



GPCOG General Assembly AGENDA

May 27, 2021

1:00 p.m. to 1:25 pm

Please sign in before 1 pm

Via ZOOM Conferencing Webinar

Registration is required; please follow this link:

https://us02web.zoom.us/webinar/register/WN_7QO9p07WS7OhEftxZbrtvw

The meeting link will be sent after you register

Attendees are reminded this is a public meeting and it will be recorded.

1. **Welcome and Call to Order – Nat Tupper, President, GPCOG**
2. **Acceptance of 5/28/20 minutes (Attachment A)**
3. **Proposed FY22 Priorities and Budget (Attachment B)**

Staff Report:

The GPCOG Executive Committee unanimously recommends to the General Assembly approval of a FY22 agency budget of approximately \$4.8M. See Attachment B for detail.

The FY22 budget supports GPCOG’s three main strategic priorities: strengthen cities and towns with responsive **member services**, **lead the region** toward shared and sustainable prosperity, and **operate with excellence**.

In addition to the work defined by ongoing grants and contracts, GPCOG will focus on the following priorities in FY22:

1. Maximize the regional impact of **federal relief, stimulus and infrastructure resources** for transportation, housing, broadband, and sustainability.
2. Continue to deliver quality **member services**, with a particular FY22 focus on rural and small communities.
3. Encourage and support agency coordination to **improve public transportation**, with a focus on the Transit Together initiative.

4. Expand **housing choices** in priority places by working with members.
5. Be a resource and partner on issues of importance to members and the state on **climate-friendly transportation, broadband, and racial equity**.

In recognition of the anticipated revenue shortfalls that municipalities face due to the economic fallout from the COVID-19 pandemic, the Executive Committee has authorized a 10% member dues credit for municipal members who pay the \$2/capital dues rate. The proposed budget reflects a member dues revenue reduction of 10%.

Recommended Action: Consider, modify as needed, and adopt FY22 priorities and budget.

4. Election of Officers and Executive Committee Members

Staff Report: The GPCOG Executive Committee recommends the following FY22 slate:

Officers:

- Sandy Carder, President
- Jarrod Maxfield, First Vice President
- Mary Fernandes, Second Vice President/ Treasurer

Executive Committee:

- Jerre Bryant, **Westbrook** City Administrator
- Sandy Carder, Chair, **Gray** Council
- Mark Dion, **Portland** City Council
- Mary Fernandes, **Casco** Select Board
- Kate Lewis, **South Portland** City Council
- Carmen Lone, **Bridgton** Select Board
- Jarrod Maxfield, Chair, **Windham** Town Council
- Justin Poirier, **Chebeague Island** Town Administrator
- Matthew Sturgis, **Cape Elizabeth** Town Manager
- Nat Tupper, **Yarmouth** Town Manager
- Sue Witonis, **Cumberland County** Commissioner

Recommended Action: Appoint officers and Executive Committee members.

5. Other Business

Attachment A

GPCOG Annual Meeting of the General Assembly MINUTES

May 28, 2020

In Attendance:

Name	Affiliation
Belinda Ray, President	Portland
Amy Kuhn	Falmouth
Brian Dudley	Long Island
Deqa Dhalac	South Portland
Jennifer Speirs	North Yarmouth
John Hawley	Naples
Jon Jennings	Portland
Nat Tupper	Yarmouth
Jim Gailey	Cumberland County
Kate Snyder	Portland
Rosemary Roy	North Yarmouth
Ruth Glaeser	Durham
Sandra Carder	Gray
Michael Foley	Westbrook
Bruce Foshay	Gray
Heather Brown	Portland
Hope Cahan	Falmouth
Mary Fernandes	Casco
Matt Sturgis	Cape Elizabeth
Misha Pride	South Portland
Nathan Poore	Falmouth
Christopher Huff	Portland
Scott Morelli	South Portland
Jill Duson	Portland
Susan Witonis	Cumberland County
Susan Henderson	South Portland
For GPCOG:	Kristina Egan Chris Hall Josh Kochis Tony Plante

Call to Order and Welcome

Belinda Ray called the meeting to order at 1:12 pm and welcomed all attendees. Ray noted that the meeting was being conducted via Zoom teleconferencing in accordance with the requirements of state law.

Acceptance of 5/29/19 minutes

Belinda Ray noted last year's minutes were amended to add Michael Foley to the list of attendees. Acceptance of the minutes as amended was moved by Michael Foley, seconded by Matt Sturgis. Members voted by roll call. 15 members voted to approve the motion, none voted to oppose the motion, and 6 abstained.

Proposed FY 21 Priorities and Budget

Kristina Egan introduced the GPCOG FY21 budget by reviewing the agency's three strategic priorities:

- Leading the Region
- Providing excellent member services
- Operating with Excellence

Kristina provided data on how member dues have been utilized, highlighting their support of a variety of impactful programming, including:

- Planning services delivered in most GPCOG member communities, including Brownfields redevelopment and Cooperative Purchasing savings delivered across an array of products and services.
- Advocacy activities, noting a focus on COVID-19 and work with the Mills Administration, Senator King and Senator Collin's offices.
- Chairs in a Circle programs and Leadership trainings that were conducted over the year.
- COVID-19 services, working collectively to meet community needs.
- Enhanced member services in a range of regional issues, including MS4 storm water permitting, sustainability and solar issues, climate and broadband, transportation resources, cable franchise agreements, and expanded housing choices.

