



To: Town Council

From: Appointments Committee  
Councilor Sara Lennon, Chair  
Councilor Penelope Jordan  
Councilor Jessica Sullivan

Re: Recommendations – Recycling Committee & Thomas Memorial Library Committee

Date: March 6, 2017

The appointments committee recently held interviews for vacancies on the recycling committee (2) and Thomas Memorial Library committee (1) for terms expiring 12/31/2019.

The appointments committee recommends the following appointments:

**Recycling Committee:**

Chelsea K. Torrey	16 Linwood Street
Tim Trachimowicz	1 Granite Ridge Road

**Thomas Memorial Library Committee:**

Gwyneth Maguire	6 Olde Colony Lane
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The terms are effective immediately and expire 12/31/2019.

Thank you for your consideration.



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Debra Lane <debra.lane@capeelizabeth.org>

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## Application for Boards and Committees

1 message

Chelsea K. Torrey

Mon, Jan 30, 2017 at 1:01 PM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by  
Chelsea K. Torrey on Monday, January 30, 2017 at 13:01:46

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Committee No. 1: Recycling Committee

Address: 16 Linwood Street

Home phone:

unlisted: Yes

Occupation: Loan Technician

Employer: USDA Rural Development

Why these boards?: Interested in helping to promote sustainable practices and it is a great opportunity to become more involved in the community.

Skills/Talents: My education and experience have been heavily focused in community service and sustainability. I am proficient in Microsoft and Adobe, which is helpful when creating forms, collecting data or preparing reports and flyers for distribution.

Previous Service: Girls on the Run Maine, September 2015-Present

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes

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Debra Lane &lt;debra.lane@capeelizabeth.org&gt;

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**Application for Boards and Committees**1 message

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**Tim Trachimowicz**

Tue, Feb 21, 2017 at 2:44 PM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by  
Tim Trachimowicz ) on Tuesday, February 21, 2017 at 14:44:22

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Committee No. 1: Recycling Committee

Address: 1 Granite Ridge Road

Home phone:

unlisted: No

Occupation: VP of Dinner, Carpools and Homework Supervision

Employer: The Trachimowicz Family, LLC

Why these boards?: Having recently moved to Cape Elizabeth this past summer, I began looking for opportunities to volunteer within the community. After the other committee vacancies were filled a few months ago, I noticed the openings within the Recycling Committee. After researching what the Recycling Committee does and noting some shared interests, it seems like it would be a good fit and that I could contribute to helping out the town in this capacity.

Skills/Talents: Noting the Recycling Committee's initiatives for increasing recycling awareness in the district schools, I feel as if I possess a skill set that would prove valuable in addressing these concerns. Specifically, I was involved in a multi-year, campus-wide effort to increase recycling at the College of the Holy Cross in Worcester, MA.

In my role as an Executive Chef, I was intimately involved in our waste stream in our dining locations. Our initiatives included a campus wide switch over to single stream recycling, a focus on food waste and its financial and ethical impacts on campus, a switch to a trayless dining options as well as the various behind the scenes implementations of a full scale recycling program. Additionally, we were involved with cooking oil recycling and composting and the procurement of a green vehicles to be used for delivery and other jobs on campus. This initiative included full scale marketing, metrics and reporting as well as working with multiple groups on campus including both student and administration.

Similarly, in my role as a chef, I've managed large staffs of varying opinions and temperaments and often had to distill complex ideas into easy to understand and personally relatable action items. This environment has also allowed me to develop my skills as a mediator and serve as a liaison between disparate groups of employees. In this setting, "people skills" are a must and my experiences would certainly allow me to serve effectively on a committee.

Previous Service: Most recently, I was a co-chair of the Fundraising Committee for the PTA at Thomas Prince School in Princeton, MA. Working with the school administration, parents and community to identify fundraising goals, I helped plan, market and execute fundraising campaigns during multiple school years. Additionally, I were responsible for reviewing the short and long term fiscal goals of the PTA. We successfully raised in excess of \$25,000 each year which exceeded our budget goals by 10-15% annually.

I've served in various volunteer roles in youth sports (baseball & soccer) as both coach and administrator spanning multiple seasons in Auburn, MA and Charlotte, VT where we previously lived. I've also served in an advisory capacity for the Worcester Regional Environmental Council in their YOUTHGROW outreach program.

My wife and I are active supporters of the March of Dimes and Ronald McDonald House charities and have been involved with volunteer opportunities in MA and VT for both organizations in various capacities.

