

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • MARCH 26, 2024

**Gray Town
Council Regular
Meeting**

Town Council Chambers
24 Main Street, Gray, ME 04039
Microsoft Teams: <https://graymaine.link/TC-Meeting>
Phone 469-708-0487 / Meeting ID: 453 459 936#

7:00 PM

I. OPENING STATEMENT

This meeting will be held in person and online with the link provided in the agenda header. For the Public Hearings, residents can click in to participate or call in using the number provided during the Public Hearings as detailed in the agenda.

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. CONSENT AGENDA 5 MINS

1. Approve Minutes from the March 12, 2024 Town Council Meeting.

V. PUBLIC COMMENTS OF NON-AGENDA ITEMS (LIMIT 3 MINS PER PERSON) 10 MINS

Comments are intended for information sharing, not discussion. Comments in excess of three minutes are welcome at the end of the agenda prior to adjournment. Call 469-708-0487 / Meeting ID: 453 459 936#

VI. ADJUSTMENTS TO THE AGENDA 5 MINS

VII. PRESENTATION(S) 7:20PM

1. Gray New Gloucester Boys Basket Ball State Championship Recognition

VIII. ACTION ITEMS

1. To Review and Act Upon Approving the Appointment of Diane Vaughn as a regular member of the Open Space Committee with a term expiring on August 31, 2026.

Proposed motion:

Ordered, the Gray Town Council appoints Diane Vaughn as a regular member of the Open Space Committee with a term expiring on August 31, 2026.

- IX. REPORT FROM THE COUNCIL CHAIR 5 MINS - 7:30PM**
- X. REPORT FROM THE TOWN MANAGER 5 MINS**
- XI. COMMITTEE REPORTS 10 MINS**
- XII. COUNCIL CORRESPONDENCE/ACTIVITIES 10 MINS**
- XIII. ADJOURNMENT 8:00PM**

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

**TOWN OF GRAY
GRAY TOWN COUNCIL
MINUTES • March 12, 2024**

**Gray Town Council
Regular Meeting**



**Town Council Chambers
24 Main Street, Gray, ME 04039**

7:00 PM

I. OPENING STATEMENT

This meeting will be held in person and online with the link provided in the agenda header. For the Public Hearings, residents can click in to participate or call in using the number provided during the Public Hearings as detailed in the agenda.

II. ROLL CALL

Attendee Name	Title	Status
Krista Chappell	Chair	Present
Matthew Hight	Council Member	Present
Anne Gass	Council Member	Present
Dan Maguire	Vice Chair	Present
Martin Meaney	Council Member	Present

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. CONSENT AGENDA

1. Approve Minutes from the February 20, 2024 Town Council Meeting.

MOTION: Ordered, the Gray Town Council approves the consent agenda.

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

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

Public comments opened at 7:10pm

Cliff Foster of 6 Pennell Lane is a forester and he is discussed the winter weight limit postings on the roads and how they affect business.

Greg Foster of Raymond Maine also asked for clarification about posted roads.

Public comments closed at 7:16pm

VI. ADJUSTMENTS TO THE AGENDA

GNG High School Boys Basketball Team cannot make it today and they will come to the next meeting.

VII. REPORT FROM THE TOWN MANAGER

Personnel changes in the town, there are a lot of open positions including public works, transfer station, assistant clerk, firefighter, rec department positions. There have been multiple promotions. Tim Estes is promoted to the Public Works Director. The Foreman position is being interviewed for. Judy Rand was promoted to Deputy Clerk. Kyle Hadyniak is promoted to Director of Communications and IT. Darcel Devou is retiring from the Library. March 5th election was a low turnout of 1100 voters. Upcoming election on June 11th. The storm over the weekend caused a lot of damage from flooding, including culverts, and the Town is working on repairing it.

VIII. PRESENTATION(S)

VIII.1 Resiliency Committee to Outline Grant Application to the Community Resilience Partnership.

Chelsey from the Resiliency Committee provided updates about the goals of the resiliency committee including a town-wide watershed management plan.

Dan Maguire asked if they had contact with the people in charge of Forest Lake or Notched Pond.

Sandy Carder said there is a lake coalition that shares information amongst the lakes in Gray. Notched Pond is part of the Sabbathday Lake watershed.

