

# WASHINGTON COUNTY COUNCIL OF GOVERNMENTS

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Helping Washington County  
Communities Plan for Tomorrow

Judy East  
Executive Director

## **MINUTES: Executive Committee Meeting Calais City Building, Calais**

**Date:** Tuesday January 10, 2012 noon – 2:00PM

**Present:** Betsy Fitzgerald, Bruce Molleur, Roger Holst, Gail Wahl, Karen Raye, Milan Jamieson, Linda Pagels-Wentworth, Jennifer Peters, Ken Daye, Judy East, Jason Langley, Vivian Blatt

1. Betsy opened the meeting, introductions were made, no agenda adjustments were made and a lunch count was determined.
2. Minutes from the November 30, 2011 Executive Committee Meeting were distributed after the last meeting. Betsy asked if there were any corrections and it was moved, seconded, and unanimously **APPROVED:** to accept the November 30, 2011 minutes as written.
3. Required Resolution for Indirect Cost Allocation– Judy described the requirement by NMDC for WCCOG to adopt an indirect cost allocation according to the format provided by NMDC (and distributed at the meeting). NMDC is requiring computation of our indirect cost calculation based on FY11 figures before past invoices (\$20,386.83) on the HUD-funded regional planning project will be paid. This was provided to NMDC 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 HUD contract; requested that the WCCOG billing rate allow for a 24.7% indirect cost allocation (to cover our real costs). NMDC verbally agreed to the exclusion of the Brownfields pass through funds. Judy revised the indirect cost allocation spreadsheet to reflect this exclusion; however Judy recommends that the spreadsheet be reviewed by our consulting accountant before sending the final version to NMDC. Based on this discussion it was moved, seconded and unanimously

**APPROVED:** that the Executive Director be authorized to sign the Indirect Cost Proposal pending final review of the calculation, that excludes the pass through amounts, by our consulting accountant to ensure the final indirect rate is accurate.

#### 4. Administration

Institutional memory around the table confirmed that the WCCOG was last an independent organization (under its former name of the Washington County Regional Planning Commission) in 1997-98. Since that time the WCCOG has had administrative support from the Eastern Maine Development Corporation and then the Sunrise County Economic Council. Effective January 1, 2012 the WCCOG is an independent entity. The WCCOG approved the hiring of an Executive Director, a Planner/Community Development Specialist and Bookkeeper at the November 30, 2011 Executive Committee meeting and now adopts the following resolutions concerning employee benefits and policies:

Concerning joining the Maine Municipal Employees Health Trust it was moved, seconded and

**APPROVED:** to adopt the resolution provided by MMEHT as written, and to authorize the Executive Director to sign all related and required documents, to wit,

BE IT RESOLVED by the Executive Committee of the Washington County Council of Governments as follows:

That the Washington County Council of Governments join with other participating municipal and quasi-municipal employers in a Multiple Employer Welfare Arrangement for the provision of employee health benefits, as authorized by 24-A M.R.S.A. § 6601 et seq., said Arrangement to be known as the “Maine Municipal Employees Health Trust” (Health Trust); and for that purpose and in consideration of the mutual covenants and agreements among the participating employers, to authorize the Executive Director to enter into a Participation Agreement on behalf of the Washington County Council of Governments and take whatever other actions may be necessary. The authority granted herein shall remain until revoked.

Concerning other insurance requirements it was moved, seconded and

**APPROVED:** to

1. Add hired and non-owned auto coverage to our existing liability policy (covering the office location) at an annual expense of \$62/person or \$124/year. (Note that this coverage starts immediately but does not add charges to the current policy until the renewal date of April, 2012).
2. Purchase Workers Compensation Insurance through MEMIC as quoted by Larry Saunders at FA Peabody with quarterly payments, the first of which (for \$287.00) is due immediately.
3. Purchase Directors and Officers insurance as quoted by Larry Saunders of FA Peabody for \$2025/year but not until cash flow allows us to do so, i.e., when payments are received from NMDC.

Concerning enrollment in the flexible spending plan benefit provided by Benefit Strategies Inc. it was moved, seconded and

**APPROVED:** to allow employees to designate the maximum allowable elections to the Flexible Spending and the Dependent Care accounts with the addition of the motion following concerning the Personnel Manual

Concerning the WCCOG Personnel Manual it was moved, seconded and

**APPROVED:** to revise the Personnel Manual to indicate that at the time of resignation any amount owed by the employer to Benefit Strategies for the employee’s flexible spending or dependent care accounts will be paid by the employee using final payroll or outstanding paid time owed to the employee.

Concerning Retirement Benefits it was moved, seconded and

**APPROVED:** to:

1. Continue the same retirement benefit as was in place with SCEC and match an employees contribution to a SIMPLE IRA plan up to a maximum of 3% of an employees salary, and
2. Before the end of January, 2012 establish a SIMPLE IRA with Northwestern Mutual in Machias. (Note that Betsy Fitzgerald abstained from voting on this measure).

Concerning the draft WCCOG Personnel Policy presented at the meeting, the Executive Committee noted that the following changes should be made to reflect the resolutions passed above:

1. Include the Flexible Spending Plan and Retirement plan in the Benefits section;

2. Include the payment back to the WCCOG for Flexible Spending amounts that are outstanding by employees who resign during the plan year.  
Judy will make these changes and distribute the Manual to all employees.

**Financial Reports**

Financial statements for the first quarter of FY12 were distributed including balance sheet, profit and loss statement, open invoices, and accounts payable. It was moved, seconded, and unanimously **APPROVED:** to accept the financial reports as presented and to reimburse Judy for personal credit card payments to purchase the new MacBook Pro (and associated software) for Jason and peripherals for Vivian.

5. Washington County Leadership Institute – request for sponsorship (\$850) was tabled at Nov 30, 2011 meeting due to uncertainty of pending changes; Judy noted that once we receive payment from NMDC we are in a position to afford a full sponsorship. Jennifer noted that we could delay payment until we had positive cash flow. SCEC had asked if Jason would also attend the WCLI. Judy noted that the training budget for Jason is being taxed to the maximum in skills development for the Planer/Community Development needs and recommended against his enrollment in WCLI. It was moved, seconded, and unanimously **APPROVED:** to sponsor the WCLI for one day at a cost of \$850 with payment once cash flow is positive and to decide later on whether Jason should attend next year.
6. Project and Activity Update  
Judy reviewed the Project and Activity Update and noted a few highlights: CDBG activity is heating up significantly; a new USDA Solid Waste Management grant for \$32,469 was submitted in December with matching funds to come from the Unorganized Territories (\$10,000) and the DECD Technical Assistance contract (\$3000).
7. Municipal Dues letters – some FY12 dues coming in already; dues letters for FY12 going out this month.

**Next meeting was scheduled for February 29 at 6PM to be in Machias at the Bluebird Ranch Restaurant.**

Respectfully submitted (Activity Update posted separately)

Judy East

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Betsy Fitzgerald, WCCOG President

Before me this \_\_\_ day of January 2012 at \_\_\_\_\_, ME attested that this is a true reporting of the minutes of the Executive Committee of the Washington County Council of Governments.

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Notary Public