

**TRORC
EXECUTIVE COMMITTEE**

**King Farm
Woodstock, VT
May 11, 2016**

MEETING MINUTES

Attendance: Bill Emmons, Chair, Jerry Fredrickson, Treasurer; Nancy Jones, Secretary, Frank Roderick, Peter Gregory, Executive Director, Dee Gish, Finance Manager

1. Call to Order:

Chair Emmons convened the meeting at 4:00 p.m. A quorum was declared by the Chair.

2. Public Comment:

No members of the public were present.

3. Approval of April 13, 2016 Minutes:

On a motion made by Roderick, seconded by Jones, the April 13, 2016 Executive Committee Minutes were approved with a small typographical correction.

4. FY 16-FY 18 Auditor selection recommendation:

Finance Manager Gish walked the Committee through the Request for Proposals language, the review criteria and then gave her feedback to the Committee for their consideration. Cost was one factor but not the only factor. Committee members each agreed that a new set of eyes was critical to expose TRORC to new ideas on transparency, accountability and adherence to state and federal rules and laws. On a motion made by Roderick, seconded by Treasurer Fredrickson, staff was instructed to recommend to the full Board that we retain RHR Smith if further investigation confirmed

that a new partner at RHR Smith would be on this audit and that the Partner had direct experience with Vermont regional planning commissions. Motion passed.

5. Acceptance of the unaudited April 2016 Financial Reports:

Gregory and Committee members reviewed the particulars for the month of April. We have now completed about 83% of the FY 16 budget year. Gregory responded to a question regarding the variances noted in Municipal Contract Income being above budgeted amounts. Gregory responded that there were more Irene disaster recovery municipal projects that TRORC has acted as Grant Administrator than anticipated. Treasurer Fredrickson suggested due to the core checking account balance, that we invest \$50,000 in a 5-year CD. Gregory will obtain rate information and touch base before moving forward. On a motion made by Roderick, seconded by Jones, the April Financial Reports were accepted as presented.

6. TRORC Procurement Procedures changes:

Gregory reviewed for the Committee the changes in thresholds that necessitated a change in our Procedures. Gregory and Gish attempt to keep all our Policies current and in compliance with all state and federal law and rules. After review by the Committee, one change was suggested that goes beyond the minimum requirements. For very small purchases, it was suggested that we seek 3 quotes. Gregory will make that change. On a motion made by Fredrickson, seconded by Jones, the proposal will be placed on the May full Board agenda.

7. TRORC preliminary FY 17 TRORC Budget:

Gregory handed out to the Committee a very preliminary draft of the budget with a spreadsheet detailing all the sources of income by contract. The budget balances with the available income for the coming year. Gregory sought feedback on the draft prior to the next meeting. In addition, Gregory will refine the budget a bit more with firmer numbers on home buyouts for the year and an enhanced salary level retaining our Vista staff member after his term is up in August. A new version will go out prior to the next Executive Committee meeting.

8. Updates:

Gregory and Committee members talked about the Woodstock Town Plan approval and it was agreed that Gregory would put the issue on whether the full Board shall act on the issues or allow the Executive Committee to act due to the timing of the request. Bill noted that he has appointed a Nominating Committee and they will propose a slate of replacements at the May Board meeting to serve out the fiscal year. That same Committee will also propose a slate for the June Annual Meeting for next fiscal year. Our next Board meeting is May 22nd.

Meeting adjourned at 5:00 p.m. Meeting Minutes prepared by:
Peter G. Gregory, Executive Director, May 18, 2016.