

TO: TRORC Executive Committee

FROM: Peter G. Gregory AICP, Executive Director

DATE: January 2, 2025

RE: Agenda – Wednesday, January 8, 2025

The next meeting of the TRORC Executive Committee will be ***in person*** on **Wednesday, January 8, 2025, at 3:00 pm** at the TRORC Offices, 128 King Farm Road in Woodstock, VT.

1. Call to Order, Changes to agenda
2. Public Comment on items not on the agenda
3. Approval of November 13, 2024, Minutes (attached)
4. Acceptance of unaudited December Financial Reports (attached)
5. Mascoma Wealth Management performance review check-in (invited)
6. TRORC Planner Job Description updates – Action (attached)
7. Updates: Staffing, Other
8. Executive session, if needed
9. Other

If you are unable to join us in person, we invite you to join virtually, using the link below:

Join Zoom Meeting

<https://us06web.zoom.us/j/85474535639?pwd=6anhMSDjgatPXCuy0I4EIYxOUbxwA6.1>

Meeting ID: 854 7453 5639

Passcode: 768494

The next Executive Committee meeting will be February 12, 2025. The date, time and agenda will be posted on www.trorc.org.

William Emmons, III, Chair ~ Peter G. Gregory, AICP, Executive Director
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TRORC
Executive Committee Meeting Minutes
King Farm, Woodstock, VT
November 13, 2024

Attendance

Board Members: Bill Emmons, III, Chairperson; John Echeverria, Vice Chairperson; Nancy Jones, Secretary; Peter Berger, Treasurer; Nancy Malmquist; Brian Loeb; Ken Alton

Others Present: Peter Gregory, Executive Director; Kyra Wood, Grants Manager; Kevin Geiger, Chief Planner

1. Call to Order, Changes to agenda

Chair Emmons convened the meeting at 3:03pm, a quorum was present.
No changes were made to the agenda.

2. Public Comment on items not on the agenda

No public in attendance, no public comments received.

3. Approval of the October 9, 2024, Minutes

On a motion made by Brian Loeb and seconded by Nancy Jones, the minutes of October 9, 2024 were unanimously approved.

The Committee briefly revisited the topic of TRORC offices from the last meeting.

4. Acceptance of unaudited October Financial Reports (attached)

On a motion made by John Echeverria and seconded by Nancy Jones, the unaudited October 2024 financial reports were unanimously accepted.

Peter Gregory reviewed the income summary and shared that income is higher this month as a quarterly advanced payment was received. There is a steady balance of income and expenses with programs, such as RIVER. All fiscal year 2025 town dues payments have been received.

5. Results from Regional Plan hearings

Kevin Geiger provided an update on the status of TRORC's Regional Plan hearing and process. Three initial hearings were held, with some written comments received and no major issues raised. A summary of updates to the Plan will be prepared for the next Board meeting on December 11, 2024. Upon Board approval, the second set of hearings will commence with the expectation the Board can adopt the full plan in February 2025.

6. Updates:

a. December 2024 Board Meeting

Peter Gregory shared the next Board meeting will begin at 5:30pm on December 11, 2024, at the Quechee Club. There will be a focus on the Regional Plan and Mike Pieciak, VT State Treasurer will join as guest speaker.

b. Staff

Peter Gregory shared he is connecting with partners to further discuss planning commission roles, with topic areas such as housing and infrastructure.

Kyle Hansen will be joining the TRORC team as a Planner on Monday, November 18, 2024.

7. Executive Session

The Committee agreed an executive session is not necessary.

8. Other

None.

On a motion made by Nancy Jones, the Executive Committee meeting concluded at 3:46 pm on November 13, 2024.

Meeting minutes prepared by:
Kyra Wood, Grants Manager
November 14, 2024

Two Rivers-Ottauquechee Regional Commission
FY25 - July 1, 2024 - June 30, 2025
Income and Expense Summary Report (Cash Basis)

