

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • OCTOBER 3, 2023

**Gray Town
Council Regular
Meeting**

Town Council Chambers
24 Main Street, Gray, ME 04039
<https://us06web.zoom.us/j/88096422058>
Phone 646-558-8656 / Meeting ID: 880 9642 2058

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 September 19, 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: 880 9642 2058

VI. ADJUSTMENTS TO THE AGENDA 5 MINS

VII. PRESENTATION 7:20PM

1. Principle Group Progress Update - Vanessa Farr 20 MINS + 20 MINS Q&A

VIII. PUBLIC HEARING 8:00PM

1. First Reading and Public Hearing - To Review proposed amendments to the Zoning Ordinance (Chapter 402) and the Village Center/VC Proper Design Standards related to State law 30-A MRSA Sections 4364 and 4364-A, regarding affordable housing projects and housing density.
15 MINS

Proposed motion:

Ordered, the Gray Town Council approves a public hearing at the October 16, 2023 Planning

Board meeting and a Second Reading and Public Hearing at the Town Council meeting on October 17, 2023 to review and approve proposed changes to the Zoning Ordinance (Chapter 402).

IX. ACTION ITEMS 8:15PM

1. To Review and Act Upon Approving a Bid from Simard and Sons, Inc. for the purchase and installation of new fuel pumps and a new fuel management system at the fuel station for an amount not to exceed \$39,400.24. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council authorizes the Town Manager to sign the proposed contract with Simard and Sons, Inc. for new fuel pumps and a new fuel management system at the fuel station for an amount not to exceed \$39,400.24.

2. To Review and Act Upon Approving the Appointment of Sandra Carder as a regular member of the Resiliency Committee with a term expiring on August 31, 2025. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints Sandra Carder as a regular member of the Resiliency Committee with a term expiring on August 31, 2025.

3. To Review and Act Upon Approving the Appointment of Robert Coleman as a member of the Finance Committee with a term expiring on August 31, 2026. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council appoints Robert Coleman as a member of the Finance Committee with a term expiring on August 31, 2026.

4. To Review and Reauthorize the Town's MainePERS Consolidated Participating Local District Plan effective October 1, 2023 to include an open enrollment provision for future employees. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council authorizes the proposed open enrollment provision to be included in the Town's MainePERS Consolidated Participating Local District Plan effective October 1, 2023.

X. REPORT FROM THE COUNCIL CHAIR 5 MINS - 8:35PM

XI. REPORT FROM THE TOWN MANAGER 5 MINS

XII. COMMITTEE REPORTS 10 MINS

XIII. COUNCIL CORRESPONDENCE/ACTIVITIES 10 MINS

XIV. ADJOURNMENT 9:05PM

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

TOWN OF GRAY
GRAY TOWN COUNCIL
MINUTES • September 19, 2023

Gray Town Council
Regular Meeting



Town Council Chambers

7:00 PM

24 Main Street, Gray, ME 04039

<https://us06web.zoom.us/j/81919975829>

Phone 646-558-8656 / Meeting ID: 819 1997 5829

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

IV.1 Minutes from the Town Council Meeting on September 5, 2023

MOTION: Ordered, the Gray Town Council approves the consent agenda except for the minutes from the 9/5/23 Town Council meeting.

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

MOTION: Ordered, the Gray Town Council approves the minutes from the Town Council Meeting on September 5, 2023

RESULT:	PASSED 4-0
MOTION BY:	Martin Meaney
SECOND BY:	Anne Gass
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Anne Gass
ABSTAIN:	Matthew Hight

Clerical edits were given to staff for the minutes.

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

The Public Comment period was opened at 7:03 PM.

The Public Comment period was closed at 7:03 PM.

VI. ADJUSTMENTS TO THE AGENDA

Chair Chappell suggests moving action item III to item I.
 Chair Chappell suggests adding an authorization for the bond from the Town Meeting, add it as action item X.
 Dan Maguire suggests having Melinda Sheehee’s application to the Planning Board approved action XI.

MOTION: Ordered, the Gray Town Council approves the additions to the agenda.

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

VII. PUBLIC HEARING

VII.1 Second 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

MOTION: Be it Ordained, the Gray Town Council tables the proposed changes to the Zoning Ordinance (Chapter 402).

RESULT:	TABLED 5-0
MOTION BY:	Dan Maguire
SECOND BY:	Matthew Hight
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Anne Gass, Matthew Hight

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

MOTION: Be it Ordained, the Gray Town Council reopens the public comments for citizens who walked in late.

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

The Public Comment period was opened at 7:09 PM.

Winslow Maxwell, Camille Ramero, and Andre Jenkins would like to open a retail medical cannabis facility in the community.

Chair Chappell replied that at the time the ordinance was written, there was a strong vote against it, but they would like to find out how much has changed since then. The Council hopes to add a referendum to vote in the future and see how residents feel about this.

The Public Comment period was closed at 7:13 PM.

IX. ACTION ITEMS

IX.1 To Review and Act Upon Authorizing the proposed Optional Year winter maintenance contract extension with MB Contracting for the 2023-2024 plowing season.

MOTION: Ordered, the Gray Town Council grants authority to the Interim Town Manager to exercise the Optional Year 2023-204 plowing season contract extension with MB Contracting of Cumberland, Maine at a cost not to exceed \$85,172.40.

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

Tim Estes explained that next year the contracts will likely go up again in price, and we need to be prepared for this.

IX.2 To Remove from the Table the Rules for Town Council Meetings and Workshops.

MOTION: Ordered, the Gray Town Council removes from the table the Rules for Town Council Meetings and Workshops.

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

IX.3 To Review and Act Upon Re-Affirming the Rules for Town Council Meetings and Workshops.

MOTION: Ordered, the Gray Town Council re-affirms the Rules for Town Council Meetings and Workshops as amended.

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

Council thanked Dan Maguire for making the edits. Chair Chappell summarized some changes. Council discussed and made some changes and edits.

IX.4 To Review and Authorize joining the Maine Public Employees Retirement System (MainePERS) Consolidated Participating Local District Plan. The Town Council has previously proposed offering Special Plan 3C to its full-time firefighters and fire chiefs, and the Town authorized an amount of \$80,522 as part of the Public Safety Pay & Benefits Retirement

expense line for the Fiscal Year 2024 budget by vote during a Town Meeting called and held on September 9, 2023.

MOTION: Ordered, the Gray Town Council approves joining the MainePERS Consolidated Participating Local District Plan effective October 1, 2023.

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

Council discussed the item.

Mr. Dunbar clarified the hours worked by firefighters and fire chiefs.

IX.5 To Review and Act Upon Authorizing the Interim Town Manager to secure a contract with a consultant/search firm to fill the Town Manager vacancy.

MOTION: Ordered, the Gray Town Council authorizes the Interim Town Manager to secure a professional services contract with Eaton Peabody for the recruitment of a new Town Manager at a cost not to exceed \$10,000 with an additional contingency of \$5000 as needed.

RESULT:	PASSED 4-0
MOTION BY:	Dan Maguire
SECOND BY:	Anne Gass
AYES:	Krista Chappell, Dan Maguire, Anne Gass, Matthew Hight
NAYES:	Martin Meaney

IX.6 To Review and Act Upon Approving the Gray Public Library generator electrical construction project contract to McIver Electrical.

MOTION: Ordered, the Gray Town Council awards the contract for the Gray Public Library generator electrical construction project contract to McIver Electric and grants authority to the Interim Town Manager to enter into a contract for this work, not to exceed \$17,530.

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

Mo Russo gave background info about this item.

IX.7 To Review and Act Upon Approval of a Disabled Veteran Excise Tax Exemption for Gray resident Dennis M. Davis.

MOTION: Ordered, the Gray Town Council grants the requested reimbursement for vehicle excise tax in the amount of \$1,682.39 to disabled veteran and Gray resident Dennis M. Davis.

RESULT:	TABLED 5-0
MOTION BY:	Dan Maguire
SECOND BY:	Martin Meaney
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Anne Gass, Matthew Hight

The law went into effect recently and the State is still doing rulemaking about how to implement this.

IX.8 To Review and Act Upon Approving the Appointment of Bradley Fogg as a regular member of the Community Television Advisory Committee with a term expiring on August 31, 2026.

MOTION: Ordered, the Gray Town Council appoints Bradley Fogg as a regular member of the Community Television Advisory Committee with a term expiring on August 31, 2026.

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

IX.9 To Review and Act Upon Approving the National Suicide Prevention & Action Month Proclamation.

MOTION: Ordered, the Gray Town Council approves the adoption of the National Suicide Prevention & Action Month Proclamation.

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

MOTION: Ordered, the Town Council takes a 5 minute break.

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

IX.10 Authorization for the bond which was voted on at the Town Meeting.

MOTION: Ordered, the Gray Town Council authorizes the bond.

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

IX.11 Approve Melinda Sheehee's application to the Planning Board.

MOTION: Ordered, the Gray Town Council approves Melinda Sheehee's Planning Board application.

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

X. REPORT FROM THE COUNCIL CHAIR

Chair Chappell thanks everyone who came to the September 9th Town Meeting. Due to the timeline of the budget passing, the tax due dates have been pushed out to October 23rd and they will be mailed by September 25th. Reminder of a Town Council Workshop Monday 9/25 at 5:00pm. Reminder of training on Teams with Kyle, please confirm date/time. October 16th Anne, Josh, and Chair Chappell will be meeting with MDOT and the Principle Group to help move forward with the RAISE grant. Thanks to staff who came to the Council retreat. Lauren is applying for reimbursement from the State for funds distributed for the property tax stabilization law. That law was repealed. Would anyone like to hold additional workshops in October? Council chose October 10th 5:30pm for a workshop. Council chose October 24th 5:30pm for another workshop. Mentioned there may be reimbursement opportunities for expenses incurred by adopting LD2003.

XI. REPORT FROM THE TOWN MANAGER

Thanks Kristen, the Town Planner, for handling her Planning Board situation very well when it went wrong with appointments expiring. He thanks the staff for all their work and kindness.

XII. COMMITTEE REPORTS

Councilor Chappell:

- Ordinance Advisory met 9/13, meet again 9/28.
- GPCOG Executive Committee meets 10/17. Reminder Greater Gray meeting 10/18 6pm and Town of Gray is hosting.

Councilor Maguire:

Councilor Hight:

- Recreation Committee met 9/11 and discussed trunk or treat.
- Dry Mills Committee met 9/18 4pm and discussed donations from the Blueberry Festival.

- GCTV meeting 9/27.

Councilor Gass:

- Open Space Committee met 9/13 and discussed GIS maps of Gray.
- Resiliency Committee does not have a quorum.
- CEDC does not have a quorum.

Councilor Meaney:

- Zoning Board of Appeals meets 9/26/23
- Finance Committee meeting is 9/21 4pm.
- Wild Blueberry Festival meets 9/26 6pm. 9/7 they had a safety meeting.

XIII. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Chappell: Received several emails from residents suggesting a possible charter revision if the budget fails. She received an email requesting a meeting with Brandon Pollard. Andre Jenkins also sent an email to meet. Mary Sweeny Underwood also emailed about feedback from one of her Nordic Walking participants who gained so much confidence that they are competing in a 5k race. Inquiry from Portland Press Herald about Josh and the pending audit for FY22 and the investigation about misappropriated funds.

Councilor Maguire: Had conversations with residents regarding Cambell Acres Subdivision. Spoke to some residents about questions about budgets. He is interested in learning more about Planning Board using the Comprehensive Plan in their decision making process. Met with James Estabrook of CC Sheriffs office looking for clarification on weight restriction on Shaker Rd, etc. and Councilor Maguire offered to make a flyer.

Councilor Gass: Received an invitation to join GPCOG to serve on their advisory committee for Vision 0 project. To eliminate injuries and fatalities from traffic accidents. Met with members of Senator King's staff with interest in a RAISE grant for village improvements. Received notification of a community change grant, Mary Sweeny and Anthoiny Dahms are looking into it. She spoke to members of the community about the budget.

Councilor Hight: Meeting with GPCOG in the future.

Councilor Meaney: None.

XIV. ADJOURNMENT

MOTION: to Adjourn at 9:39PM

RESULT:

PASSED 4-0

MOTION BY:

Matthew Hight

SECOND BY:

Anne Gass

AYES:

Krista Chappell, Dan Maguire, Martin Meaney, Anne Gass

CLZ

MEMO

September 26, 2023

TO: Town Council, Interim Town Manager Josh Tiffany
FROM: Community Development
RE: LD2003 compliance proposed ordinance amendments

Introduction:

The Town of Gray is working toward compliance with LD2003 “An Act to Implement the Recommendations of the Commission to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions,” which became Public Law 672 in April 2022. The law originally was to become effective as of July 1, 2023. The effective date was changed to January 1, 2024 in the last session of the Legislature, along with some other amendments to the original legislation.

The Town Council passed Zoning Ordinance amendments related to Accessory Dwelling Units on May 16, 2023 and those became effective June 15, 2023.

Staff are actively working to implement the changes related specifically to the sections of the law that address affordable housing and housing density, *30-A MRSA Sections 4364 and 4364-A*.

The council discussed these changes at a workshop in June 2023 and provided input on the elements of the law that allow for municipal discretion. That input is included in the changes presented to you herein. Notably, nearly all of the amendments are statutorily required to implement the State law.

