

**TRORC  
EXECUTIVE COMMITTEE**

**King Farm  
Woodstock, VT**

**March 11, 2020**

**MEETING MINUTES**

**Attendance:** Jerry Fredrickson, Chair; Bill Edgerton, Bill Emmons, Vice Chair; Nancy Jones, Treasurer; Nancy Malmquist; Kevin Geiger, Senior Planner; Peter G. Gregory, Executive Director; Lori Kay, Finance Manager. Absent: David Brandau.

**1. Call to Order:**

Chair Fredrickson convened the meeting at 3:04 p.m. A quorum was declared by the Chair.

**2. Public Comment:**

No members of the public were present.

**3. Approval of the February 12, 2020 Minutes:**

On a motion made by Edgerton, seconded by Emmons, the Minutes of February 12, 2020 were approved as drafted.

**4. Acceptance of the unaudited February 2020 Financial Report:**

On a motion made by Edgerton, seconded by Emmons, the February 2020 Financial Report was accepted as presented. Gregory noted that we are further along in collected receivables than the month-end report indicates.

**5. COVID-19 Discussion:**

Geiger provided an update on how the State of Vermont has responded to the COVID-19 pandemic to date. The TRORC website has been updated with a banner that links to the Vermont Department of Health COVID-19 website. TRORC is also coordinating with VT Emergency Management, the VT Department of Health and our communities with the goal of containing the number of COVID-19 cases in Vermont. TRORC staff are able to work virtually from their homes if needed. TRORC has access to a line of credit should cash be needed to continue operating, and we have redundancy in signature authority for our bank accounts.

**6. Housing Study Update:**

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director  
128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ [trorc.org](http://trorc.org)

Geiger reported that the Study is compiling statistics on the existing number and types of housing. The online Keys to the Valley Survey will remain open until the end of April. TRORC has secured \$10,000 from an anonymous foundation in the amount of \$10,000 to support the Housing Study. Malmquist asked that the Board be updated on the Housing Study and encouraged TRORC to reach out if help is needed obtaining information from communities and residents.

**7. Regional Plan update status:**

Gregory noted that he will be writing up comments from the meetings that have been held with Topsham, Bradford and Hartford and will likely have them ready at the April Executive Board meeting. The comments will be shared with the full Board at the April Commissioner meeting. Frederickson asked Malmquist to review the Board bylaws to review the different allowable adoption methods.

**8. March 25, 2020 TRORC Board Meeting:**

Meeting will be held at the Bethel Town Hall. Commissioners can attend in person or virtually. Frederickson recommended having a laser pointer available for the Board meeting.

**9. TRORC Investment Policy draft:**

Gregory shared the latest draft of the Investment Policy and highlighted the changes that had been made. He reported that Mascoma Savings Bank has an investment portfolio that includes no fossil fuels and is socially responsible and, per Mascoma, the returns have been good. The Executive Board discussed whether the Investment Policy might state a preference for no fossil fuels rather than a prohibition, and the option of requesting quarterly reports and an annual meeting instead of quarterly meetings. Gregory will make the next round of changes to the document and share with the Board and Mascoma Savings Bank. It was noted that Appendix I – Asset Allocation needs to be revisited before the full document is finalized.

**10. TRORC Staffing:**

TRORC has received a single inquiry for the Communications Coordinator position. Gregory will follow up with the applicant and will be posting the position additional outlets.

**11. Project Updates:**

Regional Energy Coordinator – Six towns approved funding at their Town Meetings for the Regional Energy Coordinator (REC) position. Fairlee may provide funding as well. TRORC will meet with the towns in late March/early April. A scope will be developed and incorporated into a financial agreement between TRORC and the towns. The scope will be shared with the full Board prior to its finalization. It was noted that shared resources like this may be a model for other areas. Emmons and Jones commented that Pomfret and Bradford, respectively, will need help from TRORC to help their towns to create Energy Committees.

TRORC Strategic Plan – Gregory is looking for volunteers to help update the Strategic Plan.

TRORC will be reaching out to the Commissioners.

**12. Review of March 25, 2020 TRORC Board Meeting agenda:**

Town Plan Approval and Confirmation for Royalton

Energy Determination for Hartford

FY22 Transportation Projects Prioritization

COVID-19

**13. Other:**

Volunteer of the Year Award – no nominations have been received yet.

TRORC March Newsletter – Frederickson and Jones both commented favorably on quality of the March newsletter.

Meeting adjourned at 4:35 p.m.

Meeting Minutes prepared by:  
Lori Kay, Finance Manager, March 13, 2020.