resources and businesses of our community.

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

Was a board member for my son's hockey organization (five years); was on the Parent Committee for my son's high school -- organized several activities; volunteered in the local elementary school teaching 5th graders how to write and use computers.

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

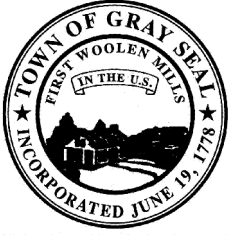
Are you familiar with the "Comprehensive Plan" adopted by the Town of Gray? No

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

How did you hear about this volunteer opportunity?

Other

[Previous submission](#) Next submission



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

February 2, 2023

Town Manager (TM) Report to Town Council (2/3/2023 – 2/15/2023):

- 2/6: TM met with GFR Union representatives for regular check-in / status update.
- 2/7: TM attended Greater Portland Council of Governments (GPCOG) Comprehensive Economic Development Strategy (CEDS) advisory group meeting in Portland.
- 2/7: TM attended Sebago Lakes Regional Chamber of Commerce municipal managers' meeting in Portland.
- 2/7: TM attended Gray High School & Middle School Complex Public Safety Project meeting with Senator King's representatives via remote meeting.
- 2/8: TM gave testimony to the Appropriations and Financial Affairs Committee of the Maine State Legislature at the State House, regarding the tax cap levy, aka LD-1.
- 2/9: TM hosted a drop-in coffee and donut social with Town staff prior to the regular monthly department head meeting.
- 2/13: TM met with Council Chair Carder and Nate Stone, President of the Gray / New Gloucester Little League to discuss future plans for new baseball / softball fields in Gray Village.
- 2/13: TM attended Maine Council on Aging board of directors meeting via remote meeting.
- 2/14: TM attended GPCOG southern Maine managers' meeting.

Upcoming:

- TM preparing Council minutes and assisting with agenda packets for Council meetings and workshops.
- Town staff will observe the President's Day holiday on February 20.

Other activities:

- Town Department Heads have submitted FY24 department budget and capital improvement funding requests to the Finance Director, which will be presented for Council review in future budget workshops.
- 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. I have attached draft proposal documents for Council review.
- 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.

TOWN OF YARMOUTH

200 Main Street
Yarmouth, Maine 04096

PH: (207)846-9036

FAX: (207)846-2403

Ms. Kristina Egan
Executive Director, GPCOG

Mr. Nathaniel Rudy, Town Manager
Town of Gray

Mr. Nathan Poore, Town Manager
Town of Falmouth

Ms. Diane Barnes, Town Manager
Town of North Yarmouth

Ms. Danielle West, Interim City Manager
City of Portland

Mr. William Kerbin, Jr., Town Manager
Town of New Gloucester

Mr. William Shane, Town Manager
Town of Cumberland

Ms. Becky Taylor-Chase, Town
Administrator
Town of Pownal

Dear All-

February 6, 2023

I write today to inquire to your interest in forming some sort of Interlocal Agreement for mutual cooperation and coordination of efforts regarding the potential authorization of a trail corridor within the existing St. Lawrence and Atlantic railroad corridor that runs from Portland to Auburn through our communities. State policy is under consideration by Commissioner of MDOT and perhaps by the Maine legislature, to allow the use of the existing railway area for pedestrian and bicycle travel...either along side or in place of the existing rail infrastructure ("Trails With Rails" and/or "Trails Until Rails"). One major consideration that we know the Commissioner is taking into account is the readiness and willingness of the communities affected to step into some individual or collective management or stewardship role(s). I imagine he wants to be reasonably certain that any concession or sharing of the State's control and use over the existing State-owned rail corridor is desired by the communities and that the communities have the interest and capacity (perhaps with help) to see that the corridor is used and maintained wisely and responsibly.

It strikes me that a collective voice of the communities, and a formal organizing effort to pursue a long term and shared vision might be helpful to those towns that are interested in seeing such an active transportation trail developed, and encouraging to the Commissioner and others to see a coordinated and formal organizing effort. There may be a number of different structures

and approaches available, but I start with this suggestion and invitation to consider an interlocal agreement under Title 30-A (30-A MRS Section 2201-2207). If other communities, agencies, or organizations should be included, I would be happy to extend the invitation further.

We could explore a wide variety of issues such as shared advocacy, development of a common vision, signage, policies, public safety responses and “mutual aid” , construction and maintenance obligations, collective grant applications and/or pooled private fundraising, public information and neighboring property respect campaigns, etc. I’m aware that all communities may not share the same interest -and some may even oppose the idea of an active transportation trail. Let’s start a conversation to find out where we have common interests and see how things might proceed that serve the interests of all. Other Towns and regions that could interconnect north, south, or west may see opportunities for a larger network of active transportation options connecting throughout Maine. Would that be part of our shared vision as well?

If you think that you or your town or city would have an interest of exploring ideas to collaborate on this possible opportunity to use the rail corridor, would you please just drop me a note or email indicating so. If there is sufficient interest, I’ll try to organize a meeting in the near future and see where it takes us. You can reach me at ntupper@yarmouth.me.us, or feel free to call or write.

Thank you,

Nat

Nat Tupper, Town Manager
Town of Yarmouth.

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Yarmouth, Maine 04096

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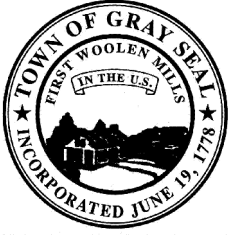
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Thank you,

Nat

Nat Tupper, Town Manager
Town of Yarmouth.



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

February 16, 2023

Assessing Department Report to the Town Manager (12/27/2022 – 01/23/2023):

- 12/29, 1/5 and 1/12 - Attended Sebago Lakes Region Rotary Club Meeting
- 1/12 – Department Head Meeting
- 1/19 – Maine IAAO Board Meeting
- 1/19 - MyGov Meeting

Other Activities/Accomplishments:

- Mailed Senior Property Tax Stabilization approval letters
- Completed preliminary budget for the Assessing Department
- Started accepting applications for the Senior Property Tax Assistance Program
- Completed the Request for Proposals (RFP) for the 2024 revaluation/equalization project
- Submitted documentation to the State for the annual audit
- Completed property inspections and associated data input
- Worked on property transfers for August
- Continued training the Assessing Assistant – Cynthia Schaeffer

Challenges/Obstacles:

- Due to reduced staff in the Clerk's office, Cynthia Schaeffer has been assisting in that department. This has reduced the number of hours she is available for training in the Assessing Department.



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

January 30, 2023

To: Nate Rudy, Town Manager

From: Tammy Munson, Lead Code Enforcement Officer

RE: Code Office Monthly Report (January 1, 2023 – January 31, 2023)

Please find the attached information below.

Inspections Performed:

Building Foundations - 3
Building Rough-in*- 13
Building Insulation - 5
Building Final**- 10
Electrical - 11
Plumbing/Septic - 7
Tree Inspection - 3
In Office and Site meetings***18

Permits Issued:

Building - 3
Plumbing - 5
Electrical - 11
Dock - 0
Pool - 0
Tree Removal - 2
Signage - 1
Driveway - 1

*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:

Two Notices of Violation went out. One was regarding an illegal dwelling unit and the other was regarding an unpermitted business.

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.

