



TOWN GRAY
GRAY TOWN COUNCIL WORKSHOP
AGENDA • APRIL 20, 2021

Gray Town **Online via Zoom** **6:00 PM**
Council Workshop **Link will be posted to graymaine.org the day of meeting**

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) the day of the session.

CALL to ORDER

Roll Call

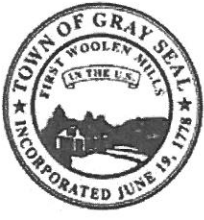
WORKSHOP 6:00 PM - 6:55 PM

- Review & Discuss Planning Department Workload
- Discuss role of Ordinance Advisory Committee/Consultants
- Review & Discuss Council Tracking Spreadsheet
- Next Steps

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.*



Town of Gray

24 Main Street
Gray, Maine 04039
www.graymaine.org

First Settled
1738

April 1, 2021

TO: Nate Rudy, Town Manager
FROM: Doug Webster, Community Development
RE: Ordinance Status Update for 4-6-21 Council Meeting

Given the upcoming Council meeting next Tuesday 4-6-21, I wanted to keep you apprised of the status of the various Ordinances and anticipated respective timelines.

Solar Amendments: The amendments to 402.8.10 (Commercial Solar Overlay District) have been through first reading, have had a Planning Board (PB) Public Hearing. The amendments are on the Council agenda for the upcoming 4-6-21 meeting for second reading/adoption. They will be effective May 6th. The PB meeting in May is 5-13-21.

Sign Ordinance: In accordance with the original scope for amendments to the Sign Ordinance (Chapter 406), the proposed changes are anticipated to focus on electronic gas price signs and multi-tenant signs. Given the forthcoming efforts anticipated to be directed towards a longer term village improvements, it does not seem prudent to implement policy changes, such as electronic reader boards, at this time. The extensive efforts directed to the Sign Ordinance will still be useful as the Town moves forward. The amendments to the Sign Ordinance are slated for first reading at the Council's upcoming 4-20-21 meeting.

Shoreland Zoning: The amendments to the Town's Shoreland Zoning Ordinance (SZO-Chapter 403) are well under way. The consultant has provided an initial draft of proposed amendments. There have also been two meetings with Community Development Staff including extensive CEO input. Given that one of the driving forces to Gray's SZO was to be as consistent as possible with Windham's Shoreland standards, we are currently comparing the respective provisions.

Given that all changes to SZO's need to be reviewed and approved by the MeDEP, the objective is to solicit their input prior to the Town's formal adoption process. Assuming the State can provide reasonably timely input, I am cautiously optimistic that first reading can occur at the Council's 5-4-21 meeting followed by a PB Hearing on 5-13-21 and second reading/adoption at the Council's 5-18-21 meeting. Such a timeline would allow the amendments to be effective this summer.

Lastly, regarding the SZO amendments, it is conceivable that the updated expansion options for structures in the Shoreland Zone may spark many property owners to understandably seek further expansions to their houses. *Expansions and additions to non-conforming structures on typically smaller non-conforming lots in the Shoreland Zone are arguably the most complex residential permits CEO's administer.* Further complicating this is the fact that many of these houses have already been expanded under the provisions that have been in place for the past 32 years. Particularly during the busy summer months, the CEO's can only process a given number of complex Shoreland permits. The CEO's can/will process permits based on the order in which they are received but if a great number of Shoreland permits are received, building permit applicants may need to wait for "their turn" to be reviewed.

I look forward to meeting with the Council at the upcoming meeting next Tuesday 4-6-21.

March 25, 2021

TO: Nate Rudy, Town Manger
Gray Town Council

FROM: Doug Webster, Community Development

CC: Ordinance Advisory Committee
Kathy Tombarelli, Town Planner

RE: Implementing Ordinance changes & Comprehensive Plan
Suggestions for re-defining standard procedures

Introduction

Over the past several months, it has become increasingly apparent that the Town's ordinance amendment process has not produced the results the Council understandably would like. The list of desired ordinance work on the Council's spreadsheet is extensive. Implementing the Comp Plan further underscores the importance of addressing the present situation.

I have drafted this memo to propose a series of changes designed to realize more ordinance amendments and move forward with the Comp Plan. It is my understanding that both the Council and the Manager support creating a new Town committee to oversee the implementation of the Comp Plan. Many other municipalities have a committee entitled "Comprehensive Plan Advisory Committee" or "Comprehensive Plan Implementation Committee". The objective of such a standing committee is to proactively monitor the Plan and provide recommendations to the Council and other Committees as appropriate.

The Council should be apprised that this memo is the culmination of input from several parties including the Community Development Dept. staff and the Ordinance Advisory Committee (OAC). The OAC has proven to be an invaluable sounding board for ordinance amendments and I am appreciative of their efforts.

Suggested Role & Function of OAC

The OAC provided input regarding how to most prudently complete ordinance amendments at their meeting last Thursday 3-18-21. One of the consensuses was that it is most efficient to stay on track with one topic and bring the scope to completion before moving onto the next ordinance change.

There was also agreement that in some instances it would be helpful to better understand the intended policy direction for an ordinance change. Whether the requested ordinance change originated from the Council or i.e. from the "Comp Plan Advisory Committee", it seems imperative to have a clearly defined scope. One

method to address a better understanding of the Council's intentions could be an annual/semi-annual Council workshop with the OAC. Such a workshop might include a discussion about the next Council ordinance priorities so the OAC has a thorough as possible understanding of the necessary changes.

Lastly, the OAC felt it would be both helpful and efficient to have the ability to clarify the nature of a particular ordinance change before getting into the technicalities. The objective is to have the OAC actively working on a particular ordinance change *and also* have an as thorough as possible understanding of at least one of their next ordinance undertaking. The OAC could periodically discuss the upcoming Council-determined ordinance priorities during one of their meetings. If the OAC had questions clarifying the rationale for an intended ordinance change, these could conceptually be addressed at the next available Council meeting via the TC liaison or Town staff.

Suggested Role & Function of "Comprehensive Plan Advisory Committee" (CPAC)

Assuming such a committee is established, the Town Council will presumably be considering their input regarding overseeing and advocating for direction provided in the Town's Comp Plan. As such, pending Council input, it seems appropriate that a Committee such as CPAC could take a leading role in providing as many specifics as possible for ordinance changes associated with implementing the Plan.

There are several approaches the Council will likely consider to implement the various components of the Comp Plan. One or more of these potentially involves the OAC. At this juncture, to keep the Council apprised, I understand OAC's consensus of their role in implementing the Plan to assist with more technical aspects but that it would probably not be appropriate for the OAC to take the lead on implementing the Plan. If the Council considers adjusting the role of the OAC for the purposes of being more integrally involved with implementing the Plan, it would seem beneficial to solicit input from the OAC.

Suggested Role & Function of the Town Council regarding Ordinances

The Town Council obviously prioritizes ordinances/standards to be addressed. Requested changes potentially originate from several sources including property owners, developers, Town Staff, and now (presumably) the "CPAC". The Council, working with the Manager, will need to continue assigning the priority level and the primary party to address the change. It seems inevitable that there will periodically be requests deemed time-sensitive that may adversely affect the work already in process.

It is apparent that there are various types of ordinance changes such as minor amendments to existing ordinances, an entirely new ordinance, and more involved changes that can take considerable time. From an administrative workload perspective, it is noteworthy that some ordinance changes are more simplistic and

generic while other more complex changes necessitate a solid understanding of the Town and its history to be completed as smoothly as possible.

Possible Staffing Implications

Depending upon the Council's desired timeline to complete various ordinances, it is conceivable that a consultant could be hired to address the more simplistic/generic changes if there were sufficient funds. I respectfully note that at a certain threshold, depending on the desired timeline and number of ordinance changes, the Town may need to differentiate between which ordinance changes should be or need to be handled in-house vs. those that could be addressed by i.e. a part-time or contracted consultant.

Examples of ordinance changes on the Council spreadsheet that could be addressed by a consultant include the following: sidewalk construction standards, watershed stormwater standards, gas station stormwater standards, kennels, and residential scale solar standards. Examples of changes that should seemingly be addressed with Town Staff include growth management options, adjustments to the subdivision ordinance, and most changes associated with implementing the Comp Plan.

Suggested Next Steps

With the CZA and commercial solar standards addressed for the time being, perhaps the current focus should be on getting the Shoreland amendments before the Council for adoption and bringing the essential elements of the Sign Ordinance amendments to completion. The original impetus for the Sign Ordinance was gas station and multi-tenant signage. Given the upcoming anticipated discussions and input regarding the village, it seems prudent to put policy changes regarding village signage, such as electronic reader boards, on hold pending consensus on the long-term village vision. Removing such complex aspects from the Sign Ordinance amendments fosters a more expedient adoption.

In Closing

This memo includes a host of possible changes for consideration by both the Council and the Manager. I trust it is clearly understood by all parties that the suggestions herein are intended to enable the Town to move forward as prudently and efficiently as possible given the apparent scope and breadth of land use ordinance changes at hand. The next step is seemingly for the Council/Manager to consider these suggestions and provide direction, as appropriate, to the respective party.

*Status: O = Open C = Closed F = Future													
No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
84	Comp. Plan Implementation	O	H	3	Detail Tab		Identify steps/ create plan to implement newly approved Comprehensive plan. SEE SEPARATE TAB - FOR DETAILS	Council	Council	Council	12/01/20	02/16/21	(12/1) Council agreed to close old item and create new implementation plan. Detailed tasks will be logged on detail tab pending schedule workshop to review them and come up with timeline/prioritization. Council agreed with Dan's suggestion to ask each Committee to review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council reviewed at 2/16 meeting. See Detail tab for updates. Next Steps: Nate to meet with Dept heads to review - set up new workshop in late March/early April.
34	TIF Goal / Budget	O	H	4	Detail Tab		Work on planning associated with new Village TIF. SEE SEPARATE TAB FOR DETAILS	Council	Nate Rudy	Doug Webster	08/07/18	02/16/21	Councilors agreed to close 'TIF creation' task as it is now in approved. This new item will capture the planning and additional work associated with administering the new TIF. Project was discussed during 9/10 workshop & Mr. Lavallee advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MDOT/Town video work & analysis to be presented at Dec 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) Will Haskell & MDOT provided updated info on Main Str Project. (2/5) & (2/19) See new detail tab H3. MDOT has advised change in Main Str project timeline. (7/2) Workshop held (8/6) 7/1 Workshop minutes approved. (10/15) Council agreed time to set up another brainstorming session - likely on Route 115 road - agreed to wait until 10/28 workshop to schedule so Bruce would be included. (10/28) Public forum set 12/5. (11/12) Dan will facilitate - Council agreed to set up/format. See detail tab for updates. Next Step: Doug to work up proposal on Zoning once time allows. Council discussion funding options.
66	Administrative	O	H	5	06/01/21		Determine if "No Thru Trucks" restriction should be placed on a section of Mayvill Rd	Dan Maguire	Council	Dan Maguire	11/12/19	03/16/21	Back in June, Kathy Taylor (Mayvill Rd resident) had reached out to all Councilors regarding the state of her road and the heavy truck traffic. Dan spoke to her directly and agreed to manage the request. This road was set to be paved, but dropped from PW sched due to paving costs being substantially higher than anticipated. It will be at top of the list next cycle. Deb did some initial feedback - as this section of road is being considered for "state aid" designation (Depot Rd is a state aid road). This impacts cost sharing/responsibility with MDOT vs. Local. MDOT was conducting vehicle counts for the road (or Deb/Steve had req). Dan also advised Ms. Taylor that talking to her neighbors on the road to determine the level of support for posting "no thru trucks" would be helpful. (11/7) Dan rec'd an official petition signed by 24 Mayvill Rd residents. (11/12) Council agreed to add to tracking spreadsheet - it was set to be discussed at 12/3 Council meeting already. (12/3) Sandy provided more info on options incl. weight limits. Deb advised of possible "State Aid" classification. (12/17) Deb provided proposal from G&P - \$1,000 to determine if Mayvill/Weymouth would even qualify - Council expressed concerns on impacts to road maintenance and residents. (1/21) After rev expenses & discuss control concerns, Council agreed NOT to pursue state aid status on either road. Can revisit at later date. Discussed possibly just putting up signs, but felt more info was needed & did not want to set up false sense of enforcement. (2/4) Dan notified resident & adv. It would take time before a workshop could be sched. Council agreed to send feedback on LD1498 in support of MMA testimony against bill to eliminate weight limits on rural roads. (2/18) Council app letter. (4/28) Dan adv Resident checked in again, but understood delay. (6/16) Dan req Council consider posting signs again (7/21) Council discussed & agreed need to pull in Depot Rd residents. (9/1) Council set 10/6 for workshop prior to TC meeting. (10/6) Public forum held with info sharing (10/20) Council disc options (12/1) Dan has done some research to share with Sandy. MDOT has approved the 4 way stop. (12/15) Dan & Sandy held discussion. Dan updated Council. (1/5) Dan adv MDOT has sample ord see #77. (2/2) Dan has draft ord/letter. (3/16) Council prov feedback to Dan to update Ord. He will coordinate with Nate to submit to legal. Next Step: Legal rev of Ord, notification of MDOT, draft/send letter to businesses with ord for feedback.

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75	Administrative	O	H	5	10/01/21	Address ATV access issue on Long Hill Road	Deb Cabana	Anne Gass	Council	05/05/20	01/19/21	(5/5): Council designated Long Hill Road as a 1 year temporary ATV access road in Sept, 2018. Residents submitted complaints about the usage starting in Aug. 2019. Council rec'd additional feedback from residents at various meetings including the suggestion to reclaim an old ATV connection trail as a replacement to the LH use. The ATV club presented the Council with their plan of action to mitigate the issues brought forward by the residents on 3/10/2020. Council discussed at the 4/28 meeting and agreed to log at 5/5 meeting. General consensus is a temporary access will be granted again while Councilor Gass works with the ATV Club to develop a plan to reclaim the old ATV trail and funding options. (5/19) Council agreed to temporary access with mitigating measures, develop of long term trail solution and monitoring of complaints. Anne agreed to take the lead to work with the Club to apply for a grant. (6/16) Anne adv that the grant program is the same that was used to build the tennis courts at the HS. Those courts were not maintained & eventually removed for add'l parking. The Town has been working to provide a comparable recreation facility to replace the tennis courts - but each has fallen through. The alternative is to pay back the original grant. The grant program is off limits to the Town until this is resolved. (8/4) Kathy T discussed status with State. Anne adv there is an outside chance some work in NG may help. She also adv there is another grant but not until Spring. Jon provided update from ATV - no new complaints. Council extended access through the end of the season. (11/17) Council disc with Doug Beck (1/5) Anne has found alt grants - Apr/May deadline. (1/19) Anne adv she hopes to have a draft by the 2nd meeting in April. Next Steps: Anne setting up meeting with John Powers from ATV Club.
56	Administrative	O	H	Z	04/01/21	Develop official Job Description, Evaluation Form/process & Search Plan for the Town Manager position	Council	Sandy Carder	Sandy Carder	04/16/19	<u>04/06/21</u>	Council agreed to outline of needed tasks to address the end of the Town Manager's current contract which expires in 2021. (6/18) Deb has been collecting some examples and working with Suzanna to create a list of current responsibilities. (7/2) Council discussed & agreed to each identify top 5 Responsibilities and top (5) Characteristics. (8/6) meeting ran long so Council agreed to send info to Sandy to consolidate for next meeting. (9/3) Sandy did not rec submissions from all councilors in time for discussion - would like by 9/6 to send to Deb for 9/9 deadline. (9/17) Sharon chose not to participate as she felt the header hunter the Council hires should inform the Council of the Resp & Char. The remaining Councilors reviewed the submissions and agreed to summarize. (10/1) Council had no issues with compiled version- although Anne had some small edits. (10/15) Sandy advised Freeport has some salary survey info they are willing to share (via GPCOG meeting). (10/28) Sandy provided info from Freeport to Council. (12/3) Council agreed this needs to move up in priority and need to work on all three items. (2/18) Council discussed budget for search consultant. (6/16) Council set up workshop (7/21) Council did first review of tasks. Sandy to compile. LD1 failure prevents search from starting. (8/4) Council rev outstanding ques; identified add'l changes, identified need for Charter changes, req quotes on search (9/15) Budget passed. Council rev 3 proposals - agreed that was plenty & id a couple add'l ques (10/6) Council voted to hire Eaton Peabody. (11/17) Ad appr & posted. Applications being rec'd (12/1) public forum & dept. head interviews completed. App deadline is 12/3. Don to send binders to Sandy. (12/15) Council holding 1st round of interviews. (1/5) Council has selected 2 candidates to adv to 2nd round. (1/19) Council has hired Nate Rudy. (2/2) Council appr contract 1/26 (2/16) Council agreed to use GPCOG form as base & high level process. (3/2) Council rev mapping - Sandy will update. 4/6) Council rev & agreed to goals Next Step: Sandy to work with Nate to finalize language and present to the Council at next meeting for final approval.

