

## NOMINATING COMMITTEE

September 28, 2021; 4:00 – 5:00 pm

*Remote Participation via Zoom*

Join via computer, tablet or smartphone:

<https://us02web.zoom.us/j/82530214146?pwd=YVVMdU1NNEhY0doT3k5dFRrTU14UT09>

Dial in via phone: 929 436 2866; Meeting ID: 825 3021 4146; Passcode: 006897

Download the app at least 5 minutes prior to the meeting start: <https://zoom.us/download>

### *Physical Location*

Montpelier City Hall, City Manager's Conference Room, 39 Main Street, Montpelier, VT

Facial coverings are required for in-person participation.

### Page AGENDA

|    |                         |  |
|----|-------------------------|--|
|    | <b>4:00<sup>1</sup></b> | <b>Adjustments to the Agenda</b>   |
|    |                         | <b>Public Comment</b>  |
| 2  | <b>4:05</b>             | <b>Approve Meeting Minutes, 03/24/21<sup>2</sup></b>                               |
| 6  | <b>4:10</b>             | <b>Review Clean Water Advisory Committee Adopted Rules of Procedure</b> (enclosed) |
| 9  | <b>4:20</b>             | <b>Review Positions and Consider Candidate Qualifications</b> (enclosed)           |
| 17 | <b>4:35</b>             | <b>Recommend Candidates for Board Consideration</b> (enclosed) <sup>2</sup>        |
| 18 | <b>4:40</b>             | <b>Discuss Brownfield Committee Vacancy and Nomination Process</b> (enclosed)      |
|    | <b>4:50</b>             | <b>Next Steps</b>  |
|    | <b>5:00</b>             | <b>Adjourn</b>   |

Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Nancy Chartrand at 802-229-0389 or [chartrand@cvregion.com](mailto:chartrand@cvregion.com) at least 3 business days prior to the meeting for which services are requested.

<sup>1</sup> All times are approximate unless otherwise advertised

<sup>2</sup> Anticipated action item.

1                   **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
2                               **Nominating Committee**  
3                                       **DRAFT MINUTES**  
4   **March 24, 2021**

5  
6 Present: Julie Potter, Gerry D'Amico, Peter Carbee

7 Staff: Nancy Chartrand, Bonnie Waninger (joined meeting shortly before 5:00 pm)

8  
9 Chair Julie Potter called the meeting to order at 4:02 pm.

10  
11 **Adjustments to the Agenda**

12 None.

13  
14 **Public Comment**

15 None.

16  
17 **Minutes**

18 *G. D'Amico moved to accept the March 10, 2021 minutes; P. Carbee seconded. Motion carried.*

19  
20 **Complete Draft Slate of Officers and At-Large Executive Committee Members**

21 The memo dated March 24<sup>th</sup> on page 3 was reviewed.

22  
23 *J. Potter moved to formally approve the slate of officers and at-large Executive Committee*  
24 *members as presented on the memo of March 24<sup>th</sup>. Seconded by G. D'Amico. Motion carried.*

25  
26 **Complete Final Slate of Committees and Appointments**

27 The memo on page 4 was reviewed. Julie Potter advised that Clarice Cutler declined an  
28 appointment to Brownfields Advisory Committee. Peter Carbee advised he would be happy to  
29 serve on this committee. Committee concurred to add Carbee to the slate in place of Cutler.

30  
31 Additional edits were discussed: In 1<sup>st</sup> full paragraph strike 'the Executive' and add an 's' to  
32 Committee to reflect 'members of Committees for FY22'. Amend Brownfields Advisory  
33 Committee slate to remove Clarice Cutler and add Peter Carbee. It was also concurred to date  
34 the memo May 3<sup>rd</sup> for presentation at the May Board meeting.

35  
36 *P. Carbee moved to approve nomination for officers and committee members as presented in*  
37 *amended memorandum of May 3<sup>rd</sup>. Seconded by G. D'Amico. Motion carried.*

38  
39 **Review Memo to Executive Committee**

40 The memo on page 6 was reviewed and discussed point by point. It was concurred it was a

1 good memorandum to send.

