

**TOWN OF GRAY**  
**GRAY TOWN COUNCIL**  
**AGENDA • SEPTEMBER 5, 2023**

**Gray Town  
Council Regular  
Meeting**

**Town Council Chambers**  
**24 Main Street, Gray, ME 04039**  
**<https://us06web.zoom.us/j/81777394052>**  
**Phone 646-558-8656 / Meeting ID: 817 7739 4052**

**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 August 15, 2023
2. Minutes from the Special Meeting and Executive Session on August 23, 2023
3. Minutes from the Special Meeting on August 28, 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: 817 7739 4052*

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

**VII. PRESENTATION 7:20PM**

1. Interim Town Manager and search firm update - Town Council 20 MINS

**VIII. PUBLIC HEARING 7:40PM**

1. First Reading and Public Hearing - To Review proposed changes to the Zoning Ordinance (Chapter 402). Changes include the addition of a new section, 402.8.11: Self-storage facility standards; and amendment of the Village Center Design Standards. 15 MINS

Proposed motion:

Ordered, the Gray Town Council approves a public hearing at the September 14, 2023 Planning Board meeting and a Second Reading and Public Hearing at the Town Council meeting on September 19, 2023 to review and approve proposed changes to the Zoning Ordinance (Chapter 402).

**IX. ACTION ITEMS 7:55PM**

1. To Review and Act Upon Approving the Appointment of Lawrence Zuckerman as a regular member of the Ordinance Advisory Committee with a term expiring on August 31, 2026. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints Lawrence Zuckerman as a regular member of the Ordinance Advisory Committee with a term expiring on August 31, 2026.

2. To Review and Act Upon Approving an Extension of the Property Tax Deadline to October 16, 2023. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves changing the property tax deadline from October 2, 2023 to October 16, 2023.

3. To Review and Act Upon Authorizing the Town Manager to Renegotiate Agreements for Line Striping because the original bidder was unable to complete the work in a timely manner. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council authorizes the Town Manager to Negotiate Agreements for Line Striping with Lucas Striping for a cost not to exceed the Town's budgeted amount, to be paid for by the General Fund.

4. To Review and Act Upon Approving an Interim Town Manager. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council Appoints \_\_\_\_\_ as Interim Town Manager effective Friday, September 8.

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

**XI. REPORT FROM THE TOWN MANAGER 10 MINS**

**XII. COMMITTEE REPORTS 10 MINS**

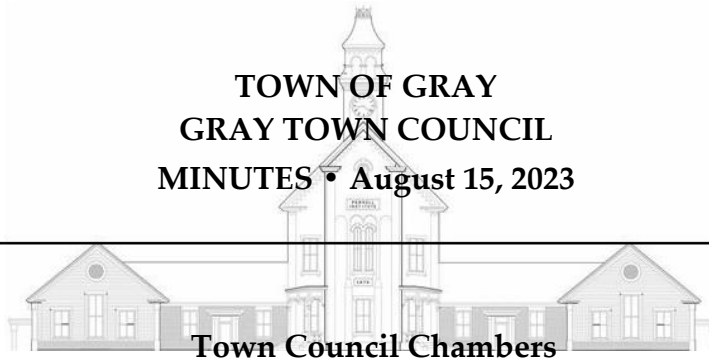
**XIII. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS**

**XIV. ADJOURNMENT 8:50PM**

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

**TOWN OF GRAY  
GRAY TOWN COUNCIL  
MINUTES • August 15, 2023**

**Gray Town Council  
Regular Meeting**



**Town Council Chambers**

**7:00 PM**

**24 Main Street, Gray, ME 04039**

**<https://us06web.zoom.us/j/82834438876>**

**Phone 646-558-8656 / Meeting ID: 828 3443 8876**

**I. OPENING STATEMENT**

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

**II. ROLL CALL**

Attendee Name	Title	Status
Krista Chappell	Chair	Present
Matthew Hight	Council Member	Present
Anne Gass	Council Member	Present
Dan Maguire	Vice Chair	Present
Martin Meaney	Council Member	Present

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

**IV. CONSENT AGENDA**

1. Minutes from the Town Council Meeting on June 20, 2023
2. Minutes from the Town Council Meeting on July 18, 2023
3. Minutes from the Executive Session on July 31, 2023

MOTION: Ordered, the Gray Town Council approves the consent agenda except for the minutes from the Town Council Meeting on June 20, 2023 and July 18, 2023.

<b>RESULT:</b>	<b>PASSED 5-0</b>
<b>MOTION BY:</b>	Dan Maguire
<b>SECOND BY:</b>	Anne Gass
<b>AYES:</b>	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight, Anne Gass

MOTION: Ordered, the Gray Town Council approves Town Council Meeting minutes for June 20, 2023 as amended.

<b>RESULT:</b>	<b>PASSED 4-1</b>
<b>MOTION BY:</b>	Martin Meaney
<b>SECOND BY:</b>	Dan Maguire
<b>AYES:</b>	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight
<b>ABSTAIN:</b>	Anne Gass

Clerical edits were given for the Town Council Meeting minutes for June 20, 2023.

MOTION: Ordered, the Gray Town Council approves Town Council Meeting minutes for July 18, 2023 as amended.

<b>RESULT:</b>	<b>PASSED 4-1</b>
<b>MOTION BY:</b>	Matthew Hight
<b>SECOND BY:</b>	Dan Maguire
<b>AYES:</b>	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight
<b>ABSTAIN:</b>	Anne Gass

Clerical edits were given for the Town Council Meeting minutes for July 18, 2023.

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

The Public Comment period was opened at 7:21 PM.

There were no public comments.

The Public Comment period was closed at 7:21 PM.

## VI. ADJUSTMENTS TO THE AGENDA

None.

## VII. PRESENTATIONS

### VII.1 Summer Internships - Abigail Davis & Hope Carroll

Kyle Hadyniak, Town Digital Media coordinator and Internship Coordinator, presented the work of summer intern Hope Carroll who could not be present for the presentation. She worked remotely from UMaine Orono. Comes from Margaret Chase Smith Policy Center's Maine Government Summer Internship Program. She created a Welcome to Gray trifold to give to new residents of Gray, she helped with new social media processes, she helped design a mailer to be used when corresponding with residents, she helped create a comprehensive guide for senior citizens of Gray, she helped with graphic design projects, and she helped with research.

Abigail Davis presented her work as an intern for the Town of Gray. She comes from the Policy, Planning, and Management Program at the Muskie Institute through USM and she is studying Public Policy, Public and Non-profit Management. She digitalized each Town Department’s yearly workflow charts. She photographed the Town Recreation and Public Safety Staff Water Safety Training which was put on the website and social media. She researched Facebook engagement and discussion on the Town of Gray page to help the Town communicate with residents. She hosted a “Brunch and Learn” training about the importance of diversity, equity, inclusion, and accessibility in the workplace. She helped research alternative website hosts for the Town. She attended the MTCMA Conference 2023 at Sugarloaf.

**VIII. ACTION ITEMS**

VIII.1 To Review and Act Upon Approving the Appointment of Britt Barton as Registrar of Voters.

MOTION: Ordered, the Gray Town Council appoints Britt Barton as Registrar of Voters.

<b>RESULT:</b>	<b>PASSED 5-0</b>
<b>MOTION BY:</b>	Martin Meaney
<b>SECOND BY:</b>	Anne Gass
<b>AYES:</b>	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight, Anne Gass

VIII.2 To Review and Act Upon Approving the Municipal Warrant for the public hearing to be held on Monday August 28, 2023

MOTION: Ordered, the Gray Town Council approves the municipal warrant for the public hearing to be held on Monday August 28, 2023 as amended.

<b>RESULT:</b>	<b>PASSED 4-1</b>
<b>MOTION BY:</b>	Matthew Hight
<b>SECOND BY:</b>	Martin Meaney
<b>AYES:</b>	Krista Chappell, Martin Meaney, Matthew Hight, Anne Gass
<b>NAYES:</b>	Dan Maguire

The Town Manager gave an overview of what the changes are to the proposed FY24 budget.

**IX. REPORT FROM THE COUNCIL CHAIR**

Chair Chappell gave reminders about Executive Session and Workshop on August 23, 2023 at 5:30pm, and the public hearing on August 28, 2023 at 6:00pm and a Town Special Meeting on September 9, 2023 at 9:30am and a meeting following at 10:30am. Chair Chappell thanked all of the people who worked on the Gray Wild Blueberry Festival. She discussed the need to discuss the volunteer award ceremony. Anne Graham reached out to discuss Gray road issues and would like to schedule a meeting about it. The self-storage unit ordinance will be coming up for a first reading at the September 5, 2023 Town Council meeting. Chair Chappell congratulated the GNG and Raymond little league champions.

## **X. REPORT FROM THE TOWN MANAGER**

The Town Manager gave an overview of what the changes are to the proposed budget. He attended the MTCMA Conference 2023 at Sugarloaf. He plans to make contact with a candidate for the Town's audit, if it is not successful, he will post another RFP. He thanked Kyle Hadyniak for coordinating and working with the summer interns. He attended the Gray Fire and Rescue Chicken BBQ and was glad to go.

## **XI. COMMITTEE REPORTS**

### **Councilor Chappell:**

- Ordinance Advisory met 7/27/23 and discussed critical rural and rural land use map, and what types of land belongs in those land use maps. OAC would like a process for meetings with residents during the rework of the land use map.
- GPCOG Executive Committee meets in September.

### **Councilor Maguire:**

- Planning Board does not meet in August

### **Councilor Gass:**

- Open Space Committee met in July and August they co-sponsored a presentation from Zack Rouda from Rewild Maine at the Gray Library. The committee hosted a table at the Gray Wild Blueberry Festival. The committee purchased a reusable banner for events, worked hard recruiting new members. Working on recommendations for changes to the subdivision ordinances to promote open space. Standing monthly meeting to the second Wednesday of the month.
- Resiliency Committee does not have a quorum
- CEDC does not have a quorum.

### **Councilor Hight:**

- Library trustees met 7/25 and addressed policy issues regarding library cards and lending, and staffing issues.
- GCTV Advisory Committee meets 8/23.

