



Connecticut River Joint Commissions

Suite 225, 10 Water Street, Lebanon, NH 03766

Monday, August 20, 2018 ~ 2:00 – 4:00 PM

Full Commissions Meeting Draft Minutes

Attending: VT – Campany, Rasmussen, Lembke, Bamford, Maloney, Caduto
NH – McClammer, Mudge, Harcke, Griffin, Belensz, Schneider
Staff – Crocker

2:00 PM Business Meeting

Local River Subcommittees Report – Item moved up pending arrival of commissioners for a quorum. Update was presented. Comm. Lembke requested that it be shared with all subcommittee members so each know what the others are doing.

Discussion of Bylaws – Recently the bylaws were found to be unclear as to who serve as officers and directors and have language that may conflict with enabling legislation for the state commissions. Comm. McClammer provided background about the inconsistencies between the CRJC Corporate Bylaws and State Commission Bylaws. A subcommittee has been formed to review and revise the bylaws.

Comm. Harcke raised the issue of the quorum size reflect the number of appointed commissioners rather than all of the open seats. Comm. Kennedy suggested it become a majority of the currently appointed members from each state. The responsibility of the EC once a budget is adopted was also discussed. All these items will be addressed in the review of the bylaws.

Election of CRJC Officers – Each state’s Commission elected officers and from these will be President James McClammer, NH; Vice President Steve Lembke, VT; Secretary Chris Campany, VT; Treasurer Jennifer Griffin, NH. Comm. Comm. Mudge moved to elect the slate of officers as proposed. Comm. Rasmussen seconded. Vote: Unanimous

The executive committee will be composed of the officers and Comm. Rasmussen as Immediate past president pending review and revision of the bylaws.

Following elections, Comm. Mc Clammer commenced to Chair the meeting.

Adopt meeting minutes April 16, 2018. Comm. Rasmussen moved to approve the April 16 meeting minutes; Comm. Campany seconded; Vote: Unanimous.

Accept Financials July 2018 – Comm. Lembke moved to accept the July financials without the 12 month budget numbers to be amended with approved numbers. Comm. Company seconded the motion. Vote: Unanimous

Executive Committee Update – Work Plan/Budget for FY 2019. The Executive Committee had previously reviewed the proposed work plan, but as a budget had not been approved, they could not proceed with signing the UVLSRPC agreement for FY 19. Commissioners Lembke and Company moved and seconded approval of the budget and work plan with the note that the workplan was based on a \$60 an hour billing rate. Vote: Unanimous.

Policy on use of Reserve Funds – Discussion followed. All agreed that the reserve funds should be adequate to cover a number of months operating expenses. Comm. Maloney noted that the need to assess how much is needed for operating expenses to determine that amount. Financial Manager MacEwan explained the billing and reporting process and the need to have adequate cash on hand to cover expenses pending reimbursement by the states. States are invoiced every two months. Due to delays in reimbursements by states, at least twice the cash balances were below \$1,000. But by the end of the fiscal year, the balances are replenished and amount to approximately \$31,500. Comms. Rasmussen moved to have a finance committee review the reserve policy seconded by Comm. Griffin. A subcommittee will be formed consisting of Comms. Bamford, Lembke, Griffin, and Mudge. They will meet and get back before the next Joint meeting in October.

Establish a strategic planning committee and decide amount available from reserves to facilitate it. Comm. Company suggested a goals and plans committee should meet to consider how to proceed with a planning activity. Comms. Company, Rasmussen, McClammer, and Kennedy will serve on this committee. Comm. Company would like to focus on the practical side of things and what CRJC can accomplish. He suggested a review of the previous planning event led by Michelle Tremblay. Staff will circulate that report from the last planning session to the committee members. Comm. Lembke committed to drafting a membership survey and staff will assist with the distribution and compilation.

NH State Funding Increase – Tracie Sales had been in touch with staff about a potential funding increase in the range of 5% for FY 20 and 21. Staff will draft a request to highlight the need and the value of the CRJC's work. Comm. Rasmussen moved and Comm. Lembke seconded motion to have staff draft letter for the President's signature.

Claremont Savings Bank– Grant \$2,000 – As the Northern Borders Grant request was unsuccessful, Commissioners were asked for suggestions for a new purpose to allocate the funds. A match for the 604B grant or a convening on the economy of the Connecticut River Valley was suggested. Consensus was to ask for it to be used for convening the economic development officials of VT and NH to participate in this even. Comm. Company will draft a concept paper and provide to staff for the request.

604B Grant Application Proposal Comm. Company moved and Comm. Lembke moved to proceed with a letter of interest as proposed in the concept paper presented. Vote: Unanimous.
Communication Work Group Update – Comm. Lembke will staff the Watershed on Wheels at the Guilford Fair over Labor Day weekend. He will have the stream model on display for two days. Comm. Bamford reported the MEF grant Updated Home owners Guide and Riparian Information. They presented a distribution among the Local Subcommittees. Comms. Rasmussen and Griffin moved to accept the plan. Vote: Unanimous

Relicensing Update – FERC Workgroup Since last report there was a meeting on instream flow report on sensitive species and habitats and that information was given to GRH by VT. The purpose of it was trying to distill all the data that have been generated. Based on what the licensee is proposing, this is how we are going to look at all that data. It was really helpful to see where the GRH is in the process. The next step is for GRH is to look at these data and propose operational flows that will minimize impact on aquatic species. There will be 3 more work days coming up. The process is similar to NH instream flow analysis to determine minimum flows and reduce impact on species. GRH has to report on the status of unfinished studies every 90 days. CRJC FERC workgroup will meet at 1pm prior to the October 15th full commissions meeting.

October 15, 2018 Meeting Agenda – Reschedule Forestland Presentation–NH Forests Protection Society. Survey. By Laws. Update on Cold River application. Strategic Planning. Claremont SB Grant.

New Business – Addition to Stratford Representative to Upper Valley LRS Clayton MacDonald. Company. Lembke. Vote: Unanimous

Public Comments–Marie Caduto working with CRC a one day sampling even on the mouth of the river same morning on the water shed would love to September 20th to distribute. Approximately 18 spots will need volunteers on NH side. Location list of sites will be sent to staff by Comm. Caduto to begin recruitment.

4:00 PM Adjourn at 4:06 PM Mudge and Company.

Adopted: October 15, 2018