

**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. MINUTES:**
 - **December 6, 2017**—Joe MOVED/Annie SECONDED to approve the December 6 Minutes. Motion passed
 - **December 18, 2017**—Annie MOVED/Magna SECONDED to approve the December 18 Minutes. Motion passed
- 5. Revised Rules of Procedure**—After discussion, Magna MOVED/Joe SECONDED to table further discussion of the RoPs until Barbara can confer with VLCT. Motion passed
- 6. DRB Members' Terms**—Magna created a spreadsheet showing members and their terms as determined by reviewing SB Minutes for the past several years. After discussion, Barbara MOVED/Joe SECONDED to approve the list of DRB Members' terms as presented, and to take to the Selectboard—with a recommendation for filling the expected open seat — at the Selectboard's post Town Meeting organizational meeting.
- 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 assigning two members to each incoming application to review the application, ensure all required parts are included, and that all appropriate references are recorded in the Minutes. Team member selection to be based on a rotating basis and according to the type of application presented. The process is understood to be play-it-by-ear as it gets worked out. Joe queried who has responsibility for ensuring that an application is complete. He understood that Sarah Jarvis (VLCT) had indicated that it belonged to the ZA to ensure the completeness of all applications before passing along to the DRB. Once correctly determined, the process needs to be passed on to the PC for inclusion in their Regulations re-write.
 - **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

Respectfully Submitted,
Robin Conway, DRB Secretary