



MINUTES – Executive Committee Meeting  
(unapproved)  
Tuesday, February 21, 2012  
2:00 pm - 4:00 pm  
CRJC Offices, 10 Water St, Suite 225, Lebanon, NH

Executive Committee Members Present: Dr. Robert Christie, Cleve Kapala, Chris Campany, Tom Kennedy, Mary Sloat

Other CRJC Members Present: Gayle Ottman

Administrative Staff/Consultants: Rachel Ruppel and Yutian Zhang

Members of the Public: Bernie Folta, interested citizen from Claremont

Chris Campany, President, called the meeting to order at 2:05 pm.

Minutes of the 12/19/2011 meeting were approved unanimously, on a motion by Kapala and seconded by Sloat.

It was noted that the agenda is for the Feb. 21, 2012 meeting, not 2011.

Zhang presented the January financial reports and reported that CRJC has a positive cash flow, with a current bank account balance of \$12,556.33. For Accounts Receivable, CRJC has received payment in February from NHDES (Ammonoosuc and Colebrook), VTAOT (Scenic Byway signs) and Rebecca Spiegel (a book sale); CRJC is still waiting for invoice payments from the NH and VT state contracts. Campany emphasized that he feels strongly that it was important to successfully close-out CRJC's contracts with NHDES to maintain the organization's credibility, even though it took considerable effort, and because good work had been done that was at risk of being abandoned. Christie moved to approve the January financial report, with a second by Kapala – the motion passed unanimously.

The Committee discussed the status of the Scenic Byway signs grant and the need to extend the terms of TRORC's contract for project management. Ruppel explained that CRJC is contributing 10% in-kind match through the towns' labor to install the signs. Any invoices to VTAOT are reimbursed at 90 cents on the dollar to reflect CRJC's 10% match commitment. Ruppel explained that during CRJC's transition period last fiscal year, TRORC offered a reduced payment on their invoices; however, now the CRJC is back on sound financial footing, TRORC should be paid in full. Campany agreed to communicate with Peter Gregory to agree upon payment terms from this point forward and put such agreement in writing. Sloat moved to extend the contract with TRORC for an additional six months, seconded by Kapala. Discussion ensued, and Kennedy noted that TRORC may require additional funds to continue the work and may also require more than six months to complete the project. Sloat withdrew her motion. Campany will ask TRORC for a scope of services, total cost and schedule to complete the project, and will return with a contract for CRJC's approval.

Campany presented a sample of Internal Control Procedures from UVLSRPC; he noted that it was his understanding that prior CRJC staff followed routine procedures for processing invoices and making payments, but those procedures were not documented in either the minutes or any form of recorded

guidance/protocol. Going forward, he asked that all procedures adopted and documented for current and future use. The Committee suggested the following procedure:

- 1) Invoices are approved by the Treasurer, or another officer if the Treasurer is not available.
- 2) Every 30 days, the Finance Manager issues the checks.
- 3) An officer who is an authorized signor travels to CRJC's office to sign the checks; if the check amount is greater than \$1,500, two signatures are required.
- 4) The Executive Committee ratifies all payments at their next meeting.

Ruppel will revise the procedures and present them at the next CRJC meeting for adoption.

Campany asked the Committee for their ideas on the best way to contact VT Commissioners who are not participating. Sloat suggested that a certified mailing, email and phone contact would cover all the bases. If the Commissioner does not respond, then Campany can request that the VT Governor replace those individuals. In Vermont, the Governor self-selects and appoints Commissioners. Sloat reported that she is brainstorming nominees for the NH Commission's open seats.

Ruppel reported on the Local River Subcommittees (LRS). A majority of LRS have made suggestions for CRJC's project work, including a post-Irene water quality and fish sampling study, publication of the Recreation Plans, keeping a scorecard of implementation of the river plans, invasive species control, addressing erosion at the Groveton cemetery, and outreach on floodplain protection. The Committee discussed that CRJC's and LRS's focus is on the mainstem, but they also consider how the tributaries affect the mainstem. Christie recommended that CRJC assign the LRS one project of riverwide importance per quarter to work on and then report back to CRJC, and that the LRS also chooses another project per quarter to work on individually. Sloat reported that she recently attended a meeting in Montpelier about a riverbank stabilization process in Maidstone, VT, where a large rip-rap wall is planned. She asked if CRJC should seek to have a fluvial erosion expert weigh in on the project. The Committee discussed that the VT Rivers Program has experts on their staff and suggested that the Headwaters subcommittee contact Joe Benning, a VT senator on the Natural Resources Committee.

NHDES is sponsoring a River Advisory Committee workshop this spring for all NH protected rivers, which would serve many of the same roles as a regional convening of the LRS. Ruppel reported that the LRS consulting staff have found several inconsistencies between state law, CRJC bylaws, LRS rules of procedure, and LRS member recruitment letters, in regard to the member appointment procedure. The Committee asked Ruppel to summarize the incongruities for presentation at a later meeting. The Committee also asked Ruppel to summarize any incongruities in the permit review guidelines. Kapala noted that a lot of effort goes to permit review and would like to see more effort on implementation of the river plans.

Ruppel distributed a whittled-down list of priority projects for CRJC from the existing strategic plan (see page 3); the Committee felt that this list was still too large and several projects were beyond the current capacity of the CRJC. Kennedy stated that CRJC's core function is to support the LRS and the prioritization of consultant's workload should be placed with the LRS. Campany stated that the LRS should work on advocating for the implementation of existing plans on a town-level, and CRJC should prioritize its funding there. Ruppel will solicit feedback from all Executive Committee members on strategic plan priorities prior to the next meeting.

Campany asked Ruppel to schedule another Executive Committee meeting prior to CRJC's March meeting and to also reschedule CRJC's March meeting as several active members are going to be away on March 19. Meeting adjourned at 4:00 pm.

DRAFT – CRJC’s Program Manager’s Prioritization of Existing Strategic Plan – 02/20/2012

CRJC ensures state appropriations and seeks grant funding to support its work, as listed below...

CRJC provides a local voice to federal and state projects on the River –

- Participate as a stakeholder in relicensing of Wilder, Bellows Falls, Vernon Dams (2013)

CRJC advances knowledge/research of the River –

- Wider water quality monitoring – support applications of regional groups for funding to coordinate mainstem monitoring program
- Target assessment and restoration projects to address erosion problems (?)
- Reprint and distribute Boating Guide; offer for \$5 at waypoint centers, other outlets
- Distribute the Recreation and Water Resources Plans (print and web-based)
- Develop slide presentation and narrative on the CT River Atlas, to be a core part of public education program

CRJC reaches out to local communities to provide information on state regulations and best practices –

- Assist NHDES in educating towns and landowners about Shoreland Protection Act
- Encourage community actions to reduce erosion, safeguard riparian areas, protect shorelands and floodplains
- Encourage towns to adopt agricultural soil protection ordinances to keep development from interfering with flood storage. Produce fact sheets on floodplain development for NH based on TRORC’s.

CRJC communicates with federal, state and local partners –

- Hold biannual riverwide conference
- Take a more active role in particular policy initiatives through testimony, letters and meetings with policy makers. Work with local zoning and planning boards, through RPCs or other initiatives. (Focus on local policies?)
- Revive the online newsletter

CRJC supports the initiatives of partner organizations and regional/multi-party initiatives –

- Support brownfields funding applications by RPCs.
- Encourage NH towns to inventory culverts/stream crossings. Encourage DES funding.
- Encourage better control of the spread of invasive species.
- Seek to establish a coordinator for the CT River Water Trail (Blueway designation)
- Support North Country Conservation Initiative.

- Support the work of the CT River Byway Council – support grant proposals, cooperate with NH Preservation Alliance and Preservation Trust of VT to sponsor regional workshops for Byway communities on preservation tools, etc.