

**TRORC  
EXECUTIVE COMMITTEE**

**King Farm  
Woodstock, VT  
January 11, 2017**

**MEETING MINUTES**

**Attendance:** Bill Emmons, Chair, Jerry Fredrickson, Vice Chair; Bill Edgerton, Nancy Malmquist, Nancy Jones, Treasurer and Peter G. Gregory, Executive Director

**1. Call to Order:**

Chair Emmons convened the meeting at 3:00 p.m. No quorum, was declared by the Chair.

**2. Public Comment:**

No members of the public were present.

[Nancy Malmquist arrived at 3:12 p.m. A quorum declared]

**3. Approval of December 5, 2016 Minutes:**

Committee members reviewed the draft minutes from December 5<sup>th</sup>. On a motion made by Jones, seconded by Edgerton, the Executive Committee Minutes from the December 5th meeting were approved as written.

**4. Acceptance of the unaudited December 2016 Financial Reports:**

Gregory and Committee members reviewed the particulars for the month of December. Gregory indicated that there were no unanticipated income or expenses during this time period. Active management of the Accounts Receivable continues. Old CDGB Disaster Recovery receivables from towns will be forthcoming when grant agreements are offered by the state and communities are able to requisition funds. Committee member discussed

TRORC cash investments. Gregory provided Committee members with an update on the Home Buyout Program and the potential ability to get an extension on one of our state contracts into FY 18 to allow for some buyouts to occur where FEMA has been slow in approving complementary funding. On a motion made by Jones, seconded by Edgerton, the December Financial Reports were accepted as presented.

**5. TRORC Personnel Policy proposal:**

Gregory and Committee members walked through the minor changes and clarifications that were part of the proposal. Gregory and Committee agreed to the changes that we in the Sick Leave section, the Vacation section and Temporary Employee section. It was suggested and agreed to have an attorney look at Section K, on page 12 related to the interface of job descriptions and our TRORC Bylaws. On a motion made by Nancy Malmquist, seconded by Bill Edgerton, the changes were approved. A new version will be circulated to staff. A draft version had previously been discussed at a staff meeting.

**6. TRORC 2017 Scholarship Program:**

Gregory presented a draft of the Scholarship Program Announcement. No changes were made other than changing the number of recipients from 5 to 6. Gregory will distribute this within the next month. On a motion made by Edgerton, seconded by Malmquist, the Executive Committee approved the Announcement and release of the Program for 2017, supported by the FY 17 Budget adopted by the Board last June. Motion passed unanimously.

**7. TRORC Regional Plan Chapter reviews:**

Gregory, staff member Chris Sargent and Committee members discussed the revised Regional Plan chapter and the new section for the Energy Implementation Plan. Sargent walked the Committee through the Chapter and new Plan section and answered questions and accepted comments for revisions. Revisions will be made tomorrow and then sent out to the Board for their January 25<sup>th</sup> Meeting.

Given the late hour, other updates were postponed until the next meeting.

**8. Executive Session:**

No Executive Session needed.

Meeting adjourned at 4:30 p.m. Meeting Minutes prepared by:  
Peter G. Gregory, Executive Director, January 21, 2017.