- Tony Plante explained that in the budget the Executive Committee authorized a 20% member dues credit for FY2020-FY2021, due to the global pandemic. This will reduce member dues in the coming fiscal year. Tony also noted that the budget contains a wage freeze for Senior Leadership. These proposals are intended to lessen the burden on our members during this pandemic and allow GPCOG budget flexibility to deal with this situation as it evolves, and preserve GPCOG's capacity to meet member needs.

Josh Kochis presented highlights of the FY 2021 GPCOG budget including:

- The proposed budget is just over \$4 million and represents an increase from FY20 of \$299,000. The budget expenses are split between Personnel, Consulting and Other Expenses.
- The three primary reasons for the budget increase are the change in the composition of staff (staff positions are more senior from the prior year), salary adjustments for senior staff who took on additional roles and responsibilities, and the addition of four part-time interns/associates.
- The primary reason for the consulting increase was due to three ongoing projects that require heavy consulting, and that two of these projects (Transit Stop Access Project and High Crash Locations Assessments) are funded with capital transportation dollars, passed through to consultants, and the third project (Local Food Promotion Program) is ending 06/30/2021, with a significant amount of work completed in 2021 by consultants.
- Josh highlighted GPCOG's revenue as a percentage of each program, with the majority being Transportation Projects, Economic Development and Member Services (comprised of annual member dues and cooperative purchasing program).
- Josh also highlighted GPCOG's revenues by source, with the largest amount coming from federal sources (transportation, environmental).
- Josh finally highlighted the percentage of GPCOG's expenses by category, with the majority being personnel (salaries and fringe benefits), Consulting services (audit fees, etc.) and Other direct expenses (business insurances, advertising, professional development, etc.)

Kristina Egan explained the Member Dues Allocation, noting that half the dues will go directly to member services, and half will be used to match federal funds. She noted this would benefit not only members, but also the region.

After their presentations Belinda Ray asked for questions. There were no questions, so she asked for acceptance of the FY21 GPCOG budget as presented. Acceptance of the budget as

presented was moved by Michael Foley, seconded by Deqa Dhalac. The vote was conducted by roll call. 21 members voted to approve the motion, no members opposed the motion, and 2 abstained.

Election of Officers and Executive Committee Members

Belinda Ray presented the slate of GPCOG Officers and Executive Committee members for FY 21.

Acceptance of the slate of GPCOG Officers and Executive Committee members for FY 21 as presented was moved by Hope Cahan, seconded by Amy Kuhn. The vote was conducted by roll call. 21 members voted to approve the motion, no members opposed the motion, and 3 abstained.

Bylaws Amendments

Chris Hall presented three amendments to the GPCOG Bylaws. He emphasized that the amendments were the culmination of bringing PACTS and GPCOG together, ensuring that PACTS becomes an autonomous standing committee of GPCOG, that PACTS has input into evaluation of the GPCOG Executive Director, and that the GPCOG Executive Committee is composed in a way that is fair and balanced, with PACTS and non-PACTS members being represented.

Belinda Ray asked if there were any questions, and there were none. A motion was made by Matt Sturgis and seconded by Jill Duson to accept the amendments to the GPCOG Bylaws as presented. A roll call vote was held. The motion passed with 21 members voting in favor, no members voting against and 2 abstaining.

Adjourn

A motion was made to adjourn by Hope Cahan and seconded by Sandra Carder. A roll call vote was held. The motion passed with 22 members voting in favor, no members voting against, and 1 abstaining.

Attachment B

FY 2022 Budget
7/1/2021 – 6/30/2022

Proposed to the General Assembly

As recommended by the Executive Committee on 5/8/21



Helping Communities Thrive and Prosper in the
Greater Portland and Lakes Region



May 13, 2021

To: GPCOG General Assembly
From: Kristina Egan, Executive Director, GPCOG
RE: Proposed GPCOG Budget: July 1, 2021 – June 30, 2022

The GPCOG Executive Committee recommends the enclosed GPCOG budget for Fiscal Year 2022 for your review and appropriate action.

The FY22 budget projects the following revenues and expenses:

Total Revenue:	\$4,846,972
Total Expenses:	\$4,846,972

This budget is composed of the following elements:

- FY22 Priorities & Budget Summary
- Detailed Revenue and Expense Comparative Budgets, Graphs and Explanations
- Member Dues Allocation

In recognition of the continued economic impacts of the COVID-19 pandemic, the Executive Committee recommends a 10% member dues credit for municipal members who pay the \$2/capital dues rate. This budget reflects a member dues revenue reduction of 10%.

