

**TRORC
EXECUTIVE COMMITTEE**

**King Farm
Woodstock VT**

September 14, 2022

MEETING MINUTES

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

1. Call to Order/Changes to Agenda:

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

2. Public Comment:

No public comments were received.

3. Approval of the August 10, 2022 Minutes:

On a motion made by Brandau and seconded by Emmons, the Minutes of August 10 2022, were approved.

4. Acceptance of the unaudited August 2022 Financial Reports/FY22 Audit update:

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

Gregory noted that three projects will be closing out at the end of September. We anticipate earning the full contract amounts for the EMPG and TPI projects. The EPA Brownfields project will end underbudget by a few thousand dollars.

The Accounts Receiving Aging report is manageable. Quarterly billing is coming up in October which will be reflected in next month's AR Aging report.

The annual audit reports are being reviewed by RHR Smith's technical staff and the draft management letter is forthcoming. Gregory will inform the Executive Committee if the management letter raises any issues, and if so, will invite the auditors to the next Executive Committee meeting.

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director
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5. Child Care Proposal draft:

The Executive Committee reviewed and discussed the draft document. Gregory has enlisted the assistance of a benefits management firm which is reviewing the draft document as well. Gregory will incorporate the input received and share the second draft with the Executive Committee at next month's meeting.

6. Strategic Plan Implementation:

Geiger and Gregory reviewed the current and future strategic plan efforts of TRORC, the focus of which is Climate/Energy, Housing/Aging and Town/Regional Plan conformity.

7. Staffing Update/Benefits/Act 250:

TRORC has hired an attorney to represent TRORC in its filing for the Act 250 application in Royalton. The filing is due on September 16, 2022.

Gregory will be attending an Act 250 hearing on September 19, 2022, regarding an Act 250 application in Hartland.

TRORC is still recruiting for the Project Manager position. TRORC will likely be posting a few Transportation Technician positions for the summer of 2023.

8. September Full Board Meeting:

The next full Board meeting will be held on September 28, 2022. The meeting will feature a speaker on Diversity, Equity and Inclusion. The meeting will also include a staff presentation on the preliminary results of the recent TRORC Services Survey.

The September Board meeting will be a hybrid meeting – attendees may join in person at the Thompson Senior Center or via Zoom. The speaker will be presenting via Zoom.

9. Other:

Kay has contacted the Woodstock Inn regarding TRORC's holiday gathering/Board meeting on December 14, 2022. Kay is checking the availability of the Quechee Club and Lake Morey Inn as back-up locations for the meeting.

Chair Fredrickson asked that the October Executive Committee include the annual IT/Computer review from Pete Fellows.

The meeting was adjourned at 4:27 pm.

Meeting Minutes prepared by:
Lori Kay, Finance Manager, September 15, 2022