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CORNWALL SELECT BOARD

Regular Meeting

Location: via Zoom and at Town Hall

March 15, 2022

MEMBERS PRESENT: Tanya Byker, Ben Marks, Brian Kemp, John Roberts, Don Burns

ALSO PRESENT: Sue Johnson, Steven Rheaume

Recording of meeting—announced

The meeting was called to order at 7:00 pm by the Town Clerk

QUORUM—established

Ben M. MOVED / Tanya B. SECONDED a motion to approve the agenda as amended with the addition of an Executive Session as the last order of business before adjournment. ***Motion passed***—5 in favor, 0 opposed.

ORGANIZATION

- **Elect Chair** - John R. MOVED / Tanya B. SECONDED a motion to elect Ben Marks as Chair of the Select Board. ***Motion passed*** - 4 in favor, 0 opposed, 1 abstained (Ben M.).
- **Elect Vice Chair** - Brian K. MOVED / Don B. SECONDED a motion to elect John Roberts as Vice-Chair of the Select Board. ***Motion passed*** - 4 in favor, 0 opposed, 1 abstained (John R.).
- **Elect Secretary of the Board** - John R. MOVED / Tanya B. SECONDED a motion to elect Sharon Tierra as Secretary of the Board. ***Motion passed*** - 5 in favor, 0 opposed.

• **Appoint Officials**

- **Development Review Board (DRB)** - Brian K. MOVED / John R. SECONDED a motion to appoint the follow slate to positions on the DRB.

- reappointment of Cheryl Cesario to a 3 year term expiring 2025
- reappointment of Barbara Greenwood to a 1 year term expiring 2023
- appointment of Douglas Black to a 3 year term expiring 2025

Motion passed - 5 in favor, 0 opposed.

- **Conservation Commission** - Tanya B. MOVED / John R. SECONDED a motion to appoint Kristina Sargent to the Conservation Commission. ***Motion passed*** - 5 in favor, 0 opposed.

- **Planning Commission** - Don B. MOVED / John R. SECONDED a motion to appoint Katherine Branch to the Planning Commission. ***Motion passed*** - 5 in favor, 0 opposed.

- **Additional appointments** - John R. MOVED / Tanya B. SECONDED a motion to appoint the slate of those who have agreed to fill the following appointed positions, until Town Meeting 2023:

ACRPC Representative: Stan Grzyb and Don Burns

Animal Control Officer: Stacey Freeguard

Capital Committee: David Berno, Mary Conlon, Magna Dodge, Stu Johnson, Sue Johnson, Brian Kemp, Steve Rheaume, Ben Wood

Conservation Commission: Katherine Branch, Don Burns, Mary Dodge, Andrea Landsberg, Michael Sheridan

E-9-1-1 Coordinator: Katie Gieges

Emergency Management Director: Benjamin Marks

Energy Coordinator: Gary Barnett

Fence Viewers: Greg Dennis, Michael Heinecken, Annie Wilson

Grand Juror: Gary Margolis

Green Up Coordinator: Sue Johnson

Inspector of Lumber: Leo Gorton Jr.

Lemon Fair Insect Control District: David Dodge, Chris Chapline, Wendy Lynch

Road Commissioner: Brian Kemp

Town Poet: Gary Margolis

Tree Warden: Stu Johnson

Weigher of Coal: Jon Isham

Motion passed - 5 in favor, 0 opposed.

Sue J. advised that the following appointed positions are vacant at this time:

- 2 alternates to Addison County Regional Planning Commission
- Addison County Solid Waste Management District Representative
- Addison County Solid Waste Management District Representative Alternate
- Cemetery Commissioner:
- Development Review Board Alternate.
- **Set Meeting Schedule** - Don B MOVED / John R. SECONDED a motion to set the meeting schedule as follows: The first and third Tuesday of each month starting at 7 pm, except for June, July and August, during which the Board will meet only on the first Tuesday of the month. Motion passed - 5 in favor, 0 opposed.
- **Approve Roberts Rules of Order for Select Board Meetings** - Don B. MOVED / Tanya B. SECONDED a motion to approve Roberts Rules of Order for Select Board meetings. ***Motion passed*** - 5 in favor, 0 opposed.
- **Designate Newspaper of Record** - John R. MOVED / Tanya B. SECONDED a motion to designate the Addison County Independent as the newspaper of record. ***Motion passed*** - 5 in favor, 0 opposed.

MINUTES

- **February 23, 2022 - Town Informational Meeting** - John R. MOVED / Tanya B. SECONDED a motion to approve the minutes of the Town Informational Meeting as posted. **Motion passed** - 5 in favor, 0 opposed.
- **February 15, 2022** - Tanya B. MOVED / John R. SECONDED a motion to approve the minutes of February 15 as posted. **Motion passed** - 4 in favor, 0 opposed, 1 abstained (Brian K.)

