

TRORC EXECUTIVE COMMITTEE

**King Farm
Woodstock VT**

June 14, 2023

MEETING MINUTES

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

1. Call to Order/Changes to Agenda:

Chair Fredrickson convened the meeting at 3:15 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 12, 2023, Minutes and review of the May 10, 2023, Meeting Notes:

On a motion made by Brandau and seconded by Jones, the Minutes of the April 12, 2023, meeting were approved and the Meeting Notes of the May 10, 2023, meeting were reviewed.

4. Acceptance of the unaudited April and May 2023 Financial Reports:

The unaudited April and May 2023 Financial Reports were unanimously accepted as presented on a motion made by Brandau and seconded by Jones.

Gregory commented that the financials are as expected. The AR Aging report looks fine and all of the larger items have since been paid.

5. Personnel Policy Updates:

Gregory noted that a review of the Personnel Policy has taken place and provided an overview of the proposed changes to the Personnel Policy. The proposed changes included aligning the Policy with the State of Vermont regarding the timeline of a departing employee's final payroll check, clarifying benefits related to the Family Medical Leave Act (FMLA), and expanding benefit offerings related to vacation time to assist TRORC with its recruitment efforts.

Commissioner Jones made a motion to approve the proposed changes. Commissioner Brandau seconded the motion, and the proposed changes were unanimously approved.

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director
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6. Proposed FY 24 TRORC Budget:

Gregory provided an overview of the proposed FY 24 budget, focusing on the few changes that were incorporated since the May Executive Committee meeting.

Adjustments include:

VT Agency of Commerce and Community Development (ACCD) – \$27,000 for a Housing Navigator initiative.

US EPA Brownfields (new award) – ongoing assessment work, \$500,000 for four-year period, \$60,000 of which is slated for FY 24.

Modification to budget estimate for the Vermont Agency of Administration’s program to support residents and municipalities in spending their ARPA funds. These funds are expected to be spent over a multi-year period which is now reflected in the FY 24 budget.

On a motion made by Jones and seconded by Brandau, the Executive Committee recommended the FY 24 budget be placed on the Annual Meeting agenda. The motion also granted the Executive Director authority to make minor adjustments prior to submitting the draft budget to the full Board of Commissioners. The motion was approved unanimously.

7. Annual Meeting Agenda:

Gregory reviewed the proposed agenda for the Annual Meeting, noting that the agenda does not include time for the Volunteer of the Year award as no nominations were received by the deadline.

8. Executive Session

On a motion from Brandau, seconded by Jones, at 3:54 p.m., the meeting went into Executive Session to discuss the Executive Director’s Annual Evaluation. Gregory was invited to attend.

The Executive Committee left Executive Session at 4:45 p.m. No final decisions were made.

The next Executive Committee meeting will be July 12, 2023.

Meeting Minutes prepared by:
Lori Kay, June 15, 2023