- Recreation Committee met 8/7 and meets again 9/4.
- Dry Mills Schoolhouse Committee had an open house for the Gray Historical Society last week and discussed plans for the Gray Wild Blueberry Festival.

**Councilor Meaney:**

- No Zoning Board of Appeals in August.
- Finance Committee meeting is 9/21/23 4pm and they are looking for new members.
- Planning Board hosted a site walk 8/3 at Jenny Lane off Cambell Shore Rd. with a great turnout. There is no Planning Board meeting in August.
- Wild Blueberry Festival was 8/12 and estimated 3,300-3,500 attendees. Special thanks to Lacy Antonson and Mose Russo.

**XII. COUNCIL CORRESPONDENCE/ACTIVITIES**

Councilor Hight met with Scott Liberty at his self-storage facility and he shared concerns about a proposed development next to him. He attended the Gray Wild Blueberry Festival and said it was a fabulous event.

Councilor Meaney had nothing to report.

Councilor Gass attended the Dry Mills Schoolhouse Open House. A resident of Weymouth Rd. reached out about posting against heavy trucks on the road, which is not possible. She was invited and met with local business owner Scott Liberty at his property on Route 100 to discuss zoning that affects his use of his building. Rachel Lyn Rumson reached out asking if the Town has an inventory of culverts and bridges on hand and if there is a scorecard for different severe flooding scenarios. Tim Estes of Public Works is checking into it. Councilor Gass wanted to thanks Lacy Antonson, Lisa Lehne-Gilmore, and Mose Russo for their work with the Gray Wild Blueberry Festival.

Councilor Maguire seconded the thanks to the volunteers who put effort in for the Gray Wild Blueberry Festival. He had a phone conversation with Tim Wilkinson about the ADU ordinance and how as a contractor he feels the 750sqft limit is 18 ft short of what would be an easy to build unit.

Chair Chappell had several emails from residents requesting the Town takes up a mooring ordinance. Planning Staff says it would require funding to have someone enforce the mooring ordinance. She attended the Gray Wild Blueberry Festival. She received an email from Christina Eagan at GPCOG inviting some representatives of Gray to attend a regional meeting with other like sized towns around us to share thoughts about what we are working on, and if there are opportunities to work together, and to discuss challenges. The meeting is scheduled October 18, 2023 from 6-7pm.

**XIII. ADJOURNMENT**

MOTION: to Adjourn at 9:11PM

**RESULT:**

**PASSED 5-0**

**MOTION BY:**

Anne Gass

**SECOND BY:**

Martin Meaney

Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney,

**AYES:**

Anne Gass

CLZ

**TOWN GRAY**  
**GRAY TOWN COUNCIL**  
**MINUTES • August 23, 2023**

**Council Special Meeting**



**5:30 PM**

**ROLL CALL**

Attendee Name	Title	Status
Krista Chappell	Chair	Present
Dan Maguire	Vice Chair	Present
Anne Gass	Council Member	Present
Matthew Hight	Council Member	Present
Martin Meaney	Council Member	Present

Resident Fran Monroe called for a point of order and challenged the legitimacy of the meeting, stating that she did not see the posting until that day and that she did not understand the agenda item about Council budget conversation. Council Chair Chappell advised that the Town had posted notice of the meeting a week in advance in accord with the Town Charter. Chair Chappell also advised Ms. Monroe that the agenda item is not for a public hearing on the budget, rather it is a Council discussion of outstanding budget matters.

**EXECUTIVE SESSION**

The Gray Town Council will enter into Executive Session under MRS Title 1 Chapter 13 Section 405.6.C for property matters.

**Motion:** The Gray Town Council enter Executive Session under MRS Title 1 Chapter 13 Section 405.6.A for personnel matters and Section 405.6.C for property matters.

<b>RESULT:</b>	<b>PASSED 5-0</b>
<b>MOTION BY:</b>	Martin Meaney
<b>SECOND BY:</b>	Matthew Hight
<b>AYES:</b>	Krista Chappell, Dan Maguire, Anne Gass, Matthew Hight, Martin Meaney

**Amended Motion proposed by Councilor Maguire:** That the Gray Town Council enter Executive Session under MRS Title 1 Chapter 13 Section 405.6.A for personnel matters and Section 405.6.c for property matters.

<b>RESULT:</b>	<b>PASSED 5-0</b>
<b>MOTION BY:</b>	Dan Maguire
<b>SECOND BY:</b>	Krista Chappell
<b>AYES:</b>	Krista Chappell, Dan Maguire, Anne Gass, Matthew Hight, Martin Meaney

Council can amend the agenda with a 4-1 vote. The motion amendment was approved and the amended motion also passed.

The Executive Session began at 5:36 PM.

The Executive Session ended at 9:03 PM, the Council gave direction to the Town Manager but no further action was taken.

**Motion:** The Gray Town Council exit Executive Session at 9:03 PM.

<b>RESULT:</b>	<b>PASSED 5-0</b>
<b>MOTION BY:</b>	Anne Gass
<b>SECOND BY:</b>	Matthew Hight
<b>AYES:</b>	Krista Chappell, Dan Maguire, Anne Gass, Matthew Hight, Martin Meaney

**Discussion of outstanding FY24 budget matters:**

Council Chair Chappell noted that the Council will host a Public Hearing on the revised Warrant Articles scheduled for Monday, August 28 at 6 PM.

The Town will hold a Town Meeting to vote on the revised Warrant Articles on Saturday, September 9. {Note: you must be present to vote on the Warrant Articles at Town Meeting.}

Councilor Gass noted that the Recreation Department will host childcare for the Town Meeting, and children need to be preregistered using a form on the Town Recreation Department website. Children will need to bring a bag lunch for childcare that day.

**ADJOURNMENT**

**Motion:** The Gray Town Council moves to adjourn the meeting at 9:07 PM.

<b>RESULT:</b>	<b>PASSED 5-0</b>
<b>MOTION BY:</b>	Matthew Hight
<b>SECOND BY:</b>	Martin Meaney
<b>AYES:</b>	Krista Chappell, Dan Maguire, Anne Gass, Matthew Hight, Martin Meaney

**-nrr**

DRAFT

**TOWN GRAY**  
**GRAY TOWN COUNCIL**  
**MINUTES • August 28, 2023**

**Council Special  
Meeting**



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

**6:00 PM**

**ROLL CALL**

Attendee Name	Title	Status
Krista Chappell	Chair	Present
Dan Maguire	Vice Chair	Present
Anne Gass	Council Member	Present
Matthew Hight	Council Member	Present
Martin Meaney	Council Member	Present

**PUBLIC HEARING**

To Consider and Receive resident feedback on the FY2024 Municipal Budget.

The Town Manager gave a presentation of the changes in the revised FY24 budget proposal.

Council Chair Chappell called a five-minute break in the meeting.

The meeting resumed and the Public Hearing began. Chair Chappell asked the public to limit comments to three minutes:

Fran Monroe, Lewiston Road - asked questions about the mill rate, the tax commitment, the numeration of warrant articles in the revised version vs. the original and had questions about specific items in the budget. She also asked questions about the Town's audit. Councilor Maguire remarked that the Town is still seeking a firm to conduct the audit, after the first request for proposals did not produce a viable candidate.

Bob Coleman – stated that he would like to see a comparison between FY23 and FY24 expenses by percentage change, and a comparison between FY23 and FY24 revenues, and requested that the comparison data be shared in Excel format. He also noted that the overall budget has increased since last year.

Pam Edson, Shaker Road – asked questions about which Town staff received COVID hazard pay and noted that Gray’s Town Hall hours are less than those of other communities.

Adam Wilkinson – stated that he had to come to Town Hall five times to register a vehicle, as he came on lunch breaks and during the Thursday morning staff office hours when the doors are closed to the public.

Mike Hall – asked questions about the budget including the FY24 Original vs. FY24 Revised change document, stating that changes are not necessarily cuts if they are going to be put into a future budget, and that the mill rate does not reflect the increase in the Town budget. Council Chair Chappell noted that the Town’s population has increased while Town staff has retracted because the Town is not competitive with the private sector on wages. The Town Manager noted that due to our obligations to public safety and road maintenance and safety, we must budget for the worst-case scenario, and the costs of goods and services have increased due to COVID economic pressures. Councilor Maguire noted that the state’s contributions to road maintenance is insufficient to cover the true cost to the Town, and that other state infrastructure has not been adequately maintained. The new accessory dwelling unit (ADU) laws from the state’s housing policy has put additional unfunded liabilities on the Town staff and budget.

Fran Monroe, Lewiston Road - asked why the Warrant Article format was changed vs. the previous Warrant Articles. The Town Manager noted that the General Accounting Standards Board (GASB) has changed their recommendations on how to account for designated and assigned funds, to make it more clear what appropriations voters are voting on, and that the matter drew attention while he was working with the Town Attorney on the revised Warrant Articles. Councilor Maguire proposed that the Council and staff can provide additional supplemental documentation to the changes in the structure of the Warrant Article, to help clarify what the changes signify.

Collette Tweeten, Mayberry Road – asked about the Town Meeting procedure, and why there would be no absentee ballots, as in 2020 when LD-1 failed, it was the only item that failed and was voted on, and there was an absentee ballot. Council Chair Chappell noted that in 2020 municipalities were not able to convene in person meetings due to COVID emergency orders from the State of Maine, so there was a ballot vote, but the Town is not allowed to hold a ballot vote for the upcoming Town Meeting per the Town Charter.

Tim Wilkinson, Shaker Road – asked to clarify that the items in Article 9 were budgeted from the COVID related ARPA funds allocated to Gray, and reviewed the items on the list with the Council, with specific questions about the \$15K Transfer Station drainage item, to correct water pooling between the swap shop and the transfer station, which causes water to infiltrate the transfer station building, and about the fuel pump item.

Council thanked the attendees for coming to the Public Hearing.

The Public Hearing was closed at 8:26 PM.

**ACTION ITEM**

To Review and Finalize proposed Warrant Articles for the Town Meeting on September 9, 2023.

**Motion:** Ordered, the Gray Town Council approves the proposed Warrant Articles, as amended to correct Warrant Article enumeration, for the Town Meeting on September 9, 2023.

