

TRORC EXECUTIVE COMMITTEE

**King Farm
Woodstock VT**

July 12, 2023

MEETING MINUTES

Attendance: Bill Emmons, Chair; John Echeverria, Vice Chair; Peter Berger, Treasurer; Nancy Jones, Secretary; Ken Alton, David Brandau, Nancy Malmquist, Peter Gregory, Executive Director, Lori Kay.

1. Call to Order/Changes to Agenda:

Chair Emmons convened the meeting at 6:15 p.m. A quorum was declared by the Chair. The agenda was re-ordered, moving Item 5 – Executive Director Evaluation – to the end of the meeting.

2. Public Comment:

No public comments were received.

3. Approval of the June 14, 2023, Minutes:

On a motion made by Brandau and seconded by Jones, the Minutes of the June 14, 2023, meeting were approved.

4. Acceptance of the unaudited June 2023 Financial Reports:

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

Gregory commented that the June balance sheet will continue to change as the June billing is still in process. Next month, the June balance sheet will be closer to a true picture of TRORC's year-end performance. He also noted that the annual audit will begin at the end of July.

Echeverria asked for information on the FY23 budget, noting that the Budget amount for some income and expenses was a bit different from the Actual amount at the end of the year. Gregory explained that many variables can cause those differences including the timing of when work is done and changes in workplans, plus new contracts received mid-year.

William B Emmons III, Chair ~ Peter G. Gregory, AICP, Executive Director
128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ trorc.org

5. Executive Director job description:

Gregory asked for input on the Executive Director job description. He noted that it already been marked up with his suggested changes. Echeverria suggested adding language that reflects the Executive Director's responsibility for financial integrity. Gregory will amend the draft job description to include information on financial responsibilities and will share the next draft at the August Executive Committee meeting.

Gregory will also 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.

6. FY 24 Executive Director Goals:

Gregory distributed a copy of his proposed goals, stating that his next performance evaluation would be based on achievements toward the proposed goals. Brandau suggested including "advocacy work at the State House" to the goals.

Gregory will amend the draft goals and bring it back to the Executive Committee at the August meeting for final review and approval.

7. Updates:

Staffing – TRORC has hired a new Planner who will start on July 31. Planner Connor Rigney has found another job. His last day is July 19. TRORC will be hiring a replacement for Rigney. It has not yet been determined who will take over Rigney's responsibilities for Communication and TRORC's website. Kay was asked to review and update the Finance Manager job description and send it to the Executive Committee for the August meeting.

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.

Act 250 – No news on the Act 250 applications in Hartland and Royalton.

Shared Services – Gregory noted that the lack of available staff at TRORC and at the Towns have hampered the development of this service offering.

Succession Planning – Gregory will contact Marc Mihaly about setting up a time when he can meet the Executive Committee, either in the late summer or fall.

Legislature – Gregory has been appointed to the Natural Resources Board Act 250 Study Committee which has been tasked with looking at Act 250. Gregory added that discussions are taking place regarding the State designation programs and seeing if they can be consolidated in some way.

8. Other:

Emmons requested that the TRORF Foundation to be on the agenda for the August meeting.

Jones requested that the TRORC Scholarship program also be on the agenda for the August

meeting.

9. September Board Meeting

The next full Board meeting is scheduled for Wednesday, September 27. In addition to possible hearings on Town Plan reviews, 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.

10. Executive Session

On a motion from Brandau, seconded by Berger, at 7:26 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 7:49 p.m. No action was taken.

The next Executive Committee meeting will be August 9, 2023.

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