

**TRORC EXECUTIVE COMMITTEE**

**King Farm  
Woodstock VT**

**November 15, 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, Geena Baber, Planner, Lori Kay. Not in attendance: Peter Berger, Treasurer.

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

Chair Emmons convened the meeting at 3:09 p.m. A quorum was declared by the Chair. Gregory requested two changes to the agenda – adding the following topics: Funding for Shared Services and the Municipal Delegation Framework Report.

2. **Public Comment:**

No public comments were received.

3. **Approval of the October 11, 2023, Minutes:**

On a motion made by Brandau and seconded by Alton, the Minutes of the October 11, 2023, meeting were approved. There was one abstention to the final vote.

4. **Acceptance of the unaudited October 2023 Financial Reports:**

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

Gregory provided a brief overview of the Financial Reports sharing that TRORC has received its 2<sup>nd</sup> Quarter advance payment from the Agency of Commerce and Community Development and the final Municipal Dues payment was received. He also commented on the Accounts Receivable – that several of the invoices on the October report have been paid and that the remaining invoices are manageable.

5. **Regional Plan, Review of Chapters Seven and Ten:**

Planner Geena Baber led the discussion regarding feedback on the latest drafts of Chapters Seven and Ten. Going forward, Baber and Kay will adjust their process in distributing draft chapters to the Executive Committee. Baber will send hard copies of the draft chapters, and Kay will omit

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the chapters from the e-mailed copy of the meeting packet. This will ensure that the Executive Committee does not inadvertently receive different formats of the same chapters.

It was also determined that when the draft, updated Regional Plan goes to the full Board for review and approval in 2024, the Board will receive a marked-up version as well as a “clean” version which will be easier to read.

The Committee made suggested edits to both Chapters Seven and Ten. On a motion from Echeverria and seconded by Jones, Chapter Seven was approved by the Executive Committee. On a motion from Echeverria and seconded by Alton, Chapter Ten was approved by the Executive Committee.

6. **FY 24 Scholarship Program Announcement**

The FY 24 Scholarship Program Announcement was approved by the Executive Committee, following a motion from Brandau which was seconded by Alton. The Announcement will be distributed in December 2023 with an application due date of April 12, 2024.

7. **Updates:**

Staffing – Bryan Kovalick has been hired as a Planner and will start in December. Mary Olmo has been hired as the Finance Manager to replace Lori Kay. She starts November 27.

Echeverria brought up the topic of conducting background checks for new employees. Gregory noted that TRORC does not currently have a policy but will do some research on it for future consideration.

Act 250 – The only active Act 250 application in the TRORC region is for the Hartland retail store/deli. TRORC filed an appeal of the District Environmental Commission’s approval as did the Hartland Planning Commission. The appeal has been sent to the Environmental Court for their decision.

8. **Mascoma Wealth Management Investment**

Gregory started the discussion noting that TRORC is under no obligation to invest any of its available funding into an investment account – be it the Fidelity account with Macoma Wealth Management or elsewhere. However, on a motion from Jones and a second from Echeverria, the Committee unanimously approved the transfer of \$25,000 into the Fidelity account and a \$25,000 investment in an additional Social Investment Term Account with the Vermont Community Loan Fund.

9. **December Full Board Meeting - December 13, 2023**

The next full meeting of the TRORC Board will be on December 13, 2023, at the Woodstock Inn in Woodstock, VT. Social time begins at 6:00 pm. The Meeting will begin at 6:30 pm.

The agenda will include Public Hearings for the review of Bradford and West Fairlee’s Town Plans, and confirmation of the Planning effort related to those Town Plans, as well as Public Hearings for Determination of Energy Compliance for Bradford and West Fairlee.

Gregory will investigate obtaining a speaker for the meeting as well.

10. **Shared Services**

TRORC conducted a survey of the Towns' needs in Fall 2022. At that time, some of the Towns in TRORC's region expressed a strong interest in using a Shared Services model to support their needs. To jumpstart a Shared Services partnership for those Towns, Gregory proposed to use up to \$20,000 of its funding reserves to implement Shared Services help. On a motion from Echeverria, which was seconded by Alton, the Executive Committee approved the use of funding reserves for this purpose.

11. **Municipal Delegation Framework Report**

Gregory provided an overview of the Report, noticing that it had been drafted by staff at the Chittenden County Regional Planning Commission on behalf of the Vermont Association of Planning and Development Agencies, of which TRORC is a member. A brief discussion followed. In general, the Executive Committee did not express a lot of support for the idea of Municipal Delegation for Act 250 reviews, hoping the Act 250 reform efforts will negate the need for delegation by using outright exemptions.

The Executive Committee meeting adjourned at 4:30 p.m.

The next Executive Committee meeting will be held in January, on the second Wednesday of the month, **January 10, 2024**.

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