



NOMINATING COMMITTEE

Thursday, February 13, 2025 @ 4:00 pm

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

4:35 Elect Committee Officers²

4:40 Review Positions and Materials (enclosed)

Roadmap Memorandum

Committees and appointed positions

Interest questionnaires

4:55 Next Steps

5:00 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.

Committees and Annual Appointments

* red = expiring terms or vacant seats

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

FY25 Members: **Gerry D'Amico, Roxbury – Chair; Peter Carbee, Washington - Vice Chair; Janet Shatney, Barre City - Secretary/Treasurer; Lee Cattaneo, Orange; Michael Gray, Woodbury; Paula Emery, Plainfield; Alexis Leacock, Warren - 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 April 11, 2023 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

Current Members: 3 Commissioners or Alternate Commissioners appointed by the Commission

Current Members: Peter Carbee, Washington; Don La Haye Waitsfield; Alice Peal, Waitsfield Alternate

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*

FY25 Members (term ends): **Lee Catteneo, Orange (2025); Peter Carbee, Washington (2025);** Alice Peal, Waitsfield Alternate (2026); John Brabant, Calais (2026); Robert Wernecke, Berlin (2027); (Bill Arrand, Worcester (Alternate Seat 2027)

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: 1st Tuesday @ 4:00 pm (currently meeting 3rd Tuesday as well)

Term: 1 year

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

FY25 Members: **John Brabant, Calais; Michael Miller, Montpelier Alternate; Alice Farrell, Barre Town; Alice Peal, Waitsfield Alternate; Doug Greason, Waterbury**

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)

FY24 Members: **Bill Arrand, Worcester; Ron Krauth, Middlesex; Brittany Butler, Cabot; Michael Gray, Woodbury; 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 – this is for FYI only**

FY25 Members: Barre City: Vacant; Barre Town: Vacant; Berlin: Robert Wernecke; Cabot: Michael Hogan; Calais: David Ellenbogen, Karin McNeil (Alt); Duxbury Alan Quackenbush, William Whitehair (Alt); East Montpelier: Adam Stanforth; Fayston: Vacant; Marshfield: Todd Eaton; Middlesex: Ronald Krauth; Montpelier: Dona Bate; Moretown: Joyce Manchester; Northfield: Tom Davis, Jeff Schultz (Alt); Orange: Lee Cattaneo; Plainfield: Bob Atchinson; Roxbury: Gerry D'Amico; Waitsfield: Don LaHaye, Alice Peal (Alt); Warren: Camilla Behn, Michael Bridgewater (Alt); Washington: Peter Carbee; Waterbury: Mike Hedges; Williamstown: Richard Turner; Woodbury: Michael Gray; Worcester: Bill Arrand

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

FY25 Members: Commissioners – **John Brabant, Calais (2025); Mitch Osiecki, Middlesex Alternate - Alternate Seat (2025);** Richard Turner, Williamstown (2026) Ron Krauth, Middlesex (2026);

Municipal Representatives: **Joyce Manchester, Moretown TAC Member (2025); Jeff Schulz, Northfield Town Manager (2025); John Whelan, Montpelier Conservation Commission/Interested Stakeholder (2025);** Emily Ruff, Orange Energy Coordinator (2026); Clark Amadon, Moretown Planning Commission (2026); Alice Peal, Waitsfield Planning Commission (2026);

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.

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

Meets: 3rd Thursday @ 10:00 am

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
- FY25 Members:

- 1) Voting - Janet Shatney (Barre City), Lee Cattaneo (Orange); Ron Krauth (Middlesex); Alice Farrell (Barre Town); Peter Carbee (Alternate member) - terms end June 30, 2026

Melissa Bounty (CVEDC); Liz Scharf, Capstone Community Action (at risk populations); Joan Marie Misek (VT Dept. of Health, Barre District); Nicola Anderson, Downstreet Housing (housing & community development); Vacant, (finance); Vacant (real estate); Vacant (environment); - terms end June 30, 2025

- 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

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

Meets: As needed

Term: 1 year

Members: 3 Commissioners

FY25 Members: **Paula Emery, Plainfield; Doug Greason, Waterbury; Mitch Osiecki, Middlesex Alternate**

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

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, staggered

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

FY25 Members from CVRPC (Terms End June 30, 2027): Royal DeLegge, Northfield; Rich Turner, Williamstown (Alternate Member)

FY25 Municipal Members (Terms End June 30, 2026): Annie Costandi, Essex; **Vacant (Alternate Member)**; Alice Peal, Waitsfield; **Vacant (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 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.

