

**TOWN GRAY**  
**GRAY TOWN COUNCIL BUDGET WORKSHOP**  
**AGENDA • MARCH 1, 2021**

**Gray Town  
Council Budget  
Workshop**

**Online Via Microsoft Teams**  
**Link Posted to [graymaine.org](http://graymaine.org) Day of Meeting**

**4:00 PM**



**Opening Statement:**

**Due to the Governor's latest Executive Order, this Workshop will not take place in person. This Workshop will be held online with a link provided on the Town website ([www.graymaine.org](http://www.graymaine.org)) the day of the session.**

**CALL TO ORDER**

Roll Call

**BUDGET WORKSHOP 4:00 - 6:00 PM**

- Recreation Department (4:00-4:30pm)
  - Remaining CIP Items
  - Enterprise Fund Update/Projection
  - Childcare Program Update
  - Recreation Program Director Status
  - Status of Playground Grant
  
- Transfer Station Department (4:30-5:00pm)
  - CIP Items (in bond/other)
  - Increases in Contracts, if any
  
- Public Safety Department (5:00-6:00pm)
  - Operations & CIP Items (in bond/other)
  - Public Safety Report Changes/Budget Items

**ADJOURNMENT**

Motion to Adjourn

*\* 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.*

No	Items Label	Cost Est.	Task No.	Description	Comments
1	Pocket Park	(2020) Grant + \$2,175 + \$3,300 in Public Works Dept	#69 M10	Gray Historical Society has a long term vision of creating a <b>Historic Walk</b> with the Pennell House Memorial (re: Cumberland Farms donation/easement) kicking off the effort. GHS would like to discuss the <b>Town Owned Property at 5 Yarmouth Rd</b> as a <b>possible mini-park</b>	GHS in planning stages with more information will likely be available in January. Goal is to have full trail mapped out to identify specific locations as historically important for consideration when future development is planned. (10/28) Council needs more info, GHS/CEDC both have some ideas for the space, Council has RT115 project review starting, there is some thought to put up guardrails to prevent in appropriate vehicular traffic, Anne mentioned there could be grant money avail to help with developing a plan. Council agreed to keep on list pending presentation from GHS/CEDC in near future. (12/17) GHS/CEDC presented to Council & advised of possible Grant applications for funding which will be presented at the 1/7 meeting. (1/21) Council voted to approve grant application with direct \$2,175 match & \$3,300 of public works time/costs
2	Education Funds	\$5,250 per semester - \$0 in 2020	N/A	New <b>continuing education fund policy</b> was approved allowing for up to \$5,250 per semester in reimbursements per qualified employee studies. Benefit is dependent on available funds.	Policy includes request for submissions to allow for proper budgeting. Deb advised deadline for submissions is January. She will provide info on any budget requirements. <b>Employees had until Jan 19th - request included in individual budgets.</b> (10/28) Deb advised no employees have submitted request - thus no funds needed this year. (1/19) Deb verified there are no requests for this cycle.
3	Employee Vacation/ Sick Fund	(2020) \$35000 (2021) \$25,000	N/A	As of June 30, 2017 the <b>Town's Liability for compensated absences</b> - this is an unfunded liability and comes into play when an employee retires or leaves and requires a payout of <b>accumulated vacation/sick time.</b>	There is no designated fund for total \$245,419. Deb advised Town spent \$18,000 on retirements last year (unfunded). Council discussed setting aside 10% (\$25k) or 15% (\$37k) annually to start. Council is looking at \$25,000 Manager Contingency fund as first step in this funding. (10/28) Council agreed further payments to close gap should be considered. (2/18) Deb advised she is seeking \$25,000 for this fund - separately from the Contingency fund as with pending retirements, it is likely the \$25,000 will be exceeded. (2/28) Katy advised she added another \$10,000 and stated we cannot reduce as it will all be spent next year plus likely the contingency fund. (12/15) Council wants to review & possibly update sick time accumulation policy - currently unlimited. (1/19) Katy confirmed there are anticipated retirements & Council agreed for this cycle, the focus will be funding to cover. The goal long term is to build up the fund. Deb will provide summary of benefit packages in other Towns - Council will review a possible change in 'pay out' cap which may include a change in carry forward policy. (2/11) Katy adv there are no known planned retirements this year, thus the reduction in amount to \$25K. If that holds, we will be able to establish a separate account to offset the liability. Sandy also adv she will be recommending that the Council log the policy discussion on the master list at the next TC meeting.