General Fund and Highway Orders - orders have been circulated for signing, either by email or in person.

Report on Reconciled Bank Statement - report has been circulated for review

CORRESPONDENCE REVIEW

- Notice from Town Attorney's office regarding rates and policies for the coming year - requires a signature to continue with this firm. Brian K. MOVED / Tanya B. SECONDED a motion to authorize the Chair to sign where indicated and return. **Motion passed** - 5 in favor, 0 opposed.
- Letter from Eric Mortenson about the missing road sign at the corner of Douglas Road and Route 30. Steven R. will follow up on replacing it. Steven R. added that he has also received requests for signs with numbers and arrows at intersections. These types of signs can save critical time, aiding emergency responders in choosing to turn right or left at intersections to reach a specific address. Steven and Ben M. will working on this issue in the next couple of weeks, to determine how many such signs are needed, dimensions, height, etc. It was suggested that America Rescue Plan Act (ARPA) funds could be used to pay for these signs.
- Reminder from Addison County Solid Waste Management District that Cornwall needs to appoint a representative. John R. said he will post a notice on Front Porch Forum in hopes that someone from Cornwall will step forward.
- Latest sodium report - sodium levels remain high but are expected to decrease when pumps are operational again after the water in the lines is not frozen.
- Email message from Susan Whitmore requesting ARPA funds for John Graham Shelter.
- Request from Beth Karnes Keefe for permission to place a grant funded planter box outside the Town Hall for pollinator friendly plants. Tanya B. will follow up with Beth K.-K. for more details.
- Letter from New England Regional Resource Center (NEMRC) offering an in-depth analysis of the annual audit, for a fee.
- Hard copy of the latest Addison County Regional Plan now available in the office
- Reminder that the Local Emergency Management Plan (LEMP) is due by May 1

PUBLIC COMMENTS - none

TOWN CLERK / TOWN TREASURER'S REPORT - Sue Johnson

- Election process was completed successfully. 391 ballots were tallied.
- Ben Marks was reelected and Don Burns was elected to the Select Board and both have had the oath of office administered by Sue J. prior to tonight's meeting.
- Sue J. reported that she researched the cost of digitizing the rest of the land records (46 books with 200 documents per book). The total cost for scanning and re-indexing these records totals \$31,000. The outcome would be 24/7 availability of Cornwall land records back to 1981. Sue J. would like to see the completion of this project before she retires, as it would be very helpful to the next Town Clerk as well as anyone needing access to these records. She suggested that ARPA funds be used for this purpose.
- Sue J. said that the Capital Committee plans to meet to discuss options for the sand and salt shed.

ROAD COMMISSIONER'S REPORT - Brian Kemp and Steven Rheum

- Bill has arrived for the work done on the excavator jointly owned by the Towns of Cornwall and Shoreham
- Road crew has been focusing on pot holes and soft spots on gravel roads
- No time to do the tree work on Swamp Road, due to recent weather requiring focus on road maintenance.
- If needed, some sand remains in the shed.
- Sand and salt shed condition is a crisis situation.

OLD BUSINESS

• Discussion of current list of possible ARPA fund expenditures

The Board discussed items on the list including a recreational trail or open space, digitizing Cornwall land records, pre-school childcare, Town solar, Maple Broadband, and the sand and salt shed. Tanya B. presented information about an initiative to expand Otter Creek Childcare Center (that many Cornwall children attend) that would add 82 childcare slots and that is strongly financially supported by Middlebury College, but not fully, so there is a funding gap at this point in time.

• Discussion of Swamp Road bridge replacement process

The joint special meeting of Cornwall and Salisbury is scheduled for April 7 at 7 pm, during which the 3 options for replacing the Swamp Road bridge will be presented to the citizens of both towns. Ben M. plans to call the Town Clerk in Salisbury about the wording of the warning, so that the warning of the meeting in both towns is the same.

NEW BUSINESS

Set schedule for meetings with other Town commissions/boards - tabled until a future meeting

EXECUTIVE SESSION

Brian K. MOVED / John R. SECONDED a motion that premature general public knowledge of an assessment of employee performance would place Cornwall at substantial disadvantage by disclosing confidential personnel matters. **Motion passed** - 5 in favor, 0 opposed.

Brian K. MOVED / John R. SECONDED a motion to enter into Executive Session to discuss an assessment of employee performance. **Motion passed** - 5 in favor, 0 opposed.

The Board came out of Executive Session at 10:08 pm.

ADJOURNMENT

John R. MOVED / Tanya B. SECONDED a motion to adjourn the meeting. **Motion passed** - 5 in favor, 0 opposed.

The meeting was adjourned at 10:09 pm.
Submitted by Sharon Tierra, Secretary of the Select Board