



## **NOMINATING COMMITTEE MEETING**

**Thursday, March 28, 2019**

**4:00 pm at CVRPC Office**

### **AGENDA**

<b>Page</b>	<b>Time</b>	
	<b>4:00</b>	<b>Adjustments to the Agenda</b>
		<b>Public Comment</b>
<b>2</b>	<b>4:05</b>	<b>Review Positions and Materials</b> (enclosed)
	<b>4:10</b>	<b>Executive Committee Slate</b> <sup>1</sup>
		Discuss and nominate candidates for the FY19 Executive Committee
	<b>4:30</b>	<b>Adjourn</b>

---

<sup>1</sup> Anticipated action item



## Central Vermont Regional Planning Commission

### **Nominating Committee Guidelines**

Adopted by the Commission March 9, 1999

The prime consideration of the Nominating Committee should be the best interest of the Commission and its future.

The Nominating Committee shall seek to balance the interests of the Commission in order to have the Executive Committee as reflective of the Commission as possible.

As long as one member of the Nominating Committee wants an individual considered, the entire Committee will objectively evaluate that potential candidate. The Nominating Committee, having any reasonable interest in a qualified candidate, shall request that the candidate express his or her interest in being considered.

The quality of Executive Committee participation is more important than length of stay on the Committee. Candidates willing to dedicate one year to the Executive Committee should be considered.

The Nominating Committee feels that in order to continuously provide fresh views it is good to have a small turn over in members of the Executive Committee.

The Chairperson will be elected with the assumption that the Chairperson will serve for two terms. The Nominating Committee will first consider a previous vice-chair (if at all possible). A service record that shows dedication to the Commission shall be considered.

To be nominated for vice-chairperson, the person should have previously served on the Executive Committee for at least one year and have an attendance record that shows dedication to the Commission. It is assumed the vice-chair will succeed to the chair.

The treasurer, secretary, and three members-at-large will also be nominated. The following requirements must be met by the candidates:

- served on the Commission for at least one year;
- participated on one or more committees during their term; and
- an attendance record that shows dedication to the Commission.



**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Committees and Appointed Positions**  
 Elections and Appointments as of April 30, 2018

**STANDING COMMITTEES**

<b>Executive</b>
<i>Meets:</i> Monthly, 4:00 pm, week prior to Commission meeting
<i>Members:</i> 4 officers and 3 at-large Commissioners
<i>Term:</i> 1 year; officers typically two years
<i>Elected:</i> By Commission
<i>Duties:</i>
<ul style="list-style-type: none"> <li>- Act on behalf of the Commission in absence of a Commission quorum</li> <li>- Approve budgets, contracts &amp; audits</li>   <li>- Add/eliminate staff and contractors</li>   <li>- Amend Personnel Policies</li> <li>- Approve policy actions</li>   <li>- Recommend positions to be taken</li> <li>- Approve Commission agendas</li> </ul>

**2018 Members**

Julie Potter, East Montpelier, Chair  
 Laura Hill-Eubanks, Vice Chair  
 Michael Gray, Treasurer  
 Dara Torre, Secretary  
 Don La Haye, Waitsfield, At Large  
 Byron Atwood, Barre Town, At Large  
 Steve Lotspeich, Waterbury, At Large

<b>Nominating</b>
<i>Meets:</i> April/May, as needed
<i>Members:</i> 3 Commissioners
<i>Term:</i> 1 year; cannot serve consecutive terms
<i>Appointed:</i> By Commission
<i>Duties:</i>
<ul style="list-style-type: none"> <li>- Nominate officers and at-large members of the Executive Committee.</li> </ul>

**2018 Members (appointed February 2018)**

Don La Haye, Waitsfield (Chair)  
 Brian Fitzgerald, Duxbury  
 Ron Krauth, Middlesex

