



MINUTES – Executive Committee Meeting

Monday, July 17, 2012

10:30 am – 12:00 pm

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

Executive Committee Members Present: Rebecca Brown, Gayle Ottmann, Chris Campany, Mary Sloat, Bren Whittaker, Tom Kennedy

Administrative Staff/Consultants: Rachel Ruppel, Yutian Zhang, Pat Crocker

Members of the Public: Bernie Folta, Claremont

Rebecca Brown, President, called the meeting to order at 2:00 pm.

Minutes of the 5/14/2012 meeting were approved unanimously, on a motion by Ottmann and seconded by Campany.

Zhang presented the June financial reports and reported that CRJC has a positive cash flow, \$18,128 in net income for FY12. CRJC currently has ~\$30,000 in its bank account. Zhang reported that he foresees no issues and has no concerns over CRJC's current finances. Sloat asked about the status of the Byway Signs grant. Ruppel reported that VTrans wants to close out the project and that no additional work will be added to the scope of the project. Ruppel will ask the project manager for an update. Tom Kennedy entered the meeting at this point. Financial reports were approved unanimously, on a motion by Campany and seconded by Sloat.

Zhang presented options for CRJC's audit: Melanson-Heath provided an offer of \$4,000-4,500, Larry Reed was not interested, and a third firm was not interested. Kennedy stated that he sees no need from an audit; Brown stated that she would like to be able to demonstrate that CRJC has its financial house in order. Folta noted that he thinks that an audit will be good for grantors. Sloat wanted to have a clean slate going forward; Whittaker noted that he would like CRJC's administrative procedures to be reviewed. Campany moved to have CRJC obtain a financial review with a management letter for FY12 finances, seconded by Ottmann. Zhang asked if he should get quotes for this service. Campany amended his motion to specify that 3 quotes for a financial review and management letter should be obtained and that the President, Vice President and Finance Manager be authorized to make a decision on contracting, seconded by Ottmann. Motion passed unanimously.

Whittaker advised that the Vermont state auditor is tracking Vermont funding going to outside organizations. Kennedy noted that Vermont RPCs have been using the Vermont auditor's checklist for their own internal review. Brown suggested that this task could be assigned to a committee, to assess CRJC's internal procedures.

Zhang left the meeting at this point. The Committee discussed the distribution on the FY12 annual report. The Committee discussed that the report focuses on the past year's accomplishments, but a cover letter could address new issues.

Ruppel asked the Committee to confirm their sponsorship of a focus group discussion on NH Shoreland Standards in Lebanon on August 15th at 6:30 pm. The purpose is to discuss improvements to the existing law, such as separate standards for rivers, lakes and tidal waters. The Committee recommended that NH Local Government Center and North Country Council be notified. Depending on the success of this focus group, CRJC may want to see if a focus group could be held in Lancaster. The Committee agreed via consensus to sponsor this focus group.

Ruppel reported that she is working to schedule a meeting with NHDES Commissioner Burack.

The Committee discussed that the Executive Committee needs to be engaged in the oversight of its contractors. This will be accomplished through weekly check-ins and monthly workplans and reporting. Campany asked about receiving permit applications for Local River Subcommittee review; he asked whether Subcommittees should be reviewing Act 250, Section 248 and wetlands permits in Vermont. Brown suggested that this be put on the next Executive Committee meeting agenda. The Executive Committee agreed via consensus that Tara Bamford will continue to support Riverbend and Headwaters subcommittees until new staff is hired.

Ruppel reported that CRJC has been invited to send in a letter of intent for NHDES 604(b) funding. A potential project would be a pilot project to complete a culvert inventory and create a plan for replacement of undersized culverts. The Executive Committee discussed several issues related to culverts: regulations around FEMA reimbursements, regulatory barriers, lessons learned from Hurricane Irene, codes and standards not using new climate data. Brown asked Ruppel to schedule a conference call for Commissioners to comment on this project.

The Committee discussed the next meeting to be held in Pittsburg on September 17. It appears that there will be a quorum. Ruppel reported that she spoke with Northeast Utilities regarding Northern Pass and they are not expecting to have released route details until later this fall; Brown stated that she would like to have a local speaker give CRJC an update on how Northern Pass is already affecting the area. Sloat recommended that a presentation also be given about the Upper Connecticut River Watershed Cooperative Invasive Species Management Area. The Committee agreed that this meeting's agenda would be focused on North Country issues. Folta referred the Committee to the NH Center for Non-Profits' Rules of Engagement that covers how non-profits engage in advocacy and lobbying.

Whittaker commented on the ending of the salmon stocking program in the Connecticut River. The Committee suggested David Deen and Gary Moore as good resources on this topic.

Meeting adjourned at 12:00 pm.

Respectfully submitted,
Rachel Ruppel, CRJC Program Manager