



Connecticut River Byway Council Meeting Minutes
Thursday, July 23, 2015 at 10am
Meeting held by conference call on (712) 432-0375,
Access code 509353
Physical location for those who wished – Southern Windsor
County RPC office, Ascutney, VT (38 Ascutney Park Rd)

| |
|---|
| Common Abbreviations: CRB – Connecticut River Byway RPC – Regional Planning Commission VT – Vermont NH – New Hampshire Chamber – Chamber of Commerce CRJC – Connecticut River Joint Commissions SWCRPC – Southern Windsor County RPC VDTM – Vermont Dept of Tourism and Marketing |
|---|

In attendance

Council: Glenn English (co-chair), Gayle Ottmann (Co-chair), Kathleen Carriere, Matt Mann, Steve Lembke
Others: Katharine Otto (Southern Windsor County Regional Planning Commission, SWCRPC), Doug Allbee (ViewBoost Vermont), and Bernie Folta.

Glenn called the meeting to order at 1pm

1. *Welcome and introductions*

Steve Lembke has joined the Council. He comes from Guilford VT and heard Glenn's talk to the CRJC of which he is a member.

2. *Approve minutes of 01/29/2015*

Kathleen Carriere moved to approve the minutes of January 29, 2015. Seconded by Glenn English. Approved unanimously, except one abstention.

3. *Itineraries Project Update*

- a. Completed – Everything concerning the grant is finished and closed out. Website, interactive map and brochures all done.
- b. Brochure distribution
 - i. Grant paid for distribution of brochures in 5 Vermont Welcome centers from May thru October of this year. Brochures are also in 60 others places along the Byway.
 - ii. Brochures are getting out well along the Byway. Ann Lawless from American Precision Museum just took some up to Montpelier – so brochures are even further afield! Some questions about whether we have enough. There are still 22 boxes at the SWCRPC office. Let Katharine know if you need more brochures for an existing or new location – kotto@swcrpc.org
 - iii. WRJ is having issues getting new brochures – Gayle and Katharine will follow up with Peter.
 - iv. Big E in Springfield – September. Kathleen volunteered to take some brochures down, if VDTM is not already taking them down. Kathleen will coordinate with Katharine if she needs more brochures.

4. *Connecticut River Byway Council and Byway future*

- a. Ellen's resignation – Ellen has just retired from the Town of Rockingham/ Village of Bellows Falls, and so is also resigning from the Council. Glenn accepts the resignation with regrets and thanks Ellen for her work with the Byway.
- b. Remove Nancy Merrill as signatory – Steve Lembke moved to remove Nancy Merrill as signatory for the bank account (only added in the last meeting). Seconded by Kathleen Carriere. Approved unanimously.
- c. Bellows Falls Welcome Center Update – before Ellen retired she let us know that the Greater Falls Chamber of Commerce will be moving into the Welcome Center – so it will now have better staffing.
- d. CRB at 4/20 CRJC meeting – Update from Glenn
 - i. Glenn was well received. The powerpoint had some good info about the Byway and how CRJC can play a part.
 - ii. Some new folks in CRJC since the Byway left years ago
 - iii. Tara Bamford is the staff person

- iv. CRJC is interested in working with the Byway
- v. Maybe have joint meeting in the future?
- e. Non-profit/ corporation status – How will the Byway proceed? Gayle, Glenn and Nancy to get things sorted ASAP
- f. Bylaws revisions – Discussion tabled until next meeting. Will need to make sure they meet minimum requirements (eg 501(c)3 and Open Meeting Law), yet also are a lot simpler.
- g. Update on Businesses & the Byway
 - i. Glenn reached out to his local chamber, but they were not receptive.
 - ii. Council needs to have a clearer vision about what the CRB means to businesses.
 - iii. Also some discussion about how reaching out to individual businesses may suit the CRB rather than Chambers.
 - iv. Council to think about these things, and come with ideas to the next meeting.
- h. Recruiting new Council members
 - i. Council has just welcome Steve Lembke.
 - ii. Bernie Folta will reach out to Elyse Crossman – new Claremont Chamber Executive Director
 - iii. Council to continue to think of new people to invite.
 - iv. Questions about how more members make it harder to meet quorum.
- i. Post Byway minutes and agendas on the Byway website?
 - i. Gayle Ottmann made a motion to put Byway Council agendas and minutes on the CRB website (www.ctriverbyway.org). Seconded by Glenn English. Approved unanimously.

