

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

Date: Thursday April 29th, 2010 5:30-7:30PM
Present: Dick Fickett, Bruce Molleur, Rick Tanney, Dale and Dorothea Crowley, Betsy Fitzgerald, Lewis Pinkham, Kathryn Balteff, Carol Lingle, Mike Plummer, Daria Alexander, Heidi Nelson, Eleody Libby, T.J. Goetting, Debra Pollard, Kathy Upton, Judy East

1. After introductions, we heard a presentation from Tom Stevens of USDA Rural Development
2. Dick called the meeting to order and there were no agenda adjustments.
3. Minutes from the February 25th, 2010 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.

4. Administration – Judy reviewed the financial reports. Our net income is now at minus 8,153.30, an improvement since the last quarter as we recover from the expense of the audit and the other items on which we lost income as reported in February. Recall again that we had a net income of \$19,577 at close of business in FY09 so we are still in sound financial shape We still have positive cash flow and are able to pay all invoices as we received them. We were audited by Maine DOT and are required to reduce our billing rates by a few dollars for each staff member as a result of a different way of computing the indirect leave rate. We are re-negotiating the administrative allocation paid to SCEC (currently at 25% of salaries and fringe = \$29,562/year) as this is a large number and covers significantly more than the time we demand on SCEC bookkeeping services. In addition to this charge we also pay rent and photocopying and contribute to any SCEC staff time that they spend on DECD/CDBG technical assistance. This is not a complaint in any way on the services provided merely a re-examination of what we pay relative to the cost incurred by SCEC to provide the service. Harold Clossey is looking at the numbers and we will review them in May and Judy will report back at our next meeting.
5. Project and activity update (summary hand-outs provided and attached to the end of these minutes)
6. Rick Tanney announced that he is taking a year long job in Korea. We will need a WCCOG representative to the Eastern Maine Development Corporation (EMDC) Board and to the Washington County Drug Action Team (WCDAT) Board. Betsy Fitzgerald, in her new position as County Manager, currently serves on the WCDAT Board and will be appointed to the EMDC Board in that capacity. She volunteered to represent the WCCOG in both of those existing positions. It was moved, seconded, and unanimously

APPROVED: to recommend to EMDC and WCDAT that Betsy Fitzgerald replace Rick Tanney as the WCCOG representative to both Boards.

7. The next meeting is scheduled to coordinate with the Brownfields presentation to the Calais Rotary and the Brownfields Advisory Committee meeting on:
Wednesday July 14th 2010, 5:30 – 7:30PM Calais (specific location TBD)

Respectfully submitted (Activity Update follows)
Judy East

MEMORANDUM

TO: WCCOG EXECUTIVE COMMITTEE
FROM: Judy East
DATE: April 29, 2010
RE: Project and activity update

COG news/ new contracts:

- Municipal Dues: FY10 dues almost all in; only outstanding dues are from Alexander, Princeton, Whiting and Whitneyville; new member likely: Grand Lake Stream based on recent conversation with their Selectmen
- Code Enforcement Officer Training and Certification provided several training opportunity information notices to all towns
- Responded to numerous technical assistance inquiries for local ordinances and grant funding sources
- New web site format working very well and being updated regularly – www.wccog.net

Municipal Contracts:

Beddington – final delivery of Shoreland zoning map and parcel maps; 2nd public hearing scheduled for June 14

Machiasport Comprehensive Plan Update – public hearing held; adoption pending

Perry and Pembroke joint Comprehensive Plan Update – provided updated habitat map; received notice of “complete” submission; still under SPO review

Cooper Comprehensive Plan – Finalizing Land Use maps and chapter

Cutler Shoreland Zoning – public hearing scheduled; parcel map digitizing complete

Lubec Comprehensive Plan Update – Preparing for submission to SPO

Indian Township – construction underway; providing wage review and admin

Roque Bluffs/Jonesboro – construction complete; dedication ceremony planned for May 16th

NEW – Jonesport Comp Plan update – expedited preparation of revised Land Use, Land Cover and Proposed Land Use maps, district descriptions and assistance with submission to SPO

NEW – Coastal Construction GC Inc. - CDBG Phase II and Environmental Review for CDBG Business Development grant

CDBG Technical Assistance:

Washington County – assisted Cobscook Community Learning Center with Public Services grant app (through County) public hearing and application review

Washington County – Public Infrastructure grant application to purchase software for RCC to repair major security issue and integrate with E-911 (not funded)

Columbia – Public Facilities grant Letter of Intent for community football league (ineligible)

Lubec – Public Facilities grant application to construct recreation area (funded)

Cherryfield – Community Enterprise grant application (funded)

Addison - Community Enterprise grant application (funded)

Eastport – letter of intent for Public Services grant application for Eastport Memorial Nursing Home to upgrade computer and security systems (ineligible)

Grand Lake Stream – assisting with public hearing and grant preparation for Community Planning Grant

Milbridge - – assisting with public hearing and grant preparation for Community Planning Grant
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

- Presented Downeast Coastal Scenic Inventory and Assessment to Machias Rotary and May 1 at Maine Land Trust Conference
- Attended 2 mtgs of St. Croix Valley Healthy Communities Coalition including Forces of Change assessment as part of MAPP process
- Shoreland Zoning updates – this is a multi-headed and constantly moving target. There is a spreadsheet summarizing each town's 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; Presented story of Washington County:One Community with MaryAnn Hayes of Maine Rural Partners at the Northeast Rural Summit in Burlington VT
- Serve on the Board of the Downeast Institute of Applied Marine Research; assisted with review and support to several recently funded grants in use for new education center and pier
- Forwarded information to all municipalities from DEP about Small Community Grant Program program deadline May 30, 2010 at: <http://www.wccog.net/energy/scgp.htm>
- Reviewing contract for FY11 for technical assistance support to towns
- Attended Statewide GIS and Technology Conference with specific focus of municipal planning for IT disaster and GIS track on municipal planning issues
- Providing assistance to UT Supervisor on research of fees, management, municipal coordination, costs, job descriptions for regional Shellfish Management in Cobscook Bay

