



**TOWN OF GRAY**  
**GRAY TOWN COUNCIL WORKSHOP**  
**AGENDA • JUNE 21, 2022**

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**Gray Town  
Council Workshop**

**Town Council Chambers**  
**24 Main Street, Gray, ME 04039**  
**<https://us06web.zoom.us/j/82532708160>**  
**Phone 646-558-8656 / Meeting ID: 825 3270 8160**

**6:00 PM**

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**CALL to ORDER**

Roll Call

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

1. Discuss Comprehensive Plan Coordinator outreach
2. Invasive Species spraying - Dan
3. Terms in Town Manager evaluation - Sandy

*\* 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.*

**Nate Rudy, Gray Town Manager**  
**Performance Evaluation**  
**March 1, 2021 – February 28th, 2022**

Section 1: Achievement of Goals from last review period.			
Below are the goals that were set for the TM in March 2021. Please rate the Town Manager's progress toward these goals using the performance rating scales below.	Exceeded Expectations	Met Expectations	Needs Improvement
1. To make the Town of Gray the most desirable community for smart new real estate and business investment (in line with the Comprehensive Plan) in the State of Maine			
A. Revitalize the Gray Village, develop a Master Plan, and implement ordinance and zoning changes that protect the Town's investments in properties and infrastructure by managing growth.			
B. Renegotiate our relationship with MDOT and MTA around traffic flow through the Gray Village and artery roads, to slow traffic and enhance bike-ped safety.			
C. Reposition Gray through coordinated outreach campaigns that help existing businesses expand, attract new businesses, and stabilize or increase property value.			
D. Ensure planning and development is 'person centered' to ensure Community is livable for all age demographics.			
2. To ensure that Town resources, specifically budget and staff time, are used to advance Town Council goals and the vision conveyed in the Comprehensive Plan.			
A. Increase staff interaction through Department meetings and Inter-departmental project coordination and promote importance of contributing to the Comp Plan implementation.			
B. Review existing budget process and make suggestions to improve process by simplifying, standardizing Staff requests (needs, wants, long term) and streamlining meeting timeline.			
C. Clarify the Town / citizen relationship and promote accessibility and inclusion in Town business and official proceedings by creating navigation aids for services.			

D. Implement zoning/ordinance revisions and performance standards that align with the Comp Plan's stated goals to create development zones and preservation areas.			
3. To foster a supportive, enriching work environment for Town staff that includes respect for the roles we play in the community, a culture of continuous learning, and a healthy work / life balance.			
A. Reinvigorate commitment to staff professional development and training to help build capacity to manage multiple projects and goals in a strategic way.			
B. Pursue enhanced health and safety initiatives for Town staff that reduce insurance premiums and increase staff wellness.			
C. Elevate staff professionalism by creating standards and expectations for work, create a lead by example work ethic, and foster/maintain public trust in local government.			
<b>Comments:</b>			

**Narrative:** (General description of position)

See Job Description Document.

Section 2: Leadership					
Please rate the Town Manager's role in pursuing the organization's mission and modeling the core values below.	Exceptional	Good	Improvement Needed	Unacceptable	Don't Know
<p><b>Pursuing Town's Mission:</b></p> <ul style="list-style-type: none"> <li>Ensures that all Federal and State laws and regulations, Town Charter, and Acts of the Town Council are enforced and implemented as completely and effectively as possible.</li> </ul>					
<ul style="list-style-type: none"> <li>Although governed by policies, the Manager must frequently act without precedent.</li> </ul>					
<p><b>Operating with Excellence:</b></p> <ul style="list-style-type: none"> <li>Maintains a positive and professional attitude, can handle challenging situations, and can set limits. Is a strong leader who creates an environment where people want to work as part of the team.</li> </ul>					
<ul style="list-style-type: none"> <li>Has strong organizational skills with ability to manage multiple priorities simultaneously, has the flexibility to accommodate changes in priorities, and to manage a broad range of services efficiently.</li> </ul>					
<p><b>Vision:</b> Identifies potential opportunities and/or threats facing the Town in the short and long term.</p>					
<p><b>Continuous Improvement:</b></p> <ul style="list-style-type: none"> <li>Seeks, evaluates, and acts upon opportunities for innovation to change, grow and improve</li> </ul>					
<p><b>Empowering Others:</b></p> <ul style="list-style-type: none"> <li>Possesses good judgment. Has the ability to delegate, to use limited resources efficiently, and to recommend creative and practical solutions to complex problems or challenges.</li> </ul>					
<ul style="list-style-type: none"> <li>Provides leadership and direction on short and long range goals and plans for the Town.</li> </ul>					
<ul style="list-style-type: none"> <li>Inspires others by recognizing and appreciating individual excellence across the organization</li> </ul>					
<p><b>Community Leadership:</b></p> <ul style="list-style-type: none"> <li>Serves as liaison between the Town Council and various public and private agencies and businesses, the press and the Citizens of the Town of Gray. Represents the Town to a variety of outside Organizations including but not limited to Maine Town &amp; City Management Association, International City Management Association, Maine Municipal Association and EcoMaine.</li> </ul>					
<ul style="list-style-type: none"> <li>Drafts and proposes policies as deemed necessary for the Community.</li> </ul>					
<ul style="list-style-type: none"> <li>Is articulate, honest, open, and confident, and possess strong verbal and written communication skills, and excellent facilitation skills.</li> </ul>					