<b>RESULT:</b>	<b>PASSED 5-0</b>
<b>MOTION BY:</b>	Dan Maguire
<b>SECOND BY:</b>	Martin Meaney
<b>AYES:</b>	Krista Chappell, Dan Maguire, Anne Gass, Matthew Hight, Martin Meaney

**ADJOURNMENT**

**Motion:** The Gray Town Council moves to adjourn the meeting at 8:29 PM.

<b>RESULT:</b>	<b>PASSED 5-0</b>
<b>MOTION BY:</b>	Matthew Hight
<b>SECOND BY:</b>	Martin Meaney
<b>AYES:</b>	Krista Chappell, Dan Maguire, Anne Gass, Matthew Hight, Martin Meaney

-nrr



August 28, 2023

Krista Chappell, Chair  
Gray Town Council  
Henry Pennell Municipal Complex  
24 Main Street  
Gray, Maine 04039

Dear Chair Chappell,

Eaton Peabody Consulting Group, LLC (EPCG) is pleased to submit the following proposal to assist the Town of Gray in hiring its new Town Manager.

## Introduction

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Eaton Peabody Consulting Group, located in Augusta Maine, is a multi-disciplined consulting team providing services in the areas of Municipal Management, Business Development, Community Assistance, and Governmental Affairs. EPCG has the expertise to provide direct assistance at the municipal, regional, and state levels throughout Maine, Atlantic Canada, and New England.

Don Gerrish leads EPCG's Municipal Management services team. They have successfully completed over 60 executive searches in the last 13 years. The Municipal Services provided are geared toward assisting communities/associations who are in transition, and our Consultants can provide assistance in:

- Staff replacements, such as municipal manager/director recruitment
- Assisting communities in reorganization efforts
- Ethics Evaluations
- Labor and Contract Negotiations
- Assessing critical financial Issues
- Personnel Evaluations
- Organizational Assessment and Development
- RFQ/RFP Design and Support
- Conflict Resolution
- Board and Council Assistance

EPCG believes that for a successful Town Manager search all participants must make a commitment to an agreed upon timeline and process and actively participate. The agreed upon process ensures that everyone is committed to finding the best candidate for the position that

meets the desired qualifications, experience and education and, just as important, is the right fit for the Town . We also believe that citizens and staff should be included in the process by inviting them to contribute their ideas on what they feel are important qualities to consider for the next Town Manager . This information gathered will be shared with citizens, staff, candidates and the Town Council. Our goal is to help develop a successful process with the Town Council using our experience and knowledge of the recruitment process, as well as our contacts in the industry, to provide Gray with a high level of satisfaction that an effective process was utilized to find the best candidate for the position.

## Approach

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Don Gerrish will lead the Town Manager search. The search process would include the following:

- developing an overall recruitment strategy and process with the Town Council;
- assisting the Town Council in determining the essential skills and experiences required for its next Town Manager to assist with the issues and challenges facing Gray;
- determining, with the Town Council, the process and timeline that will be used in the search and who else, if anyone, will be included in the actual interviews;
- developing a format that allows citizens and employees to have input into the personal characteristics, education, traits, and experience that the new Town Manager should possess;
- preparing a draft employment advertisement for review by the Town Council;
- determining, with the Town Council where and in what media to advertise (i.e. nationally, regionally, locally, internet and/or newspapers);
- receiving and reviewing all applications, including performing initial investigation of the applicants, preparing information packets on all applicants, and assisting the Town Council regarding suitable applicants to interview;
- scheduling all interviews, assisting with suggested questions, and participating in the interviews as an observer;
- after the Town Council has selected the finalist(s), do complete background checks on the top candidate(s) and scheduling second interviews and providing questions if necessary;
- being available to answer any questions and assist the Town Council in its evaluations and selection; and
- assisting in contract negotiations for the terms of employment with the selected candidate, if requested by the Town Council.

## Related Experience

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Don Gerrish, retired from municipal government in 2008 after a successful 38 year career in managing a number of Maine communities including Gorham and Brunswick, Maine. He has worked for EPCG since October of 2009 heading up their Municipal Management Services Team. He has successfully assisted the Towns/Cities of Wiscasset (2), Greenville, Corinth, Orono, Arundel (2), Bowdoinham, Poland(3), Old Town, Damariscotta (2), Bucksport, Kittery(2), Rockland, Auburn, Freeport, Howland(2), Lisbon, Castine, Bar Harbor, Biddeford, Ellsworth, Hampden (2), Cape Elizabeth, South Portland, Gorham, Ogunquit, Standish, Lincoln , Boothbay

Harbor, Thomaston, Windham, Gray, Casco, Farmington, Millinockett, Sabattus, Gardiner, Vinalhaven, Sagadahoc County, Hancock County, Kennebec County, Wells, New Gloucester, Vinalhaven, Bristol, Winterport, Vassalboro, Waterville and Limestone with their Manager searches. He also assisted the Town of Kittery with their Police Chief search. While assisting Wiscasset, Bowdoinham, Poland, Damariscotta, Auburn, South Portland, Ogunquit, Windham and Casco he was also their interim Town/City Manager. He served as Interim General Manager of Portland Metro and assisted in their General Manager search. Mr. Gerrish has also done a number of workshops for the City Councils of Bangor, Lisbon, and Gray on Manager and Council relations. Please feel free to contact any of these communities for a reference.

Mr. Gerrish also successfully completed the search for a new Executive Director for the Maine Municipal Bond Bank and Maine Health and Higher Education Facilities Authority, General Manager of the Greater Portland Transit District (METRO), Finance Director for the City of Portland, Executive Director of the Greater Portland Council of Governments, Executive Director of the Presque Isle Industrial Council, General Manager of the Kennebunk Light and Power District.

A copy of Don Gerrish's resume is attached.

## **Rates and Fees**

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EPCG professional services will be provided for a fee of \$7500, plus reimbursement of direct expenses such as mileage, printing, advertising expenses, and other reasonable expenses incurred. This particularly relates to any expenses related to attracting the candidates. Any and all candidate expenses agreed to by the Town are the sole responsibility of the Town of Gray.

It is estimated that the process will take 2-3 months to have a new Town Manager named. A draft timeline for the search is attached for information purposes. The starting date will depend on the employment of the selected candidate, but it is not uncommon for the candidate to need 30-45 days before starting. The exact process and timetable for the search will be developed with the Town Council.

We are excited about the prospect of again working with the Town of Gray and welcome the opportunity to meet with the Town Council to discuss this proposal. Please contact me with any questions you may have. I may be reached at 207-751-6828 or via email at [dgerrish@eatonpeabody.com](mailto:dgerrish@eatonpeabody.com),

Thank you for the opportunity to submit this proposal.

Sincerely,

Don

Don Gerrish  
Municipal Consultant  
EPCG

## State of Maine Manager/Executive Searches

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- Arundel (2)
  - Auburn
  - Bar Harbor(2)
  - Biddeford
  - Boothbay Harbor
  - Bowdoinham
  - Bristol
  - Bucksport
  - Cape Elizabeth
  - Casco
  - Castine
  - Corinth
  - Damariscotta (2)
  - Ellsworth (2)
  - Farmington
  - Freeport
  - Gardiner
  - Gorham
  - Greenville
  - Hancock County
  - Hampden (2)
  - Howland (2)
  - Kennebeck County
  - Limestone
  - Kittery (2)
  - Lincoln
  - Lisbon
  - Millinockett
  - New Gloucester
  - Old Town
  - Ogunquit
  - Orono
  - Portland (Finance Director)
  - Poland (3)
  - Rockland
  - Sagadahoc County
  - Sabattus
  - Standish
  - South Portland
  - Thomaston
  - Vassalboro
  - Vinalhaven
  - Waterville
  - Wells
  - Wiscasset (2)
  - Windham
  - Winterport
  - York
- 
- Greater Portland Council of Governments (Executive Director)
  - Greater Portland Transit District (METRO) (General Manager)
  - Maine Municipal Bond Bank & Maine Health & Higher Education Facilities Authority (Executive Director)
  - Presque Isle Industrial Council (Executive Director)
  - Kennebunk Light and Power District ( General Manager)

### Donald H. Gerrish, Municipal Services Consultant

Don has been involved in all aspects of Town and City Management in the State of Maine for over 37 years. He retired from the Town of Brunswick after serving as its Manager for nearly 20 years. Prior to that, Don managed the Town of Gorham for 10 years, and worked in Auburn and Rockland as well. In 1993 he was elected by his peers from all over the world to serve on the Board of the International City/County Managers Association as a Regional Vice-President, and was then chosen by the membership in 1996 to serve as the Association's President. This allowed him to travel throughout the United States and Europe meeting managers and discussing issues they and their communities were facing. Don has extensive experience in all facets of Municipal Government including:

- Council/Selectmen/Manager Relations
- Ethics for Staff and Elected Officials
- Manager Evaluations
- Town/School Relations
- Goal Setting for Elected Officials
- Municipal Budgeting
- Personnel Issues
- Union Negotiations
- Federal Relations
- University/College/Town Relations
- City/Town Manager Recruitment

### **EDUCATION**

University of Maine, BS

### **MEMBERSHIPS AND AFFILIATIONS**

International City Managers Association 1974 to present

*President 1996-1997; Northeast Regional Vice President 1993-1995*

Maine Town and City Managers Association 1974 – present

*President 1983-1984; Manager of the Year 1987*

Maine Municipal Employees Health Trust 1981 - present *Chairman 1981-1987; 1999-2002*

Maine Health Care Performance Council 2002 *Co-Chairman appointed by Gov. King*

Cumberland County Strategic Planning Committee 2001 *Chairman*

Trustee, Cumberland County Civic Center 1985-1991 *Chairman 1987-1988*

Member, Waste Management Advisory Council 1991-1992 *Appointed by Gov. McKernan*

Board of Directors, Greater Portland United Way 1989

Member of Portland Area Comprehensive Transportation Study 1980-1989 *Chairman*  
*1985-1986*

Member, of Governor's Municipal Advisory Committee 1983-1984

Maine Municipal Association Executive Committee 1982-1983

Member, MidCoast Council of Business Development and Planning



**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN TOWN OF GRAY AND  
EATON PEABODY CONSULTING GROUP**

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2023 by and between the Town of Gray (“Client”) and Eaton Peabody Consulting Group (“EPCG”).

