

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • AUGUST 15, 2023

**Gray Town
Council Regular
Meeting**

Town Council Chambers
24 Main Street, Gray, ME 04039
<https://us06web.zoom.us/j/82834438876>
Phone 646-558-8656 / Meeting ID: 828 3443 8876

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. Minutes from the Town Council Meeting on June 20, 2023
2. Minutes from the Town Council Meeting on July 18, 2023
3. Minutes from the Executive Session on July 31, 2023

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 646-558-8656 / Meeting ID: 828 3443 8876

VI. ADJUSTMENTS TO THE AGENDA 5 MINS

VII. PRESENTATIONS 7:20PM

1. Summer Internships - Abigail Davis & Hope Carroll 15 MINS + Q&A

VIII. ACTION ITEMS 7:35PM

1. To Review and Act Upon Approving the Appointment of Britt Barton as Registrar of Voters. 5 MINS

Proposed motion:

Ordered, the Gray Town Council appoints Britt Barton as Registrar of Voters.

2. To Review and Act Upon Approving the Municipal Warrant for the Town Meeting to be held on _____. **5 MINS**

Proposed motion:

Ordered, the Gray Town Council approves the municipal warrant for the Town Meeting to be held on _____.

IX. REPORT FROM THE COUNCIL CHAIR 10 MINS - 7:45PM

X. REPORT FROM THE TOWN MANAGER 10 MINS

XI. COMMITTEE REPORTS 10 MINS

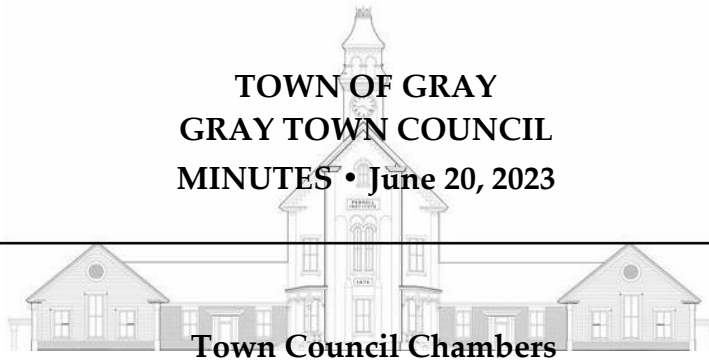
XII. COUNCIL CORRESPONDENCE/ACTIVITIES 5 MINS

XIII. ADJOURNMENT 8:20PM

** 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 • June 20, 2023**

**Gray Town Council
Regular Meeting**



Town Council Chambers

7:00 PM

24 Main Street, Gray, ME 04039

<https://us06web.zoom.us/j/83023010135> Phone

646-558-8656 / Meeting ID: 830 2301 0135

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
Dan Maguire	Vice Chair	Present
Martin Meaney	Council Member	Present

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. ELECTION OF NEW COUNCIL OFFICERS

IV.1 Council will elect a Chair and Vice Chair

MOTION: Ordered, the Gray Town Council votes for Councilor Chappell to be Council Chair.

RESULT:	PASSED 4-0
MOTION BY:	Krista Chappell
SECOND BY:	Matthew Hight
AYES:	Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney

MOTION: Ordered, the Gray Town Council votes for Councilor Maguire to be Vice Council Chair.

RESULT:	PASSED 4-0
MOTION BY:	Krista Chappell
SECOND BY:	Matthew Hight
AYES:	Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney

V. CONSENT AGENDA

V.1 Minutes from the Town Council Meeting on June 6, 2023

MOTION: Ordered, the Gray Town Council approves the Consent Agenda.

RESULT:	PASSED 3-1
MOTION BY:	Dan Maguire
SECOND BY:	Martin Meaney
AYES:	Krista Chappell, Dan Maguire, Martin Meaney
ABSTAIN:	Matthew Hight

MOTION: Ordered, the Gray Town Council approves the Minutes from the June 8, 2023 Town Council meeting.

RESULT:	PASSED 3-1
MOTION BY:	Dan Maguire
SECOND BY:	Martin Meaney
AYES:	Krista Chappell, Dan Maguire, Martin Meaney
ABSTAIN:	Matthew Hight

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

The Public Comment period was opened at 7:03 PM.

Collette Tweeten of Mayberry Lane came to discuss a noise complaint.

Lisa Lehne-Gilmore discussed logistics about Gray Community Day.

The Public Comment period was closed at 7:06 PM.

VII. ADJUSTMENTS TO THE AGENDA

There were no adjustments to the agenda.

VIII. ACTION ITEMS

VIII.1 To Review and Act Upon Selecting an interim Councilor to fill a vacancy on the Town Council. Per the Town of Gray Town Charter, Article II Section 5: Vacancies, "The Town Council shall select an interim Councilor to serve until the next annual municipal election. The Interim Councilor shall serve until a successor is elected to fill the unexpired term."

MOTION: Ordered, the Gray Town Council appoints Anne Gass to fill a vacancy on the Council and serve as interim Councilor until the next annual municipal election which per the Town Charter shall be held on the second (2nd) Tuesday in June 2024.

RESULT:	PASSED 4-0
MOTION BY:	Dan Maguire
SECOND BY:	Martin Meaney
AYES:	Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney

VIII.2 To Authorize the Town Manager to Negotiate Agreements for Paving.

MOTION: Ordered, the Gray Town Council authorizes the Town Manager to Negotiate Agreements for Paving with Glidden for a cost not to exceed \$552,300, to be paid for from the Capital Improvement Fund.

RESULT:	PASSED 4-0
MOTION BY:	Martin Meaney
SECOND BY:	Matthew Hight
AYES:	Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney

Tim Estes Public Works Director stated that Glidden Paving was the most affordable bid.

VIII.3 To Authorize the Town Manager to Negotiate Agreements for Road Salt.

MOTION: Ordered, the Gray Town Council authorizes the Town Manager to Negotiate Agreements for Road Salt for a cost not to exceed the Town’s budgeted amount, to be paid by the General Fund.

RESULT:	PASSED 4-0
MOTION BY:	Matthew Hight
SECOND BY:	Martin Meaney
AYES:	Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney

VIII.4 To Authorize the Town Manager to Negotiate Agreements for Line Striping.

MOTION: Ordered, the Gray Town Council authorizes the Town Manager to Negotiate Agreements for Line Striping for a cost not to exceed the Town’s budgeted amount, to be paid for by the General Fund.

RESULT:	PASSED 4-0
MOTION BY:	Matthew Hight
SECOND BY:	Martin Meaney
AYES:	Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney

Council discussed details and line striping needs.

VIII.5 To Review and Act Upon Re-Affirming the Rules for Town Council Meetings and Workshops.

MOTION: Ordered, the Gray Town Council re-affirms the Rules for Town Council Meetings and Workshops.

RESULT:	PASSED 4-0
MOTION BY:	Dan Maguire
SECOND BY:	Martin Meaney
AYES:	Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney

Council discussed Council rules.

VIII.6 To Review and Act Upon Approving the Proposed 2023-2024 Schedule for Council Meetings and Workshops.

MOTION: Ordered, the Gray Town Council approves the amended 2023-2024 Schedule for Council Meetings and Workshops.

RESULT:	PASSED 4-0
MOTION BY:	Martin Meaney
SECOND BY:	Matthew Hight
AYES:	Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney

Council discussed the Council schedule.

VIII.7 To Review and Act Upon the Town Council Liaison Assignments.

MOTION: Ordered, the Gray Town Council approves the updated Town Council Liaison Assignments.

RESULT:	PASSED 4-0
MOTION BY:	Dan Maguire
SECOND BY:	Martin Meaney
AYES:	Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney

VIII.8 To Review and Act Upon Authorizing the Treasurer to Set Off Moneys Due Against Taxes.

MOTION: Ordered, the Gray Town Council authorizes the Treasurer to set off moneys due against taxes, pursuant to M.R.S.A, Title 36, subsection 904, specifically as it relates to Personal Property taxes, not Real Estate taxes, and specifically as it relates to Accounts Payable, not Payroll.

RESULT:	PASSED 4-0
MOTION BY:	Dan Maguire
SECOND BY:	Martin Meaney
AYES:	Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney

VIII.9 To Review and Approve the Town Manager's expenditure limits. Per the Town of Gray Town Charter Article III, "The powers and duties of the Town Manager shall include Section 2.H.: Act as purchasing agent for all departments of the Town, and submit to competitive bids any transaction in excess of an amount to be determined on an annual basis by the Town Council. The bidding process shall be defined in the Town Administrative Code. All accounts for the purchase of supplies and materials and work performed for said Town shall bear the approval of the Town Manager." The Town Manager's expenditure limits are established in the Town of Gray Fiscal Policy, last revised and adopted by the Gray Town Council on March 7, 2023.

MOTION: Ordered, the Gray Town Council approves the Town Manager's expenditure limits.

RESULT:	PASSED 4-0
MOTION BY:	Martin Meaney
SECOND BY:	Matthew Hight
AYES:	Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney

VIII.10 To Review and Act Upon Approving the Proposed FY 2024 Fee Schedule.

MOTION: Ordered, the Gray Town Council approves the FY 2024 Fee Schedule.

RESULT:	PASSED 4-0
MOTION BY:	Martin Meaney
SECOND BY:	Dan Maguire
AYES:	Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney

VIII.11 To Review and Act Upon Approving the Mobile Vendor License for Lonnie Humphrey D/B/A Lonnie Dogs.

MOTION: Ordered, the Gray Town Council approves the Mobile Vendor license renewal for Lonnie Humphrey D/B/A Lonnie Dogs.

RESULT:	PASSED 4-0
MOTION BY:	Martin Meaney
SECOND BY:	Dan Maguire
AYES:	Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney

IX. REPORT FROM THE COUNCIL CHAIR

Council discussed scheduling some workshops for the budget on 7/13 and 7/20.

X. REPORT FROM THE TOWN MANAGER

The Town Manager asked Council if they have any questions about his written report. Councilor Chappell had a question about the AARP Maine Livability Conference and if the lifelong living committee is active.

Councilor Maguire mentioned that the Town should take a minimalist approach to LD2003.

XI. COMMITTEE REPORTS

Councilor Chappell:

- Ordinance Advisory met 6/15/23 and discussed reduced depth view separation, setbacks, side setbacks. Ordinances require more setback than the master plan envisions. Growth Overlay District was discussed for implementing LD2003.
- GPCOG Executive Committee adjourned for the summer. GPCOG general assembly is on 5/25. GPCOG sustainability round table reconvened 4/25 and discussed several EV grant opportunities. They discussed excluding the wellhead zones from LD2003. They discussed a commercial/residential separation. They discussed multi-family performance standards.
- Resiliency Committee met 6/8/23, no quorum, Matthew High is going to put out a letter to editor about recruitment, they may use GCTV for recruitment. Proposing a Town Council Workshop including department heads and committees to identify potential projects to get grants for.

