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CORNWALL SELECT BOARD
Regular Meeting, Cornwall Town Hall
December 18, 2018

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

ALSO PRESENT: Sue Johnson, Mike Sunderland

The meeting was called to order at 7:00pm.

Quorum - established

General Fund and Highway Orders - signed

AGENDA - Magna D. MOVED / Ben W. SECONDED a motion to approve the agenda with the following changes: Remove budget discussion (will be discussed at subsequent meeting when full board is present) and add Zoning Administration Compensation/Permit Fees update. Motion passed - 4 in favor, 0 opposed.

MINUTES – December 4, 2018 - Brian K. MOVED / Magna D. SECONDED a motion to approve the minutes with the following change in the first sentence of Road Commissioner's report: " A change in temperature of at least two degrees...." Motion passed - 4 in favor, 0 opposed.

CORRESPONDENCE REVIEW

- Vermont League of Cities and Towns News
- Information regarding the use of recreational marijuana in Vermont
- Notice from Assistant Judges about the county budget meeting scheduled for January 10 at 9 am.
- Letter of resignation, from Andrea Landsberg, co-chair of the Planning Commission, effective immediately.
- Notice from the auditors of the deadline of January 17 for the Select Board report to submitted for the annual Town Report.

PUBLIC COMMENTS - none

TOWN CLERK / TOWN TREASURER'S REPORT - Sue Johnson

- **Planning Commission** - Sue J. cautioned the Board: There are only two seats on the Planning Commission (CPC) that are not up for election in March, and the members holding those seats are relatively new to the CPC. Currently there are two vacancies on the 7 member board. Unless 3 members choose to run again or other citizens choose to run, the CPC board will be down to two members after Town Meeting.

- **Cybersecurity** - Sue J. attended a seminar sponsored by NEMRIC, that included cybersecurity education. She filled out a survey as part of the session, as an initial assessment of how secure Cornwall is from cyber threats and will be providing the results to the Board. As the next step, Sue J. has signed up for a security audit. The Town has virus protection and cloud back up, as a good start.
- **Banking Services** - Sue J. has been exploring options regarding banking services and will send that information to the Board. Any changes will need to be thoroughly researched, and decisions made collaboratively with the Board. If a change is made, it would not be until the end of the fiscal year.
- **Need for Town Administrator** - Sue J. had made a list of duties/roles that a Town Administrator could be charged with, if the Town decided to hire a Town Administrator. Sue envisions this would be a part time position. When Sue J. currently has to assume the roles/duties on this list, it takes her away from her key duties as Town Clerk and Town Treasurer. She encouraged the Board to consider the growing need for a Town Administrator and add to discussions on the budget.

ROAD COMMISSIONER'S REPORT - Michael Sunderland, Brian Kemp

- **Trailer** - The trailer is currently in for repairs at a garage in Bridport. The work is being done by the road crews of the towns that use the trailer - Cornwall, Bridport, and Shoreham - and expenses being shared as well. Work includes tires, brakes, and painting.
- **Road Maintenance** - Mike S. reported that challenges continue in road maintenance as a result of winter weather changes, including reoccurring potholes on high traffic gravel roads. Other towns are resorting to using more gravel. Brian K. suggested that returning to the practice of discing could help. For example, limit discing to the the worst spots each year and also add gravel. Mike S. advised that the Town might consider paving more roads in the future. The Board and the Road Foreman agreed that the Town needs a long term plan for road maintenance, that grants need to be sought, and planning for road infrastructure will need to be added to the capital plan process. Meanwhile, the Board asked Mike S. to provide some numbers and timeline for paving appropriate gravel roads.
- **Water Pumping** - Difficulties with pumping at the Town Garage have been resolved. John R. and Ben W. will inquire as to whether there is a test to determine if the source of salt in water is road salt or a salt deposit.

OLD BUSINESS

- **Date of first meeting in January** - has been set for Friday, January 4 at 7 pm.
- **Date for Solar Ordinance hearing** - it was decided to hold the hearing on January 4 at 7:00 pm, with January 15 as backup date.
- **Permit fees / Zoning Administrator (ZA) compensation** - update by Ben W. Ben W. reported that he has been in conversation with ZA Jim Duclos, and intends to do an analysis of ZA compensation by the hour versus compensation

through permit fees, in collaboration with Jim. D., to determine which system would be fairer, as compensation for the work required. Ben W. will also assess the impact that the proposed by-laws would have on the workload of the ZA. The Board agreed that Ben W. should move in the direction he described and continue discussions with the ZA.

Magna D. MOVED/ Brian K. SECONDED a motion to adjourn the meeting.
Motion passed - 4 in favor, 0 opposed.

The meeting was adjourned at 8:00pm.

Submitted by Sharon Tierra, Secretary of the Select Board