As of December 31, 2024

INCOME SUMMARY					
Category	Prior Months	Dec 2024	Total to Date	FY25 Budget	Percent of Budget
SUMMARY TOTALS:					
TOTAL INFLOWS	\$1,672,460.37	\$58,000.46	\$1,738,462.59	\$3,712,098.00	47%
TOTAL OUTFLOWS	\$1,445,470.91	\$228,743.89	\$1,674,214.80	\$3,712,098.00	45%
NET:	\$226,989.46	-\$170,743.43	\$64,247.79	\$0.00	
REGIONAL PLANNING INCOME					
Agency of Transportation	\$155,699.33	\$16,246.42	\$171,945.75	\$331,559.00	52%
Agency of Commerce	\$360,901.81	\$0.00	\$360,901.81	\$608,972.00	59%
EPA Brownfields	\$15,653.99	\$0.00	\$15,653.99	\$50,000.00	31%
Agency of Administration - MTAP	\$173,243.30	\$0.00	\$173,243.30	\$883,450.00	20%
EDD Planning Grant	\$12,937.50	\$0.00	\$12,937.50	\$25,875.00	50%
VHCB- River	\$109,447.16	\$11,561.84	\$121,009.00	\$200,000.00	61%
VEM- River	\$210,033.96	\$0.00	\$210,033.96	\$600,000.00	35%
Municipal Dues	\$95,953.00	\$0.00	\$95,953.00	\$95,892.00	100%
Total Planning Income	\$1,133,870.05	\$27,808.26	\$1,161,678.31	\$2,795,748.00	42%
CONTRACT INCOME					
State Contracts	\$231,916.76	\$0.00	\$231,916.76	\$299,600.00	77%
Municipal Contracts	\$187,570.90	\$22,260.29	\$209,831.19	\$258,050.00	81%
Other Contract Services	\$112,405.58	\$7,069.01	\$119,474.59	\$344,200.00	35%
Total Contract Income	\$531,893.24	\$29,329.30	\$561,222.54	\$901,850.00	62%
FEE INCOME					
Municipal Fees	\$0.00	\$0.00	\$0.00	\$0.00	0%
Other Fees	\$698.84	\$0.00	\$698.84	\$500.00	140%
Total Fee Income	\$698.84	\$0.00	\$698.84	\$500.00	140%
MISCELLANEOUS INCOME					
Interest	\$14,000.00	\$862.90	\$14,862.90	\$14,000.00	106%
Investment Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0%
Sales/Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0%
Total Misc. Income	\$14,000.00	\$862.90	\$14,862.90	\$14,000.00	106%
TOTAL INFLOWS	\$1,680,462.13	\$58,000.46	\$1,738,462.59	\$3,712,098.00	47%

EXPENSE SUMMARY

Category	Prior Months	Dec 2024	Total to Date	FY25 Budget	Percent of Budget
PERSONNEL SERVICES					
Salaries/Wages	\$470,404.87	\$100,710.57	\$571,115.44	\$1,038,743.00	55%
Payroll Taxes	\$33,726.71	\$7,200.09	\$40,926.80	\$79,463.00	52%
EAP - Employee Assistance	\$300.00	\$0.00	\$300.00	\$600.00	50%
Workers' Compensation	\$2,524.00	\$0.00	\$2,524.00	\$3,400.00	74%
Unemployment Insurance	\$141.57	\$17.94	\$159.51	\$1,100.00	15%
Health & Dental Insurance	\$71,154.86	\$12,620.52	\$83,775.38	\$174,500.00	48%
Life Insurance	\$2,661.37	\$391.16	\$3,052.53	\$7,250.00	42%
Retirement Fund	\$75,264.07	\$17,905.59	\$93,169.66	\$175,226.00	53%
Disability Insurance	\$6,013.41	\$1,236.04	\$7,249.45	\$14,750.00	49%
Childcare Assistance	\$2,363.40	\$1,611.24	\$3,974.64	\$10,000.00	40%
Student Loan Payment	\$6,000.00	\$1,200.00	\$7,200.00	\$16,200.00	44%
Total Personnel Services	\$670,554.26	\$142,893.15	\$813,447.41	\$1,521,232.00	53%
INSURANCES/OCCUPANCY					
Rent & Utilities	\$20,913.52	\$4,788.07	\$25,701.59	\$58,386.00	44%
Occupancy Expenses - King Farm	\$601.44	\$33.92	\$635.36	\$1,500.00	42%
Fidelity Bond Policy	\$3,005.00	\$0.00	\$3,005.00	\$4,000.00	75%
Professional Liability	\$7,038.08	\$0.00	\$7,038.08	\$7,500.00	94%
Property Insurance	\$5,272.00	\$0.00	\$5,272.00	\$6,000.00	88%
Total Insurances/Occupancy	\$36,830.04	\$4,821.99	\$41,652.03	\$77,386.00	54%
PROFESSIONAL SERVICES					
Legal Services	\$1,455.00	\$0.00	\$1,455.00	\$10,000.00	15%
Accounting Services	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
Program Audit	\$9,460.00	\$0.00	\$9,460.00	\$14,000.00	68%
Total Professional Services	\$10,915.00	\$0.00	\$10,915.00	\$27,000.00	40%
CONSULTANTS					
Planning	\$185,738.64	\$0.00	\$185,738.64	\$371,900.00	50%
Municipal Tech Assist Pass Through	\$129,192.46	\$32,197.43	\$161,389.89	\$766,085.00	21%
VHCB- River	\$51,364.56	\$12,583.32	\$63,947.88	\$130,000.00	0%
VEM- River	\$266,575.63	\$17,667.15	\$284,242.78	\$580,000.00	0%
EPA Brownfields Consultants	\$9,685.05	\$6,634.28	\$16,319.33	\$46,000.00	35%
MARC Brownfields Consultants	\$0.00	\$0.00	\$0.00	\$3,500.00	0%
Total Consultants	\$642,556.34	\$69,082.18	\$711,638.52	\$1,897,485.00	38%