**ADVISORY COMMITTEES**

<b>Project Review</b>
<i>Meets:</i> Monthly (as needed), on the fourth Thursday, 4:00 pm
<i>Members:</i> 5 Commissioners plus 1 alternate and the project's host Commissioner
<i>Term:</i> 3-year; staggered terms
<i>Appointed:</i> By Commission
<i>Duties:</i>
<ul style="list-style-type: none"> <li>- Determine Act 250/Section 248 project conformance with the Regional Plan</li> <li>- Provide input and recommendations for projects with Significant Regional Impact</li> <li>- Solicit input from other parties as needed to gather information and render a decision</li> <li>- Evaluate potential cumulative impacts for projects</li> <li>- Provide guidance on amendments or changes to Substantial Regional Impact criteria</li> </ul>

**2018 Members (Date indicates end of term)**

2020 - Brian Fitzgerald, Duxbury, Chair  
 2020 - Janet Shatney, Barre City  
 2019 - Byron Atwood, Barre Town  
 2019 - Laura Hill-Eubanks, Northfield  
 2018 - Bob Werneke, Berlin  
 2018 - Jerry D'Amico, Roxbury (Alternate)

<b>Personnel Policy Review</b>
A Working Committee of the Executive Committee
<i>Meets:</i> As needed
<i>Members:</i> 3 Commissioners
<i>Term:</i> None established
<i>Appointed:</i> By Executive Committee
<i>Duties:</i>
<ul style="list-style-type: none"> <li>- Recommend revisions to Personnel Policies</li> </ul>

**2018 Members**

Julie Potter, East Montpelier, Chair  
 Laura Hill-Eubanks, Northfield  
 Steve Lotspeich, Waterbury



**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Committees and Appointed Positions**  
 Elections and Appointments as of April 30, 2018

**STANDING COMMITTEES**

<b>Executive</b>
<i>Meets:</i> Monthly, 4:00 pm, week prior to Commission meeting
<i>Members:</i> 4 officers and 3 at-large Commissioners
<i>Term:</i> 1 year; officers typically two years
<i>Elected:</i> By Commission
<i>Duties:</i>
<ul style="list-style-type: none"> <li>- Act on behalf of the Commission in absence of a Commission quorum</li> <li>- Approve budgets, contracts &amp; audits</li>   <li>- Add/eliminate staff and contractors</li>   <li>- Amend Personnel Policies</li> <li>- Approve policy actions</li>   <li>- Recommend positions to be taken</li> <li>- Approve Commission agendas</li> </ul>

**2018 Members**

Julie Potter, East Montpelier, Chair  
 Laura Hill-Eubanks, Vice Chair  
 Michael Gray, Treasurer  
 Dara Torre, Secretary  
 Don La Haye, Waitsfield, At Large  
 Byron Atwood, Barre Town, At Large  
 Steve Lotspeich, Waterbury, At Large

<b>Nominating</b>
<i>Meets:</i> April/May, as needed
<i>Members:</i> 3 Commissioners
<i>Term:</i> 1 year; cannot serve consecutive terms
<i>Appointed:</i> By Commission
<i>Duties:</i>
<ul style="list-style-type: none"> <li>- Nominate officers and at-large members of the Executive Committee.</li> </ul>

**2018 Members (appointed February 2018)**

Don La Haye, Waitsfield (Chair)  
 Brian Fitzgerald, Duxbury  
 Ron Krauth, Middlesex

**ADVISORY COMMITTEES**

<b>Project Review</b>
<i>Meets:</i> Monthly (as needed), on the fourth Thursday, 4:00 pm
<i>Members:</i> 5 Commissioners plus 1 alternate and the project's host Commissioner
<i>Term:</i> 3-year; staggered terms
<i>Appointed:</i> By Commission
<i>Duties:</i>
<ul style="list-style-type: none"> <li>- Determine Act 250/Section 248 project conformance with the Regional Plan</li> <li>- Provide input and recommendations for projects with Significant Regional Impact</li> <li>- Solicit input from other parties as needed to gather information and render a decision</li> <li>- Evaluate potential cumulative impacts for projects</li> <li>- Provide guidance on amendments or changes to Substantial Regional Impact criteria</li> </ul>

**2018 Members (Date indicates end of term)**

2020 - Brian Fitzgerald, Duxbury, Chair  
 2020 - Janet Shatney, Barre City  
 2019 - Byron Atwood, Barre Town  
 2019 - Laura Hill-Eubanks, Northfield  
 2018 - Bob Werneke, Berlin  
 2018 - Jerry D'Amico, Roxbury (Alternate)