FY22 Priorities & Budget Summary

The FY22 budget supports GPCOG's three main strategic priorities: strengthen cities and towns with responsive member services, lead the region toward prosperity, and operate with excellence. In addition to the work defined by ongoing grants and contracts, GPCOG will focus on the following priorities in FY22:

- Maximize the regional impact of federal relief, stimulus and infrastructure resources for transportation, housing, broadband, and sustainability.
- Continue to deliver quality member services, with a particular FY22 focus on rural and small communities.
- Encourage and support transit agency coordination to improve customer service, with a focus on the Transit Together initiative.
- Expand housing choices in priority places by working with members.
- Be a resource and partner on issues of importance to members and the state on climate-friendly transportation, broadband, and racial equity.

The FY22 budget of approximately \$4,850,000 is approximately \$778,000 more than the FY21 budget. This is attributable primarily to an increase in transportation funding from the Federal Transit Administration, Economic Development Administration, and AmeriCorps for multiple pandemic-related projects continuing from FY21 into FY22.

REVENUES	
	Total
Transportation	\$ 2,516,233
Economic Development	\$ 1,031,198
Land Use	\$ 63,795
Sustainable Energy	\$ 90,000
Member Services	\$ 508,146
Other Contracts	\$ 9,000
Bank Interest - General	\$ 1,800
Bank Interest - Revolving Loan Funds	\$ 1,800
Projected New Revenues	\$ 625,000
TOTAL REVENUES	\$ 4,846,972
EXPENSES	
Personnel	\$ 2,505,593
Office	\$ 230,287
Consulting Services	\$ 1,410,768
Meetings and Travel	\$ 22,933
Other Direct Expenses	\$ 352,391
Pass-through Expenses	\$ 325,000
TOTAL EXPENSES	\$ 4,846,972
NET INCOME	\$ 0

Overall Changes

- The overall budget increased by approximately \$778K from FY21.
- Budgeted revenues increased primarily due to increases in transportation, economic development and AmeriCorps projects related to the pandemic as well as projected new revenues.
- Budgeted expenses increased primarily due to increases in personnel, consulting services, and various other direct expenses, with an offset decrease in pass-through expenses.

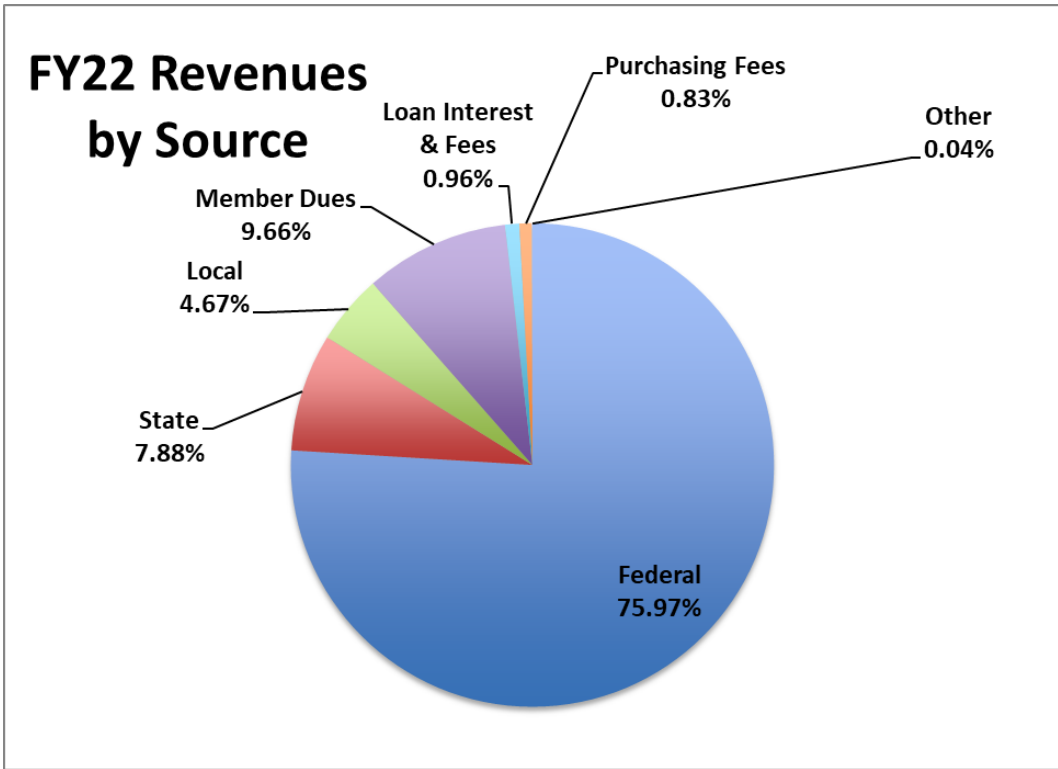
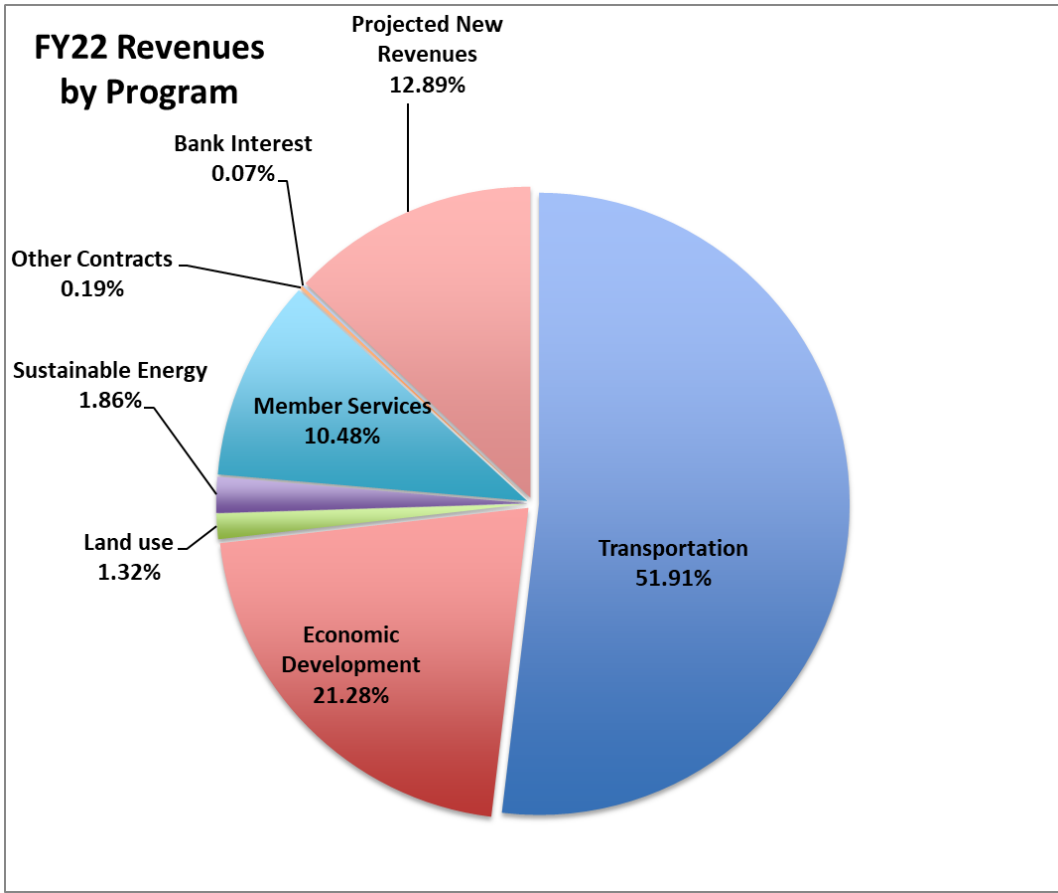
Detailed Revenue Budget