EXPENSE SUMMARY

Category	Prior Months	Dec 2024	Total to Date	FY25 Budget	Percent of Budget
TRAVEL					
Travel Reimbursement	\$16,492.54	\$786.77	\$17,279.31	\$32,745.00	53%
Commissioner travel reimb.	\$369.84	\$346.39	\$716.23	\$1,250.00	57%
Mtgs, Conf & Training	\$5,924.67	\$2,024.64	\$7,949.31	\$30,000.00	26%
Total Travel	\$22,787.05	\$3,157.80	\$25,944.85	\$63,995.00	41%
OFFICE EXPENSES					
General Supplies	\$4,559.55	\$1,268.03	\$5,827.58	\$8,500.00	69%
Outside Printing	\$158.06	\$0.00	\$158.06	\$500.00	32%
Advertising	\$1,986.11	\$0.00	\$1,986.11	\$6,000.00	33%
Dues/Publications/Data	\$18,067.40	\$1,975.00	\$20,042.40	\$27,000.00	74%
Postage	\$634.57	\$0.00	\$634.57	\$2,000.00	32%
Telephone/Internet/Web	\$6,438.20	\$1,338.67	\$7,776.87	\$16,000.00	49%
Repairs	\$0.00	\$0.00	\$0.00	\$500.00	0%
Bank/Payroll Fees	\$1,728.47	\$520.60	\$2,249.07	\$1,500.00	150%
Equip/Software Contracts	\$7,801.70	\$1,486.47	\$9,288.17	\$28,000.00	33%
Total Office Expenses	\$41,374.06	\$6,588.77	\$47,962.83	\$90,000.00	53%
OFFICE EQUIPMENT					
Computer Hardware	\$5,901.84	\$0.00	\$5,901.84	\$6,000.00	98%
Office Equipment/Furniture	\$3,880.96	\$0.00	\$3,880.96	\$1,500.00	259%
Computer Software	\$10,671.36	\$0.00	\$10,671.36	\$7,500.00	142%
Total Office Equipment	\$20,454.16	\$0.00	\$20,454.16	\$15,000.00	136%
OTHER EXPENSES					
Scholarship Program	\$0.00	\$2,000.00	\$2,000.00	\$20,000.00	10%
Miscellaneous/Bad Debt	\$0.00	\$200.00	\$200.00	\$0.00	0%
Total Other	\$0.00	\$2,200.00	\$2,200.00	\$20,000.00	11%
TOTAL OUTFLOWS	\$1,445,470.91	\$228,743.89	\$1,674,214.80	\$3,712,098.00	45%

