

# WASHINGTON COUNTY COUNCIL OF GOVERNMENTS

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Helping Washington County  
Communities Plan for Tomorrow

Judy East  
Executive Director

## MINUTES: Annual General Meeting Chandler River Lodge

**Date:** Monday October 17, 2011 5:30 – 8PM  
**Present:** Betsy Fitzgerald, Bruce Molleur, Dick Fickett, Dale and Dorothea Crowley, Mary Alice Look, Gail Wahl, John Cook, Skip Carter, Chris Loughlin, Karen Raye, Jennifer Peters, Ken Daye, Foster Carlow Jr., Al May, Mike Eisensmith, Sandi Duchesne, Judy East

1. After dinner Betsy called the meeting to order and asked for a motion to approve the Minutes from the August 31, 2011 Executive Committee Meeting (distributed after the last meeting). Betsy asked if there were any corrections and it was moved, seconded, and unanimously

**APPROVED:** to accept the August 31, 2011 minutes as written.

2. **FY12 Proposed Work Plan and Budget:** Judy noted that the budget assumes a full time Planner/Community Development Specialist and that the job announcement closes Oct 24<sup>th</sup>. To date we have received 6 applications. The budget is balanced and we need to hire the full time person soon. Skip Carter asked why the ballots had a space for the name of the person voting and that this meant it was not anonymous. Judy agreed and said they were in the format that the WCCOG was using before she arrived and that they could and would be changed to be anonymous going forward.

3. **Election of Officers:** Ballots also included the proposed slate of officers:

For President: Betsy Fitzgerald  
For Vice President: Dale Crowley  
For Treasurer: Gail Wahl

Ballots for the FY12 Proposed Workplan, Budget, Bylaw amendments and election of officers were then filled out and tallied. **All proposals passed unanimously and the slate of Officers on the Executive Committee remains the same as follows:**

President: Betsy Fitzgerald, Washington County  
Vice President: Dale Crowley, Addison  
Treasurer: Gail Wahl, Calais

4. **Administrative Allocation:** Judy then referred those assembled to pages 10 and 11 of the Annual Report and Proposed Work Plan that was forwarded to all members in advance of the meeting. Pages 10 and 11 describe the need for resolutions on the administrative allocation for FY11 and FY12 as well as the examination of the option of obtaining in-house bookkeeping services and WCCOG-specific accounting advice.

In summary the HUD funding source requires NMDC (as lead agent for the Sustainable Communities Regional Planning funds) to have a Board-approved administrative allocation rate and, correspondingly, for all sub-applicants to have a Board-approved administrative allocation rate.

For FY11 this rate was 40% (20% of staff and fringe, less health insurance, paid to SCEC + WCCOG direct office expenses and overhead associated with administration, training and member services).

For FY12 this rate will increase to 43% due to the proposed increase in the SCEC administrative allocation to 24% and the inclusion of health insurance in that calculation. This change by SCEC also increases the WCCOG billing rate by 4%. Note that the increase by SCEC to 24% may change (up or down) based on an evaluation of the SCEC administrative allocation that is taking place in the coming weeks.

As noted in the Annual Report, staff and the current WCCOG President believe it is fiscally prudent to examine how to reduce WCCOG administrative costs and resulting billing rates. We have therefore initiated research to reduce our total administrative costs (SCEC admin allocation + office expenses and overhead of Calais

WCCOG office) by examining the cost of WCCOG hiring its own in-house bookkeeper and obtaining the advice of its own accountant. The WCCOG also needs information from SCEC about how their administrative allocation is calculated in order to decide on continuing in the current structure or changing to in-house bookkeeping services.