Town of Gray

Digital Metrics

December 27, 2022 –
January 20, 2023



Website Stats



Top 10 Most Visited Pages

| <input type="checkbox"/> | Page [?] | Pageviews [?] ↓ | Unique Pageviews [?] |
|--------------------------|--------------------------------------|--|--|
| | | 15,678 % of Total: 100.00% (15,678) | 12,260 % of Total: 100.00% (12,260) |
| <input type="checkbox"/> | 1. / | 2,718 (17.34%) | 2,098 (17.11%) |
| <input type="checkbox"/> | 2. /assessor | 1,070 (6.82%) | 703 (5.73%) |
| <input type="checkbox"/> | 3. /tax-assessing/property-tax-bills | 710 (4.53%) | 380 (3.10%) |
| <input type="checkbox"/> | 4. /recycling-solid-waste | 670 (4.27%) | 588 (4.80%) |
| <input type="checkbox"/> | 5. /employment | 521 (3.32%) | 427 (3.48%) |
| <input type="checkbox"/> | 6. /departments | 465 (2.97%) | 332 (2.71%) |
| <input type="checkbox"/> | 7. /home/pages/hours-locations | 277 (1.77%) | 266 (2.17%) |
| <input type="checkbox"/> | 8. /meeting-portal | 274 (1.75%) | 227 (1.85%) |
| <input type="checkbox"/> | 9. /employment/news/town-clerk-0 | 263 (1.68%) | 201 (1.64%) |
| <input type="checkbox"/> | 10. /ordinances | 203 (1.29%) | 157 (1.28%) |

Pageviews: The total number of pages viewed. Repeated views of a single page are counted.

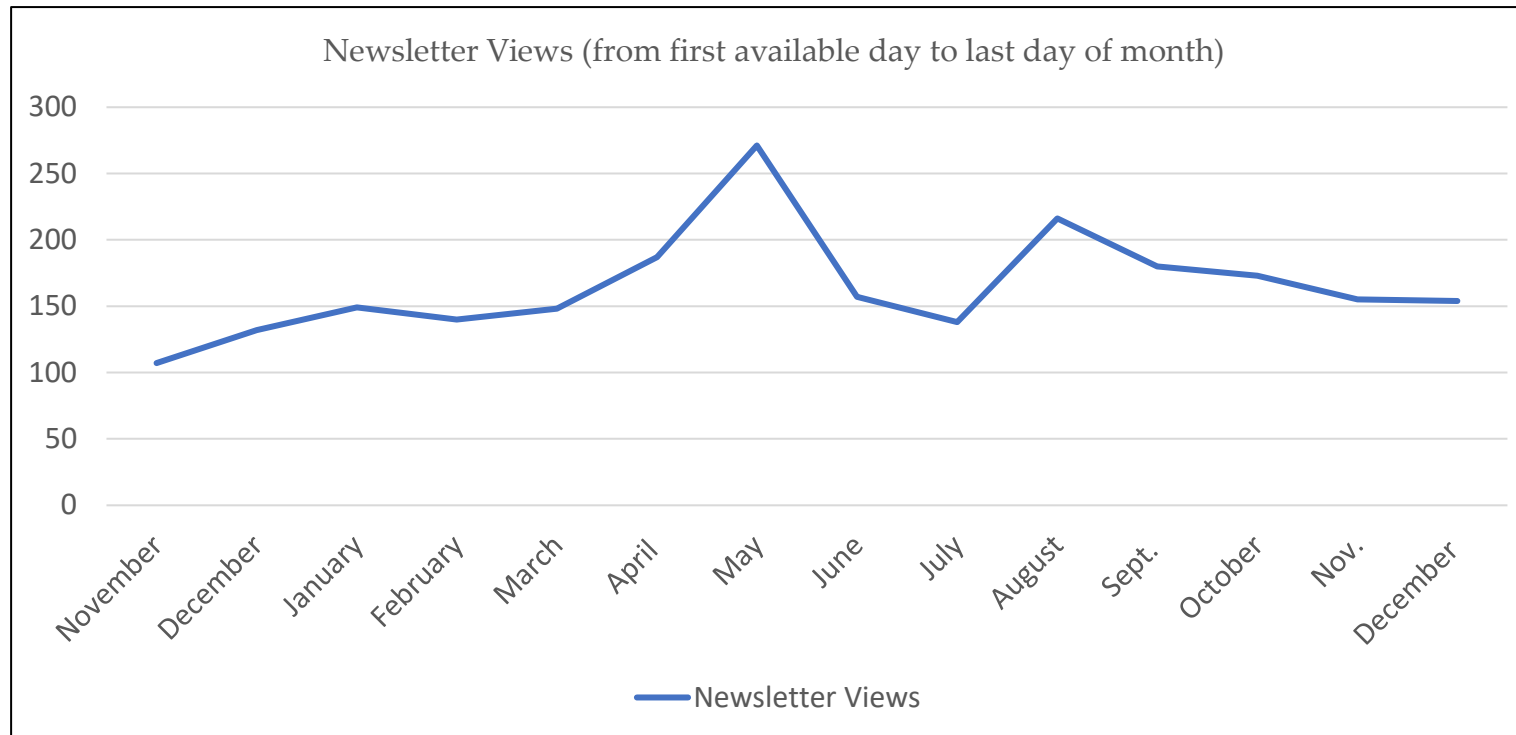
Unique Pageviews: Unique Pageviews is the number of sessions during which the specified page was viewed at least once. A unique pageview is counted for each *page URL + page Title* combination.

Last month's most-visited pages:

1. Homepage
2. Assessor
3. Property Tax Bills
4. Recycling/Solid Waste
5. Employment

Key Takeaways

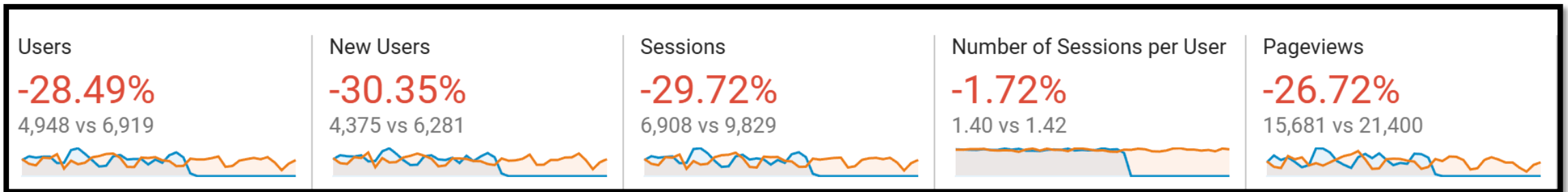
- This month was business as usual for page views, except for [the employment listing for Town Clerk](#), which ranked number 9 on the most-visited list.
- The [January newsletter](#) has received **93 views** (this data is only counting January 1 to January 20). The [December newsletter](#) ended its lifespan with 154 views.



