

Approved _____, 2021

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CORNWALL PLANNING COMMISSION (CPC)

Regular Meeting, via Teleconference
February 17, 2021

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, Katie Raycroft-Meyer

Recording of the meeting announced.

The meeting was called to order at 7:02 pm.

Quorum - established

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

MINUTES

- **January 20, 2020-** Marge D. MOVED / Drew K. SECONDED a motion to approve the minutes as posted. Motion passed - 7 in favor, 0 opposed

ANNOUNCEMENTS - none

CORRESPONDENCE REVIEW

Email from Sharon Tierra sent to the informal group of citizens and municipal board members working with transportation planner Mike Winslow to obtain data about traffic issues in specific areas in Cornwall and explore options to increase road safety. Her message describes a harrowing experience she had while driving through the intersection of South and North Bingham and Route 74. Ben Marks added that the State is assessing the areas of concern, and will make recommendations. Ben M. suggested the CPC add goals in the Town Plan regarding roads and safety issues.

PUBLIC COMMENTS - none

OLD BUSINESS

- **Update from Town Plan Review Crew** - Drew K. reported that the group of three (Marge D., Chris H. and Drew K.) have met twice. They divided the Plan in 3 sections and each reviewed one section, flagging areas in need of updating and adding comments. There is a general need in all sections for current information to replace outdated information. Some sections need extensive new data. All tables and all maps need updating and there is a need for better maps. Drew K. will consolidate the group's findings into one document for the shared google drive. The group said that the process of working together was smooth and efficient. Drew asked if meetings of this group need to be warned. Conor suggested The Vermont League of Cities and Towns (VLCT) would be the best place to get the right answer. Drew K. will follow up with VLCT's Municipal Assistance Center.
- **Review Work Plan** - see Training Discussion below

NEW BUSINESS

- **Training Discussion** - Katie R-M and the Board discussed the training plan she has drafted. She described the plan as “work in progress” that is flexible to meet the needs of the Planning Commission and is still in development in terms of the finer details. She did emphasize that while the trainings will be open to the public, they should be designed for the CPC as the target audience. The draft plan includes five modules:
 - Boards’ Roles and Responsibilities in Municipal Land Use Planning
 - The Work of the Planning Commission
 - Updating the Municipal Plan
 - Implementation: Making the Plan Happen
 - Mapping: Local Planning Using ANR Atlas and BioFinder

Other topics that may be of interest in the future are: Using Community Surveys, Relationship Between the Town Plan and Zoning, Capital Planning, and the Vermont Open Meeting Law. Katie R-M added that the VLCT conducts regular trainings on the Open Meeting Law.

- - **Meeting Planning** - Katie R-M proposed that training begin in April, with the first module scheduled for a date prior to the regular meeting on April 20. It is possible that the trainings could be recorded so that if a CPC member could not attend the session live, they could view the recording. It was suggested that training sessions be scheduled with the aid of a Doodle Poll. At the March 17 regular meeting, training scheduling details will be clarified.

List of Action Items:

1. Drew K. will consolidate the review crew’s findings into one document and place in shared Google Drive
2. Katie R-M will attend the March 17 meeting, to provide clarity as to the training schedule and format.
3. Drew K. will follow up with VLCT about the Open Meeting Law requirements for meetings of sub-committees and working groups of municipal boards.

ADJOURNMENT

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

The meeting was adjourned at 9:29 pm.

Submitted by Sharon Tierra, Secretary of the CPC