GRAY TOWN COUNCIL AGENDA • FEBRUARY 18, 2025

Town Council Chambers

Gray Town Council Regular Meeting

7:00 PM

24 Main Street, Gray, ME 04039
https://graymaine.link/TC-Meeting
Phone 469-708-0487 / Meeting ID: 127 182 830#
Meeting may begin immediately following the Town Council
Workshop at 5:30PM

I. OPENING STATEMENT

This meeting will be held in person and online with the link provided in the agenda header. Residents wishing to participate in the Public Hearing or Public Comment portion of the agenda may do so by clicking in to participate or call in using the number provided during the Public Hearing or Public Comment as detailed in the agenda. Public Hearings will not be held prior to 7:00PM.

- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE TO THE FLAG
- IV. APPROVAL OF MINUTES

February 4, 2025 - Regular Town Council Meeting

V. COUNCIL COMMUNICATIONS

Report from Council Chair

Council Correspondence & Committee Reports

VI. REPORT FROM THE TOWN MANAGER

Financial Dashboard

Department Reports

VII. PUBLIC COMMENTS OF NON-AGENDA ITEMS (LIMIT 3 MINS PER PERSON)

The public is invited to address the Council on any item of business not on the agenda for tonight's meeting.

NOTE TO CITIZENS: Citizens have the right and are encouraged to speak during Public Comment regarding items not on the agenda, or regarding an item at the time in which it does appear on the agenda.

All comments and questions during public comment or on an agenda item are limited to not more than three (3) minutes per speaker, except that the Chair may grant an additional three (3) minutes at their

discretion. Any person who has already addressed the Council during public comment, on an agenda item, or during a public hearing will be asked to wait until all others have spoken before being recognized a second time. Additional Comments are welcome at the second public comments period of the agenda. Call 469-708-0487 / Meeting ID: 127 182 830#

VIII. OLD BUSINESS

Unfinished Business

Order 2425-12 - Addition of Private Solar Energy System (PSES) performance standards to the Zoning Ordinance. (No action will be taken on this item)

(Second and Final Reading)

Order 2425-14 - Amendment to Table 402.5.3 of the Zoning Ordinance. (*This item requires Public Hearing*)

Proposed Motion: Be it ordained by the Town Council of the Town of Gray, Maine in Town Council assembled, to amend Table 402.5.3, the "Table of Permitted Uses and Conditional Permitted Uses," in the Town of Gray Zoning Ordinance, to add an allowance for churches as conditional use in the Commercial and Business-Transitional 1 zoning districts.

IX. NEW BUSINESS

Business Licenses

Resolves (One Reading Required)

Orders (One Reading Required)

Orders (Two Readings Required)

X. PUBLIC COMMENTS

XI. REFERRALS

Impact of Invasive Species on Protected Land in Gray

XII. CURRENT COUNCIL REFERRALS

Included below is the list of items previously referred to Town Council for workshop review. These items are included on the agenda for reference only.

Comprehensive Plan Re-zoning
Create Water Quality (Shoreland) Ordinance
Pop Up Business Ordinance
Update Public Safety Ordinance
Village Transformation Project

XIII. UPCOMING MEETINGS

Town Council Workshop - March 4, 2025, 5:30PM

Town Council Meeting - March 4, 2025, 7:00PM

Town Council Budget Workshop - March 11, 2025, 5:30PM

Town Council Budget Workshop - March 18, 2025, 5:30PM

Town Council Meeting - March 18, 2025, 7:00PM

Town Council Workshop - April 1, 2025, 5:30PM

Town Council Meeting/Public Hearing - April 1, 2025, 7:00PM

Town Council Meeting - April 15, 2025, 7:00PM

XIV. EXECUTIVE SESSION

The Gray Town Council will enter into Executive Session under M.R.S.A. Title 1, Chapter 13 §405(6)(A) to discuss personnel matters.

No decisions will be made following this executive session and the Council will adjourn following.

XV. ADJOURNMENT

* 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.



Gray Town Council Town Council Chambers

7:00 PM

Regular Meeting

24 Main Street, Gray, Maine 04039

I. OPENING STATEMENT

This meeting will be held in person and online with the link provided in the agenda header. Residents wishing to participate in the Public Hearing or Public Comment portion of the agenda may do so by clicking in to participate or call in using the number provided during the Public Hearing or Public Comment as detailed in the agenda. Public Hearings will not be held prior to 7:00PM.

II. ROLL CALL

Town Councilors Present: Dan Maguire (Chair), Krista Chappell (Vice Chair), Anne Gass, Michael Johnson (Remote), Levi Robinson

Town Councilors Absent: None

Other Town Officials Present: Michael Foley (Town Manager), Britt Barton (Town Clerk), Lauren Asselin (Assessor), Kristen Muszynski (Town Planner), Tammy Munson (Code Enforcement Officer), Joseph Murray (Gray Water District), Adam Wilkinson (Gray Water District).

III. PLEDGE OF ALLEGIANCE

Council Chair Maguire led all present in the Pledge of Allegiance.

IV. APPROVAL OF MINUTES

Motion: To approve the January 07, 2025, Town Council meeting minutes as presented. Moved by Councilor Chappell, Seconded by Councilor Robinson **Motion carried. Unanimous consent.**

V. COUNCIL COMMUNICATIONS

Report from Council Chair: Upcoming Budget Workshop's. Upcoming referral and process.

Council Correspondence & Committee Reports:

Councilor Gass reported on the Resiliency Committee, GPCOG Resilience fellow, GPCOG, Gray Water District, Open Space Committee, Community Television Advisory Committee, Village Transformation Project, Libby Hill Safety Sidewalk Project, Zoning Workshop. Correspondence regarding Age Friendly Maine and correspondence shared with Council as a whole.

Councilor Chappell reported on Ordinance Advisory Committee, Zoning Changes, Blueberry Festival Committee, GPCOG. No additional correspondence to report.

Councilor Robinson reported on Dry Mills School House Committee, Library Trustees, Recreation Committee. No correspondence reported.

Councilor Johnson had no committee reports. No correspondence reported. **Councilor Maguire** reported on Planning Board, Zoning Board of Appeals. Correspondence regarding MDOT, Public Safety Annual Banquet, EV charging station map, phone calls with constituents.

VI. REPORT FROM THE TOWN MANAGER

Town Manager Michael Foley provided the following updates:

- Resiliency Corps partnership with GPCOG
- Table Talk with the Town Manager
- Age-Friendly GNG
- Fiddlehead School Visit
- Zoning Feedback Workshops
- Budget Review Schedule
- Recent Grant Partnerships
- ICMA Senior Fellowship Program
- News About Town Digital Newsletter
- Federal Spending Freeze
- Future Town Council Workshops

Slides presented during the Town Managers report have been included in the minutes below.

VII. PUBLIC COMMENTS OF NON-AGENDA ITEMS (LIMIT 3 MINS PER PERSON)

Council Chair Maguire opened the floor for the first public comment portion of this meeting. The following individuals spoke: Fran Monroe (Lewiston Road), Judy Simoneau (Arlington Court).

VIII. OLD BUSINESS

<u>Unfinished Business</u>

(Tabled at Previous Meeting)

Order 2425-12 – Addition of Private Solar Energy System (PSES) performance standards to the Zoning Ordinance.

Motion: To remove Order 2425-12 from the table.

Moved by Councilor Gass, Seconded by Councilor Robinson

Motion carried. Unanimous Consent.

A public hearing on this item was held. Notice of the public hearing was published in the Portland Press Herald, posted on the Town of Gray's website, and posted in Town Hall. Council Chair Maguire opened the public hearing at 7:30 PM. The following individuals spoke: Joseph Murray (Gray Water District), Fran Monroe (Lewiston Road). Comments provided at the January 09, 2025, Planning Board Meeting regarding Order 2425-12 have been included in the minutes below.

