

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
(207) 454-0465 * (888) 287-3006 * FAX: (207) 454-2568

Helping Washington County Communities Plan for Tomorrow

ANNUAL GENERAL MEETING

OCTOBER 14, 2010

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Helping Washington County
Communities Plan for Tomorrow

Judy East
Executive Director

Annual Meeting

Thursday, October 14th, 5:30-8:00PM at the Bluebird Restaurant, Machias

I. Agenda

Arrive, settle in, order from menu	5:30 to 6:00
Dinner	6:00-6:30PM
Annual General Meeting	6:00-6:30PM
1. Approval of the Minutes from the Aug 31 st , 2010 Meeting	
2. FY11 Proposed Work Plan and Budget	
3. Amendment to Bylaws	
4. Election of Officers:	
Nominations - For President: Betsy Fitzgerald, County Manager	
For Vice President: Dale Crowley, Addison	
For Treasurer: Gail Wahl, Calais	
Program	7:00-8:00PM

USDA Solid Waste Management Grant - Oct '10 - Sept '11

Increasing recycling rates – outreach, assistance to towns and transfers stations
Household Hazardous Waste/Universal Waste/pharmaceutical waste collections

II. BALLOT

Each member municipality of the WCCOG has appointed two representatives to WCCOG (one to the General Assembly, one to the Executive Committee). Both are entitled to vote at the Annual Meeting.

Some municipalities have an alternate member who can vote in the absence of the two representatives; hence the space below for a 3rd representative.

Your municipality is: _____

Circle either Approve or Disapprove for each of the items:

Signatures of your representatives	Bylaw Amendment (sent to General Assembly 9-14-2010)	Work Plan	Budget (Oct. 2010-Sept. 2011)	Betsy Fitzgerald, County Manager for President	Dale Crowley of Addison for Vice President	Gail Wahl of Calais for Treasurer
1 st :	Approve Disapprove	Approve Disapprove	Approve Disapprove	Approve Disapprove	Approve Disapprove	Approve Disapprove
2 nd :	Approve Disapprove	Approve Disapprove	Approve Disapprove	Approve Disapprove	Approve Disapprove	Approve Disapprove
3 rd :	Approve Disapprove	Approve Disapprove	Approve Disapprove	Approve Disapprove	Approve Disapprove	Approve Disapprove

NOTE – If you cannot attend the meeting, note that the WCCOG return address is printed on the back of this page. Please mail your ballot to the office.

Thanks.

Washington County Council of Governments
PO Box 631
Calais, ME 04619

III. Organizational Structure

The Washington County Council of Governments (WCCOG) is a municipal membership organization that delivers a wide range of customized planning, advisory and resource development services to help communities build the future of Washington County. The State Legislature recognizes councils of governments and regional planning commissions as forms of regional councils in accordance with MRSA Title 30-A, Subsection 2301 and 2302.

WCCOG is exclusively owned and operated by its member communities. In addition to municipalities, our membership includes the County Government, Unorganized Territories and local development groups. WCCOG consists of a General Assembly, Executive Committee, Officers, and professional staff. The General Assembly, which meets at the annual meeting, is composed of municipally appointed representatives of member communities, such as town managers, planning board members, or concerned citizens. The Executive Committee is composed of elected officials. Officers are Executive Committee members, elected by the General Assembly to guide the future direction of WCCOG and the services we provide.

IV. The Year in Review – 2010

The Washington County Council of Governments provided one on one consulting services to several communities and completed several successful regional projects in 2010. Highlights for the year include:

- Governor’s Award - CDBG Administrator the Year awarded to Executive Director Judy East at the Annual CDBG Appreciation Day
- Completed first Comprehensive Plan for the town of Cooper and a Comprehensive Plan Update for the town of Lubec; both under review by the State Planning Office
- Completed three Comprehensive Plan Updates for the towns of Machiasport, Pembroke and Perry; all found consistent with the Growth Management Act
- Completed assistance to County and municipalities on Emergency Management Policies, Planning, NIMS compliance training and reporting.
- Completed Downeast Coastal Scenic Inventory in cooperation with Hancock County Planning Commission
- Launched the Washington County Brownfields Assessment Program
- Participation in proposal to realign federally designated Economic Development District boundary so that Washington County will be part of the Aroostook County EDD and no longer with the Eastern Maine EDD based in Bangor at EMDC
- Nearing completion of GIS-based mapping initiative to depict the shoreland zoning districts and newly required resource protection districts resulting from the Inland Waterfowl and Wading Bird Habitat (IWWH) maps that affect the new Guidelines issues by DEP in 2006

Boards and Commissions on which staff serve include:

- Vacationland Resources Committee (VRC)
- Sunrise Trail Coalition
- Maine Sea Grant Policy Advisory Committee
- Downeast Coastal Conservancy
- St Croix Valley Healthy Communities Coalition
- St Croix International Waterway Commission
- Downeast Institute of Applied Marine Research
- Washington County: One Community

Our e-mail network and surface mail database brings information and deadlines about private, federal and state grants to Washington County communities. In the past year we provided grant writing assistance to numerous municipalities for planning, technical assistance, infrastructure, community development and emergency management. In fiscal year 2010 WCCOG assisted:

- The town of **Lubec** obtain a **\$50,000** CDBG Public Facilities grant to construct a recreation area
- The town of **Cherryfield** obtain a **\$150,000** CDBG Community Enterprise grant to construct sidewalks in their village
- The town of **Milbridge** obtain a **\$10,000** CDBG Planning grant to prepare an update to their Comprehensive Plan
- The town of **Jonesport** obtain a **\$350,000** CDBG Public Facilities grant to renovate their fire house
- The town of **Beals** obtain a **\$44,000** Small Harbor Improvement Project grant to upgrade the commercial boat landing
- The town of **Machiasport** obtain a **\$120,000** Small Harbor Improvement Project grant to supplement/complete local and federal funding to dredge Bucks Harbor
- Six communities to obtain Energy Efficiency and Conservation Block Grants (ARRA funding), as follows:
 - The town of **Addison** (**\$76,847**) to install a windmill, conduct energy audits and install energy efficient lighting in town buildings.
 - The city of **Calais** (**\$85,000**) to make energy efficiency retrofits on the Public Safety Building.
 - The town of **Columbia** (**\$20,630**) to install a waste oil burner at the transfer station.
 - The town of **Machias** (**\$10,000**) to develop a community energy plan, which will include energy audits of municipal facilities.
 - The town of **Perry** (**\$85,000**) to install a wood pellet boiler and make energy efficiency retrofits for municipal building expansion.
 - The county of **Washington** (**\$10,000**) to develop a county energy plan, which will include energy audits of county buildings.
- Several communities to seek Homeland Security Grants to increase emergency preparedness. Washington County received the most money of this round of any county in the state, as follows:
 - County wide and multiple town grant for county-wide radio system upgrade (**\$75,355**)
 - County EMA Planning funds (**\$40,000**)
 - Multi-jurisdictional grant to purchase and upgrade narrow-band communications equipment for five rural municipalities in central Washington County (**\$63,224**)
 - Multi-jurisdictional school grant to purchase security cameras for three rural school systems in northeastern Washington County (**\$36,463**)
- Multiple towns with CDBG applications for Public infrastructure, Public Facilities, Public Services, Community Enterprise, Business Development and Community Planning including assistance with income surveys, application preparation, data and eligibility analyses, project development (Phase II) paperwork once grants were awarded, and scoping additional funds for match and leverage.

In addition, the WCCOG has recently secured a \$42,385 Solid Waste Management grant from USDA Rural Development to expand recycling programs and a collection (household hazardous, electronic and pharmaceutical wastes) throughout the county.

V. Services and Staff

Technical Assistance Program

Consultation is available to municipal officials of member communities on land use regulations, including subdivisions, land use, comprehensive planning, shoreland zoning, floodplain management and the Community Development Block Grant (CDBG) program and diverse other funding sources. We host workshops on these issues and provide specific board workshops in your community.

Comprehensive Planning

We help communities develop comprehensive plans and facilitate inclusion of local interests in the state growth management law. A comprehensive plan addresses issues of land use, financial management, government administration, capital improvement and economic development.

Transportation Planning

We provide a variety of regional and local transportation assistance to municipalities including access to funding for port and harbor facilities and input into state priority-setting processes in the biennial capital work plans. Regional transportation planning initiatives include corridor planning, scenic byway strategies, bicycle and pedestrian plans and integration of the infrastructure needs of tourism, commuters and freight.

Ordinance Development

We offer assistance on the full range of land use issues facing communities and regions. From shoreland zoning to site plans to basic land use ordinances we can help create ordinances applicable to each community's needs and avoid ineffective regulation.

Economic Development and Regional Planning

WCCOG actively coordinates with Washington County economic development providers including the Sunrise County Economic Council, the Eastern Maine Development Corporation, the Small Business Development service providers, the Washington Hancock Community Agency, the Washington County Soil and Water Conservation Service, and the Cooperative Extension Service. Recent focus areas include emergency management planning; bicycle and pedestrian corridor planning; regional transportation corridor planning; tourism marketing, and infrastructure needs that will enhance the visitor's experience while ensuring the mobility of commuter and freight traffic.

