



NOMINATING COMMITTEE

April 13, 2022 at 5:00 pm

Remote Participation via Zoom

<https://us02web.zoom.us/j/81934080173?pwd=d3V6SHFNTUVwNkh0UGx1WlZRZzQ4dz09>

Meeting ID: 819 3408 0173; Passcode: 194599

Find your local number: <https://us02web.zoom.us/j/81934080173?pwd=d3V6SHFNTUVwNkh0UGx1WlZRZzQ4dz09>

Download the app at least 5 minutes before the meeting starts: <https://zoom.us/download>

AGENDA

- 5:00¹ Adjustments to the Agenda**
 - Public Comment**
- 5:05 Approve Meeting Minutes (enclosed)²**
 - April 6 and April 8, 2022
- 5:10 Consider Interests and Committee Nominations**
- 6:10 Next Steps**
- 6:30 Adjourn**

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 at least 3 business days prior to the meeting for which services are requested.

¹ All times are approximate unless otherwise advertised

² Anticipated action item.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Nominating Committee
MINUTES
April 6, 2022

Present: Marcella Dent, Alan Quackenbush, Robyn Schunk
Guest: George Clain (Barre Town Commissioner)
Staff: Bonnie Waninger

Chair M. Dent called the meeting to order at 5:04 pm.

Quorum was present.

Adjustments to the Agenda

None.

Public Comment

G. Clain requested that the committee structures chart in the packet should clarify who is eligible for appointment to committees. He also requested the attendance chart be updated as information for him is incorrect. Staff will update both.

Clain also said that he was withdrawing his request to participate on the Regional Plan Committee. He would like the Nominating Committee to consider Michael Gilbar for the Committee. Gilbar is the former financial officer for VLCT. Clain believes Gilbar's economic perspective would be helpful for the Regional Plan Committee.

G. Clain left the meeting at 5:15 pm.

Approve Meeting Minutes

A. Quackenbush moved to approve the March 15, 2022 minutes as presented; M. Dent seconded. Motion carried.

R. Schunk joined the meeting at 5:20 pm.

Consider Candidates for Officers and Executive Committee

The Committee discussed results of the Commissioner interest survey. Clarifications will be sought regarding responses of some Board members.

Review Commissioner Interest Survey Results

This item was completed as part of the Executive Committee discussion.

1
2 **Review Consideration Guidelines from Rules of Procedure**

3 This item was not discussed for lack of time.
4

5 **Consider Candidates for Other Committees**

6 This item was not discussed for lack of time.
7

8 **Update on Municipal Representatives**

9 Waninger reported that no applications for the Clean Water Advisory Committee have been
10 received. Russ Barrett tendered his resignation, noting that he now is an alternate member of
11 the Winooski Basin Water Quality Council. Staff will contact Barrett and other current
12 representatives whose terms are ending to ascertain whether they wish to serve. Staff also will
13 contact individuals that have previously requested to serve.
14

15 **Set Meeting Dates**

16 The Committee set its next meetings are:

- 17 • April 8 at 4:30 pm
18 • April 13 at 5:00 pm
19 • April 19 at 6:00 pm
20 • April 27 at 5:00 pm
21

22 **Adjourn**

23 *A. Quackenbush moved to adjourn at 6:30: pm; R. Schunk seconded. Motion carried.*

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Nominating Committee
MINUTES
April 8, 2022

Present: Marcella Dent, Alan Quackenbush

Guest: None

Staff: Bonnie Waninger

Chair M. Dent called the meeting to order at 4:33 pm.

Adjustments to the Agenda

None.

Public Comment

None.

Consider Candidates for Officers and Executive Committee

Discussed clarifications received from existing Executive Committee members regarding interest survey responses.

M. Dent said Commissioner George Clain expressed concerns regarding the nominations process and nominating via a slate. B. Waninger provided information from the Commission's bylaws. The Executive Committee is nominated as a slate. The remainder of committee seats and appointments are nominated individually. Additional nominations are taken from the floor at the May meeting and added to the ballot.

