

MEMORANDUM

TO: WCCOG EXECUTIVE COMMITTEE
FROM: Judy East
DATE: January 11, 2012
RE: Project and activity update (December, 2011 – early January, 2012)

COG news/ new contracts:

- Hired Jason Langley as WCCOG Planner/Community Development Specialist and Vivian Blatt as WCCOG Bookkeeper/Office Manager (part time) effective January 3, 2012
- Worked with consulting accountant Crystal Consalvi to apply for requisite filing numbers for WCCOG to hire staff directly; increased MMA membership to full associate level and obtained all application forms for enrollment of WCCOG employees in Maine Municipal Employees Health Trust (MMEHT); received all paperwork for enrollment of WCCOG employees in insurances, benefits programs and requisite tax filing
- Purchased Quickbooks software and reformatted former Exec Dir laptop for bookkeeper; purchased MacBook Pro and associated software for Planner/Community Development Specialist
- Received FY11 Municipal Dues from all towns except Northfield; FY12 municipal dues coming in from several towns; Municipal Dues letter going out in the next few weeks.
- Code Enforcement Officer Training and Certification: scheduled CEO tests for several tests for multiple towns

Municipal Contracts:

Milbridge Comp Plan Update – finalizing drafts of all chapters.

Whitneyville Comp Plan – found consistent by SPO; public hearing held; adopted

Lubec CDBG Admin – PF grant for athletic field; chose contractor; conducted pre-construction mtg with town and contractor; assisted town with CDBG program files for DECD review visit

Princeton CDBG Admin – Community Enterprise grant for Memorial Park; multiple drawdowns; assisted town with CDBG program files for DECD review visit (also prepared files for PI grant for water extension)

Eastport CDBG Admin – still waiting for engineer to prepare bid documents; strategizing on another PI grant for additional sewer improvement needs

Tides CMF Admin – Communities for Maine's Future funds to renovate Tides Institute and Holmes Twins buildings in Eastport; admin contract – assisted with bids

CDBG Technical Assistance:

Various business development grant technical assistance in Eastport, Indian Twp, and Machias. Attended/assisted in hosting Census workshop in Calais via Polycom link from Caribou (and Machias) for date in support of CDBG applications.

Regional Contracts/Activities:

Land Use and Regional Planning

- **HUD Sustainable Communities Regional Plan for Sustainable Development**; entire project on hold from WCCOG perspective;

- Invoices for \$20,386.83 not yet paid (representing expenses incurred since February, 2011);
- NMDC required computation of indirect cost calculation based on FY11 figures before past invoices would be paid – provided same on 12-21-11 but the method used admin expenses in the numerator and all program expenses in the denominator (including entire pass through of Brownfields expenses to GEI Consulting – over 60 % of our budget); the result was an indirect cost rate of 9.8%;
- the actual indirect overhead rate is 24.7% when the Brownfields pass through is not included.
- Sent e-mail Jan 5, 2012 to NMDC saying that it would be fiscally irresponsible to sign a contract for 3 years in which the WCCOG lost money for every hour we spend on the contract; requested that the WCCOG billing rate allow for a 24.7% indirect cost allocation (to cover our real costs) or WCCOG would no longer participate in the HUD Sustainable Communities Regional Planning project; NMDC verbally agreed to this change today (1-10-12)
- Continued work with GIS students on HUD projects (incurred expenses of \$4060);
- worked with web site development consultant on Maine Community Foundation-funded support for the HUD project web site
- **Washington County: One Community and St Croix Valley Healthy Communities** – continue to serve on joint Board
- **Decentralized wastewater project** – extension provided until June 30, 2012
- **Regional Shellfish Management** – seeking additional funds to assist with implementation of joint Perry-Pembroke ordinance.
- **County-wide parcel map digitizing** – UMM GIS Service Center has completed county wide parcel layer; used data in Community Viz application for Milbridge Comp Plan; will be used to assist towns in setting up their own access their own property maps and other layers with only a broadband connection
- **LURC Review Study Committee** – completed attendance/contribution to Commission on Reform of the Governance of Land Use Planning in the Unorganized Territory; assisted with drafting procedural, legislative and structural reforms with members of the Commission.

Economic Development

USEPA Brownfields Assessment grant:

- Consultant submitted to USEPA (draft and then) Final Site Specific Quality Assurance Project Plan (SSQAPP) for Machias Dry Cleaners site
- Consultant submitted Voluntary Response Action Plan (VRAP) application and supporting soil management plan to DEP on Consea property in Eastport
- Consultant submitted (and USEPA approved) Site Assessment eligibility form to USEPA for 58 Old Country Road in Pembroke (former Maine DOT sand Salt shed lot) to allow WCCOG to prepare Phase I Site Assessment

Transportation

- Worked with MaineDOT on contract to prepare Bold Coast Scenic Byway Corridor Management Plan (\$100,000); provided all background materials to new Planner; Jason developing work plan for entire project; introducing Jason to stakeholders

Solid Waste Management grant

- Submitted final report to USDA to close out Solid Waste Management Grant
- Submitted proposed FY12 Solid Waste Management Grant for funding that would start in October, 2012; to include funds for scope of work to include:
 - Develop systems and methods that will make trash separation more convenient and attractive for rural residents and businesses, including public education and outreach, improvements to existing local and regional collection programs, and identification of funding to establish permanent collection facilities for HHW, UW, and recyclable materials;
 - Create a pilot program for setting up a network of local drop-off centers for residential recyclables, with the potential to increase recycling rates from remote areas of the county without a corresponding increase in vehicle miles traveled to regional recycling centers; and
 - Help municipal officials build political support and momentum for Pay as You Throw (PAYT) systems in communities that currently do not have a PAYT program.

Marion Transfer Station Feasibility Grant

- CES presented final site plan and opinion of probable cost to Marion Transfer Station Board for regional recycling facility at the Marion Transfer Station;
- Reviewed Final Feasibility Report (prepared by Consultant Sandi Duchesne) to be presented to MTS Board on evening of Jan 10