



MINUTES

Connecticut River Joint Commissions Executive Committee Meeting

Monday October 17, 2011 (unapproved)

CRJC Office, 10 Water Street, Suite 225, Lebanon, NH

Executive Committee Members Present: Chris Company, Mary Sloat, Glenn English, Robert Christie
Staff/Consultants: Yutian Zhang, Rachel Ruppel
CRJC Members Present: Bob Harcke, Gayle Ottman

President Company called the meeting to order at 2:10 pm.

English moved to approve minutes of 8/24/11 Executive Committee meeting, with a second by Christie. Motion passed unanimously.

Zhang reviewed the September financial report with the Committee. As the Vermont and New Hampshire annual support payments have not yet been received, the Profit and Loss statement shows that CRJC has had more expenses than income so far this year. The CRJC has sent its first invoice to Vermont for roughly \$8,000, so the profit and loss statement should balance out over the coming months. Ruppel reported that the NH contract is ready for signature today, and is tentatively scheduled for the 11/30 Governor and Council meeting. Sloat reported that she has been in touch with Councilor Ray Burton about this contract, and will follow up with him. English and Sloat volunteered to attend this meeting if necessary.

Zhang noted that a signor for the Claremont Savings Bank account needs to close that account and have the balance transferred to the Lake Sunapee Bank account. English asked that UVLSRPC get the paperwork from the bank and pass it onto the Treasurer or another signor on the account.

Company reported that he is in contact with Steve Landry at NHDES about the request for additional match documentation for the Ammonoosuc River project and the close-out for the Mohawk/Colebrook project. Ruppel stated that she would pass on Peter Gregory's files related to these projects, as he had been involved in these contract negotiations in the past.

English made a motion to accept the September financial report, with a second by Sloat. Motion passed unanimously.

The Committee discussed a bill from CRJC's accountant. It is a bill for the draft year-end financial statement and the draft IRS Form 990. The final products have not been received, and a second bill for the final products is expected. English noted that the current budget does not have a line item for accounting, and recommended that the budget be amended at the November Commissions meeting to include the final cost of Larry Reed's accounting. After this point, Zhang will be managing the books for the CRJC. Christie made a motion to approve the invoice from Larry Reed for work completed to date, with a second by English. Motion passed unanimously. Ruppel will work with English to finalize some information for the 990.

The Committee discussed how to prepare 1-page reports to be sent to riverfront towns for their town annual reports. There are two parts to these reports: a half-page for the full CRJC, and a half-page for the Local River Subcommittees. Ruppel was asked to work with Campany to create the CRJC summary and a general subcommittee report for this year. Each subcommittee will have an opportunity to revise the general subcommittee report.

The Committee addressed the storage of CRJC files. Bob Harcke reported that all files are being kept in a commercial building that he owns in Hinsdale; none are left in his barn in Westmoreland. He described a roughly 10-ft by 20-ft square area with boxes stacked 4 high. The Committee identified that the highest priority things to transfer to the UVLSRPC offices are the Proud to Live Here book and the Connecticut River Atlases; Ruppel recommended moving any boxes of brochures and river management plans. Harcke offered to transfer the books up to Lebanon. All other stored materials will need to be reviewed and a long-term storage space arranged for them– the Committee recommended setting a date in December to visit the site and identify how much storage space would be needed.

English reported on the Riverbend subcommittee, which met 9/22/11. Tara Bamford is assisting this subcommittee as well as Headwaters and is a great asset to them, having been involved in the CRJC's original formation. Those at the meeting have volunteered to call the other members to gauge interest in continuing on the subcommittee, or to recommend a replacement. Sloat reported that the Headwaters subcommittee, which met 10/5, is doing a similar effort to contact their members. The Headwaters subcommittee also reviewed several permits. Christie advised that CRJC should receive copies of the subcommittee's minutes and any permit review letters.

English noted that the subcommittees need work to do – they have been active in developing management plans, and now need a project to work on. Campany recommended that the subcommittees do a review of the Irene recovery efforts and needs; he stated that there is a lot of work being done with culvert replacement and the betterment of transportation infrastructure. The Committee agreed to have a presentation on this topic at the November Commissions meeting.

Ruppel reported that the Upper Valley subcommittee met on 9/17 and heard a presentation from an engineer working for the Town of Lyme on the River Road riverbank erosion problem. English noted that he was contacted by local landowners as to whether CRJC would weigh in on this project. The Committee recommended that this issue continue to be addressed by the Upper Valley subcommittee and that the landowners be sent a copy of CRJC's materials about riverbank processes.

The Wantastiquet and Mt. Ascutney subcommittees have not yet met; John Bennett at Windham Regional Commission is working on coordinating a meeting with Wantastiquet and Ruppel will be working this month with Tom Kennedy to re-form the Mt. Ascutney subcommittee.

The Committee will review the draft mission statement via email and respond back to Ruppel with any suggestions. Ruppel will coordinate with Campany on strategic planning for the November Commissions meeting, noting that the existing strategic plan offers a very good starting point.

Ottman reported the Connecticut River Byway Waypoint Center in St. Johnsbury may be shut down and changed into town offices; the waypoint center is owned by the Town of St. Johnsbury.

The meeting adjourned at 3:35 pm.