Council Chair Maguire closed the public hearing at 7:39 PM.

Motion: To approve the first of two readings of the legislation. Be it ordained by the Town Council of the Town of Gray, Maine in Council assembled, to amend the Town of Gray Zoning

ordinance Chapter 402 to add Private Solar Energy System performance standards, 402.6.12 and associated amendments to prohibit Solar Panels in Wellhead 1 and to allow PFAS free certified Solar Panels in Wellhead 2 and BT-2; and to amend the Commercial Solar Energy Systems Overlay District, 402.8.10, to allow animal grazing.

Moved by Councilor Gass, Seconded by Councilor Maguire

Council Chair Maguire opened the floor for comments on the motion.

Councilor Gass discussed her findings when conducting research on the item as proposed and the numerous potential contaminants associated with residential living and expressed uncertainty about the impact of solar panels in Wellhead 1, but stressed the need to consider broader environmental and water quality issues.

Councilor Chappell discussed the ordinance presented versus the ordinance as originally proposed. Suggesting improving zoning maps to better protect water quality and still supporting the aesthetic standards for residential solar panels and has concerns with the ordinance as presented.

Councilor Robinson discussed his findings after researching further on the item presented and concluded that additional cautions may be warranted.

Councilor Maguire acknowledged how the conversation has evolved and supports the ordinance as presented and suggests extending restrictions in other zones.

Councilors discussed amending the ordinance as proposed to prohibit solar panels in wellhead 1 and require the certification of PFAS free solar panels in wellhead 2 and the BT-2, and to table the proposed language changes for consideration by the Planning Board.

Motion carried. (Vote 4-1-0)

Ayes: Gass, Johnson, Maguire, Robinson

Nays: Chappell Absent: None

Motion: To table Order 2425-12

Moved by Councilor Gass, Seconded by Councilor Robinson

Motion carried. Unanimous Consent.

(Second and Final Reading)

There were no orders presented for second and final reading.

IX. NEW BUSINESS

Business Licenses

There were no business licenses presented for consideration.

Resolves (One Reading Required)

There were no resolves presented for consideration.

Orders (One Reading Required)

Order 2425-15 - Personal Property and Real Estate Write-Offs

Motion: Be ordered, that the Gray Town Council hereby approves the attached list of Personal Property accounts and Real Estate account #608 be written off as recommended by the Assessor.

Moved by Councilor Gass, Seconded by Councilor Chappell

Council Chair Maguire opened the floor for comments on the motion.

Assessor Lauren Asselin introduced the item and provided additional information.

Councilors requested additional information regarding the challenges collecting personal property taxes and future improvements to addressing and monitoring unpaid accounts.

Motion carried. Order 2425-15 adopted. (Vote 4-1-0)

Ayes: Chappell, Gass, Maguire, Robinson

Nays: Johnson Absent: None

Orders (Two Readings Required)

Order 2425-14 – Amendment to Table 402.5.3 of the Zoning Ordinance

A public hearing on this item was held. Notice of the public hearing was published in the Portland Press Herald, posted on the Town of Gray's website, and posted in Town Hall. Council Chair Maguire opened the public hearing at 8:19 PM. The following individuals spoke: Fran Monroe (Lewiston Road), Michael Foley (Town Manager), Kristen Muszynski (Town Planner).

Council Chair Maguire closed the public hearing at 8:23 PM.

Motion: To approve the first of two readings of the legislation. Be it ordained by the Town Council of the Town of Gray, Maine in Town Council assembled, to amend Table 402.5.3, the "Table of Permitted Uses and Conditional Permitted Uses," in the Town of Gray Zoning Ordinance, to add an allowance for churches as conditional use in Commercial and Business-Transitional 1 zoning districts.

Moved by Councilor Chappell, Seconded by Councilor Gass

Council Chair Maguire opened the floor for comments on the motion.

Motion carried. (Vote 5-0-0)

Ayes: Chappell, Gass, Johnson, Maguire, Robinson

Nays: None Absent: None

X. PUBLIC COMMENT

Council Chair Maguire opened the floor for the second and final public comment portion of this meeting. The following individuals spoke: None

XI. REFERRALS

There were no referrals for consideration.

XII. CURRENT COUNCIL REFERRALS

Included below is the list of items previously referred to Town Council for workshop review. These items are included on the agenda for reference only.

- Comprehensive Plan Re-Zoning
- <u>Create Water Quality (Shoreland) Ordinance</u>
- Pop-Up Business Ordinance

- Update Public Safety Ordinance
- Village Transformation Project

XIII. UPCOMING MEETINGS

Town Council Meeting – February 18, 2025, 7:00PM

Town Council Meeting – March 04, 2025, 7:00PM

Town Council Budget Workshop – March 11, 2025, 5:30PM

Town Council Budget Workshop – March 18, 2025, 5:30PM

Town Council Meeting – March 18, 2025, 7:00PM

Town Council Budget Workshop – March 18, 2025, 8:00PM

Town Council Meeting/Public Hearing – April 01, 2025, 7:00PM

XIV. EXECUTIVE SESSION

The Gray Town Council will enter into Executive Session under M.R.S.A. Title 1, Chapter 13 §405(6)(C) to discuss real estate matters and M.R.S.A. Title 1, Chapter 13 §405(6)(A) to discuss personnel matters.

Motion: The Gray Town Council will enter into Executive Session at 8:25 PM under M.R.S.A. Title 1, Chapter 13 §405(6)(C) to discuss real estate matters and M.R.S.A. Title 1, Chapter 13 §405(6)(A) to discuss personnel matters, inviting the following individuals: Town Manager. Moved by Councilor Chappell, Seconded by Councilor Robinson

Motion carried. Unanimous consent.

XV. ADJOURNMENT

Motion to adjourn at 10:46 PM

Motion carried. At the call of the Chair.

BLB



FY26 Budget-Challenges

- State Budget
- Federal Tariffs & Funding
- ©County Budget 6-8%
- Law Enforcement Staffing
- Continued Cost Increases
- **⊚**Utilities (GWD 10%increase) (Gas & Electricity)
- Salt & Sand
- Fuel



FY26 Budget-Challenges

- Revaluation
- •Wages that recognize years of experience to promote longevity and retention.
- Staffing (Half Year Positions) (Fire Dept.) (Transfer Station)
- Capital Expenses (Truck Replacements) (Fuel Tanks) (Facilities)



FY26 Budget-Opportunities

- Consolidated Code Enforcement & Planning Department
- One time expenses from FY25.
- Continued steady community growth.
- Potential bond refinancing.
- Eliminated Planning Director & Town Engineer/Project Manager Positions
- ■Continued partnerships w/North Yarmouth & New Gloucester



FY26 Budget-Goals

- Support Town Council Priorities: Village Transformation Project, Finances, Increased Commercial Revenues, Housing, Limit Tax Increases, and Wastewater.
- Minimal Municipal Tax Increase
- ©Catch up on audits in FY26
- Promote community growth through business retention & expansion.
- Complete Comprehensive Plan Zoning
- Improved property tax collections.