Councilor Maguire:

- Finance Committee met 6/15/23

- Planning Board did not meet since last Council meeting

Councilor Meaney:

- Zoning Board of Appeals will not have a meeting in June
- Community Day 6/24/23
- Wild Blueberry Festival committee met 6/20/23

XII. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Maguire had a few conversations about the budget with citizens.

XIII. ADJOURNMENT

Motion to Adjourn at 10:02PM

RESULT:	PASSED 4-0
MOTION BY:	Martin Meaney
SECOND BY:	Matthew Hight
AYES:	Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney

CLZ

**TOWN OF GRAY
GRAY TOWN COUNCIL
MINUTES • July 18, 2023**

**Gray Town Council
Regular Meeting**



Town Council Chambers

7:00 PM

24 Main Street, Gray, ME 04039

<https://us06web.zoom.us/j/86473680869> Phone

646-558-8656 / Meeting ID: 86473680869

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	Excused
Dan Maguire	Vice Chair	Present
Martin Meaney	Council Member	Present

III. PLEDGE OF ALLEGIANCE TO THE FLAG

IV. CONSENT AGENDA

IV.1 Minutes from the Town Council Meeting on June 20, 2023

MOTION: Ordered, the Gray Town Council tables the minutes from the Town Council Meeting on June 20, 2023.

RESULT:	PASSED 4-0
MOTION BY:	Matthew Hight
SECOND BY:	Martin Meaney
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight

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

The Public Comment period was opened at 7:03 PM.

There were no public comments.

The Public Comment period was closed at 7:03 PM.

VI. ADJUSTMENTS TO THE AGENDA

MOTION: Ordered Chair Chappell proposed a motion to allow representative Arata to present Legislative Sentiment.

RESULT:	PASSED 4-0
MOTION BY:	Matthew Hight
SECOND BY:	Dan Maguire
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight

Amy Arata presenting sentiment to Mary Sweeny Underwood for recognition by the Spirit of America Foundation Award for contributions to the Town of Gray specifically the Nordic Walking Program.

Representative Anne Graham also spoke in support of the sentiment.

VII. ACTION ITEMS

VIII.1 To Review and Act Upon Approving the Appointment of Georgia Marie Woodbury as a regular member of the Zoning Board of Appeals with a term expiring on August 31, 2026.

MOTION: Ordered, the Gray Town Council appoints Georgia Marie Woodbury as a regular member of the Zoning Board of Appeals with a term expiring on August 31, 2026.

RESULT:	PASSED 4-0
MOTION BY:	Martin Meaney
SECOND BY:	Matthew Hight
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight

2. To Review and Act Upon Approving the Appointment of Michael D Michaud as a regular member of the Recreation Committee with a term expiring on August 31, 2026.

MOTION: Ordered, the Gray Town Council appoints Michael D Michaud as a regular member of the Zoning Board of Appeals with a term expiring on August 31, 2026.

RESULT:	PASSED 4-0
MOTION BY:	Matthew Hight
SECOND BY:	Dan Maguire
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight

3. To Review and Act Upon Approving the Appointment of Sandra Carder as a regular member of the Dry Mills School Committee with a term expiring on August 31, 2026.

MOTION: Ordered, the Gray Town Council appoints Sandra Carder as a regular member of the Dry Mills School Committee with a term expiring on August 31, 2026.

RESULT:	PASSED 4-0
MOTION BY:	Martin Meaney
SECOND BY:	Matthew Hight
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight

4. To Review and Act Upon Approving the Appointment of Andrew Hersom as a regular member of the Ordinance Advisory Committee with a term expiring on August 31, 2024.

MOTION: Ordered, the Gray Town Council appoints Andrew Hersom as a regular member of the Ordinance Advisory Committee with a term expiring on August 31, 2024.

RESULT:	PASSED 4-0
MOTION BY:	Dan Maguire
SECOND BY:	Martin Meaney
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight

Chair Chappell stated that the 2024 term will be replacing a resigned member with someone who was an intern in Gray.

5. To Review and Act Upon Approving Contracted Services for the Annual Municipal Audit.

MOTION: Ordered, the Gray Town Council authorizes the Town Manager to enter contract negotiations with _____ to provide municipal audit services for a three-year, renewable term and at a fee not to exceed the amount in the current fiscal year budget.

RESULT:	PASSED 4-0
MOTION BY:	Martin Meaney
SECOND BY:	Matthew Hight
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight

Councilor Maguire stated that the charter requires an independent audit of Town finances and that a fresh set of eyes will be good for Gray.

MOTION: Ordered, amend the motion to include Keel J. Hood, CPA.

RESULT:	PASSED 4-0
MOTION BY:	Martin Meaney
SECOND BY:	Matthew Hight
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight

6. To Review and Act Upon the Maine Municipal Association (MMA) Voting Ballot for Election of Vice President and Executive Committee Members.

MOTION: Ordered, the Gray Town Council designates the Town Manager to sign and return the MMA voting ballot with candidates as approved by the Council.

RESULT:	PASSED 4-0
MOTION BY:	Matthew Hight
SECOND BY:	Dan Maguire
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight

7. To Review Recommendations from the Planning Department on a Revised Scope of Work for the VALT Trail Extension on the Town-owned Village Gateway land on Main Street.

MOTION: Ordered, the Gray Town Council authorizes the Town Manager to negotiate a revised scope of work for the VALT Trail Extension on the Town-owned Village Gateway land on Main Street following direction provided by the Town Council.

RESULT:	PASSED 4-0
MOTION BY:	Dan Maguire
SECOND BY:	Martin Meaney
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight

Councilor Maguire stated that Council has a source of funds that are already approved and available and we need to honor commitments to abutters.

Doug Webster stated that he hasn't heard back yet from the contractor, but the price is up to \$14,000.

MOTION: Ordered, amend the motion to include "amount not to exceed \$14,000."

RESULT:	PASSED 4-0
MOTION BY:	Dan Maguire
SECOND BY:	Martin Meaney
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight

8. To Review and Act Upon Approving the Request for Winter Maintenance via Rural Public Street Easement submitted by Woodcock Drive.

MOTION: Ordered, the Gray Town Council approves the easement for winter maintenance on the entire length of Woodcock Drive, to include both the original section and the section of the road within Phase I of the Stillwater Pines subdivision, and approve addition of the 2,500 linear feet of road to the FY2024 winter maintenance contract, at the negotiated rate, per available funds in the approved FY2024 municipal budget.

RESULT:	PASSED 4-0
MOTION BY:	Dan Maguire
SECOND BY:	Martin Meaney
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight

Council Discussed the specifics of the easement.

MOTION: Ordered, to reconsider the motion.

RESULT:	PASSED 1-3
MOTION BY:	Dan Maguire
SECOND BY:	Krista Chappell
AYES:	Krista Chappell
NAYES:	Dan Maguire, Martin Meaney, Matthew Hight

Some council members feel dissatisfaction with the process.

MOTION: Ordered, the Gray Town Council approves the easement for winter maintenance on the entire length of Woodcock Drive, to include both the original section and the section of the road within Phase I of the Stillwater Pines subdivision, and approve addition of the 2,500 linear feet of road to the FY2024 winter maintenance

contract, at the negotiated rate, per available funds in the approved FY2024 municipal budget.

RESULT:	PASSED 4-0
MOTION BY:	Matthew Hight
SECOND BY:	Martin Meaney
AYES:	Krista Chappell, Dan Maguire, Martin Meaney, Matthew Hight

IX. REPORT FROM THE COUNCIL CHAIR

There is a budget workshop 5pm Thursday 7/20/23.

Chair Chappell received an email from Vanessa Farr on meeting to discuss MeDOT.

X. REPORT FROM THE TOWN MANAGER

The Town Manager asked Council if they had any questions about his written report.

Chair Chappell asked if there was no progress with the monument, the Town Manager confirmed, that is correct.

Councilor Maguire asked about the Town office hours, the Town Manager said yes, they are in review. Councilor Hight asked if remote work arrangements will be made, the Town Manager confirmed, yes.

Councilor Maguire asked for clarification about BGTE vs. BETR acronyms. He also asked about the foundation inspections in the CEO report, and asked how many of them are duplexes? He also asked how transactions at the clerk's office are tracked.

XI. COMMITTEE REPORTS

Councilor Chappell:

- Ordinance Advisory met 7/06/23 and discussed feedback for Doug Webster regarding zoning map revisions. There was a discussion of current subD in rural zones and covenants of HOAs. Meets 7/27/23 at 4:30.
- GPCOG meets in September.

Councilor Maguire:

Planning Board met 7/13/23 about Stillwater Pines, Avesta, and another subdivision Cambell Acres.

Councilor Hight:

Did not make it to his committees.

Councilor Meaney:

- No Zoning Board of Appeals in July.
- Finance Committee discussed the new audit firm, and a new volunteer member is needed. Next meeting is 9/21/23 4pm.
- Community Day 6/24/23 had about 80-100 people.
- Wild Blueberry Festival committee met 7/11/23 and discussed logistics. Next meeting is July 25th 2023

XII. COUNCIL CORRESPONDENCE/ACTIVITIES

Councilor Hight attended Community Day and said it was a successful event.

Councilor Meaney had a conversation with a resident on River’s Edge Rd.

Councilor Maguire said Deer Acres Road Association met Sunday morning, four associations have access, the road is split between two. They formed a statutory road association which gives them more authority to do things. They are having the road surveyed. Councilor Maguire said he feels a workshop discovery conversation would be good to capture all of these issues.

Chair Chappell attended Gray Community Day, commends everyone behind the scenes, and said there was a wide age range of attendees. Galen Morrison of GHS reached out about an abutter camper on Town owned land. Chris Holes reached out about a mooring ordinance, is this a state matter? The Town Manager will follow up with this.

XIII. ADJOURNMENT

MOTION: to Adjourn at 8:21PM

RESULT:	PASSED 4-0
MOTION BY:	Matthew Hight
SECOND BY:	Martin Meaney
AYES:	Matthew Hight, Krista Chappell, Dan Maguire, Martin Meaney

CLZ

TOWN GRAY
GRAY TOWN COUNCIL
MINUTES • July 31, 2023

**Council Executive
Session Meeting**



Town Council Chambers
24 Main Street, Gray, ME 04039

5:00 PM

ROLL CALL

Attendee Name	Title	Status
Krista Chappell	Chair	Present
Dan Maguire	Vice Chair	Present (via Remote Meeting)
Anne Gass	Council Member	Present
Matthew Hight	Council Member	Present
Martin Meaney	Council Member	Present

EXECUTIVE SESSION

The Gray Town Council will enter into Executive Session under MRS Title 1 Chapter 13 Section 405.6.a personnel matters, Section 405.6.c for property matters, and Section 405.6.e for consultation with legal counsel.

