



Connecticut River Joint Commissions

Finance Committee Meeting

Tuesday, November 15, 2018 – 2:00–4:00 P.M.

10 Water St. Lebanon, NH

Minutes

1:00 PM – Finance Committee Meeting

Commissioners Present: Mudge, McClammer, Bamford, Lembke, & Griffin. Staff: Crocker, MacEwan, & Schneider

The potential for investment of funds in a sweep or money market account at Bar Harbor Bank was discussed. UVLSRPC staff will consult with states to see if this is permissible. Keeping the funds in the same institution as the checking account will be the simplest approach from the point of view of the audit.

Fund Balance Reserve Policy was reviewed. The history has been that there's been a fund balance in the neighborhood of \$28,000 dollars. There needs to be a policy that guides the amount of funds that can be set aside. Several reserve fund policies were reviewed.

MacEwan suggested 3 months operating reserve, one quarter of the budget, or \$18,000, whichever is greater. Discretionary expenditures can be made from funds that exceed that amount set aside as operating reserve fund.

The remaining questions are: who will make those decisions and how will those decisions be made.

Comm. Bamford will work on the reserve policy draft and present it at the December meeting.



Connecticut River Joint Commissions

Executive Committee Meeting

Tuesday, November 15, 2018 – 2:00–4:00 P.M.

10 Water St. Lebanon, NH

Minutes

2:00 PM – Executive Committee Meeting

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

Convene: President McClammer convened the meeting at 2:05 PM

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

October 2018 Financials – Comm. Griffin reviewed the financials and moved to accept as presented. Comm. Rasmussen seconded motion to adopt the financials. Vote: Unanimous

Auditor Engagement Letter – The letter to the auditor was reviewed and Comm. Griffin signed as Treasurer. Staff will see if Heidi St. Peter can attend next Finance Committee meeting in December to review the Preliminary and Tentative Financials for FY 18.

October Full Commission Meeting Follow-up – Composition of the EC is resolved. All the other items identified have been completed or are in process.

Mitigation and Enhancement Fund Membership – The Kick-Off meeting is set for December 13th. Rick Walling is currently the representative. The executive committee moved to as Rick Walling to continue to serve as the CRJC representative on the M & E Fund. Comm. Rasmussen moved and Comm. Belenz seconded. Vote: Unanimous

Comm. Belenz will email him to notify of his reappointment and ask if he will email an update on the M & E Fund activity. The M & E report will be added to the December

Joint Commissions meeting agenda. Comm. Belenz will follow up with Jim Kennedy about the Jacobs Brook project and whether it might be a good project to seek support from the M & E Fund.

Bylaws Committee Update – Comm. Bamford noted that there were additional changes to statutory references that need to be updated. Staff will advise Tracie that the bylaws committee will take up the amendments before the end of the fiscal year.

National Estuarine Research Reserve in the Connecticut River Estuary (NERRS) – The Executive Committee moved to support this project on behalf of the CRJC. A letter must arrive at the State of Connecticut EPA no later than 11/20/18. Comm. Rasmussen moved to have staff draft a letter for Comm. McClammer’s signature based upon his earlier draft. Comm. Lembke seconded. CRJC’s jurisdiction of VT and NH will be noted in the final draft. Vote: Unanimous.

Connecticut River Economy – Comm. Belenz has put together a list of people that we might want to have participate in the forum such state agency heads and the leadership within adjacent communities. Comm. Lembke noted that the agenda is the critical piece. The suggestion was to have discussion about the agenda at the next joint commissions meeting. Some suggestions included: Travel and Tourism, Agriculture, Town and Retail, Industry, Small Business, Hydro Power.

A venue was discussed – Location would likely be in the Upper Valley but locations on the Connecticut River were among those that should be considered.

Discussion followed on what will be achieved as an outcome, such as: CRJC visibility, awareness, inter–state cooperation, economic advancement/promotion. It was suggested that regional chamber and development professionals should be included but a decision needed to be arrived at who are the main audience. – The anticipated size of the audience was about 100. Comms. Campany and Belenz will work with Steve Schneider on the project. Facilitators were discussed and Harpoon Brewery was suggested as a possible site.

FERC Relicensing Status Report – Connecticut River Conservancy has filed a recreational study report dated October 24, 2018. Instream flow and impact on biota is

under review. They have been looking at habitat and suitability curves. For each particular species and life stage the change in the weighted suitability changes. The studies look at 27 species among 3 reaches of the river. This stage of the analysis is very complicated. The application will have the Great River preferred alternative in the filing during 2019. The timeline from FERC to follow up on these is likely another two years. CRJCs role is to continue to follow up on the meetings.

December JC Meeting Agenda – M & E Fund, Economic Forum, Strategic Objectives.

New Business – Paddlers Trail – Monitors and maintains portages and camp sites. One of their objectives was to value all the people involved in promoting the camp grounds. LRS should receive copies of the notes from Paddlers Trail. They have 5-year growth plan. Inquire subcommittees would be able to document volunteer time for the local committees.

Executive Committee expressed their thanks to Oliva for her work the 604B Application. The Riverbend subcommittee has been notified of the Newbury dam project.

Adjourn: Comm. Rasmussen moved and Comm. Griffin seconded a motion to adjourn at 4:00 PM.

Adopted: January 21, 2019