Last Update: 04/06/21

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4	Traffic	O	H	8	Details	Work to develop long term changes needed to address traffic, drainage, road conditions, pedestrian & cyclist safety and speed along Route 115 entering Gray from the hill thru connection to Brown Street.	Deb Cabana	Council	Council	01/02/18	04/06/21	<p>During the June Council meeting, Town Staff advised they would be pursuing a MPI grant for reconstruction of this stretch of road in collaboration with the MDOT. It was advised it would likely be a 2 year process with updates provided to the Council. Deb Cabana noted that this would be a 50/50 split for costs (not 25/75 Town/MDOT as previously stated) and includes replacement of the water main. Therefore, it may be included in the upcoming TIF creation, thus it should remain active (rather than 2 year target). Reference material: Pavement Conditions Study - Dec 2017.</p> <p>Project discussed in 9/10 & 11/28 TIF workshops, as well as in TC meetings- (12/4) TC would like to see a review of intersections done prior to committing to a 115 solution or as part of the engineering of that project - to ensure project does not hamstring options: (5/7) Deb advised several communications received regarding pedestrian fatality on Rt 115 requesting sidewalks. (9/3) Sandy adv of outstanding question - need for possible budget consideration (9/17) Deb verified with Will that MPI does not require engineering completion - however - Ann verified the Town's piece of the budget must be approved & set aside to apply. Dan also advised a 50+ sub division (apartment buildings) is before the PB for this road & stormwater/sidewalks are being discussed (10/15) Deb adv Steve/Will met with DOT & have more info. (10/28) Council set up public forum 12/5. (11/12) Dan will facilitate & council discussed format. (12/5) Public forum held. (12/17) Council agreed 1st forum very successful, data compiled, next step is to work out starting point on proj. (1/21) Council held workshop with Water Distr about Route 100 TIF and this proj was select by both grps as the best proj. (2/4) Deb adv Alyssa said it is possible to amend rt 100 TIF for this proj but needs to talk details with us. (3/10) Council & WD agreed to amend TIF to incl this proj (4/28) Council rev warrant art (6/2) Council held public hearing & voted to approval TIF amend (7/21) Voters approved revision. (10/6) State submission done. (12/1) TIF amend appr. (1/19) Council agreed with Water Disty/Will on first tasks to start process. (3/2) Will prov est.. See Detail Tab for updates. Next Step: Council to review for TIF budget.</p>
89	Infrastructure / Village TIF Goals	O	H	9	10/01/21	Analyze future needs for Village Main Street to coordinate with MDOT project	Council	Council	Council	02/19/19	04/06/21	<p>MDOT has agree to cov the upgrade of stormwater & catch basins Main Street & down 202 towards the Cemetery. They adv the plan will likely come up in the next 5-7 years. Town needs to id any other chges- increas water line size, increas stormwater line size, add conduit for underground utilities, add piping for natural gas so funding can be budg & all items add at the same time (rip the road up once). (4/2) Doug prov 8-12 year window for work on Main as guide for Council meaning analysis & plan should be done well beforehand. (4/16) MDOT adv the timeline for this proj is being moved up. Council agr to move up in priority at 5/7 meet & set a stand alone TIF workshop. Workshop held 7/2. (8/6) Min from 7/2 workshop appr. Council to set up another TIF workshop. (7/21) Council had workshop with MDOT & learned portion of road may be worked on in separate project for which engineering is underway. Await more info from MDOT. (9/1) Village walkabout was done with Patrick Adams MDOT, Water District, and others to identify issues/solutions. Rob Betz is coordinating with Ernie Harris on current project from Town line to Cunby's. Council followed up to determine scope of 2nd project from MTA interchange to Brown Street? Can orphan piece be added to that project? (2/16) Council agr to move to open list. (4/6) Nate & Alec had a walk thru with Rob where he adv phase 1 is moving forward, but phase 2 will now only include stormwater NOT a reconstruction of the road. Alec adv that the road is in terrible condition which cannot be addressed with an overlay. Council met with Water District and agreed Village TIF fund needs to be avail in coming year for planning. Next Steps: Need to set up WS with MDOT incl WD, Legislative team (if needed). ID amount of \$ for upcoming budget.</p>

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92	Open Space / Conservation Plan	O	H	10	TBD	Resolve State Land for Maine's Future Grant Conversion issue created by the Tennis Courts	Council	Nate Rudy	Nate Rudy	04/06/21	04/06/21	(4/6/21) Tennis Courts were built at the GNG HS back using a Land for Maine's Future Grant. Back in 2006, MSAD15 removed the tennis courts (after notifying the Town) to expand their parking lot. This was a violation of the grant program which requires the recreational space created remain conserved forever. Until the space is 'converted' into another space, the Town cannot accept or apply for additional grant funding. This grant program is the primary program in the State for purchasing and conserving open space. The Council has approved a Contract Zone Agreement for Stillwater Subdivision located on Woodcock which includes the donation of 12.9 acres of land to be used as recreational space. Doug Beck, who is handling the conversion issue, advised this would be a qualifying property. The process to approve the conversion requires the Federal Gov and can take up to 3 years. Doug B adv once the Town demonstrates a real effort towards the conversion, he can release the hold on the grant program. Next Step: Staff needs to reach out to Doug B to ask that a valuation assessment be done on the tennis courts.
24A	Traffic	O	M	1.4	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MDOT Portion. SEE SEPARATE TAB - FOR DETAILS	Council	Council	Sandy Carder	02/22/18	04/06/21	Councilor Carder created meeting notes from Workshop (1/29). Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MDOT - prior to a TC meeting 5:30pm start time. That will allow 90 minutes to discuss. TC agreed signage - (1) old Rt26 vs by-pass (2) in Village around island (no sign again) (3) Depot Rd RR Xing would be priority 1. Kyle also advised he will look into advising of Rt 26 bridge closure - suggesting it may be a good time to consider renaming Route 26. Deb advised a MDOT/Staff meeting was held (1) traffic movement permit at 97 shaker (2) closing shaker rd bridge MTA work (3) village island (4) rt26 routing were discussed. (12/4) MDOT provided some info at Council meeting. (3/5) Sandy pulled down new workplan & sent to Councilors. (6/16) Rob Betz, Patrick Adams & Steve Cole from the MDOT attended a workshop with the Council to review various projects in process, in planning & on the future list. Patrick offered to come to Gray to do a walkthrough of all the various streets to obtain more information on the issues: (7/21) Walkthru set up 8/5. Next Step: See Detail tab for more info. Awaiting response from Rob Betz.
24B	Traffic	O	M	1.2	Detail Tab	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. MTA Portion. SEE SEPARATE TAB - FOR DETAILS	Council	Council	Sandy Carder	02/22/18	03/16/21	Councilor Carder created meeting notes from Workshop (1/29). Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MTA - set up workshop in May - Peter Mills, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, giftng property & dual access curf cuts. Meeting held May 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & add'l info from Deb. Discussed possibly sending official letters to individual trucking companies regarding avoiding Village rt26, concerns from MTA about trucks not seeing 'closure' signs and diversion study next steps. Councilor Maguire suggested inviting a MTA planner to future meethgs. (12/4) MTA provided info on diversion study Next Step: Council to provide addtl feedback to Deb, MTA to reach out to other partners. See detail tab for more info.

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Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline												
Last Update: 04/06/21												
46	Ordinance	O	M	2	06/01/21	Develop Growth Management strategy - as part of Comprehensive Planning & to allow needed time for Open Space Planning	Sandy Carder	Nate Rudy	Doug Webster	02/05/19	04/06/21	(1/22) Dan adv PD does not feel any addl action is need at this time. Growth Cap was disc & Staff will look into with OAC and bring forw when ready. A growth cap has been disc in var meet for the last yr. Not hav a robust growth plan and/or cap was 1 primary reason the original Comp Plan was not appr. (1/30) During the Open Space Forum, Alan & Lucky both strongly encour a growth cap be disc/appr as soon as possible to provide Gray with more time to dev an Open Space plan. In add, issues with current residential Sub-division ord, duplex allow, and limited safeguards against a large scale dev need to be addr. Kathy adv Staff have crunch annual data & Doug adv dev one would be rather straightforward & would be padded to avoid impact wanted eco & resid dev. (2/19) Council agreed this is a top priority now. (3/5) Doug rev steps (1) Verify current comp plan (2) check with legal ord (3) imple verifying data supports number selected & Council prov direction. (6/4) Doug prov some data and Arundul ord (eff in 1977). Council agreed to proceed cautiously. (9/3) Doug adv best 1st step would to discuss possible 'cap' number and process to apply caps. (10/1) Council WS held - guidance prov to Doug. (1/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger devel & Comp Plan process. (2/4) OAC looked at & were not in support - worried about admin of the process impact staff (2/18) Council disc changing approach to be more comp to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comp plan timeline as an appr plan is required to enforce growth permit systems. (3/10) OAC began work on this item, (5/5) OAC wants to coord with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be deliv by end of summer to stay in line with CP. (8/4) Council disc at 8/4 WS to confirm a full WS for this along with the duplex/OAC ord list can be disc (9/1) Council disc OAC doc cover duplexes, multi unit housing, growth & comp plan info. - agreed addt' l WS to create workplan to complete all the work needed. (2/16) Sandy adv Windham has robust grow permit prog that was 1st step after their comp plan. (4/6) Council dis as part of TM Goals Next Step: Council needs to schedule follow-up workshop & work on this with duplex changes.
61	Ordinance	O	M	3.1	06/01/21	Review gas station standard within Sign Ordinance	Doug Webster	Nate Rudy	Doug Webster	07/02/19	03/02/21	(7/2) Issue came up after the Cumberland Farms CZA negotiations and was swept into sign ordinance discussion for Maine Wildlife Park. Looking to update gas station sign standards to better address new technologies and ensure continuity within zones with aesthetics in mind. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as addt' l issue continue to come up. (6/16) Doug advised the amendments to the Sign Ordinance should be ready for Council discussion at the 7/21 meeting. (8/4) Doug adv OAC should be finalizing in next meeting. (9/1) Council reviewed some of sign ordinance changes - need workshop to finish. (10/6) Dan provided updates (10/20) Council prov feedback on good chunk of ordinance. (1/5) Council finalized feedback. (3/2) Based on other priorities and outstanding measurement question - this will not come back to at least the 2nd April meeting. Next Step: Doug to update language, resolve illumination standard.
62	Ordinance	O	M	3.2	06/01/21	Review 'multi-tenant' standard within Sign Ordinance for Plaza (Village Zones)	Doug Webster	Nate Rudy	Doug Webster	07/02/19	03/02/21	(7/2) Issue came up with changes at the Plaza and was swept into sign ordinance discussion for Maine Wildlife Park. Looking to update multi tenant sign standards for Village Zones to help prepare for possible relocation to NGRR. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as addt' l issue continue to come up. (4/21) OAC asked Council for some guidance regarding possible light options and design standards. Council were open to considering changes. (6/16) Doug advised the amendments to the Sign Ordinance should be ready for Council discussion at the 7/21 meeting. (8/4) Doug adv OAC should be finalizing in next meeting. (9/1) Council reviewed some of sign ordinance changes - need workshop to finish. (10/6) Dan provided updates (10/20) Council prov feedback on good chunk of ordinance. (1/5) Council finalized feedback. (3/2) Based on other priorities and outstanding measurement question - this will not come back to at least the 2nd April meeting. Next Step: Doug to update language, resolve illumination standard.

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77	Ordinance	O	M	4	06/01/21	Create a Traffic Ordinance to comply with MDOT standard for local signage	Sandy Carder	Council	Dan Maguire	05/05/20	03/16/21	(5/5) In reviewing the MDOT policy for posting local roads with weight limits or 'no thru truck' signs, one requirement is to have a Traffic Ordinance on the books. Council agreed to log and prioritize once more information is collected under item #66. (12/15) Dan has volunteered to draft an ordinance to help move short Mayall Rd situation forward. (1/5) Dan adv MDOT has model ordinance. (2/16) Dan has provided draft ordinance to Council (3/16) Council prov feedback on ord for Dan to update. He will coordinate with Nate to submit to legal. Next Step: legal review of ord, notification to MDOT, draft/send letters to businesses with ordinance for feedback.
74	Administrative	O	M	5	05/01/21	Update Gray Historical Society lease with Town	Sandy Carder	Nate Rudy	Galen Morrison	02/18/20	03/09/21	(2/18) Sandy explained the Gray Historical Society would like to update the lease they hold with the Town. They are looking for the Town to assume utility expenses directly to allow them to do more robust fundraising/grant applications to focus on their historical work and to address more maintenance on the building itself. Right now, they are reimbursed up to \$6,000 annually - but have to pay monthly bills. (1/5) Sandy advise Galen is working on with Debi. (1/19) Galen has provided proposed new lease. (2/2) Council reviewed proposal but questioned why the building is not in the Town's CIP for the larger ticket items (like the roof, heating system, alarm, etc.). Majority of Council was open to extend length of contract & pick up utilities. Questions were raised about reimbursement amount. (3/16) Sandy pointed out the GHS budget line shows the reduction to offset the Town taking over the utilities. Nate needs to check on status of negotiations. If new lease will not be done in next 2 weeks, then the line should be reset to previous years at \$6,000. Next Step: Nate to facilitate a meeting between Galen and Mo to develop a proposal to be brought back to the Council. Council also identified that the contract itself needs to be revamped by Legal once a new framework is approved.
83	Committee	O	M	6	07/01/21	Discuss additional requirements for quasi-judicial Boards - Planning and ZBA	Council	Council	Sandy Carder	09/15/20	04/06/21	(9/15) Council discussed the need to ensure long term viability of quasi-judicial boards and ensure opportunities for new applicants - via new requirements which may or may not include term limits, application wait periods, chair rotation, mandatory MMA training, pre-training options for those thinking about joining, mentoring, rotation of alternates etc. There was also discussion related to possible changes in Council Rules once quasi-judicial rules are set. (1/19) Sandy advised that she has been talking to GPCCOG about a facilitated training session to address the issues and update the expectations/roles. She has discussed with Kathy/Dan who agreed it was a good approach. Council also agreed. Kathy advised that there is money avail for PB training. (3/2/21) Sandy adv results of her meeting - workshop will be set for 1st week in May. (3/16) Sandy adv draft framework rec'd - meeting with Kathy/Nate/Sandy set up before respond to GPCCOG. (4/6)With the goal of attend the BUILD ME seminars, Sandy has ask Tony to coordinate with the topics being offered to ensure best results from both efforts. Next Step: Awaiting updated proposal from Tony.

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49	Ordinance	O	M	7	06/01/21	Review current ordinances and zoning to determine if changes are needed for Duplexes	Dan Maguire	Dan Maguire	Doug Webster	02/19/19	09/01/20	Dan asked the Council to consider making changes to Duplexes to address sprawl growth and other unintended impacts to density bonus of allowing a duplex in lieu of a single unit of housing. Doug advised this issue has been researched in the past. Dan needs to talk to Kathy and then work through reviewing current ordinances. Then, bring to the OAC for possible proposal to the Council. (12/17) Deb advised of resident e-mail regarding the number of duplexes being built in Gray - Planning Board has also recently discussed. Council agreed this issue needs to be moved up in the priority list. (6/2) Council reviewed questions from OAC & provided direction. Generally speaking, there was support to make it more restrictive in certain zones and encourage them in others by making it less restrictive. It was agreed this is one tool in the growth mgmt plan. (8/4) Doug provided memo detailing OAC ques/disc points along with the growth plan disc and Comp Plan review. Council agreed a full workshop is needed to review. (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed add'l workshop to create workplan to complete all the work needed. Next Step: OAC to consider initial feedback - need another workshop.
69	Recreation	O	M	8	10/01/21	Create a Pocket Park including Historical Marker at 5 Yarmouth Rd property	CEDC	Nate Rudy	Kathy Tombarrell	12/17/19	04/06/21	(12/17) CEDC representative Rachel Runson presented plans for a new Pocket Park on the 5 Yarmouth Rd municipal property which would include a Historic Marker as part of a Historical Trail - which was presented by Galen Morrison. Council provided some initial feedback. Kathy Tombarrell advised there was a possible grant that may assist with phase 1 of the project - earthwork. (1/7) Kathy provided a draft grant application at meeting and Council provided feedback. Council agreed to add to tracking list as project is ongoing and will involve Town Staff and funding. (1/21) Council approved CDGB application. (3/10) Kathy advised the grant was recommended for funding & is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed & were very supportive. Abutter meeting held with great feedback. Council approved Rachel Runson as agent for Planning board work. Due to LDI failure, grant funding now on hold. (9/1) Council discussed changes to Committee policy to address consultant work. (9/15) Council approved consultant changes to Committee rules (11/17) Council appr land exchange on site to clarify property line. (1/5) RFP has been posted. (1/19) Council approved 1 proposal rec'd. (2/2) Bruce adv a public forum was held to obtain Community input.(3/2/21) Bruce adv CEDC is working on name and bird house project and planning for Spring work. Alec adv he did some earth work in the Fall and is set to do add'l work in the Spring. The project did receive preliminary approval contingent on one sign off. (4/6) Council approv wood donation from Maschino's Lumber. Next Step: Kathy working with consultant to get through PB.