Motion: The Gray Town Council enter Executive Session under MRS Title 1 Chapter 13 Section 405.6.A for personnel matters, Section 405.6.c for property matters, and Section 405.6.e for consultation with legal counsel at 5:02 PM.

RESULT:	PASSED 4-0
MOTION BY:	Martin Meaney
SECOND BY:	Matthew Hight
AYES:	Krista Chappell, Anne Gass, Matthew Hight, Martin Meaney

The Executive Session ended at 8:04 PM, the Council gave direction to staff but no further action was taken.

Motion: The Gray Town Council exit Executive Session at 8:04 PM.

RESULT:	PASSED 4-0
MOTION BY:	Anne Gass
SECOND BY:	Martin Meaney
AYES:	Krista Chappell, Anne Gass, Matthew Hight, Martin Meaney

Councilor Maguire joined the Executive Session via remote meeting and exited from that meeting.

ADJOURNMENT

Motion: The Gray Town Council moves to adjourn the meeting at 8:05 PM.

RESULT:	PASSED 4-0
MOTION BY:	Matthew Hight
SECOND BY:	Anne Gass
AYES:	Krista Chappell, Anne Gass, Matthew Hight, Martin Meaney

-nrr



MY TIME INTERNING FOR THE TOWN OF GRAY

By Abi Davis

DOWN WITH DEIA

- Brunch & Learn topic:
 - Diversity, Equity, Inclusion, & Accessibility.
- What I discussed in my presentation:
 - Overview of what DEIA stands for.
 - A breakdown of each component.
 - Human Rights Declarations & Legislation.
- Presentation is available on Gray's YouTube channel:
 - https://www.youtube.com/watch?v=uRpkyWrjTr8&ab_channel=Gray%2CMaine
- Overall...
 - A great opportunity.
 - Received great feedback.

FACEBOOK ENGAGEMENT RESEARCH

- My task:
 - Research engagement & discussion occurs on Facebook.
 - Screenshot & compile relevant posts.
- My focus:
 - The Town of Gray Facebook page.
- What I looked for:
 - Information about the FY24 budget being discussed online.
 - Reason: for Town staff to proactively address misunderstandings or misconceptions.
- Takeaway:
 - Sociopolitical discussions.



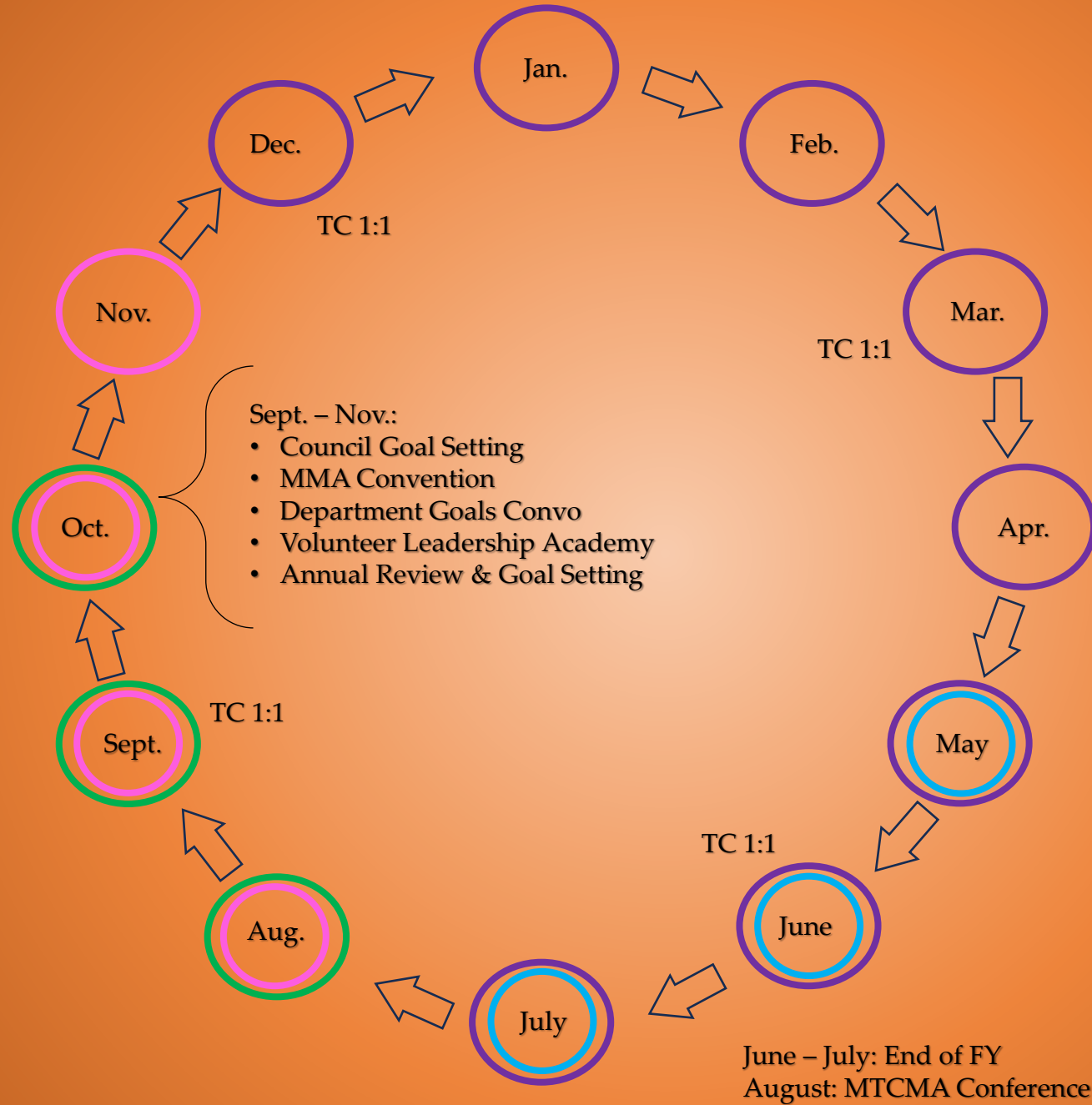
DIGITALIZING DEPARTMENT WORKFLOW CIRCLES

- My task:
 - Each department was asked to provide a chart with yearly workflow tasks.
 - All the workflow circles were done on paper.
 - I was asked to digitalize each department's submission.
 - Goal: for all of them to appear similar visually.
- Challenges:
 - My very first task: it seemed daunting.
 - Each department had filled out the paper version a little differently.
 - The directions were not explicit enough.
 - This created a challenge regarding the time spent on some vs. others.
 - Some departments got one version of the chart to fill out while others got another.
 - Some filled out weekly versions, while others filled out yearly.
- Successes:
 - I finished the task and was proud of my efforts.
 - I learned a bit about each department and what they do throughout the year.

Town Manager



Nate Rudy
Town Manager



- ### Monthly Tasks
- Week 1: Town Council
Week 2: Department Head Meetings
Week 3: Town Council
- Policy
 - Contracts/Budget
 - Intragovernmental/Dept. Head 1:1/TC1:1
 - Grant Management for Brownfields and others
 - Council Liaison/Governance
 - Economic Development Outreach
 - Community Relations (email)
 - Volunteer/Board Participation
 - MMA LPC
 - Financial Meeting
 - HR Meeting

- Budget
- Spring Election (May-June)
- New Council Onboarding (June - July)
- ICMA Conference
- Brownfields Conference
- Conference Season
- Fall Election



PHOTOS AT WILKIES BEACH



Town of Gray

June 26 · 🌐

On Friday, June 23, the Gray Recreation Department and Public Safety Department held a joint training session at Wilkies Beach in Gray. Recreation staff completed water safety training, and then Gray Fire and Rescue participated in a drowning simulation.

📷: Abi Davis



RESEARCHING POTENTIAL WEBSITE VENDORS FOR GRAY

- Town of Gray currently uses CivicPlus as its website vendor (for past 10 years).
 - CivicPlus' prices just went up.
 - Reason for rise in price: record inflation and soaring costs.
- My task:
 - To proactively research alternative options for government website hosting.
 - Provide specifics of their services and examples of their websites.
 - My research is limited because we never booked appointments/demos.
- Takeaways:
 - Should the need arise to reassess the Town's website host:
 - My research has potential to influence major decisions regarding Gray's website.
 - Vendors offer variations of the same service:
 - Understanding why one may be better than the other was important in trying to explain each vendor.

A series of thin, light brown lines forming an abstract, overlapping geometric pattern in the top-left corner of the slide.

THANK YOU FOR YOUR TIME!

Abi Davis, Communications & IT Intern

adavis@graymaine.org



2023 SUMMER
INTERNSHIP FOR THE
TOWN OF GRAY
COMMUNICATIONS
DEPARTMENT

Hope Carroll

CONTENTS

- Welcome Packet tri-fold
- Facebook Weekly Event posts
- Community News Survey and Postcard
- Finalization of Older Adult Guide
- Other graphic design projects





For a complete list of helpful information and resources visit our Welcome Packet:



Website: graymaine.org
Email: admin@graymaine.org

Phone: (207) 657-3339

Find us on:



Annual Events Calender

January: Ice Fishing Season starts

April: Maine Wildlife Park Opens

May: Patriot 5k, Memorial Day Parade, Wilkies Beach Opens

June: Longest Day 5K at Libby Hill Trails, Gray
Library Summer Reading Kickoff Party

July: Gray Library Summer Movie Series (continues through August)