2

3 The following edits were discussed: Amend first sentence in point 1 to state 'It has been the  
4 CVRPC's practice for Nominating Committee to have no overlap from year to year, so there is  
5 no institutional memory'. In first sentence keep '4' as the number of times committee met.  
6 Date with today's date.

7

8 *P. Carbee made a motion to approve sending the memorandum that starts on page 6 dated*  
9 *today to the Executive Committee. Seconded by G. D'Amico. Motion carried.*

10

### 11 **Review Memo to FY23 Nominating Committee**

12 The memo on page 8 was reviewed. The following edits were discussed. Adding today's date;  
13 Task 5 move sentence beginning with 'Contact proposed' to proceed sentence beginning with  
14 'One of the Challenges'; Task 6 insert 'first' before 'identify "core" members'.

15

16 It was concurred that this memorandum should be sent.

17

18 *P. Carbee made a motion to issue the memorandum to FY23 Nominating Committee as written*  
19 *with today's date. J. Potter requested motion be amended to state 'as edited'. Carbee agreed.*  
20 *G. D'Amico seconded. Motion carried to issue the memorandum to FY23 Nominating*  
21 *Committee as edited with today's date.*

22

### 23 **Next Steps**

24 Potter will make discussed edits to the memorandums and forward to staff for distribution. It  
25 was concurred there were no additional steps necessary at this time. Carbee advised he  
26 learned a lot through this process and was thankful for that. Potter thanked Peter and Jerry for  
27 serving and for their work on the Committee. D'Amico and Carbee reiterated that Potter's  
28 guidance made their jobs easier.

29

### 30 **Adjourn**

31 *P. Carbee moved to adjourn at 5:12 pm; G. D'Amico seconded. Motion carried.*

## MEMO

Date: September 17, 2021

To: Nominating Committee

From: Bonnie Waninger, Executive Director

Re: Nominations to fill vacancies on the Clean Water Advisory Committee

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**☒ ACTION REQUESTED:** Nominate up to two candidates to fill vacancies on the Clean Water Advisory Committee.

The Clean Water Advisory Committee has two vacancies due to resignation of a member and the Board's election of Joyce Manchester to a municipal seat. Joyce previously filled the Private Companies/Interested Stakeholder seat. The CWAC's Rules of Procedure describe its duties (enclosed).

Staff solicited candidates via CVRPC's e-news. Four individuals expressed interest and submitted brief summaries of their interest and qualifications (enclosed).

The Nominating Committee would recommend up to two candidates to the Board for election: one candidate for the municipal representative seat and one for the interested stakeholder seat. It is helpful for the committee membership to represent a variety of community sizes and perspectives, different parts of the region, and developed and undeveloped areas.

The current CWAC membership is: (Term ends June 30<sup>th</sup> of year noted; vacant seats highlighted in gray):

*3 Regional Commissioners + 1 Alternate (represents CVRPC Board)*

2023 - Amy Hornblas, Cabot, Chair

2023 - Rich Turner, Williamstown (Alternate Member)

2022 - Ron Krauth, Middlesex

2022 - John Brabant, Calais

*Municipal Representatives (connection to municipal government encouraged)*

2022 - VACANT

2022 - Russ Barrett, Northfield, Conservation Commission

2022 - John Hoogenboom, Moretown, Selectboard

2023 - Larry Becker, Middlesex, Conservation Commission, Vice Chair

2023 - Joyce Manchester, Moretown, CVRPC Transportation Advisory Committee  
Representative

*Vermont Agency of Natural Resources (ex-officio, non-voting), Karen Bates*

*2023 - Private companies or interested stakeholders, VACANT*

*Advisors*

Winooski Natural Resource Conservation District

Friends of the Winooski River

Friends of the Mad River

Enclosures:

Clean Water Advisory Committee Rules of Procedures

Candidates' Summary of Interest and Qualifications

## **CLEAN WATER ADVISORY COMMITTEE (CWAC)**

### *RULES OF PROCEDURE*

**PURPOSE:** To oversee the Central Vermont Regional Planning Commission's (CVRPC) water quality planning program in accordance with CVRPC plans, policies, and procedures, to act as a liaison between local communities and the Vermont Agency of Natural Resources (ANR), and to provide local and regional input regarding water quality issues important to the region.

