



**TOWN OF GRAY**  
**GRAY TOWN COUNCIL WORKSHOP**  
**AGENDA • OCTOBER 4, 2022**

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**Gray Town  
Council Workshop**

**Town Council Chambers**  
**24 Main Street, Gray, ME 04039**  
**<https://us06web.zoom.us/j/81778349430>**  
**Phone 646-558-8656 / Meeting ID: 817 7834 9430**

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**6:00 PM**

**CALL to ORDER**

Roll Call

**WORKSHOP 6:00 PM - 6:55 PM**

Discussion of Public Works Director Position

Ordinance Advisory Committee charge review

**ADJOURNMENT**

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



## TOWN OF GRAY

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

OFFICE OF THE TOWN MANAGER

*Nate Rudy, Town Manager*  
*nrudy@graymaine.org*  
*(207) 657-3339*

September 28, 2022

To: Gray Town Council

RE: Recommended consideration of Public Works management structure

On the announcement of the current Public Works Director's resignation, Council has an opportunity to reconsider the Public Works management structure. In recent practice, the management duties for regular tasks related to road management and public projects plus the design and planning duties related to infrastructure and road projects have evolved and grown. Options include, but are not limited to:

1. Changing the job description for the Public Works Director to include the duties of road and infrastructure design and engineering. Change the job description for the Public Works Foreman to include more management duties for regular tasks related to road management and public projects. These adjustments will require consideration of wages, and consideration of the Town's future contracts for third party engineering contracts. Council may consider continuing work on current projects including the proposed MeDOT Municipal Partnership Initiative (MPI) road construction projects on Yarmouth Road and Main Street under the existing engineering contract.
2. Redistribute management duties for regular tasks related to road management and public projects between the Public Works Director and Public Works Foreman and adjust the job descriptions and wages accordingly.
3. Council might consider the benefits of the Town cross-training the new Public Works Director on the duties of the Director of Recycling and Solid Waste, to assist with continuity planning, and adjust the Director of Public Works job description and wage accordingly.
4. Leave the roles and job descriptions as they are now.

Upon direction from Town Council, I can work with the Director of Human Resources on draft job descriptions and wage analysis. The Town Public Works Foreman has agreed to serve as Interim Director while the Town considers how best to fill the vacant Director position.



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September 28, 2022

To: Gray Town Council  
RE: Recommended changes to charge of the Ordinance Advisory Committee

Per prior Council workshop discussion and my conversations with Doug Webster, Director of Planning, I have recommended clarifying changes to the Committee and Affiliations Policy related to the charge of the Ordinance Advisory Committee (OAC). The proposed changes (Attachment 1) clarify that the OAC is most effective as advisory to Town staff, not Town Council, and that matters will be referred by Town Council, the Town Manager, or the Planning Director to the OAC for assistance in drafting ordinance language.

The Planning Director advises that OAC has provided valuable insight on complex ordinance matters. My suggestions for the proposed changes mirror the statutory role of a Local Board of Health, which advises a Local Health Officer, and I have included that language for comparison.

## Attachment 1. Proposed Revised Language

### ORDINANCE ADVISORY BOARD (OAB) ~~COMMITTEE (OAC)~~

A. Established: 1. This committee was created on November 12, 2013.

B. Membership: 1. The membership of the Ordinance Advisory Board (the Board) ~~Committee~~ shall consist of at least three (3) **and no more than five (5) members, in addition to the Planning Director or their department staff assignee.**

~~2. In addition, a staff member of the Community Planning Department shall be a non-voting ex-officio member of the committee.~~

C. Duties: 1. **The Board shall constitute an advisory body to the Planning Director and Development Office staff, including the Planning and Code Enforcement Departments.**

~~The committee shall function as a sounding board for the Town Council and Community Development staff.~~

2. **As determined by the Town Council, Town Manager, or the Planning Director,** ~~The committee shall review and comment on proposed changes to the Town's existing land use ordinances including but not limited to Zoning, Subdivision, Shoreland Zoning, and Street Ordinance Ordinances as well as assist in creating new zoning ordinances, districts, and standards **to help the Planning Director address goals set by the Town Council.**~~

3. **When first appointed members of the board shall be appointed one for one year, one for 2 years and one for 3 years. Subsequent appointments shall be for 3-year terms.**

<https://legislature.maine.gov/statutes//22/title22sec453.html>

Title 22: HEALTH AND WELFARE

Subtitle 2: HEALTH

Part 2: STATE AND LOCAL HEALTH AGENCIES

Chapter 153: LOCAL HEALTH OFFICERS

### **§453. Local board of health**

Any municipality may appoint, in addition to the local health officer, a board of health consisting of 3 members besides the local health officer, one of whom shall be a physician if available in the community, and one a woman. When first appointed members of the board shall be appointed one for one year, one for 2 years and one for 3 years. Subsequent appointments shall be for 3-year terms.

The local health officer shall be secretary ex officio of said board and keep a record of all proceedings. The local board of health shall constitute an advisory body to the local health officer.