Chair Chappell would like them not to specify a definitive date that the ordinance will be adopted because it is hard to determine when it will be done.

VIII. REPORT FROM THE COUNCIL CHAIR

Reminder that property taxes are due April 1st. Congratulations to Kyle, Tim and Judy on their promotions. She looks forward to celebrating the State Basketball Champions. She would like to discuss rescheduling the workshop regarding the GIS maps for proposed new zoning that

was cancelled on 2/22. Their next meetings are on 3/19 and 3/26 at 5:30. Some members of Council were invited to the GPCOG Housing Summit on March 26th which partially conflicts with the TC meeting that day, but she will try to go to some of it. Attended a mediation last Tuesday that went well, the situation was a positive one. Attended a meeting with Councilor Gass, Principle Group, and MEDOT regarding the Village Transportation Project, specifically Brown St.

X. COMMITTEE REPORTS

Councilor Chappell:

- Ordinance Advisory Committee meets 3/14
- GPCOG Executive Committee met 2/27 and meets 3/19

Councilor Maguire:

- Attended the Open Space and Planning Board Workshop

Councilor Hight:

- Recreation Committee met 3/4 meets 4/1
- Dry Mills Committee met 2/27 meets 3/18
- GCTV committee met 2/28 meets 3/27

Councilor Gass:

- Open Space Committee is recruiting new members. Met 3/7 for an Open Space and Planning Board Workshop and discussed Open Space Subdivisions.
- Resiliency Committee met 2/26 and the following week as well regarding the grant.
- CEDC has no quorum.

Councilor Meaney:

- Zoning Board of Appeals met 2/28.
- Finance Committee meets
- Wild Blueberry Festival Committee meets 3/19
- Planning Board meets
- Community Day Committee met today. It is Sunday 5/19 from 12-3pm.

XI. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Chappell: None.

Councilor Maguire: Spoke on the phone with both Scott Liberty and Tim Wilkinson.

Councilor Gass: Drove to Augusta and participated in a work session about LD2102 which would repeal LD1. Attended Audrey Burns Memorial Service. She was a pillar in the Gray society, she will be missed. The budget that was passed by President Biden included funds for the Libby Hill Rd. sidewalks, crosswalk, and secondary means of egress at the High School.

Councilor Hight: None.

Councilor Meaney: Spoke with Randy Cookson at the Transfer Station asking about recycled material, except for glass, we get paid for the recycled material.

XII. ADJOURNMENT

MOTION: Ordered, the Gray Town Council adjourns at 7:54pm.

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

CLZ

Submission #160

View

Edit

Delete

[Previous submission](#)

Next submission

[Print](#) [Resend e-mails](#)

Submission information

Form: [Volunteer Resources](#)

Submitted by Anonymous (not verified)

February 22, 2024 - 1:30pm

2603:7080:483d:4ad5:4439:de7a:c9d7:2041

Application Date: February 21, 2024

Contact Details

First/Middle Name: Diane

Last Name: Vaughn

Street/PO Box: 154 Mayberry Rd,

City, State, Zip: Gray

Phone Number: 2076574148

Email Address: dvaughnmaine@gmail.com

Employment

Occupation: Retired

Present Employer:

Employer Phone Number:

Are you a Gray resident? Yes

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

Open Space Committee

Reason for selecting this particular board/committee?

I am a member of Maine Coast Heritage Trust and love the work they do around our state. I have read with interest the work done

in other nearby communities such as Windham and Westbrook. I believe it is very important to preserve open areas, especially near bodies of water. I also am a member of the National Historic Trust for Preservation and Maine Preservation as this is very near and dear to my heart. I would like to assist where I can to do this important work in my community.

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

I have a long history of working with people in my various careers. I would love the opportunity to work with other like minded people in our community and believe I would be an asset to this committee. Thank You for your consideration.

What talents and skills would you bring to this position?

Co operative, good listener, personable, honest, passionate.

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

To work with other appointees on this committee to preserve open spaces, waterways, etc. for the use in perpetuity by others.

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

Gray Historical Society

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

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

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

I have lived in Gray for over 36 years and love this town and want to see land preserved for future generations.

How did you hear about this volunteer opportunity?

