

WASHINGTON COUNTY COUNCIL OF GOVERNMENTS

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(207) 454-0465 * (888) 287-3006 * FAX: (207) 454-2568

Helping Washington County
Communities Plan for Tomorrow

Judy East
Executive Director

MINUTES: Executive Committee Meeting

Date: Monday March 30, 2009 6-8PM

Present: Dick Fickett, Bruce Molleur, Betsy Fitzgerald, Linda Pagels-Wentworth, Roger Holst, Gail Wahl, Dale Crowley, Dorothea Crowley, Jeremy Gabrielson, Judy East, Steve Sloan (Bangor Hydro)

1. Dick called the meeting to order and introductions were made.
2. Minutes from the December 12, 2008 Executive Committee Meeting were distributed after the last meeting. Dick asked if there were any corrections and it was moved, seconded, and unanimously

APPROVED: to accept the minutes as written.

3. PRESENTATION - **Bangor Hydro's Downeast Reliability Project - Steve Sloan**

Presentation by Steve Sloan was very informative. I will mail a copy of his handout to those who do not have e-mail. For those who do receive this by e-mail, please contact the office if you would like copies (I have about 40 of them).

4. Shoreland Zoning Maps – draft maps were available for Perry and Charlotte. Judy went over the information on them and the anticipated timeframe for delivery to towns. Anticipate having maps by later this week for highest priority communities and within a month for the remainder. Judy will enclose a memoranda with the map to each town explaining what the map contains in digital format, what is not available in digital format and what the town needs to add to reconcile existing map information (from the DEP issued maps of the 1990s) with the new digital information . All maps will be printed at 1"=2000' as required by DEP and to allow direct tracing of old non-digital information onto the new maps.
5. Administration – Reviewed balance sheet, profit and loss statements dated March 27, 2009 that reflect activity to the end of February, 2009. Judy noted that negative net income of 4,047.97 reflects the fact that a quarterly invoice to SPO (Jan-Mar) is not in the books yet staff time has been charged to those accounts. We will be invoicing SPO in 2 days and net income will be in the positive range again. With 2 full-time and one contractual staff our cash flow swings are greater than in the past. We drew on the line of credit in early March and paid it back later in the month (incurred interest charges of \$5.78 to be paid today). Our CD deposited in 2004 at a time of surplus has grown from \$10,000.00 to \$11,474.19. The CD renewed automatically in February at an interest rate of 1.24%. Charges on our line of credit are 4.25%. While we have earned a good rate of interest on the CD in the past, interest rates have dropped substantially and we need to have more funds in the checking account to buffer cash flow swings without drawing on the line of credit. Judy found out that the penalty for early withdrawal on the CD is 3 months interest on the entire amount which would be approximately \$16. It was moved and seconded to take this penalty and transfer \$5000 from the CD into the checking account. After discussion the motion was withdrawn and it was moved, seconded, and unanimously

APPROVED: to pay the early withdrawal penalty and transfer the entire CD into the WCCOG checking account.

It was also moved, seconded, and unanimously

APPROVED: to approve the financial statements as provided and reviewed.

6. Project status updates (summary hand-outs provided and attached to the end of these minutes).

Announcements and up coming activities:

Dick asked if anyone had any announcements:

- Bruce Molleur noted that East Machias will be hosting Stephenie McGarvey of DEP to provide her Shoreland Zoning presentation. This will be the same as the 3 provided in Milbridge and Calais in January and in Columbia Falls in February. Judy will send an e-mail to everyone to announce the meeting specifics (East Machias Town Office April 14, 6-8PM)
- Bruce also announced that Axiom Technologies will be using a recent Connect ME grant and other funds to increase wireless internet service coverage and the Town of East Machias has granted them access to town owned land above the East Machias Fire House for a new tower.
- Dale Crowley indicated an interest in volunteering for the Scenic View Assessment training and field work. Judy will send a reminder to all towns to go to the survey monkey site www.surveymonkey.com/scenic (this link takes you right there) to provide sites of particular scenic value – that will then be evaluated in the inventory over the next several months.
- Several towns indicated an interest in hearing more about funds that are available for increasing energy efficiency in town office buildings. Judy will contact John Sheehan at USDA in Bangor to have him provide a presentation on the Rural Energy for America Program.

7. The next several meetings were scheduled as follows:

Monday **June 1st 2009** 6-8PM Alexander (to be confirmed))

NOTE - Monday June 29th, 2009 is RESCHEDULED: to the one on June 1 and Aug 31

Monday **August 31st, 2009** 6-8PM Addison (and a picnic...so maybe a 3-6? Picnic meeting)

Annual General Meeting

Thursday **October 8, 2009** 6-8PM Machias, Bluebird Restaurant

Remember that a dollar spent in local businesses circulates several times in our local economy!

