



NOMINATING COMMITTEE

Thursday, February 16, 2023

4:00 pm

Remote Participation via Zoom

Join via computer, tablet or smartphone:

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

Dial in via phone: 1 929 436 2866; Meeting ID: 819 3408 0173 | Passcode: 194599

Page **AGENDA**

4:00 Adjustments to the Agenda

1

Public Comment

4:05 Elect Committee Officers²

2 4:15 Rules of Procedure² (enclosed)

7 4:35 Review Positions and Materials (enclosed)

Committees and appointed positions

Interest questionnaires

Roadmap Memorandum

5:25 Set Meeting Dates (please bring calendars)

5:30 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.



NOMINATING COMMITTEE

RULES OF PROCEDURE

PURPOSE: The Nominating Committee is responsible for nominating qualified candidates for election or appointment to the Executive Committee, Standing and Special Committees, and other organizations for which CVRPC appoints a representative.

GENERAL ACTIVITIES:

- ◆ Identify and recommend to the Board a slate of candidates for the positions of Chair, Vice Chair, Secretary/Treasurer and at-large members of the Executive Committee.
- ◆ Identify and recommend to the Board candidates for Standing and Special Committees and CVRPC representatives appointed by the Board to other organizations.

ADVISORY ROLE: The Nominating Committee shall be advisory to the Board of Commissioners. It will recruit and recommend candidates for election or appointment by the Board based on guidance provided or adopted by the Board (Attachment A). The Committee's actions must be compatible with plans, policies, positions or resolutions previously adopted by the Board of Commissioners. In nominating candidates, the Committee shall seek to balance the interests of the Commission to have committees as reflective of the Commission as possible.

MEMBERSHIP: The Nominating Committee shall consist of three (3) Commissioners, one of whom may be an ~~or~~ Alternate Commissioners. The Executive Committee shall nominate candidates for the Nominating Committee, taking demonstrated commitment to CVRPC into account. Nominees shall be submitted at the January Board meeting, and additional nominations may be made from the floor. The Board shall elect the Nominating Committee annually at its January meeting. If any member of the Committee resigns, the Executive Committee shall appoint additional members to the Committee to maintain the nomination schedule.

Commented [NC1]: Amended to conform with Bylaws 403 C.1

Commented [NC2]: Does this wording need to be amended to reflect Bylaws Section 504B?

VOTING PROCEDURES: All members are eligible to vote on committee business.

Commented [NC3]: This is added as a result of Bylaws Section 403.A.3 and then uses language of 403.A.7

OFFICERS/ELECTIONS: The Nominating Committee will elect a Chair and Vice-Chair annually at its first meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the Nominating

Committee, and representing the Nominating 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, the Executive Committee shall appoint additional members to the Committee to maintain the nomination schedule.**

Commented [NC4]: Does this wording need to be amended to reflect Bylaws Section 504B?

ATTENDANCE AND QUORUMS: A quorum shall consist of a majority of members. Members are expected to attend all regular meetings and special meetings as they arise.

COMMUNICATION AND COORDINATION:

- ◆ 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 open meeting and public records laws described in 1 V.S.A. §§ 310-320.
- ◆ Commissioners and Alternate Commissioners are encouraged to offer input on nominations and are encouraged to bring up items of local or regional concern for Committee consideration.
- ◆ **The Committee shall report to the Board as it directs and the Board shall "accept" committee reports to signify receipt.**

Commented [NC5]: Added to conform with Bylaws Section 403.A.8

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 Nominating Committee may, at any time, vote to recommend amendments of these procedures, upon 51% vote of the Committee membership. Proposed amendments will then be forwarded to the Executive Committee and interested parties. The Executive Committee then will make a recommendation to the Board of Commissioners regarding adoption.

Commented [NC6]: Matches language in Bylaws Section 403.A.3

The Nominating Committee is a standing committee of the 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 Committee in addition to the Commission's bylaws. In the case of a conflict between these Rules and the Commission's Bylaws, the Bylaws shall take precedence. This document supersedes all other direction, policies, and procedures pertaining to the Nominating Committee.

