

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**

2 **Executive Committee**

3 **MINUTES**

4 **September 28, 2022 Meeting**

5 Present:

Peter Carbee Laura Hill-Eubanks Michael Gray
 Lee Cattaneo Steve Lotspeich Janet Shatney
 Jerry D’Amico

6 Staff: Bonnie Waninger, Christian Meyer

7 Guests: George Clain, Barre Town Commissioner

8
9 **Call to Order**

10 Chair Lotspeich called the meeting to order at 4:04 pm.

11
12 **Adjustments to the Agenda**

13 None.

14
15 **Public Comment**

16 None.

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18 **Meeting Minutes Approval**

19 *L. Cattaneo moved to approve the September 21, 2022 meeting minutes as presented; L. Hill-Eubanks*
20 *seconded. Motion carried.*

21
22 **Acting Director Recommendation**

23 The Committee discussed whether an Executive Session was needed for a personnel discussion.

24
25 *L. Cattaneo moved to enter Executive Session at 4:11 pm; J. D’Amico seconded. Motion carried.*

26
27 *M. Gray moved to exit Executive Session at 4:27 pm; L. Cattaneo seconded. Motion carried.*

28
29 The Committee confirmed that Christian Meyer, Senior Planner, was willing to serve as Acting Director if
30 the Board requested it.

31
32 *J. Shatney moved to take the item related to appointing an Acting Director from the table and to*
33 *recommend that the Board appoint Christian Meyer as Acting Director; P. Carbee seconded. Motion*
34 *carried.*

35
36 *L. Cattaneo moved to enter Executive Session inviting the Executive Director; J. D’Amico seconded.*
37 *Motion carried.*

38
39 *L. Cattaneo moved to exit Executive Session at 4:54 pm; J. Shatney seconded. Motion carried.*

1 *L. Cattaneo moved to set compensation for the Acting Director at \$83,000; P. Carbee seconded. Motion*
2 *carried.*

3 4 **Executive Director Search**

5 Job Description and Wage Range

6 B. Waninger summarized research regarding updating the Executive Director's wage range.

7
8 *L. Cattaneo moved to adopt the wage range for the Executive Director at \$90,000 minimum, \$105,000*
9 *middle, and \$120,000 maximum; L. Hill-Eubanks seconded. Motion carried.*

10 11 Job Advertisement and Placement

12 The Committee agreed to place the Executive Director position advertisement in the following locations:
13 CVRPC's website, VT Planning Association listserv, Northern New England Chapter of the American
14 Planning Association job board, VT League of Cities and Towns, National Association of Development
15 Organizations, League of Women in Government, Linked In, Seven Days, Common Good Vermont, and
16 Vermont Professionals of Color Network.

17 18 Search Committee Make Up and Appointment

19 J. D'Amico reported on his discussions with prospective Search Committee members.

20
21 *J. D'Amico moved to appoint Steve Lotspeich, Laura Hill-Eubanks, Peter Carbee, Robert Werneke, and*
22 *Dara Torre to the Executive Director Search Committee with Lee Cattaneo and Janet Shatney as*
23 *alternates; J. Shatney seconded. Motion carried.*

24 25 Other Items Identified by the Committee

26 *Job Description:* The Committee reviewed the Executive Director's job description and recommended
27 minor changes. S. Lotspeich, L. Hill-Eubanks, and P. Carbee will update the description for discussion
28 at the Committee's October 3 meeting. The Committee requested Waninger forward the
29 description to the group. J. D'Amico will invite the Search Committee to discuss the job description
30 with the Executive Committee on October 3. Waninger will warn the Search Committee meeting.

31 *Exit Interview:* J. Shatney recommended the Committee consider conducting an exit interview with
32 Waninger. The Committee expressed that this would be helpful and asked that it be added to the
33 October 3 meeting agenda.

34 *Position Profile:* The Committee asked Waninger to draft a template for discussion on October 3.

35 36 **Next Meeting**

37 The Committee elected to use its October 3 meeting to continue the search process discussion. It
38 requested staff add an agenda item to the existing agenda and requested a joint discussion with the
39 Search Committee on the job description and exit interview.

40 41 **Adjourn**

42 *P. Carbee to adjourn at 5:51 pm; L. Hill-Eubanks seconded. Motion carried.*

43
44 Respectfully submitted,
45 Bonnie Waninger, Executive Director