FY26 Budget-Forecast

- ©Current Municipal Budget=\$13,403,011
- ©Current Municipal Tax Rate=\$2.94
- ©Current Combined Tax Rate=\$9.70
- Hypothetical 3% Increase=\$13,805,101 or +\$402,090
- ©Estimated Tax Rate=\$2.99 or +\$0.04/1.52%
- ©Estimated Combined Tax Rate=\$10.24 or +\$0.54/5.58%



FY26 Budget-Review Schedule

- Public Input Session-Today
- Budget Delivered to Town Council & Public-March 6th
- Town Council Workshops-Budget Review
- Budget Presentation & Departments-March 11th 5:30pm
- ©County, Departments, CIP, Revenues, & Debt-March 18th 5:30pm
- ♠Town Council Meeting-April 1st 7pm:MSAD 15 Budget Update, Public Hearing Draft Budget Warrants
- ●Town Council Meeting-April 15th 7pm:Approval Annual Budget Warrants
- Referendum Town Meeting-June 10th (Election Day)





New Positions

- Resiliency Corps partnership with the Greater Portland Council of Governments & AmeriCorps (Grant Funded)
- Audrey Piper
- Recent graduate of Bowdoin College
- Working w/Resiliency Committee









Zoning Feedback Workshops

- Dry Mills Area-Feb. 3rd 6pm
- ♠Libby Hill Area-Feb. 12th 6pm
- ●Town-wide-Feb. 24th 6pm



FY26 Budget-Review Schedule

- Public Input Session-Today
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- County, Departments, CIP, Revenues, & Debt-March 18th 5:30pm
- ●Town Council Meeting-April 1st 7pm:MSAD 15 Budget Update, Public Hearing Draft Budget Warrants
- ●Town Council Meeting-April 15th 7pm:Approval Annual Budget Warrant
- Referendum Town Meeting-June 10th (Election Day)

Recent Grant Partnerships

- Community Resilience Partnership
- Housing Needs Assessment
- Land Use Ordinance Analysis





ICMA Senior Fellowship Program

- Partnership with US Army Civilian Career Management
- Year long connection with site visit between now & September.
- ●Finalized at ICMA Conference in October.
- Deputy Garrison Commander J. Scott Enlow





General Updates



January 6, 2025

News About Town

Digital Newsletter

Federal Spending Freeze

All the news from the Crossroads of Maine! In this newsletter, which is published every first and third Monday, you'll read important notices, event recaps, government news, employment opportunities, and much more for the Town of Gray.



Future Town Council Workshops

- February 18th-Maine Municipal Association & Personnel Policy Updates
- March 4th-Cumberland County Sheriffs Department & Greater Portland Council of Governments
- ●March 11th & 18th-FY26 Budget & County Govt. (18th)



PUBLIC COMMENT

MICROSOFT TEAMS TRANSCRIPT (Edited to correct transcription errors) FROM PLANNING BOARD PUBLIC HEARING ON PRIVATE SOLAR ENERGY SYSTEMS ORDINANCE AMENDMENT, JANUARY 9, 2025

My name is Joe Murray.

I live at 213 Shaker Rd. and I'm one of the trustees in the water district.

Before I begin, I can answer your PFAS question: It is not in the commercial ordinance. We did recommend that it be included in the commercial Ordinance, but that's not in the purview of the of the district. That would be a Council decision if they want to change the ordinance for commercial systems. That PFAS requirement is not there.

. . .

The handout I've just given you there is a copy of the guidance that we received from state drinking water program regarding solar panel installations in and near public water systems.

You can see it is primarily for commercial systems, but there are a couple of elements there that would apply to private systems. Specifically, they recommend keeping zone one free of all structures or appurtenances that are not essential to public water supply operations. I also recommend that only documented PFAS free panels be permitted in or near the wellhead protection zone. Those are two elements that we've highlighted on your handout there. This document is the basis of the comments and recommendations we made regarding the proposed ordinance amendment to the private solar energy system.

The Council has twice held lengthy and thoughtful discussions on the water district input on the proposed ordinance. We do appreciate work they put into that. There's a lot of interest in getting this right, I'm afraid. However, by concentrating on PFAS, they've come to the wrong conclusion.

It's not just about PFAS, it's the unknown chemical and mineral makeup of the current and future panels, waterproofing compounds and lubricants. To the district and to the state drinking water program, these panels are subject to damage or destruction from severe storms, large hail and may well have little or no maintenance over their entire life span.

Wellhead one is the most sensitive zone in the last line of defense, the source of drinking water that serves thousands of residents and visitors, and it's the lifeblood of local businesses.

Decisions regarding what is allowed in this zone should be made with protection of the drinking water source as the overriding concern, (not) allowing solar panels or any other non-essential items in the well in the wellhead zone. One also sets a dangerous precedent for future threats to the source.

The district respectfully requests that the planning board not support the ordinance amendment as currently proposed and support instead the adoption of changes recommended by the drinking water program and proposed by the water District to protect the drinking water source,

specifically, prohibit the installation of PSES in wellhead 1 and require installations in wellhead 2 and BT2 zones to be documented PFAS free panels.

These requested changes do not impose significant burden on residents. Not allowing PSES in wellhead 1 affects 8 residential properties, requiring PFAS- free documentation. BT-2 affects a lot more properties, but it's not a difficult requirement to me. Any reputable manufacturer would be able to furnish PFAS free documentation. Due to the national attention to PFAS, that's probably already required elsewhere.

And for the record, the district is not opposed to solar panels. Several of our members have solar panels. Unanimously, the board is in favor of solar panels, just not in wellhead one and with cautions in wellhead 2 and BT2 zones.

That's all we're really asking for. Thank you.

My name is Sue Fuller and I live on 128 Dartmouth Rd.

I've been kind of following the water district and I've gone to a few other meetings and they're very caring, compassionate group and they are very concerned about keeping our water pure. And I have to agree with everything Joe Murray said. We need to protect our water. Why take a chance?

With PFAS, look at northern Maine, the problems they have. And just a little while ago, we had a problem with the water. We all didn't have water for a week or so. Can you imagine if we have PFAS or it gets contaminated and we can't drink it forever?

We've got to do all we can do to protect our water. We have delicious water. And I know the town has been talking about connecting to Portland District. Well, I work in Cumberland and we drink Portland Water district water every day, and it isn't fit. It is full of chemicals. It is full of chlorine. We have to bring our own water.

And I just, we have such a precious source here and an abundant source, we need to really do all we can do to protect our water. And I hope you hear what I'm saying and take it to heart, because if our water is ruined, what do we do?

So I'm just very compassionate about this. Thank you.

Judy Simoneau, 4 Arlington Court

I too have been following the solar panels issue and going to the meetings and learning more about what is going on with it and I too am very concerned to think that the Town Council and the planning Board would allow such violation of our water and take it into jeopardy like they are.

I think it's important that we don't have a chance to mess up on our water. It is our water. It's our only source of water, and if it does get contaminated, there's no other alternative except for Portland Water District, which would cost taxpayers an enormous amount of money to hook on such a different water source like that and I just think it should be valued.

I don't think we should make exceptions. I don't think that we should allow anything else. You know, if the water district is saying don't do this, then we shouldn't even think about it twice. We shouldn't even say, let's just do a little bit of it. It's only 8 houses. We'll just let them do it. They probably won't put them in anyway.

It does matter. Because what we're doing is we are not holding the line, we're not like saying, OK, this is it. We're protecting the water instead. What we're doing is, as we're saying, OK. Well, it's OK. We're just let a little bit happen. It's not the way to be. We've got to hold the line on the water. It's the most protective thing that we've got to do in this town. It's the most important thing there is, is the water.

So I feel very strongly about the water districts decision. You know, I don't think we can vary on this. I don't think we can make considerations for a few people that are going to be put out because I can't put a solar panel up. It's the water. It's our water. It's for the town and it's for everybody that's going to have to pay for an alternative. I don't think it's worth any type of any justification of allowing such things.

(The water district) says this is what it should be and the CDC says it. I don't think it should be questioned. And why would we question it? I think it should be affirmed. No, we don't allow it. That's the way it is. These are here for protection for the water and they should not be jeopardized in any way. So thank you.

Planning Board member Melinda Sheehee response:

I appreciate the passion for this issue and I am glad to see that the town council did address the PFAS issue and added that in. I thought that was good. I understand if there's eight other lots they probably can do a lot of other things on their property could be bad for the water district. Not to mention Roundup, I mean, gas cans, oils, all kinds of things. Those are probably even more high risk than the solar panel, but there are limits to what the town can do and more solar panels are are good, I think in a lot of ways, but I understand the concern and I do appreciate the water district's input.

