

Approved _____, 2018

**Cornwall Development Review Board (DRB)
MINUTES • January 3, 2018 • 7:00–8:10pm
Cornwall Town Hall**

MEMBERS PRESENT: Barbara Greenwood, Joe Severy, Annie Wilson, Magna Dodge

ALTERNATES PRESENT: Randy Laframboise, Cheryl Cesario

1. **CALL TO ORDER:** 7:00pm. Barbara opened the meeting.
2. **QUORUM:** Established.
3. **AGENDA:** Barbara noted that the date of the december Minutes should be the 6th. not the 1st. Joe MOVED/Annie SECONDED to approve the Agenda. Motion passed (4 in favor, 0 opposed, 1 absent)

4 MINUTES:

- **December 6, 2017**—Joe MOVED/Annie SECONDED to approve the December 6 Minutes. Motion passed (3 in favor, 0 opposed, 1 absent, 1 not yet seated).
- **December 18, 2017**—Annie MOVED/Magna SECONDED to approve the December 18 Minutes. Motion passed (4 in favor, 0 opposed, 1 absent).

5. **Revised Rules of Procedure**—Discussion of revisions to DRB *Rules of Procedure*.

6. **DRB Members' Terms**—Discussion about term lengths of DRB members and alternates.

7. **Members' Availability for next meeting**—Randy and Cheryl will be away, all others expect to be available

8. Other Business

- **Delegation of Responsibilities**—Discussion about review of applications prior to convening of DRB meetings/hearings.
- **Year-end Report**—The Auditors have requested the DRB's report be submitted to them by January 19. Task delegated to the Secretary.

NEXT MEETING: February 7 at 7:00 pm, Town Hall

ADJOURNMENT—Magna MOVED, Annie SECONDED, to adjourn at 8:10PM. Motion passed (all in favor, 0 opposed)

Respectfully Submitted,
Robin Conway, DRB Secretary