No	Items Label	Cost Est.	Task No.	Description	Comments
4	CIP Payment	?	N/A	2018 CIP Bond package was put together to allow Town to make <b>payments to the CIP fund</b> over a 5 year period. The \$100,000 remainga outstanding from the 3/12ths rainy day fund is being logged separately - see below.	Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority & Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100K gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100k into CIP from the \$500k payment into the 3/12ths - to use projected overage next year to finalize the \$500K re-payment. (10/28) Old ladder truck is now for sale. Council agreed to ask Finance Committee to come up with "fully funded" number to better understand the gap between current \$100K - for discussion purposes. (12/17) Deb adv \$85,000 rec'd from sale of old ladder truck and \$10,000 rec'd for sale of retired equip for total of \$95,000 for CIP fund. (2/13) Deb & Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The addt'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option.
5	Watershed Plans	\$18,000 (2018) \$5,000 (2019)	N/A	\$12k for Thayer Brook & \$6k for Cole Brook were approved in last year's budget. Cumberland County Soil & Water Conservation District has identified other <b>watersheds that need surveys and/or protection plans.</b>	Doug advised contracts have been signed & surveys will be underway shortly. Some discussion was made about what other watersheds need attention. Doug will reach out to CCS&WC to ask for input and estimated costs for next steps. Awaiting report back from initial watershed study for next steps and costs. (8/6) CCS&W will be doing a presentation in Sept to provide an update & next steps. (10/28) Presentation has been pushed to December. Council asked if CCS&W would provide feedback on other necessary watershed studies and estimates - in addition to any monetary impacts from completed studies. (12/17) CCSWD presented results of study to Council along with recommendations. Council asked for est. for each task (ballpark), as well as, ISWG fees. (12/18) Katy provided the Watershed estimate document to the Council which is set to discuss it at the 3/26 workshop. (3/26) Council reviewed and would like Doug & CCS&WC to prioritize top tasks & resubmit lower budget. (4/2) Doug provided update - split in two piece with each about \$13k. Council would like tasks (1) from each proposal for this year & then the rest for next year to balance addressing current water quality issues and preparing for future impacts - revised cost \$7,200. (4/9) Kathy advised after re-reading proposals she better understands why Heather is recommending items 1-3 first before doing ordinance work. Will get clarification & bring to 4/16 meeting. No impact to bottom line as part of CIP. (4/21) Kathy rev with Council, and Council agreed to go back to the original 2 tasks - but only do task #1. With the grant funding the remaining tasks would be done the following year & after Task #1 is complete, the Council will have a better handle on when task #2 should be done.

No	Items Label	Cost Est.	Task No.	Description	Comments
6	Sidewalks - Libby Hill	\$115,000 plus - 20% of total?	N/A	MSAD15 has expressed interest in a joint effort in developing project plans for new <b>sidewalks</b> between <b>Middle &amp; High Schools on Libby Hill Road</b> for possible grant application/approval for outside funding.	Council discussing top priorities from Public Works, included in Bike/Ped Plan and from MSAD15 standpoint. State grant programs require an approved project plan and as specific % of the funding approved & set aside before applying for remainder of funding. Joint leaders meeting with MSAD15 being worked on again. Steve included the Russell School piece in his engineering request for Shaker RD (see item 25B). Dan also recommended a 'standard' be derived for all future sidewalks - covering things like width, grade, ADA requirements, etc. Steve advised he could work with Will to create a standard. Council will budget for engineering & roll this into the Shaker Rd project - see 25B below. 20% of funding would be considered in future budget once total cost is known. (10/28) Council asked to have Will provide estimate for engineering costs. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant.
7	Public Facilities Study	100000 (2) at \$50k each	N/A	\$23,000 was approved in 2018 budget to conduct a Public Facilities Study on current capacity and projected capacity needs. <b>(Public Safety Study)</b>	Mo used Windham's recent study and did a rough draft to obtain quotes, a larger sum (\$56K) will be needed to complete this & the study was not as detailed as needed. Staff recommends breaking this into two pieces - Public Safety & All Other. Public Safety piece may require a specialty consultant. Staff will do more work to present options to Council. \$23k has NOT been spent and could be rolled over & added to - to cover options. Council cut this from the budget - anticipating doing it next budget. (10/28) Deb advised she engaged with a contractor to complete the Public Safety piece in this year's budget and will provide an updated estimate for other departments. (3/26) Council agreed that this should be pushed off 1 year so the new Manager can participate. (2/11) Kathy give a heads up that there is a 2 part study included in Mo's budget as a result of the Town Office issues. <a href="#">(2/18) Mo rev the proposed studies &amp; recommends Property Condition Assess be done first - followed by Space Needs Analysis &amp; Facilities assessment. Windham completed theirs in 2013 and it was critical to better planning. Mo also cited the recent issues at Pennell as a reason - he does not have the capacity or expertise to evaluate the build/equip at the same level as engineers. He pointed out there are hidden items - like the Pennel Septic - that are not on the radar yet &amp; should be. Dan asked if there would be cost savings if we did them together. Mo was not sure as different firms handled the Windham studies.</a>
8	Broadband Partnership		N/A	Lakes Region Broadband Partnership along with Cumberland County are working on the <b>Connect Cumberland project</b> to <b>extend broadband</b> through major corridors. Updating this to possible funding needed related to Grant being pursued with Windham.	A presentation was made to the Council during the July 3rd, 2018 meeting. Costs are unknown at this time, but goal was to have more information by year end for budget planning. No update on costs at this time. (10/28) Deb advised the group was having difficulty finding a contractor to do the work and thus will not be included this year. (1/19) Deb adv she does anticipate a request for some funding - matches for grants and/or other funding avenues.

