

PURSUANT TO NOTICE, THE QUARTERLY MEETING OF THE CONNECTICUT RIVER VALLEY FLOOD CONTROL COMMISSION was held at the Connecticut River Watershed Council conference room at 15 Bank Row in Greenfield, MA on September 16, 2011.

COMMISSIONERS PRESENT:

Connecticut	Commissioner Charles Berger Commissioner Denise Ruzicka Commissioner Barbara Ruhe
Massachusetts	Commissioner Mike Misslin Vacancy Vacancy
New Hampshire	Commissioner Robert Kline Commissioner Fred Parker Commissioner Robert Grimley
Vermont	Commissioner Evan Hammond Commissioner William Pettengill (proxy) Commissioner Gary Moore

Also attending:

Pat LaMountain – CRWC Finance Director, Administrator (Secretary/Assistant Treasurer) for the Commission

Angela Mrozinski – CRWC Outreach Coordinator, Administrator-in-training for the Commission

1. The Chair called the meeting to order.
2. Barbara Ruhe moved and Fred Parker seconded the motion to accept the June 24, 2011 minutes. Discussion to keep 1st three sentences of item 5, paragraph 2 and delete the remainder of that paragraph. Amended motion to accept modified minutes, seconded by Chuck Berger, motion passed unanimously.
3. Mike Misslin updated the Commission on Massachusetts Commission members. Letter from the Chair did help motivate the Governor to make appointments. State hydrologist Linda M. Hutchins has been appointed and will be at the December meeting. A local (western Massachusetts) member will be appointed to the commission in the next month or two and will be at the December meeting.
4. Tax Loss letters will go out approximately on October 1st. New Hampshire has paid their administrative payment. Mike Misslin says the Massachusetts payment has been sent electronically. They may not have current account information. Pat LaMountain will check and payment will be intercepted if needed and paper check sent.
5. Various state archivists are interested in securing CRVFCC archives. MA archivist is happy to work with whatever state working to take these archives. A full account of archives should be documented from the Damon Road location where most are stored, and a catalogue sent to the other state archives. Pat LaMountain has communications with Mark Jones of CT and notified him that activity will be taking place after this meeting. Motion by Evan Hammond to accept the Connecticut archivist offer to take records and the offer from Sean Fisher from the MA archives to help catalogue the archives. Seconded by Barbara Ruhe, the motion passed unanimously. Pat LaMountain is asked to send letters to other state archivists thanking them for their offer to take the archives and notify them that a catalogue will be coming in the future.
6. The Surety Bond issue will be addressed at the next meeting. Pat LaMountain states that since there is already a Surety Bond on the Chair, the issue may be resolved by the Chair also being the Treasurer. Then there is the need for only one Surety Bond.

7. The "Audit" (review) is occurring after this meeting-will report back at the next meeting.
8. CRVFCC has received a proposed draft agreement from CRWC – Andrew Fisk, Executive Director. Proposal to transfer from hourly arrangement to a flat fee arrangement. Sentence has been added stating that when CRWC is approaching 75% of that fee that CRVFCC be notified. A previous motion has authorized the Chair to pay CRWC up to \$2,000 extra without needing approval of the Commission. Both parties are happy with this arrangement and it could be a model of collaboration. Discussion of getting advice from the archivist about a Document Retention Policy for any paperwork kept at CRWC offices. The Agreement is retroactive to July 1, 2011. Motion by Barbara Ruhe to authorize Chair to approve agreement dated August 23rd, seconded by Fred Parker. The motion passed unanimously.
9. The final budget is the same budget from the last meeting. Discussion of virtual meetings in the future to save travel expenses. Motion by Evan Hammond to accept the budget, seconded by Barbara Ruhe. The motion passed unanimously.
10. Period from July 1 – September 30 quarterly administrative payment invoice from CRWC. **Barbara Ruhe moves for there to be a standing motion to pay the quarterly CRWC invoice in accordance with the approved agreement retroactively, seconded by Evan Hammond. The motion passed unanimously.** Pat LaMountain will soon be retiring and is training new CRWC staff Angela Mrozinski to become CRVFCC Administrator.
11. New CRVFCC officers need to visit the bank to update signature cards after today's meeting. Report from Nominating Committee: 2011 Nominating Committee of CRVFCC consisted of Evan Hammond of VT, Charles Berger of CT, and Denise Ruzicka, Chair, as an ex-officio member. The Nominating Committee presents the following slate of officers for the next term: Chairman Robert Grimley of NH, Vice Chairman Mike Misslin of MA. Gary Moore moves to accept the slate, Fred Parker seconds. The motion passed unanimously. The Commission thanks Denise Ruzicka for a great job.
12. Question from Pat LaMountain about digital printing of the Annual Report. Copies go to Secretaries of State, state libraries, and Governors. Hard copies should be sent to the Governors. 20-25 printed copies should still be printed. Discussion of the accuracy of the map in the Annual Report. Creation of a committee to update the map. Members of the committee include Charles Berger of CT, Gary Moore of VT, and Robert Kline of NH.
13. Paul Marinelli of the Army Corps of Engineers is retiring and will become a MA Emergency Action Planner, which will be a great resource for the CRVFCC.
14. Commission members shared news from their regions regarding damage from Tropical Storm Irene. The recent flooding provided an opportunity to educate about the function of the CRVFCC. Mike Misslin will contact the Army Corps of Engineers to see what the value of flood control dams have been. CRVFCC may want to have skeletons of prepared messages to respond during flooding events. Commissioners were asked to send the office photos of damage in their states.
15. Pat LaMountain raised the question if CRVFCC wants to keep accounts with the Bank of America. The Commission agrees to transfer accounts to Greenfield Savings Bank since it is more convenient for the Administrator. Gary Moore moves to transfer accounts to Greenfield Savings Bank, seconded by Evan Hammond, motion passed unanimously.
16. Date for the next CRVFCC meeting is to take place on December 2, 2011. **Barbara Ruhe moves for a standing resolution that the staff and Chair are authorized to determine if the meeting will be in person or virtually, seconded by Gary Moore. Amended motion that if there is an in person meeting, the staff and Chair will determine the location of the meeting, seconded by Evan Hammond. The motion passed unanimously.** Pat LaMountain will check with Polly if CRVFCC owns the table at Damon Rd.
17. The meeting was adjourned at 11:15.