Technical Resources

We offer an extensive library with publications on most of the topics of interest to municipal officials. This includes US Census data, Maine Revised Statutes Annotated, and the Smart Growth Tool Box provided by the State Planning Office.

Computer Mapping

Using Geographic Information Systems (GIS) technology, we can create customized maps of your community showing natural resources (aquifers, topography, wildlife habitats, wetlands and watersheds), public facilities (municipal and historic properties), infrastructure (roads, rail, and

ports), development trends (based on municipal information), and locally defined land use districts (as set by municipal ordinances).

Surface and e-mail notifications

To inform member communities about the latest information the office sends regular and timely e-mails notifying members about training opportunities, grant offerings, legislative changes, state programs and other matters of interest to town managers, clerks, planning boards, councilors and selectmen.

STAFF

Judith C. East is **Executive Director** for the Washington County Council of Governments. She has 22 years of professional experience at the local, regional and state levels and has worked with communities throughout Washington County on varied issues in land use planning and public facilities investment. Judy earned her Masters Degree in Community and Regional Planning from the University of British Columbia. She is a member of the American Institute of Certified Planners, the Maine Association of Planners and the Northern New England Chapter of the American Planning Association. Judy's home base is at the main office in Calais.

Jeremy Gabrielson is a **Senior Planner** with the Washington County Council of Governments. He has 6 years of experience in local and regional planning in Washington County. His work has included assistance to municipalities in the development of Comprehensive Plans, Emergency Management and preparedness, harbor planning, working waterfront access, transportation planning, and scenic inventory assessment. Jeremy is our resident expert in GIS mapping. He has a Masters Degree in Community Planning and Development from the Muskie School of Public Service. Jeremy's home base is at the satellite office in Machias.

Sandi Duchesne is a **Planning Consultant**, under contract in FY09-10, to assist with emergency management planning. Sandi is a Professional Engineer and a member of the American Institute of Certified Planners. She retired in November 2008 as a Commander (O-5) in the United States Navy Reserve and has also served as project manager for a regional planning project that involved collaboration with Bangor-area emergency responders to improve the quality of their mutual response, transponder coordination for area traffic signals, and joint training and staffing opportunities. She has over 30 years of public and private sector experience in coordinating multiple resources and working with all levels of government from large federal procurement agencies to very small Maine towns.

VI. Profit & Loss October 2009 - September, 2010

	<u>Oct '09 - Sep 10</u>
Ordinary Income/Expense	
Income	
Earned revenues	
Agency(government) contract/fee	136,545.83
Membership dues from towns	13,015.00
Miscellaneous revenue	184,452.09
Total Earned revenues	<u>334,012.92</u>
Total Income	334,012.92
Expense	
Grant & contract expense	6,650.00
Misc expenses	
Advertising expenses	547.50
Insurance - non-employee	1,837.10
Membership dues - organization	825.00
Other expenses	4,901.10
Outside computer services	100.00
Staff development	250.00
Total Misc expenses	<u>8,460.70</u>
Non-personnel expenses	
Books, subscrip,computer licens	203.31
Donated materials & supplies	258.00
Equipment	130.55
Postage, shipping, delivery	345.17
Printing & copying	1,083.87
Supplies	2,919.28
Telephone & telecommunications	3,904.16
Total Non-personnel expenses	<u>8,844.34</u>
Occupancy expenses	
Rent, parking, other occupancy	3,777.00
Occupancy expenses - Other	207.00
Total Occupancy expenses	<u>3,984.00</u>
Salaries & related expenses	
Employee benefits - not pension	365.88
Salaries & related expenses - Other	146,454.72
Total Salaries & related expenses	<u>146,820.60</u>
Travel & meetings expenses	
Conference,convention,meeting	2,155.78
Travel	12,111.50
Travel & meetings expenses - Other	429.26
Total Travel & meetings expenses	<u>14,696.54</u>
Contracted Services	<u>159,891.84</u>
Total Expense	<u>349,348.02</u>
Net Ordinary Income	<u>-15,335.10</u>
Net Income	<u><u>-15,335.10</u></u>

VII. Balance Sheet September 30, 2010

	<u>Sep 30, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash in bank - operating	5,042.23
Total Checking/Savings	<u>5,042.23</u>
Accounts Receivable	
Accounts receivable	40,128.05
Total Accounts Receivable	<u>40,128.05</u>
Total Current Assets	<u>45,170.28</u>
TOTAL ASSETS	<u>45,170.28</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts payable	12,422.39
Total Accounts Payable	<u>12,422.39</u>
Total Current Liabilities	<u>12,422.39</u>
Total Liabilities	12,422.39
Equity	
Opening Bal Equity	18,123.05
Unrestrict (retained earnings)	29,960.14
Net Income	<u>-15,335.30</u>
Total Equity	<u>32,747.89</u>
TOTAL LIABILITIES & EQUITY	<u>45,170.28</u>

