

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

Judy East
Executive Director

MINUTES: Executive Committee Meeting

Date: Monday June 30th 2008 6-8PM
Location: Alexander Municipal Building, Alexander
Present: Dick Fickett, Betsy Fitzgerald, Bruce Molleur, Rick Tanney, Mary Alice Look, Roger Holst, David Turner, Terry Viselli, Judy East,

1. Dick called the meeting to order and introductions were made. Judy had the following agenda adjustments: to sign checks, sign an officers form for the Machias Savings Bank account, discuss COG contribution for the EMDC outing and report on the CEDS meeting.
2. Minutes from the March 31, 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 – draft FY09 budget distributed; it assumes the need for consultants to assist with some contractual obligations as our projected revenues exceed expenses but not enough to allow us to hire new staff. See Activity update for amounts of funding in state contracts and new contracts.
- b. Financial reports. Distributed and reviewed balance sheet and profit and loss statement; includes expenses and revenues for the first three quarters of FY08. We are in solid financial shape with funds to pay expenses and money in the bank.
- c. WCCOG contribution to Polycom at NADA site in Calais – Discussed the savings in travel expense and travel time that Judy realizes at least twice a month by attending meetings in Calais over the Polycom system. Several partner agencies also make use of the system realizing further costs savings. Judy suggested the Executive Committee consider contributing \$50/month to the NADA office to assist with this cost to ensure it remains and to save funds for the WCCOG and other partner agencies. It was It was were moved, seconded, and unanimously

APPROVED: to contribute \$50/month in two yearly payments of \$300 to the county (who pays for the Polycom line on NADA's behalf) to assist in maintaining the Polycom system in Washington County.

- d. Rick Tanney, WCCOG's representative to the EMDC Board, has been asked by EMDC to contribute \$50 toward their staff outing and has requested that WCCOG assist with this payment. As Rick does this job (monthly meetings) on his own time, the Executive Committee agreed that this was a reasonable request. Judy also noted that Rick pays for his mileage to the monthly meetings in Bangor and that it would be reasonable for the WCCOG to reimburse him for that mileage. It was were moved, seconded, and unanimously

APPROVED: to provide a check in the amount of \$50 to Rick Tanney to contribute to the EMDC staff outing and to reimburse Rick Tanney for his mileage to and from the EMDC Board meetings.

4. Project status updates (summary hand-outs provided and attached to the end of these minutes). Discussed highlights of report.

5. Maine DOT 6 year plan schedule for input – Judy described the MaineDOT process for completion of a public release draft in the fall of the 6 year plan.
 - Input to date includes the requested input from all municipalities that was completed in Feb/08, the “backlog” of projects not completed in the last 3 capital improvement plans (which includes the nearly 2/3rds of projects not completed from the last 6 year plan), and Maine DOT review and compilation of all of this input.
 - Input going forward includes a review by regional council staff in July, review and pre-public draft preparation by Maine DOT for review by regional council Boards in late August and September, then release of public draft in October; all of this is to provide input to MaineDOT preparation of the Biennial Capital Improvement Plan in November for legislative action next session.
 - Judy suggested that the Annual Meeting could be a forum for the COG to hear about the 6 year plan and to provide our input to Maine DOT. Given that DOT needs the input by September 15 our AGM would need to be scheduled in the second week of September.Executive Committee agreed that input to the 6 year plan was a good subject for the AGM – see next agenda item.
6. Annual Meeting – Discussion of location agreed that **Machias** was most central for all. Discussion of venue agreed that a restaurant would ease the logistics of serving dinner – agreed on **Bluebird Restaurant**. Discussion of date that would work for most communities and availability of restaurant agreed on **Thursday September 11**. Discussion of time agreed on **4-8PM** to allow for presentation, dinner, discussion, prioritization of projects for 6 year plan. Bluebird Restaurant in confirmed and Judy is waiting to hear back from Maine DOT staff who will present.

Meeting Adjourned at 8:10PM.

