

WASHINGTON COUNTY COUNCIL OF GOVERNMENTS

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Helping Washington County
Communities Plan for Tomorrow

Judy East
Executive Director

MINUTES: Executive Committee Meeting Washington County Community College Board Room, Calais

Date: Thursday June 3, 2011 5:30-7:15PM
Present: Lewis Pinkham, Betsy Fitzgerald, Bruce Molleur, Mary Alice Look, Roger Holst, Joyce Hedlund, Sandi Duchesne, Judy East

1. Betsy called the meeting to order, introductions were made around the table and there were no agenda adjustments.
2. Dr Joyce Hedlund, President of Washington County Community College provided an update on WCCC activities. Some highlights include WCCC has received a research grant to examine the question (in Washington County) "what makes children thrive"?; there is a new program under consideration by the Board in international commerce including e-commerce; the Outdoor Adventure Center will now have a full time administrator; the canning workshop held at the college was attended by 30 people and another is therefore planned; there is on-going dual enrollment of high schools students some of whom graduate with 30 credits toward a college degree; Aspen Institute recognized WCCC and the top college in the country; Joyce is very impressed with the level of community interaction and volunteer support in the WCCC service area
3. Minutes from the February 16, 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 February 16, 2011 minutes as written.

4. Washington County solid waste management activities
 - a. Sandi Duchesne provided a Powerpoint presentation on recycling (call Judy if you would like a copy of the notes) that she will also be giving to the Marion Transfer Station board next week
 - b. Judy provided an update on HHW collections in June – there are 20 municipalities, both Tribal communities and the unorganized territories sponsoring the collections; final advertising went into all 4 weekly papers this week.
5. Administration –
 - **Staff Reduction, Financial status and FY12 projected budget** –
 - a. Carlene (our bookkeeper) had to leave to be a grandmother to her daughter's newborn and provided only a profit and loss but no balance sheet. It is also only current to April 30. We are solidly in the black in terms of net income because it stands at \$891.07 even though we have incurred staff expenses for the HUD work plan over the last 2 quarters but have not been able to invoice for them yet.
 - b. Judy also noted that the monthly expense for her blackberry is \$39/month and that she has the blackberry solely for the purpose of work related e-mail; she requested that this be an allowable monthly expense along with the cell phone expense of \$40/month, it was moved, seconded, and unanimously

APPROVED: to allow \$39/month to cover the Executive Director's Blackberry charges.

- c. Jeremy left employment with the WCCOG on April 30, 2011; Judy prepared budget projections for the final quarter of FY11 and for FY12;
- d. for the final quarter of FY11 we have contracts with Sandi Duchesne (to complete Canadian Coastal Corridor Plan; complete USDA Recycling TA; provide feasibility plan to Marion Transfer Stn) and with Jeremy Gabrielson (Whitneyville Comp Plan; prep work on Milbridge Comp Plan, complete bike-ped plans; GIS mapping) and funds to sustain the Executive Director at more than a full time position
- e. For FY12 – if we include a Senior Planner in the budget we are ~\$69,000 short; if we only have an Executive Director we are ~\$10,000 in the black so some work will have to be sub-contracted.
- f. All of this could change if we get the \$100,000 federal Scenic Byway funds that MDOT says will flow as of October 1, 2011; then we would definitely need to hire another staff person

- g. In either case the Executive Director is operating at maximum and above capacity and asked for a raise. Judy noted that she has reduced the yearly insurance premium for the Calais office from \$741 to \$560 and by closing Jeremy's office in Machias we no longer pay a facility fee of \$2500/year. After discussion and a request for a \$5000 raise it was moved, seconded, and unanimously

APPROVED: to provide the Executive Director with a raise of \$5000/year effective immediately.

- 6. Project and activity update (summary hand-outs were provided for the period of March, 2011 – May, 2011 are attached to the end of these minutes)
- 7. Additional comments – the TRIO export instructions provide in the minutes from February 16 meeting did not work for some; Judy will investigate with Tora and be in touch
- 8. Next meetings –
 - a. August 31 a picnic lunch at Roque Bluffs State Park
 - b. Annual General Meeting – in October; themes discussed include status of solid waste at end of the USDA grant; brownfields, HUD Regional Plan for Sustainable Development – give it some thought and we can discuss further at the August meeting

Respectfully submitted (Activity Update follows)
Judy East

MEMORANDUM

TO: WCCOG EXECUTIVE COMMITTEE
FROM: Judy East
DATE: June 3, 2011
RE: Project and activity update (March, 2011 – May, 2011)

COG news/ new contracts:

- Rumor has it that SPO funding for **municipal technical assistance** may be funneled through DECD. This is news to DECD staff so stay tuned. Have asked what this means in terms of constraints on our abilities to respond to the same variety of 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. Also no response on that question yet.
- Maine DOT and DECD TA contracts are supposed to remain level funded but no contracts in writing to date.
- Received FY11 **Municipal Dues** from majority of towns; still outstanding from Northfield, Roque Bluffs and Whitneyville – thank you!
- Linked MMA Communications Director Eric Conrad up with former Charlotte Treasurer Grace Hattin for an interview about her 62 years of service to the town (part of MMA's 75th anniversary celebrations)
- Code Enforcement Officer Training and Certification: provided training opportunity information notices to all towns; test site for **Perry CEO**
- NEW contract – Eastport CDBG Admin, Public Infrastructure \$3000
- NEW contract – Marion Transfer Station Feasibility study (\$15,000 including sub-contract for site plan design for \$5000)
- Staff changes – Jeremy departed April 30;
 - signed sub-contract with him to complete work on Whitneyville Comp Plan, pre-work on Milbridge Comp Plan, Bike-Ped plans in 6 small villages and GIS mapping for multiple projects;

