

**TOWN OF GRAY**  
**GRAY TOWN COUNCIL**  
**AGENDA • JULY 18, 2023**

**Gray Town  
Council Regular  
Meeting**

**Town Council Chambers**  
**24 Main Street, Gray, ME 04039**  
**<https://us06web.zoom.us/j/86473680869>**  
**Phone 646-558-8656 / Meeting ID: 86473680869**

**7:00 PM**

**I. OPENING STATEMENT**

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

**II. ROLL CALL**

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

**IV. CONSENT AGENDA 5 MINS**

1. Minutes from the Town Council Meeting on June 20, 2023

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

*Comments are intended for information sharing, not discussion. Comments in excess of three minutes are welcome at the end of the agenda prior to adjournment. Call 646-558-8656 / Meeting ID: 86473680869*

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

**VII. ACTION ITEMS 7:20PM**

1. To Review and Act Upon Approving the Appointment of Georgia Marie Woodbury as a regular member of the Zoning Board of Appeals with a term expiring on August 31, 2026. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints Georgia Marie Woodbury as a regular member of the Zoning Board of Appeals with a term expiring on August 31, 2026.

2. To Review and Act Upon Approving the Appointment of Michael D Michaud as a regular member of the Recreation Committee with a term expiring on August 31, 2026. **5 MINS**

Proposed motion:

Proposed motion:

Ordered, the Gray Town Council appoints Michael D Michaud as a regular member of the Zoning Board of Appeals with a term expiring on August 31, 2026.

3. To Review and Act Upon Approving the Appointment of Sandra Carder as a regular member of the Dry Mills School Committee with a term expiring on August 31, 2026. 5 MINS

Proposed motion:

Ordered, the Gray Town Council appoints Sandra Carder as a regular member of the Dry Mills School Committee with a term expiring on August 31, 2026.

4. To Review and Act Upon Approving the Appointment of Andrew Hersom as a regular member of the Ordinance Advisory Committee with a term expiring on August 31, 2024. 5 MINS

Proposed motion:

Ordered, the Gray Town Council appoints Andrew Hersom as a regular member of the Ordinance Advisory Committee with a term expiring on August 31, 2024.

5. To Review and Act Upon Approving Contracted Services for the Annual Municipal Audit. 10 MINS

Proposed motion:

Ordered, the Gray Town Council authorizes the Town Manager to enter contract negotiations with \_\_\_\_\_ to provide municipal audit services for a three-year, renewable term and at a fee not to exceed the amount in the current fiscal year budget.

6. To Review and Act Upon the Maine Municipal Association (MMA) Voting Ballot for Election of Vice President and Executive Committee Members. 5 MINS

Proposed motion:

Ordered, the Gray Town Council designates the Town Manager to sign and return the MMA voting ballot with candidates as approved by the Council.

7. To Review Recommendations from the Planning Department on a Revised Scope of Work for the VALT Trail Extension on the Town-owned Village Gateway land on Main Street. 15 MINS

Proposed motion:

Ordered, the Gray Town Council authorizes the Town Manager to negotiate a revised scope of work for the VALT Trail Extension on the Town-owned Village Gateway land on Main Street following direction provided by the Town Council.

8. To Review and Act Upon Approving the Request for Winter Maintenance via Rural Public Street Easement submitted by Woodcock Drive. 10 MINS

Proposed motion:

Ordered, the Gray Town Council approves the easement for winter maintenance on the entire length of Woodcock Drive, to include both the original section and the section of the road within Phase I of the Stillwater Pines subdivision, and approve addition of the 2,500 linear feet of road to the FY2024 winter maintenance contract, at the negotiated rate, per available funds in the approved FY2024 municipal budget.

**VIII. REPORT FROM THE COUNCIL CHAIR 5 MINS - 8:20PM**

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

**X. COMMITTEE REPORTS 10 MINS**

**XI. COUNCIL CORRESPONDENCE/ACTIVITIES 10 MINS**

**XII. ADJOURNMENT 8:50PM**

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

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# Submission #151

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## Submission information

Form: [Volunteer Resources](#)

Submitted by Anonymous (not verified)

July 7, 2023 - 11:08am

2603:7080:483e:1200:94a8:d489:6a67:da6f

**Application Date:** July 7, 2023

## Contact Details

**First/Middle Name:** Georgia

**Last Name:** Woodbury

**Street/PO Box:** 7 FRIENDSHIP DRIVE

**City, State, Zip:** Gray

**Phone Number:** 2073297408

**Email Address:** gmw3163@gmail.com

## Employment

**Occupation:** Retired Project Engineer/Manager

**Present Employer:**

**Employer Phone Number:**

**Are you a Gray resident?** Yes

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

Zoning Board of Appeals

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

I have served 1-year on the ZBA, completing John Swiger's term after his resignation.

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

I am familiar with the workings of the ZBA and am very interested in continuing to work to ensure adherence to the Town of Gray ordinances.

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

Re my previous approved application, I have a background in working with construction drawings, negotiating with factories and customers, participating in groups utilizing Roberts Rules of Order.

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

To ensure adherence to the Town of Gray & State of Maine ordinances

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

ZBA for 1-year 2022-2023

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

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

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

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

Other

**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

**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

**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 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

**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 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.**

Yes

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# BOARD/COMMITTEE APPLICATION TOWN OF GRAY MAINE

**For Office Use Only**  
 Date Received: \_\_\_\_\_  
 Received by: \_\_\_\_\_

## CONTACT INFORMATION

|                |   |                |                     |
|----------------|---|----------------|---------------------|
| Name           | Michael D Michaud   | E-Mail Address | mmichaud3@gmail.com |
| Street Address | 103 Merrill Road  | City/State/Zip | Gray, ME 04039      |
| Phone Number   | 207-577-2631  | Work Phone     | 207-577-2631        |
| Gray Resident? | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |                |                     |

## EMPLOYMENT

|                |                          |
|----------------|--------------------------|
| Occupation     | Project Manager/Engineer |
| Employer       | Cote Crane and Rigging   |
| Employer Phone | 207-783-0561             |

## BOARDS & COMMITTEES

On which board/committee would you like to serve?

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

Reason for selecting particular board/committee:

*I would to be more involved in the community, have a hand in developing healthy outlets for others, and utilize/protect the Town's resources.*

## SPECIAL SKILLS OR QUALIFICATIONS

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

*I have a lifetime of experience in outdoor recreation and sports, and I would like to apply it toward a variety of programs in the community.*

What talents and skills would you bring to this position?

*I have spent most of my career working on complex public/private projects. I have a background in civil engineering, surveying, land development, construction, estimating and project management. I love being active outdoors specifically hiking, mountain biking year round, hunting and fishing. In my younger years I played several sports, rode BMX and skateboards. These days I'm focused on my two boys and showing them the joys of being active and finding healthy outlets!*

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

*To evaluate the needs of the public and develop/implement programs based on those needs.  
To explore new opportunities benefiting the physical and mental health of the public.  
Utilize the Town's properties/resources to the fullest, while balancing use and conservation.*

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

*Volunteered during the development of Portland Maine's Skatepark (as needed)  
Coach for GNGG Little League (2 years)*

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

YES  NO

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

YES  NO

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

*I believe my interest and skills will benefit the Town.  
I am driven to see the community develop more recreational opportunities, especially as I am raising young children and plan to grow old in Town.*

## 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 6-16-23

Signature



# Submission #149

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## Submission information

Form: [Volunteer Resources](#)  
Submitted by Anonymous (not verified)  
June 8, 2023 - 4:19pm  
216.220.249.187

**Application Date:** June 8, 2023

## Contact Details

**First/Middle Name:** Sandy  
**Last Name:** Carder  
**Street/PO Box:** 186 Shaker Road  
**City, State, Zip:** Gray  
**Phone Number:** 2075225528  
**Email Address:** iowacarder@securespeed.us

## Employment

**Occupation:** N/A  
**Present Employer:** N/A  
**Employer Phone Number:** N/A

**Are you a Gray resident?** Yes

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

Dry Mills Schoolhouse Museum Committee

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

I have been serving as the Council liaison to the Committee since I was first elected to the Council in 2017 helping to reestablish the Committee which had been dormant for several years due to the closure of the

schoolhouse. We have a great team who have worked tirelessly since to reopen the school with the support of Town Staff and the Council (and voters for approving funds). I would like to continue that work as a resident.

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

I have strong project management and organizational skills and have a tremendous amount of volunteer experience in Gray and elsewhere. Having served on the Council the last 6 years, I have a strong knowledge base of municipal government and Gray in particular. I look forward to expanding the collaboration between this Committee and other organizations in Town with the same mission - preserving & sharing the Gray history.

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

I worked at Liberty Mutual Insurance company for 22 years primarily as a Business Operations Leader responsible for the calculation of retrospective workers compensation bills, personnel, training and budgets. I transitioned into a Supervising Business Analyst for the last several years and was responsible for a company merger, various large-scale projects, the creation of policies & procedure manuals and several software/system applications upgrades. I am detailed oriented, and task driven. I have strong communication skills and solid application skills in particular excel. I am also versed in many software and online platforms. I work well on teams and enjoy helping others find ways to contribute to efforts.

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

The Committee's prime responsibility is to preserve and fully restore the Dry Mills Schoolhouse to protect it long term, to share the schoolhouse and museum with residents and visitors, to create and maintain dynamic, historically accurate curriculum to allow visitors a way to immerse themselves into the past and to work to make the museum viable long term through fundraising efforts. And to work to create networks and collaborations with other one room schoolhouses and historical organizations.

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

I have volunteered for various efforts at the Middle/High School - chaperone, concession stands, and project graduation. I volunteered for GNG Little League for 9 years managing teams, served on the board for 4 years and managed juniors softball another year beyond that. I was on the inaugural board for the GNG Youth Basketball Association which set up basketball for 3rd-8th graders. I set up winter league for HS Field Hockey, kept stats for HS Basketball, and recently ended 9 years volunteering as the dugout manager/scorekeeper for HS softball. I have been the Chair of the GNG Baseball/Softball Golf Tournament fundraising committee for 10 years. I recently finished 6 years on the Town Council including 4 years as Chair and 1 year as Vice Chair. During that time, I served 5 years on the Greater Portland Council of Government's Executive Committee, serving one year as 2nd Vice President and 1 year as President. I have also volunteered for other various organizations in the state such as Preble Street Soup Kitchen.

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

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

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

Thank you for your consideration!

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

Other

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Yes

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Yes

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Yes

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Yes

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# Submission #150

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## Submission information

Form: [Volunteer Resources](#)

Submitted by Anonymous (not verified)

June 12, 2023 - 5:42pm

98.2.198.20

**Application Date:** June 12, 2023

## Contact Details

**First/Middle Name:** Andrew D.

**Last Name:** Hersom

**Street/PO Box:** 41 Rustic Rd

**City, State, Zip:** Gray, ME, 04039

**Phone Number:** (207) 712-0975

**Email Address:** andrew.hersom@maine.edu

## Employment

**Occupation:** Lawyer (sitting for the bar and hopefully being admitted in Maine at the end of the summer).

**Present Employer:** Perkins Thompson, P.A. (Starting in September).

**Employer Phone Number:** (207) 774-2635

**Are you a Gray resident?** Yes

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

Ordinance Advisory Committee

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

I had the opportunity to work with this committee when I was an intern in the town's community development department, so I got to meet most of the players and see the type of work that they do. They play a major role in deciding what ordinances are going to look like, and since the town is governed by the ordinances, it's a

committee that adds a lot of value to the community. I want to be civically engaged in my community, and I think that the required workload for the Ordinance Advisory Committee is relatively modest. Since I'm starting a new job with a business law firm in downtown Portland in September, I want to be careful not to bite off more than I can chew.

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

I think my status as a lifelong resident of Gray provides me with an informed perspective on the community, and my relative young age might provide a unique perspective on some of the issues. Additionally, my legal training and areas of interest in land use and real estate give me a passing familiarity with some of the issues that are likely to come up, so it won't require too much for me to be brought up to speed, hopefully.

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

I'm a natural problem-solver. I think it's exciting to identify a problem or a need that the community has and try to figure out what can be done to fix or meet it. I'm also hyper-focused on details. I'm coming off of a position as the managing editor of a law journal, so I consider proof-reading and editing to be a real strong suit for me. I'm also good at working collaboratively. I'm very comfortable sharing my opinion but could also never be accused of being overbearing in a conversation, so I'm easy to work with.

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

As far as I can tell, the Ordinance Advisory Committee meets once a week at the most, and it's not a terribly long meeting. It seems, from my limited experience with the committee, that most of the drafting work is done elsewhere, and the Committee truly does serve an advisory role. The materials get sent out to the Committee before the meeting, and they review them so that they can contribute to a discussion about them when it's time to meet.

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

I was a part of the community service club when I attended Gray-New Gloucester High School in the early 2010s. I was also part of the Green Campus Work Group during undergrad in Castleton, VT. I've never volunteered for anything of this nature in the Town of Gray or any other municipality though.

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

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

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

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

Word of Mouth

**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

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Yes

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**current fiscal year from Jul 1 – Jun 30; Forseeable obstacles to attaining said goals; Fiscal resources anticipated 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

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Yes

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## TOWN OF GRAY

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

OFFICE OF THE TOWN MANAGER

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

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### REQUEST FOR PROPOSALS FOR MUNICIPAL AUDIT SERVICES

**Issued: March 13, 2023 | Due: April 10, 2023**

The Town of Gray, Maine (“the Town”) is seeking proposals from qualified Certified Public Accounting Firms to audit its financial statements for the fiscal year ending June 30 for three years from 2023 through 2025. (Two (2) additional one (1) year renewal options will be considered contingent upon mutual agreement of both parties.)

#### I. GENERAL INSTRUCTIONS

##### **A. Timeline for Selection & Project Completion**

The timing and sequence of events resulting from this Request for Proposals (RFP) will be determined by the Town. The expected timeline is as follows:

- March 24, 2023: Questions/clarifications regarding RFP due by 12:00 PM EST.
- March 29: Addenda issued, if needed, by 1:00 PM EST (via Town website only).
- April 10: Submissions due by 12:00 PM EST.
- By May 2: Submissions reviewed; Winning respondent recommended to Town Council at their scheduled regular meeting.
- By May 3: Winning respondent notified; contract negotiated.
- July 1, 2023: Date at which contract term will begin, pending approval of final contract by both parties.

##### **B. Submissions Format and Terms**

1. An electronic copy of the submission in PDF format shall be delivered via email to: Nate Rudy, Town Manager, Town of Gray at: [nrudy@graymaine.org](mailto:nrudy@graymaine.org). The email subject heading should be “Municipal Audit Service RFP response.”
2. Qualifications must be submitted to the Town by the time and date specified in section I.A.

3. It is the respondent's responsibility to ensure that submissions are received prior to the specified closing date and time. Submissions received after the specified closing date and/or time may not be considered. The Town shall not be responsible for the proper identification and handling of any qualifications submitted.
4. By submitting qualifications, a respondent is accepting the General Instructions, Terms and Conditions, and Evaluation and Selection Processes outlined in this RFP.

### **C. RFP Clarification and Pre-Submission Conference**

Questions and requests for clarification regarding this RFP must be directed via email to the person listed in Section I.B. Addenda will be issued, as needed, solely through the Town website at: [www.graymaine.org](http://www.graymaine.org).

## **II. SCOPE OF THE REQUEST FOR QUALIFICATIONS**

### **A. Introduction and Background**

Gray is in northern Cumberland County, which is in southern Maine. Located along the Maine Turnpike (I-95), Gray is home to 8,300 people and features lakes, open spaces, residential neighborhoods, and a Village Center that is a focus area for new development under the Town of Gray's 2020 Comprehensive Plan. The Town of Gray has a Council / Manager form of government, with the Town Manager operating as the administrative head of the Town. The Town currently has three active TIF (Tax Increment Financing) districts.

### **B. Scope of Work**

1. The Town desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with general accounting principles.
2. The financial statements shall be evaluated for conformity with generally accepted accounting principles and for compliance with state and federal laws.
3. The audit shall be a financial and compliance review of all account and funds of the Town.
4. The audit firm shall submit a written report, containing an expression of opinion regarding the financial statements of the Town.
5. The audit firm shall submit a management letter, which shall identify management and internal control weaknesses, if any, and propose steps to correct them.
6. The audit firm must help the Town prepare the financial statements and supplementary schedules in accordance with generally accepted accounting principles.

7. The audit shall be conducted to satisfy the requirements of the State of Maine Department of Audit and Title 30-A M.R.S.A., § 5823. (Pre-audit checklist provided to Town by Audit Firm)
8. The audit firm shall agree to make available its working papers upon request to meet any municipal financial needs, or Federal and State requirements.
9. The auditor shall meet with the Town's staff at the conclusion of the audit to review the auditor's findings. At least one additional public meeting with the Board of Selectmen will also be provided.
10. The Town views its engagement of an audit firm as an ongoing professional relationship in which the firm is expected to provide consultation services as required on auditing, accounting, and other fiscal management concerns throughout the year. Assistance requested by authorized agents of the Town and requiring substantial time on the part of the auditor (over one hour in any given week) is to be considered beyond the scope of the services and will be billed at the auditor's regular hourly rate. This does not include the actual audit or pre-audit.
11. The audit firm shall provide seven (7) printed copies of the auditor's report, the financial statements and schedules, and the management letter. An electronic version will also be provided.
12. The audit firm shall furnish adjusting entries and a beginning Trial Balance for General Ledger accounts within ninety (90) days of the close of the fiscal year.
13. Pre-audit work will begin in April or May of the fiscal year being audited and the audit to commence after the fiscal year's close.

### **III. QUALIFICATIONS PREPARATION AND SUBMISSION**

#### **D. Required Submission Content**

Responses to this RFP should include:

1. A summary of qualifications to perform a municipal audit.
2. A description of the audit firm and a summary of its prior experience.
3. Identification of the individual or project management team assigned to audit the Town. The individual or team leader must have at least three years municipal audit experience gained within the last ten (10) years.
4. A list of local government entities to whom you are currently providing audit services, including names, addresses and phone numbers of your primary contact.
5. A summary of the methodology to be used in performing the audit which should include a brief description of the type of audit and audit procedures. This information should be presented in a format that enables the Town to evaluate the firm's ability to identify, evaluate, and communicate on local governmental financial problems.

6. A chart of billing rates, fringe rates, subcontractor markup rates, and other cost information, including how mileage and travel time will be charged, that may apply to work related to the project. If a flat rate is proposed for a fixed service offering, the chart of rates should apply for any costs not covered under the fixed service proposal, and the rate for the fixed service should be identified separately.

Submissions must be limited to sixteen (16) pages total or less (including cover letter).

The submission must include the following information supporting the respondent's expertise in providing the required services:

1. Proof of insurance at levels required in the Terms of this RFP. (This is to be attached as an addendum and is not part of the submission page limit.)
2. The submission must be signed on a cover letter or elsewhere by the person submitting the submission or a duly authorized representative of the firm submitting the submission. The signature shall include the title of the individual signing the submission.

#### **IV. SUBMISSION EVALUATION**

The Town's selection will be made by the Gray Town Council based on a recommendation from the Town Manager, with input from the Town Finance Committee and Town Finance Director. The Town may request in-person visits, in Gray, with one or more respondents. The selection will be based on the following criteria:

1. Firm's Qualifications: Does the respondent have the support capabilities, including personnel and technology, to complete the audit? Has the respondent successfully completed previous audits of this type and scope? – 30 Points
2. Personnel Qualifications: Do the people who will work on the audit have the necessary skills? Are enough skilled people assigned to the audit? – 30 Points
3. Familiarity with and approach to municipal audits – 30 Points
4. Understanding of Gray's financial practices, and any other factors – 10 Points

The Town may in its sole discretion, also consider additional factors or modify the criteria set forth above.

## **V. PROPOSAL ACCEPTANCE**

Any respondent whose submission is selected will be expected to sign a contract with the Town.

The Town reserves the right to reject any or all the submissions and to waive any deviations or irregularities at its sole discretion. Any submissions received after the deadline may be rejected.

The Town may amend the terms or cancel this RFP any time prior to the execution of a contract for these services if the Town deems it to be necessary, appropriate, or otherwise in the best interests of the Town. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a firm's response not being considered.

## **VI. TERMS AND CONDITIONS**

**AUTHORITY:** This Request for Proposals ("RFP") of offers for professional services is issued in accordance with the Town Charter and fiscal policy of the Town.

**SCOPE:** The terms of this RFP apply in like force to this qualifications submission process and to any subsequent contract resulting therefrom.

**OWNERSHIP:** All responses to this RFP are to be the sole property of the Town. Respondents are encouraged not to include proprietary information in their responses. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.

Any product, whether acceptable or unacceptable, developed under any contract awarded resulting from the RFP is to be the sole property of the Town.

**INVESTIGATION:** Respondents submitting qualifications shall make all investigations necessary to inform themselves regarding the services(s) requested and to be performed under this RFP and any resulting contract(s). By submitting qualifications, a firm represents that it has read and fully understands this RFP and any addenda.

**CLARIFICATION OF RFQ:** Firms who request a clarification of the RFP requirements must submit questions in writing in the manner and by the deadline specified in Section I of this RFP or present them orally at a scheduled pre-submission conference if one has

been scheduled. All written questions must be received by the Town no later than the date or time stated herein. Oral instructions or information concerning this RFP provided by the Town or its employees and agents to prospective firms shall not bind the Town or its committees.

**ADDENDA:** Any substantive change or clarification to this RFP will be made by written addendum issued as specified in Section I. The Town is not responsible for any explanation, clarification, response, or approval made or given in any manner except by authorized addendum.

**ALTERNATE TERMS AND CONDITIONS:** Alternative terms and conditions are not encouraged and, unless explicitly accepted by the Town, are rejected.

**COST OF PREPARING QUALIFICATIONS:** This RFP does not commit the Town to pay any costs incurred by a firm in preparing and submitting qualifications or in making and preparing necessary investigations, studies, or designs, or for procuring or contracting for services to be furnished under this RFP.

**CANCELLATION:** The Town or its authorized staff or committees reserve the right to modify, revise or cancel this RFP, without liability to any firms at its sole discretion. The receipt and review of submissions or the completion of interviews do not obligate the Town or its authorized staff or committees to award a contract.

**LATE SUBMISSIONS:** Submissions received after the scheduled closing time for filing may be rejected by the Town and its authorized staff and committees, without liability to a firm. Respondents assume responsibility for timely submissions in accordance with this RFP. The Town and its authorized staff and committees shall have no obligation to consider late-filed submissions.

**SPECIFICATIONS AND STAFF ASSIGNMENT:** Firms must submit qualifications in accordance with the terms and conditions and the scope of services set forth in this RFP. The respondent must certify that the personnel identified in its response to this RFP will be the persons who will work on the project. Any additions, deletions, or changes in personnel from the submission during the agreement period must be approved by the Town, except for personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the Town. At its discretion, the Town may require the removal and replacement of any of the respondent's personnel who do not perform adequately, regardless of whether they were previously approved by the Town.

**PAYMENT:** Any payments to be made by the Town from any subsequent contract resulting from this RFP will be made by authorized personnel only.

**CONFLICT OF INTEREST:** A respondent submitting a submission thereby certifies that no elected or appointed official, agent or employee of the Town who has a pecuniary interest in this RFP has participated in the preparation of this RFP or contract negotiations; that the submission is made in good faith without fraud; that the respondent is competing solely on its own behalf without connection or obligation to any undisclosed person or firm and that the respondent (including all subcontractors) is able to perform all the services specified in this RFP without any conflict of interest. A breach of this provision shall be deemed an anticipatory default under the terms of any contract issued in accordance with the RFP.

**ASSIGNMENT:** The selected respondent will be prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, firm, company or corporation without the previous consent and approval in writing from the Town Manager.

**INSURANCE:** The selected firm shall be required to carry Professional Liability Insurance and General Liability Insurance. Submissions must specify the carrier and coverage limits of no less than \$1,000,000 per occurrence. A certificate of insurance shall be provided to the Town, providing that coverage shall not be cancelled without thirty days' notice.

**AWARD: All contracts based on competitive qualifications will be awarded according to the RFP provisions.** This RFP is not a commitment by the Town to enter into a contract for the services requested herein with any particular entity or firm. The Town reserves the right, in its sole discretion, to withdraw this RFP at any time prior to entering such a contract and/or to reissue the RFP later if, in the Town's sole estimate, it is in the best interest of the Town to do so. The Town and its authorized staff and committees reserve the right to reject any or all qualifications, wholly or in part, or to award multiple contracts in whole or in part, at its sole discretion. The Town and its authorized staff and committees also reserve the right at its sole discretion to waive any deviations or errors that are not material, do not invalidate the legitimacy of the submission, and do not improve the firm's competitive position. All awards will be made in the best interest of the Town.

**LICENSES:** The selected firm shall be responsible for obtaining and maintaining all necessary licenses, permits and authorizations to perform work in the United States, the State of Maine, and the Town of Gray, at no cost to the Town.

**PRICING:** The respondent agrees that its response will remain valid for ninety (90) days after the submission closing date and may be extended beyond that time by mutual agreement.

**COLLUSIVE BIDDING:** By submitting a response to this RFP, their signature on a submitted submission is a guarantee by the respondent that the prices quoted have been arrived at without collusion with other eligible contractors or any other persons or entities in a manner that has the effect, or potential effect, of precluding the Town from obtaining the lowest possible competitive price. A submission shall be signed by the person or persons legally authorized to bind a contractor to a contract.

**AUDIT REQUIREMENTS:** A firm that is awarded a contract under this RFP shall maintain such records as are required by the Town to allow the Town to fulfill its reporting requirements to the United States Environmental Protection Agency, the State of Maine, or other government agencies. A successful firm shall allow the Town or other agencies authorized by the Town, access to its records at reasonable hours, including all books, records, documents, and accounting procedures and practices relevant to the subject matter of the contract documents, for purposes of audit, for a minimum of six years.

**HOLD HARMLESS CLAUSE:** The selected firm shall indemnify the Town of Gray from all suits, actions or claims of any kind brought on account of any injuries or damages sustained by any person in consequence of any negligence in performing contract work, or on account of any act of commission by the firm or its employees, or from any claims or amounts arising or uncovered under any law, bylaw, ordinance, regulation, or decree, violated by such firm.

**VENUE:** The venue for any legal action or proceeding involving this RFP and any resulting contract shall be primarily by mediation, or as necessary in a court of competent jurisdiction in Cumberland County, Maine, without regard to conflicts of law principles.

Keel J. Hood, CPA  
P.O. Box 302  
Fairfield, ME 04937

April 7, 2023

Nate Rudy  
Town Manager  
Town of Gray, Maine

Dear Mr. Rudy,

I am pleased to submit my proposal for municipal audit services for the Town of Gray. I have carefully reviewed the request for proposal (RFP) and understand the scope of work required. My firm has extensive experience in providing high-quality audit services to local governmental entities in the state of Maine, and I am confident I can exceed your expectations.

1. Summary of Qualifications

My team has a strong background in municipal audits, with each member possessing the necessary knowledge and skills to ensure a thorough and accurate audit. Our qualifications include:

- Certified Public Accountants (CPAs) with specialization in governmental accounting and auditing.
- Members of the American Institute of Certified Public Accountants (AICPA).
- Commitment to continuing professional education in governmental auditing and accounting.

2. Audit Firm Description and Prior Experience

Keel J. Hood, CPA is a reputable audit firm with over 25 years of experience in providing audit services to local government entities. I have successfully completed audits for various municipalities, ensuring compliance with Generally Accepted Government Auditing Standards (GAGAS) and Maine state regulations. My clients appreciate my attention to detail, professional approach, and clear communication throughout the audit process.

### 3. Project Management

Project management, led by Keel J. Hood, CPA, has more than 25 years of municipal audit experience. Keel Hood will be responsible for overseeing the audit, ensuring its timely completion, and communicating with Town Officials.

### 4. Current Clients

- City of Hallowell; 1 Winthrop Street, Hallowell, ME 04347; (207)623-4021; Gary Lamb, City Manager
- Town of Fort Kent; 416 West Main Street, Fort Kent, ME 04743; (207)834-3090; Suzie Paradis, Town Manager
- Town of Embden; 809 Embden Pond Road, Embden, ME 04958; (207)566-5551; Charles E. Taylor, Select Board Chair

### 5. Audit Methodology

My methodology focuses on understanding the Town's financial operations, internal controls, and compliance with applicable laws and regulations. I will perform a risk-based audit, which allows me to identify potential areas of concern and allocate my resources effectively. My audit procedures will include, but not be limited to:

- Review of financial statements and supporting documentation.
- Testing of internal controls and assessment of their effectiveness.
- Compliance testing with applicable federal, state, and local regulations.
- Communication of audit findings and recommendations to Town Officials.

### 6. Billing and Cost Information

I provide competitive billing at a flat rate which covers the entire audit scope. I propose a fixed service fee of \$9,000 for the first of the three years, \$8,000 for the second, and \$7,500 for the third year.

Please find the required proof of insurance included as an addendum to this proposal. I confirm that this submission has been signed by an authorized representative of my firm.

I appreciate the opportunity to submit my proposal and look forward to the possibility of working with the Town of Gray. If you require any additional information or have any questions, please do not hesitate to contact me.

Sincerely,  
Keel J. Hood, CPA  
(207)453-2006  
kjhcpa@roadrunner.com

A handwritten signature in black ink that reads "Keel J. Hood, CPA". The signature is written in a cursive style with a large, stylized initial 'K'.

Keel J. Hood, CPA

encl: A, Proof of Insurance, General Liability

encl: B, Proof of Insurance, Professional Liability

A

**BUSINESSOWNERS DECLARATION  
BUSINESSOWNERS RENEWAL DECLARATIONS**

08

RENEWAL OF OHP 8670666

| Policy Number  | Policy Period<br>From To | Coverage is Provided in the | Agency Code |
|----------------|--------------------------|-----------------------------|-------------|
| OHP-8670666-16 | 04/04/2023 04/04/2024    | HANOVER INSURANCE COMPANY   | 360728000   |

**Named Insured and Address**

KEEL J. HOOD  
PO BOX 302  
FAIRFIELD ME 04937

**Agent**

800-403-2448  
USI INSURANCE SERVICES,LLC  
75 JOHN ROBERTS RD BLDG. C  
SOUTH PORTLAND, ME 04106

**Additional Property Coverages and Extensions:**

See attached Schedule for Additional Coverages provided for under this Policy.

**Additional Liability Coverages: General Liability Broadening Endorsement**

**General Liability Class:** 85088

**Description:** ACCOUNTING & BOOKKEEPING OFFICES

**Liability Exposure:** 1,960 Sq.FT

**Policy Forms, Endorsements and Optional Coverages Attached:**

See Forms and Endorsements Schedule

|  |                    |
|--|--------------------|
| <b>TOTAL BOP COVERAGE PREMIUM:</b>                           | <b>\$2,348.00</b>  |
| <b>BOP TERRORISM COVG (INCLUDED IN TOTAL POLICY PREMIUM)</b> | <b>\$ 30.00</b>    |
| <b>OTHER THAN FIRE FOLLOWING</b>                             | <b>\$ 12.00</b>    |
| <b>FIRE FOLLOWING</b>  | <b>\$ 18.00</b>    |
| <b>TOTAL UMBRELLA COVERAGE PREMIUM:</b>                      | <b>NOT COVERED</b> |
| <b>UMB TERRORISM COVG (INCLUDED IN TOTAL POLICY PREMIUM)</b> | <b>NOT COVERED</b> |
| <b>TOTAL POLICY PREMIUM IS:</b>                              | <b>\$2,348.00</b>  |

Countersigned this 4 Day of April 2023

  
 \_\_\_\_\_  
 Authorized Representative

**This Declarations Page with the Policy Contract, Forms and Endorsements, if any,  
Complete the Policy.**



Date Issued: 02/19/2023

ORIGINAL/INSURED

Payment Type: CUST SERV CTR-DIRECT BILL

**B**

DECLARATIONS  
ACCOUNTANTS PROFESSIONAL LIABILITY POLICY

-----  
PRODUCER BRANCH PREFIX POLICY NUMBER

**003613 970 APL 713721440**  
-----

INSURANCE IS PROVIDED BY  
CONTINENTAL CASUALTY COMPANY  
151 N. Franklin Street, CHICAGO, IL 60606  
A STOCK INSURANCE COMPANY  
REFERRED TO IN THIS POLICY AS WE, US, OR OUR.

1. Named Insured and Mailing Address

Keel J Hood, CPA  
P O Box 302  
Fairfield, ME 04937

\* \* \* \* NOTICE \* \* \* \* \*

THIS IS A CLAIMS-MADE AND REPORTED POLICY AND COVERS  
ONLY CLAIMS FIRST MADE AGAINST AN INSURED AND REPORTED  
IN WRITING TO THE COMPANY DURING THE POLICY PERIOD.  
PLEASE READ THIS POLICY CAREFULLY AND DISCUSS THE  
COVERAGE WITH YOUR INSURANCE AGENT.

-----  
2. POLICY PERIOD: FROM: 6/01/22 TO: 6/01/23 at 12:01 A.M.  
Standard time at your address shown above.

-----  
3. PRIOR ACTS DATE: 6/01/21 at 12:01 A.M.

-----  
4. DEDUCTIBLE: Per Claim Deductible \$5,000 or Aggregate Deductible \_\_\_\_\_

-----  
5. LIMITS OF LIABILITY: **(INCLUDES CLAIM EXPENSES UNLESS AMENDED BY ENDORSEMENT)**  
\$500,000 PER CLAIM  
\$1,000,000 AGGREGATE

-----  
6. FOR NON-RENEWAL: 30 days notice will be given you in accordance with policy conditions.

-----  
7. PRINTED ENDORSEMENTS ATTACHED AT POLICY ISSUANCE INCLUDE:

- G-127136-A(1/16) Policy
- G-127137-A(7/12) Declarations Page
- G-127157-A18(12/97) Nuclear Energy & Pollution Excl.
- G-127164-A18(6/97) Amend. Termination Provisions - ME
- G-127165-AC18(11/07) Amend. Endorsement - ME
- G-141584-A(6/03) Policyholder Notice
- CNA90673XX-(11/17) Amend Limits of Liability Endorsement
- G-127152-AC(5/06) Claim Expenses Outside Limits
- G-127160-A Sole Owner Death / Disability ECRP

B

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8.       \$894.00       ANNUAL PREMIUM

---

9. WHO TO CONTACT TO REPORT A CLAIM OR POTENTIAL CLAIM:

Director of Claims  
Accountants Professional Liability  
CNA Insurance Companies  
151 N. Franklin Street  
Chicago, IL 60606  
APLNewLoss@CNA.com

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THIS POLICY IS NOT VALID UNTIL SIGNED BY OUR AUTHORIZED REPRESENTATIVE.



---

Authorized Representative



# MAINE MUNICIPAL ASSOCIATION SINCE 1936

60 Community Drive | Augusta, ME 04330-9486  
1-800-452-8786 (in state) | (t) 207-623-8428

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Catherine Conlow, MMA Executive Director

DATE: July 7, 2023

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

**Deadline: Friday, August 18, 2023, by 12:00 noon**

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**Nomination Process** – Each year member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and on the MMA Executive Committee. The MMA Nominating Committee completed its task in May and put forth the 2024 Proposed Slate of Nominees to member municipalities.

**Petition Process** – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 7, by 4:30 pm. There were no municipal officials nominated by petition.

***It is now time for each member municipality to cast its official vote.***

**Election Process** – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “*Write-in Candidates*” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers **or** a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 18, 2023. We have enclosed a self-addressed self-stamped envelope for your convenience. MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Elaine Aloes, Chair of the Selectboard, Town of Solon.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at [www.memun.org](http://www.memun.org) the following Monday. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held on Wednesday, October 4. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2024.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at [tchavarie@memun.org](mailto:tchavarie@memun.org). Thank you.

**MAINE MUNICIPAL ASSOCIATION  
BIOGRAPHICAL SKETCH OF  
PROPOSED SLATE OF NOMINEES FOR 2024 EXECUTIVE COMMITTEE**

**MMA VICE PRESIDENT  
(1-Year Term)**

**MELISSA DOANE (TOWN MANAGER, TOWN OF BRADLEY)**

**Professional & Municipal Experience:**

- Town Manager, Clerk, Treasurer, Tax Collector, General Assistance Administrator, Registrar of Voters and Road Commissions, Town of Bradley, Maine (2005 – present)
- Membership Coordinator, GrowSmart of Maine (2016 – 2020)
- Secretary/Administrative Assistant, Roy Associates, CPAs (2004 – 2005)
- Administrative Assistant/Town Agent, Town of Bradley, Maine (1998 – 2004)
- Coor, Clinical Operations/Secretary/Patient Accounts/Registrations, Neurology Associates, (1994 – 1998)
- Secretary/Receptionist, Dr. James Iannetta Medical Office (1991 – 1994)

**Other Experience, Committees and Affiliations:**

- Member, MMA Executive Committee (2019 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2019 – present)
- Member, MMA Workers Compensation Fund Board of Trustees, (2019 – present)
- Member, MMA Strategic & Finance Committee (2019 – present)
- Member, Executive Board, Municipal Review Committee (2021 – present)
- Member, Executive Board, Maine Town, City & County Management Association (2016 – present)
- Co-Chair Membership Committee, Maine Town, City & County Management Association (2016 – 2020)
- Chair, Sponsorship Committee, Maine Town, City & County Management Association (2020)
- Member, Maine Town, City & County Management Association (2005 – present)
- Member, Maine Town & City Clerks Association
- Member, Maine Municipal Tax Collectors & Treasurer Association
- Member, Maine Welfare Directors Association
- President, Executive Board, Living History Museum, Maine Forest and Logging Museum

**Education:**

- Business Management Studies, Husson College
- Associate degree, Business Management, Beal College
- Associate degree, Office Management, Beal College
- Associate College Preparation, Foxcroft Academy

**Awards and Certifications:**

- Certified Municipal Manager, Maine Town, City & County Management Association
- Rookie of the Year Award, Maine Town, City & County Management Association (2009)
- State of Maine Notary
- State of Maine Dedimus Justice

**MMA EXECUTIVE COMMITTEE MEMBERS**  
**(3-Year Terms)**

**SHILOH LaFRENIERE (TOWN MANAGER, TOWN OF JAY)**

**Professional & Municipal Experience:**

- Town Manager, Town of Jay (2014 - present)
- Treasurer, North Jay and Jay Village Water District (2005 - 2022)
- Code Enforcement Officer, Town of Jay (1997 - 2014)
- Environmental Cod Administrator, Town of Jay (1997 - 2010)
- Wellness Coordinator, Town of Jay (2005 - 2014)
- E911 Addressing Officer, Town of Jay (2010 - 2014)
- Deputy Finance Director, Town of Jay (2012 - 2014)

**Other Experience, Committees and Affiliations:**

- Institute for Civic Leadership, Maine Development Foundation (2022)
- Member, Maine Town, City & County Management Association (2014 - present)
- Maine Town, City and County Management Association, Ethics Committee (2020 - present) and Membership Services Committee (2021 - present)
- Androscoggin Valley Council of Governments, Vice President (2022 - present); Executive Committee (2019 - present)
- Past Member of the State of Maine Technical Building Codes and Standards Boards (2008 - 2014)
- NorthStar Ambulance Advisory Board (2014 - present)
- Member, Jay-Livermore-Livermore Falls Chamber of Commerce (2014 - present)

**Education:**

- BS in Business Management, Liberty university, Lynchburg, VA (December 1996)

**Awards and Certifications:**

- Rising Star Award, Maine Town, City & County Management Association (2017)
- State of Maine Notary

**NATHANIEL RUDY (TOWN MANAGER, TOWN OF GRAY)**

**Professional & Municipal Experience:**

- Town Manager, Town of Gray (2021 - present)
- City Manager, City of Hallowell (2016 - 2021)
- Executive Director, Waterville Creates (2014 - 2016)
- Director of Planning and Development, City of Gardiner (2011 - 2014)
- Business Development Specialist (2010 - 2011)

**Other Experience, Committees and Affiliations:**

- Member, Maine Municipal Association Legislative Policy Committee (2018 - 2021; 2022 - present)
- Member, Governor's Commission on Volunteerism aka Volunteer Maine (2020 - 2023)
- Board of Directors, Maine Council on Aging (2019 - 2023)
- Program Advisory Committee, University of Maine School of Architecture (2016 - present)
- Board of Directors, EcoMaine (2021 - 2022)
- Board of Directors and Treasurer, Kennebec Valley Humane Society (2019 - 2021)
- Board of Directors, Delta Ambulance (2017 - 2021); Vice President (2020 - 2021); Finance Committee (2019 - 2021)
- General Assembly, Kennebec Valley Council of Governments (2016 - 2017 and 2020 - 2021); Secretary of Executive Committee (2016 - 2017)
- Board of Directors, Independent Retailers Shared Services Collaborative (2012 - 2021); Treasurer (2012 - 2021)
- Board of Directors, Maine Craft Association (2012 - 2018; Vice President, 2014 - 2018)

## **NATHANIEL RUDY (TOWN MANAGER, TOWN OF GRAY) (continued)**

- Executive Director and Board Secretary, Gardiner Board of Trade (2011 - 2014)
- International City / County Managers Association
- Maine Town / City / County Managers Association
- Maine Association of Realtors (2013 to 2020)

### **Education:**

- Master of Business Administration, 4.0 GPA, Thomas College, Waterville, Maine
- B.S., Environmental Science and Engineering, Cum Laude, 3.5 GPA
- Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, Virginia
- Harvard Kennedy School Executive Education Program, Negotiation Strategies (2023)
- Harvard Kennedy School Executive Education Program, State and Local Government (2019)
- New England Economic Development Course, Thomas College (2010)
- Graduate studies in Civil and Environmental Engineering, Virginia Tech

### **Awards and Certifications:**

- Certified Manager, International City / County Managers Association (2023)
- Certified Manager, Maine Town / City / County Manager Association (2019 - 2025)
- Community Development Block Grant Administrator (2018)
- Build Maine Conference Team, Lewiston, Maine (2017 - 2021)
- CityWorks(X)po Conference Fellow, Roanoke, Virginia (2017)
- Maine Licensed Real Estate Broker (2013 - 2020)
- Lead on several Grant Awards (e.g., *US Environmental Protection Agency Brownfields Assessment grant; Maine Bureau of Parks and Lands Submerged Lands Program, Harbor Management and Access Grant Program; Maine Centers for Disease Control and Prevention, Keep ME Healthy grant; Hallowell Fire Station construction grant, private and donation; American Association of Retired People Age-Friendly Community Assessment grant; Harold Alfond Foundation grant; Orton Family Foundation Heart & Soul Community Planning grant; National Park Service Preserve America grant, etc.*)

## **DINA WALKER (SELECTPERSON, TOWN OF WELD)**

### **Professional & Municipal Experience:**

- Selectperson, Assessor and Overseer of the Poor, Town of Weld (2021 – current)
- Election Day Volunteer, Town of Weld (2019 – current)
- Partner, Jones Day (Law Firm), Beijing, China (2016 – 2018)
- International Partner, King & Wood Mallesons (Law Firm), Beijing, China (2012 – 2016)
- Managing Associate, Linklaters LLP (Law Firm), Beijing, China (2011 – 2012)
- Senior Associate, Dewy & LeBoeuf LLP (Law Firm), Beijing, China and Houston, Texas (2009 – 2011)
- Associate, Baker & Daniels, LLP (Law Firm), Indianapolis, Indiana (2005 – 2009)
- Judicial Law Clerk, the Honorable Richard K. Eaton, US Court of International Trade (2004 – 2005)

### **Other Experience, Committees and Affiliations:**

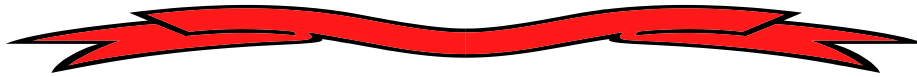
- *Rutgers Law Review*, Editor-in-Chief (2003 – 2004)
- Founder and Organizer, Women’s International Forum on Energy (2013 -2016)

### **Education:**

- Rutgers University School of Law, Newark, New Jersey, J.D. (2004)
- University of Pennsylvania, Philadelphia, Pennsylvania, B.A., International Relations (2000)

### **Awards and Certifications:**

- *The Legal 500 (2016)*: “Highly Recommended” Lawyer In the Areas of Projects and Energy (China)
- State of New York, Bar Admission (retired)
- State of Indiana, Bar Admission (inactive)



**MAINE MUNICIPAL ASSOCIATION  
VOTING BALLOT**

**Election of MMA Vice President and Executive Committee Members**  
*Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 18, 2023*

**VICE-PRESIDENT - 1 YEAR TERM**

**Vote for One**

**Proposed by MMA Nominating Committee:**

**Melissa Doane, Town Manager, Town of Bradley**

**EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM**

**Vote for Three**

**Proposed by MMA Nominating Committee:**

**Shiloh LaFreniere, Town Manager, Town of Jay**

**Nathaniel Rudy, Town Manager, Town of Gray**

**Dina Walker, Selectperson, Town of Weld**

*Please note that unlike municipal elections, MMA does not provide for “Write-in Candidates” since our process includes an opportunity to nominate a candidate by petition.*

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

**Date:** \_\_\_\_\_ **Municipality:** \_\_\_\_\_

**Signed by a Municipal Official designated by a majority of Municipal Officers:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Position: \_\_\_\_\_

**OR Signed by a Majority of Municipal Officers** **Current # of Municipal Officers:** \_\_\_\_\_

Print Names: \_\_\_\_\_ Signatures: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Return To:**  
**MMA Annual Election**  
**Maine Municipal Association**  
**60 Community Drive**  
**Augusta, Maine 04330**  
**Email: [tchavarie@memun.org](mailto:tchavarie@memun.org)**

## MEMO

July 12, 2023

FROM: Kristen Muszynski, Planning Dept  
TO: Gray Town Council, Manager Nate Rudy  
RE: Village Area Loop Trail Gateway Extension Funding

### **Introduction**

The council is asked to consider an additional funding allocation of \$14,000 for construction of the Village Area Loop Trail (VALT) extension on the gateway property, which would allow for installation of fencing along an abutting property line, as shown on the approved plans.

### **Background**

As you know, this trail extension is funded by a Community Development Block Grant (CDBG) of \$66,877.

The design work from Sebago Technics cost \$14,000, leaving \$52,877 remaining.

The lowest bid we received for construction was \$94,231. The reviewing committee chose this bid, and the council approved it, with the caveat that we would have to reduce the scope to bring the construction within the remaining budgeted funds.

The scope of the project was significantly reduced, with elimination of two trail segments and most of the plantings. Sebago Technics provided an updated plan set for construction reflecting these changes.