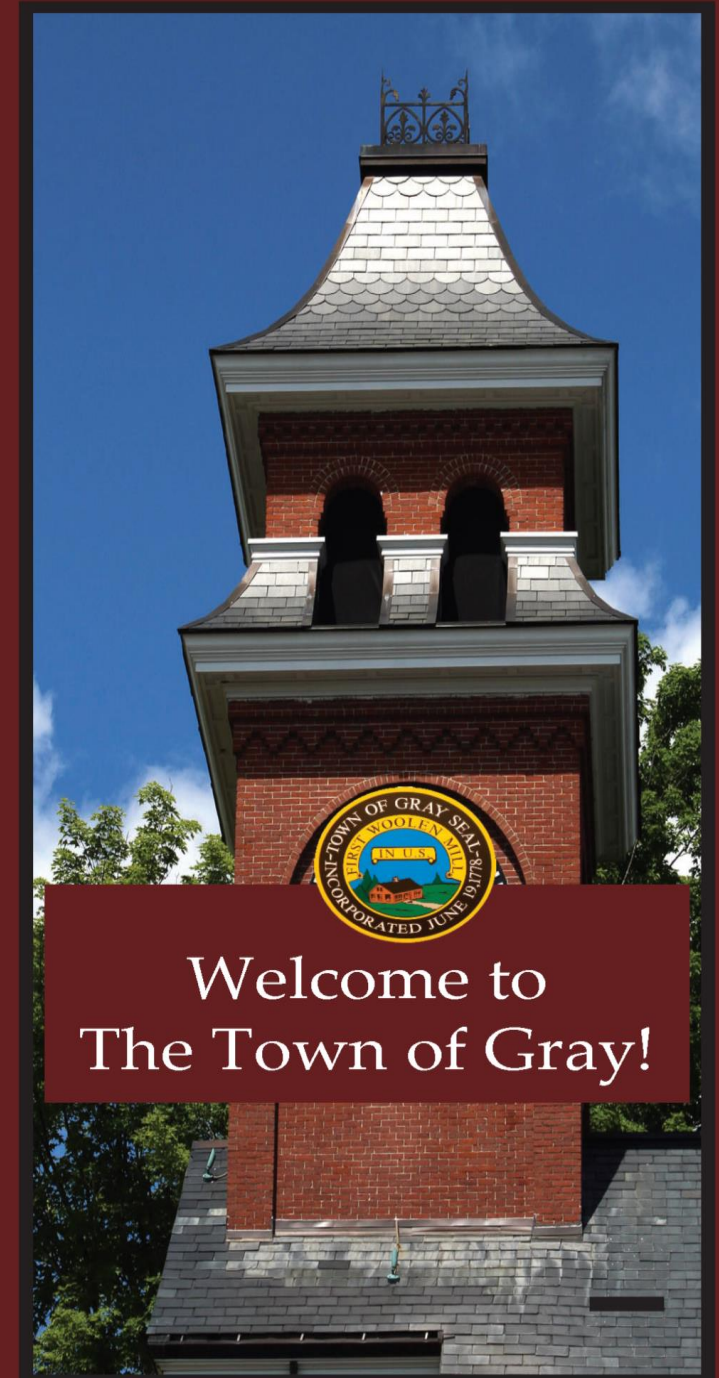
August: Fire Rescue Chicken BBQ, Gray Blueberry Festival

September: Touch a Truck, Gray Village Cemetery Tour

October: Patriot Crossroad Challenge Regional Youth Soccer Tournament, Libby Hill Dually Race, Halloween Trunk or Treat

November: Annual Tree Lighting, Visit from Santa

December: Holiday Ukulele Sing-Along at Gray Library



Important Contacts

Fire, Medical, Rescue, Police Emergency: Dial 911

Cumberland County Sheriff Non-Emergency:

Administrative Office (207) 774-1444

Non-Emergency Dispatch (207) 893-2810

Gray Public Safety Headquarters Non-Emergency:

(207) 657-3931

Maine State Police Non-Emergency:

TDD / TTY line (Statewide): 888-524-7900

Gray Animal Control Officer: Jon Powers:

(207) 893-2810

Option 2 Poison Control: 1-800-222-1222

Central Maine Power (CMP) Power Outages:

800-696-1000

Get Involved!

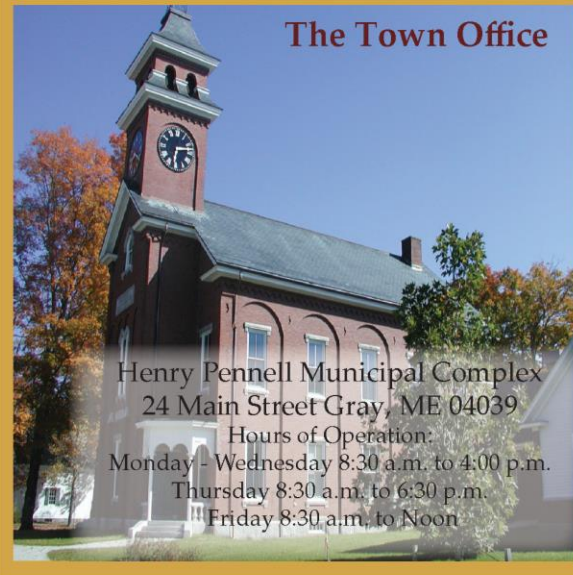
Town Boards and Committees comprise a diverse group of citizens who come together to work in the best interests of the community.

Learn more:



Tax Relief Programs: There are multiple tax relief programs that aim to offer support for Gray residents. These include the Homestead Exemption, Veteran's Exemption, and more.
<https://www.graymaine.org/assessor>

The Town Office



Henry Pennell Municipal Complex
24 Main Street Gray, ME 04039

Hours of Operation:

Monday - Wednesday 8:30 a.m. to 4:00 p.m.

Thursday 8:30 a.m. to 6:30 p.m.

Friday 8:30 a.m. to Noon

Business Directory:

Visit the directory for all businesses in Gray



Elections: All voting takes place at Newbegin Hall, located at 22 Main Street in the Henry Pennell Municipal Complex from 7:00 a.m. to 8:00 p.m. on Election Days.

Town of Gray Solid Waste and Recycling:

Monday through Friday 8:00 a.m. to 4:00 p.m.

Saturday and Sunday 7:00 a.m. to 3:00 p.m.

The Gray Solid Waste and Recycling Facility is for Gray residents and property owners only! A valid Transfer Station permit is required for use of the facility and may be obtained at either the Town Office or the Transfer Station with proof of residency and \$10. Recycling is mandatory.



Life in Gray

The Parks and Recreation Department offers recreational and childcare opportunities to Gray and New Gloucester residents.

Parks and Rec Website:



Local Attractions

Maine Wildlife Park: 56 Game Farm Road, over 30 species of native wildlife on display

Pineland Farms: 15 Farm View Drive, a 5,000-acre working farm, business campus, and educational and recreational venue

Sabbathday Lake Shaker Village: 707 Shaker Road, the only active Shaker Community in the world

Spring Meadow Golf Course and Banquet

Center: 59 Lewiston Road, 18-hole championship golf course

Libby Hill Forest Trails: 50 Libby Hill Road,

Extensive network of multi-use trails on 145 acres

Morgan Meadow: parking area off Egypt Road, 1,100-acre parcel of woodland



Wilkie's beach, off Rt. 26 on North Raymond Road.

Town of Gray Upcoming Events



July
25th

Blueberry Festival Committee
10:00 a.m.

July
26th

Zoning Board of Appeals
7:00 p.m.

July
25th

Library Trustees
6:30 p.m.

July
27th

Ordinance Advisory
Committee
4:30 p.m.

July
26th

Story Time at the Gray
Public Library
10:30 a.m.

July
28th

Story Time at the Gray
Public Library
10:30 a.m.



More details at graymaine.org



Town of Gray Community News Survey

We value your input! This feedback form aims to gather your opinions and suggestions regarding Town of Gray communications. Your responses will help us improve the ways in which we reach residents of Gray by providing clear, relevant, and timely information.

1. Which best describes you? (Select all that apply)

- Gray Resident
- Non-Gray Resident
- Gray Business Owner
- New Gloucester Resident

The Town of Gray Wants Your Feedback!

Please take a couple minutes to complete our Community News Survey. Your feedback will help Town government augment and improve communication with residents.



Gray's New Proposed FY24 Budget

Voters rejected the proposed FY24 budget in June, so Gray's government is crafting a new budget based on the needs of Gray's residents and future. Learn about the budget and the upcoming vote!



Scan with smartphone camera



Finalization of Older Adult Resource Guide





Town of Gray Older Adult Resource Guide



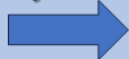


Invasive Species Discussion and Walking Tour

 Gray Public Library
5 Hancock St., Gray

 July 22nd, 2023, 10 a.m.

The Town of Gray Open Space Committee and the Gray Public Library Association welcome Zack Rouda of Rewild Maine for a lecture and walk about invasive plant species.

Learn more by scanning the QR code with your phone's camera 



RESEARCH

- External microphones
- Comparing Design softwares
- Town news thumbnails
- Town hours
- Town budget communication

THANK YOU



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

August 10, 2023

TO: Gray Town Council

RE: Revised Warrant Articles for August 15, 2023 Town Council Meeting

Town staff and the Town Manager are working with the Town Attorney on revised Warrant Articles pursuant to your budget workshops, and plan to present this material by no later than the start of your August 15 Town Council meeting, after final review by the Town Manager and Town Assessor, who are both expected to return from scheduled time out of the office on Monday, August 14. This material will also be distributed on the Town website FY24 budget page.

-nrr



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

August 8, 2023

Town Manager (TM) Report to Town Council (7/13/2023 – 8/08/2023):

- 7/13: Town Council budget workshop
- 7/17: Finance Committee meeting
- 7/20: Town Council budget workshop
- 7/31: Town Council executive session
- 8/3: Town Council budget workshop
- 8/7: Town Council budget workshop
- 8/8: TM participated in the Gray Fire Rescue chicken barbeque fundraiser

Upcoming:

- 8/9-11: MTCMA Institute (Maine Town Manager Conference), Sugarloaf

Other activities:

- TM coordinating with incoming Finance Director Justine Hutchings and the administration department on redistributing roles and responsibilities that were being covered by the Town Clerk & Human Resources Director.
- TM coordinating between the Principle Group, Council, the GPCOG, Gorrill-Palmer, and Town staff on matters related to zoning and ordinances to implement the 2020 Comprehensive Plan, as well as Gray Village planning, Main Street planning, and the Yarmouth Road construction projects.
- The Town Hall offices will open to the public at 11 AM on Thursdays, to provide office staff with time to complete administrative tasks. We will experiment with this model to see how it helps with productivity and efficiency in Town functions. This schedule is subject to change in the future, and Gray citizens are welcome to please contact me with any questions or concerns.

Nathaniel Rudy

From: Kristina Egan <kegan@gpcog.org>
Sent: Monday, August 7, 2023 10:46 AM
To: Krista Chappell; Nathaniel Rudy
Cc: Dani Deason
Subject: Invitation to Member Convening in Gray

Dear Chair Chappell and Nate,





I am writing to invite two members of your Board of Selectmen and one senior staff member to join a small assembly of leaders near the Lakes Region communities. This meeting is a follow up to the Lakes Region Convening that took place in Naples this past February, where we discussed opportunities and challenges facing rural towns, and opportunities for collaborative solutions. One of the outcomes of that meeting was agreement among participants to keep the dialogue going and meet again in the fall.

The event is for elected and administrative leaders in Gray, New Gloucester, Durham, Pownal, North Yarmouth, and Cumberland County government. We ask that you identify your town's three representatives, invite them, and ask them to RSVP to Dani Deason at ddeason@gpcog.org. We will convene on Wednesday, October 18 from 6:00 – 7:00 p.m., at the Henry Pennell Municipal Complex located at 24 Main Street, Gray (with many thanks to Gray for hosting). Dinner will be served.

