

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 February 4th, 2008 noon-2PM
Location: Bluebird Ranch Restaurant, Machias
Present: Dick Fickett, Bruce Molleur, Roger Holst, David Turner, Rick Tanney, Walter, Jeremy Gabrielson, Lewis Pinkham, Milt Ross, Betsy Fitzgerald, Kathleen Shannon, Dale and Dorothea Crowley, Mike Plummer, Glendon Carter, Judy East

1. Dick called the meeting to order and introductions were made. Judy made one agenda adjustment: to discuss a collaborative Regional Efficiency Grant for sharing of software licenses and training. Judy also distributed two handouts:
 - a. Comprehensive Economic Development Strategy (CEDS) meeting scheduled for Feb 20 from 10AM-noon at the Machias Career Center (if you plan to attend please RSVP to EMDC 1-800-339-6389)
 - b. Workshops on NonPoint Source Watershed Projects (also called "319 grants"); closest workshop is Bangor Feb 27, 9:30AM-noon Conf Room 4B (more info: <http://www.maine.gov/dep/blwq/docgrant/319.htm> and directions to DEP Bangor office: <http://www.maine.gov/dep/mdepoffices.htm> They want you to pre-register by contacting Norm Marcotte 287-7727 or norm.g.marcotte@maine.gov)
2. Minutes from the November 28, 2007 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. Bruce Molleur noticed that item 5 in the Annual General Meeting minutes had incorrectly indicated that the new slate of officers become effective on October 1, 2008. It should have said October 1, 2007. It was therefore moved, seconded, and unanimously

APPROVED: to revise the minutes of the September 28, 2007 Annual General Meeting so that the effective date for the new slate of officers is October 1, 2008.

4. Administration –

- a. New Staff Hire – Judy reported that we were successful in obtaining a \$136,000 grant from the Department of Homeland Security for the County. The grant designates the WCCOG as the contractor to do the work and Jeremy and Judy will attend the County Commissioners meeting on Feb 7 to confirm the hiring of a new staff person going forward. A draft job description and job announcement and we are working toward accommodating the new person in either the Calais or Machias office.
 - b. Financial Reports – Financials were not ready for the meeting but are enclosed with the minutes to the Executive Officers. We have open invoices in the amount of \$23,131,65 and payables in the amount of \$11,196.30. Bank balance is currently \$5864.79 Maine DOT has indicated that payment for the last 9 months (last quarter of FY07 from EMDC and first 2 quarters of FY08 from Maine DOT are all approved for payment and close to being "in the mail").
5. Car lease vs. expense reimbursement – Judy obtained lease estimates from Pratt Chevrolet to compare reimbursement for mileage using a personal car vs. cost of a lease. Table summarizing costs is reproduced below. Conclusion is that the cost of a is comparable to the mileage reimbursement BUT when you add fuel costs the reimbursement rate (of 40.5 cents per mile) does not cover the cost of the total cost to run a leased vehicle. Judy noted that the federal mileage reimbursement rate is over 50 cents per mile but the state rate of 40.5 cents per mile is kept that low as a result of a collective bargaining agreement between the state and the state employees union. The stated assumption in the collective agreement is that the mileage reimbursement is low as an incentive for state workers to use state owned vehicles for travel. As a result however, any

contractors with the state are required to use this rate even though they do not have access to the fleet of state owned vehicles. WCCOG has 3 state contracts and several municipal contracts that originate from state funds. Discussion ensued that COG employees should not have to incur the expense/wear and tear on personal vehicles given the inadequacy of the State reimbursement rate. To address this situation the COG could pay the federal rate and the expense forms could be set up to differentiate between the mileage reimbursement so that costs that are passed on to the State only reflect the state approved rate. The COG would cover the remainder from overhead. It was moved, seconded and unanimously

APPROVED: to tie reimbursement of mileage for WCCOG employees to the federal reimbursement rate, set up the expenses reimbursement forms to allow the COG to cover the difference between the State and the Federal rate for State contracts, and for Judy to write a letter to the Department of Administration and Financial Services to formally object to the requirement that contractors be tied to the state reimbursement rate given that contractors do not have access to the fleet of state vehicles.

