



**Connecticut River Joint Commissions
Executive Committee Meeting –
Monday, July 20, 2015
2:00 – 4:00 PM**

Present: Commissioners: Jason Rasmussen, Donna Drouin, James McClammer, Kurt Staudter; Staff: Nate Miller, Pat Crocker

Approval Minutes: Commissioner McClammer moved and Commissioner Sloat seconded a motion to approve minutes of May 14, 2015. Commissioner Staudter abstained as he was not present at the previous meeting. Motion Carried.

May/June Financials: Nate Miller provided a discussion of the analysis of CRJC financials. He explained that UVLSRPC \$4,666 credit memo for work in task E Support for Transition. Complete details are in the attached financial report.

River Subcommittees will be under budget at \$747,49. Contracted administrative work with A–E was under budget in task E (transition). (The attached document explains the adjustments and projected year end outcome pending final invoices from subcontractors.)

Byway Sign Project – Since the last meeting we have learned that the sign project has three signs yet to install in WRJ, STJ, and Brattleboro. The sign locations are along roads that have pending construction projects, which may impact sign installation.. We will reach out to the town and learn about the municipal commitments to complete them.

CRJC is the contractor with VTrans. CRJC had hired TRORC to oversee the installations as municipal project manager of the project. TRORC is now no longer performing that function; approximately \$13,000 remains. The cost of the engineering will have to be determined before the actual breakout among management, construction engineering, and sign fabrication. Town's labor can be applied as in-kind match for installation of the signs. The engineer and management require cash match.

Mary Sloat moved to request UVLSRPC to provide a proposal for review of services as project manager for the remainder of the byway signs project for review at the August meeting. Donna Drouin seconded. Nate explained that UVLSRPC would be willing to help complete the projects. Staff have to check with Vtrans to determine whether CRJC can manage the project or another entity needs to be involved. Staff will check on who

is responsible for maintenance of the sign. Vote: Unanimous.

The CRJC draft budget will be adjusted once an understanding of the sign project expenses are clear.

Grant writing tasks were briefly discussed. The budgeted amount for staff support is designed to assist the Commissioners who will have to do grant writing. Several Commissioners have expertise in grant writing and have expressed willingness to assist.

Operating State Contracts: Vermont is completed. NH, the state budget is in a state of flux. Operating under a continuing resolution so this has delayed the process. The NH contract is in process and will go before Governor and Council in early August and will be retroactive to July 1. The NH contract will run through June 30, 2017.

Work Program: Heightening visibility was among priorities set at the retreat. Having each Commissioner serve on committees was also a goal set at the retreat. Staff will prepare a list of standing and ad hoc committees and send an email asking that they respond indicating which committee they want to participate in. Committees could meet before the Commissions meeting.

The Executive Committee would like to involve all local river sub committees in advancing shoreland protection. A proactive agenda for getting the subcommittees involved in the relicensing process should be prepared. Discussion occurred about the FERC relicensing process and CRJC's role in it.

Commissioner Sloat moved to accept the proposal from Schiffman, Dattillio, and Liepmann, to conduct the FY 15 financial review for \$4,000; Commissioner Drouin seconded. Vote: Unanimous.

Full Commission Meeting Agenda

Subcommittee assignments and work plan, subcommittee election of chairs, Report from local river subcommittees. As a working meeting is planned for the third Monday, August 17 from 1:00 to 4:00 p.m. the preferred location is Kilton Library in West Lebanon and will be confirmed by staff.

Donna Drouin moved to adjourn at 4:15 p.m.

Accepted November 16, 2015