No	Items Label	Cost Est.	Task No.	Description	Comments
9	Skateboard Park	(2020) \$15,000	N/A	A GNG Student reached out to the Town asking for consideration of a <b>Community Skateboard Park</b> . Partner with school?	Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28) Dan advised this is still be worked on. Council agreed until they are ready to present a plan both for the park and the fundraising piece, this will not be considered. (1/21) Officer Chadler will present at the 2/4 Council meeting. (2/4) Presentation made to Council, majority supports project, requested a full blown proposal with estimated budget before next steps could be determine. The funding will need to be grants, fundraising & the Town. Location will be critical. (2/27) Rec dept is requesting \$15,000 (out of estimated \$125,000-130,000) to start the ball rolling on planning & fundraising. <a href="#">(2/18) Brought Nate up to speed, Dean was unsure if there was any recent activity on community side.</a>
10	Land Acquisition Fund	(2019) \$50,000 (2020) \$25,000	N/A	A <b>Community Center</b> has been discussed in various meetings and may be related to the above (13) Public Facilities Study - as far as next step planning.	May be funded by the recreational enterprise fund. Recently notified of 2 residents (Carrie Carter & Steve Morse) who have obtained a license from the state and are looking at setting up a Committee. This is tied to both the Comprehensive Plan and item 13B as a review & input from residents in needed to determine need, size, location, priority, etc. Deb did advise that Newbegin is in need of substantial upgrades to make it more efficient and capacity has been breached. See 32 below - would roll into Land Acquisition fund. (8/6) The Council asked Deb to reach out to the owner of the Hamilton property to inquire about options for the Town - whether that is a community center with municipal parking, fields, or housing - or a combination of them - is unknown at this point & will require further discussion. (10/28) Council has this on their workshop list. (3/12) Council has set a workshop on 3/31 to discuss the status of the Hamilton Property and Land Acquisition funding. (3/31) Council discussed and agreed it is a great opportunity and Town should move to engage owners in an option contract to give us time to collaborate with GNGLL, Royal River, etc. to develop plan, seek resident input & approval and create a funding plan. (4/2) Council was provided with valuation info & will discuss land acquisition fund at 4/9 meeting. (4/9) Council discussed tentative steps for Hamilton property is to identify funding in this year's budget, then between now & possibly Nov election, working on more details for concept plans and identify funding options which could be used to seek residents feed and a vote with Nov election. Council agreed to set \$50,000 again as separate question. (4/28) Council agreed to reduce to \$25k and to list as part of the CIP warrant article.
11	Dog Park		N/A	A suggestion was received to establish a <b>Town Dog Park</b> on the capped land fill. After some discussion, it was determined it was not a good fit; however, another location may work, if there is support.	Council agreed this is not something that will be pursued in this year's budget. (10/28) The land fill is no longer an option due to the pending solar array. No further requests have been made, thus it will not be considered this year. <a href="#">(1/19) Council agreed to close this one permanently until such time the issue resurfaces.</a>

