

MEMORANDUM

TO: WCCOG EXECUTIVE COMMITTEE
FROM: Judy East
DATE: December 2, 2011
RE: Project and activity update (August, 2011 – November, 2011)

COG news/ new contracts:

- Reviewed admin contract between WCCOG and SCEC for administrative allocation method/amount with their accountant – mutually agreed that, while the operating arrangement functions well, it transfers liability to SCEC through the employment of WCCOG staff by SCEC but WCCOG signs the contracts. This puts SCEC in a vulnerable position with respect to liability and their audit. We mutually agreed to separate from SCEC effective Jan 1, 2012. Working with contract accountant on establishment of payroll tax accounts with the state; will also prepare new hire reporting forms with the feds and state and transfer of all benefit packages from SCEC to WCCOG (majority are through MMA).
- Posted job advertisement for part time bookkeeper; deadline of Dec 16; contract accountant will prepare Quickbooks for transfer to WCCOG and train the new bookkeeper
- Report out from study committee to disband SPO recommends retaining funding for Regional Councils in budget; final decision is pending each years budget allocation
- State contract for FY12 with DECD signed **\$45,000**
- Received FY11 **Municipal Dues** from all towns except Northfield
- Code Enforcement Officer Training and Certification: provided multiple training opportunities information notices to all towns
- NEW contract – Tides Institute CMF Admin (**\$2000**)
- Received 14 applicants for Planner/Community Development Specialist position; interviewed 5; offered to first 2 (both declined) final decision pending on 2nd tier of 3 interview candidates

Municipal Contracts:

Machiasport Comprehensive Plan Update – adoption pending coordination with Shoreland Zoning ordinance at town's choice

Milbridge Comp Plan Update – completed first drafts of all chapters; conducted visioning meeting using GIS student's assistance with Community Viz alternatives futures scenarios.

Whitneyville Comp Plan – found consistent by SPO; preparing for public hearing

Cherryfield CDBG Admin –work completed; need to prepare final close out

Addison CDBG Admin – closed out

Lubec CDBG Admin – PF grant for athletic field; chose contractor; pre-construction mtg held by town and engineer; need to hold another pre-con mtg to finalize CDBG paperwork

Princeton CDBG Admin – chose contractor; held pre-construction mtg; work proceeding; conducted wage reviews; 3 drawdowns to date

Eastport CDBG Admin – waiting for engineer to prepare bid documents

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, **Columbia Falls, Baileyville, Cherryfield, Princeton, Machias, Eastport, Indian Township, Calais, Milbridge, Trescott, and Lubec**

Completed display materials of recent projects for Annual General Meeting

Arranged for Polycom link from Bangor to Machias for local access to application workshop

Regional Contracts/Activities:

Land Use and Regional Planning

- **HUD Sustainable Communities Regional Plan for Sustainable Development;** First consortium meeting; presented project at Annual General Meeting; monthly HUD conf calls; attended convening for all grantees in Washington DC to obtain expert and peer training; first 2 meetings with web designer and work team; met with UMM GIS Service Center Director and her advanced GIS students to structure projects that will serve scenario planning and climate change impact analyses
- **Washington County: One Community and St Croix Valley Healthy Communities** – continue to serve on joint Board
- **Decentralized wastewater project** – delayed due to lack of staff; seeking another extension
- **Regional Shellfish Management** – final meeting with municipal officials in Perry, Pembroke, Maine Sea Grant staff Sherm Hoyt and DMR Biologist Denis Nault to prepare for implementation of regional ordinance and public outreach to harvesters.
- **County-wide parcel map digitizing** – UMM GIS Service Center finalizing county wide layer; used data in Community Viz application for Milbridge Comp Plan;
- **LURC Review Study Committee** – attended 4 out of 6 meetings of 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:

- Presented workshop and walking tour “Brownfields Redevelopment and the Working Landscape” at NNECAPA (Northern New England Chapter of American Planning Association) in Burlington, VT September 8-9, 2011

Prepared FY12 funding application for additional assessment funds; summary of activities in grant to date:

- Todd Coffin provided an update on the status of site assessments. A link to the presentation by Todd Coffin from GEI Consultants is provided below and on the WCCOG Brownfields website and a summary follows: <http://prezi.com/7421faxl2jie/wccog-brownfields-update/>

Completed to date:

- **10 Phase I Site Assessments**
- **6 Phase II Site Assessments**

Status of properties:

- **Machias Laundry Phase I and II-** Vapor monitoring will be scheduled for the soils surrounding the site including the museum on the adjacent lot; pending EPA review of work plan. The results of soil monitoring will be used to determine whether non-invasive vapor monitoring may be required in the basement of the museum.
- **Schoppee Garage Phase I and II** – Phase II completed with draft report pending.

- **Bridges in Calais Phase I and II**– A relatively small amount of work remains to be evaluated residual PCBs in an office area; the site was just listed for sale.
- **Antone’s Triangle Phase I and II**– ME DEP has completed the VRAP letter and the property has reportedly been sold to a local logger.
- **15 Sea Street Phase I and II** – Phase I and II site assessments are complete. ME DEP has prepared a draft of the VRAP closure letter. The site presently is in need of funding to progress to the next step.
- **Consea Phase I and II** – City of Eastport has completed the sale of the property to David Pottle. The lobster holding tank is proposed to have circulation and a chiller to facilitate the storage of lobsters for as long as it takes for the transition from soft shell to hard shell. The facility will increase the capacity for holding lobsters in the geographic region by 100 fold.
- **Harrington Community Center** – The Phase I is complete and the Phase II is on hold pending additional Brownfields funding.
- **Moose Island Marine Phase I** - The Phase I is complete and the Phase II is on hold pending additional Brownfields funding.
- **Boat School Phase I** – The property is presently under contract with a partner of ORPC for fabrication of tidal power units. Following sale, a portion of the site will be deeded to Friends of the Boat School.
- **O’Neals Garage Phase I** – The Phase I is complete and the Phase II is on hold pending additional Brownfields funding. The property is for sale.

Transportation

- MaineDOT provided notice that they have secured the \$20,000 match (\$10,000 from MDOT; \$10,000 from DECD) to the \$80,000 of federal funding for the Bold Coast Scenic Byway Corridor Management
- Seeking participants for Scenic Byway Corridor Advisory Committee – at least 9 individuals interested to date.

Solid Waste Management grant

- Chose CES as engineering consultant to prepare site plan and opinion of probable cost for Site Plan of regional recycling facility at the Marion Transfer Station; work proceeding
 - Sandi Duchesne conducted multiple outreach efforts to schools and businesses to increase recycling opportunities; purchased and distributed 100 blue recycling bins as an incentive to increase recycling at schools, businesses and agencies county-wide
 - Extended grant for 90 days (to Dec 31, 2011); preparing for grant close out
- Marion Transfer Station Feasibility Grant – draft site plan and feasibility analysis for regional transfer station presented to transfer station board; consultant finalizing site plan for presentation to board Dec 13th

Examining USDA Solid Waste Management grant application materials for grant request – due mid December, 2011