

## N-S-N Wild & Scenic Rivers Stewardship Council Meeting

By Conference Call

March 19, 2020

### INFORMAL NOTES

*Members Present:* Rebecca Longvall (Bolton); Michele Girard and Lucy Wallace (Harvard); LeeAnn Wolff (Hollis); Ken Hartlage and Paula Terrasi (Pepperell);

*NRWA Staff:* Elizabeth Ainsley Campbell, Al Futterman, and Martha Morgan

*NPS:* Emma Lord

*Guests:* Mike Fleming (former MA DCR and current NRWA Director)

The meeting was called to order at 7:00 PM by the Interim Chair, Lucy Wallace. Due to the Coronavirus (Covid-19) pandemic the meeting was held virtually by conference call.

#### Administrative

The minutes of the February 20, 2020 meeting were approved as presented.

#### Budget and Work Plan

Lucy noted that the discussion at this meeting was on the FY2021 Budget Narrative which was recently emailed to Council members (“BUDG\_NARR\_FY20\_Nashua03182020”). She explained that the proposed Budget and Work Plan approved at the February 20, 2020 meeting had required further refinement (or “meat on the bones” as described by Emma Lord) to provide more detail and to translate budgetary categories to the federal Form 424. This revised version needed to be approved by the Council at this meeting if we were going to meet the NPS deadline of submitting a work plan and budget by April 2<sup>nd</sup>. Elizabeth Ainsley Campbell explained that, contrary to an earlier understanding, any and all NRWA staff involvement would need to be accounted for in the Personnel line on Form 424. While Personnel costs in the previous budget had included NRWA staff time for project management (calculated to be 20% of the \$100,000 set aside for Council Projects and the Small Community Grants Program), it assumed any NRWA staff time spent in specific project implementation would be included under Contractual costs. Given that NRWA staff time spent on project implementation now needed to be included under Personnel, the working group (Ken Hartlage, Elizabeth, Lucy, and Emma) felt it was reasonable and, therefore, was recommending to the Council that NRWA personnel costs be increased from 20% to 25% of Council Projects. The Outreach and Project Coordinator position would remain in Personnel as well. Therefore, the total carried for Personnel and Fringe (benefits) on Form 424, would be \$40,000 (\$15,000 for the Outreach and Project Coordinator, and \$25,000 for various NRWA staff support of Council Projects management and implementation). At Emma’s recommendation, expenditures that could be considered Travel or Supplies were moved out of Contractual and into their own line items (\$2,000 for Travel and \$1,000 for Supplies). The fiscal agent charge (\$15,000) is covered under Indirect on the Form. Both Council Projects (\$72,000) and Community Grants (\$20,000) are now reflected under Contractual for \$92,000. Lucy reminded Council members that up to 20% of funding in a given budget line item can be shifted to another line item without an amendment to the budget.

Lucy then opened the meeting to questions and comments. Michele Girard complemented the team on a clear presentation. Emma concurred and thanked Elizabeth, Ken and Lucy for their work. She added that while this budget and work plan was more detailed than the previous one, it would facilitate review by NPS, and, further, should benefit the Council by providing guidance in the coming year. Elizabeth noted that while there were a range of budgets and work plans used by Partnership Wild & Scenic Rivers’ councils, it was important for us to follow the direction offered by our NPS partners (Emma and Jim Nashua, Squannacook, and Nissitissit Rivers Wild & Scenic Rivers Stewardship Council Meeting Notes 3-19-20 FINAL

McCartney). Mike Fleming commented that this budget looked very similar to the ones he had used for Forest Legacy projects with the U.S Forest Service.

Al Futterman asked if the current pandemic crisis would see funding from the NPS diverted to more pressing and immediate needs. Emma replied that even though the Budget Narrative states it is for FY21, these funds were in the approved FY20 budget and, therefore, obligated to this program. She did not think we were at risk for losing them. As a follow-up, Michele asked if we would lose our funds if the pandemic resulted in an inability to complete our work. Emma confirmed Lucy's response that funds could roll into the next year's budget.

With no further questions or comments, Lucy called for a vote to adopt the current Work Plan and Budget. On motion made and seconded, it was so approved. The approved budget in Form 424 categories:

Personnel	\$ 29,851
Fringe	\$ 10,149
Travel	\$ 2,000
Supplies	\$ 1,000
Contractual	\$ 92,000
Indirect	<u>\$ 15,000</u>
TOTAL	\$150,000

Elizabeth will work with Emma in finalizing any remaining paperwork in order to expedite completing this phase of the new Cooperative Agreement.

#### Future Virtual Meetings

Al noted that the reception on this call had been particularly bad, making this a less than ideal way to conduct Council meetings. It was noted that Zoom is a platform many are turning to for virtual meetings. Elizabeth suggested that Al and Emma look into the possibility of using Zoom. Emma noted that the NPS has a dedicated conference call line which might work better for a large group than this one had. There also is the issue of high volume conference calling due to the increase in teleworking.

The meeting adjourned at 7:45 PM.

Next Meeting: April 16, 2020 at 7 PM by conference call or other virtual meeting platform