

# DRAFT

## TRORC EXECUTIVE COMMITTEE

King Farm  
Woodstock VT

April 12, 2023

### MEETING MINUTES

**Attendance:** Jerry Fredrickson, Chair; Bill Emmons, Vice Chair; Nancy Jones, Treasurer; David Brandau, Secretary; Nancy Malmquist, Peter Gregory, Executive Director, Lori Kay.

#### 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 March 8, 2023, Minutes:

On a motion made by Emmons and seconded by Brandau, the Minutes of March 8, 2023, were approved.

#### 4. Acceptance of the unaudited March 2023 Financial Reports:

The unaudited March 2023 Financial Reports were unanimously accepted as presented on a motion made by Emmons and seconded by Jones.

Gregory provided a briefing on TRORC's financials, stating that they are in good shape, the VHC B Buyout project has been closed out, and the Sole Proprietor project is now in its final phase and costs have begun to be incurred. He also noted that Receivables are low.

#### 5. Strategic Plan:

Gregory began the discussion of the mid-year status of TRORC's Strategic Plan. He noted that TRORC is on target with its strategic plans in terms of working more with the Towns, updating the Land Use Policy, and investigating the provision of additional Shared Services to the Towns.

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director  
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Gregory acknowledged that TRORC will be focusing on Shared Services over the next several years to meet the needs of the Towns.

Communication plan – TRORC hired a consultant to help focus its outreach to its many audiences.

Governance – TRORC is continuing to recruit to fill its Board membership. Gregory noted that all the At-Large Commissioners wish to continue their roles during FY24.

Resource Development – Gregory stated that this is one of TRORC’s long-range plans and that there has not been a lot of action on this topic since the last Strategic Plan status discussion. Gregory noted that TRORC’s two-year plan is always being worked on.

TRORF – Geiger has been asked by the Canaday Foundation to update the original proposal for housing-related funding, to increase the amount of funding sought, and to resubmit.

**6. Cash Position:**

Gregory reviewed TRORC’s cash position for the Executive Committee. The current balance is made up of advance payments from various customers and \$180,000 which is available for TRORC’s operating costs. The Executive Committee discussed the possibility of transferring a portion of the \$180,000 to TRORC’s investment account. On a motion by Brandau, and seconded by Emmons, TRORC will transfer \$25,000 to the investment account and will reassess next month if additional funds are available to invest.

**7. Staffing and Project Updates:**

TRORC has posted an open Planner position in anticipation of Connor Rigney’s departure in July.

As mentioned last month, the VT Budget Adjustment Bill has been completed. The Bill includes a program to support residents and municipalities in spending their ARPA funds. \$1.7 million will be shared among the State’s Regional Planning Commissions (RPCs) to help the Towns who qualify for support. TRORC is expected to administer this program for the State and provide support services to eight Towns in TRORC’s region.

TRORC should know within the month whether its application to the US EPA will be funded for Brownfields assessment work.

Act 250 – Still no word from the District Environment Commission with its decisions regarding the Act 250 filings for properties in Hartland and Randolph.

Shared Services – All RPCs in Vermont are looking at offering shared services to their Towns. A group of Town Managers in the Upper Valley are meeting on this topic as well and Gregory will attend.

Succession planning – The consultant who has been identified to assist TRORC with succession planning will have time in May to speak with the Executive Committee.

**8. Legislative Updates**

The Governor's Veto session will be held at the end of June, so decisions about the FY24 VT budget won't be available until just before the start of the new fiscal year.

**9. Executive Session**

On a motion from Brandau, seconded by Jones, at 3:37 p.m., the meeting went into Executive Session to discuss personnel matters. At 3:51 p.m., the Executive Session ended. No decisions were made during the Executive Session.

**10. April Board Meeting**

The next board meeting will take place on April 26, 2023. The meeting will include a draft Basin 10 water plan for the Board to consider.

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

The next Executive Committee meeting will be May 10, 2023.

Meeting adjourned at 3:55 p.m.

Meeting Minutes prepared by:  
Lori Kay, April 20, 2023