

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: Thursday February 25, 2010 5:30-7:30PM
Present: Dick Fickett, Bruce Molleur, Rick Tanney, Dale and Dorothea Crowley, Betsy Fitzgerald, Mary Alice Look, Judy East, Jeremy Gabrielson

1. Dick called the meeting to order and introductions were made. There were no agenda adjustments.
2. Minutes from the December 4, 2009 Executive Committee 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 negative net income of \$15,942.87 for Oct-Feb 25, 2010 which can be explained by five items: 1) the time spent on Scenic Inventory work for which we were paid in Aug '09 but to which we charged hours until Feb, 2010; we also lost almost \$500 on the project as it cost more to complete than the budget allowed. 2) we just completed the Perry-Pembroke Comprehensive Plan which cost ~\$4000 more than we were able to invoice for it; the extra time came from their member dues and from the SPO contract 3) we are again in the cycle of charging time to the quarterly SPO contract but not yet able to bill it until the end of March. 4) as we cannot charge administrative expenses to the USEPA for the Brownfields work we are losing money as we charge to that contract with a current negative net income of just under \$800, and 5) we paid just under \$4000 to have the audit prepared. As we had a net income of \$19,577 at close of business in FY09 we are still in sound financial shape though closer to the non-profit margin than we have been in quite some time. We still have positive cash flow and are able to pay all invoices as we received them.
4. Transportation Priorities – Jeremy provided the tour of our new web site ending with specific direction to the place where municipalities can download the materials for reviewing existing municipal priorities in the FY 2012-2013 Biennial Capital Work Plan and the 2012-2018 6-Year Plan. MDOT is seeking municipal and county input and the deadline for input is March 24, 2010 to Jeremy (jgabrielson@wccog.net) We reviewed the existing projects (in the Biennial Plan AND in the list of projects generated by this same request from MDOT that occurred 2 years ago). Go to the Transportation section of the our web site www.wccog.net for more information and forms to use to state your priorities..
5. Scenic Byway designation update – Jeremy described the outreach he has done since the presentation of the Downeast or Bold Coast (no firm name yet) Scenic Byway designation. He distributed a handout that describes possible routes, the benefits of a Scenic Byway designation and a survey for input on how it is developed. Please go to our new web site to download this handout and to fill in the survey. Going forward Jeremy will be meeting one on one with towns to assess level of interest and support.
6. Project and activity update (summary hand-outs provided and attached to the end of these minutes)
7. Brownfields activity – included in project and activity update. 4 projects are currently proceeding with Phase I Site Assessments in **Calais, Machias, Pembroke and Eastport**
8. The next meeting is scheduled on:
Thursday **April 29, 2010, 5:30 – 7:30PM Milbridge** (specific location TBD)

Just this morning I was approached by Tom Steven of USDA asking if he could present at the April 29 meeting on USDA programs available for homeowners...he wants to reach out to municipal officials like Code Officers, Assessors and others who are in the field and see the needs of residents. I said he could present at our next meeting and that we would expand the invitation to Code Officers and Assessors.

Respectfully submitted (Activity Update follows)
Judy East

MEMORANDUM

TO: WCCOG EXECUTIVE COMMITTEE
FROM: Judy East
DATE: February 26, 2010
RE: Project and activity update

COG news/ new contracts:

- Municipal Dues: FY10 dues letter went out January 31; dues coming in strong; new member: Jonesboro
- Code Enforcement Officer Training and Certification staff at SPO is sending all new tests; held one test for Cherryfield CEO; provided training opportunity information to all towns
- Responded to numerous technical assistance inquiries for local ordinances and grant funding sources
- New and improved web site launched – **CHECK IT OUT!!!** at www.wccog.net

Municipal Contracts:

Beddington – completed Shoreland zoning map with revised parcel maps

Machiasport Comprehensive Plan Update – Received consistency finding from SPO; public hearing Feb 24th

Perry and Pembroke joint Comprehensive Plan Update – completed plan; completed checklist; submitted to SPO.