Website Metrics



Dec 27, 2022 - Jan 20, 2023: ● Users
Nov 18, 2022 - Dec 27, 2022: ● Users

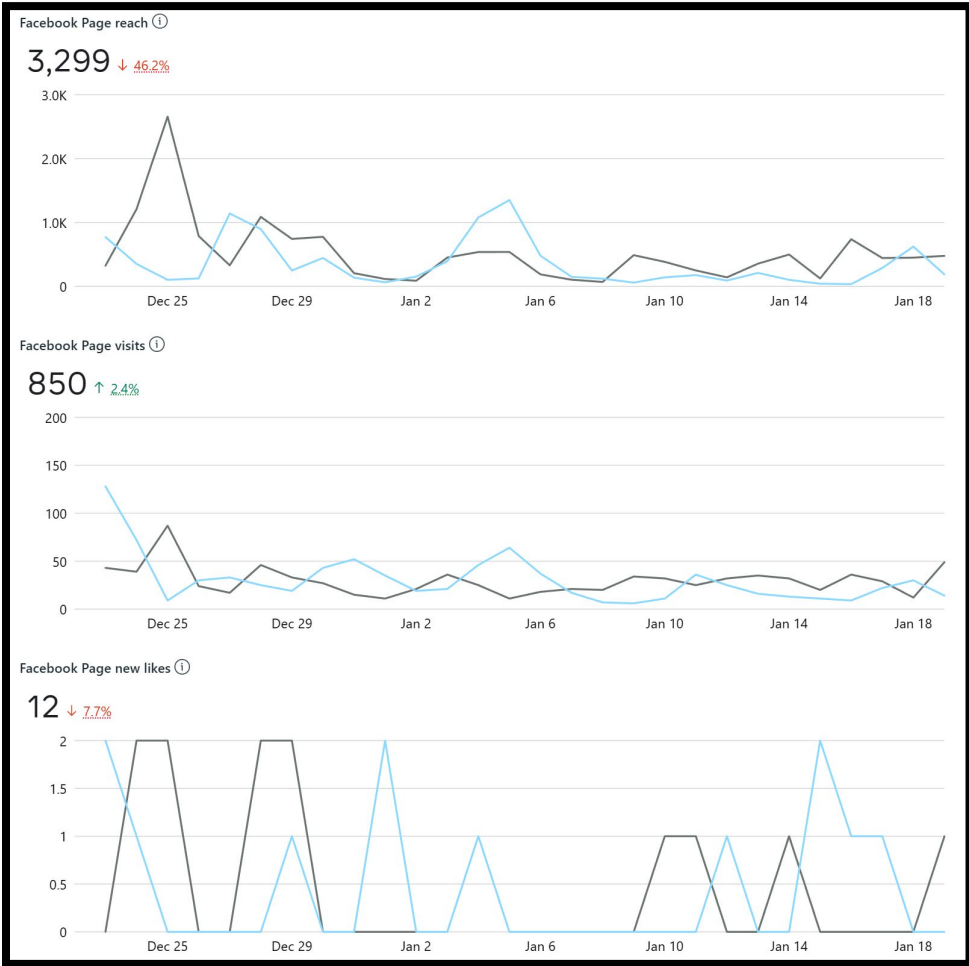


Users: Users who have initiated at least one session during the date range.
New Users: The number of first-time users during the selected date range.

Facebook Key Metrics

December 27, 2022 – January 20, 2023

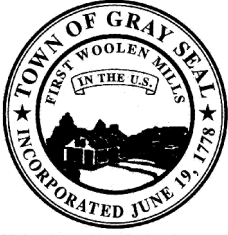
Total Facebook Reach: 10,256
Average Post Reach: 512.8



| | A | B | C | D | E | F |
|----|--|-------|--------------|-------------|----------|--------|
| 1 | Content | | | | | |
| 2 | Caption | Reach | Likes and re | Link clicks | Comments | Shares |
| 3 | CLOSURE UPDATE: The Transfer Station on Seagull Dr | 0 | 1 | | 0 | 0 |
| 4 | CLOSURE UPDATE: Recreation programs and childcare | 47 | 1 | | 0 | 1 |
| 5 | CLOSURE: The Town of Gray Town Office and Public L | 126 | 0 | | 0 | 2 |
| 6 | The MSAD 15 School Board is convening at 6:30 p.m. | 597 | 2 | 6 | 0 | 1 |
| 7 | | 547 | 16 | | 0 | 0 |
| 8 | The Gray Town Council is convening at 5:30 p.m. | 328 | 1 | | 0 | 1 |
| 9 | HOLIDAY CLOSURE: The Town Office will be closed on | 284 | 1 | | 0 | 0 |
| 10 | The Town of Gray is accepting applications for the | 177 | 0 | 5 | 0 | 0 |
| 11 | The Gray Town Council is convening at 4:30 p.m. | 191 | 0 | | 0 | 0 |
| 12 | Just a friendly reminder that dog registrations are | 959 | 6 | 48 | 1 | 3 |
| 13 | The Town of Gray is looking for a Town Clerk! This is | 1702 | 12 | 55 | 0 | 7 |
| 14 | Did you know you can submit requests for events to | 356 | 4 | | 0 | 1 |
| 15 | The Town of Gray is requesting proposals for the | 1088 | 14 | 14 | 3 | 2 |
| 16 | Happy New Year! A great way to kick off 2023 is by | 361 | 3 | 20 | 0 | 0 |
| 17 | The Gray Town Council is convening at 6 p.m. today | 367 | 1 | 2 | 0 | 0 |
| 18 | Do you want to stay updated on upcoming meetings | 201 | 1 | 2 | 0 | 0 |
| 19 | REMINDER: The Town Office will be closed on | 504 | 3 | | 0 | 0 |
| 20 | Before 2022 is over, check out the Town of Gray | 219 | 1 | 3 | 0 | 0 |
| 21 | ICYMI: The Gray Public Library is showing a free movie | 686 | 4 | 20 | 0 | 0 |
| 22 | This awesome little ice rink is now open behind Newt | 1516 | 79 | | 6 | 8 |



The most popular post (by reach) for this reporting period was a post advertising the Town Clerk position. This post also had the most link clicks.



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:

- Met with RHR on 1/18/2023 for audit update. Still some pending issues to work out. Hopeful to have a rough draft by the end of January.
- Working on FY24 budget. Departments to turn in expense sheets 1/27/2023 and Capital 2/3/2023.

Town Council Tracking Worksheet Items:

- Presented Purchasing Policy to Finance Committee 1/19/2023. Finance Committee will begin review of Capital Improvement Plan, Debt Management Policy, Investment Policy and Undesignated Fund Balance Policy.
- RHR has agreed to assist with TIF balances will also ask for assistance with scholarships.

Other Activities / Accomplishments:

- Attended EcoMaine Board Meeting 1/19/2023. Two presentations on Biosolids management, pyrolysis and food waste.
- Finance Committee Meeting 1/19/2023

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Many balls in the air right now with audit, budget, and year end!