Respectfully submitted (Activity Update follows)
Judy East

MEMORANDUM

TO: WCCOG EXECUTIVE COMMITTEE
FROM: Judy East
DATE: December 17, 2009
RE: Project and activity update

COG news/ new contracts:

- Municipal Dues: FY09 dues coming in strong
- Negotiated and signed new contract with SPO to work with Hancock County Planning Commission and UMM GIS lab to prepare a Scenic Inventory and Assessment for both counties (\$28,598.00); will be sub-contracting with Misha and Inez at GIS lab to get work done in their timeframe (Spring-summer '09)
- Extended sub-contract contract with Misha Mytar a second time to assist with Scenic Assessment in Washington and Hancock counties (\$10,000 added to sub-contract)
- Hosted 2 Shoreland zoning workshops (Milbridge, Calais); finalizing GIS model to assist all towns with mapping to meet new rules
- Working with Cutler on Shoreland Zoning update; have subcontracted with UMM GIS to digitize parcel maps (\$7,500.00)
- At request of SPO, continue to provide testing site for Code Enforcement Officers to take tests even though
- Responded to numerous technical assistance inquiries for local ordinances
- Assisted city of Calais with 3 grant application requests for help with Bicentennial celebration (none successful)

Municipal Contracts:

Beddington – prepared/attended public hearing on town wide and shoreland zoning ordinance; completed zoning district and parcel map digitizing; adoption pending April 4/09

Jonesboro Comprehensive Plan – prepared/delivered Comprehensive Plan from final printing.

Jonesport Comprehensive Plan – Town reconsidering local adoption; forwarded digital copies

Machiasport – Completed Maritime Handbook; adoption pending; finalizing Harbor Plan for adoption.

Machiasport Comprehensive Plan Update – Completed survey and natural resources; reviewing housing

Harrington Comprehensive Plan – Completed and adopted.

Perry and Pembroke joint Comprehensive Plan Update –Finalizing land use chapter.

Cooper Comprehensive Plan – Completed survey and natural resources; reviewing housing

Lubec Comprehensive Plan Update - visioning session re-scheduled for June; drafting housing and transportation.

CDBG Technical Assistance:

Machiasport – assistance with PF grant for Liberty Hall (**successful**)

Cherryfield – working on grant to construct sidewalks (also researching MDOT sources)

Beals –scoping public facilities opportunity for sand salt shed (**not submitted**)

Harrington – assistance with PF letter of intent and CDBG application (**not submitted**)

Milbridge – reviewed PI and HA letters of intent; reviewed PI CDBG application (**decision pending**)

Indian Township – assistance with PF letter of intent and grant application (**decision pending**)

Roque Bluffs/Jonesboro - assistance with PF letter of intent and CDBG application (**successful**)
East Machias – obtained Riverfront Community Development Bond grant (**successful**)
Various business development grant technical assistance through staff support to SCEC in **East Machias, Cutler, Steuben, Indian Township, Eastport, Marion, Machias**

Regional Contracts/Activities:

- Tourism infrastructure projects – continue to participate on Vacationland Resources Committee; resigned as co-chair as SPO funds are insufficient to cover the staff time it demands
- Accepted invitation to join St. Croix Valley Healthy Communities Coalition
- Washington County: One Community – organized Hall of Flags event Feb 26 – well attended/received by legislators; printed/distributed in all weekly newspapers insert on activities; submitted request to MDOT to commit resources to improve mapping and promotion of transit routes in Washington County and an inventory of park and ride lots.
- Downeast Regional Airport – consultant completing environmental assessment on Marshfield site.
- Washington County Emergency Management.
 - Successfully obtained a Shelter and Recovery grant from Homeland Security (\$40,000.00) for the City of Calais to purchase emergency generation equipment for the newly designated regional shelter at WCCC;
 - Continuing assistance to towns on NIMS CAST reporting and public meetings to discuss NIMS requirements (15-16 towns now compliant)
 - Working with region schools on emergency plans including NIMS compliance
 - All hazard Appendices of Emergency Operations Plan presented to and adopted by County Commissioners
 - Reviewed viability of alternative software for EMA directory; populating database; consulting with other counties on their database methods.
 - Assisting Downeast EMS with transition to regional service in absence of Calais as member
 - School Emergency Planning- Continuing to track down emergency plans for County EMA/RCC files; Participated in school violence workshop in Machias hosted by EMA on March 25th. Over 150 participants were from area schools; Beginning follow-up work with individual schools. Jeremy has scheduled a meeting with SAD 37 for Wednesday.
 - Emergency Resources Directory - Most resource information has been collected and organized in excel spreadsheets; have connected with Kennebec County EMA officials and am waiting for a copy of their database;
- Downeast Coastal Multi-Modal Corridor Plan – refining driving forces, alternative futures scenarios and policy alternatives based on public meeting in late October
- Still waiting on Brownfields Assessment grant request to EPA (\$200,000.00 for Petroleum; \$200,000.00 for Hazardous Materials Assessment)
- Submitted USDA Rural Solid Waste grant in cooperation with Hancock County Planning Commission to support expanded recycling programs and development of a permanent household hazardous waste collection facility (\$20,000.00 – decision pending)
- Bike Ped Assessments proceeding in Lubec, Calais, Milbridge and Machias with photo inventories, on-line surveys, GIS mapping, meetings with local officials and establishing local committees.
- Started Scenic Assessment Inventory – established purpose, web site presence, timeline, training days, intern and volunteer job descriptions; posted job announcements, press release on study; extensive outreach to volunteers in communities and on regional conservation association boards, committees, land trust etc.