In contract negotiations with the contractor for the Village Area Loop Trail, we have determined that we cannot afford to install the fencing around the abutting Goodridge property, which we had presented publicly as being part of the plans. As noted, we have already reduced the scope significantly to stay within the allotted CDBG funds, but the actual quotes for the fencing came in 3x higher than anticipated in the original estimate.

I have corresponded with the contractor regarding our ability to further reduce plantings and bench pads and use those funds toward the fencing, but he said it only comes out to about \$3,000 of an approximately \$14,000 expense and that a reduced amount of fencing would also likely incur an increased per foot cost.

Thus, it appears our most reasonable course of action is to build out the trail and buffer plantings as shown on the approved plan (attached), and hold off on fence installation unless/until we can acquire additional CDBG funding or other funding.

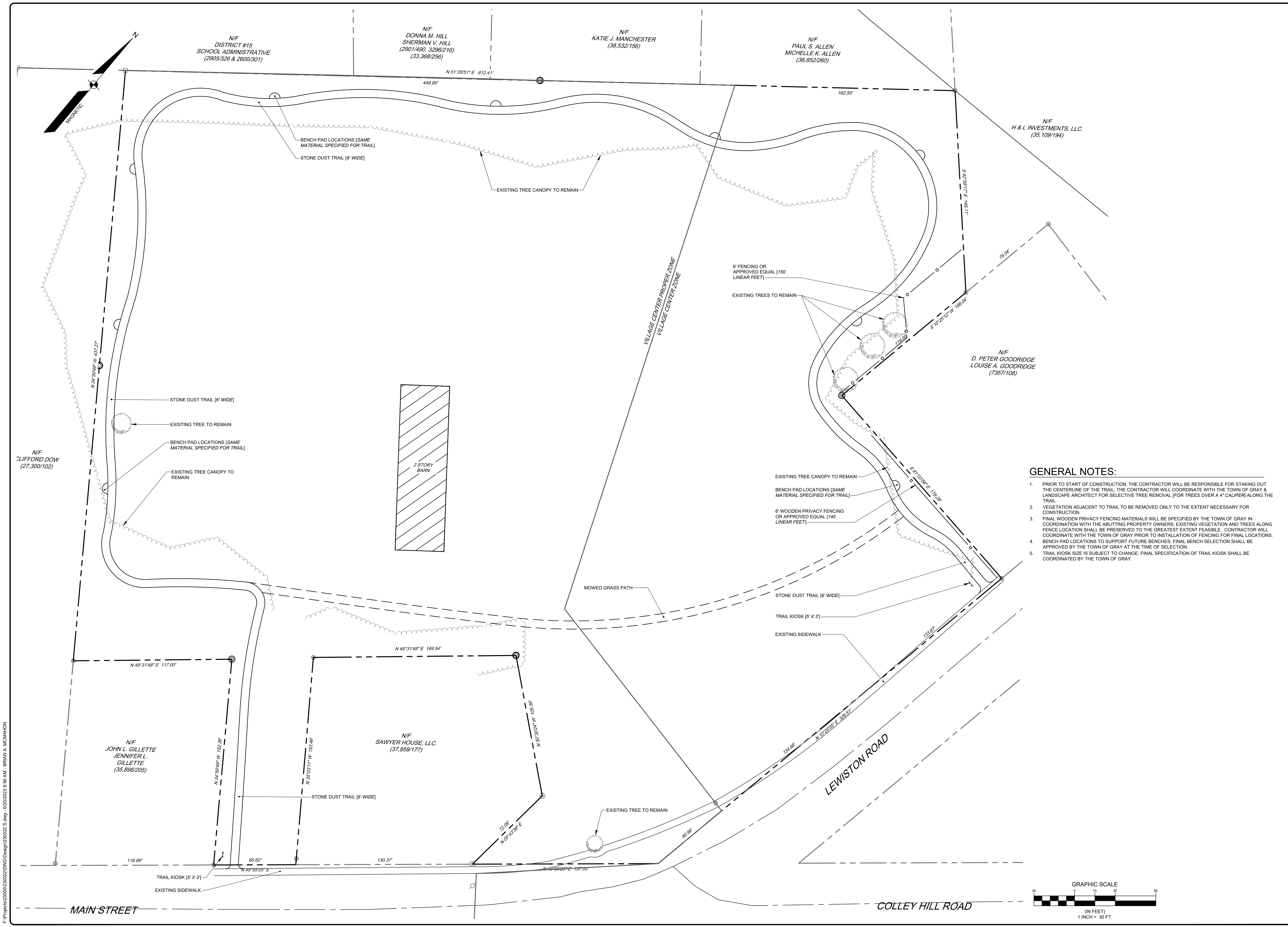
However, as we had multiple public discussions with the Goodridges and publicly presented plans showing the fencing along their property line, I am seeking guidance from the council on how to proceed now that we have determined the fencing is outside the scope of our budgeted CDBG funds.

### **Action Item**

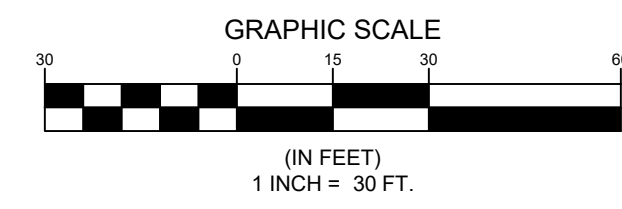
The deadline for this work to be completed is the end of 2023, per the CDBG requirements, and the contractor is looking for a go/no-go on the signing the contract for the project so he can work it into his schedule, as this time through EOY is his busy season and his time is booking up quickly.

Does the council want to consider allocation of additional funding to include the fencing installation as part of this pending construction contract, or do we need to consider the fencing as part of a “phase II” at a later date, potentially with additional CDBG funding, and give the abutters an estimated timeline for installation?

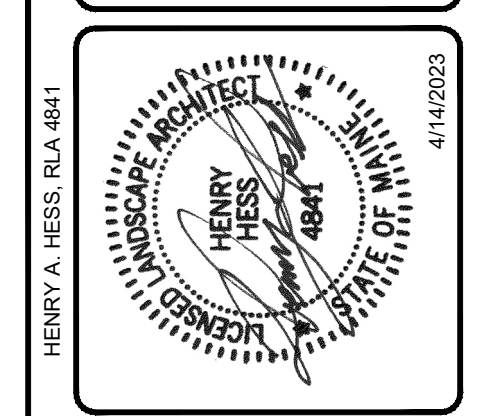
Thank you for the timely consideration to keep this project moving forward.



- GENERAL NOTES:**
1. PRIOR TO START OF CONSTRUCTION, THE CONTRACTOR WILL BE RESPONSIBLE FOR STAKING OUT THE CENTERLINE OF THE TRAIL. THE CONTRACTOR WILL COORDINATE WITH THE TOWN OF GRAY & LANDSCAPE ARCHITECT FOR SELECTIVE TREE REMOVAL (FOR TREES OVER A 4" CALIPER) ALONG THE TRAIL.
  2. VEGETATION ADJACENT TO TRAIL TO BE REMOVED ONLY TO THE EXTENT NECESSARY FOR CONSTRUCTION.
  3. FINAL WOODEN PRIVACY FENCING MATERIALS WILL BE SPECIFIED BY THE TOWN OF GRAY IN COORDINATION WITH THE ADJUTING PROPERTY OWNERS. EXISTING VEGETATION AND TREES ALONG FENCE LOCATION SHALL BE PRESERVED TO THE GREATEST EXTENT FEASIBLE. CONTRACTOR WILL COORDINATE WITH THE TOWN OF GRAY PRIOR TO INSTALLATION OF FENCING FOR FINAL LOCATIONS.
  4. BENCH PAD LOCATIONS TO SUPPORT FUTURE BENCHES; FINAL BENCH SELECTION SHALL BE APPROVED BY THE TOWN OF GRAY AT THE TIME OF SELECTION.
  5. TRAIL KIOSK SIZE IS SUBJECT TO CHANGE. FINAL SPECIFICATION OF TRAIL KIOSK SHALL BE COORDINATED BY THE TOWN OF GRAY.



PLS OR PE



|     |           |                    |
|-----|-----------|--------------------|
| HAH | 4/14/2023 | SUBMISSION TO TOWN |
| REV | BY        | DATE               |
| A   | HAH       | 4/14/2023          |

STATUS: SUBMISSION TO TOWN

THIS PLAN SHALL NOT BE COPIED WITHOUT WRITTEN PERMISSION FROM SEBAGO TECHNICS, INC. ANY ALTERATIONS, AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO SEBAGO TECHNICS, INC.

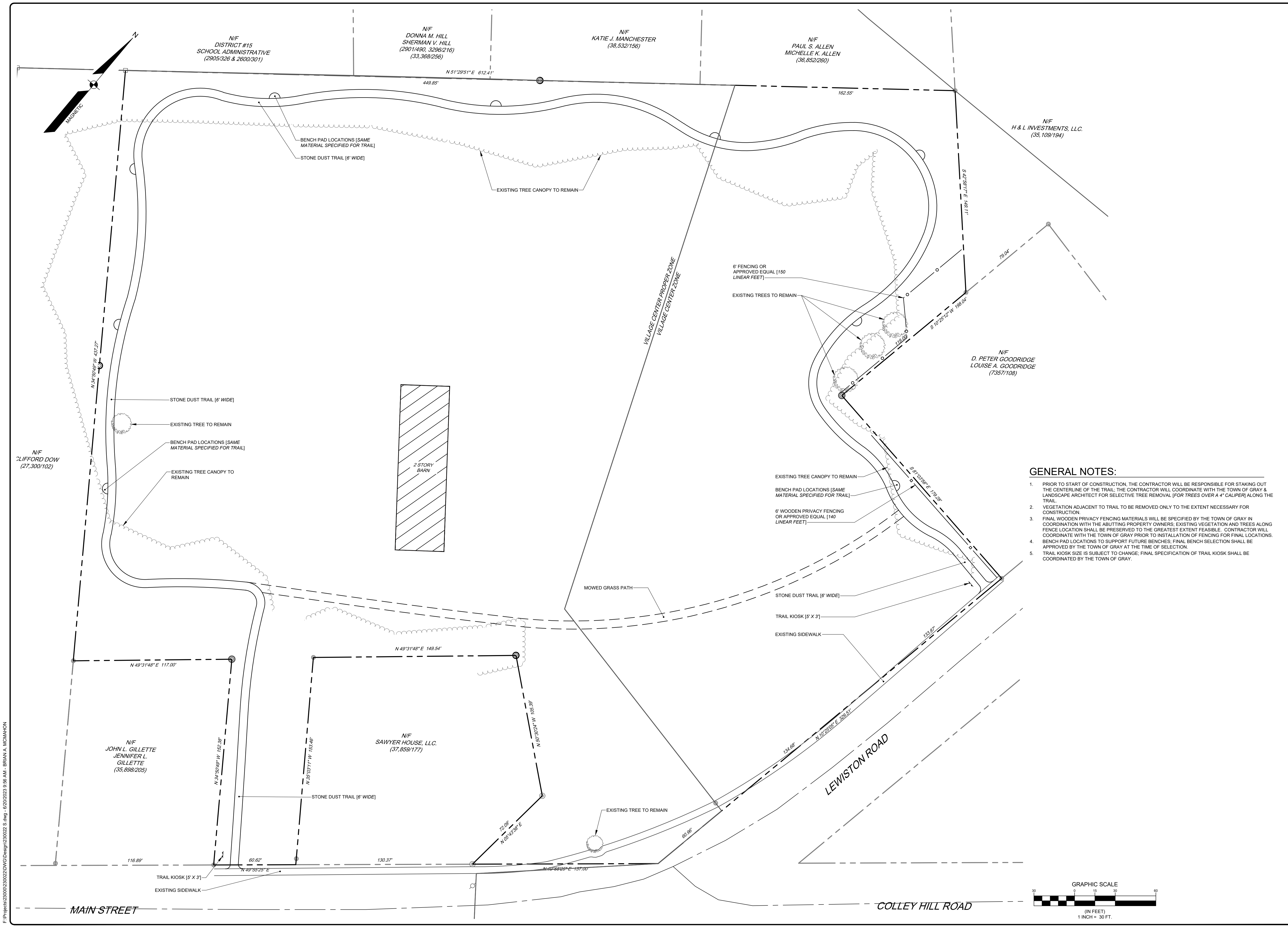
**SEBAGO TECHNICS**  
 WWW.SEBAGOTECHNICS.COM  
 75 John Roberts Rd.  
 Sullis, IA  
 South Portland, ME 04106  
 Tel. 207-200-2100

**OVERALL SITE PLAN**  
 OF:  
**VILLAGE AREA LOOP TRAIL**  
 33 MAIN STREET  
 GRAY, ME 04039  
 FOR:  
**TOWN OF GRAY**  
 24 MAIN STREET  
 GRAY, ME 04039

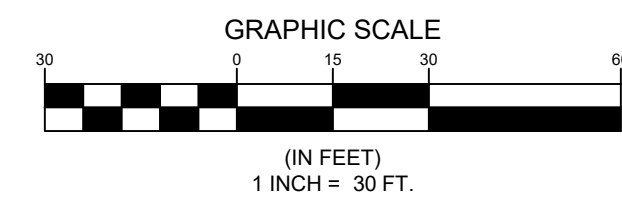
|          |            |
|----------|------------|
| DESIGNED | BAM        |
| DRAWN    | RGL        |
| CHECKED  | HAH        |
| DATE     | 02-24-2023 |
| SCALE    | 1" = 30'   |
| PROJECT  | 230022     |

**SHEET 3 OF 7**

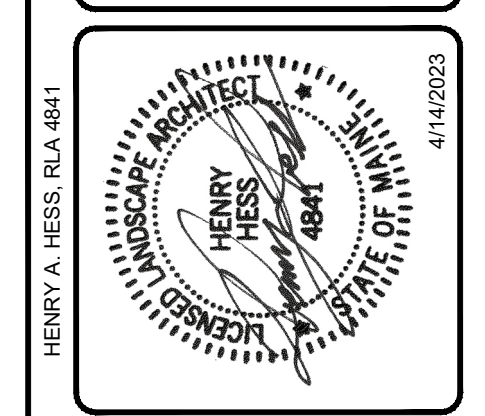
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- GENERAL NOTES:**
1. PRIOR TO START OF CONSTRUCTION, THE CONTRACTOR WILL BE RESPONSIBLE FOR STAKING OUT THE CENTERLINE OF THE TRAIL. THE CONTRACTOR WILL COORDINATE WITH THE TOWN OF GRAY & LANDSCAPE ARCHITECT FOR SELECTIVE TREE REMOVAL (FOR TREES OVER A 4" CALIPER) ALONG THE TRAIL.
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PLS OR PE



|     |           |                    |
|-----|-----------|--------------------|
| HAH | 4/14/2023 | SUBMISSION TO TOWN |
| REV | BY        | DATE               |
| A   | HAH       | 4/14/2023          |

STATUS: SUBMISSION TO TOWN

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**SEBAGO TECHNICS**  
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 75 John Roberts Rd.  
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 South Portland, ME 04106  
 Tel. 207-200-2100

**OVERALL SITE PLAN**  
 OF:  
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 33 MAIN STREET  
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 FOR:  
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|          |            |
|----------|------------|
| DESIGNED | BAM        |
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| CHECKED  | HAH        |
| DATE     | 02-24-2023 |
| SCALE    | 1" = 30'   |
| PROJECT  | 230022     |

**SHEET 3 OF 7**

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230022\_S.dwg TAB:OVERALL SITE PLAN

## MEMO

Wednesday, July 5, 2023

TO: Gray Town Council  
FROM: Planning Department/Public Works/Consulting Engineer  
RE: Winter Maintenance Request: Woodcock Drive in Stillwater Pines Subdivision

The town is in receipt of a Request for Winter Maintenance via Rural Public Street Easement for Woodcock Drive, located off Yarmouth Road, *Map 44 Lot 032-112-014*. The request is from Mr. Ben Grover, the developer of the Stillwater Pines subdivision as well as the Woodcock Road Association.

Mr. Grover is the owner of the portion of Woodcock Drive that is within the Stillwater Pines subdivision. The original section of Woodcock Drive is owned by the Woodcock Road Association. This application is for the entirety of the existing road, so you will find in your packet the easement forms from both parties.

Stillwater Pines subdivision, Phase I, was approved in July 2021 with 13 house lots; 10 previously existing lots also use the original section of Woodcock Drive. Woodcock Drive is currently 2,500 linear feet and Mr. Grover/WRA is requesting that the town plow the road beginning this coming winter, 2023-2024.

Regarding the process: The Town has a Contract Zoning Agreement associated with the Stillwater Pines subdivision development, which includes a town easement over Woodcock Road for access to the property that will be deeded to the town for playing fields. The CZA language explicitly *does not* exempt the development from the provisions of the Street Ordinance, 400.2.2 and 400.2.4.

Mr. Grover intends to transfer the subdivision portion of the road to the Stillwater Pines Homeowners' Association upon the completion of Phase II of the subdivision, which is currently under review before the Planning Board.

Public Works Comment: Interim Public Works Director Tim Estes advised that winter maintenance for this road would cost \$2,440, based on the FY23 contract prices, which are expected to increase for FY24. The exact rate of the new FY24 contract is not yet known and will be negotiated after passage of the FY24 town budget.

Inclusion of estimated funding for plowing of this road in the 2024 plowing budget was discussed and approved at the council workshop on March 16, 2023.

Mr. Estes has submitted the "determination of adequate condition" form, attached, acknowledging that the road is in acceptable condition for winter maintenance.

Engineering Comment: Consulting engineer Will Haskell has submitted the "determination of adequate condition" form, attached acknowledging that the road is in acceptable condition for winter maintenance. *For additional information, see attached final inspection report of December 14, 2022.*

Planning Department Comment

The road meets the provisions of the Street Ordinance, Chapter 400, Section 2.4 “Public Easement for Winter Maintenance Standards for Post-1998 roads” with the exception for the total number of dwelling units, as permitted by the CZA.

Phase I of the subdivision is now complete and at 100% occupancy, exceeding the 75% occupancy threshold for consideration.

Planning staff support acceptance of this road for winter maintenance, based on its current conditions and the reviews from Public Works and our consulting engineer.

**DRAFT MOTION:**

Move to accept the easement for winter maintenance on the entire length of Woodcock Drive, to include both the original section and the section of the road within Phase I of the Stillwater Pines subdivision, and approve addition of the 2,500 linear feet of road to the FY 24 winter maintenance contract, at the negotiated rate, per available funds in the approved FY24 municipal budget.

## Request for Winter Maintenance via Rural Public Street Easement

Stillwater Pines March 7, 2023 Completed October 2022  
 Name of Subdivision Date of Application Date (year) of Road Completion

Name of Road Association Incorporated? Y Y or N Name of Association President  
 Stillwater Pines Homeowners Association Benjamin C. Grover  
 Name of Designated Liaison Address Ben Grover Phone # (207) 829-3373 e-mail ben@ahgrover.com  
 Liaison information to be updated on September 1<sup>st</sup> of each year hereafter.

### Complete for all Roads

Length of roadway in feet 2500 ft.  
 4 or more of Year Round Dwellings Y Y or N  
 20' Easement Y Y or N  
 Road travel Portion 10' with a total of 18' Y Y or N  
 6" Gravel Base Y Y or N  
 13.5' Overhead Clearance Y Y or N

### Complete for Roads Constructed After October 1, 1998

Have at least 75% of proposed dwellings received Cert. of Occupancy? Y Y or N  
100%

| Specs and Conditions                                      | Required for Rural Public Easement Street | Provided for this Road? | Compliant Y or N |
|---|---|-------------------------|------------------|
| A. Minimum width right of way <sup>1</sup>                | 50 ft <sup>5</sup>                        | <u>60</u> ft.           | <u>Y</u>         |
| B. Minimum grade  | 1 percent                                 | <u>3</u> %              | <u>Y</u>         |
| C. Maximum grade  | 10 percent <sup>3</sup>                   | <u>6</u> %              | <u>Y</u>         |
| D. Maximum grade within 75 ft of intersection             | 3 percent                                 | <u>3</u> %              | <u>Y</u>         |
| E. Width of shoulders on each side                        | 2 ft (gravel)                             | <u>2</u> ft.            | <u>Y</u>         |
| F. Minimum travel way width                               | 18 ft                                     | <u>20</u> ft.           | <u>Y</u>         |
| G. Aggregate sub-base course gravel                       | 15 inches                                 | <u>18</u> inches        | <u>Y</u>         |
| H. Aggregate upper base crushed gravel                    | 3 inches                                  | <u>3</u> inches         | <u>Y</u>         |
| I. Bituminous paving                                      | 3-1/4 inches                              | <u>3 1/4</u> inches     | <u>Y</u>         |
| J. Minimum curb radii:<br>Roads constructed prior to 2010 | 3 inches                                  | <u>N/A</u> inches       | <u>N/A</u>       |
| 90 degree intersections                                   | 15 ft                                     | <u>15</u> ft.           | <u>Y</u>         |
| Less than 90 degrees                                      | 20 ft                                     | <u>20</u> ft.           | <u>Y</u>         |
| K. Minimum dwelling units                                 | 11  | <u>13</u> units         | <u>Y</u>         |
| L. Maximum dwelling units                                 | 25  | <u>25</u> units         | <u>CZA-Y</u>     |

<sup>1</sup> Where road grading extends beyond the specified right of way width, the right of way shall be widened at that location to include the areas of extended grading

<sup>2</sup> Increase to 1 percent grade with open drainage system

<sup>3</sup> Road sections of less than 500 feet length can add 2 percent to the maximum grade provided that such sections are separated by a minimum distance of 500 feet and do not exceed the limitations of Section 401.13.16.A.5 for horizontal curvature of the road.

<sup>4</sup> Streets serving more than 100 homes shall meet the sub-collector standards with four (4 in) inch pavement per Section 401.13.16 C.2.

<sup>5</sup> Upgrades of existing roads under Section 401.13.16.7 may be done on a "three-rod road" with a right of way measuring 49.5 feet. [Adopted 5-17-2011]

### Checklist for all Requests

- Recorded public easement (One signed by each property owner (all for each lot if multiple owners) if Assoc. is not incorporated) 2.2.C Wayne Wood Preparing
- General Release providing Town access to the road. (One signed by each property owner if Assoc. is not incorporated) 2.2.D
- Hold harmless agreement (One signed by each property owner if Assoc. is not incorporated) 2.2.E
- Public Works Director Certification 2.2.F
- Scaled site plan depicting layout of road 2.2.G on file with Town
- Written Recommendations of 2.2.J
  - Public Works Director
  - Town Engineer

Town Atty Dale lined 10-31-11  
PUBLIC EASEMENT DEED

KNOW ALL PERSONS BY THESE PRESENTS that Stillwater Pines Homeowners Association, a Maine incorporated road association with a principal place of business in Gray, County of Cumberland, State of Maine and a mailing address of P.O. Box 301, Cumberland, Gray, Maine 04039 ("Grantor"), does hereby grant to the TOWN OF GRAY, a municipal corporation existing under the laws of the State of Maine with a mailing address of 24 Main Street Maine 04039 ("Town"), its successors and assigns, with warranty covenants, a public easement for the purposes of winter maintenance on Woodcock Road in the Stillwater Pines Subdivision, in the Town of Gray, County of Cumberland, and State of Maine, all as more particularly described as "Easement Area" on Exhibit A attached hereto and incorporated herein, together with the perpetual right, but not the obligation, to enter at any and all times with persons and machines upon said Easement Area, with the right, but not the obligation, to conduct winter maintenance including sanding, salting and plowing the roadway per the terms of the "Gray Street Ordinance Sections 2.2, and 2.3 or 2.4" as applicable per "Exhibit B." When any such winter maintenance is undertaken by the Town or its agent(s), the work shall be performed in a reasonably workmanlike manner and at the Town's sole expense; provided, however, nothing herein shall obligate the Town or its agent(s) to perform any such winter maintenance if it elects in its sole discretion not to do so and notifies the Grantor herein reasonably in advance .

Grantor agrees and covenants for itself, its successors and assigns, not to construct or erect or cause or allow to be constructed or erected any building, structure or other obstruction within the limits of the Easement Area herein conveyed.

IN WITNESS WHEREOF, Benjamin C Grover, President of the said Grantor, has hereunto set his/her hand and seal this 7 day of March, 2023

Marina Grover Lambert  
Witness

Stillwater Pines Homeowners Association  
By: Benjamin C Grover  
Its: President, duly authorized

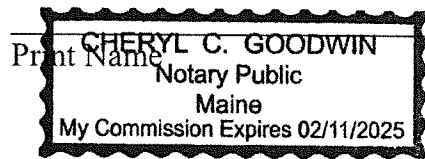
STATE OF MAINE

CUMBERLAND, ss.

March 7, 2023

Personally appeared before me the above-named Benjamin C. Graves President of Homeowners Association and acknowledged the foregoing instrument to be his/her free act and deed and the free act and deed of Stillwater Pines Homeowners Association

Cheryl C. Goodwin  
Attorney at law/Notary Public



# Request for Winter Maintenance via Rural Public Street Easement

## TOWN OF GRAY

### INDIVIDUAL PRIVATE PROPERTY OWNER GRANT OF RIGHTS AND RELEASE

In consideration of possible public easement maintenance by the Town and in acknowledgement of the terms of the "Town of Gray Public Easement Road Policy" (hereinafter "Policy") as approved by the Gray Town Council on September 1, 1998, as the same may be revised from time to time, I/we, the undersigned owner(s) of a property located in Gray on Woodcock Road, an unaccepted road in Gray, do hereby represent that I/we own a portion or all of said road and/or have the right to pass over said road and/or that public easement exists in said road or, if not, then I/we hereby make the necessary grant or dedication to the Town of Gray to create such a public easement in that portion of the road over which I/we have control, without claim for money damages. I/we recognize that the Town of Gray will obtain by this instrument certain rights, but not obligations, contained in the Policy, and I/we do hereby release, defend and hold harmless the Town of Gray, its officers, agents and employees regarding any and all liability for personal injury and damage (other than that caused by bad faith or intentional misconduct) to property including, without limitation, driveways, mail boxes, lawns, fencing, ornaments, trees, curbing, shrubs or property markers. I/we do further grant permission to the Town of Gray, its officers, agents and employees to enter upon said road with persons and machines for the purpose of performing maintenance on said road.

I/we have read and understand this document and sign it with full knowledge of its significance on this 7 day of March, 20 23

Benjamin C. Grover

Signature of Property Owner Signature of Property Owner

Benjamin C. Grover

Printed Name of Property Owner Printed Name of Property Owner

STATE OF MAINE

Cumberland, ss.

March 7, 20 23

Personally appeared the above-named Benjamin C. Grover and acknowledged the foregoing instrument to be his/her voluntary act and deed.

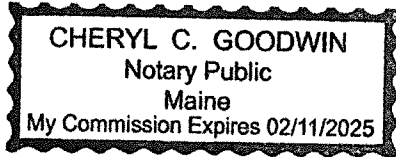
Before me,

Cheryl C. Goodwin

Notary Public / Attorney at Law

Cheryl C. Goodwin

Print Name



**IDEMNITY AND HOLD HARMLESS AGREEMENT**

The undersigned Incorporated Road Association, Stillwater Pines Homeowners Association and the property owner(s) of Stillwater Pines Subdivision, hereinafter "Indemnitor" do hereby grant to the Town of Gray, Maine, a municipal corporation, hereinafter called the "Town" on this 7 day of March 2023, the following:

WHEREAS, Indemnitor desires to have the Town provide winter road maintenance on Woodcock Road located in the Stillwater Pines Subdivision

NOW, THEREFORE, in consideration of the Town's possibly providing winter maintenance services on the above referenced roadway(s), the Indemnitor agrees to Indemnify and hold harmless the Town, its officers, agents and employees from any claims and liability which may be made against the Town, or any of them, for any damages that may be caused in the process of providing, or failing to provide, winter road maintenance services.

Indemnitor agrees to reimburse the Town for any necessary expenses, attorney's fees, or costs arising in any way under this Indemnity Agreement.

Road Association Designee Benjamin C. Grover Benjamin C. Grover 3/17/2023  
Print Sign Date

Property Owner Benjamin C. Grover Benjamin C. Grover P.O. Box 307 3/17/2023  
Print Sign Address Date

If Road Association is not incorporated, each property owner in the Subdivision must sign this agreement It is incorporated

Martha Grover Jernbert  
Witness

Stillwater Pines Homeowners Association  
By: Benjamin C. Grover  
Its: President, duly authorized

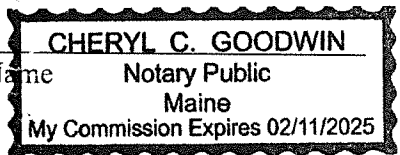
STATE OF MAINE  
CUMBERLAND, ss.

March 7, 2023

Personally appeared before me the above-named Benjamin Grover, President of Stillwater Pines, and acknowledged the foregoing instrument to be his/her free act and deed and the free act and deed of Homeowners Association.

Cheryl C. Goodwin  
Notary Public/Attorney at Law

Print Name



Town Atty Dale lined 10-31-11  
PUBLIC EASEMENT DEED

KNOW ALL PERSONS BY THESE PRESENTS that Woodcock Road Association, a Maine incorporated road association with a principal place of business in Gray, County of Cumberland, State of Maine and a mailing address of 23B Woodcock Dr., Gray, Maine 04039 ("Grantor"), does hereby grant to the TOWN OF GRAY, a municipal corporation existing under the laws of the State of Maine with a mailing address of 24 Main Street Maine 04039 ("Town"), its successors and assigns, with warranty covenants, a public easement for the purposes of winter maintenance on Woodcock Drive in the Woodcock (still water pines) Subdivision, in the Town of Gray, County of Cumberland, and State of Maine, all as more particularly described as "Easement Area" on Exhibit A attached hereto and incorporated herein, together with the perpetual right, but not the obligation, to enter at any and all times with persons and machines upon said Easement Area, with the right, but not the obligation, to conduct winter maintenance including sanding, salting and plowing the roadway per the terms of the "Gray Street Ordinance Sections 2.2, and 2.3 or 2.4" as applicable per "Exhibit B." When any such winter maintenance is undertaken by the Town or its agent(s), the work shall be performed in a reasonably workmanlike manner and at the Town's sole expense; provided, however, nothing herein shall obligate the Town or its agent(s) to perform any such winter maintenance if it elects in its sole discretion not to do so and notifies the Grantor herein reasonably in advance .

Grantor agrees and covenants for itself, its successors and assigns, not to construct or erect or cause or allow to be constructed or erected any building, structure or other obstruction within the limits of the Easement Area herein conveyed.

IN WITNESS WHEREOF, Eric Bennett, President of the said Grantor, has hereunto set his/her hand and seal this 22 day of June, 2023

Bethany Emma  
Witness  
Bethany Emma

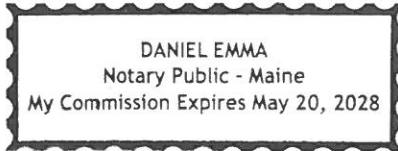
Eric Bennett  
By: Eric Bennett  
Its: President, duly authorized

STATE OF MAINE

CUMBERLAND, ss.

June 22, 2023

Personally appeared before me the above-named Eric Bennett, President of Woodcock Rd. Association, and acknowledged the foregoing instrument to be his/her free act and deed and the free act and deed of Woodcock Rd. Association.



Daniel Emma  
Attorney at law/Notary Public

Daniel Emma  
Print Name

**IDEMNITY AND HOLD HARMLESS AGREEMENT**

The undersigned Incorporated Road Association, Woodcock Road Association and the property owner(s) of Woodcock Subdivision, hereinafter "Indemnitor" do hereby grant to the Town of Gray, Maine, a municipal corporation, hereinafter called the "Town" on this 22 day of June 2023, the following:

WHEREAS, Indemnitor desires to have the Town provide winter road maintenance on Woodcock Drive located in the Woodcock Drive Subdivision

NOW, THEREFORE, in consideration of the Town's possibly providing winter maintenance services on the above referenced roadway(s), the, Indemnitor agrees to Indemnify and hold harmless the Town, its officers, agents and employees from any claims and liability which may be made against the Town, or any of them, for any damages that may be caused in the process of providing, or failing to provide, winter road maintenance services.

Indemnitor agrees to reimburse the Town for any necessary expenses, attorney's fees, or costs arising in any way under this Indemnity Agreement.

Road Association Designee Eric Bennett [Signature] 6/22/23  
Print Sign Date

Property Owner Eric Bennett [Signature] 23B Woodcock Dr. Gray, ME 6/22/23  
Print Sign Address Date

**If Road Association is not incorporated, each property owner in the Subdivision must sign this agreement**

[Signature]  
Witness Bethany Emma

By: [Signature] Eric Bennett  
Its: President, duly authorized

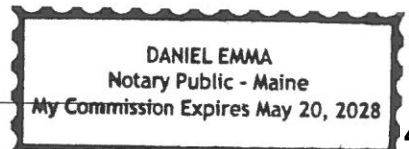
STATE OF MAINE  
CUMBERLAND, ss.

June 22, 2023

Personally appeared before me the above-named Eric Bennett, President of Woodcock Rd. Association and acknowledged the foregoing instrument to be his/her free act and deed and the free act and deed of Woodcock Rd. Association

Daniel Emma  
Notary Public/Attorney at Law

Daniel Emma  
Print Name



**Request for Winter Maintenance via Rural Public Street Easement**

**Incorporated Road Association Agreement**

I, Eric Bennett, as President and authorized signatory of the Woodcock Road on behalf

NAME

TITLE

ROAD ASSOCIATION NAME

of the Association, agree to the following:

All costs associated with each public easement road acceptance shall be borne by the Road Association and property owners. Said costs may include public easement recording fee, published notices and others costs deemed by the Town Council;

Maintenance services covered under this policy shall consist only of snowplowing and road sanding. The provision of required materials: road sand and road salt is implied by this policy. All other maintenance aspects, materials and requirements of public easement roads accepted are the responsibility of the Road Association and its members, including road grading. The Town does not assume or accept liability for any defects in or lack of repair to public easements;

If a public easement's traveled portion is paved, the public easement road association and abutting property owners agree the Town assumes no responsibility for damages or injury to the paved surface;

For public easement road acceptance, and road maintenance, each Road Association recognizes the Town of Gray's responsibilities shall be limited to the scope of this policy and to hold the Town harmless regarding any liability for any negligent damage to property: including but not limited to: driveways, mail boxes, lawns, trees, curbing, shrubs or property markers. Each Road Association or individual benefiting agrees to hold the Town of Gray, its officers, agents and employees harmless.

And agrees to be bound by all provisions as applicable in Chapter 400, the Gray Street Ordinance.

Eric Bennett  
PRINT NAME

[Signature]  
SIGNATURE

6/22/23  
DATE

## Request for Winter Maintenance via Rural Public Street Easement

### Incorporated Road Association Agreement

I, Ben Grover, as President and authorized signatory of the Stillwater Pines on behalf  
NAME TITLE ROAD ASSOCIATION NAME  
of the Association, agree to the following:

All costs associated with each public easement road acceptance shall be borne by the Road Association and property owners. Said costs may include public easement recording fee, published notices and others costs deemed by the Town Council;

Maintenance services covered under this policy shall consist only of snowplowing and road sanding. The provision of required materials: road sand and road salt is implied by this policy. All other maintenance aspects, materials and requirements of public easement roads accepted are the responsibility of the Road Association and its members, including road grading. The Town does not assume or accept liability for any defects in or lack of repair to public easements;

If a public easement's traveled portion is paved, the public easement road association and abutting property owners agree the Town assumes no responsibility for damages or injury to the paved surface;

For public easement road acceptance, and road maintenance, each Road Association recognizes the Town of Gray's responsibilities shall be limited to the scope of this policy and to hold the Town harmless regarding any liability for any negligent damage to property: including but not limited to: driveways, mail boxes, lawns, trees, curbing, shrubs or property markers. Each Road Association or individual benefiting agrees to hold the Town of Gray, its officers, agents and employees harmless.

And agrees to be bound by all provisions as applicable in Chapter 400, the Gray Street Ordinance.

Benjamin C Grover  
PRINT NAME

Benjamin C Grover  
SIGNATURE

3/7/2023  
DATE



Winter Maintenance Application  
Consulting Engineer Determination of Adequate Condition

Name of Subdivision Stillwater Pines

Name of Road Association Stillwater Pines Homeowners Association

Name of Road(s) Woodcock Road

I recommend the above referenced roadway(s) for approval of winter maintenance by the Town of Gray

I do NOT recommend the above referenced roadway(s) for approval of winter maintenance by the Town of Gray for the following reasons:

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

**Gorrill Palmer**

Consulting Engineer

**William C Haskell**

Printed Name

Date 4/19/2023

*William C. Haskell*

Signature

Winter Maintenance Application  
Public Works Director Determination of Adequate Condition

Name of Subdivision Stillwater Pines

Name of Road Association Stillwater Pines Homeowners Association

Name of Road(s) Woodcock Road

I have inspected the above referenced roadway(s) and find it / them in acceptable condition per the Gray Street Ordinance for the approval of winter maintenance by the Gray Public Works Department.

I have inspected the above referenced roadway(s) and find it / them to be NOT in acceptable condition per the Gray Street Ordinance for the approval of winter maintenance by the Gray Public Works Department. The deficiencies are:

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The following mitigation actions are required:

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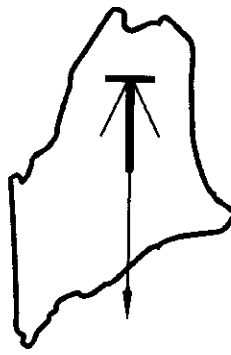
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Steve Lavalley  
Public Works Director

Steve Lavalley Interm PW Director

Date 4/10/23

**WAYNE**



**WOOD & CO.**

PROFESSIONAL LAND SURVEYING  
and LAND PLANNING  
30 Wood Drive, Gray, Maine 04039

WETLANDS DELINEATION  
Telephone (207) 657-3330  
wtwco@securespeed.net

**PROPERTY DESCRIPTION**  
**For**  
**Ben Grover**  
(Woodcock Road, Gray, Maine)

A certain road right of way situated on the Southwesterly side of the Yarmouth road in the Town of Gray, County of Cumberland and State of Maine being more particularly described as follows:

Beginning at a 5/8" rebar found set in the ground on the assumed Southwesterly side line of the Yarmouth Road at the end of a stone wall at the Easterly corner of land now or formerly of Steven J. Wetmore (10,250/292);

Thence S 44°36'38" W along land of the said Wetmore and the said stone wall 134.96 feet to a 1/2" iron pin found set in the stone wall at the Southerly corner of land of the said Wetmore and the Easterly corner of land now or formerly of Charlotte E. Frost and Sharon W. McElman (9654/170);

Thence S 48°32'59" W along land of the said Frost and McElman and in part by the said stone wall 517.13 feet to a 5/8" capped rebar found set in the ground at the Southerly corner of land of the said Frost and McElman and the Easterly corner of land now or formerly of Debra S. & Danny K. Larracey (26,532/56);

Thence S 67°18'08" W along land of the said Larracey and land now or formerly of Jeffrey W. Somers (31,132/32) a total distance of 350.00 feet to a 5/8" capped rebar found set in the ground at the Southerly corner of land of the said Somers;

Thence N 39°23'15" W along land of the said Somers 77.99 feet to a 5/8" capped rebar found set in the ground at the Easterly corner of land now or formerly of Steven L. Bender (33,069/76);

Thence S 50°36'45" W along land of the said Bender 60.00 feet to a 5/8" capped rebar found set in the ground;

Thence S 39°23'15" E continuing along land of the said Bender 60.00 feet to a 5/8" capped rebar found set in the ground;

Thence S 67°18'08" W continuing along land of the said Somers 172.16 feet to a point;

Thence continuing Southwesterly along land of the said Bender following a curve to the left having a radius of 260.00 feet a distance of 56.17 feet to the Southerly corner of land of the said Bender on the Easterly side line of Stillwater Pines Subdivision as recorded in the Cumberland County Registry of Deeds in plan book 221 page 432;

Thence continuing Southwesterly along "Open Space" of the said Stillwater Pines Subdivision following a curve to the left having a radius of 260.00 feet a distance of 13.06 feet to a point;

Thence S 49°52'54" W continuing along the said "Open Space" and Lots 44-32-112-1, 44-32-112-2 and 44-32-112-3 a total distance of 243.76 feet to a point;

Thence continuing Southerly along Lots 44-32-112-3, 44-32-112-4 and 44-32-112-5 following a curve to the left having a radius of 330.00 feet a distance of 274.11 feet to the Northeasterly corner of Lot 44-32-112-6;

Thence S 02°17'24" W along the said Lot 44-32-112-6 and the said "Open Space" a total distance of 172.37 feet to a point;

Thence Southeasterly continuing along the said "Open Space" and Lots 44-32-112-7 and 44-32-112-8 following a curve to the left having a radius of 530.00 feet a distance of 293.32 feet to a 5/8" capped rebar found set in the ground;

Thence S 57°01'45" W along the said Lot 44-32-112-8 a distance of 60.00 feet to a 5/8" capped rebar found set in the ground;

Thence S 32°39'48" E along other land of the Grantor 60.00 feet to a 5/8" capped rebar set in the ground;

Thence N 56°59'57" E continuing along the said other land of the Grantor 60.00 feet to a 5/8" capped rebar set in the ground;

Thence Southeasterly continuing along the said other land of the /grantor following a curve to the left having a radius of 530.00 feet a distance of 54.09 feet to a 5/8" capped rebar set in the ground;

Thence N 47°09'56" E continuing along the said other land of the Grantor 60.00 feet to a 5/8" capped rebar set in the ground;

Thence Northwesterly continuing along the said other land of the Grantor, Lot 44-32-112-9, the said "Open Space" and Lot 44-32-112-10 following a curve to the right having a radius of 470.00 feet a total distance of 370.16 feet to a point;

Thence N 02°17'24" E along the said Lot 44-32-112-10 a distance of 172.37 feet to a point;

Thence Northerly along Lots 44-32-112-10 and 44-32-112-11 following a curve to the right having a radius of 270.00 feet a distance of 224.27 feet to Lot 44-32-112-12;

Thence N 49°52'54" E along Lots 44-32-112-12 and 44-32-112-13 and the said "Open Space" 243.76 feet to a 5/8" capped rebar found set in the ground at the Westerly corner of land now or formerly of Eric W. and Mollie Bennett (34,501/280);

Thence Northeasterly along land of the said Bennett following a curve to the right having a radius of 200.00 feet a distance of 50.99 feet to a point;

Thence N 67°18'08" E continuing along land of the said Bennett and land now or formerly of Clarice A. Rossignol (15,647/324) a total distance of 594.70 feet to a 5/8" capped rebar found set in the ground at the Northerly corner of land of the said Rossignol and the Westerly corner of land now or formerly of Anita Holmquist (11,670/94);

Thence N 48°32'59" E along land of the said Holmquist, land now or formerly of Alfonzo A. and Deana M. Fernandez (18,507/155) and land now or formerly of Joyce L. Duval (31,213/254) a total distance of 514.37 feet to a point;

Thence N 72°23'44" E along land of the said Duval 195.07 feet to a point on the said side line of the Yarmouth Road;

Thence N 47°04'12" W along the said side line of the Yarmouth Road 138.91 feet to a 5/8" rebar found set in the ground;

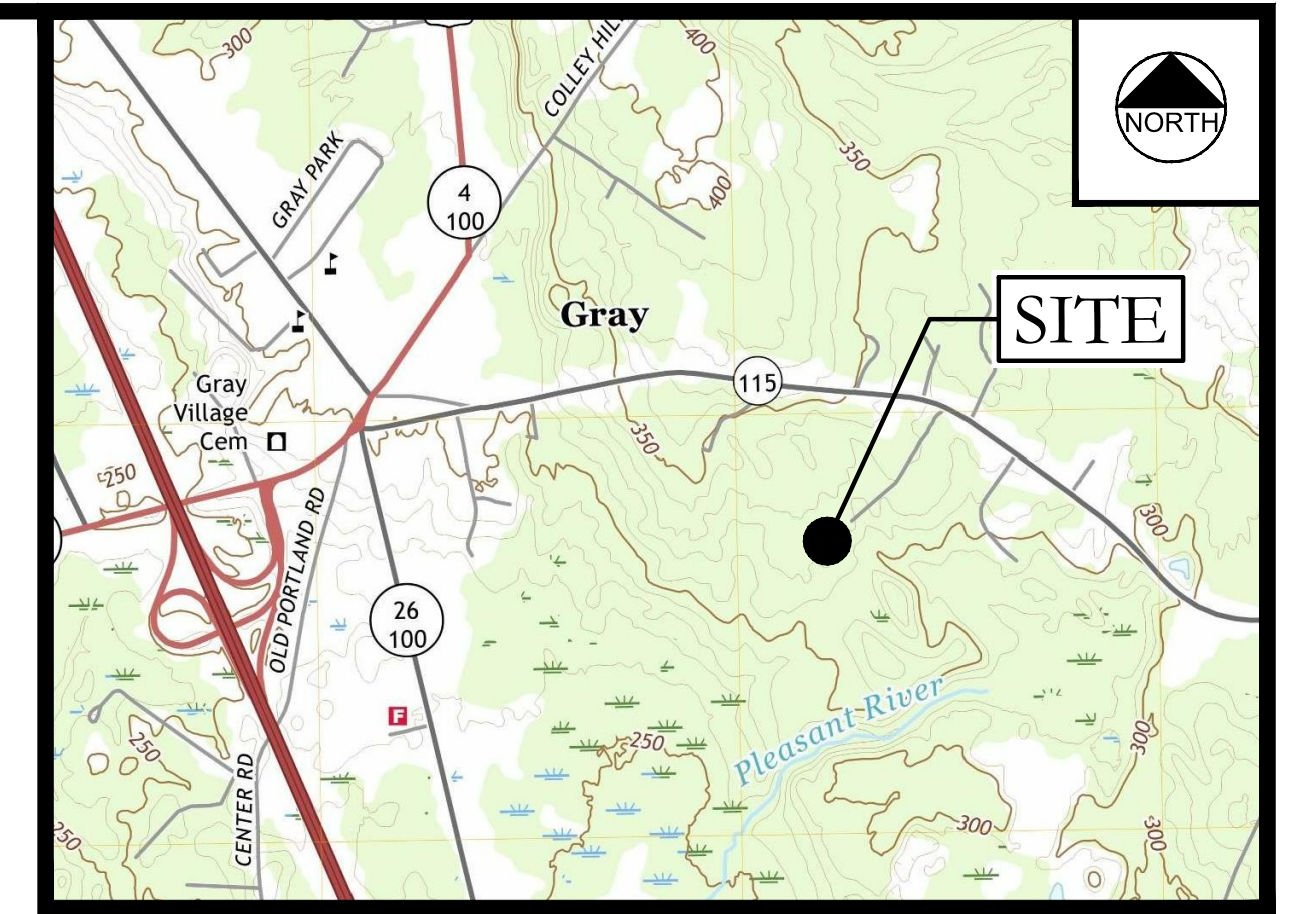
Thence N 55°53'26" W continuing along the said side line of the Yarmouth Road 11.17 feet to the point of beginning.