The Client and EPCG agree as follows:

1. Scope of Services. EPCG will provide assistance to the Client by providing an Interim Town Manager (“Interim”) while the Town recruits and hires a permanent Town Manager. The Interim will work in this capacity until such time as a new Town Manager is named and starts work, or until the Client determines EPCG services are no longer required. The Interim will work a minimum of three (3) days a week and will attend Council meetings as requested. The exact days to be worked will be determined by the Client and the Interim, with the understanding that the Interim will need flexibility in which days he is in the Town. Additional days beyond the minimum of three (3) per week may be added by mutual agreement between the Interim and the Client.
2. Term of Agreement. EPCG is available to begin work on this Project upon return of this signed Professional Services Agreement and services will continue until such time as a new Town Manager is named and starts work, or until such time as it is terminated in accordance with Section 6 of this Agreement.
3. Compensation. Professional services will be billed at a rate of \$700 per day, plus reimbursement of direct expenses such as mileage. Invoices for professional services rendered and expenses incurred will be sent monthly. Payment is due upon receipt of an invoice and is current if paid within 30 days, and shall be subject to a late charge of 1½% per month on amounts past due.
4. Insurance. EPCG carries workers compensation coverage for its employees. Upon swearing in by the municipality, the Interim will be working for and under the direction of the municipality and will be covered by the municipality’s General Liability and Professional Liability coverage to the extent applicable to a permanent employee.
5. Conflict of Interest. EPCG agrees to inform the Client of any assignments that may create a conflict of interest. Should the Client determine that a conflict exists, it shall notify EPCG of

its determination. Should EPCG choose to undertake work determined to be a conflict of interest, Client shall have the right to terminate this Agreement with written notice to EPCG as provided in Section 6 of this Agreement.

6. Termination. Client may terminate this Agreement at any time with written notice of such termination to EPCG. EPCG may terminate this Agreement at any time with written notice of such termination to Client. EPCG shall be compensated for all services rendered up to the date of receipt of written notification of termination.
7. Notices. All notices required or permitted under this Agreement shall be in writing and shall be deemed sufficiently served if sent by First Class mail addressed as follows, or such other address as they may designate from time to time:

If to Client:

If to EPCG:           William Ferdinand  
                              Eaton Peabody  
                              77 Sewall Street, Suite 3000  
                              Augusta, Maine 04330

8. Amendment. Both parties to this Agreement understand the current assumptions supporting this Agreement may change and that the parties must therefore exhibit flexibility, including a willingness to entertain and execute amendments. Amendments can only be executed with the mutual consent of the parties to this Agreement.
9. Disclaimer. EPCG is a wholly owned subsidiary of the law firm of Eaton Peabody. EPCG is not engaged in the practice of law and does not provide legal advice or services.

In witness whereof, Client and EPCG have each caused this Agreement to be signed by their duly authorized representatives.

Town of Gray

EATON PEABODY CONSULTING GROUP

\_\_\_\_\_  
By:  
Its:

\_\_\_\_\_  
By: William V. Ferdinand  
duly authorized

**DONALD H. GERRISH**  
**51 Willow Grove**  
**Brunswick, Maine 04011**

**207-721-0078 (home)**  
**207-751-6828 (cell )**

**Education**

Bachelor of Arts in Public Management  
University of Maine, Orono  
May 1972

**Experience**

Oct. 2010 to present      Consultant Eaton Peabody Consulting Group  
Conducted over 60 Municipal Executive Searches  
Interim Manager in communities of Wiscasset (2), Bowdoinham, Damariscotta, Poland, Auburn,  
South Portland, Ogunquit, Windham, Casco and Greene while doing communities Manager search.

July 1989 to December 2008 (Retired)      Town Manager, Brunswick, Maine (22,000 pop.)  
Responsible for management of full service community with a yearly budget of \$19+ Million  
Supervise 11 department heads and 160 full time employees  
Report to a 9 member elected Town Council  
Responsible for positive relations with all Federal and State agencies  
Act as chief spokesman for Town of Brunswick  
Chief negotiator for the town with 5 existing unions  
Maintain positive relationships with Bowdoin College and Naval Air Station Brunswick

Feb 1979 to July 1989      Town Manager, Gorham, Maine (11,000 pop.)  
Responsible for management of suburban community with a yearly budget of \$8+ Million  
Supervise 6 department heads and 55 full time employees  
Report to a 7 member elected Town Council  
Responsible for positive relations with all Federal and State agencies  
Act as chief spokesman for Town of Gorham  
Chief negotiator for the town with the police union  
Maintain positive relationships with University of Southern Maine, Gorham  
Initiated first full-time sewer project for part of Gorham

Jan 1978 to July 1978      Acting City Manager, Auburn, Maine (25,000 pop.)  
Aug 1976 to Feb 1979      Assistant City Manager, Auburn, Maine (25,000 pop.)  
July 1974 to Aug 1976      Assistant to Town Manager, Brunswick, Maine (18,000 pop.)  
Feb 1973 to June 1974      Tax Assessor, City of Rockland, Maine (8,500 pop.)  
June 1971 to Aug 1971      Intern, Town of Camden, Maine (4,100 pop.)

**Professional Organizations**

International City Management Association - 1974 to present  
President 1996-1997  
Northeast Regional Vice president 1993 - 1995  
Maine Town and City Manager's Association - 1974 to present  
President 1983 - 1984  
Manager of the Year 1987

### **Additional Information**

Maine Health Care Performance Council 2002

Co-Chairman Appointed by Governor King

Cumberland County Strategic Planning Committee - 2001

Chairman

Maine Municipal Employee's Health Trust - 1981 to present

Chairman 1981 - 1987; 1999 - 2002

Member Waste Management Advisory Council 1991, 1992

Appointed by Governor McKernan

Trustee Cumberland County Civic Center - 1985 to 1991

Chairman 1987 - 1988

Board of Directors, Greater Portland United Way 1989

Member Portland Area Comprehensive Transportation Study 1980 to 1989

Chairman 1985, 1986

Member Governor's Municipal Advisory Committee - 1983 to 1984

Maine Municipal Association Executive Committee - 1982, 1983

## MEMO

August 25, 2023

TO: Town Council, Town Manager Nate Rudy

FROM: Community Development

RE: Updated amendments to proposed self-storage ordinance; self-storage design standards; village design standards amendment for parking

In response to input from the July 18 Town Council workshop discussion, herein is an updated version of the proposed ordinance, 402.8.11 Self-Storage Facility Standards for council discussion and review, including the associated self-storage facility design standards.

Also included for your review is an amendment to the Village Design Standards, to add a requirement for locating parking spaces in the rear of the building. This amendment was proposed during the June 12, 2023 workshop.

These items are before you for consideration at the September 5, 2023 Town Council meeting for a public hearing and first reading. The Planning Board will also host a public hearing at their regular meeting Sept. 14, 2023.

Notably, the council has extended the moratorium on self-storage developments through Dec. 27, 2023, with a view toward getting the amendments in place prior to the moratorium's expiry.

## New Section

### 402.8.11: Self-storage facility standards:

A. Purpose: The purpose of these standards for Self-Storage is to maximize the use and value of commercial uses for road frontage properties and minimize adverse aesthetic impacts of self-storage facilities on abutting and neighboring properties.

### B. Applicability

1. In addition to applicable review standards established in Article 10 (Site Plan Review), all self-storage facilities proposed after the adoption of these standards (March 1, 2023) are required to comply with requirements in this section and the associated design standards. This includes any self-storage facility that was previously approved but did not meet the Time Limit on Approval requirements of the zoning ordinance, and is thus considered a new application.
2. Expansion: Any self-storage facility that is proposed to be expanded after the adoption of these standards shall be required to obtain Planning Board approval and shall be subject to all practically achievable self-storage performance standards and design standards, as determined by the Planning Board, for the expanded portion of the development and associated infrastructure. No expansion or additional buildings will be permitted within the 300' setback from the edge of a road or right-of-way (ROW), whichever is greater, that is either publicly owned or has a public easement for winter maintenance.
3. Repairs/Replacement/Rebuilding: The Code Enforcement Officer shall have the authority to issue building permit(s) for the repair, replacement or rebuilding of one or more building(s) in a Self-Storage Facility for the same size, height and location as the original structure(s). Such repair, replacement or rebuilding shall be subject to all practically achievable self-storage performance standards and design standards, as determined by the Code Enforcement Officer in consultation with the Town Planner.
4. Outdoor storage is not permitted as a standalone use and must be integral to a self-storage facility and comply with all standards established in this section and in Article 10.
5. Any outdoor storage, including if added to an existing facility, must comply with all outdoor storage standards as specified in this section and as required in Article 10.

### C. Minimum Setbacks

1. Any portion of any element of a self-storage facility must be at least three-hundred (300) feet from the edge of a road or right-of-way (ROW), whichever is greater, that is either publicly owned or has a public easement for winter maintenance. No component of a self-storage facility other than one access/driveway may be located within this three-hundred (300) foot setback. All other components of any self-storage facility must respect this minimum three-hundred (300) foot setback specifically including all fill extensions, buildings, outdoor

storage areas, drainage ditches, stormwater infrastructure, and perimeter buffer as specified in section “F” entitled “Perimeter Buffer Requirements.”

2. A perimeter buffer in accordance with standards specified below in section “F” below entitled “Perimeter Buffer Requirements,” is required around the entirety of the facility. Stormwater infrastructure is specifically prohibited from this buffer, such as level lip spreaders, detention basins and similar stormwater infrastructure involving clearing of vegetation. Pipes that may need to pass through the area are permitted.
3. Neither the Zoning Board of Appeals nor the Planning Board shall have the authority to reduce any of the minimum setbacks established above in this section “C” entitled “Minimum Setbacks” except for the perimeter buffer as established in this subsection “F,” entitled “Perimeter Buffer Requirements” and subsection “G” entitled “Outdoor Self-Storage Standards.”