Mileage reimbursement for actual miles - historical					Lease costs			
		Monthly mileage	Total miles/FY	Annual mileage reimbursement		Lease		
2005	Oct	1048			Reimbursement: 0.406 per mile	39 months		12
	Nov	422				15,000 miles/year		
	Dec	724				per month: \$299	\$3,588	
2006	Jan	1741				per month: 12	144	lease protection
	Feb	847				first month down	300	
	Mar	1025				excise	500	
	Apr	728				Total for lease	\$4,532	
	May	1528				fuel	1820	
	Jun	1237				insurance	500	
	Jul	1136				Total lease & fuel	\$6,852	
	Aug	628						
	Sep	1406	12470	\$5,062.82				
	Oct	935				Fuel costs assumptions:		
	Nov	608				13,000 miles; 25 MPG; 520 gallons; \$3.50/gallon		
	Dec	834						
2007	Jan	1325						
	Feb	551						
	Mar	1495.5						
	Apr	1056						
	May	1232						
	Jun	987						
	Jul	676						
	Aug	727						
	Sep	768	11194.5	\$4,544.97				
	Oct	1195						
	Nov	974						
	Dec	213						
	Jan	759						

- Regional Efficiency Grant opportunity – Dale Crowley of Addison had approached Judy to see if there might be funds to help with acquisition of software for motor vehicle registration software as the estimate he received including set up and training is close to \$7000. This software is part of the TRIO software package that includes assessing, budgeting, payroll, utility billing and voter registration. Discussion: other towns could use the vehicle registration software and others could use some of the other components of the package. All towns might benefit from a collective purchase of the software and from combining the travel and time associated with installation, training and trouble shooting. Deadline for the Regional Efficiency Grant application is February 15 which would be too soon to combine for purchase of the software but is a reasonable timeframe to submit a planning grant to scope out the project. Project to include: identifying which towns have which of the

bundle of software and which parts they wish to purchase, scoping out training and travel needs to provide the software, meeting with Selectmen to make decisions on purchase (including staff, match money and associated purchase implications), assessment of hardware and internet connectivity needs of towns not able to use the software due to these limitations, research into best pricing available from a variety of software vendors.

7. Project status updates (summary hand-outs provided and attached to the end of these minutes).
8. Presentation by Milt Ross of USDA Rural Development about grants and loans available through USDA: Opportunities discussed included: community facility grants and loans, housing grants and loans, rural business enterprise grants (RBEG), renewable energy and energy efficiency grants for small business, and Rural Community Development Initiative (RCDI) grants. Very useful presentation. If you missed the meeting or if you have questions please contact Milt in the Presque Isle office at 764-4157. He can come and visit with your Select Board to go over the programs and to scope out specific projects and program eligibility requirements.

The next two meetings are still scheduled as follows:

Monday March 31st 2008	6-8PM	Forty-four Degrees North in Milbridge
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 letters out January 28
- New contract with Machiasport to update Comprehensive Plan (\$10,000.00)
- Beddington added \$10,000 (from SPO Implementation grant) to \$4,500 contract to complete townwide ordinance.
- Blackwoods Scenic Byway – signed contracts with HCPC for Scenic Byway assistance (\$7000) and for GeoCache project (\$3000)
- Successful application to Department of Homeland Security for \$136,000.00 grant to assist County, municipalities, schools, fire departments with emergency management planning and operations; drafted job description for new Senior Planner position; meeting with County Commissioners on Feb 7 to finalize
- Negotiating additional funds from Maine DOT for bike/pedestrian planning for Milbridge, Machias, Lubec and Calais
- Continue to provide testing site for several Code Enforcement Officers to take numerous tests

Municipal Contracts:

Beddington – progressing well on town wide ordinance, sub-contracted with UMM GIS lab to digitize their parcel maps.