All bearings are Magnetic of the year 1988.

Meaning and intending to convey a public easement over Woodcock Road as it runs Southwesterly from the Yarmouth Road being owned in part by the Woodcock Road Owners Association by deeds recorded in the Cumberland county Registry of Deeds in book 18,250 page 346 and book 22,234 page 57 and in part by A. H. Grover, Inc. by deed recorded in the said Registry of Deeds in book 39,951 page 265.

220002-road

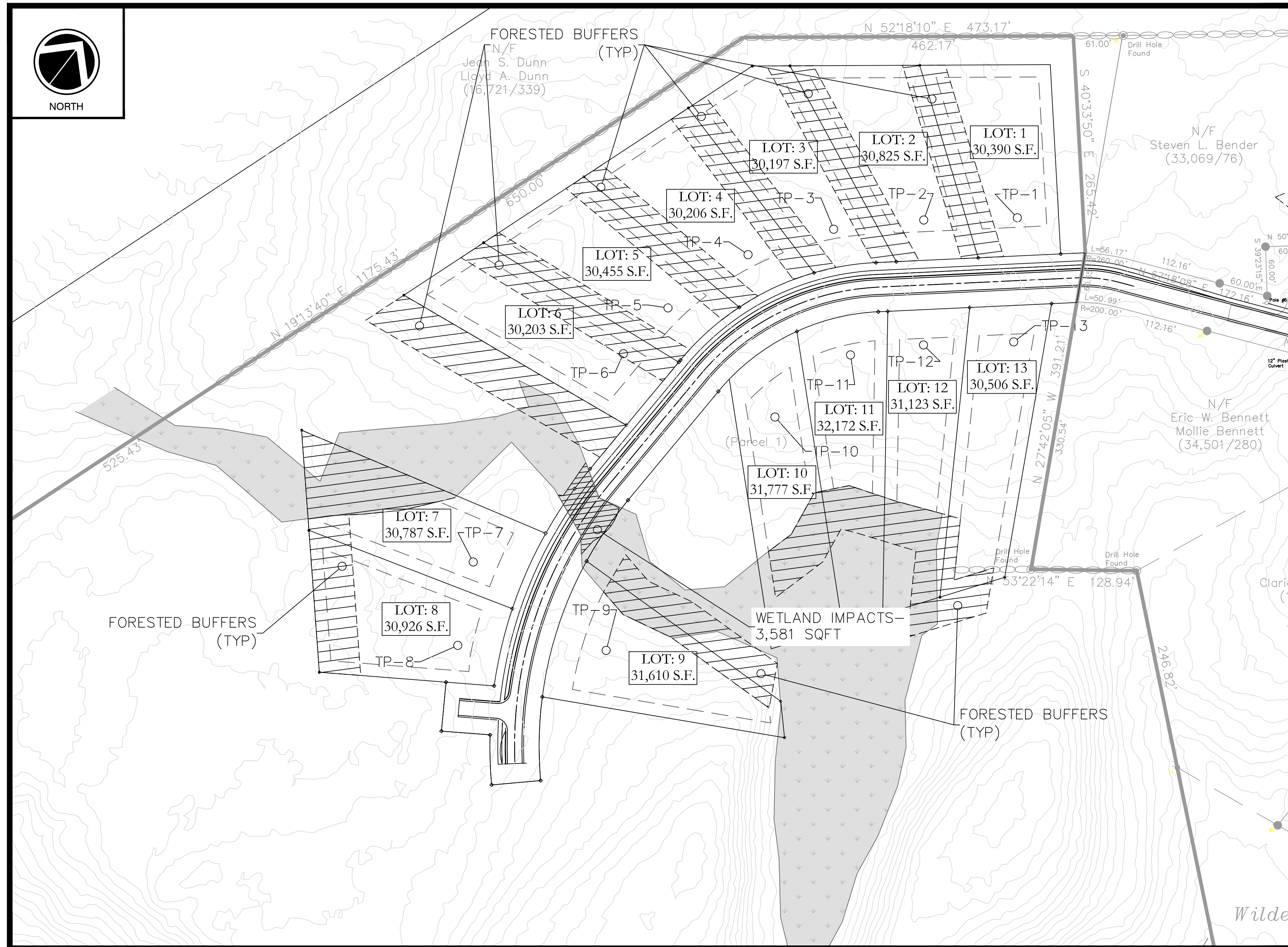
# STILLWATER PINES SUBDIVISION MAP: 44 LOT: 32-112 GRAY, MAINE 04039



LOCATION MAP

SCALE: 1" = 1500'

**OWNER/DEVELOPER:**  
ALLEN HAMILTON & BEN GROVER  
170 SHAKER ROAD  
GRAY, MAINE 04039



PLAN VIEW

SCALE 1"=80'

## SHEET INDEX

| COVER | SHEET SET COVER                         |
|-------|---|
| C-100 | OVERALL EXISTING CONDITIONS PLAN        |
| C-101 | SUBDIVISION LAYOUT AND UTILITIES PLAN   |
| C-102 | SITE GRADING AND EROSION CONTROL PLAN   |
| C-103 | ACCESS IMPROVEMENTS PLAN                |
| C-200 | ROADWAY PLAN AND PROFILE I              |
| C-201 | ROADWAY PLAN & PROFILE II               |
| C-300 | EROSION & SEDIMENTATION CONTROL NOTES   |
| C-301 | EROSION & SEDIMENTATION CONTROL DETAILS |
| C-302 | SITE CIVIL DETAILS I                    |
| C-303 | SITE CIVIL DETAILS II                   |
| C-304 | SITE CIVIL DETAILS III                  |
| C-305 | SITE CIVIL DETAILS IV                   |

**CIVIL ENGINEER:**



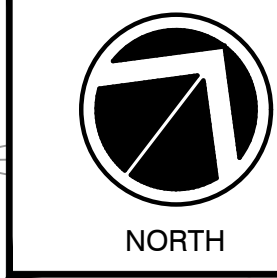
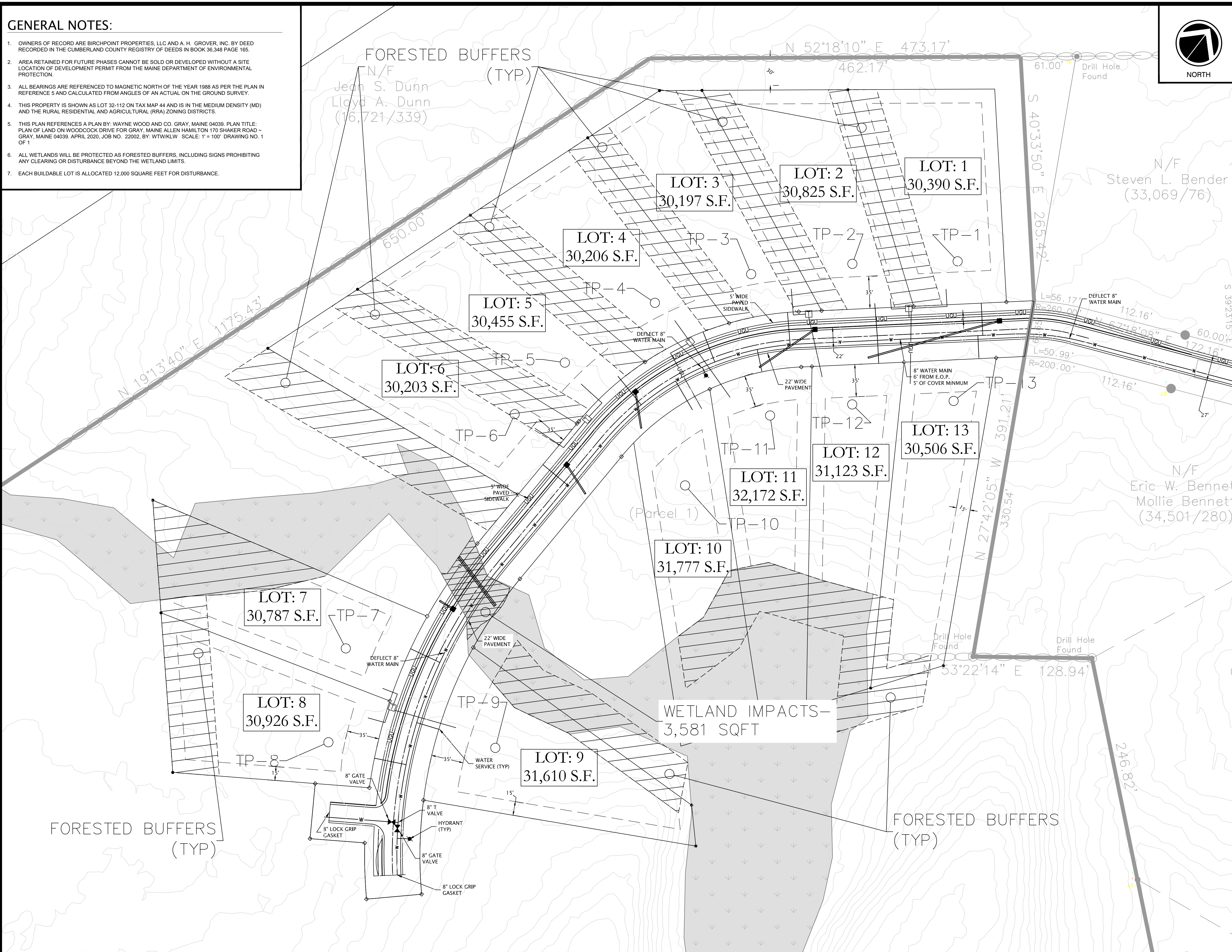
541 US ROUTE ONE, SUITE 21  
FREEPORT, MAINE 04032

**SUBMITTED FOR  
FINAL PLAN  
REVIEW**

ISSUED: JUNE 2021

**GENERAL NOTES:**

- OWNERS OF RECORD ARE BIRCHPOINT PROPERTIES, LLC AND A. H. GROVER, INC. BY DEED RECORDED IN THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN BOOK 36,348 PAGE 165.
- AREA RETAINED FOR FUTURE PHASES CANNOT BE SOLD OR DEVELOPED WITHOUT A SITE LOCATION OF DEVELOPMENT PERMIT FROM THE MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION.
- ALL BEARINGS ARE REFERENCED TO MAGNETIC NORTH OF THE YEAR 1988 AS PER THE PLAN IN REFERENCE 5 AND CALCULATED FROM ANGLES OF AN ACTUAL ON THE GROUND SURVEY.
- THIS PROPERTY IS SHOWN AS LOT 32-112 ON TAX MAP 44 AND IS IN THE MEDIUM DENSITY (MD) AND THE RURAL RESIDENTIAL AND AGRICULTURAL (RRA) ZONING DISTRICTS.
- THIS PLAN REFERENCES A PLAN BY WAYNE WOOD AND CO. GRAY, MAINE 04039. PLAN TITLE: PLAN OF LAND ON WOODCOCK DRIVE FOR GRAY, MAINE ALLEN HAMILTON 170 SHAKER ROAD - GRAY, MAINE 04039. APRIL 2020. JOB NO. 22002. BY: WTWK/W SCALE: 1" = 100' DRAWING NO. 1 OF 1
- ALL WETLANDS WILL BE PROTECTED AS FORESTED BUFFERS, INCLUDING SIGNS PROHIBITING ANY CLEARING OR DISTURBANCE BEYOND THE WETLAND LIMITS.
- EACH BUILDABLE LOT IS ALLOCATED 12,000 SQUARE FEET FOR DISTURBANCE.



**ZONING SUMMARY:**

CURRENT USE: UNDEVELOPED LAND  
 PROPOSED USE: SINGLE FAMILY DWELLING (DETACHED)  
 ZONE - MD MEDIUM DENSITY DISTRICT (WITH PUBLIC WATER)

| APPLICABLE SPACE AND BULK REGULATIONS | MINIMUM     | PROVIDED      |
|---------------------------------------|-------------|---------------|
| LOT AREA                              | 30,000 S.F. | > 30,000 S.F. |
| STREET FRONTAGE                       | 100'        | > 100'        |
| CUL-DE-SAC FRONTAGE                   | N/A         | N/A           |
| LOT WIDTH                             | 100'        | > 100'        |
| <b>PRINCIPAL STRUCTURE:</b>           |             |               |
| FRONT SETBACK                         | 35 FT.      | 35 FT.        |
| SIDE SETBACK                          | 15 FT.      | 15 FT.        |
| REAR SETBACK                          | 15 FT.      | 15 FT.        |
| <b>ACCESSORY STRUCTURE:</b>           |             |               |
| FRONT SETBACK                         | 35 FT.      | 35 FT.        |
| SIDE SETBACK                          | 15 FT.      | 15 FT.        |
| REAR SETBACK                          | 15 FT.      | 15 FT.        |
| <b>BUILDING COVERAGE</b>              |             |               |
| 20%                                   | <20%        |               |
| <b>BUILDING HEIGHT</b>                |             |               |
| 35 FT.                                | 35 FT.      |               |
| <b>ACCESSORY STRUCTURE HEIGHT</b>     |             |               |
| 35 FT.                                | 35 FT.      |               |

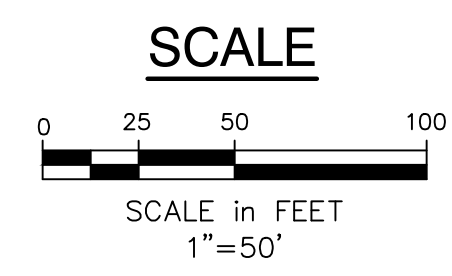
**NET DEVELOPMENT DENSITY CALCULATION:**

|   |                |
|---|----------------|
| TOTAL PARCEL AREA   | 2,310,376 S.F. |
| <b>AREAS UNSUITABLE IN NATURAL STATE:</b>                                   |                |
| -- WETLANDS/WATERCOURSES & FLOODPLAIN                                       | 178,727 S.F.   |
| -- STEEP SLOPES OVER 30%  | 0 S.F.         |
| <b>AREAS REMOVED FOR:</b>   |                |
| -- ACCESS ROAD/R.O.W.*  | 127,488 S.F.   |
| -- EASEMENTS*   | 0 S.F.         |
| REMAINING LAND  | 2,004,161 S.F. |
| MINIMUM LOT AREA IN MEDIUM DENSITY DISTRICT WITH PUBLIC WATER = 30,000 S.F. |                |
| NET DEVELOPMENT DENSITY CALCULATION: 2,004,161/30,000 = 50 UNITS            |                |
| PROPOSED LOTS = 13 UNITS  |                |

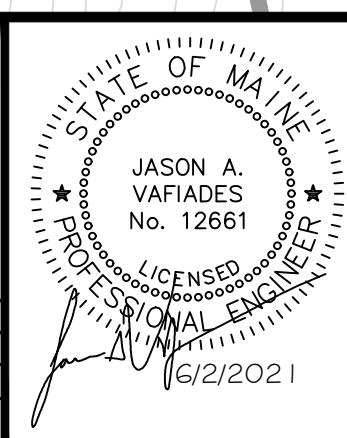
**LEGEND**

| EXISTING | DESCRIPTION              | PROPOSED |
|----------|--------------------------|----------|
| ---      | BOUNDARY LINE/R.O.W.     | ---      |
| ---      | ABUTTER LINE/R.O.W.      | ---      |
| ---      | SETBACK                  | ---      |
| ---      | EASEMENT                 | ---      |
| ---      | IRON PIPE/ROD            | ---      |
| ---      | BUILDING                 | ---      |
| ---      | WETLAND                  | ---      |
| ---      | SIGN                     | ---      |
| ---      | EDGE PAVEMENT            | ---      |
| ---      | EDGE CONCRETE            | ---      |
| ---      | PAVEMENT PAINT           | ---      |
| ---      | GRAVEL ROAD              | ---      |
| ---      | CURBLINE                 | ---      |
| ---      | TREELINE                 | ---      |
| ---      | CONTOURS                 | ---      |
| ---      | SPOT GRADE               | ---      |
| ---      | STORMWATER FLOW          | ---      |
| ---      | STORM DRAIN              | ---      |
| ---      | WATER MAIN/SERVICE       | ---      |
| ---      | UNDERGROUND UTILITY      | ---      |
| ---      | UTILITY                  | ---      |
| ---      | OVERHEAD UTILITY         | ---      |
| ---      | UTILITY POLE TRANSFORMER | ---      |

**SUBMITTED FOR FINAL PLAN REVIEW**



| REV | DATE | DESCRIPTION | REVISIONS |
|-----|------|-------------|-----------|
|     |      |             |           |



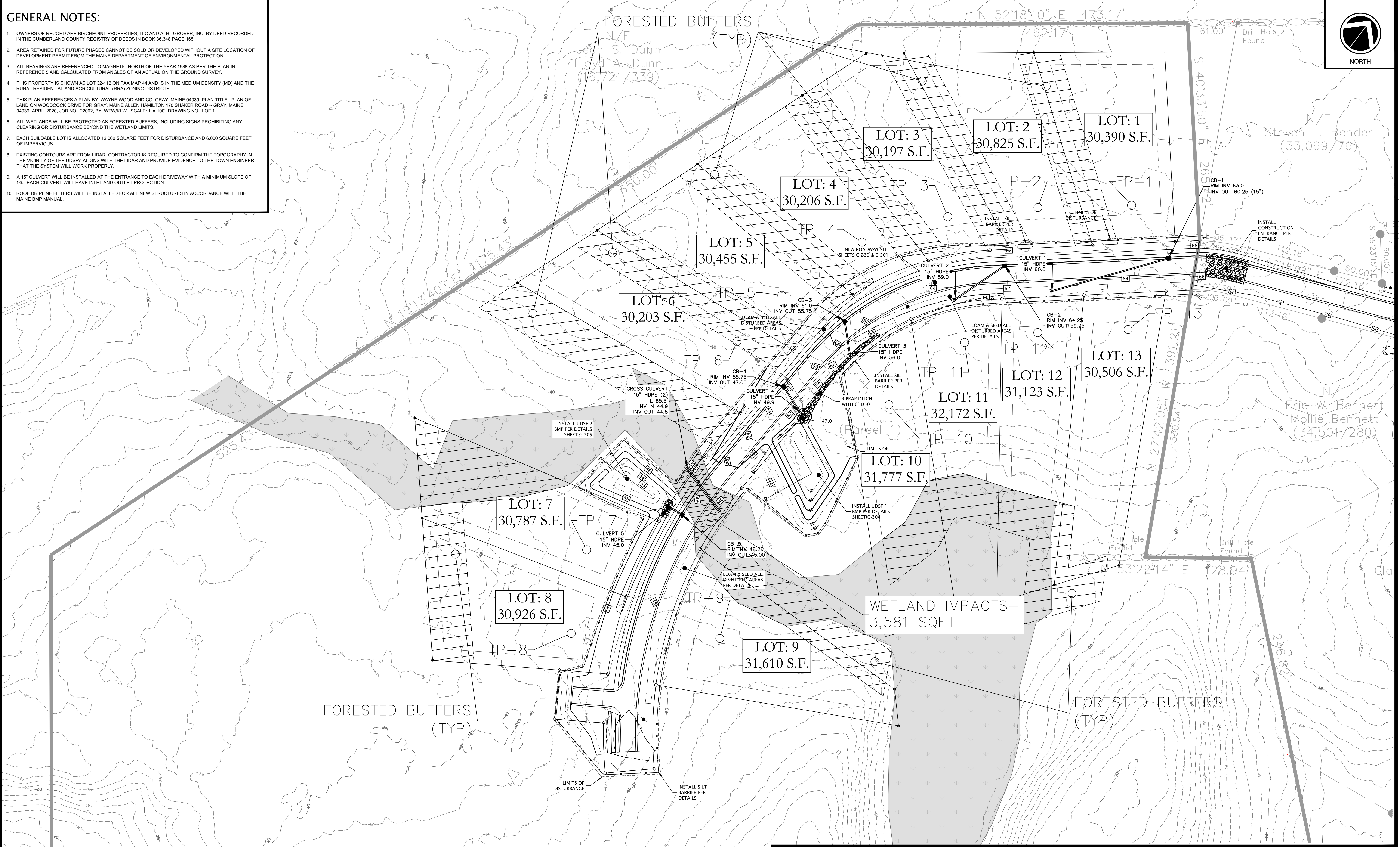
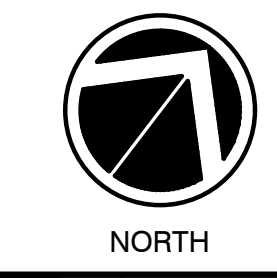
**STILLWATER PINES SUBDIVISION**  
 WOODCOCK DRIVE, MAINE 04261  
**SITE MATERIALS & UTILITIES PLAN**  
 ALLEN HAMILTON & BEN GROVER  
 170 SHAKER ROAD  
 GRAY, MAINE 04039

**Atlantic Resource Consultants**  
 541 US Route One  
 Freeport, ME 04032  
 Tel: 207.869.9050

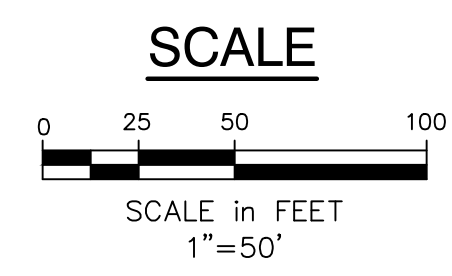
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| DESIGNED: CEB/MPV | SCALE: 1" = 50' |
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| FILE NAME:        |                 |
| SHEET: C-101      |                 |

**GENERAL NOTES:**

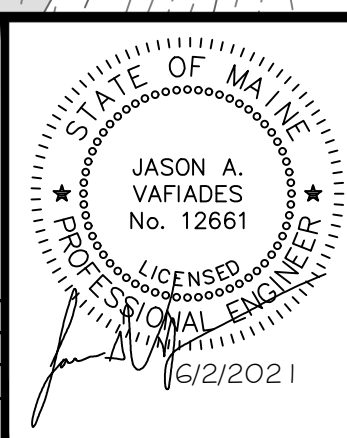
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- ALL WETLANDS WILL BE PROTECTED AS FORESTED BUFFERS, INCLUDING SIGNS PROHIBITING ANY CLEARING OR DISTURBANCE BEYOND THE WETLAND LIMITS.
- EACH BUILDABLE LOT IS ALLOCATED 12,000 SQUARE FEET FOR DISTURBANCE AND 6,000 SQUARE FEET OF IMPERVIOUS.
- EXISTING CONTOURS ARE FROM LIDAR. CONTRACTOR IS REQUIRED TO CONFIRM THE TOPOGRAPHY IN THE VICINITY OF THE UDSF'S ALIGNS WITH THE LIDAR AND PROVIDE EVIDENCE TO THE TOWN ENGINEER THAT THE SYSTEM WILL WORK PROPERLY.
- A 15" CULVERT WILL BE INSTALLED AT THE ENTRANCE TO EACH DRIVEWAY WITH A MINIMUM SLOPE OF 1%. EACH CULVERT WILL HAVE INLET AND OUTLET PROTECTION.
- ROOF DRIPLINE FILTERS WILL BE INSTALLED FOR ALL NEW STRUCTURES IN ACCORDANCE WITH THE MAINE BMP MANUAL.



**SUBMITTED FOR  
PRELIMINARY PLAN  
REVIEW**



| REV | DATE | DESCRIPTION | REVISIONS |
|-----|------|-------------|-----------|
|     |      |             |           |
|     |      |             |           |



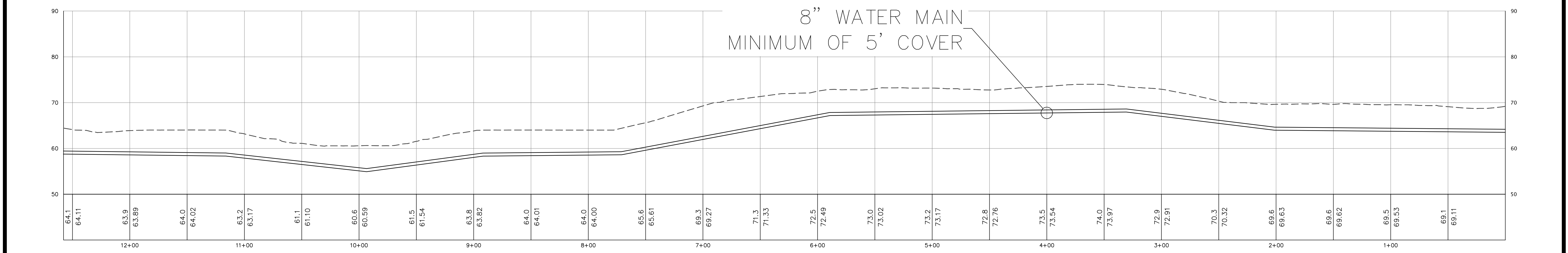
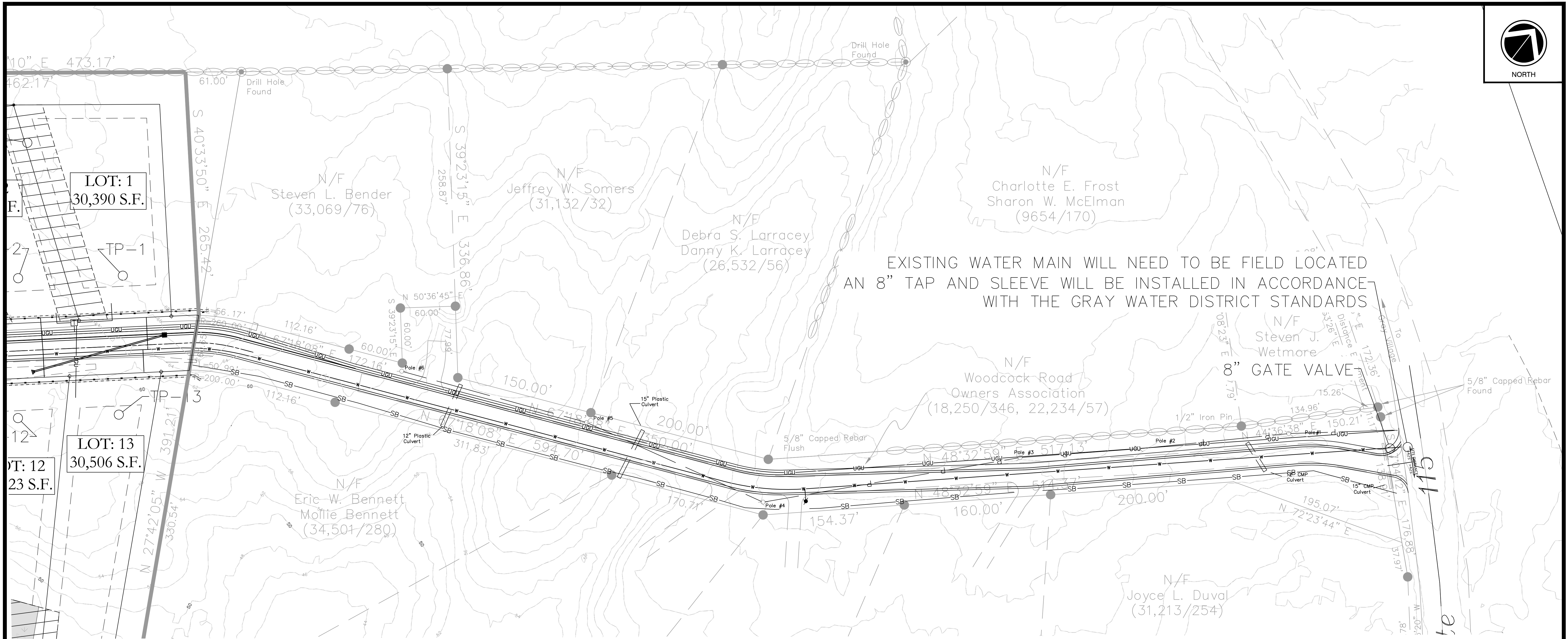
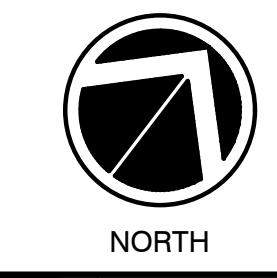
**STILLWATER PINES SUBDIVISION**  
WOODCOCK DRIVE, MAINE 04261

**SITE GRADING &  
EROSION CONTROL PLAN**

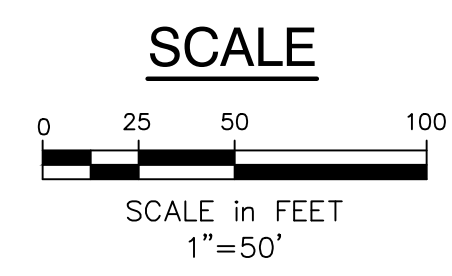
ALLEN HAMILTON & BEN GROVER  
170 SHAKER ROAD  
GRAY, MAINE 04039

**Atlantic Resource Consultants**  
541 US Route One  
Freeport, ME 04032  
Tel: 207.869.9050

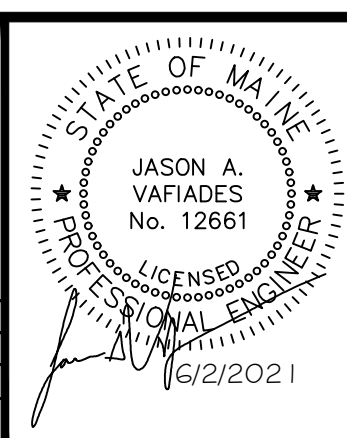
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FILE NAME:  
SHEET: C-102



**SUBMITTED FOR  
FINAL PLAN  
REVIEW**



| REV | DATE | DESCRIPTION |
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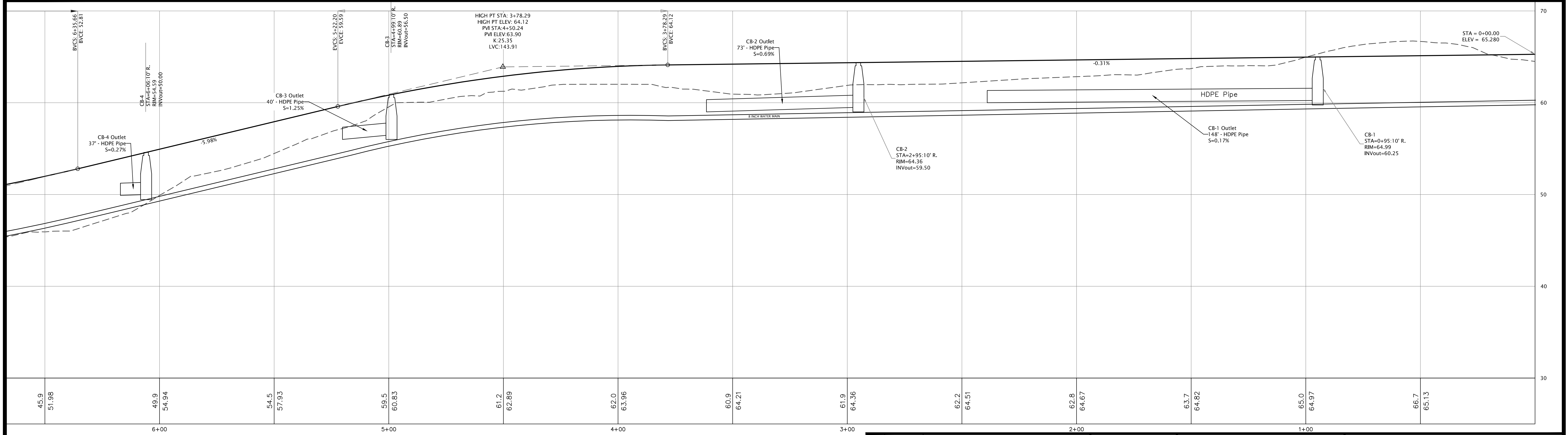
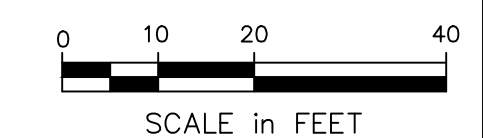
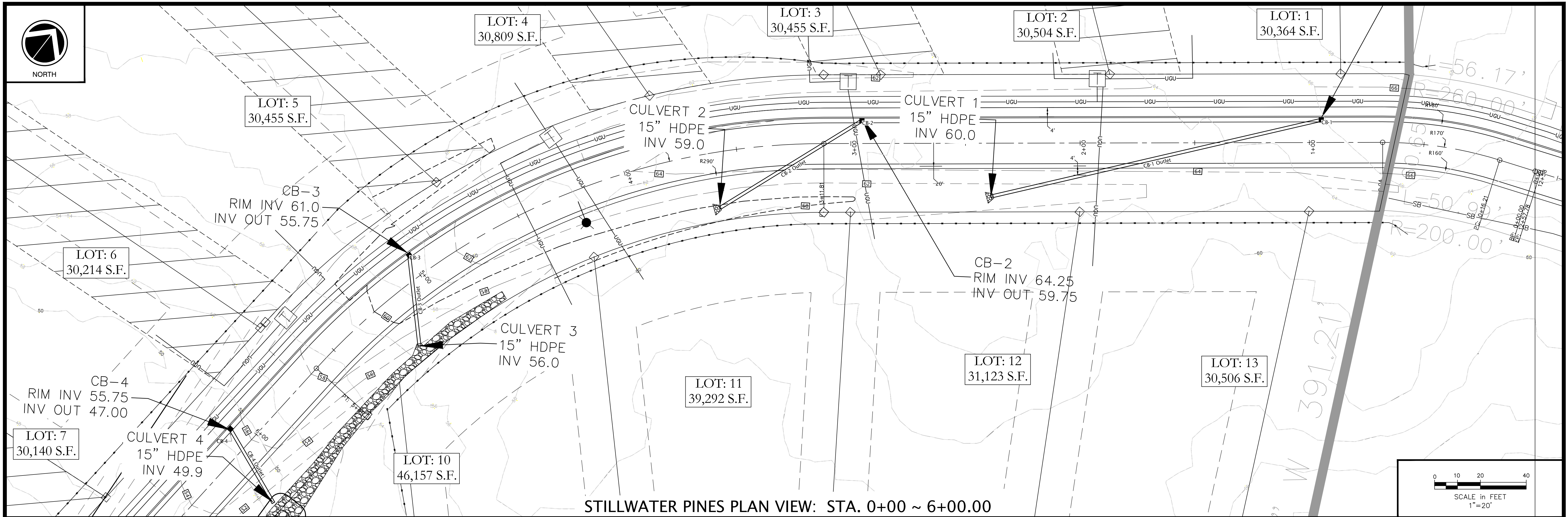
**STILLWATER PINES SUBDIVISION**  
**WOODCOCK DRIVE, MAINE 04261**  
**ACCESS IMPROVEMENTS**  
**PLAN (Woodcock Drive)**  
 ALLEN HAMILTON & BEN GROVER  
 170 SHAKER ROAD  
 GRAY, MAINE 04039

**Atlantic Resource Consultants**  
 541 US Route One  
 Freeport, ME 04032  
 Tel: 207.869.9050

|                   |                 |
|-------------------|-----------------|
| DRAWN: MPV/CGB    | DATE: JUNE 2021 |
| DESIGNED: CGB/MPV | SCALE: 1"=50'   |
| CHECKED: JAV/CGB  | JOB NO. 20-012  |
| FILE NAME:        | SHEET: C-103    |



NORTH

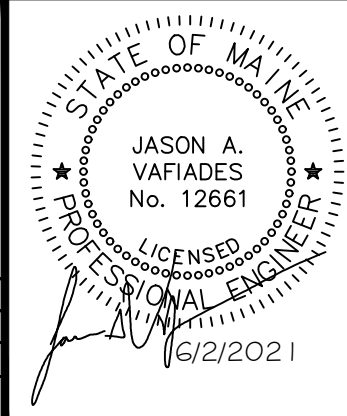


**SCALE**  
 VERTICAL - 1" = 5'  
 HORIZONTAL - 1" = 20'

**STILLWATER PINES PROFILE VIEW: STA. 0+00 ~ 6+00.00**

**SUBMITTED FOR  
 PRELIMINARY PLAN  
 REVIEW**

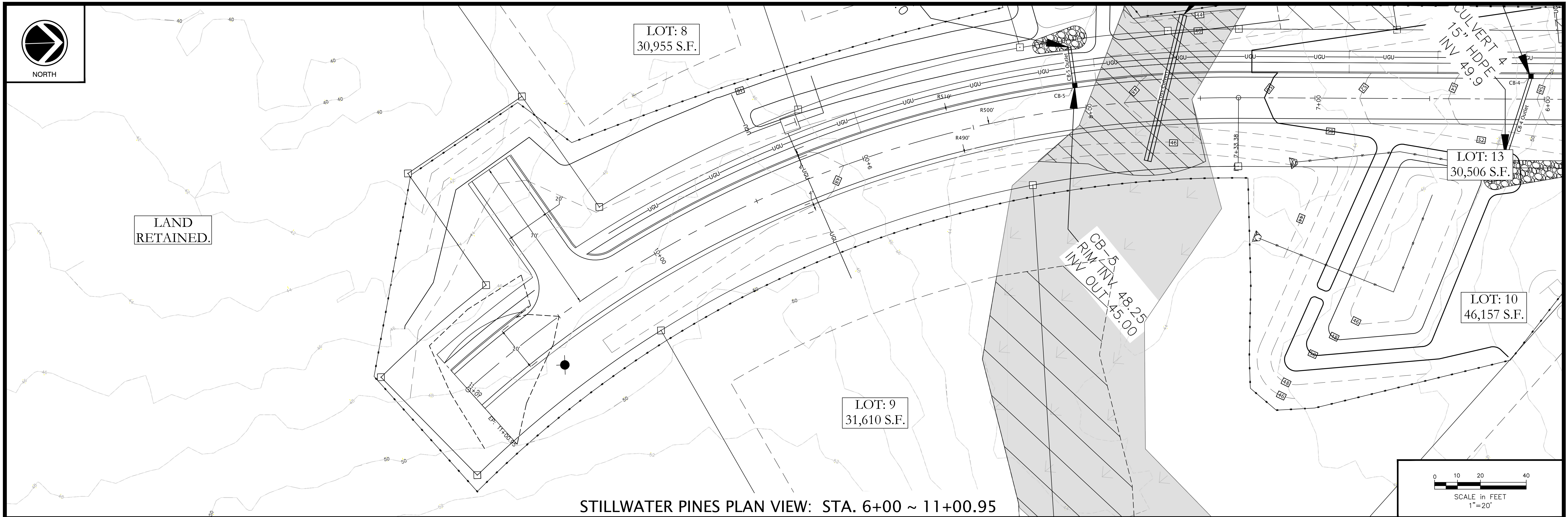
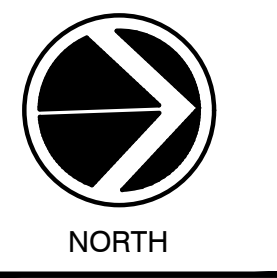
| REV | DATE | DESCRIPTION | REVISIONS |
|-----|------|-------------|-----------|
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**STILLWATER PINES SUBDIVISION**  
 WOODCOCK DRIVE, MAINE 04261  
 ROADWAY  
 PLAN & PROFILE I  
 ALLEN HAMILTON & BEN GROVER  
 170 SHAKER ROAD  
 GRAY, MAINE 04039

**Atlantic Resource Consultants**  
 541 US Route One  
 Freeport, ME 04032  
 Tel: 207.869.9050

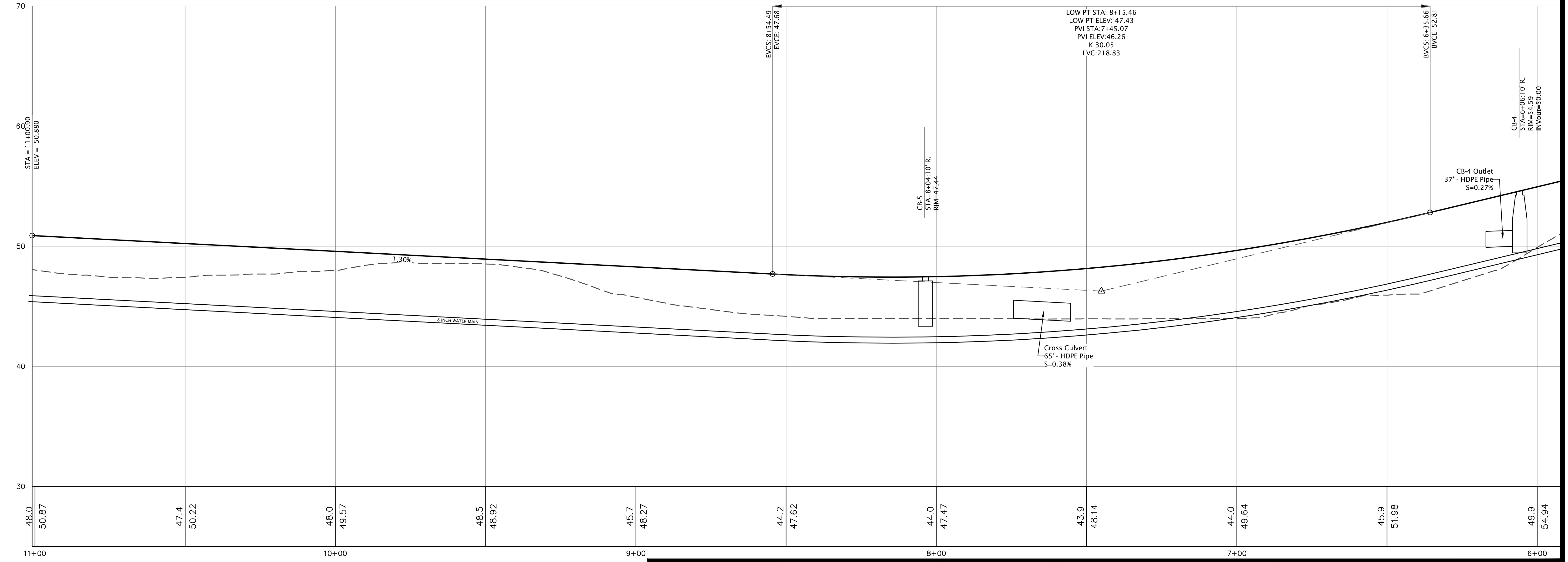
DRAWN: MPV/CGB DATE: JUNE 2021  
 DESIGNED: CEB/MPV SCALE: AS SHOWN  
 CHECKED: JAV/CGB JOB NO. 20-012  
 FILE NAME:  
 SHEET: C-200



STILLWATER PINES PLAN VIEW: STA. 6+00 ~ 11+00.95

**LEGEND**

| EXISTING | DESCRIPTION          | PROPOSED |
|----------|----------------------|----------|
| ---      | BOUNDARY LINE/R.O.W. | ---      |
| ---      | ABUTTER LINE/R.O.W.  | ---      |
| ---      | SETBACK              | ---      |
| ---      | EASEMENT             | ---      |
| ---      | IRON PIPE/ROD        | ---      |
| ---      | BUILDING             | ---      |
| ---      | WETLAND              | ---      |
| ---      | SIGN                 | ---      |
| ---      | EDGE PAVEMENT        | ---      |
| ---      | EDGE CONCRETE        | ---      |
| ---      | PAVEMENT PAINT       | ---      |
| ---      | GRAVEL ROAD          | ---      |
| ---      | CURBLINE             | ---      |
| ---      | TREELINE             | ---      |
| ---      | CONTOURS             | ---      |
| ---      | SPOT GRADE           | ---      |
| ---      | STORMWATER FLOW      | ---      |
| ---      | STORM DRAIN          | ---      |
| ---      | WATER MAIN/SERVICE   | ---      |
| ---      | UNDERGROUND UTILITY  | ---      |
| ---      | OVERHEAD UTILITY     | ---      |
| ---      | UTILITY POLE         | ---      |
| ---      | TRANSFORMER          | ---      |

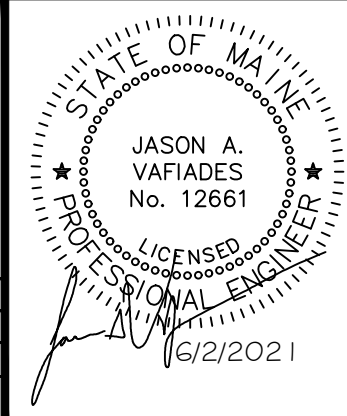


STILLWATER PINES PROFILE VIEW: STA. 6+00 ~ 11+00.95

**SUBMITTED FOR PRELIMINARY PLAN REVIEW**

**SCALE**  
 VERTICAL - 1" = 5'  
 HORIZONTAL - 1" = 20'

| REV | DATE | DESCRIPTION |
|-----|------|-------------|
|     |      |             |
|     |      |             |



STILLWATER PINES SUBDIVISION  
 WOODCOCK DRIVE, MAINE 04261  
 ROADWAY  
 PLAN & PROFILE II  
 ALLEN HAMILTON & BEN GROVER  
 170 SHAKER ROAD  
 GRAY, MAINE 04039

**Atlantic Resource Consultants**  
 541 US Route One  
 Freeport, ME 04032  
 Tel: 207.869.9050

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|-------------------|-----------------|
| DRAWN: MPV/CGB    | DATE: JUNE 2021 |
| DESIGNED: CEB/MPV | SCALE: AS SHOWN |
| CHECKED: JAV/CGB  | JOB NO. 20-012  |
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**A. SOIL EROSION AND SEDIMENT CONTROL NOTES**

TEMPORARY EROSION AND SEDIMENTATION CONTROL MEASURES INCLUDE THE USE OF STABILIZED CONSTRUCTION ENTRANCES, SILTATION FENCE, EROSION CONTROL MIX, STONE CHECK DAMS, HAY BALE BARRIERS, CATCH BASIN SEDIMENT COLLECTION BAGS, EROSION CONTROL BLANKET, AND TEMPORARY SEEDING AND MULCHING AS REQUIRED. PERMANENT DEVICES INCLUDE THE USE OF RIP RAP AT EXPOSED STORM DRAIN AND CULVERT INLETS AND OUTLETS, AND PERMANENT VEGETATION.

