

WASHINGTON COUNTY COUNCIL OF GOVERNMENTS

P . O . B O X 6 3 1 , C A L A I S M E 0 4 6 1 9
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Helping Washington County
Communities Plan for Tomorrow

Judy East
Executive Director

MINUTES: Annual General Meeting

Date: Thursday September 11th, 2008 4:30-7PM

Location: Bluebird Restaurant, Machias

Present:

Judy East	WCCOG Executive Director	Betsy Fitzgerald	Town of Machias
Teresa Viselli	Town of Cooper	Misha Mytar	consultant
Anne Marie Flood	Town of Cooper	Richard Fickett	Town of Cherryfield
Dale Crowley	Town of Addison	Lewis Pinkham	Town of Milbridge
Dorothea Crowley	Town of Addison	Roger Holst	Town of Alexander
Harold Clossey	Sunrise County Economic Council	Linda Pagels-Wentworth	Washington County
Jennifer Peters	Sunrise County Economic Council	Jeremy Gabrielson	WCCOG Sr. Planner
Bruce Molleur	Town of East Machias	Kenny Daye	Town of Lubec
Mary Alice Look	Town of Whiting	Fred Michaud	Maine DOT
Rick Tanney	Trescott	Norm Nelson	Machias

1. Dick called the meeting to order and introductions were made. First item was approval of the minutes from the June 30th, 2008 Executive Committee meeting. It was moved, seconded, and unanimously

APPROVED: to accept the minutes as written.

2. Dick passed the 2nd item (Proposed Work Plan and Budget) to Judy to also include several announcements. Judy provided information and handouts on the following (enclosed with the minutes for those who were not in attendance):

- a. Project and Activity Update dated August 29th, 2008 (attached to these minutes)
- b. Memo from Jeremy on the Riverfront Community Development Bond grant program including blank letter of intent form (note letter of intent deadline is Sept 26, 2008)
- c. Information on "Strengthening Your Facilitation Skills" Workshop and notice that a survey will be coming your way to gauge interest level and suitable times to attend
- d. Notice from Jeremy that towns should fill in damage assessments from the recent heavy rains on FEMA's Form 7 in order to determine if federal disaster declaration can/will be made. PLEASE NOTE - This is a simple form, takes no more than 5 minutes to fill out and if the declaration is made, will mean 90% of damage is paid for through federal dollars. Call Jeremy 255-0983 or jgabrielson@wccog.net for the form or more information.
- e. Notice from Jeremy of Emergency Planning meetings going on throughout the County to help towns meet FEMA preparedness requirements in order to be eligible for FEMA funds (Jeremy will send dates by e-mail).
- f. Judy noted that the CD is renewing on September 22 and asked that the Assembly grant her authorization to seek out the best interest rate rather than allowing the CD to simply roll over on an annual basis. It was moved, seconded, and unanimously

APPROVED: to give Judy authority to renew the CD at the best available terms.

3. Ballots for the FY09 Proposed Work Plan, Budget and Election of Officers were then tallied. All proposals passed unanimously and the slate of Officers on the Executive Committee remains unchanged from last year:

President: Rickard Fickett, Cherryfield
Vice President: Bruce Molleur, East Machias
Treasurer: David Turner, Perry

4. With extra time Dick asked if there were any issues of concern to towns that could be discussed. Discussion included topics on energy committees, warming shelters and town liability, completion of shoreland zoning maps in October, 2008 and others. One decision that came from the discussion was that there were a sufficient number of towns to warrant holding another technical assistance meeting in October once the Inland Waterfowl and Wading Bird Habitat (IWWH) maps are complete as they will affect the new shoreland zoning guidelines.
5. After a break for dinner Dick called the meeting back to order and we hear a presentation on Transportation Planning in the Downeast Coastal Corridor – The Critical Path to Project Development from Fred Michaud of the Maine Department of Transportation.