COMSTAR



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

Cumberland County Sheriff's Office

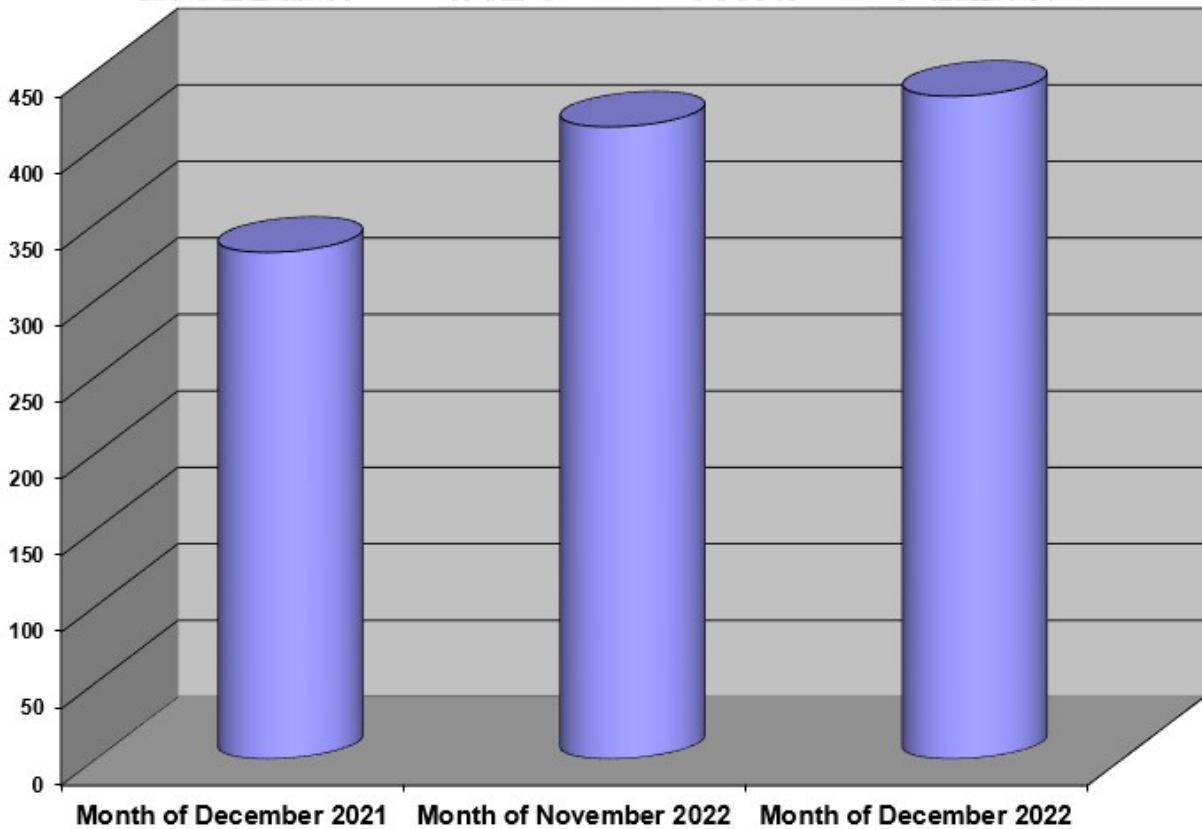
Town of Gray

Month of December 2022

Prepared by Crime Analyst Wendy Clark-Tarbox

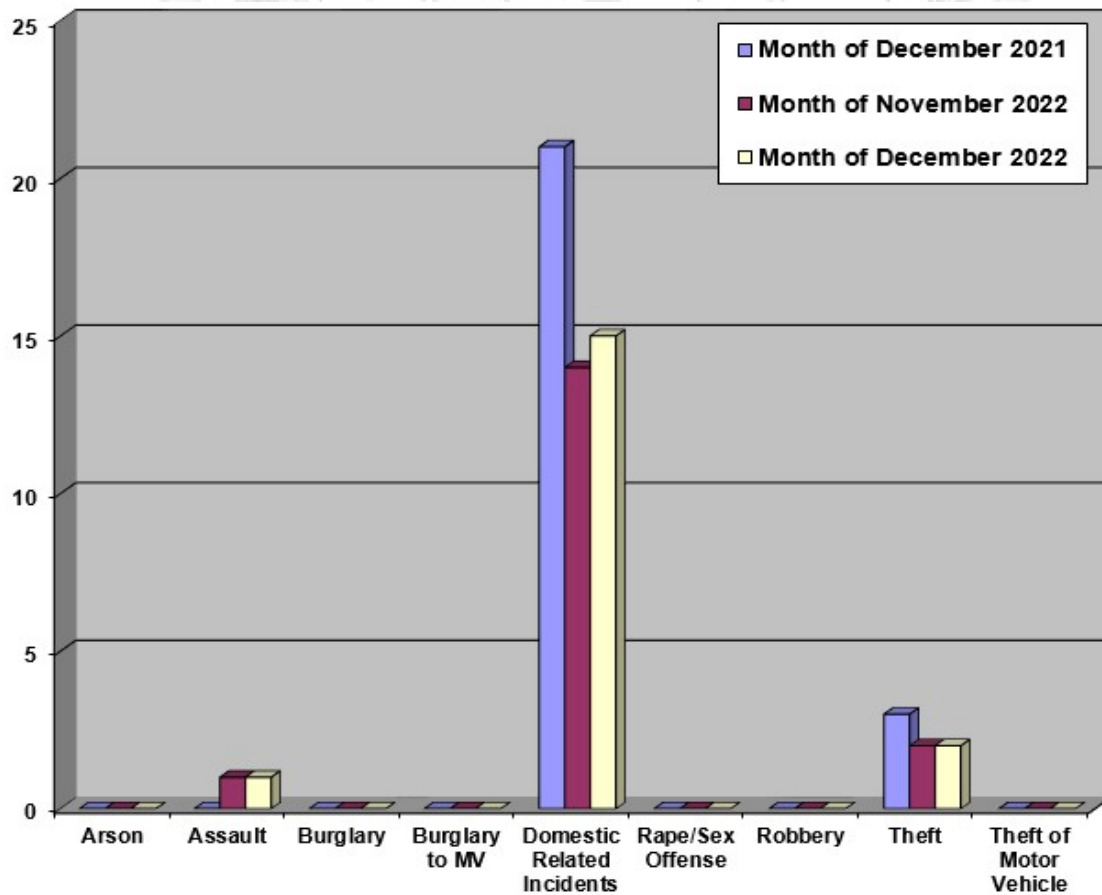
Calls for Service

| <u>December 2021</u> | <u>November 2022</u> | <u>December 2022</u> | <u>2022 Difference</u> | <u>2022 % Change</u> |
|----------------------|----------------------|----------------------|------------------------|----------------------|
| 331 | 413 | 433 | +20 | +4.8% |



