

Approved April 21, 2021

**CORNWALL PLANNING COMMISSION (CPC)**

Regular Meeting, via Teleconference

March 17, 2021

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

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

**ALSO PRESENT:** Sue Johnson, Ben Marks, Katie Raycroft-Meyer

Recording of the meeting announced.

The meeting was called to order at 7:10 pm by Town Clerk Sue Johnson.

Quorum - established

**ORGANIZATION**

- **Oath of Office** - Sue Johnson administered the Oath of Office to A.J.V., Chris H, Lauren R., and Drew K.
- **Election of the Chair** - Don B. MOVED / Marge D. SECONDED a motion to elect Conor Stinson as Chair of the Planning Commission. Motion passed - 6 in favor, 0 opposed.
- **Election of Vice-Chair** - Marge D. MOVED / A.J.V. SECONDED a motion to elect Don Burns as Vice-Chair of the Planning Commission. Motion passed - 5 in favor, 0 opposed, 1 abstained (Don B.).
- Sue J. said it would be best to take action on the remainder of the organizational tasks at the next meeting, when the Chair is present.

**AGENDA** - Marge D. MOVED / Drew K. SECONDED a motion to approve the agenda as posted. Motion passed - 6 in favor, 0 opposed.

**MINUTES**

- **February 17, 2020**- Marge D. MOVED /Lauren R. SECONDED a motion to approve the minutes as posted. Motion passed - 6 in favor, 0 opposed

**ANNOUNCEMENTS**

- **New Baby** - Don B. shared the happy news that Conor S. and his wife Ellen have a new baby boy, Samuel Ames Stinson, born February 25, weighing over 9 pounds at birth. Congratulations Conor and Ellen!
- **Agency of Natural Resources (ANR) Webinars** - Don B. said that there are some ANR webinars coming up in May that pertain to forest fragmentation and flood resilience. He encouraged members to sign up for the webinars, if they are interested, and will forward the links.

**CORRESPONDENCE REVIEW** - none

**PUBLIC COMMENTS** - none

**OLD BUSINESS**

- **Update on Development of CPC Training Program** - Katie Raycroft-Meyer  
Katie R.-M. discussed the training plan with the Board. The first session, Boards' Roles and Responsibilities in Municipal Use Planning, will be held on April 14 at 7 pm via Zoom. The format will be lecture style. Katie R.-M. will use a Power Point with links for more information, that the Board will have as a resource, after the training. There will be two more training

sessions, one that covers the work of the Planning Commission, and another on implementation - "Making the Plan Happen." These trainings will be held in conjunction with the work of updating the Town Plan. Thus, having the Board engaged in the updating process can inform questions about what they are learning in training sessions and what is learned can be applied immediately to the work they are doing. Also, the process of the project will refine the trainings, which will be recorded and made available on the Town website at the end of the project.

**Open Meeting Law Clarification** - Drew K. spoke with an attorney at the Vermont League of Cities and Towns Municipal Assistance Center. Ben M. spoke with Town Attorney Jim Carroll. Each attorney had a different opinion of whether a group such as the Town Plan Audit Working Group, needs to warn their meetings, according to Vermont's Open Meeting Law. After discussion, all agreed that it would be best to warn the meetings of the Working Group, to maximize transparency and inform the public who may wish to attend. The Working Group does not need to take minutes of their meetings, as long as a report is given at the CPC meeting, and that report is documented in the CPC meeting minutes.

- **Town Plan Audit Consolidated Comments** - Working Group

The Working Group reviewed the current Town Plan and has created a list of their comments (page by page of the Town Plan) regarding areas for update focus. Comments include technical changes needed, questions posed, and identification of policy issues. The Board suggested some next steps for the Working Group - see Action Items below. While the focus of the CPC in the next year will be to follow the municipal planning grant, they also may be able to update other areas of the Town Plan that can be done quickly.

## **NEW BUSINESS**

- **Introduction of new Assistant Zoning Administrator- Bill Goodman** - Bill Goodman has withdrawn his name as Assistant Zoning Administrator (ZA), after being appointed by the Select Board. He changed his mind about his capacity to take on this role at this time. It was pointed out that the correct process of the CPC recommending someone for the role of ZA or Assistant ZA to the Select Board, was inadvertently not followed by the Select Board. Ben Marks apologized and said the correct process will take place going forward. Barbara Greenwood, Chair of the Development Review Board, suggested that a member of the CPC consider serving as Assistant ZA. More information about the scope of the job of Assistant ZA may be obtained from Jim Duclos and Gary Barnett. If one of the members of the CPC is interested, they should talk with Conor S. about it.

- **Conservation Fund Update** - Don B. has been serving as liaison to the Conservation Commission (CCC). The CCC invited him to join as member, and he was appointed by the Select Board at their meeting last night. The Article to allocate \$3,500 of Town funds to the Conservation Fund was approved by the voters at Town Meeting. 86% voted in favor of the Article. While the Conservation Fund was approved by voters in 2016, there has not been a clear mechanism for funding and managing the Fund. A document is being drafted, using one that the Town of Craftsbury has as a template, that will make clear how the fund is to be managed. That draft should be ready in the next few weeks for the Select Board to review. Don B. concluded that there has been and continues to be a close relationship between the Planning Commission and the Conservation Commission in Cornwall.

## **List of Action Items:**

1. Don B. will forward the links to the ANR webinars.
2. Working Group will organize into categories their list of things that need to be changed in the Town Plan. Lauren R. said she can assist with Working Group tasks.
3. Drew K. will review Implementation section and action items, and will contact Sue Johnson to help him learn if action items were implemented or not, and if not, why.

4. Members are encouraged to think about the position of Assistant Zoning Administrator and talk to Conor S. if interested.

#### **ADJOURNMENT**

A.J.V. MOVED / Lauren R. SECONDED a motion to adjourn the meeting. Motion passed - 6 in favor, 0 opposed.

The meeting was adjourned at 8:45 pm.

Submitted by Sharon Tierra, Secretary of the CPC