At this time, we propose making changes land use regulations in the Town of Gray Zoning Ordinance Chapter 402 sections as per below:

- Definitions 402.2.2
- Lots 402.6.2
- Back lot access easements 402.7.5
- Village Center District Standards 402.8.3
- Village Design Standards (as referenced in 402.8.3)
- 402.10.14 Standards for Multi-Family Housing
- Table of permitted uses, 402.5.3
- 402.10.11 Table 3- Parking Minimums
- New Section: 402.7.22 Two or More Dwelling Units on One Lot

Please note that additional amendments will be necessary for full compliance, but require additional discussion and will be submitted as a second phase of implementation **at a later date**, to include:

- Bringing the town’s Subdivision Ordinance, Chapter 401, into compliance – specifically the Residential Open Space subdivisions section, which was written explicitly for single-family home development and does not allow accessory dwelling units. Staff will present these revisions to the

town council at a later date, to incorporate input from the Open Space Committee on other changes to this part of the ordinance.

- Updating the multi-family development requirements, both inside and outside of the growth district, to include specifics related to structures, setbacks and buffers.
- Potential addition of a growth overlay district to the Zoning Districts as a first step to implementing new zoning districts in line with the future land use in the Comprehensive Plan.

Proposed Amendments at this time:

Definitions 402.2.2

Affordable Housing:

a. For rental housing, a development in which a household whose income that does not exceed 80% of median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford 51% or more of the units in the development without spending more than 30% of the household's monthly income on housing costs.

b. For owned housing, a development in which a household whose income does not exceed 120% of the median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford 51% or more of the units in the development without spending more than 30% of the household's monthly income on housing costs.

Residential Open Space Subdivision: A form of ~~single family~~ residential development that provides flexibility in design and promotes creating open space by reducing lot area and bulk requirements for individually owned lots, provided that the allowed number of lots does not exceed the required zoning density standards for the respective district.

Multi-Family Dwelling: a building containing three or more dwelling units, such buildings being designed for residential use and occupancy by three (3) or more families living independently of one another, with the number of families not exceeding the number of dwelling units.

Multifamily Development: A lot which contains one or more multifamily dwellings, two or more ~~duplex~~ two-family dwellings, three or more single family dwellings, or any combination of buildings -containing more than four (4) dwelling units on a single lot. An affordable housing development is considered to be a type of multifamily development if the subject parcel contains

the requisite number of dwelling units per this definition. ~~containing three or more dwelling units.~~

Short-term rental unit: Living quarters offered for rental through a transient rental platform as defined by 36 M.R.S.A. Section 1752 (20-C), at which one or more overnight accommodations are available to rent for a tenancy of less than thirty (30) consecutive calendar days, excluding campgrounds, motels, hotels, and bed and breakfasts.

Designated growth area: An area that is delineated as suitable for orderly residential, commercial, or industrial development, or any combination of those types of development, and into which most development projected over ten (10) years is directed. The Village Center and Village Center Proper zoning districts are the Designated growth areas.

Centrally managed water system. A water system that provides water for human consumption through pipes or other constructed conveyances to at least 15 service connections or serves an average of at least 25 people for at least 60 days a year as regulated by 10-144 C.M.R. Ch. 231, Rules Relating to Drinking Water. This water system may be privately owned.

Comparable sewer system. “Comparable sewer system” means any subsurface wastewater disposal system that discharges more than 2,000 gallons of wastewater per day as regulated by 10-144 C.M.R. Ch. 241, Subsurface Wastewater Disposal Rules.

TABLE 402.5.3 TABLE OF PERMITTED USES AND CONDITIONAL PERMITTED USES

		RRA	LD *	MD	BD-1	BD-2	C	VC *	VCP *	BT-1 *	BT-2 *	WH-1 *	WH-2 *	LMOD	CSES OD
1.	Accessory Dwelling Unit ‡	P	P	P	P	P	P	P	P	P	P	P	P		
2.	Accessory Uses and Structures	P	P	P	P	P	P	P	P	P	P	P	P		
3.	Adult Business*						C								
4.	Agritourism Center*	C													
5.	Agritourism Facility*	C													
6.	Animal Husbandry	P	P		C	C	C				C		C		
7.	Auto Body Shop				C	C	C								
8.	Auto Repair Garage						C								
9.	Auto Service Station				C	C									
10.	Bed and Breakfast ‡	C	C	C	P	P	P	P	P	P	C		C		
11.	Building Trades Occupations – 1	P	P	P	P	P	P	P	P	P	P	C	P		
12.	Campground ‡	C	C												
13.	Cemetery	P					C								
14.	Church	P	P	P	P	P		C	C		C		C		
15.	Commercial Recreation - Indoor or Outdoor	C	C		C	C	C	C	C	C	C		C		
16.	Community Living Arrangement	P	P	P	P	P	P	P	P	P	P	P	P		
17.	Construction Services				P	P					C		C		
18.	Day Care Facility for Five (5) or fewer clients.	P	P	P	P	P	P	P	P	P	P		P		
19.	Day Care Facility for Six (6) or more	C	C	C	C	C	C			C	C		C		
20.	Drive Through and Drive in Facility					1C	C			C	C		C		
21.	Expansion of Nonconforming Uses	C	C	C	C	C	C	C	C	C	C	C	C		

		RRA	LD *	MD	BD-1	BD-2	C	VC *	VCP *	BT-1 *	BT-2 *	WH-1 *	WH-2 *	LMOD	CSES OD
22.	Farm Stand ‡	P	P	P	P	P	P	P	P	P	P		P		
23.	Farmers' Market ++	P	P	P	P	P	P	P	P	P	P		P		
24.	Flea Market, Open Air Market ‡	C	C	C	C		C	P	P						
25.	Garage Sale	P	P	P	P	P	P	P	P	P	P	P	P		
26.	General Agriculture	P		P	P	P	P				C		C		
27.	Headquarters for a Contracting Business	C	C	C	P	P					C		C		
28.	Heliport	C	C		C	C									
29.	Home Occupation ‡	P	P	P	P	P	P	P	P	P	P	C	P		
30.	Hotel and Motel				C	C	C			C					
31.	In-Home Offices‡	P	P	P	P	P	P	P	P	P	P	P	P		
32.	Kennels	C	C				C						C		
33.	Light Manufacturing				P	P								P/C	
34.	Manufacturing and Processing				C	C									
35.	Mechanical Repair Garages	C			P	P	C								
36.	Medium and Large-scale Solar Energy Systems														C
37.	Medical Facility	C	C	C		C	C	C	C	C					
38.	Mineral Excavation	P	P	P	P	P	P								
39.	Mineral Exploration	C			P	P		P	P		P	P	P		
40.	Mobile Vendor	P	P	P	P	P	P	P	P	P					
41.	Motel (< 11 rooms)	C	C			C									
42.	Multi-family Development#	C	C	C	C	C	C	C	C	C	C	C	C		
43.	Multi-family Dwelling	C	C	C	C	C	C	C	C	C	C	C	C		
44.	Municipal Uses	C	C		C	C	C	C	C	C	C		C		
45.	Nursing and Convalescent Home	C	C	C	C	C	C			C					
46.	Office			C	P	P	P	P	P	C	C		C		

		RRA	LD *	MD	BD-1	BD-2	C	VC *	VCP *	BT-1 *	BT-2 *	WH-1 *	WH-2 *	LMOD
47.	Personal Services				C	C	C	C	C	C				
48.	Planned Unit Development ‡				C	C	C	C	C	C				
49.	Places for Public Assembly, Indoor and Outdoor	C	C		C	C		P	P					
50.	Private Assembly				C	C	C	C	C					
51.	Private Landing Strips for Personal Aircraft ‡	C			C	C								
52.	Public Utilities	C	C	C	C	C	C	C	C	C	C	C	C	
53.	Redemption Center						C			C			P	
54.	Registered Caregiver*				C	C	C	C						
55.	Registered Caregiver Cultivation Area*				C	C	C	C						
56.	Repair Service				P	P	C	P	P		C		C	
57.	Research Facility				C	C		C	C					
58.	Residential Open Space Subdivisions	P	P	P										
59.	Restaurant				P	P	C	P	P	C	C			
60.	Retail Trade				P	P	C	P	P	C	C		C	
61.	School	P	P	P		C	C	C	C	C	C		C	
62.	Self-Storage Facility				C	C	C			C				
63.	Single-Family Dwelling#	P	P	P	P	P	P	P	P	P	P	P	P	
64.	Similar Uses	C	C	C	C	C	C	C	C	C	C	C	C	
65.	Tavern					C	C	C	C					
66.	Trucking Terminal				C	C								
67.	Two-Family Dwelling#	P	P	P	P	P	P	P	P	P	P	P	P	
68.	Warehousing				P	P								P/C
69.	Wholesale Trade				C	C		P	P					

++ Subject to performance standards in Article 7 [Subject to performance standards in 402.10.14, 402.7.22, 402.7.9 as applicable](#)

402.6.2 Lots

A. Lots with Multiple Street Frontages

Lots which abut on more than one street shall provide the required front setbacks along every street.

B. Developable Areas

No structure or other impervious surface may be constructed on land with sustained slopes of twenty-five (25%) percent or greater, nor in any wetland. Subsurface wastewater disposal systems may not be located where soils are unsuitable for septic systems according to the Maine State Plumbing code, as amended.

C. Building Extensions to Meet Setbacks

All structures, whether attached to the principal structure or not, and whether open or enclosed, including porches, carports, balconies, or platforms above normal grade level, shall not project into any required minimum front, side or rear setback.

D. Only One Principal Building per Lot

1. No more than one (1) principal structure and its accessory buildings, including an Accessory Dwelling Unit, as regulated in this Ordinance may be located on any one lot, unless all applicable space and dimensional standards are met separately for each principal structure or use on the lot, except in the case of for the following uses, which shall be exempt from this standard provided that all applicable standards are met:

- -A multi-building Self-Storage Facility;
- A Planned Unit Development
- A Multi-Family Development,

~~unless all applicable space and dimensional standards are met separately for each principal structure or use on the lot,~~

2. In no event shall one lot contain any non-residential use and any residential use(s).

3. Accessory residential uses shall be permitted on a lot used primarily for residential use provided that applicable standards are met and maintained.

4. All developments not listed in the exceptions above in this section shall be subject to the following:

a. 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

b. 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.

c. For lots located in the Business Development Zoning District, the number of uses per principal structure shall be determined by standards established in Section 402.8.8 of this Ordinance.

d. No variances are allowed from the provisions of the preceding paragraphs of this section.

402.7.5 Back Lot Access Easements

Back lots ~~used for single family purposes~~ shall be permitted, provided they meet the following standards:

A. Access Requirements

1. A fifty (50 ft.) foot wide access shall be provided for back lots.
2. Said access shall be owned either in fee or by permanent easement and maintained by the back lot users.
3. Record of said access way shall be recorded as part of the deed of each back lot and shall be filed with the County Register of Deeds.
4. The access way entrance to a street shall conform to standards of the Subdivision Ordinance and shall be approved by the Code Enforcement Officer.
5. The issuance of a building permit for one or more dwelling unit(s) ~~a single family dwelling~~ on a back lot shall in no way be construed to imply the acceptance of any access way for the purpose of maintenance, improvements or snow removal by the Town of Gray.
6. Creation of a subdivision requires compliance with the provisions of the Gray Subdivision Ordinance.

B. Lot Frontage Requirements

Frontage equal to the street frontage required for the zoning district shall be required along the access way.

C. Lot Size Requirements

1. Any back lot shall be equal to or greater than the minimum lot size required for the zoning district. Computation of minimum lot size area shall not include any portion of the area devoted to an access way for the lot across which the easement crosses and for the lot served by the easement.

2. The side lot line nearest and generally parallel to the road to which the back lot access way leads shall be equal to the street frontage required for the zoning district.

402.7.6 Residential Open Space Subdivisions and Multi-family ~~housing~~ development

A. Purposes of Residential Open Space Subdivision:

The purpose of Residential Open Space Subdivision standards is to encourage greater flexibility and more creative design for the development of ~~residential single-family~~ projects. It is intended to encourage a pattern of residential development which will result in the following attributes:

1. Preservation of Gray's rural character by retention of open space and its natural resource values as determined by the Planning Board with input from appropriate organizations, other Town staff, and State departments.
2. To the greatest practical extent, preservation of existing landscape features and the utilization of such features in a harmonious fashion.
3. Protection of environmentally sensitive areas.
4. Economical and efficient building arrangement, traffic circulation, and utility construction.
5. Outdoor recreational facilities that may be better utilized and located than would otherwise be provided under more conventional land development.

B. Residential Open Space Subdivisions standards are contained in the Town of Gray Subdivision Ordinance, Chapter 401, in Section 401.13.13.

C. Section 401.13.13.I establishes the purposes of locating individually owned lots in relation to the configuration of the open space. Parties must pay particular attention to this section to ensure that the overall layout of land development is consistent with these standards.

D. Space, bulk, and dimensional standards for Residential Open Space Subdivisions shall be subject to the following:

1. The Planning Board shall have the authority to reduce setbacks to those stated in Table 401.13.13.B.1 of the Town of Gray Subdivision Ordinance.
2. Neither the Planning Board nor the Zoning Board of Appeals shall have the authority to further reduce the setbacks for the entirety of a project.

3. The Planning Board's ability to change setbacks within the project as detailed in Table 401.13.13.B.1 of the Subdivision Ordinance shall not be construed as granting variances to relieve hardship, and the action of the Zoning Board of Appeals shall not be required.

4. All other space standards except those specifically allowed in Table 401.13.13.B.1 of the Subdivision Ordinance for the respective district shall apply to the Residential Open Space Subdivision. Chapter 402 Gray Zoning Ordinance

E. Provisions for Multi-Family Development: Provisions for multi-family development are contained in Section 402.10.14 of Site Plan Review. For the purposes of this Ordinance, multi-family development is not considered to be a Residential Open Space subdivision.

402.7.9 ACCESSORY DWELLING UNITS

A. General Standards:

1. For any lot located fully or partially in a Shoreland Zoning district, Accessory Dwelling Units must independently comply with all Shoreland Zoning requirements.