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37	Ordinance	O	M	9	07/01/21	Discrepancies between the existing Shoreland Ordinances and current State of Maine requirements/status have been identified and require updates.	Doug Webster	Nate Rudy	Nate Rudy	09/04/18	03/02/21	Town Staff has identified several areas (1) DEP Bi-annual report is no longer required (2) functional needed structures are not compliant with current ordinances (3) existing set backs have some challenges. Ordinances need to be updated and brought before the Council. (4/21) Sandy advised several residents are asking the council to consider adopting the 2016 State Shoreland zoning statute (vs the existing 2005 and 1989 standards. Sandy advised Council will see on the 5/5 meeting for consideration. (4/28) Council discussed in some detail working this item in conjunction with the review of options related to the fact that Gray is currently working with the 1989 Shoreland Zoning - while 2005 & 2016 amendments have been created at the State level. Code is required to review all three, in some instances, to determine which one is most strict & apply accordingly. There are pros/cons related to all three - incl the 2005 is better for new builds, whereas teh 2016 is better for remodels/expansions. Doug also pointed out this work is the most time consuming for code enforcement & there may be a need to limit the number of applications in a given period of time to ensure resource availability. Much more work is needed. OAC to provide reprinting recommendations at the 5/5 meeting. (10/6) Scott D prov addtl info on differences and DEP recommendation to adopt 2015 standards. Doug adv will require some ordinance updates to implement and recommends DEP review. Council agreed to move up on priority list. (2/16) Deb adv she has sign a contract to have Mike Morse draft updates. (3/2/21) Doug adv that Mike is about 1/2 way through - met with Staff/Code to identify ques/areas of concern. Next Step: Deb projects late April/Early timeframe for draft.
91	Policy	O	M	10	05/18/21	Create Public Use & Content Policy for Town's Station/Media platforms	Anne Gass	Council	Anne Gass	03/16/21	03/16/21	(3/16/21) Anne adv the new Communications Committee is working on a formal policy for the use/content on the Public Access channel/media platforms hosted by the Town. The Committee is working on the draft and due to the 1st amendment implications, it is likely it will need legal review. Next Steps: Committee drafting policy with target for one of the April TC meetings.
18A	Ordinance	O	M	11	07/01/21	Update Current Zoning/Uses to allow Solar Arrays on Municipal property and land between by-pass and turnpike. See 188 under Medium for companion item.	Dan Maguire	Deb Cabana	Doug Webster	01/22/18	03/02/21	Several serious issues exist - traffic (MDOT major movement permit required at 100 peak hour vehicles & they have advised they will not grant) and environmental (increase costs substantially). Doug advised current tenants = 20-30 peak hour trips. After many discussion of possible options - recreational fields, self storage - no 'good fits' were identified (6/4) May be part of future community solar project discussion? (10/15) Town has rec'd req from commercial solar array company to use the property. (11/12) ISM Solar (Greg, Lucini) presented his proposed 5MW solar array project to Council with tech support from Chris Byers & Dale Knapp. CMP permit submitted, purchase agreements in place with both MDOT & private property owners. DEP, IW&F and Gray Water Dept already brought into discussion. Issue is commercial array not permitted under current zoning/ordinances. Council recognized long term, we need a solar ordinance, but do not want to delay this project. Strong unanimous support for project from Council. Mr. Lucini is willing to work with Town on any issues - including setting up an escrow account to guard against issues with decommissioning. (12/3) Kathy presented options of an overlay & Council discussed in comparison to CZA. (1/7) Kathy presented changes related to a new overlay for council feedback. (1/21) Council provided feedback on overlay proposal from Kathy/Doug. (2/4) Pin Bd has reviewed & was in support. OAC rev & had issue with set backs but was in support. Deb adv they were changed to 25 feet. Assessor will be attending day long training to obtain instructions on how to do valuations on commercial solar arrays. Deb also adv we rec'd notification of another commercial array on rt 100. (2/18) 1st Reading held. (3/24) 2nd read & public hearing held and voted as passed. (4/28) Kathy adv app rec'd and it looked almost fully completed. (5/19) Pre app appr 5/14 (8/4) Council agreed since overlay is done - now medium priority as it works through PB/State. Item 188 policies & ordinances for solar arrays may need to move up as right now - they are not permitted anywhere outside overlay. (11/17) Kathy adv nego underway on assessment-complicated. (3/2) Kathy adv the dev shared info with PB & is researching costs to put utilities underground. They did obtain their permit. Next Step: Final application to PB

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82	Policy	O	M	17	07/01/21	Need to review & update Town's Fiscal Policy in area of CIP funding	Dan Maguire	Council	Sharon Young	09/15/20	04/06/21	(4/9/20) Dan proposed we review & update the Town's fiscal policy to change CIP funding to include a bonding option for larger more long tail items (like the ladder truck) rather than attempt to include in annual payments to CIP - as long term - we will never be able to fund appropriately, nor does it make sense to pay cash for such large items. Council agreed. Needs to be brought to a Council meeting & logged on active list - after budget season. (12/15) Council discussed budget planning at workshop. (1/12/21) Council discussed an agreed that adding additional language to the CIP bonding section was appropriate - to ensure Residents have a better understanding that bonding will need to be used for certain items (bridges, ladder truck, etc.) while still maintaining the goal to use bonds sparingly to ensure financial responsibility. It was also agreed looking at other Town's policies would be beneficial. (3/2/21) Sandy adv during the Chair's in a Circle training on budgets, she surveyed the participants and every Town represented uses ladder bonding as a fiscal tool. Basically when one bond comes due, they take out another. This stabilizes the Mill rate from up/down fluctuations and is used for only things that outlast the bond (bridges, fire trucks, land acquisition, etc.). They all felt was a critical tool - the question is to determine what level of 'debt' is right for each Town - based on finances/needs. (4/6) Sharon adv Committee is collecting info & will be prepared to present to the Council at the 5/18 meet. Next Step: Awaiting presentation
78	Ordinance	O	M	18	TBD	Create Stormwater Standards for Watersheds	Doug Webster	Nate Rudy	Doug Webster	06/02/20	06/02/20	(6/2) Council agreed to log new item to create Stormwater standards for watersheds which will consist of (1) obtaining assistance from Cumberland County Soil & Water Conservation District (2) consideration of watershed overlay to zoning map (3) setting up add'l peer reviews for PA applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind future owners to maintaining stormwater plans. Next Step: OAC to provide target date and work on as resources become available.
22	Ordinance	O	M	19	TBD	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Update ordinance to include licensing fee or other fee structure IF business wants access to stormwater system.	Council	Nate Rudy	Doug Webster	02/09/18	03/12/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is update ordinance to specify licensing or fee structure to account for any future requests to hook up to Town's stormwater system. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim discussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate add'l devel. That would inform the ordinance/fee work. Next Step: OAC/Town Staff will provide suggested changes to Council.
60	Ordinance	O	M	20	TBD	Review current Kennel related ordinances, identify needed changes & update accordingly.	Deb Cabana	Nate Rudy	Doug Webster	06/04/19	12/03/19	(5/21) Council was made aware of issue via OAC meeting update. New Dog Officer has advised of conflicts between current ordinances and general residential practices. Gray also has existing Kennel businesses. There is also a State Statute involved. Everyone agreed identifying fixes to coincide with new licenses would be best way to communicate any changes. (6/4) Council agreed to move down the priority list - using license timeline as guide. (9/3) Dan advised being moved up due to timing for Dog Officer and Dog licenses. (10/1) Dan advised this one is almost complete. (12/3) Sandy suggested the OAC meet without Doug and work on what they can. Council & Deb discussed and agreed to give this approach a try with Doug reviewing work as needed. Next Step: This one may be a good item for the OAC to test out new approach.

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18B	Ordinance	O	M	21	TBD	Update Town's Ordinance to reflect long term Solar Array policies for commercial & residential, all sizes. See 18A under High Priority for companion item.	Kathy Tombarrell	Deb Cabana	Doug Webster	12/03/19	04/06/21	(12/3) Council agreed to split this task into two parts - the high priority to address current large scale solar array projects and the medium priority to address long term solar policies for both commercial & residential and for all size arrays. (2/4) Deb adv Mr. Boyle has entered into an agreement with Copp on Route 100 to use some of his land to build a commercial solar array. (2/18) Mr. Boyle made presentation (3/10) Council discussed next steps but will need more information from Mr. Boyle before a decision can be made on how to proceed. (12/15) Another Commercial solar array project is being proposed by Dynamic Energy on Route 115. Presentation done to Council. (1/5) Council discussed & there is consensus to move forward pending more information. (1/19) Sandy adv based on needed info & time to mail resident letters - presentation pushed to 2/2. (2/2) Doug/Kathy presented feedback rec'd from residents and possible options as well as questions. Public comment was allowed with add'l feedback rec'd followed by Council discussion on options. Sandy ask that the PD resp to the e-mails rec'd by providing link to the meeting video. (2/16) Draft of overlay options disc. (3/2/21) Dan provided add'l info on new word to be added to overlay related to bond/decommission requirements. The State has not defined the rules, Dev will use Gray's standards, if there is a discrepancy, Council may need to update later. (3/16) 1st read/public hearing held. (4/6) 2nd read was on agenda - but needs to go to PB. (4/8 meeting first - Council Tables. Next Step: Planning Dept to continue to track Mr. Boyle's project. 2nd Read/public hear for Dynamic set for 4/20 meet.
25	Ordinance	O	M	22	TBD	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Create stormwater performance standards for future development in Village and/or for businesses wishing to access Town's stormwater system.	Doug Webster	Nate Rudy	Doug Webster	03/06/18	02/04/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a "performance standard" in conjunction with ordinance for future development. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. Next Step: OAC to work on next.
44	Ordinance	O	M	23	TBD	Review current residential Subdivision Ordinance for necessary changes all other areas (besides Open Space - see item 70)	Doug Webster	Nate Rudy	Doug Webster	02/05/19	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance (3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Council agreed to split out Open Space (see item 70) to make a higher priority from other changes needed in ordinance. Next Step: OAC/Staff will provide suggested changes to Council.
36	Administrative	O	M	24	TBD	Review the current process for "Planned Unit Development" commercial subdivision to determine if routing the review & approval of commercial uses on lots in a PUD subdivision to the Staff Review Committee in lieu of the Planning Board.	Kathy Tombarrell	Nate Rudy	Doug Webster	09/04/18	01/22/18	This item was brought up & discussed in the TC 8/7/18 meeting. Town Councilors agreed to consider the proposal, but could not determine whether support would be granted until some draft language was provided. Councilors expressed various concerns about the process which they would like addressed in that language. The Planning Board has also expressed some concerns with the change given PUDs are relatively new. (1/22) Dan advised Planning Bd is okay with change as Planning Bd Chair sits on Staff Review Committee. Next Step: Town Staff to draft language.

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90	Budget / Audit	O	L	1	TBD	Review and update Sick Time carryover and/or payout provision	Dan Maguire	Council	Council	02/16/21	02/16/21	(2/16/21) This item has been discussed under the Budget tab startin in last year's cycle. Auditors have identified unfunded liability of close to \$400,000 for accumulated vacation, personal and sick time. Council requested add'l info on benefits in other Town's. Right now, there is no cap to sick time carryover and up to 50% of 90 days of time is paid out to employees when they separate from the Town. This seems out of line with other Towns. Council to consider a carryover cap and/or possible change in pay out provision. Next Step: Prioritize work on this time.
87	Administrative	O	L	2	05/01/21	Review current Fee policy for MSAD15, Gray and NG to determine if there is a better reciprocal approach	Sandy Carder	Sandy Carder	Sandy Carder	02/02/21	02/02/21	(2/2) Sandy advised that this issue had been brought up at the last Joint leader's meeting. A follow up meeting was held on 1/25 with Craig/Diane/Sam of MSAD15. There is a need to track costs and fees by all three entities. MSAD15 also has financial responsibilities that impact both Gray & NG. The issue is front line workers are left dealing with trying to apply fees when working with coaches, residents, staff, etc. which creates conflict as the taxpayers pay all three budgets. There was agreement there may be a better way to deal with fees. Next Step: Diane will set up a meeting with Katy and NG representative to start by reviewing current processes - it was noted due to budget season, this would likely not take place until April.
67	Residential	O	L	3	06/01/21	To review the status Deer Acres property (private road)	Residents	Council	Council	12/03/19	10/06/20	(11/12) A group of residents gave a presentation to the Council regarding the current state of their private road - Deer Acres. The road is not actually a deeded private road, but private property with easements. The residents feel the road has been severely impacted by the status of Gore Rd, and the fact that it is used as a connector between Gore Rd and Lyons Point Rd. They are seeking a workshop with the Council to discuss further and develop possible options for solutions. (12/3) The Council expressed serious concerns with taking over a private road, but felt there could be other solutions and they needed more information. They agree to a workshop. (12/17) Bruce advised residents will not be ready to talk until at least April when seasonal residents arrive back in State. (10/6) Council recognized that the residents may be leaving for their winter homes and will push this forward until next spring. Next Step: Bruce will let the residents know.
81	Ordinance	O	L	4	TBD	Need to create a Water Extraction Ordinance	Sandy Carder	Deb Cabana	TBD	07/21/20	07/21/20	(7/21) Council was approached by Crystal Lake residents regarding many commercial vehicles from out of Town companies parking vehicles on the public boat ramp for long periods of time to extract water (pool, landscaping companies). Council discussed safety, access and water quality issues and agreed the activity should be prohibited. Deb spoke to the State and they advised we can put up signs right away - ordered. An ordinance should be created to ensure enforcement can be done properly. Next Step: DAC to work time permitting.

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Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline												
Last Update: 04/06/21												
39a	Administrative	O	L	5	12/31/21	Need to review/re negotiate Cable TV Contract sometime in 2019-2021.	Deb Cabana	Nate Rudy	Nate Rudy	09/18/18	02/16/21	Deb advised she has asked Alissa Tibbetts, Town Attorney, to begin some research & that process can take up to 1 year. She also advised there is at least one resident willing to serve on a Cable TV Committee, if the Council chooses to go that route. Council discussed briefly and confirmed either route will require legal review. Dan asked if there was a way for Alissa to provide a synopsis of the process/issues for council to better understand task. Deb advised significant changes have been made at the Federal level which will require more analysis before approach can be determined. (1/8 & 1/22) Feedback presented on item 42 Cable TV ordinance actually fit into the "contract" between parties. Will keep in mind for this item. (6/4) Legislature passed bill to roll back some of the changes (such as channel location, HD broadcast requirement, etc.) Deb advised GPCOG has sent out an RFP for the negotiator for the Towns involved. There was no interest in a pre-contract meeting. (8/6) Deb advised GPCOG is preparing contract with law firm (only one rec'd but highly qualified). (10/15) Deb/Brad provided updates from the negotiation meeting with GPCOG attorney. (1/7) Council agreed to separate contract and committee into two action items. (9/15) Audit by consultant resulted in identifying monies owed (\$18K+) to Gray. GPCOG est negotiations will begin in the fall. (2/16) Deb adv target for contract is June. Spectrum disputing owed fees. Next Step: Randy/Brad to continue to work with GPCOG hired firm with regards to the negotiations.
50	Economic Development	O	L	6	11/01/21	Work with the Narrow Gauge Railroad to review current situation and develop new plan.	Council	Nate Rudy	Nate Rudy	03/05/19	10/06/20	NGRR Board members made a presentation at the 3/5TC meeting to update Council on recent events (loss of lease - deadline end of Oct and relocation of museum pieces on temporary basis to another location). Council/NGRR agreed a more detailed meeting was in order to determine what options remain for relocation to Gray, what resources would be needed - monetary/human, and the associated timelines. (4/16) Deb advised Doug had a meeting with NGRR Board and they are open to discussion, but cannot do at this time due to pending move. (8/6) Portland Press Herald reported the NGRR has withdrawn their plans to move to Gray and NGRR has removed trains & sign from Plaza. Council discussed how frustrating it is to find out via paper especially given this is the 2nd time and during the last visit by NGRR, the organization insisted they were still partnering with Gray. (9/3) Deb adv no response from e-mails - phone tag with Mr. Heinz - NGRR has engaged a broker to sell property. (9/17) Council discussed approaching NGRR to open discussion about donating the easement rights to the tracks to Gray - as a way to address those who contributed to NGRR relocation - both with time & money. (10/15) NGRR has responded. (12/23) Sharon wished to send an editorial letter to the paper regarding this item, but was willing to wait to see if the meeting is set after the Polar Express is done. Council felt current course was correct one.(1/7) Now that the Polar Express season has ended, Deb will follow up on meeting. (1/21) NGRR said they would get back to her (2/18) NGRR advised they are seeking professional assistance to deal with unraveling Gray issues. (9/15) NGRR sold a portion of the ROW to a private developer without notifying the Town or updating Deb as they said they would. Anne also adv NGRR will be just sitting on their property until values increase to allow them to break even with mortgage. Council is frustrated but since it is a private deal & does not involve Town, there is no legal leverage. (10/6) Council rev & app letter to be sent to NGRR. Next Step: Moved lower on tracking spread to await NGRR putting property on market and/or contacting Town.
86	Administrative	O	L	7	11/09/21	Create Charter Amendment to address (1) Town Manager job description changes (2) Audit date from 9/30 to 12/31	Council	Nate Rudy	Nate Rudy	01/19/21	01/19/21	(1/19) Council discussed need to create amendment. Deb pointed out that we will need a total participation rate equal to 30% of the last gubernatorial election. She does not believe we will reach that mark with a June election. Council agreed better to plan for the Nov election. Next Step: When time allows, draft Charter changes to submit to legal.