We hope you can join us for this opportunity to connect with your neighbors and for what promises to be a lively and interesting discussion.

All the best,
Kristina

Kristina Egan
Executive Director
Greater Portland Council of Governments

 (207) 210-3396
 kegan@gpcog.org
 www.gpcog.org
 970 Baxter Boulevard, Suite 201, Portland, Maine 04103



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TOWN OF GRAY MAINE **POSITION DESCRIPTION**

POSITION TITLE: CIRCULATION ASSISTANT - LIBRARY
DATE CREATED/ REVISED: 4/20/2015 07/18/2023

Classification: ~~Part-Full~~ Time, ~~Hourly~~

Narrative: Performs responsible and varied clerical library services in the circulation of library materials to provide a high standard of service and an exceptional experience to library patrons, users, stakeholders, and partners. ~~Performs responsible and varied clerical library services in the circulation of library materials in order to provide a high standard of service to library patrons, users, and partners.~~

Supervision

Receives oral or written instructions from ~~the Assistant Librarian in coordination with~~ the Library Director, or her or his designee; plans work according to established procedures and prioritizes tasks within work assignment.

Job Environment

Work is performed under typical office and library conditions; work environment is moderately quiet; occasionally required to work outside of the library's normal business hours.

POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Act as a first point of contact for all patrons to provide users with a fulfilling and high-quality experience
- ~~Act as a first point of contact for all patrons~~
- Assist patrons with general Library questions and use of its materials
- Utilize standard circulation software to circulate library materials
- Greet visitors of library
- Answer general telephone line
- Properly shelve materials
- Collect money for various library fees
- Answer patron inquiries regarding accounts, material requests, library policies, use of library passes, and other related matters
- ~~Answer patron inquiries regarding accounts or reserving museum passes~~
- Help patrons locate library materials
- Register new patrons
- Retrieve, ship, and receive requested items
- Promote library resources and programs to the public
- Assist patrons with technology questions, both with library-related software, plus providing general assistance to public computing lab

ADDITIONAL JOB FUNCTIONS

- Explain and enforce general library and Town of Gray policies;
- Operate computer and other standard office equipment;

- Work within a complex automated resource sharing database.
- Assists with any special projects as assigned including but not limited to weeding, shifting, processing new materials, assisting in selection of materials, operating disc cleaning machine, assisting with special events, etc.

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

- A high school diploma or GED required.
- Previous work experience within a library setting is a preferred, [but not required.](#)
- Previous work experience with Sierra software is preferred, [but not required.](#)

Knowledge, Ability, Skills

- [Ability to provide high quality customer service to a wide variety of users and stakeholders](#)
- Library clerical procedures and practices and general principles of library technical system preferred.
- Ability to interpret instructions both in written and oral form
- Ability to apply principles of library system to solve practical problems and to respond to routine information requests
- Typing, filing, computer data-entry and general mathematical skills.

Physical Requirements/Other

Light physical effort required in carrying and shelving books, and in performing other typical library functions. For complete list of physical requirements, please see *Functional Demands* sheet (attached).

Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____

Title/Department: Circulation Assistant: Gray Public Library

Shift Length	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <8 hrs <input checked="" type="checkbox"/> 8-12 hrs <input type="checkbox"/> >12 hrs <input type="checkbox"/> 24/7 operation <input type="checkbox"/> On call				
	<input checked="" type="checkbox"/> Days: <input type="checkbox"/> Nights <input checked="" type="checkbox"/> Evening <input type="checkbox"/> Rotating				
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour/week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Lifting/Carrying (pounds)	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried:	<input checked="" type="checkbox"/> within area	<input type="checkbox"/> between areas	<input type="checkbox"/> throughout facility		
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cognitive Demands/Sensory Requirements					
For specific job demands, employee must be able to:					
<input checked="" type="checkbox"/> see	<input checked="" type="checkbox"/> hear		<input checked="" type="checkbox"/> distinguish color		
<input checked="" type="checkbox"/> work in diminished lighting	<input type="checkbox"/> make critical decisions		<input checked="" type="checkbox"/> perform in fast-paced environment		
<input checked="" type="checkbox"/> speak	<input checked="" type="checkbox"/> work at a set pace/rate		<input checked="" type="checkbox"/> remember accurately		
<input checked="" type="checkbox"/> work under deadlines	<input checked="" type="checkbox"/> perform multiple tasks		<input checked="" type="checkbox"/> work independently		
<input checked="" type="checkbox"/> understand verbal instructions	<input checked="" type="checkbox"/> understand written instructions				
<input checked="" type="checkbox"/> other: alphabetizing and arranging					

POSITION DESCRIPTION

TOWN OF GRAY MAINE

POSITION TITLE: KIDS CLUB STAFF

DATE CREATED/ REVISED: 7/24/2022/10/2023

Classification: Group IV Hourly; Seasonal

Narrative: As an employee of the Town of Gray, under the direction of the Gray Parks and Recreation Department, the Kid's Club Staff will assist in planning, coordinating, and conducting the activities and operations of the Kid's Club Program. The Kid's Club staff will also help to ensure that the program fulfills the philosophy as outlined in employee handbook, operates as planned according to the program description and runs efficiently and effectively.

Supervision: The Childcare Services Coordinator provides supervision of the Kid's Club Staff.

POSITION RESPONSIBILITIES/TASKS

Position requires execution of the Kids Club Program to include (illustrative only; not all inclusive):

- Facilitate, monitor, and ~~insure~~ensure a positive safe and fun experience for participants.
- Supervise all children in assigned group during structured and unstructured activity times.
- Act as a positive role model for students.
- Upholding all policies, procedures and safety guidelines set forth for Kid's Club.
- Being responsible for the appearance and upkeep of the Kid's Club designated areas, providing and maintaining a program-appropriate and safe environment for participants.
- Providing positive, age-appropriate, and approved behavior management techniques when needed.
- Providing the Childcare Services coordinator with suggested supplies for purchase to maintain inventory of all program equipment and necessary materials (grocery, arts and crafts, recreation equipment, and any other supplies).
- Delivering communications, as provided by the Childcare Service Coordinator, to parents/families of Kid's Club participants.
- Documenting and managing appropriate attendance records for all participants.
- Keep documentations pertaining to students- injury, behaviors, concerns, etc.
- Participate in mandatory online and monthly in person trainings.
- Other duties as assigned.
- Hours varying between 6:45am-9:15am, 1:45pm-5:45pm (M-F), Additional hours required during School Vacations, In-service days, Early releases, and other recreation programing. 30 minutes breaks given for every 6 hour shift, exceptions may be made on field trips or day long program when needed.

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

- Prior experience with school age children (~~volunteering, babysitting, coaching~~)in a camp, school, or afterschool setting a plus.

Knowledge, Abilities, Skill

- Enjoys working with children.
- Strong leadership skills.

Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements, and understand that it is the basis for my performance and evaluations.

Name of Employee: _____

Date: _____



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

August 8, 2023

Assessing Department Report to the Town Manager (06/24/2023 – 07/24/2023):

- 6/26– Meeting to discuss new resident welcome guide
- 6/28 – IAAO webinar – Building from Bias
- 7/6 – Introductory meeting with KRT Appraisal
- 7/13 – Department Head meeting
- 7/13 - Monthly meeting with the Town Manager
- 7/20 – Sebago Lakes Rotary Club meeting
- 7/20 – Brunch and Learn – Down with DEIA

Other Activities/Accomplishments:

- Continued work on FY2024 Commitment
- Assisted planning with subdivision research
- Processed TRIO negative balance report/met with Finance to review
- Met with Hygrade Business Corporation to discuss tax billing procedures
- Assisted Code Enforcement with Notice of Violation
- Assisted Code Enforcement with deed research related to a possible violation
- Worked with the Town Clerk on tax accounts/payments
- Assisted Planning with GIS/zoning project
- Completed property inspections and associated data input
- Discussed personal property write-off accounts/processing with Town Clerk
- Continued training the Assessing Assistant – Cynthia Schaeffer
- Worked on Assessing Assistant’s evaluation/goals

Challenges/Obstacles:

- Trio Sketch Program Issue



TOWN OF GRAY

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

DEPARTMENT OF BUILDING AND GROUNDS

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

July 24, 2023

Department of Buildings and Grounds Report to Town Manager 6/26-7/24

- 6/27 Assisted by Vaughn in PW with repairing the decking of one of the Transfer Stations storage containers
- 7/04 Observed Independence Day Holiday
- 7/07 Thayer (HVAC Contractor) on site at Pennell to troubleshoot air conditioning issue pertaining to Air Handler Unit 2 areas-(Planning, 2nd Floor Lobby, 2nd Floor Community Room) discovered low refrigerant in system. The system was recharged to full capacity.
- 7/10 Worked with electrical contractor to troubleshoot fax line issue. The end result was an issue on the phone company's end, after they initially claimed it was an internal issue.
- 7/11 Wild Blueberry Festival Meeting
- 7/12 1:1 Meeting with TM
- 7/13 Met with Galen Morrison at the Historical Society to discuss building items
- 7/13 Department Head Meeting

Town Council Tracking Worksheet Items:

- N/A

Other Activities / Accomplishments:

- 29 Requests for Service for the period of 6/26-7/24 outside of normal daily routine.
- Work continues on various projects
- Transported a number of pallets of batteries for the Transfer Station to Auburn for recycling

Challenges / Obstacles Requiring Assistance Outside of the Department:

- N/A



COMSTAR



(Computer Oriented Mapping, Utilizing Statistical Tracking, Accountability and Response)

