

Approved October 20, 2021

CORNWALL PLANNING COMMISSION (CPC)

Regular Meeting

Cornwall Town Hall and via Teleconference

September 15, 2021

MEMBERS PRESENT: Conor Stinson, Don Burns, Marge Drexler, Drew Kervick, A.J. Vasiliou
ALSO PRESENT: Ben Marks

Recording of the meeting announced.

The meeting was called to order at 7:01 pm.

Quorum - established

AGENDA - Don B. MOVED / Marge D. SECONDED a motion to approve the agenda as posted.
Motion passed - 5 in favor, 0 opposed.

MINUTES

- **August 18, 2021** - Don B. MOVED / Drew K. SECONDED a motion to approve the minutes as modified with the amount of town ARPA funds received corrected as \$62,000. ***Motion passed - 5 in favor, 0 opposed.***

ANNOUNCEMENTS

Cornwall Select Board Update - Ben Marks

- **American Recovery Plan Act (ARPA) Funds** - Cornwall now expects to receive about \$300,000 in ARPA funds over the next two years. The amount disbursed in 2021 has been received. Discussions by the Select Board in how best to spend these funds are ongoing. ARPA funds come with strict rules about how they may be spent. Input from Cornwall citizens is being solicited on the website and Town newsletter, with no response to date. Conor S. suggested the Town employ additional outreach methods, including Front Porch Forum.
- **Hazard Mitigation Plan** - has expired. Updating this extensive plan is not a simple task. The Town plans to apply for a planning grant from the State that would provide professional assistance with this task. A work group is being formed, that includes representatives from the Select Board, Fire Department and Planning Commission. Conor S. has volunteered to represent the Planning Commission on this work group.
- **Town Hall Teleconference updates** - \$6,000 has been budgeted for an audio-visual system that will improve hybrid meetings at the Town Hall, allowing those present in-person and those attending the meeting remotely to hear and see one another clearly. The wiring for this system has been recently installed. Select Board member Tanya Byker is the lead person on this project and she is now making the final arrangements with the professional who will set up the system and provide ongoing support.

CORRESPONDENCE REVIEW - none

PUBLIC COMMENTS - none

OLD BUSINESS

- **Statistical Update** - Drew K. and Marge D.

Drew K. has been working on updating the Housing section and Marge D. has been researching population data. Drew K. has spent considerable time on the U.S. census website. Drew and Marge both report that the U.S. census has an overwhelming amount of information on it and

that it is difficult to navigate. Drew thinks that 2020 census data on housing specific to towns, may not be available until 2022 and he has reached out to the Listers to see what they can provide about housing in Cornwall. Drew has reviewed the Housing Report recently released by Addison County Regional Planning Commission (ACRPC). He commented that the data set referenced in this document is different from the census data set he has been able to access. Drew has looked at the 2019 5-year estimate data set and thinks this is useful. Another resource is the American Community Survey, an annual survey that provides information blended over 5 years. Drew informed the Board that an update to the Housing Section may not be as simple as just substituting numbers, but more substantive changes to the section may be needed. See Action Items below for next steps on updating statistics.

- **Forest Fragmentation / Integrity - Don B.**

The Board has been reviewing examples of how other towns present Forest Fragmentation / Integrity in their Town Plan. There was a long discussion during which the Board compared the draft done by Andrew L'Roe from ACRPC with how the topic is presented in other Town Plans in small towns outside of Addison County, such as Thetford and Warren. See Action Items below for next steps for Forest Fragmentation / Integrity.

- **Flood Resilience Memo and Public Information Meeting (PIM) preparation - Conor S.**

Conor S. has distributed the memo summarizing the main changes in the Town Plan with the addition of information on Flood Resilience. Board members agree it is ready for Town-wide distribution. See Action Items below for next steps on PIM preparation.

NEW BUSINESS

Meetings with other Town boards - this item was tabled until a future meeting.

List of Action Items:

1. Drew K. will contact Katie Raycraft-Meyers to ask about sources of data for the ACRPC Housing Report.
2. Marge D. will continue to gather population data.
3. Conor S. will contact the Regional Office of the U.S. Census to ask if this office still provides customer assistance in accessing census data.
4. Drew K. and AJ V. will draft a report on Housing for all to review and discuss at the next meeting in October. This will include a snapshot of current housing and a view of housing trends.
5. Don B. will contact Andrew L'Roe to discuss his Forest Fragmentation / Integrity draft and how the Planning Commission might modify.
6. Decision on next steps for the Forest Fragmentation section will be on the agenda at the next meeting.
7. Conor S. and Don B. will conduct a Public Information Meeting pertaining to Flood Resilience on October 27

OTHER BUSINESS

Next meeting: October 20

ADJOURNMENT

AJ V, MOVED / Marge D. SECONDED a motion to adjourn the meeting. ***Motion passed - 5 in favor, 0 opposed.***

The meeting was adjourned at 9:11 pm.

Submitted by Sharon Tierra, Secretary of the CPC