*O/F/C (All)

OPEN

Count of Description	Column Labels			
Row Labels	H	L	M	Grand Total
Administrative	3	3	3	9
Budget / Audit		1		1
Committee			1	1
Comp. Plan Implementation	1			1
Economic Development		1		1
Infrastructure / Village TIF Goals	2			2
Open Space / Conservation Plan	2			2
Ordinance		1	16	17
Policy			2	2
Public Safety			1	1
Recreation			1	1
Residential		1		1
TIF Goal / Budget	1			1
Traffic	1		2	3
Grand Total	10	7	26	43

*O/F/C (All)

CLOSED

Count of Description	Column Labels				
Row Labels	-	H	L	M	Grand Total
Administrative		3	3	5	11
Budget		1		2	3
Comp. Plan Update		1			1
Comp. Plan Update - breakout of tasks for Item 11		3			3
Comp. Plan Update/ Conservation Plan		1			1
Joint Leaders		1		2	3
Ordinance	1	6	1	10	18
TIF Goal / Budget		2			2
Traffic		1			1
Traffic - MDOT - break out tasks from item 24A				1	1
Traffic - MTA				1	1
Traffic - MTA - break out tasks for Item 24B				1	1
Grand Total	1	19	4	22	46

*Status: O = Open C = Closed F = Future													
Priority: **H = 1-3 months M = 4-9 months L = 10+ months													
No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments	Last Update: 03/16/2021
A	Comp Plan Imp - break out Item 84	O	H	4	02/08/21	Committee review of Comp Plan	Dan Maguire	Council	Bruce/Dan	12/01/20	03/16/21	(12/1/20) Dan suggested each Committee review CP to ID what would inform their work, how they can support implem, what roadblocks exist, what resources will be needed, etc. with a one page summary due by 2/8 for Council to review at 2/16 meeting. (2/16) Council rev summaries provided. For PB, agreed the comp plan implementation should be part of upcoming joint training workshop facilitated by GPCOG. (3/16) Dan adv PB is working on their review. Bruce will discuss. Sharon discussed with ZBA and they have provided their summary to the Council. Next Steps: Dan/Bruce to work with remaining Committees to obtain summaries.	
B	Comp Plan Imp - break out Item 84	O	H	4	TBD	Consider New Committee to monitor, supervise, ensure Comp Plan implementation proceeds	Council	Council	Council	12/01/20	02/16/21	(12/1) Council agreed current Committee should be retired as their charge is complete. Will send Thank You letters to Members and advise Council is considering a new Committee to assist with implementation - asking them to advise if they are interested in continuing on. New Committee needs further discussion. (2/16) Sandy provided info from Windham Committee - hybrid structure. Generally, there was agreement that is the better model than all volunteer. It will be important to have people with know/expert on the committee. Should not set up until Council can give clear charge and goals to committee. Nate wants a chance to talk through options with Planning Dept as they will take leading role. Sandy also adv Windham hired a consultant to assist them. Next Steps: Awaiting Nate's review with Dept Heads and follow-up workshop for further discussion.	
C	Comp Plan Imp - break out Item 84	O	H	4	TBD	Department Heads review of Comp Plan	Anne Gass	Council	Nate Rudy	12/01/20	02/16/21	(12/1) Anne suggested we either include Dept Heads on the Implementation Committee or at least ask them to review plan to create their own plans to help implement. Needs further discussion in context with new Committee. (2/16) Council discussed and Nate agreed to integrate this into his individual meetings with Dept heads. Next Steps: Nate to set up meetings.	
D	Comp Plan Imp - break out Item 84	O	H	4	02/16/21	Obtain information from Windham Town Council on their implementation plans	Sharon Young	Council	Sandy Carder	12/01/20	02/16/21	(12/1) Sharon noted that Windham has a implementation committee set up to assist with their newly approved plan and suggested we find out what steps they took to get from approved plan to where they are, how the Council is involved, etc. Sandy advised that the Windham Chair is on the GPCOG Executive Committee and she can reach out to him for information. (1/5) Sandy has sent a note to Jarod Maxfield 12/18. (1/19) Sandy reported that she has spoken to Jarod and shared general information - and will share more at the 2/16 workshop. (2/16) Sandy shared info on Committee, Growth Permit Program, Consultant, etc. from initial discussion with Jarod. Next Steps: Utilize Windham information as process progresses.	
E	Comp Plan Imp - break out Item 84	O	H	4	TBD	Create plan/timeline for Zoning changes & ordinance changes	Council	Council	Council	12/01/20	12/01/20	(12/1) Council needs to discuss/create a plan/timeline to update Zoning to reflect zones in new plan and determine prioritization to ensure development adheres to new plan. Will be related to Item 46 (Growth Plan) and Item 49 (Duplex changes) for which initial discussions were held, but placed on hold pending Comp Plan approval. Next Steps: Set up workshop to discuss.	

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Last Update: 02/16/21

No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	TIF Goal / Budget - break out tasks from Item 34	O	H	5	03/01/20	TIF - Mixed Use Zoning Discussion	Town Council	Town Council	Doug Webster	01/22/18	02/19/19	(11/28) Mixed Use options were discussed at length. Next workshop set for 2/19 6-7pm prior to scheduled TC Meeting. (2/19) Council discussed options and agreed having some type of proposed changes to consider would be helpful. Should focus on Village, but also on large undeveloped piece abutting Northbrook as owners req. inclusion to help develop. Doug will work on.
B	TIF Goal / Budget - break out tasks from Item 34	O	H	5	TBD	TIF - Center Rd / Bridge Redesign	Town Council	Town Council	Town Council	02/18/18	02/19/19	Town to evaluate possible changes to bridge and/or reconfiguration and/or completion of Turnpike Acres - to address Center Rd outlet just below 5 Rd intersection/left turn issues for tractor trailers in Village (possibly part of TIF workshop to determine plans/priorities for Village infrastructure upgrades). MTA advised that Bridge was recently refurbished & widened so there are no immediate plans for more work; however, they remain open to discussion a realignment. (12/4) Part of solution to address tractor trailers in the Village is to address inability to make right hand turn from 202 onto route 100 - which includes alternate route - maybe via turnpike acres/center rd bridge. (2/5) TC moving to TIF Planning umbrella (2/19) Deb to find out replacement year from MTA.
C	TIF Goal / Budget - break out tasks from Item 34	O	H	5	TBD	TIF - Rt 100/115/202 Intersection - related to Item 4 - Traffic - Low priority - Route 115 entering Gray from the hill thru connection to Brown Street	Town Council	Town Council	Town Council	02/05/19	10/15/19	Steve L is working on creating a project scope & plan for reconstruction of Route 115 leading into the Village with Will Haskell to submit to MDOT - in hopes of qualifying for 50/50 funding split (up to \$500,000). Council needs to develop options for the multi-road intersection in the Village to ensure whatever future configuration needs are considered in the Rt 115 project and the Rt 115 project helps facilitate the preferred future configuration. (2/19) Deb to find out if Haskell is working on any planning to prepare for proposal to MDOT - is engineering covered or will it need to be paid for - up front. (10/15) Will/Stevie have more info from DOT & will update Council at 10/28 workshop.
D	TIF Goal / Budget - break out tasks from Item 34	O	H	5	TBD	TIF - Evaluation of possible Sewer/Water treatment option for Village	Town Council	Town Council	Town Council	02/05/19	02/19/19	During TIF public forums, a specific piece of property (22 acres) was added to the map as it was considered a good candidate for a future water treatment / sewer facility - due to the soils and location (gravity may eliminate need for pumps). (2/19) Deb confirmed TIF funding can be used to purchase property; however, it can only be done once a full blown plan is created for usage. TIF funds cannot be used to buy property for recreation purposes. Council to discuss land acquisition CIP at 2/21 budget meeting. Council has agreed to set up a separate question on the warrant articles & will approve those articles at 5/7 meeting.
7	TIF Goal / Budget - break out tasks from Item 34	O	H	5	TBD	Develop possible Special Assessment Fees - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed Special Assessment Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with In Lieu Fees. 9/18 Council discussed reprioritizing, but decided to leave as is. Dan suggested that we identify other Towns using these fees and use their language as a base. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.
8	TIF Goal / Budget - break out tasks from Item 34	O	H	5	TBD	Develop possible In Lieu Fees - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed In Lieu Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with Special Assessment Fees. (2/5) Council agreed to handle as part of TIF planning. Next Step: Determine when Staff has capacity to work on.

*Status: O = Open C = Closed F = Future

Last Update: 04/06/21

No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Route 115 - break out tasks from Item 4	O	H	9	TBD	Obtain Ledge Map for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	04/06/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Due to the ledge present on the hill, it was agreed a ledge map using radar was needed. (3/2/21) Will has provided est to Nate. (3/9) Council rev with Will. Doug ask that addt' boring on the slope of the road to ensure the ledge is fully identified. Will will update the proposal. (4/6) Will provided update & Council agreed Next Steps: TIF funds will be designated as part of budget vote.
B	Route 115 - break out tasks from Item 4	O	H	9	TBD	Obtain updated full Survey for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	04/06/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Given there are no easements on this road, it was agreed an updated survey is needed from Main Street to 59 Yarmouth Road. (3/9/21) Will has provided est to Nate & Council reviewed. There were questions about who would conduct the ROW work - see new item MDOT meeting. (4/6) Will provided update & Council agreed Next Steps: TIF funds will be designated as part of budget vote.
C	Route 115 - break out tasks from Item 4	O	H	9	TBD	Draft a High Level Engineering Plan for scope of project	Council	Nate Rudy	Will Haskell	02/16/21	04/06/21	(2/16) Council agreed to split out tab & tasks from 1/19 workshop. Council has asked Will to create a high level 'starting' engineered plan to help facilitate next set of workshops. This plan should include ALL possible options - which can later be dropped depending on scope/costs - such as adding underground stormwater, sidewalks on both sides, Brown street intersection reconfiguration, traffic calming measures, parking on either Yarmouth or Brown (depending on if Brown is made one way or not), Bike lanes, etc. (3/9/21) Will has provided est to Nate and Council discussed. Council agreed to include 2nd sidewalk in plan, but decision on whether to build will be determined on feasibility and costs. Also agreed to remove "full time inspector" costs until later in the project. The decision on part time vs full time will be easier to make once the project scope/complexity is identified. (4/6) Will provided update & Council agreed Next Steps: TIF funds will be designated as part of budget vote.
D	Route 115 - break out tasks from Item 4	O	H	9	TBD	Provide past Traffic Study for Brown Street	Council	Nate Rudy	Will Haskell	02/16/21	02/16/21	(2/16) Council discussed past reviews of making Brown St one way. Will/Kathy/Doug indicated this issue has been looked at a couple times in the past. Will thinks he can dig up the past reports. Consideration is traffic pooling on Route 115, but also ability to prevent large commercial vehicles from using Brown to get to short Shaker (weight limit being pursued). Next Steps: Will to research further.
E	Route 115 - break out tasks from Item 4	O	H	9	TBD	Set up Joint Meeting with MDOT	Council	Nate Rudy	Council	03/09/21	03/09/21	(3/9/21) Will recommended we hold a meeting with MDOT as soon as possible in the process. Several items were identified for discussion (1) possible use of Federal funding (2) MIP/funding formula for project (3) ROW work responsibilities - if DOT does or Town (would have to hire specialist to handle). Meeting will include Will so proposal needs to be updated. Next Steps: Will to update proposal to resubmit. Council to work with Nate to identify date/times.
F	Route 115 - break out tasks from Item 4	O	H	9	TBD	Set up Meeting with Water Department	Council	Nate Rudy	Will Haskell	03/09/21	04/06/21	(3/9/21) Sandy requested that a meeting with the Water District be added to proposal and done early in the process to identify their scope/timeline to allow for coordination. The TIF defines \$495,000 for their water line work in the project. (4/6) Council met with WDO to discuss timeline. WDO will provide an estimate of the money they will need in the coming 12 months to begin their engineering/drainage. Sandy did adv the information is needed in time for the 4/20 warrant article vote. Next Steps: Will to update proposal to resubmit & Will to set up as part of the work.
G	Route 115 - break out tasks from Item 4	O	H	9	TBD	Set up Discussion with First Congregational Church	Council	Nate Rudy	Will Haskell	03/09/21	03/09/21	(3/9/21) Anne pointed out there needs to be open discussion with the First Congregational Church on the reconfiguration of Brown Street intersection. We need to ensure they are aware of the proposals and are invited to the meetings. Next Steps: Bruce to let Church know the process is beginning. Will will be reaching out to them as part of the work for the plan.
H	Route 115 - break out tasks from Item 4	O	H	9	TBD	Identify Blasting Impacts from project	Council	Nate Rudy	Will Haskell	03/09/21	03/09/21	(3/9/21) Anne pointed out if there is any blasting involved in this project, the Town will need to work with residents to minimize impacts and ensure damage is not done to their foundations. Will adv whether blasting will be needed is unknown at this point. Next Steps: Blasting will be identified, if applicable, once more work is done on the planning.

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No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Traffic - MDOT - break out tasks from item 24A	O	M	1.1	06/01/21	Signage - Route 26 vs. Route 26A	Council	Nate Rudy	Nate Rudy	02/22/18	04/06/21	Village diversion/misdirection. Looking into eliminating/renaming route 26/26A to prevent Truckers from going the wrong way through the village. MTA committed to helping push for changes with MDOT at last night's meeting & advised a suggestion to remove Route 26 starting at Washington Ave (Portland) through to merge with 26a has been suggested in the past. Route 26A would just become Route 26. Also, Jason suggested using the Town sign by the Transfer station or other electronic signs. Note: Cathy Breen had offered to check in with Garnin to obtain more information on GPS algorithms/process - follow-up? MTA will be closing bridge in summer 2019 - good time to coordinate removing "route 26" designation from Washington Ave to bridge. Keeping it from interchange - by-pass - north only. Deb is sending note 9/4, (12/4) MTA pointed out MDOT is not in agreement with full closure of the bridge due to lack of ability for rigs to turnaround if they miss detour signs. Also, not committed to changing route signs at this time - more discussion to follow. (9/17) Sandy advised she mentioned this issue to Rep Moriarty and he advised he would be willing to look into it to determine next steps on a formal request. (10/15) Rep Moriarty has established communication with DOT legislative liaison and they are willing to set up a meeting with DOT Staff that handle routes. Council discussed having pre-meeting but feel Rep Austin & Sen Breen are up to speed - Sandy will advise Rep Moriarty. (11/12) Sandy advised a meeting is set. (12/3) Sandy reviewed results of meeting & weight limit options. MDOT to provide info on costs for signs to change designation for just in Gray. Council agreed to coordinate weight limit with sidewalk project meeting & attempt to obtain approval. (1/21) Sandy sent follow-up on sign count/costs and asked for more info on weight limit process. (2/4) Sandy adv MDOT adv they were looking into (3/10) Sandy will follow up (8/4) Follow up done MDOT still needs to discuss before getting back to us. Council to set up public forums in Sept. (9/1) Public Forum set 9/29 - Sandy to follow up again. (9/29) MDOT sent resp hours before public forum. (11/17) Sandy will draft resp to MDOT letter. (12/15) Council approved response letter to be sent with alternate proposal to remove 26 & add to 26a while 26a remains. Weight limit work will continue via communication with residents/businesses. (1/5) Letter sent. (4/6) MDOT resp - suggest truck route signs, not budging on sign replacement.
B	Traffic - MDOT - break out tasks from item 24A	O	M	1.1	04/01/21	Signage/Bollard Posts - Village Island	Sandy Carder	Nate Rudy	MDOT	02/22/18	06/04/19	MDOT will look at what they can do to make the island at the 5 lane intersection stand out so vehicles do not go the wrong way into head on traffic. Only current sign is "ENTER" provided by MTA. New striping is planned, but no response otherwise (9/4), 9/18 Council asked Deb to follow up with MDOT on their review - she advised she has meeting with MDOT on Wed 10/10. (12/4) Sandy asked MDOT at meeting about options. MDOT said they may have some flexible bollard type posts to try - will check their inventory. Steve noted it does make plowing more difficult. MDOT also may look at new signage - but that will require a full re-engineering of electric/posts at the intersection - see rt 115 listing on task list.(4/2) Dan advised at seeing another person drive into head on traffic in the wrong lane around the village island. (4/16) Deb advised MDOT is not willing to spend on permanent bollard due to history of destruction & costs. (6/4) Deb confirmed striping cannot be done before 7/1 (budget). Sandy asked if "ENTER" could be added to striping - may not be visible. Awaiting alternatives from MDOT.

