

# 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  
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Helping Washington County  
Communities Plan for Tomorrow

Judy East  
Executive Director

## MINUTES: Executive Committee Meeting (and Holiday Gathering)

**Date:** Monday December 11<sup>th</sup>, 2008 5:50-7:30PM  
**Location:** Cherryfield Town Office, Calais  
**Present:** Dick Fickett, Bruce Molleur, Betsy Fitzgerald, David Turner, Rick Tanney, Debra Pollard, Jeremy Gabrielson, Jennifer Peters, Judy East

1. Dick called the meeting to order and introductions were made.
2. Minutes from the September 11, 2008 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. Shoreland Zoning Workshops – Calais on Jan 15 (at Unobskey School); Milbridge on Jan 22 (Milbridge Historical Society – still working on getting that location confirmed)  
Judy let everyone know the Inland Waterfowl and Wading Bird Habitat layers are now complete for all towns and their impact on any additional Resource Protection areas can be placed on your maps. We are working with UMM GIS lab to get a County-wide layer produced that shows the Shoreland Zoning jurisdiction in all towns and that depicts all the areas that the State Guidelines require be in Resource Protection. We can then print maps at the same scale as your existing shoreland zoning maps so you can determine any new areas that need to be added to Resource Protection. Keep in mind that the new guidelines for additional Resource Protection districts can be adjusted with your local knowledge of areas that are already developed. You just need to documents this decision when you submit your maps with your revised ordinances. **Please get the word out to your Planning Boards about these January workshops.**

4. Administration – Discovered that the check that overdrew the COG account was actually covered by a deposit from the previous week but MSB cashed the check before the deposit was logged in. Spoke with Ron Gardiner about it and he refunded us the NSF fee. Whew. Of the \$20,000 in open invoices we have received over \$8000 this week so we will not need to draw on the line of credit. Line of credit was renewed the day after the meeting. Ron Gardiner also changed the terms so that it simply rolls over each year and the fee is drawn from the line of credit. This costs us no more and does not change any of the approvals; it simply removes the need for the Treasurer to re-sign the promissory note each year. Discussed contribution by WCCOG to support a full day of the Washington County Leadership Institute. All agreed continued support was valuable and it was were moved, seconded, and unanimously  
**APPROVED:** to provide \$850 to the Sunrise County Economic Council in support of one day of the 2009 Washington County Leadership Institute.

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

The next several meetings were scheduled as follows:

<b>Monday March 30<sup>th</sup> 2009</b>	<b>6-8PM</b>	<b>NADA office in Calais (still to be confirmed)</b>
<b>Monday June 29<sup>th</sup>, 2009</b>	<b>6-8PM</b>	<b>Sunrise County Economic Council in Machias</b>

We then broke for our holiday gathering and Yankee Gift Swap – more wonderful made in Washington County items were actively traded around the table:

Rayes Mustard (Eastport) – Mooseamaquoddy Molasses  
Sunset Cove Originals “Gleason Cove” print (Perry) – artist Dorothy Turner

Gardenside Dairy (Jonesboro) – cranberry chevre  
Grumpy Reed’s Workshop Scrap Pile Treasures (East Machias) – Christmas ornament  
Norman and Adair Bagley (East Machias) – hand made and hand painted basket  
Bold Coast Smokehouse (Lubec) – wicked good smoke salmon pate  
Bluebird Ranch Restaurant gift certificate (and a small bucket of granite rocks from Betsy’s Fitzgerald’s landscape)  
Beddington Ridge Far (Beddington) – Blueberry Jam, Apple Butter and Cranapple Butter  
Bayside Chocolates (Lubec) – Coffee Cups  
Bar Harbor – Wild Herring Fillets in Stoneground Mustard Sauce (Bar Harbor)

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

**Best wishes for a safe and happy holiday season  
and a wonderful new year!**

Respectfully submitted (Activity Update follows)  
Judy East

# MEMORANDUM

**TO:** WCCOG EXECUTIVE COMMITTEE  
**FROM:** Judy East  
**DATE:** December 17, 2009  
**RE:** Project and activity update

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## COG news/ new contracts:

