

**TRORC
EXECUTIVE COMMITTEE**

Virtual Meeting

July 8, 2020

MEETING MINUTES

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

1. Call to Order:

Chair Fredrickson convened the meeting at 3:10 p.m. A quorum was declared by the Chair.

2. Public Comment:

No members of the public were present.

3. Approval of the June 10, 2020 Minutes:

On a motion made by Jones, seconded by Brandau, the Minutes of June 10, 2020 were approved as drafted.

4. Acceptance of the unaudited June 2020 Financial Report:

The June 2020 Financial Report was unanimously accepted as presented. Gregory noted that as of June 30, TRORC is ending the fiscal year with a \$38,000 deficit. June billing is still being processed and the FY20 Balance sheet has been looking better.

The Accounts Receivable is in good shape – follow-up is needed to BCRC as payment should have been received by now.

The Advertising line went over budget in FY20 due to the high number of Hearing notices that were required this year for the Regional Plan, Town Plan Reviews and Local Hazard Mitigation Planning meetings.

Fredrickson requested a final budget report for FY20 be included in the Executive Committee meeting packet in August.

5. Approval of CDBG-CV Grant Application Authority Resolution:

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director
128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ trorc.org

The CDBG-CV grant is funding a mini-grant program for sole proprietors that have been affected by COVID-19. TRORC will be coordinating the grant program for businesses located in the northern part of the state. On a motion made by Jones and seconded by Malmquist, Peter Gregory was given authority, on behalf of TRORC, to apply for this grant. The grant should provide about \$85,000 in administrative income.

6. Regional Energy Coordinator:

The position has been posted and interviews will be conducted in the next few weeks.

The inter-municipal agreement for the shared services of a Regional Energy Coordinator has been finalized. As approved by the Board at the June Board meeting, the Executive Committee was given the authority to approve the agreement, conditioned on the towns all signing. On a motion from Jones, and seconded by Brandau, the agreement was approved.

Five of the seven towns have signed the agreement so far. The last two towns will be voting tonight.

Gregory noted that it has been determined that even with all seven towns signing the agreement, additional funding will be needed to fully cover the cost of this new position. Gregory requested approval to use TRORC funds to cover this difference. That amount is approximately \$35,000.

Executive Committee members discussed the benefits of making this investment. Malmquist noted that towns will be receiving an important level of professionalism in hiring a candidate with experience in land and energy use. Brandau offered his opinion that towns will likely appreciate TRORC's financial commitment to the position.

7. Updates:

CDBG-CV Business Grants – Staff are working with state to design forms and process. Grant will be publicly announced next week. This is a high-profile project and will generate approximately \$85,000 in revenue for TRORC.

Regional Plan – Voting has begun and all votes are due by 4pm on July 15. As of this meeting, 12 yes votes and 0 no votes have been received. At least 18 yes votes are needed to approve the Regional Plan. The Region's Selectboards will be notified when voting is complete. Selectboards have the opportunity to veto the plan within a 30-day window. The adopted Regional Plan will be available online for Selectboards to review. If approved, the Regional Plan will become effective 35 days after the voting ends – September 2.

Two Rivers-Ottaquechee Regional Foundation – As reported earlier this year, the Foundation received an anonymous \$10,000 award for the Keys to the Valley housing study. Additional housing study fundraising is in process with a request for \$30,000 from a funder that also helps fund the Town of Woodstock.

Housing Study – Preliminary results of the Housing Study survey are on the Keys to the Valley website. <https://www.keystothevalley.com/keys-to-the-valley-june-2020-newsletter/> The next phase of the project includes a build-out study and a review of local ordinances. Kevin Geiger

will provide an update at the next Executive Committee meeting on August 12.

Investment Policy Status update – Gregory stated the Investment Policy document is not ready to share with the full Board, but confirmed that it is still on his priority list.

Peter Gregory’s Annual performance review – Fredrickson requested Gregory’s annual goals for FY21 be shared with the Executive Committee by July 31. He also requested staff provide input on Gregory’s performance with a due date of July 31.

Annual Meeting Feedback – This year’s Annual Meeting was held online, rather than in person, due to COVID-19. The Executive Committee shared suggestions on ways to make an online Annual Meeting more engaging.

- Invite an outside speaker
- Provide food to attendees (either deliver a meal or provide a restaurant gift card to each attendee)

The next meeting of the Executive Committee will take place on Wednesday, August 12.

Meeting adjourned at 4:09 p.m.

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