

WASHINGTON COUNTY COUNCIL OF GOVERNMENTS

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Helping Washington County
Communities Plan for Tomorrow

Judy East
Executive Director

MINUTES: Executive Committee Meeting

Date: Monday March 31st 2008 6-8PM
Location: Forty Four Degrees North, Milbridge
Present: Dick Fickett, Betsy Fitzgerald, Dale and Dorothea Crowley, Bruce Moeller, Rick Tanney, Lewis Pinkham, Jeremy Gabrielson, Judy East, Guest- Frank O-Hara

1. Dick called the meeting to order and introductions were made.
2. Minutes from the February 4, 2008 Executive Committee Meeting were distributed after the meeting. Dick asked if there were any corrections and it was were moved, seconded, and unanimously

APPROVED: to accept the minutes as written.

3. Administration –

- a. Preliminary budget FY09 – implications of state budget cuts. Reviewed preliminary FY09 budget given zero funding for SPO municipal grant program, and potential losses to SPO and DECD Technical Assistance contracts. Implication to WCCOG could range from \$30,000-\$75,000 in reduced funds to our annual budget. Projected expenses are slightly higher than revenues with assumptions of a 50% cut in the two state contracts but those cuts could be even greater.
- b. Staff support for Department of Homeland Security grant funds - Therefore we are being conservative and will not hire new staff; instead we will complete the Department of Homeland Security contract tasks for the County with existing staff. We also only received 4 resumes for the position that was advertised; 3 were not qualified; one is preparing for June 08 graduation from a Masters program and could be hired for discrete contract work if our projections are overly conservative, i.e. if we have more funds than are currently forecast.
- c. Financial reports – Reviewed balance sheet, profit and loss statement and open invoices. Reports are up to date for the mid-year (March 31, 2008). Judy noted that the Machias Savings Bank CD is due for renewal April 22. Discussion included whether we need to keep the funds liquid and what term would be appropriate for renewal. As we are not hiring new staff our cash flow will not swing any more than at present and so we do not need to keep these reserve funds liquid at this time. Dick noted that 11 or 12 month CDs are available above 3%. It was were moved, seconded, and unanimously

APPROVED: to seek out the best rate available on an 11 or 12 month CD and to have Judy coordinate with one of the Executive Leadership to sign any necessary paperwork to do this.

4. Project status updates (summary hand-outs provided and attached to the end of these minutes). Discussed highlights of report. Presentation of Washington County: One Community Survey Results suggested for next meeting in June in Alexander. Invitation to be sent to other organizations to see survey results.
5. Presentation – Frank O’Hara, Planning Decisions. Roosevelt Highway Agenda adjustment – Frank described the work he is doing for Sidney Unobskey to seek support for a highway designation along Route 1 from Bucksport to Calais of the “Roosevelt Highway”. With discussion the Executive Committee told Frank that the idea may have merit but that it should be coordinated with other tourism inventories being coordinated through the work of local consultants (working with Maine Office of Tourism funds) and the thematic development they are working on for the region (through advisory input of the Vacationland Resources Committee).

The next meeting is on **Monday June 30th, 2008 6-8PM - Alexander Municipal Building, Alexander**

Respectfully submitted (Activity Update follows) - 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 coming in strong; please send me your town reports and any new elected representatives
- SPO has recommended permanent cancellation of the grant program that provides assistance to municipalities to prepare Comprehensive Plans and local ordinances to meet budget contractions; there will be **no municipal grant program this Spring**
- Contracts to WCCOG to provide Technical Assistance from SPO and DECD are also vulnerable to elimination and/or cuts in FY08; the implication for the FY08 budget could range from \$45,000-\$70,000; therefore we will **not be hiring staff** to fulfill the contract requirements stemming from the Department of Homeland Security for \$136,000.00 grant to assist County, municipalities, schools, fire departments with emergency management planning and operations; signed \$136,000.00 contract with County of Washington to prepare this work
- Cooper voted to raise their own funds to prepare a Comprehensive Plan (\$12,500.00)
- Waiting on Maine DOT for contract amendment to add \$12,000 to contract for bike/pedestrian planning for Milbridge, Machias, Lubec and Calais
- Continue to provide testing site for several Code Enforcement Officers to take numerous tests
- Submitted Regional Efficiency Grant with city of Calais and several other sponsoring towns for joint software purchase and training; city Manger Diane Barnes inquired on its status and was told that decisions on what to funds are delayed pending final budget deliberations

Municipal Contracts:

Beddington – final draft of town wide and shoreland zoning ordinance completed for review by CEO and DEP, parcels maps near completion.

Northfield – public hearing and local adoption pending

Jonesboro Comprehensive Plan – local adoption pending July Town meeting

Machiasport - Shore and Harbor Technical Assistance Grant – at final draft of Maritime Ordinance and will provide assistance on Maritime Handbook

Machiasport Comprehensive Plan Update – drafted Population, History, Recreation and Economics and working on Natural Resources

Harrington Comprehensive Plan – finalizing Land Use; preparing for submission to SPO.

Perry and Pembroke joint Comprehensive Plan Update – drafted Natural Resources, finalizing policy on several chapters,

CDBG Technical Assistance:

Columbia – obtained Public Facilities grant for Pleasant River transfer station

Beals – denied Public Facilities grant

Harrington – denied Public Facilities application due to incomplete Comp Plan; assisted Delta Development Corp with successful Non Profit Development Grant (through staff support to SCEC)

Lubec – assisted with Planning Grant app for Comp Plan update

Calais, Machias, Milbridge – assisted with Planning Grant app for commercial building inventory

Machias – Denied Public Infrastructure grant; insufficient funds

Calais – Obtained Public Infrastructure grant

Milbridge – Obtained Public Infrastructure grant; assisted Mano en Mano to submit a Planning Grant application for feasibility work for a farm labor housing project

Roque Bluffs – denied due to lack of town approval for loan

Marshfield/Wash Cty – working on close out of tower grant

Various business development grant technical assistance through staff support to SCEC in **Addison, Eastport, Calais, Machias, Lubec, and Baileyville**

Regional Contracts/Activities:

- Tourism infrastructure projects – continuing project with DART grant
- Downeast Sunrise Trail – Sunrise Trail conference pending: 4-2-08 at UMM
- 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 – finalizing county-wide survey results, presentation, and brochure to be posted to web site
- Downeast Regional Airport – attending meetings; waiting on revised site selection from consultants.
- Strategic Conservation Plan for coastal land trusts. Finalizing plan.
- Washington County Emergency Management Planning. 2007 DHS Grant completed. County Emergency Operations Plan adopted. Working with towns (Harrington, Milbridge, Columbia Falls) on NIMS compliance. Beginning work on County Communications Plan.
- Regional Transportation Advisory group – held first meeting of stakeholders, drafting Purpose and Needs Statement, 2nd meeting scheduled for April 17th
- Perry-Pembroke-Charlotte inter-municipal cooperation – voters in all 3 towns voted down the proposed interlocal agreement and cooperation proposal; preparing final summary of parcel mapping GIS overlay for 3 towns; need to prepare expenses to date summary and return of ~\$45,000 to Maine Municipal Bond Bank that would have paid for expenses associated with the merger.
- Attended legislative hearing (Taxation Committee) in support of LD2229 To Expand the Economic Development Benefit of Tax Increment Financing in Counties That Include Unorganized Territories
- Attended MMA/GIS Users group Technology Conference