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Priority: **H = 1-3 months M = 4-9 months L = 10+ months												
No	Goal/Category	*O/ ** F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Traffic - MTA - break out tasks for Item 248	O	M	1.2	12/31/20	Diversion Study	Town Council	Nate Rudy	Nate Rudy	02/22/18	03/16/21	Town to define goals-study/parts/data set to cap as much data/results as poss rel to exist prior traffic issues. need to deter int partners-NG,Poland,Cumber,Auburn,Windham? MTA ind poss prov 80+% of fund, but sugg Muni commt would prov more control over study/ensure buy-in. Partners could share the costs of the 15%-6 fig likely need, more data added to study = high costs. Deb adv MTA is work on poss optns, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchasept that will incr data while drop costs. Scope disc ensued w Council need to send addr feedback to Deb-chgs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will parti. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been appr to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr Mills is taking a diff appro than Mr. VanNote-he propo MTA buy subscr at March meet. (3/5) NG is not inter in parti.(4/2) Sandy prov PRH article ind MTA, MDOT, PACTS and Port Transp grp have agrd to grp subscr to software. Await addtl feedback from Mr. Mills. Res appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent mat to S Carver as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd - GPCOG to take leave & prov prop for full count to cons. (1/7) Sandy pres propos scope from COG-Counc req optns for MTA buy-in, but maj agreed to mov forw. Sandy will fol-up with Steph. Counc will vote on engage letter at 1/21 meet. (1/21) Counc voted to approve engage letter. (2/4) Sandy recip cont call with COG-ok with chgs-will look into poss ph 2 study to capture 'avoid' vs. 'divers' traffic with MDOT fund? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge. - target is Sept (9/1) Sandy adv draft report is done final report should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Mgr. (11/17) GPCOG resp to MDOT & are work on updating. (12/15) Sandy has rec'd updated study - will pull together all the material & send to Council. Will be placed on a future workshop agenda. (1/5) Diversion info shared (3/16) Council disc resp (1) to MTA (2) meet with Leg team + transp committee members (3) integrate in convo with MDOT on Route 100 projects (4) req mor info on IOS study costs/timelines.
B	Traffic - MTA - break out tasks for Item 248	O	M	1.2	06/01/21	MTA Data - cash collection (vs EZPASS)	Town Council	Sandy Carder	Sandy Carder	02/22/18	03/16/21	MTA will prov data for cash (vs EZPASS) from the regl booths-Gray,NG,Falm - to better deter funds being collect by high tolls. Ident collect funds will prov base to deter alter in toll location prices. Toll Data was prov, but Sandy asked if classes could be split out (12/4) Some minor toll disc occurred at meet with MTA confir they can prov addtl info. (2/19) Council disc optns for toll chgs and agreed to send letter to MTA with recomn/feedback. (4/16) Sandy & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Reprs and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep Moriarity & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add pressure they can apply- incl the issue of Complete street policy. (10/15) Sandy proposed alter approach of asking Leg. Reprs to submit the issue to the Governor's Blue Ribbon Commis for consid as severel fund pieces related to both toll inequity and diversion. Dan pointed out use of 295 (or 95 north of Augusta) by commut vs those forced to use 95 (south) is an issue as well. Council agreed and also want to focus on ask Leg. Reprs to consider a bill that would put more teeth in the MTA complete street policy and give muni more say. Sandy will draft for Council rev at 11/12 meet. (11/12) Letter rev with feed prov. Sharon expressed concerns with tone of letter. Maj of Council felt it needed to be strongly worded esp given news story where Mr. Mills was dismissive of issues. Sandy remind that it is to the legis team, not the MTA directy. Sandy to update and send. (12/3) Council approved letter. (2/4) Sandy adv committee contin work - follow up after session (2/18) Sandy prov update on status of comm and council agreed we should follow up now. (3/10) Sandy shared with Sen. Ned Claxton upon request (3/16/21) See above Diversion

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No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments	
10	Administrative	F				Develop process to review status of Paper Streets	Town Council	N/A	N/A	01/22/18	01/16/18	During the Council discussion related to approving an extension to ROW access to 'paper streets', the Council inquired if there was a long term goal to create a process to review/identify streets which should be removed from the list. Resources/funding were discussed as hindrances. Council set this activity to "future" given the renewal timeframe of 20 years has been reset. Future items will be reviewed annually, at a minimum.	
21	Administrative	F				Develop a method to analyze & potentially rank Committee Volunteer applications when more than one received for one spot.	Dan Maguire	N/A	N/A	02/09/18		During a workshop discussion on Jan. 8th, the Council agreed there could be situations where a formal review/ranking system may be appropriate, but it is unlikely one needs to be used in most situations. The Council reviewed a variety of options, ideas, etc., but decided to table this issue for a later date. Will be considered a 'future' item.	
31	Ordinance	F				Review the issues and options surrounding Dock Lighting / Light pollution.	Deb Cabana	N/A	N/A	04/17/18	06/05/18	Town Staff has received a complaint/inquiry surrounding light pollution issues related to new LED dock lighting equipment. Given Councilor Foshay was absent at the Apr. 17th meeting, Council agreed to log (as it will be covered regardless - in closed, future or open), but to hold off discussion & prioritization until May 1st meeting review. Council discussed at June 5th meeting agreeing this would be considered a future item based on lack of available information. Possible OAC research item.	
17	Economic Development / Budget	F				Research and compile data and options for a possible Community Center in Gray.	Town Council	N/A	N/A	01/22/18	05/07/19	During a Sept. TC Workshop discussing goals, the Recreation Dept. provided a proposal to realign funds collected by the Rec. programs under the Rec. Dept for use in maintaining/expanding programs. One major challenge identified was the lack of space to expand programs which create revenue streams for the Town. A new space (Community Center) was identified as a possible solution which could be paid for with current revenue streams. TC expressed support to obtain more information. Next Step: Rec. Dept. Staff will begin work to outline plan to obtain additional information. Council agreed this will be considered a "closed" Council item until the Rec. Dept. brings forth additional information. With availability of some land around the by-pass, this was discussed in 9/4 TC meeting. Deb stated \$62,000 is in the current fund. (11/13) Council agreed to move to future list as the item continues to come up in discussions. (5/7) Concerns regarding current status vs. best practices were discussed during the 4/16 meeting - confirming programs exceed capacity at the Town facilities. See Closed item #57. Manager advised it was Administrative and under her purview, council agreed to add to this item & close #57 with Manager bringing forward any necessary policy issues.	
23	Ordinance	F				Review current ordinance governing noise for updates and research possible odor ordinance.	Town Council	Deb Cabana	Doug Webster	02/09/18	10/01/19	During the special amusement license renewal of the American Legion Hall, much discussion was centered around the current decibel restrictions for noise in the existing ordinance was set at a reasonable level, existing activities that may be above that level, how the level would be measured (by whom), and how complaints/enforcement would be handled. Doug Webster made presentation (3/6) of review/recommendations from Town Staff - raise limit to 60. TC discussed pros & cons of setting an actual decibel limit & enforcement. TC agreed to raise to 60 but also to add specific types of businesses/activities that would trigger limit. The Mfg. Overlay/BD1/BD2 already have some type of noise restriction. Need to determine how complaints would be handled. (2/19) Council agreed to add "odor" to this item. (10/1) OAC feels due to lack of technology, other priorities and inability to enforce, this item should be moved to the future list. Council agreed.	
80	Ordinance	F				To create rules for Chickens in the various zones in Gray	Ame Gass	TBD		07/21/20		(7/21) A couple issues have arisen regarding Chickens and understanding what is and is not allowed. No real defined information in Town ordinances. Should be addressed at some point.	
83	Infrastructure	F				Identify Orelco Poles to be removed on short Shaker Road	Alec Dodd	TBD		12/01/20		(12/1) As part of the pole analysis done for the short Shaker Rd 2021 Spring stormwater/sidewalk project, Alec talked to Orelco. Several poles only support old copper wire services. Once all users are transitioned to Fiber services, those poles can be removed altogether.	

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13	Ordinance	C	H	3	04/22/18	Town Staff has identified the need to add recreational marijuana specific language to the Shoreland Zoning ordinance.	-	Deb Cabana	-	01/22/18	03/20/18	Town staff identified a gap in ordinance coverage for the recreational marijuana ordinance language caused by the fact that Shoreland Zoning supersedes all other Ordinance language. Adding the recreational marijuana specific language will be required to ensure consistency across all zoning ordinances. Legal has confirmed this interpretation. Town staff developed & obtained legal review of proposed ordinance change. 1st reading 3/6 TC meeting. 2nd reading & Council approval provided 3/20 TC meeting. Next Step: Staff will update website to reflect approved changes. This item is now CLOSED.
9	TIF Goal / Budget	C	H	1	09/01/18	Consider the creation of a new Village TIF	-	Deb Cabana	-	01/22/18	08/07/18	The State Legislation is considering modifying the rules/requirements for setting up TIFs with a possible effective date in 2018. Given the changes would restrict the ability to set up new TIFs, the Council has agreed to begin the process of looking at the possibility of a new Village TIF to assist with upcoming infrastructure costs. Deb has provided Council with a TIF timeline and is working with the Town's Attorney & Staff to provide the necessary information to the Council for consideration. Council workshop (1/25), property owner workshop (1/31) & 1st public hearing (2/6) were held. TIF approved during special town meeting (2/14). TIF application submitted & received by State - approval can take 6-8 weeks. Feedback from state identifying 6 areas of concern was rec'd. Town Attorney responded on 4/11/18. State approved 5/23/18. Next Step: It is now closed as TIF is approved & in place. A separate "planning" task will be created.
12B	Ordinance	C	M	3.2	11/09/18	Review status of Road Associations for all Private Roads in Gray. A review of the current Street Ordinance identified a possible issue related to driveways with applying the ordinance to public driveways vs. private driveways.	-	Deb Cabana	-	03/20/18	09/04/18	Councilor Maguire brought this issue to the Jan 2nd TC meeting where a review of the current ordinance, as well as additional information was completed. Town staff pointed out the issue is current one of "authority". It was agreed a legal opinion was needed before proceeding. Deb Cabana obtained & shared a legal opinion on Jan 16th. After further discussion (2/6), Council agreed a review of all private roads & the status of road associations. Council is breaking into 2 pieces. This listing will cover process to create plan to clean up contracts for private roads/discussions with road associations. Deb advised 1,000 letters have been prepared to send to private road residents - Council agreed (1) those w/o associations need to form one or provide ONE contract (2) All need to update contact information (3) reminder of road maintenance deadline to continue snow service (4) advise new contractor may be used. Letters sent 6/28/18. Next Step: Deb advised at 9/4 meeting they have received updated information from every private road except Cobbs Drive; therefore, this item is now closed.
32	Administrative	C	H	2	11/09/18	Review the current Contract Zone Agreement procedures to determine if changes or updates are warranted to make process better and/or to protect Town's interests more fully.	-	Deb Cabana	-	05/01/18	09/18/18	Council identified several major areas of concern during recent CZA review of proposed development. Council agreed to look at two specific areas (1) Financial stability (a) by identifying ways to verify developer has ability to meet financial obligations (b) creating language to allow Town to unwind agreement if financial standing is compromised (c) ensure that benefits due to Town are frontloaded in agreement and (2) Environmental impacts are fully identified upfront during Council first review to ensure impacts are mitigated using various options. (5/1) Councilor Wilson has agreed to draft some language & review/discuss with Town Staff. In 8/7 meeting, Councilor Wilson advised he does not feel he is in a position to draft language. Councilors agreed that Town Staff needs to take a stab at adding the 2 new steps and also priority should be moved to High. Doug presented updated policy 9/18. Next Steps: Council approved updated CZA policy as presented at 9/18 meeting. Final version has been posted.

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Last Update: 04/06/21

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D	Traffic - MTA	O	M	2.2	10/01/18	Forest Lake Ramp	-	Deb Cabana	-	02/22/18	10/02/18	MTA to share landscape plans for Forest Lake access ramp - once completed. Not discussed, does Weymouth access ramp have similar issues? MTA provided additional information with residents at a meeting. Item is considered closed.
20	Administrative	C	M	12	10/16/18	Develop a description for 'affiliated' committees which are not under the umbrella of the Town Council to help define roles/responsibilities. Ensure all Committees are following the specified Committee rules. Add 1 ideas to discuss. Employee of Year, Scholarship Committee to oversee all scholarships, Comprehensive Plan Committee creation	-	Dan Maguire	-	02/09/18	10/16/18	After a workshop discussion on Jan 8th, the Council agreed to develop a description for affiliated committees operating in Town which are not under the Town Council umbrella. The description will then be posted to the website under Committees along with links for each of the individual committees. The Council also identified procedures that all committees should be following such as, submitting agendas 7 days in advance of meetings, posting meeting/agendas, creating minutes (with attendees, date/time/location, summary & votes), etc. OAC was not in compliance. Council is adding review of "email" policy for committees to cover FOA, but also manage costs. Dan Maguire volunteered to work on both items. Dan is working on & will circulate a draft to TC. Dan provided draft document to Council for consideration. Draft submitted to Council on 5/1. Council provided feedback on Dan's draft at the 5/15 meeting. New draft submitted to Council on 8/7. Due to time constraints, not discussed 8/7. Council agreed to final changes at 9/10 Workshop 10/2 - Dan needs more time & info from Sharon Next Step: Final changes reviewed & Approved by Council at 10/16/18 meeting. Dan to provide 'clean-up' list to implement - this item is considered Closed.
5	Ordinance	C	M	3	02/22/19	Review the issues and options surrounding a possible Fireworks Ordinance.	-	Deb Cabana	-	01/22/18	01/22/19	Residents have approached the Council with complaints and concerns regarding the lack of a Fireworks Ordinance. The Council discussed at several meetings and agreed to proceed with an analysis of the situation and options, potentially utilizing the OAC. Staff is working on possible options. Councilor Maguire advised the OAC will discuss in Mon. 3/26 meeting. Options were presented to & discussed by Council with feedback provided during 4/3 meeting. Staff presented ordinance at 1st public yearning on 5/1/18. Public feedback was rec'd. Council ques addressed, minor change made. Council voted to move forward with 2nd reading. 2nd reading set for 5/15/18. Ordinance was passed at 5/15 meeting & will go into in 30 days. 10/16 Councilors discussed one item brought up during public hearings - adding the Saturday before July 4th. If July 4th lands on a weekday to tamper violations given this week is most celebrated fireworks weekend. Deb provided feedback from both law enforcement & fire chief that they saw a significant drop in complaints. Councilors also advised a noticeable drop in fireworks. Moved up priority list per Deb's request as changes fairly easy. (1/8) First reading of proposed changes held. (1/22) TC held 2nd read/public hearing & voted to approve. Next Step: Update to ordinance goes into effect in 30 days (2/22). Item closed.
43	Ordinance	C	M	4	02/22/19	Need to create a Ambulance Service Fee ordinance.	-	Deb Cabana	-	10/16/18	01/22/19	Councilor Maguire inquired about the Rescue billing process and it was determined a Public Safety Billing ordinance will be needed. Deb advised fairly easy to work up. (1/8) First reading of proposed ordinance held. (1/22) TC held 2nd read/public hearing & voted to approve. Next Step: New ordinance goes into effect in 30 days (2/22). Item is closed.

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12A	Ordinance	C	M	5	02/22/19	Review status of Road Associations for all Private Roads in Gray. A review of the current Street Ordinance identified a possible issue related to driveways with applying the ordinance to public driveways vs. private driveways .	-	Dan Maguire	-	01/22/18	01/22/19	Councilor Maguire brought this issue to the Jan 2nd TC meeting where a review of the current ordinance, as well as additional information was completed. Town staff pointed out the issue is current one of 'authority'. It was agreed a legal opinion was needed before proceeding. Deb Cabana obtained & shared a legal opinion on Jan 16th. After further discussion (2/6), Council agreed a review of all private roads & the status of road associations. Council is breaking into 2 pieces. This listing will cover discussion on ordinance/policy towards private roads/driveways. Council agreed ordinance clarification is needed, but felt it must be part of the association clean-up effort (item 12B). Council agreed that clarification is needed in ordinance to require driveways comply regardless if on Private or Public road. Dan advised the OAC hopes to present language in October. 10/2 - Doug presented OAC changes but identified areas Staff disagreed. Council discussed (1) liked staff req on permits (2) need more info on apron. Voted down to allow further work & advised "council discussion" better place to start on agenda. (1/8) 1st Reading of proposed changes held. (1/10) Planning Bd held public hearing - no feedback. (1/22) TC held 2nd read/public hearing & voted to approve. Next Step: Updates to ordinance goes into effect in 30 days (2/22). This item is closed.
29	Administrative	C	M	14	12/31/18	Planning board has requested some time with the Council to review policies/procedures between the two entities.	-	Dan Maguire	-	04/03/18	01/22/19	Counciler Gallagher brought this to the Council & Council agreed to meeting. Lynn suggested we meet at a regularly scheduled Planning Board meeting. She will see if the May 10th meeting will have room. If not, we'll try June. Lynn discussed with Planning Board at April 12th meeting. They would like some agenda items submitted - June 14th is a tentative date - but may not work for PB. Council discussed options & agreed it would be best to have an agenda from Planning board since they requested the meeting, also needs to have an agenda from Planning board set up (joint leaders). 8/7 Dan advised PB working on agenda. Dan advised agenda will be finalized at 10/11 PB meeting & forwarded. 10/16 A finalized agenda was provided. Workshop was held on 10/25 & Council discussed at 11/13 meeting - agreeing PD should review & verify majority members support each item identified. (1/8) List provided to Kathy of Council items identified in joint meeting. Planning Bd discussed in December meeting. (1/22) Dan advised PD does not feel any additional action is needed at this time. Growth Cap was discussed and Town Staff will look into with OAC and bring forward when ready. Next Step: Planning Bd/TC to set up yearly joint meetings. This item is closed.
30	Budget	C	M	15	01/01/19	Set up Debrief Budget Workshop to (1) review budget process for possible changes (target dates, meeting dates, presentation) (2) review/update CIP plan beyond Bond (providing it passes) (3) review new projects/priorities with budget implications (4) TIF projects/planning	-	Deb Cabana / Council	-	04/03/18	01/22/19	Council would like workshop set up in early fall to cover budget issues (see description) before actual budget review/deadlines. This item will be a parking lot for specific items as well: (1) Succession planning - Town Mgr (2) TIF projects/priorities planning (3) Libby Hill conservation work (4) Watershed plans (5) Wilkes Beach Project (6) Solar Array (7) LED conversion plan (8) Municipal property review results (9) Village sidewalk ext. to Wayne ave (10) Warrant article formats (11) Sidewalks No Raymond (12) diversion study (13) HR Person (14) Unfunded accrued employee time (15) waiver of excuse for Veterans - this is NOT all inclusive. Workshop held on 10/18. Deb has created draft meeting schedule. Sandy created spreadsheet listing all budget related items discussed in the last year (or left over from last budget) (12/18) Workshop held - list reviewed & updated - draft calendar set with process defined (1/22) Add'l meeting set for 2/11. Next Step: Schedule & approach set for 2019-2020. This item is closed.