**GENERAL ACTIVITIES:**

1. Oversee programming related to the CVRPC's assistance to ANR with basin planning and surface water management, including but not limited to:
  - a. Development of tactical basin plans.
  - b. Technical assistance and data collection activities, including information from watershed organizations, to inform municipal officials and the State in making water quality investment decisions.
  - c. Coordinating municipal planning and adoption or implementation of municipal development regulations to meet State water quality policies and investment priorities.
  - d. Implementing a project evaluation process to prioritize water quality improvement projects within the region to assure cost effective use of State and federal funds.
  - e. Guidance for project prioritization for submittal of grant applications for water quality improvement or planning projects.
2. Undertake water quality related technical assistance and policy activities and coordinate activities with the Transportation Advisory Committee including but not limited to activities related to implementation of Municipal Roads Stormwater General Permits.
3. Participate in special studies conducted by the CVRPC.
4. Provide input and policy recommendations to the Board of Commissioners regarding pertinent water quality issues, including review of State plans, policies, and legislation.

**ADVISORY ROLE:** The CWAC shall be advisory to the Board of Commissioners. The CWAC will offer advice and input to ANR and other organizations and individuals as appropriate, provided it is compatible with plans, policies, positions or resolutions adopted by the Board of Commissioners. CWAC advice and input may be reviewed, confirmed or reversed by the CVRPC Board of Commissioners at the Board's discretion. New or amended plans, policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.

**MEMBERSHIP:** The Clean Water Advisory Committee shall consist of nine (9) members appointed by the Board of Commissioners as follows:

- 3 CVRPC Commissioners and 1 Alternate
- 5 Representatives of the region's municipalities
- 1 Interested stakeholder

Members serve two year terms.

The CWAC may seek advice from one or more natural resource-based organizations serving the region and/or the Agency of Natural Resources, including but not limited to:

- Vermont Agency of Natural Resources,
- Winooski Natural Resource Conservation District,
- Friends of the Winooski River, and
- Friends of the Mad River.

**OFFICERS/ELECTIONS:** The Clean Water Advisory Committee will elect a Chair and Vice-Chair annually at its first meeting of the fiscal year. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Committee, and representing the Committee at various meetings as needed. The Vice-Chair will provide support to the Chair as needed. If the Chair or Vice-Chair should resign before term expiration, an interim election shall be held within two meetings of the committee or when regular elections are held, whichever is earlier.

**ATTENDANCE AND QUORUMS:** A quorum shall consist of a majority of members (51%). Members are encouraged to attend all regular meetings and special meetings as they arise. Members with three consecutive unexplained absences will be contacted by the Chair to determine if they still wish to serve on the CWAC. The CWAC shall meet as necessary to carry out their stated purpose and as supported by the Commission's budget.

**COMMUNICATION, COORDINATION, AND EXPECTATIONS:**

- Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- Draft policies and resolutions shall be forwarded to CWAC members and interested/affected parties for comment before action by the CWAC, or final action/approval by the Board of Commissioners.
- Committee membership brings the expectation of active involvement outside of meeting time. CWAC members are expected to review shared materials in advance of meetings and to become knowledgeable concerning background facts and information regarding issues to be discussed.
- Minutes of all regular and special meetings will be prepared by staff, distributed to CWAC members and interested parties, and made available to the public in accordance with open meeting and public records laws described in 1 V.S.A. §§310-320.
- CWAC members are encouraged to serve as liaisons to their local legislative boards by facilitating communication and coordination on a regular basis.
- CWAC members are encouraged to offer input on all matters before the CWAC, and are encouraged to bring up items of local or regional concern for CWAC consideration.

**CONFLICT OF INTEREST:** Upon joining the Commission or its committees, individuals must review and sign the Commission's most recently adopted Code of Conduct and Conflict of Interest Policy to indicate that they have read, understood, and agree to comply with it.

