

TRORC EXECUTIVE COMMITTEE

**King Farm
Woodstock VT**

August 9, 2023

MEETING MINUTES

Attendance: Bill Emmons, Chair; John Echeverria, Vice Chair; Peter Berger, Treasurer; Nancy Jones, Secretary; Ken Alton, Nancy Malmquist, Peter Gregory, Executive Director, Lori Kay.
Not in attendance: David Brandau.

1. Call to Order/Changes to Agenda:

Vice Chair Echeverria convened the meeting at 3:20 p.m. A quorum was declared by the Vice Chair. Gregory announced a change to the agenda – Marc Mihaly needed to postpone his participation in the meeting due to illness. Mihaly is now planning on attending the September Executive Committee meeting in person.

2. Public Comment:

No public comments were received.

3. Approval of the July 12, 2023, Minutes:

On a motion made by Berger and seconded by Jones, the Minutes of the July 12, 2023 meeting were approved with the addition of clarifying language. Item 5, paragraph 2 was modified to “General discussion of the issue of ensuring the integrity of TRORC’s financial controls and of the role of the Executive Director in addressing the organization’s financial integrity followed. Gregory will send the latest version of TRORC’s Accounting Manual to all members of the Executive Committee so they can be familiar with TRORC’s financial policies and procedures.”

Additional notes:

The TRORF meeting has been rescheduled to September 13, 2023.

Nancy Jones, head of the Scholarship Committee, noted that the Scholarship Committee will be holding a separate meeting (rather than as part of the August Executive Committee meeting) in the near future. Goals are to tweak some of the Scholarship’s written materials, to discuss the amount of funding set aside for the annual Scholarship program and make recommendations to the Executive Committee.

William B Emmons III, Chair ~ Peter G. Gregory, AICP, Executive Director
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4. Acceptance of the unaudited July 2023 Financial Reports:

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

Gregory explained that TRORC receives a large influx of cash at the start of the fiscal year, primarily due to contracts with first quarter advances and the receipt of invoice payments for work that was completed as of June 30.

All year-end financial postings have been entered, and while the audit report is not yet final, TRORC's fund balance increased by \$165,000 for FY 23. A draft copy of the audit report will be presented in September for the Executive Committee's review, if available.

Gregory will invite the auditors to provide a walkthrough of the audit report during the September Executive Committee meeting.

5. Succession Planning:

As noted earlier in these minutes, Mihaly was not able to attend the meeting in person. Per Gregory, Mihaly has a series of questions for the Executive Committee that will be sent to the Committee members. Mihaly asked that it be made clear that he is not a recruiter or search consultant. His role will be to help the Executive Committee determine what they are looking for in the next Executive Director.

Malmquist suggested asking other State planning organizations for their recommendations for recruitment services.

6. Executive Director Job Description:

On a motion from Echeverria and seconded by Jones, draft Financial Management language was approved and will be added the Executive Director job description.

7. FY 24 Executive Director Goals:

Gregory noted the changes made to the current draft of the FY 24 Goals document. A slight reworking of the language to Goal 9. Climate Action Plan was suggested by Jones.

The amended goals were approved following a motion by Echeverria which was seconded by Berger.

8. Updates:

Staffing – Planner Geena Baber has been hired – her first day was July 31. TRORC has been interviewing applicants to for Planning position vacated by Connor Rigney. Gregory reported that he had interviewed a promising candidate and may extend an offer.

Projects – TRORC is currently working on several big efforts – responding to the recent severe weather and damage experienced by the Region's Towns; the Municipal Energy Resilience Program; the Municipal Technical Assistance Program; and closing down the Sole Proprietor assistance program.

The US EPA Brownfields program will be needing a TRORC Brownfields Committee to help determine priorities for where the EPA's funding should be invested.

Act 250 – Gregory confirmed that the Act 250 applicant for a property in Royalton has provided all the documents that were required by the District Environmental Commission (DEC). Next steps are for DEC to review the documents and decide.

Shared Services – Gregory noted that Towns are still having difficulty hiring staff especially after the recent flooding many Towns have experienced. The Shared Services endeavor remains a high priority for TRORC.

Legislature – Gregory will be attending a retreat/working session on revisions to Act 250 in late August. Also, another Housing bill is expected during the coming year.

TRORF – The recent grant application submitted to the Canaday Foundation was not successful. TRORC did receive a funding allocation from VT's Agency of Commerce and Community Development for Housing Navigator assistance. Kevin Geiger will talk more about that at the September Foundation meeting.

9. September Board Meeting

The next full Board meeting is scheduled for Wednesday, September 27. The draft agenda includes hearings and confirmations for four Town Plans and four Energy Determinations. The meeting will include a presentation by Trey Martin on the H126 Conservation Bill that sets the goal to permanently conserve 30% of Vermont's land by 2030, as well as a further goal to permanently conserve 50% of Vermont's land by 2050. Pete Fellows and Kevin Geiger will attend and will be available for questions.

On a motion from Jones, seconded by Echeverria, at 4:10 p.m., the meeting was adjourned.

The next Executive Committee meeting will be September 13, 2023.

Meeting Minutes prepared by:
Lori Kay, August 14, 2023