A. Quackenbush moved to nominate the following for the FY23 Executive Committee: M. Dent seconded. Motion carried.

Chair – Steve Lotspeich, Waterbury

Vice Chair – Jerry D'Amico, Roxbury

Secretary/Treasurer – Janet Shatney, Barre City

At-Large – Laura Hill-Eubanks, Northfield

At-Large – Lee Cattaneo, Orange

At-Large – Marcella Dent, Montpelier

At-Large – Peter Carbee, Washington

Adjourn

A. Quackenbush moved to adjourn at 4:48 pm; M. Dent seconded. Motion carried.



MEMO

Date: March 24, 2021
To: FY23 Nominating Committee
From: FY22 Nominating Committee
Subject: Roadmap and Lessons Learned

With CVPRC's practice note to have member overlap from year to year, Nominating Committee is unique among CVRPC's committees in having no institutional memory. This makes the process of nominating full slates of nominees for all of CVRPC's committees challenging. This memo is intended to provide a roadmap for our successors by sharing our process and lessons learned.

☒ **Task 1: Review the Nominating Committee Rules of Procedure and Guidance.** This is your official charge from the Commission. The guidance provides some criteria for committee membership; we identified the following additional criteria:

- Are there committees for which a balance of perspectives is very important?
- Match those who want to serve on a committee with a committee they are interested in.
- Integrate new commissioners on a committee to build ties with the Commission's work.
- To the extent possible, avoid placing a commissioner and an alternate from the same town on the same committee.
- When possible, use continuity of members to maintain institutional knowledge.
- When possible, introduce new views and develop commissioners by integrating new committee members.
- People who only want to serve on one committee should only serve on one committee.
- If there is sufficient overall interest in serving, limit the number of committees to two (or three) per person, so that other commissioners also can serve.
- Try to ensure that there is potential leadership on the committee (not necessarily the chair).
- Try to ensure big town/small town balance on committees.

☒ **Task 2: Obtain a current membership list for all committees,** including when everyone's terms ends.

☒ **Task 3: Contact Executive Committee members to determine whether they want to continue.** By practice, the chair serves two one-year terms in that capacity and the past-chair serves two one-year terms as an At-Large member before rotating off the committee.

☑ Task 4: Ask all Commissioners and Alternates whether they want to serve on a committee. We had staff email a short questionnaire that asked whether they wanted to serve on a committee, their 1st, 2nd and 3rd committee choice, and whether they were willing to serve on more than one committee. Staff compiled all the responses in an Excel workbook, with an overall summary tab and separate tabs for each committee. This was very helpful. Staff can provide you copies of the questionnaire and Excel workbook for you to use or adapt.

☑ Task 5: Figure out nominations for Officers and Executive Committee first. Each member of Nominating Committee identified three possible persons for Officers and each open position. We discussed each name then ranked our top three candidates. The top one or two candidates became apparent quickly. Commissioners who are not on Executive Committee may not indicate an interest in serving on this committee; if filling an open seat you may have to ask someone if they are willing to serve. Contact proposed nominees and confirm that they are willing to serve in the capacity you are trying to fill; you may need to ask your second choice. One of the challenges is that many good candidates may be willing to serve on Executive Committee but may not be willing or able to serve as an Officer. When filling an open position on Executive Committee, it is a good idea to think of who would make a good future chair.

Task 6: Figure out nominations for the other committees. This may take more than one meeting. We found it helpful to first identify “core” members for each committee, usually key members who could provide continuity but occasionally also members who could provide leadership to the committee (not necessarily as a chair). Afterwards we each proposed a few names who expressed an interest in the committee and who could provide fresh views (turnover) and committee balance. It is a puzzle! Some Commissioners are already serving unexpired terms on committees. Other Commissioners only want to serve on one committee. We tried hard to make sure that everyone who wanted to serve was nominated for a committee, and also that no one served on more than three committees. It took a few repetitions for each committee to have a consensus on a proposed slate, but it was easier than we thought it would be.