**GENERAL**

- 1. IT IS ANTICIPATED THAT CONSTRUCTION MAY BEGIN AS SOON AS POSSIBLE FOLLOWING RECEIPT OF NECESSARY PERMITS.
2. ALL SOIL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE CONSTRUCTED AND MAINTAINED IN ACCORDANCE WITH THE MAINE EROSION & SEDIMENT CONTROL BMPs - MANUAL FOR DESIGNERS AND ENGINEERS (2016), OR AS CURRENTLY REVISED OR U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATION 832/R-92-005 (SEPTEMBER, 1992) STORM WATER MANAGEMENT FOR CONSTRUCTION, CHAPTER 3, WHICHEVER IS MORE STRINGENT.
3. ANY ADDITIONAL EROSION AND SEDIMENTATION CONTROL DEEMED NECESSARY BY THE OWNER'S REPRESENTATIVE, DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) PERSONNEL AND/OR MUNICIPAL OFFICIALS SHALL BE INSTALLED BY THE CONTRACTOR.
4. THE CONTRACTOR IS RESPONSIBLE FOR ALL FINES RESULTING FROM EROSION OR SEDIMENTATION FROM THE SITE TO SURROUNDING PROPERTIES, WATER BODIES, OR WETLANDS AS A RESULT OF THIS PROJECT.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR/ REPLACEMENT MAINTENANCE OF ALL EROSION CONTROL MEASURES UNTIL ALL DISTURBED AREAS ARE STABILIZED TO THE SATISFACTION OF THE ABOVE PERSONNEL. DESCRIPTIONS OF ACCEPTABLE PERMANENT STABILIZATION FOR VARIOUS COVER TYPES FOLLOWS:
a. FOR SEEDED AREAS, PERMANENT STABILIZATION MEANS A 90% COVER OF THE DISTURBED AREA WITH MATURE, HEALTHY PLANTS WITH NO EVIDENCE OF WASHING OR RILLING OF THE TOPSOIL.
b. FOR SODDED AREAS, PERMANENT STABILIZATION MEANS THE COMPLETE BINDING OF THE SOD ROOTS INTO THE UNDERLYING SOIL WITH NO SLUMPING OF THE SOD OR DIE-OFF.
c. FOR MULCHED AREAS, PERMANENT MULCHING MEANS TOTAL COVERAGE OF THE EXPOSED AREA WITH AN APPROVED MULCH MATERIAL. EROSION CONTROL MIX MAY BE USED AS MULCH FOR PERMANENT STABILIZATION ACCORDING TO THE APPROVED APPLICATION RATES AND LIMITATIONS.
d. FOR AREAS STABILIZED WITH RIP RAP, PERMANENT STABILIZATION MEANS THAT SLOPES STABILIZED WITH RIP RAP HAVE AN APPROPRIATE BACKING OF A WELL-GRADED GRAVEL OR APPROVED GEOTEXTILE TO PREVENT SOIL MOVEMENT FROM BEHIND THE RIP RAP. STONE MUST BE SIZED APPROPRIATELY.
e. PAVED AREAS: FOR PAVED AREAS, PERMANENT STABILIZATION MEANS THE PLACEMENT OF THE COMPACTED GRAVEL SUBBASE IS COMPLETED.
f. FOR OPEN CHANNELS, PERMANENT STABILIZATION MEANS THE CHANNEL IS STABILIZED WITH MATURE VEGETATION AT LEAST THREE INCHES IN HEIGHT, WITH WELL-GRADED RIP RAP, OR WITH ANOTHER NON-EROSIVE LINING CAPABLE OF WITHSTANDING THE ANTICIPATED FLOW VELOCITIES AND FLOW DEPTHS WITHOUT RELIANCE ON CHECK DAMS TO SLOW FLOW. THERE MUST BE NO EVIDENCE OF SLUMPING OF THE LINING, UNDERCUTTING OF THE BANKS, OR DOWN CUTTINGS OF THE CHANNEL.

**B. EROSION AND SEDIMENTATION CONTROL MEASURES**

- 1. PRIOR TO THE BEGINNING OF CONSTRUCTION, THE TEMPORARY SILT FENCE SHALL BE INSTALLED AS SHOWN ON THE PLANS OR AS DIRECTED BY THE OWNER'S REPRESENTATIVE, OR ENGINEER. SILT FENCE SHALL BE INSTALLED ALONG THE DOWNGRADIENT SIDE OF CONSTRUCTION WORK AREAS, WITH LOCATIONS BEING ADJUSTED ALONG WITH THE CONSTRUCTION PHASING AREAS. THE CONTRACTOR MAY USE EROSION MIX IN PLACE OF SINGLE SILT FENCE BARRIER. IN AREAS WHERE THE GRADE IS STEEPER THAN 8% SILT FENCE AND EROSION CONTROL MIX SHOULD BE USED.
2. THE SILT FENCE SHALL BE INSTALLED PER THE DETAIL PROVIDED IN THE PLAN SET AND INSPECTED IMMEDIATELY AFTER EACH RAINFALL, AND AT LEAST WEEKLY IN THE ABSENCE OF SIGNIFICANT RAINFALL. ANY REQUIRED REPAIRS WILL BE MADE IMMEDIATELY. SEDIMENT DEPOSITS SHALL BE PERIODICALLY REMOVED FROM THE UPSTREAM SIDE OF THE SILT BARRIERS. THIS SEDIMENT WILL BE SPREAD AND STABILIZED IN AREAS OF THE SITE NOT SUBJECT TO EROSION. THE CONTRACTOR SHALL MAKE REPAIRS IMMEDIATELY IF THERE ARE ANY SIGNS OF EROSION OR SEDIMENTATION BELOW THE FENCE LINE. IF SUCH EROSION IS OBSERVED, THE CONTRACTOR SHALL TAKE PROACTIVE ACTION TO IDENTIFY THE CAUSE OF THE EROSION AND TAKE ACTION TO AVOID ITS REOCCURRENCE. PROPER PLACEMENT OF STAKES AND KEYING THE BOTTOM OF THE FABRIC INTO THE GROUND IS CRITICAL TO THE FENCE'S EFFECTIVENESS. IF THERE ARE SIGNS OF UNDERCUTTING AT THE CENTER OR THE EDGES, OR IMPOUNDING OF LARGE VOLUMES OF WATER BEHIND THE FENCE, THE BARRIER SHALL BE REPLACED WITH A STONE CHECK DAM AND MEASURES TAKEN TO AVOID THE CONCENTRATION OF FLOWS NOT INTENDED TO BE DIRECTED TO THE SILT FENCE. SILT FENCE SHALL BE REPLACED AS NECESSARY TO PROVIDE PROPER FILTERING ACTION.
3. TEMPORARY SEDIMENT SUMPS WILL PROVIDE SEDIMENTATION CONTROL FOR STORMWATER RUNOFF FROM DISTURBED AREAS DURING CONSTRUCTION UNTIL STABILIZATION HAS BEEN ACHIEVED.
4. A CONSTRUCTION ENTRANCE WILL BE CONSTRUCTED AT ALL ACCESS POINTS ONTO THE SITE TO PREVENT TRACKING OF SOIL ONTO ADJACENT LOCAL ROADS AND STREETS.
5. SILT LOGS MAY BE INSTALLED IN LIEU OF STONE CHECK DAMS PROVIDED THE DEVICES ARE WELL ANCHORED, AND IF PRIOR APPROVAL IS RECEIVED FROM THE PROJECT ENGINEER.
6. SILTSACKS™ WILL BE UTILIZED IN CATCH BASINS IN OR NEAR WORK AREAS AT RISK FROM RECEIVING TRANSPORTED SEDIMENT.
7. ALL CATCH BASINS AND FIELD INLETS, NEW OR EXISTING, THAT MAY RECEIVE RUNOFF FROM DISTURBED AREAS MUST BE PROTECTED DURING CONSTRUCTION.
8. REMOVAL OF SOD, TREES, BUSHES AND OTHER VEGETATION AND SOIL DISTURBANCE WILL BE KEPT TO A MINIMUM WHILE ALLOWING PROPER SITE DEVELOPMENT.
9. GRUBBINGS AND ANY UNUSABLE TOPSOIL SHALL BE STRIPPED AND REMOVED FROM THE PROJECT SITE AND DISPOSED OF IN AN APPROVED MANNER.
10. ANY SUITABLE TOPSOIL WILL BE STRIPPED AND STOCKPILED FOR REUSE IN FINAL GRADING. TOPSOIL WILL BE STOCKPILED IN A MANNER SUCH THAT NATURAL DRAINAGE IS NOT OBSTRUCTED AND NO OFF-SITE SEDIMENT DAMAGE WILL RESULT. IF A STOCKPILE IS NECESSARY, THE SIDE SLOPES OF THE TOPSOIL STOCKPILE WILL NOT EXCEED 2:1. TOPSOIL STOCKPILES WILL BE TEMPORARILY SEEDED WITH AROOSTOOK RYE, ANNUAL OR PERENNIAL RYE GRASS WITHIN 7 DAYS OF FORMATION, OR TEMPORARILY MULCHED IF SEEDING CANNOT BE DONE WITHIN THE RECOMMENDED SEEDING DATES.
11. TEMPORARY DIVERSION BERMS AND DRAINAGE SWALES SHALL BE CONSTRUCTED AS NECESSARY TO PREVENT OFF-SITE DRAINAGE FROM ENTERING THE WORK AREA.
12. TEMPORARY STABILIZATION SHALL BE CONSTRUCTED WITHIN 7 DAYS OF INITIAL DISTURBANCE OF SOILS, PRIOR TO ANY RAIN EVENT, AND PRIOR TO ANY WORK SHUT DOWN LASTING MORE THAN ONE DAY. TEMPORARY STABILIZATION INCLUDES SEED, MULCH, OR OTHER NON-ERODABLE COVER.
13. TEMPORARY SEEDING SPECIFICATIONS: WHERE SEEDED HAS BEEN COMPACTED BY CONSTRUCTION OPERATIONS, LOOSEN SOIL TO A DEPTH OF 2 INCHES BEFORE APPLYING FERTILIZER, LIME, AND SEED. APPLY LIMESTONE AT A RATE OF 3 TONS PER ACRE (138 LB. PER 1,000 SQUARE FEET) AND 10-10-10 (N-P205-K20) FERTILIZER AT A RATE OF 800 LBS PER ACRE (18.4 LB. PER 1,000 SQUARE FEET), UNIFORMLY APPLY SEED AT THE RECOMMENDED SEEDING RATES AND DATES, APPLY HAY OR STRAW MULCH AT A RATE OF 2 TONS PER ACRES, AND ANCHOR AS NECESSARY. RECOMMENDED TEMPORARY SEEDING DATES AND APPLICATION RATES ARE AS FOLLOWS:

AROOSTOOK RYE: RECOMMENDED SEEDING DATES: 8/15 - 10/1
APPLICATION RATE: 112 LBS/ACRE
ANNUAL RYE GRASS: RECOMMENDED SEEDING DATES: 4/1 - 7/1
APPLICATION RATE: 40 LBS/ACRE
PERENNIAL RYE GRASS: RECOMMENDED SEEDING DATES: 8/15 - 9/15
APPLICATION RATE: 40 LBS/ACRE

- 14. PERMANENT SEEDING SPECIFICATION: IF A LANDSCAPE PLAN HAS BEEN PREPARED FOR THE PROJECT, SOIL PREPARATION AND SEED SPECIFICATIONS OF THAT PLAN SHALL SUPERSEDE THESE GENERAL PERMANENT SEEDING REQUIREMENTS. IT IS RECOMMENDED THAT PERMANENT SEEDING BE COMPLETED BETWEEN APRIL 1 AND JUNE 15 OF EACH YEAR. LATE SEASON SEEDING MAY BE DONE BETWEEN AUGUST 15 AND SEPTEMBER 15. AREAS NOT SEEDED OR WHICH DO NOT OBTAIN A SATISFACTORY GROWTH BY OCTOBER 15 SHALL BE SEEDED WITH AROOSTOOK RYE OR MULCHED AT RATES PREVIOUSLY SPECIFIED. SEE WINTER CONDITIONS NOTES FOR SEEDING STABILIZATION AFTER NOVEMBER 1.
a. APPLY TOPSOIL TO A MINIMUM DEPTH OF 4 INCHES. MIX TOPSOIL WITH THE SUBSOIL TO A MINIMUM DEPTH OF 6 INCHES.
b. APPLY LIMESTONE AND FERTILIZER ACCORDING TO SOIL TESTS. IN LIEU OF SOIL TESTS, APPLY GROUND LIMESTONE AT A RATE OF 3 TONS PER ACRE (138 LB. PER 1,000 SQUARE FEET) AND GRANULAR, COMMERCIAL-GRADE, 10-10-10 (N-P205-K20) FERTILIZER AT A RATE OF 800 LBS PER ACRE (18.4 LBS PER 1,000 SQUARE FEET).
c. UNIFORMLY APPLY SEED MIXTURE AT THE RECOMMENDED SEEDING RATES AND DATES, APPLY HAY OR STRAW MULCH AT A RATE OF 2 TONS PER ACRES, AND ANCHOR AS NECESSARY.
d. THE SEED MIXTURE FOR LAWN AND FILTRATION BASIN AREAS SHALL CONSIST OF SEEDS PROPORTIONED BY WEIGHT AS FOLLOWS:
30% CREEPING RED FESCUE
50% KENTUCKY BLUEGRASS
20% ITALIAN/PERENNIAL RYE GRASS
NOTE: SEED MIXTURE SHALL CONSIST OF AT LEAST TWO VARIETIES OF EACH TYPE OF GRASS. WHEN USED IN A FILTER BASIN, STORMWATER SHALL NOT BE DIRECTED TO THE BASIN UNTIL THE GRASS IS ESTABLISHED.
15. MULCH ALL AREAS SEEDED SO THAT SOIL IS NOT VISIBLE THROUGH THE MULCH REGARDLESS OF THE APPLICATION RATE.

- 1. DITCH LININGS, STONE CHECK DAMS, AND RIP RAP INLET AND OUTLET PROTECTION SHALL BE INSTALLED WITHIN 48 HOURS OF COMPLETING THE GRADING OF THAT SECTION OF DITCH OR INSTALLATION OF CULVERT.
2. RIP RAP REQUIRED AT CULVERTS AND STORM DRAIN INLETS AND OUTLETS SHALL CONSIST OF FIELD STONE OR ROUGH UNHEWN QUARRY STONE OF APPROXIMATELY RECTANGULAR SHAPE.
3. EROSION CONTROL BLANKET SHALL BE INSTALLED ON ALL PERMANENT SLOPES STEEPER THAN 15%, IN THE BASE OF DITCHES NOT OTHERWISE PROTECTED, AND ANY DISTURBED AREAS WITHIN 100 FEET OF A PROTECTED NATURAL RESOURCE (E.G. WETLANDS AND WATER BODIES). EROSION CONTROL BLANKET SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.
4. TEMPORARY CONTROL MEASURES, SUCH AS SILT FENCE, SHALL BE REMOVED WITHIN 30 DAYS AFTER PERMANENT STABILIZATION IS ATTAINED.

**C. SPECIAL MEASURES FOR SUMMER CONSTRUCTION**

DURING DRY SUMMER CONDITIONS, THE CONTRACTOR SHALL:

- 1. IMPLEMENT A PROGRAM TO APPLY DUST CONTROL MEASURES ON A DAILY BASIS EXCEPT THOSE DAYS WHERE PRECIPITATION IS SUFFICIENT TO SUPPRESS DUST FORMATION. THIS PROGRAM SHALL EXTEND TO AND INCLUDE SWEEPING OF ADJACENT STREETS.
2. SPRAY ANY MULCHES WITH WATER AFTER ANCHORING TO DAMPEN THE SOIL AND ENCOURAGE EARLY GROWTH. SPRAYING MAY BE REQUIRED SEVERAL TIMES. TEMPORARY SEED MAY BE REQUIRED UNTIL THE LATE SUMMER SEEDING SEASON.
3. COVER STOCKPILES OF FINE-GRAINED MATERIALS, OR EXCAVATED SOILS WHICH ARE SUSCEPTIBLE TO EROSION TO PROTECT FROM THE INTENSE, SHORT-DURATION STORMS WHICH ARE MORE PREVALENT IN THE SUMMER MONTHS.
4. TAKE ADDITIONAL STEPS NEEDED, INCLUDING WATERING, OR COVERING EXCAVATED MATERIALS TO CONTROL FUGITIVE DUST EMISSIONS TO MINIMIZE REDUCTIONS IN VISIBILITY AND THE AIRBORNE DISPERSION OF FINE-GRAINED SOLIDS. THIS IS PARTICULARLY IMPORTANT GIVEN THE POTENTIAL PRESENCE OF SOIL CONTAMINANTS, AND THEIR PROXIMITY ALONG THE ADJACENT STREETS AND PROPERTIES.
5. THESE MEASURES MAY ALSO BE REQUIRED IN THE SPRING AND FALL DURING THE DRIER PERIODS OF THESE SEASONS.

**D. WINTER CONDITIONS**

- 1. "WINTER CONSTRUCTION" IS CONSTRUCTION ACTIVITY PERFORMED DURING THE PERIOD FROM NOVEMBER 1ST THROUGH APRIL 15TH. IF AREAS WITHIN THE CONSTRUCTION ACTIVITY ARE NOT STABILIZED WITH TEMPORARY OR PERMANENT MEASURES OUTLINED ABOVE BY NOVEMBER 15TH, THEN THE SITE MUST BE PROTECTED WITH ADDITIONAL STABILIZATION MEASURES THAT ARE SPECIFIC TO WINTER CONDITIONS. NO MORE THAN ONE ACRE OF THE SITE MAY BE WITHOUT STABILIZATION AT ONE TIME.
2. SILT FENCE: IN LIEU OF PROVIDING THE 4' X 4' TRENCH FOR FROZEN GROUND, STONY SOIL, THE PRESENCE OF LARGE ROOTS, OR OTHER PROHIBITIVE CONDITIONS, THE BOTTOM 8" TO 12" OF THE FABRIC MAY BE LAID ON EXISTING GRADE AND BACK FILLED WITH STONE ANCHORING MATERIAL, AS SHOWN ON THE DRAWINGS.
3. HAY MULCH SHALL BE APPLIED AT TWICE THE STANDARD TEMPORARY STABILIZATION RATE. AT THE END OF EACH CONSTRUCTION DAY, AREAS THAT HAVE BEEN BROUGHT TO FINAL GRADE MUST BE STABILIZED. MULCH MAY NOT BE SPREAD ON TOP OF SNOW.
4. AFTER NOVEMBER 1ST OR THE FIRST KILLING FROST FOR THE REGION AND BEFORE SNOW FALL, ALL EXPOSED AND DISTURBED AREAS NOT TO UNDERGO FURTHER DISTURBANCE ARE TO HAVE DORMANT SEEDING. THE DORMANT SEEDING METHOD: PREPARE THE SEEDED, LIME AND FERTILIZE, APPLY THE SELECTED PERMANENT SEED MIXTURE AT DOUBLE THE REGULAR SEEDING RATE, AND MULCH AND ANCHOR. DORMANT SEEDINGS NEED TO BE ANCHORED EXTREMELY WELL ON SLOPES, DITCH BASES AND AREAS OF CONCENTRATED FLOWS. DORMANT SEEDING REQUIRES INSPECTION AND RESEEDING AS NEEDED IN THE SPRING. ALL AREAS WHERE COVER IS INADEQUATE MUST BE IMMEDIATELY RESEEDED AND MULCHED AS SOON AS POSSIBLE.
5. ALL VEGETATED DITCH LINES THAT HAVE NOT BEEN STABILIZED BY NOVEMBER 1ST, OR WILL BE WORKED DURING THE WINTER CONSTRUCTION PERIOD, MUST BE STABILIZED WITH AN APPROPRIATE STONE LINING BACKED BY AN APPROPRIATE GRAVEL BED OR GEOTEXTILE UNLESS SPECIFICALLY RELEASED FROM THIS STANDARD BY THE MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION.
6. MULCH NETTING MUST BE USED TO ANCHOR MULCH ON ALL SLOPES GREATER THAN 8% UNLESS EROSION CONTROL BLANKETS OR EROSION CONTROL MIX IS BEING USED ON THESE SLOPES.

**E. HOUSEKEEPING**

- 1. SPILL PREVENTION: CONTROLS MUST BE USED TO PREVENT POLLUTANTS FROM CONSTRUCTION AND WASTE MATERIALS STORED ON-SITE, INCLUDING STORAGE PRACTICES TO MINIMIZE EXPOSURE OF THE MATERIALS TO STORM WATER, AND APPROPRIATE SPILL PREVENTION, CONTAINMENT, AND RESPONSE PLANNING AND IMPLEMENTATION.
2. GROUNDWATER PROTECTION: DURING CONSTRUCTION, LIQUID PETROLEUM PRODUCTS AND OTHER HAZARDOUS MATERIALS WITH THE POTENTIAL TO CONTAMINATE GROUNDWATER MAY NOT BE STORED OR HANDLED IN AREAS OF THE SITE DRAINING TO AN INFILTRATION AREA. AN INFILTRATION AREA IS ANY AREA OF THE SITE THAT BY DESIGN OR AS A RESULT OF SOILS, TOPOGRAPHY AND OTHER RELEVANT FACTORS, ACCUMULATES RUNOFF THAT INFILTRATES INTO THE SOIL DIKES, BERMS, SUMPS, AND OTHER FORMS OF SECONDARY CONTAINMENT THAT PREVENT DISCHARGE TO GROUNDWATER MAY BE USED TO ISOLATE PORTIONS OF THE SITE FOR THE PURPOSES OF STORAGE AND HANDLING OF THESE MATERIALS.
3. FUGITIVE SEDIMENT AND DUST: ACTIONS MUST BE TAKEN TO ENSURE THAT ACTIVITIES DO NOT RESULT IN NOTICEABLE EROSION OF SOILS OR FUGITIVE DUST EMISSIONS DURING OR AFTER CONSTRUCTION. OIL MAY NOT BE USED FOR DUST CONTROL.
4. DEBRIS AND OTHER MATERIAL: LITTER, CONSTRUCTION DEBRIS, AND CONSTRUCTION CHEMICALS EXPOSED TO STORM WATER, MUST BE PREVENTED FROM BECOMING A POLLUTANT SOURCE.
5. COMPLY WITH ALL LOCAL AND STATE REGULATIONS FOR THE REMOVAL AND DISPOSAL OF CONSTRUCTION DEBRIS AND WASTE.
6. TRENCH OR FOUNDATION DE-WATERING: THE COLLECTED WATER REMOVED FROM THE PONDED AREA, EITHER THROUGH GRAVITY OR PUMPING, MUST BE SPREAD THROUGH NATURAL WOODED BUFFERS OR REMOVED AREAS THAT ARE SPECIFICALLY DESIGNATED TO COLLECT THE MAXIMUM AMOUNT OF SEDIMENT POSSIBLE, LIKE A COFFER DAM SEDIMENTATION BASIN. AVOID ALLOWING THE WATER TO FLOW OVER DISTURBED AREAS OF THE SITE.
7. NON-STORMWATER DISCHARGES: IDENTIFY AND PREVENT CONTAMINATION BY NON-STORMWATER DISCHARGES. WHERE ALLOWED NON-STORMWATER DISCHARGES EXIST, THEY MUST BE IDENTIFIED AND STEPS SHOULD BE TAKEN TO ENSURE THE IMPLEMENTATION OF APPROPRIATE POLLUTION PREVENTION MEASURES FOR THE NON-STORMWATER COMPONENT(S) OF THE DISCHARGE.

**F. INSPECTION AND MAINTENANCE**

- 1. INSPECT DISTURBED AND IMPERVIOUS AREAS, EROSION AND STORM WATER CONTROL MEASURES, AREAS USED FOR STORAGE THAT ARE EXPOSED TO PRECIPITATION, AND LOCATIONS WHERE VEHICLES ENTER OR EXIT THE SITE AT LEAST ONCE A WEEK AND BEFORE AND AFTER A STORM EVENT. PRIOR TO COMPLETION OF PERMANENT STABILIZATION, A PERSON WITH KNOWLEDGE OF EROSION AND STORM WATER CONTROLS, INCLUDING THE STANDARDS IN THE MAINE CONSTRUCTION GENERAL PERMIT AND ANY DEP OR MUNICIPAL COMPANION DOCUMENTS, MUST CONDUCT THE INSPECTION. THIS PERSON MUST BE IDENTIFIED IN THE INSPECTION LOG. IF BEST MANAGEMENT PRACTICES (BMPs) NEED TO BE MODIFIED IF ADDITIONAL BMPs ARE NECESSARY, IMPLEMENTATION MUST BE COMPLETED WITHIN 7 CALENDAR DAYS AND PRIOR TO ANY STORM EVENT (RAINFALL). ALL MEASURES MUST BE MAINTAINED IN EFFECTIVE OPERATING CONDITION UNTIL AREAS ARE PERMANENTLY STABILIZED.
2. AN INSPECTION AND MAINTENANCE LOG MUST BE KEPT SUMMARIZING THE SCOPE OF THE INSPECTION, NAME AND QUALIFICATIONS OF THE PERSON PERFORMING THE INSPECTION, DATE, AND MAJOR OBSERVATIONS RELATING TO OPERATION OF EROSION AND SEDIMENTATION CONTROLS AND POLLUTION PREVENTION MEASURES.
3. INSPECTION OF THE PROJECT WORK SITE SHALL INCLUDE:
a. IDENTIFICATION OF PROPER EROSION CONTROL MEASURE INSTALLATION IN ACCORDANCE WITH THE EROSION CONTROL DETAIL SHEET.
b. DETERMINE WHETHER EACH EROSION CONTROL MEASURE IS PROPERLY OPERATING. IF NOT, IDENTIFY DAMAGE TO THE CONTROL DEVICE AND DETERMINE REMEDIAL MEASURES.
c. IDENTIFY AREAS WHICH APPEAR VULNERABLE TO EROSION AND DETERMINE ADDITIONAL EROSION CONTROL MEASURES WHICH SHOULD BE USED TO IMPROVE CONDITIONS.
d. INSPECT AREAS OF RECENT SEEDING TO DETERMINE PERCENT CATCH OF GRASS. A MINIMUM CATCH OF 90 PERCENT IS REQUIRED PRIOR TO REMOVAL OF EROSION CONTROL MEASURES.
4. IF INSPECTION OF THE SITE INDICATES A CHANGE SHOULD BE MADE TO THE EROSION CONTROL PLAN, TO EITHER IMPROVE EFFECTIVENESS OR CORRECT A SITE-SPECIFIC DEFICIENCY, THE INSPECTOR SHALL IMMEDIATELY IMPLEMENT THE CORRECTIVE MEASURE AND NOTIFY THE OWNER OF THE CHANGE.
5. ALL CERTIFICATIONS, INSPECTION FORMS, AND WRITTEN REPORTS PREPARED BY THE INSPECTOR(S) SHALL BE FILED WITH THE OWNER, AND THE PERMIT FILE CONTAINED ON THE PROJECT SITE. ALL WRITTEN CERTIFICATIONS, INSPECTION FORMS, AND WRITTEN REPORTS MUST BE FILED WITHIN ONE (1) WEEK OF THE INSPECTION DATE.
6. THE PERMITTEE SHALL RETAIN COPIES OF THE ESC PLAN AND ANY FORMS, SUBMISSIONS, REPORTS, OR OTHER MATERIALS REQUIRED BY THE GENERAL PERMIT FOR A PERIOD OF AT LEAST THREE YEARS FROM THE COMPLETION OF PERMANENT STABILIZATION.
7. THE CONTRACTOR HAS SOLE RESPONSIBILITY FOR COMPLYING WITH THE EROSION/SEDIMENT CONTROL REPORT, INCLUDING CONTROL OF FUGITIVE DUST, AND SHALL BE RESPONSIBLE FOR ANY MONETARY PENALTIES RESULTING FROM FAILURE TO COMPLY WITH THESE STANDARDS.

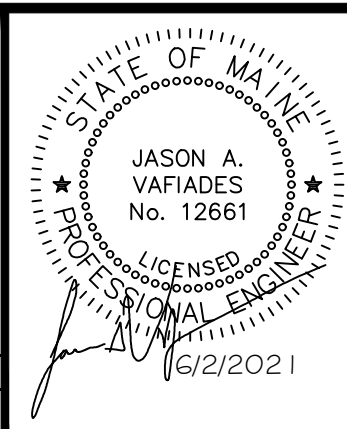
**C. CONSTRUCTION SCHEDULE & SEQUENCE**

(TIMELINES ARE APPROXIMATE AND WILL BE DEPENDENT ON WEATHER AND SITE CONDITIONS).

- 1. **PRE-CONSTRUCTION CONFERENCE:** PRIOR TO ANY CONSTRUCTION AT THE SITE, REPRESENTATIVES OF THE CONTRACTOR, THE ARCHITECT, THE OWNER, AND THE SITE DESIGN ENGINEER SHALL MEET TO DISCUSS THE SCHEDULING OF THE SITE CONSTRUCTION AND THE DESIGNATION OF THE RESPONSIBLE PARTIES FOR IMPLEMENTING THE PLAN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SCHEDULING THE MEETING. PRIOR TO THE MEETING, THE CONTRACTOR WILL PREPARE A DETAILED SCHEDULE AND A MARKED-UP SITE PLAN INDICATING AREAS AND COMPONENTS OF THE WORK AND KEY DATES SHOWING DATE OF DISTURBANCE AND COMPLETION OF THE WORK. THE CONTRACTOR SHALL CONDUCT A MEETING WITH EMPLOYEES AND SUB-CONTRACTORS TO REVIEW THE EROSION CONTROL PLAN, THE CONSTRUCTION TECHNIQUES WHICH WILL BE EMPLOYED TO IMPLEMENT THE PLAN AND PROVIDE A LIST OF ATTENDEES AND ITEMS DISCUSSED AT THE MEETING TO THE OWNER. THREE COPIES OF THE SCHEDULE, THE CONTRACTOR'S MEETING MINUTES, AND MARKED-UP SITE PLAN SHALL BE PROVIDED TO THE OWNER.
2. THE FOLLOWING CONSTRUCTION SEQUENCE SHALL BE REQUIRED TO INSURE THE EFFECTIVENESS OF THE EROSION AND SEDIMENTATION CONTROL MEASURES IS OPTIMIZED.
a. INSTALL SAFETY AND CONSTRUCTION FENCE TO SECURE THE SITE FOR DEMOLITION.
b. INSTALL ALL PERIMETER SILTATION FENCE AND EROSION CONTROL BARRIERS. PARTICULAR ATTENTION SHALL BE PAID TO AREAS UPSTREAM OF PROTECTED NATURAL RESOURCES. SIGNS SHALL BE ERECTED PERIODICALLY ALONG THESE PERIMETER BARRIERS INDICATING THAT THE DOWNSTREAM AREAS ARE OFF LIMITS TO ALL CONSTRUCTION ACTIVITIES.
c. INSTALL CONSTRUCTION ENTRANCES.
d. MAINTAIN EXISTING PAVED AREAS FOR LAYDOWN AND ACCESS DURING INITIAL CONSTRUCTION ACTIVITIES.
e. CONSTRUCT ACTIVITIES ON THE SITE TO OPTIMIZE THE HANDLING OF MATERIALS AND RESTRICT THE DENUDED AREAS TO THE TIME STIPULATED.
f. CONSTRUCT STABILIZED PADS FOR FOUNDATION AND BUILDING CONSTRUCTION.
g. MAINTAIN STABILIZED SITE ACCESS AND WORKING AREAS DURING BUILDING CONSTRUCTION.
h. INSTALL STORMWATER BMPs
i. REMOVE EXISTING PAVEMENT AND INSTALL NEW PAVEMENT BASE GRAVEL MATERIALS TO RAISE THE SITE TO THE DESIGN SUBGRADE ELEVATION.
j. INSTALL BINDER PAVEMENT.
k. LANDSCAPE (LOAM AND SEED).
l. INSTALL SURFACE PAVEMENTS.
m. INSTALL STRIPING, SIGNAGE, AND MISCELLANEOUS SITE IMPROVEMENTS.
n. REVIEW AND PUNCH THE SITE.
o. REMOVE ANY TEMPORARY EROSION CONTROL MEASURES.
3. THE CONTRACTOR MUST MAINTAIN AN ACCURATE SET OF RECORD DRAWINGS INDICATING THE DATE WHEN AN AREA IS FIRST DENUDED, THE DATE OF TEMPORARY STABILIZATION, AND THE DATE OF FINAL STABILIZATION. ON OCTOBER 1 OF ANY CALENDAR YEAR, THE CONTRACTOR SHALL SUBMIT A DETAILED PLAN FOR STABILIZING THE SITE FOR THE WINTER AND A DESCRIPTION OF WHAT ACTIVITIES ARE PLANNED DURING THE WINTER.

