



Connecticut River Joint Commissions  
Annual Meeting June 16, 2014  
CRJC Office, 10 Water Street, Lebanon, NH

**In Attendance:** VT Commissioners Present: John Broker-Campbell (for SWCRPC), David Deen, Michaela Stickney, Tara Bamford, Samantha Holcomb (for TRORC), and Gary Moore. NH Commissioners Present: Donna Drouin, Rebecca Brown, Bob Christie, Robert Ball, Cleve Kapala, Jim McClammer, Rick Walling, Robert Harcke, and Mary Sloat. Others Present: Patricia Crocker, Nate Miller, and Yutian Zhang, UVLSRPC

President Rebecca Brown called the meeting to order at 2:00 pm and introductions followed.

#### **Consent Agenda:**

The May financial statements had been revised to reflect some recent information and were pulled off the consent agenda. Finance Manager Yutian Zhang reported on the revisions to the financial report for May 2014. He explained that the invoice from TRORC for Byways Sign project was delayed in entry while the authorization was sought and was not reflected in the AP/AR reports. He reported that CRJC was on track to break even or have small fund balance after all the invoices had been processed at project close-out for fiscal year 2014.

Staff noted that although UVLSRPC had invested additional time in the CRJC project over the past three years, CRJC is not invoiced beyond the maximum contract amount.

Additional revised documents were provided to the Commissioners. These included:  
Revised May Financials:

- Revised FY 2015 Budget and Workplan clarifying the funding line items among project components.
- Revised Six-month agreement draft between UVLSRPC and CRJC.
- A letter from NH DES that was received an hour before the meeting.

Discussion followed. Bob Harcke moved to approve the May interim financial report as revised. Gary Moore seconded the motion. Vote: Unanimous.

Mary Sloat moved to approve the remaining consent agenda items, seconded by David Deen. Vote: Unanimous.

#### **Operational Planning Discussion/Approvals**

Staff presented a draft budget and workplan for the six months from July 1, 2014

through December 31, 2014. The six-month timeframe assumes that CRJC will transition its administrative and program management to a new entity.

The budget as structured includes staff time for UVLSRPC to manage an RFP solicitation, and to transition the accounting and other records to a new organization or individual. Staff noted that the budget included expenditures that were equal to more one half of the year's allocation of funding because in addition to the transition time, significant work takes place during the first two quarters of the fiscal year, e.g., the annual independent financial review and preparation of annual reports. Discussion followed of the work proposals and suggested budgets.

Staff reported on the letter from NH DES that was received just prior to the meeting. The letter advised the Commission of the important statutory role of the subcommittees in the permit review process in NH and requested that CRJC continue financial and technical support for them as they deliberate on the workplan and budget for the coming fiscal year. Local River Subcommittees will continue to be subcontracted to RPCs interested in providing support during the next six months.

The Commissioners spent considerable time discussing whether there was anything in the workplan that might be cut in the short term. Cleve Kapala noted that the estimated expense for the financial transition at roughly 10% of the annual budget seemed reasonable for this important activity.

David Deen inquired about the number of meetings. There could be savings on the number of meetings of the Full Commission and this would be for the short term. Decreasing the number of meetings that require staff support for the fiscal year was suggested as a prudent way to save on expenses.

The workplan narrative will be amended to state that the support for meetings will cover "up to" 6 meetings allowing the Commissioners to determine the number of meetings and whether support was required at each meeting. One full CRJC meeting between July and December was proposed depending on the final date of solicitation and responses to the RFP.

Mary Sloat moved to accept the work plan with the change of up to 6 meetings and to approve the budget, work plan, and contract for administration with UVLSRPC. Cleve Kapala seconded. John Broker-Campbell and Samantha Holcomb voted no. Michaela Stickney and Tara Bamford abstained. **Motion carried.**

### **Review of the Draft Program Support and Administration RFP**

Rebecca Brown reported that the Executive Committee had reviewed the previous

RFP that was used. Staff provided a new format and invited additional comments. Discussion followed on whether the RFP or RFQ format would be used and whether the contract should state the funding available. Consensus was the contract amount should be stated as the "historic funding level subject legislative and state budgetary review."

Mechanics of the proposal process were considered. It was decided that the proposal will be sent to 10 Water Street, but addressed to incoming President Rick Walling. The RFP will state that all questions should be sent by a date certain. At that time, all questions will be compiled and all will be answered in an FAQ that will be posted on the CRJC website. Questions will only be accepted electronically.

David Deen moved and Rick Walling seconded the RFP draft be finalized with added content suggested. **Vote: Unanimous**

### **Approval of the pending Vermont application**

Rick Walling moved to approve the contract with Vermont for the coming fiscal year, seconded by Donna Drouin. **Vote: Unanimous**

### **Officer Nominations and Elections**

Meeting briefly adjourned so that individual state groups would meet to elect the respective leadership for the year. Following the break, the meeting reconvened to present state leadership elected.

New Hampshire: Chair Richard Walling, Vice Chair James McClammer and Secretary-Treasurer Mary Sloat.

Vermont: Chair Brendan Whittaker, Vice Chair Tara Bamford, Secretary Thomas Kennedy, Member-at-Large Peter Gregory. As it was uncertain whether Brendan Whittaker would be willing to accept the post again for FY 2015, it was agreed that Vice Chair Tara Bamford would move into that position in the event he declined. In that case the group will fill the Vice Chair position at a subsequent meeting.

The slate of officers proposed for CRJC for FY 2015 was then announced: President Richard Walling, NH; Vice President Brendan Whittaker (Tara Bamford in the event he declined the VT Chair position); Treasurer Mary Sloat, and Tom Kennedy, Secretary (pending his acceptance of the nomination to the CRWAC).

Robert Harcke moved and David Deen seconded CRJC Slate as proposed.

Commissioners expressed their gratitude to outgoing Commissioner Robert Christie for his dedication to CRJC for nearly 16 years.

Robert Christie moved to adjourn at 4:30 p.m. seconded by Robert Harcke.

## Official List of Officers FY 2015

President – Richard Walling

Vice President – Tara Bamford

Secretary – Thomas Kennedy

Treasurer – Mary Sloat