

WASHINGTON COUNTY COUNCIL OF GOVERNMENTS

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Helping Washington County
Communities Plan for Tomorrow

Judy East
Executive Director

MINUTES: Executive Committee Meeting Bluebird Ranch Restaurant, Machias

Date: Friday February 18, 2011 10:30AM-1:30PM
Present: Lewis Pinkham, Gail Wahl, Dale Crowley, Dorothea Crowley, Betsy Fitzgerald, Bruce Molleur, Jeremy Gabrielson, Judy East, Tora Johnson

1. Meeting started with a joint session of the Sunrise County Economic Council board and the WCCOG Executive Committee – we heard a presentation from Virginia Manuel, State Director of USDA Rural Development followed by questions and answers.
2. SCEC Board and staff left and we proceeded with WCCOG meeting: First discussion was to hear about the County-wide parcel mapping project with Tora Johnson – UMM GIS Service Center Director. Towns interested in participating need to provide the Service Center with 3 things:
 - a. Large tax maps (these are borrowed very briefly and GIS Service Center staff take them to Ellsworth to scan them; they are returned on the same day or within 1-2 days)
 - b. Evidence of updates since parcel maps were prepared – eg hand drawn updates if carefully drawn on the existing maps or Subdivision plats or, in cases where this information is insufficient, deed information
 - c. Digital assessment information (usually an export from the Trio software into Excel – NOTE I have added the instructions for doing this export to the end of these minutes)

The state funding covers digitizing of Municipal paper maps (including updates to those towns who have digitized in the last couple of years) but does not cover printing. The GIS Service Center can do the printing for a small fee. Towns receive digital versions of the maps and assessment records. Key benefits include:

- Identifying property(ies) that are not currently being taxed
 - correcting mis-matches between maps and assessment records
 - overlays of parcels with all other digital information (shoreland zoning, wetlands, roads, topography, flood zones, natural features, facilities, etc)
 - ownership/address information for landowner notification when development is proposed or when land is newly placed in Resource Protection
3. Minutes from the November 30, 2010 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 November 30, 2010 minutes as written.

4. Administration –

- **Audit** – revised letter from auditor was distributed. The audit found our financial and procedural condition to be sound and initially made the same recommendations for changes as last year (even though we had already changed our procedures and our Bylaws) and so re-issued a letter indicating we need the Treasurer to “continue to take an active role in the oversight of the financial operation of the Organization. The letter indicated that with a very small staff it is difficult to maintain adequate internal control. The bookkeeper does perform the oversight indicated though this is not reflected in the letter from the auditor. All agreed that Treasurer Gail Wahl will meet with Carlene Lyford, our Bookeeper at SCEC, to conduct the oversight recommended by the auditor on an unscheduled basis to ensure that we are maintaining adequate internal controls.
- **Insurance** – Judy sought quotes for a better insurance package for the office in Calais and organizational liability. Quotes were requested from our current carrier JC Milliken, FA Peabody and Clarks Insurance. Neither Milliken nor Clarks responded with a quote but FA Peabody provided a quote with better coverage than our current policy at a lower cost. We are currently paying \$741/year and FA Peabody has quoted us \$560/year. Judy recommended changing carriers when the policy renews on April 18, 2011 and accepting the FAPeabody quote of \$560/year – a savings of \$181/year. Accordingly, it was moved, seconded, and unanimously

APPROVED: to pursue a new insurance policy with FA Peabody to become effective when the current policy with JC Milliken expires on April 18, 2011

- **WCLI sponsorship** – the final tally of votes for the sponsorship of the Washington County Leadership Institute held a majority in favor of a half day sponsorship. Judy waited until news arrived of the extension of our TA funding (see first item in Activity Update below) to confirm that WCCOG would sponsor a half day of WCLI in 2011
 - **Financial reports** were distributed reflecting the first 4 ½ months of the fiscal year. We show a negative net income because all payments have been made but billing for the first 2 weeks of February is not reflected in net income. All bills are paid and once invoices are included for half of February we have a positive net income. Judy requested multiple detailed reports from Carlene in past few weeks and discovered 4 accounts payable from last fiscal year that appear to be mis-applied as we do not owe any money from last year. Judy will work with Carlene to identify and correct the discrepancies.
 - **Request from Maine Community Development Association to support CDBG funding** – current congressional budget recommends zero funding for CDBG in the remainder of this fiscal year and in the next biennium. The Presidential budget recommends reduced funding in FY2012. Given the importance of CDBG to communities throughout Washington County, it was moved, seconded, and unanimously **APPROVED:** to authorize Judy to send a letter to Mike Baran providing examples of the importance of CDBG to the county and indicating support for funding in the budget process.
5. Project and activity update (summary hand-outs were provided for the period of November, 2010 to February, 2011 are attached to the end of these minutes)

NOTE – we again forgot to schedule our next meeting – will get back to you on that!