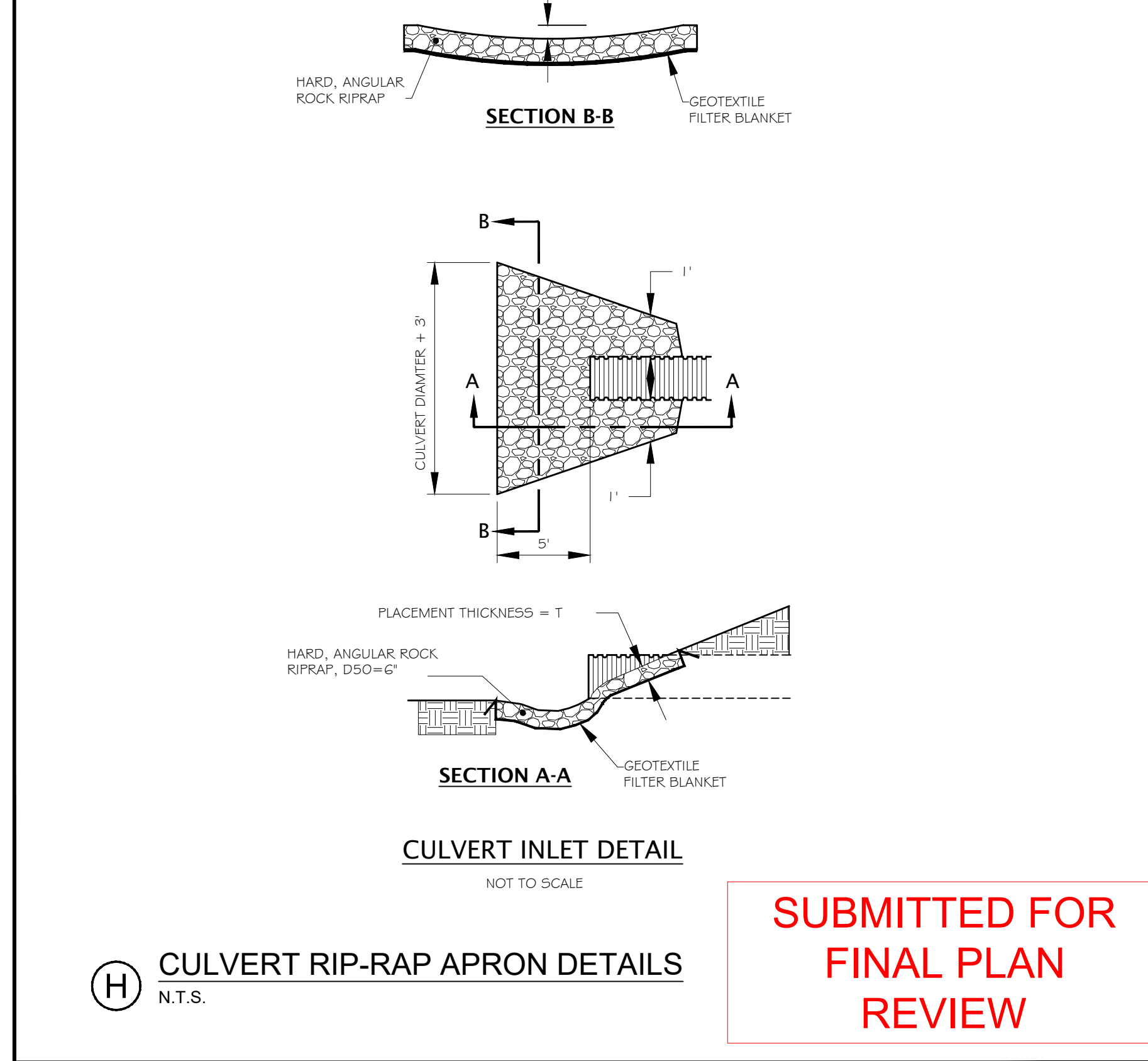
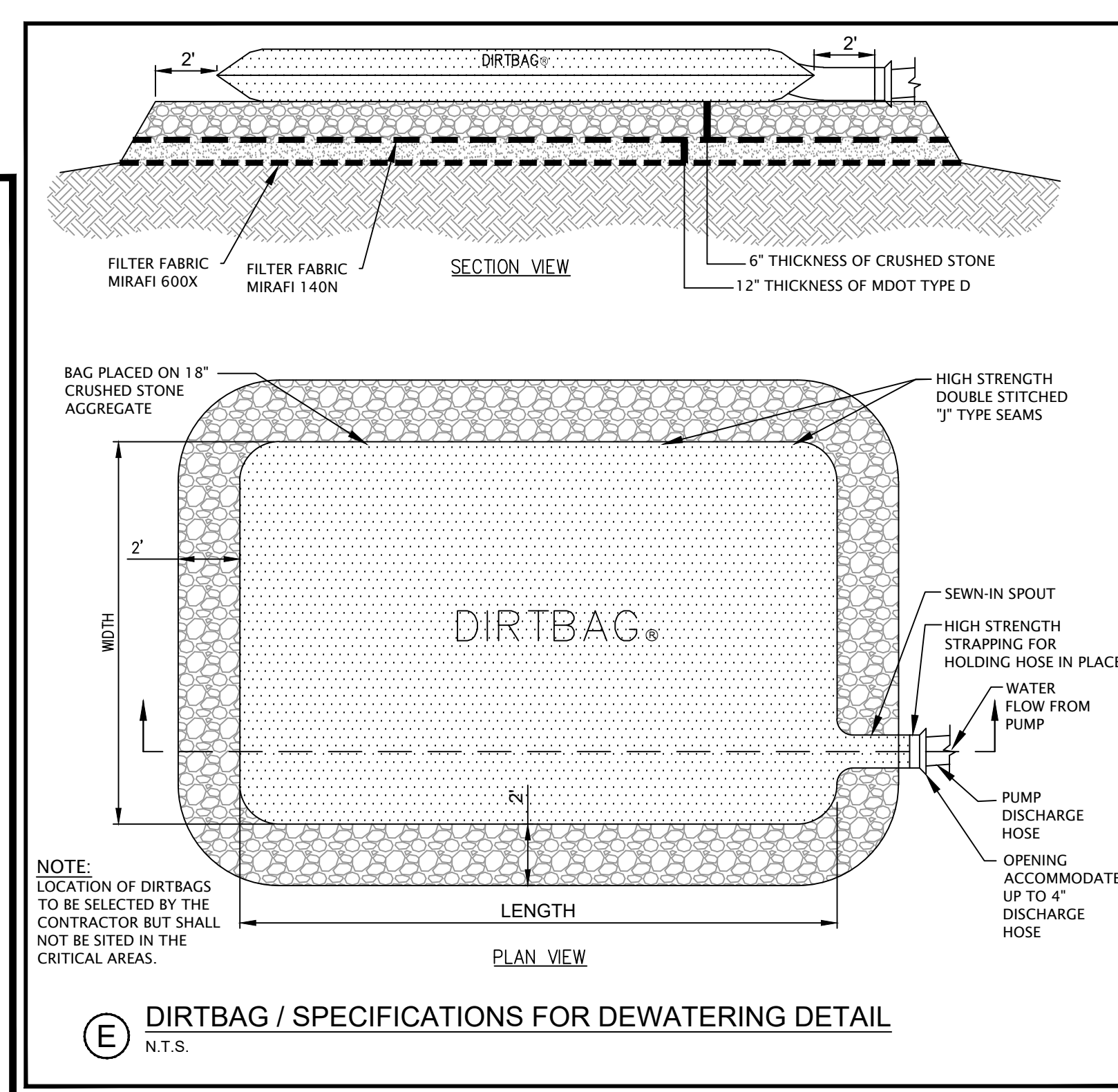
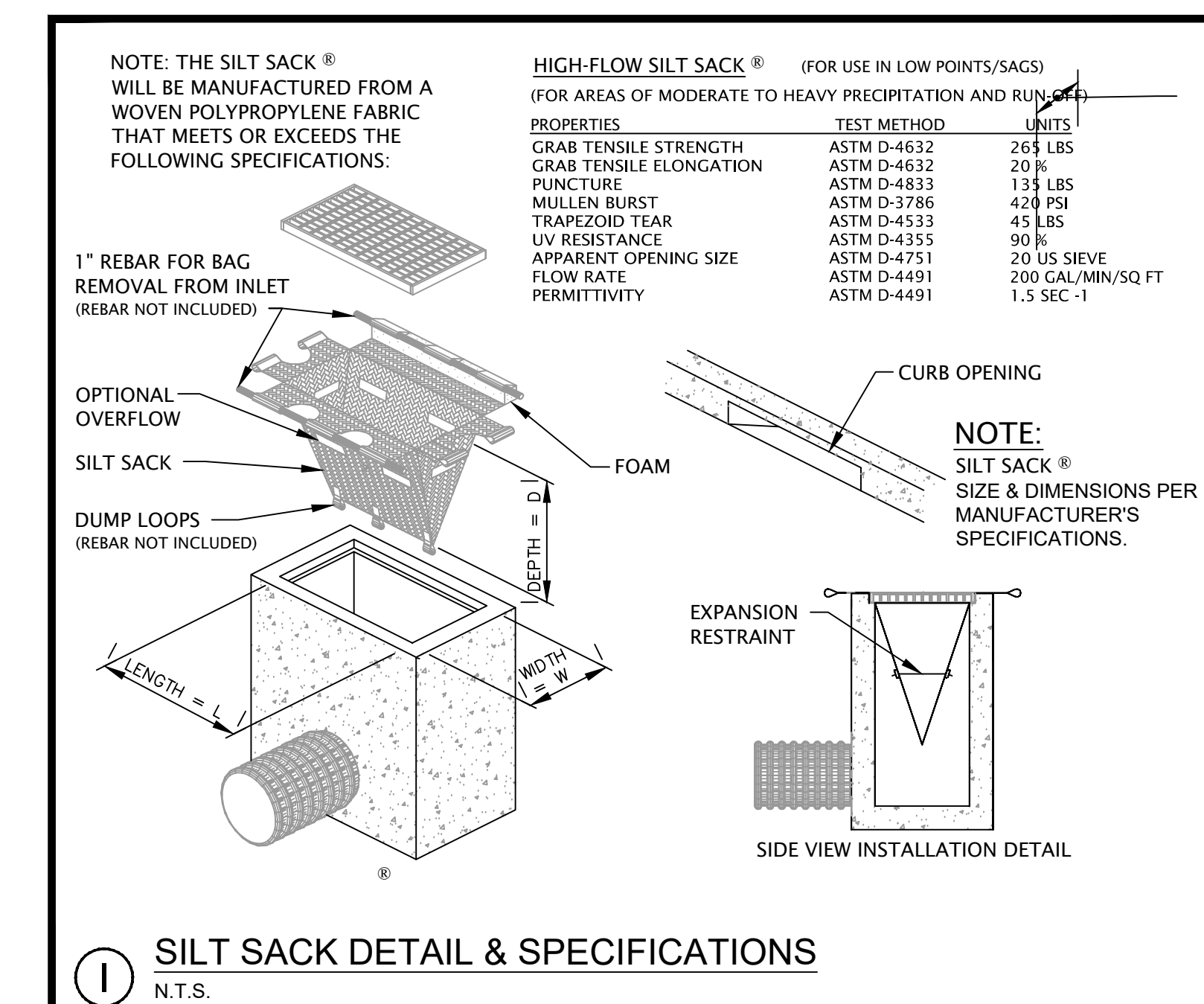
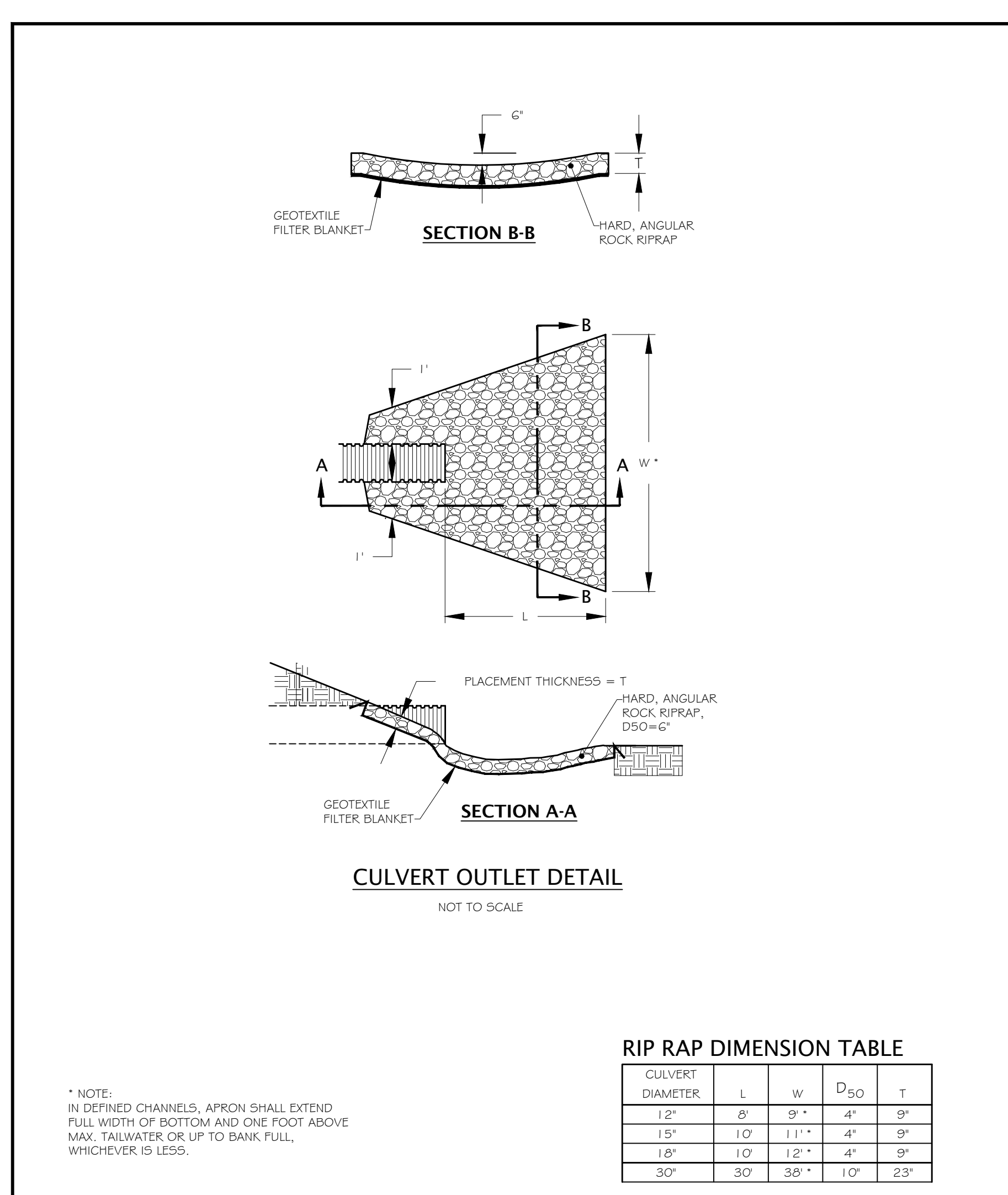
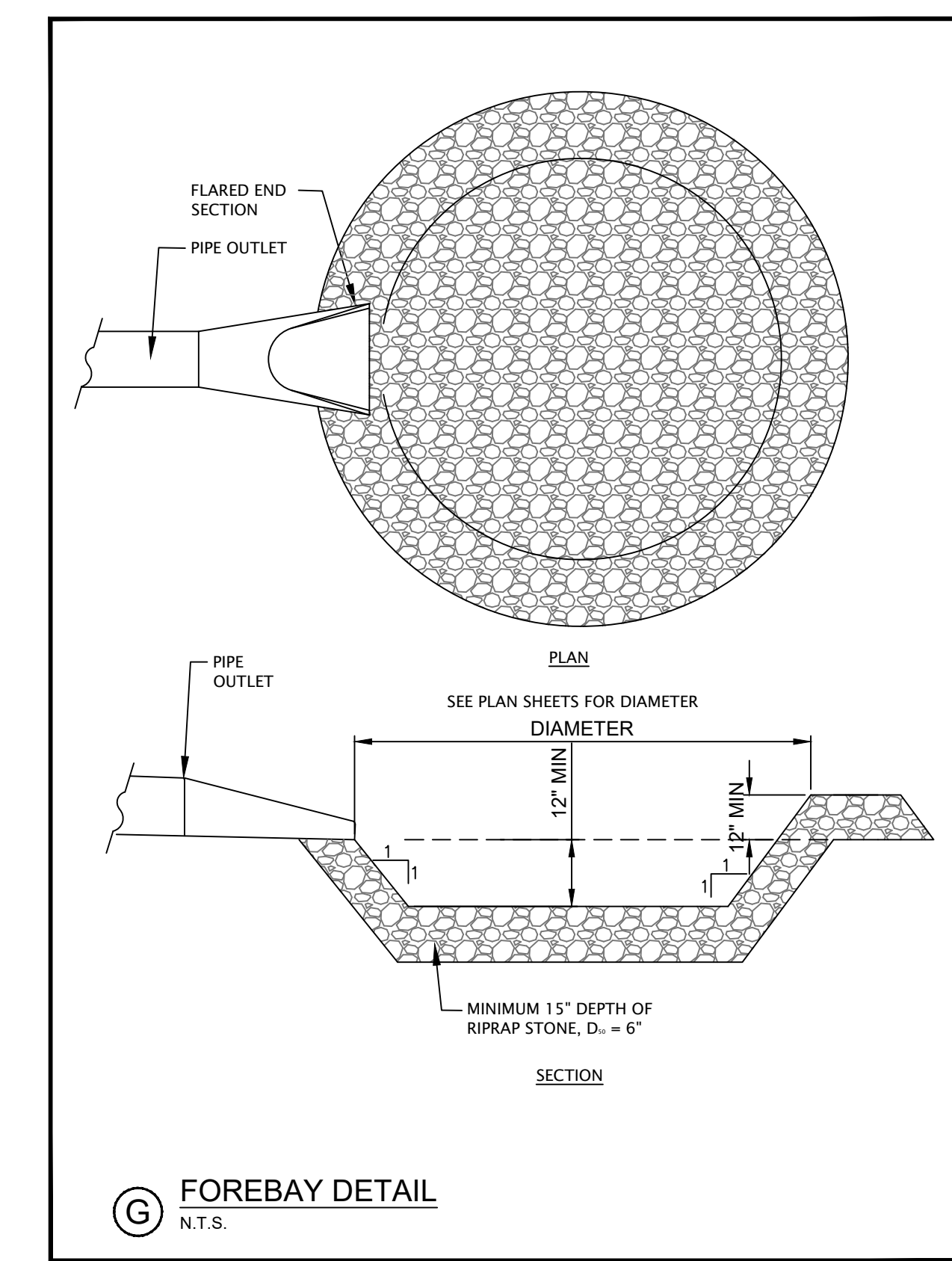
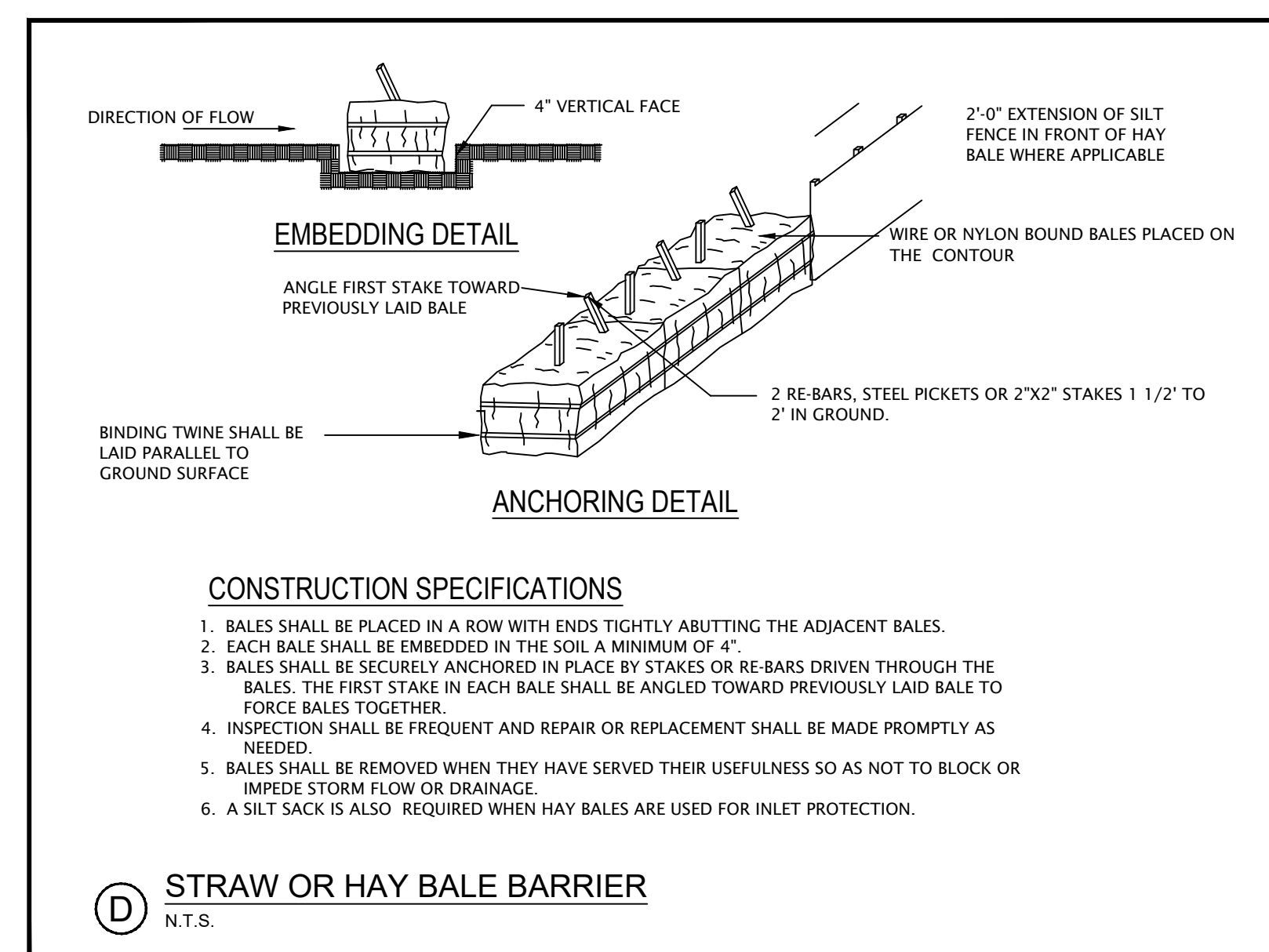
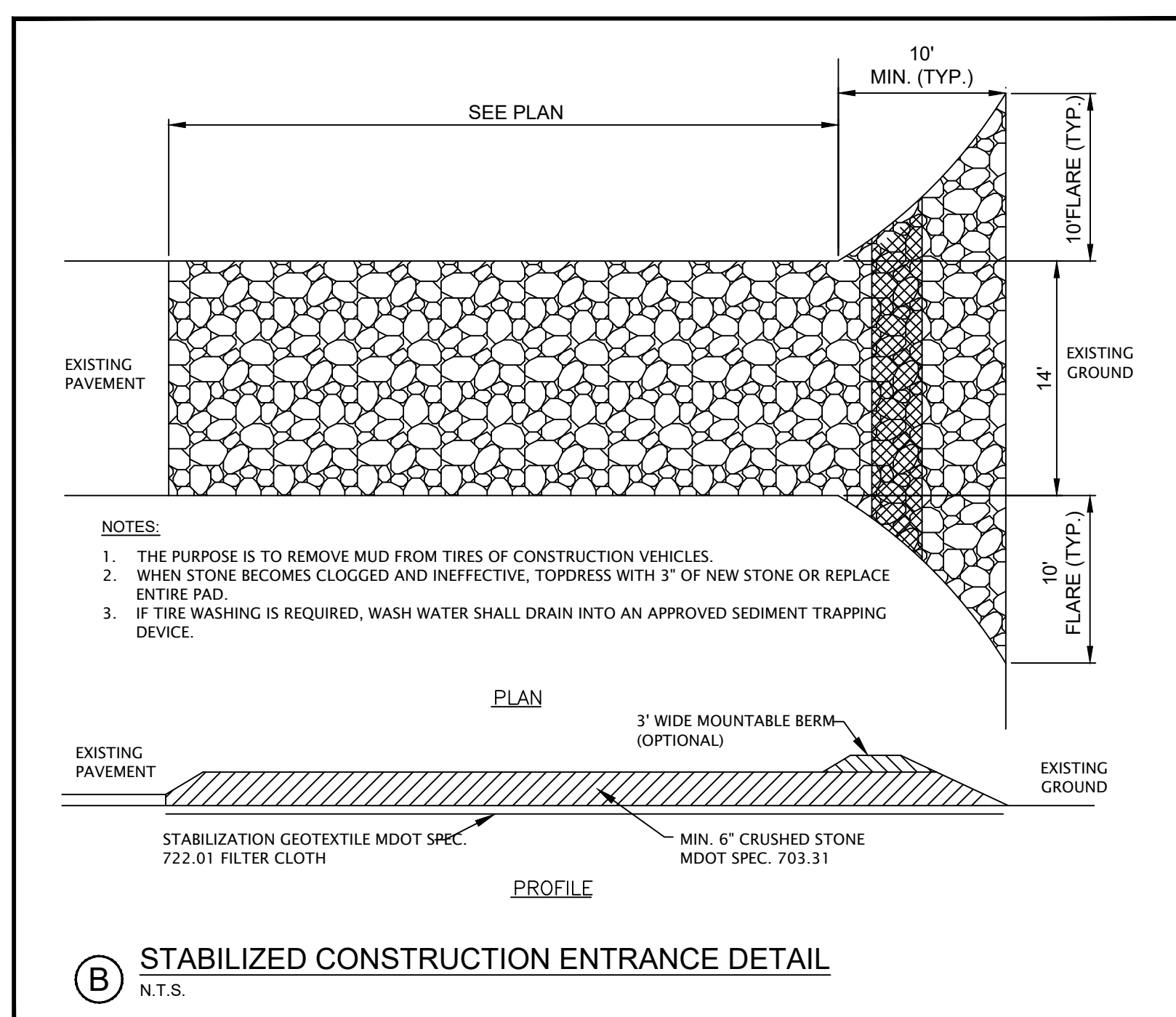
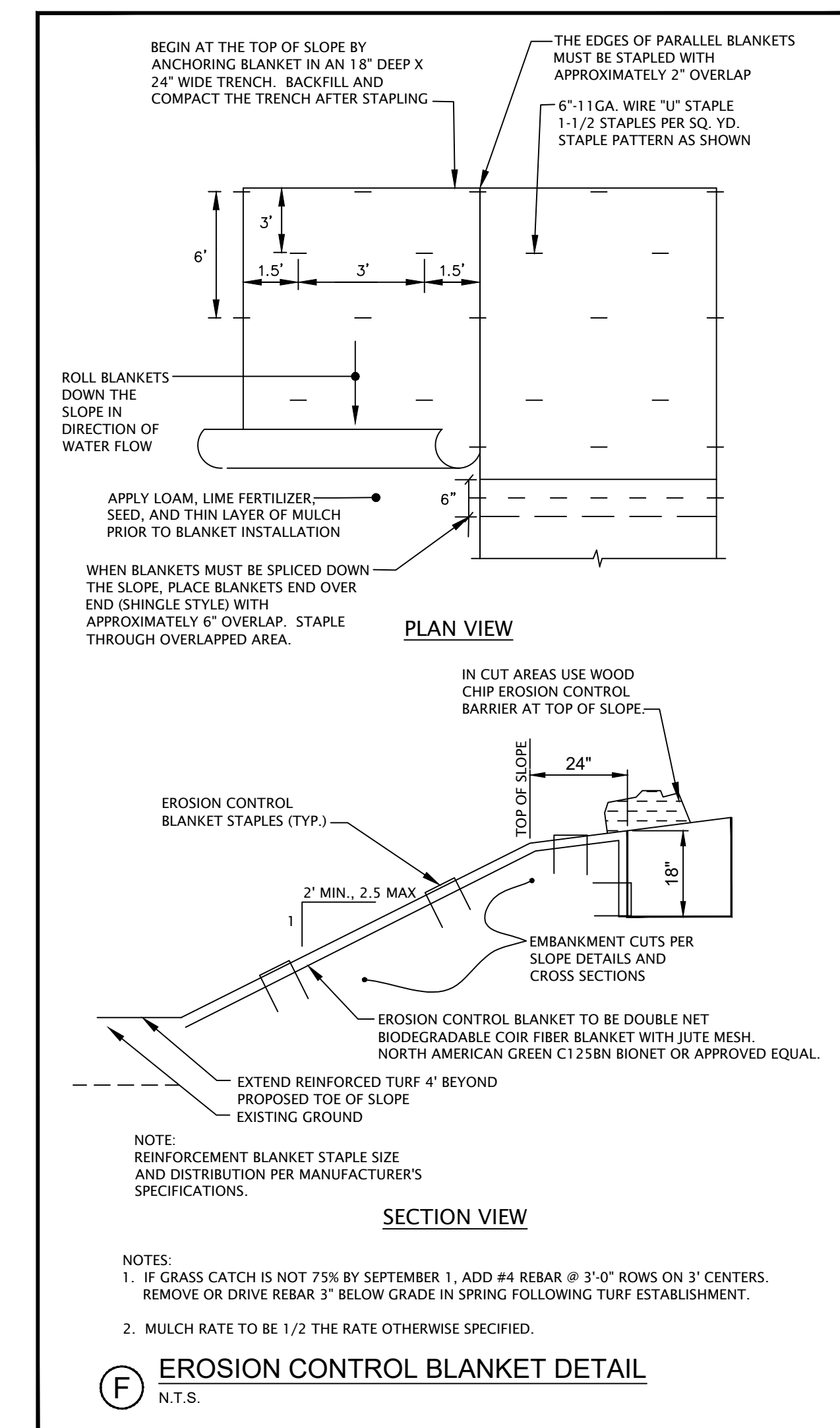
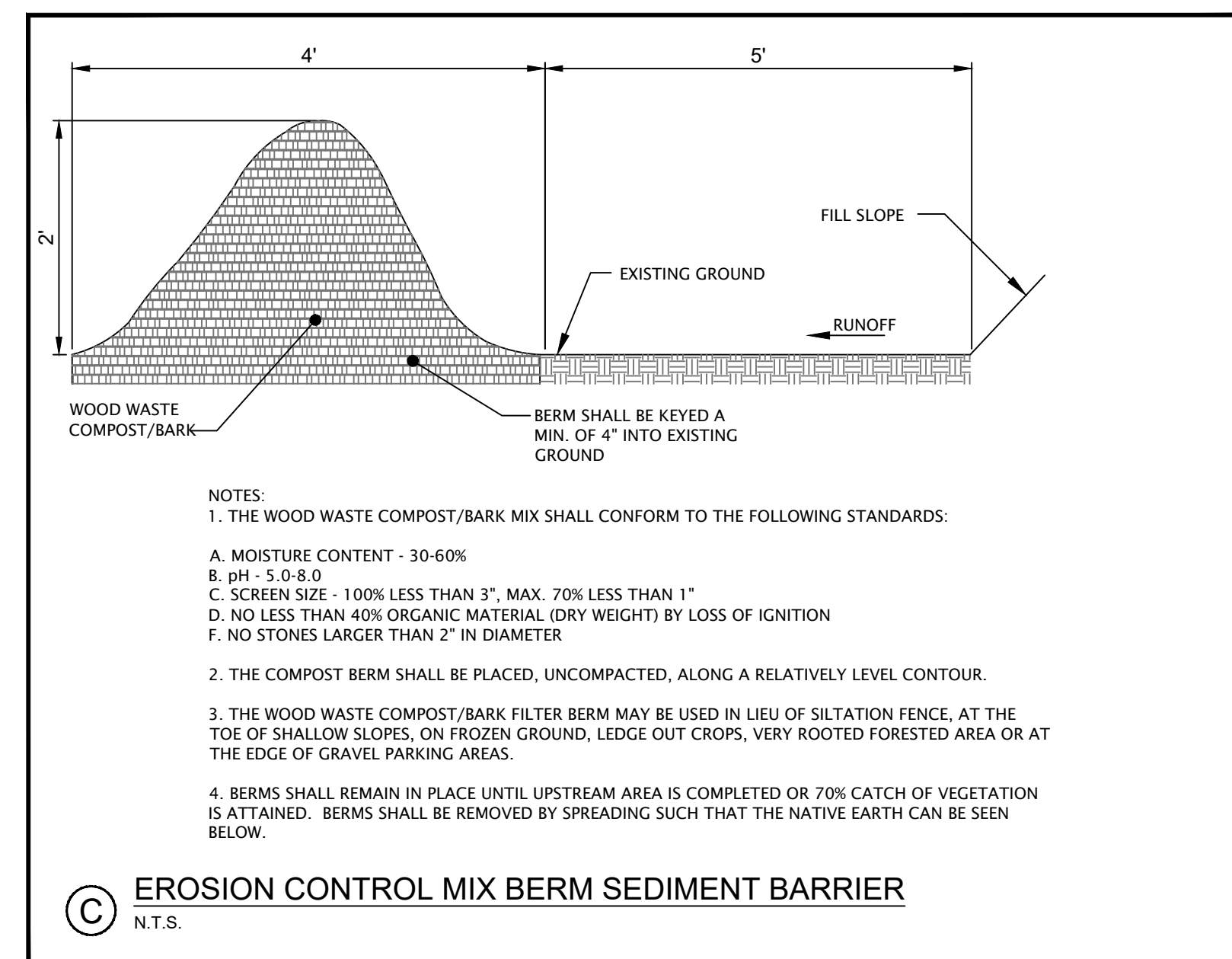
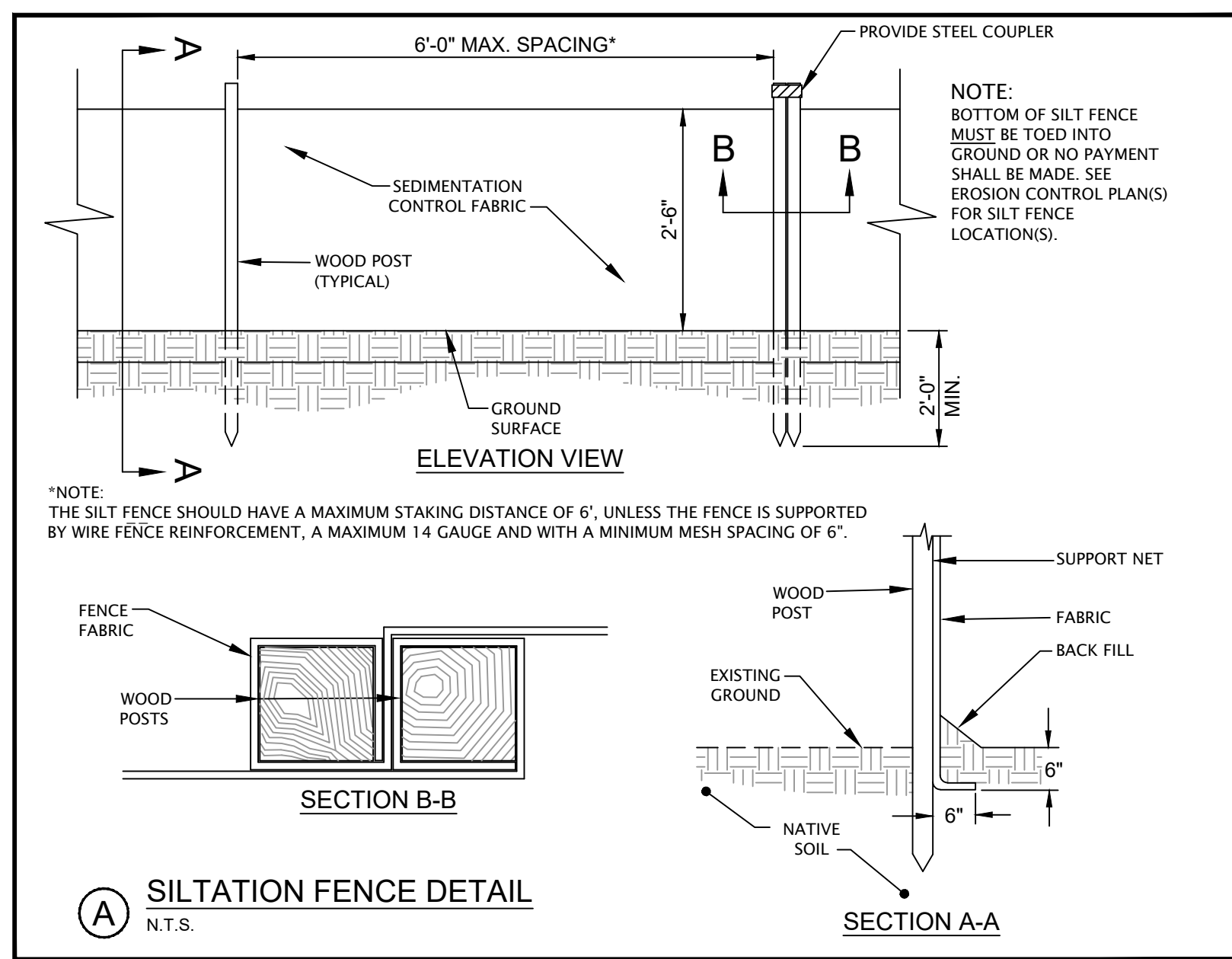
SUBMITTED FOR FINAL PLAN REVIEW

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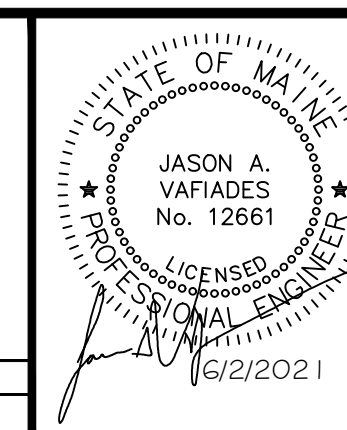
STILLWATER PINES SUBDIVISION
WOODCOCK DRIVE, MAINE 04261
EROSION & SEDIMENTATION
CONTROL NOTES
ALLEN HAMILTON & BEN GROVER
170 SHAKER ROAD
GRAY, MAINE 04039

Atlantic Resource Consultants
541 US Route One
Freeport, ME 04032
Tel: 207.869.9050
DRAWN: MPV/CEB DATE: JUNE 2021
DESIGNED: CEB/MPV SCALE: N/A
CHECKED: JAV/CEB JOB NO. 20-012
FILE NAME:
SHEET: C-300



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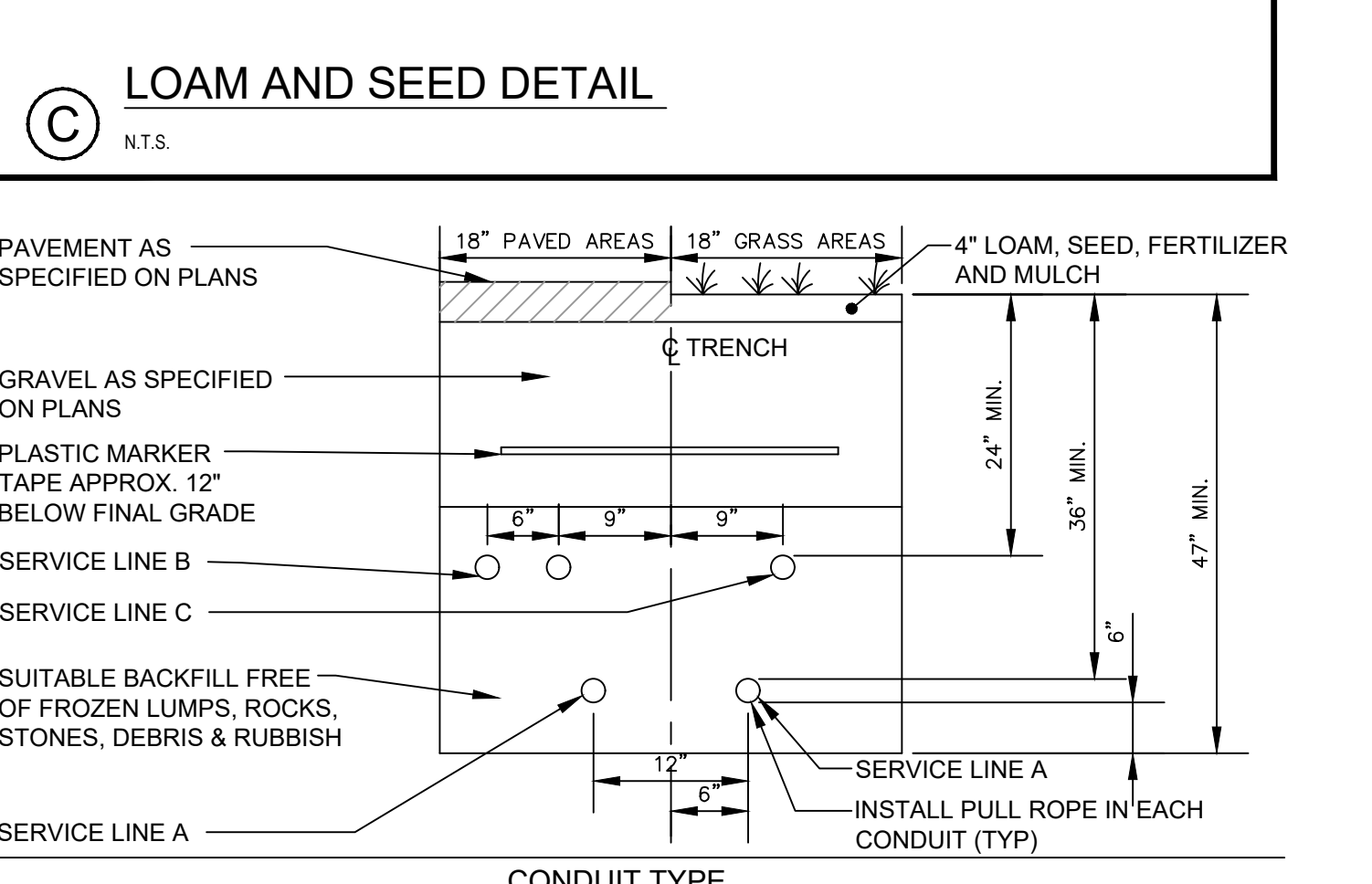
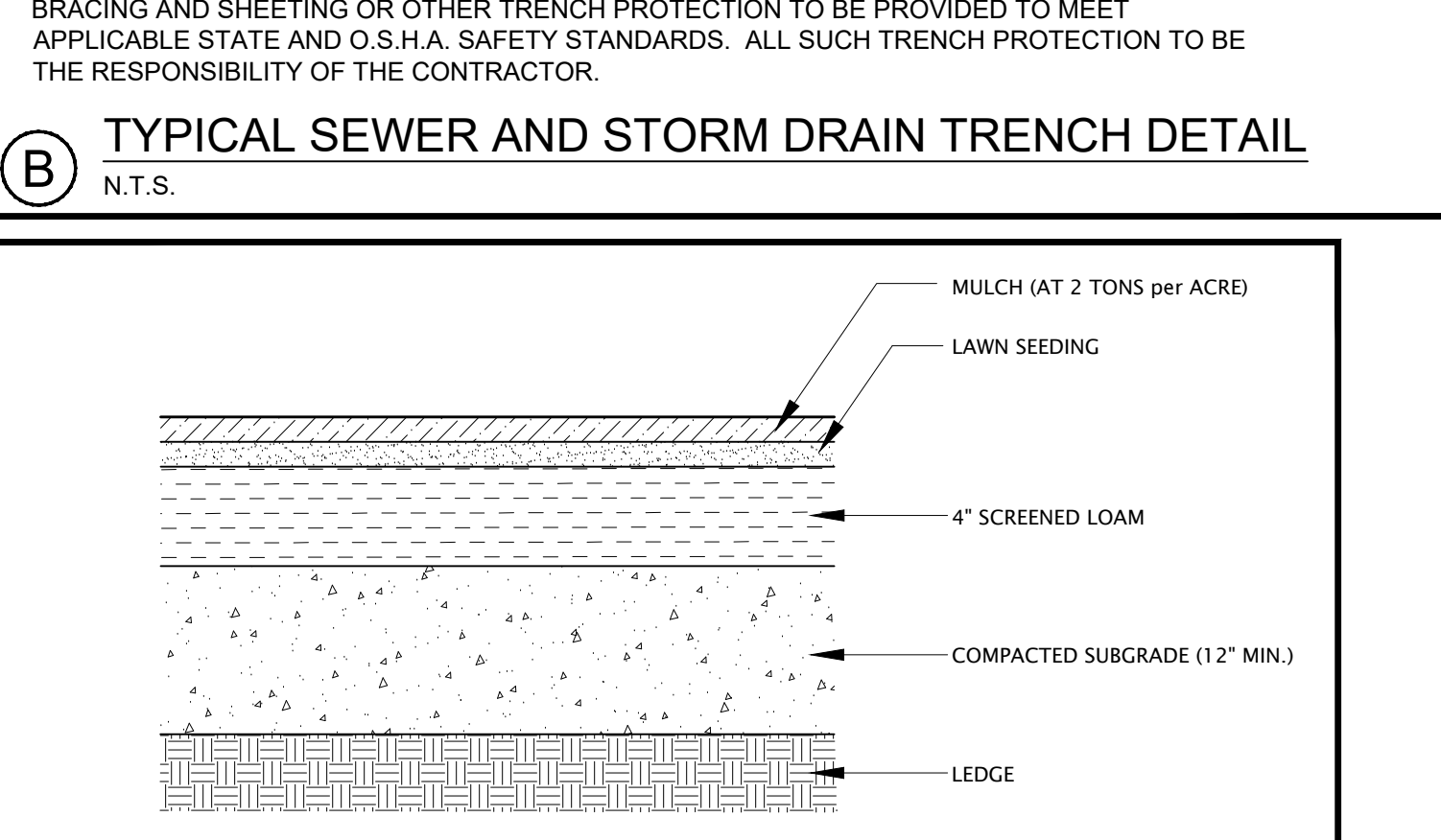
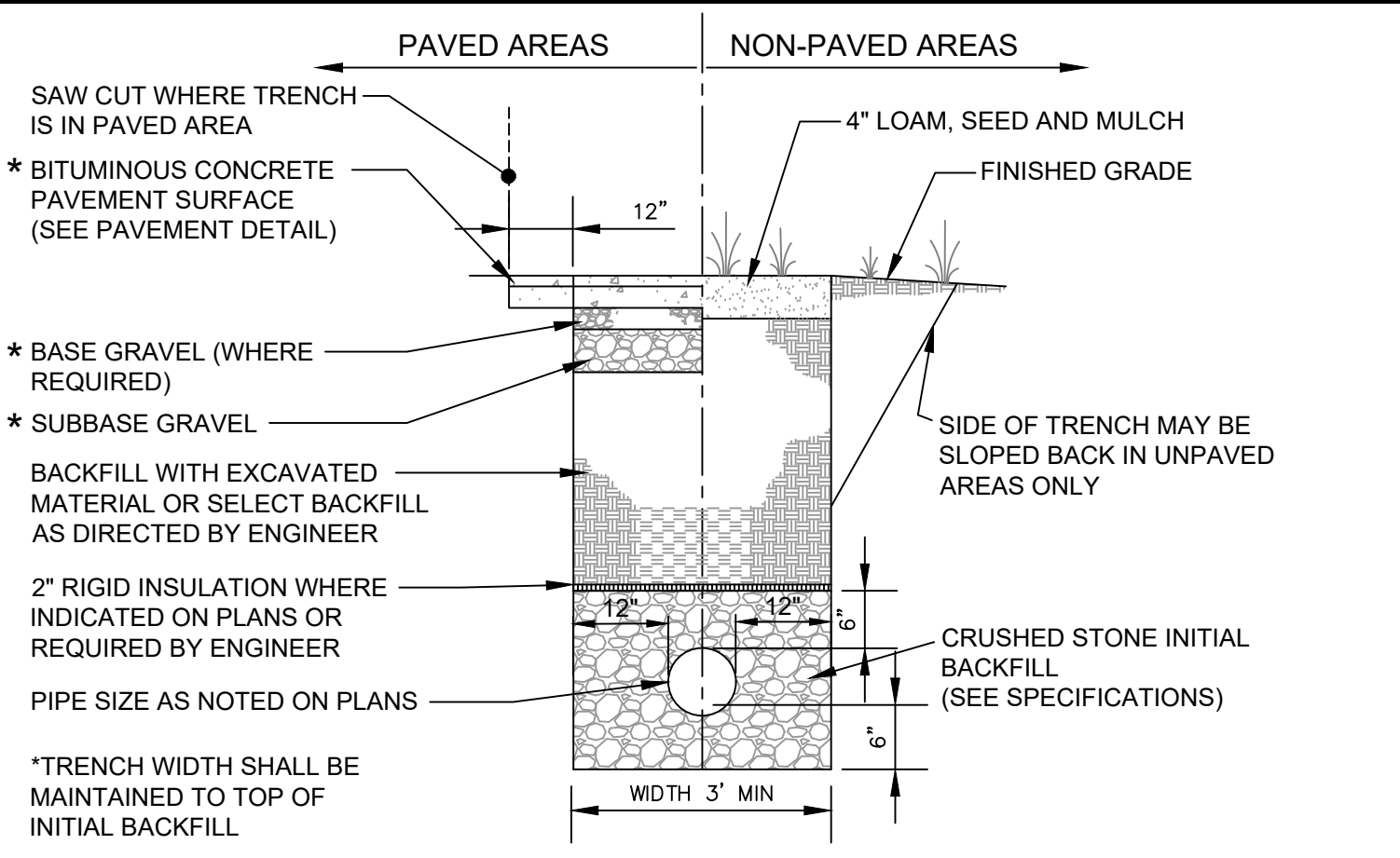
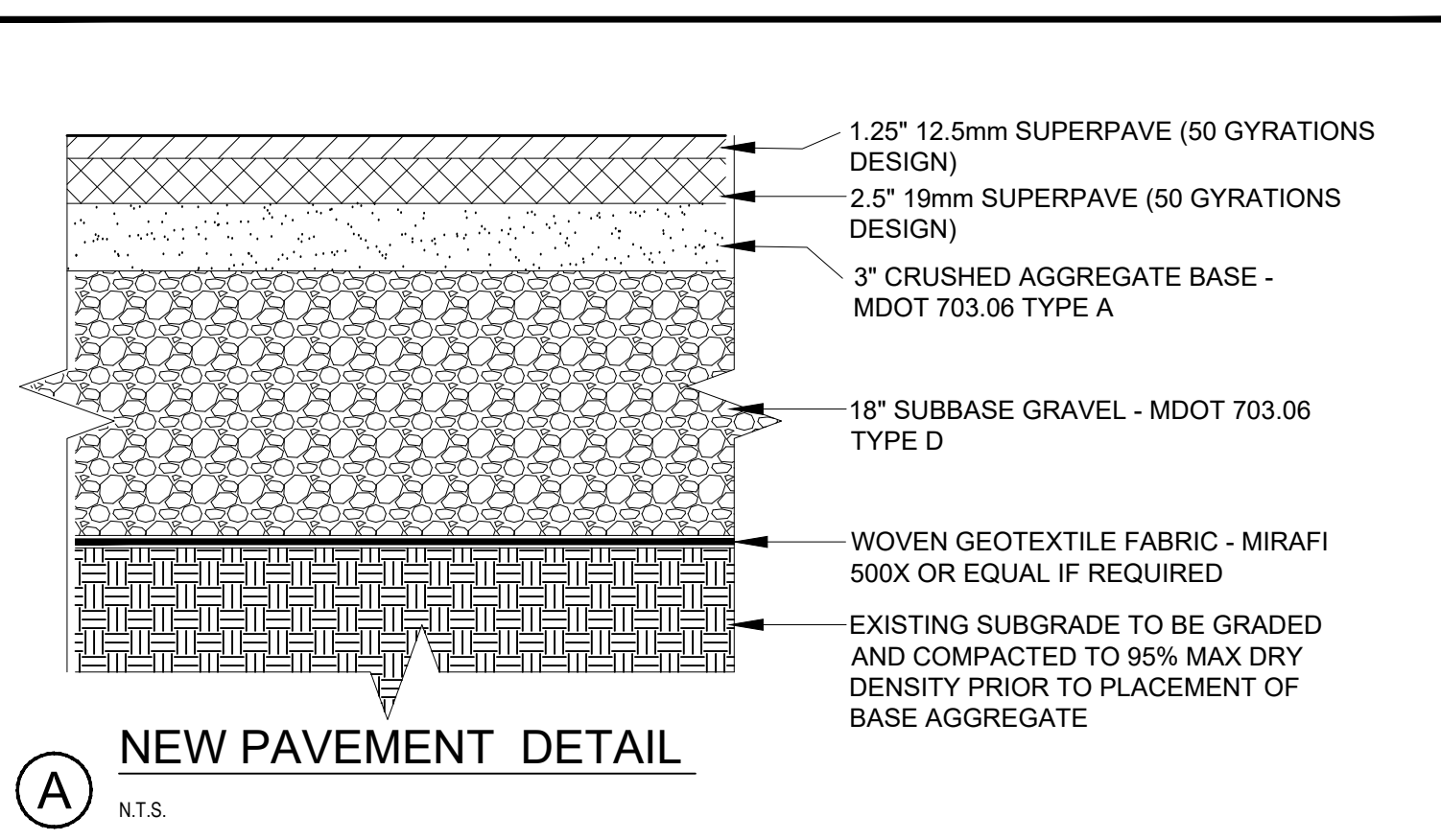
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STILLWATER PINES SUBDIVISION  
WOODCOCK DRIVE, MAINE 04261  
EROSION & SEDIMENTATION  
CONTROL DETAILS  
ALLEN HAMILTON & BEN GROVER  
170 SHAKER ROAD  
GRAY, MAINE 04039

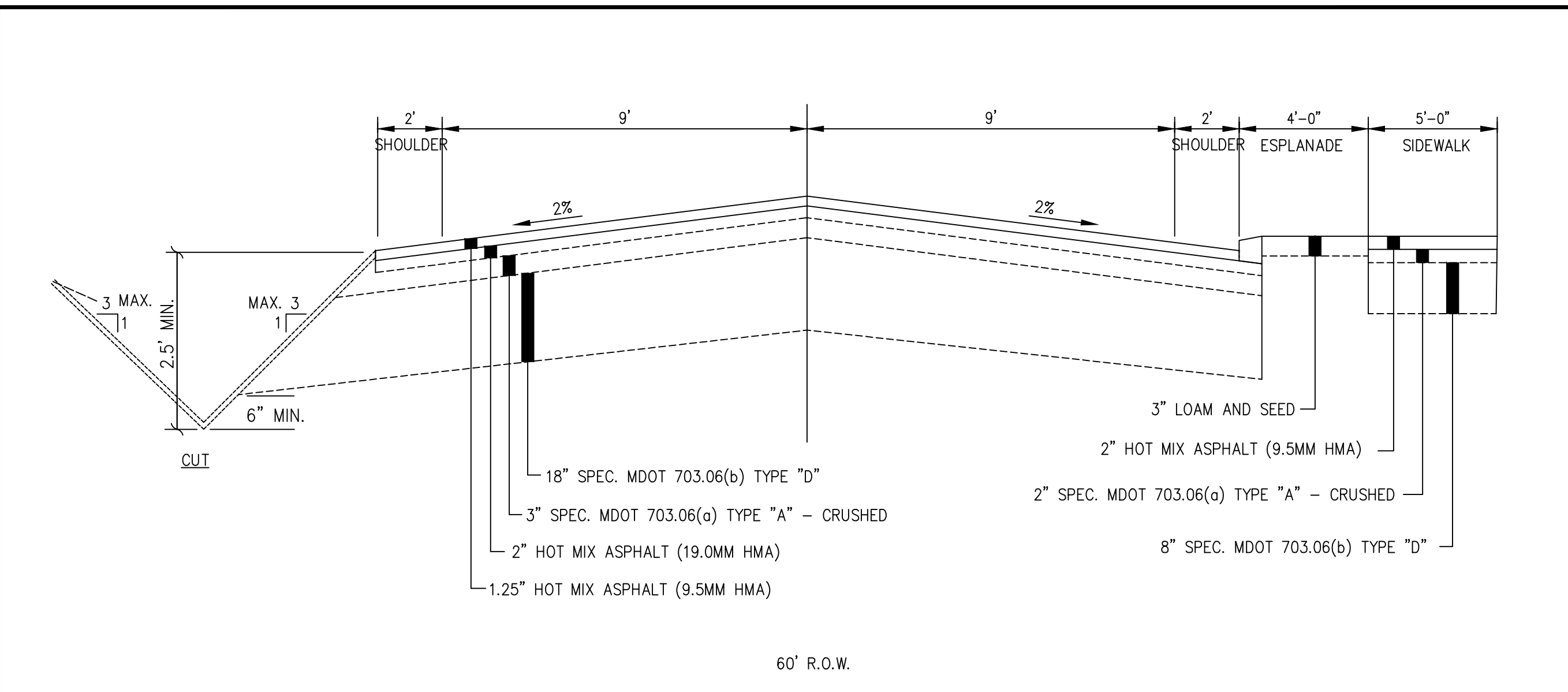
Atlantic Resource Consultants  
541 US Route One  
Freeport, ME 04032  
Tel: 207.869.9050

DRAWN: MPV/CEB DATE: JUNE 2021  
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CHECKED: JAV/CEB JOB NO. 20-012  
FILE NAME:  
SHEET: C-301