5. Other Projects

- a. “ViewBoost Vermont” App
 - i. Doug Allbee from ViewBoost Vermont came to talk to the Council about who they are and find out how to support the Byway
 - ii. ViewBoost Vermont is registered for-profit in Vermont with an online application built through private funds
 - iii. ViewBoost has partnered with several groups, particularly in the Lake Champlain area
 - iv. ViewBoost’s app is available on Apple iOS (not Android) and is also available at kiosks at several Vermont Welcome Centers, including Guilford.
 - v. Website for the company is www.viewboost.com
 - vi. Cost to the Byway would be \$300 annually
 - vii. Glenn has concerns about any proprietary content the Byway has created. He would also like to see Terms/ formal agreements.
 - viii. Council asked Doug to prepare a 1-2 page document outlining who they are, what they propose/ are looking for – so that Katharine can forward the information to the entire council so they can make a decision
- b. Connecticut River Bikeway
 - i. Matt Mann gave an update on this project being led by Franklin Council of Governments. It covers Massachusetts and southern NH and VT.
 - ii. Signs for the Bikeway will be co-located with existing route markers
 - iii. Signs are being fabricated now and will be install incrementally.
 - iv. Matt will forward the finalized biking brochure/ map to Katharine so she can forward to the Council and get it on the CRB website.
- c. Vermont
 - i. New map for southern Vermont – Palate to Palette – looking at food, farms and arts in southern Vermont <https://www.google.com/maps/d/viewer?mid=zs2e4Mkrvo9M.kdtI5mpRwcSw>
- d. New Hampshire
 - i. Glenn provided an update on the North Country Scenic Byways Council, which he is a part of and is staffed by North Country Council (Tara Bamford). Council is just getting started. Opportunities to partner with the CRB Council would be good. For the moment Glenn will continue to be the liason between the two Councils. RPCs should talk about how they can work

together. For more info about North Country Byways, see <http://www.nccouncil.org/transportation/north-country-scenic-byways/>

6. *Other Business*

- a. Bikes and Amtrak trains – Bernie Folta reported how bikes and trains are becoming a big discussion point in Claremont at the moment. One of the city counsellors is spearheading an effort to make better connections between the two, including planning an event for the fall. Katharine will email the Council to see if anyone on the Council is interested in staying in the loop on this topic.
- b. Right to Know – work out whether Byway is subject to NH’s Right to Know, or VT’s Open Meeting Laws.

7. *Next meeting date, location and potential agenda items*

- a. Next meeting date – will be set up via doodle-poll as soon as Glenn, Gayle and Nancy have something to report on getting the Non-profit and Corporation things settled.
- b. Next meeting location – to be determined.
- c. Items for future meetings – Bylaws, Corridor Management Plan, Update on North Country Byways, Review official designation of Byway paperwork, Update on Businesses & the Byway meeting

Glenn English made a motion to close the meeting at 11:20. Seconded by Steve Lembke. Approved unanimously.

Action points from this meeting

Due ASAP

- Gayle, Glenn, Nancy and Bernie to work on the non-profit and corporation things – so they meet minimum requirements. Also check proposed revised Bylaws meet minimum requirements (eg 501(c)3 and Open Meeting Law), yet also are a lot simpler.

Due for next Council meeting

- Businesses and the Byway – ideas about what the Byway could mean for businesses, and ideas of individual businesses to potentially reach out to.
- Ideas of potential new Council members
- work out whether Byway is subject to NH’s Right to Know, or VT’s Open Meeting Laws.

Overdue action points from January 2015 meeting and goal dates

Due ASAP

- Katharine to forward information about April CRJC meeting
- Katharine to get everything moving with changing bank account signatories
- Ellen and Glenn to narrow down the scope of the Byway and Businesses meeting
- Glenn to send Katharine a list of all the NH Byways which connect to the CRB – to upload onto the CRB website alongside the list of VT ones she already has.
- Katharine to forward example Bylaw from Regional Committee

Due 2/28/2015

- Ellen and Glenn facilitate a Byway and Businesses meeting in the Bellows Falls area
- Corporation and 501(c)(3) – Gayle, Ellen and Glenn to research what needs to be done to re-establish Vermont corporation, sustain NH Corporation, and keep up with the 501(c)(3) status. Kelly Murphy will assist with what she knows.

Due one week prior to next Council meeting

- Nancy and Ellen make further revisions to Bylaws including comments from January Council meeting, required language that Kelly will find, and example of a streamlined committee that Katharine will provide. A copy of the newly revised Bylaws will be emailed to the Council for their review at the meeting.

- Gayle, Ellen and Glenn have a clear outline what needs to be done to re-establish Vermont corporation, sustain NH Corporation, and keep up with the 501(c)(3) status – ready to email to the Council for their review at the meeting.

Due next Council meeting (end of March 2015)

- Ellen and Glenn report back on Byway and Businesses meeting, and propose how to move forward

Items without goal dates

- Corridor Management Plan (CMP) review
- Review of official designation of Byway paperwork
- Waypoint Centers
- Arts Council 50th anniversary