Cumberland County Sheriff's Office

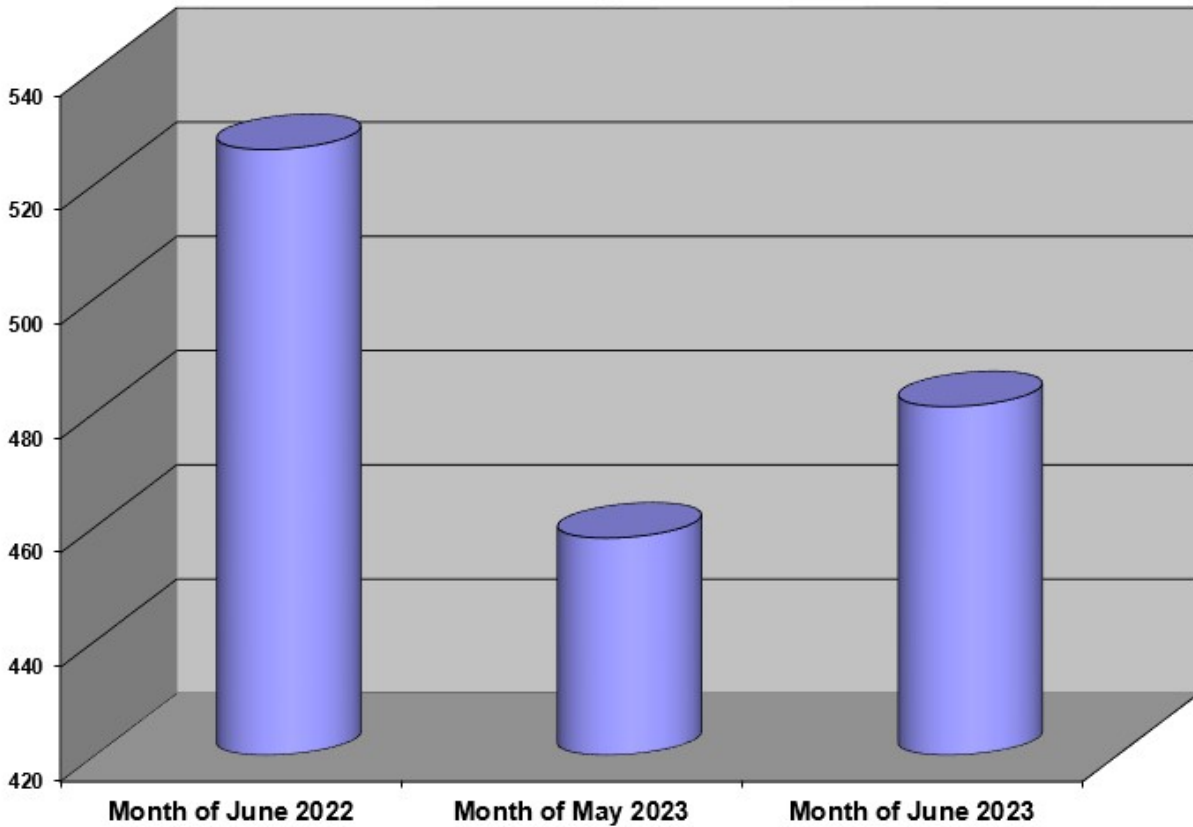
Town of Gray

Month of June 2023

Prepared by Crime Analyst Wendy Clark-Tarbox

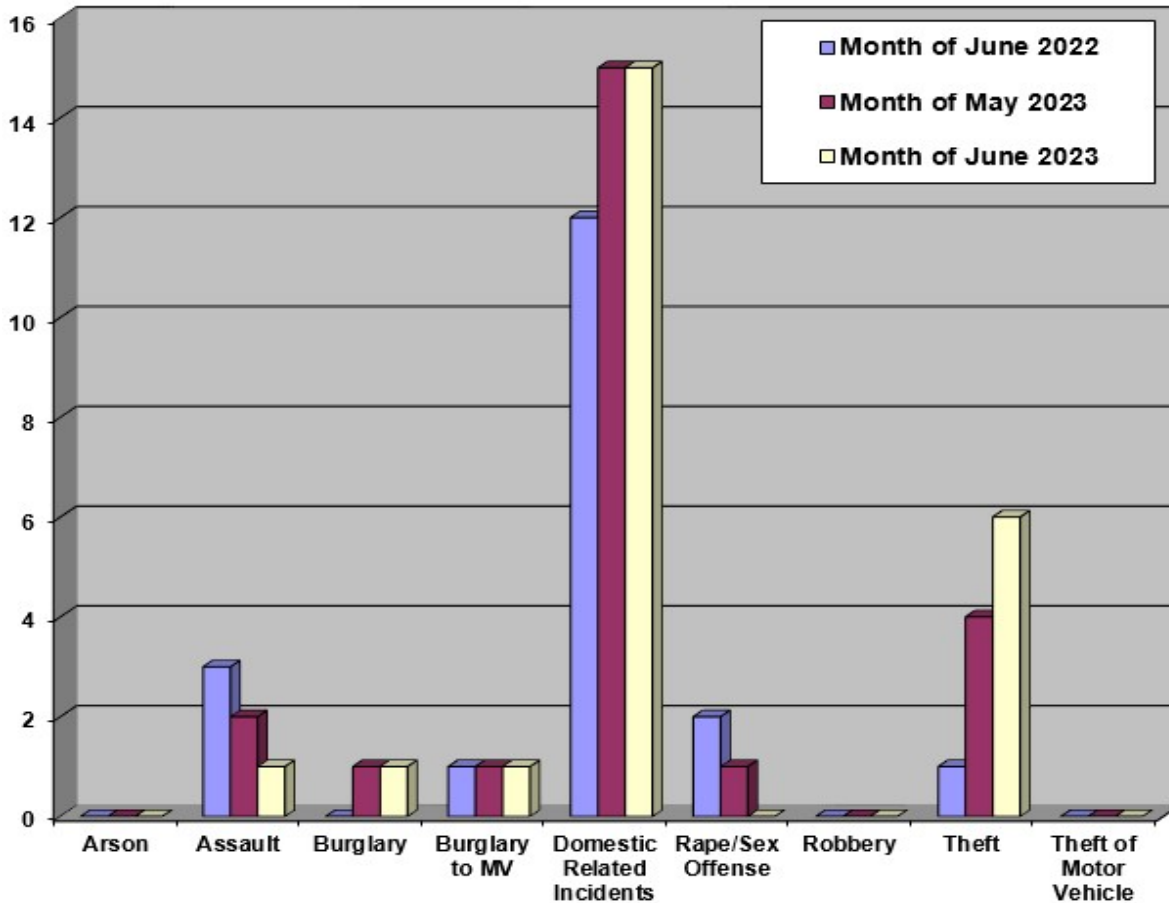
Calls for Service

<u>June 2022</u>	<u>May 2023</u>	<u>June 2023</u>	<u>2023 Difference</u>	<u>2023 % Change</u>
526	458	481	+23	+5.0%



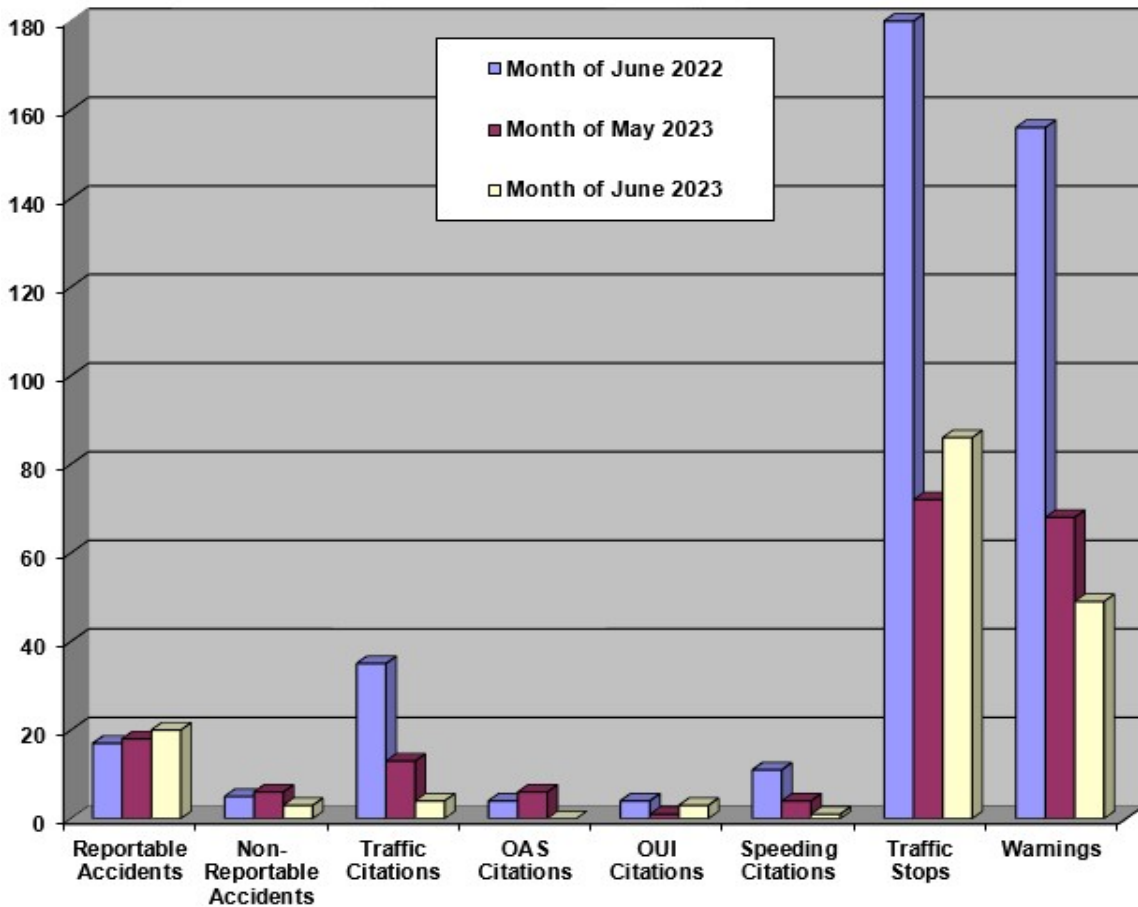
Crime Totals -

	<u>June 2022</u>	<u>May 2023</u>	<u>June 2023</u>	<u>2023 Difference</u>	<u>2023 % Change</u>
Arson	0	0	0	n/c	n/c
Assault	3	2	1	-1	-50%
Burglary	0	1	1	n/c	n/c
Burglary to MV	1	1	1	n/c	n/c
Domestic Related Incidents (from Calls for Service)	12	15	15	n/c	n/c
Rape/Sex Offense	2	1	0	-1	-100%
Robbery	0	0	0	n/c	n/c
Theft	1	4	6	+2	+50%
Theft of Motor Vehicle	0	0	0	n/c	n/c



Traffic Totals -

	<u>June 2022</u>	<u>May 2023</u>	<u>June 2023</u>	<u>2023 Difference</u>	<u>2023 % Change</u>
Reportable Accidents	17	18	20	+2	+11.1%
Non-Reportable Accidents	5	6	3	-3	-50%
Traffic Related Citations Totals	35	13	4	-9	-69.2%
OAS Citations	4	6	0	-6	-100%
OUI	4	1	3	+2	+200%
Speeding Citations	11	4	1	-3	-75%
Traffic Stops	180	72	86	+14	+19.4%
Written Warnings	156	68	49	-19	-27.9%



