

Approved October 18, 2016

**CORNWALL SELECT BOARD**

Regular Meeting, Town Hall

October 4, 2016

**MEMBERS PRESENT:** Ben Wood, Brian Kemp, Magna Dodge, Ben Marks, John Roberts

**ALSO PRESENT:** Sue Johnson, Stu Johnson, Barbara Greenwood, Barney Hodges, Chris Hodges, Michael Sunderland

The meeting was called to order at 7:01 pm.  
Quorum – established.

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

General Fund and Highway Orders – signed.

**PRESENTATION: Development Review Board (DRB)** – Barbara Greenwood

- The Select Board appointed 7 members to the DRB. An organizational meeting was held on April 11, during which 2 co-chairs were selected. The DRB has taken on all the responsibilities of the former Zoning Board of Adjustment and the responsibility for hearing and making decisions on subdivision applications (formerly done by the Planning Commission).
- The DRB has held 5 meetings to date (the first 2 meetings were organizational). The Board meets on the 4<sup>th</sup> Wednesday of each month. Finalizing rules of procedure is almost complete. The DRB members are working well together. The work load was modest until the last meeting in September, which was packed with agenda items.
- Mary Anne Sullivan started as DRB Secretary in May. She has recently resigned for personal reasons. Sharon Tierra has agreed to take the DRB minutes on October 26, possibly longer until a new Secretary can begin.
- Meetings have been recorded. Audio recordings of DRB minutes will be posted on the Town website.
- To date, the DRB has not heard any contentious matters. The Board has approved 2 minor subdivisions and classified 2 other matters. The Cornwall Fire Department has come to the DRB seeking approval to replace a 35-foot tower with a 70-foot tower. The Board has contacted the Town Attorney to see if request can be expedited, due to the public safety nature of the request.
- Ben M. asked Barbara G. to explain the relationship between the Zoning Administer (ZA) and the DRB. Barbara G. replied that all applications go first to the ZA, Jim Duclos, who advises the applicant on the process. The Board appreciates his role, as the DRB has no clerk. The Board also

appreciated what the Town Clerk Sue Johnson does regarding DRB matters, including answering questions, providing applicants with book and page of the property, copying maps, making copies of applications, scanning and sending out applications to the ZA and DRB. Sue J. posts DRB minutes and agenda and posts them around town, and will be uploading the audio recordings to the Town website. The DRB Chair puts the notice in the newspaper and mails out decisions.

- Ben M. asked Barbara if there is anything that would make the work easier and how will the Select Board know if the DRB is swamped with work? Barbara said the DRB will keep the Select Board informed in timely fashion of any problems with the work load or other issues.

**MINUTES** – September 20, 2016 – John MOVED/ Ben W. SECONDED a motion to approve the minutes as amended with 2 motions to go into executive session. Motion passed – 5 in favor, 0 opposed.

**CORRESPONDENCE REVIEW:**

- Vermont League of Cities and Towns (VLCT) - white paper on public safety
- VLCT News
- Invitation from the Assistant judges of Addison County to attend annual meeting. November 2 at 9 am.
- Notice of VLCT 2016 fall planning and zoning forum
- VLCT white paper on land use and energy
- Copy of letter dated September 28, sent on behalf of Town of Cornwall, from Benj Putnam to Public Service Board regarding Hodges' solar project.

**PUBLIC COMMENTS** - none

**TOWN CLERK / TOWN TREASURER'S REPORT** – Sue Johnson

- Capital planning will start in early December
- VLCT Town Fair and Annual meeting – Sue J. will attend
- Select Board will have 2 meetings in November: November 1 and 15, because the election will be held on November 8.
- Cornwall Fire Department has made their meeting room available for Town board and committee meetings during Town Hall renovations.
- Sue J. is handing out 10-15 absentee ballots daily
- Taxes due November 1.
- Town Clerk has continued to prepare for renovations and to complete human resource paperwork for hiring of Road Foreman.