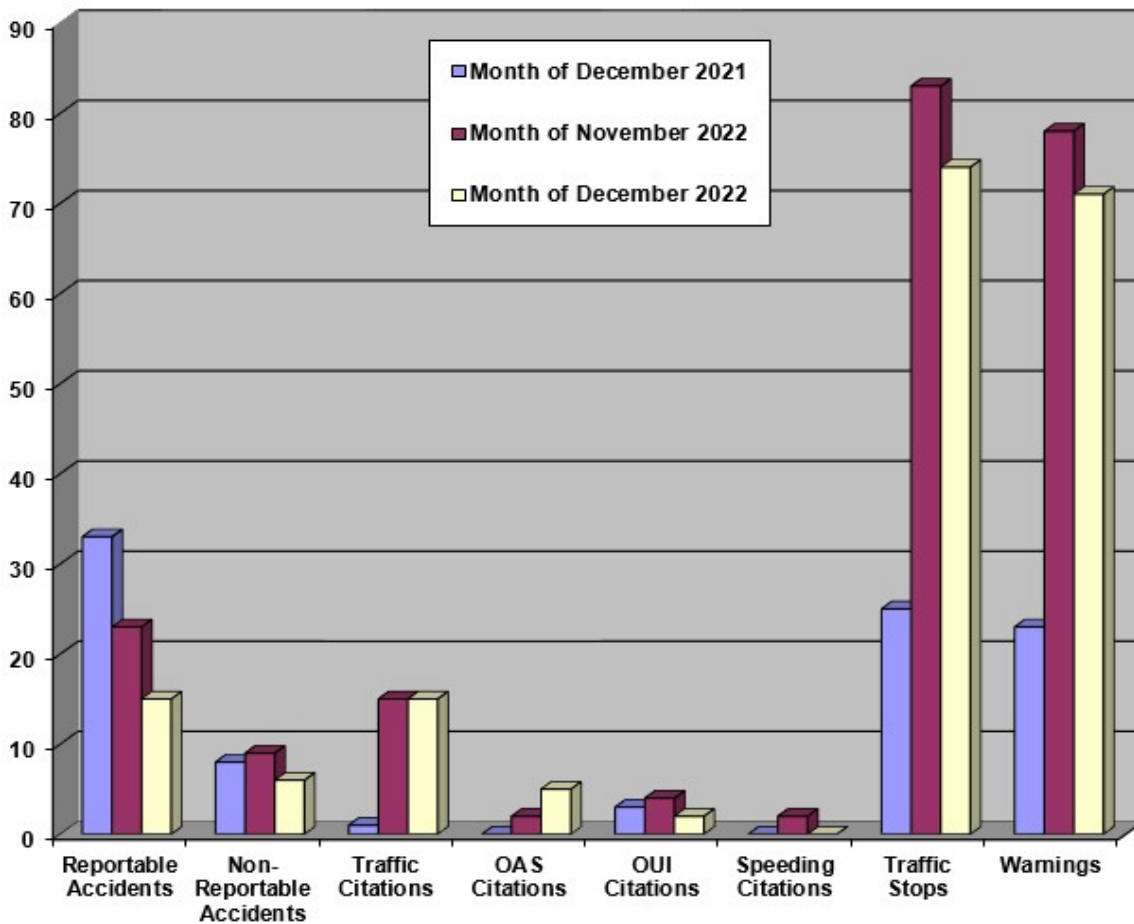
Crime Totals -

| | <u>December 2021</u> | <u>November 2022</u> | <u>December 2022</u> | <u>2022 Difference</u> | <u>2022 % Change</u> |
|---|----------------------|----------------------|----------------------|------------------------|----------------------|
| Arson | 0 | 0 | 0 | n/c | n/c |
| Assault | 0 | 1 | 1 | n/c | n/c |
| Burglary | 0 | 0 | 0 | n/c | n/c |
| Burglary to MV | 0 | 0 | 0 | n/c | n/c |
| Domestic Related Incidents (from Calls for Service) | 21 | 14 | 15 | +1 | +7.1% |
| Rape/Sex Offense | 0 | 0 | 0 | n/c | n/c |
| Robbery | 0 | 0 | 0 | n/c | n/c |
| Theft | 3 | 2 | 2 | n/c | n/c |
| Theft of Motor Vehicle | 0 | 0 | 0 | n/c | n/c |



Traffic Totals -

| | <u>December 2021</u> | <u>November 2022</u> | <u>December 2022</u> | <u>2022 Difference</u> | <u>2022 % Change</u> |
|----------------------------------|----------------------|----------------------|----------------------|------------------------|----------------------|
| Reportable Accidents | 33 | 23 | 15 | -8 | -34.8% |
| Non-Reportable Accidents | 8 | 9 | 6 | -3 | -33.3% |
| Traffic Related Citations Totals | 1 | 15 | 15 | n/c | n/c |
| OAS Citations | 0 | 2 | 5 | +3 | +150% |
| OUI | 3 | 4 | 2 | -2 | -50% |
| Speeding Citations | 0 | 2 | 0 | -2 | -100% |
| Traffic Stops | 25 | 83 | 74 | -9 | -10.8% |
| Written Warnings | 23 | 78 | 71 | -7 | -8.9% |



Quality of Life Incidents -

| | <u>December 2021</u> | <u>November 2022</u> | <u>December 2022</u> | <u>2022 Difference</u> | <u>2022 % Change</u> |
|--|----------------------|----------------------|----------------------|------------------------|----------------------|
| Agency Assists | 11 | 20 | 15 | -5 | -25% |
| Alarms | 7 | 11 | 12 | +1 | +9.1% |
| Animal Problem | 2 | 2 | 7 | +5 | +250% |
| Attempt to Locate (i.e. vehicles operating erratically) | 21 | 28 | 27 | -1 | -3.6% |
| Citizen Assists/ Disputes | 23 | 25 | 19 | -6 | -24% |
| Concealed Firearms Investigations | 5 | 3 | 1 | -2 | -66.7% |
| Court Services (Protection Orders and Summonses) | 3 | 2 | 5 | +3 | +150% |
| Criminal Mischief | 4 | 3 | 6 | +3 | +100% |
| Criminal Trespass | 3 | 2 | 2 | n/c | n/c |
| Disabled Vehicles/ Assist Motorist | 17 | 7 | 7 | n/c | n/c |
| Disturbances/Fights/ Loud Party | 4 | 3 | 9 | +6 | +200% |
| Fraud | 5 | 1 | 5 | +4 | +400% |
| Missing Persons | 1 | 0 | 1 | +1 | undefined |
| Pedestrian Checks | 1 | 3 | 5 | +2 | +66.7% |
| Property Checks | 20 | 79 | 82 | +3 | +3.8% |
| Sex Offender Registry Investigations | 0 | 2 | 1 | -1 | -50% |
| Suspicious Persons/ Circumstances | 14 | 11 | 15 | +4 | +36.4% |
| Welfare Checks/ Suicide-Attempted Suicide/ Mental Health Event | 17 | 15 | 22 | +7 | +46.7% |



COMSTAR



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

Cumberland County Sheriff's Office

Town of Gray

Month of January 2023

Prepared by Crime Analyst Wendy Clark-Tarbox

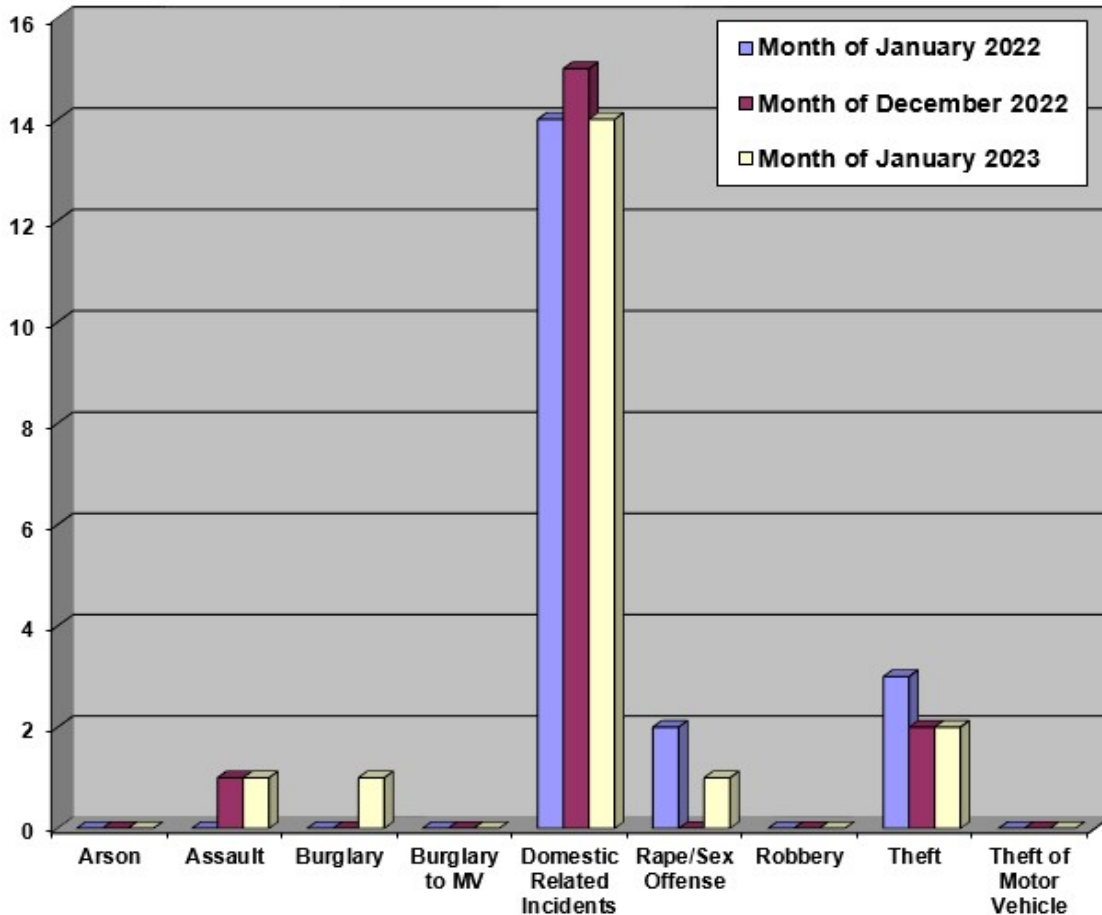
Calls for Service

| <u>January 2022</u> | <u>December 2022</u> | <u>January 2023</u> | <u>2023 Difference</u> | <u>2023 % Change</u> |
|---------------------|----------------------|---------------------|------------------------|----------------------|
| 308 | 433 | 451 | +18 | +4.2% |