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42	Ordinance	C	L	1	02/22/19	Need to create an official Cable TV Ordinance	-	Deb Cabana	-	10/16/18	01/22/19	Deb provided notification that the Town will need to create a Cable TV Ordinance. Deb advised fairly straight forward, but Staff working on Marijuana, Fireworks and Public Safety Billing First. (1/8) 1st Reading held, Brad Fogg provided some feedback. Ailsa advised most of those details will be part of actual contract, but a couple 'non substantive' changes could be done prior to the 2nd reading.(1/22) Non substantive changes were made. TC held 2nd read/public hearing & voted to approve. Next Step: Ordinance will go into effect in 30 days (2/22). This item is closed.
28	Administrative	C	L	8	03/01/19	Develop fee for Code Enforcement online software.	-	Deb Cabana	-	03/20/18	02/05/19	During the Budget discussions, TC approved an upgrade to new online Code Enforcement software which will make the process more efficient and reduce man hours needed to perform tasks. TC would like a fee created to cover the annual fee for the software which is \$18,000 in the first year. Staff updated several fees on schedule (approved by Council 6/19) to pass on some of the fees for new software. (1/22) Doug presented changes in Building Permit fees and a new Admin fee. Council had some concerns with Admin fee. Next Steps: Council approved new reduced "minimum" permit fee \$25 with new \$25 admin fee at 2/5/19 meeting. Item is closed.
15	Joint Leaders	C	M	14.2	02/28/19	Review MSAD15 current newsletter - including costs & timing - to determine how/if Gray would like to collaborate and add material for distribution. NG will do the same.	-	Deb Cabana	-	01/22/18	02/19/19	During the first Joint Leaders meeting held on 11/27/17, the three groups identified expanding communication as one area of collaboration & benefit. Superintendent King suggested both Gray & NG consider partnering with MSAD15 by adding sections to their newsletter which is mailed to every household in GNG. This would create another avenue to communicate directly with residents and sharing costs would be beneficial to all three groups. Deb advised that the Recreation Dept had had some preliminary conversations with MSAD15 and are working on pulling costs together. Deb checked to see if a combined budget mailing could be done, but the timing did not work out. Will try again next year. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format Agenda pulled from last JL meetings provided. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.
16	Joint Leaders	C	M	14.3	02/28/19	Identify ways to engage more students in municipal government to increase interest in career paths, increase volunteerism & increase community building which would also help the Towns.	-	Dr. King	-	01/22/18	02/19/19	During the first Joint Leaders meeting held on 11/27/17, issues surrounding lack of candidates for job openings & volunteer spots on committees and in Town departments were identified as a major challenge for both Towns. MSAD also identified the need for students to obtain 'life experiences' via volunteering or internships (locally) as part of their graduation requirements as a new challenge. Dr. King advised MSAD is currently reviewing their IB, Community Service Club and graduation requirements in this area and will be updating their approach. Council assigned Medium priority based on timeline - but no number as assigned to Dr. King. DMS Comm & Town Staff working with HS principal to see if students can assist with repair. Meeting was held on April 23 & tentative framework was set up for DMS collaboration. Jason to pursue setting up mock comp plan committee. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format. Agenda pulled from last JL meetings provided. (12/4) Joint workday project successfully completed on 11/1 between Excel Students, Town & Comm Endowment - via Carl, Sandy & Dean - with teachers Janet & Gail. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.

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35	Ordinance	C	M	16	02/22/19	Review the current Medical Marijuana and Recreational Marijuana (including shoreland) ordinances to incorporate changes created by latest Legislation passed.	-	Deb Cabana	-	09/04/18	03/05/19	The Maine Legislation passed LD238 effective 7/9 and LD1539 which will go into effect 90 days after the legislative session - updating various areas related to both medical & recreational marijuana. Under advise from the Town's Attorney, Gray instituted a complete Emergency Marijuana Moratorium with readings in the July & August meetings. Once updates are confirmed, changes identified in the Gray Ordinance, the Council will proceed with a repeal & replace of the impacted existing Town Ordinances. 9/18 Deb provided update indicating Doug & Alissa were working on draft for 10/16 meeting. Councilors & Staff attended MMA summit on 10/4, Alissa & Doug provided overview of State legislative changes at 10/16 meeting & Councilors provided feedback on options. Council reviewed Doug's bullet points & provided guidance (11/13) (1/8) Alissa Tibbets reviewed proposed changes with Council in 1st reading. (1/10) Planning bd held public hearing - no feedback. (1/22) TC held 2nd read/public hearing - voted to approve & extend moratorium. (2/5) TC moved to Med priority pending last step. Next Step: New ordinance goes into effect in 30 days (2/22), Council to vote to rescind moratorium at 3/5 meeting. Council rescinded moratorium as new ordinances are now in effect. Item closed.
51	Ordinance	C	M	4	05/15/19	Tax Acquired Property Ordinance needs changes to incorporate State Level legislative changes	-	Deb Cabana	-	03/05/19	04/02/19	Deb advised that the new State level changes adding steps to the disposal of tax acquired property for those residents 65 and older require new language in our ordinance. (3/19) 1st reading held - Sharon asked about a possible repeal of law. (4/2) Deb advised Alissa advised we proceed as repeal was put on hold for minimum of 1 year. Next Step: 4/2 2nd reading held and ordinance changes approved by council to go into effect in 30 days. THIS ITEM IS CLOSED.
41	Administrative	C	M	3	05/31/19	Review proposed 2018 changes to adopted Bike/Ped Plan - which will roll into Comprehensive Plan .	-	Town Council	-	09/18/18	05/21/19	Members of the Bike/Ped Committee presented an update on their work at the 9/18 TC Meeting and advised they have completed a review of the existing 2012 Bike/Ped Plan, conducted a Town wide survey and updated the language and identified their top 5 projects. The Council had previously discussed Public Works top priorities in the 9/10 TIF Workshop. It was agreed in order to approve the updates, a consensus on the top 5 projects should be reached. Part of that discussion should include MSAD15. 10/2 Sandy to request copy of document - Deb to make copies for Councilors. Dr. King sent feedback indicating MSAD interest in discussing sidewalks on Libby Hill and Gray Park. (12/4) Jason expressed concern with "TIF Funding" being listed as a possible funding source leading to improper use of TIF funds. Council to identify top infrastructure projects / budget priorities to better understand where bike/ped projects fall - 10/18 Budget workshop. 11/13 TC meeting. 11/28 TIF meeting & 12/18 budget meeting to provide more info. (1/22) See above item 40 comment - TC needs to update Bike/Ped plan to have more leverage with MDOT & MTA on projects & as part of the Comprehensive plan. Council to finalize top 5 projects via budget discussions & then approve update (with changes if agreed upon). (5/7) Council discussed. Next Step: Council approved updated plan at 5/21/19 meeting. This item is CLOSED.
59	Ordinance	C	H	2	07/18/19	Review & update Medicinal Marijuana standards in new Ordinance to ensure original intent is not restricted and Gray remains in compliance with State statutes.	-	Town Council	-	06/04/19	06/04/19	(5/21) Doug made presentation to Council identifying conflicts and restrictions created with (1) length of set back and (2) way the set backs were being measured which unintentionally eliminated selected locations for Caregivers. Council provided feedback. (6/4) 1st reading of Doug's proposed ordinance changes to (2) way set backs are measured. Doug advised it may still be too restrictive and Council may need to revisit, but solves immediate issue with Caregiver. Council approved. Planning Board held public hearing on 6/13. Next Step: 2nd reading & public hearing to be held at 6/18 meeting. Council approved & will go into effect on 07/18/19. This item is CLOSED.

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2	Budget	C	M	5	06/30/19	Create a new Facilities Use policy to review fees, identify when fees will be waived, identify process for in kind donations.	-	Deb Cabana	-	01/02/18	06/18/19	During discussion prior to Fee Schedule approval, a question of whether or not local organizations incurring fee charges while working to raise funds to offset budget items should be exempt. Obtaining a legal opinion was suggested. Addtl situation has arisen with Rec Dept long standing agreement with "for profit" business to use volley ball court with reduced fee in exchange for work done by business (improvements/maintenance). Council agreed we need to (1) review fee structure for rec dept assets (2) need defined guidelines on when fees may be waived (3) need formal process to document agreements when fees are waived (4) identify CIP threshold for when donation can just be accepted vs need approval. Jason advised Committee will look at & Dean set Sept as target date - but will provide periodic updates to Council to ensure everyone is on same page. 8/7 Councilor Wilson provided update during Comm Repts regarding impact fees. 9/4 Councilor Wilson advised committee still working on it. 10/2 - Committe could not hold meeting for final review (11/13) draft of policy did not address all 4 items. (2/5) Comm has discussed parameters to identify content. (4/2) Jason advised Comm is close. Sharon brought up issue that vendor is currently await new procedure & may need to cancel program if delayed further. (4/16) Policy changes discussed at meeting with feedback provided. (6/18) Council reviewed updated policy & provided some addtl changes approved as amended. Next Step: Deb & Dean will finalize and publish and notify current users of change. This item is CLOSED.
54	Administrative	C	H	5	07/02/19	Develop Interlocal agreement with Raymond to address remaining section of Gore Road	-	Town Council	-	04/02/19	07/02/19	(3/19) Deb provided background information regarding the remaining section of Gore Rd and current information on a proposed agreement between Raymond and Gray to repair/maintain that section of road. Gray would gift used lifts to Raymond. Raymond would use savings to put towards road repairs (along with funds from Rd Association & Raymond residents), Raymond would assume plowing of 2 miles of private roads which cost Gray \$9,200 annually (increasing each year) in exchange for Gray plowing a section of N. Raymond Rd. Steve estimates that is a 50% less costly (\$4,600) annually. Over time, Gray would recoup lift funds and continue to realize savings beyond. Jason raised issues of legality - Deb advised both Gray & Raymond attorneys are involved. (4/2) Dan has requested a formalized cost/benefit calculation to be made available when the agreement is presented to the Council. (4/16) Deb adv Raymond Board approved. Residents have deadline for petition signatures and funding obligations, and Raymond has set Town Meeting date. Bruce/Sharon also clarified their connections. (5/7) Council voted to move forward with both equipment gifting & interlocal agreement (with secession wording added). (5/21) Sharon advised road assoc & resident signatures/funds have been collected. (6/4) Raymond residents approved via Town meeting. (7/2) Final agreement approved by Raymond reviewed and approved by TC. Next Steps: Agreement to be reviewed & voted on at 7/2 TC meeting. This item is CLOSED.

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No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
B	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	07/01/19	Define scope, goals, composition of Comprehensive Plan Committee	Town Council	Town Council	Town Council	03/06/18	09/03/19	Town Staff suggests a discussion regarding the Committee. Council agreed specific demographic profiles would be necessary to ensure a solid representation of as many viewpoints as possible. Doug to draft some suggestions. (9/18) Council agreed to hold off until after Heart & Soul presentation. (11/13) Council discussed & agreed that the immediate priority is setting up the Committee and Heart & Soul should not be pursued at this time. Dan also requested a timeline be created to assist with benchmarks & planning. Heart & Soul liaison has offered to assist us with Comp Plan Committee free of charge. (1/8) Doug provided write up of scope, characteristics, options to Council. Council provided feedback. (1/22) Council provide add'l direction on (1) application and (2) Charge. (2/5) Doug's draft was reviewed with feedback provided. (2/19) Addtl changes discussed (3/5) Council approved docs. Town rec'd 10 applications. Council agreed to extend deadline to 5/16/19 to seek more. (6/4) Committee selected (9/3) Committed has held several meetings & elected a chair. Next Step: This sub-task is considered CLOSED.
26	Comp. Plan Update/ Conservation Plan	C	H	1.2	11/01/20	Create a plan/policy to address open space in a Open Space plan. Dependent on #11, O/H/2	Town Council	Deb Cabana	Dean Bennett	03/20/18	09/17/19	This task is dependent on the Comp. Plan green space inventory chapter. Awaiting inventory chapter for Comp. Plan. Prioritization will be done at that time. 10/16 Council discussed and agreed to prioritize as H2. (11/13) Due to Mt1 going back to Rec Comm, they will be unable to work this item. (1/8) Deb provided meeting minutes for a Staff meeting held on 12/20 with 2 land trust representatives & reps from local groups. (1/28) First public forum held with Alan Stearns & Lucky D'Ascario leading. - notes taken & presented at 2/5 meeting. Sign up sheet of attendees to be provided. (1/28) Council discussed website options - Julie to review & agreed additional meetings are needed. Dean meet with Alan & Lucky this week. (3/19) Dean provided update & next steps and Council approved moving forward. (7/2) Dean has been on vacation - Deb to follow up. (9/3) Council rev 3/19 approval of committee & Dean's assigned task to develop the Committee charge. Next Step: Council approved Open Space charge. Committee size, approved Anne Gass as the liaison and appointed applicants. This task is considered CLOSED.
47	Joint Leaders	C	H	3.2	09/30/19	Set up meeting with MSAD15 and NG personnel - regarding Solar	Town Council	Sandy Carder	Sandy Carder	02/19/19	09/17/19	This item replaces items #14, 15, 16 - which dealt with first joint leaders meeting held in 2017. Council identified (1) shared communication (2) Internships (3) sidewalk (4) solar array (5) budget - as items for discussion. (3/5) Bruce has sent a note to Dr. King. (6/4) Council agreed Solar Workshop would be likely next joint discussion. (7/2) MSAD set for Revision presentation in July. (8/6) Sandy attended MSAD15 Facilities meeting & reported back to full Council. (9/17) Sandy advised MSAD needs more time to contemplate their approach to solar. Next Step: Council will await further contact from MSAD. This task is considered CLOSED.
33	Ordinance	C	M	5	09/30/19	Update Smoking Ordinance in Gray to incorporate electronic cigarettes and other tobacco products.	ME DHHS	Town Council	Town Council	06/19/18	09/17/19	Karlene Hafemann, Community Health Promotion Specialist for Dept of Health & Human Services presented information to the Council at the 6/19/18 meeting. She advised the new signs could be provided free of charge if we update the ordinance to better enforce. Our ordinance is solid, but needs new forms of tobacco delivery included. MSAD15 has agreed to update their policies so good time to coordinate and also better in the summer months. Council agreed to proceed. (12/10) Karlene sent follow-up to Deb. Deb advised new (free) signs contingent on passed ordinance. Council agreed having in place before spring advisable. (3/5) OAC provided priority order of outstanding items & this was included. (4/16) Sharon expressed concern with the delay on this item & pending Spring facilities use. (5/21) OAC discussed and found needed changes to boilerplate lang provided. (7/2) OAC set for 7/10 & this is on agenda. (8/6) Changes to be included in 9/3 meeting. (9/3) 1st reading held. (9/17) PB reviewed & held public forum 9/12. Council had 2nd reading & public forum 9/17. Next Steps: Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED.

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45	Ordinance	C	M	7.1	09/30/19	Review 'multi-tenant' standard within Sign Ordinance for RRA Zone	Doug Webster	Town Council	Town Council	02/05/19	09/17/19	(2/5) State has approached Town regarding a waiver for a much larger sign for the Wildlife Park. Council is not willing to provide a singular waiver for State property and is cautious about changing ordinance outright as RRA covers a good portion of the Town. State is currently not willing to allow a "Dry Mills Schoolhouse" sign; however, if that sign was added and one for the F&W building, the sign would be considered a "multi-tenant" sign and new standards could be developed for that category. (3/5) OAC provided priority order of outstanding items & this was included. (3/19) Kurt from ME WP presented add'l info and advised adding DMS sign was acceptable. The cost of \$500 was identified. He also advised the lease will need to be updated which may be a good time for Town to extend term. (4/2) Sandy advised DMS committee has already raised funds for new signage. (5/21) OAC had prelim discussion at May meeting. (6/4) OAC provided feedback - back to Doug. (7/2) This discussion has been expanded to include other sign related issues - but will now be split out on the Tracking list. OAC/Planning Bd support tailored approach for this one sign. (8/6) Changes to be included in 9/3 meeting. (9/3) 1st reading held. (9/17) PB reviewed & held public forum 9/12. Council had 2nd reading & public forum 9/17. Next Steps: Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED.	
48	Ordinance	C	M	6	11/15/19	Create a new Ordinance to waive excise fees for active duty military personnel	Sandy Carder	Deb Cabana	Deb Cabana	02/19/19	10/15/19	A resident has asked if the Town would consider this ordinance. State statute allows for waiver if active duty personnel are deployed for 180 days or more. Council agreed they would support an ordinance. (9/3) Sandy pointed out this change is dependent on specific state statute so OAC/Town planning dept probably not needed. (9/17) Deb advised the ordinance is very specific and Alyssa has reviewed. (10/1) TC held first reading & approved. (10/15) 2nd reading & public hearing held. Next Step: Council approved 10/15 - will go into effect 11/15. This item is CLOSED.	
	Traffic - MTA - break out tasks for Item 248	C	M	1.2	10/30/19	Rt 26 (Shaker Rd) Bridge Resurfacing	MTA	Deb Cabana	MTA	01/22/19	11/12/19	(1/22) Dan brought up the option to take a more aggressive approach with MTA to force them to provide Bike/Ped space on this bridge. Rep. Austin had rec'd a similar request from Brad Fogg and advised MTA is not reconstructing the bridge, but resurfacing it; thus, they cannot expand it. TC had been told this in our last meeting. The idea is to apply pressure and let them know how serious we are about accommodating our requests. It was pointed out that approving a Complete Street Policy (item 40) and updating the existing Bike/Ped plan (item 41) are in TC court & would give us more leverage; as would, funding the engineering for Rt 26 Village project to include sidewalks across the bridge. TC agreed those steps are important. Jason suggested requiring them to add State law 3 feet signs and Sandy suggested asking them to narrow the travel lanes from 12 feet to 10 feet to slow traffic & provide 4 add'l feet for Bike/Ped passage. (2/19) Council agreed to have Deb go to MDOT (1) state we want 10 foot striping instead of 11 foot (agreed on by MTA) and (2) check if there is a rule requiring breakdown lanes vs. raised sidewalk on bridges. (3/5) Mr. Mills advised they would approve a 10 foot lane, but there is an appeal process. Council agreed to pursue the appeal. (3/19) Town Staff & Engineer provided feedback on appeal process and likelihood of defeat. Council agreed to not pursue. (4/2) Council wants to confirm MDOT will stripe at 11 feet vs. 12 feet. (4/16) Deb obtained confirmation on 11 feet striping - project to begin this month. Project is underway. (10/15) Dan suggested req. side runable strips - but due to cost and possible diff safety issues (cyclist), Council agreed to follow-up with DOT on agreed upon striping. Project is wrapping up but appears will go a couple more weeks. (11/12) This project is complete - item CLOSED	