#### D. Building Requirements

1. One-story self-storage building footprint standards:
  - a. Maximum length: two-hundred (200) feet
  - b. Maximum width: forty (40) feet.
  - c. Maximum height (to the highest point of the structure): twenty-five (25) feet.
2. Two-story self-storage building footprint standards:
  - a. Maximum footprint of any one structure: seventy-five hundred (7,500) square feet
  - b. Maximum height (to the highest point of the structure): thirty (30) feet
3. Minimum separation between buildings/minimum drive aisle width: twenty-five (25) feet
4. All buildings/structures utilized for self-storage purposes that face the perimeter buffer shall be completely enclosed with permanent sides/siding. In no event shall such buildings/structures have one or more open sides. Seasonal installation and/or removal of temporary sides, such as fabric or similar, shall not be permitted and shall not be considered permanent sides/siding.
5. All buildings/structures shall comply with Town of Gray Design Standards for self-storage facilities (attached). The applicant shall submit scaled color renderings of all proposed buildings/structures as part of the submittal and the planning board will review these as an integral part of their review. The Planning Board shall have the authority to interpret the design standards and require changes to the plans that are consistent with the purpose and intent of the design standards and these performance standards.
6. In the event that a different or future non-residential use is proposed for the front portion of a parcel and self-storage facility use is proposed for the rear portion, the minimum separation between such structures shall be designed to meet currently applicable setbacks to allow for each use to be located on a separate parcel and must meet the Lot Frontage Development

Standards herein.

7. Buildings existing as of March 1, 2023 shall be eligible for re-use as a self-storage facility subject to all of the following standards:

- a. The building for re-use must have a footprint no greater than ten thousand (10,000) square feet and be located on the same parcel or a directly abutting parcel containing a self-storage facility existing as of March 1, 2023, and
- b. The building for re-use must be within one-hundred-and-fifty (150) feet, irrespective of any property line, of a building in a self-storage facility existing as of March 1, 2023, as measured from building to building, and
- c. Any building proposed for re-use shall require Planning Board review and approval, for the purposes of complying with design standards as much as practicable. The Planning Board shall have the authority to require non-structural changes to the building in accordance with design standards as practicable, and
- d. Any increases in the volume and/or footprint of a building for re-use, including overhangs, shall require Planning Board review and approval. Such increases shall conform to design standards, as practicable, and
- e. In no event shall any increase in volume and/or footprint of a building for re-use purposes be extended to utilize or occupy any additional frontage on a road or right-of-way that is either publicly owned or has a public easement for winter maintenance, other than the portion of frontage occupied by the building that existed as of March 1, 2023, and
- f. Increases in volume and/or footprint of a building for re-use, including overhangs that extend towards/closer to a road or right-of-way that is either publicly owned or has a public easement for winter maintenance, shall not be allowed unless the entirety of the building, including the increased volume and/or footprint of the building is at least three hundred (300) feet from the edge of the road or right-of-way, whichever is greater.

#### E. General Standards

1. Review and approval by the Planning Board is required for any new or expanded self-storage facility. The Planning Board shall review the proposed development under Site Plan Review and design standards, as applicable, and shall ensure that the performance standards in this section are met.
2. Any self-storage facility may consist of one or more combined developed footprint area(s).
3. Each combined developed footprint area shall not exceed three (3) acres/ 130,680 sf. This combined development footprint area shall include all buildings, outdoor storage areas, all stormwater infrastructure, fill extensions, all vehicular accessways, all non-vegetated areas, and similar such areas that are not in their natural state. This calculation shall not include the perimeter buffer and/or buffer areas complying with standards herein.
4. Within a lot with a self-storage facility, site-internal buffers are required to separate each combined developed footprint area. These site-internal buffers shall be a minimum depth of fifty (50) feet and shall conform to the perimeter buffer requirements of Section F, Perimeter

Buffer Requirements. As determined by the Planning Board, limited portions of such internal fifty (50)-foot buffers may contain stormwater infrastructure provided that the aesthetic separation between the two areas is maximized.

5. All standards for the self-storage facility, excluding the perimeter buffer, as detailed below herein, must be met and maintained on a parcel owned in fee by one (1) owner/party/entity. In no event shall the ownership of one or more buildings on one parcel be transferred to separate parties/entities.
6. No maintenance and/or repair work of any type shall be allowed on any vehicle and/or equipment that contains any type of fluid that potentially contaminates soil and/or groundwater if leaked. The operator of the facility shall be required to disclose this information to all parties utilizing the self-storage facility and report any instances of fluid leaks to Gray Public Safety within thirty (30) days of becoming aware of any fluid contamination.
7. All self-storage facilities shall be gated with security provisions sufficient to ensure access to the site only by patrons, owners, and those persons needing to access for operations and/or maintenance.
8. The entire perimeter, except the gated entry, of all self-storage facilities areas shall have a sufficient fence, as determined by the Planning Board as part of their review, to discourage/prevent access. Fence details shall be shown on planning board submittals. Chain-link fencing is not permissible in areas of the site that are visible from the road.
9. One (1) office area to provide administrative services solely serving the self-storage facility may be permitted provided that the cumulative area devoted to this use does not exceed two hundred (200) square feet. In the event that such space is part of a facility, a minimum of two (2) dedicated parking spaces within the immediate vicinity of such office area shall be required that do not block access to any accessway or self-storage unit(s).
10. In addition to applicable lighting requirements established in Article 10, Site Plan Review, all self-storage facilities shall be required to comply with standards in the USA Pattern Lighting Code in the International Dark Sky Association Outdoor Lighting Code Handbook version 1.14.2002 dated December 2000/September 2002 or subsequent update. The Planning Board shall review compliance with such standards, with peer review as necessary at applicant expense, as an integral part of reviewing a proposed facility.

#### F. Perimeter Buffer Requirements

1. All new, or expanded, self-storage facilities shall comply with all of the following perimeter buffer requirements. Any building(s) existing as of March 1, 2023 that is proposed for re-use as a self-storage facility shall comply with the perimeter buffer requirements to the maximum extend practicable as determined by the Planning Board.

2. The entirety of the perimeter buffer shall consist of dense, mature, natural vegetation meeting and maintaining standards as established in this section.
3. Any of the following site components shall not be located or considered part of the minimum perimeter buffer: driveways, buildings, parking areas, fencing, vehicular accessways, outdoor storage areas, retaining walls, fill extensions for vehicular accessways and/or buildings, drainage ditches and stormwater infrastructure.
4. Only one vehicular accessway shall be allowed in this perimeter buffer unless the planning board determines that through-traffic is necessary to allow a second accessway. Multiple accessways through the buffer are specifically prohibited. The width of any such accessway through the perimeter buffer shall be limited to the practical functionality necessary as determined by the planning board.
5. In the event that applicable standards for the perimeter buffer are met and maintained via an easement, all applicable perimeter buffer standards shall be included in the description of easement language, as determined by the Code Enforcement Officer with input from the Planner, that is recorded at the Registry of Deeds prior to the issuance of a building permit for the project. A condition of approval memorializing this requirement shall be part of the Planning Board final decision.
6. The full depth of the perimeter buffer shall consist of dense, mature, natural, non-invasive vegetation, consisting of predominantly evergreen trees, as determined by the Planning Board. In order for the Planning Board to determine the specifications for the buffer vegetation, the Board shall require applying the point system standards as the minimum standards for any 25 foot by 50 foot for the first one-hundred (100) feet established for a “Shoreland Buffer Strip” contained in Section 15 of the Gray Shoreland Zoning Ordinance (Chapter 403) entitled “Clearing or Removal of Vegetation for Development Activities other than Timber Harvesting” be met and maintained. In accordance with the purpose of maintaining the perimeter buffer, all standards for the “Shoreland Buffer Strip” in Section 15 of Chapter 403 that allow for the removal of vegetation, pruning of branches on the lower one-third of a tree, clearing of vegetation for development, and existing cleared openings shall not be applicable for this Section 402.8.11, Self-Storage Facility Standards.
7. In the event that existing conditions do not meet the requirements of this section at the time the application is before the Planning Board, the Board shall have the authority to require the applicant to plant native species trees (predominantly evergreens) and other appropriate native vegetation to establish a buffer meeting standards established in this section within a reasonable time period as determined by the Planning Board. Ideally, a sufficient buffer should be achieved within five (5) years.
8. In order to ensure that the perimeter buffer meets and maintains standards, or will meet standards per above in this section, the Planning Board shall have the authority for a peer review, at the applicant’s expense, and shall also have the authority to require that the applicant post a sufficient financial surety for any necessary replanting per Section 402.10.17

in accordance with professionally accepted practices such as an eighty (80) percent survival rate for a five (5) year period.

9. The Planning Board shall be authorized to require additional buffering and screening, including additional plantings, to maximize the density of the mature natural vegetation, emphasizing the use of evergreen species, for any portion of a proposed self-storage facility located within one or more viewshed(s) from a public road(s), including road(s) that have a public easement for winter maintenance. The Planning Board shall have the authority to require the applicant to submit photographs of existing conditions from various vantages and accurate renderings of the anticipated proposed buffer at periodic time intervals, including at maturity.

10. The Planning Board will have the authority to consider reductions to the depth of the vegetated perimeter buffer or alter the nature of the buffer as herein, at different depths for each of the different buffer areas (front, side, rear) as well as different depths along one or more such buffers, taking into account existing conditions, the essential character and proximity of other uses on adjacent properties along the perimeter buffer.

a. In considering whether to approve a perimeter buffer reduction or alteration, the Planning Board should consider the treatment of the area and adhere to the following standards:

i. In no case shall any portion of the perimeter buffer be less than twenty-five (25) feet in width, except as permitted in section 10.b. below.

ii. Structures in self-storage facilities that do not exceed twenty (20) feet in height and buildings converted to self-storage facilities, per Section D above entitled Building Requirements, may be permitted to use solid fencing (not chain-link) with a reduced vegetated buffer to meet the perimeter buffer requirements.

b. In considering whether to approve a perimeter buffer reduction or alteration, the Planning Board should consider the treatment of the area and adhere to the following principles:

i. Within areas that are densely developed with non-residential uses when the application for a self-storage facility is submitted, a buffer with dense plantings, fencing, and or changes in grade may be a minimum of twenty-five (25) feet.

ii. For self-storage buildings on a parcel(s) located wholly within a Commercial/Industrial zoning district, that do not directly abut any properties outside of a Commercial/Industrial zoning district, the Planning Board will have the authority to approve a reduced buffer to a minimum of

fifteen (15) feet.