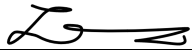
**ADOPTION OF ORGANIZATIONAL PROCEDURES:** The CWAC may, at any time, vote to amend these procedures, upon 51% vote of the CWAC membership. Proposed amendments will be forwarded to CWAC members, chairs of local legislative boards, and interested parties before consideration at a regular CWAC meeting. Amendments will then be forwarded to the Board of Commissioners for ratification.

The CWAC is a special committee of the Regional Planning Commission, and is therefore subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the CWAC.

Recommended by the Clean Water Advisory Committee: 10/08/20

Recommended by the Executive Committee: 11/02/20

Adopted by the Board of Commissioners: 12/8/20



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Laura Hill-Eubanks, Chair

CVRPC Board of Commissioners



**From:** [steve fiske](#)  
**To:** [Pam DeAndrea](#)  
**Subject:** CWAC  
**Date:** Friday, August 20, 2021 12:36:11 PM

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Howdy Pam, hope you are doing well thru this crazy time.

I am interested in joining the CWAC, I have interest in how the Tactical basin plans are being implemented and especially in how CC issues and projects are being considered in selecting on the ground projects. I am still active in Marshfield CC, and the more loosely defined Upper Winooski Watershed grp., and Friends of the Winooski WQ monitoring of the upper watershed. A number of small watersheds have been documented as carrying high TP loads during runoff events, in need of source identification. Others have been shown to be of VHQ and need to be protected.

Let me know if I can be of service to the CVRPC

Enjoy and respect our natural world  
steve

**From:** [Alice Peal](#)  
**To:** [Pam DeAndrea](#)  
**Subject:** CVRPC Clean Water Advisory Committee  
**Date:** Thursday, August 19, 2021 9:13:21 PM

---

Hello Pam,

I am interested in serving as a Municipal Rep on the The CVRPC Clean Water Advisory Committee (CWAC) for the Town of Waitsfield.

Currently I am a member and Vice Chair of the Waitsfield Planning Commission and a member of the Ridge2Rivers Committee of the Friends of the Mad River. The Friends and Ridge2Rivers work to educate Town residents on the value of thoughtful storm water management. Currently we are evaluating some storm water projects in our Village Business area and locations along the Mad River. I am also a non-voting member of the CVRPC TAC.

I look forward to participation with this Committee.

Thanks,

Alice Peal

Waitsfield Planning Commission, Vice Chair  
Friends of the Mad River, Ridge2Rivers  
[atpeal@gmavt.net](mailto:atpeal@gmavt.net)  
802 496 5235 home  
802 595 3491 cell

**From:** [Alice Peal](#)  
**To:** [Pam DeAndrea](#)  
**Subject:** Re: CWAC information  
**Date:** Monday, September 13, 2021 3:18:23 PM

---

Hi Pam,

I think my interest in serving on the CVRPC Planning Commission's Clean Water Advisory Committee comes from the local clean water and wetlands projects I have been involved with locally.

I'm on the Waitsfield Planning Commission (Vice Chair) and my focus has been on wetlands and the role they play in helping to mitigate climate change. So I believe we need to protect our wetlands from development that would encroach on them. The Planning Commission is currently proposing a study of centralized and decentralized waste water systems.

I currently serve as the Waitsfield PC rep on Ridge2Rivers which is all about clean water initiatives. Right now we are learning about road salt and its affect on water. I'd like to see a presentation to this group on Best Logging Practices to prevent water run off.

So, it seems to me that connecting what clean water and storm water initiatives locally need to fit into the regional picture and vice versa.

I did get positive feedback from our Waitsfield Selectboard to volunteer to join CWAC.

Best regards,

Alice Peal

Waitsfield Planning Commission, Vice Chair

Ridge2Rivers

[atpeal@gmavt.net](mailto:atpeal@gmavt.net)

802 595 3491 cell

802 496 5235 home

On Sep 9, 2021, at 9:22 AM, Pam DeAndrea <[DeAndrea@cvregion.com](mailto:DeAndrea@cvregion.com)> wrote:

Hi Folks,

Thank you all so much for your interest in the CWAC. Even if you have emailed this to me already, can you please provide me with what your interest in serving on the CVRPC Clean Water Advisory Committee (CWAC) and whatever qualifications you may have?

I have attached the CWAC rules of procedure.

