

## GPCOG Executive Committee Minutes

June 3, 2009

12:00 p.m. at GPCOG

**In attendance:** Gordon Billington, Vice-Chair, Standish; Genie Beaulieu, Freeport; Tom Blake, South Portland; Cathy Breen, Falmouth; Dick Brobst, North Yarmouth; Dick Feeney, Cumberland County; Pat Finnigan, Portland; Derik Goodine, Naples; Mike Reynolds, Raymond; Suzanne McCormick, PROP; Matthew Sturgis, Gray; Dick Wood, RC&D

**Members absent:** Bridgton, Cape Elizabeth, Casco, Chebeague Island, Cumberland, Frye Island, Gorham, Harrison, Long Island, New Gloucester, Pownal, Scarborough, Sebago, West Bath, Westbrook, Windham, Yarmouth

**GPCOG Staff:** Neal Allen, Maddy Adams, Dan Goodman, Eben Marsh, Ann Mazerolle

- 1. Welcome and Introductions.** Gordy Billington, Vice-Chair, opened the meeting at 12:05 and introductions were made.
- 2. Minutes: Executive Committee meeting of May 13, 2009.** *A motion was made and seconded to approve the minutes; all were in favor.*
- 3. Proposed GPCOG Operations Budget for FY 2010.** The Steering Committee has reviewed the budget and is now looking for an endorsement from the Executive Committee for recommendation to the General Assembly. Neal reviewed the highlights of the budget:
  - Expenditures and offsetting revenues of \$2,678,338 representing a decrease of \$139,228 or 4.94% under the FY 2009 Budget; with Direct Program Pass-through funds excluded, the budget is down 6.39%.
  - Direct Program Pass Through expenses of \$743,666.
  - Member dues revenue of \$217,958 or 8% of the total budget. Decreased dues revenue is the result of the Executive Committee recommendation at their February 25, 2009 meeting for a one-time reduction of 10% for FY 2010. (This is the 20<sup>th</sup> consecutive year that there has been no increase in the member dues rate.)
  - Total of 18 staff positions, including two part-time and three PACTS staff. In addition, three interns are budgeted for special projects.
  - Personnel expense including salaries, leave and fringe benefits represents 50.1% of the total budget.
  - Salaries are frozen for FY 2010.
  - Fringe benefit decrease of 7.44% is due primarily to change in the composition of staff.
  - EPA Brownfields funding for the first time in GPCOG history.

Ann then reviewed the budget page by page. On the revenue chart (pg 2), the Land Use and Community Planning percentage went up from 9% last year to 21% this year due to the brownfields grant. Sixty-five percent of the budget is paid for through grants. The SMEDD EDA grant is shared with SMRPC so they pay 50% of the match (pg 7). It was asked if any of these projects or programs are vulnerable to be cut. Ann responded that the Unified Planning Work Program (UPWP) for PACTS has already been approved, and she wasn't aware of any potential problems with any of the programs. For the brownfields grant, \$340,000 is pass-through funds; \$60,000 is for staff time. This was our third effort to secure brownfields funding. Once you're in line, region's typically continue to receive funding to complete the program. There are about 250 brownfield sites in Cumberland County. The areas identified in the grant proposal for funding include Portland Harbor, Gray, Standish (Steep Falls) and Bridgton. We will put together an inventory of sites and form an advisory committee. Petroleum and hazard substance assessments are the focus of the program. The idea is to reclaim the property and then put it back into constructive use. Caroline Paras was the driving force in pulling the grant together. Tom B. asked if the money could be used to clean up sites in Portland Harbor. Neal said that could be researched to determine eligibility. Tom mentioned that it would cost \$8-10 million to create a cad cell to deposit wastes.

The MOVE! Program, formerly the Kids and Transportation Program, is now contracted to SMRPC and we are a subcontractor. Neal explained about ICLEI – Local Governments for Sustainability. We will not be paying membership dues this year because they were late in completing the update of their software.

Regarding the 2010 Expense Detail, we no longer have a Safe Kids van and we have only one GoMaine van that is used for transporting promotional materials so that is why the auto insurance costs have gone down. The Endowment Fund is only used if approved by the Executive Committee; the Fund is now at a little over a million dollars. We have an Endowment Fund Advisory Committee that oversees the fund and we have a spending and investment policy. Head Investments oversees the fund.

The Executive Committee has approved a 10% reduction in member dues for one year. ***Dick Wood moved approval of the FY 2010 Budget with Cathy Breen seconding the motion. All were in favor.***

#### **4. Reports.**

**Regional Comprehensive Plan.** Neal explained the concept. We are working with the State Planning Office on developing a Memorandum of Understanding to clarify the respective roles of GPCOG and SPO and how the plan would be developed. We hope to have a draft of the MOU soon. A big piece will be outreach to our membership. It will be a long-term project. Funding for this endeavor will be a challenge. We may be able to use a portion of our SPO technical assistance money. CEDS work is planning work and perhaps some of that money could be used. Perhaps a Regional Challenge Grant could also be sought. SPO is very supportive. State statutes allow for regional comprehensive plans. Tom B. stated that South Portland thinks this is a good idea. They plan to start their comprehensive plan process in September with \$30,000. It seems like we should tap into those towns that are beginning the process. Neal said that the seven sustainability principles should be shown to the towns that are currently in the process of updating their plans so that their local plan will be consistent with the regional plan. We should convene those towns that are currently starting up the process. Cathy stated that this will provide a mechanism for us to plan together and have a better outcome. Falmouth is gearing up to do their comp plan. She plans on going to the first meeting to apprise the committee of the seven sustainability principles and advise them about the regional plan. Tom thought it was a good idea to formulate an advisory committee including the SPO so that we can all be on the same page. Genie mentioned that Freeport has started their comp plan process. She said it was key to get our managers and planners on board. If we have several communities that are in about the same place on their comp plans it is important that we all work together so that we go in the same direction. Gordy stated that the draft MOU will be shared with the Steering Committee.

**Staff Issues Update.** Neal explained that since David Willauer's departure, GPCOG has been doing some reorganizing and restructuring. Carol MacKenzie will be retiring at the end of June and Eben Marsh has been hired to fill Carol's position on a part-time basis. Eben is also currently working on some evacuation work. Matti Gurney has moved away and he has been replaced by Rebeccah Schaffner who was the Planner in New Gloucester. Donna Tippett has been hired to do GIS work. Donna will be part-time to start and the amount of time she works will be dependent on funding sources. Ann Mazerolle is picking up some Human Resources tasks and project oversight.

#### **5. Other Business.**

**RC&D Board** – Neal has suggested that Eben Marsh be the third GPCOG representative to this board. ***Dick Wood moved approval of Eben Marsh as the RC&D representative and Dick Brobst seconded the motion. All were in favor.***

#### **6. Adjourn.** The meeting adjourned at 1:15 p.m.