Respectfully submitted (Instructions for export from Trio to Excel and Activity Update follows)
Judy East

Instructions for exporting assessment information from Trio to Excel.

Start at TRIO Real Estate (#1)

Choose "Import/export" (#7)

Choose "create database extract" (#1)

Click on/check mark which items you want to include Choose "file" and then "create extract" from drop down menu Choose "ok" for extract completed File format screen appears. This screen should be printed b/c it gives the file content and layout. Choose "file" "print" to print the screen.

Under "file" choose "copy extract to disk" and choose where you want to save the data (then click "save") Should say file copied- click "ok"

This ends the TRIO portion of the extract.

To import into EXCEL, it goes like this:

Open EXCEL

Under "Data" select "import external data"

Then "import data"

Go to the location of the saved file and retrieve (file name should be "TSDBASE.ASC" as saved by TRIO) Choose "delimited" on the text import wizard.

Then "next"

Choose "comma"

Then "next"

Then "finish"

In the import data popup box choose "new worksheet"

then "ok"

MEMORANDUM

TO: WCCOG EXECUTIVE COMMITTEE
FROM: Judy East
DATE: February 22, 2011
RE: Project and activity update (Dec, 2010 – Feb, 2011)

COG news/ new contracts:

- SPO funding for **municipal technical assistance was reinstated** in the supplemental budget through use of \$100,000 from a surplus in solid waste management account. WCCOG will receive \$9,156 for Technical Assistance to towns. **Many thanks to all of you and to Senator Raye and the entire Washington County delegation for your support and the contacts that you made to colleagues and representatives in the legislature.** This means that staff will once again be available for TA on questions related to land use ordinances, Comprehensive Planning, shoreland zoning, public hearing requirements, Code Enforcement questions, wind ordinances, subdivision ordinances, notifications of grant opportunities and technical assistance and all the myriad other questions we get asked on a daily basis.
- FY11 **Municipal Dues** letters out in January and are coming in very strong – thank you!
- Code Enforcement Officer Training and Certification: provided training opportunity information notices to all towns; test site for **Perry CEO**
- NEW contract – **Milbridge CP Update**; \$11,000 NOTE this is less than what it is anticipated to cost; contract was modified to recognize participation in the regional planning efforts supported by the HUD Sustainable Communities grant that could then reduce the burden on the town for data and policy development in housing, transportation, economic development and infrastructure.
- NEW contract – **SPO Waste Management** contribution of \$7500; for set-up fees associated with Household Hazardous Waste collections (must be expended before June 30, 2011).
- NEW contract – **Lubec Public Facilities CDBG Admin.** \$2000

Municipal Contracts:

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

Cooper Comprehensive Plan – met with committee to address suggestions from SPO, made revisions; public hearing scheduled for Mar 1, 2011

Lubec Comprehensive Plan Update – public hearing pending in advance of June Town meeting

Coastal Construction GC Inc. – second drawdown (last 20% of grant) requested; finalizing job creation paperwork

CDBG Technical Assistance:

Assisted with CDBG applications for Public Facilities (**Eastport, Cherryfield Academy,**) and Public Infrastructure (**Eastport, Pembroke**), and letters of intent for Community Enterprise (**Princeton, Lubec, Jonesboro**).

