

**TRORC
EXECUTIVE COMMITTEE**

**King Farm
Woodstock, VT
October 12, 2016**

MEETING MINUTES

Attendance: Bill Emmons, Chair, Jerry Fredrickson, Vice Chair; Bill Edgerton, Nancy Malmquist, David Brandau, Nancy Jones and Peter Gregory, Executive Director

1. Call to Order:

Chair Emmons 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 September 14, 2016 Minutes:

On a motion made by Fredrickson, seconded by Jones, the Executive Committee Minutes from the September 14th meeting was approved as written.

4. Acceptance of the unaudited September 2016 Financial Reports:

Gregory and Committee members reviewed the particulars for the month of September. Gregory indicated that just after the first of the month, our ACCD contract check of \$66,000+ arrived. Gregory noted that under equipment, the new plotter that TRORC had to purchase is listed and that is why the amount in that category is so over the budgeted amount. We have completed the first quarter of the fiscal year and all looks good. It should be noted that the Treasurer, Nancy Jones, came in and reconciled cash accounts. On a motion made by Fredrickson, seconded by Edgerton, the September Financial Reports were accepted as presented.

5. TRORC Audit for FY 16:

Gregory and Committee members reviewed the final TRORC Single Audit and management Letter. Once again, there were no findings, no material weaknesses and no questioned costs. A clean audit. On the management letter, all they noted was the fact that the bank honored two checks that did not have a signature on them. Gregory will increase his diligence in ensuring no checks leave the office without a signature. On a motion made by Fredrickson, seconded by Edgerton, the Committee recommended that the full Board accept the FY 16 Single Audit at the Board Meeting October 26th.

6. Job Descriptions and Commissioner Handbook:

Gregory and Committee members walked through final changes to the Commissioner Handbook and the Job Responsibilities for both Commissioners and Executive Committee members. Minor edits were noted and will be incorporated. On a motion made by Edgerton, seconded by Brandau, the Commissioner handbook was approved. It will become part of a binder of important documents that will be given to each existing Commissioner and all newly appointed ones as they come on board. On a motion made by Edgerton, seconded by Brandau, the Job Responsibilities were edited and a recommendation to the full Board for adoption.

7. Phone System:

Gregory, Peter Fellows and Committee members reviewed the procurement process used to obtain phone system quotes and the staff recommendation. After further discussion, it was agreed to use Telephone Network Technologies (TNT) out of Bedford, NH. The cost is about \$5400 and is completely portable to a new location should that become necessary. TRORC will use its Equipment Replacement Fund as it was not budgeted in FY 17. The motion to select TNT was made by Malmquist, seconded by Fredrickson.

8. October Board agenda review and Other Updates:

Gregory and Committee members discussed the agenda which will include acceptance of the FY 16 audit, action on the Job Responsibilities, discussion on the new Energy Plan draft and a presentation by VTrans. Committee members and Gregory went on to discuss longer term office space needs. Gregory had been asked to refresh the list of office space needs that staff felt were important. Gregory distributed that new list. A general discussion ensued as to how we would go about a search and when that might occur. Fredrickson and Edgerton each expressed some interest in chatting informally with real estate agents and will follow up on some leads. The Executive Committee felt informal discussion were fine at this point.

9. Executive Session:

No Executive Session needed.

Meeting adjourned at 4:40 p.m. Meeting Minutes prepared by:
Peter G. Gregory, Executive Director, October 21, 2016.