Also, the CWAC meets every other month (and sometimes monthly) on the second Thursday of the month from 4 – 6 PM.

Our Executive Director will be sharing your interest and qualifications

with the CVRPC nominating committee.

Thank you!

Pam

*Pam DeAndrea (she,her)*

Senior GIS Planner

Central Vermont Regional Planning Commission

29 Main Street, Suite 4

Montpelier, Vermont 05602

[deandrea@cvregion.com](mailto:deandrea@cvregion.com)

Phone: (802) 229-0389

Cell: (802) 793-6043

Web: [www.centralvtplanning.org](http://www.centralvtplanning.org)

**CVRPC employees are working remotely, and our offices are closed to visitors. Please call or email, and we will respond as soon as possible. Thank you.**

<20-11-02 CWAC Rules of Procedure\_Board Recommended.pdf>

**From:** [Emily Ruff](#)  
**To:** [Pam DeAndrea](#)  
**Subject:** CWAC  
**Date:** Friday, August 27, 2021 6:22:02 PM

---

Hello Pam,

My name is Emily Ruff, and I serve as chair of the Selectboard for the Town of Orange. I am not sure I am qualified to put my name in the ring for the CWAC, but I have a passion and background in conservation ecology and vested interest in seeing the waters of Central Vermont protected. I'm not sure what qualifications you are looking for in candidates for the committee, but I'd be happy to be considered if I would be a good fit.

Thank you for putting out the call and for the committee's good work!

Best,  
Emily Ruff  
Town of Orange

--

Emily Ruff, Herbalist  
Director, Sage Mountain Botanical Sanctuary  
802-479-9825  
[www.SageMountain.com](http://www.SageMountain.com)

**From:** [snowshoe2016@yahoo.com](mailto:snowshoe2016@yahoo.com)  
**To:** [Pam DeAndrea](#)  
**Subject:** CWAC  
**Date:** Saturday, August 21, 2021 11:07:52 AM

---

I'm a Montpelier resident and alternate on the Montpelier City Council's Conservation Committee. An E-mail from Alec Ellsworth prompted this response to your inquiry about MCC Conservation Committee members' possible interest in serving on the CWAC. In 2014-15, I served as secretary of the Committee To Protect Berlin Pond, later renamed the Vermont Clean Water Coalition. My notebook includes numerous references and ideas, and one or two press releases pertaining to the mission of protecting Central Vermont's drinking water and Vermont's commitment to the broader issue of water resources relative to recreation, development, and ecology. More recently, I volunteered for almost two years, writing and editing display descriptions, proposals, and other documents for the Vermont Granite Museum of Barre. If I could assist the CWAC, please let me know, preferably by E-mail.

Joseph Whelan  
[snowshoe2016@yahoo.com](mailto:snowshoe2016@yahoo.com)

**From:** [Joseph Whelan](#)  
**To:** [Pam DeAndrea](#)  
**Subject:** Reply: CWAC information  
**Date:** Monday, September 13, 2021 2:08:37 PM

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Hi. You asked for my interests and credentials. First, when I read about streams polluted by mining operations in West Virginia, rapidly lowering levels of the Colorado River, chemically tainted rivers in India, melting glaciers in Greenland, Iceland, and at Earth's poles, and other risks to clean water like fracking, I get anxious, and angry. Even in relatively safe Vermont, we are increasingly subject to boil-water warnings resulting from flooding or neglected infrastructure maintenance. On both the global and local scale, responsible citizens must protect our human right to an ample supply of pure drinking water. Demond, my credentials include an MST in Natural Sciences from Lyndon State and a year or so as secretary for the Committee To Protect Berlin Pond, aka The Vermont Clear Water Coalition, during the past decade. My note-keeping credentials likely stemmed from my 20 years of teaching English and Technical Communication at VTC. Please respond if you need more information.

Joseph Whelan  
Montpelier

Sent from my iPad

On Sep 9, 2021, at 9:22 AM, Pam DeAndrea <[DeAndrea@cvregion.com](mailto:DeAndrea@cvregion.com)> wrote:

Hi Folks,

Thank you all so much for your interest in the CWAC. Even if you have emailed this to me already, can you please provide me with what your interest in serving on the CVRPC Clean Water Advisory Committee (CWAC) and whatever qualifications you may have?

