

WASHINGTON COUNTY COUNCIL OF GOVERNMENTS

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Helping Washington County
Communities Plan for Tomorrow

Judy East
Executive Director

MINUTES: Executive Committee Meeting (and Holiday Gathering)

Date: Wednesday November 28th, 2007 5-7PM
Location: Downeast Heritage Museum, Calais
Present: Dick Fickett, Bruce Moeller, Roger Holst, David Turner, Rick Tanney, Walter and Sue Getchell, Jeremy Gabrielson, Jennifer Peters, Judy East

1. Dick called the meeting to order and introductions were made.
2. Minutes from the September 28, 2007 Annual General Meeting were distributed after the AGM. 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. Financial Reports – reviewed balance summary for Fiscal year 2007 and to present as well as profit and loss for Fiscal year 2007 end. We are financially solvent: accounts receivable continue to exceed accounts payable. Our net income is \$19,941.91 reflecting completion of projects on or under budget across 25 major budget categories (with 18 sub-categories). Recall that this surplus is used to cover the administrative costs for which we have no direct income (training, staff time for administration, grant writing and large capital expenses). If we receive the grant under item 4 below and have to hire staff we will use this surplus on new equipment and increases in overhead.
- b. Signature Cards for the new officers were circulated
- c. Discussion of the lease of a car vs. expense reimbursement was conducted in general terms as Judy was not able to crunch the numbers in advance of the meeting. All agreed that it was worth getting more information about current monthly mileage amounts, cost of a lease (incl. excise, insurance etc.) and report back at the next meeting
- d. Agenda adjustment – Judy suggested that we contribute \$50 to the Downeast Heritage Museum for use of the meeting space for our meeting and party. It was were moved, seconded, and unanimously

APPROVED: to contribute \$50 to the Downeast Heritage Museum.

- e. Agenda adjustment – Judy noted that while we do not owe anything on our \$20,000 line of credit with Machias Savings Bank we need to renew it in December to keep it active. There is a fee of \$50 that will be drawn directly from our account to pay for the renewal. It was were moved, seconded, and unanimously

APPROVED: to provide the minutes of this meeting to the Machias Savings Bank to authorize preparation of the paperwork and payment for renewal of our \$20,000 line of credit.

David Turner asked if we had shopped for a good rate. We did so at the time we opened the line of credit and it has been decreasing steadily of late. As we do not currently need to use it Judy will not research other interest rates. However it was generally agreed that at such time as we think we will begin to use it we will research whether we are getting a competitive rate at Machias Saving Bank.

- f. Agenda adjustment – Judy noted that WCCOG has supported a half day of the Washington County Leadership Institute for 3 years and suggested that given our solid financial situation and the high value of the program that we increase that sponsorship to a full day (\$800). After general discussion on the merits of the WCLI it was moved, seconded, and unanimously

APPROVED: to sponsor a full day for \$800 of the 2008 Washington County Leadership Institute.

4. Washington County Emergency Management Planning - Jeremy recently worked with EMA Directory Mike Hinerman on an application to the Department of Homeland Security for a large grant (~\$190,000) to assist the

county and municipalities to complete the emergency planning requirements of the new legislation. If the grant is successful WCCOG would be the contracted planning agency to assist the county and would need to hire a new staff person for a two year term. Notice of grant recipients will be provided in December and funds could be available in early 2008. Therefore we would need to start a hiring process in early January. Roger Holst offered to assist in reviewing applications on a search committee. It was moved, seconded, and unanimously **APPROVED:** to initiate a hiring process in early January if we are successful in obtaining these grant funds.

5. Project status updates (summary hand-outs provided and attached to the end of these minutes). Two omissions to the minutes were highlighted including the work that Jeremy has been doing with numerous towns and the county to prepare a County Emergency Operations Plan and the near completion of the Strategic Conservation Plan for the 3 Coastal Land Trusts in Washington County. Maine DOT will be funding Jeremy's participation in a conference in New Hampshire on December 17-18 – the Northeast Transportation and Conservation Planning Summit.
6. Agenda adjustment - David Turner noted that there are likely many working waterfront access projects in Washington County towns that are not being brought forward for lack of some support with the funding program (or at least reminders of its availability). He fears that most (too much) of the funds are going to southern Maine projects. Judy and Jeremy will work on getting more timely information to towns about the program and offer assistance with scoping the applications and linking some of the potential applicants with the regional land trusts.
7. Agenda adjustment – David Turner also commented on the difficulty in municipal officials obtaining training to do their jobs given that training is almost always in August or other distant places. While we have been successful getting MMA and DEP to provide training for Planning Boards in Washington County (and filling the room when they attend) we could do more to get other municipal training offerings closer to the region. Judy will work on this – to nag MMA to host sessions closer to the region, to use the ATM or polycom system, and to get the word out in the region to ensure that if they provide the training, the sessions are well attended.