No	Items Label	Cost Est.	Task No.	Description	Comments
12	Speed Signs	\$8,325 speed sign \$15,250 for text & speed combo sign	N/A	The Town owns one <b>speed sign</b> . Discussions about purchasing others - that mount to utility poles with flashing lights and "slow down" with the speed have been discussed.	<p>The one sign Gray owns was obtained via a grant. Steve can obtain some costs estimates for a similar one and/or those mounted on utility poles. Also, Deb advised deputies have asked the Town to look into School flashing lights for Shaker Rd as it is difficult for them to enforce without them. MDOT has said we can install. Steve will obtain prices. Dan suggested we also calculate what % of time is dedicated to speeding &amp; provide more information to residents. Steve did advise the sign does record &amp; the data is given to the Sheriff's office. Signs for school zone on hold pending Fiddleheads status - others will need to wait for future budget. (10/28) Steve advised he found a different vendor - same sign - mount on trailer version which is in the \$3-4K range. He feels these are more effective than the pole mounted ones as people get used to those. The current sign has been damaged and will likely not be repaired until spring. (2/4) Fiddlehead's charter school is not relocating - they are buying the building &amp; the center will be relocating. Council will need to discuss school signs again. (3/12) Alec advised the cost is closer to \$5,500 to purchase a new hybrid sign that has radar measured capacity as well as construction messaging capacity. He advised it does track data - but the computer it is using is very old. Council would like data at least reported out after each usage. Alec advised it is shared with the Sheriff but they do not maintain the data. (3/26) Alec provided \$8325 price for speed sign only or \$15250 for construction type sign with speed &amp; text. Council believes the multipurpose sign is a better value - but may want to wait until next year. Council will consider once Shaker Rd project costs known. (4/9) Majority felt there is likely value in having add'l sign, but majority also felt it could wait given the existing sign is now fixed &amp; ready for use again and we are purchasing a radar gun for the deputies.</p>
13	Planning /Engineering	N/A	#4 M3	TIF Projects (Main Street, Village Shaker Rd, <b>Route 115</b> ), Sidewalk projects, and other projects (Wilkie's Beach) require <b>engineering work to develop plans</b> before funding can be sought (or to have more pull with MDOT/MTA).	<p>Steve projected \$75K for engineering work for the Route 115 project, but Will advised that the engineering costs need to be included into the project request - if we go with MPI program - where MDOT would pick up 50% of costs - up to \$500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided \$91,000 design fee &amp; \$62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 25B will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17) Public forum held on 12/5 - Council to set workshop. (3/26) Council is working to amend Route 100 South TIF to allow for funds to be used on this project. (4/21) Council set public hearing for 6/2 to put out to voters at 7/14 election.</p>
14	Construction Costs	\$88,400	N/A	Extending sidewalk from <b>Hannaford - Spruce Street - Sidewalk projects</b> , and other projects (Wilkie's Beach) require <b>engineering work to develop plans</b> before funding can be sought (or to have more pull with MDOT/MTA).	<p>Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation &amp; possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
15	Contingency Fund	<a href="#">Manager \$25,000</a> <a href="#">Build/Grds \$15,000</a>	N/A	Many Towns (and most companies) incorporate a <b>Contingency Fund</b> into their budget planning to cover unforeseen expenses.	<p>Deb provided (2) examples - \$18K for unfunded vacation/sick time for retirees and \$10K for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone &amp; must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between \$20-30K. Council agreed to tentative \$25,000 amount to cover projected retirement and have some left over. (10/28) Council funded this as a combination of employee time &amp; contingency - agreed we need to continue working on this fund. (2/18) Deb advised she is requested \$25,000 for this fund separate from vacation/sick time outstanding liability. (2/27) Katy advised we will likely spend this to supplement the vaca/sick time fund. (4/2) Deb advised it could cost up to \$10k for an addtl election if we miss the 6/9 election. Katy advised the money in this year's budget for that election would flow into the unassigned but would not be accessible until the following year's budget cycle after the audit was completed. Council needs to consider adding \$10K to contingency. Katy advised that contingency is set aside to help with transition to new Manager. (4/9) Governor will be moving election to July 14th - we will move local to coincide. Ballot printing, machine programming will be in current buget, there may be some money needed for staff time. Council agreed to keep contingency fund at \$25,000. Election change is another example of why a contingnecy fund is needed. (2/11) Deb adv that this was sufficient. <a href="#">(2/18) Council discussed need for fund for buildings &amp; grounds. Will have follow-up discussion on amount &amp; how to set up.</a></p>
16	Senior Tax Relief Program	\$30,000	#53 H8.1 ©	There was limited discussion about a possible <b>Senior Tax Relief program</b> for the elderly property owners.	<p>Other Towns have adopted them - an example - 70 years old, residency for 10 years and up to \$XX of reduction in property taxes. Sharon shared another example of parameters for such a program. Dan expressed concerns with using funds for othe priorities. Means testing would be a requirement &amp; it would have to be a principle resident. One goal is to avoid tax leins &amp; subsequent forfeiture of the property - State just passed legislation to make it much harder for towns to force eviction due to unpaid taxes for seniors. Council would like more information on impact. Sharon proposed a \$25,000 starting fund, but Council wanted to work out details of program before considering as a budget item. (4/4) Council discussed again with increase to \$50,000 proposed by Sharon. Council did not agree to add to the budget as increase is already large &amp; would like better handle on sustainability/costs (Cape - \$75k, Cumberland \$65K). Council could not identify items to scratch from budget to compensate for needed funding. (8/6) Workshop held. (10/28) Council has another workshop to determine if consensus can be reached on program parameters. (12/17) final changes discussed - 1st reading set for 1/7. Approved at 1/21 meeting. (3/26) Sharon is req \$30k for this fund. Sandy/Dan want to delay. Bruce/Anne want to reserve decision until final number crunching. (4/16) Majority of Council felt this new service should not be added this year given the current situation and strain on other taxpayers - not on a fixed income - who may be losing their jobs, etc. A request was made to put it on the ballot as a separate question, but only 2 Councilors supported.</p>