**Comments:**

**Section 3: Management Performance**

Please rate the Town Manager's performance in the following management areas of human resources, financial, philanthropy/fund development and governance:	Exceptional	Good	Needs Improvement	Unacceptable	Don't Know
<b>Human Resources:</b>					
<ul style="list-style-type: none"> <li>Recruits, develops, and retains a capable staff and manages its performance effectively including fixing employee compensation.</li> </ul>					
<ul style="list-style-type: none"> <li>Provides staff in all departments with the clear and efficient operating procedures necessary to carry out Council policy mandates and operational responsibilities.</li> </ul>					
<b>Finance:</b>					
<ul style="list-style-type: none"> <li>Works with the Department heads and the Council to prepare budgets, monitor progress, and initiate changes (to operations, finance practices and/or to budgets), as appropriate</li> </ul>					
<ul style="list-style-type: none"> <li>Serves as Town's Purchasing agent, approving and/or denying all requested purchases and is responsible for letting, making and performance of all contracts for work done for the Town. Oversees the bid process on major purchases.</li> </ul>					
<ul style="list-style-type: none"> <li>Responsible for ensuring the completion of an annual audit of the Town's finances and make available to the public.</li> </ul>					
<b>Financial Capacity/Strength Development:</b>					
<ul style="list-style-type: none"> <li>With Department heads, implements and pursues strategies for funding support, state and federal grants/agreements, public/private partnerships and cooperating agreements that provide greater financial depth and capacity.</li> </ul>					
<ul style="list-style-type: none"> <li>Responsible for preparing an annual report of the previous year's activities and make available to the public.</li> </ul>					
<ul style="list-style-type: none"> <li>Attends conventions, State/Regional/Professional level training, State/Regional functions, Community Events/functions, etc. on behalf of the Town.</li> </ul>					
<b>Governance:</b>					
<ul style="list-style-type: none"> <li>Monitors legislation pending in the legislature, secures policy direction from the Council and communicates same to Legislators. May act as liaison to Congressional staff or lobbyists.</li> </ul>					
<ul style="list-style-type: none"> <li>The Town Manager shall oversee control over all municipal facilities, the construction and maintenance of all Town buildings, roads, highways, walks and bridges, parks, recreational areas and all other Town facilities.</li> </ul>					
<ul style="list-style-type: none"> <li>Maintains an accessible relationship with the public for listening, responding to concerns and complaints, and offering guidance for services not performed by the municipality.</li> </ul>					

- Provides suitable and timely information to the Council about key issues for discussion, analysis and decision making that allows the Council to set the agenda and focus of meetings. Attends the meetings of the Council except when the Manager's removal is being considered.

Comments:

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**Section 4: Goals for the next review period**

*Please list up to 5 goals to be considered for the TM's next contract year.*

Goal 1	
Goal 2	
Goal 3	
Goal 4	
Goal 5	

Comments:

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**Section 5: Performance Improvement Plan**

*Outline any areas where the Town Manager needs improvement to reach higher levels of performance.*

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**Section 6: Development Plan**

*Outline training/development that will enhance Town Manager's contribution to the organization. Also specify areas of support and action that the Council can do to help the Town Manager.*

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**Section 7: Additional Comments**

If there is anything else you would like to add, or if you have suggestions for improving this form for future evaluations, please include those comments here.

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Nate Rudy, Town Manager

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Sandy Carder, Town Council Chair

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Date