TOWN OF GRAY FY25 Budget to Actual Report



Unaudited Accounts Updated February 11, 2025

Department Budgets	FY Budget Amount	F	YTD Actual Amount	 TD riance	FYTD % Variance		
Administration	\$ 4,752,634	\$	2,392,119	\$ 2,360,515	50%		
Library & Recreation	\$ 938,348	\$	560,920	\$ 377,428	40%		
Public Safety	\$ 2,175,903	\$	1,454,792	\$ 721,111	33%		
Public Works	\$ 4,121,775	\$	2,417,922	\$ 1,703,853	41%		
Debt Service	\$ 1,220,101	\$	1,110,475	\$ 109,626	9%		
Total Budget	\$ 13,208,761.00	\$	7,936,228.37	\$ 5,272,533	40%		

Revenue Budget	F	YTD Budget Amount	FYTD Actual Amount			TD riance	FYTD % Variance
Administrative Fees	\$	270,700	\$	176,050	\$	94,650	35%
Auto Excise Tax	\$	2,692,100	\$	1,437,996	\$	1,254,104	47%
Boat Excise Tax	\$	30,000	\$	2,986	\$	27,014	90%
Snowmobile Fees	\$	2,500	\$	2,500	\$	0	0%
Cable Franchise Fees	\$	91,000	\$	91,000	\$	0	0%
Investment Interest	\$	300,000	\$	183,955	\$	116,045	39%
Interest on Delinquent Taxes	\$	65,000	\$	44,108	\$	20,892	32%
Misc. Revenue	\$	10,000	\$	61,688	\$	(51,688)	-517%
Library & Recreation Fees	\$	654,000	\$	333,701	\$	320,299	49%
Public Safety Fees	\$	315,000	\$	260,784	\$	54,216	17%
Public Works Fees	\$	187,600	\$	129,056	\$	58,544	31%
DOT Local Roads	\$	165,000	\$	169,572	\$	(4,572)	-3%
Tree Growth	\$	30,000	\$	28,512	\$	1,488	5%
Veterans	\$	4,500	\$	5,156	\$	(656)	-15%
General Assistance Reimbursement	\$	33,600	\$	15,249	\$	18,351	55%
Municipal Revenue Sharing	\$	1,126,740	\$	585,423	\$	541,317	48%
Total Budget	\$	5,977,740.00	\$	3,527,737	\$	2,450,003	41%

Net Budget	F	YTD Budget Amount	F	YTD Actual Amount	 YTD ariance	FYTD % Variance
Expenditures	\$	13,208,761	\$	7,936,228	\$ 5,272,533	40%
Revenues	\$	(5,977,740)	\$	(3,527,737)	\$ (2,450,003)	41%
Total Net Budget	\$	7,231,021	\$	4,408,492	\$ 2,822,529	39%



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

OFFICE OF THE ASSESSOR

Lauren Asselin, Assessor lasselin@graymaine.org (207) 657-3339 ex. 112

February 5, 2025

Assessing Department Report to the Town Manager (1/1/2025 - 1/31/2025):

- 1/2 Vacation Day
- 1/6 Tree Growth Application Review
- 1/8 Taxpayer Meeting Abatement Process
- 1/9 Department Head Meeting
- 1/9 Final Inspection Dutton Hill
- 1/13 Final Inspection Labrador Lane
- 1/15 Final Inspection Yarmouth Road
- 1/23 Final Inspection Ramsdell Road
- 1/28 Final Inspections Meadowview Drive/Game Farm Road
- 1/28 Solar Farm Outreach
- 1/29 Taxpayer Meeting Farmland Classification
- 1/30 Personal Property Research

Other Activities/Accomplishments:

- Processed Real Estate Transfers for October/November
- Responded to taxpayer questions and concerns
- Deputy Assessor training building sketch input
- Conducted property research as needed
- Correspondence follow up



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

CODE ENFORCEMENT OFFICE

Tammy Munson, Lead Code Enforcement Officer ceo@graymaine.org

January 31, 2025

To: Michael Foley, Town Manager

From: Tammy Munson, Code Enforcement Director/Interim Planning Director

RE: Code Office Monthly Report (January 1, 2025 – January 31, 2025)

<u>Inspections Performed:</u> Permits Issued:

Building Foundations - 10	Building - 11
Building Rough-in*- 16	Plumbing - 13
Building Insulation - 8	Electrical - 16
Building Final**- 16	Dock - 0
Electrical - 52	Pool - 0

Plumbing/Septic - 30 Tree Removal -5
Tree Inspection - 3 Signage - 0
In Office and Site meetings***32 Driveway - 1

Monthly Accomplishments:

We are updating all of our applications in order to make it easier for customers to understand our process. The Planning files are still being digitized.

Monthly Appeals:

There were no appeals this month.

Town Council Tracking Worksheet Items and Ongoing Goals:

To improve permitting and daily communications with the public. We will continue to strive to improve this and hope to become a sought-out resource within the Community.

^{*}Rough-In Inspection may consist of framing, electrical, and plumbing inspections all done at the same time.

^{**}Building Final may consist of final inspections of new single-family dwellings including final building, plumbing and electrical. This also includes finals for new businesses, decks, sheds, etc.

^{***}This would include Town Manager meetings, licensing inspections, potential violations, land use investigations, and assisting in office with shoreland zoning permits.



Henry Pennell Municipal Complex 24 Main St, Gray Maine 04039 www.graymaine.org KYLE HADYNIAK DIRECTOR 207-657-3339 X116

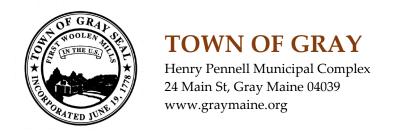
Hello,

Please find below items worth noting for the Communications and IT department for January 2025:

- 1. Interviewed, hired, and trained Chris Daggett as the first-ever media production coordinator, a position serving both Gray and New Gloucester. Chris has taken to the job exceptionally well.
- 2. Created FY26 budget in ClearGov. Will work with town manager and finance director as needed to finalize budget as the budget review process moves along.
- 3. Promoted the <u>budget review schedule</u>. The Comm. and IT department is proactively planning on how to best promote awareness of the budget between now and June.
- 4. Published December 2024 department highlights.
- 5. Published the first issues of the new twice-monthly *News About Town* newsletter. The January 6 and January 20 issues have a 58 percent and 60 percent open rate, respectively, which is quite good.
- 6. Promoted pre-registration for pre-k and kindergarten.
- 7. Coordinated the <u>sale of eight unused computers</u> to a high school teacher from Connecticut. These computers would otherwise be destined for the Transfer Station.

If you have any questions about these items, please let me know.

Best, Kyle Hadyniak



ECONOMIC DEVELOPMENT

Denise M. Clavette Director, Economic Development 207-657-3339 ext. 139 dclavette@graymaine.org

Economic Development Monthly Report

Denise Clavette, Director Mike Thomas, Town Engineer/Project Manager December 2024

Economic and Business Development

Business Outreach and Visitation Program / Business Retention and Expansion (BRE)

- Interviewed CRM (Customer Relationship Management) firms; in process of selecting a firm. The CRM will be a business database/listing developed from multiple data sources. It will be a centralized, streamlined, and comprehensive database management system of Gray's businesses, serving as a "one stop shop" for all municipal government-business related communications. Capabilities of the system include the ability to conduct surveys, send out communications to businesses, data analysis and more. The CRM will also benefit Assessing.
- Formal Business Outreach and Visitation Program will begin in March.

Business & Community Development

- Continuing to work with several businesses with expansion projects, and other business consults.
- Attended the Fiddlehead School Open House, and continuing the dialogue to help promote this Charter School as an asset to the Gray community.
- Attended MEREDA seminar on

Tax Increment Financing (TIF)

- Met with Alyssa Tibbetts, the Town's Legal Counsel re: Gray's TIFs, to discuss next steps with regards to extensions, and the timeline.
- Continue to review Gray's TIFs and develop draft strategies for consideration.

