

ANNUAL REPORT



July 1, 2010 – June 30, 2011

The Connecticut River Valley Flood Control Commission, established September 8, 1953 when the signatory states of Connecticut, Massachusetts, New Hampshire, and Vermont ratified the Compact which states, in Article I:

The principal purposes of this Compact are:

- a) To promote inter-state comity among and between the signatory states;
- b) To assure adequate storage capacity for impounding waters of the Connecticut River and its tributaries for the protection of life and property from floods;
- c) To provide a joint or common agency through which the signatory states, while promoting protecting and preserving to each the local interest and sovereignty of the respective signatory states, may more effectively cooperate in accomplishing the object of flood control and water resources utilization in the basin of the Connecticut River and its tributaries.

OFFICERS OF THE
CONNECTICUT RIVER VALLEY FLOOD CONTROL COMMISSION
AS OF JUNE 30, 2011

Denise Ruzicka, Chairman
Robert Grimley, Vice Chairman
Patricia D. LaMountain, Administrator and Assistant Treasurer

MEMBERS OF THE
CONNECTICUT RIVER VALLEY FLOOD CONTROL COMMISSION
AS OF JUNE 30, 2011

Connecticut

Charles D. Berger, Jr., 172 Blue St., Winchester 06094
Denise Ruzicka, 50 Creamery Rd., East Haddam, 06423
Barbara J. Ruhe, 915 Silas Deane Hwy., Wethersfield 06109

Massachusetts

Michael Misslin, Chief Engineer, Engineering Division, Dept. of Conservation & Recreation, 251
Causeway St., Ste. 600, Boston, 02114

Vacancy

Vacancy

New Hampshire

Robert G. Kline, 93 Old County Road, Plainfield 03781-5111
Fred S. Parker, 28B Union Sq., Union St., Keene 03431
Robert Grimley, PO Box 550, Grantham, 03753

Vermont

Evan Hammond, 126 Colby Rd., Lunenburg 05906
Gary Moore, Box 454, Bradford, 05033
William Pettengill, 103 Maple Hill Drive, Guilford 05301

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CHAIRMAN'S REPORT

July 1, 2010 – June 30, 2011

During 2011, the Commission moved forward with formalizing our administrative relationship with the Connecticut River Watershed Council in Greenfield, Mass. The initial year of the two organizations working relationship was incredibly successful and positive. Pat LaMountain of the Connecticut River Watershed Council (Council) took over the administrative duties of the Commission. Pat is extremely organized and ever so pleasant to work with. With her help we made strides in a number of key areas.

Subsequently, the Commission formalized an ongoing agreement with the Council for providing administrative and treasurer support services. The Watershed Council's capacity and our desire for long term support forms the basis for a win-win arrangement between the two environmental organizations. The current agreement provides surety to both the Council and the Commission. We continue to be grateful to the Council in being open to the concept and now the reality of both organizations working together in a way that strengthens both groups.

We believe that this model of organizations working together to share or provide administrative support services may be a model for the future. Continuity of service and obtaining strong administrative capacity from an experienced group such as the Council is a plus for the Commission. For the Council the Commission provides an additional source of revenue to support existing staff. Both groups are therefore strengthened by the relationship and are able to focus on our mutual love for and activities related to our "long tidal river."

A key action undertaken during fiscal year 2011 was beginning to take a look at the Commission's document management and records retention practices and needs. Sean Fisher, archivist for the Massachusetts Department of Conservation and Recreation, did a records management survey for CRVFCC. He gave the commission a report on his findings at the December 3, 2010 meeting. It included a slide show with photos of what he discovered in the basement and attic of the Damon Road, Northampton 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."

Mr. Fisher 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. Subsequently the Commission wrote to the four states' archivists and received some initial positive interest. Further follow-up will be needed. Additionally the Commission discussed developing a formalized document management plan that would address retention and disposal policies as well as improving content on the Commission's web site.

In closing, the recent severe flooding in Vermont related to Hurricane Irene in September of 2011, with serious but less catastrophic flooding in the other member states, reminds us of the importance of flood control.

Respectfully submitted by Denise Ruzicka
Connecticut River Valley Flood Control Commission Chairman
Representative of the State of Connecticut

SUMMARY OF THE MINUTES OF THE COMMISSION MEETINGS HELD DURING THE PERIOD OF THIS REPORT

September 17, 2010

Motion made (Ruhe) and seconded, (Misslin) and unanimously accepted: to approve the minutes of the June 25 meeting.

Mike Misslin said there was little expectation of nominations for new Massachusetts Commissioners until after the election (November). He also said the budget cuts are causing money concerns in his department and he will try to get payment through as soon as possible. Pat LaMountain stated she is prepared to send letters to all of the towns requesting tax loss information – tax rate and reevaluation – in early October. Then she will compile Tax Loss tables along with the annual report to be presented to the Commission for approval at the December meeting. LaMountain presented a budget which included a 2010-11 Projection as well as 2009-10 Budget to Actual amounts. Budget figures had not been available at the June meeting and the Commission had had no chance to make corrections. Motion was made (Moore) and seconded (Pettengill) and passed unanimously: to approve the Budget as presented.

CRWC presented an invoice for \$3892.79 for administration transition work since the June 25 meeting.. Motion was made (Moore) and seconded (Hammond): to authorize the Chair to pay the bill (after being satisfied it is in line). The motion passed unanimously.

Pat LaMountain said she has not dealt with the Bond issue and will do that soon. She received the Massachusetts payment for last fiscal year in July.

The commission held a short discussion of plans to update the website because information is dated. Some envisioned links to other sites as well. This will be revisited in future meetings.

Barbara Ruhe announced she had attended the Connecticut River Watershed Council's annual meeting on a riverboat out of Haddam, CT. The Commission discussed the possibility of becoming members of CRWC.

Denise Ruzicka said the minutes from the December 09 meeting still need official approval because the March meeting was not official and the minutes were not available at the June meeting. They will be sent out with the next meeting's agenda and taken up in December.

December 3, 2010

Barbara Ruhe moved and Mike Misslin seconded the 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. Sullivan may ask for a letter from the commission to spur the appointments.

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. 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. 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. 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. 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 advice. 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.

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. 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). 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. The Commission will still meet in Northampton, at least until the records are dealt with, Denise Ruzicka, Chair, announced. 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. 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. 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.

June 24, 2011

Barbara Ruhe moved and Mike Misslin seconded the motion to accept the December 10, 2010 minutes as presented. The motion passed with Robert Kline abstaining.

Michael Misslin announced letters are in place to invite two new commission members from Massachusetts, selected by him personally. There will be at least one from the Connecticut River valley.

The Connecticut River Watershed Council (CRWC) presented an invoice for administrative services for \$7,649.07 through June of 2011. Gary Moore moved and Fred Parker seconded the motion to authorize the Chair to pay this invoice. The commission discussed a contract change with CRWC to agree to pay a flat rate of \$15,000 per year quarterly with a clause inserted giving CRWC an option to bill for any hours over eight hours a week for any month where the average hours are over eight. Commissioners recommended inserting a clause requiring CRWC to notify the Commission whenever the 75% point of the contract is reached, if extra hours are added in. Gary Moore moved and Evan Hammond seconded the motion to authorize the Chair to sign a contract, when she is satisfied with the addition of these clauses. The motion passed unanimously.

Barbara Ruhe moved and Gary Moore seconded the motion to authorize the Chair to pay up to \$2000 for administrative overruns, in the event of added hours, without further approval by the commission. The motion passed unanimously.

Barbara Ruhe said she had spoken with Mark Jones, Connecticut archivist. Pat LaMountain stated she had sent the letters out to the four state archives under her own name the day before. She is waiting to see if there are responses to the commission's inquiry if there is interest in receiving our archives. Once it is determined there is a place to transfer the archives, the Commission can begin establishing policy regarding the archives.

All administrative payments have been paid by the four states. It was noted that Connecticut is no longer paying an extra amount. The Commissioners in Massachusetts and Connecticut have to scrounge other budgets to make the payment to the Commission. So far they have been successful.

Pat stated that the website is revitalized, with minutes and agendas being posted online. She asked the Commissioners to look at the site and notify her about any needed corrections. She also asked for suggestions of new links to be added to the site. The commission discussed the placement of the minutes on line and decided it was fine to post draft minutes so long as they have a "D R A F T" watermark on each page. The Chair asked that minutes and Agendas be sent to the four Secretaries of State as well. Pat said she had sent the Agenda but was waiting for approval of the minutes before sending them. She will send the Draft minutes with a watermark attached to an email to each of the four Secretaries of State. The Annual Reports can go this way as well.

Chair, Denise Ruzicka appointed a Nominating Committee of Chuck Berger from Connecticut and Evan Hammond from Vermont with Denise Ruzicka as an ex officio member. They are tasked with coming up with a slate of officers for the next meeting.

There was a discussion of the surety bond. Polly Smiaroski's Surety Bond was cancelled because she is no longer an employee of the Commission. The Chair is covered by a separate Surety Bond. Pat LaMountain cannot be bonded as an employee of the Commission because she is not an employee of the Commission. Do our By-Laws or the Compact itself require us to have a bonded Treasurer. Possibly the Chair could be designated a Chair/Treasurer. Barbara Ruhe will look into this.

Pat asked if Andy Fisk, the new Executive Director at CRWC should be a bank account signer rather Chelsea Gwyther, who is now titled President. The Commission agreed that Chelsea should

come off the bank paper and Andy should be added as a signer. **Barbara Ruhe moved and Gary Moore seconded the motion to create a standing resolution authorizing the chair to update bank documents if there is a change in personnel in the administrative organization. The motion passed unanimously.**

Regarding the audit, the Chair stressed it was not an official audit but just an oversight to make sure everything is in good order. Because they did the last “audit” Chuck Berger and Denise Ruzicka will do the next one with a Vermont or NH member. Fred Parker agreed to be the upper valley member. It was decided the “audit” could happen in the afternoon after the September meeting.

Pat presented a Draft Budget for corrections. The Commission asked her to bring this Draft Budget as is for the September meeting for approval as the final budget.

There was a discussion of an application for a hydropower project on the West River in Townsend and Jamaica, Vermont. FERC licensing issues around hydropower projects at Ball Mountain and Townsend will affect the flood control dams. 3 megawatt projects are proposed. Perhaps the FERC license process can stipulate that the licensee has to pay more and that is one way we can get more money for the Vermont towns that are concerned about tax loss payments not increasing over time. There was a discussion of having the June Meeting next year at Ball Mountain. We should make that a September agenda item. Wilder, Bellows Falls, and Vernon are all beginning the process for relicensing.

More discussion: Wind is coming – it is on the FAST track. The CT DEP is changing its name to the DEEP Dept of Energy and the Environment.

The foregoing is a summary of the Minutes of meetings held during 2010-2011. They are available for inspection at crvfcc.org or by request.

Connecticut River Valley Flood Control Commission
Income & Expense Budget vs. Actual
 July 2010 through June 2011

11:42 AM
 12/01/2011
 Accrual Basis

	<u>Jul '10 - Jun 11</u>	<u>Budget</u>	<u>2011-12 Budget</u>
Ordinary Income/Expense			
Income			
Total State Payments	19,500.00	19,500.00	19,500.00
Total Interest-Savings	94.30	500.00	102.00
Total Other Types of Income	0.00		
Total Income	<u>19,594.30</u>	<u>20,000.00</u>	<u>19,602.00</u>
Expense			
Total Contract Services	14,113.02	15,000.00	15,000.00
Total Equip Rental and Maintenance	0.00	100.00	100.00
Operations			
Postage, Mailing Service	60.00	100.00	100.00
Printing and Copying	53.59	80.00	100.00
Supplies	0.00	470.00	100.00
Telephone, Telecommunications	188.38	200.00	100.00
Total Operations	<u>301.97</u>	<u>850.00</u>	<u>400.00</u>
Other Types of Expenses			
Insurance - Liability, D and O	195.00	500.00	500.00
Other Costs	-11.00	60.00	200.00
Total Other Types of Expenses	<u>184.00</u>	<u>560.00</u>	<u>700.00</u>
Payroll Expenses	-22.70		
Travel and Meetings			
Conference, Convention, Meeting	0.00	400.00	400.00
Travel	1,886.94	3,000.00	3,000.00
Total Travel and Meetings	<u>1,886.94</u>	<u>3,400.00</u>	<u>3,400.00</u>
Total Expense	<u>16,463.23</u>	<u>19,910.00</u>	<u>19,600.00</u>
Net Ordinary Income	<u>3,131.07</u>	<u>90.00</u>	<u>2.00</u>
Net Income	<u><u>3,131.07</u></u>	<u><u>90.00</u></u>	<u><u>2.00</u></u>
Beginning Balance B of A Business Interest Max.	67,965.94		6/30/2010
Interest through 6/30/2011	105.47		
Ending Balance B of A Savings Acct.	<u>68,071.41</u>	<u>68,071.41</u>	6/30/2011
Beginning Balance B of A Checking Acct	3,454.29		6/30/2010
Deposits FY 2010-11	27,611.97		
Checks paid FY 2010-11	(17,672.28)		
Ending Balance B of A Checking Acct	<u>13,393.98</u>	<u>13,393.98</u>	6/30/2011
Total Assets		<u><u>81,465.39</u></u>	6/30/2011
Annual support money is received as follows:			
State of Vermont	2,500.00		
State of New Hampshire	2,000.00		
State of Connecticut	7,500.00		
Commonwealth of Massachusetts	7,500.00		

CONNECTICUT RIVER VALLEY FLOOD CONTROL COMMISSION
P. O. BOX 511
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2010 TAX LOSSES AND REPAYMENTS

<u>MASSACHUSETTS</u>	<u>VALUATION BASIS</u>	<u>TAX RATE</u>	<u>TAX LOSS</u>
<u>Knightsville</u>			
Chesterfield	\$ 16,670.00	\$15.26	\$ 250.00
Huntington	238,190.00	14.09	4,990.00
<u>Littleville</u>			
Chester	487,480.00	* 16.33	9,618.00
Huntington	29,360.00	14.09	615.00
<u>Birch Hill</u>			
Phillipston	110.00	12.48	1.00
Royalston	38,200.00	8.69	382.00
Templeton	694,670.00	11.75	7,433.00
Winchendon	323,620.00	13.20	6,919.00
<u>Tully</u>			
Athol	7,900.00	* 11.47	77.00
Royalston	180,000.00	8.69	<u>1,800.00</u>
<u>Barre Falls</u>			
All state land – no tax losses			
TOTAL			\$32,085.00
 <u>NEW HAMPSHIRE</u>			
<u>Otter Brook</u>			
Keene	\$115,090.00	30.17	\$3,166.00
Roxbury	26,740.00	* 22.88	758.00
<u>Surry Mountain</u>			
Surry	238,190.00	15.85	<u>7,765.00</u>
TOTAL		* 2009	\$11,689.00

The figures included with this report voted and approved by the Connecticut River Valley Flood Control Commission, December 3, 2010.

CONNECTICUT RIVER VALLEY FLOOD CONTROL COMMISSION
P. O. BOX 511
GREENFIELD, MA 01302

2010 TAX LOSSES AND REPAYMENTS

<u>VERMONT</u>	<u>VALUATION BASIS</u>	<u>TAX RATE</u>	<u>TAX LOSS</u>
<u>Union Village</u>			
Norwich	\$3,590.00	\$20.43	\$78.00
Thetford	203,380.00	21.52	3,675.00
<u>North Hartland</u>			
Hartland	110,140.00	18.24	2,324.00
Hartford	328,470.00	* 19.85	7,292.00
<u>North Springfield</u>			
Springfield	32,880.00	25.80	960.00
Weathersfield	554,510.00	21.57	10,092.00
Perkinsville	11,760.00	03.40	10.00
<u>Townshend</u>			
Jamaica	42,420.00	16.71	1,756.00
Townshend	204,780.00	17.70	5,656.00
<u>Ball Mountain</u>			
Jamaica	12,460.00	16.71	516.00
Londonderry	176,020.00	16.86	<u>2,341.00</u>
TOTAL		* 2009	\$34,700.00

REIMBURSEMENT FOR TAX LOSSES

<u>CONNECTICUT PAYMENTS IN REIMBURSEMENT</u>			
	<u>TAX LOSS</u>	<u>%</u>	<u>PAYMENT</u>
TO: Massachusetts	\$32,085.00	40	\$12,834.00
New Hampshire	11,689.00	40	4,676.00
Vermont	34,700.00	40	<u>13,880.00</u>
TOTAL OF PAYMENTS TO BE MADE BY CT			\$31,390.00

<u>MASSACHUSETTS PAYMENTS IN REIMBURSEMENT</u>			
	<u>TAX LOSS</u>	<u>%</u>	<u>PAYMENT</u>
TO: New Hampshire	\$11,689.00	50	\$5,845.00
Vermont	34,700.00	50	<u>\$17,350.00</u>
TOTAL OF PAYMENTS TO BE MADE BY MA			\$23,195.00