No	Items Label	Cost Est.	Task No.	Description	Comments
17	Paving	(2020) \$469,250	N/A	Need to review <b>Paving budget</b> process to ensure projected & actual are closer	Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of failing road projections. (10/28) Steve will adjust request - to ensure we get 'caught up' on our paving - as a starting point. (2/27) Figure excludes \$13,500 being requested for pavement condition study. (3/12) Council discussed request for study. There is no industry standard - and last study was done 2017. Alec said roads that have been paved in last 3 years would need a study to determine their updated status. Council asked for est to do just those roads vs. a full study. (3/26) Alec checked into reducing study & only option is to break down into districts to do one each year - but that will likely cost more overall. Council agreed it needs to be done by next year at latest, but need to push this year.
18	Libby Hill	(2020) \$13,579	#27 H1.2	Need to determine long term obligation and budget funding for <b>Libby Hill maintenance</b> for Town's portion of acreage	Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding. <a href="#">(2/18) With reorganization of Rec Build/Grounds under Maintenance - per diem for LH was moved as well. Amount based on projected figures available.</a>
19	Rainy Day Fund	(2020) \$25,000 (2021) \$75,000	N/A	Need to <b>repay 3/12's fund</b> to make it whole	(10/28) \$500,000 was taken from the 3/12's fund to help purchase the new ladder truck. \$400,000 was paid back in 19-20 budget cycle. \$100,000 remains outstanding and needs to be paid back - within the next 4 years. (4/2) In our 3rd year to pay back over the 5 years total - Council agreed to only pay \$25K this year and look to pay remaining \$75k next year once more is known about the economic downturn. (2/11) Deb adv we have this year & next to pay back the \$75k. Council agreed to leave full remaining payment in budget. Sandy will log as a follow-up and it could change once we get through the rest of the budget.
20	Traffic Calming Measures	??	N/A	Add <b>traffic calming measures</b> as part of the project planning & designs	(10/28) Bicycle Coalition of Maine provides these items free of charge for testing; however, if Gray does decide to proceed with formal measures, equipment and/or construction costs may be incurred. (3/12) Anne advised it will take through the summer to set up tests and to identify what, if any, traffic calming measures will be recommended and then to determine costs. Will be considered in next year's budget.

No	Items Label	Cost Est.	Task No.	Description	Comments
21	Library Heating System	<a href="#">\$28,500</a>	N/A	<b>Library Heating System</b> may need to be replaced in 5 years	(2/27) Mo advised increasing maintenance costs are being experienced with the Libaray boiler which should last another 5 years and recommends a future replacement to a version that has faired better in the other public buildings and is less costly to maintain - at a cost of around \$20,000. We are/will spend \$5,000 a year during the 5 years. Discussed the option of just replacing now - Mo clarified system is more complex and has more splits because of the layout (original building & addition). Council wants to make sure future update/conversion is covered in CIP. <a href="#">(2/18) Mo is recommended a full replacement of the Boiler - this would be covered by 2018 bond funds.</a>
22	Automatic Fuel Shutoff	?	N/A	Should <a href="#">Segall Drive</a> systems be <b>upgraded</b> to <b>automatic shutoff</b> options	(2/27) Dan reminded Council that during the CZA process with Cumberland Farms an automatic fuel shutoff system was discussed (more costly) vs. having personnel being responsible for quickly (and correctly) shutting down systems to prevent a spill or minimize one. More research needed to determine costs/viability vs. benefit. <a href="#">(2/18) Dan clarified this is in regards to the tanks at Seagull Drive given the location near the waterhead. This may be an issue that would be analyzed in the proposed Property Condition Assessment. Need more information - will move to next budget cycle.</a>
23	Fencing	?	N/A	Need to <b>add Fencing to CIP schedule</b> - applicable departments	(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle. (1/19) Katy advised this may be split between budgets (Build/grounds & Rec), but they will work to pick up the fencing for future planning. <a href="#">(2/18) Mo adv he is in the process of collecting data - Pennel &amp; Library fencing has been measured. They will be measure Transfer Station fencing (which is substantial around the landfill) next. Once the dimensions are cataloged, the next step will be to grade the condition of the fencing &amp; set up replacement schedule in CIP. Target to complete for next budget cycle.</a>
24	Existing Sidewalks	?	N/A	Need to <b>add all Existing Sidewalks to CIP schedules</b>	(4/9) Sandy pointed out that existing sidewalks are also not listed in the CIP schedule for maintenance/reconstruction work. Town has been only addressing when applicable roads come up for paving - usually nothing is done when overlay paving is done - creating a situation where they are only being addressed when a road is reconstructed. By that time, sidewalks are in bad shape and add considerable costs to the road budget. Need to put money aside to ensure existing sidewalks are maintained and funded when reconstruction is needed. (1/19) Alec updated the council on this as part of the paving catch up plan. He will be asking for the road study again this year. He is working to pick up the existing sidewalks and parking lots. Pending the study and updated information, he feels if we maintain our current \$450k annual paving budget, we could be caught up in about 7 years without accounting for sidewalks/parking lots which may then need attention. He is working with data from Stevie & his own to compile a list/conditions. We also need to make sure we understand any 'new' sidewalks being built need to be added (extension on Shaker Rd - planned Rt 115 sidewalks).
25	Paving Plan	?	N/A	Create a <b>long term Paving Plan</b> to "catch up" with recommended schedule	(4/28) Dan suggested that between now & next budget, the Council ask Alex to create a long term paving plan - through 2035 perhaps - to identify a route to catch up on the backlog of paving. This could be used in conjunction with the planned road study (next budget cycle) to ensure progress is made each year. <a href="#">(1/19) See above sidewalks note.</a>

