



## Connecticut River Byway Council Meeting Minutes February 18, 2016 (1PM)

### Physical location:

Southern Windsor County RPC office, Ascutney, VT  
(38 Ascutney Park Rd)

Meeting also offered by conference call on  
(712) 432-0375, Access code 509353

Common Abbreviations: CRB –  
Connecticut River Byway RPC –  
Regional Planning Commission VT –  
Vermont NCC – North Country  
Council NH – New Hampshire  
Chamber – Chamber of Commerce  
CRJC – Connecticut River Joint Commissions  
SWCRPC – Southern Windsor County RPC  
TRORC – Two Rivers – Ottauquechee Regional  
Commission UVLSRPC – Upper Valley – Lake  
Sunapee RPC

VDTM – Vermont Department of Tourism and  
Marketing WRC – Windham Regional  
Commission

### Attendance

#### Physically present:

Nancy Merrill, Kathleen Carriere, Bernie Folta (Treasurer),  
Steve Lembke

#### By phone:

Gayle Ottmann (Chair), Glenn English (Vice Chair) Greg Schwartz (Saint Gaudens),

#### 1) *Welcome and introductions*

#### 2) *Changes to the agenda*

No changes

#### 3) *Announcements*

Glenn English announced that effective with his retirement from his position as Haverhill Town Manager on 02/29/2016, he will also be resigning from the Council. He hopes that the Town will appoint a replacement. A hearty round of thanks and congratulations was offered to Glenn by the Council Members for all his contributions to the Council.

#### 4) *Approve minutes of 11/16/2015 meeting. (Action needed)*

Bernie Folta proposed a motion to accept the minutes as written. Seconded by Kathleen Carriere  
Approved unanimously

#### 5) *Treasurer's Report*

Report submitted by Bernie Folta. Final Summary Operating Balance as of 02/17/16 was \$198.17.  
Steve Lembke proposed a motion to accept the financial report as submitted - Seconded by Nancy Merrill.  
Approved unanimously

#### *Checking Account Signatory Changes:*

In light of Glenn's departure from the Council, a motion was made by Bernie Folta to remove Glenn as a signatory on the checking account and to add Steve Lembke. Seconded by Glenn English - Approved unanimously

#### 6) *Election of Officers - Secretary*

Bernie Folta nominated Steve Lembke as secretary. Motion was seconded by Nancy Merrill. There were no other nominations and the election was unanimous.

#### 7) *Non-profit status – Vermont*

Steve Lembke reported that the Vermont re-registration of the Byway Council was completed on 12-31-15 and our "organization in good standing" is so noted on the Vermont Secretary of State's website. It was noted with thanks, that the re-filing fee of \$145.00 was paid for by Peter Gregory.

Bernie Folta reported that the NH filing for the Council was also complete with the exception of sending several

Byway Council documents and policies (mission, purpose, conflict of interest policy etc.) to the State for filing. Bernie will contact Katharine Otto (former Secretary) to obtain any missing forms or policy verbiage and will then complete the filing. It was noted, with thanks, that Bernie personally paid the \$25.00 filing fee.

#### *8) 990 Tax filing*

As Treasurer, Bernie Folta will assume the responsibility for filing the annual IRS Form 990. Again, he will contact Katharine Otto to review the filings that have been completed and the schedule for future filings.

#### *9) Bylaws Revisions*

Bernie Folta and Nancy Merrill have worked on Bylaw revisions. Nancy has “marked up” a copy and Bernie has reviewed. Bernie will send a copy to Kelly Murphy for review. It was noted that the purpose of the review was to simplify the current bylaws. It was also noted that while there is no “official” deadline for completion, it would be advantageous to complete the project prior to the May meeting.

#### *10) Byway Tour(s)*

Steve Lembke outlined his progress on the idea of creating one or more educational byway tours for the purpose of raising funds for The Council and educating the general public about the entirety of the Connecticut River and the VT/NH Byway in particular. Steve has contacted a professional, Vermont based, travel provider to assist in the development and operation of the tour(s). The Council will bear no financial, organizational or personal liability for any tours that our developed and Mr. Lembke will receive no personal compensation for his efforts. Following these broad discussions, the Council generally supported Mr. Lembke’s efforts and encouraged him to continue to develop several sample itineraries that could be presented to the Council at the May meeting.

#### *11) Sustainability of the Byway Council*

Substantial discussion revolved around the membership and financial sustainability of the Byway Council. It was suggested by Nancy Merrill that The Council determine an annual project on which to focus our efforts. It was also noted that, at the November 2015 meeting, the Council agreed that the future of the Council must be determined by November 01, 2016 or we will not renew our Vermont and New Hampshire organizational registrations.

Two action steps evolved from the discussion:

- We will survey the Waypoint Centers to determine their commitment, operational health, contact information, hours etc.  
Gayle Ottman agreed to lead this effort
- We will explore the possibility of the Byway Council returning to operate as a sub-committee of the CRJC.  
Steve Lembke (a current CRJC Commissioner) agreed to lead this effort

#### *12. Other Business*

Patricia Rodrigues of 52 Old Route 12 - North, Westmoreland NH, delivered a long and impassioned presentation on the stone quarry activities that she believes are destroying parts of the Cheshire Rail-Trail located in close proximity to her home and within the Byway. While it was unclear as to what role The Council could or would play in this issue it was agreed that Bernie Folta and Steve Lembke would explore the issue and report back to the Council on or before the May meeting.

#### *13. Next meeting date, location and potential agenda items.*

It was agreed that to facilitate member planning and to comply with our current bylaws, The Council would have pre-determined quarterly meeting dates.

The next four meetings will be held between the hours of 1-3PM on:

- Tuesday – May 10, 2016
- Tuesday – September 13, 2016
- Tuesday – November 08, 2016
- Tuesday – March 07, 2017

Unless otherwise announced, the meetings will be held at:  
The Southern Windsor County RPC office,  
38 Ascutney Park Rd, Ascutney, VT

*Nancy Merrill made a motion to adjourn the meeting at 3:56pm. Bernie Folta Seconded - Approved unanimously.*

Respectfully Submitted  
Steve Lembke - CRB Secretary

DRAFT