Recommended by the Executive Committee: **01/04/21**

Adopted by the Board of Commissioners: **01/12/21**

~~Laura Hill Eubanks~~, Steve Lotspeich Chair
CVRPC Board of Commissioners

Bylaws Excerpts

Section 403: Standing Committees

A. General

1. Standing committees (the “Standing Committees”) have a long-term role in CVRPC’s operations and core programs. All Standing Committees are advisory to the Board unless otherwise specified by the Board. Board decisions shall be documented in the committee’s Rules of Procedure.2. The Board shall elect Standing Committee members with election results announced at its annual meeting unless otherwise specified.
3. Each Standing Committee shall have, and be responsible for drafting modifications to their, rules of procedure (the “Rules of Procedure”) to be approved by the Board. The Rules of Procedure shall specify the committee’s purpose, general activities, role, membership, voting procedures, officers, elections, attendance and quorums, communication and coordination, adherence to CVRPC’s conflict of interest policy, and adoption of organizational procedures. The Board may assign additional duties to any committee.
4. Standing Committees shall have a Chair and Vice Chair, which shall be elected by the committee.
5. The advice, input, opinions, and decisions provided to outside parties by any committee may be reviewed, confirmed or reversed by the Board.
6. Standing Committees may establish subcommittees and workgroups as needed to accomplish committee business. Subcommittees and workgroups must adhere to the same requirements as the Special Committee.
7. Unless otherwise specified in the Rules of Procedure, all Standing Committee members are eligible to vote on committee business.
8. All Standing Committees shall maintain meeting minutes. Standing Committees shall report to the Board as it directs. The Board shall “accept” committee reports to signify it has received the report

C. Nominating Committee

1. The nominating committee (the “Nominating Committee”) shall consist of three (3) Board members, one of whom may be an Alternate Commissioner. Nominees shall be submitted at the January Board meeting, and additional nominations may be made from the floor. The Board shall elect the Nominating Committee annually at its January meeting.

2. The purpose of the Nominating Committee is to support the Board by seeking and nominating qualified candidates for positions and committees as directed by the Board.
3. The duties of the Nominating Committee shall be:
 - a. Recommend to the Board a slate of candidates for the Board positions of Chair, Vice Chair, and Secretary/Treasurer and at-large members of the Executive Committee.
 - b. Recommend to the Board candidates for Standing and Special Committees.
 - c. Recommend CVRPC representatives appointed by the Board to other organizations and for other positions when directed by the Board.

Section 504: Vacancies

- A. In the event that any Officer or Executive Committee position is vacated, such vacancy shall be filled by nominations from the floor at the next regular Board meeting. Members so elected shall hold office only for the balance of the current year or until their successors are elected and installed.
- B. B. In the event of the death, resignation or inability to act as a Commissioner, member of all other committees, or appointee, a successor shall be elected or appointed using the same process as provided in the case of the original election or appointment.

Committees and Annual Appointments

STANDING COMMITTEES

Executive Committee (Commission Bylaws; Executive Committee Rules of Procedure 6/9/20)¹

Meets: 4-6pm on the Monday of the week before the Commission meeting

Term: 1 year beginning July 1; officers typically serve for two years

Members: 3 officers and 4 at-large Commissioners elected annually

FY23 Members: **Steve Lotspeich, Waterbury - Chair; Gerry D'Amico, Roxbury - Vice Chair; Janet Shatney, Barre City - Secretary/Treasurer; Peter Carbee, Washington; Lee Cattaneo, Orange; Laura Hill-Eubanks, Northfield; and Michael Gray, Woodbury - At-Large**

Duties:

- To support the Board by facilitating the general operation of CVRPC as directed by the Board and to act on behalf of the Board in the absence of a Board quorum when time precludes the delay of decision or action.
- Oversee and approve an annual work plan and budget for CVRPC, including budget adjustments.
- Recommend municipal dues.
- Oversee and approve an organizational plan for CVRPC.
- Authorize and accept grants, agreements and contracts with outside organizations and agencies.
- Review and accept the annual audit.
- Approve the addition and elimination of staff positions as recommended by the executive director. Adopt job descriptions and wage ranges for staff positions.
- Adopt and oversee personnel, financial, procurement, operational and administrative policies and procedures.
- Monitor emerging issues affecting CVRPC and inform the Board as appropriate.
- Approve agendas for Board meetings.
- Recommend to the Board or, if timing requires, take appropriate action on policy issues, including legislative issues, state or federal plans and policy, regional planning commission allocation formulas or other issues affecting the Central Vermont Region and its municipalities.
- Nominate candidates for the Nominating Committee, taking demonstrated commitment to CVRPC into account.
- Review committee Rules of Procedure drafted by committees. Draft Rules of Procedure for new committees. Recommend revised or new Rules to the Board.
- Carry out other actions as directed by the Board.