Quality of Life Incidents -

	<u>June 2022</u>	<u>May 2023</u>	<u>June 2023</u>	<u>2023 Difference</u>	<u>2023 % Change</u>
Agency Assists	17	15	16	+1	+6.7%
Alarms	9	16	23	+7	+43.8%
Animal Problem	8	2	4	+2	+100%
Attempt to Locate (i.e. vehicles operating erratically)	33	19	29	+10	+52.6%
Citizen Assists/ Disputes	26	30	25	-5	-16.7%
Concealed Firearms Investigations	1	7	1	-6	-85.7%
Court Services (Protection Orders and Summonses)	2	5	5	n/c	n/c
Criminal Mischief	0	1	3	+2	+200%
Criminal Trespass	2	3	0	-3	-100%
Disabled Vehicles/ Assist Motorist	12	6	6	n/c	n/c
Disturbances/Fights/ Loud Party	4	12	4	-8	-66.6%
Fraud	5	1	3	+2	+200%
Missing Persons	1	1	0	-1	-100%
Pedestrian Checks	6	5	2	-3	-60%
Property Checks	33	68	75	+7	+10.3%
Sex Offender Registry Investigations	4	0	0	n/c	n/c
Suspicious Persons/ Circumstances	9	13	17	+4	+30.8%
Welfare Checks/ Suicide-Attempted Suicide/ Mental Health Event	23	24	16	-8	-33.3%



TOWN OF GRAY

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

OFFICE OF THE TOWN CLERK

Britt Barton, Town Clerk
bbarton@graymaine.org
(207) 657-3339 x104

July 28, 2023

Report to Town Manager (06/23/2023 – 07/28/2023):

- 6/26 – New Resident Flyer Discussion
- 7/4 – Closed Independence Day
- 7/5 – Finance Director Onboarding
- 7/12 – TC attended MTCCA Licensing Workshop
- 7/18 – TC attended MMTCTA Tax collectors Workshop
- 7/26 – TC attended MTCCA Municipal Law Workshop

Other Activities / Accomplishments:

- Continuous department AP requests and needs.
- Finance Director Onboarding
- Assistance with other department research requests and needs.
- Committee assistance
- Outreach with auditors
- Schedule onsite training with Harris
- Began Clerks office reorganization and review of retention schedule.
- Prep for upcoming Town Meeting and November Election

Challenges / Obstacles Requiring Assistance Outside of the Department:

- FY23 EOY Budget Research, Prep and Completion
- FY24 Budget Research and information updates
- Staff training/onboarding needs
- Updating points of contacts with vendors to effectively process AP needs.



TOWN OF GRAY

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

OFFICE OF COMMUNICATIONS

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

Town Manager Monthly Report – Communications, IT, and Libraries June 25 to July 22 2023

Library

- On boarded new Head of Circulation. Employee reported to Town's HR Department on Friday, June 30th to provide eligibility to work documentation. Her first day of work was Saturday, July 1 where she was given an overview of library operations. Since that time, she has not reported back to work, nor responded to repeated attempts to communicate with her.
- Provided Human Resources Director with complete list of email communications, and notes from verbal communications from Head of Circulation.
- Based on the belief that the Library's new Head of Circulation has abandoned her position, we started to engage in the hiring process again. Based on the applicants and overall experience with our last three hiring cycles for full-time, experienced library staff, it was determined that the better course of action would be to create a new, entry-level full-time Circulation Assistant position to engage in a wider sphere of applicants and hopefully recruit a high caliber addition to our team. A job description, primarily based on the existing part-time Circulation Assistant position, was drafted, and will be presented before Town Council for authorization.
- Recommended to Town Manager and Human Resources that the Town of Gray should adopt a job abandonment policy in the Town of Gray Personnel Policy.
- Through funding from the Minerva collaborative, started the third year of the Minerva High Demand Library. This is an effort to support Minerva member libraries (of which Gray is one) by providing additional copies of highly requested items to lessen wait times by the users to lowering the burden of requests by individual libraries. Last fiscal year, the project purchased \$4,500 worth of high demand books, and the collection circulated over 2,000 times, which is essence saved libraries \$60,000.
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- Continued writing and distributing the High Demand Hold Digest, a monthly report of the most requested items in the Minerva system of libraries where there were at least twice as many requests as there were copies in the system. The work also includes a prologue that attempts to be amusing, entertaining, insightful, or otherwise aspirational about library work and workers. This Digest has been in existence since March of 2015 and has been applauded and cherished by legions of library workers across the state.
 - Created Movie Time! schedule and advertisements for July. We screen several films a week in our large meeting room. Thanks to the generosity of the Gray Public Library Association, our large meeting room is equipped with a 4K Ultra-HD project, 150-inch drop down screen, eleven-speaker surround sound system, and a wall installed and free-standing sub-woofer. We offer free film screenings in a quality that rivals most movie theaters, free of charge. It has become a community gathering spot for many members of our Town and is something that keeps people constantly engaged in the library.
 - Arranged talk with Outreach members of Bull Moose staff. The Library is seeking an easier manner to order products from Bull Moose. It was a productive conversation relating to what Bull Moose could do to better serve libraries across Maine, and we developed some trial plans on product delivery that would work for the library, Bull Moose, and our Finance Department.
 - Worked with Town Clerk Britt Barton on ensuring our payment requests were properly submitted, that our Town credit card charges were all being accurately reported and assisting with the small bits of knowledge related to Trio software that would aid her as she managed the temporary work of filling in for the Finance Department. I believe that our working together went well and was mutually beneficial for both parties.
 - Due to new damage to several of our HVAC units, the library has had a difficult time maintaining a comfortable temperature. We discovered one HVAC unit was damaged over the winter, and another had mice set up a home in the wiring which short circuited the unit. We are working with Thayer for replacements and implemented mitigation efforts (fans and dehumidifiers) that will help in the short run.

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- Discovered that in the pay period that covered the fiscal year turnover, two part-time staff members lost their accrued sick time balance. The error was quickly rectified by Human Resources.
 - Requested and received the Gray Public Library Trustee annual report from Trustee Chair Karen Morrison.
 - Based on result of June election, presented FY24 budget proposal to all three departments to determine what could be delayed, or not funded, in the hopes of lowering the budget for passage at a future Town Meeting. Submitted recommendations for possible cuts to Town Manger that exceeded \$70,000.
 - Mailed Town of Gray Volunteer Award winners notice of their winning and an invitation to the Gray Wild Blueberry Festival in August so they can receive their award.
 - Per Town Manager request, reached out to Donnell Carroll, a local Gray resident who ran the Town Meetings in year past, to see if he would be interested or available for the Town Meeting to re-vote on the FY24 budget. We are awaiting final date and time to see if he is available, but also looking for other people to fill this role in the event he is unavailable.
 - In collaboration with the Town of Gray Open Space Committee, the Library hosted ReWild Maine and a talk / walk on invasive species of Maine. The Gray Public Library Association agreed to pay for half of the speaker fee for this event. The event was attended by 10 people.
 - Received notice that Assistant Library Director Darcel Devou had reached her vacation cap. Due to the unexpected departure of our Head of Circulation after one day, and the increased library business on all fronts, it is difficult to have Darcel take vacation time without having her return to an increased pile of tasks to perform. Additionally, covering basic services at the library are difficult to navigate with reduced staff. A request to have the vacation cap lifted until September was submitted to the Town Manager and Human Resources Department.
 - The Gray Library's Youth Services Department:
 - o Hosted 8 Toddler Story Times with a grand total of 107 attendees
 - o Hosted 2 of our new program Baby Lap Sit with 20 attending
 - o Hosted a visit from Gray's Parks and Rec, with 90 campers signing up for the Library's Summer Reading Program. Based on the experience, we had

several children come back to the library with their parents to sign up for cards.

- As part of Summer Reading, we hosted Sparks Ark with a total of 97 attendees. Unfortunately, dozens of families had to be turned away at the door due to capacity being met for the program. Based on this, we are reasserting our need for additional programming space in the future, and in planning to book multiple Sparks visits next year with tickets to prevent upsetting families.
- Hosted Mad Science of Maine with 46 people attending
- To date, have had 183 children signed up for Summer Reading. Both these attendance numbers, and the number of children that participating in the program, stand well beyond prior year's achievements.
- Things overheard in the Youth Services:
 - "I love this place so much!! It's so fun here." - Patron, age 4, 7/22/2023
 - "I can't believe it, but as soon as I picked him up from Rec Camp, he asked that we come to the library right away! Usually, he just asks me what's for dinner." - Parent patron, 6/28/2023

Information Technology / Communications

- Purchased new laptops for Town Councilors to make remote participation in meetings easier. Additionally, purchased extra equipment for use by Town staff for remote meeting participation (microphones and speakers) to make remote work more productive for all parties involved.
- Attempted to coordinate allowing former Town Councilor Sandra Carder access to the Council's goals worksheet so she could migrate information into Teams. The effort was met with mixed results, but Sandy does have access and the work continues.
- Working on process to implement plan to have staff's titles (Town Manger / Finance Director / Town Clerk, etc.) be the root address of an email and the personal name used as an alias. This would make it easier when there is staff turn over to navigate assigning emails. The process has brought up questions about access to old emails by new staff, ensuring data is still retained according to local and federal laws relating to document retention, and determining if there

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- are exceptions to the goal and what those exceptions should be. The process continues.
 - Per Town Manager, assigned IT coordinator tasks related to cleaning up errant cords in TM's office, and ensuring that remote meeting equipment and phone were all in working order.
 - Responded to Town Manager's request to determine why he was receiving emails relating to people's property tax. Reviewed the entire Town of Gray website to determine instances where TM's email was published and in relation to what data. Determined the source was most likely related to the webpage for "Clerk / Tax Collector" listed Nate Rudy as TAX COLLECTOR with a link to his contact web portal. Updated contact information on the specific webpage to include Finance Director and Town Clerk / Assistant Clerk contact info. The page still lists Nate Rudy as Tax Collector with no contact portal link.
 - With end of the year funds remaining, invested in equipment for public use that would help with video production (Gimbles, wireless microphones that can be used with cell phones, etc.)
 - Created new emails for new full time Public Safety employees
 - Reviewed and provided minor editorial feedback for July Town of Gray newsletter.
 - Communications and IT both provided information on the FY23 efforts, successes, and issues for the Town of Gray Annual report.
 - Provided Town Manager with reported generated by Communications intern that tracked public comments made in response to Town of Gray social media postings.
 - Provided use of OWL camera and laptop for monthly Town of Gray Safety Meeting so Town Manager could attend remotely. The OWL and remote participation were of high quality for both the remote user, plus the people attending the meeting in person.
 - The IT Department performed desktop updates on all Town machines, implemented a Windows server update, updated Trio, and responded to 17 helpdesk tickets
 - The Communications Department in developing "Capturing and Creating Community Storytelling in Gray", an event to bolster contributions to GCTV. It is scheduled for late August at the Gray Library.

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- Published an updated **Town of Gray Older Adult Resource Guide**
 - After months of working with the vendor, the Town of Gray LED sign outside Pennell is finally operational.
 - Promoted launch of Town of Gray YouTube channel in the hopes of having more people engage with Gray government and raise awareness and access to Town meetings.



