

**TRORC EXECUTIVE COMMITTEE**

**King Farm  
Woodstock VT**

**September 13, 2023**

**MEETING MINUTES**

**Attendance:** Bill Emmons, Chair; John Echeverria, Vice Chair; Nancy Jones, Secretary; Ken Alton, David Brandau, Nancy Malmquist, Peter Gregory, Executive Director, Kevin Geiger, Director of Planning, Lori Kay. Guest: Marc Mihaly. Not in attendance: Peter Berger, Treasurer.

**1. Call to Order/Changes to Agenda:**

Chair Emmons convened the meeting at 3:06 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 August 9, 2023, Minutes:**

On a motion made by Jones and seconded by Echeverria, the Minutes of the August 9, 2023 meeting were approved.

**4. Motion to Exclude Corporate Officers from Workers' Compensation Coverage**

Following a motion made by Jones and seconded by Echeverria, the Executive Committee unanimously agreed to continue to exclude the Board's Officers from being included under TRORC's Workers' Compensation insurance. Lori Kay will work with the Officers to obtain signatures and submit the paperwork to the State of Vermont.

**5. Acceptance of the unaudited August 2023 Financial Reports:**

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

Gregory stated that TRORC received its Quarter 1 funding from ACCD and added that the funding from ACCD was increased for FY24. The Quarter 1 funds are paid in advance and then expended between July and September each year. Gregory also noted that TRORC has received the majority of the annual Town Dues payments for FY24.

William B Emmons III, Chair ~ Peter G. Gregory, AICP, Executive Director  
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TRORC switched insurance companies for its 2023-2024 Property insurance coverage. To ensure TRORC had no lapse in insurance coverage, TRORC made payment to the previous insurance company (Liberty Mutual) for 2023-2024 and to the new insurance company. Liberty Mutual has since refunded the payment in full. This refund will appear on the September financials.

## **6. FY 25 Dues Rate**

The Executive Committee reviewed the proposed Municipal dues for the towns that TRORC serves. On a motion from Alton and seconded by Jones, consistent with prior Board action, the proposed 3% increase for FY 25 dues was recommended to be brought to the Board at the September Board meeting.

## **7. Succession Planning:**

TRORC has hired a consultant, Marc Mihaly, to work with TRORC and the Executive Committee on designing the search process for TRORC's next Executive Director. Mihaly provided an overview of his experience helping non-profit and community organizations with their own succession planning.

Mihaly outlined topics for the Executive Committee to consider in terms of designing the recruitment and hiring process, and provided a suggested timeline based on Gregory's personal timeline for stepping out of the Executive Director role, which will not be for another two years.

Gregory, Emmons and Mihaly will discuss the timing of next steps.

## **8. Finance Manager Job Description:**

On a motion from Brandau and seconded by Jones, the updated Finance Manager job description was approved. Gregory will begin the recruitment process.

## **9. Updates:**

Staffing – Gregory reported that Planner Geena Baber started on July 31. An additional Planner is scheduled to begin working in early October. (Update: pending employee has informed TRORC that he is not able to join as planned due to a personal emergency.)

Act 250 – The Act 250 District Commission has approved a Land Use Permit that will allow the division and construction of a retail store in Royalton (adjacent to Welch Hardware). Gregory noted that based on input from TRORC's attorney, TRORC will not likely be pursuing an appeal. Brandau stated that Royalton does not have the resources to pursue an appeal but that the Town does support TRORC in filing its own appeal.

Gregory will present the issue to the full Board on September 27 to gather input from the Commissioners. Deadline for filing an appeal is September 28.

Regional Plan Update Timeline – Geiger provided information on two scenarios. 1. Update Regional Plan for adoption in June 2024, concentrating on Housing, Energy, and Land Use

Maps; and 2. Update the Regional Plan for adoption in December 2024, and address all Sections that have a substantial regional impact. The general consensus was to have the updated Regional Plan ready for adoption in December 2024.

**10. Mascoma Wealth Management investment addition**

This discussion item was postponed until the October Executive Committee meeting as the September meeting was running long.

**11. September Board Meeting**

The next full Board meeting is scheduled for Wednesday, September 27. Trey Martin, who had been scheduled to present on the H126 Conservation Bill, has had to postpone his presentation until the October Board meeting.

The September meeting includes hearings and confirmations for three Town Plans and two Energy Determinations. Gregory will also present on the Study Committees on Act 250.

The Executive Committee meeting adjourned at 5:00 p.m.

The next Executive Committee meeting will be October 11, 2023.

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