VIII. Work Plan October 2010 – September, 2011

The activities of the WCCOG (“Council”) follow the financial allocations noted in the budget. In FY11 this will include the following:

- Assistance to two towns with the review process of their Comprehensive Plans by the State Planning Office and assistance to one town with an update on their mid-90s Comprehensive Plan.
- Continue implementation of the county-wide Brownfields site assessment work
- Initiate the USDA Solid Waste Management grant to assist with recycling and collections of household hazardous wastes.
- Preparation of a Corridor Management Plan for the Coastal Canadian Corridor and anticipate making application for funds to plan for a Scenic Byway designation on the Route One Corridor.
- Continue to assist towns in meeting the requirements of the Shoreland Zoning law and provide transportation planning assistance to the county and municipalities.
- Administer CDBG grants and assist towns with obtaining new CDBG funds.

Revenues

Anticipated revenues for the next 12 months (\$275,085.00) are \$14,785.48 (5.1%) less than anticipated expenses (\$289,870.48). Potential revenues that can address this deficit range from \$18,500.00 to \$73,000.00 (see Tables 2 and 3); the lower range represents funds that are known and under discussion between WCCOG staff and municipal/regional entities but not yet secured by contract. The upper range represents funds that are not under discussion or yet secured.

This is a common budget forecast for a Regional Council particularly given budget cutbacks and uncertainties at the state and county level. Therefore we anticipate at a minimum meeting the budget for the year. If a significant portion of potential revenues are secured we anticipate having to hire a consulting planner as we did last year to meet contractual obligations.

Table 1 – Municipal Contracts - Revenue Detail

	known funds FY11	possible funds FY11
Lubec (Comprehensive Plan Update)	\$1,500.00	
East Machias CP Update		\$7,000.00
Milbridge Comp Plan Update		\$9,000.00
Energy Efficiency & Conservation Block Grant - County		\$6,000.00
Energy Efficiency & Conservation Block Grant - Machias		\$6,000.00
Cherryfield CDBG admin	\$1,750.00	
Reversing Falls/MCHT		\$2,000.00
Addison CDBG admin	\$1,750.00	
Geocache	\$1,500.00	
Perry Land Use Ordinance		\$7,000.00
Small Community Grant Program	\$1,500.00	
Misc Fee for Service SZ ordinance assist with Text	\$2,000.00	
Total	\$10,000.00	\$30,000.00

County-wide contractual obligations and responsibilities stem from a variety of contracts. Table 2 describes funding sources from technical assistance contracts with the State Planning Office (SPO), the Department of Economic and Community Development (DECD) and the Maine Department of Transportation (MDOT). Municipal dues and County funds are listed in Table 2 as they provide necessary matching funds for those contracts.

The DECD contract is primarily to provide technical assistance to municipalities seeking to use the Community Development Block Grant program. The MDOT contract is focused on corridor planning work in eastern Washington County, local transportation planning assistance and transportation-tourism infrastructure planning. Contractual work for SPO is limited to half of what it was in past years for technical assistance. However the WCCOG has secured a Regional Challenge Grant from SPO to identify alternative options for septic disposal in constrained settings (noted in Table 3).

Table 2 - State Contracts, Municipal Dues & County Match

	known funds FY11	possible funds FY11
State Planning Office Technical Assistance Contract	\$7,000.00	
Maine Department of Transportation Technical Assistance contract	\$29,000.00	
Bicycle & Pedestrian Planning contract	\$7,000.00	
Department of Economic and Community Development Technical Assistance contract	\$45,000.00	
Municipal Dues	\$9,000.00	
County Contribution		\$5,000.00
Total	\$97,000.00	\$5,000.00

Table 3 describes regional contracts for specific programs based on federal funding agencies, the unorganized territories and, potentially, regional planning. These include the recycling and hazardous materials programs supported by the USDA Solid Waste Management grant, the on-going Brownfields Assessment program (year 2 of 3), a septic disposal alternatives program, and regional shell fish management around Cobscook Bay.