¹ Governing documents for Committee duties and roles are depicted in parenthesis.

Nominating Committee (Commission Bylaws; Nominating Committee Rules of Procedures and Nominating Committee Guidelines January 12, 2021)¹

Meets: As needed, usually between February and April

Term: The Board shall elect the Nominating Committee annually at its January meeting; members cannot serve two consecutive terms

Members: 3 Commissioners or Alternate Commissioners appointed by the Commission

FY23 Members: **Marcella Dent, Montpelier; Robin Schunk, Marshfield; Alan Quackenbush, Duxbury**

Duties:

- Recommend to the Board a slate of candidates for the Board positions of Chair, Vice Chair, and Secretary/Treasurer and at-large members of the Executive Committee.
- Recommend to the Board candidates for Standing and Special Committees.
- Recommend CVRPC representatives appointed by the Board to other organizations and for other positions when directed by the Board.

Project Review Committee (Commission Bylaws; Project Review Committee Rules of Procedure and Project Review Committee Rules of Process 09/12/17, SRI Definition amended 2018)¹

Meets: 4-6 pm on the fourth Thursday of the month; generally, meets 7-9 times per year

Term: 3-year, staggered terms, appointed annually in June

Members: 5 Commissioners or Alternate Commissioners (2 members may be Alternate Commissioners), 1 alternate, and project's host municipality Commissioner; *one member has historically been an Executive Committee member*

FY23 Members (term ends): Lee Cattaneo, Orange - Chair (2025); Bob Werneckem Berlin (2024); Bill Arrand, Worcester (Alternate Seat 2024); **Gabe Lajeunesse, Montpelier (2025); Janet Shatney, Barre City (2023); John Brabant, Calais (2023);** Jamie Stewart, CVEDC (Ex-officio, non-voting)

Duties

- Evaluate Act 250 and Section 248 development projects relative to conformance with the Regional Plan.
- Evaluate Federal Energy Regulatory Commission (FERC) license applications and renewals relative to conformance with the Regional Plan
- Offer advice, input, and opinions to applicants, the District Environmental Commission, the Vermont Public Utility Commission, and other organizations and individuals as appropriate, consistent with plans, policies, positions or resolutions adopted by the Board.
- Provide recommendations to the Regional Plan Committee on amendments or changes to Substantial Regional Impact criteria.
- Provide the Board copies of all written decisions and recommendations regarding Act 250 and Section 248 projects.

Regional Plan Review Committee (Commission Bylaws; Regional Plan Review Committee Rules of Procedure 12/10/19)¹

Meets: As needed

Term: 1 year

Members: 5 Commissioners or Alternate Commissioners (2 members may be Alternate Commissioners)

FY23 Members: Laura Hill-Eubanks, Northfield; Dara Torre, Moretown; Michael Gilbar, Barre Town alternate; Jan Ohlsson, Calais alternate; Michael Gray, Woodbury

Duties:

- Oversee development and maintenance of the Regional Plan, pursuant to 24 V.S.A. Section [4347](#) and the requirements and allowances in 24 V.S.A. Section [4348\(b\)](#), and make recommendations for approval by the Board.
- Provide advice and recommendations on plans, policies, programs, budgets, and issues related to Plan implementation.
- Oversee other tasks related to the Regional Plan as assigned by the Board or required or permitted by the Act.

