

Approved February 17, 2021

**CORNWALL PLANNING COMMISSION (CPC)**

Regular Meeting, via Teleconference  
January 20, 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 7:00 pm.

Quorum - established

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

**MINUTES**

- **December 16, 2020-** Don B. MOVED /Marge D. SECONDED a motion to approve the minutes as posted. Motion passed - 7 in favor, 0 opposed

**ANNOUNCEMENTS**

Conor S. said that he and Chris H. worked together on a press release that Chris has sent to the Addison Independent. Chris does not think it has been published yet. She will follow up to inquire about expected date of publication.

**CORRESPONDENCE REVIEW**

Correspondence from Mary Dodge regarding the conservation fund, including request that someone from the CPC serve on a working group with representative from the Conservation Commission (CCC) and Select Board. The goal of the group is to review documents from other towns that have conservation funds, and to recommend improvements to the current written procedures for managing and disbursing conservation funds in Cornwall. Don B., liaison to the CCC, will represent the CPC in this process.

**PUBLIC COMMENTS** - Ben Marks shared information about plans for Town Meeting 2021. An informational meeting is scheduled for Monday, February 22 at 7 pm, prior to Australian balloting on March 2. There will be no in-person Town Meeting in 2021, due to the pandemic. The date chosen for the informational meeting meets the State requirement for such a meeting within 10 days of Australian balloting, while allowing the voter time to mail in their ballot in time for it to be in the hands of the Town Clerk by the

deadline on March 2. Voters can always drop off their ballots at the Town Hall, and many do. Conor S. added that the February 22 informational meeting will be prime time for getting out CPC news to Cornwall citizens.

## **OLD BUSINESS**

### **• Town Plan Discussion - Highlights**

- difference between visionary, aspirational goals vs practical goals that citizens will support and can actually be implemented
- general themes in the current Plan that still ring true
- areas that have drastically changed, such as education
- how to bring citizens into the process earlier - for example, the farming community who usually don't engage in Town planning processes because they are working long hours.
- the Planning Manual as a helpful framework
- idea of looking back to the first Town Plan for Cornwall, and then to look at later revisions, to learn about the scale of change over time, and to have an overview of where we come from and where we are now.
- Importance of reviewing the action items to see what was done, and what was not done and why.
- Subgroup of Drew, Chris and Marge (Town Plan "auditors") will follow Training Manual guide for doing a status update of the Town Plan. The status update will include reviewing the goals (what was done, what not done and why), identifying areas that are out of date, considering how to weave in the two new sections on flood resiliency and forest fragmentation, and what statistics need to be updated. Target date for completion of status update is March - April 2021.

### **Grant Discussion with Katie Raycroft - Meyer - Highlights**

- Katie R-M's role in the work funded by the grant is to provide some targeted training in municipal planning for all CPC members and to help the CPC in their process of a targeted update of the Cornwall Town Plan, so it can be regionally approved. She added that it is not necessary to wait 8 years between Town Plan updates. Updates can be done at any time, in manageable chunks.
- Katie R-M will draft a rough outline of work to be done with this grant that can be shared at the informational meeting on February 22.
- Work plan includes
  - draft of training model by Town Meeting Day, March 2
  - training sessions in the spring 2021 (to be finished late summer, or fall of 2021)
  - review and update statistical and factual information in Town Plan
  - review and update Plan maps
  - further develop Flood Resiliency section
  - Natural Resource updates including Act 171 Forest Fragmentation requirements
  - review and update goals, policies, and tasks for all chapters
  - hold public meetings during review and discussion of the Plan

**List of Action Items:**

1. Conor S. will give Katie R-M access to the shared drive
2. Subgroup of Town Plan auditors will give progress report at next meeting.
3. Next Meeting: February 17, at 7pm. Focus will be a planning to plan session. Intend to develop the work plan and work flow. Katie Raycroft-Meyer plans to attend and will bring draft strategy for trainings.

**ADJOURNMENT**

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

The meeting was adjourned at 9:26 pm.

Submitted by Sharon Tierra, Secretary of the CPC