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64	Administrative	C	M	5	12/03/19	Complete annual review of Council Rules for updates.	Council	Council	Council	08/06/19	12/03/19	(8/6) Sandy requested any council rule proposals be submitted for consideration in at 8/6 meeting - discussion included formatting changes, language clean-up, november meeting schedule, packet submission schedule (which was out of synch with chart being used) and new language around chair responsibilities and staff/legal time. Straw poll on formatting, nov meet & submission timeline was held - 5-0 on all. Addtl info was req on social media & staff/legal time language. (9/3) Vote & further discussion was set - but tabled as Anne was not at meeting. (10/1) Vote taken for repeal & replace to include 3 areas of changes passed. Addtl discussion and straw poll on social media and addtl VC chair language were held 5-0 support. Addtl changes requested on staff/legal time language. (11/12) Council approved VC language and social media rules, and provided feedback on legal/staff time language. Next Step: Anne to update & submit to Deb/Sandy for 12/3 agenda vote. (12/3) Final vote taken - this item is CLOSED.
53	Ordinance	C	H	8.1	04/01/20	Review existing Senior Tax Relief Programs to determine if a program will work for Gray - creating ordinance, forms & procedure.	Sharon Young	Town Council	Town Council	04/02/19	01/21/20	(3/19) Sharon presented a draft ordinance and program information to Council under Discussion Item and requested a 1st reading be placed on 4/16 agenda. (4/2) Sandy advised she has questions and requests for more information and asked if it would be better to handle as discussion item on 4/16 and 1st reading on 5/7. Sharon wants to proceed with 1st reading. (4/16) Sharon advised she would like to table to a workshop given it was not included in the budget. She also advised contacts in Cumberland would be willing to do a presentation before the Council. (6/4) Council rec'd presentation from Cumberland Councilior & discussed. (6/18) Council discussed possibility of using addtl revenue from state, but majority did not support. Agreed to work on parameters/policy to consider in next budget cycle. (8/6) Workshop held with feedback provided. (9/3) Sharon provided demographic/prgram info from other towns. Anne sent some info on asset testing - Deb is working on pulling addtl data as well. (10/1) Council discussed at workshop providing feedback on parameters. (11/12) Majority of Council came to consensus on parameters for program with Sharon updating document accordingly. Disagreement on next step. Majority want to hold off on official reading/votes until after budget cycle to ensure funding in the 1st year is possible. Sharon insists on a vote in Dec meeting. (12/3) Council reviewed final language & provided some changes. (12/17) Council agreed to move one req change to ordinance to application. (1/7) Majority of council approved 1st reading. Next Step: Public forum & 2nd reading set for 1/21 meeting. (1/21) Final vote taken - goes in effect in 30 days - this item is CLOSED.
73	Administrative	C	H	7	04/01/20	Update Committee Policy to address quorum & residency requirements	Dan Maguire	Dan Maguire	Dan Maguire	02/18/20	03/10/20	(2/4) Council discussed various typographical changes needed to the policy as well as consistency in listinb information on the website. Agreed Dan could just work directly with Jolie on those changes. Also, discussed issues being experienced in the area of quorums when many committees are not taking official votes all that often (and many have no finances). Agreed official meetings could be held without quorum, but any official votes would still need them. Also, Blueberry Festival Committee requested an exemption to allow non-Gray residents to volunteer for the Committee. Council agreed. Next Step: Dan will add language to address the quorum and residency changes and submit to the Council for a vote. (3/10) Council approved changes - this item is CLOSED.

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Last Update: 04/06/21

No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
40	Administrative	C	M	5	03/15/20	Review a Complete Streets Policy & approve acceptable policy - which will roll into Comprehensive Plan .	Bike/Ped	Town Council	Town Council	09/18/18	04/21/20	Members of the Bike/Ped Committee presented an update on their work at the 9/18 TC Meeting and advised they have developed a Complete Street policy for Gray. They advised that the MDOT and several other communities have adopted complete street policies and Councilor's discussed how it has come up when planning large road projects with MDOT/MITA. It has been submitted to Town Staff for review and feedback. Council discussed prioritization in content of whether part of comprehensive plan or stand alone item. Agreed to "medium" to start off. (1/22) TC discussed concerns with RT 26 bridge replacement which excludes bike/ped. One issue if Town needs to approve CSP before mandating MTA do the same. Would give us more leverage. (5/21) Council agreed to move up to M3 and to approach as a policy rather than ordinance changes. (8/6) Anne req this be added to an Oct agenda. (10/1) Council agreed to add to 11/12 workshop. (11/12) Council discussed and provide some initial feedback. (12/17) Anne & Dan to discuss 12/18. (1/7) Council reviewed and agreed next step is for Anne to present to the Planning Board for their feedback. (2/18) Anne reviewed with PB - they had some feedback but felt it was above their responsibilities as it was not translated into ordinances which is what they apply. (3/24) Anne has submitted to Deb. Next Step: Deb sent to Alyssa for a review. (4/21) Council approved policy with 1 minor change - this item is CLOSED.
39b	Administrative	C	L	2	07/01/20	Consider the formation of a Cable TV Committee .	Deb Cabana	Deb Cabana	Brad Fogg	09/18/18	04/21/20	Although the Council decided to join the GPCOG coalition to hire one law firm to represent all member Communities in the contract negotiations, the Council did agree to consider a long term Cable TV Committee. This item is pulled from item 39a. (6/18) A community meeting was held to determine if there is enough interest to form a committee to assist the Town with the TV station. (9/3) Deb advised Randy Viser will make presentation (9/17) Randy presented info to council. (10/1) Deb/Anne to work to clarify if Randy has volunteers for a committee. (11/12) Deb is reviewing proposed Comm charge & will have ready to present to Council at Dec meeting. (12/17) Council rev initial draft of committee charge with conversation with Brad. (3/10) Dan provided revamped charge to Brad. Brad/Randy to review & finalize. Sandy provided timeline to get on the 3/24 agenda. (3/24) Council approved the charge for the committee. Next Step: Brad/Randy to submit volunteer applications for 4/21 meeting. (4/21) Council approved Randy Visser's application and will see Brads at the 4/28 meeting. This item is CLOSED.
											06/02/20	Request for GPCOG estimate to provide inventory chapter updates which was provided via e-mail. Discussed in budget & 3/6 TC meeting. 1 mth/\$5,000 per chapter from GPCOG. 20K avail now - TC gave staff the green light. Doug Webster provided a GPCOG contract update/timeline for their chapters. 9/18 - (4) draft chapters have been provided by GPCOG & Doug is working on locating a Map for the recreation dept to begin identifying open spaces. (11/13) Doug advised all chapters have been received and are being reviewed by staff. GPCOG is still working on map. (1/8) Doug advised chapters are done & with staff for review. GPCOG is on target with projected timeline for map. (2/4) update provided to Council - Committee to work on review/update to inventory chapters. (4/21) Doug/Kathy advised Town Staff has reviewed and updated all but one chapter which should be done in the next week. Next Step: Staff to finish, send to GPCOG to be incorporated in 1st draft of plan. (6/2) CPSC has completed the first draft and submitted it to the State. The inventory chapters are considered closed - thus this item is CLOSED .
	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	11/01/20	Inventory Chapters / map updates from GPCOG	Town Council	Deb Cabana	Northstar	03/06/18	06/02/20	

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58	Ordinance	C	H	11	06/15/20	Review existing LiveLong Living Committee to determine if a program will work for Gray - creating ordinance, forms & procedure.	Sharon Young	Town Council	Sharon Young	06/04/19	08/04/20	(6/4) Council rec'd presentation from Cumberland Councilor & discussed. Council agreed an "Aging in Place" Program is separate from the Senior Tax Relief Program and could be pursued independently. (6/18) Council discussed further and agreed to looking at next steps in a workshop. (8/6) Workshop held with agreement this needs to be an organic citizen effort - not Council or Town Staff. Gray's needs are likely different than other towns and it is unknown which services/programs would be most needed. (10/15) Sharon advised she will not work on until after tax relief program is finished - est Dec/Jan. (12/23) Sharon advised there are a couple residents will to start affiliate committee. Sharon had requested info from Sec. of State office on voter registrations which would require Council approval. She advised she re-submitted application & will keep Council apprised. (12/17) Sharon advised there may be a grant opportunity to help set up programs. Council agreed to review material. Also, advised more discussions are ongoing regarding pilot communities for programs. (1/7) Grant appl was not completed in time for inclusion in packet, but was presented with req to add to agenda. Council approved pending add'l changes which Anne was to submit to Sharon and upon condition that the Committee discussion occur at the 1/21 meeting. (1/21) Sharon advised she was not submitting 2/15 Grant. Council ran out of time so was pushed. (2/4) Council discuss pilot prog but due to staff req, grant app deadline being 2/15 & add'l budget impact - to decline. Another option will be presented at 2/18 meeting. (2/18) Council agreed s/b an affiliate Committee for now. (3/10) Grant for outreach was approved. Committee is finalizing survey with 4/1 target date. Unfortunately, the shared Community Coordinator grant was not approved. (4/21) Survey is ready to be mailed. (4/28) Sharon adv survey has been mailed out. (5/5) Sharon adv they have rec'd quite a few back with some good results. She has also fielded some calls. (7/21) St. Joe's college is tabulating results. Next Step: Await survey responses - Target is 3 weeks for the online survey availability. (8/4) Council agreed there is no further work for them until Committee provides survey results and reqs asst formally. 1 budget placeholder will be logged. This item is CLOSED
68	Ordinance	C	H	5	10/15/20	Review proposed Local Food Rules Ordinance for implementation.	Local Food Rules Committee	Town Council	Anne Gass	12/17/19	09/15/20	(12/3) Local Food Rules Community Group presented their proposed ordinance and provided some first hand experiences currently happening in Gray. Provided information on how the ordinance could assist with economic development and assist the many homestead farmers in Gray. (12/17) Council discussed and support moving it forward for more discussion. (2/4) Council provided some general feedback on ordinance, issues with continuity to other ordinances and process (OAC route as starting point - or allowing group to do updates to move it along faster). Majority of Council felt it was important to move along as soon as feasible given the economic impact it can have on Gray. Agreed that Anne would compile specific feedback. (2/18) Councilors provided feedback. (4/21) Draft updated ordinance has been sent to Alissa. (4/28) Sandy adv Anne working on edits with group (5/5) Anne provided update on action since last meeting - updated version will be reviewed at next meeting. Group is requesting 'emergency' status due to the covid-19 situation. (5/19) Anne reviewed changes. Council had no feedback - majority supports. Did request more detail on level of risk identified by Alyssa on 2 provisions. (6/2) Council removed reference to Farmers Markets and approved on emergency basis. (7/21) Council extended emergency ordinance with Farmer's Market addt. Discussed proposed changes and agreed substantive. (8/4) Council rev add'l changes and agreed to move forward with them. (9/1) 1st read - council approved. (9/15) Council ext emergency to bridge gap in timing. Next Step: 2nd reading set for 9/15 with public hearing. Will need to extend emer. ordinance again. (9/15) 2nd reading & Council approval - ordinance will go into effect in 30 days. This item is CLOSED.

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79	Ordinance	O	H	11	10/15/20	Update Mobile Vendor Ordinance to accommodate Food Trucks	Sandy Carder	Deb Cabana	Kathy Tombarelli	06/02/20	09/15/20	(5/19) Council discussed the fact that Food Trucks do not really fit in the Mobile Vendor Ordinance as they are more short term. Council agreed the ordinance needs to be updated as it was last looked at in the 90's and Food Trucks are a large part of the small business economy, allows for more food options for residents and are used to start new restaurants in some cases. OAC has a large list to work on. Kathy volunteered to take the lead. (6/16) Kathy pulled together some ordinances for the Council and asked some questions to obtain high level consensus and guidance on next steps. (7/21) Council reviewed draft from Kathy. (9/1) 1st read & council approved. Next Steps: 2nd reading & public hearing set for 9/15. (9/15) 2nd Reading & Council approved - ordinance will take effect in 30 days. This item is CLOSED.
38	Administrative	C	L	3	11/03/20	Prepare for mandatory Charter vote set for Nov. 2020.	Deb Cabana	Deb Cabana	Deb Cabana	09/18/18	11/17/20	Deb advised that a mandatory election question will need to be presented to the voters at the Nov 2020 election providing the option to (1) revise the Town Charter or (2) Keep it the same. (1/21) Deb advised Council needs to discuss if there will be any changes & that can be done any time. If changes are wanted, then a committee has to be formed (if substantive). (2/4) During prep for discussion, Deb/Sandy identified a discrepancy between State Statute and the Town's Charter related to how/when the 10 year questions must be posed to residents. It is not a substantive change. Deb adv Alyssa agreed a Charter amendment to fix the text issue can be done in June. There is a minimum voter turnout requirement. (4/21) Council set public hearing for 5/19. (7/21) Voters approved correction. Council made official. Will likely need Charter change as part of Town Manager job description work. (9/1) Alyssa advised that Job Desc changes are considered an amendment so Council can just put to voters in June without a committee. (9/15) Council approved ballot question. Next Step: Will appear on Nov 3rd ballot. (11/17) Voters voted against a Committee on 11/3. This item is CLOSED.
	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	11/01/20	Identify strategy / approach for Communication with Residents - best practices for engagement - and ways to encourage attendance at workshops, brainstorming, committee meetings, etc.	Town Council	Town Council	Northstar	03/06/18	11/17/20	Anne Gass provided info on Otten Family Foundation which works with rural towns in the area of resident engagement & communication. Council agreed to investigate further when time comes (Bucksport has used). Bruce provided an update regarding the Heart & Soul informational session at GPCOG. 9/18 Doug presented council with overview from discussions with GPCOG/Heart & Soul and Windham. Heart & Soul facilitator to present via 1hour workshop at 6pm prior to Oct 16th meeting. (11/13) Council discussed & agreed Heart & Soul should not be pursued at this time. (1/8) Discussion held between Council & Doug on possible options. (2/5) Doug reached out to Jane & to Ben from Windham - any contract for a facilitator will include outreach. (2/19) Parameters provided for refined proposals from both Jane/Ben. (3/5) RFP to go out this week. Town rec'd 1 proposal. Council voted to accept proposal. (6/4) Contract reviewed & approved. (8/6) There was some discussion regarding meeting minutes which will be discussed further at a future meeting. (9/3) Northstar had a booth at the Blueberry festival and has issued their first survey to residents. (10/15) Chair/VC provided update presentation to Council & public. (11/12) Visioning session held 10/19 & 10/22. (11/12) Committee will be moving into land use after first of the year, will begin videotaping meetings to ensure control of content. Deb looking into new table mics to prevent impact to Committee's work. (1/21) Comm has released 1st land use survey & set up public forum. (1/29) Open house held. (5/5) Ben prov upd on Covid-19 impact to timeline at 4/28 meeting. Comm/Ben prov upd at 5/5 meeting. Have new timeline to stay on Nov ballot. Council disc comm strategy. (6/2) Card sent to all residents, workshop held 5/26. Councilors approved state submission form. (9/1) State prov feedback & complete & consistent finding on draft plan. (9/14) Public Hearing held. (9/15) Council approved plan & ballot question. (10/6) Council disc add comm options Next Step: Voters to weigh in 11/3. (11/17) Voters approved 79% on 11/3. This item is CLOSED

