

**TRORC  
EXECUTIVE COMMITTEE**

**King Farm  
Woodstock, VT  
April 13, 2016**

**MEETING MINUTES**

**Attendance:** Bill Emmons, Chair, Jerry Fredrickson, Treasurer; Paul Haskell, Vice Chair, David Brandau, Frank Roderick and Peter Gregory, Executive Director

**1. Call to Order:**

Chair Emmons convened the meeting at 3:05 p.m. A quorum was declared by the Chair.

**2. Public Comment:**

No members of the public were present.

**3. Approval of February 10, 2016 Minutes:**

On a motion made by Haskell, seconded by Roderick, the February 10, 2016 Executive Committee Minutes were approved as written.

**4. Acceptance of the unaudited February and March 2016 Financial Reports:**

Gregory and Committee members reviewed the particulars for the months of February and March. We have now completed about 67% of the FY 16 budget year. Gregory made Committee members aware of the Accounts Receivable Report and indicated two old receivables from Tunbridge and Barnard. Both of these are work for the towns on Community Development Block Grant awards and the Towns do not yet have an executed contract with the state allowing for them to draw down funds. Gregory believes each will be paid in the next 30-45 days. On a motion made by Haskell, seconded by

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William B. Emmons, III, Chair  
Peter G. Gregory, AICP, Executive Director

Fredrickson, the February and March Financial Reports were accepted as presented.

5. **TRORC Personnel Policy changes:**

Gregory reviewed for the Committee the steps we have taken including a legal review, in updating the current Policy. It was last updated in 2013. The changes suggested by our attorney are generally just clarifications to our existing provisions based on changes in state or federal law or court cases. On a motion made by Haskell, seconded by Roderick, the changes were adopted as proposed.

6. **TRORC preliminary draft of the Energy Plan:**

Gregory provided the Committee with a refresher on this project and its timelines. Enclosed in the agenda packet was a very preliminary Energy Plan. Staff has prepared this based on our contract scope and it has been reviewed by the TRORC Energy Committee. Executive Committee members suggested an enhanced foreword that discusses the life of the Plan and the assumptions that went into the data projections. Don Bourdon was inadvertently left off the Acknowledgements page and will be added. The Committee also wanted a disclaimer on the maps and what they depict. They also want to ensure that Commissioner Ken Alton, who had a long career in the energy field, has an opportunity to review and comment. A revised draft will be on this month's full Board agenda.

7. **Updates:**

Gregory discussed the fact that TRORC pays for a small term life insurance policy for an individual that went on permanent disability some years ago. After discussion, the Executive Committee reaffirmed paying the premiums of this small term life policy going forward.

A local staff benefits company approached Executive Director Gregory about offering a new benefit to employees. After a short discussion, the Executive Committee declined to provide any additional benefits at this time.

Rita Seto will be taking Parental Leave for three months in October of this year. Gregory has already talked about workload shifts with other employees. No additional staff will be necessary.

Our next Board meeting is April 27<sup>th</sup> and on the agenda will be the Energy Plan as well as the FY 18 Transportation Capital Projects prioritization list to act on.

Meeting adjourned at 5:00 p.m. Meeting Minutes prepared by:  
Peter G. Gregory, Executive Director, May 3, 2016.