

**GPCOG Executive Committee Minutes**  
**May 14, 2008 Meeting**  
**12:00 p.m. at GPCOG**

**In attendance:** Paul McKenney, President, Cape Elizabeth; Genie Beaulieu, Freeport; Richard Brobst, North Yarmouth; Gordon Billington, Standish; Peter Crichton, Cumberland County; Derik Goodine, Naples; Rosemary Kulow, New Gloucester; Anthony Plante, Windham; Cathy Breen, Falmouth; Marchian "Skip" Crane, Gray; Jane Knapp, Gorham; Robert Nicholson, Sebago; Mike Reynolds, Raymond; Ed Suslovic, Portland; Dick Wood, RC&D

**Members absent:** Bridgton, Casco, Chebeague Island, Cumberland, Frye Island, Harrison, Long Island, Pownal, Scarborough, West Bath, Westbrook, Yarmouth, PROP

**GPCOG Staff:** Neal Allen, Maddy Adams, Ann Holland, Steve Linnell, Ann Mazerolle, David Willauer

**Guests:** Richard Feeney, Cumberland County; Toho Soma, Portland Public Health; Julie Sullivan, Portland Public Health; Missy Stults, ICLEI; Elizabeth Trice, Cumberland County

- (1) **Welcome and Introductions.** Paul McKenney opened the meeting at 12:05 p.m. and welcomed everyone. Introductions were made. Neal mentioned that this week is Commute Another Way Week and we have t-shirts available for anyone interested.
- (2) **Minutes: Executive Committee meeting of April 2, 2008.** *Dick Wood moved approval of the April 2 minutes, with Dick Brobst seconding the motion. All were in favor.*
- (3) **Appointments.**
  - 3A. Threshold to Maine Resource Conservation & Development (RC&D) Board.** Robert Nicholson volunteered to serve on the RC&D Board. *Dick Wood moved approval of Robert Nicholson's appointment to the RC&D board, with Ed Suslovic seconding the motion. All were in favor.*
  - 3B. GPCOG Nominating Committee.** Neal provided some background. Gordon Billington, Cathy Breen and Robert Nicholson volunteered to serve on the Nominating Committee. *A motion was made and all were in favor.*
- (5) **Briefing: ICLEI – Local Governments for Sustainability – Missy Stults, ICLEI** (taken out of order). Neal provided some background about COG's interest in becoming a member on behalf of our member communities. Falmouth and Portland are both already members of ICLEI. COG would make arrangements to cover Portland and Falmouth's share, as well as the other GPCOG member municipalities, for an estimated \$3,500 a year.

Missy Stults presented information about ICLEI. ICLEI is an international organization and is working on six continents. She provided some background. Any city/town can go on-line and rank themselves to see how they are doing with respect to sustainability. They can compare themselves with other municipalities. Missy will work closely with COG staff and they will pass the information on to the municipalities. An inventory can be done of municipal buildings to determine greenhouse emissions. The inventory will help to determine energy use in municipal buildings as well as associated costs. First you set a target date and then you set an action plan to meet that target, with a timeline. The action plan is the road map to get to your target. Implementation comes next. After that you monitor and re-evaluate. There are sample inventories and sample resolutions available.

By being a member of ICLEI, you have access to a network. They hold regional and international meetings on best practices. Also, web-based training is available. Ed added that the membership is more than worth the membership costs. It helps elected officials to see what other municipalities are

doing. Missy added that Portland has been a champion on this issue. A Maine ICLEI network meeting was held on Friday with 25 members in attendance. On May 30<sup>th</sup>, a conference on adaptation will be held in Boston; Steve Linnell has information about this conference.

- (4) **Briefing: Julie Sullivan, Director of Public Health, City of Portland.** Several handouts were distributed, including data broken down by municipality. Julie explained that public health, which takes care of entire communities, is different from health care, which takes care of one person at a time. Public health emphasizes prevention and education. Public health also tracks down the causes of disease outbreaks and seeks to stop them. The statutes for local health officers are changing. Julie reviewed the changes and the next steps.

Toho Soma, Information Program Coordinator, provided information on health indicators, data on disease rates, and utilization of health services. The Annual Report for the Public Health Division was distributed. The Report includes health indicators by city and town.

Next steps: providing education is a big piece and the problem is that they do not have dedicated staff. Currently, they are utilizing a Muskie School intern. Paul asked how they anticipate this program will work. Cape Elizabeth, for example, is such a small community that they don't need a full-time person for this. Julie suggested a City/County Health Department. This needs to be looked at regionally.