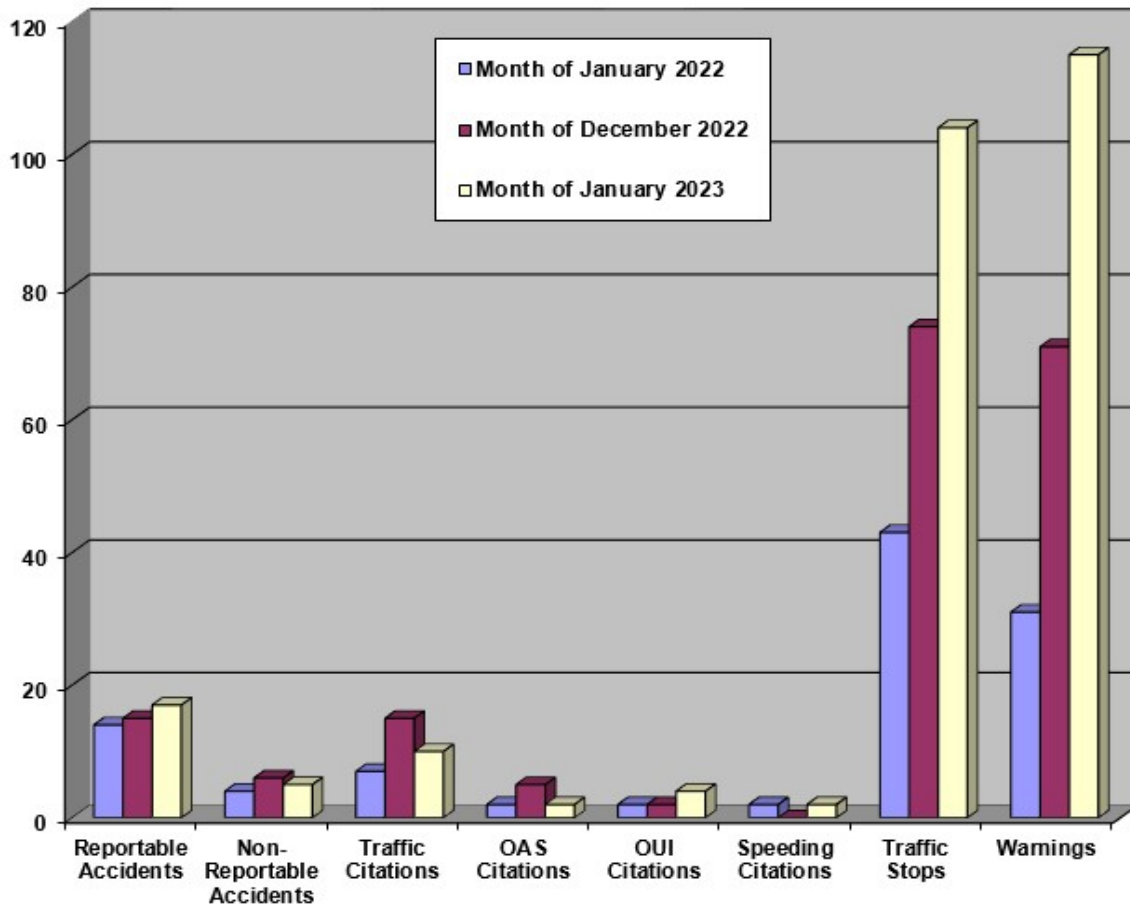
Crime Totals -

| | <u>January 2022</u> | <u>December 2022</u> | <u>January 2023</u> | <u>2023 Difference</u> | <u>2023 % Change</u> |
|---|---------------------|----------------------|---------------------|------------------------|----------------------|
| Arson | 0 | 0 | 0 | n/c | n/c |
| Assault | 0 | 1 | 1 | n/c | n/c |
| Burglary | 0 | 0 | 1 | +1 | undefined |
| Burglary to MV | 0 | 0 | 0 | n/c | n/c |
| Domestic Related Incidents (from Calls for Service) | 14 | 15 | 14 | -1 | -6.7% |
| Rape/Sex Offense | 2 | 0 | 1 | +1 | undefined |
| Robbery | 0 | 0 | 0 | n/c | n/c |
| Theft | 3 | 2 | 2 | n/c | n/c |
| Theft of Motor Vehicle | 0 | 0 | 0 | n/c | n/c |



Traffic Totals -

| | <u>January 2022</u> | <u>December 2022</u> | <u>January 2023</u> | <u>2023 Difference</u> | <u>2023 % Change</u> |
|----------------------------------|---------------------|----------------------|---------------------|------------------------|----------------------|
| Reportable Accidents | 14 | 15 | 17 | +2 | +13.3% |
| Non-Reportable Accidents | 4 | 6 | 5 | -1 | -16.7% |
| Traffic Related Citations Totals | 7 | 15 | 10 | -5 | -33.3% |
| OAS Citations | 2 | 5 | 2 | -3 | -60% |
| OUI | 2 | 2 | 4 | +4 | +100% |
| Speeding Citations | 2 | 0 | 2 | +2 | undefined |
| Traffic Stops | 43 | 74 | 104 | +30 | +40.5% |
| Written Warnings | 31 | 71 | 115 | +44 | +61.9% |



Quality of Life Incidents -

| | <u>January 2022</u> | <u>December 2022</u> | <u>January 2023</u> | <u>2023 Difference</u> | <u>2023 % Change</u> |
|--|---------------------|----------------------|---------------------|------------------------|----------------------|
| Agency Assists | 15 | 15 | 15 | n/c | n/c |
| Alarms | 16 | 12 | 12 | n/c | n/c |
| Animal Problem | 5 | 7 | 2 | -5 | -71.4% |
| Attempt to Locate (i.e. vehicles operating erratically) | 10 | 27 | 17 | -10 | -37% |
| Citizen Assists/ Disputes | 24 | 19 | 32 | +13 | +68.4% |
| Concealed Firearms Investigations | 2 | 1 | 3 | +2 | +200% |
| Court Services (Protection Orders and Summonses) | 2 | 5 | 5 | n/c | n/c |
| Criminal Mischief | 1 | 6 | 6 | n/c | n/c |
| Criminal Trespass | 5 | 2 | 2 | n/c | n/c |
| Disabled Vehicles/ Assist Motorist | 5 | 7 | 4 | -3 | -42.9% |
| Disturbances/Fights/ Loud Party | 9 | 9 | 6 | -3 | -33.3% |
| Fraud | 3 | 5 | 3 | -2 | -40% |
| Missing Persons | 0 | 1 | 0 | -1 | -100% |
| Pedestrian Checks | 2 | 5 | 3 | -2 | -40% |
| Property Checks | 11 | 82 | 77 | -5 | -6.1% |
| Sex Offender Registry Investigations | 2 | 1 | 4 | +3 | +300% |
| Suspicious Persons/ Circumstances | 8 | 15 | 9 | -6 | -40% |
| Welfare Checks/ Suicide-Attempted Suicide/ Mental Health Event | 24 | 22 | 23 | +1 | +4.5% |