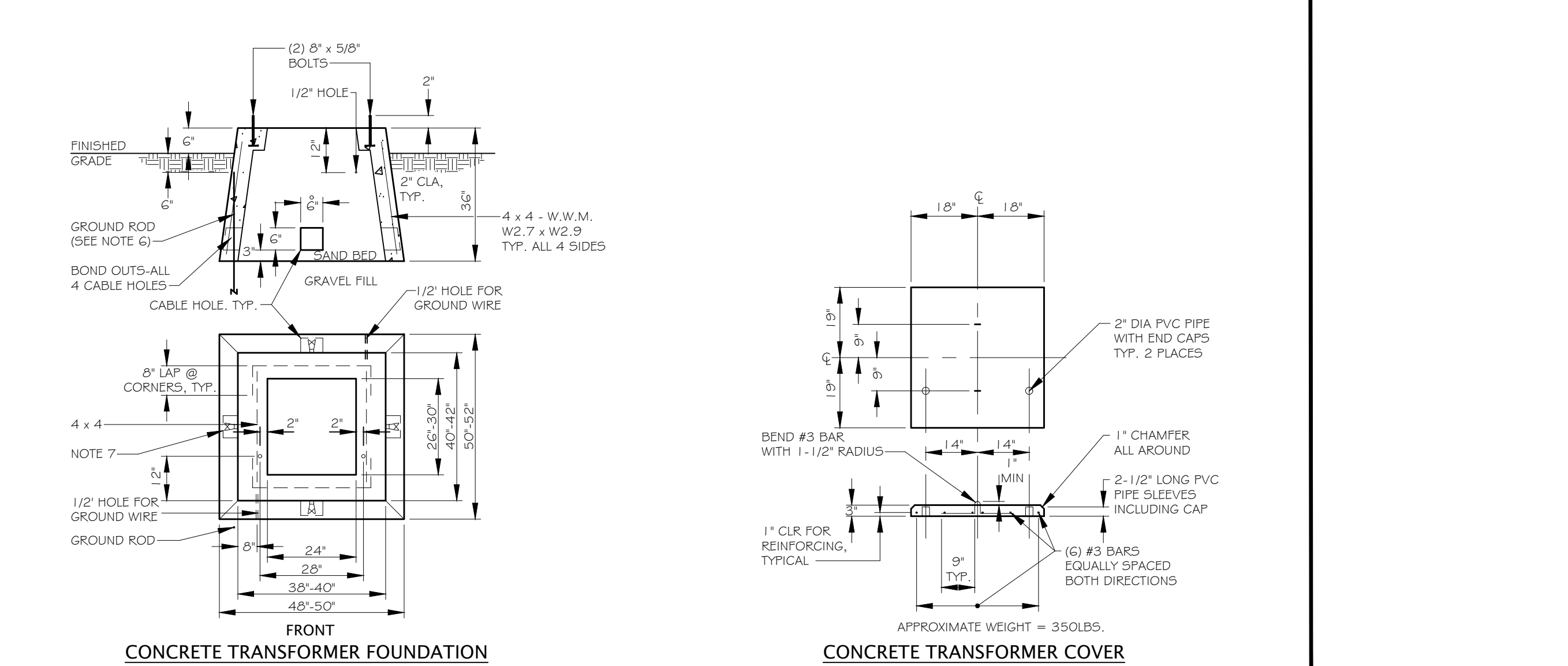
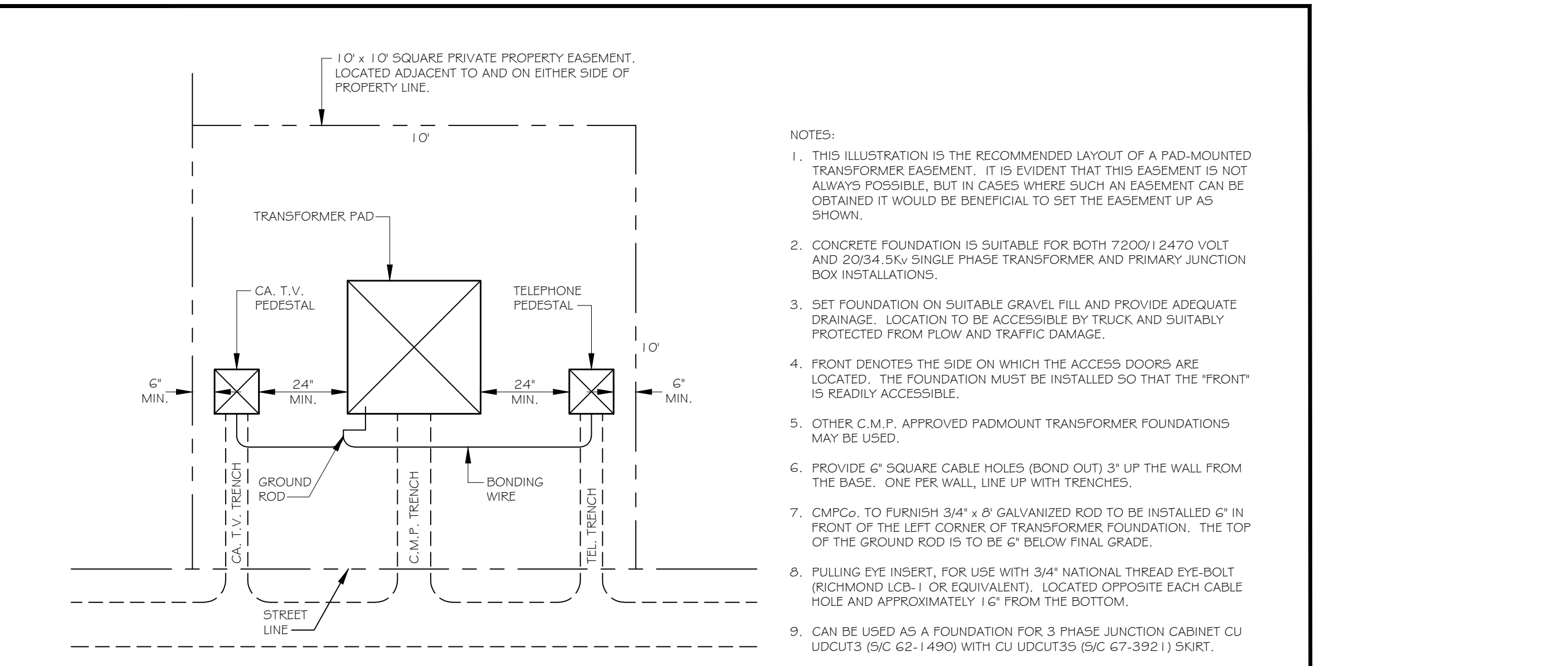


| SERVICE | CONDUIT SIZE | CONDUIT TYPE                     |                                   | UTILITY       | REMARKS    |
|---------|--------------|----------------------------------|-----------------------------------|---------------|------------|
|         |              | GRASS AREAS                      | PAVED AREAS                       |               |            |
| A       | 5"           | SCHEDULE 40 PVC ELECTRICAL GRADE | RIGID GALVANIZED STEEL, ASTM A120 | POWER         | SEE NOTE 1 |
| B       | 4"           | SCHEDULE 40 PVC                  | RIGID GALVANIZED STEEL, ASTM A120 | TELEPHONE     | SEE NOTE 1 |
| C       | 2"           | SCHEDULE 40 PVC                  | RIGID GALVANIZED STEEL, ASTM A120 | COMMUNICATION |            |

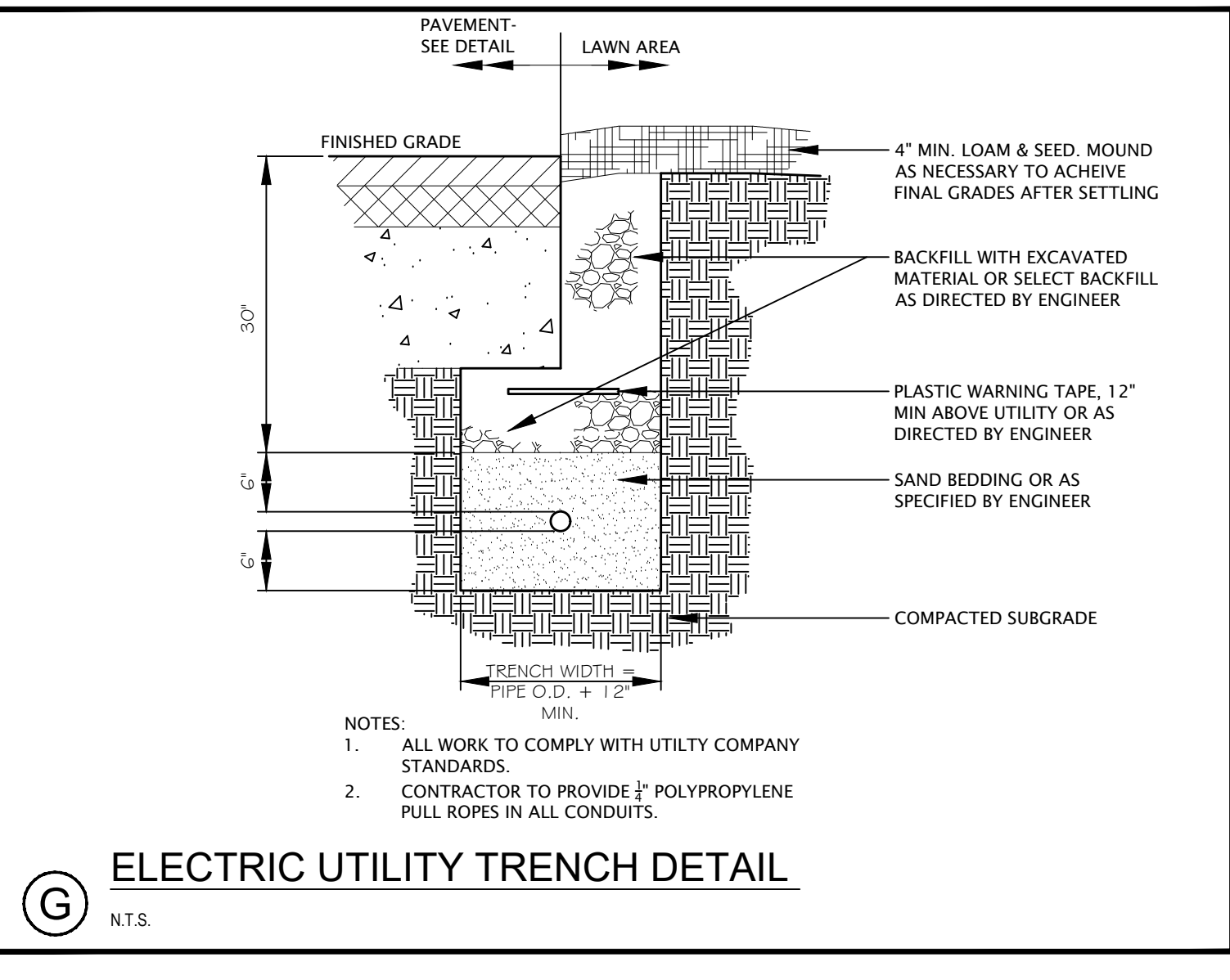
NOTES:  
 1. ONE CONDUIT CAPPED FOR SPARE, PROVIDE GALVANIZED STEEL LONG SWEEP AT RISER POLE AND EXTEND GALVANIZED CONDUIT TO 10' ABOVE GRADE AT POLE WITH STAND-OFF BRACKETS.  
 2. SEE SITE ELECTRICAL PLAN FOR LOCATION AND NUMBER OF CONDUITS.



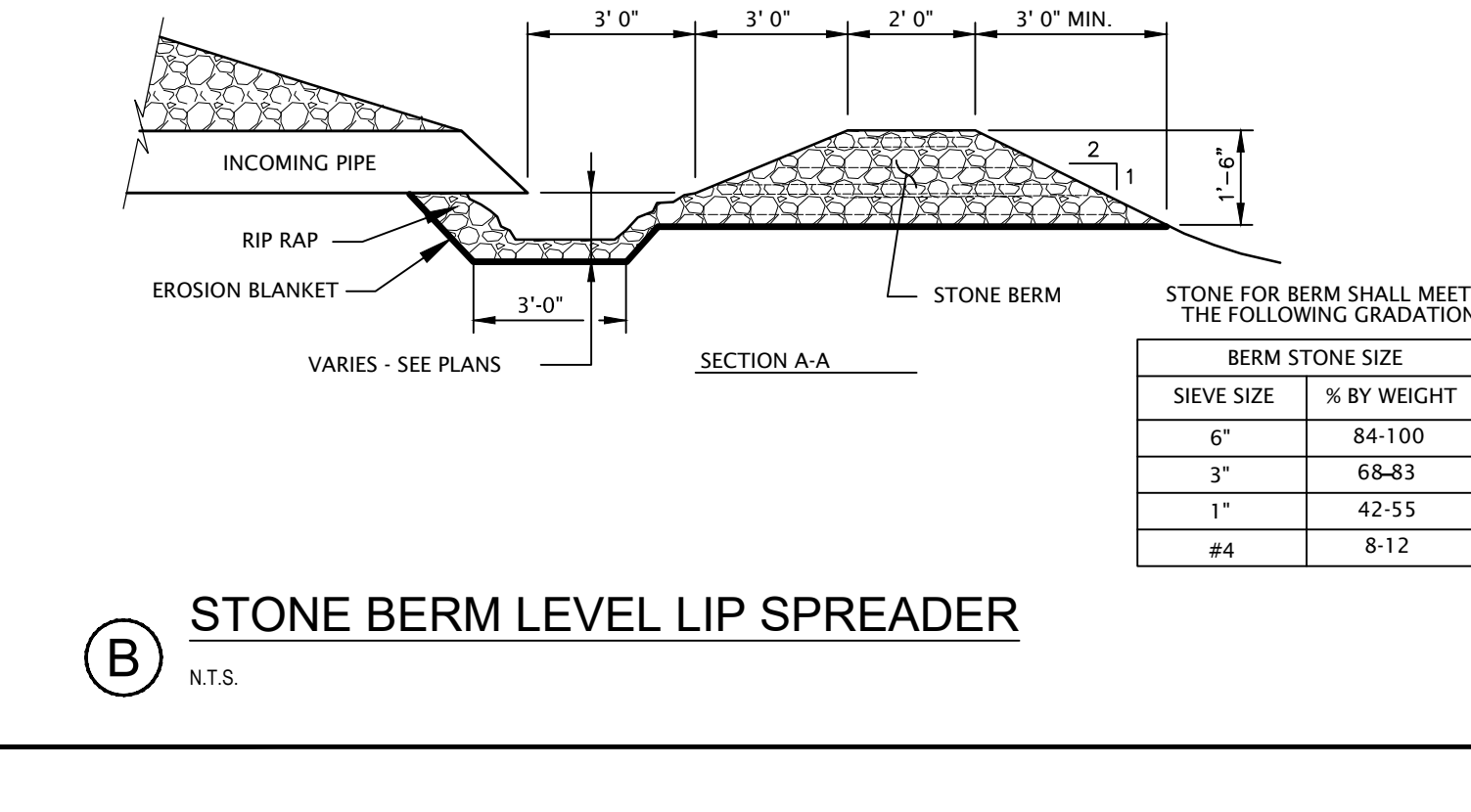
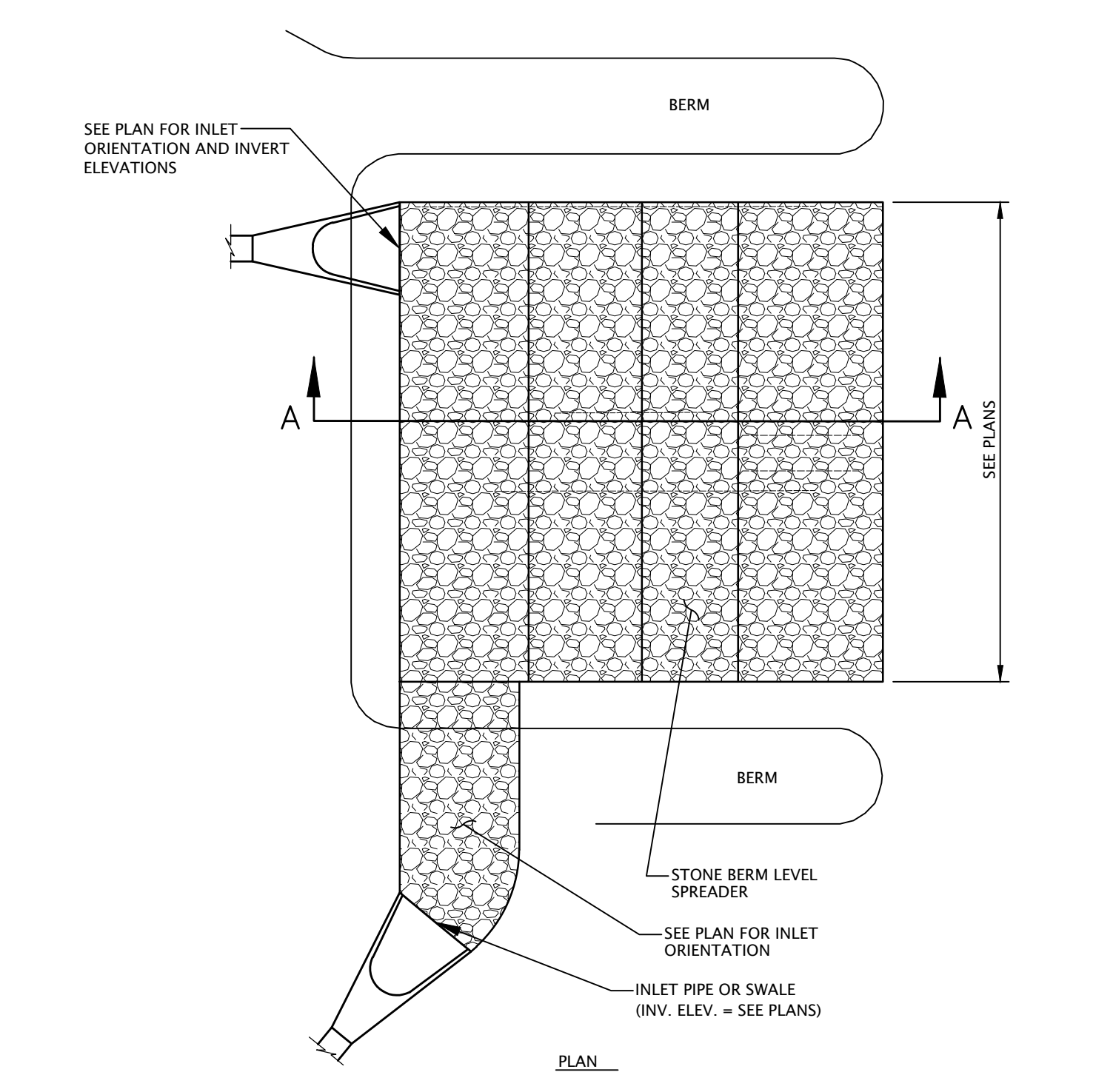
**E WOODCOCK DRIVE EXTENSION**  
N.T.S.



**F CENTRAL MAINE POWER TRANSFORMER PAD**  
NOT TO SCALE



**G ELECTRIC UTILITY TRENCH DETAIL**  
N.T.S.



**B STONE BERM LEVEL LIP SPREADER**  
N.T.S.

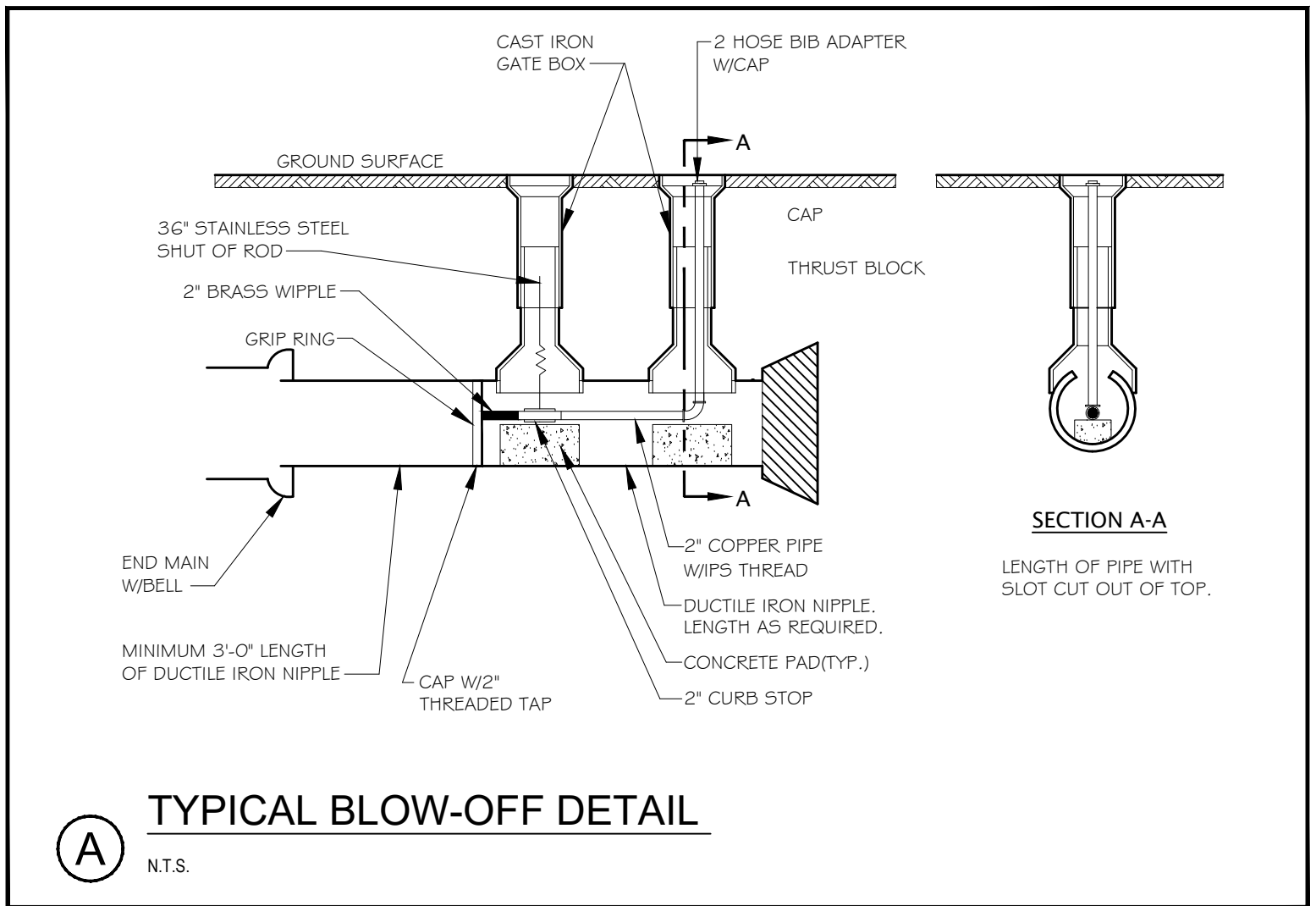
**SUBMITTED FOR  
FINAL PLAN  
REVIEW**



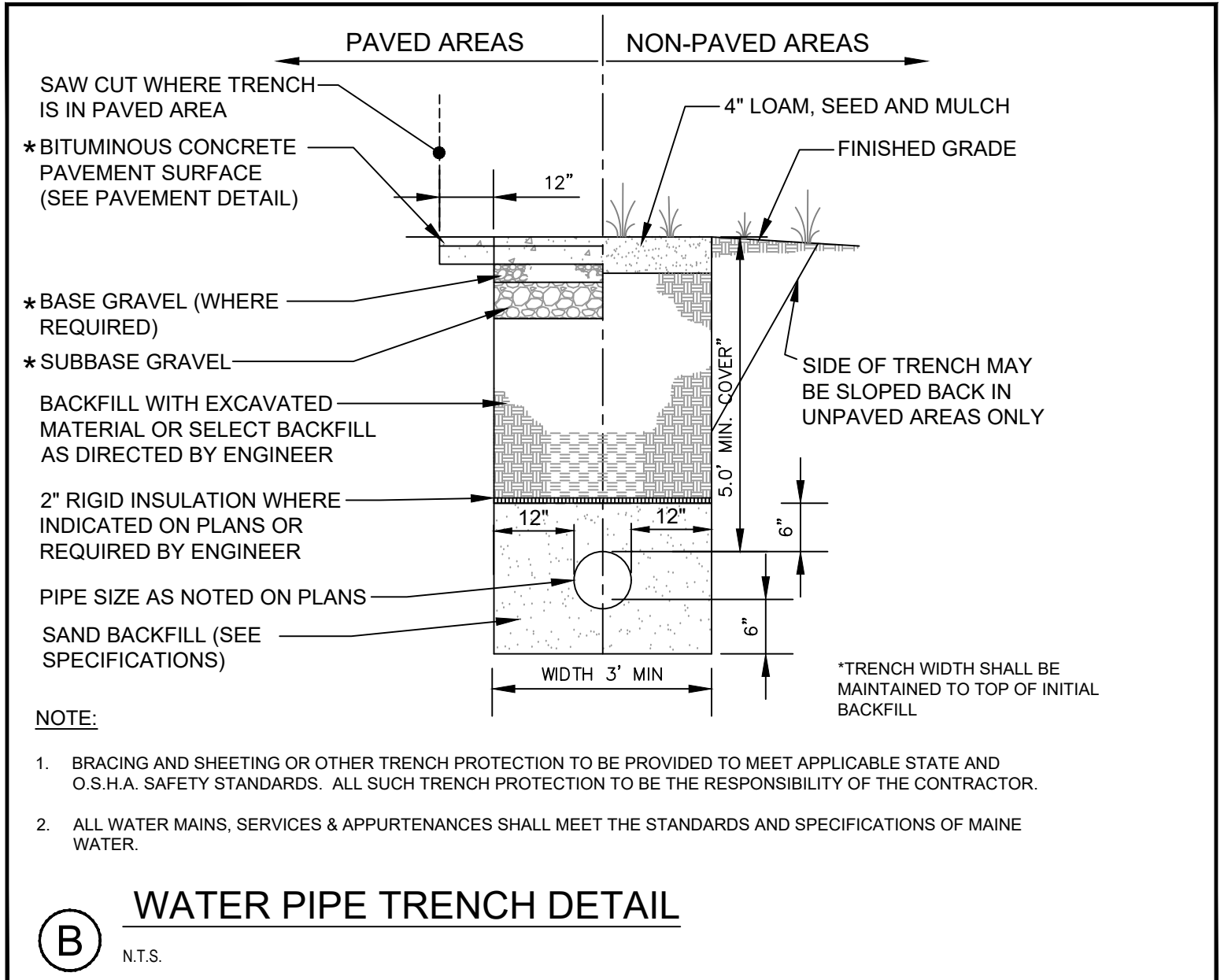
**STILLWATER PINES SUBDIVISION**  
WOODCOCK DRIVE, MAINE 04261  
**SITE CIVIL  
DETAILS I**  
ALLEN HAMILTON & BEN GROVER  
170 SHAKER ROAD  
GRAY, MAINE 04039

**Atlantic Resource Consultants**  
541 US Route One  
Freeport, ME 04032  
Tel: 207.869.9050  
DRAWN: MPV DATE: JUNE 2021  
DESIGNED: CEB/MPV SCALE: N.T.S.  
CHECKED: JAV/CEB JOB NO. 20-012  
FILE NAME:  
SHEET: C-302

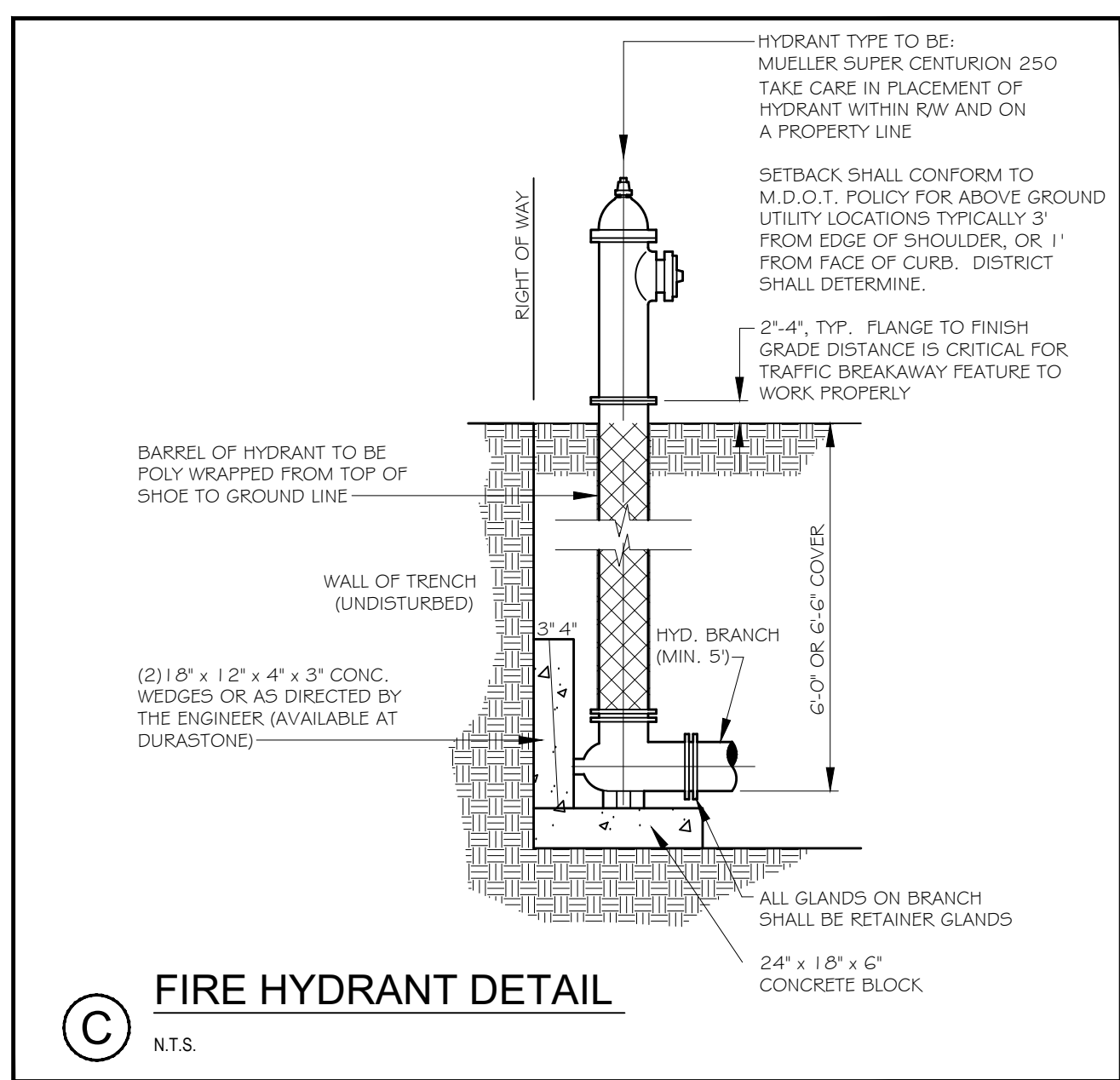
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**(A) TYPICAL BLOW-OFF DETAIL**  
N.T.S.



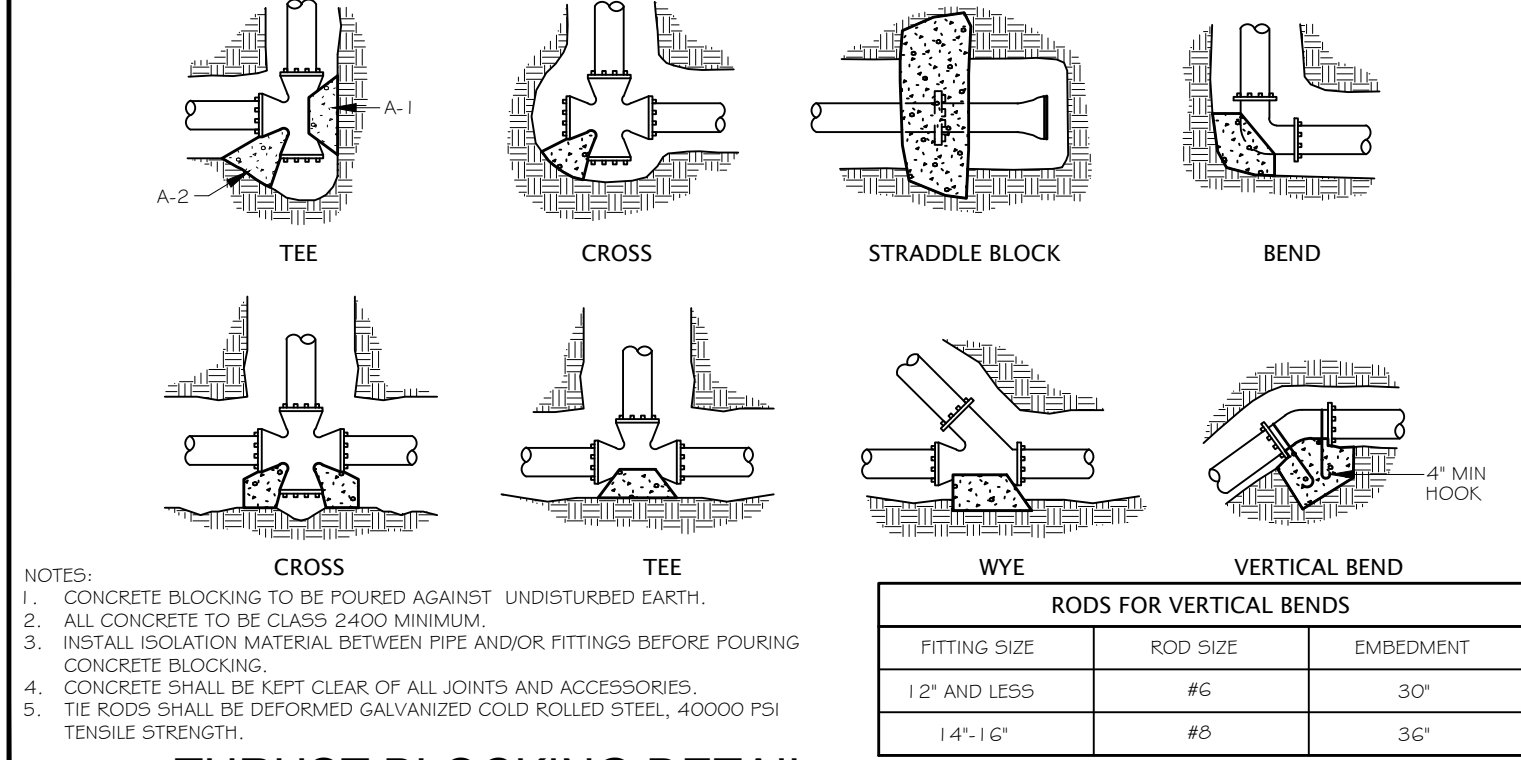
**(B) WATER PIPE TRENCH DETAIL**  
N.T.S.



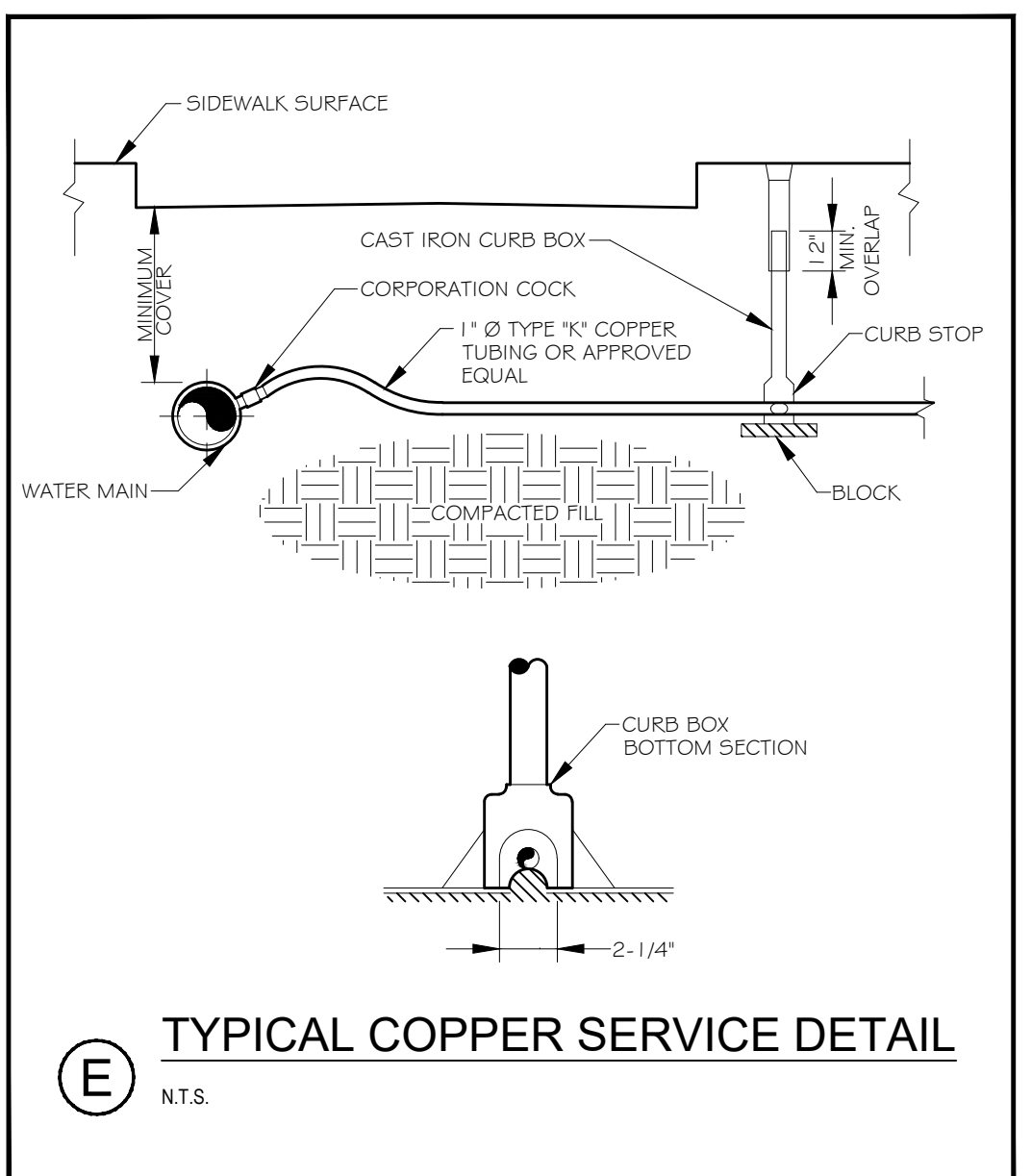
**(C) FIRE HYDRANT DETAIL**  
N.T.S.

| (HORIZONTAL) BEARING AREA OF THRUST BLOCKS IN SQUARE FEET |                                |                |                        |                    |          |              |              |          |          | (VERTICAL) VOLUME OF THRUST BLOCK IN CUBIC YARDS |              |  |  |
|---|--------------------------------|----------------|------------------------|--------------------|----------|--------------|--------------|----------|----------|--|--------------|--|--|
| FITTING SIZE  | TEE, WYE, DEAD END AND HYDRANT | STRADDLE BLOCK | 90° BEND FLANGED CROSS | TEE FLANGED ON RUN | 45° BEND | 22-1/2° BEND | 11-1/4° BEND | 90° BEND | 45° BEND | 22-1/2° BEND                                     | 11-1/4° BEND |  |  |
| 4   | 1.0                            | 1.6            | 1.4                    | 1.9                | 1.4      | 1.0          | ---          | ---      | ---      | ---  | ---          |  |  |
| 6   | 2.1                            | 3.7            | 3.0                    | 4.3                | 3.0      | 1.6          | ---          | 1.3      | ---      | ---  | ---          |  |  |
| 8   | 3.8                            | 6.5            | 5.3                    | 7.6                | 5.4      | 2.9          | 1.5          | 1.0      | 2.3      | 1.1  | ---          |  |  |
| 10  | 5.9                            | 10.2           | 8.4                    | 11.8               | 8.4      | 4.6          | 2.4          | 1.2      | 3.7      | 1.8  | ---          |  |  |
| 12  | 8.5                            | 14.7           | 12.0                   | 17.0               | 12.0     | 6.6          | 3.4          | 1.7      | 5.5      | 2.8  | 1.2          |  |  |
| 14  | 11.5                           | ---            | 16.3                   | 23.0               | 16.3     | 8.9          | 4.6          | 2.3      | 7.6      | 3.9  | 1.7          |  |  |
| 16  | 15.0                           | 26.1           | 21.3                   | 30.0               | 21.3     | 11.6         | 6.0          | 3.0      | 9.9      | 5.1  | 2.3          |  |  |
| 18  | 19.0                           | ---            | 27.0                   | 38.0               | 27.0     | 14.6         | 7.6          | 3.8      | ---      | ---  | ---          |  |  |
| 20  | 23.5                           | 40.8           | 33.3                   | 47.0               | 33.3     | 18.1         | 9.4          | 4.7      | ---      | ---  | ---          |  |  |
| 24  | 34.0                           | 58.8           | 48.0                   | 68.0               | 48.0     | 26.2         | 13.6         | 6.8      | ---      | ---  | ---          |  |  |

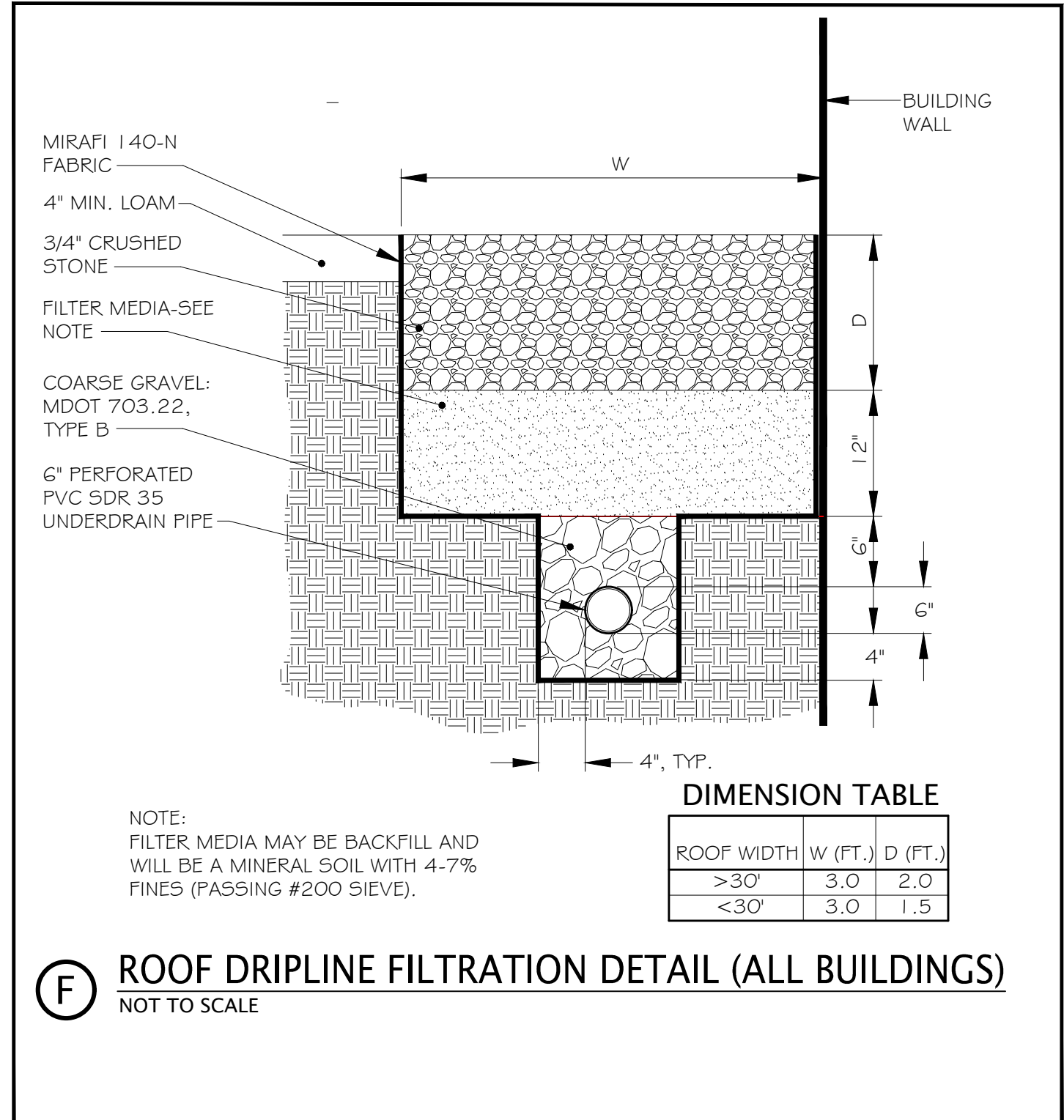
NOTES:  
 1. ABOVE BEARING AREAS BASED ON TEST PRESSURE OF 150 PSI AND AN ALLOWABLE SOIL BEARING STRESS OF 2000 POUNDS PER SQUARE FOOT. TO COMPUTE BEARING AREAS FOR DIFFERENT TEST PRESSURES AND SOIL BEARING STRESSES, USE THE FOLLOWING EQUATION: BEARING AREA = (TEST PRESSURE / 150) x (2000 SOIL BEARING STRESS) x (TABLE VALUE)  
 2. ABOVE VOLUMES BASED ON TEST PRESSURE OF 150 PSI AND THE WEIGHT OF CONCRETE = 4050 POUNDS PER CUBIC YARD. TO COMPUTE FOR DIFFERENT TEST PRESSURES, USE THE FOLLOWING EQUATION: VOLUME = (TEST PRESSURE / 150) x (TABLE VALUE)



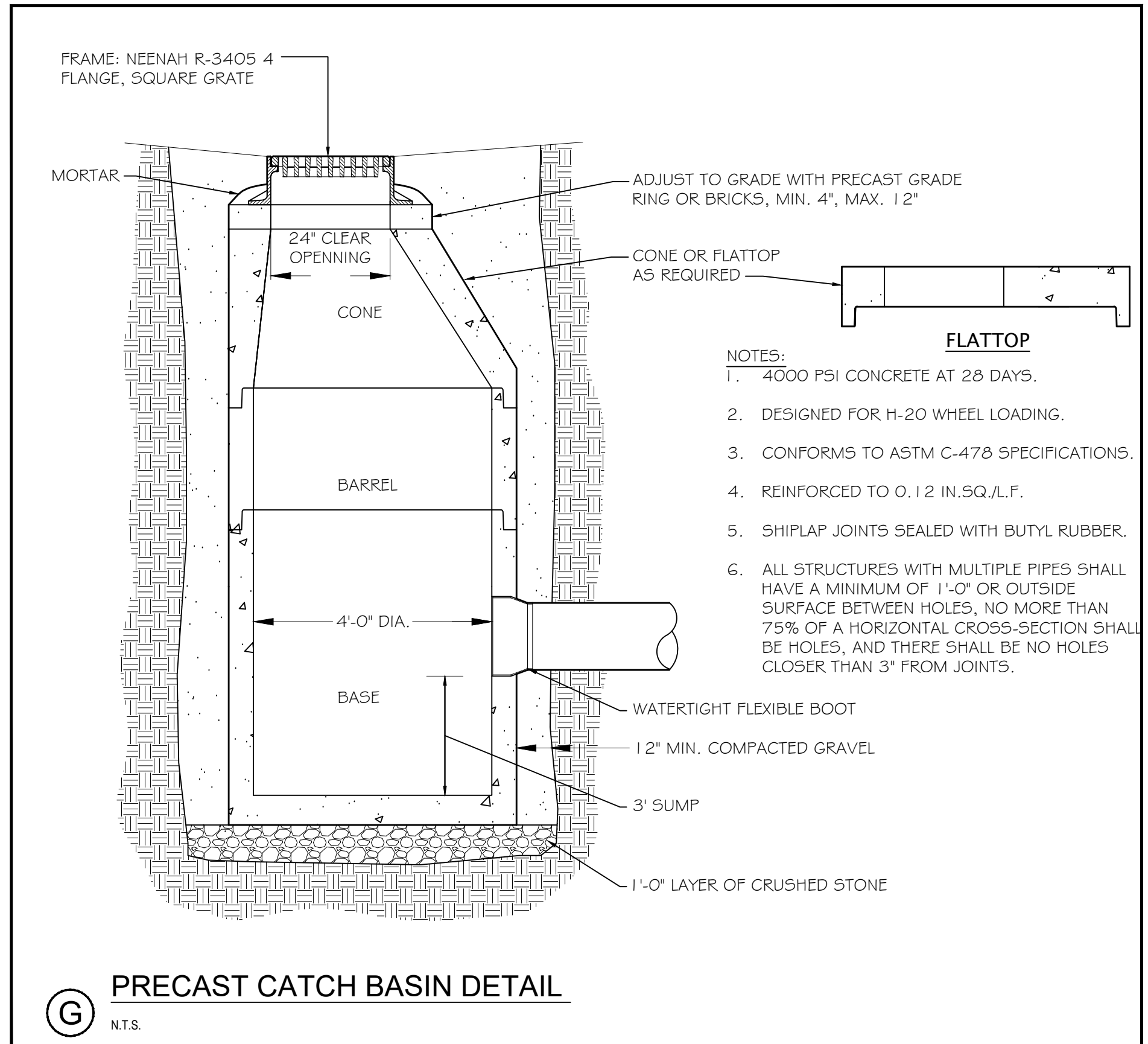
**(D) THRUST BLOCKING DETAIL**  
N.T.S.



