

**TRORC  
EXECUTIVE COMMITTEE**

**King Farm  
Woodstock, VT**

**December 4, 2019**

**MEETING MINUTES**

**Attendance:** Jerry Fredrickson, Chair, David Brandau, Secretary (by phone); Bill Edgerton, Bill Emmons, Vice Chair; Nancy Jones, Treasurer; Nancy Malmquist (by phone), Peter G. Gregory, Executive Director and Lori Kay, Finance 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 October 9, 2019 Minutes:**

On a motion made by Emmons, seconded by Edgerton, the Minutes of October 9, 2019 were approved as drafted.

**4. Acceptance of the unaudited October and November 2019 Financial Reports:**

Jones asked why TRORC had incurred more Planning Consultant expenses than had been budgeted. Gregory responded that any overage in Consultant expenses is matched by related revenue. Gregory indicated that he will investigate whether more Planning Consultant expenses will be needed this year.

Jones asked why advertising expenses were so high at this point in time. Gregory explained that there has been more activity related to Hearings and Town Plans which require public notice advertisements.

On a motion made by Emmons and seconded by Jones, the October and November Financial Reports were accepted as presented.

Before moving on, Frederickson noted that the total value of investments on TRORC's balance sheet did not match the total value on the list of TRORC Certificate of Deposit accounts that had been incorporated into the Executive Committee materials packet. A difference of \$30,000 was

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director  
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noted. Lori Kay will reconcile the two accountings to ensure they match.

**5. TRORC Investment Assistance update:**

Gregory received a document from Mascoma Wealth Management regarding investment options however, the document does not provide detail on potential investment risks. Gregory will distribute the document to the Executive Committee. Jones reiterated her desire to avoid investing in fossil fuel corporations. Brandau stated that he wants TRORC to include socially responsible companies in its investment portfolio. This will be on the January Executive Committee Meeting agenda.

**6. Executive Director FY20 Goals and discussion:**

This item was discussed in the October Executive Committee meeting and was inadvertently included in the December meeting agenda.

**7. Regional Plan update status:**

Gregory reported that TRORC staff are moving forward with plans for staff-to-staff meetings with the towns of Topsham, Bradford and Hartford, regarding the issues related to forest resources, Lower Plain and Quechee Gorge, respectively. Gregory will let the Executive Committee know when progress is made on the meetings.

**8. TRORC staffing short and long term:**

Gregory proposed hiring, potentially, three new staff in FY21. 1) Communications professional, part-time; 2) Regional Energy Coordinator, full-time, 100% funded by a coalition of towns that have agreed to include the cost of a shared Energy Coordinator in their upcoming budget proposals (will know by March 2020 if this position is actually funded); 3) Senior level planner, full time, funding source to be determined. Gregory will keep Executive Committee members apprised of the hiring situation.

**9. Project Updates:**

Housing study – Total project is expected to cost \$150,000. TRORC is funding \$20,000. Woodstock has received \$30,000 toward their portion of the project. TRORC is awaiting word from two other potential funders – Byrne Foundation and Hope Foundation. Work has begun. Next steps include hiring consultants.

TRORF Strategic Plan – Written plan is complete however there are many “to-do” items incorporated into the plan. Gregory will be scheduling a Foundation meeting.

Regional Energy Coordinator – See item 8 above.

**10. Review of December 11, 2019 TRORC Board Meeting agenda:**

Jared Duval of the Energy Action Network will be the meeting’s speaker. Frederickson advocated for the Rockefeller Room at the Woodstock Inn be set up so as to make it easy for attendees to view the speaker’s presentation.

**11. Other:**

The Committee members discussed whether a TRORC Board Meeting would be held in January 2020.

Meeting adjourned at 4:00 p.m. Meeting Minutes prepared by:  
Lori Kay, Finance Manager, December 6, 2019.