

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: Friday December 4, 2009 12-2PM
Present: Dick Fickett, Bruce Molleur, David Turner, Rick Tanney, Jennifer Peters, Linda Pagels-Wentworth, Sandi Duchesne, Judy East

1. Dick called the meeting to order and introductions were made. There were no agenda adjustments.
2. Minutes from the October 15, 2009 Annual General Meeting were distributed after the last meeting. Dick asked if there were any corrections and it was moved, seconded, and unanimously

APPROVED: to accept the minutes as written.

3. Administration – Judy reviewed the financial reports. We show a -\$9,103.29 net income for Oct-Nov 09 which can be explained by three items: 1) the time spent on Scenic Inventory work for which we were already paid but are now charging hours (recall that we had a significant positive net income at close of FY09 on Sept 30/09; we are working against that net income that does not show in the net income of Oct-Nov 09), 2) we have charged just under \$4000 to the SPO FY10 contract which is not invoiced until Jan '10, and 3) we have charged \$2600 to administration for the Annual Meeting and to get the audit set up and there are no billable codes to charge that time. As we had a net income of \$19,577 at close of business in FY09 we are still in sound financial shape in anticipation of completing the scenic inventory and paying for the audit. We still have positive cash flow and were able to pay the December payroll invoice (and several others) at the Dec 4 meeting. Another invoice paid at the meeting was the return of the \$6,650 to the Maine Community Foundation for the regional working waterfront brochure that we do not have time to complete. Judy wrote a cover letter with the returned funds explaining that the project was difficult to get started and, with multiple competing demands in recent years as well as going forward, we do not want to jeopardize other projects/applications with MCF for ourselves or Sunrise County Economic Council (the fiscal sponsor for the grant). Also made it clear that to do the project we would still need MCF funds but the real problem with completing it was competing demands for limited staff.

Judy distributed the audit and the cover letter from the accountants. All financial reporting was deemed satisfactory. One management recommendation from the auditor was greater scrutiny by the treasurer of the expenditures. The Executive Committee discussed the approach from other boards for the Treasurer to initial any invoice for which a check is signed. When another officer signs checks they can also initial the invoice and the Treasurer will review and make a second initial as well. It was moved, seconded and unanimously

APPROVED: to address the auditor's recommendation for greater financial scrutiny of expenditures by having any officer who signs a check to initial the invoice associated with the expenditure and for the Treasurer to also initial any invoices that are associated with checks signed by the other officers of behalf of the WCCOG.

The Executive Committee discussed the "use it or lose it" paid time off policy after Judy explained that both she and Jeremy had to take leave (3.5 days for Judy; 4 days for Jeremy) right before the change of fiscal year for Judy and anniversary year for Jeremy) because the workload had not allowed us to take our time off. The Executive Committee recognized the need to grant greater flexibility while not pushing the problem off into the next year or creating a situation where we could not afford to pay the vacation time to an employee who leaves and decided to revise the annual leave policy. It was moved, seconded and unanimously

APPROVED: to allow employees to carry over up to 40 hours of paid time off into the next year after their anniversary date to be used in the first quarter of the next year, after which it would expire.

The Executive Committee then reviewed two requests for sponsorship. The first was from Maine Rural Partners to support the printing of materials for their "Realizing Maine's Worth" campaign. This campaign seeks to create a fund for community development through contributions of community banks, landowners,

entrepreneurs, and major donors in much the same way that other endowment funds are created for other purposes (conservation, the arts, etc.). The minimum partner sponsor is \$250 and the WCCOG logo would be included on the materials produced by Maine Rural Partners. It was moved, seconded and unanimously **APPROVED:** to provide \$250 to Maine Rural Partners to support printing of materials for the “Relaizing Maine’s Worth” campaign.

The second request was to support a full day of the Washington County Leadership Institute for \$850 as we have done for the past two years. It was moved, seconded and

APPROVED (with one abstention and one in opposition): to sponsor one day of the Washington County Leadership Institute for \$850 in 2010.