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

January 26, 2023

Recreation Department Report to Town Manager January 2023:

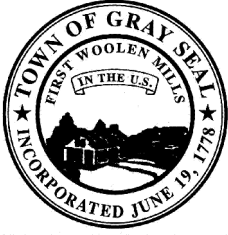
- 1.4.23 Cheering Competition Planning Meeting held; another one was held on 1.17.24
- 1.9.23 Recreation Committee Meeting, planned a February Family Skate event
- 1.10.23 GNG Rec Programs Meeting, planning of general programs and a Spring family dance event
- 1.12.23 Dept. Head Meeting
- 1.12.23 Kids Club Staff Meeting was held, topics included: Team Building, Winter Procedures and Safety, and Summer Survey
- 1.12.23 Optimists Club Meeting was held
- 1.19.23 Safety Committee Meeting, Rec Director produced a rough draft of a monthly safety checklist for departments
- 1.19.23 attended the Brunch and Learn -Microsoft Teams Presentation
- 1.19.23 meeting with local Yoga instructor, plans to offer adult gentle yoga later in Spring
- 1.24.23 Budget Meeting with Town Manager and 1:1 discussion of Rec. Dept.
- 1.24.23 Summer Camp Planning Meeting held, a save the date for registration will be out soon

Other Activities / Accomplishments:

- 1.11.23 Community Café held in New Gloucester, had great attendance, many new older adult attendees at the lunch. Participants went around and shared their stories to get to know each other better; everyone really enjoyed the event. Next Community Café will be held 2.8.23 interested folks can RSVP with Anthony or Sarah in NG by 2.3.23. Potato Leek and Stuffed Cabbage soup will be served with a roll and a homemade dessert. The cost is a suggested donation of \$8 for Maine residents over 60, \$10 fee for anyone under 60.
- 1.17.23 A new member joined the Recreation Committee, Jamil Moorad.
- Kids Club community project for Valentine's Day includes the kids making Valentine's Day cards for seniors.
- A Special Olympics basketball team started practicing in the gym once per week, in exchange for gym time they help by cleaning the gym floor. The participants have been having a lot of fun.
- There were 11 gym rentals and 1 birthday party in the month of January.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Seeking a Zumba Gold instructor
- Seeking a Karate/Martial Arts Instructor for youth programming



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

January 25, 2023

Department of Buildings and Grounds Report to Town Manager 12/28/2022-1/25/2023

- 12/27 State Elevator Inspections for Pennell and Library
- 1/5-1/7 Deicing of Town Property
- 1/9 Site meeting with Port City at Transfer Station
- 1/9-1/11 Swapped out Seasonal Banners around Town
- 1/12 & 1/13 Deicing of Town Property
- 1/14 Staff Called Out for Deicing of Buildings
- 1/20 Staff Off Due to Snow Closure
- 1/21 Staff Called Out for Storm Cleanup
- 1/23 Staff Off due to Snow Closure
- 1/24 Storm Cleanup

The Pennell boiler failure has been resolved, a new burner assembly and control board were installed. The burner assembly took approximately 6 weeks to arrive.

The roof top HVAC units at Newbegin have heat exchanger issues, it is believed that the parts are fully covered under warranty, the Town will need to pay the labor. One unit is currently off line.

During the storm on 12/23 the new generator at Public Safety supplied the entire building with power. The generator at Pennell ran for over an hour and no issues arose. This was the first observed use of the system.

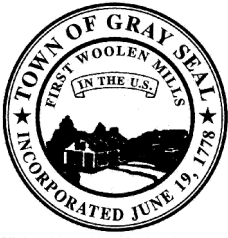
Town Council Tracking Worksheet Items:

Other Activities / Accomplishments:

- 15 Requests for Service for the period of 12/28/2022-1/25/2023 outside of normal daily routine. Examples of these requests are: light out, no heat, plumbing leak, assembly of furniture, and many others
- Work continues on various projects.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Public Works staff assisted with Village Station project.
-



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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. December 27 to January 23

Activities:

1. Reviewed and revised publicity announcements for January programming at the Library – Anne Gass on January 21st and Energy Conservation talk on January 14th.
2. Winter Break Movie Madness Week – screened 15 movies in five days during the holiday break. Not high attendance, but the effort was greeted warmly by the community.
3. Review FY24 budget proposals with IT and Communications Department
4. Prepare and submit Action Steps for Comprehensive Plan, including soliciting input from C/IT
5. Audited circulation data for calendar year 2022 and made adjustments to errant location codes for items in the library system.
6. Reviewed January 2023 Newsletter with DMC, made content and minor editing suggestions
7. Create and vet guideline for allowing outside organizations to distribute flyers in the library to promote meetings being held at the library.
8. Researched IT auditors, contacted Portland firm Barry Dunn, Boston firm Wolf & Company, for an initial conversation. Received quote with job description from Wolf and Co.
9. Discovered posted Town of Gray Facilities Use Policy was a PDF of the draft copy. Updated original with approved edits and submitted to publication on Town website. Discovered that an October 2022 update had been authorized and is now on the website.
10. Contacted WMTW 8 to re-establish login credentials for storm closing website for Town of Gray. Login issues were resolved so all three network stations are notified when the Town, or any aspect, has weather related closures.
11. Held belated 6-month end of probation review with Carla McAllister. Carla has been a definitive addition to the staff since she became a regular staff member earlier this year, and her enthusiasm and service are well regarded by fellow staff members and the community.
12. Worked with Digital Media Coordinator Kyle Hadyniak to review process and procedure for broadcasting meetings from the galley in Pennell. It was a good reintroduction to the process, as the meeting included sharing of documents over Zoom, and hosting and broadcasting a remote guest speaker. More lessons will follow.

13. Reviewed newly released policy regarding MaineCat lending. Took initiative to follow up with Minerva cataloging chair since specific policy language impacted cataloging processes to seek clarity.
14. Had discussion with Wolf & Co. out of Boston regarding IT Audit for the Town of Gray.
15. Researched state and federal grant opportunities for IT audit. Reported preliminary results to Town Manager.
16. Received resignation letter from Children's Librarian Samantha Enters on Saturday, January 8, 2023.
17. Received phishing email via Town's web contact portal claiming to be from "Sandra Carder" asking for a direct email to an odd looking Gmail address because she was in a meeting and needed help immediately. Upon verification that it was a phishing scheme, had Communications send all-staff email notifying them of the threat, and followed up with IT to best work at quashing the recurring threat.
18. Due to staff departure, changed passwords on relevant accounts and ensure security after departure. Began the short-term process of changing credentials to minimize exposure and risk. This brings up a necessity for a standing practice on changing credentials after a staff member departs.
19. Received invoice from Maine State Library for annual van delivery service. Ran calculations based on delivery days to the library multiplied by cost per delivery and came to a different amount for the invoice. Followed up with Maine State Library and was told my calculations were correct. I received a new invoice that was a third lower than the original amount.
20. Drafted all staff email notifying Gray town employees that a new helpdesk@graymaine.org is alive and active and should be used to report minor to moderate IT issues.
21. Town Firewall experienced outages on January 12th and 13th. Town internet was also temporarily down this week. Diagnosis that it was a hardware issue (not an attack). Used new firewall intended for rollout for Public Safety and replaced town Firewall, while also using a slightly older firewall to maintain Public Safety security.
22. Corrected Town of Gray Facilities website that still had a COVID-19 no rental use posted
23. Sent all staff email announcing rollout of helpdesk@graymaine.org tech support process.
24. Discussed changing schedules vs changing standard operating procedures for circulation staff with Head of Circulation at the Library. Have some busier times and how to address with the staffing levels we have.
25. Hosted the first Town of Gray Brunch and Learn at the Library. Digital Media Coordinator Kyle Hadyniak led a discussion on how to best use Microsoft Teams. We plan on making this a monthly Thursday morning training class for Town staff to better utilize software the Town has already purchased.
26. During week of January 17th, had two staff members test positive for COVID-19. Had remaining staff wear masks to limit exposure. Adjusted

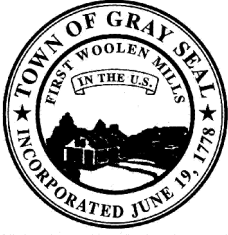
remaining staff schedules so lack of staff had no impact on library hours of operation.