News About Town Newsletter

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

Yes

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

Yes

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

Yes

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

Yes

[Previous submission](#) Next submission



TOWN OF GRAY

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

OFFICE OF THE ASSESSOR

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

March 19, 2024

Assessing Department Report to the Town Manager (2/1/2024 – 2/29/2024):

- 2/1 – MEIAAO Board Meeting
- 2/7 – Printed January 2024 deeds/transfer tax forms
- 2/8 – CMAAO Zoom meeting
- 2/13 – Watched public hearing on LD646
- 2/14 – Discussed North Raymond Road subdivision with Code Enforcement
- 2/20 – Assisted Code Enforcement with Abby Lane subdivision violation research
- 2/21 – Met with Code Enforcement regarding Lyons Point lot split
- 2/23 and 2/26 – Out of office

Other Activities/Accomplishments:

- Performed Assessor inspections
- Processed property transfers for October, November, and December of 2023
- Input property updates
- Prepared documents for the FY25 Personal Property 706-A requests
- Completed Business Equipment Tax Reimbursement applications
- Processed Homestead and Veteran exemption applications
- Conducted property research as needed
- Correspondence follow up



TOWN OF GRAY

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

CODE ENFORCEMENT OFFICE

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

February 29, 2024

To: Michael Foley, Town Manager
From: Tammy Munson, Lead Code Enforcement Officer
RE: Code Office Monthly Report (February 1, 2024 – February 29, 2024)

Inspections Performed:

Building Foundations - 3
Building Rough-in*- 3
Building Insulation - 8
Building Final**- 14
Electrical - 31
Plumbing/Septic - 17
Tree Inspection - 3
In Office and Site meetings***30

Permits Issued:

Building - 15
Plumbing - 18
Electrical - 21
Dock - 1
Pool - 0
Tree Removal - 3
Signage - 1
Driveway - 5

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

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

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

Monthly Accomplishments:

The Code Enforcement Administrative Assistant continues to work closely with both Deputy Code Enforcement Officers creating, updating, and enhancing educational handouts and revised applications. The Administrative Assistant is also working with one of the Deputy Code Officers and have implemented a new procedure for issuance of dock permits.

Monthly Appeals:

The Board tabled an ongoing appeal for a reconsideration of one of their decisions and granted an appeal regarding height of a structure located in the shoreland zone.

Town Council Tracking Worksheet Items and Ongoing Goals:

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



TOWN OF GRAY

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

FACILITIES & PARKS DEPARTMENT

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

March 19, 2024

Department of Buildings and Grounds Report to Town Manager 1/1-2/29/2024

- 1/03 Town Manager Interviews
- 1/08 Libby Hill Deed Meeting
- 1/15 Wild Blueberry Festival Committee Meeting
- 1/16 Library and Pennell Annual State Elevator Inspections
- 1/16 EV Chargers went Live for Public Use
- 1/17 Stillwater Recreation Field Meeting
- 1/18 Picked up new CEO/Assessor Vehicle from Lee Toyota
- 1/23 Meeting with Gray Water District to discuss water at Stillwater Recreation Field
- 1/24 Election Security Meeting and Evaluation with Town Clerk
- 1/26 Took delivery of Skid Lift, Public Works prepped it and installed it on the Skid Steer
- Interviewed and hired new Assistant Director for Department
- 2/05 Absentee Voting Setup at Town Hall
- 2/12 New Assistant Director Josh Charzenko started, Employee Recognition Committee provided lunch for the department.
- 2/13 Wild Blueberry Festival Committee Meeting

Town Council Tracking Worksheet Items:

- N/A

Other Activities / Accomplishments:

- Work continued on various projects.

Challenges / Obstacles Requiring Assistance Outside of the Department:

- During the inspection of the elevator it was discovered that the emergency call out of the Pennell Elevator was not working correctly. The result after multiple visits from the elevator mechanic and the phone company is the need to change where the elevator calls out to as a 24/7 monitored location. As of now this is only affecting the elevator at Pennell.



