

WASHINGTON COUNTY COUNCIL OF GOVERNMENTS

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Helping Washington County
Communities Plan for Tomorrow

Judy East
Executive Director

MINUTES: Executive Committee Meeting Roque Bluffs State Park

Date: Wednesday August 31, 2011 noon – 2PM

Present: Lewis Pinkham, Betsy Fitzgerald, Bruce Molleur, Dick Fickett, Dale and Dorothea Crowley, Roger Holst, Sandi Duchesne, Judy East

1. Betsy called the meeting to order, introductions were made around the table and there were no agenda adjustments.
2. Minutes from the June 2, 2011 Executive Committee Meeting were distributed after the last meeting. Besty asked if there were any corrections and it was moved, seconded, and unanimously

APPROVED: to accept the June 2, 2011 minutes as written.

3. Administration –

- **FY12 projected budget**

Judy did not have time to prepare a revised budget for 2012 given vacation time and the very recent news of \$7000 from ME Community Foundation (received in August, 2011 for regional plan web site) and the notice of \$100,000 from Federal Highways (not yet received for Corridor Management Plan for Bold Coast Scenic Byway). Implications of these funds include the need to hire a planner; timing is likely the new federal fiscal year which coincides with the WCCOG FY. Discussed alternatives: hiring a consultant for the corridor plan (recommended by Fred Michaud) or using the funds to hire full time staff. Given need for additional staff to spread the load of tasks and geography from the Executive Director's shoulders it was agreed that we should hire a full time planner. It was moved, seconded, and unanimously

APPROVED: to initiate the process to hire a full time planner to assist with multiple workload demands including the Bold Coast Byway Corridor Management Plan.

- **Financial Reports**

Judy has worked with our bookkeeper Carlene to clean up some aging accounts receivable that will not be collected. Judy explained that these included 3 invoices totaling \$760.45 that reach back to early 2010 (DART \$13; Beddington \$278.50; Cutler \$468.95). There were delays in delivery of mapping products on those projects associated with staff issues at the GIS lab at UMM at the time and Judy did not feel it necessary to press for their payment as the 2010 fiscal year had closed and after so much time had passed.

There were also several accounts payable sitting in the records that were not owed but were being carried forward in the books due to inaccurate posting of credits and debits. These stretch back all the way to 2006 with 4 payroll accounts totaling \$204.24, a travel expense for Jeremy Gabrielson for \$60.84 and an invoice for the University of Maine at Machias for \$666.25. The last and largest was a voided transaction associated with the scenic inventory work in 2010. The WCCOG does not actually owe these amounts so they were also adjusted so that they do not continue to be carried forward from year to year.

Net income for the year to date is roughly \$2500 which will be higher by the end of the September. These funds are used to purchase capital equipment before the turn of the fiscal year. Judy explained the need to replace her existing lap top (3 yrs old, hard drive filling up, processing speed slow) and her exploration of converting to Mac and using the MacBook purchased with the septic project funds. However, the Mac Book (purchased in Nov, 2010) is no longer made and does not have the processing capacity to run the Windows and Mac operating systems side by side. The newer desktop and lap top models do have this capacity. To make the transition to Mac we need to continue to have the ability to run the Windows operating system (for both ease of transition and some programs need Windows operating system functionality). Judy noted that she needs the desktop for eyestrain and the lap top for travel. This leaves us with a lap top that we cannot use. Her husband Richard East would like to purchase the older MacBook for his business (Growing Concern Farm & Nursery).

We discussed the need for transparency in deciding how to dispose of capital equipment and that the price should be based on an objective measure. Betsy and Judy discussed prior to the meeting that eBay could provide that market price. Asking prices for the same machine in nearly new condition range from \$600-\$650. All agreed that we are following an open process based on an objective market price and that we can afford to invest in the new computer for the office. It was moved, seconded, and unanimously

APPROVED: to authorize purchase of a Mac desktop, MacBookPro lap top for the Calais office, and to sell the MacBook to Growing Concern Farm & Nursery for \$650.

