



NOMINATING COMMITTEE

Friday, April 28, 2023 | 4:00 pm

This will be hybrid meeting

29 Main Street, Suite 4, Montpelier VT

Remote Participation via Zoom

Join via computer, tablet or smartphone:

<https://us02web.zoom.us/j/81934080173?pwd=d3V6SHFNTUVwNkh0UGx1WIZRZzQ4dz09>

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

2 **4:05 Approve Meeting Minutes²** (enclosed)

3 **4:10 Complete Final Slate of Committees and Appointments²**
(enclosed)

4:45 Next Steps

4:50 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

1 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
2 **Nominating Committee**
3 **Draft MINUTES**
4 **March 30, 2023**

5
6 Present: Lee Cattaneo, Mike Gilbar, Peter Carbee
7 Staff: Christian Meyer, Nancy Chartrand

8
9 Meeting called to order at 4:00 pm by Lee Cattaneo.

10
11 **Adjustments to the Agenda:** None

12
13 **Public Comment:** None

14
15 **Approve Meeting Minutes:** *Mike Gilbar moved to approve the minutes, seconded by Peter Carbee.*
16 *Motion carried.*

17
18 **Review and Consider Committee Nominations:** Nancy Chartrand provided the Committee with the
19 responses received to date for open seats on both Executive Committee and other committees which
20 were reviewed and discussed. She also advised that Alexis Leacock had agreed to fill the vacant
21 Executive Committee seat through July.

22
23 *Mike Gilbar moved to forward draft slate to the Board of Jerry D'Amico (Chair), Peter Carbee (Vice Chair),*
24 *Janet Shatney (Secretary/Treasurer), and Lee Cattaneo, Michael Gray, Alexis Leacock, and Paula Emery*
25 *(At Large) for FY24 Executive Committee. Peter Carbee seconded and motion carried.*

26
27 **Next Steps**

28 Nancy Chartrand will make contacts to additional Board members for the remaining open seats. Contact
29 will be made with CVEDC for input on Brownfields organizational seats and solicitation information for
30 these seats will be shared with Commissioners for recruitment purposes.

31
32 Next meeting scheduled for Friday, April 28th @ 4:00 pm.

33
34 **Adjourn**

35 *Peter Carbee moved to adjourn at 4:57 pm; Mike Gilbar seconded. Motion carried.*



MEMO

DATE: **DATE**
 TO: Board of Commissioners
 FROM: Nominating Committee
 RE: Nominations for FY24 Officers and Committee Members

CVRPC’s Bylaws task the Nominating Committee with nominating:

1. A slate of Officers and At-Large members of the Executive Committee, with an initial proposed slate presented at the April regular meeting and a final slate presented at the May regular meeting; and
2. A slate of nominees for committees and appointees to be presented at the May meeting of the Board of Commissioners.

This memo presents the Nominating Committee’s final slate of candidates for Officers and members of the Executive Committee, Standing and Special Committees, and Appointments to Other Organizations for FY24 (starting July 1, 2023). In preparing these slates, 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.

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

The slates identified by the Nominating Committee are included below. Unless otherwise noted, terms are one year. All terms end on June 30 of the year noted.

Executive Committee (2024)

Chair – Jerry D’Amico, Roxbury	At-Large – Lee Cattaneo, Orange
Vice Chair – Peter Carbee, Washington	At-Large – Michael Gray, Woodbury
Secretary/Treasurer – Janet Shatney, Barre City	At-Large – Alexis Leacock, Warren
	At-Large – Paula Emery, Plainfield

Project Review Committee (3-year term ending 2026)

John Brabant, Calais	Ron Krauth, Middlesex
Peter Carbee, Washington (vacant seat term ending 2025)	

Committee members with unexpired terms are: Robert Wernecke, Berlin (2024); Bill Arrand, Worcester (Committee Alternate, 2024); Lee Cattaneo, Orange (2025)

Regional Plan Committee (2024)

Rich Turner, Williamstown	Alice Peal, Waitsfield Alt
Michael Miller, Montpelier Alt	George Clain, Barre Town
John Brabant, Calais	

Municipal Plan Review Committee (2024)