Two Rivers-Ottawaquechee Regional Commission

01/02/25

Balance Sheet

Accrual Basis

As of December 31, 2024

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1001 · Cash	
1079 · Brownfields - Mascoma Bank	102.15
1080 · M&T Bank Core Checking	523,921.23
Total 1001 · Cash	524,023.38
1002 · Investments	
1005 · Mascoma Wealth Management	
1005a · Fidelity Investments	733,172.20
1005b · Fidelity Cash Equivalents	22,240.24
Total 1005 · Mascoma Wealth Management	755,412.44
1089 · Vermont Community Loan Fund	
1087 · VT Community Loan Fund #L-0923	26,582.01
1088 · VT Community Loan Fund #L-1011	18,727.82
1089a · VT Community Loan Fund #L1108	23,985.65
1089b · VT Community Loan Fund #L-1210	41,919.62
1089c · VT Community Loan Fund #L-1516	25,145.30
Total 1089 · Vermont Community Loan Fund	136,360.40
1091 · Northfield Savings Bank	
1091a · Northfield Savings Bank **2292	51,572.33
1091b · Northfield Savings Bank **2441	57,351.60
Total 1091 · Northfield Savings Bank	108,923.93
Total 1002 · Investments	1,000,696.77
Total Checking/Savings	1,524,720.15
Accounts Receivable	
1003 · Accounts Receivable	
1200 · Accounts Receivable - Intergvmt	363,905.96
Total 1003 · Accounts Receivable	363,905.96
Total Accounts Receivable	363,905.96
Total Current Assets	1,888,626.11
Fixed Assets	
1510 · General Fixed Assets	
1511 · Right of Use Lease Acct	7,750.00
1510 · General Fixed Assets - Other	171,957.46
Total 1510 · General Fixed Assets	179,707.46
1515 · Accumulated Depreciation	-168,528.71
Total Fixed Assets	11,178.75
TOTAL ASSETS	1,899,804.86

Two Rivers-Ottauquechee Regional Commission

Balance Sheet

01/02/25

As of December 31, 2024

Accrual Basis

	Dec 31, 24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2002 · Accrued Expenses	
2101 · Payroll Liabilities	
2105 · Federal Income Tax	-4,742.85
2110 · FICA Tax Employee	-2,532.94
2115 · FICA Tax Employer	-2,532.94
2120 · Medicare Tax Employee	-592.39
2125 · Medicare Tax Employer	-592.39
2130 · VT Income Tax	3,403.91
2131 · KS Income Tax	144.00
2135 · VT Unemployment Tax	-59.97
2137 · VT Childcare Tax	274.57
2140 · 457 Employee	-2,399.91
2145 · 401a Employer Match	-1,659.27
Total 2101 · Payroll Liabilities	-11,290.18
2175 · Cafeteria Vision	30.21
Total 2002 · Accrued Expenses	-11,259.97
2100 · Accrued Uncompensated Absences	84,278.68
2160 · Direct Deposit Liabilities	-27,649.39
2810 · Deferred Revenue	44,300.88
Total Other Current Liabilities	89,670.20
Total Current Liabilities	89,670.20
Long Term Liabilities	
2180 · Lease Liability	3,100.00
Total Long Term Liabilities	3,100.00
Total Liabilities	92,770.20
Equity	
3001 · Fund Balances	
3002 · Assigned	
3020 · Designated Equipment Fund	4,310.65
3035 · Designated Building Fund	19,552.88
Total 3002 · Assigned	23,863.53
3004 · Restricted	
3000 · Opening Bal Equity	17,492.22
Total 3004 · Restricted	17,492.22
3005 · Mascoma Wealth Management	
3045 · Unrealized Gains (Losses)	-15,664.73
Total 3005 · Mascoma Wealth Management	-15,664.73
Total 3001 · Fund Balances	25,691.02
3900 · Retained Earnings	1,665,584.35
Net Income	115,759.29
Total Equity	1,807,034.66
TOTAL LIABILITIES & EQUITY	1,899,804.86

01/02/25

Two Rivers-Ottauquechee Regional Commission
Accounts Receivable Aging Detail
As of December 31, 2024

