TRORC
EXECUTIVE COMMITTEE

TRORC Offices
Woodstock, VT

April 11, 2018

MEETING MINUTES

Attendance: Bill Emmons, Chair, Jerry Fredrickson, Vice Chair, Bill Edgerton, Nancy Jones, Treasurer, David Brandau, Secretary, Nancy Malmquist and Peter G. Gregory, Executive Director, Dee Gish, Finance Manager

1. Call to Order:

Chair Emmons convened the meeting at 3:10 p.m. A quorum was declared by the Chair.

2. Public Comment:

No members of the public were present.

3. Approval of the February 14, 2018 Minutes:

There was no March Meeting of the Executive Committee. On a motion made by Malmquist, seconded by Edgerton, the Minutes of February 14, 2018 were adopted as drafted.

4. Acceptance of the unaudited March, 2018 Financial Reports:

Gregory noted that Treasurer Jones reconciled and signed TRORC cash accounts prior to the Executive Committee Meeting.

Gregory and Committee members reviewed the details for the month of March. Gregory was asked about Transportation Equipment being so high and Gregory indicated that with the high level of field inventory work we are doing for member towns, it required additional safety equipment and computer equipment to outfit all staff. Gregory reviewed the Accounts Receivable Report and noted that many of the very oldest receivables have now been collected. Gregory noted all dues for FY 18 have now been collected. The Balance Sheet for March 30 indicated a negative $69.52 under a closed Wells River Savings Bank CD. Gregory will check but he believes that was a difference in an interest posting between the time of the closing of the account and the end of the month. On a motion made by Jones, seconded by Edgerton, the March Financial Reports were accepted as presented.
On a related fiscal situation, a vote of the TRORC Executive Committee to authorize Peter Gregory and Jerry Fredrickson as signers on a new Lake Sunapee Savings Bank CD is needed. On a motion made by Brandau, seconded by Jones, the authorization was approved.

5. Non-Profit Forms:

Dee Gish presented each of the forms prepared by our legal counsel (DRM) and explained what their purpose was and fielded questions.

Committee members asked to obtain a digital copy of the long form version of IRS Form 1023. Dee will send that out. Members also inquired as to Liability Insurance for the new Board. Gregory agreed that this new Board needs to be covered as well and this will be looked into and determined when this ought to be effective. Committee members made a few corrections related to frequency of Board meetings and Dee will make these changes after consulting counsel. Gregory agreed to enclose an Explanatory memo to the Board and copies of the Articles of Incorporation and Bylaws for Board action in April. Jones moved and Edgerton seconded a motion to recommend adoption by the full Board and to authorize Dee to hold the signed documents pending full Board approval. Motion was approved unanimously.

6. King Farm Energy Review:

Gish organized three energy efficiency experts to take a look at the offices to see if there were low cost ways to make the office space more comfortable during the winter months. These assessments did not cost TRORC anything. After discussion about what would be reasonable, the Executive Committee recommended approving up to $3000 to make attic door improvements to reduce heat loss. Gregory will check with the landlord to see what they may be willing to pay for before moving forward. It is likely that this work can be budgeted for next year.

7. Regional Plan Update:

Members and Gregory talked about engaging an editor sooner to review drafts of chapters prior to sending them to the Executive Committee and the Board for review. Gregory will look into this option going forward.

8. April Board Agenda Review:

On the agenda will be a Public Hearing on Rochester’s Town Plan Approval and Confirmation action. In addition, there will be a continuation of the review of the Utilities and Facilities Chapter of the Regional Plan and approval of TRORF documents.
9. Executive Session:

No Executive Session needed.

Meeting adjourned at 5:05 p.m. Meeting Minutes prepared by:
Peter G. Gregory, Executive Director, April 16, 2018.