Municipal Plan Review Committee (Commission Bylaws; Municipal Plan Review Committee Rules of Procedures – January 12, 2021)¹

Meets: As needed

Term: 1 year

Members: 5 Commissioners or Alternate Commissioners (2 members may be Alternate Commissioners)

FY23 Members: Bill Arrand, Worcester (Chair); Ron Krauth, Middlesex; Peter Carbee, Washington; Jan Ohlsson, Calais Alternate; Joyce Manchester, Moretown Alternate;

Duties:

- Review municipal plans for conformance to statutory requirements, in accordance with 24 V.S.A. Section [4350\(b\)](#), and make recommendations regarding approval to the Board.
- Review municipal enhanced energy plans for determination of energy compliance, in accordance with 24 V.S.A. Section [4352\(b\)](#), and make recommendations regarding certification to the Board.
- Review municipal planning processes, in accordance with 24 V.S.A. Section [4350\(a\)](#), and make recommendations for confirmation to the Board.
- Review the compatibility of all municipal plans at least every eight years and in accordance with 24 V.S.A. Section [4345a\(9\)](#) and report its findings to the Board.
- Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts.

Transportation Advisory Committee (Commission Bylaws; Transportation Advisory Committee Rules of Procedures 12/08/20)¹

Meets: 6:30 pm on the fourth Tuesday of each month

Term: 1 year

Members: 23 town members **appointed by municipalities**

FY23 Members: Steve Lotspeich, Chair (Waterbury); Michael Hellien (Barre City); Stephanie Magnan (Barre Town); Robert Wernecke (Berlin); John Cookson (Cabot); David Ellenbogen (Calais); Alan Quackenbush (Duxbury); Frank Pratt (East Montpelier); Don Simonini (Fayston); Ronald Krauth (Middlesex); Dona Bate (Montpelier); Joyce Manchester (Moretown); Jeff Schultz (Northfield); Lee Cattaneo (Orange); Bob Atchinson (Plainfield); Gerry D'Amico (Roxbury); Don LaHaye (Waitsfield); Camilla Behn (Warren); Peter Carbee (Washington); Richard Turner (Williamstown); Chris Koteas (Woodbury); Bill Arrand (Worcester)

Duties:

- Oversee the CVRPC transportation planning program in accordance with CVRPC plans, policies and procedures, including assisting with the development of CVRPC's annual transportation work program and budget.
- Develop and update a regional transportation element as part of the Regional Plan.
- Provide recommendations on funding and prioritization for the Vermont Agency of Transportation's Capital Budget and State Transportation Improvement Program.
- Act as a liaison between local communities and the Vermont Agency of Transportation.
- Provide local and regional input to the Board and the Vermont Agency of Transportation regarding transportation issues important to the region.

SPECIAL COMMITTEES

Clean Water Advisory Committee (Commission Bylaws; Clean Water Advisory Committee Rules of Procedures 12/08/20)¹

Meets: As needed

Term: 2 years (staggered)

Members: 3 Commissioners and 1 Alternate member, 5 municipal representatives, 1 interested stakeholder

FY23 Members: Commissioners – Ron Krauth, Middlesex (2024); **Alexis Leacock, Warren (2023); Amy Hornblas, Cabot (2023 - resigned)**; Richard Turner, Williamstown (2024) - Alternate Seat; Emily Ruff, Orange Selectboard (2024); John Brabant, Calais Selectboard (2024); John Hoogenboom, Moretown Selectboard (2024); **Larry Becker, Middlesex Conservation Commission (2023); Joyce Manchester, Moretown TAC Member (2023)**

Duties:

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

Bylaws Work Group(a working committee of the Executive Committee; established 2014

– **currently not active**)

Meets: As needed

Term: None established

Members: 3 Commissioners or Alternate Commissioners

FY22/23 Members: George Clain, Michael Gray, Steve Lotspeich

Duties: Recommend revisions to the Bylaws.

Personnel Policy Committee (a working committee of the Executive Committee; established 2014 – **currently not active**)

Meets: As needed

Term: None established

Members: 3 Commissioners

2018-2020 Members: Julie Potter, Laura-Hill Eubanks, Steve Lotspeich

Duties: Recommend revisions to the Personnel Policies.