2. Except as established above in this section for lots partially or fully in the Shoreland Zoning District, Accessory Dwelling Units shall be permitted in all zoning districts where single-family housing is permitted, on the same lot as a single-family dwelling, constructed only:

- Within an existing single-family dwelling unit on the lot;
- Attached to, or sharing a wall with, a single-family dwelling unit;
- As a new structure on a lot for the primary purpose of creating an Accessory Dwelling Unit;
- Within an existing detached accessory structure on the same lot as a single-family dwelling

1. *Accessory dwelling units are specifically prohibited in, on, or within any of the following:*

- a. any two-family or multi-family dwelling;
- b. any lot that contains one (1) or more principal commercial use(s) either on the parcel or in any structure located on such lot; or
- c. any lot that does not have a single-family dwelling as its principal use

4. Only one (1) Accessory Dwelling Unit is allowed per lot, and only on a lot on which the CEO has determined the primary use to be a single-family dwelling.

5. The minimum square footage of finished living area for Accessory Dwelling Units is one-hundred-and-ninety (190) square feet.

6. The maximum footprint for any Accessory Dwelling Unit is seven-hundred-fifty (750) square feet and shall not exceed the footprint of the primary dwelling unit. If the footprint of the primary dwelling is 750 sf or less, the maximum footprint of the Accessory Dwelling Unit shall not exceed 90% of the primary dwelling's footprint. The Zoning Board of Appeals shall not have the authority to increase this footprint by variance or otherwise.

7. Although an existing single-family dwelling may be expanded or utilized for the purposes of creating an Accessory Dwelling Unit, no portion of an Accessory Dwelling Unit shall be located within minimum lot line setbacks, including non-conforming structures of record.

8. Accessory Dwelling Units must comply with applicable building and fire safety codes.

9. Accessory dwelling units must have shared common utilities, such as water and wastewater disposal, with the single-family dwelling, except as required by applicable codes.

10. One Accessory Dwelling Units must be allowed on any lot where a single-family dwelling is the principal structure. In the event that one (1) Accessory Dwelling Unit has been duly permitted and constructed on a lot utilizing this exemption from zoning density requirements for minimum area per dwelling unit, as established in Table 402.5.4.A, any additional dwelling unit, including any Accessory Dwelling Units, must comply with all dimensional standards established in Tables 402.5.4 A and B, regardless of whether the lot conforms to current dimensional requirements as established in this ordinance. Any new structure constructed on the lot to be an Accessory Dwelling Unit must meet the current applicable dimensional requirements for a structure.

11. An Accessory Dwelling Unit shall be permitted only as one (1) floor of living space, such as a one-story structure or a single floor above a garage.

12. Accessory Dwelling Units are intended to be accessed via the existing driveway and curb cut for the principal single-family dwelling, and must meet the standards established in the Street Ordinance, Chapter 400.

13. An accessory dwelling unit shall not be considered a separate dwelling unit when calculating lot area per dwelling unit for this Ordinance.

14. In accordance with Section 6 30-A M.R.S.A. §4364-B, an Accessory Dwelling Unit is not required to provide any additional parking requirements beyond the minimum number of off-street parking spaces established in Table 3 of Article 10 for the single-family dwelling unit located on the same lot as the Accessory Dwelling Unit.

B. Ownership Standards:

1. Ownership of the existing single-family dwelling and the Accessory Dwelling Unit must be held by the same person(s).

2. Either the existing single-family dwelling or the Accessory Dwelling Unit must be owner-occupied. "Owner-occupied" means that either the existing single-family dwelling or the Accessory Dwelling Unit must be occupied by a person(s) who has a legal ownership and bears risk of decline in value of the property and who receives any

payment from the lease or rental of the property.

C. Aesthetics:

1. Accessory Dwelling Units shall retain and respect the existing streetscape and character of the neighborhood, and preserve the single-family dwelling appearance, architectural style, and character of the dwelling.
2. Any exterior modifications to the single-family dwelling associated with the construction or installation of an Accessory Dwelling Unit must be consistent with architectural style and character of the single-family dwelling in terms of exterior materials, roof pitch/form, and window type/spacing.
3. Any exterior alteration of the single-family dwelling associated with the construction or installation of an Accessory Dwelling Unit must preserve the formal, front entrance of the building in order to maintain the single-family dwelling appearance and architectural style of the building, as determined by the Code Enforcement Officer with input from the Town Planner as appropriate.
4. Exterior stairs more than five (5) feet above final finished grade shall be enclosed and are restricted to the rear and sides of the accessory dwelling unit or the single-family dwelling in which it is located or to which it is attached, wherever practicable provided that that they are integrated into and consistent with the architecture of the building.
5. In the event that the Code Enforcement Officer and the applicant for the Accessory Dwelling Unit cannot agree on the aesthetic standards contained in this Section 402.7.9.C, the applicant may appeal to the Planning Board within thirty (30) days of the CEO's written decision.
6. All Accessory Dwelling Units in the Village Center and Village Center Proper zoning districts are subject to the Village Design Standards as referenced in the Village Center District Standards section of this Zoning Ordinance.

B. Wastewater Disposal:

1. An Accessory Dwelling Unit may be served by one of the following subsurface wastewater disposal (SSWD) systems that maintain standards established in the Maine Subsurface Wastewater Disposal Rule:
 - a) an existing SSWD system,
 - b) an upgraded SSWD system, or
 - c) a new SSWD system, designed by a licensed site evaluator, all as otherwise allowed by law.

2. In all cases, the SSWD system serving the Accessory Dwelling Unit must meet First Time System criteria as established in the Maine SSWD Rule. Utilizing Replacement System or Expanded System criteria per 10-144 CMR 241 is prohibited.
3. If an existing SSWD system is proposed to serve the Accessory Dwelling Unit without being upgraded, as may be allowed in the Maine SSWD Rule, the LPI shall require the applicant to submit sufficient documentation from a Maine licensed site evaluator showing the SSWD system meets First Time System criteria.
4. If a new SSWD system is proposed to serve the Accessory Dwelling Unit, the local plumbing inspector (LPI) shall have the authority to require the design be recorded at the CCRD if it does not need to be installed, as may be allowed in the Maine SSWD Rule.
5. The owner of the Accessory Dwelling Unit must provide written verification that the unit is connected to adequate wastewater services prior to receiving a Certificate of Occupancy. Written verification must include the following:
 - a. If an Accessory Dwelling Unit is connected to a septic system, proof of adequate sewage disposal for subsurface wastewater. The septic system must be verified as adequate by a local plumbing inspector, based on sufficient information provided to the LPI by the applicant or their consultant, pursuant to 30-A M.R.S. § 4221. Plans for a subsurface wastewater disposal system must be prepared by a licensed site evaluator in accordance with 10-144 C.M.R. Ch. 241, Subsurface Wastewater Disposal Rule; 19-100 Chapter 5 page 10.

E. Potable Water Supply Standards

1. The owner of the Accessory Dwelling Unit must provide written verification that the unit is connected to adequate potable water services prior to receiving a Certificate of Occupancy. Written verification must include the following:
 - a. If an Accessory Dwelling Unit is connected to a public, special district or other centrally managed water system, proof of adequate service to support any additional flow created by the unit, proof of payment for the connection and the volume and supply of water required for the unit; and
 - b. If an Accessory Dwelling Unit is connected to a well, proof of access to potable water, including the standards outlined in 01-672 C.M.R. Ch. 10, section 10.25(J), Land Use Districts and Standards. Any test of an existing well or proposed well must indicate that the water supply is potable and acceptable for domestic use.

A. Discontinuance:

If any of the applicable ordinance standards are no longer being met, use of the Accessory Dwelling Unit must be discontinued, and the single-family dwelling must revert to single-family

use by removing the eating and cooking facilities/equipment support system(s) from the Accessory Dwelling Unit as established in the definition of "Dwelling Unit" contained in the version of the International Residential Building Code most recently in effect.

402.8.3 Village Center District Standards

A. Replacement of Existing Buildings and Structures

Existing buildings or other structures in the Village Center and Village Center Proper Districts are allowed to be rebuilt or replaced with new construction [subject to the minimum area per dwelling unit or similar standards in effect at the time of the permit application submittal](#), provided that the existing “footprint” is not exceeded unless in conformance with the standards in Section 402.5.4 for the Village Center and Village Center Proper Districts, as well as the applicable portions of the Gray Village Center and Village Center Proper Design Standards.

1. Replacement of Destroyed or Damaged Building: The owner of a building or structure in the Village Center or Village Center Proper Districts that is destroyed or damaged by any means beyond the control of the owner shall have the option of rebuilding or restoring the building or structure Chapter 402 Gray Zoning Ordinance [subject to the minimum area per dwelling unit or similar standards in effect at the time of the permit application submittal](#), either on the same “footprint” or in accordance with the space standards of Section 402.5.4 within a period of one (1) year from the date of destruction or damage. The Code Enforcement Officer may issue a permit for one additional one (1) year period if reasonable progress is being made and nuisance conditions do not exist.

2. Voluntary Replacement: A building or structure in the Village Center or Village Center Proper Districts may be voluntarily replaced provided that the existing “footprint” is not exceeded, [subject to the minimum area per dwelling unit or similar standards in effect at the time of the permit application submittal](#). The construction of the replacement building or structure must be completed in accordance with a building permit drawn within one (1) year of the demolition of the prior building or structure and construction must be completed within a period of two (2) years from the date of the building permit. The building permit shall expire if the work or change involved is not commenced within one (1) year of the date on which the permit is issued, and if the work or change is not substantially completed within the two (2) years.

The Code Enforcement Officer may ~~is~~ issue a permit for one additional one (1) year period if reasonable progress is being made and if nuisance conditions do not exist. Before a building or structure is voluntarily replaced to the existing “footprint” under this paragraph, the owner must provide the Code Enforcement Officer with a Class D survey, conducted before demolition of the building or structure showing its exact location on the lot unless the replacement building or structure is proposed to be in accordance with the space standards of Section 402.5.4.

B. Special Performance Standards: The following standards apply in the Village Center and Village Center Proper Districts:

1. All developments requiring site plan review, subdivision review, conditional use review, or which otherwise involve multi-family development by the Planning Board shall conform to Parts 1-4 of the Town's Village Center and Village Center Proper District Design Standards, Parts 1-3 adopted December 18, 2007 and amended September 21, 2021; and Part 4 adopted September 21, 2021. The Planning Board shall be the reviewing authority for Gray Village Center and Village Center Proper Design Standards for all such development proposals that require Planning Board approval.

2. All of the following buildings, ~~or~~ structures or uses, whether newly constructed or pre-existing, substantially altered as defined below, in the Village Center or Village Center Proper Districts shall conform to Part 4 of the Gray Village Center and Village Center Proper Design Standards:

a. ~~single family homes, single-family dwellings;~~

b. two-family dwellings,

c. ~~and multi-family three family~~ dwellings,

d. multi-family developments,

~~bee.~~ accessory dwelling units,

~~ef.~~ all accessory structures regardless of size

3. For the purposes of this Section 402.8.3, substantially altered shall specifically include any building or structure that is repaired, altered or moved to the extent that a building permit is required in accordance with Article 9 of this Zoning Ordinance and/or a building code administered by the Town of Gray

402.10.14 Standards for Multi-Family Development Housing

In addition to the prior provisions of Section 10 for Site Plan Review, multi-family housing developments in all Districts shall meet the following standards:

A. Perimeter Buffer Strip

A buffer strip of at least fifty (50) feet in width shall be required around the perimeter of the land area for which the multi-family project is proposed. The required buffer strip shall consist of undisturbed vegetation provided that the existing vegetation consists of mature trees and acts as an effective screen. If existing vegetation provides a poor visual screen, a mix of new landscaping including trees, shrubs and grasses shall be planted.

B. Driveways and Parking

The scale and surface area of parking areas, driveways and paved areas shall:

- be compatible with adjacent structures, ~~must and~~;
- be located in the rear of the property, and;
- be properly screened from the roadway as applicable, and;
- ~~and must~~ provide for parking in accordance with the requirements of the Site Development Standards for Site Plan Review (Section 402.10.11).~~-B.~~

C. Internal Road Access to all Units

Access to all housing units within the multi-family development shall be located on the new interior road system constructed as part of the development.

D. Orientation and Scale of Buildings

Buildings shall be oriented with respect to scenic vistas, natural landscape features, topography and natural drainage areas, in accordance with an overall plan for site development. Buildings shall be compatible in terms of physical size, visual impact, intensity of use, proximity to other structures and density of development with other permitted uses within the District, as practically achievable based on the Planning Board's determination. In addition:

1. Individual lots, buildings, streets and parking areas shall be designed and situated:
 - a. To minimize alterations of the natural site;
 - b. To avoid the adverse effects of shadows, noise and traffic on the residents of the site;
 - c. To relate to surrounding properties, to improve the view from and of a building;
 - d. So that all dwelling units may take advantage of points of solar access.
2. Diversity and originality in lot layout and individual building, street, parking and lot layout shall be encouraged.

E. Number of Units per Building and Minimum Separation

1. In the Village Center zoning district, the maximum number of attached dwelling units per structure shall be thirty (30) for multi-family developments sited on lots of 14 acres or larger provided that the footprint of the multi-family development structure is less than 15,000 square feet.
2. For multi-family developments in all other zoning districts and in the Village Center zoning district on lots less than 14 acres, the maximum number of attached dwelling units per structure shall be ~~six (6)~~ten (10). ~~and the average number of attached dwelling units shall be four (4)~~.
3. For all multi-family developments, the distance between the foundations of any two principal structures shall be no less than the height of the taller of the two buildings, but in no event shall a building separation of less than thirty (30) feet be permitted.

4. Multi-family dwellings shall also be subject to the provisions of 402.7.22, entitled “Two or More Dwelling Units on One Lot.”

F. Utilities

All dwelling units in the development shall be connected to a common water supply and distribution system (either public or private) in accordance with any policies of the Gray Water District, unless the developer shall clearly demonstrate to the Planning Board that such a system is not feasible and, in addition:

1. That the costs of providing a common water supply and distribution system are prohibitive;
2. That adequate ground water is available at all locations proposed for individual water systems;
3. That the ground water source(s) proposed for individual water systems is safe from both on-site contamination; and
4. That the source proposed is adequate for installation of life-safety sprinkler systems for the entire development.

5. Water and wastewater. The owner of a multi-family housing development shall provide written verification to the Town of Gray that each unit of the housing development is connected to adequate supply of potable water and wastewater services before the Town of Gray Town may certify the development for occupancy. Written verification under this subsection must include:

a. Wastewater Disposal

i. If a housing unit is connected to a public, special district or other comparable sewer system, proof of adequate service to support any additional flow created by the unit and proof of payment for the connection to the sewer system;

ii. If a housing unit is connected to a septic system, proof of adequate sewage disposal for subsurface wastewater. Plans for subsurface wastewater disposal must be prepared by a licensed site evaluator in accordance with subsurface wastewater disposal rule adopted under 22 M.R.S.A. Section 42; The septic system must be verified as adequate by the local plumbing inspector under 30-A M.R.S.A. Section 4221.

iii. In all cases, the subsurface wastewater disposal system serving the Multi-Family Development must meet First Time System criteria as established in the Maine Subsurface Wastewater Disposal Rule. Utilizing Replacement System or Expanded System criteria ~~per as set forth in 10-144 CMR 241~~ is prohibited.

b. Water Supply

i. If a housing unit is connected to a public, special district or other centrally managed water system, proof of adequate service to support any additional flow

created by the unit, proof of payment for the connection and the volume and supply of water required for the unit; and

ii. If a housing unit is connected to a well, the owner of the property must provide written verification that the unit is connected to adequate potable water services prior to receiving a Certificate of Occupancy. Written verification must include the following: proof of access to potable water, including the standards outlined in 01-672 C.M.R. Ch. 10, section 10.25(J), Land Use Districts and Standards. Any test of an existing well or proposed well must indicate that the water supply is potable and acceptable for domestic use.

G. Shoreland zoning requirements

A multi-family housing development must comply with shoreland zoning requirements established by the Department of Environmental Protection under 38 M.R.S.A. Chapter 3 and the Town of Gray's Shoreland Zoning Ordinance, Chapter 403.

H. Subdivision requirements

This section may not be construed to exempt a subdivider from the requirements for division of a tract or parcel of land in accordance with the requirements of 30-A M.R.S.A. Section 4401-4408 regarding subdivisions.

J. Affordable Housing Developments

1. Affordable housing shall ~~be identified per the definition in this ordinance~~ meet one of the requirements set forth below:

a. For rental housing, a development in which a household whose income that does not exceed 80% of median income for the area as ~~defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended,~~ can afford 51% or more of the units in the development without spending more than 30% of the household's monthly income on housing costs.

b. For owned housing, a development in which a household whose income does not exceed 120% of the median income for the area as ~~defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended,~~ can afford 51% or more of the units in the development without spending more than 30% of the household's monthly income on housing costs.

2. Affordable Housing Developments are subject to the standards in this section, and permitted in all zoning districts where multi-family housing is conditionally permitted, subject to the provisions of Section 10 for Site Plan Review, Standards for Multi-family Development, and the following standards:

a. More than half of the proposed and existing units on the same lot must meet the definition of affordable housing. In determining affordability under this ordinance, “housing costs” are to include, but are not limited to:

i. for a rental unit, the cost of rent and any utilities (electric, heat, water, sewer and/or trash) that the household pays separately from the rent;

ii. for an owned unit, the cost of mortgage principal and interest, real estate taxes (including assessments), private mortgage insurance, homeowner’s insurance, condominium fees, and homeowners’ association fees.

3. A multi-family development that meets the definition of an affordable housing development is permitted a density of 2 ½ times greater than the maximum number of units allowed on a lot based on dimensional requirements in this Ordinance and the Net Residential Area/Net Residential Density requirements (as applicable) in the Subdivision Ordinance, and if located within a designated growth area, or if served by a public, special district or other centrally managed water system and a public, special district or other comparable sewer system. The development must comply with minimum lot size requirements in accordance with 12 M.R.S.A. Chapter 423-A as applicable.

4. A multi-family development that meets the definition of an affordable housing development is not required to provide more than two (2) off-street parking spaces for every three (3) units.

5. Long-term affordability. Before granting final approval of an affordable housing development, including but not limited to issuing an occupancy permit, the Town of Gray shall require that the owner of the affordable housing development have executed a restrictive covenant, recorded in the Cumberland County Registry of Deeds, for the benefit of and enforceable by a third party acceptable to the municipality, to ensure that for at least 30 years after completion of construction, the development meets the following minimum standards:

A. For rental housing, occupancy of all of the units designated affordable in the development will remain limited to households at or below 80% of the local area median income at the time of initial occupancy; and

B. For owned housing, occupancy of all of the units designated affordable in the development will remain limited to households at or below 120% of the local area median income at the time of initial occupancy.

402.7.22 Two or More Dwelling Units on One Lot

1. Subdivision approval is required as applicable.
2. For any property located partially or wholly within the Shoreland Zoning District, compliance with the standards established in Gray's Shoreland Zoning Ordinance, Chapter 403, is required.
3. Compliance with State of Maine Subsurface Wastewater Disposal Rule (10-144 CMR 241) is required and in all cases, the SSWD system serving the dwelling units must meet First Time System criteria as established in the Maine SSWD Rule. Utilizing Replacement System or Expanded System criteria per 10-144 CMR 241 is prohibited.
4. Any one parcel containing two or more multifamily dwellings, two or more two-family dwellings, or any combination of buildings containing more than four dwelling units is a multifamily development and must be reviewed and approved in accordance with the Multifamily Development Standards, established in 402.10.14.
5. Accessory dwelling units, as established in Section 402.7.9, are permitted provided that applicable standards are met and maintained.
6. One Accessory Dwelling Unit per lot, as permitted per 402.7.9, shall be exempt from zoning density requirements as established in Table 402.5.4.A but shall be considered a dwelling unit for the purposes of the maximum number of dwelling units on a lot, per below.
7. If more than one accessory dwelling unit has been constructed on a lot, the lot is not eligible for any additional increases in density.
8. For parcels that do not contain an existing dwelling unit, a maximum of four dwelling units may be allowed in a designated growth area, or a maximum of two dwelling units may be allowed outside of a designated growth area, provided that all applicable dimensional standards are maintained, specifically including the minimum lot area per dwelling unit, impervious cover and setbacks, as established in Tables 402.5.4 A and B.
9. In any district where housing is permitted, a maximum of two (2) additional dwelling units may be allowed on a lot with one existing dwelling. The two (2) additional dwelling units may be comprised of one (1) additional dwelling unit within or attached to an existing structure or one (1) additional detached dwelling unit, or one of each. If the maximum of two dwelling units have been constructed on a lot as a result of the density allowance provisions of this section, the lot is not eligible for any additional increases in density unless all applicable dimensional standards are maintained, specifically including the minimum area per dwelling unit, impervious cover and setbacks, as established in Tables 402.5.4 A and B herein, provisions of this section and of 402.7.9 Accessory Dwelling Units.
10. In the event that the one additional dwelling unit has been duly permitted and constructed on a lot utilizing this exemption from zoning density requirements for minimum area per dwelling

unit, as established in Table 402.5.4 A, any additional dwelling unit must comply with all dimensional standards established in Tables 402.5.4. A and B.

TABLE 3 – MINIMUM NUMBER OF OFF-STREET PARKING SPACES

Residential	
Dwelling: Single Family, Duplex	2 per dwelling unit
Multifamily:	
Studio	1.25 per dwelling unit
One Bedroom	1.5 per dwelling unit
Two or More Bedrooms	2 per dwelling unit
Affordable Housing Development	2 per every 3 dwelling units (maximum requirement)
Hotel/Motel	1.25 per guest room, plus 10 per 1000 sq. ft. restaurant/lounge, plus 30 per 1000 sq. ft. meeting/banquet room.
Senior Citizen Housing, Independent Living	0.6 per dwelling unit
Senior Citizen Housing, Assisted Living	0.4 per dwelling unit
Boarding Homes for Sheltered Care and Nursing Homes	1 per room
Rooming House:	
Single-Occupancy Unit	1 per dwelling unit
Double-Occupancy Unit	2 per dwelling unit
Employees	1 per employee
Visitors	As needed
Day Care, Facility (any type)	.35 per client of licensed capacity plus staff
Hospital/Medical Center	0.4 per employee, plus 1 per 3 beds, plus 1 per 5 average daily outpatient visits, plus 1 per 4 medical staff, plus 1 per student/faculty/staff
Retail/Service	
Retail Sales (not in shopping center)	3.5 per 1000 sq. ft. of gross floor area (GFA)
Supermarket (Freestanding)	4.5 per 1000 sq. ft. of GFA
Discount Superstore/Clubs	3.5 per 1000 sq. ft. of GFA
Home Improvement Superstore	2.5 per 1000 sq. ft. of GFA
Other Heavy/Hard Goods (Furniture, Appliances, Buildings Materials, etc.)	3.0 per 1000 sq. ft. of GFA
Shopping Centers	4.0 per 1000 sq. ft. of GFA,
Service Business, Personal	
Beauty Shops/Barber Shops	2 per treatment station, but not less than 4.3 per 1000 sq. ft. customer service area.
Coin-Operated Laundry/Dry Cleaning Services	3.5 per 1000 sq. ft. of GFA
Other	3.5 per 1000 sq. ft. of GFA

Fitness Center/Health Club	1 per 3 persons of permitted capacity
Retail Sales, Automobile Sales	2.7 per 1000 sq. ft. of interior sales area GFA, plus 1.5 per 1000 sq. ft. of interior area
Automobile Repair Services, Major or Minor	4 per service bay
Convenience Store	.25 per pump plus 1 per employee plus 4 per 1000 sq. ft.
Food and Beverage	
Restaurant	1 per 3 seats
Office and Business Services	
Business and Professional Office	4.5 per 1000 sq. ft. of GFA
Service Business, Commercial	4 per 1000 sq. ft. of GFA
Medical Office Building	5.5 per 1000 sq. ft. of GFA
Bank	5.5 per 1000 sq. ft. of GFA
Industry, Heavy	2 per 1000 sq. ft. of GFA
Industry, Light	1.5 per 1000 sq. ft.
Warehouse	0.7 per 1000 sq. ft. of GFA
Other Retail, Commercial or Business	4 per 1000 sq. ft. of GFA
Education	
Preschool/Nursery Schools	.35 per student plus 1 per employee
Elementary and Middle Schools	Per parking study specific to institution
High Schools	Per parking study specific to institution
College and University	Per parking study specific to institution
Cultural/Recreational/Entertainment	
Convention Center	0.25 per person of permitted capacity
Library	4.5 per 1000 sq. ft. of GFA
Place of Worship	1 for every 3 seats
Theater	1 for every 3 seats

Village Center/VCP Design Standards EXCERPT:

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,~~ single-family dwellings, two-family dwellings, multi-family dwellings, multi-family developments, 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

A. These Design Standards apply to all ~~single-family residential buildings, two-family residential buildings, three-family residential buildings,~~ single-family dwellings, two-family dwellings, multi-family dwellings, multi-family developments, 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 dwellings, two-family dwellings, multi-family dwellings, multi-family developments, accessory dwelling units, ~~single-family residential buildings, two-family residential buildings, three-family residential buildings, accessory dwelling units, multi-family dwellings, multi-family developments~~ 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:

STATE OF MAINE

—
IN THE YEAR OF OUR LORD
TWO THOUSAND TWENTY-TWO

—
H.P. 1489 - L.D. 2003

**An Act To Implement the Recommendations of the Commission To Increase
Housing Opportunities in Maine by Studying Zoning and Land Use
Restrictions**

Be it enacted by the People of the State of Maine as follows:

Sec. 1. 5 MRSA §13056, sub-§7, as amended by PL 2003, c. 159, §3, is further amended to read:

7. Contract for services. When contracting for services, to the maximum extent feasible, seek to use the State's private sector resources in conducting studies, providing services and preparing publications; ~~and~~

Sec. 2. 5 MRSA §13056, sub-§8, as enacted by PL 2003, c. 159, §4, is amended to read:

8. Lead agency for business assistance in response to certain events. Be the lead agency for the State to provide information and business assistance to employers and businesses as part of the State's response to an event that causes the Department of Labor to carry out rapid-response activities as described in 29 United States Code, Sections 2801 to 2872 (2002); ~~and~~

Sec. 3. 5 MRSA §13056, sub-§9 is enacted to read:

9. Establish statewide housing production goals. Establish, in coordination with the Maine State Housing Authority, a statewide housing production goal that increases the availability and affordability of all types of housing in all parts of the State. The department shall establish regional housing production goals based on the statewide housing production goal. In establishing these goals, the department shall:

A. Establish measurable standards and benchmarks for success of the goals;

B. Consider information submitted to the department from municipalities about current or prospective housing developments and permits issued for the construction of housing; and

C. Consider any other information as necessary to meet the goals pursuant to this subsection.

Sec. 4. 30-A MRSA §4364 is enacted to read:

§4364. Affordable housing density

For an affordable housing development approved on or after July 1, 2023, a municipality with density requirements shall apply density requirements in accordance with this section.

1. Definition. For the purposes of this section, "affordable housing development" means:

A. For rental housing, a development in which a household whose income does not exceed 80% of the median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford a majority of the units that the developer designates as affordable without spending more than 30% of the household's monthly income on housing costs; and

B. For owned housing, a development in which a household whose income does not exceed 120% of the median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford a majority of the units that the developer designates as affordable without spending more than 30% of the household's monthly income on housing costs.

2. Density requirements. A municipality shall allow an affordable housing development where multifamily dwellings are allowed to have a dwelling unit density of at least 2 1/2 times the base density that is otherwise allowed in that location and may not require more than 2 off-street parking spaces for every 3 units. The development must be in a designated growth area of a municipality consistent with section 4349-A, subsection 1, paragraph A or B or the development must be served by a public, special district or other centrally managed water system and a public, special district or other comparable sewer system. The development must comply with minimum lot size requirements in accordance with Title 12, chapter 423- A, as applicable.

3. Long-term affordability. Before approving an affordable housing development, a municipality shall require that the owner of the affordable housing development have executed a restrictive covenant, recorded in the appropriate registry of deeds, for the benefit of and enforceable by a party acceptable to the municipality, to ensure that for at least 30 years after completion of construction:

A. For rental housing, occupancy of all of the units designated affordable in the development will remain limited to households at or below 80% of the local area median income at the time of initial occupancy; and

B. For owned housing, occupancy of all of the units designated affordable in the development will remain limited to households at or below 120% of the local area median income at the time of initial occupancy.

4. Shoreland zoning. An affordable housing development must comply with shoreland zoning requirements established by the Department of Environmental Protection under Title 38, chapter 3 and municipal shoreland zoning ordinances.

5. Water and wastewater. The owner of an affordable housing development shall provide written verification to the municipality that each unit of the housing development is connected to adequate water and wastewater services before the municipality may certify the development for occupancy. Written verification under this subsection must include:

A. If a housing unit is connected to a public, special district or other comparable sewer system, proof of adequate service to support any additional flow created by the unit and proof of payment for the connection to the sewer system;

B. If a housing unit is connected to a septic system, proof of adequate sewage disposal for subsurface wastewater. The septic system must be verified as adequate by a local plumbing inspector under section 4221. Plans for subsurface wastewater disposal must be prepared by a licensed site evaluator in accordance with subsurface wastewater disposal rules adopted under Title 22, section 42;

C. If a housing unit is connected to a public, special district or other centrally managed water system, proof of adequate service to support any additional flow created by the unit, proof of payment for the connection and the volume and supply of water required for the unit; and

D. If a housing unit is connected to a well, proof of access to potable water. Any tests of an existing well or proposed well must indicate that the water supply is potable and acceptable for domestic use.

6. Subdivision requirements. This section may not be construed to exempt a subdivider from the requirements for division of a tract or parcel of land in accordance with subchapter 4.

7. Restrictive covenants. This section may not be construed to interfere with, abrogate or annul the validity or enforceability of any valid and enforceable easement, covenant, deed restriction or other agreement or instrument between private parties that imposes greater restrictions than those provided in this section, as long as the agreement does not abrogate rights under the United States Constitution or the Constitution of Maine.

8. Rules. The Department of Economic and Community Development shall adopt rules to administer and enforce this section. The department shall consult with the Department of Agriculture, Conservation and Forestry in adopting rules pursuant to this subsection. The rules must include criteria for a municipality to use in calculating housing costs. Rules adopted pursuant to this subsection are routine technical rules as defined in Title 5, chapter 375, subchapter 2-A.

Sec. 5. 30-A MRS §4364-A is enacted to read:

§4364-A. Residential areas, generally; up to 4 dwelling units allowed

1. Use allowed. Notwithstanding any provision of law to the contrary, except as provided in Title 12, chapter 423-A, for any area in which housing is allowed, a municipality shall allow structures with up to 2 dwelling units per lot if that lot does not contain an existing dwelling unit, except that a municipality shall allow up to 4 dwelling units per lot if that lot does not contain an existing dwelling unit and the lot is located in a designated growth area within a municipality consistent with section 4349-A, subsection 1, paragraph A or B or if the lot is served by a public, special district or other centrally managed water system and a public, special district or other comparable sewer system in a municipality without a comprehensive plan.

A municipality shall allow on a lot with one existing dwelling unit the addition of up to 2 dwelling units: one additional dwelling unit within or attached to an existing structure or one additional detached dwelling unit, or one of each.

A municipality may allow more units than the number required to be allowed by this subsection.

2. Zoning requirements. With respect to dwelling units allowed under this section, municipal zoning ordinances must comply with the following conditions.

A. If more than one dwelling unit has been constructed on a lot as a result of the allowance under this section or section 4364-B, the lot is not eligible for any additional increases in density except as allowed by the municipality.

B. A municipal zoning ordinance may establish a prohibition or an allowance for lots where a dwelling unit in existence after July 1, 2023 is torn down and an empty lot results.

3. General requirements. A municipal ordinance may not establish dimensional requirements or setback requirements for dwelling units allowed under this section that are greater than dimensional requirements or setback requirements for single-family housing units, except that a municipal ordinance may establish requirements for a lot area per dwelling unit as long as the required lot area for subsequent units on a lot is not greater than the required lot area for the first unit.

4. Water and wastewater. The owner of a housing structure must provide written verification to the municipality that the structure is connected to adequate water and wastewater services before the municipality may certify the structure for occupancy. Written verification under this subsection must include:

A. If a housing structure is connected to a public, special district or other comparable sewer system, proof of adequate service to support any additional flow created by the structure and proof of payment for the connection to the sewer system;

B. If a housing structure is connected to a septic system, proof of adequate sewage disposal for subsurface wastewater. The septic system must be verified as adequate by a local plumbing inspector under section 4221. Plans for subsurface wastewater disposal must be prepared by a licensed site evaluator in accordance with subsurface wastewater disposal rules adopted under Title 22, section 42;

C. If a housing structure is connected to a public, special district or other centrally managed water system, proof of adequate service to support any additional flow created by the structure, proof of payment for the connection and the volume and supply of water required for the structure; and

D. If a housing structure is connected to a well, proof of access to potable water. Any tests of an existing well or proposed well must indicate that the water supply is potable and acceptable for domestic use.

5. Municipal implementation. In adopting an ordinance, a municipality may:

A. Establish an application and permitting process for housing structures;

B. Impose fines for violations of building, zoning and utility requirements for housing structures; and

C. Establish alternative criteria that are less restrictive than the requirements of subsection 4 for the approval of a housing structure only in circumstances in which the municipality would be able to provide a variance under section 4353, subsection 4, 4-A, 4-B or 4-C.

6. Shoreland zoning. A housing structure must comply with shoreland zoning requirements established by the Department of Environmental Protection under Title 38, chapter 3 and municipal shoreland zoning ordinances.

7. Subdivision requirements. This section may not be construed to exempt a subdivider from the requirements for division of a tract or parcel of land in accordance with subchapter 4.

8. Restrictive covenants. This section may not be construed to interfere with, abrogate or annul the validity or enforceability of any valid and enforceable easement, covenant, deed restriction or other agreement or instrument between private parties that imposes greater restrictions than those provided in this section, as long as the agreement does not abrogate rights under the United States Constitution or the Constitution of Maine.

9. Rules. The Department of Economic and Community Development may adopt rules to administer and enforce this section. The department shall consult with the Department of Agriculture, Conservation and Forestry in adopting rules pursuant to this subsection. Rules adopted pursuant to this section are routine technical rules as defined in Title 5, chapter 375, subchapter 2-A.

10. Implementation. A municipality is not required to implement the requirements of this section until July 1, 2023.

Sec. 6. 30-A MRSA §4364-B is enacted to read:

§4364-B. Accessory dwelling units

1. Use permitted. Except as provided in Title 12, chapter 423-A, a municipality shall allow an accessory dwelling unit to be located on the same lot as a single-family dwelling unit in any area in which housing is permitted.

2. Restrictions. An accessory dwelling unit may be constructed only:

A. Within an existing dwelling unit on the lot;

B. Attached to or sharing a wall with a single-family dwelling unit; or

C. As a new structure on the lot for the primary purpose of creating an accessory dwelling unit.

This subsection does not restrict the construction or permitting of accessory dwelling units constructed and certified for occupancy prior to July 1, 2023.

3. Zoning requirements. With respect to accessory dwelling units, municipal zoning ordinances must comply with the following conditions:

A. At least one accessory dwelling unit must be allowed on any lot where a single-family dwelling unit is the principal structure; and

B. If more than one accessory dwelling unit has been constructed on a lot as a result of the allowance under this section or section 4364-A, the lot is not eligible for any additional increases in density except as allowed by the municipality.

4. General requirements. With respect to accessory dwelling units, municipalities shall comply with the following conditions.

A. A municipality shall exempt an accessory dwelling unit from any density requirements or calculations related to the area in which the accessory dwelling unit is constructed.

B. For an accessory dwelling unit located within the same structure as a single-family dwelling unit or attached to or sharing a wall with a single-family dwelling unit, the setback requirements and dimensional requirements must be the same as the setback requirements and dimensional requirements of the single-family dwelling unit, except for an accessory dwelling unit permitted in an existing accessory building or secondary building or garage as of July 1, 2023, in which case the requisite setback requirements for such a structure apply. A municipality may establish more permissive dimensional and set back requirements for an accessory dwelling unit.

C. An accessory dwelling unit may not be subject to any additional parking requirements beyond the parking requirements of the single-family dwelling unit on the lot where the accessory dwelling unit is located.

5. Shoreland zoning. An accessory dwelling unit must comply with shoreland zoning requirements established by the Department of Environmental Protection under Title 38, chapter 3 and municipal shoreland zoning ordinances.

6. Size requirements. An accessory dwelling unit must meet a minimum size of 190 square feet. If the Technical Building Codes and Standards Board under Title 10, section 9722 adopts a different minimum size, that standard applies. A municipality may impose a maximum size for an accessory dwelling unit.

7. Water and wastewater. The owner of an accessory dwelling unit must provide written verification to the municipality that the accessory dwelling unit is connected to adequate water and wastewater services before the municipality may certify the accessory dwelling unit for occupancy. Written verification under this subsection must include:

A. If an accessory dwelling unit is connected to a public, special district or other comparable sewer system, proof of adequate service to support any additional flow created by the accessory dwelling unit and proof of payment for the connection to the sewer system;

B. If an accessory dwelling unit is connected to a septic system, proof of adequate sewage disposal for subsurface wastewater. The septic system must be verified as adequate by a local plumbing inspector under section 4221. Plans for subsurface wastewater disposal must be prepared by a licensed site evaluator in accordance with subsurface wastewater disposal rules adopted under Title 22, section 42;

C. If an accessory dwelling unit is connected to a public, special district or other centrally managed water system, proof of adequate service to support any additional flow created by the accessory dwelling unit, proof of payment for the connection and the volume and supply of water required for the accessory dwelling unit; and

D. If an accessory dwelling unit is connected to a well, proof of access to potable water. Any tests of an existing well or proposed well must indicate that the water supply is potable and acceptable for domestic use.

8. Municipal implementation. In adopting an ordinance under this section, a municipality may:

- A. Establish an application and permitting process for accessory dwelling units;
- B. Impose fines for violations of building, zoning and utility requirements for accessory dwelling units; and
- C. Establish alternative criteria that are less restrictive than the requirements of subsections 4, 5, 6 and 7 for the approval of an accessory dwelling unit only in circumstances in which the municipality would be able to provide a variance under section 4353, subsection 4, 4-A, 4-B or 4-C.

9. Rate of growth ordinance. A permit issued by a municipality for an accessory dwelling unit does not count as a permit issued toward a municipality's rate of growth ordinance as described in section 4360.

10. Subdivision requirements. This section may not be construed to exempt a subdivider from the requirements for division of a tract or parcel of land in accordance with subchapter 4.

11. Restrictive covenants. This section may not be construed to interfere with, abrogate or annul the validity or enforceability of any valid or enforceable easement, covenant, deed restriction or other agreement or instrument between private parties that imposes greater restrictions than those provided in this section, as long as the agreement does not abrogate rights under the United States Constitution or the Constitution of Maine.

12. Rules. The Department of Economic and Community Development may adopt rules to administer and enforce this section. The department shall consult with the Department of Agriculture, Conservation and Forestry in adopting rules pursuant to this subsection. Rules adopted pursuant to this subsection are routine technical rules as defined in Title 5, chapter 375, subchapter 2-A.

13. Implementation. A municipality is not required to implement the requirements of this section until July 1, 2023.

Sec. 7. 30-A MRSA §4364-C is enacted to read:

§4364-C. Municipal role in statewide housing production goals

This section governs the responsibilities and roles of municipalities in achieving the statewide and regional housing production goals set by the Department of Economic and Community Development in Title 5, section 13056, subsection 9.

1. Fair housing and nondiscrimination. A municipality shall ensure that ordinances and regulations are designed to affirmatively further the purposes of the federal Fair Housing Act, 42 United States Code, Chapter 45, as amended, and the Maine Human Rights Act to achieve the statewide or regional housing production goal.

2. Municipalities may regulate short-term rentals. A municipality may establish and enforce regulations regarding short-term rental units in order to achieve the statewide or regional housing production goal. For the purposes of this subsection, "short-term rental unit" means living quarters offered for rental through a transient rental platform as defined by Title 36, section 1752, subsection 20-C.

STATE OF MAINE

—
IN THE YEAR OF OUR LORD
TWO THOUSAND TWENTY-THREE

—
H.P. 1095 - L.D. 1706

**An Act to Clarify Statewide Laws Regarding Affordable Housing and
Accessory Dwelling Units**

Emergency preamble. Whereas, acts and resolves of the Legislature do not become effective until 90 days after adjournment unless enacted as emergencies; and

Whereas, current law requires, beginning July 1, 2023, all municipalities to allow a certain number of dwelling units under certain circumstances and the construction of accessory dwelling units on the same lot as a single-family dwelling unit and to comply with certain other zoning requirements; and

Whereas, it is the intent of this legislation to extend the implementation date for certain municipalities; and

Whereas, in the judgment of the Legislature, these facts create an emergency within the meaning of the Constitution of Maine and require the following legislation as immediately necessary for the preservation of the public peace, health and safety; now, therefore,

Be it enacted by the People of the State of Maine as follows:

Sec. 1. 30-A MRSA §4364, first ¶, as enacted by PL 2021, c. 672, §4, is amended to read:

For an affordable housing development approved on or after ~~July 1, 2023~~ the implementation date, a municipality with density requirements shall apply density requirements in accordance with this section.

Sec. 2. 30-A MRSA §4364, sub-§1, as enacted by PL 2021, c. 672, §4, is amended to read:

1. Definition. For the purposes of this section, "affordable housing development" means:

A. For rental housing, a development in which a household whose income does not exceed 80% of the median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford a majority

51% or more of the units that the developer designates as affordable in the development without spending more than 30% of the household's monthly income on housing costs; and

B. For owned housing, a development in which a household whose income does not exceed 120% of the median income for the area as defined by the United States Department of Housing and Urban Development under the United States Housing Act of 1937, Public Law 75-412, 50 Stat. 888, Section 8, as amended, can afford ~~a majority~~ 51% or more of the units that the developer designates as affordable in the development without spending more than 30% of the household's monthly income on housing costs.

Sec. 3. 30-A MRSA §4364, sub-§1-A is enacted to read:

1-A. Implementation date. For purposes of this section, "implementation date" means:

A. January 1, 2024 for municipalities for which ordinances may be enacted by the municipal officers without further action or approval by the voters of the municipality; and

B. July 1, 2024 for all other municipalities.

Sec. 4. 30-A MRSA §4364, sub-§3, as enacted by PL 2021, c. 672, §4, is amended to read:

3. Long-term affordability. Before ~~approving~~ granting final approval of an affordable housing development, including but not limited to issuing an occupancy permit, a municipality shall require that the owner of the affordable housing development have executed a restrictive covenant, recorded in the appropriate registry of deeds, for the benefit of and enforceable by a party acceptable to the municipality, to ensure that for at least 30 years after completion of construction:

A. For rental housing, occupancy of all of the units designated affordable in the development will remain limited to households at or below 80% of the local area median income at the time of initial occupancy; and

B. For owned housing, occupancy of all of the units designated affordable in the development will remain limited to households at or below 120% of the local area median income at the time of initial occupancy.

Sec. 5. 30-A MRSA §4364, sub-§6, as enacted by PL 2021, c. 672, §4, is amended to read:

6. Subdivision requirements. This section may not be construed to exempt a subdivider from the requirements ~~for division of a tract or parcel of land in accordance with~~ subchapter 4.

Sec. 6. 30-A MRSA §4364-A, sub-§1, as enacted by PL 2021, c. 672, §5, is amended to read:

1. Use allowed. Notwithstanding any provision of law to the contrary, except as provided in Title 12, chapter 423-A, for any area in which ~~housing is residential uses are~~ allowed, including as a conditional use, a municipality shall allow structures with up to 2 dwelling units per lot if that lot does not contain an existing dwelling unit, except that a municipality shall allow up to 4 dwelling units per lot if that lot does not contain an existing

dwelling unit and the lot is located in a designated growth area within a municipality consistent with section 4349-A, subsection 1, paragraph A or B or if the lot is served by a public, special district or other centrally managed water system and a public, special district or other comparable sewer system in a municipality without a comprehensive plan.

A municipality shall allow on a lot with one existing dwelling unit the addition of up to 2 dwelling units: one additional dwelling unit within or attached to an existing structure or one additional detached dwelling unit, or one of each.

A municipality may allow more units than the number required to be allowed by this subsection.

Sec. 7. 30-A MRSA §4364-A, sub-§1-A is enacted to read:

1-A. Implementation date. For purposes of this section, "implementation date" has the same meaning as in section 4364, subsection 1-A.

Sec. 8. 30-A MRSA §4364-A, sub-§2, ¶B, as enacted by PL 2021, c. 672, §5, is amended to read:

B. A municipal zoning ordinance may establish a prohibition or an allowance for lots where a dwelling unit in existence after ~~July 1, 2023~~ the implementation date is torn down and an empty lot results.

Sec. 9. 30-A MRSA §4364-A, sub-§3, as enacted by PL 2021, c. 672, §5, is amended to read:

3. General requirements. A municipal ordinance may not establish dimensional requirements ~~or, including but not limited to~~ setback requirements, for dwelling units allowed under this section that are greater than dimensional requirements ~~or, including but not limited to~~ setback requirements, for single-family housing units, except that a municipal ordinance may establish requirements for a lot area per dwelling unit as long as the required lot area for subsequent units on a lot is not greater than the required lot area for the first unit.

Sec. 10. 30-A MRSA §4364-A, sub-§7, as enacted by PL 2021, c. 672, §5, is amended to read:

7. Subdivision requirements. This section may not be construed to exempt a subdivider from the requirements ~~for division of a tract or parcel of land in accordance with~~ subchapter 4.

Sec. 11. 30-A MRSA §4364-A, sub-§10, as enacted by PL 2021, c. 672, §5, is amended to read:

10. Implementation. A municipality is not required to implement the requirements of this section until ~~July 1, 2023~~ the implementation date.

Sec. 12. 30-A MRSA §4364-B, sub-§1, as enacted by PL 2021, c. 672, §6, is amended to read:

1. Use permitted. Except as provided in Title 12, chapter 423-A, a municipality shall allow an accessory dwelling unit to be located on the same lot as a single-family dwelling unit in any area in which ~~housing is~~ residential uses are permitted, including as a conditional use.

Sec. 13. 30-A MRSA §4364-B, sub-§1-A is enacted to read:

1-A. Implementation date. For purposes of this section, "implementation date" has the same meaning as in section 4364, subsection 1-A.

Sec. 14. 30-A MRSA §4364-B, sub-§2, as enacted by PL 2021, c. 672, §6, is amended by amending the first blocked paragraph to read:

This subsection does not restrict the construction or permitting of accessory dwelling units constructed and certified for occupancy prior to ~~July 1, 2023~~ the implementation date.

Sec. 15. 30-A MRSA §4364-B, sub-§3, as enacted by PL 2021, c. 672, §6, is amended to read:

3. Zoning requirements. With respect to accessory dwelling units, municipal zoning ordinances must comply with the following conditions:

- A. At least one accessory dwelling unit must be allowed on any lot where a single-family dwelling unit is the principal structure; ~~and~~
- B. If more than one accessory dwelling unit has been constructed on a lot as a result of the allowance under this section ~~or section 4364-A~~, the lot is not eligible for any additional increases in density except as allowed by the municipality; ~~and~~
- C. An accessory dwelling unit is allowed on a lot that does not conform to the municipal zoning ordinance if the accessory dwelling unit does not further increase the nonconformity.

Sec. 16. 30-A MRSA §4364-B, sub-§4, ¶B, as corrected by RR 2021, c. 2, Pt. A, §110, is amended to read:

B. For an accessory dwelling unit located within the same structure as a single-family dwelling unit or attached to or sharing a wall with a single-family dwelling unit, the setback requirements and dimensional requirements must be the same as the setback requirements and dimensional requirements of the single-family dwelling unit, except for an accessory dwelling unit permitted in an existing accessory building or secondary building or garage as of ~~July 1, 2023~~ the implementation date, in which case the requisite setback requirements for such a structure apply. A municipality may establish more permissive dimensional and setback requirements for an accessory dwelling unit.

Sec. 17. 30-A MRSA §4364-B, sub-§4, ¶D is enacted to read:

D. An accessory dwelling unit that was not built with municipal approval must be allowed if the accessory dwelling unit otherwise meets the requirements for accessory dwelling units of the municipality and under this section.

Sec. 18. 30-A MRSA §4364-B, sub-§5, as enacted by PL 2021, c. 672, §6, is amended to read:

5. Shoreland zoning. An accessory dwelling unit must comply with shoreland zoning requirements established by the Department of Environmental Protection under Title 38, chapter 3 and municipal shoreland zoning ordinances, except that a municipality may not categorically prohibit accessory dwelling units in the shoreland zone that would otherwise meet requirements established by the Department of Environmental Protection under Title 38, chapter 3 and municipal shoreland zoning ordinances.

Sec. 19. 30-A MRSA §4364-B, sub-§8, ¶A, as enacted by PL 2021, c. 672, §6, is amended to read:

A. Establish an application and permitting process for accessory dwelling units that does not require planning board approval;

Sec. 20. 30-A MRSA §4364-B, sub-§10, as enacted by PL 2021, c. 672, §6, is amended to read:

10. Subdivision requirements. This section may not be construed to exempt a subdivider from the requirements ~~for division of a tract or parcel of land in accordance with~~ subchapter 4.

Sec. 21. 30-A MRSA §4364-B, sub-§13, as enacted by PL 2021, c. 672, §6, is amended to read:

13. Implementation. A municipality is not required to implement the requirements of this section until ~~July 1, 2023~~ the implementation date.

Emergency clause. In view of the emergency cited in the preamble, this legislation takes effect when approved.



What Can Be Built On This Lot?

ON LAND WITH ZERO EXISTING UNITS

▶ In a growth area consistent with section 4349-A, subsection 1, paragraph A or B, with public water and sewer in municipality without a comprehensive plan



▶ Up to 4 dwelling units, detached or attached

▶ Outside growth area



▶ Up to 2 dwelling units, if attached

ON LAND WITH ONE EXISTING UNIT

▶ Up to 2 additional dwelling units



▶ Choose:
a. One unit within or attached
b. One unit detached
c. One of each

▶ 1 accessory dwelling unit



▶ Exempt from:
a. Rate of growth ordinances
b. Additional density area/standards
c. Additional parking requirements

ON LAND WITH TWO EXISTING UNITS

▶ No new structure may be built unless allowed under local ordinance

PRIVATE, STATE OR LOCAL STANDARDS SUCH AS THESE MAY APPLY:

- Home Owners Association regulations
- Deed restrictions
- Lot size, set back, density (not greater than single family)
- Septic requirements
- Minimum Lot Size
- Additional Parking requirement
- Growth ordinance permits
- Shoreland Zoning
- Subdivision Law

PRIVATE, STATE OR LOCAL STANDARDS SUCH AS THESE MAY APPLY:

- Home Owners Association regulations
- Deed restrictions
- Lot size or set back requirements (not greater than single family/existing accessory structure)
- Septic requirements
- Shoreland Zoning
- Other locally determined ADU standards (e.g. maximum size, rules regarding short term rental, etc.)

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AND SONS, INC.
Since 1928

**3 Trident Drive, Lewiston, Maine 04240 & 735 Main Road North, Hampden, Maine 04444
(207) 783-0297 * (800) 244-0297 * Fax (207) 782-7108**

September 18, 2023

Tim Estes
Town of Gray
123 Shaker Road
Gray ME 04039

RE: Fuel Pumps, Fuel Management

Tim,

The following is a cost estimate for new fuel pumps and a new fuel management system. (FuelForce 894K). I recommend a webinar with a factory rep to go over this system prior to ordering the equipment. I can set that up, just let me know.

Scope of work:

1. Remove existing suction pumps and set off to the side for disposal by Town of Gray.
2. Supply and install (2) New Wayne Reliance suction pumps. One diesel and one gasoline.
3. Pumps to have all stainless-steel panels, 10:1 pulsers, lighted brand panels.
4. New hoses, nozzles, swivels, breakaways...diesel to have (1) Hi-hose retractor assembly.
5. Supply and install (1) New Island mounted Fuel Force 894K fuel management system with numeric keypad.
6. Provide cloud-based Fuel Serve.net web hosting with 1st year wireless.
7. 50 programmed key fobs.
8. Factory set up, wireless modem, support hook-up and check out, customer training.
9. Provide product piping and electrical wiring for all new equipment.
10. Start up and calibrate new pumps, test for proper operation.

Labor & Materials: \$ 39,400.34 *See below options for annual cost direct to FuelForce after First Year.**



FuelServe Annual choices:

1. Full Service – unlimited help desk, phone and email - \$1,500/yr
2. Basic Service – NO phone support. Unlimited email. \$600/yr
3. Free Service – NO phone support, NO email support. If the customer calls in some day, they are billed on a case by case basis at \$400/incident. Incident is when both parties agree the “problem” has been fixed. \$0/yr for FREE Service.

The Cell Service – right now is about \$300-\$400 per year.

We start all customers off at Full Service first year. \$1,800.00 which is included above. After year 1, we send Invoice for upcoming year with a question: “What level of Service do you want”? (Full, Basic, Free)?

Exclusions: *Any repairs to underground product piping or electrical wiring. Any out of scope not mentioned above.*

Sincerely,



Elwin “Scottie” Scott Jr.
President

Terms of Financing

50% due upon acceptance

50% due upon completion

Signature of Acceptance: _____

(Tim Estes, For TOWN OF GRAY)

(Date)



Simard & Sons, Inc.
TERMS AND CONDITIONS

This Agreement, along with any specifications attached hereto or to which this Agreement is attached, will constitute a valid and binding contract between **TOWN OF GRAY** (the "Purchaser") and Simard & Sons, Inc. ("S&S"), our heirs, personal representatives, successors and assigns, subject to all terms and conditions to follow:

It is expressly agreed that there are no promises, agreements, or understandings, oral or written, not specified in this Agreement. Prices quoted are for acceptance within 30 days and, unless otherwise specified, are subject to change after that date. Scheduling and completion dates are contingent upon fire, strikes, accidents or other delays beyond the control of S&S.

The Purchaser shall obtain all permits except where noted. All material used in association with the work of S&S on the premises of the Purchaser (the "Material") will remain the property of S&S until the prices and costs specified in this contract (the "Price") are paid in full. S&S shall have the right to enter onto the premises of the Purchaser, without prior consent, for purposes of removing the Material in the event that Purchaser fails to make payment in full as provided herein, and nothing herein shall be deemed to be conveyance by S&S of its agents and employees. Payment in full of the Price shall be made within **Thirty (30)** days of receipt of invoice from S&S. Purchaser waives any and all rights to notice in connection with an action for forcible entry and detainer to recover material described above, and also waives any defenses in the event that Purchaser has failed to make payment when due without cause. A 1.5% per month late payment charge shall be applied to any overdue balance if payment is not received when due. (18% APR)

S&S shall be entitled to recover all costs incurred in connection with the enforcement of this contract, including but not limited to, reasonable attorney fees. Purchaser waives any presentment, demand, protest, and any other notice from S&S regarding the payment hereunder.

This contract shall be governed by the laws of the State of Maine.

In the event that any portion of the Agreement is declared void or unenforceable by a court of competent jurisdiction, the remaining portion shall remain in full force and effect.

Warranty Policy – *Equipment furnished as a part of this proposal is warranted by the manufacturers. These warranties are passed through the seller to the buyer according to the manufactures policy. All used equipment to have a 30 day parts only warranty.*

Date: _____

By: _____

Signature for **TOWN OF GRAY**

By: _____

Elwin R. Scott, Jr. for: **Simard & Sons, Inc.**



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

Submission #153

[View](#)[Edit](#)[Delete](#)[Previous submission](#)[Next submission](#)[Print](#) [Resend e-mails](#)

Submission information

Form: [Volunteer Resources](#)

Submitted by Anonymous (not verified)

September 8, 2023 - 3:12pm

216.220.249.187

Application Date: September 8, 2023

Contact Details

First/Middle Name: Sandra

Last Name: Carder

Street/PO Box: 186 Shaker Road

City, State, Zip: Gray, ME 04039

Phone Number: 2075225528

Email Address: iowacarder@securespeed.us

Employment

Occupation: N/A

Present Employer: N/A

Employer Phone Number: N/A

Are you a Gray resident? Yes

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

Resiliency Committee

Reason for selecting this particular board/committee?

I have been an environmental advocate since I was a young adult. I have developed a rich appreciation for nature throughout my life enjoying camping, hiking, biking, kayaking, etc. and visiting National Parks throughout the

US. As part of my Council work, this appreciation has expanded to infrastructure impacts, food impacts, and water quality impacts from our changing climate.

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

I have very strong project management and organizational skills. I was on the Council during the pandemic and understand the need to build local resiliency for basic resident needs. I served on the Greater Portland Council of Government as they worked with State partners on Climate Action planning. I am aware of the State programs enabling this Committee to work with 207 Permaculture on the behest of the Council to develop a local plan in partnership with New Gloucester and Durham.

What talents and skills would you bring to this position?

I worked at Liberty Mutual Insurance Company for 22 years primarily as a Business Operations Leader responsible for retrospective WC bill calculation, personnel, training and budgets. I transitioned into a Supervising Business Analyst for the last several years and was responsible for a company merger, various large-scale projects, the creation of policies & procedures manuals and several software/system application upgrades. I am detailed oriented, and task driven. I have strong communication skills and solid application skills. I work well on teams & enjoy helping others find ways to contribute to efforts. I am also a strong proponent of regional work and look forward to making the partnership with NG & Durham successful. I also participated in the workshop held by 207 Permaculture and hosted by this Committee.

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

The primary focus right now is to assist with completing the work underway by 207 Permaculture to develop a Resiliency & Climate Action Plan which can be presented to the Council/Staff for consideration. This would include identifying critical changes which will impact the Town and Region, work to find actionable steps residents and the Town can take to minimize the impacts and work to build resiliency into systems (food supply, transportation, etc.). Working to expand education among businesses and residents to reduce waste, to use native species, reduce chemical impacts on water and soil, etc is also a goal.

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

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

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

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

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

Thank you for your consideration (again)!

How did you hear about this volunteer opportunity?

Other

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

Yes

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

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide an Annual Report for inclusion in each Town of Gray Annual Report. Said annual report must be submitted no later than August 1 of each year and should address: Accomplishments for the period from Jul 1 – Jun 30 of the immediately preceding fiscal year; Board/committee goals for the current fiscal year from Jul 1 – Jun 30; Forseeable obstacles to attaining said goals; Fiscal resources anticipated to meet said goals; Council support / action anticipated in order to meet said goals; Any additional board/committee activity during the period of particular interest to the Gray community.
Yes

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

[Previous submission](#) Next submission



BOARD/COMMITTEE APPLICATION TOWN OF GRAY MAINE

For Office Use Only

Date Received: _____

Received by: _____

CONTACT INFORMATION

Name	Robert Coleman	E-Mail Address	coleman.maine@gmail.com
Street Address	15 Valley High Rd	City/State/Zip	Gray, ME 04039
Phone Number	207-232-2849	Work Phone	
Gray Resident?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

EMPLOYMENT

Occupation	Small business owner
Employer	ClarityMine Technologies
Employer Phone	207-232-2849

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 checked="" type="checkbox"/>	Finance Committee	<input type="checkbox"/>	Zoning Board of Appeals
<input type="checkbox"/>	Library Board of Trustees	<input type="checkbox"/>	Other (please specify)

Reason for selecting particular board/committee:

I have some relevant experience and a keen interest in the careful management of our Town's finances. I hope my involvement might benefit the citizens of Gray.

SPECIAL SKILLS OR QUALIFICATIONS

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

While I am not an accountant, I do have significant experience developing and managing budgets, and managing operational expenditures from my previous roles (see below fmi.) Today, as a small business owner, I manage all financial aspects of my business including revenues, payroll, taxes, insurance, etc. Moreover, my company specializes in data analysis, data mining and data presentation. I believe my experience might assist the Town in developing and managing our budget, and in more clearly describing and defending what is ultimately proposed. I recognize the Finance Committee does not develop the budget, but only supports the Town Council and Town Management in the development thereof.

What talents and skills would you bring to this position?

For 26 years, I was an IT Director at MaineHealth. In my role there, I was responsible for the development and management of a budget that grew to exceed \$6M. Each year I was responsible for ensuring cost increases were minimized, revenues maximized, and the budget balanced. I retired from MaineHealth in December of 2021 to pursue the acquisition and management of my own IT company. That transaction has been successful. My company's primary work involves in depth financial data analysis related to insurance / reinsurance catastrophe losses.

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

Per the Town's website, the Finance Committee's role shall be advisory only, except for those duties and responsibilities specified to them by the Town Charter or by ordinance. Some of the responsibilities include: properly notify the public in accordance to the Town Charter and State law; be advisory to the Town Council; review monthly financial reports of the Town, including the Town's investments and policy and report the results to the Council as a whole; develop and review biannually, the investment policies of the Town, assuring that all assets of the Town have been properly protected and invested in compliance with State and Federal laws and regulations; meet with the auditors annually and report their findings to the Council; if so authorized, recommend additional procurement policy items in accordance with the Charter that may be recommended to the management of the Town, and finally, make recommendations to the Council.

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

I am and have been a member of the Town's Open Space Committee since its inception. I am a former chair of that committee, and was very involved in the development of our Open Space Plan. For that work, I was nominated for and given one of the Town's Volunteer of the Year awards. Also, the Open Space Committee received the Town's Committee of the Year award. (Note ... both of these awards were the result of our team's efforts ... the awards should be viewed as an acknowledgment of all our work, not just mine.) I am also very involved in my church, Pathway Vineyard. I have been an active member of the Vineyard for over 30 years.

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

YES NO

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

YES NO

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

Like many citizens in Gray, I am concerned about the affordability of housing in our Town, particularly due to the impact high housing costs have on the younger generation. We must be careful to control expenditures and keep them in line with the nominal growth and expansion of our Town, and within inflationary expectations. This does not mean, though, that I am fundamentally against all capital improvements in our Town. In fact, I would support much of what has been recently proposed, but found it difficult to support the overall budget due to the unexplained (in my opinion) significant increases in the operational expenses contained in the budget. I would expect my involvement in the finance committee would enlighten me regarding the necessity of these increases, and perhaps I can help assist in presenting this data in a way that others could support it too. I respect the work of the Finance Committee and the Town Council. I recognize fiscal management is a difficult task. Thank you for your consideration.

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 9/22/2023

Signature



**TOWN OF GRAY, MAINE
IN TOWN COUNCIL**



Order Authorizing Town to Join MainePers Consolidated Participating Local District Plan

WHEREAS, the Town authorized an amount of \$80,522.00 as part of the Public Safety Pay & Benefits Retirement expense line for the Fiscal Year 2024 budget by vote during a Town Meeting duly called and held on September 9, 2023;

WHEREAS, pursuant to such Town Meeting authorization, the Town desires to join the Maine Public Employees Retirement System (MainePERS) as a Participating Local District effective October 1, 2023, and;

THEREFORE, BE IT ORDERED by the Town Council of the Town of Gray as follows:

1. It is the intent of the Town Council that this Order shall constitute the Town’s declaration of intent to offer Special Plan 3C to its full-time firefighters who regularly work at least 42 hours per week, 52 weeks per year, and to its fire chiefs effective October 1, 2023; and
2. To exclude all other employees and appointed officials, including part-time, seasonal and temporary employees, and all elected officials from participating in MainePERS; and
3. To allow its eligible employees who are employed by the Town on October 1, 2023, who elect to join MainePERS, the option to purchase prior service upon the employee’s full payment of all associated costs. The Town will not participate in the purchase of prior service and so employees who wish to purchase prior service are responsible for paying the full liability associated with this service; and
4. To adopt the provisions of 5 M.R.S. §18252-C as enacted by PL 2021, Chapter 286 as allowed by MainePERS Rule Chapter 803 for its non-participating employees with optional membership who previously declined to participate in MainePERS (“eligible employees”) and to comply with the following requirements:
 - i. Beginning in 2024, to annually offer eligible employees who have been employed for less than 5 years the opportunity to join MainePERS on a prospective basis during an open enrollment period from September 1st through November 1st and to provide MainePERS with documentation of each election made by eligible employees under this provision: and
 - ii. To withhold employee contributions for employees who join under this provision on an after-tax basis and to remit them to MainePERS; and
5. To authorize Joshua Tiffany, Interim Town Manager to sign the agreement between the Town and the Maine Public Employees Retirement System.

Adopted this 3rd day of October, 2023 by the Municipal Officers of Gray, Maine:

Krista Chappell, Chair

Matthew Hight

Anne Gass

Dan Maguire

Martin Meaney



TOWN OF GRAY

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

ADMINISTRATION

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

MEMORANDUM

Date: September 29, 2023
To: Gray Town Council
From: Jonathan Hartt
Re: Position Descriptions

Council, thank you for considering these new/revised position descriptions for Town staff. Changes aim to enhance clarity, align with industry standards, and address the Town's evolving needs. Please see the following notes and let me know if you have any questions.

1. Assistant Director - Recreation

The Childcare Coordinator position will be promoted to Assistant Director. This new title and classification better represent the broad scope of supervisory responsibilities and the pivotal role this position plays in supporting events and programming. As the Recreation Director explained during budget meetings in March, this position will also allow the department to address contingency and resiliency planning. It's important to note increasing demand for the department's childcare services—in the past three years, Before Care enrollment has increased 14% and After Care enrollment has increased 29%. The position's salary will be funded through the enterprise fund and will not require additional taxpayer funding.

2. Assistant Clerk - Administration

Gray's growing population has meant more demands on town services such as elections, permits, licenses, and public records. From FY22 to FY23, the town saw an increase of 972 voters and the Clerk's Office performed 1,075 more registrations. To address these demands and staffing needs in Administration, the FY24 municipal budget funds an additional Assistant Clerk. This revised position description document defines qualifications and responsibilities for the Assistant Clerk. It also reflects the fact that in July 2022 the Town Manager retitled clerk positions (*Assistant*>*Deputy* | *Deputy*>*Assistant*) to ensure consistency with similar positions in other municipalities. The Deputy Clerk position description remains unchanged.

3. GCTV Broadcaster – Communications and Information

The FY24 municipal budget funds this new hourly position within the Communication and Information Department. Modeled on past roles like Community Television Manager, this position will be directly responsible for recording Town meetings and producing multimedia content to inform and engage our residents. Importantly, this new role is expected to increase the Director's time and capacity by 20%, allowing us to be even more effective in our communication efforts.

TOWN OF GRAY POSITION DESCRIPTION

POSITION TITLE : ~~CHILD CARE SERVICES COORDINATOR~~ ASSISTANT DIRECTOR - PARKS AND RECREATION DEPARTMENT

DATE CREATED/ REVISED: ~~9/24/2019~~ 9/19/2023

Classification: Full-Time, Hourly

Narrative: This is a position of high responsibility and integrity involving the day-to-day activities and supervision of the Town of Gray Recreation Department childcare services programs, ~~as well as other youth programs and adult programs, including scheduling, coordination of all program infrastructure, personnel/applicable staff management and assistance with program promotion. This position is responsible for ensuring that each child care services program fulfills the philosophy accepted for each, operates as planned according to the program description and runs efficiently and effectively. This position also provides administrative support to the Recreation Director and acts as a proxy for the Director in their absence.~~ The individual in this position will have frequent contact with the public, both adults and minors, as well as with other Town of Gray employees. All work must be performed in accordance with State & Federal laws and Town of Gray policies/ordinances/previously established procedures. ~~The position and~~ requires sound judgment and the ability to work effectively with others toward the goals established by the ~~Parks & Recreation Department and the Town Manager~~ Recreation Director.

Supervision: Supervision is provided to this position by the ~~Town Manager~~ Recreation Director. This position provides supervision to all child-care services program staff and includes the hiring and direct management of the same.

POSITION RESPONSIBILITIES/TASKS

Illustrative Only, not all-inclusive:

- ~~Manage~~ Childcare services programs implementation and infrastructure:
 - Actively implement and manage all childcare services programs, ensuring that each childcare services program fulfills the philosophy accepted for each, operates as planned according to the program description, and runs efficiently and effectively.
 - In conjunction with the ~~Program Administrator~~ Recreation Director, provide viable childcare services program budgets for approval in a manner consistent with the Town's current procedure;
 - Devise and enforce all childcare services program policies, procedures and safety guidelines, including:
 - Parent Handbook development;
 - Recognition and documentation of all health and behavioral concerns for participants, as necessary;
 - Documenting and managing appropriate attendance, emergency contact and vital information records for all participants;
 - Provide written communication and support to parents/families of participants throughout each childcare services program's duration;
 - Provide parents/families of participants with opportunities to be involved in activities as deemed appropriate;
- ~~Manages and directs~~ Supervise all childcare staff ~~for the following:~~
 - Make recommendations with regards to hiring, promoting, and terminating staff

- [Direct onboarding and training](#) for all childcare services program activities;
- Ensures appropriate support to childcare services programs staff as needed;
- Perform written evaluations of childcare services program staff for review with each employee at both halfway through and at the end of the program’s duration;
- Schedule childcare staff to ensure safe and competent delivery of services in accordance with State and Federal laws;
- Ensure all childcare staff timesheets are appropriately completed and authorized by the necessary deadlines set by the Town

- [Communicate with Town management, staff, and residents on behalf of the Director](#)
- Makes recommendations for new hires
- Works in coordination with the ~~Parks and~~ Recreation staff in various tasks to ensure the overall financial, procedural and community benefits of the ~~Parks &~~ Recreation Department.
- [Assists with the development and implementation of all other youth programs and adult programming, including special events.](#)
- [Act as a proxy for the Director as needed in their absence](#)
- [Work with recreation software and provide customer support.](#)
- All other tasks as assigned by the ~~Town Manager~~ [Recreation Director](#).

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

Minimum Education Required:

- High School Diploma G.E.D/High School Equivalent Associate Degree
 Bachelor’s Degree Advanced Degree

* [Degree and/or certificate in Early Childhood Education preferred, but not required.](#)

Prior Experience Required:

3-5 years of direct experience in this position or directly related to the field.

Prior Experience Preferred:

5 years of direct experience in this position, or a satisfactory equivalent in the estimation of the Town.

Knowledge, Ability, Skills

- Demonstrated knowledge of recreational, child-care services programs.
- [Ability to effectively communicate, plan, coordinate, execute and evaluate a program and its delivery.](#)
- [Ability to exercise sound judgment, discretion, and confidentiality.](#)
- [Must be willing and able to devote time necessary for staff training, camps and special projects, and professional development](#)
- [Excellent organizational skills and attention to detail](#)
- [Must possess a valid State of Maine motor vehicle operator license](#)

Physical Requirements/Other:

Shift Length	<input checked="" type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call	
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights		<input checked="" type="checkbox"/> Evening (Occasional/Rare)		<input type="checkbox"/> Rotating	
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift	
Lifting/Carrying (pounds)	Never	Rarely	Occasionally	Frequently	Constantly	
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
25-50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50-100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Typical distance carried: <input checked="" type="checkbox"/> within area <input type="checkbox"/> between areas <input type="checkbox"/> throughout facility						
DEFINITION KEY	Never: 0 hours	Rarely: <10 min/shift or up to 1 hr/wk	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift	
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly	
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly	
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:					
<input checked="" type="checkbox"/> see	<input checked="" type="checkbox"/> hear	<input type="checkbox"/> distinguish color			
<input type="checkbox"/> work in diminished lighting	<input type="checkbox"/> make critical decisions	<input checked="" type="checkbox"/> perform in fast-paced environment			
<input checked="" type="checkbox"/> speak	<input type="checkbox"/> work at a set pace/rate	<input checked="" type="checkbox"/> remember accurately			
<input checked="" type="checkbox"/> work under deadlines	<input checked="" type="checkbox"/> perform multiple tasks	<input checked="" type="checkbox"/> work independently			
<input checked="" type="checkbox"/> understand verbal instructions	<input checked="" type="checkbox"/> understand written instructions				
<input type="checkbox"/> other:					

Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____

POSITION DESCRIPTION

TOWN OF GRAY, MAINE

POSITION TITLE: ~~ASSISTANT DEPUTY~~ CLERK — ADMINISTRATION
DATE CREATED/ REVISED: ~~09/2023~~ 6/2016

Classification: Full Time, Hourly

Narrative: This is a position of ~~high~~-responsibility and integrity involving the day-to-day activities of the Clerk's Office area, ~~operations~~ including but not limited to cash management, ~~the~~ recording of receipts, ~~and~~ the processing of various licenses and permits, and assuring the ongoing recording and reporting of all activity. ~~Individuals in~~ ~~T~~ this position ~~will have~~ ~~has~~ frequent contact with the public as well as with other employees and Town Officials (as applicable). ~~Individuals will provide general office~~ ~~This position~~ supports ~~to~~ the Clerk's Office area and the ~~Town Office~~ ~~Administration~~ in general. All work must be performed in accordance with State law, Town of Gray policies/ordinances/previously established procedures and requires attention to detail, sound judgment, and the ability to work effectively with others as well as independently.

Supervision: Supervision is provided to this position by the ~~Finance Director~~ ~~Town~~ ~~Clerk~~.

POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Provide a high level of customer service while performing customer transactions (including fee processing as necessary) including but not limited to:
 - Tax Collection-Real estate and personal property, excise tax, sales tax (as applicable)
 - Motor Vehicle ~~processing~~ ~~Processing~~ Registrations, titles, ~~etetc.~~
 - Notary services
 - ~~Deputy Registrar of Voters duties including~~ ~~A~~ assistance with elections, issuance of absentee ballots, voter registration cards, ~~etetc.~~
 - Licenses-Marriage, hunting/fishing, dog
 - ~~Vital records~~-Birth, death, marriage
 - ~~IF&W Registrations – ATV, Boat & Snow~~
- ~~Provide general and specific information to the public~~
- ~~Receive money and keep accurate records of transactions~~
- ~~Count currency, coins, and checks received to prepare them for deposit~~
- ~~Provide clear and general and specific accurate information to the public~~
- Maintain records for ~~all~~ licenses, vital records, motor vehicle, IF&W, voter registrations, election functions, tax collection, and other documentation as deemed necessary
- Perform ~~all~~ duties and exercise ~~all~~ powers incumbent upon or invested in Town Clerks by state law:
- ~~Perform all other duties as requested and required~~

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

Minimum Education Required:

- High School Diploma G.E.D/High School Equivalent Associate Degree
 Bachelor's Degree Advanced Degree

Prior Experience Required:

1-3 ~~3-5~~ years of direct experience in this position or directly related to the field, or customer service/high volume cash handling experience, or a satisfactory equivalent in the estimation of the Town.

Prior Experience Preferred:

3 ~~5~~ years of direct experience in this position or directly related to the field, and as a bank teller or customer service/high volume cash handling experience, or a satisfactory equivalent in the estimation of the Town.

Certifications & Licenses

- Must obtain and maintain ~~Deputy~~ Assistant Town Clerk status

Knowledge, Ability, Skills

- Maintain a high level of customer service skills at all times
- ~~Must possess basic arithmetic/computation skills~~
- Knowledge of modern office tasks/procedures (~~filing, telephone etiquette, typing, etc~~), equipment (computers, copiers, etc) and equipment, and computer software (Microsoft Office, municipal accounting software, etc.), and/or the competency to learn new things ~~them~~
- Maintain a thorough knowledge/understanding of State statutes relating to the duties and responsibilities of Town Clerk, Tax Collectors and Registrar of Voters
- Maintain a thorough knowledge/understanding of State regulations and Town ordinances/previously established procedures as they relate to operations in the Clerk's Office area and Town government
- Ability to balance currency, coin, and checks in cash drawers at ends of shifts and calculate daily transactions, using computers and/or calculators
- Ability to establish and maintain effective working relationships with co-workers, supervisors, Town Officials (as applicable) and the public
- Ability to express ~~thoughts information, procedures and instructions~~ clearly and precisely, both orally and in writing
- Ability to maintain records, assemble and organize data and prepare reports
- Ability to manage time and responsibilities effectively to perform all duties as required/requested

Physical Requirements/Other:

Shift Length	<input checked="" type="checkbox"/> <8 hrs. hrs.	<input checked="" type="checkbox"/> 8-12 hrs.	<input type="checkbox"/> >12 hrs.	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights		<input checked="" type="checkbox"/> Evening (Occasional/Rare)		<input type="checkbox"/> Rotating
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasional: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Lifting/Carrying (pounds)	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: <input checked="" type="checkbox"/> within area <input type="checkbox"/> between areas <input type="checkbox"/> throughout facility					
<u>Postures/Tasks</u>	Never	Rarely	Occasionally	Frequently	Constantly
<u>Sitting</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Walking</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Stairs</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Ladders</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Reach/lift above shoulders</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Reach/lift below knees</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Kneel/Crawl</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>DEFINITION KEY</u>	Never: 0 hours	Rarely: <10 min/shift or up to 1 hr./wk.	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<u>Postures/Tasks</u>	Never	Rarely	Occasionally	Frequently	Constantly
<u>Work overhead</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Grasp with hands</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Keying</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Mousing</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Writing</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Other:</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEFINITION KEY	Never: 0-hours	Rarely: <10-min/shift or up to 1 hr/hr./wk/wk.	Occasionally: up to 1/3-shift	Frequently: 1/3-2/3-shift	Constantly: >2/3-of shift
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:		
<input checked="" type="checkbox"/> see	<input checked="" type="checkbox"/> hear	<input type="checkbox"/> distinguish color
<input type="checkbox"/> work in diminished lighting	<input type="checkbox"/> make critical decisions	<input checked="" type="checkbox"/> perform in fast-paced environment
<input checked="" type="checkbox"/> speak	<input type="checkbox"/> work at a set pace/rate	<input checked="" type="checkbox"/> remember accurately
<input checked="" type="checkbox"/> work under deadlines	<input checked="" type="checkbox"/> perform multiple tasks	<input checked="" type="checkbox"/> work independently
<input checked="" type="checkbox"/> understand verbal instructions	<input checked="" type="checkbox"/> understand written instructions	
<input type="checkbox"/> other:		

Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____

POSITION DESCRIPTION TOWN OF GRAY, MAINE

POSITION TITLE: GCTV BROADCASTER

DATE CREATED/ REVISED: 9/25/23

Classification: Variable part-time, hourly (Group IV)

Narrative: This position is responsible for recording and broadcasting all Town meetings on behalf of the Communications and Information Department. This position requires a highly motivated and dependable individual willing to work a variable part-time schedule as determined by the Town, including coverage of afternoon and evening meetings.

Supervision: This position will be supervised by the Director of Communications and Information.

POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Record, broadcast, and monitor all Town Council, Zoning Board of Appeals, School Board, and Planning Board meetings and workshops (and other municipal meetings may be added at least one week in advance at the direction of Council)
- Position may be recruited to record video at occasional large events
- Arrive in advance to set up Council Chambers to ensure remote attendees can communicate and participate; ensure that all equipment is functioning prior to the start of any meeting
- Ensure successful live broadcasting and recording on all required platforms
- Monitor and ensure highest quality audio and video are recorded
- Operate and maintain all station equipment, troubleshooting basic technical aspects as they arise
- Operate software/programs including but not limited to:
 - Five-camera TriCaster broadcasting system
 - 24-channel soundboard
 - Cablecast web browser-based interface
 - Zoom (to conduct hybrid meetings)
- Perform all other related tasks as assigned by the Director of Communications and Information

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

Minimum Education Required:

- High School Diploma G.E.D/High School Equivalent Associate Degree
 Bachelor's Degree Advanced Degree

Prior Experience Required:

Demonstrated professional or amateur videography/photography skills, such as proper framing and audio monitoring.

Prior Experience Preferred:

Prior job experience in audio/video productions.

Certifications & Licenses

- N/A

Knowledge, Ability, Skills

- Working knowledge of relevant operating systems and software (e.g., MS Office, Zoom, Adobe)
- Working knowledge of broadcast television hardware such as soundboards, video switchers, and broadcasting software (preferred but not required)
- Excellent attention to detail
- Ability to operate production hardware and monitor multiple computer screens at once
- Ability to prioritize tasks and make decisions under pressure
- Ability to troubleshoot problems with software and equipment and resolve as able, escalating when necessary
- Ability to communicate clearly and in a timely manner
- Must have a proven track record of reliable attendance
- Must possess strong English language and communication skills, including speaking, writing, and listening

Other:

- Must be able to work an irregular schedule as determined by the Town
 - ⇒ Work hours depend on the length and frequency of the meetings
 - ⇒ Number of meetings each month depends on the season
 - ⇒ Meetings are noticed at least one week in advance
 - ⇒ Meetings occur in the afternoon and evening
- Must possess reliable transportation to and from Town Hall

Physical Requirements/Other:

Shift Length	<input checked="" type="checkbox"/> <8 hrs	<input type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input checked="" type="checkbox"/> Nights	<input type="checkbox"/> Evening (Occasional/Rare)		<input type="checkbox"/> Rotating	
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Lifting/Carrying (pounds)	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: within area <input checked="" type="checkbox"/> between areas <input type="checkbox"/> <input type="checkbox"/> throughout facility		Up to 100 feet	Up to 100 feet		
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements, and understand that it is the basis for my performance and evaluations.

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____