FY25 Member: **Christian Meyer**

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

FY25 Members: **Christian Meyer and Reuben MacMartin (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

COMMISSION APPOINTMENTS

Vermont Economic Progress Council	Green Mountain Transit	Winooski Basin Water Quality Council
<i>Meets:</i> Monthly, 4th Thursday of the month	<i>Meets:</i> Monthly on 3rd Tuesday, 7:30 am	Monthly, 3rd Thursday of Month 1:00 pm
<i>Term:</i> 1 year	<i>Term:</i> 3 years	<i>Term:</i> 3 years, staggered
<i>Appointee:</i> As desired by the Commission, usually the Executive Director	<i>Appointee:</i> As desired by the Commission, usually Executive Director or Transportation Planner	<i>Appointee:</i> CVRPC Representative + 1 alternate
<i>Appointed:</i> By Board of Commissioners	<i>Appointed:</i> By Board of Commissioners	<i>Appointee:</i> 2 municipalities in the basin + 2 alternates
<i>Duties:</i> - Attend as needed and comment on projects in the region	<i>Duties:</i> - Guide the organization through setting goals and annual priorities - Participate on at least one committee as designated by the Chair	<i>Duties:</i> - 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, 2025	Term Ends on June 30, 2025	Term Ends on June 30 of year noted
Christian Meyer, Executive Director	Christian Meyer, Executive Director Reuben MacMartin, Senior Transportation Planner (alternate)	

CVEDC Economic Project Prioritization
<i>Meets:</i> Ad hoc, as needed, generally in November
3 Board members
<i>Eligible Members:</i> Board members
<i>Term:</i> 1-year
<i>Elected:</i> By Board of Commissioners
<i>Duties:</i> - Prioritize economic development projects for the region
Term Ends June 30, 2025
Paula Emery, Plainfield Doug Greason, Waterbury Mitch Osiecki, Middlesex Alternate

Regional Commissioner (1)
2027 - Royal DeLegge, Northfield
2027 - Rich Turner, Williamstown (alternate seat)
Municipalities (2)
2026 - Annie Costandi, Town of Essex
2026 - Vacant (alternate seat)
2026 - Alice Peal, Waitsfield
2026 - VACANT (alternate seat)

Commissioner Interests Questionnaire

Dear Commissioner,

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

You can share this information in the format of your choice.

- a) Complete the survey on Survey Monkey by going to: <https://www.surveymonkey.com/r/RCHT28S>
- b) Complete attached fillable pdf document and return via email to chartrand@cvregion.com

Thank you for your participation and please submit your answers by February 12, 2024.

COMMISSIONER NAME: _____

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

Are you willing to serve on a CVRPC committee? _____

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

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. Amends Personnel Policies. Approves policy actions. Approves Commission agendas.) Currently meets each month on the Monday one week prior to the Board of Commissioners meeting at 4:00 pm.

_____ **Project Review Committee** (Determines Act 250/Section 248 project conformance with the Regional Plan. Provides input and recommendations for projects with Significant Regional Impact.) Currently meets, as needed, on the fourth Thursday of the month at 4:00 pm.

_____ **Regional Plan Committee** (Develops and recommends updates to the Regional Plan - updated plan due August 2024). Currently meets on first Tuesday of the month at 4:00 pm.

_____ **Municipal Plan Committee** (Reviews municipal plans for conformance to statutory requirements and recommends whether a plan should be approved. Reviews municipal planning process and recommends 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.) Currently meets as needed dependent on receipt of plans for approval.

_____ **Brownfields Advisory Committee** (Oversees CVRPC’s Brownfields Program. Prioritizes sites for assessment. Participates in hiring contractors. Recommends brownfield-related policy. Participates in public outreach.) Currently meets, as needed, the third Monday of the month at 6:00 pm.

_____ **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.) Currently meets the second Thursday of every other month at 4:00 pm.

_____ **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.) Currently meets the third Thursday of every month at 1:00 pm.

_____ **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 - usually November/December.

Please note that members of the Transportation Advisory Committee are appointed by municipalities, not the CVRPC Board.

Please share any comments you may have:

Thank you for your interest and time!



MEMO

March 24, 2021

To: FY23 Nominating Committee
From: FY22 Nominating Committee
Subject: Roadmap and Lessons Learned

With CVPRC's practice to not 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.