

**TRORC
EXECUTIVE COMMITTEE**

**King Farm
Woodstock, VT
April 12, 2017**

MEETING MINUTES

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

1. Call to Order:

Chair Emmons convened the meeting at 3:05 p.m. A quorum was declared by the Chair.

2. Public Comment:

No members of the public were present.

3. Approval of March 8, 2017 Minutes:

Committee members reviewed the draft minutes from March 8th. Fredrickson indicated a correction needed to be made to the Minutes under office space stating that the schedule of decision making in the minutes was not discussed. After Gregory and other members discussed it, others' recollection was that a schedule was discussed and that the minutes reflected that conversation. On a motion made by Jones, seconded by Edgerton, the Executive Committee Minutes from the March 8th meeting were approved on a 4-1 vote with Fredrickson voting no.

4. Acceptance of the unaudited March 2017 Financial Reports:

Gregory and Committee members reviewed the particulars for the month of March. TRORC has now completed 75% of the FY 17 budget year. Gregory noted that the TRORC Treasurer came in prior to this meeting and reconciled cash accounts. She noted "all was in order". Gregory responded to questions regarding the timing of the age of

some receivables and Gregory responded that they will be paid once the community receives a contract offer from the state. Gregory also responded to a question regarding the chronic overspending on software. He indicated that at the time budgets are prepared, it is unknown which software might release updates, also, new staff might begin using software necessitating an additional copy needing to be purchased. On a motion made by Fredrickson, seconded by Edgerton, the March Financial Reports were accepted as presented.

5. TRORC Office Space:

Committee members and Gregory recapped discussion at the March Board meeting where the Board voted not to move to the space in Wilder. Rather, exploration should occur as to what improvements might be made to the King Farm to make the space better for staff and their work. Gregory indicated that staff listed out aspects of the existing space that could be improved. Gregory will immediately speak to VLT to see if they are amenable to making some improvements. An update will be on the next agenda. It was agreed that large capital intensive improvements not be considered, keeping TRORC options open. In recognition of Committee member Fredrickson's efforts at seeking new space, Commissioner Edgerton moved and Jones seconded a heartfelt thank you to Fredrickson for the countless hours he spent at seeking space that better served the organization. Motion passed unanimously.

6. FY 18 Preliminary Budget:

Gregory provided a very preliminary budget for the coming year based on information he had as of the date of this meeting. The budget as presented includes only income under contract. Nothing speculative. In addition, no salary adjustments are included at this time. The budget shows a gap of about \$126,000. There are a number of pending sources of income that may materialize prior to the Annual Meeting in June. Gregory indicated those sources are listed but NOT part of the totals. They are listed in parentheses. Gregory was asked to produce a listing of the Dues/Publications/Data expenditures for the last couple of years. A refined budget will be on the May Executive Committee agenda for further consideration.

7. Longer Term Funding Outlook:

Gregory was asked to lead a discussion about the longer-term funding outlook for TRORC. All agreed there is a large degree of uncertainty at both the state and federal levels of government. Fredrickson reminded folks that the role of TRORC on shared services for towns may have a positive impact on TRORC finances and the costs of services for towns. Gregory orally presented a list of TRORC contracts that are being completed and unlikely to repeat themselves in FY 18 and FY 19. It totals over \$300,000 and could impact 3-4 staff persons at TRORC.

8. Regional Plan update:

Gregory summarized the last remaining steps including the two public hearings next week, a final review and incorporation of comments at the April 26th Board meeting, setting the final Public Hearing for May 31st and then adoption at the June Annual meeting. Some state agencies have commented as well and suggestions are being incorporated where appropriate and will be discussed at the April Board meeting. A memo summarizing changes will be in the Board packet.

9. TRORC Board Agenda Review and Updates:

The April 26th Board Agenda will include: review of Regional Plan comments; authorization to set final Public Hearing; discussion of the possibility of moving TRORC Board meetings around the region and a presentation of a new Vermont Department of Health initiative related to healthy communities.

It is hoped that in May we might have a public hearing on one or two Town Plan approvals, the Regional Plan final Public Hearing and perhaps a guest to discuss the logistics in setting up a 501 c (3) arm of TRORC.

Fredrickson presented some preliminary information on different organization's investment strategies. More discussion next month.

10. Executive Session:

No Executive Session needed.

Meeting adjourned at 4:30 p.m. Meeting Minutes prepared by:
Peter G. Gregory, Executive Director, April 17, 2017.