

**TRORC  
EXECUTIVE COMMITTEE**

**King Farm  
Woodstock, VT**

**August 11, 2021**

**MEETING MINUTES**

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

**1. Call to Order/Changes to Agenda:**

Chair Fredrickson convened the meeting at 3:01 p.m. A quorum was declared by the Chair. No changes were made to the agenda.

**2. Public Comment:**

No public comments were received.

**3. Approval of the June 9, 2021 Minutes:**

On a motion made by Emmons and seconded by Edgerton, the Minutes of June 9, 2021, were unanimously approved.

**4. Annual IT/Computer review:**

Pete Fellows provided an overview of IT-related activities and purchases in FY21. TRORC has updated its meeting software (Teams) to match that used by the State of Vermont. Microsoft subscription comes with licenses for staff to use Microsoft software on work computer and home computer. QuickBooks financial software was updated in FY21 to latest version.

Equipment needs – an additional laptop has been purchased. No additional purchases are planned at this time.

Ideas for technology-related efficiencies –

**Outreach**

Streamline system so that TRORC e-mail contacts, addresses, roles, etc. is maintained in a centralized database and can be used for multiple purposes – Town Contact reports, newsletter e-mails, etc.

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director  
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### Project Management

Investigate automatic report generation based on project milestones – currently reports are generated manually on request.

### Office Phones

Phone system purchased in FY21 has option for an auto-attendant, which is not currently in use. Switching to auto-attendant means that callers can reach staff directly and the Finance Manager will have fewer interruptions.

IT security and continuity –

TRORC utilizes back-up software and automatically saves copies of all e-mails (in case of any FOIA requests), enlists services of outside contractor that provides advanced networking support, server, and cyber security technology.

TRORC has an emergency power generator that is tested on a weekly basis and serviced annually. Surge protectors are incorporated into every workstation.

## **5. Acceptance of the unaudited June and July 2021 Financial Reports:**

The unaudited June and July 2021 Financial Reports were unanimously accepted as presented on a motion made by Emmons and seconded by Brandau.

Gregory noted that the June financial reports are still preliminary as TRORC's auditors will need to conduct their annual review and year-end adjustments are typical. The June financials also reflect a large amount of billing. FY21 was very busy.

The July financials reflect the payment of a good portion of the June billing as well as payments coming in from the State as advances for Quarter One activities. TRORC is starting off the new fiscal year in a financially sound position.

TRORC's investments with Mascoma Wealth Management continue to do well. Earnings to date are approximately \$22,000 net of expenses. Time at the January 2022 Executive Committee meeting will be set aside to review asset allocations and the investment policy.

FY22 Budget Update:

ACCD has provided an additional \$75,000 to TRORC's annual core funding amount, to be spent over a three-year period beginning in FY22.

ACCD has also provided \$96,000 to fund Energy activities in FY22. The amount of the funds is based on the number of towns in the TRORC region. Gregory noted that these funds can be used to offset a portion of the costs of the Intermunicipal Regional Energy Coordinator (IREC) which is currently funded by seven Towns and TRORC. TRORC intends to apply a cost reduction to the Towns that are currently supporting the IREC position. Gregory will share the cost-reduction methodology with Treasurer Jones prior to notifying the Towns.

Brownfields – We are waiting to learn the amount of funds that will be made available in the coming year. These funds will be limited to assessments only.

The State will be opening a separate round of Municipal Planning Grants designated for By-law and Zoning updates that enable more housing development.

All merit increases have been processed and annual reviews are currently taking place.

Designated Building Fund – The current balance of this fund is \$19,552. Fredrickson suggested adding more money to that account over the next year to cover any further fit-ups of space at the King Farm.

Staffing – Gregory proposed the addition of two new staff positions for FY22.

Regional Planner to assist with zoning issues and reviews and energy planning. Gregory will begin recruiting for this position immediately.

High-level senior manager with potential responsibilities for personnel management, contract administration, and program delivery and support. Gregory e-mailed a copy of the draft job description of the senior management position to the Executive Committee during the meeting. Executive Committee members were asked to send Gregory their comments as soon as possible. Further discussion of the position will take place with the Executive Committee before the position is posted and interviews begin.

## **6. Project and Legislative Updates**

LHMP grants have been awarded and TRORC is helping seven communities with their Hazard Mitigation plans.

VT Climate Council – the final version of the plan is expected in December 2021. The Governor wants to fund a lot of the action items included in the plan. TRORC is looking at how staff can be involved by delivering services related to the plan.

Transportation projects are particularly busy this fall and will continue throughout the fiscal year.

## **7. Future Commission Meetings**

The September Commission meeting will be held on September 22, 2021. The Thompson Senior Center's conference room has been reserved as the public meeting space. Attendees can also attend via Zoom. The agenda will include a review of the top five Keys to the Valley ideas and a discussion of which ideas TRORC should focus on.

The December Commission meeting will be held on December 15, 2021, at the Quechee Club. It will be a dinner meeting with Commissioners and TRORC staff.

## **8. Executive Director Annual Performance Review**

Gregory's annual review has been conducted. Edgerton requested that Gregory's FY22 goals be on next month's meeting agenda.

## **9. Other**

The passing of Rick Carbin, the first Executive Director of the Two Rivers-Ottawaquechee Regional Commission (then known as the Ottawaquechee Regional Planning Commission), was noted. A recommendation was made to install a commemoration plaque at the King Farm (with the approval of the Vermont Land Trust) to acknowledge Rick Carbin's contributions during the early years of TRORC's existence.

The meeting was adjourned at 4:00 pm.

Meeting Minutes prepared by:  
Lori Kay, Finance Manager, August 18, 2021.