

**TRORC
EXECUTIVE COMMITTEE**

**King Farm
Woodstock, VT**

September 11, 2019

MEETING MINUTES

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

1. Call to Order:

Chair Fredrickson 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 the August 7, 2019 Minutes:

On a motion made by Brandau, seconded by Edgerton, the Minutes of August 7, 2019 were approved as drafted.

4. Acceptance of the unaudited August, 2019 Financial Reports:

Gregory noted that quarterly billing and September 30 grant close outs will be seen on the October financials. The Brownfields funding will be used and the grant closed up. Fredrickson asked about the Grants In Aid receivables from NRPC. Gregory noted that payment will be received after all towns statewide complete their projects. On a motion made by Edgerton seconded by Jones, the August financial report was accepted as presented.

5. Finance Manager Job Description:

Gregory and Gish answered questions about the job description. Gish thanked the Committee for the opportunity to work with them. Gregory updated the Executive Committee on the status of applications received and when interviews for the Finance/Office Manager position will occur. On a motion made by Brandau and seconded by Edgerton, the Finance Manager Job Description was adopted.

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director
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6. TRORC Investment Assistance:

Edgerton described his experience with the Stockbridge Trustee of Public Funds as they searched for an investment manager. Fredrickson noted the question to answer today is if one of the two investment firms that responded have the qualities to help TRORC with its investment objectives and suggested interviews of the candidates be scheduled. On a motion made by Fredrickson and seconded by Jones, Gregory will arrange for the candidates to be interviewed at the next Executive Committee meeting on October 9.

7. Regional Plan Update:

Gregory noted the Regional Plan hearing is scheduled for September 25 and that a simple majority of Commissioners is needed to move the Plan forward for adoption in October. For plan adoption, a positive vote of 60% of towns is required. Traditionally, TRORC has not made substantive changes to the Plan after the final hearing. Any new comments received at the September meeting could be acknowledged and responded to, with suggestions for future Regional Plan changes to be made if warranted, or Commissioners could accept substantive changes, thereby necessitating a new Public Hearing.

8. Executive Director FY20 Goals:

Gregory distributed a proposal for Executive Director Goals for FY20. Due to time constraints, this will be discussed at the next meeting.

9. Updates:

Due to time constraints, no updates were given.

No Executive Session was needed.

Meeting adjourned at 4:30 p.m. Meeting Minutes prepared by:
Dee Gish, Finance Manager, September 12, 2019.