REVENUES				
	TOTAL	TOTAL		DIFFERENCE
	FY 2022	FY 2021		
Transportation	\$ 2,516,233	\$ 1,892,913	\$	623,320
U.S. Department of Transportation - Planning Funds	\$ 2,006,805	\$ 1,336,873	\$	669,932
U.S. Department of Transportation - Capital Projects	\$ 223,610	\$ 248,750	\$	(25,140)
Maine Department of Transportation	\$ 168,249	\$ 190,749	\$	(22,500)
Municipal Match	\$ 117,569	\$ 116,541	\$	1,028
Economic Development	\$ 1,031,198	\$ 1,237,070	\$	(205,872)
U.S. Economic Development Administration	\$ 330,000	\$ 70,000	\$	260,000
U.S. Environmental Protection Agency	\$ 115,000	\$ 185,000	\$	(70,000)
U.S. Environmental Protection Agency - Loan Funding	\$ 175,000	\$ 500,000	\$	(325,000)
U.S. Department of Agriculture	\$ -	\$ 185,720	\$	(185,720)
Corporation for National and Community Service	\$ 216,698	\$ -	\$	216,698
Municipal Match	\$ -	\$ 92,350	\$	(92,350)
Finance Authority of Maine - Loan Funding	\$ 150,000	\$ 150,000	\$	-
Revolving Loan Funds - Interest and Fees	\$ 44,500	\$ 54,000	\$	(9,500)
Land Use	\$ 63,795	\$ 57,163	\$	6,632
Maine Dept. of Agriculture, Conservation and Forestry	\$ 48,287	\$ 42,663	\$	5,624
Maine Dept. of Transportation	\$ 15,508	\$ 14,500	\$	1,008
Sustainable Energy	\$ 90,000	\$ 90,000	\$	-
U.S. Department of Energy	\$ 90,000	\$ 90,000	\$	-
Member Services	\$ 508,146	\$ 540,184	\$	(32,038)
Member Dues	\$ 468,146	\$ 520,184	\$	(52,038)
Joint Purchasing Fees	\$ 40,000	\$ 20,000	\$	20,000
Other Contracts	\$ 9,000	\$ 18,000	\$	(9,000)
Corporate Contributions and Sponsorships	\$ -	\$ 18,000	\$	(18,000)
Bank Interest - General	\$ 1,800	\$ 7,000	\$	(5,200)
Bank Interest - Revolving Loan Funds	\$ 1,800	\$ 9,000	\$	(7,200)
Projected New Revenues	\$ 625,000	\$ 200,000	\$	425,000
TOTAL REVENUES	\$ 4,846,972	\$ 4,069,330	\$	777,642

Changes in Revenue

- Budgeted transportation revenues show an increase of approximately \$623K, which is attributed entirely to an increase in U.S. Department of Transportation planning funds.

