



**Connecticut River Joint Commissions
Executive Committee Meeting –
Monday, March 16, 2015
2:00 – 4:00 PM
10 Water Street, Suite 225, Lebanon, NH 03766**

Present: Commissioners Jim McClammer, Tara Bamford, Richard Walling, Jason Rasmussen, Samantha Holcomb, and Mary Sloat. Staff: Patricia Crocker

Convene

President Walling convened the meeting at 2:00 p.m.

Approval of January 5, 2014 Executive Committee Minutes – Jason Rasmussen moved and Jim McClammer seconded a motion to approve minutes with correction to spelling of Comerford. Motion carried.

Financials – Financials as of February 28, 2015 were reviewed. Jason Rasmussen moved, and Tara Bamford seconded a motion to accept the financials as presented. Motion carried.

Retreat Follow up – Discussion clarified the draft report components as up-dated. Discussion of the distribution process followed and value of comments from local advisory committees was considered. This would engage members and subcommittees in the process. The report will be marked as a draft and include pages 1 – 2, Attendance List, Agenda, and Summary Table becomes Appendix C. Staff will send to Commissioners and LAC Chairs, and staff facilitator's to send to the LAC for their comments to have back to Pat Crocker back by April 15.

Jim McClammer moved to accept the retreat report as final submission and to authorize payment to Michele Tremblay under the contract Tara seconded. Motion Carried.

Report will be submitted as a draft at the April 20, 2015 full Commission meeting. Michele Tremblay will be invited to attend if she is available.

Request for Administrative Proposals – Tara Bamford recused herself from meeting since she may be participating in submitting a proposal. A full RFP should be prepared and it will need work to be revised appropriately. Should have a draft RFP before the next board meeting and therefore the Executive Committee will need to meet again soon. One idea would be to have a single individual/entity manage the local river subcommittees. It must be someone who is very knowledgeable about the river issues. The RFP should make clear what the essential tasks that must be accomplished. RFP should reflect the directions from the retreat report. Send out the original RFP to Executive Committee with an updated draft that Pat will prepare and share with Executive Committee, as well as Dick

Sanders and Chris Campany. The drafts need to be completed and reviewed and RFP issued by early April with decision by early June.

Jim McClammer moved and Jason Rasmussen seconded a motion to begin a redraft of the RFP so that it can be published and out for bid by first week of April and meet the following schedule noted below:

**PC Rough Draft by March 18/19 to Exec Comm.
Exec Comm. will have Edits back to PC by Thursday, March 26, CoB
Exec Committee Meet – Monday, April 6, 2-4PM, 10 Water Street
Issue and Publish notice of RFP – Wednesday, April 8
Letter of Intent to Propose on Monday, April 20
Response to Proposal by CoB on Friday, May 8
EC Meet again Thursday, May 14**

Also send copies to Commissioners Dick Sanders and Chris Campany to review RFP Draft

Tara Bamford rejoined the meeting.

5. VT Shoreline Legislation Jim McClammer's draft letter discussed. Mt. Ascutney subcommittee wanted more information. Subcommittee was concerned about the size of impoundments of 10 acres or greater and would not be related to invasive species. No other comments had been received. Subcommittee was looking for determination of the impoundment buffer area. Mean water level is used to determine buffer area. How would that impact the surrounding area? Details of the upper reaches of the impoundment level have to be determined by State of Vermont but the idea would be to gain Vermont support conceptually.

Idea would be to solicit comments on a preliminary draft. Letter is a crystallization of all the comments. The draft of the letter should be distributed to LAC staff members.

**6. Annual Meeting – Discussion followed about committee activities for the Outreach committee, Bylaws committee, and Nominating committee. Officers will need to be nominated for the June meeting. Mary Sloat will work on that for NH and Tara Bamford, for VT
President – VT
Vice Chair – NH
Secretary – Either VT or NH
Treasurer – “**

Staff will remind the LACs to have minutes sent to us 5 days following meeting and to invite commissioners on the bottom of the directory lists from their regions to LAC meetings. The Commission will invite LAC members to CRJC meetings and if they cannot attend then, ask that they send a summary of their activities.

Annual Meeting will be Monday, June 15, 2015. The annual meeting should include a speaker or something entertaining.

Other Business

Byway sign replacement matter was discussed. All felt a need to clarify the situation and determine who was responsible for the error. Who is "our end"? Samantha Holcomb offered to investigate the matter. The committee wished to have assurance that TRORC will be able to be reimbursed so that CRJC will not be responsible for the cost of the corrected sign. That is, obtain something in writing from the State of VT saying they would pay 90%, and clarification of whether the mistake was the subcontractor's responsibility. If so, then it would seem the subcontractor should pay the 10% match.

Next Executive Committee Meeting will be Monday, April 6 at 2:00 p.m. at 10 Water Street Office to review an RFP.

Jason Rasmussen moved to adjourn at 4:26 p.m.

Minutes Approved on April 6, 2015.