▪ **Dues and Donations**

The WCCOG has received requests for membership with the Maine Development Foundation and from GrowSmart Maine. Judy described the membership benefits and noted that both organizations are becoming more actively involved in the rural areas of the state in particular in Washington County. All agreed that the WCCOG should support both organizations up to a maximum of \$150 for each organization. It was moved, seconded, and unanimously

APPROVED: to send up to a maximum of \$150 in annual membership dues to each of the Maine Development Foundation and to GrowSmart Maine.

The Beehive Design Collective has also requested a donation for their work in the Machias area. Judy noted that they provided the design work for the HHW and UW waste collection posters and that they have offered additional support to our outreach efforts (on our web site and for the Brownfields program). Judy also noted that they contribute a lot of volunteer effort in Machias and other communities and suggested a donation in the range of \$1000 using net income in particular from the USDA grant. Discussion followed that while they do excellent work and contribute to the town, they have a reputation that might make it difficult for towns to support this kind of a donation given that municipal dues support the WCCOG. Examples of these issues included the number of tents on their property in Machias and the actions of some of their visitors (inadequate clothing in public, using the lawn for a bathroom etc.). Consensus was that we could pay them for their work based on an invoice. It was moved, seconded, and unanimously

APPROVED: to request an invoice for \$250 to pay for the graphics and design work for the HHW-UW posters and to pay for this from the USDA grant funds.

4. Administration – Project and Activity Update

Judy reviewed the project and Activity Update (attached) and will follow up on a few items/questions that were raised by those present including the following:

- Send Roger Holst the link to all the Shoreland Zoning maps that were created in the last several years by the UMM GIS lab to assist with the environmental review for the Border Interoperability Demonstration Project
- Check in with Tora on the status of the county wide parcel mapping project including return of paper maps in a timely fashion and delivery of final products in paper and digital format; also discuss continuity of contact given student turnover as the project proceeds.

5. Time, Date and Theme of Annual General Meeting – **PLEASE MARK YOUR CALENDARS**

Time/Date/Location: Monday Oct. 17 5:30 to 7:30 at the Bluebird Ranch Restaurant in Machias

Theme: Status of new Economic Development District and relationship with NMDC; include status of regional planning initiatives using HUD Sustainable Communities funds, Scenic Byway funds and LURC Review Committee activities.

Invitees: - NMDC, SCEC, regional plan consortium members and partners, County Commissioners, Washington County delegation

Respectfully submitted (Activity Update follows)
Judy East

MEMORANDUM

TO: WCCOG EXECUTIVE COMMITTEE
FROM: Judy East
DATE: September 1, 2011
RE: Project and activity update (June, 2011 – August, 2011)

COG news/ new contracts:

- Two out of the three state contracts for FY12 are signed and in hand (SPO - \$23,420.65; MDOT - \$35,000.00) and the last one is expected within a few weeks (DECD - \$45,000.00).
- Received FY11 **Municipal Dues** from majority of towns; still outstanding from Northfield, and Roque Bluffs – thank you!
- Code Enforcement Officer Training and Certification: provided Septic training opportunity information notices to all towns
- Attended Washington County budget public hearing; request for \$5000 forwarded to budget committee as a \$4500 line item under administration given that WCCOG provides services to the County
- NEW contract – Princeton CDBG Admin, Community Enterprise (\$2000)
- NEW funds – Maine Community Foundation (**\$7000**) for web site development for outreach and internal communication for Washington Aroostook Regional Plan for Sustainable Development
- Received notice of successful award of **\$100,000.00** (80:20 split) of federal and state funding to prepare a Corridor Management Plan for the Bold Coast Scenic Byway
- Currently revising budget for FY12 – **will be hiring a consultant for the Corridor Plan or a full time planner**

Municipal Contracts:

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

Lubec Comprehensive Plan Update – adopted in August; performing copy edit

Milbridge Comp Plan Update – completed/final drafting of chapters on Marine, Ag&Forestry, Economics, Facilities, Housing, Transportation; preparing drafts of Land Use and Fiscal Capacity

Whitneyville Comp Plan – completing final document and preparing for submission to SPO