- The major revenue source in this category comes from the bi-annual Unified Planning Work Program. The most recent award starting calendar year 2020 was flat-funded from the prior award, and there is no current expectation the new program starting calendar year 2022 will see an increase in funding. The increase in this category is primarily due to CARES Act funding from the Federal Transit Administration for work to be performed over two years to help the regional transit network recover from pandemic-induced ridership drops.
- The decrease in U.S. DOT Capital Funds and MaineDOT match is directly related to two projects ending in FY21: High Crash Locations and Collector Paving. However, a third phase related to the Transit Stop Access project offset most of the reduction from those two projects.
- Budgeted economic development revenues show a decrease of approximately \$206K, which is attributed to decreases in U.S. EPA, USDA and municipal match revenues. These decreases were partially offset by increases in U.S. EDA revenues as well as a new AmeriCorps program with funding coming from the Corporation for National and Community Service.
 - The decrease in U.S. EPA revenues and loan funding are the result of the current brownfields grants ending in early FY22, however, we anticipate receiving additional funding for grants, loans and assessment work. The application process does not start until FY22, so the amounts budgeted are conservative.
 - The decrease in USDA and municipal match is entirely due to the Local Foods Promotion Program project ending at the end of FY21.
 - The increase in U.S. EDA funding is entirely due to a \$400K, 2-year CARES Act grant received at the beginning of FY21.
- Projected new revenues of \$625K consist of \$525K of new grants and \$100k of new contracts. This is a budgeted increase of \$425K from the prior year. The reason for the large increase is two-fold. First, GPCOG significantly exceeded projected new revenues in FY21. Second, GPCOG is in the process of hiring a development director that will increase the agency's efforts and focus on securing additional funding for priorities.



Detailed Expenses Budget

EXPENSES					
	TOTAL		TOTAL		
	FY 2022	FY 2021			DIFFERENCE
Personnel	\$ 2,505,593	\$ 1,720,973	\$	\$	784,620
Salaries	\$ 2,068,574	\$ 1,397,319			671,255
Fringe	\$ 437,019	\$ 323,654			113,365
Office	\$ 230,287	\$ 204,136	\$	\$	26,151
Postage	\$ 1,500	\$ 1,000			500
Utilities	\$ 9,500	\$ 9,000			500
Office Supplies	\$ 12,000	\$ 4,000			8,000
Printing & Copying	\$ 5,000	\$ 6,800			(1,800)
Rent	\$ 143,074	\$ 140,837			2,237
Cleaning	\$ 5,000	\$ 2,892			2,108
Telecommunications	\$ 12,480	\$ 8,500			3,980
Depreciation	\$ 8,680	\$ 8,680			-
Payroll Processing Fee	\$ 3,000	\$ 2,374			626
Copier Lease	\$ 5,053	\$ 5,053			-
Equipment & Furniture	\$ 25,000	\$ 15,000			10,000
Consulting Services	\$ 1,410,768	\$ 1,269,112	\$	\$	141,656
Legal	\$ 2,000	\$ 25,000			(23,000)
Audit/CPA	\$ 22,500	\$ 22,500			-
Loan Underwriting	\$ 6,700	\$ 6,700			-
Information Technology	\$ 35,000	\$ 17,489			17,511
Equipment Maintenance	\$ 10,000	\$ 10,000			-
Software Fees	\$ 50,038	\$ 43,806			6,232
Website	\$ 14,000	\$ 2,500			11,500
Consulting - Engineering	\$ 754,710	\$ 788,117			(33,407)
Consulting - Other	\$ 515,820	\$ 353,000			162,820
Meetings and Travel	\$ 22,933	\$ 60,301	\$	\$	(37,368)
Travel - Mileage	\$ 4,100	\$ 12,300			(8,200)
Travel - Hotel and Airfare	\$ 5,000	\$ 20,000			(15,000)
Event Costs	\$ 4,333	\$ 13,001			(8,668)
Meeting Registration Fees	\$ 4,500	\$ 5,000			(500)
Meeting Supplies	\$ 5,000	\$ 10,000			(5,000)
Other Direct Expenses	\$ 352,391	\$ 164,808	\$	\$	187,583
Memberships & Dues	\$ 10,000	\$ 5,326			4,674
Insurance	\$ 14,000	\$ 12,200			1,800
Advertising	\$ 166,422	\$ 5,854			160,568
Shredding - Confidential Destruction	\$ 800	\$ 930			(130)
Interest	\$ 121	\$ 238			(117)
Professional Development	\$ 10,000	\$ 10,000			-
Bank Service Fees	\$ 75	\$ 75			-
Miscellaneous Expense	\$ 300	\$ 500			(200)
Subscriptions/Publications	\$ 1,500	\$ 1,120			380
Auto Lease	\$ 648	\$ 6,907			(6,259)
Doubtful Accounts - General	\$ 3,000	\$ 5,000			(2,000)
Doubtful Accounts - RLF Loan Programs	\$ 59,525	\$ 80,658			(21,133)
Loan Forgiveness	\$ 50,000	\$ -			50,000
FAME Fee on Loan Funds	\$ 16,000	\$ 16,000			-
In-Kind Labor from Partners	\$ 20,000	\$ 20,000			-
Pass-through Expenses	\$ 325,000	\$ 650,000	\$	\$	(325,000)
Brownfields Loans	\$ 175,000	\$ 500,000			(325,000)
FAME Loans	\$ 150,000	\$ 150,000			-
TOTAL EXPENSES	\$ 4,846,972	\$ 4,069,330	\$	\$	777,642