Sebago Lakes Region Chamber of Commerce

 D. Clavette was appointed to serve on the Sebago Lakes Region Chamber of Commerce Board at their Annual Meeting.

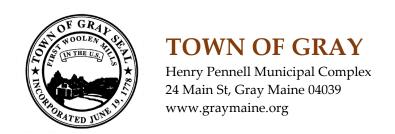
Grants and Resources

Money Mondays (GPCOG)

 Attending GPCOG's "Money Mondays" webinars that feature grant opportunities for municipalities. Grants range from GPCOG, state or federal funded programs.

GPCOG Grant for a Land Use Analysis

 GPCOG will review Gray's zoning, site plan, and subdivision ordinances to identify potential barriers to housing production. Project slated to begin in February 2025, expected to be completed in June 2025. Deliverable will be a brief synopsis with suggested ordinance changes and/or items for the Town Council's consideration.



ECONOMIC DEVELOPMENT

Denise M. Clavette Director, Economic Development 207-657-3339 ext. 139 dclavette@graymaine.org

Projects and Initiatives

Village Transformation Project

- D. Clavette met with MaineDOT to discuss next steps for the design proposal that will be the basis for the RAISE grant submission. A virtual pre-propsal meeting has been set up in February with MaineDOT, Town of Gray, HNTB and Principle Group to review the scope. The project conceptual scoped plan will be reviewed at the meeting, to give HTNB direction for developing a project design proposal to complete the design to a preliminary design report (PDR).
- The VTP project is part of the Gray and MaineDOT Village Partnership Initiative (VPI) for Route 202/Route 202S/Main Street, and encompasses the following are: Route 202: Begins 0.14 of a mile east of McConkey Road and extends northeast 1.10 miles. Route 202S: Begins at Route 26 and extends southwest 0.24 of a mile. Route 115: Begins at Route 4 and extends east 0.67 of a mile.

Municipal Wastewater Feasibility Study RFP

 Draft Municipal Wastewater Feasibility Study RFP has been completed. Anticipated release date is mid-February.

Resiliency Committee / GPCOG Resiliency Fellow

- Audrey Pyper has joined us as our Resiliency Fellow. Audrey is already providing valuable assistance with our Resiliency Committee – researching, and beginning to work on the development of videos for the Committee
- The Resiliency Committee met in January. Agenda covered the Watershed Grant, emergency planning, Ordinance update, and video/education and outreach work. Minutes forthcoming.

Looking Ahead

Set up initial CRM Database Business Outreach and Visitation Initiative Municipal Wastewater Feasibility Study RFP Release Tax Increment Financing (TIF) – timeline and next steps GPCOG Grants: Housing Needs Assessment

Respectfully submitted,

Denise M. Clavette, Economic Development Director



Facilities & Parks Department 2 Turnpike Acres Road Gray, Maine 04039 www.graymaine.org

FACILITIES & PARKS DEPARTMENT

Mo Russo III, Director mrusso@graymaine.org 207-657-3339 ext.131

February 11, 2025

Department of Facilities & Parks Report to Town Manager 1/1/2025-1/31/2025

- 1/01 New Years Day Holiday
- 1/02 Ice Rink Flooded
- 1/06-07 Transfer Station Bearing Wall Project
- 1/08 Recoat Ice Rink
- 1/10 Ice Rink Recoat
- 1/13 Ice Rink Recoat
- 1/13-14 Completed Transfer Station Bearing Wall Project
- 1/16 Ice Rink Recoat
- 1/20 Staff in for storm cleanup
- 1/21 Transfer Station Septic line clogged
- 1/23 Met with MMA for Risk Assessment
- 1/23 First grooming of VALT Path at Pennell Complex
- 1/24 Ice Rink Recoat
- 1/27 Ice Rink Recoat
- 1/27-28 Transfer Station Septic line jetted, flushed, and camera inspected
- 1/30 Grooming at Libby Hill

Other Activities / Accomplishments:

- 15 Service Calls for various departments
- Attended Board of Pesticides seminar and test for Private Applicator License, passed. This is the first step in acquiring a Commercial Master

Challenges / Obstacles Requiring Assistance Outside of the Department:

Thanks to Public Safety for assisting with filling the ice rink.



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

ADMINISTRATION

Justine Hutchings, Finance Director jhutchings@graymaine.org (207) 657-3339 x103

February 10th, 2025

Finance Department Report to Town Manager (January 1st – January 31st, 2025):

Recent Activities:

- 1/1 Town offices closed in observance of New Year's Day
- 1/2 out of office
- 1/6 1/9 introduced our new Staff Accountant, Debbie, to some of our routine processes, our budget, and general familiarization of where our records are maintained.
- 1/7 Corresponded with Risk Management and Code Enforcement regarding open claim.
- 1/9 Monthly Department Head meeting
- 1/9 worked with Doug to secure insurance and make payment for a public event the Town will be hosting at St. Gregory's
- 1/9 worked with Risk Management for secure insurance for an Ambulance that the Town will be loaning from the Town of Cumberland
- 1/9 attended ClearGov webinar
- 1/12 provided YTD expense details to each Department Head
- 1/14 Annual meeting with Androscoggin Bank
- 1/15 attended ClearGov webinar
- 1/16 Corresponded with Auditor regarding the status of the Town's FY23 audit, where additional support was requested and the auditor communicated that they will be concluding our audit shortly.
- 1/17 Reviewed Finance records to recover the requested audit support and requested assistance from other Departments involved.
- 1/20 Town offices closed in observance of Martin Luther King Jr. Day
- 1/21 Prepared and mailed Notices of Impending Foreclosure for the FY23 tax liens that are maturing in March of this year. The Town has 35 properties with maturing liens and we sent 47 notices to the respective property owners, lien holders, and interested parties.
- 1/21 Reached out to our propane, unleaded fuel, diesel and electricity vendors to discuss our contract renewals. This will eliminate variables for these commodities and make for easier budget preparation.
- 1/22 Renewed our contract for unleaded and diesel fuel, our new expiration date is June 30, 2026.
- 1/23 Received notice from Irving, our propane supplier, that we are unable to enter into a new agreement at this point due to tariffs.

- 1/23 I spent time on many of the preceding days, preparing tax forms and distributed them on this day.
- 1/27 continued to work on the collection of necessary audit support
- 1/28 looked to recover purchase documents and lienholder information on Rescue 47, acquired in 2010.
- 1/29 discussed maturing CDARs
- 1/29 worked with Androscoggin bank to get Debbie set-up to perform Remote Deposit Captures and for both her and Robin to be able to access Positive Pay.



Town of Gray General Assistance 24 Main St Gray, ME 04039

Phone: 207-657-3339 x134 Fax: 207-657-2149

www.graymaine.org

Email: planning@graymaine.org

January 2025

- 1/8/25- Met with a first-time applicant who is a single adult, disabled and in need of heating oil.

 Client receives partial SS Disability but has recently become fully disabled and unable to work. I assisted with heating oil on an emergency basis. I discussed that they need to speak with disability to increase benefits if they can no longer work at all. We also discussed GA priorities of spending income properly.
- 1/8/25- Met with first-time applicants, a household of two adults and one child. They requested assistance with heating oil. One of the adults lost their job and was planning to start a new job on 1/9/25. I granted assistance based on need.
- 1/15/25- Met with a returning applicant, One adult and one minor, I discussed that I need the GA Dr. form filled out by their Dr. stating any work limitations. They were denied SSDI recently because they did not have enough of a working history. I assisted with partial rent based on need.
- 1/22/25- Met with a returning applicant, one single adult, still pending their SSDI application, had a physical for SSDI recently, and the process is moving along. Requested one food voucher, assistance with CMP bill, and \$33 toward rent (which is not covered by the section 8 voucher). Assistance was granted based on need.
- 1/30/25- Met with a first-time applicant, one single adult, that is unemployed and at risk of eviction. We discussed the requirement to fill out a job search form, I gave information about the career center and an upcoming job search event. I granted assistance for rent for one month and set those conditions.