TOWN OF GRAY

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ADMINISTRATION

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

July 25, 2023

Administration Report to Town Manager (7/05 – 7/25):

- 7/6 – TM & FD 1:1
- 7/7 to current – closing out FY23 AP
- 7/13 – Attended Department Head meeting
- 7/13 – Attended Council Budget Workshop
- 7/17 – Finance Committee meeting
- 7/18 – MMTCTA training “I’ve Got the Job – What Now?”
- 7/19 – Webinar on the Tax Collector Portal
- 7/20 – Council Budget Workshop

Other Activities / Accomplishments:

- Developing operating procedures within Finance



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ADMINISTRATION

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

August 10, 2023

Human Resources Report to Town Manager (July 1 – August 1, 2023):

Recent Activities:

- 7/1: Move into Human Resources office
- 7/5-7/7: Finance Director onboarding
- 7/6: Prepare 7/13 Council workshop agenda
- 7/7: Town Payroll
- 7/11: Prepare 7/18 Council workshop and meeting agendas
- 7/13: Prepare 7/20 Council workshop agenda
- 7/15: Prepare 7/18 Council workshop packet
- 7/19: Prepare 7/20 Council workshop packet
- 7/20: Attend Council Workshop
- 7/21: Town Payroll
- 7/31: Attend Executive Session, prepare 8/7 Council workshop agenda

Other Activities/Accomplishments:

- Benefits management
- Pay and benefits projects
 - *Example:* Calculate and pay annual federal PCOR (Patient Centered Outcomes Research Trust Fund Fee) tax on Town's HRA plan; seek Finance Director/Town Clerk assistance to assign cost to FY23
- Staff recognition
 - *Example:* Farewell party for departing staff member

Challenges / Obstacles:

- Workforce planning
 - *Example:* Identify staffing needs due to leaves of absence/departures; assess and monitor the distribution of work, support systems, and reporting relationships in impacted departments; work collaboratively to coordinate logistics
-

- FY24 Budget information
 - *Example:* Provide the Town Council with additional cost and budgeting information related to the purchase of TimeClock Plus timekeeping hardware/software from Harris Local Government
- Payroll
 - Ongoing maintenance and internal review to ensure compliance with policies and regulations:
 1. Employee Information: Review accuracy and completeness of employee data, including personal information, employment status and classification, tax withholding details, and bank account information for direct deposit.
 2. Time Reporting: Review time and attendance records to ensure accurate tracking of employee work hours, including regular hours, overtime, vacation, sick leave, personal time, and other types of absence.
 3. Compensation and Benefits: Review calculation of wages and salaries, considering factors such as rates, overtime pay, and benefits deductions.
 4. Payroll Taxes: Verify compliance with federal, state, and local tax regulations, including income taxes, Social Security taxes, Medicare taxes, and other applicable taxes.
 5. Deductions and Withholdings: Ensure accuracy of deductions and withholdings from employee paychecks, including benefits contributions, voluntary deductions, and court-ordered garnishments.
 6. Payroll Processing: Document and clarify payroll processing procedures, ensuring that employee hours are properly calculated, wage rates applied correctly, and accurate tax and deduction calculations performed.
 7. Payroll Records: Prepare payroll warrants and ensure our records are complete, accurate, and well organized.



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PLANNING DEPARTMENT

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

Planning Department Report

To Town Manager for 7-7-23 to 7-27-23:

- On-going correspondence with developers keeping escrows & bond info current
- Track status of LD 2003
- 1x OAC resignation
- 1x new OAC member application received & TC approved on 7-18-23
- Continued/on-going recon for 2x complex SD matters necessitating legal input
- Prep background materials and hold OAC meeting on 7-27-23
- Recon on GIS to enable interactive layers for new zoning map

Town Council Tracking Worksheet Items:

- Adjustments to Self-storage standards including 7-18-23 TC Workshop
- Continued work on revised language for self-storage standards
- Continued VALT trail extension planning addressing revised scope
- Correspondence with key village property owners
- Brownfields assessment coordination including outreach to property owners
- Continue to clarify steps for village stormwater & possible sewer
- Solicit input from property owners and OAC regarding new zoning map/districts
- Update memo to TC re LWCF
- Coordinate TC input on VALT trail

Main Street/Yarmouth Road Improvement Project:

- Continued correspondence regarding Main St./Yar Rd. improvements & next steps
- Meet with village business owner to provide input on future plans

Other Activities / Accomplishments:

- Attend Gorrill-Palmer open house on 7-11-23
- Attend annual Pennell Alumni luncheon on 7-22-23 re historic Pennell clock
- Review and meeting prep/participation for Planning Board meetings each month
- Follow-up on Woodcock Road winter maintenance easement process next steps
- *Thank you* to Mohamed for his instrumental help with new GIS account for zoning map
- Review conditions of approval for prior SD regarding issuance of BP's
- Assist Codes/PW with for complex driveway entrance permit
- Participate in pre-construction meeting for self-storage development
- Coordinate historical town information for Brownfields grant
- Meet with Open Space Committee member to discuss incorporation of OS Plan to subdivision review process and prepare to gather input from committee



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PUBLIC SAFETY DEPARTMENT

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

July - 2023

Public Safety Department Report to Town Manager (11/05 – 12/01, 2021):

- 6/28 – Hosted a meeting with the Fire Chiefs in our immediate area. This meeting was with the consultant hired by the County to study areas where the county may be able to help with our operations.
- 7/5 – We determined that we did not have any damage from Elliott in areas prone to recurring issues. This means we cannot recover FEMA compensation for mitigation, as mentioned in my June report.
- 7/6 – C1 and staff met with a sales rep from E-1 to see what they had to offer for a Rescue Pumper.
- 7/10 – C1 attended the Monthly GFR Association meeting.
- 7/11 – C1 – met virtually with First Due, our new NFIRS reporting software company, to begin work on the employee scheduling software.
- 7/12 – C1 attended a FEMA webinar on Extreme Heat.
- 7/13 – As a member of the radio committee for CCRCC, C1 met with the committee to discuss a recommendation letter for replacing the current hardware owned by the County. They are in the same situation with equipment at the end of its' life.
- 7/15 – C1 completed my CPR instructor's recertification.
- 7/18 – C1 – attended a FEMA webinar detailing the EOC Toolkit developed by FEMA for EOC operations.
- 7/18 – C1 met with the Town Manager for a six-month Goal review.
- 7/20 – C1 chaired the monthly Town Safety Committee meeting. I discussed the need for first aid kits at all town locations and in town vehicles. I also discussed the Go Bags I am working on. These are designed to make relocating to an alternative location as easy as possible.
- 7/20 – C1 attended a Council workshop regarding the budget.

Town Council Tracking Worksheet Items:

Other Activities / Accomplishments:

- Continuing education – FEMA-related topics.
 - Recertified as an AHA CPR instructor.
-

- I've begun discussions with CCEMA to have a tabletop exercise for a scenario involving some kind of extreme weather event. This will be designed to find areas to improve our preparedness for such an event.
- 7/24 – Earlier this year, I wrote a letter to Senator Collins outlining the many benefits and cost-effectiveness of the proposed sidewalk project at the Gray-New Gloucester Middle and High Schools. Today I received an email from her saying that with her support, the Appropriations Committee had agreed to support this project. It still has to get through both houses, but it is a step forward.

Challenges / Obstacles Requiring Assistance Outside of the Department:



TOWN OF GRAY

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PUBLIC WORKS

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

July 24, 2023

Public Works Monthly Report to Town Manager (06/24/2023- 07/23/2023)

Activities:

- Started working on Whitney Rd, ditching, and changing culverts. This is the beginning of our summer road projects.
- Marking out compact areas for line striping.
- Many rainy days that we had to chase clogged catch basins.
- Beaver problem on Mayberry rd. (Still ongoing)
- Completed ditching on Whitney Rd.
- Started roadwork on Long Hill. (Ongoing)
- Shimmed some areas on Lewiston Rd with pavement.
- Got the Lo Pro Truck#9 put back together. The changing of parts did not fix the problem. Needs to go to Saco now.
- Cut brush around signs throughout town.
- Placed the speed trailer on Yarmouth Rd.
-

Challenges / Obstacles Requiring Assistance Outside of the Department:

- Assisted the Historical Society with moving some granite.
- Assist FD with fire apparatus maintenance on several occasions.
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Town Council Tracking Worksheet Items:

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TOWN OF GRAY

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RECREATION DEPARTMENT

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

July 24, 2023

Recreation Department Report to Town Manager July 2023:

- July 10th Recreation Committee met.
- July 12th Community Café was held, sandwiches and salads were served from a local restaurant.
- July 13th Director attended Dept Head meeting and 6 Month Goals Review meeting.
- July 14th Program Planning meeting held.
- July 18th Michael Michaud was approved to join the Recreation Committee with a term expiring August 31st, 2026.
- July 20th Rec staff attended Safety Committee meeting and Brunch and Learn session on Diversity, Equity, and Inclusion. Rec staff gave update to Town Council on Skatepark project during the special budget meeting.
- July 27 Program Planning meeting to be held.

Other Activities / Accomplishments:

- Discount amusement park tickets went on sale and are available in the Clerk's Office, Funtown/Splashtown, Aquaboggan, and York Wild Kingdom are being sold.
- Rec Connect is a partnership between the schools and GNG Recreation to provide recreation programming to kids after they attend a summer school program. This program started July 10th with 39 kids registered.
- Our Leaders In Training Camp started on July 10th as well and focuses on giving kids leadership skills and providing opportunities for them to learn what it's like to be a summer camp counselor.
- A youth basketball clinic was started for grades 3-6, they'll meet twice a week for 3 weeks.

- Fall Soccer and Cheerleading registration opened.
- 2023/2024 Kids Club Before/After School registration opened up and reached capacity. A waitlist has been started.



A group of summer campers take a rest after hiking up Bradbury Mountain on July 21st.



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

JULY 26, 2023

Solid Waste Department Report to Town Manager (6/28/2023 – 7/23/2023):

- 7/12 Shipped 42,000 pounds of corrugated cardboard to Quebec, CA.
- 7/13 Attended Department Head meeting.
- 7/13 Attended Town Council budget workshop.
- 7/20 Attended Town Council budget workshop.

Town Council Tracking Worksheet Items:

Other Activities / Accomplishments:

During the period of June 28 through July 23rd, the following materials were baled:

- 37,038 pounds of corrugated cardboard
- 22,864 pounds of mixed paper
- 12,552 pounds of plastics
- 3,208 pounds of tin cans

Booked two loads of mixed paper to be sent overseas, still in the negative numbers. Waiting on shipping containers.

Challenges / Obstacles Requiring Assistance Outside of the Department: