

**TRORC  
EXECUTIVE COMMITTEE**

**Colatina Exit  
Bradford, VT**

**May 11, 2022**

**MEETING MINUTES**

**Attendance:** Jerry Fredrickson, Chair; Nancy Jones, Treasurer; David Brandau, Secretary; Bill Edgerton, Peter Gregory, Executive Director; Kevin Geiger, Director of Planning; Lori Kay, Finance Manager. Absent: Bill Emmons, Vice Chair; Nancy Malmquist.

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

Chair Fredrickson convened the meeting at 5:00 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 April 13, 2022 Minutes:**

On a motion made by Jones and seconded by Brandau, the Minutes of April 13, 2022, were approved.

**4. Acceptance of the unaudited April 2022 Financial Reports:**

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

Gregory noted that the April income and expenses were as expected. TRORC received its large quarterly payment from ACCD in April. The AR Aging report is in good shape. A large amount of quarterly billing will occur in July.

**5. TRORC Bylaw Amendments:**

Following a review of the TRORC Bylaws, Gregory proposed a few minor changes to the Bylaws including a change in the timeline for reviewing the Bylaws – replacing the review requirement from “at least every two years” to “periodically.” On a motion made by Brandau and seconded by Jones, the changes were approved. The updated version of the Bylaws will be distributed to the Commissioners no later than June 2, 2022, to meet the 20-day notice period any changes to the Bylaws and will be adopted at the Annual Meeting scheduled for June 22, 2022.

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director  
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## **6. TRORC Accounting Manual Changes**

In preparation for TRORC's annual financial audit, the Accounting Manual was reviewed and updated to reflect current practices. Members of the Executive Committee proposed a few edits to the document. Kay will incorporate those edits and finalize the document for signature by the Board Chair. The changes to the Accounting Manual were approved, following a motion from Brandau and a second from Jones.

## **7. TRORC Personnel Policy Handbook**

Gregory outlined proposed changes to the Personnel Policy Handbook, including a more robust "work from home" policy and updating the Holiday benefit to allow for floating holidays. TRORC will seek outside review of a proposed health insurance benefit for employees who receive health insurance through Medicare. The results of the review will be shared with the Executive Committee. In the meantime, the remaining changes to the Personnel Policy will be incorporated into the Policy, the adoption of which was approved by the Executive Committee, following a motion from Brandau and a second from Jones.

## **8. Preliminary FY23 TRORC Budget**

Gregory provided an overview of the draft FY23 budget which is shaping up to be another busy year for TRORC. Gregory will prepare a cover memo for the FY23 budget when it is sent to the Commissioners, as well as a list of all the confirmed municipal contracts organized by Town.

Gregory noted that since developing this first draft of the FY23 budget, he has learned that additional funding is likely to come from the State to Regional Planning Commissions (RPCs) – a portion of which will go to TRORC. If any of this additional funding is confirmed in the next month, the expected funding and corresponding expenses will be incorporated into the next iteration of the FY23 budget and shared with the Executive Committee on June 8, 2022.

## **9. Staffing, Legislative Updates**

TRORC is currently recruiting for another Planner position. The position is posted on the TRORC website and has been advertised in the Valley News. Geiger has contacted the career offices of seven colleges that offer programs in Planning to broaden the outreach for this open position. Gregory noted that many of the RPCs are having difficulty filling open positions.

Norwich, Randolph and Woodstock are all experiencing staffing issues themselves – they are each seeking to hire a Zoning Administrator. In the meantime, the three towns have hired TRORC to provide Zoning Administrator services through the end of June 2022. Senior Planner Steven Bauer is providing these temporary services.

TRORC has been active during the Legislative session – providing testimony as well as answering questions. Many issues at the Legislature are fluid and it remains to be seen how they may settle. TRORC will share information as it is confirmed.

## **10. May Board Meeting**

The May board meeting will be held on Wednesday, May 25, 2022. The meeting will include the annual Transportation Project Prioritization presentation and vote. Marie Caduto will present on the new basin plan for the Ottawaquechee and Black Rivers – Basin 10.

The meeting is currently scheduled to be held in-person at the Thompson Senior Center in Woodstock.

## **11. Annual Meeting**

The Annual Meeting is scheduled for June 22, 2022, at the King Farm. Gregory has contacted a potential speaker for the event and will follow-up to determine their availability. The Executive Committee suggested identifying a replacement speaker, if needed.

The meeting was adjourned at 6:30 pm.

Meeting Minutes prepared by:  
Lori Kay, Finance Manager, May 12, 2022