The meeting was adjourned at 7:00PM

Next meeting:

WCCOG Executive Committee meeting:

Monday November 24 from 6-8M at the Cherryfield Town Office in Cherryfield.

Respectfully submitted
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: FY08 dues still outstanding from Alexander and Whitneyville; dues outstanding for over two years: Robbinston, Steuben, Wesley.
- SPO Contract with WCCOG to provide Technical Assistance signed and encumbered (\$25,548)
- DECD Contract with WCCOG still pending at same funding as last year (\$20,000)
- Signed contract with Lubec to prepare a Comprehensive Plan Update (\$10,000.00)
- Signed sub-contract contract to obtain assistance from consultant Misha Mytar to complete portions of tasks in Emergency Management Planning, Bike-Ped assessments, technical assistance on wind towers, tourism marketing workshop (\$15,000 services sub-contract)
- Continue to provide testing site for several Code Enforcement Officers to take numerous tests

Municipal Contracts:

Beddington – revising final draft of town wide and shoreland zoning ordinance; completed district digitizing and sent to DEP for final review; preparing for local adoption in October

Northfield – Local adoption pending September 15

Jonesboro Comprehensive Plan – Attended Annual Town meeting; town voted to postpone vote until November to allow for additional meetings to make revisions

Machiasport - will provide assistance with Maritime Handbook

Machiasport Comprehensive Plan Update – Drafted housing chapter and scheduling visioning public meeting

Harrington Comprehensive Plan – Finalizing for submission to SPO.

Perry and Pembroke joint Comprehensive Plan Update – Finalizing transportation; drafted fiscal capacity; drafting land use chapter.

Cooper Comprehensive Plan – Reviewing Natural Resources; provided summary of process to Cathance Lake Association; held Beginning with Habitat public meeting

Lubec Comprehensive Plan Update - Signed contract to start work on Comp Plan update.

CDBG Technical Assistance:

Lubec – completed Phase II paperwork

Beals – assistance scoping public facilities opportunity

Harrington – assistance scoping public facilities opportunities

Milbridge – Assisted housing study proponent with public outreach ideas given neighborhood opposition.

Columbia Falls – assistance with Public Facilities grant to complete community building

Various business development grant technical assistance through staff support to SCEC in **Eastport and Cutler**

Regional Contracts/Activities:

- Tourism infrastructure projects – continuing coordination of DART funding GIS mapping and tourism business database development with Nature Based Tourism work; focused work with

Vacationland Resources Committee on November 13 workshop “Marketing Your Downeast Tourism Business”

- Downeast Sunrise Trail – discussing integration of trail with downtown Machias improvements
- Telecommunications tower and building constructed in Marshfield; equipment installed; still waiting on last piece of equipment for system completion and project close-out
- Washington County: One Community – supported (with successful grant award) Axiom application to Connect Maine Authority to expand broadband service to unserved areas of Washington County
- Downeast Regional Airport – consultant preparing updated site assessment due September.
- Completed final draft of *Downeast Woods and Waters – Linking People and Places Along Maine’s Sunrise Coast*, the regional conservation strategy for the 3 coastal land trusts; presented to Boards of all 3 land trusts; accepted by all 3 Boards.
- Washington County Emergency Management. Finalizing County EOP; providing assistance to towns on NIMS CAST reporting; scheduling series of meetings to towns all over the county to discuss NIMS requirements
- Downeast Coastal Multi-Modal Corridor Plan – revised draft document; refined driving forces and developing alternative futures scenarios
- Perry-Pembroke-Charlotte inter-municipal cooperation – finalizing expenditure of \$8000 request to provide computers and training to 3 towns; prepared final report to Maine Municipal Bond Bank.
- Assisted town of Machias with funding applications for rehabilitation of Machias Railroad Station to Transportation Enhancement Program (\$98,000 - MaineDOT) and New Century Community Program (\$20,000 - Maine Historic Preservation Commission); New Century grant not funded but referred to Maine Community Foundation for an Oct’08 decision; MaineDOT grant pending);