TOWN OF GRAY

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

ADMINISTRATION

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

March 20, 2024

Finance Department Report to Town Manager (02/01/2024 – 02/29/2024):

- 2/1 - 2/29 – Budget preparation with the Town Manager and various Department Heads
- 2/21 – Annual review of the Town's bank accounts with Androscoggin representatives
- 2/26 – Meeting with BlueStar Consulting, to discuss audit preparations
- 2/29 – Maine Government Finance Officers Association Webinar
- 2/29 – Finance Committee meeting



TOWN OF GRAY

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

ADMINISTRATION

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

March 1, 2024

Human Resources Report to Town Manager (January 1 – February 29, 2024):

Recent Activities:

- 1/1: New Year's Day observed
- 1/5: Town Payroll
- 1/8: Submitted 2023 Workers Compensation Audit Report
- 1/11: Announced the formation of the Employee Recognition Committee, led by Claire Zimmerman and Inga Connors; announced Training Day on June 26
- 1/15: Martin Luther King Jr. Day observed
- 1/17: Announced the hiring of a full-time Assistant Clerk and a temporary part-time Finance Assistant
- 1/19: Town Payroll
- 1/22: Drafted and posted 2023 OSHA 300 Logs with Department Heads
- 1/26: Communicated installation of new TCP timeclocks at the Town Office, Facilities, Transfer Station
- 1/29: Communicated installation of TCP timeclock at Public Works
- 1/30: Announced Darcel Devou's retirement in March
- 1/31: Announced the hiring of a new Assistant Director for Facilities & Parks
- 2/2: Town Payroll
- 2/1-2/9: *Out of office*
- 2/13: Emailed staff about special open enrollment period information (February 15-March 15) for MMEHT life insurance benefit
- 2/22: Emailed staff about upcoming MissionSquare Retirement webinars
- 2/27: Announced the internal posting of Public Works position of Foreman
- 2/16: Town Payroll
- 2/19: Observed Presidents Day
- 3/1: Town Payroll

Other Activities/Accomplishments:

- Administrative support
 - Supported Finance with cash receipting and financial reporting
 - Employee Recognition
 - Coordinated with the committee on special recognition events and funding
 - Pay and benefits administration
 - Processed payroll
-

- Managed benefits enrollment and changes
- Supported staff with pay and benefits questions
- Completed quarterly tax filings and generated W-2 forms in coordination with Finance
- Performance management
- Recruitment and selection
 - Communicated with relevant Department Heads and the Interim Director of Communications & Information regarding job postings
 - Responded to applicants, prepared interview materials, checked references

Challenges/Obstacles:

- Staffing
 - Adequate staffing is essential to meet the town's growing needs effectively.
 - ⇒ We are currently recruiting for a Deputy Clerk, Light Equipment Operator, two Paramedics, and seasonal staff, among others.
- Pay and benefits administration
 - Conducted maintenance and internal review to ensure accuracy and compliance, such as:
 - Time Reporting
 - ⇒ The Town's new timekeeping system, TimeClock Plus, has the potential to streamline and automate processes related to pay and benefits administration. The transition from Fingercheck is complete, but it has involved much troubleshooting and coordination with the vendor and with Town Department Heads and staff. Tasks have included creating new processes, entering employee data, building job codes, training staff, learning hardware limitations, synchronizing accrual data, and resolving import issues into TRIO. I sincerely appreciate the staff's patience and understanding during this process.
 - Employee Information
- Learning and development
 - I hope to return to this goal soon as much of my time and focus has been spent on the recent timekeeping system transition. I will be planning the Town's Annual Training Day scheduled for June 26.



TOWN OF GRAY

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

PLANNING DEPARTMENT

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

Planning Department Report

To Town Manager for 2-6-24 to 2-29-24:

- On-going correspondence with developers keeping escrows & bond info current
- Review, compile, and provide town documents to comply with legal requirement
- Continued follow-up on post-approval requirements for PB-approved projects, including pre-construction meeting for senior housing project working towards issuing permit
- Work with Finance regarding TIF funding earmarked for VTP & related projects
- Complete recording credits to maintain AICP (planner certification) with APA
- Prepare materials for combined workshop with PB and Open Space Committee (OSC)

Town Council Tracking Worksheet Items:

- Continued efforts towards subdivision amendments for new Statute requirements
- Coordinate/confirm availability of PB, OSC, OAC for anticipated 2-22 workshop
- Extensive fine-tuning of maps & handouts for anticipated 2-22 workshop
- Coordinate additional screen and necessary cables for anticipated 2-22 workshop