CVEDC Economic Project Prioritization Committee (prioritizes economic development projects for the region)

Meets: As needed

Term: 1 year

Members: 3 Commissioners

FY23 Members: **Paula Emery, Peter Carbee, Richard Turner**

Duties: Prioritizes economic development projects for the region in conjunction with CVEDC

Brownfields Advisory Committee (Rules of Procedure 10/11/16)

Meets: 3rd Monday @ 6 pm

Term: 2 years, staggered (Commissioners even years & Interest Groups odd years)

Members:

- 1) Voting - 4 Commissioners and 1 alternate, CVEDC, VT Dept. of Health, up to 12 members, at minimum representing housing, real estate, finance, at-risk populations, and the environment
- 2) Non-voting members: EPA, VT Agency of Commerce, VT Dept. of Environmental Conservation

FY23 Members:

- 1) Voting - Janet Shatney (Barre City), Chair; Paula Emery (Plainfield) Ron Krauth (Middlesex); George Clain (Barre Town alternate); Peter Carbee (Alternate member) - terms end June 30, 2024

Jamie Stewart (CVEDC); Liz Scharf, Capstone Community Action (at risk populations); Joan Marie Misk (VT Dept. of Health, Barre District); Vacant (Downstreet Housing & Community Development); Tim Ross, (Finance-Union Bank); Vacant (real estate); Vacant (environment); - terms end June 30, 2023

- 2) Non-Voting: **Vacant**

Duties:

- Recommend investment of brownfield funds to the Executive Committee.
- Assist to identify and prioritize communities/neighborhoods in need of support.
- Develop brownfield-related policies for recommendation to the Commission.
- Provide oversight, and assist in the development of, the Commission's brownfields work program and budget.
- Participate in public outreach efforts.
- 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.

ANNUAL APPOINTMENTS

Winooski Basin Water Quality Council

(Rules of Procedure (Rules of Procedure 8/22/22)¹

Meets: Monthly, generally the 3rd Thursday at 1:00 pm

Term: 3 Years

Members: 2 Regional Planning Commissions, 2 Watershed Organizations, 2 Natural Resources Conservation Districts, 2 Municipalities, 1 Conservation Organization

FY23 Members from CVRPC: Alan Quackenbush, Duxbury; Robert Wernecke, Berlin (Alternate Member)

FY23 Municipal Members: Annie Costandi, Essex; Vacant (Alternate Member); Nigel Hicks-Tibbles, Northfield; Alice Peal, Waitsfield (Alternate Member)

Duties: The Winooski BWQC will establish policy and guide decisions on project prioritization and selection of clean water projects for funding. The CWSP will oversee identification, implementation, and operation of those projects to achieve pollution reduction targets for the Winooski Basin.

Vermont Association of Planning & Development Agencies

Meets: First Thursday of the month in June and December

Appointee: As desired by the Commission, usually the Chair

Term: 1 year

FY23 Member: **Steve Lotspiech**

Duties: Participate in two meetings a year

Vermont Economic Progress Council

Meets: Monthly, normally on the fourth Thursday of the month in Montpelier; attend only when there is an application from the region; participation is non-voting

Term: 1 year

Appointee: As desired by the Commission. RPCs usually designate their Executive Directors to VEPC, but some RPCs have designated Board members to the position.

FY23Member: **Bonnie Waninger**

Duties: Participate in two meetings a year

Green Mountain Transit

Meets: Third Tuesday of the month at 7:30am in Burlington

Term: 3 years

Appointee: As desired by the Commission, usually Executive Director or Transportation Planner

FY23 Members: **Bonnie Waninger and Christian Meyer (alternate)**

Duties: Annually, set long-term goals to guide the General Manager and the priorities of the organization for that fiscal year; monitor progress in meeting the goals; participate on at least one committee as designated by the Chair

Mad River Valley Planning District

Meets: Third Tuesday of the month at 7:00 pm

Term: 1 year

Appointee: By Board of Commissioners; Delegated to Executive Director

FY23 Member: **Bonnie Waninger, Clare Rock (Alternate)**

Duties: Manage business and affairs of the district



CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Committees and Appointed Positions
Fiscal Year 23 Working Document for Nom. Comm.