Type	Date	Num	Name	Due Date	Class	Open Balance
Current						
Total Current						
1 - 30						
Invoice	12/06/2024	25-98	VT Division of Emergency Management	12/06/2024	4 - Emergency Management	6,253.54
Invoice	12/06/2024	25-99	VT Division of Emergency Management	12/06/2024	4 - Emergency Management:10-656 VEM River	91,431.50
Invoice	12/06/2024	25-91	VT Agency of Administration	12/06/2024	8 - Technical Assistance:10-635 VT Admin Muni Tech As...	26,318.05
Invoice	12/06/2024	25-96	VT Agency of Transportation	12/06/2024	7 - Transportation:007 VTrans - TPI	20,074.91
Invoice	12/09/2024	25-100	East Central Vermont EDD	12/09/2024	3 - Economic Development	853.20
Invoice	12/20/2024	25-102	VAPDA - c	12/20/2024	1 - Administration:1-7 Conferences/Prof. Dev.	845.00
Invoice	12/20/2024	25-101	Vermont Arts Council	12/20/2024	3 - Economic Development:10-680 VT Arts Council FY25	3,000.00
Invoice	12/23/2024	25-103	Town of Bradford	12/23/2024	5 - Energy:10-540 Regional Energy Coord	4,550.00
Invoice	12/23/2024	25-104	Town of Norwich	12/23/2024	5 - Energy:10-540 Regional Energy Coord	15,335.00
Invoice	12/23/2024	25-105	Town of Sharon - c	12/23/2024	5 - Energy:10-540 Regional Energy Coord	3,097.50
Invoice	12/23/2024	25-106	Town of Stratford	12/23/2024	5 - Energy:10-540 Regional Energy Coord	3,500.00
Invoice	12/23/2024	25-107	Town of Thetford	12/23/2024	5 - Energy:10-540 Regional Energy Coord	7,770.00
Invoice	12/23/2024	25-108	Town of Woodstock	12/23/2024	5 - Energy:10-540 Regional Energy Coord	19,425.00
Invoice	12/30/2024	25-97	East Central Vermont EDD	12/30/2024	3 - Economic Development:20 ECV EDD FY24-FY25	6,469.00
Total 1 - 30						208,922.70
31 - 60						
Invoice	11/06/2024	25-85	VT Agency of Administration	11/06/2024	8 - Technical Assistance:10-635 VT Admin Muni Tech Asst	58,448.51
Invoice	11/12/2024	25-83	NVDA	11/12/2024	6 - Environmental:10-669 NVDA MVI	7,500.00
Invoice	11/15/2024	25-87	VT Division of Emergency Management	11/15/2024	4 - Emergency Management	49,133.39
Invoice	11/27/2024	25-88	Mount Ascutney Regional Commission	11/27/2024	6 - Environmental:10-615 MARC Silver Lake Park	39,901.36
Total 31 - 60						154,983.26
61 - 90						
Total 61 - 90						
> 90						
Total > 90						
TOTAL						363,905.96

Job Description

Regional Planner

The position of Regional Planner requires professional planning work of moderate difficulty. It is characterized by increasingly specialized knowledge of the planning field. The Regional Planner is expected to possess in-depth knowledge within one or more planning specialties such as economic development, comprehensive planning, or environmental planning. The Regional Planner reports to the Executive Director.

Functions

- Able to read and interpret and applies applicable state and local codes, ordinances and regulations
- ~~Initiates actions necessary to correct deficiencies or violations of regulations~~
- Assists with updates and maintenance of Regional Plan and local land development regulations
- Conducts extensive research in specific or general project areas
- Writes and presents formal and technical reports and correspondence
- Identifies Assists communities in identifying problems, issues, and opportunities, often on short notice, in particular towns that could be mitigated through better community planning
- Develops long range plans for communities with common developmental issues
- Develops strategies to promote economic and community development or efficient land use consistent with community goals
- ~~Evaluates adequacy of community facilities in meeting current and projected needs~~
- Creates capital budgets and recommends priorities, schedules, and funding sources to implement capital public improvements plan
- Writes, or assists in writing, a variety of ordinances and regulations relating to development controls
- Attends substantial number of evening and some weekend meetings
- Pursues professional development opportunities

Knowledge

- Well-developed knowledge of planning principles and practices
- In-depth knowledge of one or more planning specializations, such as economic development, transportation planning, or environmental planning
- Knowledge of principles, methodology, practices of research and data collection
- Knowledge of effective writing and presentation techniques
- Knowledge of ~~or experience in community remediation and redevelopment, and knowledge of~~ relevant Federal programs
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, econometric or transportation modeling, database management, or GIS

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Skills

- Excellent written and oral communication and interpersonal skills to present research findings to various boards and committees
- Creative problem-solving skills to gather relevant information to solve less well-defined practical problems
- Ability to review project plans and apply against provisions of the regional plan, (?) ordinances and (?) codes to determine compliance with such regulations and to apply regulations to field conditions
- Group facilitation skills for use with community workshops
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind

Minimum Qualifications

The Regional Planner level generally requires a bachelor's degree and at least two years of professional planning experience. A master's degree and AICP is preferred.

Adopted by the TRORC Executive Committee on August 22, 2013

Draft updated on November 19, 2024

Job Description

Senior Planner

The Senior Planner requires advanced professional planning experience of high complexity and variety. The Senior Planner reports to the Executive Director.