Employed By Town/School: No

Volunteer For Town/School: No

Flexible Schedule: Yes

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Debra Lane <debra.lane@capeelizabeth.org>

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## Application for Boards and Committees

1 message

Gwyneth Maguire

Tue, Jan 24, 2017 at 10:51 AM

To: debra.lane@capeelizabeth.org

Below is the result of your feedback form. It was submitted by  
Gwyneth Maguire ) on Tuesday, January 24, 2017 at 10:51:53

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Committee No. 1: Thomas Memorial Library Committee

Address: 6 Olde Colony Lane

Home phone:

unlisted: Yes

Occupation: Educator

Employer: MSAD#60

Why these boards?: I have been an active user of the library and have had an interest in the continued development and growth of my town library.

Skills/Talents: I have been involved in education for over 25 years. I work closely with the libraries (school and public) in my current position and have recently completed the Maine DOE requirements to become certified as a Library Media Specialist.

Previous Service: Cape Elizabeth Schools ~ Classroom, School and Library Volunteer  
October 1999 to 2014

Cape Elizabeth Athletic Boosters ~ Volunteer (Field Hockey, Football, Track, Baseball, Tennis) September 2006 to 2015

Employed By Town/School: No

Volunteer For Town/School: Yes

Town volunteer explanation: While my children were attending Cape Elizabeth Schools I volunteered in a variety of ways. I was an active member of the Pond Cove Parent's Association. I volunteered in classrooms and was work as the library book repair volunteer. I was a member of the Middle and High School Parents Associations. I also volunteered at these schools providing technology, desktop publishing and multi-media assistance for various projects.

Flexible Schedule: Yes

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# Gwyneth E. Maguire

6 Olde Colony Lane ❖ Cape Elizabeth, Maine 04107 ❖

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## Educational Background

**Boston College**

Master of Education in Educational Technology, Graduate School of Arts & Sciences, 1988  
Bachelor of Arts in Elementary Education, School of Education, 1987

**Central Washington University** Library Media Endorsement Graduate Program

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## Technology Experience

Extensive working experience with various digital devices (Android, Apple, Chrome and Windows) and associated hardware. Intimate knowledge of Adobe Creative Suite, Google Apps, Productivity Suites, Web tools, and Cloud based resources.

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## Professional Experience

**MSAD #60 Noble Middle School ~ Technology Integration Specialist**

*September 2013 to present*

Provided introduction and training for district Chromebook Project. Enhanced and expanded teacher use of Google Apps for Education through 1:1, small group, whole school and district wide training. Collaborated with technology department members and district staff to introduce and support technology through a variety of instructional methods. Provided training for teachers to modify instruction to use technology to enhance teaching and learning. Designed, constructed and implemented technology rich units, lesson and resources for teachers, staff and students. Collaborated with Literacy Integration Specialist to plan, design and deliver lessons to improve and increase literacy. Modeled and provided instruction in information literacy skills with librarians. Participated in the selection of appropriate technological resources to augment class content. Assessed technology skill levels of students, teachers and staff.

**MSAD #60 District School ~ Library Media Specialist Practicum**

*September 2016 to December*

Participated in daily activities of the Library Media Center. Assisted students in the use and selection of library materials and technologies. Planned, created and delivered collaborative lessons that fostered critical thinking and literacy skills. Ensured that students and staff were effective users and evaluators of information and digital resources. Prepare a lists of resources for teachers and students using the OPAC, as well as electronic and Internet resources. Executed engaging and challenging lessons, differentiated instruction and created unit lessons geared toward the new national common core standards. Provided a safe and effective learning environment, established and maintained an effective policy of discipline and library management.

**Cape Elizabeth School Department ~ Technology Integrator**

*September 2009 to 2013*

Applied current educational and instructional design methodologies to provide support, help modify instruction, enhance teaching and learning by advising and collaborating with teachers in the selection appropriate technological resources to augment class content. Created learning resources for teachers, staff and students (which included tutorials, interactive programs and web resources). Provided training and professional development to teachers and staff through workshops, seminars, and one-on-one sessions. Assisted students with creation of technology rich activities and projects. Assessed technology skills of teachers, staff and students.

**Moonlight Express ~ Technology Educator/Consultant & Digital Designer**

*January 1989 to present*

Provide technology training (one-on-one, small group, workshops and conferences) to clients by employing appropriate educational and instructional technology theories. Assist with creation, development and maintenance of eLearning resources and websites. Planned and produced brochures, calendars, flyers, newsletters, logos, graphics and resumes.