Main Street/Yarmouth Road/Rt. 100 North Improvement Projects:

- Continued correspondence regarding Main St./Yar Rd. improvements
- Correspondence with residents re Yarmouth Road improvements; now part of VTP
- Work w/PW & G-P to relay 1 of 2 adjustments to MeDOT plans for Rt. 100 N. project
- Attend 2-20-24 TC workshop to solicit input re next steps for underground utilities

Other Activities / Accomplishments:

- Coordinate purchase of additional “credits” needed for GIS mapping for new zoning
- Outreach to MeDOT regarding possible funding options for Brownfield funds
- Review and meeting prep/participation for Planning Board meetings each month
- Considerable efforts w/all stakeholders for Stillwater CZA recreational field planning
- Fine-tune FEMA required changes for floodplain amendments inc. state input
- Site-walk with other staff/town reps re road improvements for possible future SD
- Send final report for Community Development Block Grant (VALT on gateway parcel); and follow up regarding final reimbursement
- Further work on internal guidance document for LD2003 implementation
- Implement/use new payroll system
- Participate in CDBG application review process as rep. to county Municipal Oversight Committee

Challenges & obstacles requiring assistance outside of the Department:



TOWN OF GRAY

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

OFFICE OF THE LIBRARY DIRECTOR

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

March 12, 2024

To: Gray Town Manager / Gray Town Council

RE: February Monthly Report for Gray Public Library

In February 2024, the Gray Public Library:

- Circulated 4,079 items from its collection (a 28.9% increase over February 2023).
- Gray patrons checked out and renewed 3,804 items (a 32% increase in use over February 2023)
- Hosted eight Toddler Story Times with a total attendance of 179
- Hosted four Baby Lap Sit times with a total attendance of 57
- On February 10th, hosted a Children's Valentines Party with 68 people attending
- On February 21st, hosted a Stuffed Animal Sleepover event with 59 people attending
- Screened seven films at regular times, plus added four additional screenings during winter break week. The total attendance for all screenings was 45
- Hosted the Town of Gray Business forum on Monday, February 5th.
- Hosted eleven community organizations in our large and small meeting rooms.
- Planned the return of the Pat Barter Speaker Series in the spring by booking notable authors Monica Wood, Paul Doiron, and Bruce Coffin. Other speakers are actively being solicited.
- Happily welcomed back long-time Library Director Josh Tiffany who had been serving as Interim Town Manager for Gray since September 2023.



TOWN OF GRAY

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

PUBLIC SAFETY DEPARTMENT

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

February 2024

Public Safety Department Report to Town Manager (2/1 – 2/29, 2024):

- 2/2 – Attended the monthly Incident Management Assistant Team meeting.
- 2/5 – In service training on the new battery powered extrication tools, well attended.
- 2/7 – Chaired the monthly officer's meeting.
- 2/8 – Radio committee meeting
- 2/13 – CCRCC Board of Directors Meeting
- 2/13 – House Fire on Pennel Ave.
- 2/13 – Wilderness Rescue Skidder accident with personal injury.
- 2/14 – Local Emergency Managers Meeting
- 2/15 – Lift assist call that turned into a cardiac arrest.
- 2/15 – Met via phone with TM and Finance ref budget.
- 2/15 – Safety Committee meeting canceled.
- 2/16 – House Fire on Libby Hill Road
- 2/25 – House Fire on Fran Circle.
- 2/25 – Wilderness rescue on Libbly Hill, hiker with personal injury.
- 2/26 – Attended the monthly Gray Water District Meeting with the Twon Manager and worked through the remaining issues with the agreement for the use of the water tower for our radio hardware upgrade.
- 2/27 – Wilderness Rescue on Center Road, Logging accident with serious personal injury.
- 2/29 – Chaired the monthly Regional Chiefs Meeting.
- 2/28 – Trailer Truck accident with entrapment on the Turnpike.

Town Council Tracking Worksheet Items:

Other Activities / Accomplishments:

- Completed and submitted AFG Grant request for Large Diameter Hose and Nozzles to replace our oldest and failing equipment.
- Full time employee Matt Conde obtained his Advanced EMS certification.