The next several meetings were scheduled as follows:

Monday February 4, 2008	noon-2pm	Bluebird Restaurant in Machias
Monday March 31st 2008	6-8PM	Forty-four Degrees North in Milbridge
Monday June 30th, 2008	6-8PM	Alexander Municipal Building, Alexander

We then broke for our holiday gathering and Yankee Gift Swap – several new items and businesses were represented this year:

Done Roving Farm (Charlotte) – skein of wool
Rayes Mustard (Eastport) – Mooseamaquoddy Molasses
Quoddy Mist (Lubec) – gourmet sea salt
Auger Hill Farm (Marshfield) – Maple peanuts, almonds and pecans
“Sea Spray” print (Perry) – artist Dorothy Turner
Maine Sea Salt Co. (Marshfield) – mesquite smoked sea salt
Garden Side Soap Works (Jonesboro) – body and facial scrub
Grumpy Reed’s Workshop Scrap Pile Treasures (East Machias) – Christmas ornament
Norman and Adair Bagley (East Machias) – hand made and hand painted basket planter
Wyman’s Wild (Cherryfield) – blueberry juice
Worcester Wreath (Harrington) - wreath

Remember that a dollar spent in neighborhood businesses circulates several times in our local economy!

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: FY07 dues all paid except for Addison (commitment to pay received), Beddington, Robbinston, Steuben and Wesley; new membership from Cooper and Columbia.
- Continuing web site (www.wccog.net) updates
- Maine Municipal Bond Bank Credit Quality Improvement Grant (\$75,000) for Perry, Pembroke and Charlotte was **successful**
- Comprehensive Plan grant applications for Northfield (\$2667) and Deblois (\$12,000) were **successful**; working with Northfield to get their funds spent before end of June, 2007 at SPO request
- Project Canopy (\$5000) for Calais was **successful**
- Proposal to prepare a Conservation Strategy for Coastal Washington County (\$10,000) for three coastal Land Trusts was **successful**
- Comprehensive Plan Update grant for Machiasport was **unsuccessful but town proceeding** with \$10,000 contract with WCCOG on their own
- Implementation Grant applications for Alexander was **unsuccessful but town proceeding** with ~ \$8000 contract with WCCOG on their own
- Implementation Grant for Beddington was **unsuccessful but town seeking quote** from WCCOG to proceed on their own; developing budget
- Provided testing site for several Code Enforcement Officers to take numerous tests
- Completing contracts for FY07 for each of Maine DOT, State Planning Office, and DECD

Municipal Contracts:

Beddington – as noted above- looking for assistance to prepare Zoning ordinance with their own funds

Alexander – as noted above- looking for assistance to prepare Zoning ordinance with their own funds

Machias Comprehensive Plan Update – SPO found plan consistent on April 16th; posted on WCCOG web site; public hearing scheduled for June 27th

Northfield – assisting with Town-SPO contract to drawdown SPO funds before June 30; drafting maps and meeting to address inconsistencies using SPO grant funds

Deblois – need to meet to draft contract to prepare Comprehensive Plan

Jonesboro Comprehensive Plan – finalizing Land Use chapter and Land Use maps

Machiasport Shore and Harbor Technical Assistance Grant – continuing revisions to Maritime Ordinance; deal to purchase ROW for clam access from successful Working Waterfront Access Pilot application has fallen apart;

Harrington Shore and Harbor Technical Assistance Grant – finalized Harbor Plan and Ordinance; preparing for final delivery

Harrington Comprehensive Plan – began work on Comp Plan; drafted population and cultural resources, economy and natural resources chapters; finalizing first draft of maps. Visioning session scheduled for July.

Perry and Pembroke joint Comprehensive Plan Update – revising public facilities and survey with committee; preparing draft housing and economics chapters

CDBG Technical Assistance:

Cherryfield – Providing assistance with Phase II paperwork for CDBG Planning Grant to prepare pedestrian plan in village center.

Addison – Assisting with preparation for CDBG Planning Grant submission for village center facilities plan and Public Facilities grant requests

Beals – Assisting with CDBG Public Facilities grant request to implement Historical Facilities planning grant work

East Machias and Machiasport – assistance with income survey

Milbridge – scoping out Public Facilities grant opportunity; assistance with income survey

Lubec – Assisting with Planning Grant for Comp Plan Update

East Machias – Assisting with Planning Grant and strategy for industrial park

Calais – assisting with solid waste facilities grant

Princeton – Assistance with income determination of census block

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

Regional Contracts/Activities:

- Tourism infrastructure projects – distribution and press for Resource Guide for Sustainable Tourism; working on web site development for \$5000 DART grant to further RBOG trail development project
- Excellent participation at two Maine DOT 20 year plan public meetings on May 10.
- Blackwoods Scenic Byway; still waiting on contract with HCPC (they are waiting on federal budget process)
- Downeast Sunrise Trail – Completed report and GIS mapping of trailheads with recommendations for improvements; conducting outreach and incorporating revisions for final submission to Maine DOT and Maine DOC
- Finalizing East Coast Greenway routing alternatives
- Completed report and GIS mapping of Route 1 from Steuben to Calais to identify and map safety, mobility and access improvements (turning and passing lanes, scenic pull-outs etc.); conducted several outreach meetings and compiling revisions for final submission to Maine DOT
- Telecommunications tower in Marshfield; working on final prep for land acquisition
- Provided staff support funding to SCEC to provide assistance to Machiasport, East Machias and Milbridge with CDBG income surveys
- Washington County: One Community efforts in Feb-Apr paid for by Washington County; continuing to serve on core management team, communications team and infrastructure and social capital team – preparing newsletter and survey for county-wide mailing
- Completing Coastal Community Character brochures for SPO additional funds to expand TA Bulletin