

**TRORC
EXECUTIVE COMMITTEE**

**TRORC Offices
Woodstock, VT**

August 8, 2018

MEETING MINUTES

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

1. Call to Order:

Chair Fredrickson 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 the June 13, 2018 Minutes:

On a motion made by Emmons, seconded by Brandau, the Minutes of June 13, 2018 were adopted as drafted.

4. Acceptance of the unaudited June and July, 2018 Financial Reports:

Gregory and Committee members reviewed the details for the month of June. It was noted that there was a much smaller level and income and expenses for FY 18 than what the adopted budget anticipated. Gregory noted this was due to delays in FEMA approval on home buyouts. The unaudited Balance Sheet for FY 18 indicates a plus \$32,000, but this is prior to final adjusting entries. On the July reports, Gregory indicated the large computer purchase was actually made in June, was an FY 18 expense, but the check was written in July and is depicted on our July Cash Report that is distributed to the Board. On a motion made by Emmons seconded by Brandau, the June and July Financial Reports were accepted as presented.

5. IT Discussion:

Staff Member Peter Fellows walked through various issues related to the adopted

TRORC IT Policy and other computer software, hardware, communications infrastructure and security. Fellows discussed the State of Vermont fiber break that shut down state government communications, our current phone system and the final year of our contract; hooking up to EC Fiber when that comes near the office; broadband coverage in our Region; the current state of internal computer purchases and our server; and software issues, resident vs. cloud. Fellows certified that TRORC is following the adopted IT Policy and has over the past year. Gregory told the Executive Committee how impressive Pete Fellows' knowledge is on these issues and how fortunate TRORC is to have him on staff.

[TRORC Executive Committee will review the TRORC Emergency Plan next month.]

6. Future Town Plan Reviews:

Gregory indicated that Norwich has formally requested such a review and a staff recommendation will be in the September Board Meeting packet. Bridgewater and Plymouth are coming shortly thereafter and are going through local adoption at this point. Gregory gave Committee members and preliminary sense of how the Norwich Plan looks. Committee members asked about prior Norwich Town Reviews done by TRORC and asked if all items called out by TRORC have been addressed? All but Land Use. It appears that the text and map names don't mesh well, the text is lacking sufficient detail, etc. These issues were called out in 2012 and have not been addressed over the last 5 years. The lack of Plan detail may prevent staff from determining incompatibility with the Regional Plan and thereby allow the staff to recommend approval. Conflict in an Act 250 retail project proposed in the Route 5 south area is a real possibility and Committee members wanted to ensure staff pointed this out in the review.

7. Personnel and Policy updates:

Gregory indicated our new hire, Jessica Richter has completed her Eco-Vista work at TRORC and will start full time September 1st. Gregory has drafted a job advertisement for the new limited term position and that ad will be placed this week. Gregory is drafting a new Investment Policy for the full Board to adopt. A draft will be on next month's Executive Committee agenda. Revisions to the Personnel Policy are also in the final stage and will be discussed with staff in August. Committee members asked that TRORC and Executive Director Goal setting and Evaluation results be placed on the September Executive Committee agenda.

8. Executive Session:

No Executive Session needed.

Meeting adjourned at 4:35 p.m. Meeting Minutes prepared by:
Peter G. Gregory, Executive Director, August 13, 2018.