

**TRORC
EXECUTIVE COMMITTEE**

**King Farm
Woodstock, VT**

September 8, 2021

MEETING MINUTES

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

1. Call to Order/Changes to Agenda:

Chair Fredrickson convened the meeting at 3:02 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 August 11, 2021 Minutes:

On a motion made by Brandau and seconded by Jones, the Minutes of August 11, 2021 (inadvertently labeled as August 4, 2021), were unanimously approved.

4. Mascoma Wealth Management:

Gregory noted that TRORC's Core checking account has a current balance of \$460,000 due to the receipt of municipal dues and advance contract payments. He recommended moving \$75,000 into the Mascoma investment account for now, with the understanding that the remaining funds may be needed for cashflow later in the year. On a motion made by Jones and seconded by Brandau, the transfer of funds was unanimously approved.

5. Acceptance of the unaudited August 2021 Financial Reports:

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

Gregory reported that the Sole Proprietor grant program for ACCD will be complete by 12/31/21. Treasurer Jones has returned to participating in the bank statement reconciliation process on a bi-monthly basis.

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director
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6. Accounting Procedures Manual Updates

Kay outlined the proposed changes to the Accounting Procedures Manual – adding ACH vendor payment protocols to the payment section; modifying the language regarding credit card purchases. On a motion made by Jones and seconded by Edgerton, the changes to the Accounting manual were unanimously approved. They will be posted on the TRORC website and sent to our Auditor.

7. Workers Compensation insurance exclusion forms

Kay stated that she would speak with the Board officers individually regarding this item.

8. Code of Conduct/Conflict of Interest

Gregory suggested holding a training on Code of Conduct/Conflict of Interest policies at a future Board meeting. Gregory will contact local training organizations such as the Vermont League of Cities and Towns. Executive Committee members felt it would be a very good idea.

9. TRORC and Executive Director Goals for FY22

Executive Committee members offered minor edits. On a motion made by Emmons and seconded by Brandau, the Goals were unanimously approved.

Edgerton asked Gregory to identify those goals that are most important and those that will be hardest to achieve, noting that these qualifications will be helpful next year when reviewing the past year's goals. Gregory noted implementing housing study actions and identifying sustainable funding for our Foundation.

10. Preview of Housing Study Implementation Actions

Geiger reviewed a draft document – “Keys to the Valley Priorities for Implementation” with the group. Executive Committee members offered comments and asked questions. Geiger will refine the document and share it at the September Board meeting.

11. Staffing and Hiring

Gregory reported that TRORC has hired a new Regional Planner, Steven Bauer, with a planned start date of October 4.

12. NADO, Project and Legislative Updates

Gregory indicated Legislative activities already happening on housing, climate and energy.

13. 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 presentation and discussion on the Keys to the

Valley Implementation Actions.

The meeting was adjourned at 4:35 pm.

Meeting Minutes prepared by:
Lori Kay, Finance Manager, September 14, 2021.