Challenges / Obstacles Requiring Outside Assistance:

None to report at this time.

Town Council Tracking Worksheet Items:

None related.



TOWN OF GRAY

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

February 16, 2023

Planning Department Report to Town Manager (12/31/22 – 1/27, 2023):

- On-going correspondence with developers keeping escrows & bond info current
- Attend virtual meeting with legal counsel on 1-17-23 re LD 2003
- Work with new Planning Assistant organizing index system for PB project plans
- Attend Open Space committee meeting on January 4; provide planning and in-person staff support for Jan. 21 landowner meeting
- Attend MS Teams training with Kyle on 1-19-23 at GPL
- Provide initial input re reconfigured design for village multi-family project
- Attend Shoreland Zoning recertification training on 1-12-23
- Recon items for compiling FY 24 budget re Comm Dev., BB festival
- Attend 1-12-23 Dept Head meeting
- Coordinate payment to CCSWCD per prior town commitment
- CCSWCD outreach for FY 24 funding input
- Provide memo and background materials to submit proposal to increase Planning Board fees

Town Council Tracking Worksheet Items:

- Meet (virtual) with MeDOT representatives re Main Street on 1-3-23
- Review submittals for Gateway RFP (CDBG project) & draft memo to TC
- Coordinate updated boundary survey for gateway parcel in connection with VALT
- Meet with SAD 15 representatives to gather VALT proposal feedback
- Provide council memo and background regarding change of public notice publication
- Continued outreach/correspondence with key village property owners
- Draft letter of support for GWD grant funding
- Provide comments re planning items for Comp Plan coordinators

Yarmouth Road Improvement Project:

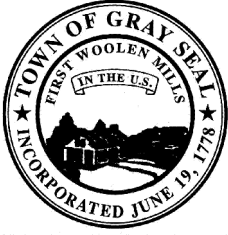
- Meet with town engineer on 1-9-23 and with surveyor (virtual) on 1-12-23
- Meet with CMP Field Planner re underground utilities on 1-18-23
- Meet with MeDOT planner re village on 1-10-23
- Continued econ options/steps to address Yar Rd ROW acquisition
- Legal recon re town ability to undertake title work to interface with ROW
- Coordinate/meet with key property owners
- Continued correspondence with possible consultants for ROW
- Coordinate discussions/input re utilities
- Draft memo to TM/TC re status, update, and request for input

Other Activities / Accomplishments:

- Coordinate/issue SSWD permit for prior PB approved project
- Research/review and correspondence to respond to interest in parcel near turnpike exit
- Recon status of watershed funds
- Coordinate conceptual plans for key Main St. property per long-range vision
- Coordinate/consolidate FY 24 budget needs
- Assist with present SSWD application for conformance with past PB approval
- Coordinate with attorney to draft and send out letter to Blackthorne Lane lot owners, in accordance with settlement agreement terms to create road association
- Provide next steps and advice regarding proposed relocation of Stimson Hall
- Meet with strip mall owner to discuss proposed multi-family building
- Visit GNGHS to discuss potential crosswalk and sidewalk improvements on Libby Hill Road and across Rt 26
- Meet with condo owners to discuss concerns
- Visit subdivision to determine completion/ potential for escrow return
- Visit potential brownfields site with consultants to review extent of dumping

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Continued discussion needed regarding options for street ord. administration & standards



TOWN OF GRAY

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PUBLIC SAFETY DEPARTMENT

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

January 2023

Public Safety Department Report to Town Manager (11/05 – 12/01, 2021):

- 1-3 - C1 Attended a FEMA AFG Application Development Workshop.
- 1-4 - C1 Held an Officers meeting where we discussed the different Extrication tool vendors in preparation for requesting an AFG grant for extrication tools.
- 1-5 – C1 Attended a FEMA AFG webinar on PPE/Equipment in preparation for requesting an AFG grant for extrication tools.
- 1/5 – C1 met with assistant library director Darcel about the placement, appropriate hanging of extinguishers, and types of extinguishers at the library. Also discussed the need for another extinguisher in the public kitchen.
- 1/9 – C1 attended a webinar on Lithium-Ion Batteries.
- 1/10 – C1 attended a Zoom conference with Norman Boucher of Communications Design Consulting Group reference the radio upgrade for Cumberland County.
- 1/11 – C1 reviewed the SCBA Fill Station bids.
- 1/11 – C1 updated Rolls and Responsibilities for Department Officers.
- 1/17 – Met with Tammy in the code division regarding the liquor and amusement license for Tailgate Bar & Grill.
- 1/18 – Attended the quarterly full membership meeting for the Cumberland County Chief's Association.
- 1/18 – Assisted with the MMA safety survey of Town buildings.
- 1/19 – Safety committee meeting
- 1/19 - Brunch and Learn.
- 1/19 – Reviewed the plans for the subdivision to be located at 158 Shaker Road.
- 1/19 – Attended a Zoom meeting with Will Haskell about fire hydrant locations on the Yarmouth Road project.
- 1/20 – Announced the promotion of John Melcher to Lieutenant.

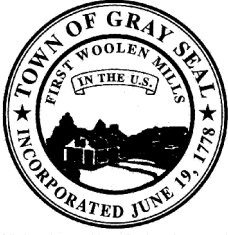
Town Council Tracking Worksheet Items:

- 1/19 – Submitted input regarding the locations for fire hydrants on Yarmouth Rd. project.
- B

Other Activities / Accomplishments:

- 2022 AF grant is almost ready to submit. We are applying for funding for new extrication equipment. The grant will total \$54,850.00 with a match of \$2,588.10, total federal request of \$51,761.90.

Challenges / Obstacles Requiring Assistance Outside of the Department:



TOWN OF GRAY

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www.graymaine.org

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

JANUARY 22, 2023

Solid Waste Department Report to Town Manager (12/29/2022 – 1/22/2023):

1/6 Conducted interview for 24-hour position.

1/8 – 1/18 Vacation

1/18 In early for storm clean up.

1/19 Met with manager.

1/19 Conducted interview with 2nd applicant for 24-hour position.

1/20 In early for storm clean up.

1/20 Met with representative of New Gloucester's Recycling Committee.

1/22 Met with other representatives from New Gloucester's Recycling Committee.

Town Council Tracking Worksheet Items:

- A
- B

Other Activities / Accomplishments:

Having difficulty securing trucks for the shipment of baled material

Had community service worker

During the period of December 29 through January 22, the following materials were baled:

34,638 pounds of corrugated cardboard

25,156 pounds of mixed paper

5,630 pounds of plastics

2,224 pounds of tin cans

Challenges / Obstacles Requiring Assistance Outside of the Department: