



Connecticut River Joint Commissions

Executive Committee Meeting

Monday, January 28, 2019 – 2:00–4:00 P.M.

10 Water St. Lebanon, NH

Minutes

Comm. McClammer called meeting to order at 2:08 pm.

Present: Rasmussen, McClammer, Bamford, Lembke, Company & Griffin. Staff: Crocker.

November 2018 Meeting Minutes – Comm. Lembke moved approval of minutes as presented. Comm. Griffin seconded. Vote: Unanimous

December 2018 Financials – Comm. Rasmussen moved to accept the financials as presented. Comm. Griffin seconded the motion to adopt the financials. Vote: Unanimous. DES receivable over 60 days was noted and time expended beyond 50% of budget should be monitored to stay in budget. A reserve and investment funds policy were discussed and will be implemented after the accountant and CPA firm have provided comments. Staff will send a reminder to them about recommendations. Follow up on December Finance Committee meeting minutes. The tax return was expected to be complete this week.

December Full Commission Meeting Follow-up – All items proposed on the FC minutes were completed.

Health and Future of CRJC – The catalyst for this item was to follow up discussions on the last meeting. In general, the executive committee would like to determine how to practically accomplish the work of the organization with the limited resources. The local river subcommittees have value, but they are struggling to keep members and only half the Commissioner positions have been filled. The idea of having a strategic planning session seems to be advisable for determining the future of the organization.

RFP for Administrative Services for FY 20 was discussed and the consensus was that it would be practical to renew the agreement with UVLSRPC for another year and to engage in the strategic planning process before issuing an RFP for administrative services.

Commissioner Campy moved that the CRJC renew the administrative services contract with UVLSRPC for one more year. Comm. Lembke seconded the motion. Steve Schneider joined the meeting and expressed his willingness to have UVLSRPC provide support for CRJC for another year. Vote: Unanimous.

Staff will develop an RFP for strategic planning services for the Executive Committee to bring to the full commission meeting in February. The RFP for this project would seek to have this work take place as early as possible in the next fiscal year. The strategic process will seek to develop a description of the mission, role, activities, and planning for the future of CRJC. The enabling legislation will be used as a starting point to determine the goals and objectives of the organization and the currently available resources. Comm. Lembke moved to have staff draft an RFP. Comm. Campy seconded. Vote: Unanimous.

FERC Relicensing – Comm. Griffin reported that the instream flow study is still in process.

Survey – The Water Quality Survey has received 34 responses as of January 28. Staff noted there was a \$50 one-time charge to use the Constant Contact survey function.

Economic Forum – USDA is open and acknowledged receipt of the Letter of Intent this morning.

February 25th Agenda – CRJC Strategic Focus Planning – Water Quality Survey – Economic Forum – Report from Local River Subcommittees – Extend Contract with UVLSRPC.

New Business – Comm. McClammer received a letter of resignation from Comm. Mudge.

Executive Committee will meet one hour before meeting in February to prepare presentation on strategic focus objectives.

Adjourn: Comm. Rasmussen moved and Comm. Griffin seconded a motion to adjourn at 4:30 PM.

Minutes Adopted – Monday, March 18, 2019