Northfield – submitted all revisions and received consistency finding from SPO; completing revisions to prepare for public hearing and local adoption

Jonesboro Comprehensive Plan – obtained consistency from SPO; Public hearing Feb 4

Machiasport - Shore and Harbor Technical Assistance Grant – still finalizing Plan and Maritime Ordinance

Machiasport Comprehensive Plan Update – Contract signed. Met with committee. Begun work on plan (Population, Cultural and Historic Resources, Recreation).

Harrington Comprehensive Plan – near final draft. Working on Transportation and Land Use.

Perry and Pembroke joint Comprehensive Plan Update –drafted Recreation chapter, drafted full set of maps, finalizing earlier drafts

CDBG Technical Assistance:

Columbia – assistance with Public Facilities application for Pleasant River transfer station

Beals – Assisted with income survey and CDBG Public Facilities grant request to expand the public landing

Harrington - assistance with CDBG Public Facilities application

Machias - review of income survey for Public Infrastructure application

Calais – review of income survey for Public Infrastructure application

Milbridge – reviewed Public Service letter of intent

Rogue Bluffs – assistance with CDBG Public Facilities application

Marshfield/Wash Cty – drafted interlocal agreement to establish ownership and maintenance of telecommunications tower

Various business development grant technical assistance through staff support to SCEC in **Eastport, Cutler and Indian Township**

Regional Contracts/Activities:

- Tourism infrastructure projects – completed RBOG grant work on business databases connected to web site and GIS maps; continuing project with DART grant
- Prepared PDF handouts of all PowerPoint presentations from Changing Borders Conference; assisting in summary of tourism panel materials
- Downeast Sunrise Trail – Sunrise Trail conference planning continuing: 4-2-08 at UMM
- Telecommunications tower and building constructed in Marshfield; equipment installed; waiting on last piece of equipment for system completion and project close-out
- Washington County: One Community – county-wide survey results to be posted in Feb to web site, working on brochure and presentation for outreach
- Downeast Regional Airport – Legislative changes to allow creation of airport authority. Revised site selection to be presented Wednesday, February 6.
- Strategic Conservation Plan for coastal land trusts. Mapping and stakeholder participation completed. Finalizing implementation strategies and drafting plan.
- Washington County Emergency Management Planning. 2007 DHS Grant completed. County Emergency Operations Plan drafted and ready for adoption. County NIMS compliancy reporting complete. Sample Emergency Operations Policy and Emergency Management Plan available for towns. Working with 19 communities on NIMS standards.
- Regional Transportation Advisory group – scheduled first meeting of stakeholders, invitations out to 115 potentially interested individuals
- Perry-Pembroke-Charlotte inter-municipal cooperation – Review and site visits of several shared municipal building facility prospects; summary of alternatives prepared; preliminary negotiations started on price with 3 prospects; Drafted inter-municipal agreement among the reviewed by legal council; target for draft to be presented at Feb 6 3-town public information meeting; Revising costs and benefits summary, building options handout and powerpoint presentation for Feb 6 3-town public information meeting; Finalizing warrant article language for 4-part decision to be made by each town to include:
 1. Whether to change the positions of Town Clerk, Town Treasurer and Tax Collector from elected to appointed positions.
 2. Authorizing a joint committee of the Selectmen of the three towns to hire professional staff to serve all 3 towns with 3 full time positions of Administrative Assistant, Clerk/Tax Collector, and Treasurer.
 3. Approving an inter-local agreement spelling out the decision making authority of the three towns and their joint responsibilities in sharing staff and a municipal facility.
 4. Approving the expenditure of funds to hire the staff and to rent, construct, or to purchase and renovate a building to serve as a joint municipal facility