- iii. A buffer with moderate levels of vegetative screening should be thirty (30) to forty (40) feet in width.
- iv. In suburban and rural settings, the minimum width of the densely vegetated buffer should be twenty-five (25) feet. Plantings should be predominantly evergreen shrubs and trees designed to provide year-round screening.
- v. For areas adjacent to service, loading, or outdoor storage areas, a minimum buffer width of fifty (50) feet screened by a combination of berms, fencing, and dense plantings (preferably evergreens).
- vi. The Planning Board shall have the authority to reduce the depth of those portions of the proposed Self Storage Facility perimeter buffer that directly abut property owned by the Maine Turnpike Authority to a minimum of fifty (50) feet, provided that the intent of this ordinance and applicable standards, specifically including but not limited to buffering, are met and maintained.

#### G. Outdoor Self-Storage Standards

1. Any outdoor storage shall be located at least one-hundred (100) feet from any property line and shall be subject to additional standards as detailed in this section.
2. All outdoor storage areas that are storing any vehicles and/or equipment that use or contain any type of petroleum-based fluid, or any fluid that potentially contaminates soil if leaked, shall be impervious with pavement or concrete. All stormwater sheet-flow from such areas shall be directed in water-tight drainage piping into oil/water separators in accordance with professionally accepted practices. Stormwater discharge from the separators shall be daylighted to a readily accessible location that allows for the soil adjacent to stormwater daylighting to be tested in the event of leaks from such vehicles and/or equipment.
3. As part of the Planning Board's review, with input from qualified consultants at applicants' expense, the Board shall determine an appropriate stormwater maintenance schedule including periodic testing of soil at the stormwater daylight location and/or where the stormwater from the outdoor storage is absorbed into the ground.
4. For outdoor storage areas on a parcel(s) located wholly within a Commercial/Industrial zoning district, that do not directly abut any properties outside of a Commercial/Industrial zoning district, per 10.b., the Planning Board will have the authority to approve a reduced buffer to a minimum of fifty (50) feet provided it is at least one hundred (100) feet to the property line.

5. If an outdoor storage area is located adjacent to the perimeter of the facility abutting a property line(s), the minimum depth of the perimeter buffer, in accordance with standards specified below in this section, must be seventy-five (75) feet provided it is at least one hundred (100) feet to the property line.
6. As part of the final approval of the project, the Planning Board shall impose a condition of approval that requires the owner and/or operator (as appropriate) of the facility to submit an annual report containing information that summarizes the condition of the stormwater measures, testing results for potential contaminants associated with the stored items, and any corrective measures that have been completed for the previous year to verify that the stormwater from the outdoor storage is not contaminating the soil and/or adversely affecting groundwater in the vicinity of the facility. This report should be due by January 31st of each year. In the event of a spill or test results that show the presence of any contaminant(s), the owner/operator shall report these findings to the Gray Code Enforcement Officer within five business days of receiving the test results.
7. The maximum cumulative footprint of all area(s) utilized for outdoor self-storage shall not exceed twenty-five (25) percent of the developed portion of the self-storage facility consisting of buildings, accessways, etc. Based on the three (3) acre maximum footprint of the developed portion of the facility specified in "E" in this section entitled "General Standards," the maximum size of an outdoor storage area is .75 of an acre/32,670 sq. ft.

#### H. Lot Frontage Development Standards

Lot frontage is the portion of a lot directly abutting the main road. Development of the lot frontage within the three-hundred (300) foot road or right-of-way (ROW) setback of a self-storage facility parcel, for a separate permitted or conditionally permitted use in the zoning district, is subject to the following conditions:

1. The setback between the structure in the lot frontage development area and the nearest self-storage facility structure, measured building to building, shall be double the applicable rear setback for the zoning district, to allow for conformance in the case of future lot division. Otherwise, applicable setbacks for the zoning district will apply.
2. Development on the lot frontage of a self-storage facility will be subject to performance standards and design standards, as applicable.
3. The Planning Board shall have the authority to reduce the perimeter buffer between the lot frontage development and the self-storage facility, per Section F above, entitled Perimeter Buffer Requirements.
4. Parking areas for the lot frontage development must be located in the rear of the building(s) and shall not be directly visible from a public street.
5. The lot frontage development must be designed to provide for the safe movement of pedestrians and vehicles both internally and in connection with the self-storage development and/or other structures, lots or uses located further from the main road from development within the lot frontage development.

#### **402.6.2 D**

##### **D. Only One Principal Building per Lot**

No more than one (1) principal structure and its accessory buildings as regulated in this Ordinance may be located on any one lot, except in the case of a multi-building Self-Storage Facility, lot frontage development on a lot with a self-storage facility, as established in Section 402.8.11. Planned Unit Development and Multi-Family Housing, unless all applicable space and dimensional standards are met separately for each principal structure or use on the lot, subject to the following:

1. Where a lot has more than one existing principal structure or use, any new principal structure or use proposed for the lot, or any proposed division of the lot, shall meet all applicable space and dimensional standards for the new lot or principal structure or use; provided, however, before creation of a new principal structure or use on the lot or division of the lot, the property owner shall provide the Code Enforcement Officer with a sketch plan, drawn to scale, in sufficient detail to satisfy the Code Enforcement Officer that it accurately represents the current conditions in the field; and
2. The creation of a new lot or new principal use or structure must satisfy current space or dimensional standards established for the zone in which the lot is located. Where an existing principal structure is legally nonconforming as to any applicable space or dimensional standard, the creation of a new lot or principal use or structure shall not increase the degree of such nonconformity.
3. For lots located in the Business Development 2 Zoning District, the number of uses per principal structure shall be determined by standards established in Section 402.8.8 of this Ordinance.
4. No variances are allowed from the provisions of the preceding paragraphs of this section.

# Town of Gray Design Standards for self-storage facilities

## *Use- specific performance standards to become: 402.8.11*

These design standards apply to all self-storage facilities, as defined in the Town of Gray Land Use Ordinance.

### **PURPOSE:**

The Town has set these standards in response to increased interest in development of self-storage facilities, both within the Town and in surrounding towns. This use has historically seen the installation of multiple long, single-story metal buildings, which can be visually monotonous and unattractive, detracting from the community’s desired image. Variations in roofline elements and façade treatments are proposed herein to break up the scale of such buildings and add visual interest.

These standards seek to promote an aesthetically pleasing appearance for self-storage facilities, in the interest of retaining Gray’s rural character, and protecting property values within the town and specifically within the districts in which the self-storage use is conditionally permitted.

Photographs and captions included herein are meant to provide visualizations of the intended design effect.

### **APPLICABILITY:**

These standards apply to all developments defined as “self-storage” use per the Gray Zoning Ordinance, presented to town staff, Staff Review Committee or Planning Board as of the effective date of these standards, and are meant to supplement the existing standards of the Gray Zoning Ordinance.

### **DESIGN ELEMENTS:**

The architectural design elements outlined below are options that can be combined to meet the stated purpose of improving the appearance of self-storage facilities, particularly by breaking up long, monotonous facades.

**Materials:** The Town recognizes that many self-storage facilities are metal buildings with metal roofs. For complementary architectural design elements to such buildings, such as the façade treatments listed below, a traditional Northern New England appearance is preferred, such as brick, clapboard and shingles. Contemporary materials with similar appearance, such as veneers, composites, vinyl and dyed concrete can be used to achieve this end on all or part of metal buildings.

**Roofs:** Pitched roofs are required, with a minimal pitch of at least 5/12. Buildings with projecting rooflines should be designed to create strong patterns of shade and shadow.

**Façade treatments:** Blank, unadorned or unscreened walls facing public roads, residential neighborhoods, or the front or side of abutting properties should be avoided. In addition to landscape buffering, façade treatments such as those listed below should be added to provide depth and visual interest on extended walls.

- wall plane projections and recesses,
- roof elevation variations,
- Faux windows, with or without shutters
- Decorative lighting
- Exterior artwork (i.e., building murals)
- canopies
- variations in siding materials and orientations, such as patterns or a combination of vertical and horizontal siding
- wainscoting
- awnings
- decorative dormers



Clockwise from top: Brick façade; pitched roof with appropriate colors and stone wainscoting; decorative canopy; faux windows with stone brick façade; overhang canopy; dormer.

**Buffering:** The reviewing authority shall have the ability to require buffering and screening of self-storage facility building(s) sufficient to minimize the impact on abutting properties and any publicly maintained road from which the development is visible.

These buffers/screens can include, but are not limited to: plantings, hedges, fencing, berms, walling, and combinations thereof.

New plantings must be tolerant species of sufficient height and blend with existing vegetation, which should also be retained as buffering whenever possible. Long term, plantings must be maintained or replaced to continue to serve as buffers. Fencing should be in colors compatible with the building and with the rural image of the town.

**Colors:** Building colors should be compatible with surrounding properties, to include earth tones and neutral colors, compatible with traditional New England construction. Roof colors shall be those commonly found on residential buildings, including but not limited to brown, black, gray and green, and shall be of a dark hue.

**Lighting:** All building and site lighting must be directed downward to minimize light pollution. Lights should be aimed and shielded to avoid any light directed onto the road, sidewalks or abutting properties. Lights should be directed only onto the building or the site. Light fixtures should be considered to highlight design elements as well as illuminate entry points and improve site security.

**Solar Panels:** Fixed solar panels that are flush-mounted to the roof and/or walls, not more than 8 (eight) inches above the roof plane and/or walls of a self-storage facility building are permitted, provided that they do not significantly change the orientation/appearance of the roofline and the necessary permits are obtained. Panels that are installed at a different orientation than the roof plane, or installed/angled to be more than 8 (eight) inches above the roof plane require Planning Board review and approval with the intent of maximizing compliance with design standards.

#### **ADMINISTRATIVE PROCEDURE:**

The Planning Board shall administer these standards as part of the site plan review process for a self-storage development, per Article 10 of the Gray Zoning Ordinance. Appeals of the Planning Board's decisions are to be made according to the provisions of site plan review, 402.10.17.

