

**Executive Committee**  
**DRAFT Minutes**  
**January 5, 2015**

Present were: D. La Haye, J. Potter, R. Wernecke, G. Malek, D. Strong, T. Ruth, S. Sinclair , and L. Emery.

The minutes of the December 1, 2014 meeting were accepted as corrected.

Lease: The current landlord has offered a five year lease renewal at \$15.50 per square foot for the first three years (October 2015 to September 2018, which is our current square footage cost, and the remaining 2 years at \$16.00 per square foot. The lease includes heating, air conditioning, lights, trash removal, recycling, water and sewer, and the building has an elevator. Members had researched other rental costs and found this offer to be in keeping with the market rates. It was moved, seconded, and unanimously approved to authorize the Chair to sign the lease with Bigglestone Investment for our current space.

Executive Director's Report: S. Sinclair reported on the work of staff during the month of December highlighting transportation work with the City of Montpelier on the Taylor Street projects and serving on the Agency of Transportation's committee to update the state road standards; flood resiliency work, local incident damage assessment reporting from the December storm; it was queried whether there was a more efficient manner to collect the data and provide it to the Division of Emergency Management Homeland Security and suggested that this data could be collected by email using the form provided by DEMHS, thereby saving staff time; Laura Ranker has been hired as our part time Emergency Management Planner and Gail Aloisio as our Assistant Planner. Various towns have been provided with assistance in road mapping, zoning issues, development of a request for proposal, town plan review and flood/corridor mapping. CVRPC had assisted the Town of Warren with an application for funding to flood proof a business in the Village and the Town of Waterbury to elevate ten buildings in the Village. These applications were funded after a lengthy wait. The Central VT Food Systems Council is scheduling a workshop regarding food system planning; D. Currier made a presentation to the Agencies of Transportation and Natural Resources on use of the Vermont Online Budget and Culvert Inventory tool. The Executive Director attended the board meeting of the Central VT Economic Development Corporation (CVEDC). The mid-year report required in our contract with the Agency of Commerce and Community Development was submitted and the quarterly funding amount should be received by mid-January.

Emergency Management Planning Grant: The grant agreement has been provided following a letter to proceed and is ready to be signed. Members were provided with a copy of the grant and its attachments in advance of the meeting. Following discussion, it was moved, seconded, and unanimously approved to authorize the chair to sign the contract for \$41,500. This contract will pay for the half time emergency management planner and requires a 100% match. The match can be any other planning work that we do that is not funded with Federal dollars; this would include the work done

through the contract with the Agency of Commerce and Community Development which is State-funded through an allocation of the Property Transfer Tax.

Financial Report: The report for the period ending January 5, 2015 was reviewed. It was queried whether we had heard about any rescission in funding by the State. At present, we have been told that regional and municipal planning will be held harmless.

Executive Director - Job Description and Hiring Process: The job description developed by J. Potter was reviewed with a few changes suggested. The final description will be put on the web site to coordinate with the application instructions. It was moved, seconded, and unanimously approved to accept the job description for the executive director position as amended.

The following points were agreed to regarding the hiring process:

- There will be a three person search committee to review the applications and screen for the best candidates. The Committee will screen the applications with the assistance of the Executive Director.
- The Search Committee will develop a list of questions to ask during interviews.
- All applications will be emailed to the Search Committee. Paper applications of the most promising candidates will be provided upon request of the Committee.
- The Executive Director will be present at the interviews.
- Candidates who do not live close enough will be interviewed by Skype for the first interview.
- Applications will come to L. Emery's email and then forwarded to the Committee and the Executive Director.
- The application and instructions, as well as the job description, will be posted on the CVRPC web site.
- Applications will be due within 4 weeks of posting the application and the ad. Candidates will be asked to provide a cover letter in which they state their salary expectations. They will also be asked to provide their resume and references.

The draft job ad was reviewed with suggestions incorporated, including that the salary will be commensurate with the candidate's experience and qualifications. It was agreed to place the ad on CVRPC's website, with the VT Planning Association, the Northern New England Chapter of the American Planning Association--all of which are at no cost; and for three weeks with the American Planning Association at a cost of \$200, and in the VT League of Cities and Towns' next newsletter.

It was moved, seconded, and unanimously approved that members of the Search Committee will be R. Wernecke, J. Potter, and D. Strong with S. Sinclair as ex officio. If D. Strong is not able to participate on the Committee, B. Atwood will be asked.