Task 7: Confirm that proposed nominees will accept the nomination and serve if elected. It would be embarrassing for everyone to nominate someone who didn’t want to serve in that capacity! We divided this task up and reached out individually by phone or email, as seemed most comfortable. We sent email confirmations to staff, who kept track of the responses.

Task 8: Propose a draft slate of nominees for Officers and Executive Committee in April. This is per the bylaws. We prepared a memo to put in the Board agenda packet. Staff can provide you a copy of the memo we used for you to adapt.

Task 9: Propose a final slate of nominees for all positions in May. This is also per the bylaws. We were actually done well in advance. Again, we prepared a memo to put in the Board agenda packet. Staff can provide you a copy of the memo we used for you to adapt.

If this roadmap has been helpful, please consider updating it and have staff file it with materials for the next Nominating Committee.



CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Committees and Appointed Positions

Fiscal Year 23 (Draft)

Seat to Nominate
Nominated

STANDING COMMITTEES

Executive	Nominating	Project Review
<i>Meets:</i> Monthly, 4:00 pm, week prior to Commission meeting	<i>Meets:</i> April/May, as needed	<i>Meets:</i> Monthly (as needed), on the fourth Thursday, 4:00 pm
<i>Seats:</i> 3 officers and 4 at-large Commissioners	<i>Seats:</i> 3 Commissioners	<i>Seats:</i> 5 Board members + 1 alternate Board member
<i>Eligible Members:</i> Commissioners	<i>Eligible Members:</i> Board members	<i>Eligible Members:</i> Board members
<i>Term:</i> 1 year	<i>Term:</i> 1 year; cannot serve consecutive terms	<i>Term:</i> 3-year; staggered terms
Elected: By Board of Commissioners	Appointed: By Board of Commissioners	Elected: By Board of Commissioners
<i>Duties:</i> <ul style="list-style-type: none">- Act on behalf of the Commission in absence of a Commission quorum- Approve budgets, contracts & audits- Add/eliminate staff and contractors- Amend Personnel Policies- Approve policy actions- Recommend positions to be taken- Approve Commission agendas	<i>Duties:</i> <ul style="list-style-type: none">- Nominate officers and at-large members of the Executive Committee.	<i>Duties:</i> <ul style="list-style-type: none">- Determine Act 250/Section 248 project conformance with the Regional Plan- Provide input and recommendations for projects with Significant Regional Impact- Solicit input from other parties as needed to gather information and render a decision- Evaluate potential cumulative impacts for projects- Provide guidance on amendments or changes to Substantial Regional Impact criteria

Term Ends June 30
Steven Lotspeich, Waterbury, Chair
Gerry D'Amico, Roxbury, Vice Chair
Janet Shatney, Barre City, Secretary/Treasurer
Lee Cattaneo, Orange, At Large
Marcella Dent, Montpelier, At Large
Laura Hill-Eubanks, Northfield, At Large
Peter Carbee, Washington, At Large

Appointed January 2022; Term Ends January 2023
Marcella Dent
Robyn Schunk, Marshfield
Alan Quakenbush, Duxbury

Term Ends on June 30 of fiscal year noted
2023 - Janet Shatney, Barre City
2022 - Peter Carbee, Washington
2022 - Lee Cattaneo, Orange (Chair)
2024 - Robert Wernecke, Berlin
2024 - Bill Arrand, Worcester (Alternate Member)
2023 - John Brabant, Calais

Bylaw Work Group
A Working Committee of the Executive Committee
<i>Meets:</i> As needed
<i>Seats:</i> 3 Board members
<i>Eligible Members:</i> Board members
<i>Term:</i> None established
Appointed: By Executive Committee
<i>Duties:</i> <ul style="list-style-type: none">- Recommend revisions to Bylaws

Appointed January 2021
Michael Gray, Woodbury
George Clain, Barre Town Alternate
Steve Lotspeich, Waterbury

Personnel Policy Work Group
A Working Committee of the Executive Committee
<i>Meets:</i> As needed
<i>Seats:</i> 3 Board members
<i>Eligible Members:</i> Board members
<i>Term:</i> None established
Appointed: By Executive Committee
<i>Duties:</i> <ul style="list-style-type: none">- Recommend revisions to Personnel Policies