Bill Arrand, Worcester	Jan Ohlsson, Calais Alt
Ron Krauth, Middlesex	Joyce Manchester, Moretown
Alexis Leacock, Warren	

Brownfields Advisory Committee – Interested Groups Reps (2-year term ending 2025)

Melissa Bounty, Central Vermont Economic Development Corporation (economic)	Joan Marie Misek, Vermont Department of Health (health)
Liz Scharf, Capstone Community Action (at-risk populations)	Vacant Seat (finance)
Vacant Seat (housing)	Vacant Seat (real estate)
Vacant Seat (environment)	

Clean Water Advisory Committee (2-year term ending 2025)

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

Board of Commissioner Representatives

John Brabant, Calais (2025)
Royal DeLegge, Northfield – Committee Alternate (2025)

Municipal / Stakeholder Representatives:

Jeff Schulz, Northfield Town Manager (2025)
Joyce Manchester, Moretown TAC Alternate (2025)
Joseph Whelan, Montpelier Conservation Commission – Stakeholder Representative (2025)
Vacant Municipal Rep Seat (2026)

CVRPC members with unexpired terms are: Richard Turner, Williamstown (2024); Ron Krauth, Middlesex (2024); Municipal members with unexpired terms are: John Hoogenboom, Moretown Appointee (2024), Emily Ruff, Orange Recreation Committee (2024)

Commission Appointments to Other Organizations

Vermont Economic Progress Council (usually the Executive Director):

Christian Meyer

Green Mountain Transit (usually the Executive Director or Transportation Planner):

Christian Meyer, and TBD (Alternate) - filling 3-year term ending 2025

Central Vermont Economic Development Corporation Regional Project Prioritization:

Robert Wernecke, Berlin; Richard Turner, Williamstown; Peter Carbee, Washington

DRAFT



CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Committees and Appointed Positions

Fiscal Year 24 Working Draft

Green = Still Needs Confirmation / Filling

Red Type = Agreed to Appointment & will need to be elected

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, including 1 Alternate Commissioner	<i>Eligible Members:</i> Board members, including up to 2 Alternate Commissioners
<i>Term:</i> 1 year	<i>Term:</i> 1 year; cannot serve consecutive terms	<i>Term:</i> 3-year; staggered terms
<i>Elected:</i> By Board of Commissioners	<i>Appointed:</i> By Board of Commissioners	<i>Elected:</i> 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, 2024

- Gerry D'Amico, Roxbury, Chair**
- Peter Carbee, Washington, Vice Chair**
- Janet Shatney, Barre City, Secretary/Treasurer**
- Lee Cattaneo, Orange, At Large**
- Michael Gray, Woodbury, At Large**
- Alexis Leacock, Warren, At Large**
- Paula Emery, Plainfield, At Large**

Appointed January & March 2023; Term Ends January 2024

- Lee Cattaneo, Orange
- Michael Gilbar, Barre Town
- Peter Carbee, Washington

Term Ends on June 30 of fiscal year noted

- 2026 - Ron Krauth, Middlesex**
- 2025 - Peter Carbee, Washington (filling vacant seat)**
- 2025 - Lee Cattaneo, Orange
- 2024 - Robert Wernecke, Berlin
- 2024 - Bill Arrand, Worcester (Alternate Member)
- 2026 - John Brabant, Calais**

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 member	<i>Members:</i> Municipal representatives and, when determined by the Commission, representatives of transportation-related groups
<i>Eligible Members:</i> Board members, including up to 2 Alternate Commissioners	<i>Eligible Members:</i> Board members, including up to 2 Alternate Commissioners	<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
<i>Elected:</i> By Board of Commissioners	<i>Elected:</i> 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, 2024

- John Brabant, Calais**
- Michael Miller, Montpelier Alternate**
- Rich Turner, Williamstown**
- Alice Peal, Waitsfield Alternate**
- Rich Turner, Williamstown**

Term Ends June 30, 2024

- Bill Arrand, Worcester**
- Ron Krauth, Middlesex**
- Alexis Leacock, Warren**
- Jan Ohlsson, Calais Alternate**
- Joyce Manchester, Moretown Alternate**