STANDING COMMITTEES		
Executive	Nominating	Project Review
<i>Meets:</i> Monthly, 4:00 pm, week prior to Commission meeting	<i>Meets:</i> February - April, 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, 2023
Steven Lotspeich, Waterbury, Chair
Gerry D'Amico, Roxbury, Vice Chair
Janet Shatney, Barre City, Secretary/Treasurer
Lee Cattaneo, Orange, At Large
Michael Gray, Woodbury, At Large
Laura Hill-Eubanks, Northfield, At Large
Peter Carbee, Washington, At Large

Appointed January 2023; Term Ends January 2024
Lee Cattaneo, Orange
Michael Gilbar, Barre Town
Laura Hill-Eubanks, Northfield

Term Ends on June 30 of fiscal year noted
2023 - Janet Shatney, Barre City
2025 - Gabe Lajeunesse, Montpelier Alt
2025 - Lee Cattaneo, Orange
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 - not currently active
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 - not currently active
VACANT
Laura Hill-Eubanks, Northfield
Steve Lotspeich, Waterbury

STANDING COMMITTEES		
Regional Plan	Municipal Plan Review	Transportation Advisory
<i>Meets:</i> As needed, 1st Tuesday @ 4:00 pm	<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, 2023
Laura Hill-Eubanks, Northfield
Dara Torre, Moretown
Micheal Gilbar, Barre Town Alternate
Jan Ohlsson, Calais Alternate
Michael Gray, Woodbury

Term Ends June 30, 2023
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> 3rd Monday @ 6:00 pm	<i>Meets:</i> Ad hoc, as needed	<i>Meets:</i> Ad hoc, as needed, generally in December
<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, 2024
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
Interest Group Representatives
Designated
Jamie Stewart, Economic - Central VT Economic Development Corporation
Joan Marie Misek, Health - VT Dept. of Health Barre District
Non-Designated Even Term)
At Risk Populations - Liz Scharf, Capstone Community Action
Housing & Community Development - Vacant, Downstreet Housing
Environment - Vacant
Finance - Tim Ross, Union Bank

Non-Voting
Vacant

Term Ends on June 30 of year noted
3 Regional Commissioners + 1 Alternate
2023 - Amy Hornblas, Cabot, Chair
2023 - Alexis Leacock, Warren (Alternate Member)
2024 - Ron Krauth, Middlesex
2024 - Richard Turner, Williamstown

Municipal Representatives
2024- Emily Ruff, Orange Selectboard
2024 - John Brabant, Calais Selectboard
2024 - John Hoogenboom, Moretown Selectboard
2023 - Larry Becker, Middlesex Conservation Commission, Vice Chair
2023 - Joyce Manchester, Moretown TAC
Vermont Agency of Natural Resources (ex-officio, non-voting), Karen Bates
2023 - Private companies or interested stakeholders, Joseph Whelan, Montpelier Conservation Commission

Advisors
Winooski Natural Resource Conservation District
Friends of the Winooski River
Friends of the Mad River

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, 2023
Bonnie Waninger, Executive Director

Winooski Basin Water Quality Council
Monthly, 3rd Thursday of Month 1:00 pm
<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 (Vice Chair)
Robert Wernecke, Berlin (RPC Alternate)
Municipalities (2)
Annie Costandi, Town of Essex
Vacant, (Municipal Alternate)

Term Ends on June 30, 2023
Bonnie Waninger, Executive Director
Christian Meyer, Senior Planner, Alternate

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

CONSIDER DOING THESE IN SURVEY MONKEY INSTEAD:

Commissioner Interests Questionnaire

Dear Commissioner,

CVRPC's Nominating Committee is tasked with recommending a slate of candidates for the Executive Committee and officers, other committees, and representatives to other organizations. In doing this, we are trying to consider commissioner interests, intra-regional balance, a mix of experience levels, and maximizing commissioner involvement.

Please help us by answering and returning this questionnaire via email by **April 4, 2022**

A. Do you expect to be re-appointed to be your town's RPC Commissioner? _____

B. Are you willing to serve on a CVRPC committee? _____

C. Please rank your top 3 committee preferences (1=first choice, 2=second choice, 3=third choice)

_____ **Executive Committee** (Approves budgets, contracts and audits. Adds/eliminates staff and contractors. Amend Personnel Policies. Approve policy actions. Approve Commission agendas.)

_____ **Project Review Committee** (Determines Act 250/Section 248 project conformance with the Regional Plan. Provide input and recommendations for projects with Significant Regional Impact.)

