



MINUTES – Executive Committee Meeting

Tuesday, April 3, 2012

1:30 pm - 3:30 pm

CRJC Offices, 10 Water St, Suite 225, Lebanon, NH

Executive Committee Members Present: Dr. Robert Christie, Cleve Kapala, Chris Campany, Peter Gregory

Other CRJC Members Present: Gayle Ottmann, Rebecca Brown (via phone)

Administrative Staff/Consultants: Rachel Ruppel, Yutian Zhang, Christine Walker

Chris Campany, President, called the meeting to order at 1:35 pm.

Minutes of the 2/21/2012 meeting were approved unanimously, on a motion by Kapala and seconded by Ottmann. Peter Gregory abstained.

Zhang presented the February financial reports and reported that CRJC has a positive cash flow, \$21,729.13 in net income for the year. For Accounts Receivable, CRJC has received payment in March from NHDES (state annual support). Zhang reviewed the budget for the 2 state annual support contracts – as of the end of February, CRJC had 1,405.52 available for direct expenses and \$22,335 available for UVLSRPC's staff support. Gregory noted that the Scenic Byway signs grant has brought in ~8,000 in unanticipated town match for the project; this match is reimbursed by VTrans 90% to CRJC. The Committee discussed the status of the Scenic Byways grant; Gregory reported that he has been in touch with RSG who is working with the towns to get the remaining signs installed this year. Financial reports were approved unanimously, on a motion by Gregory and seconded by Ottmann.

Ruppel presented the workplan for UVLSRPC for the remainder of the year to fulfill contract obligations to Vermont and New Hampshire's annual support. Kapala requested that the bi-weekly email be expanded to include stakeholders and partners in addition to CRJC Commissioners and subcommittee chairs. The Committee discussed the staff support for Local River Subcommittees – all subcommittees are now meeting regularly and are actively working to recruit new members. The Committee reaffirmed that it is important to have Commissioners involved in the local subcommittees. Ruppel recommended that CRJC consider having an audit for FY12's accounts after the close of the year – this would need to be arranged during FY12. Walker offered that UVLSRPC is currently soliciting qualifications from auditors for UVLSRPC's own audit, and that UVLSRPC could ask their auditor for an estimate on doing CRJC's audit. Discussion ensued over the uncertainty of the cost of an audit and whether this should be put out to bid. Gregory made a motion to authorize UVLSRPC to procure a cost estimate for an FY12 audit for CRJC, seconded by Ottmann – motion passed unanimously.

The Committee continued review of the workplan. Kapala asked whether CRJC needs to be seeking grants to accomplish its desired projects. There was general discussion about possible grant sources; Christie noted that CRJC needs project ideas from the subcommittees. Campany requested that UVLSRPC start investigating sources of funding – Ruppel noted that this has already been included in the work plan.

Company presented the amendment to CRJC's contract with TRORC for project management services for the Scenic Byway signs grant. Gregory recused himself. Kapala made a motion to approve the contract amendment as written, seconded by Ottmann – all were in favor, except Gregory who had recused himself.

Company presented the proposed internal control procedures. The Committee discussed that ratification of payments (listed as Step 4) seemed unnecessary as this information of payments is already included in financial reports; they agreed to amend the proposal to eliminate Step 4. Gregory made a motion to approve the proposal as amended, seconded by Kapala – motion passed unanimously.

The Committee discussed new member recruitment – the Vermont Commission needs 5 new appointees and the New Hampshire Commission is still lacking several industry representatives. The board members of each Commission agreed to work on recruitment.

Ruppel presented proposed language to amend the Local River Subcommittees' Rules of Procedure. This is important to the subcommittees as there are questions of how to allow current members to exit gracefully, how to have new members appointed, and what should be required for a quorum - in addition, Ruppel reported that each subcommittee currently has their own rules that are not uniform across all subcommittees. She recommended amending the language of the rules of procedure and incorporating it into the CRJC bylaws. She noted that state law requires that towns nominate local representatives who are then confirmed by CRJC – Adair Mulligan had confirmed with Ruppel that this was the practice of CRJC in the past. The first amendment would clarify language in the rules of procedure. Gregory moved that the amendments to the rules of procedure be approved as written, seconded by Ottman. Ruppel asked that the Committee discuss further the second amendment regarding the quorum. Ruppel noted that currently, different subcommittees define a quorum differently. The Committee discussed that it would be fair to define a quorum as 50% of the municipalities represented. Ottmann also requested that language be included to clarify that the local governing body makes the nominations for new members. Gregory amended his motion to define a quorum as 50% of the municipalities represented and to include language about the local governing body making nominations for new members, seconded by Ottman – all in favor.

The Committee then discussed incorporating the subcommittee rules of procedure into the bylaws. Amendments to the bylaws require a vote by the full CRJC. The Committee requested that the proposed amendments be written up and presented to the CRJC at the April 16th meeting.

The Committee tabled discussion on updates to the subcommittees' permit review guidelines to the next meeting, but asked that this draft be sent to subcommittees for their review.

The Committee then discussed the CRJC's Program Managers Suggestions for CRJC's Strategic Plan. Ruppel stated that Company had requested a short list of short-term projects that CRJC could begin working on in the next 2-3 years (FY13-15). Ruppel compiled this list based on suggestions from Local River Subcommittees (specifically items 1-4) and from the existing Strategic Plan.

The first project discussed was to print and distribute the Recreation and Water Resources Plans. Ruppel noted that the Recreation Plans were completed a few years ago, but they were never printed. This is a top priority for Subcommittees. Kapala recommended that Subcommittees and NH/VT state agencies review the content to make sure it is still up-to-date, as Hurricane Irene may have significantly impacted recreation sites or access.

The second project discussed was the Connecticut River Boating Guide. The Committee discussed that these guides cannot be distributed for free anymore, and that Connecticut River Watershed Council also publishes a guide and it would not make sense for CRJC to duplicate efforts. Brown noted that in the past, CRJC made the decision to make the boating guide an online resource to reduce costs – she added that the boating guide is several years old and may be out-of-date. The Committee discussed how CRJC might keep the online guide up-to-date.

Kapala indicated his concern about the costs associated with several of these projects and whether CRJC would have the capacity in their budget to accomplish these projects. The Committee discussed that these projects do not constitute a strategic plan, but rather a work plan – Ruppel explained that she had prepared a short list of projects at the request of CRJC President Company.

The Committee then discussed other parts of the strategic plan – specifically the work that is needed to rebuild the membership of both the Commissions and the Local River Subcommittees. Kapala noted that he would expect that the relicensing of the lower dams will be a draw for participation in the Local River Subcommittees – the relicensing process will start this fall.

The Committee then discussed how this strategic plan fits with UVLSRPC's current work plan for the remainder of FY12 and their original workplan. Company noted that CRJC was not expecting that the rebuilding process would be taking so long and that priorities for UVLSRPC's work had been shifted over the course of the year based on the needs of the CRJC. Walker asked that the Committee confirm the UVLSRPC's work plan discussed today is endorsed by the Executive Committee and the UVLSRPC has the Executive Committee's directive to complete those tasks listed on the workplan. The Committee indicated that this is their directive.

Ruppel will summarize the discussion into a strategic plan outline to include the following parts:

- 1) Rebuild the membership and capacity of CRJC
- 2) Rebuild the membership and capacity of the Local River Subcommittees
- 3) Update publications
- 4) Work on other projects that are low-cost and achievable in the short term.

Meeting adjourned at 3:30 pm.

Respectfully submitted,
Rachel Ruppel
CRJC Program Manager