Appointed by the 23 municipalities

ADVISORY COMMITTEES

Brownfields Advisory	Clean Water Advisory	CVEDC Economic Project Prioritization
Meets: 3rd Monday @ 6:00 pm	Meets: Ad hoc, as needed	Meets: Ad hoc, as needed, generally in December
Seats: 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	Seats: 13 members - 3 Board members + 1 alternate Board member, 5 municipal representatives, VANR, and 1 interested stakeholder	Seats: 3 Board members
Eligible Members: Board members	Eligible Members: Board members and individuals participating on municipal boards	Eligible Members: Board members
Term : 2 years; staggered (Commissioners even years & Interest Groups odd years)	Term : 2-years; staggered	Term : 1-year
Elected: By Board of Commissioners	Elected: By Board of Commissioners	Elected: By Board of Commissioners
Duties: <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 	Duties: <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 	Duties: <ul style="list-style-type: none"> - Prioritize economic development projects for the region
Term Ends on June 30, 2024	Term Ends on June 30 of year noted	Term Ends June 30, 2024
<i>4 Regional Commissioners + 1 Alternate</i>	<i>3 Regional Commissioners + 1 Alternate</i>	Peter Carbee, Washington
Paula Emery, Plainfield	2025 - John Brabant, Calais	Robert Wernecke, Berlin
Janet Shatney, Barre City, Chair	2025 - Royal DeLegge, Northfield (Alternate Member)	Richard Turner, Williamstown
Ron Krauth, Middlesex	2024 - Ron Krauth, Middlesex	
George Clain, Barre Town Alternate	2024 - Richard Turner, Williamstown	
Peter Carbee, Washington (Alternate Member)		
Term Ends on June 30, 2025	Municipal Representatives	
Interest Group Representatives	2024- Emily Ruff, Orange Recreation Committee	
<u>Designated</u>	2024 - Vacant Seat	
Economic: Melissa Bounty, Central VT Economic Development Corporation	2024 - John Hoogenboom, Moretown Selectboard	
Health: Joan Marie Miskel, VT Dept. of Health Barre District	2025 - Jeff Schulz, Northfield Town Manager (confirm)	
<u>Non-Designated Even Term)</u>	2025 - Joyce Manchester, Moretown TAC Alt	
At Risk Populations - Liz Scharf, Capstone Community Action	2025 - Private companies or interested stakeholders	
Housing & Community Development - Vacant	Joseph Whelan, Montpelier Conservation Commission	
Environment - Vacant	<i>Vermont Agency of Natural Resources (ex-officio, non-voting), Karen Bates</i>	
Finance - Vacant	Advisors	
Real Estate - Vacant	Winooski Natural Resource Conservation District	
<i>Non-Voting</i>	Friends of the Winooski River	
Vacant	Friends of the Mad River	

COMMISSION APPOINTMENTS

Vermont Economic Progress Council	Green Mountain Transit	Mad River Valley Planning District
Meets: Monthly, 4th Thursday of the month	Meets: Monthly on 3rd Tuesday, 7:30 am	Meets: Monthly on 3rd Thursday, 7:00 pm
Term: 1 year	Term: 3 years	Term: 1 year
Appointee: 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**
Duties: <ul style="list-style-type: none"> - Attend as needed and comment on projects in the region 	Duties: <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 	Duties: <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, 2024	Term Ends on June 30, 2024	Term Ends June 30, 2024 - **will not be on ballot
Christian Meyer, Executive Director	Christian Meyer, Executive Director	Clare Rock, Senior Planner
	TBD, Senior Planner, Alternate	Christian Meyer, Executive Director (Alternate)
Winooski Basin Water Quality Council		
Monthly, 3rd Thursday of Month 1:00 pm		
Appointee: CVRPC Representative		
Appointee: 2 municipalities in the basin		
Term: TBD; set by BWQC		
Appointed: By Board of Commissioners		
Duties: <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)		
<i>Regional Commissioner (1)</i>		
Alan Quackenbush, Duxbury (Vice Chair)		
Robert Wernecke, Berlin (RPC Alternate)		
<i>Municipalities (2)</i>		
Annie Costandi, Town of Essex	Nigel Hicks-Tibbles, Northfield (Chair)	
Sarah McShane, Stowe (Municipal Alternate)	Alice Peal, Waitsfield (Municipal Alternate)	