

Connecticut River Valley Flood Control Commission.
Quarterly Meeting,
M I N U T E S

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 December 3, 2010.

COMMISSIONERS PRESENT:

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

ALSO ATTENDING:

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

The Chair called the meeting to order.

Barbara Ruhe moved and Mike Misslin seconded a motion to accept the September 17, 2010 minutes as presented. The motion passed unanimously. Gary Moore moved and Bill Pettengill seconded a motion to accept the December 4, 2009 minutes as printed. The motion passed unanimously.

Mike Misslin announced that the head of the Massachusetts Department of Conservation and Recreation, Richard Sullivan, has been named Secretary of Environmental Affairs for the State of Massachusetts. He said this administration will now follow through with payments and appointments by the end of the next quarter. Mike says he will have a new boss to replace Sullivan but does not know who it will be. Sullivan is a western Massachusetts guy so he believes this bodes well for the environment in the state. Bowles was into energy. The water supply will be protected and funds for CRVFCC will be coming. Sullivan may ask for a letter from the commission to spur the appointments. Mike will let us know.

Sean Fisher, archivist for the Department of Conservation and Recreation, did a records management survey for CRVFCF in 2010. He gave the commission a report on his findings at the December 3 meeting. It included a slide show with photos of what he discovered in the basement and attic of the Damon Road building where records are stored. The records consist of about 20 cubic feet of material from year one – 1953 - to the early 1980's. The basement is damp and has two windows, one with a leak. He found a 1992 memo stating that the "commission's records can easily be stored in the basement."

Drawer 4 has minutes from 1953 to 1979. In 1982 Nathan Tufts passed away. From that time on all records have been kept at Polly Smiaroski's house in Deerfield. The office and all of those records from 1982 on were moved in June 2010 to the new office (CRWC Headquarters) at 15 Bank Row, Greenfield. In the basement at Damon Road there is a flat drawer cabinet which contains copies of Army Corps photos. One drawer had a mouse nest. There are also records in the attic from 1953 to the 1980's, and Annual Financial Statements.

Mr. Fisher stated his conclusions about what he advised the Commission to do about his findings. First of all, he believes CRVFCC needs an archivist to remove these records from the basement and the attic at the Damon Road location. Which archivist depends on if they are Federal or state records. He has checked this and has come to the conclusion that they are state records because the original legislation to set up the commission came from the states. He believes one of the four state archives should be designated official archivist of the records of the Commission.

In written material handed out to Commission members, Mr. Fisher included a sample letter to send to all four states. He stated we should write them and wait to see what they have to say. He believes that because the Internet has done wonders in bringing record availability online, and two of the four states are years ahead of the rest (Vermont and Connecticut), it may be a propitious time for beneficial results for these records. If one of the four states' archives accepts the offer to receive these records, Sean Fisher would be willing to work with them to help with the transfer.

He stated the records need someone who has public records experience, the records need to be Indexed, and experienced archivists need to determine which records are retained. CRVFCC needs to develop a policy to assist in that step when the time comes. Mr. Fisher said clearly, "Don't act on the records in any way until an archivist is involved. Make policy but no action at this time. The plan is to physically transfer all of the records. In the discussion that followed, some felt the Commission should discover the Army Corps policies with records as well as that of the four individual states. A question was asked, "Could we return the dam schematics to the Corps?" Sean Fisher stated he thought the Commission could. There are issues of space. Do we really need to keep any plans at all? One choice would be to digitize, then shred. There was a discussion about potential for funding for this process of digitization. Mr. Fisher stated by law you have to maintain the minutes. It should be entirely managed by an archivist who would do the prioritizing. He stated twenty cubic feet is relatively small. CRVFCC should be determining records management policy, policy on Vital records, email policies. He will send the Massachusetts statewide policy. Chair Denise Ruzicka asked Mr. Fisher to continue to be an advisor to the Commission.

Mike Misslin said he would contact the Army Corps regarding the schematics and other issues. He will send out feeler letters. Gary Moore moved and Bill Pettengill seconded a motion to formally accept and implement the recommendations of the DCR archivist. The motion was unanimously approved. Gary Moore moved and Bob Grimley seconded a motion to thank Sean Fisher and to continue to seek and use his advise. That motion passed unanimously as well.

Barbara Ruhe announced she would contact the Connecticut archivist. Gary Moore wanted to move to authorize the chair to dispose of certain useless equipment in the attic and Sean Fisher asked him to wait instead of acting. Mike Misslin will check with the DCR to see if any of the equipment in the attic belongs to the DCR. Sean Fisher left copies of his report and his conclusions for the three Commission members not in attendance.

Barbara Ruhe moved and Gary Moore seconded a motion to approve the budget as presented. It passed unanimously.

Barbara Ruhe moved and Evan Hammond seconded a motion to approve the Annual Report as printed, with the exception of a typo on the cover page to be corrected. Except for the scrivener errors, the Annual Report was approved unanimously. Pat LaMountain was asked to send a copy of the Annual Report to Polly Smiaroski. There was a discussion about the map. Gary Moore questioned the map because he doesn't consider it accurate. If there is an electronic version of the map it could be modified. Certain dams are not included (for instance, the Gilman dam). Barbara Ruhe asked if this map belongs in the Annual Report.

Gary Moore moved and Bob Grimley seconded a motion to update the map in the coming year. The motion passed. Chair Denise Ruzicka will call Bob Kline. The Commission will begin the process of deciding whether to include more dams or only list the dams.

Gary Moore moved and Barbara Ruhe seconded a motion, to insert the correct budget into the 2009 Annual Report (the 2008 Budget had inadvertently been inserted in the 2008-09 Annual Report.) Barbara Ruhe moved and Mike Misslin seconded a motion to accept the 2010 Tax Loss Report as printed and presented to the Commission. Both motions passed unanimously.

Denise Ruzicka asked to be called if the Commission doesn't get the Connecticut payment by the end of December. She will make a follow up call. Massachusetts' payment is expected in the third quarter.

Evan Hammond wanted to see the list of Commissioners' appointments so the Commission can keep track of these appointments. In Connecticut, Commissioners serve until a successor is appointed. The Commission should check the records to follow up on dates that might have lapsed. Pat will send the Record of Terms of Appointments with the Minutes of the meeting.

Gary Moore stated he likes the space in Greenfield – especially if there is a program of any kind with slides, there is more room. The Commission will still meet in Northampton, at least until the records are dealt with, Denise Ruzicka, Chair, announced. There was a discussion of phone meetings.

Barbara Ruhe moved and Gary Moore seconded a motion to create a policy of phone meetings being legal, so long as there is a quorum. Several types of phone meetings were mentioned: website; skype; smartboards. Denise says she has an 800# that can be used. The vote on the conference call policy was unanimous. The Commission decided to set aside the first Friday in March – March 4 and the third Friday in June, June 17th for meetings .

Pat said she is investigating Officers and Directors insurance but the insurance agencies do not know how to handle our commission. Some suggested calling CRJC and other like organizations to find out what insurance they have. Gary Moore said he would try to find out from CRJC what insurance that commission carries.

The Chair asked Pat to send all agendas and final minutes to the Secretaries of the four states.

Pat said the CRWC contract was set to lapse December 31, 2010 and the Commission needs to remedy that. Barbara Ruhe moved and Gary Moore seconded a motion to extend the CRWC contract through June 30, 2011, at which time the arrangement can be re-written or continued formally. The motion passed unanimously.

Barbara Ruhe moved and Gary Moore seconded a motion to close the meeting. The meeting was adjourned.