_____ **Regional Plan Committee** (Develops and recommends updates to the Regional Plan.)

_____ **Municipal Plan Committee** (Reviews municipal plans for conformance to statutory requirements and recommend whether a plan should be approved. Reviews municipal planning process and recommend whether it should be confirmed. Reviews municipal plans for conformance with enhanced energy planning requirements. Provides guidance to municipalities about future plan updates and way to strengthen planning efforts.)

_____ **Brownfields Advisory Committee** (Oversees CVRPC's Brownfields Program. Prioritizes sites for assessment. Participate in hiring contractors. Recommends brownfield-related policy. Participates in public outreach.)

_____ **Clean Water Advisory Committee** (Identifies activities, policies and direction for CVRPC's clean water support. Determines CVRPC direction and goals regarding the Lake Champlain TMDL, Tactical Basin Plans, and their relationship to the Regional Plan.)

_____ **Basin Water Quality Council** (Establishes policy and makes decisions for the Clean Water Service Provider (CWSP) program regarding the most significant water quality impairments that exist in the basin and prioritizing the projects that will address those impairments based on the basin plan.)

_____ **CVEDC Economic Project Prioritization Committee** (Reviews and prioritizes economic development and infrastructure projects for inclusion in the Vermont Comprehensive Economic Development Strategy – meets 1-2 times per year)

(Note: Members of the **Transportation Advisory Committee** are appointed by municipalities, not the CVRPC Board.)

D. Are you interested in serving on more than one committee? _____

COMMISSIONER NAME: _____

Thank you for your input! Information should be emailed to chartrand@cvregion.com

Alternate Commissioner Interests Questionnaire

Dear Alternate Commissioner,

CVRPC's Nominating Committee is tasked with recommending a slate of candidates for the Executive Committee and officers, other committees, and representatives to other organizations.

In doing this, we are trying to consider commissioner interests, intra-regional balance, a mix of experience levels, and maximizing commissioner involvement. Alternate Commissioners are eligible to serve on many of CVRPC's committees.

Please help us by answering and returning this questionnaire via email by **April 4, 2022**

A. Do you expect to be:

_____ Re-appointed to be your town's RPC Alternate Commissioner?

_____ Appointed to be your town's RPC Commissioner?

B. Are you willing to serve on a CVRPC committee? _____

C. Please rank your **top 3** committee preferences (1=first choice, 2=second choice, 3=third choice)

_____ **Project Review Committee** (Determines Act 250/Section 248 project conformance with the Regional Plan. Provide input and recommendations for projects with Significant Regional Impact.)

_____ **Regional Plan Committee** (Develops and recommends updates to the Regional Plan.)

_____ **Municipal Plan Committee** (Reviews municipal plans for conformance to statutory requirements and recommend whether a plan should be approved. Reviews municipal planning process and recommend whether it should be confirmed. Reviews municipal plans for conformance with enhanced energy planning requirements. Provides guidance to municipalities about future plan updates and way to strengthen planning efforts.)

_____ **Brownfields Advisory Committee** (Oversees CVRPC's Brownfields Program. Prioritizes sites for assessment. Participate in hiring contractors. Recommends brownfield-related policy. Participates in public outreach.)

_____ **Clean Water Advisory Committee** (Identifies activities, policies and direction for CVRPC's clean water support. Determines CVRPC direction and goals regarding the Lake Champlain TMDL, Tactical Basin Plans, and their relationship to the Regional Plan.)

_____ **Basin Water Quality Council** (Establishes policy and makes decisions for the Clean Water Service Provider (CWSP) program regarding the most significant water quality impairments that exist in the basin and prioritizing the projects that will address those impairments based on the basin plan.)

_____ **CVEDC Economic Project Prioritization Committee** (Reviews and prioritizes economic development and infrastructure projects for inclusion in the Vermont Comprehensive Economic Development Strategy – meets 1-2 times per year)

(Note: Members of the **Transportation Advisory Committee** are appointed by municipalities, not the CVRPC Board.)

ALTERNATE COMMISSIONER NAME: _____

Thank you for your input! Information should be emailed to chartrand@cvregion.com



MEMO

Date: April 27, 2022
To: FY24 Nominating Committee
From: FY23 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.