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

ADMINISTRATION

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

February 3, 2025

Human Resources Report to Town Manager (January 1 – January 31, 2025):

Recent Activities:

- 1/1: Observed New Year's Day
- 1/3: Town Payroll
- 1/9: Attended Department Head meeting
- 1/13: Attended LERA Maine Paid Family Medical Leave (PFML) webinar and met with Town Manager regarding salary planning
- 1/14: Provided Town Manager with updated organizational chart
- 1/16: Attended Safety Committee meeting and met with Range Culture Co. regarding benefits administration
- 1/17: Town Payroll
- 1/20: Observed Martin Luther King, Jr. Day
- 1/21: Attended Maine Local Government Human Resources Association (MLGHRA) training regarding PFML Private Plan Substitution
- 1/28: Attended MLGHRA webinar Legal Year in Review with Pretti Flaherty
- 1/31: Town Payroll

Other Activities/Accomplishments:

- Recruitment
 - Supported departments (Communications & IT, Facilities & Parks, Finance,
 Public Safety, Public Works) with hiring and onboarding activities
- Pay and benefits administration
 - o Completed follow-up on 2025 Open Enrollment process communicated with employees, benefits specialists, and brokers on benefits enrollment updates
 - o Implemented 2025 Wage Scale for Gray Firefighter's Union
 - o Continued implementation of digital payroll warrant distribution
 - o Provided oversight and support for AP/Payroll Administrator in payroll process
- Reporting and compliance
 - o Began PFML deductions in accordance with Maine DOL and IRS requirements
 - Filed Q4 Federal 941 and State 941ME tax forms and Unemployment Compensation reports
 - o Filed 2024 Federal Employer Tax Return and issued W-2 forms to employees

Challenges (Task List):

- Reporting and compliance
 - o File 2024 1094-C and print 1095-Cs for employees upon request
 - o Post 2025 Federal and State labor law posters
 - o Respond to 2024 BLS Survey of Occupational Injuries and Illnesses
 - o Submit 2024 Workers' Compensation Payroll Audit
 - Utilize Maine PFML Employer Portal to file quarterly reports and remit premiums

• Pay and benefits administration

- o Train on ClearGov budgeting software system
- Assist the Town Manager in FY2026 personnel budgeting and the development of an experience-based wage scale for non-union positions
- Determine most efficient entry of Compensatory Time Earned in payroll software per guidance from Harris Local Government
- o Implement electronic distribution of paystubs to improve efficiency, sustainability
- o Continue implementation of digital payroll warrant distribution

• Policy development

- Work with the Town Manager to propose changes to the Personnel Policy, including periodic background checks, compensatory time, workplace support for nursing mothers, flextime, vacation, health insurance, retirement, education reimbursement, employee leave, and safety policies
- Lead project in collaboration with Town Manager and Public Safety Director to draft civil rights policies and procedures for the Town Council's consideration

• Learning and development

- o Plan 2025 Training Day
- Refine internal process for department heads and other employees to submit Workforce Development Funding Requests
- o Coordinate CPR training and certification for interested Town Office staff
- Spearhead professional development and performance management programs for all Town staff

Records management

- Transition HR-related digital files from the local server to SharePoint, enhancing accessibility and security
- Digitize hard copy payroll records to enhance security and reporting; additional staffing support or outsourcing is needed
- Digitize hard copy personnel records to create a secure, centralized repository, ensuring long-term preservation and compliance with record-keeping requirements



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

PLANNING DEPARTMENT

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

Planning Department Report

To Town Manager for 01-1-25 to 01-31-25:

- On-going correspondence with developers keeping escrows & bond info current
- On-going follow-up on post-approval requirements for PB-approved projects
- Assist Codes with complex Shoreland Zoning application

Town Council Tracking Worksheet Items:

- Correspondence with various property/business owners regarding proposed new zoning
- MC logistics for upcoming workshops including town-wide postcard mailing
- Extensive coordination with GIS consultant preparing for upcoming workshops
- Finalize background information for proposed new non-village zoning
- Collaborate with Communications Dir. for proposed new non-village zoning website
- Updating private solar ordinance language, memo, public notices for second ordinance review/approval process
- Hold OAC meeting on 1-20-25 for final input on proposed new non-village zoning

Other Activities / Accomplishments:

- Coordinate dial bearing repair and adjustments for tower clock south facing dial
- Meeting with various property owners/prospective buyers regarding development plans
- Open Space Committee meeting prep, participation, follow-up
- Project review and meeting prep/participation for Planning Board meeting Feb. 3
- Grant training, preparation, submittals via HUD grant portal for sidewalk grant project
- Staff Review Committee 01-27-25 and associated review/prep/follow-up
- Ongoing correspondence, meetings regarding Brownfields grant
- Special thanks to Kyle for his help coordinating and posting proposed new zoning



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

OFFICE OF THE LIBRARY DIRECTOR

Josh Tiffany, Library Director jtiffany@graymaine.org (207) 657-4110

Gray Public Library January 2025 Report to Town Council

The Gray Public Library started 2025 as strong as it ended 2024. In terms of material circulation, in January 2025 Gray patrons checked out and renewed items 4,654 times, a 5% increase over January of 2024 (and as a note, January 2024 was 32.32% higher than January 2023, and January 2023 was 33.04% higher than January 2022). We have not seen patrons check out so many materials in January since 2019. Item usage in our collection also rose 4.5% over January 2024.

Likewise, our regular and special programming continues, and continues to garner increased attention and attendance. In January, there were 7 family story times with a total attendance of 146, 4 Play & Learn sessions with 90 attendees, screen 12 films with a total attendance of 28, and hosted a Library Skills class for children that had 39 attendees. We continued to foster community growth by hosting a plethora of organizations in our meeting rooms.

The new courier service that the State of Maine hired this past fall continues to present challenges to our service. There are daily posts from across the state of libraries seeking shipping supplies which are consistently in short order, and patrons are started to notice that requested items, which used to take 2-3 business day to delivery, now take an average of two weeks. Library Director Josh Tiffany took it upon himself to download all of the in-transit items in the Minerva system, sorted through the 15,000 items that were in transit, and created a digest report that was shared around the state. The report resulted in identifying a marked increase in the number of items that went missing in transit in the last six months, as compared to the previous six months, that there were thousands of items that should be removed from the system since they have been in-transit for an exceptionally long period of time (oldest in-transit item was set in 2006), and on the whole items were taking much longer to move between libraries. As a result of distributing the report through library list-servs, Director Tiffany was recruited by members of the Maine State Library Van Delivery Task Force to run the transit list and create a digest on a weekly basis. There has been much concern over the courier service, and if there are issues with delivery (as opposed to mechanical issues or missed item scans), this list will help to identify it. Additionally, it will also help Gray Library patrons receive requested items in a much timelier manner.



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

PUBLIC SAFETY DEPARTMENT

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

January 2025

Public Safety Department Report to Town Manager (1/1 - 1/31/2025):

- 1/8 Local Emergency Managers meeting.
- 1/15 Cumberland County Regional Training Group Kickoff meeting.
- 1/16 Chaired Safety Committee meeting.
- 1/21 Met with the resiliency Committee and Community Connector committees.
- 1/28 Cumberland County Regional Training Group meeting. Met with Roger Hooper, the Training Coordinator for York County.

Other Activities / Accomplishments:

Completed biannual Financial and Progress reports for open FEMA AFG grants.

Reviewed multiple development plans.