I have attached the CWAC rules of procedure.

Also, the CWAC meets every other month (and sometimes monthly) on the second Thursday of the month from 4 – 6 PM.

Our Executive Director will be sharing your interest and qualifications with the CVRPC nominating committee.

Thank you!

Pam

*Pam DeAndrea (she,her)*

Senior GIS Planner

Central Vermont Regional Planning Commission

29 Main Street, Suite 4

Montpelier, Vermont 05602

[deandrea@cvregion.com](mailto:deandrea@cvregion.com)

Phone: (802) 229-0389

Cell: (802) 793-6043

Web: [www.centralvtplanning.org](http://www.centralvtplanning.org)

**CVRPC employees are working remotely, and our offices are closed to visitors. Please call or email, and we will respond as soon as possible. Thank you.**

<20-11-02 CWAC Rules of Procedure\_Board Recommended.pdf>





## MEMO

Date: September 28, 2021  
 To: Board of Commissioners  
 From: Nominating Committee  
 Re: Clean Water Advisory Committee Nominations

CVRPC's Bylaws task the Nominating Committee with nominating candidates for committees. The Clean Water Advisory Committee has two vacancies. Dona Bates from Montpelier resigned from the CWAC after experiencing medical challenges. The Private Companies/Interested Stakeholders seat became vacant when the Board elected Joyce Manchester to a municipal seat earlier this year.

In preparing this nomination, the Nominating Committee has followed its adopted Rules of Procedure and Guidelines, including considerations such as the best interest of the Commission, Commissioner interests, and committee balance. Candidates for the seat were solicited via the CVRPC e-newsletter.

Commissioners may nominate additional candidates from the floor at the Board meeting, at which time nominations will be closed and those nominations added to the ballot for election.

The candidates identified by the Nominating Committee are included below. The candidates will fill the seats' terms through June 30 of the year noted under "Term End".

### **Clean Water Advisory Committee** (Term End is June 30<sup>th</sup> of year noted)

The Clean Water Advisory Committee includes RPC Board members, municipal members and stakeholder representatives with staggered terms and elected by the Board. The proposed slate is:

| <u>Seat</u>                                  | <u>Nominee</u> | <u>Term End</u> |
|--|----------------|-----------------|
| Municipal Member                             | XXX            | FY22            |
| Private companies or interested stakeholders | XXX            | FY23            |

CVRPC members with current terms are: Ron Krauth, Middlesex (FY22), John Brabant, Calais (FY22), Amy Hornblas, Cabot (FY23), and Rich Turner, Williamstown (FY23, CWAC Alternate). Municipal members with current terms are: Russ Barrett, Northfield Conservation Commission (FY22), John Hoogenboom, Moretown Selectboard (FY22), Larry Becker, Middlesex Conservation Commission (FY23), and Joyce Manchester, Moretown TAC Representative (FY23).

## MEMO

Date: September 26, 2021  
To: Nominating Committee  
From: Bonnie Waninger, Executive Director  
Re: Nominations to fill vacancy on the Brownfield Committee

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☒ **ACTION REQUESTED:** Determine a process for soliciting candidates.

The Brownfield Committee has a vacancy on Commissioner seat. Heather Grandfield, Barre City Zoning Administrator and Alternate Commissioner, has taken a different position in the City. The Committee's Rules of Procedure describe its duties (enclosed).

The Nominating Committee would recommend a candidate to the Board for election. It is helpful for the committee membership to represent a variety of community sizes and perspectives, different parts of the region, and developed and undeveloped areas.