Changes in Expenses

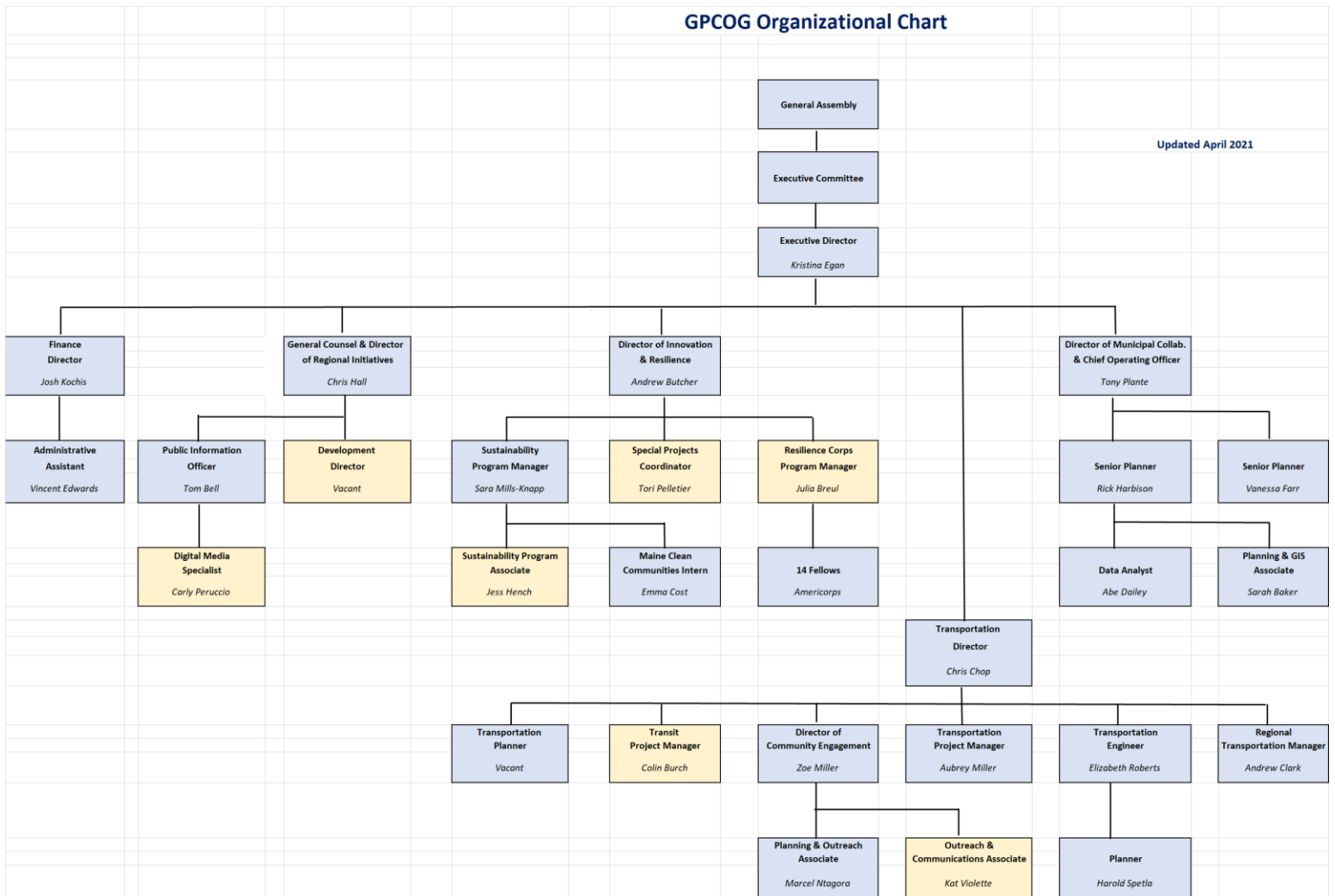
Personnel

Personnel costs are budgeted to increase by about \$785K compared to the FY21 budget. The primary reason for the increase is the change in composition of the staff, including hiring new positions. Raises and compensation adjustments to existing staff also contribute to this increase. The FY22 budget includes 27 staff and 14 AmeriCorps Fellows. The FY21 budget included 20 staff and support for interns. Below is a list of new staff positions. These are also depicted in yellow on the organizational chart. Note that six of the new positions were already hired and filled in FY21 due to the need to increase capacity to meet grant and contract obligations.