**ROAD COMMISSIONERS REPORT** - Brian Kemp

Brian K. reported that the Town Sand Shed is in rough shape structurally. Sue J. noted that the need for work on the sand shed is on the capital plan. Brian said that one of the Town trucks has been in for maintenance and the other truck is in

for warrantee work. He introduced Cornwall's new Road Foreman, Michael Sunderland. Michael S. reported on recent roadwork, tree trimming planned, and supply of salt and sand on hand. He has reviewed basic procedures with Stu J. and has been informed about the well and ongoing pumping. Michael does not plan to change practices and procedures that have worked well in Cornwall. He will re-organize items in the Town Garage in ways that work for him.

#### **OLD BUSINESS:**

- **Swamp Road Bridge** – Ben M. has been in communication with law enforcement. Criminal investigation is expected to be complete next week and then bridge removal can be scheduled. The Board is still waiting to receive the report from the Fire Marshall, a prerequisite to Request for Proposals (RFP) for bridge removal. Salisbury will be able to dispose of burnt materials, lowering costs. Bridge removal costs will be covered separately from insurance for replacement. The Town can use funds from 3 pools of money for specific costs. One for agreed value (replacement), one for associated costs, and one for demolition, within reasonable limits. Brian K. will be the point person to talk with contractors. After bridge removal is complete, it will take about 2 weeks to install a temporary bridge. John R. suggested we begin conversations with our State senators now concerning a new bridge.
- **Sunrise Orchards 150kw Solar Project** – (Ben M. recused himself from this discussion.) Barney and Chris Hodges are here to update the Board on progress. Their developer Mike Norris completed the screening plan and decommissioning plan. The Hodges provided copies of the site plan, decommission plan, and 2 maps of the project to the Board for review. Barney H. asked the Board to let him know if anything does not comply with the solar ordinance, so the needed changes can be made before the next Select Board meeting. He added that they plan to talk with the neighbor who expressed concerns to the Board regarding screening for the solar array. John R. will be the point person for communications.

Barney H. said that he has concerns about the ordinance itself. Magna D. noted that it is an interim plan and that the Planning Commission has been asked to develop a more permanent one. Barney H. said he would like to be more engaged in the process of developing the more permanent ordinance. Ben M. explained why the interim ordinance was put in place and added that the Planning Commission is updating the zoning bylaws and developing the solar ordinance at the same time and that the process will be fully public for both.

- **School Turbine Update** – Ben W. reported that concrete footings have been poured. He has been assured that the remaining pile of dirt will be taken care of soon.

#### **NEW BUSINESS**

### **Town hall renovation**

- Capital committee held discussion of the bids, Smith and McClain was chosen to be recommended the Select Board. Renovations will begin soon with work upstairs and in the back room, and concrete work.
- Town will rent, for 5 months or more, an office storage unit. Half of the unit will serve as the temporary Town Office (includes counters and shelves), with the other half being storage with a table as workspace. The unit will be located at end of parking lot. It will arrive on October 13. Sue J. plans to occupy it beginning on November 14.
- Moving of the computer will be done by IT professionals.
- A main concern is parking during the renovations. Sue J. plans to put orange cones in middle of road to slow traffic down. She will ask the renovation crew to park across the road by the cemetery. Target for completion of renovations is the end of February.
- Renovation meeting minutes can be posted to the website.
- Sue J. has talked with the recycling/trash vendor. If ok with school, the transfer station will be moved up there.

JOHN MOVED / Brian SECONDED a motion that the Board accept the recommendation of the Capital Committee and award the contract to the low bidder Smith and McClain in the amount of \$441, 830.51. Motion passed – 2 in favor, 0 opposed, 2 abstained (capital committee members).

### **OTHER BUSINESS**

- Board of Listers could meet with the Select Board November 1 or 15.
- Planning Commission will be invited to the October 18 meeting. Ben M. reported that he heard from Holly Noordsy that a competitive bidding process is required for Requests for Proposals over \$10,000.

John r. MOVED / Magna D. SECONDED a motion to adjourn the meeting. The meeting was adjourned at 9:10.

Respectfully submitted, Sharon Tierra, Clerk of the Select Board