Appointed May 2018
VACANT
Laura Hill-Eubanks, Northfield
Steve Lotspeich, Waterbury

STANDING COMMITTEES

Regional Plan	Municipal Plan Review	Transportation Advisory
<i>Meets:</i> Monthly, as needed	<i>Meets:</i> As needed.	<i>Meets:</i> Monthly on 4th Tuesday, 6:30 pm
<i>Seats:</i> 5 Board members	<i>Seats:</i> 5 Board members, at least 3 of who are Commissioners	<i>Members:</i> Municipal representatives and, when determined by the Commission, representatives of transportation-related groups
<i>Eligible Members:</i> Board members	<i>Eligible Members:</i> Board members	<i>Eligible Members:</i> As determined by the municipality's legislative body
<i>Term:</i> 1 year	<i>Term :</i> 1 year	<i>Term :</i> 1 year
Elected: By Board of Commissioners	Elected: By Board of Commissioners	<i>Appointed:</i> By municipal legislative body
<i>Duties:</i> <ul style="list-style-type: none">- Develop and recommend updates to the Regional Plan	<i>Duties:</i> <ul style="list-style-type: none">- Review municipal plans for conformance to statutory requirements and recommend whether a plan should be approved- Review each municipality's planning process and recommend whether it should be confirmed- Review municipal plans for conformance with enhanced energy planning requirements- Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts	<i>Duties:</i> <ul style="list-style-type: none">- Recommend Transportation Planning Initiative (TPI) work program & budget to Executive Committee- Prioritize transportation studies funded by the Commission's TPI program- Recommend Regional Plan transportation element- Prioritize state-funded transportation projects

Term Ends June 30
Laura Hill-Eubanks, Northfield
Dara Torre, Moretown
Russ Bowen, Fayston
Karla Nuissl, Berlin Alternate
Byron Atwood, Barre Town

Term Ends June 30
Bill Arrand, Worcester
Ron Krauth, Middlesex
Peter Carbee, Washington
Jan Ohlsson, Calais Alternate
Joyce Manchester, Moretown Alternate

Appointed by the 23 municipalities
Steve Lotspeich, Waterbury, Chair

ADVISORY COMMITTEES		
Brownfields Advisory	Clean Water Advisory	CVEDC Economic Project Prioritization
<i>Meets:</i> Ad hoc, as needed	<i>Meets:</i> Ad hoc, as needed	<i>Meets:</i> Ad hoc, as needed
<i>Seats:</i> 4 Board members + 1 alternate Board member, CVEDC, VT Dept of Health, 5 representatives of housing, real estate, finance, at-risk populations, and the environment	<i>Seats:</i> 13 members - 3 Board members + 1 alternate Board member, 5 municipal representatives, VANR, and 1 interested stakeholder	<i>Seats:</i> 3 Board members
<i>Eligible Members:</i> Board members	<i>Eligible Members:</i> Board members and individuals participating on municipal boards	<i>Eligible Members:</i> Board members
<i>Term :</i> 2 years; staggered (Commissioners even years & Interest Groups odd years)	<i>Term :</i> 2-years; staggered	<i>Term :</i> 1-year
Elected: By Board of Commissioners	Elected: By Board of Commissioners	Elected: By Board of Commissioners
<i>Duties:</i> <ul style="list-style-type: none">- Oversee CVRPC Brownfields Program- Prioritize sites for assessment- Participate in hiring contractors- Recommend brownfield-related policy- Participate in public outreach	<i>Duties:</i> <ul style="list-style-type: none">- Identify activities, policies, and direction for CVRPC's clean water support- Determine CVRPC direction and goals regarding the Lake Champlain TMDL, Tactical Basin Plans, and the Regional Plan	<i>Duties:</i> <ul style="list-style-type: none">- Prioritize economic development projects for the region