**(E) TYPICAL COPPER SERVICE DETAIL**  
N.T.S.



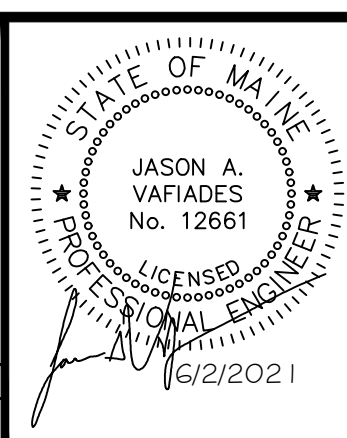
**(F) ROOF DRIPLINE FILTRATION DETAIL (ALL BUILDINGS)**  
NOT TO SCALE



**(G) PRECAST CATCH BASIN DETAIL**  
N.T.S.

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FINAL PLAN  
REVIEW

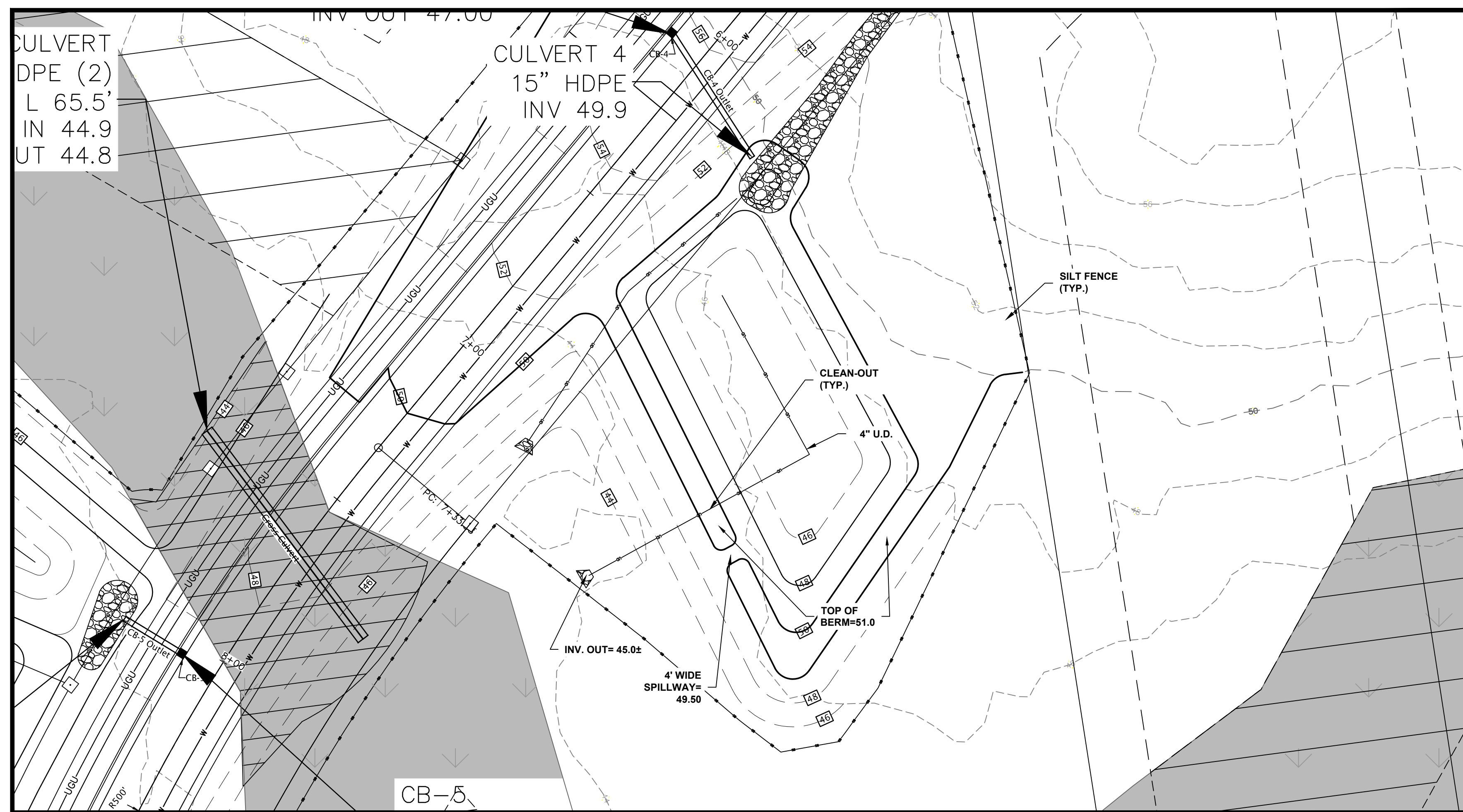
| REV | DATE | DESCRIPTION | REVISIONS |
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STILLWATER PINES SUBDIVISION  
 WOODCOCK DRIVE, MAINE 04261  
**SITE CIVIL  
 DETAILS II**  
 ALLEN HAMILTON & BEN GROVER  
 170 SHAKER ROAD  
 GRAY, MAINE 04039

**Atlantic Resource Consultants**  
 541 US Route One  
 Freeport, ME 04032  
 Tel: 207.869.9050

|                   |                 |
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| DRAWN: MPV        | DATE: JUNE 2021 |
| DESIGNED: CEB/MPV | SCALE: N.T.S.   |
| CHECKED: JAV/CEB  | JOB NO. 20-012  |
| FILE NAME:        |                 |
| SHEET: C-303      |                 |



PLAN VIEW: UNDERDRAINED SOIL FILTER BASIN UDSF-1  
SCALE 1" = 20'

**BIORETENTION AND UNDERDRAINED FILTER NOTES**

1. FILTER SOIL MATERIAL FOR UNDERDRAINED SOIL FILTERS AND BIORETENTION AREAS SHALL COMPRISE A TOPSOIL LAYER AND A LAYER OF LOAMY COARSE SAND AS FOLLOWS:
  - A. TOPSOIL LAYER SHALL BE SIX INCHES DEEP AND SHALL COMPRISE USDA SANDY LOAM TOPSOIL WITH 5-8% HUMIFIED ORGANIC MATTER AND MINIMAL CLAY CONTENT (<5%). ORGANIC MATTER MAY BE ADDED TO PROVIDE SUFFICIENT NUTRIENT CONTENT TO SUPPORT PLANTINGS PROVIDED THAT THE TEXTURE REMAINS AS SPECIFIED.
  - B. THE LOAMY COARSE SAND LAYER SHALL BE 12 INCHES DEEP. THE PREFERRED MATERIAL SHALL HAVE A CLAY CONTENT <2% BUT HAVE BETWEEN 8% AND 15% PASSING THE #200 SIEVE, 15-40% PASSING THE #60, 70-100% PASSING THE #20, AND 85-100% PASSING THE #10.
  - C. UNDERDRAIN GRAVELS SHALL MEET THE SPECIFICATION REQUIREMENTS GIVE IN MDOT SPECIFICATION 703.22.
  - D. SOIL FILTER MEDIA SHALL NOT BE INSTALLED UNTIL ALL UPSTREAM CONTRIBUTING AREAS HAVE BEEN FULLY STABILIZED.
2. IMPERMEABLE LINERS FOR BIORETENTION CELLS, AND UNDERDRAINED FILTERS SHALL BE A STRING REINFORCED POLYETHYLENE MEMBRANE WITH A MINIMUM THICKNESS OF 30 MILS - BTL-30 BY BEND TARP AND LINER OR APPROVED EQUAL.
3. A CONSERVATION TYPE SEED MIXTURE SHOULD BE USED (OR A 48 LBS/ACRE MIXTURE CONTAINING 20 LBS/ACRE CREEPING RED FESCUE AND TAIL TALL FESCUE EACH PLUS 8 LBS/ACRE OF BIRDSFOOT TREFLOIL.

**Underdrained Soil Filter**

Construction Sequence: The filter media must not be installed until the area that drains to the filter has been permanently stabilized with pavement or other structure, 90% vegetation cover, or other permanent stabilization unless the runoff from the contributing drainage area is diverted around the filter until stabilization is complete.

Construction Oversight: Inspection by a professional engineer will occur at a minimum:

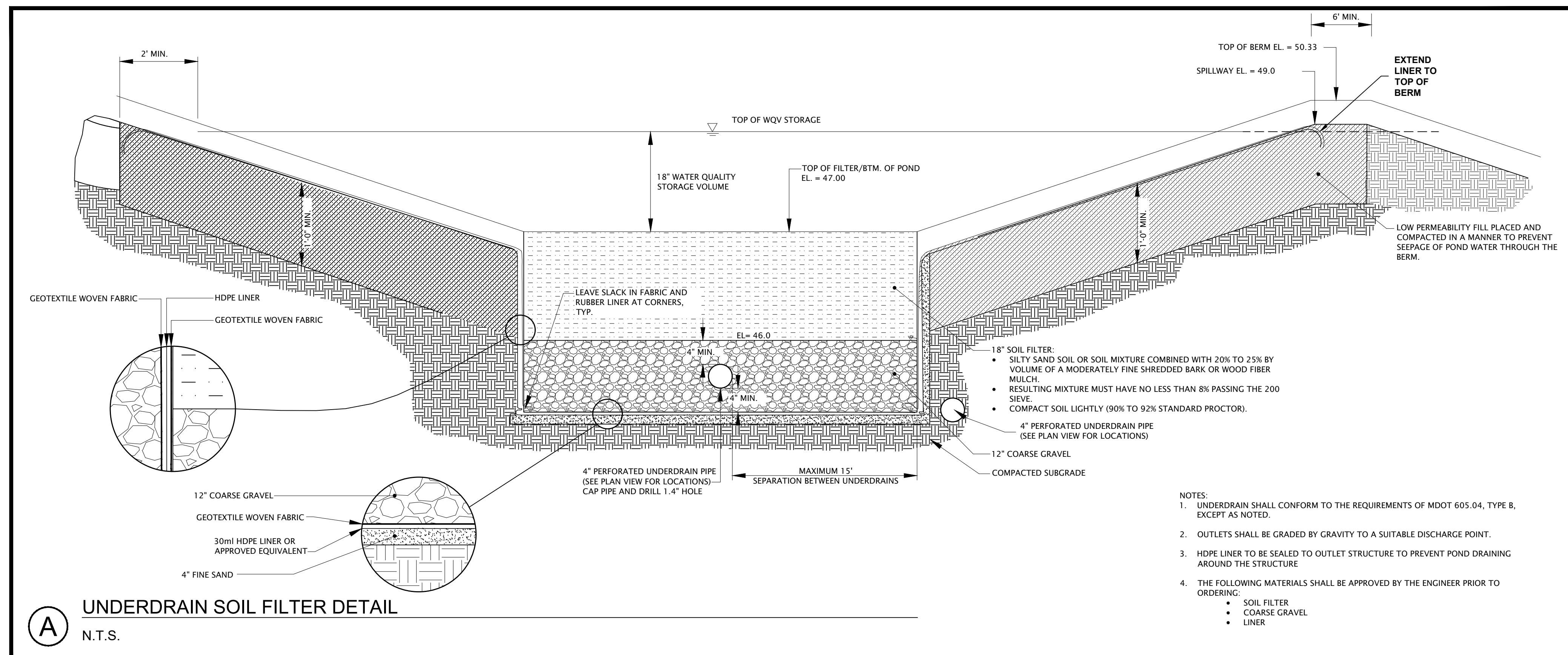
- o After the preliminary construction of the filter grades and once the underdrain pipes are installed but not backfilled,
- o After the drainage layer is constructed and prior to the installation of the filter media,
- o After the filter media has been installed and seeded.
- o After one year to inspect health of the vegetation and make corrections.
- o After the system has been brought up to final grade.

All the material used for the construction of the filter media must be confirmed as suitable by the design engineer. Testing must be done by a certified laboratory to show that they are passing DEP specifications.

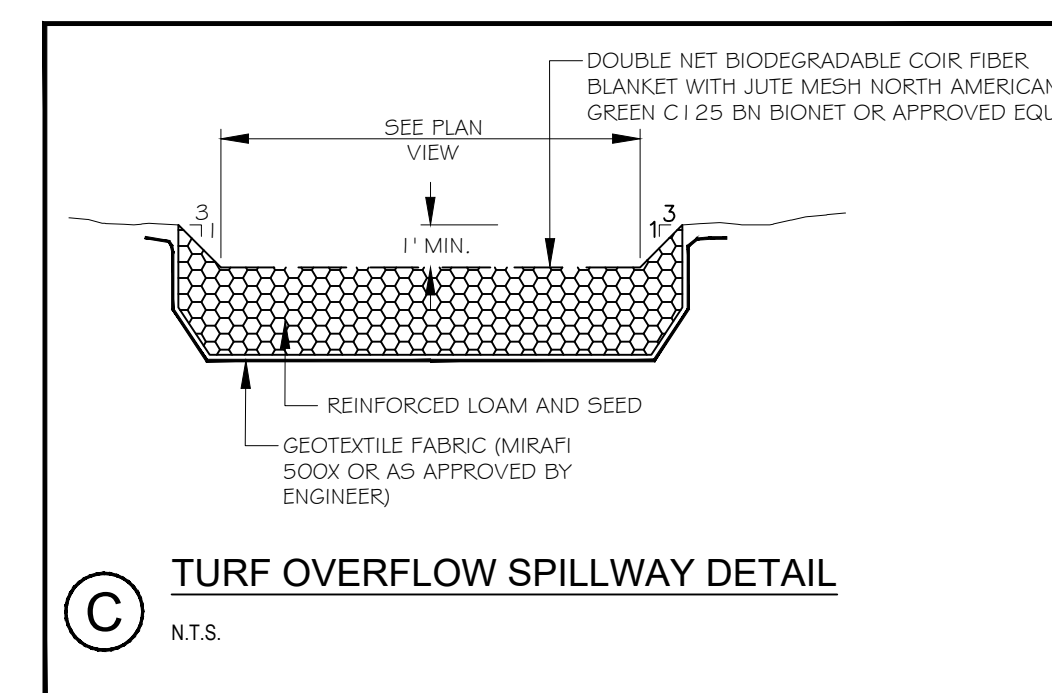
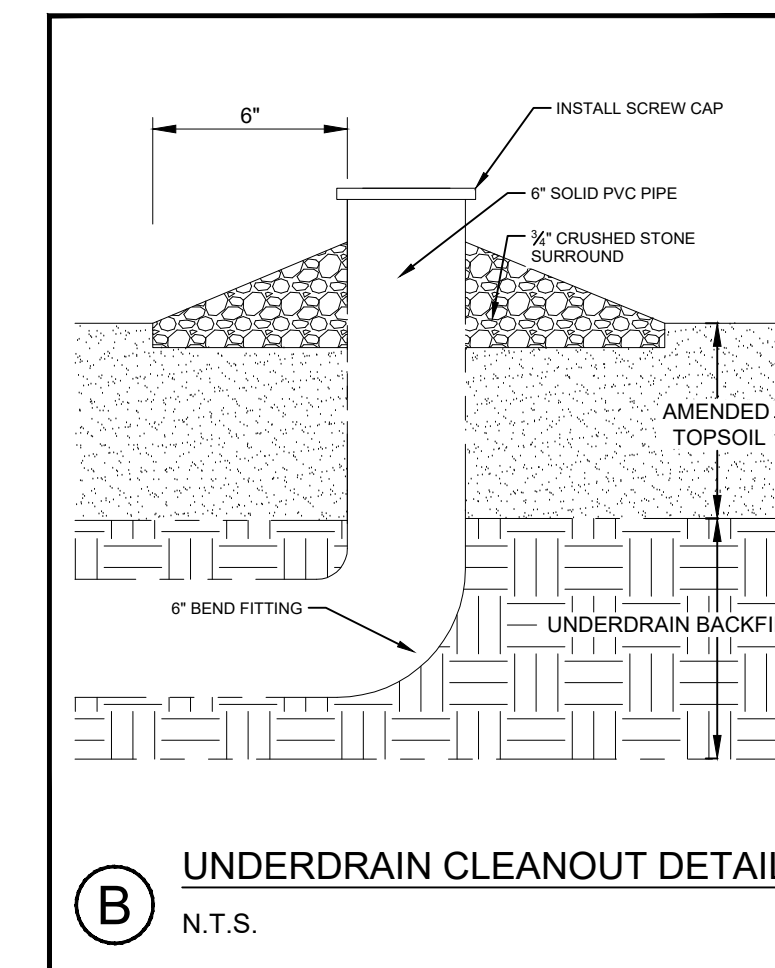
Testing and Submittals: The contractor shall identify the location of the source of each component of the filter media. All results of field and laboratory testing shall be submitted to the project engineer for confirmation. The Contractor shall:

- o Select samples for sampling of each type of material to be blended for the mixed filter media and samples of the underdrain bedding material. Samples must be composite of three different locations (Grabs) from the stockpile or pit face. Sample size required will be determined by the testing laboratory.
- o Perform a sieve analysis conforming to STM C136 (Standard Testing Method for Sieve Analysis of fine and Coarse Aggregates 1996A) on each type of the sample material. The resulting soil filter media mixture must have 8% to 12% by weight passing the # 2100 sieve, a clay content of less than 2% (determined hydrometer grain size analysis) and have 10% dry weight of organic matter.
- o Perform a permeability test on the soil filter media mixture conforming to ASTM D2434 with the mixture compacted to 90-92% of maximum dry density based on ASTM D698.

Within 30 days of completion of the underdrained filter basin, the applicant must submit a log of inspection reports detailing the items inspected, photos taken, and the dates of each inspection to the Bureau of Land Resources for review.



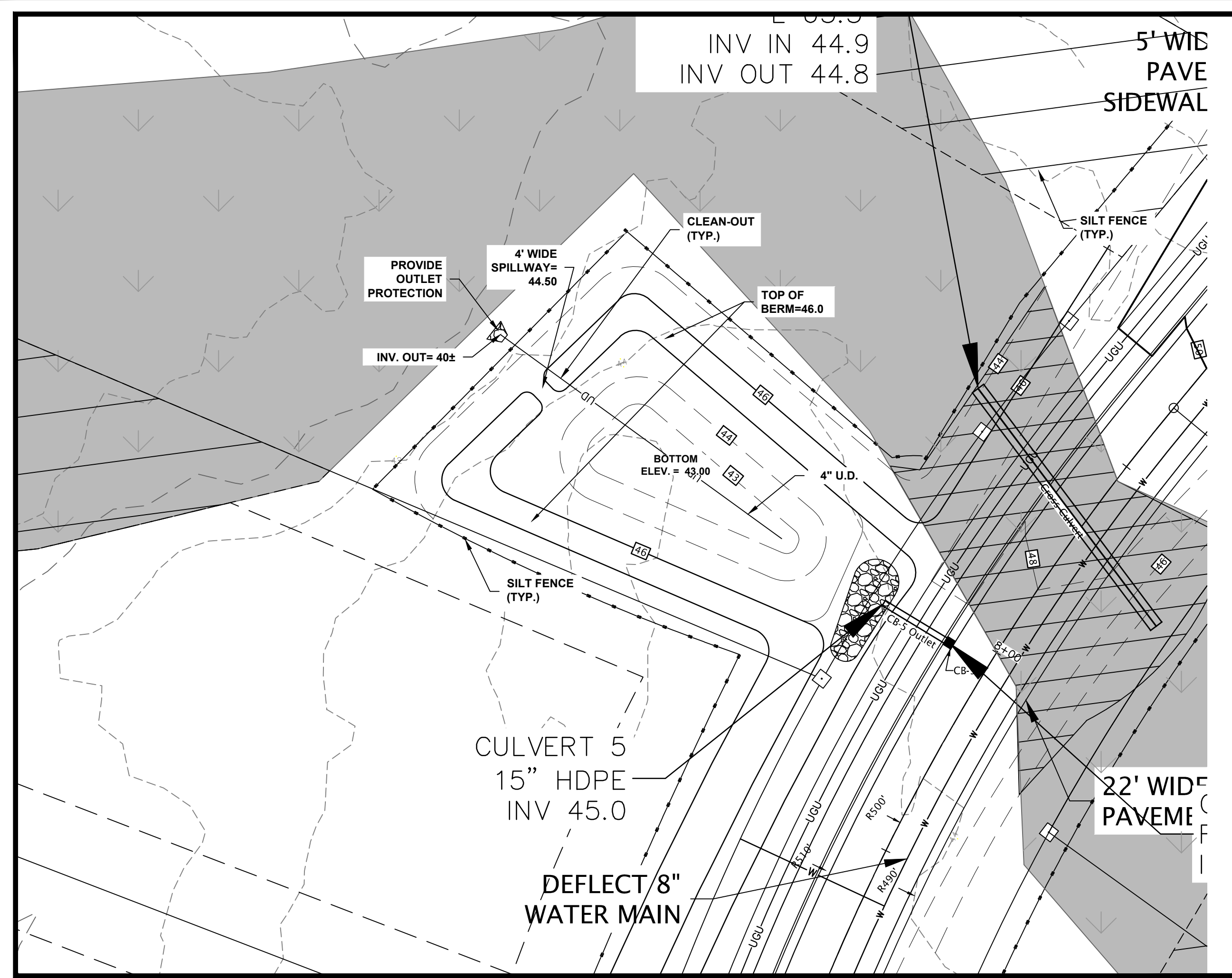
**A UNDERDRAIN SOIL FILTER DETAIL**  
N.T.S.



- NOTES:
1. UNDERDRAIN SHALL CONFORM TO THE REQUIREMENTS OF MDOT 605.04, TYPE B, EXCEPT AS NOTED.
  2. OUTLETS SHALL BE GRADED BY GRAVITY TO A SUITABLE DISCHARGE POINT.
  3. HDPE LINER TO BE SEALED TO OUTLET STRUCTURE TO PREVENT POND DRAINING AROUND THE STRUCTURE
  4. THE FOLLOWING MATERIALS SHALL BE APPROVED BY THE ENGINEER PRIOR TO ORDERING:
    - SOIL FILTER
    - COARSE GRAVEL
    - LINER

**FINAL PLAN REVIEW**

|     |      |  |  |
|-----|------|--|--|
|     |      | <b>STILLWATER PINES SUBDIVISION</b><br>WOODCOCK DRIVE, MAINE 04261<br><b>SITE CIVIL</b><br><b>DETAILS III</b><br>ALLEN HAMILTON & BEN GROVER<br>170 SHAKER ROAD<br>GRAY, MAINE 04039 | <b>Atlantic Resource Consultants</b><br>541 US Route One<br>Freeport, ME 04032<br>Tel: 207.869.9050<br>DRAWN: MPV/CGB<br>DESIGNED: CGB/MPV<br>CHECKED: JAV/CGB<br>FILE NAME:<br>SHEET: C-304 |
| REV | DATE | DESCRIPTION  | REVISIONS  |



**BIORETENTION AND UNDERDRAINED FILTER NOTES**

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  - C. FILTER SOIL MATERIAL SHALL BE PLACED IN 12-INCH LIFTS USING LGP EQUIPMENT OR BY HAND. LGP EQUIPMENT SHALL EXERT A GROUND PRESSURE OF LESS THAN 5 PSI, AS STATED IN THE EQUIPMENT SPECIFICATION FROM THE MANUFACTURER. MATERIAL SHALL BE GRADED TO PROVIDE AN EVEN SURFACE, SEEDED AND COVERED WITH EROSION CONTROL BLANKET.
  - D. UNDERDRAIN GRAVELS SHALL MEET THE SPECIFICATION REQUIREMENTS GIVE IN MDOT SPECIFICATION 703.22.
2. IMPERMEABLE LINERS FOR BIORETENTION CELLS, AND UNDERDRAINED FILTERS SHALL BE A STRING REINFORCED POLYETHYLENE MEMBRANE WITH A MINIMUM THICKNESS OF 30 MILS - BTL-30 BY BEND TARP AND LINER OR APPROVED EQUAL.
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Construction Oversight: Inspection by a professional engineer will occur at a minimum:

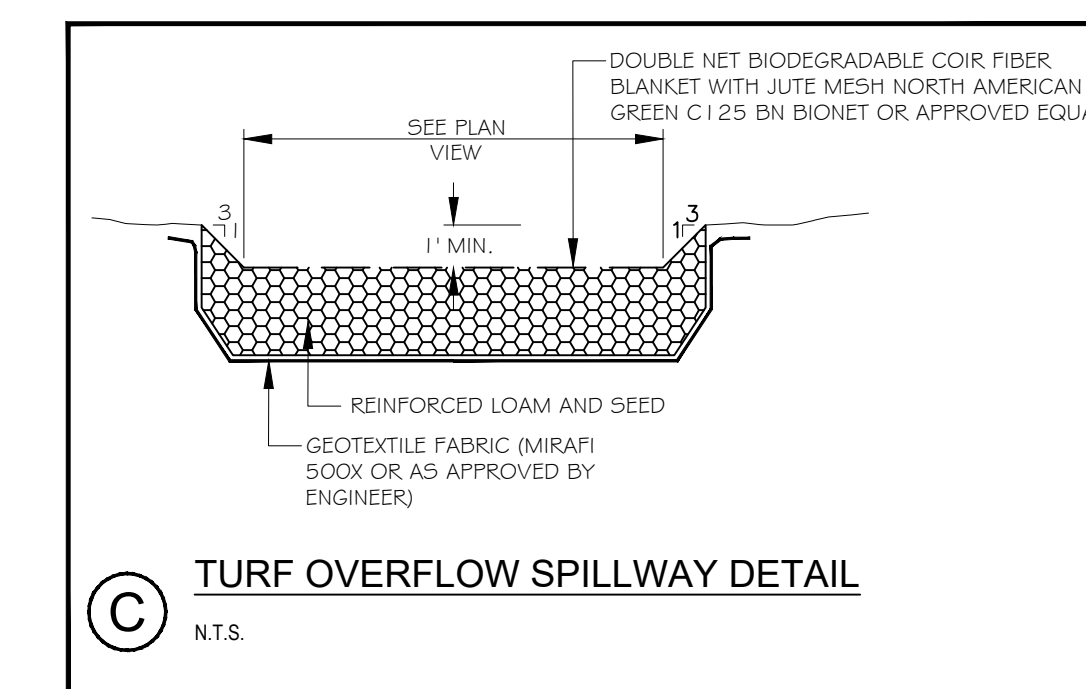
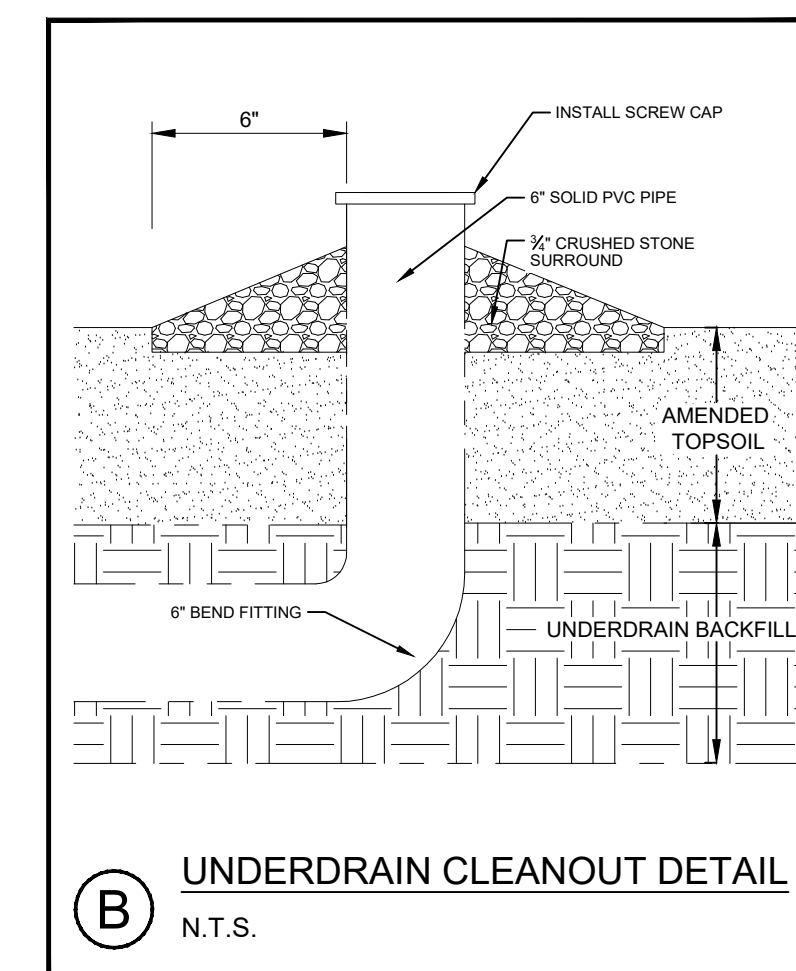
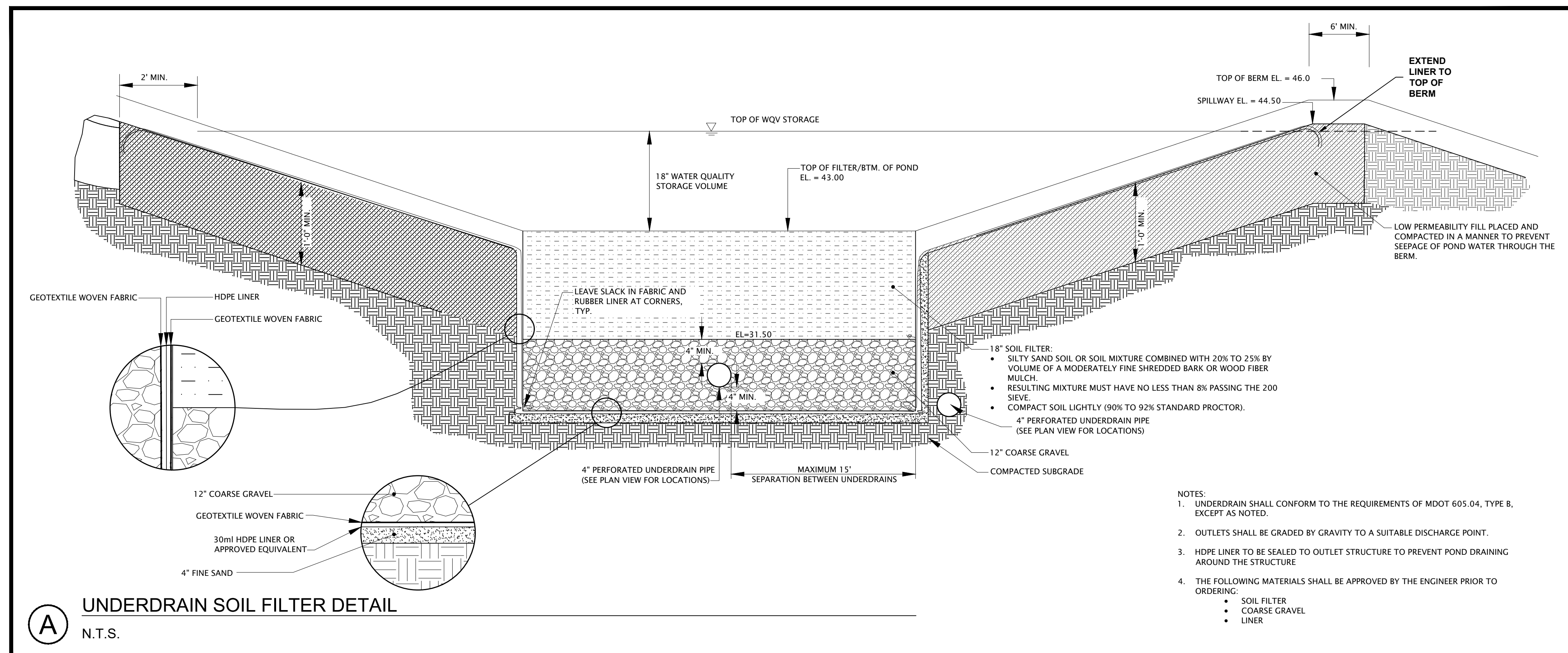
- o After the preliminary construction of the filter grades and once the underdrain pipes are installed but not backfilled,
- o After the drainage layer is constructed and prior to the installation of the filter media,
- o After the filter media has been installed and seeded.
- o After one year to inspect health of the vegetation and make corrections.
- o After the system has been brought up to final grade.

All the material used for the construction of the filter media must be confirmed as suitable by the design engineer. Testing must be done by a certified laboratory to show that they are passing DEP specifications.

Testing and Submittals: The contractor shall identify the location of the source of each component of the filter media. All results of field and laboratory testing shall be submitted to the project engineer for confirmation. The Contractor shall:

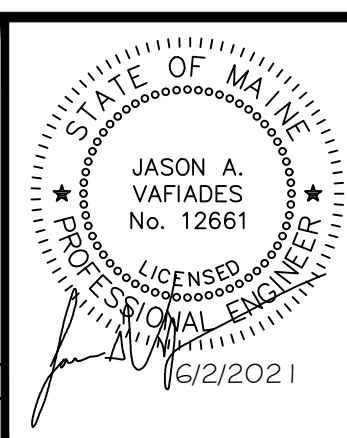
- o Select samples for sampling of each type of material to be blended for the mixed filter media and samples of the underdrain bedding material. Samples must be composite of three different locations (Grabs) from the stockpile or pit face. Sample size required will be determined by the testing laboratory.
- o Perform a sieve analysis conforming to STM C136 (Standard Testing Method for Sieve Analysis of fine and Coarse Aggregates 1996A) on each type of the sample material. The resulting soil filter media mixture must have 8% to 12% by weight passing the # 2100 sieve, a clay content of less than 2% (determined hydrometer grain size analysis) and have 10% dry weight of organic matter.
- o Perform a permeability test on the soil filter media mixture conforming to ASTM D2434 with the mixture compacted to 90-92% of maximum dry density based on ASTM D698.

Within 30 days of completion of the underdrained filter basin, the applicant must submit a log of inspection reports detailing the items inspected, photos taken, and the dates of each inspection to the Bureau of Land Resources for review.



**SUBMITTED FOR FINAL PLAN REVIEW**

| REV | DATE | DESCRIPTION |
|-----|------|-------------|
|     |      |             |
|     |      |             |



STILLWATER PINES SUBDIVISION  
WOODCOCK DRIVE, MAINE 04261

SITE CIVIL  
DETAILS IV

ALLEN HAMILTON & BEN GROVER  
170 SHAKER ROAD  
GRAY, MAINE 04039

**Atlantic Resource Consultants**  
541 US Route One  
Freeport, ME 04032  
Tel: 207.869.9050

DRAWN: MPV/CGB | DATE: JUNE 2021  
DESIGNED: CEB/MPV | SCALE: AS SHOWN  
CHECKED: JAV/CGB | JOB NO. 20-012  
FILE NAME:  
SHEET: C-305

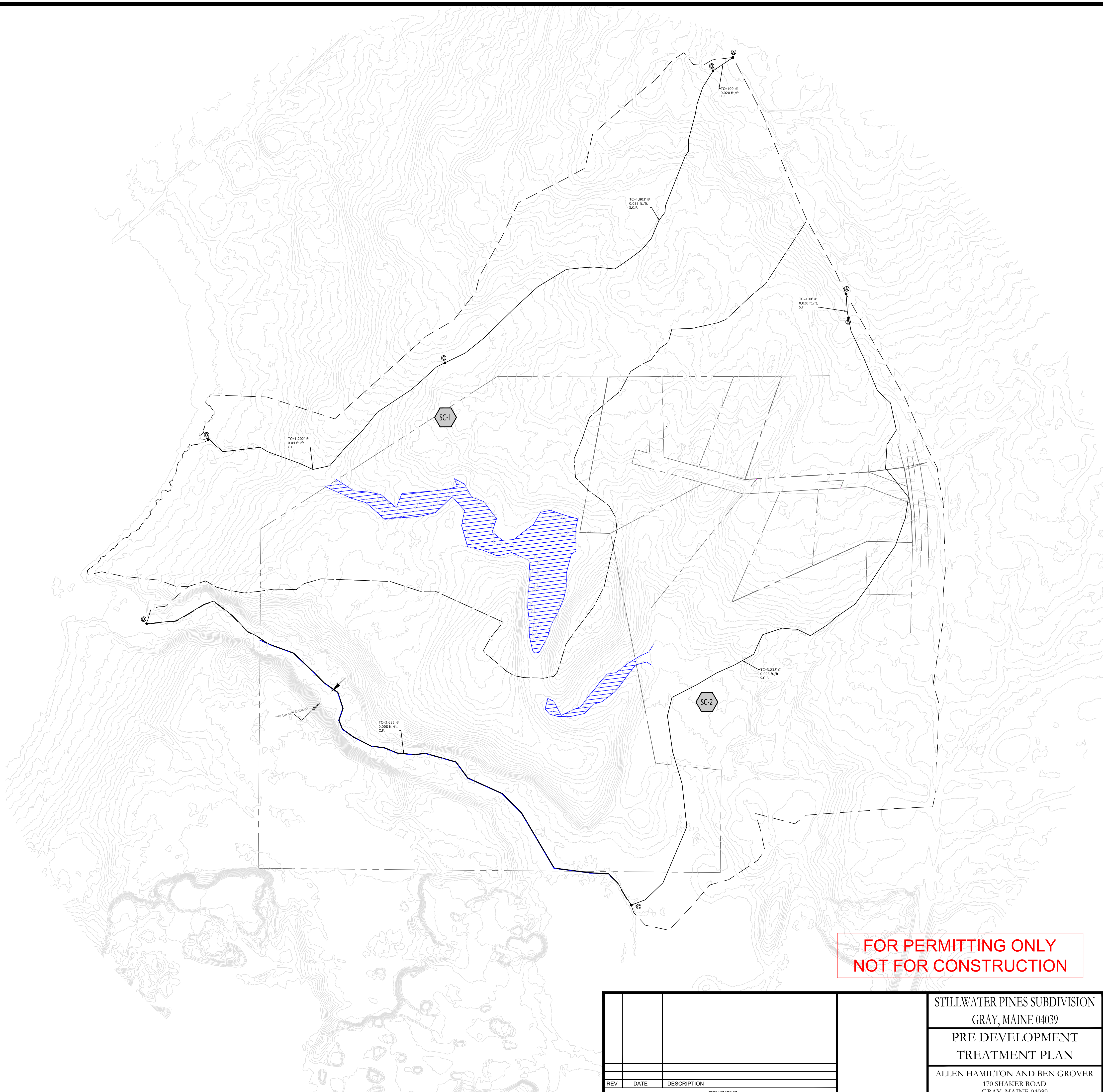


### LEGEND

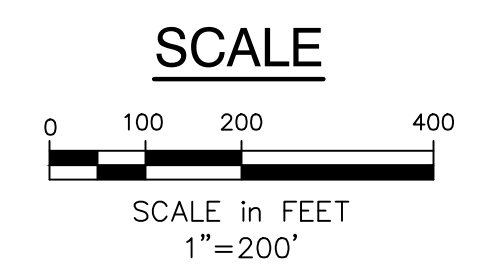
| EXISTING | DESCRIPTION          | PROPOSED |
|----------|----------------------|----------|
| ---      | BOUNDARY LINE/R.O.W. | ---      |
| ---      | ABUTTER LINE/R.O.W.  | ---      |
| ---      | SETBACK              | ---      |
| ---      | EASEMENT             | ---      |
| ○        | IRON PIPE/ROD        | ○        |
| ▭        | BUILDING             | ▭        |
| ▨        | WETLAND              | ▨        |
| +        | SIGN                 | +        |
| ---      | EDGE PAVEMENT        | ---      |
| ---      | EDGE CONCRETE        | ---      |
| ---      | PAVEMENT PAINT       | ---      |
| ---      | GRAVEL ROAD          | ---      |
| ---      | CURBLINE             | ---      |
| ---      | TREELINE             | ---      |
| ---      | CONTOURS             | ---      |
| x30.20   | SPOT GRADE           | 142.0    |
| ---      | STORMWATER FLOW      | ---      |
| ○        | SEWER MANHOLE        | ○        |
| ▭        | CATCH BASIN          | ▭        |
| S        | SEWER                | S#       |
| W        | STORM DRAIN          | W#       |
| W        | WATER                | W#       |
| +        | WATER GATE VALVE     | +        |
| +        | WATER SHUT OFF       | +        |
| +        | HYDRANT              | +        |
| +        | THRUST BLOCK         | +        |
| UGU      | UNDERGROUND UTILITY  | UGU      |
| OHU      | OVERHEAD UTILITY     | OHU      |
| ↑        | UTILITY POLE         | ↑        |
| ↑        | LIGHT POLE           | *        |

### DRAINAGE LEGEND

|         |                       |
|---------|-----------------------|
| 4S      | SUBCATCHMENT LABEL    |
| 4P      | POND LABEL            |
| 3R      | REACH LABEL           |
| Ⓟ       | REACH PATH            |
| ---     | TIME OF CONCENTRATION |
| ---     | SUBCATCHMENT DIVIDE   |
| ---     | SOILS BOUNDARY        |
| ● POA#1 | POINT OF ANALYSIS     |



**FOR PERMITTING ONLY  
NOT FOR CONSTRUCTION**



|   |   |   |   |
|---|---|---|---|
|   |   | <b>STILLWATER PINES SUBDIVISION</b><br>GRAY, MAINE 04039<br><b>PRE DEVELOPMENT</b><br><b>TREATMENT PLAN</b> | <b>Atlantic Resource Consultants</b><br>541 US Route One<br>Freeport, ME 04032<br>Tel: 207.869.9050 |
| REV    DATE    DESCRIPTION<br>REVISIONS | DRAWN: CEB    DATE: JULY 2020<br>DESIGNED: CEB    SCALE: 1" = 200'<br>CHECKED: CEB    JOB NO. 20-012<br>FILE NAME:<br>SHEET: <b>D-101</b> |   |   |



### LEGEND

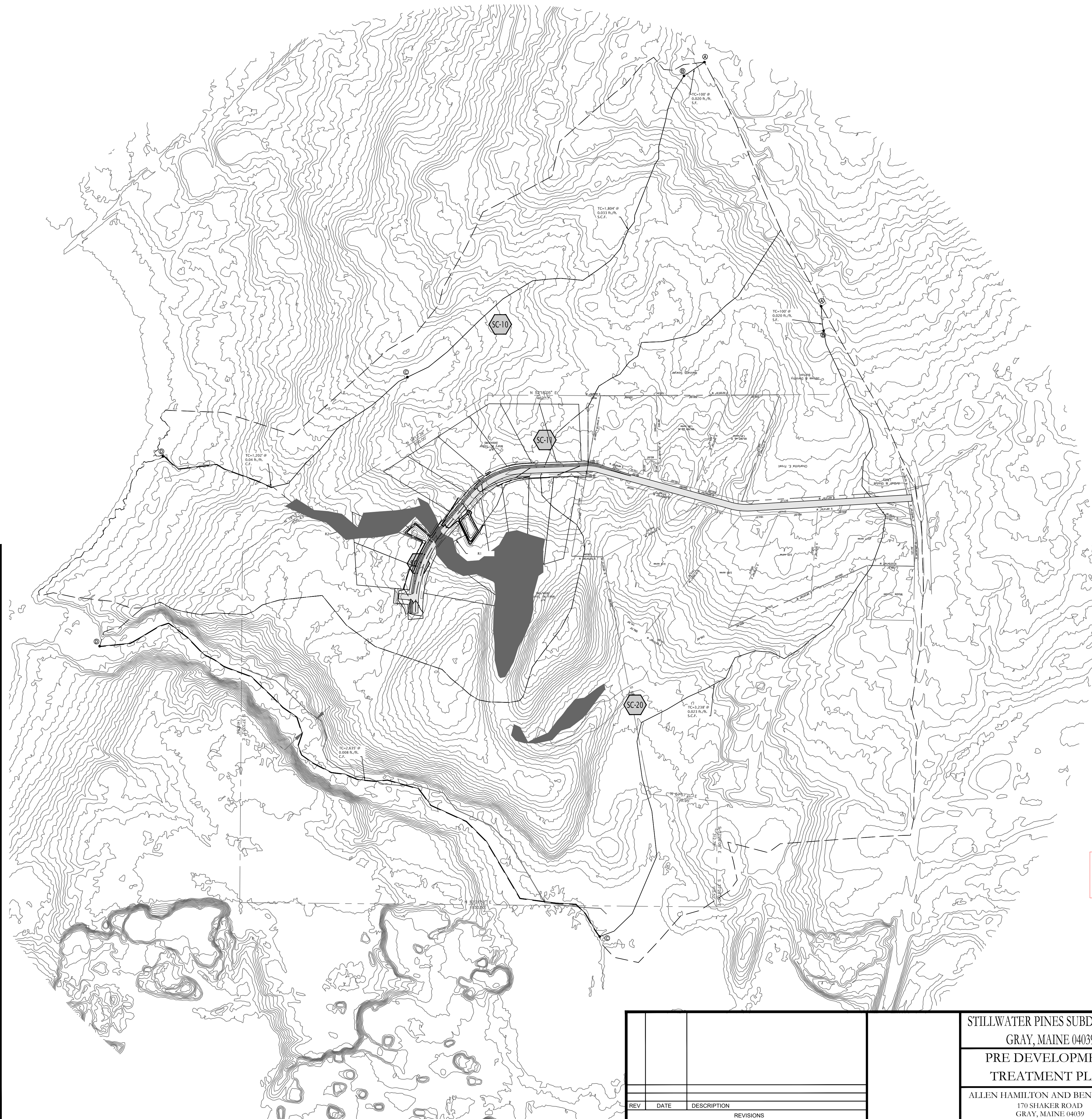
| EXISTING | DESCRIPTION          | PROPOSED |
|----------|----------------------|----------|
| ---      | BOUNDARY LINE/R.O.W. | ---      |
| ---      | ABUTTER LINE/R.O.W.  | ---      |
| ---      | SETBACK              | ---      |
| ---      | EASEMENT             | ---      |
| ---      | IRON PIPE/ROD        | •        |
| ▭        | BUILDING             | ▭        |
| ▭        | WETLAND              | ▭        |
| ▭        | SIGN                 | ▭        |
| ▭        | EDGE PAVEMENT        | ▭        |
| ▭        | EDGE CONCRETE        | ▭        |
| ▭        | PAVEMENT PAINT       | ▭        |
| ▭        | GRAVEL ROAD          | ▭        |
| ▭        | CURBLINE             | ▭        |
| ▭        | TREELINE             | ▭        |
| 20       | CONTOURS             | 20       |
| x30.20   | SPOT GRADE           | 142.0    |
| ~        | STORMWATER FLOW      | ~        |
| ○        | SEWER MANHOLE        | ○        |
| ■        | CATCH BASIN          | ■        |
| S        | SEWER                | S        |
| W        | STORM DRAIN          | W        |
| W        | WATER                | W        |
| W        | WATER GATE VALVE     | W        |
| W        | WATER SHUT OFF       | W        |
| W        | HYDRANT              | W        |
| W        | THRUST BLOCK         | W        |
| UGU      | UNDERGROUND UTILITY  | UGU      |
| OHU      | OVERHEAD UTILITY     | OHU      |
| U        | UTILITY POLE         | U        |
| U        | GLY                  | U        |
| U        | LIGHT POLE           | *        |

### SOILS LEGEND

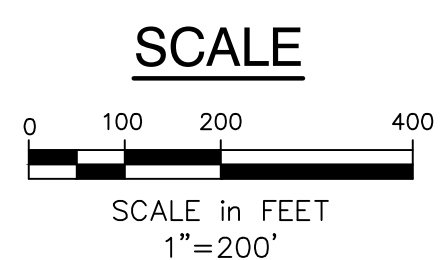
| MAP UNIT SYMBOL | MAP UNIT NAME                          |
|-----------------|--|
| CrB             | Croghan loamy sand, 0-8 percent slopes |
| Na              | Naumburg sand                          |

### DRAINAGE LEGEND

|     |                       |
|-----|-----------------------|
| 4S  | SUBCATCHMENT LABEL    |
| 4P  | POND LABEL            |
| 3R  | REACH LABEL           |
| ④   | REACH PATH            |
| ④   | TIME OF CONCENTRATION |
| --- | SUBCATCHMENT DIVIDE   |
| --- | SOILS BOUNDARY        |
| ●   | POINT OF ANALYSIS     |



FOR PERMITTING ONLY  
NOT FOR CONSTRUCTION



| REV | DATE | DESCRIPTION |
|-----|------|-------------|
|     |      |             |
|     |      |             |

STILLWATER PINES SUBDIVISION  
GRAY, MAINE 04039  
PRE DEVELOPMENT  
TREATMENT PLAN  
ALLEN HAMILTON AND BEN GROVER  
170 SHAKER ROAD  
GRAY, MAINE 04039

**Atlantic Resource Consultants**  
541 US Route One  
Freeport, ME 04032  
Tel: 207.869.9050

|               |                  |
|---------------|------------------|
| DRAWN: CEB    | DATE: JULY 2020  |
| DESIGNED: CEB | SCALE: 1" = 200' |
| CHECKED: CEB  | JOB NO. 20-012   |
| FILE NAME:    |                  |
| SHEET: D-101  |                  |

## FIELD OBSERVATION REPORT

Project: Stillwater Pines Phase I  
 Client: Town of Gray  
 GP Field Rep: Wiley Hollen (WH)  
 Weather: Partly Cloudy  
 Time on site: 1:30 – 2:00 PM  
 Contractor: A.H Grover  
 Distribution: File, Doug Webster, Kristen Muszynski, Ben Grover, Polly Sewall

GP Project No: 2344.162  
 Visit Date: December 1, 2022  
 Report Date: December 14, 2022  
 Temp Range: 40 – 45 °F

### Work in Progress

- None.