Challenges / Obstacles Requiring Assistance Outside of the Department:



TOWN OF GRAY

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

PUBLIC WORKS

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

March 4, 2024

Public Works Monthly Report to Town Manager (02/01/2024 - 02/29/2024)

Activities:

- We were finally able to get all trucks washed due to higher temperatures.
- Patched several potholes throughout town.
- Posted all roads due to the springtime melt.
- Going over some of the roads we will be working on this summer. Checking for any culvert replacements needed.
- Cleaned and organized the garage.
- Cleaned the ice off the ledges on Hunts Hill Rd.
- Cleaned the interiors of most trucks.
- Fixed some washouts from the December floods.
- Very quiet month as far snow/ice events.
- Chased downed trees all over town on 03/01.
- Placed bump signs up throughout town.
- Treated the roads twice in the entire month of February.
-

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Assist FD with fire apparatus maintenance on several occasions.
- Assisted Facilities with putting their scissor lift together.

Town Council Tracking Worksheet Items:

-



TOWN OF GRAY

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

RECREATION DEPARTMENT

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

March 6, 2024

Recreation Department Report to Town Manager February 2024:

- 2.2 School in service day, childcare was offered, 60 kids attended
- 2.6 Assistant Director recertified in Mental Health First Aid
- 2.7 met with Cumberland County Public Health employee on potential partnership for staff training
- 2.8 Director attended MRPA board meeting at Brunswick Recreation
- 2.9 Bingo was held at Town Hall for adults, with help from the Lions Club
- 2.13 Southern Maine Rec meeting was facilitated by Director, meeting was hosted by the Westbrook Community Center
- 2.14 Community Café Luncheon was held, seniors got a hot meal and a special Valentine's day card from the department as well as a fun photo booth
- 2.15 a budget meeting was held to discuss the Recreation Department's budget
- 2.20 a summer camp planning meeting was held
- 2.28 Optimists Club met

Other Activities / Accomplishments:

- February Vacation Camp was held combining Gray and New Gloucester kids at Gray, 75 kids attended
- Interviews for Summer Camp leaders were held
- 4 birthday parties were hosted at Newbegin Gym



Photo from Community Café 2.14.2024



TOWN OF GRAY

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

OFFICE OF THE TOWN CLERK

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

March 19, 2024

Report to Town Manager (02/01/2024 – 02/29/2024):

- MV Reporting
 - Cars - 416
 - Commercial - 82
 - Motorcycles - 0
 - Motorhomes - 0
 - Trailers – 74

- IF&W
 - Boats - 7
 - ATV's - 9
 - Snow - 56
 - Hunt/Fish – 13

- Vital Records
 - Marriage's
 - Certificates - 5
 - Licenses - 4
 - Deaths - 6
 - Births – 8

- Dog Licenses
 - Online – N/A
 - Office – 40
 - Kennel - 0

- Tax Payments
 - 100 Real Estate Tax Payments Processed
 - 7 Personal Property Tax Payments Processed
 - 10 Tax Lien Payments Processed



TOWN OF GRAY

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

SOLID WASTE AND RECYCLING
RANDY COOKSON, DIRECTOR
RCOOKSON@GRAYMAINE.ORG
657.2343

FEBRUARY 28, 2024

Solid Waste Department Report to Town Manager (2/1/2024– 2/28/2024):

2/7 Shipped 21.25 tons corrugated cardboard to Quebec @ \$104 per ton.

2/10 Gaven Plenkens began the Saturday/Sunday 16 hour per week position.

2/14 Attended Transfer Station Operator training with MDEP in Portland.

2/16 In early for snow removal.

Throughout the month I have worked on updating the Transfer Station Operations Manual.

February being the slow month at the Transfer Station, staff has worked on many small yet necessary projects to prepare for the Spring rush.

Town Council Tracking Worksheet Items:

- A
- B

Other Activities / Accomplishments:

During the period of February 1st through February 28th, the following materials were baled:

25,620 pounds of corrugated cardboard

22,854 pounds of mixed paper

7,696 pounds of plastics

2,204 pounds of tin cans

Plastics are hard to ship out at a positive number, typical for this time of year. I have one load scheduled for next week at \$51 per ton on the right side of zero. Another load ready, but at a negative to us, so I will sit on it until the market comes back.