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11	Comp. Plan Update	C	H	1.1	Detail Tab	Evaluate options to update current Comprehensive plan including budget impacts to determine best course of action and set timeline. SEE SEPARATE TAB - FOR DETAILS	Town Council	Deb Cabana	Northstar	01/22/18	12/01/20	<p>Council has identified an update to the Comprehensive plan as a top goal. After reviewing the existing plan, feedback from the State planning office & various other State agencies and new Comprehensive plan policies & requirements, Council requested input from GPCOG which was presented at the Jan 8th TC Workshop. Town staff will work with GPCOG to develop possible options (with budget inputs) for moving forward. Options presented to TC (2/20). Council also agreed once step identified, will move this item to own tab/break out individual tasks due dates. (11/13) Doug provided updates - see detail tab. (1/8) Doug provided update on committee options. (1/22) Council discussed & provided add'l instructions to Doug. (2/5) & (2/19) see updates. TC approved docs at 3/5 meeting. (5/30) Workshop held (6/4) Action taken (8/10) Northstar-Comm were at the Blueberry Fest (10/15) Chair/V/C of Comm provided update presentation. Visioning session held 10/19 & 10/22. (1/7) Sandy advised Ben will present an update to the Council at the 2/4 meeting. (1/21) CPC has released land use survey & held open house 1/29. (2/4) Update to Council (4/21) Due to Covid-19 the Committee has fallen behind on the draft plan. Ben provided 3 options for moving forward to Council. More info is needed from the committee on the options and their comfort level with the options. Generally speaking, the Nov elec is still a goal, but there is a risk it will not happen & concern with residents being able to fully engage/support the plan. (5/5) Comm prov update on plan & Council agreed to send postcard to every Gray resident. (7/21) Update provided to council on next steps & current status. (8/4) Council discussed & voted to process add'l \$3,500 payment to Northstar for unexpected scope. (9/1) State has issued a complete & consistent finding for the draft plan. Council prov feedback on Comm's planned outreach. (9/14) Public hearing held (9:15) CPC presented results & changes from public hearing & advised they felt an add'l public hearing was not needed. Council voted to approve Comp Plan with changes discussed in meeting & approve ballot question. (10/6) Updated plan has been posted to website & blast was sent out. Council sugg electronic signs, more e-mail blasts, social media posts, contacting LRW newspaper and larges sign at the Transfer Station for add'l communications. (11/17) Voters appr by 79% on 11/3. Deb confirmed no add'l steps needed. Next Step: Council will discuss implementation plan 12/1 (12/1) This item is closed - with a new item being logged for implementation. This item is CLOSED.</p>
71	TIF Goal / Budget	C	H	5	12/31/20	Amend Route 100 South TIF to address funds	Town Council	Town Council	Town Council	02/04/20	12/01/20	<p>Council has met several times in Executive Session to discuss the Route 100 South TIF. (1/21) Council held Workshop with Water District to review status. As currently defined, the money collected in this TIF fund cannot be spent as no current project meet the definitions. If Town does not rectify, could face issues with the state including retroactive reassessment of state revenue sharing and fines. Other Towns have faced these situations. Council has two options (1) amend the TIF to expand definition to include new project and allow to expire as written (2) amend the TIF to expand def to incl new project and close down early. During the workshop GWD & Council agreed the Rt 115 project would be the best option as it is a high priority, safety issue, critical to the Village and includes water line upgrade and stormwater infrastructure. The issue of timing - when would the MDOT be ready to work on the project, when would plans be ready & MPH timing were discussed. Agreement was to ask Alyssa if we could (1) amend to include RT 115 project and (2) set a new expiration date - not full term but not close immediately - likely 3-4 years. (2/4) Deb adv Alyssa said it is possible, but needs to review detail with Council. (3/10) Agree reach. Amend TIF to include Route 115 project and add'l list of top 4-5 WD priorities. Leave term intact but add verbiage to close the TIF once money is expended. Letter to ME CEDC would be done to address outstanding bond at closure. (3/24) WD sent priorities to Alyssa, but Covid-19 has taken priority. Council voted to set public hearing 4/21 to give more time. (4/21) Council moved public hearing to 6/2 meeting. (4/28) Council rev warrant article. (7/21) Voters approved funding (10/6) State submission is complete. (11/17) Deb adv State needed a few updates. Next Step: Awaiting State approval. Council to set up workshop to discuss project (12/1) State has approved the amendment. Route 115 project already logged separately. This item is CLOSED.</p>

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72	Ordinance	C	M	5	12/31/20	Update Fireworks Ordinance to address Chinese Lunar New Year celebrations	Deb Cabana	Council	Deb Cabana	02/04/20	01/19/21	(1/21) Council reviewed request from local business to approve the use of Firecrackers to celebrate the Chinese New Year. Council approved but agreed if it is an annual event, the fireworks ordinance should be modified as needed. (2/4) Council agreed to add to tracking spreadsheet & Deb advise the correct terminology is Lunar New Year which can change dates; (7/21) a couple other issues were mentioned in 7/21 meeting - July 4th schedule, variance for CL Association to use propellant gun to address geese issue based on recommendation by IF&W. (9/1) Alyssa is checking to verify the propellant gun is actually considered a firework. (10/6) Sharon shared info she obtained by contacting a State biologist about options for controlling geese and feedback on the propellant gun. (12/1) Council discussed submitted changes (1) Asian New Year addition - agreed (2) propellant gun use for geese control on CL - agreed likely not a firework and thus not under Council purview, agreed Alyssa to finish research to confirm (3) reduction/change in July 4th dates - agreed to leave as is (4) Ban fireworks - did not support (5) new signage to assist with enforcement - agreed budget issue to be considered then, if brought forward. (1/5) Council held 1st reading/public hearing. Next Step: Deb to work with Alyssa on legal issue related to geese. 2nd reading set for 1/19. (1/19) Final approval & will go into effect in 30 days - This item is CLOSED.
85	Ordinance	C	-	-	03/01/21	Add Farmer's Market as use to Ordinance	Kathy Tombarrell	Kathy Tombarrell	Kathy Tombarrell	08/04/20	01/19/21	(8/4) Item came out of work on Food Sovereignty & Food Truck Ordinances. Kathy presented info to Council seeking input. (9/1) Council provided additional feedback on updated proposal. (11/17) Draft changes discussed and sent to 1st reading. (12/1) 1st reading & public hearing resulted in substantive changes based on public feedback - sent back to 1st reading. (1/5) 1st reading & public hearing held - sent to 2nd reading. Next Steps: 2nd reading & public hearing set for 1/19 (1/19) Final approval & will go into effect in 30 days - this item is CLOSED.
1	Budget	C	H	5	12/01/20	Installation of LANDFILL Solar Arrays on Town Property.	Sandy Carder	Sandy Carder	Revision	01/02/18	02/02/21	There are financial costs assoc with a solar array. Deb has obtained copies of So Po RFP and set up meeting with Cumberland & Town Staff to review. (3/22/18). Also, Deb has advised Gray has a new 5 yr electricity contract - which was renewed in 2017. Deb provided Sandy with some info from Cumberland. Deb & Sandy along with Town Staff attended Solar Array tour in So. Portland. Sandy gave overview of some info provided by Cumberland & So. Portland & advised there are some IB students/teachers willing to do some leg work for us. Also, So Po cost was approx \$17,000 up front. Sandy met with Steve Nystrom at HS on 11/15. (1/8) Sandy spoke to Tony Plante & he advised Windham has solar on fire station (and it has exceeded expectations) & is still working on landfill option Cced person handling. In addition, SoPo is leading a community group to advocate for environ. changes & Council agreed to have Deb reach out on behalf of Gray. (1/22) Sandy advised Windham is interested in staying in the loop as they are at the same point as Gray & may be will to partner. (2/5) Deb & Sandy attended Kennebec Water Treatment Solar Array event - spoke to Revision Rep & advised they do Prelim review to ensure landfill meets minimum requirement and that they evaluate ALL Town property in their bids. (2/19) Sandy advised Revision has target date of end of Feb. (3/5) Nick provided options in meet w/ Town Staff & Sandy. (3/19) & (4/2) Add'l info prov (4/16) Sandy adv Windham is not able to participate at this time. SAd rec'd material, await meet. RFP ex rec'd, neoprene not an issue. (6/4) updates prov (7/2) Options/updated rev at workshop. Maj of Council supports proceed with an array on the landfill. (8/6) Sandy prov updates from MSAD15 Facilities meeting. Straw poll taken with majority in support of letter of intent with Revision in lieu of RFP - unless MSAD15 requires RFP. (9/3) MSAD meet 9/4 (9/17) Sandy advised MSAD needs more time. (10/1) LOI executed, site walk done. (10/15) Council voted to accept executive PPA summary & proceed with the project. (11/12) Council approved PPA contract. (12/17) Revision dropped KWH rate due to savings - Council approved PPA amendment. (3/10) PB req clarification on applicant status - Council appr Revision as agent of town. (4/21) Kathy expects sub 4/22 for next PB meet. (4/28) Kathy adv app rec'd & site walk set to address some minor issues. (8/4) Council appr easement. (10/6) prog shared & Sandy adv of new PUC app CMP/Telephone fees. (11/17) Council app PPA Amend (12/15) Deb advised she has officially signed the agreement with the new owner of the Solar Array - Wish Camper LLC. Next Step: Construction is complete - awaiting CMP to turn on array. (2/2) Array is operational and Staff has reviewed billing with Revision - this item is CLOSED.

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Last Update: 04/06/21

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C	Traffic - MDOT - break out tasks from item 24A	C	M	1.1	TBD	Village Route 100 Catch Basins	Town Council	Deb Cabana	Town Council	02/22/18	02/16/21	<p>MDOT requested the Town proceed with video work to determine status and wants to be involved in that process. In follow-up meetings with MDOT, Council would like to ensure MDOT planning dept. is represented. Steve advised video work not complete as of 9/10 TIF Workshop, but should have more information to present at 10/16 TC meeting. (12/4) Will Haskell's report showed system is better than anticipated with (3) items needing immediate attention - rest in 5-10 year category or 10-15 year category. Dan asked if rest of stormwater system has been evaluated - it has not. (12/4) MDOT confirmed they will be responsible for the stormwater system when they reconstruct Main street & will address any critical issues in the meantime. Council needs to determine what other items they may want - large water pipes, conduit for underground utilities, larger stormwater capacity, etc. MDOT has advised they are moving this project up in their timeline. Council moved up in priorities at 5/7 meeting - with TIF workshop projected in June. Workshop held 7.1. (6/16) During workshop with MDOT, an overlap was identified between this future project and a "rehabilitation" project currently in the engineering phase with a target for the 2023 construction season. Rob Betz will reach out to project manager to obtain add'l information as any work done on the rehab project would not be -redone or tore up - with this future project. Town wants ability to have input in all stormwater/sidewalk/etc. work from just North of Colley Hill through the large intersection and onto Route 202 towards MTA interchange. (8/4) Rob adv he will coordinate with Ernie but also that another piece is being pitched next cycle. Council agreed we need to be involved in both. Walk around set for 8/5. (9/1) Walk about held - Sandy follow up with Rob to determine scope of 2nd project - can we include 'orphan' piece. (2/16) Tracking under #89 on Open list. This item is CLOSED.</p> <p>DOT forum was 9-16 delayed 2. Issue - Mill/Bk culvert & miss sidewalks raised DOT sec more \$\$ for culvert. Forum held 5-31 Council rev notes from Forum. Council id'd top prior. Deb to req drop dead date for proj & target to prov info req. DOT prov initial feedback & ans final ques 8/7/18 meet. Council conf their support of current plan w/ change to expand Mill Bk culvert for future sidewalks at an add'l cost of \$5,000. Doug asked DOT to put conduit under new inlets to facilitate crosswalks. - DOT adv easier now to add later when needed. Council reprior to monitor proj with follow-up Circle K issue & MDOT timeline. Doug adv trans easement from DOT to Town has been sig'g as 1st step in Circle K resolution. 10/2 - Dan req a timeline/checklist for DOT proj to better understand overall approach to proj. (11/27) Deb has req timeline & DOT resp. (12/22) Deb read resp from DOT-data tag, costs & proj safety all come into play in approach decision-adv roundabout has not worked as well as expc. Dan advised he was talk about another one but the process is the same. (2/5) Deb adv no progress has been made with Circle K access. (3/5) Sandy adv a resident had pointed out the green garage has some historical value, referred to the GHIS. (8/21) Doug adv of a possible need to increase the size of the pipe at intersection in anticipation of a stormwater fix on N. Raymond rd. Council wants verification that proposed correction is feasible and est on costs for increase size. (5/7) Council voted to use TIF funds for upgrade. (6/28) MDOT prov update & Council prov guidance. (9/3) Doug/Deb prov update on Circle K Prop. (10/1) Dan adv Circle K had rec'd approval for their plan new curbcut with ques remain. (11/12) MDOT to accept lowest bid even with 20% overage. (12/3) Kathy agreed to fol up with Circle K - done 12/5. (12/17) Council dis. note from resident regard detour routes on Mayberry. (1/7) Sandy ask Deb to reach out to MDOT to set next present on construction phase. (3/10) Staff has inv Cir K & will follow-up (4/28) MDOT prov upd- Circle K issue still in works (6/16) Proj underway, Circle K reach out to Town (9/1) weekly updates prov. & new end date 10/16. Circle K has purchase agree. for adult property. Vacant buildings need to be addressed. (9/15) Dan advised pb ext curb cut date to 11.15 prov base paving is done by end of Oct (10/20) Issue with sh rd circle K entrance disc (11/17) Most const is done incl circle K (12/1) Council agreed to Thank You letter creation (12/15) Council approved Thank You letter- Deb also pointed out there is not much room for pedestrians on one side of Shaker - room for future sidewalks was part of the plan, but the Council will need to budget for those sidewalks. (1/19) Control box in, MDOT working to install. Next Steps: Awaiting sign control box installation (2/13). signage and final touches. (4/6) Project is complete. Vacant building issue will be logged as new item. This item is CLOSED</p>
24C	Traffic	C	H	2	03/01/21	<p>Route 26/North Raymond Road Intersection project has reached "project design" status. Need to ensure Town's input & resident concerns are included in plan as it moves forward. Deb advised this is a different MDOT group than the 24A item.</p> <p>MDOT TASK = awaiting "plan impact complete" from consultant to proceed with title research / acquisition phase</p>	MDOT	Nate Rudy	Deb Cabana	04/03/18	02/02/21	

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3	Administrative	C	-	-	-	Review & discuss whether or not the Town would like to move to using Mason's Manual in place of Robert's Rules.	-	-	-	01/07/18	01/02/18	During discussion prior to approving Town Council Rules, the use of Robert's Rules vs. Mason's Manual was raised. The Town Attorney advised that most Legislative bodies use Mason's Manual which is more tailored to that type of work than Robert's Rules (including the Maine State Legislature). No action taken, Council decided current Robert's rules are sufficient.
6	Economic Development	C	-	-	-	OTT Communications has approached the Town with an offer to help expand fiber to more areas of Gray.	-	-	-	01/22/18	01/16/18	Via a presentation, OTT Communications provided an overview of upcoming fiber upgrades in the Village area (funded by OTT). They proposed an agreement where the Town would provide reimbursement/TIF funds to allow further expansion along Route 26. Council expressed concern with costs vs. benefits and agreed it was something to look at more fully during the budget process. Council closed this item as this specific proposal will no longer be considered. If OTT has a new proposal, they may submit for consideration in the future.
19	Ordinance	C	-	-	-	Review necessity of developing a Town specific Sex Offender Ordinance .	-	Deb Cabana	-	02/06/18	02/06/18	An inquiry was received regarding whether or not Gray had a Town specific sex offender ordinance. It does not. Bill Dale provided additional information regarding the State Statute which imposes allowable restrictions. Towns can develop an ordinance to add an additional location restriction for living arrangements; however, it must follow the State allowed restriction. Alyssa Tibbets provided more information during the TC meeting via e-mail. Council agreed State Statute was enough at this time. Item will be considered closed.
14	Joint Leaders	C	M	14.1	02/28/19	Set up a working session between the three website administrators to discuss current setups, identify possible cross-link opportunities and/or ways to expand communication for all 3 groups.	-	Deb Cabana	-	01/22/18	02/19/19	During the first Joint Leaders meeting held on 11/27/17, the three groups identified expanding communication as one area of collaboration & benefit. It was agreed, a meeting would be set up between the 3 website administrators to look at each groups' website/communication streams. The next Joint Leaders meeting will be in May. Deb advised that NG does not have a 'webmaster' currently & Gray is in the process of hiring a new one. Gray has hired new Website administrator who will start March 19th. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/con - agreed to format & req video. NG offered their location with video & agreed to format. Agenda pulled from last JL meetings provided. (12/4) MSAD15 has sent an e-mail indicating they want to partner with Council on possible school sidewalk projects. Jason also asked if 'presentation of school budget' could be discussed at meeting. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.
57	Administrative	C	M	16	07/01/19	Review issues raised by Child Care Director regarding space issues and conflicts with other programming	-	Deb Cabana	-	04/16/19	05/07/19	Sharon requested this be added to the Tracking Spreadsheet to be discussed at a future workshop (based on priority list). Town Manager requested this item be closed as it is Administrative & under her purview. Council agreed with a footnote added under item #17 Community Center - Future list with caveat that Manager will bring forward any policy issues as needed. Next Step: Deb will review discussion with Child Care Director and provide additional feedback. THIS ITEM IS CLOSED
63	Administrative	C	-	-	-	To create a balloon ordinance	Sharon Young	-	-	09/17/19	09/17/19	Sharon presented information about the negative impact of single use plastics such as balloons on the environment and asked if there was support to set up an ordinance restricting the usage. Issues of enforcement, impacts on individuals using for garage sale or party (on mailbox) and compliance if mandated by government vs community driven were raised. Sandy suggested the Recycling Committee could incorporate in their education of residents. Majority agreed to no further action.

Last Update: 11/17/20

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65	Administrative	C	-	-	-	To reconstitute Public Safety Committee	Sharon Young	-	-	10/15/19	10/15/19	(10/1) Sharon had raised the possibility of transitioning Gray to a local police force vs. contracting with Cumberland County Sheriff's office for deputies. Council felt (1) there is no residential feedback pushing for more coverage or a local force (2) it would likely cost more money than the contract (3) the residents just agreed to raise taxes to support adding an additional deputy (which has been delayed as there is a shortage in the State). As an alternative, the Council agreed to discuss the possibility of reconstituting the former Public Safety Committee with a new member set up & charge. (10/15) Council discussed but felt without residential support or volunteers, it would be difficult to get another committee up and running. In addition, many of the duties of the former Committee are handled by others (Town Staff, Council or other Committees). Agreed if it is to be pursued, someone would need to take the lead on public outreach and see if residents would be willing. No one was willing to take on the assignment. The Committee will be moved to 'retired' committees.
	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	11/01/20	Collect data and complete a Parcel Valuation on the Village to determine which types of businesses impact tax revenue the most	Sandy Carder	Town Council	Northstar	06/18/19	11/17/20	Sandy provided a copy of a similar assessment done for Gorham by GPCOG with Stephanie Carver (on Northstar team) taking the lead. Stephanie advised the Gray Village would be a good place for this type of assessment and it may be something that can be done in conjunction with or as a part of the Comprehensive Plan data collection/analysis. Next Step: Await more information from Northstar regarding various steps in Comp. Plan (11/17) Went over budget for Comp plan due to Covid; therefore no capacity to do this evaluation. Moving to No Action.