Rosemary asked what kind of data determines how much depression there is in a community. Toho responded that it is determined by private insurance claims and it is clustered by towns. Cathy said she would be interested in having this information on Falmouth's web site. Regarding the items on the list, she asked how towns can get going on some of the items. Toho said that if it is about tobacco, for example, they can help. It all depends on the topic. There needs to be good interpretation of the data. Jane asked if the Local Health Officer is something that should be looked at more regionally. Julie responded that some towns are currently doing this regionally.

- (6) **Sustainability Initiative.** Neal provided some background. The response to the task forces was very good; we have about six members per task force. Neal reviewed who the chairs of the task forces would be: Ed Suslovic, Environment Task Force; Tony Plante, Community Task Force; Gordon Billington, Economy Task Force. Neal reviewed the schedule and the charge. Each task force would be asked to identify seven principles of sustainability that are considered fundamental to the building of a sustainable, regional community. *Jane Knapp moved approval of the Task Forces, seconded by Dick Wood.*

The goal is that by September each task force would develop seven principles and they would be brought back to the Executive Committee in October. The principles would also be shared with the communities for their input and approval. Robert asked if we should be focusing our thought processes on the same concept as ICLEI. Paul said that is the plan. Neal will work with each of the task forces. Staff members will be assigned to each task force. Gordy mentioned that the Steering Committee had a lengthy discussion about the task forces prior to this meeting. The Steering Committee did not agree to use the ICLEI objectives as our concept but ICLEI is seen as a helpful resource. We talked about a vision but that was not decided upon. We will have models available for the task forces to learn from. Over the next week or so Neal will put a schedule together. *All were in favor of the motion to approve the task forces.*

- (7) **Reports.**

**7A. Executive Director.** Neal reviewed his report, which was included with the agenda packet. Neal reported that the Metro Regional Coalition has approved the Regional Forensic Lab. It will include the six Metro Coalition municipalities (Cape Elizabeth, Falmouth, Portland, Scarborough, South Portland and Westbrook), plus Windham, Yarmouth and Cumberland County.

**7B. Finance Director Report.** Ann Mazerolle provided a copy of Audit Report No. 07-3-25 regarding the audit that MaineDOT performed on FTA programs run by GPCOG during FY06. The audit report identified a finding regarding the Kids and Transportation Program. The finding was “Monthly drawdown forms do not include local matching funds.” Ann advised that Maine Safe Kids funds were used as a match and this had been approved by MaineDOT. According to MaineDOT, COG did not provide proper documentation of the matching funds, even though MaineDOT had been approving the bills right along. Tony asked if there was any follow-up with the Program Manager. Ann responded that there had been and that the Program Manager was very upset that we had named her in our audit response. Paul asked if there was a complaint mechanism. Neal responded that we decided that we would let the audit carry out and then he would write a letter to Commissioner Cole. The issue is really an internal MaineDOT issue as GPCOG staff worked closely with MaineDOT Agreement Administrator to determine the invoice and related backup needed for payment under this grant. There was no indication from the MaineDOT Administrator that the invoices supplied were inadequate in any way. The invoices were approved and paid by MaineDOT. They changed the rules in the middle of the game. *Skip Crane made a motion that a letter be sent to Commissioner David Cole stating that this was an inappropriate finding because they changed the rules and didn't take ownership, also that it was a waste of money, as COG already pays for an official audit each year, and this was duplicative. The motion was seconded.* Paul and Neal will sign the letter. Tony noted that the scope of the MaineDOT audit may have been different than the audit that is performed for COG each year. Ann explained that MaineDOT did an FTA program audit while our agency audit focused on FHWA grant funds. *All were in favor of the motion.*

**7C. Planning Director Report.** David Willauer provided further clarification on the Kids and Transportation Program and the Maine Safe Kids program. The future of the Kids and Transportation Program is that we will now be a subcontractor and SMRPC will be the contractor for that program. Recently, a video was prepared by Erik West, Coordinator of the Kids and Transportation Program, about how to put your bike on a bus bike rack. It was put on U-Tube and the other Portland, Portland Oregon, is using it and trying to take credit for it.

David reported that the GoMaine program now has 17 vans in their fleet. The Lakes Region Bus Service has been presented to seven out of 12 towns, soliciting for local matching funds totaling \$50,000. About half of the towns have committed so far.

Cathy asked how the changes in Portland's Waterfront and Transportation Department would be affected by the loss of Jeff Monroe. Ed Suslovic responded that the Waterfront will be a bit of a challenge. The waterfront is a regional asset. However, the Jetport should be okay. Jeff Schultes is leaving but they have a good replacement for him. They are lobbying for state help.

The meeting adjourned at 1:30 p.m.