**Cape Elizabeth and South Portland Public Schools ~ Substitute Teacher**

*March 2008 to June 2009*

Implemented teacher lesson plans for academic activities in a self-contained class. Prepared materials and teaching aids for use in lessons. Provided safe and effective classroom environment, established and maintained an effective policy of discipline and classroom management.

**The Cape Courier ~ Technical Specialist & Advertising Team**

*May 2007 to March 2008*

Responsible for production tasks associated with the publication of biweekly newspaper. Provided technical support and training to staff for software applications, computer hardware and remote access. Oversaw and assisted with transition to In Design. Established data back-up and laptop maintenance programs. Overhauled remote access procedures. Responsible for file format conversions, special text formatting and creating digital files for website and pre-press production. Maintained digital files for archives. Assisted Advertising Manager with creating, editing and designing ads.

*Continued on back*

**Saint Bartholomew's Church ~ Faith Formation Assistant**

September 2004 to May 2007

Created auditory, tactile and visual aids to ensure student participation and enhance learning. Responsibilities included acting as director of the Family Catechists Faith Formation Group and the coordination and implementation of the sacramental preparation programs. Responsible for the purchase and preparation of materials for weekly faith formation classes. Maintained databases for faith formation students, sacramental records and church members. Provided technology training to staff.

**Computer Sciences Corporation ~ Brooks Air Force Base, San Antonio, Texas, Technical Writer/Graphics Specialist**

October 1991 to June 1992

Designed, edited and produced technical documentation for contract projects. Planned and produced training aids and materials. Redesigned, trained and converted the technical writing department from a VAX-based system to PC-based environment (desk-top publishing and graphics applications). Provided support to contract personnel for graphics and ADP applications. Conducted demonstrations and seminars. Qualified instructor in both podium and one-on-one environments. Created Quick Look-Up guides for project software products. Prepared, updated and produced briefings and briefing aids for project presentations, managers' meetings and the TQM program. Trained technical typist in the development and production of graphics for slides and various project needs (brochures, certificates, nameplates and signs).

**Analytical Systems Engineering Corporations ~ Brooks Air Force Base, San Antonio, Texas, Training Supervisor & Technical Writer**

July 1991 to October 1991

Designed, edited and produced technical documentation for contract projects. Planned, designed and developed training aids and materials. Provided support to government and contractor personnel for computer graphics and ADP applications. Conducted demonstrations and seminars for VAX based software. Trained students in small classroom and one-on-one environments, subjects included: maintenance, operation and use of software applications and related hardware. Produced graphics to be used for training, briefings and marketing. Provided post-training assistance to users and project personnel.

**Analytical Systems Engineering Corporations ~ Hanscom Air Force Base, Lexington, Massachusetts, Trainer & Computer Graphics Specialist** July 1989 to June 1991

Provided technical support to contract clients and department personal for computer graphics and ADP applications. Conducted demonstrations and seminars for VAX and PC based software. Responsible for the development of: documentation, including the design and development of training aids and materials, equipment setup and publicity/marketing materials. Trained clients in classroom setting, which involved: maintenance, operation and use of various software applications, solving specific client problems and suggesting additional training courses. Involved in the design and creation of department databases for inventory of student enrollment, hardware and software applications. Expanded training duties. Acted as training manager in supervisor's absence. Responsibilities included participation in: task manager's meeting, interviewing perspective employees, development of department reports, scheduling process and the implementation of department policies and standards. Updated training materials, evaluated and recommended new products, materials and training techniques

**Oscar F. Raymond Elementary School ~ Brockton, Massachusetts, Elementary Teacher**

August 1988 to June 1989

Directed all academic activities for an open pod class in an urban school setting. Responsible for planning, implementing and evaluating lessons in all subject areas. Assisted student to achieve optimum development of skills and knowledge through implementing developmental and age appropriate lesson plans. Created and implemented programs for specialized learning requirements. Developed and incorporated visual and auditory aids to enhance student participation/learning. Used graphics to present and display themes taught throughout the year. Performed student evaluation and remediation. Conducted classroom instruction using applicable professional principles, theories and techniques. Provided a safe and effective classroom environment. Established and maintained an effective policy of discipline and classroom management. Maintained student records and high level of communication with parents through conferences and newsletters. Attended in-service training workshops and staff meetings.

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**Volunteer Experience**

**Saint Bartholomew's Church ~ Web Master, Event/Publicity Materials, Religious Education Teacher, Soup Kitchen**

September 1999 to present

**Cape Elizabeth Schools ~ Classroom and School Volunteer**

October 1999 to 2014

**Cape Elizabeth Athletic Boosters ~ Volunteer (Field Hockey, Football, Track, Baseball, Tennis)**

September 2006 to 2015