No	Items Label	Cost Est.	Task No.	Description	Comments
26	Livelong Living	?	N/A	Placeholder for 21-22 FY Budget - <b>Senior Programs</b>	(8/4) Logging as a placeholder pending presentation from Lifelong Living Committee in Fall/Winter (1/19) Sharon advised there will not be any request in the upcoming cycle as they are still collecting data and planning. Some items may be addressed through donations or non-profits as well.
27	LD1	N/A	N/A	Discuss impacts of LD1	(9/15) Council agreed to log to ensure discussion on how to mitigate issues with LD1
28	Enterprise Fund	?	N/A	Need to evaluate impact of <b>Covid</b> on <b>Enterprise Fund</b>	(9/15) Deb has advised current projections have fund just breaking even or with a small revenue amount.
29	Communications	\$18,910 in owed fees / \$102,000 in annual fees	N/A	Consider proposal from Community Communications Committee to use <b>Franchise Fees for Equipment</b>	(10/6) Anne advised the new Committee would like to see the newly discovered underpayment of franchise fees (\$18,910 for 2 years - more to follow?) put towards purchasing new/more equipment to improve the use of the Community Television Station and other platforms. <a href="#">(2/11) Council agreed until this money is rec'd, it will not be considered. There was a good conversation about how best to utilize the funding with everyone agreeing increasing communication was a high priority &amp; it would be helpful for the Committee to make a proposal for specific needs/equipment/plans which require funding. Council could then consider best approach. Deb adv current revenue is estimated at \$102,000 and that the new contract will not be done until at least June. Spectrum is currently disputing the 'unpaid' past fees. No timeline on when that issue will be resolved.</a>
30	Public Safety Study	?	N/A	Review <b>Public Safety Report</b> to determine funding needs for changes	(10/6) Deb shared the report created from the Public Safety Facilities study which contains many recommendations. Some will flow through department budget process, but others may require Council action with possible funding implications.
31	Stripping	?	N/A	<b>Shaker Rd</b> Project - new <b>stripping</b> - increase to annual budget	(10/6) As part of the Shaker Rd Stormwater/sidewalk project, new stripping was discussed - reducing lane size to create official bike line with proper stripping, crosswalk addition, additional traffic calming - will add to existing stripping on the road.
32	Electric Charging Station	?	N/A	Consider installing an <b>electric charging station</b>	(12/1) Sandy advised she would be bringing this forward given the new solar array will be going online. Long term, if Town buys the array, converting as many vehicles as possible to electric will save more costs. First step would be installing a charging station - may be grants or other funds available to assist with cost.
33	Electric Vehicle Transition	?	N/A	<b>Transition</b> Municipal <b>vehicles to electric</b> versions	(12/1) Sandy advised she would be bringing this forward given the new solar array will be going online. Long term, if Town buys the array, converting as many vehicles as possible to electric will save more costs.
34	Trees??	?	N/A	Shaker Rd Project - <b>new canopy trees</b>	(12/1) Council discussed plan for tree canopy on Shaker Rd. Several trees are being taken down for the project. Kathy was going to pull a canopy inventory and then complete an analysis of which trees are slated to come down to help identify where new trees may be needed. The species also needs to be identified. Council discussed putting the costs in the project itself or potentially handling outside the project after completion. This is being logged as a placeholder.
35	Signs - Libby Hill	?	N/A	Update "No Public Access" <b>sign - Libby Hill</b>	(12/15) Sandy pointed out that the current sign (unknown if it is the Town's sign or home association sign) at the start of the private road which states "no public access" is hard to read and to verbose. Homestead Acres Assoc has complained about people parking on the road to access the Town's LH trails. Consider updating the sign to be more clear or adding "use trail heads" signs or "no Parking" signs.
36	Illumination Tool	\$2,000	N/A	Purchase <b>illumination measurement device</b> for code enforcement	(12/15) With new sign ordinance illumination restrictions, Code Enforcement will need equipment to ensure compliance. (1/5) Dan believes the tool will be about \$2,000

No	Items Label	Cost Est.	Task No.	Description	Comments
37	Grant match	? \$ - In kind	#75 H7	Fund <b>grant match</b> for Long Hill ATV trail	(1/5) Anne advised that she is pursuing other grants for the ATV trail rehab on Long Hill Road. The grants will required a 20% Municipal match - which can be met with "in kind" donations and the ATV Club may be able to provide that match via labor/equipment. The timeline is April/May deadline. <a href="#">(2/18) Anne is awaiting data from ATV club. Right now, it is likely there will be no 'cash' match needed. The Town will need to manage the grant - Katy for financial disbursements and Mo as the "supervisor" of the work - however, the ATV/Snowwolve members will likely do all the work. More info should be available in April.</a>
38	TIF Funds	?	#4 M3	Determine <b>TIF Funds</b> to be expended for the <b>Route 115 project</b>	(1/19) Workshop held with Staff/Water District/Engineer to create general plan for starting this project. Route 100 South TIF funds are available - with expiration of 2028. Will will work on providing estimates for (1) complete 'ledge' profile of road using ground penetrating radar (2) updating and completing full survey of area - Main street to 59 Yarmouth Rd (3) create a high level plan to include parameters agreed to in workshop - working with the Water District to include their piece and including Brown Street reconfiguration/parking analysis. The goal will be to use the starting plan to schedule more public forums and have some idea of overall costs as we progress.
<a href="#">39</a>	<a href="#">Septic System</a>	<a href="#">?</a>	<a href="#">N/A</a>	<a href="#">Create replacement plan for Pennell septic system</a>	<a href="#">(2/18) Mo identified the Pennell Septic system as an example of a pending critical issue that is not included in any planning/budgeting for the proposed Buildings Condition Assessment. There are currently 4 systems - Pennell ('58), Gym ('32), Maintenance ('52) and Science (??) which are extremely old. Combining and replacing the systems, as well as, addressing the status of the fields (reclaiming/reconstructing) should be done - sooner rather than later as there is no way to know if/when one or more would fail. Council agreed we need to log and add to CIP planning.</a>