Resilience Corps Program Manager	New	Grant Funded
Digital Media Specialist	New	Grant Funded
Transit Project Manager	New	Grant Funded
Development Director	New	2-year initial term
Outreach & Communications Associate	New	
Special Projects Coordinator	New	
Sustainability Program Associate	New	

GPCOG Organizational Chart

Updated April 2021



Consulting

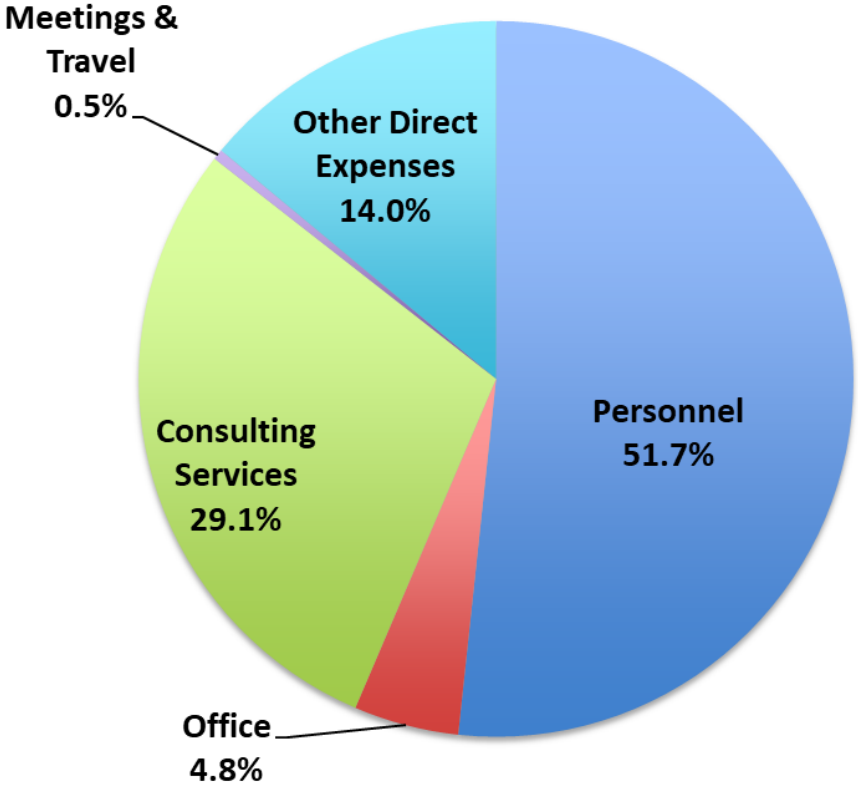
The increase in budgeted consulting expenses is due primarily to the increases in other consulting, information technology and website fees, with a partial offset from the decreases in engineering consulting and legal fees.

- **Other Consulting:** The increase budgeted for other consultants of approximately \$163K is due primarily to CARES Act funding coming from the FTA and EDA that will be utilized in FY22 and FY23. Additionally, consultant budgets for sustainability projects and \$20K for a 2-year strategic plan update have been included.
- **Information Technology:** The increase in budgeted information technology expenses of approximately \$17.5K is due to the expiration of the prior three-year contract with Thrive Networks ending in March 2021. GPCOG will need to either renew the contract or bid out the services, and as such we anticipate an increase in fees associated with our information technology services based on ongoing discussions.
- **Legal Fees:** The decrease in budgeted legal fees of \$23K is entirely due to the Cable Franchise review performed in FY21 by an independent firm ending at the end of FY21.