Respectfully Submitted

Judy East

MEMORANDUM

TO: WCCOG EXECUTIVE COMMITTEE
FROM: Judy East
DATE: June 30, 2008
RE: Project and activity update

COG news/ new contracts:

- Municipal Dues: FY08 dues still outstanding from Alexander, Baileyville, Cherryfield, Cutler, and Whitneyville; new member this year Columbia; dues outstanding for over two years: Robbinston, Steuben, Wesley.
- SPO Contract with WCCOG to provide Technical Assistance is complete with \$5000 less than last year (\$25,548)
- DECD Contract with WCCOG pending at same funding as last year (\$20,000)
- Signed contract with Cooper to prepare a Comprehensive Plan (\$12,500.00)
- Signed contract amendment with Maine DOT adding \$12,000 for bike/pedestrian planning for Milbridge, Machias, Lubec and Calais
- Signed Contract with Maine DEP to assist with Small Community Grant Program site inspections until 2010 (\$10,000)
- 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 parcel maps digitizing; near completion on zoning district digitizing; assisted town with moratorium ordinance and added telecommunications facilities section to zoning ordinance.

Northfield – Assisted town with preparation for public hearing; posted CP to COG web site; attended public hearing; assisting with additional data requested at public hearing

Jonesboro Comprehensive Plan – Attended Special Town meeting; town voted to postpone vote on adoption until regular July town meeting; prepared 5 additional copies of CP and posted it to WCCOG web site for public review

Machiasport - Shore and Harbor Technical Assistance Grant – town adopted Maritime Ordinance; will provide assistance with Maritime Handbook

Machiasport Comprehensive Plan Update – Committee reviewing Natural Resources and Land Use chapters

Harrington Comprehensive Plan – Committee reviewing plan prior to submission to SPO.

Perry and Pembroke joint Comprehensive Plan Update – Completing survey discussion; refining policies for economics, housing, recreation, public facilities, natural resources, drafted transportation; drafting fiscal capacity

Cooper Comprehensive Plan - Initial meeting of Committee, provided copy of new criteria rule; created back-out schedule, data package request; drafted Population, Natural Resources and part of History

Lubec Comprehensive Plan Update - Town obtained CDBG Planning Grant application to update their Comprehensive Plan; data package request; assisted with Phase II paperwork; sent several examples public surveys to CEO

CDBG Technical Assistance:

Columbia – assisted with Phase II and public hearing requirements for Pleasant River transfer station

Lubec – obtained Planning Grant app for Comp Plan update (see above)

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

Machias – Obtained Public Infrastructure grant

Calais – Obtained Public Infrastructure grant

Milbridge – Obtained Planning Grant grant for Housing study

Marshfield/Wash Cty – closed out telecommunications tower grant; new emergency telecommunications antennas all in place; final removal of county house antennas soon

Various business development grant technical assistance through staff support to SCEC in **Marion, Eastport, Calais, Machias, and Steuben**

Regional Contracts/Activities:

- Attended CEDS (Comprehensive Economic Development Strategy) meeting in Bangor held by EMDC.
- Tourism infrastructure projects – continuing coordination of DART funding GIS mapping and tourism business database development with Nature Based Tourism work and upgrades to State and regional tourism web sites.
- Downeast Sunrise Trail – Attended and presented at Sunrise Trail Business and Community Development Conference: 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 – posted county-wide survey results to web site, published and distributing brochure; drafted FY09 work plan for communications committee
- Downeast Regional Airport – Attended, provided notes of discussion for Public Advisory Committee for Downeast Regional Airport in Machias; consultants presented Purpose and Need, Supplemental Alternatives Analysis, Results and Recommendations and discussion.
- 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. Assisted county and city of Calais with Public Safety Interoperability Communications grant for Technology (equipment) and Training.
- Regional Transportation Advisory group – held second meeting of stakeholders, revising Driving Forces matrix
- Perry-Pembroke-Charlotte inter-municipal cooperation – submitted and received approval for \$8000 request to provide computers and training to 3 towns; towns will not request full amount of \$75,000 grant; ~ \$45,000 will be left “on the table”.
- 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)