

**Cornwall Development Review Board**  
**Regular Meeting - July 27, 2016**  
**Minutes**

(Subject to Approval)

**Call to Order:** 7:08 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 **“We approve the June 22, 2016 minutes as written.”** Motion carried unanimously 5/0.

**Approval of Agenda:** Barney Hodges moved and Barbara Greenwood seconded that **“We approve the agenda with the following additions: “Other Business” and “Public Comment.”** Motion carried 5/0.

**Longchamp Subdivision Sketch Plan Review:** 7:13PM

Board member Matt Bonner reminded all present that this proceeding was being recorded, and he administered the oath to Tracey and Peter Longchamp.

Matt recapped the procedures to date: informal discussion of project conducted in May followed by this, the sketch plan review. He also noted that some of the application material on the web needs to be updated.

Barney Hodges moved and Bruce Byers seconded that **“This project be classified as a minor subdivision.”** Motion carried unanimously 5/0.

Review of materials with the Longchamps included: Google map of property in West Cornwall, a survey of property, maps from Jeff Kelly and Spafford & Sons depicting plans for septic and well placement (respectively), and a list of adjoining property owners. Board members asked about: size of construction envelope, required setbacks, septic and well plans (and shields), any natural or manmade features on the property, access to electric facilities, curb cut permit, and other state permits which might be needed before the Board’s final decision. Final hearing on the project will be scheduled for September 28, 2016.

The Board also noted that several items discussed will need to be included on the final survey and that abutting landowners will need to be noticed for that final hearing. Tracey Longchamp asked the Board for a letter stating that all necessary materials are in and that the final hearing has been set.

Sketch plan review ended at 7:50PM.

**Noonan Sketch Plan Review:** 8:00

After advising all present that this procedure was being recorded, Matt Bonner administered the oath to Doumina Noonan and Jason Barnard.

Referencing the distributed Project Location Map (prepared by Barnard Gervais, LLC), Mr. Barnard gave a detailed description of the project (located at 722 Snake Mountain Road) including well and septic placement and shields. The Board suggested that a contour map be added to the final survey instrument. Mr. Barnard also submitted the completed application, checklist, and the names and addresses of adjoining property owners.

Bruce Byers moved and Barney Hodges seconded that “**This project be classified as a minor subdivision.**” Motion carried 5/0.

Sketch plan review ended at 8:17.

#### **DRB Rules and Procedures:**

The consensus of the Board was that any and all further comments or suggestions should be forwarded to Barbara who will prepare the final draft for review.

#### **August 24, 2016 Meeting:**

All Board members present affirmed that they are available for a meeting on that date in order (in part) to review application documents, finalize Rules and Procedures, and give site visit reports.

#### **Other Business:**

Barbara and Bruce conducted a site visit of the Fifield property on July 6, 2016.

Matt moved and Barney seconded a motion to “**Go into executive session for the purposes of discussing a personnel issue.**” Motion carried 5/0.

Board returned to regular session at 9:12. No action taken.

Barney moved and Barbara seconded that “**We adjourn.**” Motion carried 5/0

Cornwall Development Review Board adjourned at 9:13.

Respectfully submitted,  
Mary Anne Sullivan  
Minute Taker.