

Approved October 19, 2016

**CORNWALL PLANNING COMMISSION (CPC)**

Regular Meeting  
Cornwall Town Hall  
August 17, 2016

**PRESENT:** David Anderson, Holly Noordsy, Jamie McKenna, Jim Duclos, Bobbie Carnwath

The meeting was called to order at 7:06 pm.  
Quorum – established.

**AGENDA:** Holly N. MOVED / Bobbie C. SECONDED a motion to approve the agenda as posted. Motion passed – 5 in favor, 0 opposed.

**MEETING SCHEDULE:** CPC members shared their availability for the next meeting. It was determined that Jean's attendance will determine whether or not a quorum can be achieved at the September 21 meeting.

**MINUTES – July 20, 2016**

Dave A. MOVED / Jamie M. SECONDED a motion to approve the July 20 minutes as posted. Motion passed – 4 in favor, 0 opposed, 1 abstention (Jim, who was not at the July 20 meeting).

**OLD BUSINESS:**

- ***Municipal Planning Grant Application*** – Holly N. reported on progress. Numerous attempts to schedule a meeting with the Addison County Regional Planning Commission (ACRPC) planner have not been productive since contact in June, until very recently.

A meeting on August 23 has now been scheduled with the ACRPC planner. Holly N., Dave A., and Jamie M plan to attend this meeting to consult with the planner regarding grant criteria and content of the application. Because of time constraints, this working group could more efficiently develop and deliver the application to the Cornwall Select Board for approval. Deadline will be clarified at the meeting with ACRPC. At this point, CPC has conflicting information on the deadline from 2 different sources.

Jim D. MOVED / Bobbie C. SECONDED a motion to authorize a 3-person working group of Holly N., Dave A. and Jamie M. to develop the Municipal Planning Grant application for consideration by the Select Board. Motion passed – 5 in favor, 0 opposed.

Other Action Steps:

- Dave A. will look at the last application the Town made for a planning grant.
- Holly N. will email Ben Marks to get on the agenda for the September 6 Select Board meeting.
- Dave A will attend the September 6 Select Board meeting to review progress on the Municipal Planning Grant Application and to solicit comments from the Select Board.
- Dave A will register for the September 8 GoToMeeting for training on using the system and preparing a competitive MPG application."
- **Discussion: Fees** – Dave A. reported that the Town Clerk/Treasurer said that the only source of compensation for the Zoning Administrator is the fees. Dave A. handed the Zoning Administrator Jim Duclos a packet of information gathered by CPC members during the past two months – information on fee schedules in neighboring towns and how other zoning administrators are compensated for their work. CPC is reviewing fees prior to making any recommendations to the Select Board regarding changes.

Dave A. MOVED/ Bobbie C. SECONDED a motion to table discussion on fees until the next meeting after Jim D. has a chance to review the information gathered from other towns. Motion passed – 5 in favor, 0 opposed.

- **Update on October 12 Community Values Mapping Event**– Bobbie C. and Jamie M. reported on progress to date. The organizing committee will meet again in September. Save the date postcards and a poster are at the Town Hall. Save the Date cards and poster were displayed on Election Day and at the Blueberry Festival. Event will be held at the School October 12 7-9:15pm. On October 11, the school children will have their own community values mapping activities, and it is hoped they will encourage their parents to come on October 12.

**OTHER BUSINESS:**

Correspondence:

Vermont League of Cities and Towns is sponsoring a Town Fair, October 5-6 at the Expo in Essex Junction, two days of educational workshops for all municipal officials.

Holly N. MOVED / Jim D. SECONDED motion to adjourn the meeting. Motion passed – 5 in favor, 0 opposed.

The meeting was adjourned at 8:05 pm.

Respectfully submitted, Sharon Tierra, Clerk of the CPC