Cooper Comprehensive Plan – Completed Fiscal Capacity chapter; drafting Land Use chapter and maps

Lubec Comprehensive Plan Update – Finalized Fiscal Capacity; Hosted Visioning session; compiling survey responses; finalizing Land Use chapter

Indian Township – CDBG Admin contract; new bid opening on scaled down project scheduled for March 2

Roque Bluffs/Jonesboro - CDBG Admin contract; completed 2 more wage reviews, nearing final wage review and close out of project

CDBG Technical Assistance:

Washington County – assisted County with letter of intent and for Public Services grant for Cobscook Community Learning Center scholarship program

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

Columbia – assisted with Public Facilities grant Letter of Intent for community football league

Lubec – assisted with Public Facilities grant application to construct recreation area

Cherryfield – assisted with Community Enterprise grant application

Addison - assisted with Community Enterprise grant application

Eastport – assisted with letter of intent for Public Services grant application for Eastport Memorial Nursing Home to upgrade computer and security systems

Various business development grant technical assistance through staff support to SCEC in **Deblois, Columbia, Cutler, Jonesport, Machias, Whitneyville, Baileyville**

Regional Contracts/Activities:

Land Use and Regional Planning

- Completed Downeast Coastal Scenic Inventory and Assessment in cooperation with Hancock County Planning Commission and UMM GIS lab
- Attended 2 mtgs of St. Croix Valley Healthy Communities Coalition
- Shoreland Zoning updates – this is a multi-headed and constantly moving target. There is a spreadsheet summarizing each towns’ status relative to the map prepared by our GIS model, the town’s editing process and DEP review. Call Judy (jceast@wccog.net) if you want to see a copy. All maps and their revisions are posted at: http://www.megischamps.org/virtual_upload/SZ_PDF/
- Washington County: One Community – Continue to serve on Management Team of Washington County: One Community and on Infrastructure Committee of Washington County: One Community; attended 3 Board meetings
- Serve on the Board of the Downeast Institute of Applied Marine Research
- Provided assistance to Jonesport as they seek to locally adopt their 2006 Comprehensive Plan one more time.
- Forwarded information from DEP about subdivision activity and petroleum tanks to Planning Boards.
- Forwarded information to all towns on SPO guidebook to help town officials, citizens and prospective wind energy permit applicants to understand and interpret the State's model wind energy facility ordinance.

Economic Development

- Provided Discover Downeast&Acadia map for Washington County Tourism Day at the Hall of Flags in Statehouse.
- Continuing to distribute “Discover Downeast&Acadia” map for agencies/kiosks/businesses/outlets in Washington and Hancock counties
- Prepared essay for Professor David Vail conducting MECEP amenity investment study (Investing Strategically in Rural Amenity Assets - Strengthening Tourist Destinations and In-migrant Attraction) for inclusion in study to be published in March 2010
- USEPA Brownfields Assessment grant:
 - Held 2 meetings of Regional Advisory Committee; ranked and provided approval to consultant to proceed with Phase I site assessments on 4 properties (Eastport, Machias, Calais, Pembroke)
 - Finalized site selection criteria tool; site access agreement and refined web site
 - Completed outreach and public input plan
 - Sent all towns notice of open registration for Maine Brownfields Conference

Washington County Emergency Management.

- Completed 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 (30 communities towns now compliant)
- Met with Mike Hinerman to prioritize tasks remaining in county assistance to include:
 - Assisting communities with becoming NIMS compliant or obtaining written notification of their unwillingness/lack of interest to do so
 - Prepare training module for responders to complete on-line training during an evening session
 - Prepare instructions for annual maintenance of NIMS on-line compliance and reporting requirements
 - GPS field identification of all county emergency response assets
 - Finalize supplemental County Shelter Plan

Transportation

- Continuing to work 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; met with:
 - Downeast& Acadia Regional Tourism
 - Blackwoods Scenic Byway
- Received request from Maine DOT and forwarded to municipalities request to identify municipal priorities for FY 2012-2013 Biennial Capital Work Plan and the 2012-2018 6-Year Plan (**deadline for responses is March 24 to Jeremy jgabrielson@wccog.net**)
- Distributed Local Project Administration training opportunity to towns
- Significant web site overhaul to entire site but particularly transportation content

New Funding opportunities

- Submitted USDA Rural Solid Waste grant to expand recycling programs and development of a permanent household hazardous waste collection facility (**Thanks to all who provided support letters**)
- 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**); county energy plan and several building audits (**County**); 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**). **ALL FUNDED!!!**
- Distributed information to all towns on Right of Way Discovery grant