4. USDA Solid Waste Grant – Judy and Sandi Duchesne (who is preparing the grant application) summarized the items to be included in the draft application to USDA (due December 15th). These include organization of a 2-3 day collection for hazardous materials (as done in 2005), and inclusion of universal (electronic) waste and pharmaceutical waste. We need support letters from municipalities and will send a template letter to everyone as soon as the final draft application is completed. David Turner noted that the tipping fees at the Marion Transfer station are increasing substantially and that there is a need to educate towns about the benefits of recycling as well as provide assistance in setting up recycling systems. Sandi and Judy indicated that inclusion of those activities in this grant request would strengthen it and should be done now as these funds will not be approved until Sept ’10 and flow until FY2011. It was moved, seconded and unanimously **APPROVED:** to revise the USDA Solid Waste grant to include a request for funds to support education on recycling as well as technical assistance to towns and regional transfer stations to set up recycling systems.

5. Project and activity update (summary hand-outs provided and attached to the end of these minutes)

6. Brownfields Conference and activity – included in project and activity update.

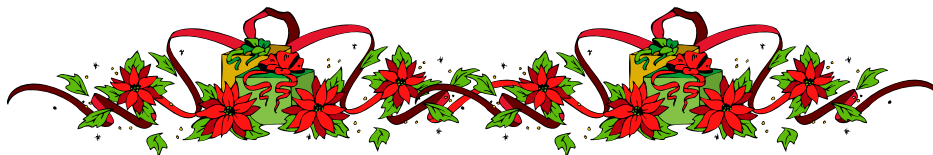
7. The next two meetings were scheduled as follows:

Thursday **February 25, 2010** 5:30-7:30 **Machias** (specific location TBD)

Thursday **April 29, 2010**, 6-8PM **Milbridge** (specific location TBD)

8. A collection was passed among those present and Judy will send \$90 to the Irene Chadbourne Ecumenical Food Pantry in Calais on our behalf. Some members who sent regrets on attending the meeting also donated to their local food pantry.

Remember in the holiday season that a dollar spent at local 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 (5 months: July 09-Nov 09)

COG news/ new contracts:

- Municipal Dues: FY10 dues letter will go out in January; new member Indian Township
- New Code Enforcement Officer Training and Certification staff available at SPO; training is still somewhat limited but they can review tests again; therefore testing now available again at the WCCOG office
- Responded to numerous technical assistance inquiries for local ordinances and grant funding sources

Municipal Contracts:

Beddington – town has completed tax map revisions; text revisions, need to complete digitizing and correct minor RP districts

Machiasport Comprehensive Plan Update – Completed checklist; submitted to SPO for review; received letter of completeness from SPO

Perry and Pembroke joint Comprehensive Plan Update – completed plan; preparing checklist for submission to SPO.

Cooper Comprehensive Plan – Completed Public Facilities and Recreation; hosted visioning meeting; drafted Economic and Fiscal Capacity chapters

Lubec Comprehensive Plan Update – Completed chapters on Marine, Transportation, Economic Development; drafted Fiscal Capacity and Land Use

Indian Township – CDBG Admin contract; bids came in too high; plans being revised; worked on obtaining EECBG funds (not eligible); may apply for Wood to Energy for Public Buildings grant in January

Roque Bluffs/Jonesboro - CDBG Admin contract; completed pre-construction conference, 2 wage reviews, Fire Station is closed in and near completion

CDBG Technical Assistance:

Washington County – assisted County/multi-town with letter of intent for Public Facilities grant for WCEMSA public safety building in Baring

Washington County – assisted County with letter of intent for Public Infrastructure grant to purchase software for RCC to repair major security issue and integrate with E-911

Lubec – assisted with letter of intent for Public Facilities grant to construct recreation area

Eastport – assisted with letter(s) of intent for Public Facilities grant for Cobscook Bay Resource Center building renovation (stalled) and Fire Station renovation (proceeding)

