

**TRORC
EXECUTIVE COMMITTEE**

Virtual Meeting

May 13, 2020

MEETING MINUTES

Attendance: Jerry Fredrickson, Chair; Bill Emmons, Vice Chair; Nancy Jones, Treasurer; David Brandau, Bill Edgerton, Nancy Malmquist; Pete Fellows, GIS Manager; Peter G. Gregory, Executive Director; Lori Kay, Finance Manager.

1. Call to Order:

Chair Fredrickson convened the meeting at 3:02 p.m. A quorum was declared by the Chair.

2. Public Comment:

No members of the public were present.

3. Approval of the April 8, 2020 Minutes:

On a motion made by Emmons, seconded by Edgerton, the Minutes of April 8, 2020 were approved as drafted.

4. Acceptance of the unaudited April 2020 Financial Report:

On a motion made by Edgerton, seconded by Emmons, the April 2020 Financial Report was accepted as presented.

5. Review of Accounting Procedures Manual Changes:

It is TRORC's policy to review the Accounting Procedures Manual no less than every two years. TRORC reviewed the manual and identified two changes to recommend to the Executive Committee – adding a policy that requires original signatures on checks in an amount of \$5,000 or higher; and adding language to the Payroll processing section to align it with TRORC's Personnel Policy manual. On a motion made by Emmons, seconded by Edgerton, the revised Accounting Procedures Manual was approved. Kay will finalize and obtain the required signatures from Chair Fredrickson and Executive Director Gregory.

6. FY20 Budget:

Gregory provided an update on FY20 finances as affected by COVID-19. Office expenses are

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director
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down. Staff are working on billable projects. Some agencies have been slow in paying but that should start getting back to normal as agency staff are no longer assigned to the State Emergency Operations Center (SEOC). New revenue this month is \$12,000 for TRORC staff time on SEOC assignments. No contracts have been cancelled so all expected revenue in place through June 2020.

During the Stay Home Stay Safe period, Gregory has been reviewing the bank reconciliations on a monthly basis. Beginning with the April bank reconciliation, Kay will send Treasurer Jones the bank statement and reconciliation for review on a bi-monthly basis.

The FY20 budget discussion continued with check-ins from the staff on various year-to-date revenue and expenses. Follow-up research will be conducted on two cost categories - Rent/utilities which are 90% expended and Health/dental insurance which are 98% expended as of 4/30/20.

7. Review of preliminary draft FY21 budget, timeline, new funding sources:

Gregory noted the preliminary budget is subject to change. The budget assumes level funding. Revenue reflects only currently funded contracts and a small number of contracts that are expected to be renewed very early in the new fiscal year. Expenses reflect no staff annual increases, also no new, temporary or replacement hires (Jess Richter is leaving as of June 30). Chair Frederickson requested a line-item be added to the budget for Investment Fees, and an increase to the printing expenses to cover the cost of printing the Regional Plan, once approved. A revised draft FY21 budget will be distributed in June.

New funding opportunities include:

ECVEDD – Each federally designated District would receive \$400,000, of which TRORC would earn \$130,000 over the next two fiscal years.

ACCD – TRORC will likely be hired to run a mini-grant program for small businesses located in the northern part of the state. TRORC would earn \$100,000 for its time.

ACCD – Commerce Department is pulling together a request to the Governor for business recovery activities. The funds would come from the Federal Relief Program's \$1.25 billion that has been designated for Vermont. RPCs have been told they will be part of this funding package. Details are unknown at this time.

EDA - \$1.5 billion is expected for economic recovery projects. TRORC has received funding from this agency in the past. This program is competitive; unlike the \$400,000 mentioned above.

8. Proposed Changes to Regional Plan and timeline:

A draft version of the Regional Plan Changes document was discussed by the attendees. Gregory stated the current draft may be refined before it is distributed to the full Board as part of the May board packet.

Proposed Timeline:

Board to discuss Regional Plan Changes document – May 27, 2020

If document is accepted by Board, conduct a virtual public hearing on July 1, 2020
Determine manner of voting and voting deadline – ex., mail-in ballot due by July 15, 2020

On a motion made by Emmons, seconded by Edgerton, the Regional Plan Changes document was accepted and will be recommended to the full Board.

Edgerton commended TRORC for responding responsively and transparently to get us this far in the approval process.

9. May 27, 2020 TRORC Board Meeting:

Meeting will be held virtually via Zoom. Agenda items will include:

- Regional Plan Changes
- Town Plan Approval and Confirmation for Rochester
- Energy Determination for Rochester
- Preliminary FY21 budget
- Town needs reports from towns

10. Updates:

June Board meeting will be held virtually – no gala meeting this year. Elections, budget adoption, announcement of scholarship awards and Volunteer of the Year award will take place at June Board meeting.

Volunteer of the Year nominations – No nominations have been received as yet, however Jones will be submitting a nomination. Deadline is May 15, 2020.

Staff Work Project list – Water planning projects have been assigned to Pete Fellows. Kim Gilbert will be taking on the Norwich LHMP project.

Meeting adjourned at 4:03 p.m.

Meeting Minutes prepared by:
Lori Kay, Finance Manager, May 15, 2020.