

**Cornwall Development Review Board (DRB)  
MINUTES • April 6, 2022 • 7:00–7:40 pm  
Meeting • Virtual via ZOOM**

**MEMBERS PRESENT:** Barbara Greenwood, Shari Johnson, Cheryl Cesario, Ellen Whelan-Wuest, Douglas black

**ALTERNATES PRESENT:** Joan Lynch

1. **CALL TO ORDER:** at 7:02pm by Barbara Greenwood, DRB Chair
2. **ESTABLISHMENT OF QUORUM**—Established
3. **APPROVAL OF AGENDA**—Ellen MOVED, Shari SECONDED, to approve the Agenda as presented. *Motion passed.*
4. **BOARD ELECTIONS**
  - *Chair:* Shari nominated Barbara to serve as Chair for the ensuing year, unanimous agreement. Voting—all present voted to elect Barbara Greenwood as Chair.
  - *Vice-Chair:* Barbara nominated Ellen to be Vice-Chair for the ensuing year. Shari seconded, all agreed. Voting—all present voted to elect Ellen Whelan-Wuest as Vice-Chair.
5. **OTHER ORGANIZATIONAL ISSUES**
  - *Board Procedures*—Discussion of the Board’s procedures. The team approach is well-thought of and should be continued. Barbara suggested that a possible addition might be to rotate the running of the meetings. No decision made on that.
  - *Application Copies*—Currently, 10 copies are made for each application and kept at the Office for members to pick up. It was decided that 9 copies would suffice.
  - *Email*—Barbara requested that members check their DRB email daily so any last-minute or time sensitive material is caught by all as soon as possible.
  - *Regularly Scheduled Meetings*—Board agreed to keep to the current schedule of holding meetings on the first Wednesday of the month at 7:00pm, and likely keep the virtual aspect even when the in-person meetings resume.
  - *May 4*—Two possible items for the agenda, including a Sketch Plan Review.
  - *Sketch Plan Review*—Discussion focused on the purpose of a Sketch Plan meeting. Barbara reviewed the procedures and explained that the Sketch Plan is typically the first step in the review process.
6. **APPROVAL OF MINUTES**
  - *March 2, 2022*—Ellen MOVED, Shari SECONDED, to approve the **March 2 Minutes** as presented. *Motion passed.*
7. **OTHER BUSINESS**
  - *Old*—Laframboise decision mailed March 4 to Randy and Peter.
  - *New*—none
8. **AVAILABILITY FOR NEXT MEETINGS**
  - *May 4, 2022*—All but Joan expect to be available.
  - *June 4, 2022*—All but Shari expect to be available.

**ADJOURNMENT**—Meeting adjourned at 7:40 pm.

Respectfully Submitted,  
Robin Conway, DRB Secretary