Jonesport – provided census information and courier service to Augusta for letter of intent for Public Facilities grant for new Fire Station

Various business development grant technical assistance through staff support to SCEC in **Cutler, Whitneyville, Eastport, Marion, Trescott, Machias, Machiasport, Calais**

Regional Contracts/Activities:

Land Use and Regional Planning

- Assisted SPO with scheduling, contacts and logistics for NOAA visit; prepared agendas for UMM-GIS lab visit in Machias and in Machiasport according to the protocol of the NOAA Section 312 Review of the Maine Coastal Program; hosted NOAA reviewers and SPO Coastal Program staff in review of Downeast collaborations in tourism, shoreland zoning mapping, scenic inventory, harbor planning and harbor ordinances
- Completed field and mapping portion of Scenic Inventory and Assessment; nearing completion of final report and database in cooperation with Hancock County Planning Commission and UMM GIS lab
- Attended 2 mtgs of St. Croix Valley Healthy Communities Coalition
- Shoreland Zoning updates –
 - hosted 2 meetings (Calais and Machias) for several clusters of towns;
 - completed maps for: Columbia, Crawford, Cutler, Machias, East Machias, Deblois and Calais;
 - revising maps from towns of Beddington, Cooper, Baileyville, Perry;
 - first drafts provided to Dennysville, Lubec, Milbridge, Charlotte, Whiting (also incorporated digital parcel maps on large scale coverage maps); several meetings held with some of these towns;
 - some towns working on their maps: Addison, Machiasport, Alexander, Pembroke;
 - first drafts completed and need to be distributed to Jonesboro, Northfield, Marshfield, Roque Bluffs, Beals, Cherryfield, Harrington, Princeton
 - non-member municipalities maps drafted; provided to DEP
 - DEP asked if they can have the GIS model to use it for all town statewide who will get state imposed ordinances and maps.
 - Contracting with Perry to revise their text; provided digital text to several towns
 - Attended East Machias Special Town meeting for their adoption
- Washington County: One Community – obtained CDBG Planning Grant to assist in county wide preparation of MAPP (Mobilizing for Action through Planning and Partnership); Continue to serve on Management Team of Washington County: One Community and on Infrastructure Committee of Washington County: One Community; attended 3 Board meetings including Maine Rural Partners evaluation of WC:OC and facilitated annual Board Retreat; reviewed WC:OC newsletter articles
- Serve on the Board of the Downeast Institute of Applied Marine Research

Economic Development

- Assisted multiple partners in the region to host Washington County 2009 and Beyond – Alternative Energy and Telecommunications Expo.
- Wide distribution of “You Are Here” map for agencies/kiosks/businesses/outlets in Washington and Hancock counties using MDOT and DART funds
- provided interview to Professor David Vail conducting MECEP amenity investment study (Investing Strategically in Rural Amenity Assets - Strengthening Tourist Destinations and In-migrant Attraction) and took test survey instrument and provided input to its structure
- USEPA Brownfields Assessment grant:
 - Developed and Issued RFQ; Established 6 member review committee including Nick Hodgkins from Maine DEP to review Qualifications Statements (QS); reviewed QSs and requested Scopes of Work and additional cost information from 3 firms; interviewed 3 firms and chose GEI Consultants Inc.
 - Established Washington County Brownfields Advisory Committee including participation from: local realtors, commercial lenders, local historian, Sunrise County Economic Council, Delta Development, WCCOG Executive Committee; Downeast District Public Health Coordinating Council; Washington County: One Community
 - Gave presentations on Brownfields grant award and solicited Advisory Committee members from meetings with: Downeast Resource Conservation and Development district council, Washington County Development Authority, Washington County Council of Governments, Calais Rotary
 - Completed cooperative agreement between WCCOG and USEPA.

- Attended Maine DEP Brownfields orientation in Orono
- Attended National Brownfields Conference in New Orleans LA
- Held initial meeting of Regional Advisory Committee
- Drafted and revised with committee input site selection criteria tool
- Working with consultant on outreach and public input plan

Washington County Emergency Management.

