

**TRORC  
EXECUTIVE COMMITTEE**

**King Farm  
Woodstock, VT  
March 8, 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. A quorum was declared by the Chair.

**2. Public Comment:**

No members of the public were present.

**3. Approval of February 9, 2017 Minutes:**

Committee members reviewed the draft minutes from February 9th. Fredrickson indicated a correction needed to be made to the Minutes under office space stating that staff heard a presentation on new office space, not that they approved of the new location. Gregory will make that correction. On a motion made by Jones, seconded by Edgerton, the Executive Committee Minutes from the February 9th meeting were approved as amended.

**4. Acceptance of the unaudited February 2017 Financial Reports:**

Gregory and Committee members reviewed the particulars for the month of February. Gregory responded to questions regarding the timing of the Home buyout effort. Gregory indicated that the state had said via email that our two buyout contracts will be extended past September 2017 due to delays in FEMA approving additional, eligible buyouts around the state. But FY 18 will be the last year of TRORC involvement. Gregory

reviewed the Accounts Receivable Report. Gregory continues to believe TRORC remains on track per the budget passed in June, 2016. Committee members asked that Gregory begin FY 18 budgeting a month earlier and have that be the major focal point of the April Executive Committee meeting. Estimates of out-year revenues will also be discussed in light of federal budget uncertainties. Fredrickson and Edgerton will also work with Director Gregory in conducting an investments review for TRORC. On a motion made by Fredrickson, seconded by Edgerton, the February Financial Reports were accepted as presented.

**5. TRORC Office Space:**

Chair Emmons opened the discussion by indicating some of the concerns he has heard in chatting with various staff members. He, along with each member of the Executive Committee indicated their thoughts on the positives and negatives of moving to Wilder in the space that Fredrickson had located, about moving at this time and about moving at all. Gregory also indicated his thoughts on those scenarios. All agreed that while staff can't absolutely veto a Board decision to move, it was agreed that staff must be given the opportunity to see the space and more formally weigh in, as an unhappy staff would negate the benefits that a move might accrue in other aspects.

Gregory offered to find a date within a week that staff could visit. Since the decision is a full TRORC Board one, the invitation would include Commissioners. Timelines on decision making were agreed to. Staff (and Commissioner) visit next week, full Board overview and background discussion on March 22<sup>nd</sup> Board meeting, review of staff input and Board input at April 11<sup>th</sup> Executive Committee meeting and possible action at the Full Board Meeting April 26<sup>th</sup>.

**6. TRORC Board Agenda Review and Updates:**

The March 22<sup>nd</sup> Board Agenda will include: Transportation Capital Projects Prioritization; Office Space Update, Municipal Economic Development Presentation and a discussion and update on an RPC water projects delivery role.

Gregory indicated that he and Malmquist had worked through the overtime provision that the Committee wanted to have looked at. Malmquist's employer provided this review at no cost to TRORC. Gregory also indicated he and Dee Gish have begun looking at TRORC Bylaw changes that would be necessary to allow TRORC to offer shared services enabled under new statutes. Finally, if possible, Gregory will have a presenter soon on a 501(c) (3) option for TRORC.

**7. Executive Session:**

No Executive Session needed.

Meeting adjourned at 4:30 p.m. Meeting Minutes prepared by:  
Peter G. Gregory, Executive Director, March 15, 2017.