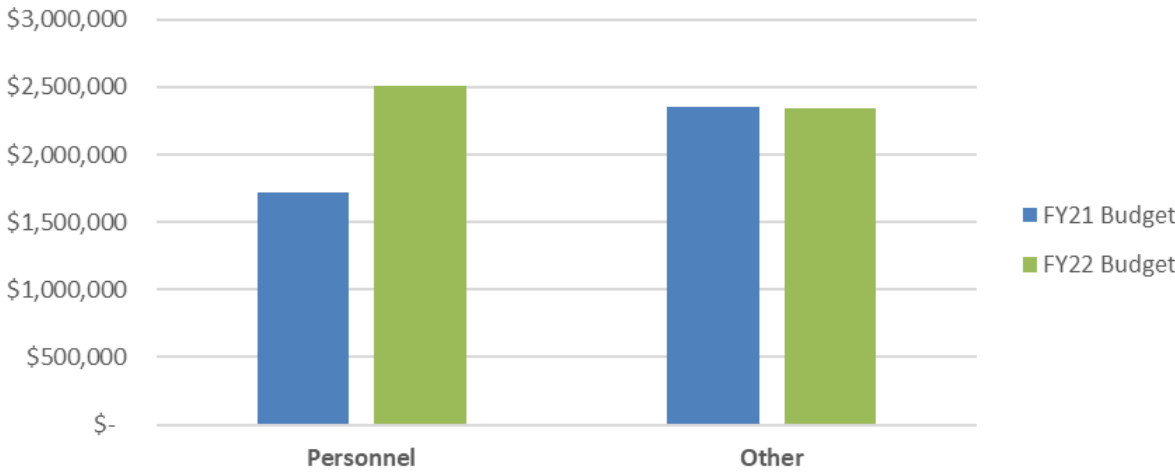
Other Direct Expenses

The decrease in other direct expenses, which includes pass-through expenses, is almost entirely attributed to a decrease in Brownfields loans to be provided. GPCOG provided almost \$500K in loan funding in FY21, however, we will need to reapply for new funding in FY22 and with the grant amount to be received unknown the budgeted amount is more conservative. This overall decrease was partially offset by an increase in advertising which is almost entirely attributed to an advertising campaign that will occur in FY21 and FY22 related to the FTA CARES Act funding surrounding transit. Additionally, loan forgiveness is a new expense category and relates to partial forgiveness of GPCOG's microloans based on the terms of the loans.

FY22 Expenses



Comparative Budgeted Expenses FY21 and FY22



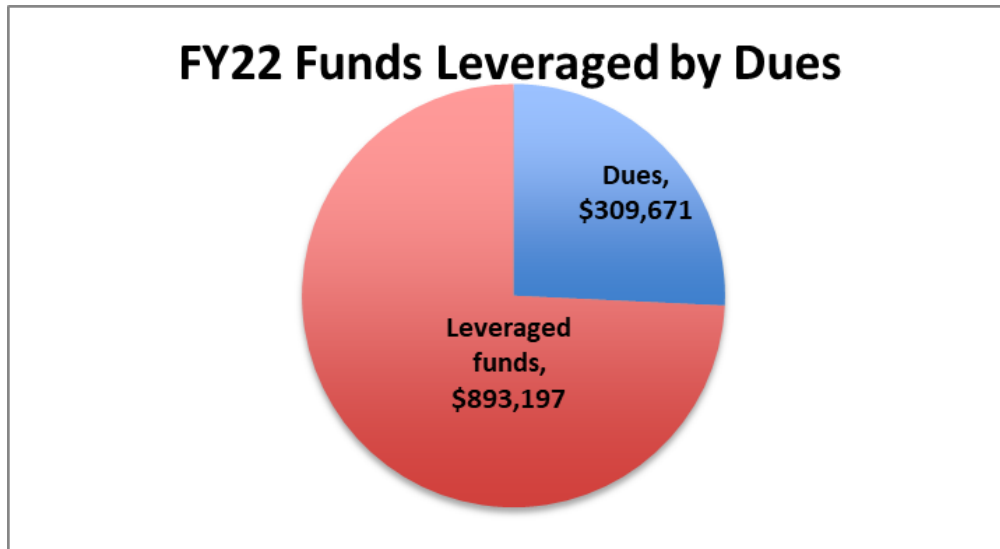
Member Dues Allocation

Member Dues Support:

- Member services
- Regional services
- Local match for the following:
 - State-assisted land use planning
 - Economic development planning
 - Regional transit planning
 - Brownfields investments
 - AmeriCorps

	Dues	Leveraged	Total
Member Services	\$ 158,475	\$ -	\$ 158,475
Direct and Regionalized Services to Municipalities	\$ 133,475	\$ -	\$ 133,475
Metro Regional Coalition	\$ 25,000	\$ -	\$ 25,000
Match for Regional Work	\$ 309,671	\$ 893,197	\$ 1,202,868
Regional Public Transit Planning	\$ 74,803	\$ 268,212	\$ 343,015
Economic Development	\$ 70,000	\$ 70,000	\$ 140,000
Land Use T.A. and Regional Planning	\$ 19,315	\$ 48,287	\$ 67,602
Brownfields	\$ 13,811	\$ 290,000	\$ 303,811
AmeriCorps	\$ 106,742	\$ 216,698	\$ 323,440
Allocated to Future Grants	\$ 25,000	N/A - Unknown	\$ 25,000
TOTAL	\$ 468,146	\$ 893,197	\$ 1,361,343

Sixty-six percent of the total dues (\$309,671 of the \$468,146) will leverage \$893,197 in additional grant resources.



Highlights

About 66% of the total dues income of \$468,146 will serve as local match for federal and state grants.

This match portion of member dues will leverage over approximately \$893K in additional funds for the region.

The remaining member dues will support GPCOG's effort to provide direct and regionalized services to our municipalities.

Dues Rate

The formula for determining member dues is \$2.00 per capita, based on the most recent decennial census. There are two exceptions: Cumberland County Government pays dues of \$10,000 and the island member towns of Chebeague, Long and Frye each pay \$750 per year. For FY22, GPCOG is providing a member credit of 10% to reduce the burden on municipal budgets to ease recovery from the pandemic.

Decennial 2020 population data is currently being updated by the Census Bureau. These new numbers will be used to determine member dues amounts in FY23.