Economic Development

- Continuing to distribute “Discover Downeast&Acadia” map for agencies/kiosks/businesses/outlets in Washington and Hancock counties
- USEPA Brownfields Assessment grant:
 - Held 1 meeting of Regional Advisory Committee; reviewed first 4 Phase I site assessments (Eastport, Machias, Calais, Pembroke); approved to proceed to Phase II assessment
 - Reviewed 4 additional properties with ranking tool
 - Attended Maine Brownfields Conference and provided newsletter articles to Maine Association of Planners on conference; applied for Certification Maintenance credits fro AICP for 6 sessions at conference

Washington County Emergency Management.

- Continuing assistance to towns on Emergency Operations Plans and NIMS CAST reporting and public meetings to discuss NIMS requirements; 30 communities/towns now compliant; 4-5 towns needing assistance; others have said they are not interested at this time.
- Attended statewide meeting of EMA Directors, International Board Patrol, MEMA and others to strategize on Border Interoperability Demonstration Grant (BIDP) request: WCCOG sub-contractor worked with County EMA and the Maine Emergency Management Agency (MEMA) on a request to the Department of Homeland Security (DHS) for up to \$4 million in funding over three years. Washington County will be the lead agency in a partnering effort that will involve the other four international border counties (Aroostook, Somerset, Franklin, and Oxford) and the two Passamaquoddy Tribes (Sipayik and Indian Township) in a project to improve statewide cross-border interoperability with our Canadian neighbors.

The proposal calls for erecting new communications towers to tie in with the existing communications towers on the US side of the border. Washington County will acquire one new tower under this program, to be located on Trimble Mountain in Robbinston. The new tower network will eliminate nearly all of the communications “dead zones” along the entire 611-mile international boundary, providing state-of-the-art radio and datalink communications for all responders in the border region. The tower network will also be linked back into the network of county-level Regional Communications Centers (RCCs) to permit the full coordination of emergency communications at the local, tribal, county, state, and federal level. Another innovation for the BIDP will be an application to the Federal Communications Commission (FCC) for a new full-duplex frequency block, to be known

as the US-Canada Interoperability Channel (USCIC). The new frequency is intended for use by both US and Canadian responders, to make it easier to communicate and coordinate cross-border resources for any scale of emergency. This is believed to be the first time that anyone has ever requested a frequency from the FCC for continuous and permanent cross-border use.

If successful, the BIDP is expected to yield the following benefits for emergency management in Maine:

- ✓ Increased emergency management awareness in all of the border communities.
- ✓ Significant cost savings for all emergency response agencies in northern Maine (in terms of human life and property damage, in addition to actual dollars expended in emergency response efforts).
- ✓ Improved cross-border interoperability for combined exercises and incident response.
- ✓ Fostering of sustainable long-term international partnerships and working groups to address cross-border security, to include discussions of strategic emergency management issues that will require regional and national policy coordination.
- ✓ Substantial enhancement of emergency communications options and expansion of coverage areas within the border region.
- ✓ Strong potential for successful duplication of the demonstration project in other states.

THANKS to the 13 communities who wrote support letters! The decision on grant funding for the BIDP is expected prior to September 30, 2010. DHS expects to make awards to at least three northern-tier and three southern-tier border states.

- Assisted Indian Township with submission of a Tribal Homeland Security grant to obtain expand the public safety building to include an intel center; enhance training and to produce border crossing law enforcement
- Assisting communities with becoming NIMS compliant or obtaining written notification of their unwillingness/lack of interest to do so
 - Delivery of several training modules for responders to complete on-line training during an evening session
 - Preparing written instructions for annual maintenance of NIMS on-line compliance and reporting requirements
 - GPS field identification of all county emergency response assets

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; Inventory work in preparation for drafting scenic byway corridor plan: met with:
 - Select Boards of towns of Milbridge, Jonesport, Jonesboro, Whitneyville, East Machias, Lubec, Whiting (scheduled to meet with County Commissioners , Calais and Cutler in May)
 - Blackwoods Scenic Byway committee
 - Sunrise Trail Coalition
 - Vacationland Resources Committee
 - Solicited form town and forwarded to MDOT - municipal priorities for FY 2012-2013 Biennial Capital Work Plan and the 2012-2018 6-Year Plan to Maine DOT
 - Attended Local Project Administrators training provided by Maine DOT
 - Assisted with outreach on the Highway Simplification Study; comments can still be submitted to Kate Dufour; at MMA; see <http://www.wccog.net/transport/local.htm>
 - Working with Sunrise Trail Coalition to develop signage standards to business direction signs along the trail
 - Working with Machias Savings Bank to host a Commute Another Way to Work Day on May 20th
- NEW – Signed contract with MDOT to prepare bike-ped coordination plans to connect village centers and businesses to the Sunrise Trail
- NEW – obtained approval from Maine DOT to spend \$2500 toward providing assistance to municipalities with Small Harbor Improvement Projects grant applications (Machiasport, Addison, Beals)

New Funding opportunities

- Notified that we will receive \$42,385.00 (instead of the \$45,000.00 requested) from USDA Rural Development for the Solid Waste Management grant to expand recycling programs and a collection; need to re-submit some of the paperwork and some expanded descriptions of the scope of work; will not be made public until revisions are submitted and approved; funds will flow in federal FY2011 (i.e. after October, 2010)
- SHIP and Small Community Grant Programs as noted above.