The current Committee membership is: (Term ends June 30<sup>th</sup> of year noted; vacant seats highlighted in gray):

### **Term Ends on June 30, 2022**

#### *4 Regional Commissioners + 1 Alternate*

Paula Emery, Plainfield

VACANT

Ron Krauth, Middlesex

George Clain, Barre Town Alternate

Peter Carbee, Washington (Alternate Member)

### **Term Ends on June 30, 2023**

#### *Interest Group Representatives*

##### Designated

Economic - Central VT Economic Development Corporation

Health - VT Dept. of Health Barre District

##### Non-Designated Even Term)

At Risk Populations - VACANT, Capstone Community Action  
VACANT

Housing - Steve Comolli, Downstreet Housing

Environment - Shawn White, Friends of the Winooski River (requested non-voting status)

Finance - Tim Ross, Union Bank

*Non-Voting*

Dorrie Paar, US EPA

Enclosures:

Brownfields Advisory Committee Rules of Procedures

## **Brownfields Advisory Committee**

### **RULES OF PROCEDURE**

**PROGRAM MISSION:** The CVRPC Brownfields Program facilitates the return of undeveloped or underdeveloped properties with real or perceived contamination to more productive use in both the public & private sector.

**COMMITTEE PURPOSE:** To oversee the Commission's brownfields program and to provide local and regional input regarding brownfield issues important to the region.

#### **GENERAL ACTIVITIES:**

- ◆ Submit recommendations to the Executive Committee for investment of funds designated for brownfields work to achieve the program mission.
- ◆ Assist to identify and prioritize communities or neighborhoods in need of support for brownfields revitalization and the projects that will support those efforts
- ◆ Develop brownfield-related policies for recommendation to the Commission, and provide input into any policies developed by the Commission related to brownfields.
- ◆ Provide oversight for and assist in the development of the Commission's brownfields work program and budget.
- ◆ Participate in public outreach efforts, including, but not limited to education of the professional community, public notification, liaison to municipalities and other local and regional boards as appropriate.
- ◆ Maintain site selection criteria.
- ◆ Review and prioritize nominated sites for inclusion in the Region's brownfields program
- ◆ Assist in the hiring of consultants and oversee consultant progress in order to bring projects to completion, including reviewing staff decisions as appropriate.

**ADVISORY ROLE:** The Committee shall be advisory to the Regional Commission, who shall have final authority over decisions related to this program. The Committee will offer recommendations, advice, input, and opinions to the Commission, the US EPA, the State of Vermont, and other organizations and individuals as appropriate, provided it is compatible with plans, policies, positions or resolutions adopted by the Commission. New or amended plans, policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.

Expenditure of Commission funds as recommended by the Committee may only be authorized by the Executive Committee. The Commission has the ultimate authority over program decisions. The Commission shall designate staff to assist the Committee as necessary.

**MEMBERSHIP:** Participation is optional. The Brownfields Advisory Committee will constitute eleven (11) voting membership seats and three alternates to the Committee as follows:

Regional Commissioner Representation: Four (4) membership seats and one alternate shall be designated for Regional Commissioners. These representatives shall represent the interests of the region as a whole and municipalities in general. Commissioners will be appointed by the CVRPC Board of Commissioners.

Interest Group Representation: Non-Regional Commission representation on the Committee shall be limited to 7 members. Of these, membership seats shall be designated for the following: Central Vermont Economic Development Corporation and Vermont Department of Health, each of which may appoint one voting representative and one alternate to the Committee. Other brownfield interest groups, organizations and/or individuals may be considered for a membership seat by the Committee and invited to nominate one voting member to the Committee. The Committee may also directly nominate interest groups, organizations and/or individuals to be considered for appointment. Representation should be sought from the following five (5) interest groups: housing, real estate, finance, at-risk populations, and the environment.

Non-Voting Membership: The Committee may also appoint non-voting members to serve on the committee and advise on special topics or as unique issues arise. Staff from the US Environmental Protection Agency, Vermont Agency of Commerce and Community Affairs, Vermont Department of Environmental Conservation, and other agencies and departments may serve on the Committee in a non-voting advisory capacity.

Membership terms shall be two years beginning July 1, 2016. Appointments will be renewed or replaced annually on a staggered basis thereafter. The first year after commencement of terms, Interest Group appointments will be renewed or replaced. The second year after commencement of terms, Regional Commissioner appointments will be renewed or replaced. Annual appointments will occur according to this alternating pattern thereafter.

