

Town of Cornwall - Development Review Board

Regular Meeting

June 22, 2016

Minutes

Approved July 27, 2016

Call to order: 7:00PM by Matt Bonner. Five members present - quorum established
Board members present: Matt Bonner, Bruce Byers, Barbara Greenwood, Barney Hodges, Annie Wilson
Board members absent: Joe Severy, Gary Barnett

Approval of Minutes: Bruce Byers moved and Barbara Greenwood seconded that minutes of May 25, 2016 be approved. Motion passed unanimously 5/0. A brief discussion followed as to whether the co-chairs should look over the draft minutes before they are sent out to all. Matt Bonner raised questions as to how this would be compatible with the Open Meeting Law regarding minutes.

Approval of Agenda: Barney asked that "Old Business" be added as Item #10 and #11 therefore be "Adjournment."

Fifield Site Visit:

Bruce Byers reported that he had visited the Fifield property and met Mrs. Fifield to have her point out the stakes, as they would be hard if you didn't know exactly where to look. Bruce noted that the property is larger than would appear on the sketch. A couple of the stakes had been knocked down by the cattle. Overall, Bruce, "found nothing unusual about the property where the house will be."

Barney Hodges said that he saw the stakes from the road, and that now the haying is done he will take a closer look

Barbara Greenwood expressed interest in walking the property with Bruce.

At this point, Barney Hodges proposed a three person committee for site visits. DRB members would be rotated on the committee. He emphasized that this would be more convenient for the applicant; create a unified, more complete inspection whereby the committee could identify any potential issues; avoid quorum problems - all while distributing the work of the Board.

Draft of DRB Rules of Procedure:

Matt Bonner expressed a desire to move from this draft stage to the final document which would be finalized at the July meeting.

Barney Hodges pointed out that §1.4 (Secretary/Clerk position) needs to be included here. Discussion of this is deferred until Item #7 of the agenda.

Article 8: Site Visits -

New ideas (see above) to be incorporated here. The chair will decide if a site visit is necessary and, if applicable, the site visit will be publicly noticed.

The site visit committee may advise the chair that a full board visit is necessary and must be publicly warned.

Members of the Board may conduct a site visit independently as long as there is no quorum.

The Board may also recess a hearing until a date certain in order to conduct a site visit if it will yield critical information.

Job Description for DRB Secretary: (7:55) Agenda Item #7 incorporated into #6

Among discussion points were: which position best suits the needs of the Board, relationship to ZA's work, certification of completed applications, and noticing procedures. The Board will re-visit this discussion as the Procedures are finalized.

Article 8: Conflict of Interest

The Board briefly discussed *ex parte* communications and what, exactly is the definition. The Board also explored noticing procedures, looking particularly at §242 in the Subdivision Regulations.

Barney Hodges suggested that the Board let Barbara make the changes discussed this evening and distribute an up-dated draft.

Barney Hodges moved and Matt Bonner seconded that "We table the discussion of the job description review and other matters related to Procedures until the July meeting." Motion carried unanimously 5/0.

Bruce Byers noted that he was informed that Mrs. Ianni will be filing an application for a subdivision.

Adjournment: Barbara Greenwood moved and Barney Hodges seconded that the Board adjourn. Motion carried unanimously 5/0.

The Board adjourned at 9:13PM.

Respectfully submitted,
Mary Anne Sullivan
DRB Secretary