Cherryfield CDBG Admin – conducted weekly wage reviews; work near completion

Addison CDBG Admin – work proceeding

Lubec CDBG Admin – PF grant for athletic field; bids came in over-budget; on-hold pending additional funds from school

Princeton CDBG Admin – completed env. review and Phase II documents; under contract with DECD, waiting for federal \$\$ to be encumbered; assisted with bid docs; bids in hand

Eastport CDBG Admin - completed env. review and Phase II documents; under contract with DECD, waiting for federal \$\$ to be encumbered

CDBG Technical Assistance:

Blake's Slaughtering in **Alexander**: postponed application to 3rd round; due Sept 23rd

CDBG Planning grant application for **Machias and the County** (not funded)

Various business development grant technical assistance in **Columbia Falls, Trescott, Lubec**

Completing display materials of recent projects; GIS map of 5 years of CDBG in Wash County (2005-2010); need to post to web site

Regional Contracts/Activities:

Land Use and Regional Planning

- **HUD Sustainable Communities Regional Plan for Sustainable Development;** obtained approval for Work Plan; finalizing, HUD logic model; scheduled 1st meeting of consortium agreement; supervised work of 4 interns to work on local foods project and alternative energy project.
- **Washington County: One Community and St Croix Valley Healthy Communities** – continue to serve on joint Board
- **Decentralized wastewater project** – scheduling video interviews for fall completion of project
- **Regional Shellfish Management** – assisted municipal officials in Perry, Pembroke to finalize a joint shellfish management ordinance; scheduling meeting with Tribal Planners and officials from Pleasant Point and with UT Supervisor Dean Preston, Maine Sea Grant staff Sherm Hoyt and DMR Biologist Denis Nault to continue discussions on whether PI Point can provide enforcement services to a larger regional management area that includes PIPoint.
- **County-wide parcel map digitizing** – UMM GIS Service Center working on this with interns through the summer; assisting with providing notice to towns and getting information to the service center with minimal disruption to town operations
- **LURC Review Study Committee** – accepted appointment to the Commission on Reform of the Governance of Land Use Planning in the Unorganized Territory as the regional planner from a council of governments in a county with significant acreage in the unorganized territory.

Economic Development

- USEPA Brownfields Assessment grant:
 - Consultant completed VRAP application form on Antone's Triangle in Pembroke; waiting no action assurance letter from Maine DEP
 - Phase II assessment underway in Jonesboro
 - Draft Phase I assessment submitted to EPA for Moose Island Marine in Eastport
 - Received approval to present/preparing presentation for 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
 - Continuing to assist with remediation planning on Consea property in Eastport
- Field visit with EPA contact Joe Ferrari of active sites; reviewed strategy for submission of FY12 funding application for additional assessment funds

Transportation

- MaineDOT approved designation of Bold Coast Scenic Byway along Route 1 Downeast; Application for \$100,000 for federal funding to prepare a Corridor Management Plan and designate it as a National Scenic Byway FUNDED; anticipate contracts in FY12
- Completed and submitted to MaineDOT and all 6 towns final bike and pedestrian plans for Columbia Falls, Cherryfield, Whitneyville, East Machias, Harrington and Dennysville to link villages to Sunrise Trail
- Completed and submitted to MaineDOT Coastal Canadian Corridor Plan

Solid Waste Management grant

- Prepared/issued RFP for engineering consultant to prepare site plan and opinion of probable cost for Site Plan of regional recycling facility at the Marion Transfer Station; bid opening scheduled September 12 at 1PM at the WCCOG office in Calais
- Sandi Duchesne conducting outreach efforts to schools and businesses to increase recycling opportunities

- Conducted all HHW-UW collections;
 - HHW in June (18th in Calais and Pleasant River Transfer Stn; 19th in Machias);
 - UW in July (simultaneous collections on July 16 at WCCC and UMM);
 - municipal sponsorship from ~ 20 municipalities, the UT and Pleasant Point;
 - advertised HHW and UW collections broadly with design assistance from the Beehive Design Collective
- Preparing for grant close out by September 30, 2011