Department	Account	Description of Increase/Decrease	Amount
01-10 Administration			
	02-150	Additional continuing education per TM contract	2,000.00
	03-290	Telephone included Code/Assessing/Community Development line	2,688.00
	03-155	Town Manager search completed	(14,000.00)
	03-620	Upgrade to Trio Web	3,875.00
	04-621	Copiers/Copies includes all copiers at Pennell versus each department	3,340.00
01-20 Community Development			
	02-150	Off year from Doug's training	(1,750.00)
01-30 Assessing			
	NONE		
01-40 Code Enforcement			
	02-700	Lack of legal services needed	(3,000.00)
	04-230	Meter used to read LED signs	2,000.00
01-60 General Assistance			
	02-803	Increased for projected need of rental assistance	2,500.00
01-65 Administration Services			
	03-640	Timeclock software monthly fee	3,600.00
	04-260	Removed equipment already purchased	(4,096.00)
02-14 Municipal Finances			
	01-202	Medical premiums decreased due to FY 2021 renewal changes	(46,743.00)
		Increase is only due to FY 2021 budgeted amount being disbursed to individual	
	01-789	departments	80,000.00
	02-680	Projected 5% increase from FY 2021 rates	2,621.00
	02-681	Projected 2% increase from FY 2021 rates	(2,906.00)
	02-682	Decrease due to work of safety committee with MMA	(6,130.00)
	02-683	Designated Fund creation	(10,000.00)
03-20 Library			
	02-281	Decreased based of actual spending	(3,000.00)
03-21 Parks & Recreation			
		Changes due to transferring Libby Hill & Parks/Facilities to Building & Grounds Budget	
04-41 Public Safety			
	NONE		
04-43 Utilities			
	02-850	Decreased due to LED lights being installed	(2,000.00)
	02-860	Full Year at new water rates	18,750.00
05-51 Winter Roads			

		Personnel changes due to creating one new position in FY 2021 and decreasing the need of additional seasonal work due to this hire	
04-220		Equipment rental actuals vs budgeted	(2,000.00)
04-512		Sand charge per yard increased \$1 per yard	7,500.00
05-52 Summer Roads			
		Personnel changes due to creating one new position in FY 2021 and decreasing the need of additional seasonal work due to this hire	
03-156		Less need due to personnel changes	(2,000.00)
05-53 Additional Roadwork			
03-691		Estimated 7.5% increase from FY 2021	11,289.00
05-54 Garage			
04-523		Decreased for actual expenditure	(5,000.00)
05-55 Transfer Station			
02-659		Increased Tipping Fees	4,020.00
02-660		Increased Hauling Fees	25,210.00
05-56 Buildings & Grounds			
		Personnel changes due to moving Libby Hill & current parks/facilities supervisor positions to buildings & grounds	
09-304		Increased for continued issues within Newbegin building	3,500.00
09-312		Increased for additional amount requested by park/facilities supervisor	3,250.00
09-313		Moved from parks & recreation budget	4,027.00
06-61 Council			
02-700		Less do to fewer legal services being needed	(5,000.00)
04-260		Decreased for equipment purchased	(3,000.00)
06-62 ZBA			
02-700		Less do to fewer legal services being needed	(2,500.00)
06-63 Planning Board			
		NONE	
06-67 CEDC			
		NONE	
08-71 Law Enforcement			
03-841		Increase in County Contract	34,295.00

**Tues – Jan 12<sup>th</sup> – 4-6pm:**

**-Town Manager Items:**

- COLA raises status
- Education Fund requests
- Flat funding or overall percentage increase
- Direction regarding budgeting for Public Safety Safer Grant
- Standardized form for Department Heads

**-Staff Items:**

- Ensure fencing is included in CIP
- Ensure exiting sidewalks are included in CIP
- Long term pavement plan – to catch up – status (Public Works set for 3/1 workshop)

**-Council Items:**

- Employee sick time policy (accumulation/carryover)
- Fiscal Policy – CIP/large project funding (bonding)
- Broadband – grant with Windham/other
- Dog park
- Senior programs – additional funding requests

**Tues – Feb 2<sup>nd</sup> – 4-6pm: CANCELLED**

**Thurs – Feb 11<sup>th</sup> – 4-6pm:**

**-Presentation of initial budget:**

**-Administration Review:**

- Health insurance increase
- HR Discussion - update
- Accrued sick/vacation time fund / Contingency Fund
- County budget timeline change
- 3/12<sup>th</sup> payment - \$75,000 deadline
- Status Cable Franchise fee recovery/contract/funding
- Elections
- Utilities