- o signed additional contract with Sandi Duchesne to complete recycling technical assistance portion of USDA Solid Waste Management grant and Marion Transfer Station Feasibility project
- Prepared preliminary budget for final quarter of FY11 and FY12 – **not able to replace Senior Planner position with current budget reductions and funding uncertainties**

Municipal Contracts:

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

Cooper Comprehensive Plan – adopted at Town Meeting March 28, 2011

Lubec Comprehensive Plan Update – public hearing May 25, 2011; performing copy edit for final adoption

Whitneyville Comp Plan – proceeding with chapter preparation; anticipate completion by fall

Coastal Construction GC Inc. – final public hearing scheduled June 20th; all other paperwork complete and 2 jobs created

Cherryfield CDBG Admin – CE grant for sidewalks; all Phase II work and Env Review done; pre-construction conference held; work proceeding

Addison CDBG Admin – CE grant for pocket park; all Phase II work and Env Review done; work proceeding; SCEC staff to complete as sub-contract

Lubec CDBG Admin – PF grant for athletic field; all Phase II work and Env Review done; SCEC staff to complete as sub-contract

CDBG Technical Assistance:

CDBG funding finally finalized at federal level and decisions made: Public Infrastructure (**Eastport – funded; Princeton – funded;** Pembroke – not funded); Public Facilities (Eastport, Cherryfield Academy – neither one funded); Community Enterprise (**Princeton - funded**).

Assisted with CDBG letter of intent for Blake’s Slaughtering in Alexander (approved for submittal of full application); and with CDBG Planning grant application for Machias and the County (pending)

Scoped eligibility and matching funds capacity for Community for Maine’s Future funding for **Eastport, Cherryfield, Machias and Calais**; only Eastport (Tides Institute) proceeding with Letter of Intent.

Various business development grant technical assistance in **Machias, Machiasport, Trescott, Baileyville, Robbinston, Calais, Eastport, Lubec**

Regional Contracts/Activities:

Land Use and Regional Planning

- **HUD Sustainable Communities Regional Plan for Sustainable Development**; working with SCEC and NMDC to finalize Abstract, Work Plan, Narrative, HUD logic model and consortium agreement; secured 4 interns to work on research related to the regional planning efforts this summer.
- **Shoreland Zoning** updates – completed all mapping revisions for **Perry** and posting of all parcel map data to town computer; provided all addresses for re-notice of public hearing; date pending.
- **Washington County: One Community** and **St Croix Valley Healthy Communities** – facilitated final strategic priority setting meeting for MAPP (Mobilizing for Action through Planning and Partnership)
- **Decentralized wastewater project** – obtained extension from SPO on this work to June 2012; this schedule will better align with HUD work plan and current work overload
- **Regional Shellfish Management** – met 3 times with municipal officials in Perry, Pembroke, and Eastport as well as 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 develop budget and

rationale for regional shellfish management in eastern Cobscook Bay; UT area and Lubec not interested in participating in regional project

- **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

Economic Development

- USEPA Brownfields Assessment grant:
 - Phase II assessments completed in Eastport and underway in Jonesboro
 - Phase I assessment started in Eastport and completed in Harrington
 - Reviewed all potential sites and reorganized tracking sheet based on Advisory Committee discussion into Active(8), Pending(8) and Inactive (23) sites
 - Attended 2011 Brownfields Conference in Philadelphia in April
 - Submitted 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
 - Assisting with remediation planning and permitting on Consea property in Eastport

Transportation

- Submitted eligibility application for State designation of Bold Coast Scenic Byway along Route 1 Downeast; Submitted application for \$100,000 for federal funding to prepare a Corridor Management Plan and designate it as a National Scenic Byway
- Completing final bike and pedestrian plans for Columbia Falls, Cherryfield, Whitneyville, East Machias, Harrington and Dennysville to link villages to Sunrise Trail
- Completing Coastal Canadian Corridor planning; consultant Sandi Duchesne working with Advisory Committee, GIS students and finalizing work. Public meeting scheduled for June 22
- Attended Sunrise Trail Coalition meeting in Machias
- Attended Maine DOT Regional Plan Advisory Committee; meetings held around the state to evaluate current transit services and mobility management efforts for individuals who are low-income, elderly, have disabilities, and the general public; identify unmet needs for transportation and types of investments needed; discuss DHHS bid for single broker for all Maine Care sponsored rides in transit service network

Solid Waste Management grant

- Signed contract with Marion Transfer Station Board of Directors and Unorganized Territories to use TIF Planning Grant funds to significantly enhance recycling efforts at Marion Transfer Station (secured \$15,000)
- Signed contract with Sandi Duchesne to complete the technical assistance for solid waste work and to complete Marion Transfer Station feasibility study; transferred files and data from Jeremy to Sandi
- Sandi preparing a Powerpoint presentation for WCCOG Exec Committee and transfer station managers on market prices for recyclables
- Attended workshop on future of PERC in Ellsworth
- Scheduled 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);
 - secured municipal sponsorship from ~ 20 municipalities, the UT and Pleasant Point;
 - advertising HHW collections broadly with design assistance from the Beehive Design Collective;
 - assembling volunteers for UW collections