- Continuing to verify contact information and develop Emergency Resources Directory for all emergency response personnel and equipment in the county
- Continuing assistance to towns on Emergency Operations Plans and NIMS CAST reporting and public meetings to discuss NIMS requirements (24 communities towns now compliant)
- Conducted Shelter Management Planning activities including:
 - Continued identifying local community shelter locations
 - Training of two volunteers in disaster pet sheltering
 - Began work to form a County Animal Response Team
- Starting County Common Communications Plan
- Provided technical assistance with ARRA Fire Station Construction Grants for the communities of Marshfield, East Machias and Jonesport
- Assisted the Downeast Emergency Medical Services Authority in scoping out grant opportunities for facilities and service support
- Wrote, coordinated, and provided technical assistance for six Homeland Security Grants to increase emergency preparedness in Washington County, 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 (**funded: \$75,355**)
 - County EMA Planning funds (**funded: \$40,000**)
 - Multi-jurisdictional grant to purchase and upgrade narrow-band communications equipment for five rural municipalities in central Washington County (**funded: \$63,224**)
 - Multi-jurisdictional school grant to purchase security cameras for three rural school systems in northeastern Washington County (**funded: \$36,463**)
 - Grant for the City of Calais, the largest population center in Washington County, to purchase generators to power a Red Cross designated regional emergency shelter and feeding station, power an alternate emergency management command post, and ensure continuity of operations at the public works garage during power outages (**not funded**)
 - Grant for Maine School Administrative District 19 to purchase steel locking security doors for the Lubec Consolidated School, and to purchase a generator to power the school as a designated Red Cross emergency shelter for the Lubec peninsula (**not funded**)
 - Grant for Maine School Administrative District 37 to purchase interoperable radio and security cameras (**not funded**)
 - Grant for Town of Harrington to purchase a generator to power Narraguagus High School as a community emergency shelter for western Washington County (**not funded**)

Transportation

- Working with MDOT Byways staff Fred Michaud and other regional groups on concept, feasibility and outreach needs for a National Scenic Byway along Route 1 Downeast; Preparation and presentation of Scenic Byway opportunity on Route 1 in Downeast Maine at Annual General Meeting of Washington County Council of Governments
- Attended Active Communities workshop in Freeport; planning for bike and pedestrian friendly community design
- Assisted consultants for port of Eastport with data and GIS layers to assist with feasibility study of restoring rail from a trans-loading facility in Perry to Calais; technical assistance and support letter preparation and assembly form towns in the preparation for ARRA Tiger Grant Application to restore rail lines from Calais/Baileyville to Perry.

- Attended public hearing on State Rail Plan in Bangor to assist with coordination of regional and local plans
- Attended site walk with MDOT engineers for a potential sidewalk construction project along Route 193 in Cherryfield in order to assist in coordination and grant funding for the project
- Completed Bike Ped Assessments Lubec, Calais, and Milbridge, (finalizing Machias) with photo inventories, on-line surveys, and GIS mapping.

New Funding opportunities

- Preparing USDA Rural Solid Waste grant to expand recycling programs and development of a permanent household hazardous waste collection facility (**need support letters from municipalities – due December 11**)
- Assisted multiple towns in applications for EECBG (Energy Efficiency and Conservation Block Grant) funds to prepare a community energy plan, municipal building audits and feasibility of wind turbine on landfill (**Machias**); construct a wind turbine, town hall energy audit, energy efficient street lighting (**Addison**); install a waste oil burner at Pleasant River Transfer Station (**Columbia**); install a wood pellet boiler and energy efficient equipment bay doors and insulation for renovated portion of municipal building and upgrade efficiency of lighting in proposed new portion of municipal building (**Perry**).
- Distributed information to all towns on Wood to Energy in Public Buildings grant funds through Department of Conservation (**due in January**)