<b>Personnel Policy Review</b>
A Working Committee of the Executive Committee
<i>Meets:</i> As needed
<i>Members:</i> 3 Commissioners
<i>Term:</i> None established
<i>Appointed:</i> By Executive Committee
<i>Duties:</i>
<ul style="list-style-type: none"> <li>- Recommend revisions to Personnel Policies</li> </ul>

**2018 Members**

Julie Potter, East Montpelier, Chair  
 Laura Hill-Eubanks, Northfield  
 Steve Lotspeich, Waterbury



**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Committees and Appointed Positions**  
 Elections and Appointments as of April 30, 2018

**COMMISSION APPOINTMENTS**

<b>Vermont Association of Planning &amp; Development Agencies</b>
<i>Meets:</i> First Thursday in June and December
<i>Appointee:</i> As desired by the Commission, usually the Chair
<i>Term:</i> 1 year
<i>Appointed:</i> By Commission
<i>Duties:</i> <ul style="list-style-type: none"> <li>- Participate in two policy meetings</li> </ul>
<b>2018 Representative</b> Julie Potter, CVRPC Chair

<b>Vermont Economic Progress Council</b>
<i>Meets:</i> Monthly, 4th Thursday of the month
<i>Term:</i> 1 year
<i>Appointee:</i> As desired by the Commission, usually the Executive Director
<i>Appointed:</i> By Commission
<i>Duties:</i> <ul style="list-style-type: none"> <li>- Attend as needed and comment on projects in the region</li> </ul>
<b>2018 Representative</b> Bonnie Waninger

<b>Green Mountain Transit</b>
<i>Meets:</i> Monthly on 3rd Tuesday, 7:30 am
<i>Term:</i> 3 years
<i>Appointee:</i> As desired by the Commission, usually Executive Director or Transportation Planner
<i>Appointed:</i> By Commission
<i>Duties:</i> <ul style="list-style-type: none"> <li>- Guide the organization through setting goals and annual priorities</li> <li>- Participate on at least one committee as designated by the Chair</li> </ul>
<b>2017-2019 Representatives</b> Bonnie Waninger, Commissioner Dan Currier, Alternate

<b>Mad River Valley Planning District</b>
<i>Meets:</i> Monthly on 3rd Thursday, 7:00 pm
<i>Term:</i> 1 year
<i>Appointee:</i> As desired by the Commission, usually staff
<i>Appointed:</i> By Commission
<i>Duties:</i> <ul style="list-style-type: none"> <li>- Manage business and affairs of the District as an ex-officio, non-voting member of its Steering Committee</li> </ul>
<b>2018 Representative</b> <ul style="list-style-type: none"> <li>- Eric Vorwald, Representative</li> <li>- Bonnie Waninger, Alternate</li> </ul>

CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
BOARD OF COMMISSIONERS

Icy Roads Snow/Ice Storm CX

Municipality	Commissioner	Appointed	No Yrs	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Committee Assignment
Barre City	Janet Shatney	Woodbury July 2009-Feb 2014; Barre City June 2014	8	X		X	X	Called	X	Called		Called				Brownfields (Chair), Project Review (Chair), Executive
Barre Town	Hester Greenfield, Alt	May 2018														
Barre Town	Byron Atwood,	October 2009	8	X	N	Called			X			X				Executive (Past Chair), Project Review (Past Chair)
Benlin	Mark Nicholson, Alt.	1995 (Comm)								X						
Benlin	Robert Wernecke	December 2008	10	X	O	X	X		X	X	Called	X				Project Review, Transportation
Cabot	Karla Nuissi, Alt.	July 2016	2	X			X					X				Town Plan Review (Alternate)
Cabot	Amy Hornblas	11/06/17	<1	X								X				Clean Water, Brownfields
Calais	John Brabant	Woodbury 1990's; Calais 03/27/17	<1		M		X		X	X						Clean Water, Project Review
Duxbury	Jan Ohlsson, Alt.	10/2016	1	X		X			X	X		X				Town Plan Review
Duxbury	Alan Quackenbush	Alt Commissioner April 2016; Commissioner 06/12/18		X	E	X	X		X	X		X				Transportation
E. Montpelier	VACANT, Alt															
E. Montpelier	Julie Potter, Chair	Alt Commissioner April 2013; Commissioner May 2014	4	X	E	X	X	X	X	X		X				Executive (Chair), Personnel Policy Review (Chair), Regional Plan, Bylaw (Chair)
Fayston	Jack Pauly, Alt.	April 2015	2			X	X	X		X						
Marshfield	Karl Klein	06/19/18			T	X	Called									
Marshfield	Melissa Seifert	07/05/16 / 04/10/18	<1	X		X	X		Called	X		X				
Middlesex	Ron Krauth	December 2004	14	X	I	Called	X	Called	Called	X		X				Regional Plan, Town Plan Review, Brownfields, Clean Water, Transportation, Nominating, Clean Water
Montpelier	Kirby Keeton	04/12/17	1	X			X		X			X				Regional Plan
Montpelier	Mike Miller, Alt.	June 2016	2	X	N											
Moretown	Dara Torre, Secretary	Sept 2013	4	X		X	X		X	Called		X				Regional Plan, Executive
Moretown	Joyce Manchester, Alt	2018?			G											Town Plan Review
Northfield	Laura Hill-Eubanks, Vice Chair	May 2013	4	Called		X	X	X	X	Called		X				Regional Plan, Executive
Orange	Lee Cattaneo	May 2017	1	X		X	X	X	X	X		X				Town Plan Review
Plainfield	Bram Towbin	July 2017	1	X		X	X	X	X	X		X				Regional Plan, Executive, Project Review, Personnel Policy Review
Plainfield	Paula Emery, Alt.	September 2018		X		Called	Called	X	X	X		X				Transportation, Town Plan Review
Roxbury	Gerry D'Amico	August 2015	3	X		X	X	X	X	X		X				Transportation, Project Review (Alternate)
Waitsfield	Don La Haye	Warren Alt Commissioner Jan 2003, Commissioner April 2005; Waitsfield Nov 2012	15	X		X	X		X	X		X				Brownfields, Transportation
Warren	Harrison Snapp, Alt.	1995 (Comm)	10													
Warren	Camilla Behn/Alison Duckwort	May 2017/April 2018; AD Mar 2019	<1	X		Called	Called	X								Transportation (Alternate)
Washington	Peter Carbee	July 2018	<1			X		X	X			X				
Waterbury	Steve Lotspeich	Aug 2014	3	Called		X	X	X	X	X		X				Executive, Personnel Policy Review, Transportation (Chair), Bylaw
Williamstown	Richard Turner	June - Nov 2018; reappointed 01/14/19	<1	X		X	X	Called								Bylaw
Woodbury	Jacqueline Higgins	Sept 2018	<1			X	X		X	Called		X				
Woodbury	Michael Gray, Treasurer	Jan 2016	2	X		X	X	X	X	X		X				Executive, Clean Water (Alt)
Worcester	Bill Arrand	May 2010	8	X		X	X	X	X	X		X				Town Plan Review (Chair), Transportation
Attendance				20		20	19	12	18	14	0	17	0	0	0	
Quorum Attendance				19		19	17	10	18	13	12	16				
Quorum <sup>1</sup>				Y		Y	Y	N	Y	Y	Y	Y	N	N	N	

Other Participants	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Waninger, Bonnie	X		X	X	X	X	X	X	X			
Chartrand, Nancy	X		X	X	X	X	X	X	X			
Curnier, Dan												
Rock, Clare	X		X	X	X	X	X	X				
DeAndrea, Pam	X											
Ranker-Lowa												
Andrews, Ashley												
DeLaBruere, Jonathan												
Maia, Zachary							X					
Guest Speaker	H. Presume & L. Cecere	J. Stewart,	None	K. Bates & D. Orzowski	P. Amund	J. Stewart	Sec. M. Schirling	E. Pelletier				
Other Guests	J. Stewart, P. Carbee, & B. Conroy	None	None	???			B. Moore	J. Stewart				

<sup>1</sup>A quorum of Commissioners of this Commission for holding meetings and transacting business shall be a majority of the duly appointed municipal Commissioners (12).