Term Ends on June 30, 2022
4 Regional Commissioners + 1 Alternate
Paula Emery, Plainfield
Janet Shatney, Barre City , Chair
Ron Krauth, Middlesex
George Clain, Barre Town Alternate
Peter Carbee, Washington (Alternate Member)

Term Ends on June 30, 2023
<i>Interest Group Representatives</i>
<u>Designated</u>
Economic - Central VT Economic Development Corporation
Health - VT Dept. of Health Barre District
<u>Non-Designated Even Term</u>
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
<i>Non-Voting</i>
Dorrie Paar, US EPA

Term Ends on June 30 of year noted
3 Regional Commissioners + 1 Alternate
2023 - Amy Hornblas, Cabot, Chair
2023 - Rich Turner, Williamstown (Alternate Member)
2022 - Ron Krauth, Middlesex
2022 - John Brabant, Calais

<i>Municipal Representatives</i>
2022 - Emily Ruff, Orange Selectboard
2022 - Russ Barrett, Northfield Conservation Commission
2022 - John Hoogenboom, Moretown Selectboard
2023 - Larry Becker, Middlesex Conservation Commission, Vice Chair
2023 - Joyce Manchester, Moretown TAC
<i>Vermont Agency of Natural Resources (ex-officio, non-votina), Karen Bates</i>
2023 - Private companies or interested stakeholders, Joseph Whelan, Montpelier Conservation Commission
<i>Advisors</i>
Winooski Natural Resource Conservation District
Friends of the Winooski River
Friends of the Mad River

Term Ends June 30
Peter Carbee, Washington
Paula Emery, Plainfield
Richard Turner, Williamstown

COMMISSION APPOINTMENTS		
Vermont Economic Progress Council	Green Mountain Transit	Mad River Valley Planning District
<i>Meets:</i> Monthly, 4th Thursday of the month	<i>Meets:</i> Monthly on 3rd Tuesday, 7:30 am	<i>Meets:</i> Monthly on 3rd Thursday, 7:00 pm
<i>Term:</i> 1 year	<i>Term:</i> 3 years	<i>Term:</i> 1 year
<i>Appointee:</i> As desired by the Commission, usually the Executive Director	Appointee: As desired by the Commission, usually Executive Director or Transportation Planner	Appointee: As desired by the Commission, usually staff
Appointed: By Board of Commissioners	Appointed: By Board of Commissioners	Appointed: By Board of Commissioners; Delegated to Executive Director 06/12/18
<i>Duties:</i> <ul style="list-style-type: none">- Attend as needed and comment on projects in the region	<i>Duties:</i> <ul style="list-style-type: none">- Guide the organization through setting goals and annual priorities- Participate on at least one committee as designated by the Chair	<i>Duties:</i> <ul style="list-style-type: none">- Manage business and affairs of the District as an ex-officio, non-voting member of its Steering Committee
Term Ends June 30	Term Ends on June 30, 2022	Term Ends June 30
Bonnie Waninger, Executive Director	Bonnie Waninger, Executive Director	Clare Rock, Senior Planner
	Christian Meyer, Senior Planner, Alternate	Bonnie Waninger, Executive Director, Alternate

Winooski Basin Water Quality Council
<i>Meets:</i> TBD, at least quarterly
<i>Appointee:</i> CVRPC Representative
<i>Appointee:</i> 2 municipalities in the basin
<i>Term:</i> TBD; set by BWQC
Appointed: By Board of Commissioners
<i>Duties:</i> <ul style="list-style-type: none">- Establish policy and make decisions for the clean water service provider regarding the most significant water quality impairments that exist in the basin.- Prioritize the projects that will address those impairments based on the basin plan.- Participate in the basin planning process

Term Ends on June 30 of year noted (year TBD)
Regional Commissioner (1)
Alan Quackenbush, Duxbury
Robert Wernecke, Berlin (RPC Alternate)

<i>Municipalities (2)</i>
Annie Costandi, Town of Essex
Darlene Palola, Huntington (Municipal Alternate)

Nigel Hicks-Tibbles, Northfield
Alice Peal, Waitsfield (Municipal Alternate)