Proposed a drone program to the GFR Association that was met favorably. Moving forward.

1/7 - We responded to a reported structure fire in New Gloucester. This was a very large old barn that was attached to a large farmhouse. The initial arriving crew (I believe from Poland) did a great job containing the fire to the barn saving the house and limiting the fire to a small area of the barn. This was Mutual aid at its best.

Challenges / Obstacles Requiring Assistance Outside of the Department:

Our Ambulance 48 has been out of service for about three weeks now and is expected to be out for another two or three more weeks. Casco Bay Ford diagnosed the problem as being an issue with the fuel delivery system and found metal in the fuel rail. The parts took three weeks to arrive, and the work will take another week or two. This will all be covered under the warranty. We were able to borrow Cumberland's spare ambulance until we are able to get ours back.



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

PUBLIC WORKS

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

February 3, 2025

Public Works Monthly Report to Town Manager (01/01/2024 – 02/01/2025)

Activities:

- Rinsed and washed all the equipment.
- Patched potholes throughout town several times.
- 01/02- Black ice throughout town.
- 01/11-2.5 inches of snow.
- 01/19- Black ice throughout town.
- 01/20- 6 inches of snow.
- 01/28- Snow Squall
- 01/29/2025-3 inches of snow
- Cleaned catch basins throughout town on several occasions.
- Took care of complaints daily throughout town.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Assisted the Fire Department with maintenance on their vehicles on several different occasions.
- Assisted Parks and Facilities with taking down of wreaths and cutting brush up on Libby Hill Trails.
- Assisted the Water Department with a broken main.
- Fixed the pusher box for the backhoe at Transfer Station and painted it.

Town Council Tracking Worksheet Items:

Town Offices (207) 657-3339 · Fax (207) 657-2852 · Public Works Fax (207) 657-3705



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

RECREATION DEPARTMENT

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

February 5, 2025

Recreation Department Report for the Town Manager for January 2025:

- January 6th met with Disaster Preparedness workgroup for Community Connectors program. Recreation Committee met.
- January 7th GNG Rec Programming meeting was held. Kids Club staff meeting was held.
- January 8th the Community Café was held at the NG Congregational Church, shepherds pie was served.
- January 9th Director attended the MRPA board meeting in Lisbon. Assistant Director attended the Department Head meeting.
- January 15th The Breakfast Club had their first meeting at the Parish House. Quiche was served along with fruit. Guest speakers from L/A Senior College spoke about their offerings.
- January 16th Director attended the monthly Safety Committee meeting.
- January 18th Family Ice Skating Party was held with Hot Coco provided from Aroma Joes, and free skate rentals provided by MSAD 15.
- January 20th Martin Luther King Jr. Day was observed.
- January 22nd Director led Southern Maine Regional Recreation meeting at Westbrook
 Community Center. A speaker from USTA talked about grants, and the rest of the
 meeting was focused on funding sources for rec departments. The first Breakfast Club
 took place in the Gray Parish House, Quiche was served.
- January 29th Emergency kits were put together by the Community Connectors and volunteers in the Council Chambers.

Other Activities / Accomplishments:

GNG Jr Basketball wrapped up a six week program serving 90 kids Pre-k through 4th grade.

- Director and Assistant Director passed the Certified Parks and Recreation Professional exam in January.
- The ice rink has been getting a lot of use, the Parks/Facilities department has kept the surface condition smooth.





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

OFFICE OF THE TOWN CLERK

Britt L. Barton
Town Clerk / Registrar of Voters
BBarton@graymaine.org
(207) 657-3339 ext: 104

February 6, 2025

Report to Town Manager (01/01/2025 - 01/31/2025):

- MV Reporting
 - o Cars 400
 - o Commercial 41
 - o Motorcycles 1
 - o Motorhomes 0
 - Trailers 30
- IF&W
 - o Boats 10
 - o ATV's 8
 - o Snow 108
 - Hunt/Fish 28
- Vital Records
 - Marriages
 - Certificates 4
 - Licenses 2
 - o Deaths 8
 - \circ Births 11
- Dog Licenses
 - \circ Online N/A
 - Office 177
 - o Kennell 2
- Tax Payments
 - o 90 Real Estate Tax Payments Processed
 - o 2 Personal Property Tax Payments Processed
 - o 15 Tax Lien Payments Processed



Henry Pennell Municipal Complex 24 Main St, Gray Maine 04039 www.graymaine.org SOLID WASTE AND RECYCLING RANDY COOKSON, DIRECTOR RCOOKSON@GRAYMAINE.ORG 657.2343

FEBRUARY 1, 2025

Solid Waste Department Report to Town Manager (1/2/2025 – 1/31/2025):

1/1 Closed for New Year's holiday.

1/9 Attended Department Head Meeting.

1/9 Shipped 42,500 pounds of corrugated cardboard to St. George, NB, CA.

1/20 In for snow cleanup.

1/22 In early for snow cleanup.

Submitted FY 26 budget for the department.

1/29 In early for snow cleanup.

1/29 Shipped 42,200 pounds of corrugated cardboard to St. George, NB, CA

1/31 Backhoe down again. Adam checking to see if it is covered by warranty as it is a part that was just replaced.

Town Council Tracking Worksheet Items:

Α

• B

Other Activities / Accomplishments:

During the period of January 2nd through January 31st, the following materials were baled:

35,320 pounds of corrugated cardboard

27,356 pounds of mixed paper

8,620 pounds of plastics

5,386 pounds of tin cans

Cancelled shipment of baled plastics due to an unfavorable price.

The majority of our recycled materials are shipped to Canada and it is unclear what effect the proposed tariffs will have on pricing. Most in the industry are leaning toward limited negative impact, though expecting there to be some. Many are comparing it to China's "Green Sword" that was implemented in 2018, driving domestic pricing down due to a resulting glut of material. This has turned around as capacity at North American mills has increased. I would expect this to be the case with tariffs as well, that US mills will expand their capacity, but it will take time.



TOWN OF GRAY, MAINE

Town Council

Date: February 18, 2025 Order: 2425-14

Amendment to Table 402.5.3 of the Zoning Ordinance

Be it ordained by the Town Council of the Town of Gray, Maine in Council assembled, to amend Table 402.5.3, the "Table of Permitted Uses and Conditional Permitted Uses", in the Town of Gray Zoning Ordinance, to add an allowance for churches as a conditional use in the Commercial and Business-Transitional 1 zoning districts.

First Reading: February 4, 2025 Second and Final Reading: February 18, 2025

Attest:	
Town Manager Clerk of the Council	Town Council Chair

MEMO

Tuesday, Dec. 10, 2024

TO: Gray Town Council, Gray Planning Board, Mike Foley, Town Manager

FROM: Planning Staff

RE: Amendments to Zoning ordinance to comply with legal requirements regarding "church" use

ENCL: Amended Zoning Ordinance use table

Introduction

Town Planning staff recently received a request to have a "church" use in the Commercial zoning district. Upon review, we found that churches are not allowed in the Commercial, Business Transitional 1 and Wellhead 1 zoning districts, per the current use table.

Church is defined as "A building or structure or group of buildings or structures and grounds primarily intended or used for the conduct of religious services of any religious group faith, denomination or sect and for accessory uses associated therewith."

Churches are a permitted use in the Rural Residential Agricultural, Lake, Medium Density and Business Development 1 and 2 zoning districts.

The use is conditionally permitted in the Village Center and Village Center Proper, Business Transitional 2 and Wellhead 2 zoning districts.

Staff had some concerns about the legality of denying this use request and reached out to the town attorney for advice. He advised that the town should amend the use table and, in the meantime, handle the pending request as a "similar use" to avoid delays for the applicant.

Legal Advice

Town attorney Benjamin McCall advised that the prohibition of churches in the Commercial Zone may violate RLUIPA (Religious Land Use and Institutionalized Persons Act) and therefore be preempted. RLUIPA is a federal statute enacted in 2000 that seeks to protect religious uses from discriminatory zoning practices.