- Received “Partner of the Year” award from Sunrise County Economic Council at their 2008 Annual General meeting
- Municipal Dues: FY09 provided from several towns; dues letters to go out in January.
- Sent contract to Cutler to prepare Shoreland Zoning update including subcontract to digitize parcel maps (\$7,500.00)
- Extended sub-contract contract with Misha Mytar to assist with additional tasks in Emergency Management Planning, local Comprehensive Plans, Bike-Ped assessments, and technical assistance on to municipalities (\$8,000 added to sub-contract)
- Continue to provide testing site for Code Enforcement Officers to take tests
- Responded to numerous technical assistance inquiries for local ordinances
- Provided workshop on geothermal heating systems
- Coordinated with DEP to provide shoreland zoning workshops in January

## Municipal Contracts:

**Beddington** – finalized text of town wide and shoreland zoning ordinance; incorporated DEP revisions; completing integration of zoning district and parcel map digitizing

**Northfield** – Comprehensive Plan adopted September 15

**Jonesboro Comprehensive Plan** – Comprehensive Plan adopted December 1

**Jonesport Comprehensive Plan** – Town reconsidering local adoption; forwarded digital copies

**Machiasport** - drafting Maritime Handbook

**Machiasport Comprehensive Plan Update** –Visioning public meeting scheduled for January; drafted Natural Resource, Drafting Transportation

**Harrington Comprehensive Plan** – Submitted to SPO for review.

**Perry and Pembroke joint Comprehensive Plan Update** – Finalizing several chapters; drafting land use chapter.

**Cooper Comprehensive Plan** – Drafting survey and housing chapter

**Lubec Comprehensive Plan Update** - Drafted Cultural Resources, Recreation, Population and working on Public Facilities chapters; visioning session scheduled for February.

## CDBG Technical Assistance:

**Machiasport** – assistance with PF grant for Liberty Hall

**Beals** –scoping public facilities opportunity for sand salt shed

**Harrington** – assistance with PF letter of intent

**Milbridge** – reviewed PF letter of intent

**Indian Township** – assistance with PF letter of intent

**Roque Bluffs/Jonesboro** - assistance with PF letter of intent

**Multiple towns** – assistance with Riverfront Community Development Bond grants

Various business development grant technical assistance through staff support to SCEC in **East Machias, Cutler, Steuben, Indian Township, Eastport, Marion, Machias**

Regional Contracts/Activities:

- Tourism infrastructure projects –hosted Vacationland Resources Committee on November 13 workshop “Marketing Your Downeast Tourism Business”
- Washington County: One Community – worked with Board to identify administrative alliance with Sunrise County Economic Council and Washington County; sent (with successful grant funds obtained in August) WCCOG staff and other members of Infrastructure Team to Community Transportation Institute in Maryland; working on newspaper insert for weekly papers
- Downeast Regional Airport – consultant narrowing site selection to Marion and Marshfield alternatives.
- Washington County Emergency Management.
  - Successfully obtained a Public Safety Interoperability Communications (PSIC) grant from Homeland Security (\$188,000.00) for the County to purchase upgraded radios and equipment (***Thanks to all who provided letters of support***)
  - Continuing assistance to towns on NIMS CAST reporting and public meetings to discuss NIMS requirements
  - Worked with Red Cross, WCCC and City of Calais to designate WCCC as a regional shelter in National Shelter system; assisted City in DHS application for emergency generation equipment and pet shelter equipment at WCCC (\$350,000.00 decision pending)
  - Soliciting schools for existing emergency plans and developing models for their upgrade to NIMS compliance
  - Drafted all hazard Appendices for Emergency Operations Plan and will be presenting plan in February to the County Commissioners
- Downeast Coastal Multi-Modal Corridor Plan – refining driving forces, alternative futures scenarios and policy alternatives based on public meeting in late October
- Perry-Pembroke-Charlotte inter-municipal cooperation – closed out grant by assisting towns with purchase of computer equipment and final reporting to MMBB.
- Submitted Brownfields Assessment grant request to EPA (\$200,000.00 for Petroleum; \$200,000.00 for Hazardous Materials Assessment)
- Working on USDA Rural Solid Waste grant in cooperation with Hancock County Planning Commission to support expanded recycling programs and development of a permanent household hazardous waste collection facility
- Bike Ped Assessments proceeding in Lubec, Calais, Milbridge and Machias with photo inventories, on-line surveys, GIS mapping, meetings with local officials and establishing local committees.