### Recent Storm Events

- 1.96 inches of rainfall in the last week (11/23 – 11/30). Heavy wind on 11/30.

### Work Conducted by GP Representative

- Observations of site before project closeout for Phase I.

### Action Items

| Item # | Item Date | Expected Completion Date | Date Completed | Description   |
|--------|-----------|--------------------------|----------------|---|
| 10     | 5/10/22   | Before Placing Loam      | 10/21/22       | Remove Flowable Concrete Fill/Concrete washout material from embankment near Sta. 10+70 RT (Phase I)                                    |
| 9      | 4/27/22   | N/A                      | 6/10/22        | Remove trash from trenches  |
| 8      | 4/20/22   | Before Placing Loam      | 7/29/22        | Excavate underdrain soil filter down to HDPE layer, add top geotextile layer and reconstruct filter per plans at Sta. 9+10 RT (Phase I) |
| 7      | 4/20/22   | N/A                      | 6/10/22        | Remove tree from roadway & berm at Sta. 9+15 LT (Phase I)   |
| 6      | 4/7/22    | N/A                      | 6/10/22        | Repair eroded rip rap + hay mulch on slope at Sta. 9+00 RT (existing Woodcock Drive)  |
| 5      | 4/7/22    | 6/17/22                  | 7/28/22        | Repair mulch berm at Sta. 3+50 (Phase I) to maintain 12" minimum height throughout  |
| 4      | 4/7/22    | Ongoing                  | N/A            | Sweep Woodcock Drive (phase I portion)  |
| 3      | 11/18/21  | After ditches are stable | 7/28/22        | Construct riprap aprons for culverts throughout the site.   |
| 2      | 11/18/21  | N/A                      | 4/7/22         | Temporarily stabilize all exposed soils prior to Winter.  |
| 1      | 11/18/21  | 6/17/22                  | 7/28/22        | Repair and restabilize eroded area adjacent to intersection with Yarmouth Road.   |



### **Discussions & Observations**

- WH on site to observe site stabilization measures prior to completion of Phase I.
- WH met with Polly Sewall (A.H. Grover) to discuss and observe project.
- Underdrained Soil Filter Basins #1 and #2 appear to be functioning adequately and do not show evidence of erosion/sedimentation (see Photo 1).
- Polly indicated that A.H. Grover had been to the site in the past few days to touch up erosion control measures, including erosion control blanket and mulch material along the left side of Woodcock Drive. Touch up work has helped reduce effects of erosion/sedimentation (see Photo 2).
- Perimeter erosion control on site appears intact. Grassed areas without >90% grass coverage have erosion control blanket or mulch to reduce erosion/sedimentation.

### **Visitors on Site**

- None.

### **Concerns or Questions**

- None.

Prepared By: H. Wiley Hollen, EI

Reviewed By: Will Haskell, PE

If there are any discrepancies, please notify the sender immediately.



Photo 1 – View of Underdrained Soil Filter #1 (Sta. 9+50 LT, looking north)



Photo 2 – View of Woodcock Drive and Ditch/Embankment (Sta. 5+50 LT, looking north)



## TOWN OF GRAY

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

OFFICE OF THE TOWN MANAGER

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

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July 12, 2023

### **Town Manager (TM) Report to Town Council (6/16/2023– 7/12/2023):**

- 6/16: TM attended Volunteer Maine Commission meeting via remote meeting
- 6/19: Town staff observed Juneteenth Day Holiday, with adjustments to schedule per department
- 6/21: Town staff training day – All Town Offices were closed for an annual, all-hands training for full-time employees
- 6/22: TM attended MMA Human Resources Conference and hosted a panel discussion entitled “Making Municipal Jobs Accessible and Appealing to a New Generation of Workers”
- 6/24: Gray Community Day
- 6/23-7/5: TM scheduled time off

#### Upcoming:

- 7/13: Town Council budget workshop, 5 PM
- 7/17: Finance Committee meeting, 4 PM
- 7/20: Town Council budget workshop, 5 PM
- 8/1: First regular Town Council meeting cancelled for the month of August, will meet 8/15
- 8/9-11: MTCMA Institute (Maine Town Manager Conference), Sugarloaf

#### Other activities:

- TM coordinating with incoming Finance Director Justine Hutchings and administration department on redistributing roles and responsibilities that were being covered by the Town Clerk & Human Resources Director. A warm welcome to Justine, who started work on 7/5.
  - TM coordinating between the Principle Group, Council, the GPCOG, Gorrill-Palmer, and Town staff on matters related to zoning and ordinances to implement the 2020 Comprehensive Plan, as well as Gray Village planning, Main Street planning, and the Yarmouth Road construction projects.
  - 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.
-

## MEMO

July 5, 2023

TO: Town Council and Town Manager Nate Rudy  
FROM: Kristen Muszynski, Community Development Department  
RE: Land and Water Conservation Fund (LWCF) Conversion Update

The process for approval of the Town of Gray's LWCF conversion site continues to be on hold. In the fall of 2021, we submitted materials for National Park Service review, to get approval of the proposed conversion site so we can proceed with next steps in the process. We are still awaiting a reply.

Our latest update from our State contact, Doug Beck, is that the National Park Service (NPS) appears to have been focusing on approving new projects rather than dealing with compliance questions over the past year, but recently hired 10 new compliance officers. He estimates that they may be trained and ready to manage the compliance questions later this autumn.

As you may recall, the conversion site is an approximately 13-acre parcel at the end of Woodcock Drive, reflected in a 2021 Contract Zoning Agreement with the developer of Stillwater Pines subdivision.

The second phase of the Stillwater Pines subdivision is in the Planning Board review process now and the parcel in question is scheduled to be turned over to the town in the Spring of 2024 as playing fields, per the CZA.

No work on either acquisition or development is intended to take place until the conversion has been approved by NPS, per the grant provisions. It is unclear if NPS will make any exceptions due to the extended delays in their review process.

Thus, given the timeline in the CZA for the developer to complete the work of creating the playing fields, and the deadline to turn over ownership to the town, this update is intended as notice that the council may need to revisit this issue later in the fiscal year to discuss how to proceed with the conversion process, particularly if NPS is not forthcoming with a response.

No action is necessary at this time and we will keep the council apprised of any developments (or lack thereof) prior to the end of the calendar year.

### **Background**

More than 30 municipalities across the State of Maine were recipients of grant funding from the federal Land and Water Conservation Fund (LWCF). These grants were typically in the range of \$25,000, and many were issued in the 1970s or earlier for towns to create public recreation facilities such as playing fields and tennis courts.

As many of these grant projects are now nearly 50 years old, several are no longer in usable condition, or the sites have been repurposed for other uses. In the Town of Gray, the 1974 LWCF-funded tennis courts on the Gray-New Gloucester High School property fell into disrepair and were demolished in 2010 to provide more parking for the growing school population.

The LWCF grant requires that these sites remain open to outdoor recreation *in perpetuity*, so any recipient that fails to maintain the grant-funded recreational site, or uses the site for any other purpose, must pursue the “conversion” process.

The Town of Gray in 2021 agreed to a contract zone with a developer, in part with the intention of securing a conversion site for new playing fields off Woodcock Drive, to which the grant and its associated restrictions would be transferred. The Town has been waiting for two years for a green light from the National Parks Service to move ahead with those plans.

The conversion process requires appraisals that conform to the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA “Yellow Book”), for both the former and the proposed replacement site, and a second review of the appraisal is required by an independent Yellow Book Certified appraiser. The FY24 budget includes an allotment for these appraisals, carried forward from the FY23 budget.

Given the limited duration of a valid Yellow Book appraisal, the planning staff recommends that the appraisals not be sought until we have a response from the National Park Service confirming that the proposed conversion site will meet the requirements.



## 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

---

July 12, 2023

Assessing Department Report to the Town Manager (05/20/2023 – 06/23/2023):

- 5/25 – Monthly Meeting with the Town Manager
- 6/1 – Completed organizational chart for the Town Manager
- 6/1 – Worked with the Town Planner on the Portland Road lot merger
- 6/1 – Attended Sebago Lakes Rotary Club meeting
- 6/5 – Followed up on ESRI renewal
- 6/6 – Attended Town Council Meeting via Zoom
- 6/6 – Attended IAAO Training – Unique and Challenging Homes
- 6/7 – Attended IAAO Training- Appraising After a Disaster or Traumatic Event
- 6/12-6/16 – Vacation
- 6/20 – Monthly Meeting with the Town Manager
- 6/21 – Staff Training Day

Other Activities/Accomplishments:

- Continued work on FY2024 Commitment
- Processed New Road applications
- Completed property inspections and associated data input
- Processed BETE application approvals
- Continued training the Assessing Assistant – Cynthia Schaeffer
  1. Personal Property input
  2. BETE/BETR applications
  3. Property inspections

Challenges/Obstacles:



## 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*

June 27, 2023

### Department of Buildings and Grounds Report to Town Manager 5/22-6/25

- The week leading up to Memorial Day Weekend is the busiest single week for the Department each year.
  - Sign Planters and Monument are prepped and planted.
    - 78 Annuals are planted.
  - Swim Lines are installed at Wilkies Beach
  - 6 US Flags, 4 Maine State Flags and 1 POW/MIA Flag are changed out.
  - Irrigation for the monument is turned on and tested.
  - The spray rig is dewatered, flushed and prepped for service of watering planters, it is used throughout the summer. Once plantings are established, we Miracle Gro every two weeks.
  - Pennell Softball Field is mowed twice, (this is every week during the Little League Season)
  - The Pennell Complex, Library, Monument, Public Safety, Dry Mills Schoolhouse, and Wilkies Beach are mowed and trimmed.
- 6/06 Attended Department Head Meeting
- 6/06 Parks & Facilities Supervisor attended the Wild Blueberry Festival Meeting
- 6/08 Met with Carl Holmquist and Steve McPike to discuss Longest Day 5k and summer maintenance work on Libby Hill
- 6/12 Laid down mats in gym and set up voting equipment.
- 6/12 Set up tents for Summer Camp
- 6/14 Broke down voting, and stored voting equipment, reset gym for regular use.
- 6/14 Met with Town Manager, Nate Stone of G-NG-R Little League, and Sandy Carder to discuss new fields at Gateway Parcel and information for MLB Grant
- 6/15 Met with Town Manager for 1:1.
- 6/19 Observed Juneteenth Holiday
- 6/20 Met with CMP and Electrical Contractor to review EV Charger Service and timeline of work as power will need to be cut for the duration of a day at Newbegin and Manual Arts as the new transformer is installed, existing services are moved to the new transformer and the EV Service is energized.
- 6/20 Inspected Libby Hill Trails ahead of Longest Day 5k.
- 6/21 Staff attended Annual Staff Training
- 6/23 laid down mats, set up tables, and other preparations for Community Day

Town Council Tracking Worksheet Items:

Other Activities / Accomplishments:

- 19 Requests for Service for the period of 5/22-6/25 outside of normal daily routine.
- Trench excavation and backfill for new electrical service for EV Chargers was completed.
- Completed conversion/light remodel of former Recreation Office to become HR Directors Office

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Thanks to Anthony and Nellie for assisting with the setup of tents for Summer Camp
- Thanks to Public Works for completing trench work for the EV Chargers. Work was completed in one day.



# 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

June 30, 2023

To: Nate Rudy, Town Manager  
From: Tammy Munson, Lead Code Enforcement Officer  
RE: Code Office Monthly Report (June 1, 2023 – June 30, 2023)

Please find the attached information below.

Inspections Performed:

Building Foundations - 11  
Building Rough-in\*- 4  
Building Insulation - 3  
Building Final\*\*- 20  
Electrical - 18  
Plumbing/Septic - 22  
Tree Inspection - 13  
In Office and Site meetings\*\*\*23

Permits Issued:

Building - 25  
Plumbing - 21  
Electrical - 28  
Dock - 2  
Pool - 0  
Tree Removal - 26  
Signage - 0  
Driveway - 6

\*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:

Four Notices of Violations were issued by this office. One NOV addressed odor emission regarding two separate businesses located in the Shop-n-Save Plaza. An NOV was sent regarding an illegal junk yard and access to Indian Kettle. The property owner has already begun clearing the right of way to the kettle. Another NOV was sent for stone patio constructed in the shoreland zone without a permit. An NOV was also sent for an unpermitted dock that is in violation of the ordinance. The office gained compliance with a Dangerous Building Notice. We are working on closing out expired permits and also completed the 2024 Planning Board and Zoning Board of Appeals meeting schedule.

Monthly Appeals:

There were no appeals this month and the meeting was cancelled.

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.



## TOWN OF GRAY

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

OFFICE OF THE TOWN CLERK

*Britt Barton, Town Clerk*  
bbarton@graymaine.org  
(207) 657-3339 x104

---

July 12, 2023

June 23, 2023

Report to Town Manager (05/22/2023 – 06/23/2023):

- 5/29 – Closed – Memorial Day
- 6/7 – End Of Year FY23 financial reporting meeting with auditors
- 6/13 – Election Day
- 6/15 – Town Meeting Discussion/Prep
- 6/19 – Closed – Juneteenth
- 6/21 – Closed – Staff Training Day

Other Activities / Accomplishments:

- Continued discussions with TM and HR to increase personal and team development opportunities.
- Continuous department AP requests and needs.
- Prep and File organization for new Finance Director Onboarding.
- Assistance with other department research requests and needs.
- Committee assistance.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- FY23 EOY Budget Research, Prep and Completion.
- Staff training/onboarding needs.
- Updating points of contacts with vendors to effectively process AP needs.



## TOWN OF GRAY

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

OFFICE OF COM/IT/LIB

*Josh Tiffany, Communications/Library/ IT Direc*  
*jtiffany@graymaine.org*  
*(207) 657-4110*

---

July 12, 2023

Monthly Report for Communications, Libraries, and Information Technology  
May 22 to June 25, 2023

Removed Head of Circulation job posting from Maine Library jobs board due to offering the Head of Circulation position to Lauren Ciuksza, with a start date of July 1

Arranged for pickup of tables by MSAD-15 from IB testing

Posted air quality alert due to Canadian wildfires of Town of Gray and Gray Library Facebook page

Reviewed Communications survey for general public distribution.

Continued work on new Pennell LED sign.

Re-recorded Town of Gray outgoing voice message, with updates and input from Human Resources and Town Manager

Exploration of aliases for TC email addresses

Per Town Manager request, submitted Cumberland County Broadband Survey, distributed by GPCOG

Nominated Gray Public Library Trustees for Town Committee of Year

Sought price for Town of Gray Budget flyer through Staples. The vendor had a very high cost to deliver service, so Town Manager identified alternative vendor.

Assigned IT Admin rights to Town Manager so he could update his new laptop.

Worked with Communications Intern Hope Carroll to get her properly logged into Town networks.

Contacted Nate Tsukroff to take pictures of Town staff during our annual training day.

Received report from Gray resident received a new cell phone with a new cell phone number. Their voice mail was still linked to a discontinued Town of Gray voicemail. Worked with the citizen and Spectrum phone to work out the issue.

During a vacation by the Digital Media Coordinator, several gaps in training were identified regarding website updates. Training materials were recorded and made available to authorized personnel to website updates could be accomplished by several staffers.

Worked with Bull Moose to reconcile end of fiscal year bills, and work with them to identify easier ordering and billing process.

Discovered Windam patron was using a remote scanner to checkout our items. Discussed process with Windham Library Director, who had previously informed patrons that this function was not to be used at other locations.

Brainstormed tasks with Digital Media Coordinator for summer intern

Arranged for meeting room to be used for Joint Leaders conference

Worked with Town Manager and HR Director to develop philosophy of emails – whether they should be tied to the names or titles, and process of handing over email to new worker

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Assigned task of helping to coordinate volunteer awards at Gray Community Day.  
Allowed a Girl Scout Troop to host their own pajama party movie night.  
Worked with Sandy Carder and Gray Open Space Committee to help host ReWild Maine on a class in invasive species in July 2023  
Hosted first Friday Night Movies & Pizza Night with 9 people attending.  
Hosted eleven external community organizations in the Library's meeting room  
Hosted a Summer Reading Kickoff Party at the Library. Due to inclement weather, the event was moved inside but over 100 children signed up for the program, and kids and parents were thrilled with the crafts, games, and fun that were offered.

## COMMUNICATIONS

Started working with Mary Sweeny Underwood to help recruit community members to become video production volunteers for Town of Gray events  
Re-recorded Town's voice mail greeting with some updates to staffing, phone tree alignment, and extensions  
Oversaw recording of Town of Gray training day to ensure future new employees could access the resource to provide for their mandatory training needs.  
Worked to add GCTV content to Town's YouTube webpage. Our hope is this will make it easier for the public to access our content, and also provide more direct metrics of viewership of the Town's recordings.  
Explored methods of incorporating ChatGPT to Town communication efforts. While we are weary of jumping in too quickly to this new product, it is a very useful tool in refining messaging, providing a quick edit to a document, or summary of length product.  
Worked with Town Manager to ensure all documents and meetings were made available related to the Town's FY24 budget process. Embarked on promotional campaign to notify voters of both the resources the Town provided, as well as making them aware of election day.

## IT

Performed desktop updates on June 14.  
Performed a Windows update on the server on June 14 to June 16<sup>th</sup>.  
Responded to 27 Help Desk tickets during the time period.  
Performed software updates on Library computer terminals on June 12<sup>th</sup>.  
Updates the Trio software on June 23.



# COMSTAR



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

## Cumberland County Sheriff's Office

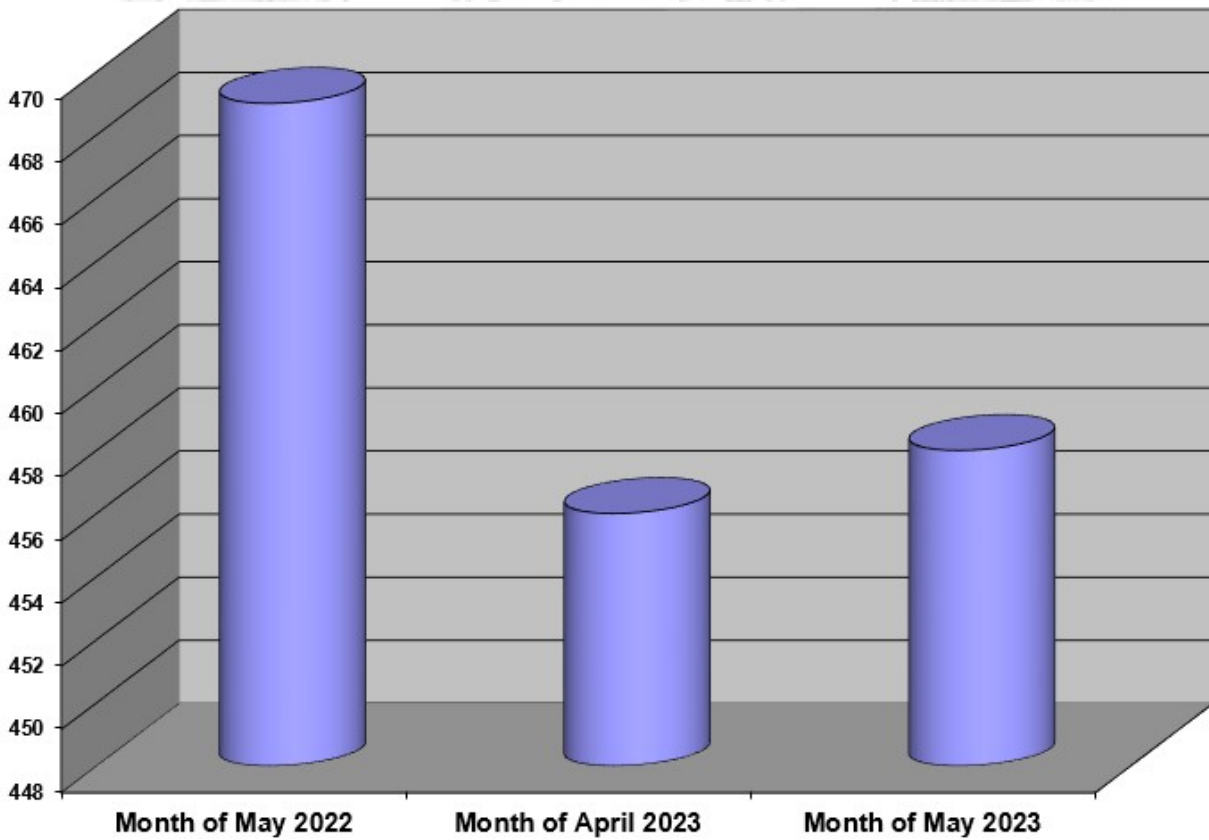
### Town of Gray

Month of May 2023

Prepared by Crime Analyst Wendy Clark-Tarbox

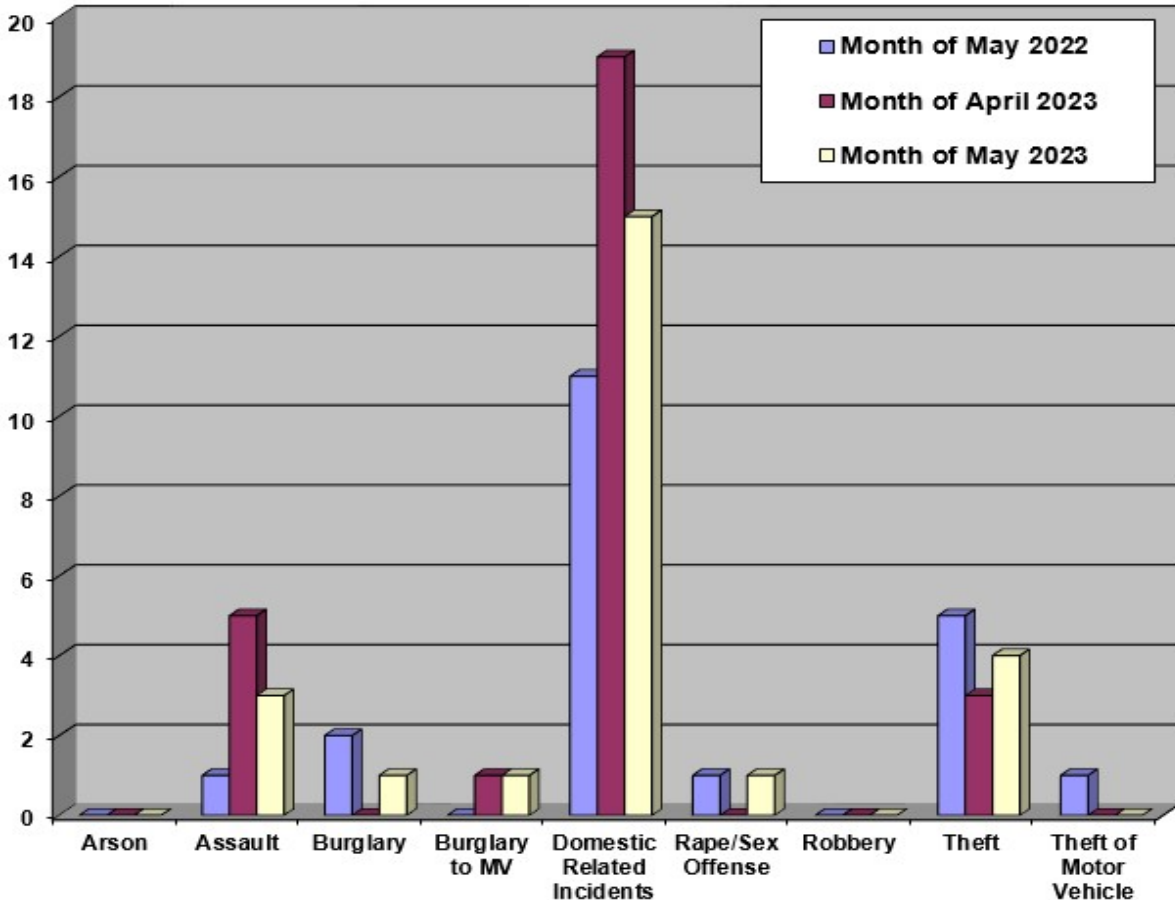
### Calls for Service

| <u>May 2022</u> | <u>April 2023</u> | <u>May 2023</u> | <u>2023 Difference</u> | <u>2023 % Change</u> |
|-----------------|-------------------|-----------------|------------------------|----------------------|
| 469             | 456               | 458             | +2                     | +0.4%                |



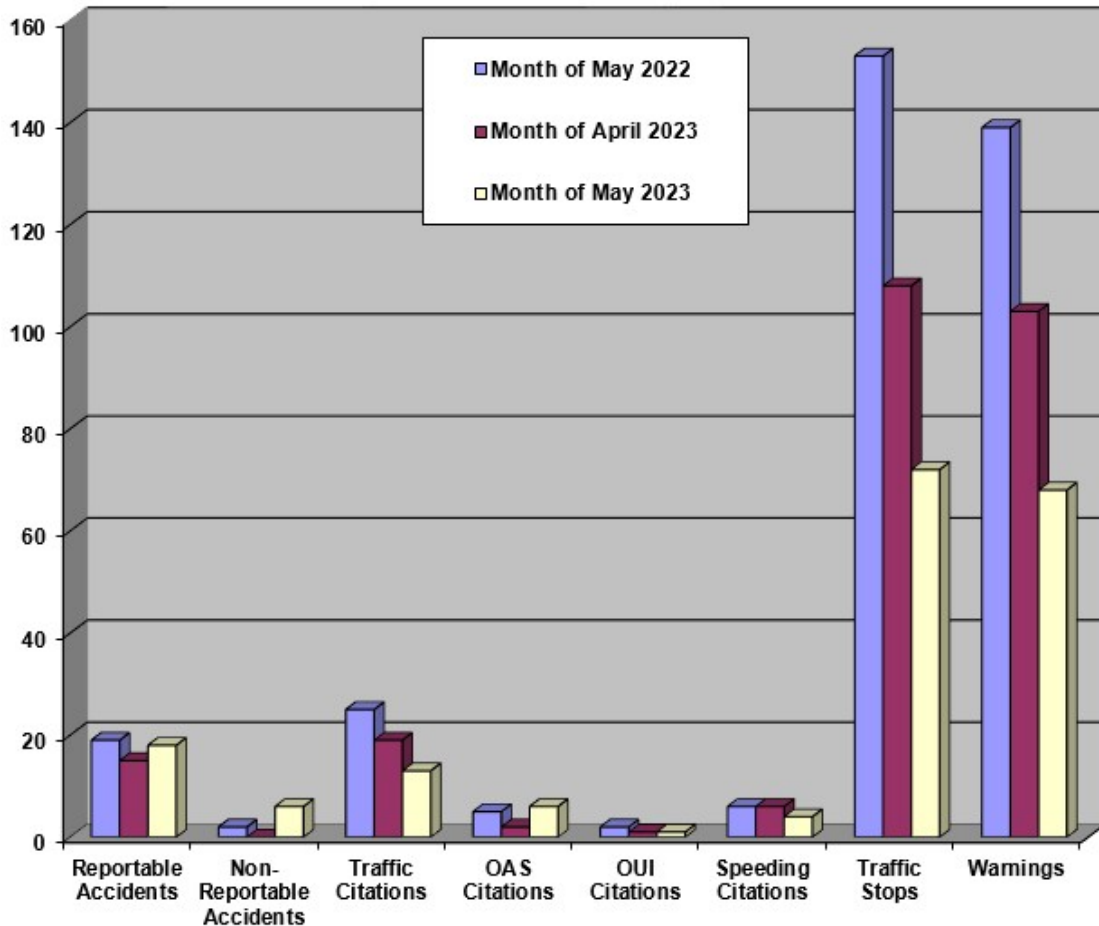
## Crime Totals -

|   | <u>May 2022</u> | <u>April 2023</u> | <u>May 2023</u> | <u>2023 Difference</u> | <u>2023 % Change</u> |
|---|-----------------|-------------------|-----------------|------------------------|----------------------|
| Arson   | 0               | 0                 | 0               | n/c                    | n/c                  |
| Theft   | 5               | 3                 | 4               | +1                     | +33.3%               |
| Burglary  | 2               | 0                 | 1               | +1                     | undefined            |
| Burglary to MV                                      | 0               | 1                 | 1               | n/c                    | n/c                  |
| Domestic Related Incidents (from Calls for Service) | 11              | 19                | 15              | -4                     | -21.1%               |
| Rape/Sex Offense                                    | 1               | 0                 | 1               | +1                     | undefined            |
| Robbery   | 0               | 0                 | 0               | n/c                    | n/c                  |
| Theft   | 5               | 3                 | 4               | +1                     | +33.3%               |
| Theft of Motor Vehicle                              | 1               | 0                 | 0               | n/c                    | n/c                  |



## Traffic Totals -

|                                  | <u>May 2022</u> | <u>April 2023</u> | <u>May 2023</u> | <u>2023 Difference</u> | <u>2023 % Change</u> |
|----------------------------------|-----------------|-------------------|-----------------|------------------------|----------------------|
| Reportable Accidents             | 19              | 15                | 18              | +3                     | +20%                 |
| Non-Reportable Accidents         | 2               | 0                 | 6               | +6                     | undefined            |
| Traffic Related Citations Totals | 25              | 19                | 13              | -6                     | -31.6%               |
| OAS Citations                    | 5               | 2                 | 6               | +4                     | +200%                |
| OUI                              | 2               | 1                 | 1               | n/c                    | n/c                  |
| Speeding Citations               | 6               | 6                 | 4               | -2                     | -33.3%               |
| Traffic Stops                    | 153             | 108               | 72              | -36                    | -33.3%               |
| Written Warnings                 | 139             | 103               | 68              | -35                    | -33.9%               |



## Quality of Life Incidents -

|  | <u>May 2022</u> | <u>April 2023</u> | <u>May 2023</u> | <u>2023 Difference</u> | <u>2023 % Change</u> |
|--|-----------------|-------------------|-----------------|------------------------|----------------------|
| Agency Assists   | 15              | 11                | 15              | +4                     | +36.4%               |
| Alarms   | 7               | 5                 | 16              | +11                    | +220%                |
| Animal Problem   | 2               | 3                 | 2               | -1                     | -33.3%               |
| Attempt to Locate<br>(i.e. vehicles operating<br>erratically)        | 23              | 8                 | 19              | +11                    | +137.5%              |
| Citizen Assists/<br>Disputes   | 35              | 20                | 30              | +10                    | +50%                 |
| Concealed Firearms<br>Investigations                                 | 5               | 1                 | 7               | +6                     | +600%                |
| Court Services<br>(Protection Orders<br>and Summonses)               | 2               | 2                 | 5               | +3                     | +150%                |
| Criminal Mischief  | 2               | 1                 | 1               | n/c                    | n/c                  |
| Criminal Trespass  | 2               | 0                 | 3               | +3                     | undefined            |
| Disabled Vehicles/<br>Assist Motorist                                | 7               | 4                 | 6               | +2                     | +50%                 |
| Disturbances/Fights/<br>Loud Party                                   | 4               | 8                 | 12              | +4                     | +50%                 |
| Fraud  | 2               | 5                 | 1               | -4                     | -80%                 |
| Missing Persons  | 0               | 0                 | 1               | +1                     | undefined            |
| Pedestrian Checks  | 1               | 2                 | 5               | +3                     | +150%                |
| Property Checks  | 23              | 116               | 68              | -48                    | -41.4%               |
| Sex Offender Registry<br>Investigations                              | 1               | 7                 | 0               | -7                     | -100%                |
| Suspicious Persons/<br>Circumstances                                 | 22              | 16                | 13              | -3                     | -18.8%               |
| Welfare Checks/<br>Suicide-Attempted Suicide/<br>Mental Health Event | 22              | 15                | 24              | +9                     | +60%                 |



## TOWN OF GRAY

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

## ADMINISTRATION

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

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July 13, 2023

### **Human Resources Report to Town Manager (May 12 - July 12, 2023):**

#### Recent Activities:

- 5/12: Town Payroll
- 5/12: Prepare Town Personnel Policy revision
- 5/25: Prepare 6/1 Council meeting and workshop agendas
- 5/26: Town Payroll
- 5/30: Prepare 6/6 Council meeting and workshop agendas
- 5/30: Prepare 6/1 Public Forum packet
- 6/2: Prepare 6/6 Council meeting packet
- 6/5: Prepare 6/12 Council workshop agenda
- 6/8: Harvard Pilgrim group coverage pre-renewal
- 6/8: Prepare 6/12 Council workshop packet
- 6/13: Prepare 6/20 Council meeting agenda
- 6/16: Prepare 6/20 Council meeting packet
- 6/9: Town Payroll
- 6/14: Sort Finance files and records
- 6/21: Town Staff Training Day
- 6/23: Town Payroll
- 6/23-7/5: Acting Town Manager in Town Manager's absence
- 6/27: Schedule Councilor Hight onboarding
- 6/30: HR office move
- 7/5-7/7: Finance Director onboarding
- 7/6: Prepare 7/13 Council workshop agenda
- 7/7: Town Payroll

#### Town Council Ongoing Goals:

- 3a: Provide compensation sufficient to attract trained and experienced staff and retain high performing staff
  - 3b: Set clear vision and goals empowering staff to implement by providing proper training opportunities and policies to assist with work/life balance
  - 3c: Reorganize or update staffing/departments to provide better aligned services and efficiencies
-

## Challenges / Obstacles:

- Harvard Pilgrim
  - The Town's group health insurer experienced a cybersecurity event this spring which impacted their products and services, and since that time HPHC has been behind on claims submissions. As this remains an ongoing issue per our HRA partner Group Dynamic, we've requested an update from HPHC.
- Staffing
  - The HR Director has continued to perform additional administrative work and duties apart from HR due to recent turnover on the administrative team. The new Town Clerk started in March and the new Finance Director started in July.
- Payroll
  - Since assuming responsibility of the Town's payroll process in May, the HR Director has reviewed the payroll system to identify areas of opportunity and ensure compliance with policies and regulations.

During this review, we have focused on:

1. Employee Information: Review accuracy and completeness of employee data, including personal information, employment status and classification, tax withholding details, and bank account information for direct deposit.
2. Time Reporting: Review time and attendance records to ensure accurate tracking of employee work hours, including regular hours, overtime, vacation, sick leave, personal time, and other types of absence.
3. Compensation and Benefits: Review calculation of wages and salaries, considering factors such as rates, overtime pay, and benefits deductions.
4. Payroll Taxes: Verify compliance with federal, state, and local tax regulations, including income taxes, Social Security taxes, Medicare taxes, and other applicable taxes.
5. Deductions and Withholdings: Ensure accuracy of deductions and withholdings from employee paychecks, including benefits contributions, voluntary deductions, and court-ordered garnishments.
6. Payroll Processing: Document and clarify payroll processing procedures, ensuring that employee hours are properly calculated, wage rates applied correctly, and accurate tax and deduction calculations performed.
7. Payroll Records: Prepare payroll warrants and ensure our records are complete, accurate, and well organized.

I have shared with the Town Manager certain steps we are taking to improve our processes. Here are two ways that the Town Council can provide support us:

1. Fund Administration staffing: Gray has experienced growth and Pennell (especially the Clerk's office) is a high-volume workplace with a need for an additional Assistant Clerk who can support the Town Clerk, the Town Manager, and the Finance Director. Staffing resources are consistently mentioned in exit interviews.

2. Fund the purchase of TimeClock Plus: In the FY24 budget, Human Resources (in collaboration with the Communications and Information Department) has proposed the purchase of timekeeping hardware/software from Harris Local Government to automate timekeeping for hourly employees as well as absence requests for all employees. This software is the only available option that provides integration with our municipal accounting software TRIO. The payroll process is one of the most complex and challenging administrative processes for the Town, so we view TimeClock Plus as an urgent necessity. In our estimation, the short- and long-term benefits (efficiency, accuracy, and transparency) far outweigh the initial setup cost. Additionally, for all Town employees, TimeClock Plus would provide more control and real-time benefits information. We hope the Town Council will strongly consider this request.



## TOWN OF GRAY

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www.graymaine.org

PLANNING DEPARTMENT

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

### Planning Department Report

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To Town Manager for 6-7-23 to 7-7-23:

- On-going correspondence with developers keeping escrows & bond info current
- Track status of LD 2003 and discuss ordinance changes
- Ensure CCSWCD invoice paid with correct funds per direction provided
- Meet with CEOs re SZ interpretations on 6-14-23
- Continue CIP carry-forward coordination re CCSWCD payment & other CIPs
- OAC meeting on 6-15-23
- Staff training day 6-21-23
- Monthly IT training, 6-22-23
- Correspondence with past & possible future OAC members
- Prepare materials & attend GWD meeting on 6-26 re anticipated future zoning steps
- Attend/staff Open Space Committee meeting 7/5
- Filed CDBG report to county for VALT grant

Town Council Tracking Worksheet Items:

- Continued communication with mapping consultant for growth area overlay
- Continued work on revised language for self-storage standards
- Continued VALT trail extension planning addressing reduced scope for design and contract negotiation with construction contractor
- Compile pieces for upcoming TC workshop re LD 2003 re policy decisions
- Continued fine-tuning and follow up re Weight Limit Ordinance
- Brownfields assessment coordination including outreach to property owners
- Continue to clarify steps for village stormwater & possible sewer

Main Street/Yarmouth Road Improvement Project:

- Ensure town attorney apprised of likely town stance on Yar Rd. funding affecting title work
- Meet with village business owner to provide input on future plans
- Provide initial input re MeDOT MOU for consideration
- Continue correspondence with key property owners

Other Activities / Accomplishments:

- Year-end budget follow-up
- Meet with current owners of a prior complex subdivision violation property
- Solicit legal input re various future planning board applications
- Assist with annual maintenance of historic Pennell tower clock
- Provide input re request for town standards re moorings

- Review and meeting prep/participation for Planning Board meetings each month
- Follow-up on Woodcock Road winter maintenance easement process
- Review winter maintenance request for Long Hill Estates/Arlington Ct.
- Review conditions of approval for storage development prior to building permit issuance
- Participate in pre-construction meeting for self-storage development
- Create draft amendments for LD2003 compliance in various sections of the ordinances
- Meet with Open Space Committee member to discuss incorporation of OS Plan to subdivision review process and prepare to gather input from committee
- Attend Build Maine conference in Skowhegan



## TOWN OF GRAY

Henry Pennell Municipal Complex  
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www.graymaine.org

PUBLIC SAFETY DEPARTMENT

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

June 2023

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

- 6/1 – Chief Elkanich (C1) met with the council members in an executive session to discuss an employee issue.
- 6/7 – We held a full-time officer meeting. All were in attendance.
- 6/7 – Attended a disaster preparedness and security webinar.
- 6/8 – We interviewed Matthew Conde for the last firefighter/EMT position and decided to make him an offer. He accepted and will start on June 26<sup>th</sup>.
- 6/12 - The forester that we will have cut the trees for our radio upgrade met with the property owner and he will be giving me a price for the work.
- 6/14 Attended the bi-monthly emergency managers meeting with Cumberland County EMA - A large portion of the meeting revolved around how to complete Form 7's more efficiently. Form 7 is the preliminary damage assessment after an event.
- 6/14 – There was some concern that all the trees that need to be cut for the radio project were not on the same property. I met with the owner of the property in question and walked the property line to verify.
- 6/15 – Attended a Radio committee meeting to review the RFP that the County will announce for their radio equipment upgrade.
- 6/19 – This week is the annual Safety Stand Down Week. This year the focus is on Lithium-Ion Battery Thermal Runaway. Pete distributed the daily Li training bulletins from Fire Rescue 1.
- 6/20 – I moved forward with First Due, a replacement for our reporting software. The subscription period will begin on July 1, 2023. I was able to move some payment due dates around to make the purchase this year. We will need to adjust our operations budget accordingly for FY25.
- 6/22 – Attended a concept meeting for UAV regional response.
- 6/22 – Attended a class put on by MEMA for Mass Care Sheltering.
- 6/22 – We were informed by CCEMA that Maine was approved for \$291k in mitigation funds for winter storm Elliot on 12/23/2022. Even though Cumberland County did not meet the threshold we can still attempt to recover some of the money we spent dealing with the aftermath of the storm. Now begins the fun part.
- 6/23 – We met with Ray Smith, the representative for Pierce Fire Trucks.
- 6/23 – Attended the graduation for Seth Muzichuck's Firefighter 1 & 2 class.
- 6/23 – We met with Ray Smith, our local Pierce fire truck salesman.
- 6/26 – Attended the Water District BOD meeting as a guest.

Town Council Tracking Worksheet Items:

- 

Other Activities / Accomplishments:

- We have begun meeting with Fire apparatus vendors in preparation for going out to bid in FY25.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Form 7 - We need to get Public Works on board to help to document the damage with pictures before work starts. This is vital for getting FEMA to reimburse the Town for recovery costs.



## TOWN OF GRAY

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www.graymaine.org

## PUBLIC WORKS

*Tim Estes interim Public Works Director*  
testes@graymaine.org  
(207) 657-3381

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June 26, 2023

### Public Works Monthly Report to Town Manager (05/23/2023- 06/23/2023)

#### Activities:

- Finished shouldering the roads that were just paved.
- Trying to get caught up on a lot of small jobs around town, some that have been waiting since last fall.
- Did some ditching on Yarmouth Rd.
- Beaver problem on Mayberry rd. (Still ongoing)
- Finishing up sweeping.
- Participated in the GNG Senior Parade as well as the Memorial Day Parade.
- Paved many bad sections on Lewiston Rd on multiple occasions.
- Assisted Moe with underground power for EV's at the Town Hall.
- Did some ditching on Chris and Adler Dr.
- Ordered Culverts for our summer projects. Will be billed after July 1.
- Very crappy weather chased a lot of plugged catch basins throughout the month due to heavy rains.

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

- Assisted the Historical Society with moving some granite.
- Assist FD with fire apparatus maintenance on several occasions.
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#### Town Council Tracking Worksheet Items:

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## TOWN OF GRAY

Henry Pennell Municipal Complex  
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## RECREATION DEPARTMENT

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

June 26, 2023

### Recreation Department Report to Town Manager June 2023:

- June 1<sup>st</sup> Mary hosted some older adult members of Saco Recreation to show them around our Pennell path and try out Nordic Walking
- June 5<sup>th</sup> Recreation Committee met
- June 6<sup>th</sup> and 7<sup>th</sup> Summer Camp Planning Meetings
- June 8<sup>th</sup> Director attended the MRPA Board Meeting at Bath Recreation Dept.
- June 13<sup>th</sup>-16<sup>th</sup> Leadership Training for Assistant Camp Directors
- June 14<sup>th</sup> Community Café was held, soup and sandwiches were served to 20 guests, kids club celebrated last day of school with inflatables
- June 20<sup>th</sup>-23<sup>rd</sup> All Summer Staff training
- June 21<sup>st</sup> Town Staff Training Day, Rec Dept. handled stress management and ergonomics as topics
- June 26<sup>th</sup> Summer Camp began

### Other Activities / Accomplishments:

- June 12<sup>th</sup> the large tents were set up with the Buildings and Grounds Crew
- June 21<sup>st</sup> Longest Day 5k, Rec Dept. provided music, water coolers, and bullhorn
- GNG Jr. Summer Track began with 62 participants
- June 23<sup>rd</sup> GNG Rec held a water safety drill with Gray Fire Dept. at Wilkies Beach (see picture)
- 2 Wilkies Beach Attendants were hired and trained
- 4 birthday parties were hosted in June





## TOWN OF GRAY

Henry Pennell Municipal Complex  
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[www.graymaine.org](http://www.graymaine.org)

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

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JUNE 25, 2023

Solid Waste Department Report to Town Manager (5/24/2023 – 6/25/2023):

5/25 Shipped 20.85 tons of baled “tin” cans to Pennsylvania @ \$243 per ton  
5/31 Met with Town Manager  
6/7 Shipped 20.25 tons of corrugated cardboard to Quebec @ \$48 per ton.  
6/21 Attended Staff Training Day  
6/23 Scheduled the Household Hazardous Waste Drop Off for August 19<sup>th</sup>, to be held from 9 am until noon.

Town Council Tracking Worksheet Items:

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Other Activities / Accomplishments:

During the period of May 24 through June 25, the following materials were baled:  
43,680 pounds of corrugated cardboard  
30,756 pounds of mixed paper  
14,452 pounds of plastics  
2,118 pounds of tin cans

Mixed paper price at a negative \$43 per ton, reaching out to a different broker in hopes of getting a positive number. Sitting on over 50 tons which is occupying a large amount of storage space.

Challenges / Obstacles Requiring Assistance Outside of the Department: