

# Connecticut River Valley Flood Control Commission ANNUAL REPORT

July 1, 2012 – June 30, 2013



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, 2013

Robert Grimley, Chairman  
Michael Misslin, Vice Chairman  
Angela Mrozinski, Administrator

MEMBERS OF THE  
CONNECTICUT RIVER VALLEY FLOOD CONTROL COMMISSION  
AS OF JUNE 30, 2013

Connecticut

Denise Ruzicka, 50 Creamery Rd., East Haddam, 06423  
Barbara J. Ruhe, 915 Silas Deane Hwy., Wethersfield, 06109  
Jason Bowsza, 34 Rye St., Broad Brook, 06016

Massachusetts

Michael Misslin, Dept. of Conservation & Recreation, 251 Causeway St., Ste. 600, Boston, 02114  
Linda Hutchins, Dept. of Conservation & Recreation, 251 Causeway St., Ste. 600, Boston, 02114  
Vacancy

New Hampshire

Fred S. Parker, 28B Union Sq., Union St., Keene, 03431  
Robert G. Kline, 93 Old County Road, Plainfield, 03781-5111  
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

OFFICE ADDRESS

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**CHAIRMAN'S REPORT**  
**July 1, 2012 – June 30, 2013**

The Commission has continued to evolve over the course of the past year. The vacancy left when CT Commissioner Chuck Berger resigned was filled by the appointment of Jason Bowsza. The Commission still expects that the MA vacancy will be filled by Carl Gustofson. The working relationship between CRWC and CRVFCC for administrative services continues to work well.

The Commission continued the discussion of amending the Compact by-laws to include a variety of small changes including the option of Commissioners attending meetings electronically or via phone. Draft changes to the by-laws will be reviewed at future meetings.

The Commission also discussed developing a document retention policy to guide current and future administrators and commissioners to what files are to be kept, for how long, and when and how documents should be moved to the CT State Archives, where historic CRVFCC files are now kept.

The Commission hired Boisselle, Morton & Associates, LLP of Hadley, MA to perform a financial review of records going back to when Polly retired, approximately three years. This firm specializes in working with nonprofit groups and was recommended. The review yielded no issues of concern nor recommended changes to CRVFCC financial records or practices.

Finally, this year began the long process of relicensing for five hydroelectric dams on the mainstem Connecticut River. The Commission is following this process closely.

Respectfully Submitted,  
Robert T. Grimley, Chairman  
Connecticut River Valley Flood Control Commission

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

### **September 21, 2012**

Barbara Ruhe moved to accept the June 15, 2012 minutes as printed, second by Gary Moore. Motion passed.

Evan Hammond moved to approve the draft 2012-13 budget, second by William Pettengill. Motion passed.

Linda Hutchins has reviewed and approves of past Commission work during the time there was only one commissioner representing Massachusetts. Gary Moore moved that the Commission acknowledge the validation by Massachusetts of the aforementioned documents, second by Mike Misslin. Motion passed.

Angela Mrozinski discussed with the Commission the auditor recently hired by the Connecticut River Watershed Council. Boisselle, Morton & Associates, LLP is based in Hadley, MA and specialize in nonprofits. Barbara Ruhe moved to authorize Chairman Robert Grimley to hire auditor and review financial records going back to when Polly retired, approximately three years, second by Denise Ruzicka. Motion passed. Angela will contact the discussed auditor.

The potential appointment to fill the MA commissioner vacancy is Carl Gustafson, a retired NRCS engineer. Mike will work to get the appointment secured by year end.

The potential appointment to fill the CT commissioner vacancy is Cheryl Chase. Denise is moving paperwork along for the appointment and does not anticipate any issues.

Discussion by the Commission of an appropriate recognition for recently resigned Commissioner Charles Berger. Gary Moore moved for Evan to determine the location of the December meeting based on Chuck's availability, second by Barbara Ruhe. Motion passed. Denise Ruzicka moved to purchase the gift discussed on behalf of the Commission, second by William Pettengill. Motion passed.

Barbara updated the Commission about the surety bond issue and noted she has been in touch with someone who specializes in nonprofit surety bonds who will do research and get back to Barbara. Barbara recommends amending the Compact by-laws rather than the Compact itself. Amendments could include language to appoint a treasurer/clerk or designee, language of how to amend by-laws, language to allow electronic or phone attendance at meetings. Commission also discussed open meeting laws noting we need to post our schedule of meetings on line, as well as what happens if dams begin making money from hydroelectric generation – payments in lieu of taxes may not need to be made if towns are making money from the dams but it is not likely the Commission would pursue this.

Commission discussed Federal Energy Regulatory Commission (FERC) renewal of five dams on the Connecticut River. Denise Ruzicka moved to authorize any member of the Commission to attend the upcoming dam site visits/tours as appropriate in their respective states on behalf of the Commission and to report back to the Commission, second by William Pettengill. Motion passed. Gary Moore moved for the Commission to apply for intervenor status at the appropriate time to remain involved in the renewal process, second by Barbara Ruhe. Motion passed.

Barbara Ruhe moved to pay the CRWC invoice, second by Evan Hammond. Motion passed.

The Commission discussed a document retention policy. The policy can be informed by the archive inventory from the CT State Archives as to what should be kept. Auditor may also have recommendations. Commission will wait to make a policy until the archive inventory and audit are complete.

Next meeting scheduled for December 7, 2012, 9:30am at CRWC, potentially followed by a luncheon. 2013 meeting schedule will be set at the December meeting.

Evan Hammond moved to adjourn, second by Barbara Ruhe. Motion passed. Adjourn at 10:55am.

### **December 7, 2012**

Fred Parker moved to accept the September 21, 2012 minutes as printed, second by Barbara Ruhe. Motion passed.

Waiting for approval from Secretary Sullivan for final MA Commissioner appointment.

Perkinsville, VT tax loss letter returned for second year in a row. Gary Moore will follow up on finding a proper address. VT and CT administrative payments have been received. Mike Misslin and Robert Grimley will follow up with MA and New Hampshire payments, respectively.

Chairman Grimley has checked with an outside CPA regarding the proposed accounting review who reported that the review is fine and the expense of an audit is not necessary; all necessary protections are in place (dual check

signatures, etc). Denise Ruzicka moved to move forward with the proposed accounting review, second by Barbara Ruhe. Motion passed.

Barbara Ruhe will review the Compact & surety bond and will email her amendment recommendations to the board for review and approval at a future meeting.

Discussion of holding June 2013 meeting at the Quabbin Reservoir.

Barbara Ruhe moved to accept the 2012 Tax Loss Report, second by Evan Hammond. Gary Moore abstained. Motion passed.

Evan Hammond moved to accept the 2011-2012 Annual Report, second by Barbara Ruhe. Motion passed. Copies should be sent to Governors, Secretaries of State, and State Libraries of all four states.

Barbara Ruhe moved to pay the CRWC invoice, second by Evan Hammond. Motion passed.

Angela updated the board on when the website would be updated and what new content may include. The board offered suggestions. Angela also updated the board about a pending change to the CRVFCC staff email address.

Robert Kline moved to adjourn, second by Mike Misslin. Motion passed. Adjourn at 10:48am.

### **June 21, 2013**

Denise Ruzicka moved to accept the December 7, 2012 minutes as written, second by Barbara Ruhe. Motion passed.

Vacancies (CT): Jason Bowsza is the recently appointed Commissioner for Connecticut.

Vacancies (MA): Carl Gustofson, retired NRCS, will hopefully attend the next meeting.

Other expiring terms: Barbara Ruhe's term is ending and she has been replaced but can still come as public to continue working on the by-laws for one year. After that she can be retained for a quarter. Robert Kline's term expired. Chairman Grimley will contact the Governor's office for renewal.

Chairman Grimley updated the Commission on a phone call received from the NH Attorney General seeking information about non-payment by Massachusetts to the Merrimack River Flood Control Commission.

Discussion of by-laws: Barbara Ruhe suggests fixing the most needed items and keep the by-laws simple. Commissioners suggest revising officers, proxy clarification, electronic meetings and/or attendance, re-write by-laws rather than craft series of amendments, financial review every 10 years, standing resolutions. Gary Moore moves for Barbara Ruhe to draft new by-laws, distribute to Commissioners for comment, available for the September 2013 meeting, giving five days public notice. Second by Fred Parker. Motion passed. Angela to look into CRWC's surety bond.

Commission reviewed and discussed the draft financial statements from the accountant. Barbara Ruhe moved to accept the draft financial statements, second by Gary Moore. Motion passed. Barbara Ruhe moved to pay the accounting firm's invoice, second by Gary Moore. Motion passed. Denise Ruzicka moved to authorize the Chairman to sign for the accountant's invoice without the Vice-Chair co-signature, second by Gary Moore. Motion passed.

Barbara Ruhe will include in the new draft of by-laws that the Commission will have an internal review every two years, the next being in 2015, external financial review every 10 years. Angela will resend the example Document Retention Policies from the accountant and CRWC to advise Commission standing resolution of this matter.

Commission discussed website content. Commissioners to review the site and offer suggestions at next meeting.

Gary Moore moved to pay the CRWC invoice and authorize the Chairman to sign with one signature, second by Barbara Ruhe. Motion passed.

Commission reviewed the draft 2013-14 budget. No suggested changes.

Commission discusses a nominating committee for Commission officers. The committee will be comprised of Denise Ruzicka as chair the committee and Fred Parker.

An internal audit review is not necessary due to the recent external financial review. The next will occur in 2015. External financial review will occur every 10 years or every fifth internal audit.

Next meeting scheduled for September 20, 2013, 9:30am at CRWC in Greenfield, MA. To include public comment section for Barbara Ruhe to discuss by-laws.

Robert Kline moved to adjourn, second by Barbara Ruhe. Motion passed. Meeting adjourned.

*The foregoing is a summary of the Minutes of meetings held during 2012-2013. Full minutes are available for inspection at [www.crvfcc.org](http://www.crvfcc.org) or by request.*

**Connecticut River Valley Flood Control Commission**  
**Income & Expense Budget vs. Actual**  
 July 2012 through June 2013

|  | <u>Jul '12 - Jun 13</u> | <u>12/13 Budget</u> | <b>Budget<br/>Forecast<br/>July 2013 –<br/>June 2014</b> |
|--|-------------------------|---------------------|--|
| <b>Ordinary Income/Expense</b>               |                         |                     |  |
| <b>Income</b>                                |                         |                     |  |
| <b>Total State Payments</b>                  | 19,500.00               | 19,500.00           | 19,500.00  |
| <b>Total Interest-Savings, Short-term CD</b> | 153.15                  | 102.00              | 102.00   |
| <b>Total Income</b>                          | 19,653.15               | 19,602.00           | 19,602.00  |
| <b>Expense</b>                               |                         |                     |  |
| <b>Total Contract Services</b>               | 16,800.00               | 15,000.00           | 15,000.00  |
| <b>Total Equip Rental and Maintenance</b>    | 0.00                    | 100.00              | 100.00   |
| <b>Operations</b>                            |                         |                     |  |
| <b>Postage, Mailing Service</b>              | 76.00                   | 100.00              | 100.00   |
| <b>Printing and Copying</b>                  | 0.00                    | 100.00              | 100.00   |
| <b>Supplies</b>                              | 0.00                    | 100.00              | 100.00   |
| <b>Telephone, Telecommunications</b>         | 158.75                  | 100.00              | 100.00   |
| <b>Total Operations</b>                      | 234.75                  | 400.00              | 400.00   |
| <b>Other Types of Expenses</b>               |                         |                     |  |
| <b>Insurance - Liability, D and O</b>        | 195.00                  | 500.00              | 500.00   |
| <b>Other Costs</b>                           | 173.78                  | 200.00              | 200.00   |
| <b>Total Other Types of Expenses</b>         | 368.78                  | 700.00              | 700.00   |
| <b>Travel and Meetings</b>                   |                         |                     |  |
| <b>Conference, Convention, Meeting</b>       | 277.12                  | 400.00              | 400.00   |
| <b>Travel</b>                                | 2,246.83                | 3,000.00            | 3,000.00   |
| <b>Total Travel and Meetings</b>             | 2,523.95                | 3,400.00            | 3,400.00   |
| <b>Total Expense</b>                         | 19,927.48               | 19,600.00           | 19,600.00  |
| <b>Net Ordinary Income</b>                   | -274.33                 | 2.00                | 2.00   |
| <b>Net Income</b>                            | <b>-274.33</b>          | <b>2.00</b>         | <b>2.00</b>  |

Reconciled balance for the CD as of June 30, 2013: \$68,445.13

Reconciled balance for the checking acct as of June 30, 2013: \$16,431.00

    Adjustments for June, 2012 (uncleared transactions - travel): (\$2,010.90)

Adjusted ending balance net uncleared transactions as of June 30, 2013: \$14,420.10

Support money is received as follows:

Vermont \$2,500

New Hampshire \$2,000

Massachusetts \$7,500

Connecticut \$7,500

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

**2013 TAX LOSSES AND REPAYMENTS**

| <u>MASSACHUSETTS</u>           | <u>VALUATION BASIS</u> | <u>TAX RATE</u> | <u>TAX LOSS</u>    |
|--------------------------------|------------------------|-----------------|--------------------|
| <u>Knightville</u>             |                        |                 |                    |
| Chesterfield                   | \$ 16,670.00           | \$17.99         | \$ 250.00          |
| Huntington                     | 238,190.00             | 16.37           | 4,990.00           |
| <u>Littleville</u>             |                        |                 |                    |
| Chester                        | 487,480.00             | 20.28           | 9,618.00           |
| Huntington                     | 29,360.00              | 16.37           | 615.00             |
| <u>Birch Hill</u>              |                        |                 |                    |
| Phillipston                    | 110.00                 | 15.56           | 1.00               |
| Royalston                      | 38,200.00              | 9.46*           | 382.00             |
| Templeton                      | 694,670.00             | 14.12           | 7,433.00           |
| Winchendon                     | 323,620.00             | 14.93           | 6,919.00           |
| <u>Tully</u>                   |                        |                 |                    |
| Athol                          | 7,900.00               | 15.48           | 77.00              |
| Royalston                      | 180,000.00             | 9.46*           | <u>1,800.00</u>    |
| <u>Barre Falls</u>             |                        |                 |                    |
| All state land – no tax losses |                        |                 |                    |
| <b>TOTAL</b>                   |                        |                 | <b>\$32,085.00</b> |
| <br><u>NEW HAMPSHIRE</u>       |                        |                 |                    |
| <u>Otter Brook</u>             |                        |                 |                    |
| Keene                          | \$115,090.00           | 31.40*          | \$3,166.00         |
| Roxbury                        | 26,740.00              | 22.85*          | 758.00             |
| <u>Surry Mountain</u>          |                        |                 |                    |
| Surry                          | 238,190.00             | 18.93*          | <u>7,765.00</u>    |
| <b>TOTAL</b>                   |                        | *2012 rate      | <b>\$11,689.00</b> |

Tax Rate: per \$1,000 of assessed value as reported by towns.

The figures included with this report voted and approved by the Connecticut River Valley Flood Control Commission, December 6, 2013.



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

**2013 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             | \$19.80         | \$78.00            |
| Thetford                 | 203,380.00             | 20.08           | 3,675.00           |
| <u>North Hartland</u>    |                        |                 |                    |
| Hartland                 | 110,140.00             | 18.11           | 2,324.00           |
| Hartford                 | 328,470.00             | 21.77*          | 7,292.00           |
| <u>North Springfield</u> |                        |                 |                    |
| Springfield              | 32,880.00              | 26.65           | 960.00             |
| Weathersfield            | 554,510.00             | 5.67            | 10,092.00          |
| Perkinsville             | 11,760.00              | 0.39            | 10.00              |
| <u>Townshend</u>         |                        |                 |                    |
| Jamaica                  | 42,420.00              | 14.95*          | 1,756.00           |
| Townshend                | 204,780.00             | 20.60           | 5,656.00           |
| <u>Ball Mountain</u>     |                        |                 |                    |
| Jamaica                  | 12,460.00              | 14.95*          | 516.00             |
| Londonderry              | 176,020.00             | 13.86           | <u>2,341.00</u>    |
| <b>TOTAL</b>             |                        | * 2012 rate     | <b>\$34,700.00</b> |

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>   |
| <b>TOTAL OF PAYMENTS TO BE MADE BY CT</b>    |                 |          | <b>\$31,390.00</b> |

| <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> |
| <b>TOTAL OF PAYMENTS TO BE MADE BY MA</b>      |                 |          | <b>\$23,195.00</b> |