

Approved January 20, 2021

CORNWALL PLANNING COMMISSION (CPC)

Regular Meeting, via Teleconference
December 16 , 2020

Note: All Cornwall Planning Commission meetings will be via teleconference until further notice.

MEMBERS PRESENT: Conor Stinson, Don Burns, Marge Drexler, Chris Hodges, Lauren Ringey, AJ Vasiliou, Drew Kervick

ALSO PRESENT: Ben Marks, Mary Dodge, Katherine Branch, Sue Johnson, Bas Phair

Recording of the meeting announced.

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

Quorum - established

OATH OF OFFICE

Sue Johnson administered the oath of office to Drew Kervick, newly appointed member of the CPC. He was warmly welcomed by the Board.

AGENDA - Don B. MOVED / Marge D. SECONDED a motion to approve the agenda as posted. Motion passed - 7 in favor, 0 opposed.

MINUTES

- **November 18, 2020-** Don B. MOVED /Marge D. SECONDED a motion to approve the minutes as amended with one typo corrected. Motion passed - 7 in favor, 0 opposed

ANNOUNCEMENTS

- Conor S. remarked that this is the first meeting of the Planning Commission as a full Board of 7, in over two years - this is of great significance for the Town and should be acknowledged and celebrated.
- Conor S. announced that the Town has been awarded the grant for training of the new CPC board and for targeted work on updating the Town Plan. See discussion about the grant, in New Business.

CORRESPONDENCE REVIEW

Correspondence from the Conservation Commission (CCC) has been forwarded to all CPC members and will be discussed this evening with CCC members Mary Dodge and Katherine Branch.

PUBLIC COMMENTS - Katherine Branch and Mary Dodge reported on recent CCC phone conversations with Cornwall citizens in the past month, the CCC list of priorities

for conservation activities in Cornwall, and the intent to warn an Article for the 2021 Town Meeting, with proposal for an allocation of \$3,600 for the Conservation Fund. They added that having Don Burns at CCC meetings as liaison from the CPC has been very helpful, and his presence as a sounding board, and his thoughtful questions have been greatly appreciated. The CCC hopes to partner with the CPC on next steps for the conservation fund.

OLD BUSINESS

- **Outreach Team Report-** Marge D, Lauren R., Chris H

Marge D. reported for the outreach team that the ways discussed at the last meeting (newsletter, email list, Addison Independent newspaper, Front Porch Forum (FPF), the Town Report, Facebook and the Town website), are what is available. The Town has a FPF account, and has no formal policy about how Town government information is posted there. Ben Marks added that the Select Board be kept in the loop about FPF postings or newspaper articles and if an issue is contentious within the Town, that the CPC have an open dialogue with the Select Board as the most appropriate channel for resolution. It was agreed that the CPC will use the Town account when posting to FPF, with posts going through Sue J.

Bas P. said that he also did some research, spoke with Sue Johnson and with the Town Clerks in some other towns, to see how Cornwall uses media outlets, including electronic media, to inform its citizens and the wider community. Sue J.'s email list has about 400 addresses. The newsletter is sent out quarterly by email and a hard copy mailed to those who don't use email. Bas said that Cornwall does not use its Facebook page the way other towns do. A member of the Fire Department maintains the Cornwall Facebook page, and Town government is not involved. Bas will distribute a memo to all CPC members that summarized his findings.

Ben Marks said that there is considerable interest in developing and improving the Cornwall website, and the Select Board is aware of the current website limitations.

CPC members agreed to use outreach venues that they are most comfortable with for now (Addison Independent, FPF, Town email list and newsletter) and table the discussion about social media for now. Marge D., Chris H. and Lauren R. agreed to continue as the outreach team. Conor S. said it will be important to use the venues we have available and to be intentional about CPC outreach.

- **Google Drive check in** - discussed how it is organized, access issues, and technical difficulties.
- **Cornwall Town Plan Discussion-** members shared their impressions after reading the Town Plan sections assigned. Conor S. said that the update will be done within the existing framework, that certain sections are required by the State, and that two new sections will be added as now required by the State - Flood Resilience and Forest Fragmentation. The possibility of doing a town-wide survey was discussed and many questions were posed:
 - is a survey needed?

- what is the objective?
- what level of participation would be considered representative of the Town and how significant the results?
- instead of a long survey, could polling be done with mini surveys?

Conor S. added that, if a survey is done, the CPC needs to come to agreement with the Select Board on what would constitute a meaningful survey.

NEW BUSINESS

Grant Discussion

Conor S. informed the Board that a steering committee will be required, composed of the CPC and Select Board, to manage the grant. Conor also suggested the CPC have a subcommittee to review the Town Plan, assess it, and set priorities for the update. He said that the training for new members should be opened up to interested Cornwall citizens as well.

List of Action Items:

1. All members - read the grant application;
2. Review grant application documentation;
3. Read the rest of the Town Plan;
4. Form a steering committee to manage the grant;
5. Form a working group to assess and set priorities for updates to the Town Plan;
6. Review pages 83-86 in the training manual - regarding working with existing Town Plans and how they can be reviewed. This will be the first task of the working group.
7. Conor will write an article for the Town newsletter for this month, and then will hand over this task to the outreach team to write ongoing newsletter articles.
8. Conor will share the results of the last town-wide survey on Google Drive.
9. Next Meeting; January 20, at 7pm. Katie Raycroft-Meyer plans to attend to discuss the training model and content.

ADJOURNMENT

AJ V. MOVED / Lauren R. SECONDED a motion to adjourn the meeting. Motion passed - 7 in favor, 0 opposed.

The meeting was adjourned at 9:18 pm.

Submitted by Sharon Tierra, Secretary of the CPC