The following four motions resulted from this discussion:

It was moved, seconded, and **APPROVED:** (with 2 abstentions) in each case:

- To approve the WCCOG administrative allocation rate at 40% for Fiscal Year 2011.
- To approve the WCCOG administrative allocation rate at 43% for Fiscal Year 2012.
- To direct the Executive Leadership and staff to obtain the rationale behind the 24% administrative allocation rate from SCEC, that is part of the WCCOG administrative allocation rate, as soon as possible
- To direct the Executive Leadership and staff to explore the costs and administrative requirements associated with obtaining the services of an in-house, part-time bookkeeper and the services of our own accountant with a report to the Executive Committee at its next meeting.

**5. Next meeting of the Executive Committee is proposed for November 30, 2011**

6. **Program – Mike Eisensmith, Economic Development Director of Northern Maine Development Commission** provided a presentation on the newly created Aroostook Washington Economic Development District. This included the definition of an Economic Development District, why it changed, what this means in terms of new relationships, the CEDS (Community Economic Development Strategy) process and an overview of the Mobilize Maine initiative. Mike provided several examples of CEDS plans prepared by NMDC in the past few years. He also provided a review article on Mobilize Maine: Asset-Based Regional Economic Development, prepared in Sept, 2011 by the National Association of Development Organizations.

Judy then described the status of the Bold Coast Scenic Byway and its relationship to economic development and the need for a Corridor Advisory Committee. Several community members have already indicated an interest in joining the committee. One is Al May, the District Public Health Coordinator for Hancock and Washington counties. Al lives in Trescott and was in attendance.

Al has expressed an interest in joining the WCCOG Board as an active member. Judy noted that the Bylaws allow for membership of “local development groups” and this included the Sunrise County Economic Council. She suggested that the Bylaws be changed to allow membership of “local community development groups” so that Al May, as the District Public Health Coordinator could be a member. Judy will examine the precise language of the Bylaws to see if this change is possible.

Please note – that actual language regarding membership is as follows:

Eligibility for membership in WCCOG shall be open to the County of Washington, Unorganized Territories within Washington County as represented, and to any municipality within Washington County subject to dues payment. The elected officials of each member community of WCCOG shall annually appoint two representatives to the General Assembly. The government officers of each member shall annually appoint two representatives to the General Assembly. At least one half (1/2) of the representatives from each member government and county government shall be elected officials of that government. In addition, the Sunrise Economic Council shall be granted one (1) representative non-voting seat on the WCCOG Executive Committee.

It appears therefore that the non-voting representation of SCEC is unique. Another alternative discussed at the meeting was for Al to replace Rick Tanney as the member from Trescott. Given the actual language in the

Bylaws staff suggests that we reconsider this approach and discuss the issue at the Executive Committee meeting on November 30.

Two comments concerning the Bold Coast Scenic Byway were also made.

Bruce Molleur noted that the signs are in the wrong place in East Machias. Judy will document this and provide alternative and appropriate locations to Maine DOT.

Dale Crowley also noted that Route 187 needs some serious repair in certain locations. Judy noted that Scenic Byway designation is not a guarantee of additional funds for road reconstruction but that it raises the profile of the road and can help in the priority setting process. Sandi Duchesne added that during the CEDS process, when infrastructure improvements are listed and prioritized for funding through EDA (federal Economic Development Agency), the Byway designation can help increase the likelihood that improvements get made and/or that the 6-year plan will include specific improvements that support the Byway.

Judy distributed the Work Plan Abstract and the Work Plan Narrative for the Washington Aroostook Regional Plan for Sustainable Development and brought everyone's attention to the several regional committees that will be formed in the coming months to tackle the various program areas. A web site, funded by an anonymous donor to the Maine Community Foundation, is being developed to help with community outreach for this project.

Finally Judy distributed a Coastal Stakeholder Survey. This survey is required by the Coastal Program at SPO (as they are in turn required by the federal source of the funds: the Coastal Zone Management Act) as an outreach tool to municipal officials. The results will be used to prioritize the kinds of technical assistance that the WCCOG will provide to towns in the second half of FY12. Judy will be posting the survey on-line and following up with municipal officials to get it filled out.

## **7. Meeting adjourned at 7:45 PM.**

Respectfully submitted  
Judy East