**ATTENDANCE AND QUORUMS:** A quorum shall consist of a majority of the total voting membership seats designated on the body. As there are 11 voting membership seats on the Committee, a quorum will consist of 6 voting members present. Members and alternates are encouraged to attend all regular meetings and special meetings as they arise. Members with three unexplained absences in a row will be contacted by the Chair or Commission staff to

determine if they still wish to serve on the Committee. The Committee shall meet monthly, or as needed, to carry out the stated purpose.

**VOTING:** A quorum is required for the Committee to conduct a vote. Each appointed member shall have one vote. Alternates may participate in discussion and will only vote when filling in for the regular Commission or named seats. One member from each participating organization apportioned a membership seat shall be appointed to vote by that organization. Proxy voting is not permitted.

As of the date of adoption of these rules, the following agencies and departments have been determined to have a potential conflict and do not have voting privileges: US Environmental Protection Agency, Vermont Agency of Commerce and Community Affairs, Vermont Department of Environmental Conservation.

Voting privileges for other State and Federal agencies and departments shall be determined on an individual basis by the Committee. This determination shall be based on the potential for conflicts of interest to arise.

Non-voting members and Regional Commission staff do not have voting privileges.

**CONFLICTS OF INTEREST:** In the event any Committee member has a personal or financial interest with any individual, partnership, firm or corporation seeking to contract with the Commission, or to provide materials or labor thereto, or has a personal or financial interest in any project being considered by the Committee, the member shall disclose and state on the record the nature of his or her interest.

If the member feels this conflict interferes with his/her ability to be objective, the member shall not participate in any discussions or vote on any related motion.

If the member is uncertain whether he/she should participate in the discussion or decision, the Committee shall determine by vote whether the member should participate. The Committee may also make a determination of conflict of interest and disallow participation and voting by a member if the majority of voting Committee members in attendance at the meeting determine a conflict of interest exists.

**OFFICERS/ELECTIONS:** The Committee will elect a Chair and Vice-Chair for one year terms, upon Committee formation and annually thereafter at the Committee's July meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Committee, and representing the Committee at various meetings as needed.

The Chair and Vice-Chair may be elected from the Commissioner or Interest Group membership. Members elected to any office may not be represented by an alternate in the performance of their duties as officers.

The Vice-Chair will serve as Chair when the Chair is unavailable. If the Chair should resign before his/her term is expired, the Vice Chair shall serve as Chair until elections are held to fill the vacancy for the remainder of the term. Chair and Vice-Chair shall be limited to serving two consecutive terms within an eight year cycle.

**COMMUNICATION AND COORDINATION:**

- ◆ Committee members are encouraged to serve as liaisons to their local legislative boards or the group/organization/interest they are representing by reporting on activities on a regular basis.
- ◆ Committee members are encouraged to offer input on all matters before the Committee, and are encouraged to bring up items of local or regional concern for Committee consideration.
- ◆ Draft policies and resolutions shall be forwarded to Committee members and interested/affected parties for comment before action by the Committee, or final action/approval by the Commission.
- ◆ Agendas and notices of all regular meetings shall be sent to Committee members, the Board of Commissioners, the media, and interested persons at least five days before the scheduled meeting, and shall be posted at the Commission.
- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to Committee members and interested parties, and made available to the public in accordance with public records and open meeting law.
- ◆ Minutes will report the results of any vote taken by the Committee, noting which members voted and their position on the question.

**RESOLUTION OF DIFFERENCES:** Any issue that cannot be reasonably resolved by the Committee may be taken up by the Executive Committee.

**ADOPTION OF ORGANIZATIONAL PROCEDURES:** The Committee may, at any time, vote to amend these procedures, in accordance with quorum requirements noted above. Proposed amendments will be forwarded to Committee members, and interested parties, before consideration at a regular Committee meeting. Amendments will then be forwarded to the Commission for review and ratification.

The Committee is not a standing or special committee of the Central Vermont Regional Planning

Commission, and is therefore not subject to the Commission's bylaws. These rules of procedure, combined with Robert's Rules of Order, and Vermont Open Meeting and Public Records Law, provide procedural and administrative guidance for the Committee.

Recommended by the Brownfields Advisory Committee to the Board of Commissioners for  
Adoption: September 19, 2016

Adopted by the Board of Regional Commissioners: October 11, 2016