Functions

- Performs advanced professional work related to variety of planning assignments **without assistance**
- Manages complex planning studies, ~~development applications and reviews consultant proposals~~
- ~~Reviews and processes complex~~ **Leads** comprehensive plan amendments, **and** ~~rezoning revisions, site plans, plats~~
- Develops project budgets, administers bidding process, verifies contract expenditures and compliance
- Conducts research and prepares statistical reports on land use, physical, social & economic issues
- Provides professional planning assistance to member communities on varied land use projects
- Develops transportation plans, studies and analyses on regional basis
- Works in regional program areas relating to natural/water resources planning, community development, hazard mitigation, energy planning, economic development and others
- ~~Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans~~
- Schedules and conducts meetings with advisory boards and elected officials
- Presents reports and other findings to staff, ~~Planning & Zoning Boards~~ **town officials, legislators,** and serves **on state as liaison to such** committees
- Attends substantial number of evening and some weekend meetings
- ~~Supervises more~~ **Assists** junior planners within organization
- Pursues professional development opportunities

Knowledge

- Advanced knowledge of the philosophies, principles, practices & techniques of planning
- Well-developed knowledge of one or more planning disciplines, such as sustainable design, transportation, natural resource, energy efficiency, water quality, affordable housing, economic development or land use
- ~~Knowledge and experience in construction processes~~
- Knowledge of principles, methodology, practices of research and data collection
- Knowledge of effective writing **and presentation** techniques
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS

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Typical Skills

- Excellent oral and written communication skills for preparing and presenting planning reports and projects
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers
- Creative problem-solving skills to gather relevant information to solve less well- defined planning problems
- Group facilitation skills for use with community workshops
- Ability to work on several projects or issues simultaneously
- ~~Ability to provide effective supervision and staff management~~
- Ability to manage projects effectively and meet firm deadlines and deliverables
- Ability to analyze demographic information to discern trends in population, employment, and health
- Mastery of techniques for involving a wide range of people in making decisions
- Understanding of local, state, and federal government programs and processes
- Understanding of the social and environmental impact of planning decisions on communities
- Ability to work with the public and articulate planning issues to a wide variety of audiences
- Ability to function as a mediator or facilitator when community interests conflict
- Understanding of the legal foundation for land use regulation including Section 248 and Act 250
- Understanding of the interaction among the economy, transportation, health and human services, and land use regulation
- Ability to solve problems using a balance of technical competence, creativity, and pragmatism
- Ability to envision alternatives to the physical and social environments in which we live
- ~~Mastery of~~ Familiarity with geographic information systems and office software
- Successful grant writing and administration

Minimum Qualifications

The Senior Planner requires a master's degree in planning or related field and four years of professional planning experience, or a bachelor's degree in planning or a related field and six years of professional planning experience. Supervisory experience is preferred. AICP Certification is preferred.

Adopted by the TRORC Executive Committee on ~~August 22, 2013~~

Draft updated on November 19, 2024

Job Description

Planner

The position of Planner is entry level and possesses minimal experience with professional planning work. The Planner is expected to demonstrate an understanding of broad planning topics. The Planner reports to the Executive Director.

Functions

- Provides support to the Regional and Senior planners
- ~~Assists staff in collecting~~ Collects and prepares data for various planning projects, including field work
- ~~Conducts field work and collects data~~
- Prepares maps and planning reports of limited or variable complexity
- ~~Produces sketches and renderings of limited or variable complexity~~
- Assists local planning ~~staff at community meetings~~ Commissions and Selectboards in drafting local plans and bylaws.
- Presents report findings at community meetings and conducts trainings
- Researches funding sources and writes grant proposals
- Conducts basic office functions as needed, such as data entry, file management, and customer service

Knowledge

- Basic understanding of planning principles, math, and reading of maps
- Specific knowledge relating to pertinent specialty, such as affordable housing, energy, transportation, or land use
- Competency in various computer software programs, such as Microsoft Office and Internet applications

Skills

- Strong written and oral communication skills
- Strong research and analytical skills
- Motivated self-starter able to work independently
- Ability to work effectively in a team environment
- Flexibility and desire to work on varying planning projects

Minimum Qualifications

Interest in the planning profession and relevant planning specializations. The Planner level generally requires a bachelor's degree in planning or related field. Ability to attend night meetings, as required by projects. Possession of a personal vehicle for work-related travel, and ability to drive in variable weather conditions, with valid driver's license and insurance. ~~A master's degree and AICP is preferred.~~

Adopted by the TRORC Executive Committee on ~~August 22, 2013~~

Draft updated on November 19, 2024

William B Emmons III, Chair ~ Peter G. Gregory, AICP, Executive Director
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