Table 3 – Regional Contracts - Revenue Detail

	known funds FY11	possible funds FY11
USDA Solid Waste Management	\$42,385.00	
Septic Options Regional Challenge Grant	\$15,000.00	
Brownfields USEPA -COG Revenue	\$16,000.00	
Downeast & Acadia Regional Tourism		\$5,000.00
Environmental Funders Network		\$7,000.00
Unorganized Territories GIS/Regional Shellfish TA	\$4,700.00	
Washington-Aroostook Regional Plan for Sustainable Development		\$33,000.00
Total	\$78,085.00	\$45,000.00

Expenses

Payroll and personnel costs are projected at \$289,870.48. This includes the current Executive Director, a Senior Planner at 32 hours/week, indirect charges (only charged on total payroll and employment expenses; not medical expenses), and an engineering firm to assist with Phase I and Phase II site assessments on Brownfields properties. No raises are proposed in the budget given

economic conditions. In lieu of salary raises the budget proposes an increase in paid time off (includes vacation and sick leave) for staff from 21 to 25 days for the Executive Director and from 11.2 to 14 for the Senior Planner.

As in past years the budget assumes that the WCCOG will pay 100% of health insurance costs for full-time staff and 33% for their eligible dependants. Insurance costs are provided by the Maine Municipal Employees Health Trust (MMEHT).

Direct expenses of \$36,978.96 are forecast to cover office expenses and overhead. This represents the negotiated reduction in administrative overhead from 25% to 20% with Sunrise County Economic Council. This reduction provides more funds for the functioning of the WCCOG office in Calais, time for training and member services and the recommended increase in vacation time in lieu of any payroll increase this year. Thus billing rates will not change. In addition to the usual costs of rent, telephone, web site, audit, mileage, etc. this includes a training budget of \$2000 to allow the Executive Director and the Senior Planner to attend one conference or training/professional development opportunity during the year.

IX. Proposed Budget: October 2010 – September, 2011

REVENUES	\$	%
State Planning Office Technical Assistance Contract	\$7,000.00	2.54%
Department of Transportation Technical Assistance contract	\$29,000.00	10.54%
Department of Transportation Bicycle and Pedestrian	\$7,000.00	2.54%
Department of Economic and Community Development Technical Assistance contract	\$45,000.00	16.36%
Municipal Contracts	\$10,000.00	3.64%
Regional Contracts	\$78,085.00	28.39%
Municipal Dues	\$9,000.00	3.27%
US EPA Brownfields (contractual pass through)	\$85,000.00	30.90%
County Contribution	\$5,000.00	1.82%
TOTAL REVENUES	\$275,085.00	100.00%
EXPENDITURES		
Staff (Executive Director and Senior Planner)	\$94,058.94	32.45%
Benefits/Salary Expenses	\$29,941.64	10.33%
Administrative expense for a cafeteria 125 plan	\$250.00	0.09%
Direct Expenses (see worksheet for detail)	\$36,978.96	12.76%
Mileage	\$7,000.00	2.41%
Meals	\$2,000.00	0.69%
DECD Business Development Technical Assistance support from SCEC	\$10,500.00	3.62%
Administrative/Contractual	\$1,000.00	0.34%
Audit	\$1,800.00	0.62%
Letter of Credit (\$45/month for \$5,000; do not anticipate needing this in FY09)	\$0.00	0.00%
Brownfields - contractual pass through	\$85,000.00	29.32%
Indirect	\$21,340.95	7.36%
TOTAL EXPENDITURES	\$289,870.48	100.00%
Surplus (deficit)	-\$14,785.48	-5.10%

WCCOG Direct Expenses			
Item	Vendor	Amount/year	Payment schedule
Calais rent	City of Calais	\$1,000.00	June; December
Insurance	Milliken	\$741.00	annually
Phone/DSL	Fairpoint Commun's	\$3,264.00	monthly
Web site	Maineline.net	\$329.00	annually
Software replacement & maintenance	ESRI, virus&spyware	\$1,300.00	annually
Printer toner cartridges	HP	\$1,173.96	annually
Supplies	The Office in Machias	\$1,000.00	monthly billing
Photocopying	City of Calais/SCEC	\$1,000.00	annually/monthly
Postage	USPS	\$400.00	monthly petty cash
Annual Meeting	various	\$250.00	annually
Dues and Subscriptions	MMA; Constant Contact	\$800.00	annually
Travel* - WCCOG meetings		\$200.00	5 meetings/year
Meals* - WCCOG meetings		\$100.00	Christmas Party
Equipment		\$2,000.00	
Printing		\$500.00	
Audit		\$1,800.00	annually
Machias rent	SCEC	\$2,500.00	Jeremy office space
Polycom	County	\$600.00	
Training		\$2,000.00	
Admin overhead: COG admin, mem serv, gr writing		\$16,021.00	
Total		\$36,978.96	

* Travel and Meals associated with projects are charged to individual project budgets

NOTES