

**TRORC
EXECUTIVE COMMITTEE**

Virtual Meeting

April 8, 2020

MEETING MINUTES

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

1. Call to Order:

Chair Fredrickson convened the meeting at 3:18 p.m. A quorum was declared by the Chair.

2. Public Comment:

No members of the public were present.

3. Approval of the March 11, 2020 Minutes:

On a motion made by Brandau, seconded by Malmquist, the Minutes of March 11, 2020 were approved as drafted.

4. Acceptance of the unaudited March 2020 Financial Report:

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

5. Regional Plan and Investment Policy:

Regional Plan – TRORC is waiting for written comments from Hartford. Gregory will follow up with them so that we can bring the Regional Plan back to the Board for review and approval.

Investment Policy – Gregory is completing some final edits to the written plan. Next steps are to send to Mascoma Wealth Management and have them assign investment allocations, then bring to the full Board.

6. COVID-19:

TRORC staff are receiving updates and conducting research to stay abreast of the many changes to State and Federal regulations. Staff are in touch with the Towns providing information and

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director
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guidance on these changes. Staff will be attending the April 13 ACCD webinar on the Federal CARES Act and Recovery. TRORC continues to provide information to the community through its website.

Gregory has contacted several government agencies and funding partners regarding their needs and TRORC's areas of expertise, developing relationships and leads on future service opportunities.

VT Department of Health – GIS assistance; add Health section to Town Plans; provide post pandemic recovery facilitation services

ACCD – manage COVID-19 related CDBG funds

VT Community Foundation – funding for local domestic abuse organizations, Meals on Wheels

FEMA – TRORC is an approved vendor to support public assistance efforts with towns.

Board members offered additional ideas regarding new opportunities as an outcome of what is learned from the pandemic.

Rural broadband
Rapid recovery efforts for Towns
Solar projects

Gregory has been monitoring the changing economic landscape and building out financial scenarios to help TRORC weather those changes. Staff are continuing to work on billable projects; the processing of revenue invoices is a priority; one of the Mascoma Bank CDs has been cashed out to help maintain cash flow should towns and agencies need more time to pay their invoices.

Immediate financial decisions include:

Communications Coordinator – position is on hold
Planning Techs – no outside hires, will use internal staff for summer field work

Fredrickson noted that he has reviewed the financials and is confident TRORC will be stable for several months. Gregory thanked the Executive Committee for its past recommendation to build a “rainy day fund” which is making this stability possible.

7. April 22, 2020 TRORC Board Meeting:

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

Town Plan Approval and Confirmation for Norwich

COVID-19

Town needs assessments
TRORC staff update on recovery efforts
Gregory update on legislative and state agencies responses

Meeting adjourned at 4:14 p.m.

Meeting Minutes prepared by:
Lori Kay, Finance Manager, April 10, 2020.