Secured Special Project Matching funds for Greenland Point Center (**Princeton**); linked DECD/EMDC Business Development staff with **Princeton** Selectmen for possible TIF near airport

Various business development grant technical assistance in **Machias, Lubec, Steuben**

Regional Contracts/Activities:

Land Use and Regional Planning

- **HUD Sustainable Communities Regional Plan for Sustainable Development;** NMDC has signed federal coop agreement therefore funds are secure from pending congressional proposal to eliminate all unobligated funds in remainder of this federal fiscal year; attended HUD webinar for all grantees; meeting with entire consortium (NMDC, WCCOG, SCEC, SHCA, LWIB, ACAP, SPO, MDOT, Four Directions Development Corp, Washington and Aroostook counties) pending to finalize all consortium member work plans/ sub-contracts, complete HUD logic model and finalize consortium agreement.
- **Shoreland Zoning** updates – assisting **Perry** with revision of map and re-notice to landowners; coordinating with UMM funding for county-wide parcel mapping.
- **Washington County: One Community** and **St Croix Valley Healthy Communities** – attended strategic priority setting meetings for MAPP (Mobilizing for Action through Planning and Partnership); final meeting awaiting scheduling by partnerships
- Serve on the Board of the **Downeast Institute of Applied Marine Research;** grand opening Saturday December 4th
- **Decentralized wastewater project** - attended webinars on technology, management and operations; reviewed all draft Technical Bulletins and outreach materials from 2003 SPO efforts to provide municipal TA on this issue; calling/interviewing multiple towns statewide to gather experience with ordinances, management issues, types of systems, purchased Mac with video software; assembling data and targeting examples for video segments for technical assistance
- **Regional Shellfish Management** – met with UT Supervisor Dean Preston, Maine Sea Grant staff Sherm Hoyt and DMR Biologist Denis Nault on work plan for offering regional shellfish management options to harvesters and towns surrounding Cobscook Bay; first meeting scheduled for March 23 among towns and harvesters
- **County-wide parcel map digitizing** – UMM GIS Service Center secured funds to digitize all remaining towns for a seamless property layer; assisting with providing notice to towns and getting information to the service center with minimal disruption to town operations (**Columbia, Waite, Jonesboro, Cherryfield, Perry**(updates), **Robbinston** participating to date)

Economic Development

- USEPA Brownfields Assessment grant:
 - Final reports delivered for all first 4 Phase II Assessments
 - 2 additional Phase II assessments initiated on properties in Jonesboro, Eastport,
 - New Phase I assessment started in Eastport and Harrington
 - Reviewed all potential sites and reorganized tracking sheet based on Advisory Committee discussion into Active(8), Pending(8) and Inactive (23) sites
 - Outreach meeting in Machias at Chamber After Hours meeting; substantial press coverage
 - Registered for 2011 Brownfields Conference in Philadelphia in April; offered scholarships for hotel accommodations
Maine sponsorship of through Economic Renewal Forum at conference

Transportation

- Finalized draft eligibility application for designation of National Scenic Byway along Route 1 Downeast; Inventory; seeking input and support letters from all affected towns;
- Preparing final bike and pedestrian plans for Columbia Falls, Cherryfield, Whitneyville, East Machias, Harrington and Dennysville
- Attended Maine Transportation Conference and regional planning councils meeting
- Launched Coastal Canadian Corridor planning; hired consultant Sandi Duchesne to prepare report; finalized very broad based advisory committee; hosted first meeting; met with UMM GIS Service Center who is providing GIS mapping support as a class project; working on inventory

- Coordination with Washington County: One Community with rural/regional transportation options; to be picked up with HUD funding

Solid Waste Management grant

- Continue to consult with towns, transfer station managers and state Solid Waste Management staff on existing programs and needs for assistance offered by the USDA funds
- Attended Maine Resource Recovery Association conference
- Research in types of equipment and facilities needed to operate rural transfer stations
- Continue to research commodities markets and recycling data for the county including transfer stations elsewhere in Maine that operate recycling programs serving populations comparable those served in Washington County (in terms of population, geographic spread & MSW volumes). Identified communities include Greenville, Northern Katahdin, Houlton and Presque Isle.
- Researched rural communities that have developed inter-municipal collaborations and public private partnerships to enhance recycling operations. Successful examples include the Lincoln County Recycling Center (inter-municipal) and Oxford County Regional Recycling Corporation (public-private).
- Worked with Marion Transfer Station Board of Directors and Unorganized Territories TIF funds opportunity to secure planning funds to significantly enhance recycling efforts at Marion Transfer Station (secured \$15,000)
- Updated all HHW-UW contact information and solicited bids on conducting collections in summer of 2011; one bid received
- Obtained \$7500 grant from SPO to assist with set-up fees for HHW collection