

**TOWN OF CORNWALL  
SELECT BOARD MEETING  
Tuesday, May 18, 2010**

**PRESENT:** Bruce Hiland, Joe Severy, Nancy Kemp, Mike Quesnel, Judy Watts

**ALSO PRESENT:** Sue Johnson, Stu Johnson, Katie Gieges, Rodney Cadoret, Ed Peet

The meeting was called to order at 6:58 pm by Bruce Hiland

The General Fund and Highway Orders were signed.

**MINUTES**

It was moved/seconded to approve the minutes of the May 4 meeting as distributed. The motion carried on voice vote.

**CORRESPONDENCE REVIEW**

- Received today from ACRPC – request for Cornwall’s list of transportation priorities. It was decided to put this item on the agenda for the June 1 meeting.
- E-mail from ACRPC asking for the legal opinion necessary to perform the bike path project. Town attorney Jim Carroll will write the opinion.
- Letter from the Cornwall Historical Society regarding the antique stage curtain in Whiting. Whiting would like to give the curtain to Cornwall. The Cornwall Historical Society plans to raise the funds needed (about \$500) to restore the curtain and hang it on the stage at the Town Hall.
- Jim Bolton, co-chair of the Planning Commission, communicated with Bruce Hiland about a proposed change in subdivision fees for applications that are deemed to be boundary line adjustments. Bruce suggested that the Planning Commission review all of their fees.
- Stu J sent an email indicating that he intends to utilize the balance in this year's paving line along with the July 1 money in order to complete a work section. Bruce will get more details from Stu J.

**ROAD COMMISSIONER’S REPORT** - no report was given

**TOWN CLERK’S REPORT** – no report was given

**OLD BUSINESS**

Tilden Road rental property

The health Officer has sent a letter to the property owner along with a copy of the minutes of the last SB meeting. The property owner Ed Peet is present, and wants an explanation about the letter. Mr. Peet presented certificates to document that he attended and passed the Renovator Initial – English course

and Essential Maintenance Practices training. The board informed Mr. Peet that his communication on this matter should be with the Health Officer.

#### Grant Writing Help

Sara Minor has offered to assist the Town with grant writing as a volunteer and has submitted her resume to the board.

#### Town Positions

Micky Heinecken has agreed to serve as fence viewer. He will need to be sworn in.

#### Areas of Oversight

The board discussed the division of responsibility for the following areas of oversight, should urgent action be required before the board meets.

Mike Quesnel – Town properties, emergency services

Joe Severy – land issues

Nancy Kemp – public health

Judy Watts – finance

Bruce Hiland – roads and right of way

Bruce H. will make a formal proposal regarding areas of responsibility at the next meeting.

#### Tax Collection

Rodney Cadoret presented a delinquent tax report with owners names and amounts overdue. The board agreed that property owners listed to the right of the second line on the report, should receive a letter from Mr. Cadoret as the next step. A list of property owners who continue with non-payment after receiving the letter, will be taken to Town attorney Jim Carroll to start proceedings for tax sale.

### **NEW BUSINESS**

#### Emergency Management

Katie Gieges, Cornwall Emergency Manager, and Tim Boulton, ACRPC regional planner, informed the board on issues of emergency planning/management. Katie G. and Tim B. both serve on the Addison County Regional Emergency Planning Committee, with Katie as the group's treasurer.

Katie G. has received notice by email that the grant for an emergency generator for Cornwall has been approved. The board asked Katie G. to obtain 3 bids for the generator installation that match criteria of the grant, and bring to the June 1 meeting with her recommendation, for board decision.

Katie G. and Tim B. reviewed the Cornwall Basic Emergency Operations Plan 2010 with the board and presented the Town with an emergency supply kit for the Emergency Manager and Emergency Operations Center. The Regional Emergency Planning Committee is providing each town in the county with a kit to

be used as a baseline of information and resources, should an emergency occur. The kit includes two totes. One tote contains forms, resources, maps, signs, - everything that an emergency manager would need. Another larger tote contains office supplies to set up an Emergency Operations Center. Cornwall Basic Emergency Operation Plan 2010 includes step-by-step emergency procedures, planning tasks, forms, and local support functions (LSF) that make clear who is charge of what during an emergency.

Katie G. and Tim B. advised the board to have an MOU with fire department , giving the fire department authority to act in the event of a flood. Authority to act in the event of a flood is normally seated in the Selectboard, and precious time could be wasted without a prior MOU.

The board went into executive session at 8:14 pm to discuss litigation.

The meeting was adjourned at 8:26pm.

The next meeting is scheduled for June 1 and the School Board has been invited to attend.

Respectfully submitted,

Sharon Tierra, Clerk of the Selectboard