		RRA	LD *	MD	BD-1	BD-2	C	VC *	VCP *	BT-1 *	BT-2 *	WH-1 *	WH-2 *	LMOD
1.	Personal Services				C	C	C	C	C	C				
2.	Planned Unit Development ‡				C	C	C	C	C	C				
3.	Places for Public Assembly, Indoor and Outdoor	C	C		C	C		P	P					
4.	Private Assembly				C	C	C	C	C					
5.	Private Landing Strips for Personal Aircraft ‡	C			C	C								
6.	Public Utilities	C	C	C	C	C	C	C	C	C	C	C	C	
7.	Redemption Center						C			C			P	
8.	Registered Caregiver*				C	C	C	C						
9.	Registered Caregiver Cultivation Area*				C	C	C	C						
10.	Repair Service				P	P	C	P	P		C		C	
11.	Research Facility				C	C		C	C					
12.	Residential Open Space Subdivisions	P	P	P										
13.	Restaurant				P	P	C	P	P	C	C			
14.	Retail Trade				P	P	C	P	P	C	C		C	
15.	School	P	P	P		C	C	C	C	C	C		C	
16.	Self-Storage Facility				Ⓞ	Ⓞ	Ⓞ			Ⓞ				Ⓞ
17.	Single-Family Dwelling	P	P	P	P	P	P	P	P	P	P	P	P	
18.	Similar Uses	C	C	C	C	C	C	C	C	C	C	C	C	
19.	Tavern					C	C	C	C					
20.	Trucking Terminal				C	C								
21.	Two-Family Dwelling	P	P	P	P	P	P	P	P	P	P		P	
22.	Warehousing				P	P								P/C
23.	Wholesale Trade				C	C		P	P					
24.														

# Village Center/Village Center Proper Design Standards EXCERPTS

use of an arcade system, trellis, colonnade or other open structures.

- D. Provide Useable Open Spaces – Wherever practical, open space areas shall be grouped into useable, prominent landscaped areas so as to provide useable open space within a complex of buildings or project; however, this provision does not require that every building or project or all areas surrounding buildings to provide useable open space.
- E. Provide Outdoor Seating Areas – Buildings shall be placed in a manner that allows space for outdoor seating areas. Spaces between buildings that offer clear, useable shapes may be used for this purpose; however, this does not require that all spaces between buildings be designed for use as outdoor seating areas.

## COLOR STANDARDS

- A. Use Compatible Colors – Colors used on buildings shall be compatible with colors of the surrounding area.

## TRASH LOADING/STORAGE/PARKING AREAS

- A. Enclose Dumpsters in Attractive & Durable Enclosures – Trash and garbage containers shall be stored in an enclosure that is architecturally compatible with the project or building and which includes concrete pads or appropriately designed asphalt surfaces. Trash enclosure gates shall be constructed of durable materials that obscure view by a minimum of eighty (80) percent.

~~E.B.~~ Locate Such Service Areas Away from Abutting Residences – Non-residential buildings adjacent to residential properties shall be designed or positioned so that loading and delivery activities occur on the side of a building opposite the side facing residential property, and shall not be located within the required setback.

~~F.C.~~ Provide Loading Areas for Restaurants – Every free-standing restaurant site shall include a loading area or arrangement for other accommodations.

~~G.D.~~ Loading Docks not to be Visible from the Street – Loading docks shall not be directly visible from a public street. Complete screening matching the building design or a landscape buffer achieving eighty (80) percent screening within three (3) years shall be installed where necessary to meet this requirement.

~~H.E.~~ No Standing & Idling Trucks – Trucks are prohibited from parking and idling in maneuvering or circulation areas that are adjacent to residential properties, except for approved loading or dock areas.

~~I.F.~~ Carefully Locate & Screen Outdoor Storage Areas – Outdoor storage shall be located within approved storage areas that are permanently screened from view. Outdoor storage shall not be allowed in required parking or loading areas.

~~J.G.~~ Parking areas to be located in rear – Parking areas are to be located in the rear of the building(s) and shall not be directly visible from a public street.

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**PART 4 – RESIDENTIAL DESIGN STANDARDS AND ADMINISTRATIVE PROCEDURES**

**I. PURPOSE**

The purpose of these Design Standards for the construction of single-family residential buildings, two-family residential buildings, three-family residential buildings, accessory dwelling units, and all detached accessory structures in the Village Center (VC) and Village Center Proper (VCP) Districts is to promote the construction of such buildings in a manner that is calculated to allow for adaptive re-use of the site for either commercial or residential purposes in the future. The objective is to grant the Town of Gray increased flexibility in meeting its current goals under the Comprehensive Plan, including promoting growth in the VC and VCP districts.

**II. APPLICABILITY**

These Design Standards apply to all single-family residential buildings, two-family residential buildings, three-family residential buildings, accessory dwelling units, and all detached accessory structures newly constructed or reconstructed in the VC or VCP Districts, as well as those that have been substantially altered, repaired, or moved.

For the purposes of applicability of these standards, “substantially altered, repaired, or moved” shall mean any one or more of the following:

1. requires a building permit for construction that affects greater than fifty percent (50%) of the floor area of the existing structure
2. requires a building permit for exterior renovations which involve structural alterations to the building.

**III. AESTHETIC STANDARDS**

Newly constructed or reconstructed single-family residential buildings, two-family residential buildings, three-family residential buildings, accessory dwelling units, and all detached accessory structures in the VC or VCP Districts, as well as existing buildings (used for that purpose) and their appurtenances, which have been substantially altered, repaired or moved, shall be visually compatible with the buildings and terrain to which they are visually related and specifically with nearby and/or adjacent buildings in terms of the following factors:

A. Overall Style: The building’s architectural style shall be consistent throughout, with all sides matching or complementing the style of those with the greatest visibility from the public street(s).

1. To prevent long, visually monotonous building façades, design features shall be added to the building, such as but not limited to, wall plane projections, recesses, widows, roof elevation variations, and variations in siding materials and orientations.
2. Accessory or auxiliary structures, including garages



X:\COMMUNITY DEVELOPMENT\PLANNER\COUNCIL\MATERIALS\VILLAGEDESIGNSTANDARDS2023\VILLAGE CENTER DESIGN STANDARDS.2023.PARKINGUPDATE.DOCX 5

and sheds, shall be architecturally consistent with the primary structures in the use of color, material, and detailing.

**B. Relationship of Façade Materials:** The façades of a building, particularly the front façade, should be visually compatible with surrounding buildings.

1. Use of traditional wood clapboard or cedar shake siding is the basic standard. Synthetic, composite, or other siding materials are acceptable if they are substantially identical in appearance to natural materials and of equal or greater durability.



2. Brick or stone masonry is also acceptable.

a. Brick material shall be of New England character, normally red to reddish brown in color, and shall be laid with three courses in eight inches. Normal brick size shall be 2 3/8 x 3 5/8 x 7 5/8.



b. Use of economy shape, square, or elongated brick is not permitted.

c. Multi-color brick products or patterns composed of different colors of bricks are prohibited, and any pattern in the brick masonry shall be muted with all patterns composed of brick of the same color. Alternatively, bricks may be painted, provided they are painted a single, solid color.

3. Concrete block, split face block, multicolored brick, asphalt shingles, T-111, plywood, diagonal siding, industrial metal siding, standing seam metal siding, synthetic brick, and synthetic stone are prohibited; however, use of stucco is permissible.

4. Concrete block chimneys and exposed metal chimney flues on the side of the house facing the street are prohibited. Exposed metal chimney flues on the sides of houses shall be enclosed and sided with the same or similar siding as the house.

5. Full height walls surrounding porches are not permitted. Screens in the warmer months and storm windows in the cold months are permitted, this does not include installation of combination storm and screen windows.



**C. Roof Shapes and Materials:** The shape and proportion of the roof should be visually compatible with the architectural style of the building and with those of

neighboring buildings. Flat roofs are discouraged.

1. Roof forms such as gable, hipped, or slight variations are acceptable.
2. Buildings shall have a roof pitch in the ranges of 6:12 to 12:12. Porch roofs are permitted to have a pitch of 4:12 provided that the porch does not exceed 20% of the building's cumulative footprint.



3. Preferred materials are asphalt shingle, fire-treated wood shingles, natural slate, rubber, composite material made to resemble slate, and/or metal.

4. Buildings that are more than forty feet (40') in length, face a public street, and have a symmetrical gabled pitched roof are encouraged to break up the roof with multiple dormers proportioned and coordinated with the overall façade design.



5. Roof colors shall be those commonly found on residential buildings within the VC and VCP Districts, including but not limited to brown, black, grey, and green, and shall be of a dark hue.
6. Roof dormers with pitched or shed roof forms are permitted, and skylights within the roof plane are acceptable. Shed roofs that are integrated with the building form are also acceptable.
7. Exposed roof vents such as turbines or power roof ventilators are discouraged.

D. Proportionality and Placement: The building's overall size; mass in relationship to the open space around it; and door, window, porch, and balcony sizes shall be visually compatible with its site and with its neighborhood.

1. The height of the building shall be visually compatible with the heights of buildings in the neighborhood, with particular attention paid to the height of principal structures on adjacent lots, so as not to dramatically change the street's appearance or to unduly shade neighbors and/or the street.

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**Compliant:**



**Noncompliant:**



2. The rhythm of open spaces around buildings to the buildings themselves should be considered when determining visual compatibility, whether it is between buildings or between buildings and the street (setbacks).

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**Compliant:**



**Noncompliant:**



3. The size and spacing of the building's windows and doors shall be proportional and visually compatible with those of its neighbors.

**Compliant:**



**Noncompliant:**



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E. Access Features: The features of a building that allow for access to the interior shall meet certain minimal design standards that ensure both their functionality and visual compatibility with others in the neighborhood.

1. The incorporation of one, and not more than one, recognizable front door facing the street is required.

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2. Buildings shall not have more than one exterior stairway leading to a second or higher story, and the design of such exterior stairway shall be visually compatible with the design of the building as a whole and with any exterior stairways on neighboring buildings.

F. Site Features: The size, placement, and materials of walls, fences, driveways, and landscaping features should be visually compatible with the building, the property's terrain, neighboring buildings, and the terrain of abutting properties, as well as provide adequate privacy between lots.

1. Fences, if installed, shall be post-and-rail type with wood, wood composite, stone, or masonry posts with wood top and bottom rails. Infill between rails shall be vertical pickets or other patterns consistent with older residences within the district. Fences shall not exceed forty-two (42) inches in height.