**-Assessing:**

**Thurs – Feb 18<sup>th</sup> – 4-6pm:**

**-Communication/Information Department: (4-4:30pm)**

- Committee request to use recovered Cable fees for equipment
- Review of Grant's hours – possible increase

**-Maintenance/Recreation Department: (4:30-6pm)**

- Realignment with Rec Staff (grounds/fields)
- CIP items (in bond/other)
- CIP payments (1) BB court lights (2) skateboard park (3) field reconditioning
- Update CIP (1) vinyl coated fence (2) full replacement/erosion prevention boat ramp – Wilkie's
- Status Science Building
- Dry Mills Schoolhouse repair – status of allocated funds
- Library heating system update

- Automatic fuel shutoff – Dan
- Fencing in CIP schedule
- Libby Hill maintenance
- Long Hill Rd ATV grant match

**Mon – March 1st – 4-6pm:**

**-Recreation Department: (4-4:30pm)**

**-Remaining CIP items**

- Enterprise fund update/projection
- Childcare Program update
- Recreation Program Director status
- Status playground grant

**-Transfer Station Department: (4:30-5pm)**

- CIP items (in bond/other)
- Increases in contracts, if any

**-Public Safety Department: (5-6pm)**

- Operations & CIP items (in bond/other)
- Public Safety Report changes/budget items

**Tues – March 2<sup>nd</sup> – 4-6pm:**

**-Public Works Department:**

- Paving (1) last year's status (2) this year (3) road study – new estimate
- Paving – long term plan
- Winter/Summer Roads/Add'l/Garage – changes only
- Striping – new approach/add'l for Shaker rd? other?
- Shaker Rd Project – status/trees/other?
- Speed/construction sign – pushed from last year
- Libby Hill Rd sign (No Public Access)?
- Pocket park – included in Public Works budget
- Ext of Hannaford Sidewalk on Route 26/Libby Hill paving/sidewalks (Other submitted) – status grant?
- Traffic calming measures – devices

**-Extension of path from Cumby's to Brown Street**

**Tues – March 9<sup>th</sup> – 4-6pm:**

**-Community Development/Code Enforcement:**

- Pocket Park – status
- Stormwater modeling – status
- Facilities Study
- Watershed – update from CCCS&W/new requests
- Illumination Tool
- Training – Planning Board/ZBA

**-Science Building – Facilities use study grant – have 24 months**

**-Economic Development Director Position – Dan Cobb suggestion**

**-TIF:**

- Route 115/Yarmouth Road expenditures (Route 100 South TIF)

-Village TIF funds

**-CIP:**

- All remaining items
- Land Acquisition Fund

**-Follow-Up:** On items logged during workshops

- Do we need a separate Warrant Article question to establish the accrued time fund?
- Incl final/full \$75k rainy day fund payment – reconsideration? Split between this year/next year?
- Mo to provide est. for composite or non-PT marine grade wood ramp at Newbegin
- Determine amount/location of contingency fund for Building/Grounds Dept
- Check with State regarding Boat Ramp Grant program/donations – note each concrete plank \$207

**Mon – March 15th – 4-6pm:**

**-Library:**

**-Committee/Board requests:**

- CEDC Budget request
- Blueberry Festival Committee

**-Community Service:** (including Lake Association requests)

**-Law Enforcement:**

**-Senior Tax Rebate program** (separate question on ballot)

**-EV Charging Station/Electric Vehicle conversion:**

**-Follow-up:**

- Items logged from previous workshops

**-Revenue Sharing/Excise Tax Forecast:**

**-LD1 Status:**

**Mon – March 22nd – 4-6pm:**

**-Follow-up:**

- All outstanding items

**-Council Decisions:**

- CIP Payment
- Make Sub D / Enterprise funding decisions
- Individual Councilor proposals – for changes
- Identify final changes for Katy to make for March 22nd meeting – final numbers to be agreed upon then

**Wed – March 24<sup>th</sup> – 4-6pm:**

**-Outstanding Tasks:**

- Review final numbers for overall budget
- Review Council list for outstanding
- Determine impact to MIL Rate

**-Council discussion on overall budget:**

- Make final adjustments – straw poll on budget
- Agreement on ‘separate question’ items
- Presentation material content – April 6<sup>th</sup> TC meeting – packet due March 29<sup>th</sup>

**Tues – April 6<sup>th</sup> – TC Meeting – 7pm** – Budget Presentation & Public Hearing – feedback from Residents

**Mon – April 12<sup>th</sup> – 4-6pm:**

- Discuss any feedback from Public Hearing on April 6<sup>th</sup>.
- Finalize specific requests for wording of warrant articles for April 20<sup>th</sup> TC meeting – packet due April 12<sup>th</sup>
- Draft of Budget Flyer/timeline

**Tues – April 20<sup>th</sup> – TC Meet – 7pm** – appr of Warrant Articles/**May 18<sup>th</sup> – TC Meet – 7pm** – appr Municipal Warrant