The relevant section for this request is 42 U.S.C. § 2000cc(b)(1), which states that: "No government shall impose or implement a land use regulation in a manner that treats a religious assembly or institution on less than equal terms with a nonreligious assembly or institution." In layman's terms, the Town of Gray cannot permit secular assemblies, or similar uses, in a zone, while prohibiting religious assemblies, *i.e.*, churches.

The municipality's rationale for prohibiting a church in a particular area needs to be linked to general concerns about the congregation of large numbers of people, and the ancillary issues this causes, like traffic, parking, fire safety, etc. It follows, however, that if the municipality has reasonable concerns about these effects in a particular area of town, those concerns will also apply to other non-religious uses that create the same ancillary issues.

For example, Table 402.5.3 permits a number of secular uses that involve the assembly of people in the Commercial zoning district, like bed and breakfasts, commercial recreation, day cares, hotels/motels, municipal uses (which could include assembly buildings), nursing homes, private assembly, schools, and taverns. A number of these uses (if not all of them) create the same types of "concerns" that a church would.

Most notably, the town allows "private assembly" as a conditional use in the Commercial zoning district, while churches are not permitted. Private assembly is defined as "a gathering of a number of people for meetings of a private nature such as social clubs, fraternal and service organizations, or cultural enrichment and primarily not for profit."

Next Steps

Per Attorney McCall's advice herein, town staff is presenting an amended use table for the council's consideration. This amendment would allow churches as a conditional use in the Commercial Zone and Business-Transitional 1 zoning districts.

The proposed amendment would retain the prohibition on churches in the Wellhead 1 zoning district, as that district does not currently allow any assembly-related uses. The town attorney has advised that he agrees churches do not need to be permitted, either by right or as a conditional use, in the WH-1, as there are no similar assembly uses otherwise allowed.

The Planning Board will hold the statutory public hearing on this ordinance amendment at their January 9, 2025, meeting. First reading/public hearing before the Town Council is slated for the January 21, 2025, council meeting with second reading at the February 4, 2025 council meeting.

Draft Motion

Move to approve the amendment to Table 402.5.3, the "Table of Permitted Uses and Conditional Permitted Uses," in the Town of Gray Zoning Ordinance, to add an allowance for churches as a conditional use in the Commercial and Business-Transitional 1 zoning districts.

	TABLE 402.5.	3 TAB	LE OF	PER	MITTE	ED USI	ES AN	D CO	NDITI	ONAL	PERI	MITTE	D USE	es	
		RRA	LD *	MD	BD-1	BD-2	С	VC *	VCP *	BT-1	BT-2 *	WH-1	WH-2	LMOD	CSES OD
1.	Accessory Dwelling Unit ‡#	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р		
2.	Accessory Uses and Structures	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р		
3.	Adult Business*						С								
4.	Agritourism Center*	С													
5.	Agritourism Facility*	С													
6.	Animal Husbandry	Р	Р		С	С	С				С		С		
7.	Auto Body Shop				С	С	С								
8.	Auto Repair Garage						С								
9.	Auto Service Station				С	С									
10.	Bed and Breakfast ‡	С	С	С	Р	Р	Р	Р	Р	Р	С		С		
11.	Building Trades Occupations – 1	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	С	Р		
12.	Campground ‡	С	С												
13.	Cemetery	Р					С								
14.	Church	P	P	P	P	P	<u>C</u>	C	C	C	C		C		Forma
15.	Commercial Recreation - Indoor or Outdoor	С	С		С	С	С	С	С	С	С		С		
16.	Community Living Arrangement	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р		
17.	Construction Services				Р	Р					С		С		
18.	Day Care Facility for Five (5) or fewer clients.	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р		Р		
19.	Day Care Facility for Six (6) or more	С	С	С	С	С	С			С	С		С		
20.	Drive Through and Drive in Facility					¹C	С			С	С		С		
		RRA	LD *	MD	BD-1	BD-2	С	VC *	VCP *	BT-1 *	BT-2 *	WH-1	WH-2 *	LMOD	CSES OD

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

44.	Municipal Uses	С	С		С	С	С	С	С	С	С		С		
45.	Nursing and Convalescent Home	С	С	С	С	С	С			С					
46.	Office			С	Р	Р	Р	Р	Р	С	С		С		
47.	Personal Services				С	С	С	С	С	С					
48.	Planned Unit Development ‡				С	С	С	С	С	С					
49.	Places for Public Assembly, Indoor and Outdoor	С	С		С	С		Р	Р						
50.	Private Assembly				С	С	С	С	С						
51.	Private Landing Strips for Personal Aircraft ‡	С			С	С									
52.	Public Utilities	С	С	С	С	С	С	С	С	С	С	С	С		
53.	Redemption Center						С			С			Р		
54.	Registered Caregiver*				С	С	С	С							
55.	Registered Caregiver Cultivation Area*				С	С	С	С							
56.	Repair Service				Р	Р	С	Р	Р		С		С		
57.	Research Facility				С	С		С	С						
58.	Residential Open Space Subdivisions	Р	Р	Р											
59.	Restaurant				Р	Р	С	Р	Р	С	С				
60.	Retail Trade				Р	Р	С	Р	Р	С	С		С		
61.	School	Р	Р	Р		С	С	С	С	С	С		С		
62.	Self-Storage Facility													С	
63.	Single-Family Dwelling#	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р		
64.	Similar Uses	С	С	С	С	С	С	С	С	С	С	С	С		
65.	Solar Energy System, Commercial (Medium and Large-Scale)++														Forma
66.	Solar Energy System, Private														Form

67.	Tavern					С	С	С	С						
68.	Trucking Terminal				С	С									
69.	Two-Family Dwelling#	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р		
70.	Warehousing				Р	Р								P/C	
71.	Wholesale Trade				С	С		Р	Р						

⁺⁺ Subject to performance standards in Articles 6, 7, 8 #Subject to performance standards in 402.10.14, 402.7.23, 402.7.9 as applicable

¹ Drive through and drive in facilities are allowed only as an accessory use to the permitted and conditional uses in the Business Development 2 District; see Section 402.8.8(A).



Referral Title:

TOWN OF GRAY, MAINE

24 Main Street, Gray, Maine 04039

Town Council Referral Form

Requested By:
Date Created:
Department/Committee:
Description of Referral:
Status:

I have 3 requests.

- 1. Begin identifying the location of invasive species in town. Not through an active survey, but by collecting the data and locations as it is encountered by town staff during the course of their regular work schedule and their movement around town. And to map the locations and kinds of invasive species using the mapping tool found at iMapInvasives.
- 2. Ask the Town Manager to budget money for the gradual removal of invasive plants along town roads and work with MDOT to identify and remove invasive plants growing along the roadsides that MDOT maintains. With special attention paid to roadways that cut through or abut protected lands (wetlands, shore-land. etc.)
- 3. For the Resiliency Committee to work with town staff to create a web page about invasive species with links to information on their impact, identification and removal, as well as a link to iMapInvasives. Note that iMapInvasives also contains information and the location of Milfoil infestations in Gray's Lakes.

Additional information:

Common Reed (AKA "Elephant Grass") https://www.maine.gov/dacf/mnap/features/invasive_plants/phragmites.htm

Japanese Knotweed (AKA Bamboo) https://www.maine.gov/dacf/mnap/features/invasive_plants/fallopia.htm

iMap

https://imapinvasives.natureserve.org/imap/services/page/map.html

The following is a screen print taken from Google Maps of the Common Reed (Elephant Grass) growing along Portland Road.



Below is a screen print from iMapInvasives.org. Maine a member of the iMapInvasives organization. The bright green indicates the locations of known infestations (aquatic & terrestrial), the pink represents existing conservation areas in and around Gray.