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2. Preservation of existing mature trees and planting or preservation of masses of shrubs in the setback is encouraged. Landscaping should include planting of new trees and shrubs if none presently exist.



a. An effort shall be made to use indigenous species that are insect and disease resistant. Invasive species of plants are prohibited.

b. Any trees that are planted shall be a minimum of five (5') feet from the edge of the right-of-way (ROW). The mature form and height of plant materials shall be considered so they will not create unsafe conditions, such as protrusion into power lines, or blockage of pedestrians, bicyclists, or motorists' sight lines on the road.

3. The front, side, and rear yards abutting residential properties shall maintain the district boundary in its natural state to provide a buffer of at least 10 feet. When natural features (i.e., slopes, gullies, trees, shrubs, rocks) do not exist or are insufficient to provide a buffer, the developer is encouraged to landscape, or where not feasible, provide fencing or screening. The buffer shall not be expected to completely hide the building from abutting properties.



4. Site walls (retaining walls), if installed, should be a natural stone, pre-cast concrete made to resemble stone, or brick masonry. The use of other modular concrete material is not permitted for the wall face. Site walls shall not exceed forty-two (42") inches in height unless functionally necessary due to the grades existing on the property, shall be located no closer than two (2') feet from the sidewalk, and shall be constructed to allow for proper drainage.



5. All new construction and development shall be designed to minimize storm water runoff from the site in excess of the natural predevelopment conditions. Where possible, existing natural runoff control features, such as berms, swales, terraces, and wooded areas shall be retained or added in order to reduce runoff and encourage infiltration of storm waters. All storm water must be treated underground.



6. All parking for new construction and development shall be located behind the building, not visible from the street.

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#### IV. SITE LAYOUT STANDARDS

A. The location of structures and site improvements on the parcel shall be designed and built to accommodate either residential or commercial uses. The applicant/developer shall provide a conceptual scaled plan of the parcel depicting all site components necessary to practically allow the parcel to be utilized for commercial purposes including:

1. Vehicular access (ingress and egress);
2. On-site vehicular circulation;
3. Pedestrian access and internal circulation;
4. Parking layout and design;
5. ADA parking and access;

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# BOARD/COMMITTEE APPLICATION TOWN OF GRAY MAINE

For Office Use Only **47**  
Date Received: \_\_\_\_\_  
Received by: \_\_\_\_\_

## CONTACT INFORMATION

Name Lawrence Zuckerman E-Mail Address LZUCKERMAN@ZD-LAW.CO  
Street Address 41 Abrahenson Rd City/State/Zip GRAY, ME. 04059  
Phone Number 207-807-8802 Work Phone 207-926-3500  
Gray Resident?  YES  NO

## EMPLOYMENT

Occupation \_\_\_\_\_  
Employer \_\_\_\_\_  
Employer Phone \_\_\_\_\_

## 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 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 checked="" type="checkbox"/> Other (please specify) <u>Ordinance Advisory Committee</u> |

Reason for selecting particular board/committee:

Term on committee was up & would like to renew

**SPECIAL SKILLS OR QUALIFICATIONS**

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

have 50 years practicing law, have been active on similar committees for 37 years

What talents and skills would you bring to this position?

experiences in drafting ordinances in land use

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

to advise council on proposed ordinance changes

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

been on committees since 1986 from Planning Board, budget, economic & industrial development, and ordinance review committee

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.

please see above

**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:

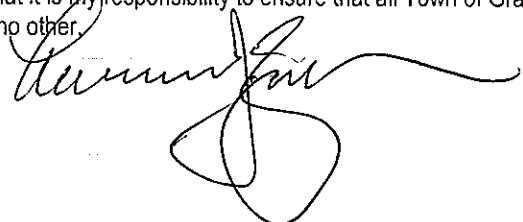
- Accomplishments for the period from Jul 1 – Jun 30 of the immediately preceding fiscal year;
- Board/committee goals for the current fiscal year from Jul 1 – Jun 30;
- Forseeable obstacles to attaining said goals;
- Fiscal resources anticipated in order to meet said goals;
- Council support / action 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

Signature





## 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*

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August 16, 2023

**To:** Nate Rudy  
**From:** Lauren Asselin  
**Subject:** FY24 Tax Due Dates

The Town Meeting for the FY2024 budget has been scheduled for September 9, 2023. The tax due dates approved by council at their meeting held on June 6, 2023, are October 2, 2023 and April 1, 2024.

Upon approval of the warrant articles, I will need 2 days to complete the necessary commitment documentation for the Finance Director. The Finance Director and I will then prepare the draft tax bill for Hygrade Business Group for their review. Hygrade Business Group will then send a proof set to us for approval. Once we approve the proof set, the tax bills are typically mailed within 3 business days.

This timeline results in a tax bill mailing date the week of September 18, 2023. It is my recommendation that the October 2, 2023 due date be changed to October 16, 2023 to allow property owners adequate time to receive their tax bills and submit payment. The April 1, 2024 due date will remain the same.

## Jonathan Hartt

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**From:** Krista Chappell  
**Sent:** Friday, September 1, 2023 10:50 AM  
**To:** Jonathan Hartt; Nathaniel Rudy; Dan Maguire; Town Clerk  
**Subject:** Fwd: Request to change road striping vendors

Jon,

Here is the email chain regarding line striping for the 9/5 meeting packet.

Krista

Krista Chappell  
Chair, Gray Town Council  
kchappell@graymaine.org

---

**From:** Timothy Estes <testes@graymaine.org>  
**Sent:** Thursday, August 24, 2023 3:14 PM  
**To:** Anne Gass <agass@graymaine.org>; Nathaniel Rudy <nrudy@graymaine.org>; Town Council <TownCouncil@graymaine.org>  
**Subject:** RE: Request to change road striping vendors

Hi All,

I spoke with Tony Plante at GPCOG who is our municipal coordinator, we can choose to use whomever we want to stripe our roads. There was no contract signed to have the K5 Corporation stripe our roads, they were the low bidder through GPCOG if we chose to use them.

---

**From:** Anne Gass <agass@graymaine.org>  
**Sent:** Thursday, August 24, 2023 12:28 PM  
**To:** Timothy Estes <testes@graymaine.org>; Nathaniel Rudy <nrudy@graymaine.org>; Town Council <TownCouncil@graymaine.org>  
**Subject:** Re: Request to change road striping vendors

Thanks Tim!

---

**From:** Timothy Estes <[testes@graymaine.org](mailto:testes@graymaine.org)>  
**Sent:** Thursday, August 24, 2023 11:09 AM  
**To:** Anne Gass <[agass@graymaine.org](mailto:agass@graymaine.org)>; Nathaniel Rudy <[nrudy@graymaine.org](mailto:nrudy@graymaine.org)>; Town Council <[TownCouncil@graymaine.org](mailto:TownCouncil@graymaine.org)>  
**Subject:** RE: Request to change road striping vendors

Hi Anne,

Lucas striping has a very good reputation, they stripe over 40 municipalities in Maine including the town of Yarmouth.

---

**From:** Anne Gass <[agass@graymaine.org](mailto:agass@graymaine.org)>  
**Sent:** Thursday, August 24, 2023 9:59 AM  
**To:** Nathaniel Rudy <[nrudy@graymaine.org](mailto:nrudy@graymaine.org)>; Town Council <[TownCouncil@graymaine.org](mailto:TownCouncil@graymaine.org)>

**Cc:** Timothy Estes <[testes@graymaine.org](mailto:testes@graymaine.org)>  
**Subject:** Re: Request to change road striping vendors

As long as you haven't signed a contract yet with K5, and they don't object (or come up with an alternate plan) when you notify them that we are considering another contractor, I would prefer to see this get done quickly.

Do we know if Lucas Striping is a qualified contractor?

Anne

---

**From:** Nathaniel Rudy <[nrudy@graymaine.org](mailto:nrudy@graymaine.org)>  
**Sent:** Thursday, August 24, 2023 9:30 AM  
**To:** Town Council <[TownCouncil@graymaine.org](mailto:TownCouncil@graymaine.org)>  
**Cc:** Timothy Estes <[testes@graymaine.org](mailto:testes@graymaine.org)>  
**Subject:** Request to change road striping vendors

Hello Council,

Tim advises that K5 Corporation from MA, who we awarded the striping bid, has not been able to get to our road striping and they state that they need “three good nights” of weather to make the trip. No contracts have been signed.

Tim was contacted by Lucas Striping LLC, Readfield Maine, who say they can do the job next week and according to Tim it will cost less than the first quote.

Provided that we contact the first company to advise them and they don't substantively object, would any of you object to this course of action?

Thank you,

Nate Rudy, ICMA-CM  
Town Manager  
Town of Gray  
24 Main Street, Gray, ME 04039  
(207) 657-3339 x101  
[www.graymaine.org](http://www.graymaine.org)  
(he/him)



*“Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in.” ~ Sue Premo, Volunteer Coordinator, Green Bay, WI*

This electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it, may be considered public records, and may therefore be subject to public

record requests for review and copying under Maine's Right to Know Law (Title 1, 401-521 of the Maine Revised Statutes).

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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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August 31, 2023

### **Town Manager (TM) Report to Town Council (8/09/2023– 8/31/2023):**

- 8/9-11: TM attended MTCMA Institute (Maine Town Manager Conference) at Sugarloaf. Also in attendance were Gray's summer interns and the internship coordinator, Kyle Hadyniak
- 8/15: Town Council workshop and meeting
- 8/23: Special Town Council meeting
- 8/28: Special Town Council meeting and Public Hearing on the revised Warrant Articles and FY24 budget

#### Upcoming:

- **Saturday, September 9: 9:30 AM Town Council Special Meeting**

to review budget material in advance of

**10:30 Town Meeting** to vote on revised warrant articles

Residents must vote IN PERSON, there will be no absentee ballots

or remote meeting options.

#### Other activities:

- It has been my honor and privilege to serve the citizens and Town Council of Gray, thank you for the opportunity.
  - TM has been coordinating with Council and Human Resources Director on identifying an interim Town Manager and a firm to conduct the search for a successor Town Manager.
  - TM has been 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. TM requests that Town Council schedule a Gray Village planning team presentation at your first opportunity.
  - **The Town Hall offices will open to the public for standard office hours starting at 8:30 AM on Thursdays, starting on Thursday, September 7.**
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