

**TRORC  
EXECUTIVE COMMITTEE**

**King Farm  
Woodstock, VT  
May 17, 2017**

**MEETING MINUTES**

**Attendance:** Bill Emmons, Chair, Jerry Fredrickson, Vice Chair; Bill Edgerton, Nancy Malmquist, David Brandau 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 April 12, 2017 Minutes:**

Committee members reviewed the draft minutes from April 12th. On a motion made by Fredrickson, seconded by Edgerton, the Executive Committee Minutes from the April 12th meeting were approved unanimously.

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

Gregory and Committee members reviewed the particulars for the month of April. TRORC has now completed about 83% of the FY 17 budget year. Gregory and Committee members reviewed the Accounts Receivable and noted the delays that were beyond the Town's control on some aging receivables. On a motion made by Fredrickson, seconded by Brandau, the April Financial Reports were accepted as presented.

**5. King Farm Update and Ergonomics:**

Gregory informed the Committee that the Vermont Land Trust was willing to cost share on some interior improvements including painting, new vinyl in kitchen and floor refinishing and exterior parking lot enhancements. Gregory will get those underway immediately and TRORC can use its designated building fund for those costs rather than current budget revenues. The lease is being drafted now and we will see an increase of about 11% but the square footage cost remains below market at this point. On the proposal for an outside ergonomics review of staff work locations, they declined to move ahead with this proposal but instructed staff to investigate and recommend any office work station changes that are needed. Gregory will report back.

**6. FY 18 Preliminary Budget:**

Gregory provided an update to the preliminary budget presented last year. A few pending contracts have been finalized so the gap between expenses and revenues is becoming smaller. A final budget will be discussed by the Executive Committee and recommended to the full Board at the June meeting. Gregory and Committee members reviewed the listing of the Dues/Publications/Data expenditures for the last couple of years.

**7. Nominating Committee; 501c(3); draft Regional Plan and May 31<sup>st</sup> Board agenda review:**

Gregory indicated that all current officers wish to continue and that all current At-Large members also wish to continue. A new slot for an At-Large Commissioner for natural resources has not been identified. This person can be identified at any point.

The facilitated discussion with the Board on 501c(3) was not ripe for the May 31<sup>st</sup> full Board meeting so will be on the fall agenda.

The final public hearing for the draft TRORC Regional Plan is all set for May 31<sup>st</sup>. If no additional changes are brought forward, the vote to adopt will occur on June 28<sup>th</sup> at the TRORC Annual meeting.

The May 31<sup>st</sup> Board agenda will include the Regional Plan final hearing and a public hearing on Town Plan approvals and confirmation action for West Fairlee and Hartland. In addition, Executive Committee members asked that Gregory seek a person from VNRC to talk about the Exit 4 conservation proposal.

**8. TRORC Investment Strategy:**

Gregory and Committee members discussed options and strengths and weaknesses on various strategies. This was a preliminary discussion. Gregory to poll VLCT and NADO and VAPDA to see what others are allowed to do regarding investments. Gregory will place this issue on the next agenda as well.

**9. TRORC Staffing Updates:**

Gregory discussed the open position and has a job ad prepared for a seasoned Planner. Executive Committee members agreed that spending a bit more for experience was the path to follow. Gregory will release the ad in a few days.

**10. Executive Session:**

No Executive Session needed.

Meeting adjourned at 4:30 p.m. Meeting Minutes prepared by:  
Peter G. Gregory, Executive Director, May 31<sup>st</sup>, 2017.