TRORC
EXECUTIVE COMMITTEE

King Farm
Woodstock, VT
September 14, 2016

MEETING MINUTES

Attendance: Bill Emmons, Chair, Jerry Fredrickson, Vice Chair; Bill Edgerton, Nancy Malmquist (by phone) and Peter Gregory, Executive Director

1. **Call to Order:**

Vice Chair Fredrickson convened the meeting at 3:00 p.m. A quorum was declared by the Chair.

2. **Public Comment:**

No members of the public were present.

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

On a motion made by Jones, seconded by Edgerton, the Executive Committee Minutes from the August 10th meeting was approved as written.

5. **Acceptance of the unaudited August 2016 Financial Reports:**

Gregory and Committee members reviewed the particulars for the month of August. Gregory reviewed the Accounts Receivable Report and explained the delays in collecting some of the CDBG disaster infrastructure project invoices. Some payments will be coming in the next 30 days or so. We are in the first two months of the new fiscal year and all looks good. On a motion made by Edgerton, seconded by Jones, the August Financial Reports were accepted as presented.

6.   Dues Rate for FY 18:

Gregory reviewed the chart generated for FY 18. The TRORC Board provided guidance some years back to increase the dues rate by 3% per year. Committee members asked if staff had heard any concerns or difficulty in paying the increase and staff had not heard any feedback along those lines. On a motion made by Edgerton, seconded by Jones, the Committee recommended that the full Board approve the rate increase of 3% for FY 18 at the Board Meeting September 28th.

7.   Healthy Communities Chapter review:

Gregory and Committee members talked about the first, preliminary draft of the Healthy Communities chapter. As members recall, an update was pending about a year ago, however, staff was instructed to pull it from consideration with the package of Regional Plan amendments last year and return with a draft that includes additional public health issues. This draft does that. In addition, staff has circulated this to external stakeholders in the health and aging fields for comment. Please get Loralee any specific thoughts by next week so this initial draft can be on the full board agenda for September. Gregory went over timelines for adoption.

8.   Office Space:

Gregory and Committee members talked about a process that needs to be undertaken for TRORC staff and Board members to determine long term office space needs.

9.   TRORC Board Member Handbook:

Gregory and Committee members walked through the draft and additional Committee suggested edits be made including a new section on Act 250, Section 248 participation; energy and scholarship committee descriptions; and a paragraph and link to the TRORC Strategic Plan. Emmons will draft a "welcome Letter" for inclusion that will be signed by both he and the Executive Director. It was suggested, once final, that this handbook along with other key documents like TRORC Bylaws, be given to each Board member and all new ones as they get appointed, in a three ring binder. It will be revised and back on the October agenda for adoption.

10.   September Board agenda review:

Gregory and Committee members discussed the agenda which will include a public hearing on approving Barnard's Town Plan and Confirmation, approving an FY 18 Dues rate for TRORC; approving changes to the TRORC Procurement Procedures; a review of the preliminary draft of the Healthy Communities chapter of the Regional Plan and a discussion of the conceptual details of the New Vista Project and TRORC Regional Plan Policies on large scale, intense development in the Region's rural and conservation areas. If the Management Letter comes in time with the FY 16 audit, this, too, can be placed on the agenda for September. Otherwise it can be on October's agenda.

11.   Executive Session:

No Executive Session needed.

Meeting adjourned at 4:35 p.m. Meeting Minutes prepared by:
Peter G. Gregory, Executive Director, September 20, 2016.