

**TRORC
EXECUTIVE COMMITTEE**

Virtual Meeting

March 9, 2022

MEETING MINUTES

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

1. Call to Order/Changes to Agenda:

Chair Fredrickson convened the meeting at 3:05 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 February 9, 2022 Minutes:

On a motion made by Emmons and seconded by Jones, the Minutes of February 9, 2022, were approved.

4. Acceptance of the unaudited February 2022 Financial Reports:

The unaudited February 2022 Financial Reports were unanimously accepted as presented on a motion made by Emmons and seconded by Jones.

Gregory reported that TRORC received its quarterly ACCD advance in February. Expenses incurred during the month were expected expenses. At this time, all scholarship payments have been made. The balance sheet is looking very strong. The AR Aging report currently has a small balance but that will change at the beginning of April as many of our contracts require quarterly billing.

5. Review and selection of auditor for next three-year period

Kay provided an overview of the Request for Proposal process and summarized the capabilities of the two auditing firms that submitted applications. Following a discussion among the Executive Committee and input from Gregory and Kay, the Executive Committee approved the hiring of RHR Smith for the next three years. Kay will notify the applicants with the decision.

6. TRORC Line of Credit:

TRORC's line of credit (LOC) with People's Bank is up for renewal in April. Gregory observed that TRORC may not need the LOC given its current financial reserves and noted that it would not be difficult to re-establish a LOC if it were needed at a later date. On a motion made by Edgerton and seconded by Emmons, the decision to allow the LOC to lapse was approved.

7. Staffing Update

Planner Tory Littlefield's last day at TRORC will be March 18, 2022. She will be working remotely for a national company that includes hazard mitigation services in its portfolio. TRORC has been recruiting and interviewing potential candidates for Tory's position. We are in final interviews/reference checks with two of the candidates.

Other staff changes include Planner Kimberly Gilbert's announcement that she will be leaving TRORC by the end of June, and word from another staff member regarding their plan to start interviewing for a new position outside of TRORC.

Gregory noted that many of the Regional Planning Commissions are experiencing staff changes as well.

8. Project and Legislative Updates

The Sole Proprietor project is coming to an end. There are three grants to be made before the project shuts down.

Federal funding initiatives have been slow to trickle down to Vermont. We expect that the funds will become available sometime in the future.

Additional funding from the State for Regional Planning Commissions activities related to Energy, Climate Change, ARPA and Housing, is still a possibility. We are waiting to see how this shakes out.

House 518, the housing bill that would help pay for weatherization and energy efficiencies of municipal buildings, is still in process. It has not cleared the House yet but should be soon. All bills need to be out of committee by March 18, 2022.

9. March Board Meeting

The March board meeting, originally scheduled for Wednesday, March 23, 2022, has been cancelled. Kay will notify the Commissioners of this decision.

Topics for the April board meeting will include a hearing and voting on the Hancock Town Plan Review.

The meeting was adjourned at 3:46 pm.

Meeting Minutes prepared by:
Lori Kay, Finance Manager, March 10, 2022