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**CORNWALL PLANNING COMMISSION (CPC)**

Regular Meeting  
Cornwall Town Hall and via Teleconference  
December 14, 2022

**MEMBERS PRESENT:** Conor Stinson, Don Burns, Drew Kervick, Katherine Branch, Marge Drexler, Lauren Ringey (Conor S. and Lauren R. present during and after discussion of Town Plan Hearing Preparations)

Recording of the meeting announced.

**CALL TO ORDER** - the meeting was called to order by Don Burns at 7:05 pm.

**QUORUM** - established

**AGENDA** - Katherine B. MOVED / Drew K. SECONDED a motion to approve the agenda as posted. **Motion passed** - 4 in favor, 0 opposed.

**MINUTES**

**November 16, 2022** - Katherine B. MOVED / Drew K. SECONDED a motion to approve the minutes as amended with one typo fixed and the following changes:

- page 1 in announcements, 3rd sentence should begin “They discussed the option...”
- page 3 in Old Business corrected as “Don and Marge reviewed the draft...” **Motion passed** - 4 in favor, 0 opposed.

**ANNOUNCEMENTS** - Don B. shared that at the last Select Board meeting, the matter of revamping the Town website and contracting with a technical person post information to the website was discussed. The Select Board agrees that the website is of limited use to Town officials and the general public, and is researching options for improvement.

**CORRESPONDENCE REVIEW** - none

**PUBLIC COMMENTS** - none

**OLD BUSINESS**

- **Town Plan Hearing Preparation** - It was agreed that all members attend in person and that the hearing be held on the first floor. The hearing will be hybrid, in person and via Zoom.

- **Division of tasks** -

1. **Technical assistance/bouncer** - Conor S. asked Jordan Young and has not yet received their reply. Conor will contact Jordan again.
2. **Introduction** - Conor will provide the welcome and a brief overview of the proposed changes to the Town Plan
3. **Answering Questions** - CPC will answer simple or clarifying questions, if possible. Those responsible for each section will answer questions related to their sections. Other members can supplement.
4. **Draft Town Plan Projected on the Screen** - Drew K. will facilitate
5. **Comments** - Everyone will be asked to state their name for the minutes when making a comment, asking or answering a questions. Three minute limit on

comments. All comments will be noted for consideration at a later meeting of the CPC. The people making the comments will be thanked for their participation.  
6. **Check in** - Conor S. will check in by email mail one week before the hearing.

- **Thoughts on strategies for dealing with various circumstances** - In the event that one or more citizens speak in a state of high passion or in a hostile way, they will be thanked for their comments and invited to continue the discussion with the CPC at another time.

### **NEW BUSINESS**

- **Monthly tasks** - Conor S. will send out a list of responsibilities /tasks of the Chair for ongoing discussions.
- **Membership and Committees** - Currently there is one opening on the CPC. Two citizens have expressed interest. It was suggested that rather than having to wait until there is an opening on the Commission, people interested in planning issues could serve the Town by being on an advisory committee (for example, on the issue of affordable housing) that interests them. Everyone agreed that having one or more advisory committees to the CPC, based on Town Plan implementation priorities, would greatly assist the CPC in its work and provide a way for more people to be involved with planning in Cornwall. Advisory committees would primarily research information to bring to the CPC for discussion and decisions. The advisory committee(s) would consist of at least 3 people, including regular CPC members. Conor S. will follow up with the two interested citizens. Conor has sent all members a link to the section in the Municipal Planning guide about Advisory Committees..

### **OTHER BUSINESS**

- CPC annual report for the Town Report is due on December 20.
- Sue Johnson has asked if the CPC has something for the quarterly newsletter.

### **ACTION ITEMS**

1. Conor will email all members one week prior to the Town Plan Hearing on January 18, to check in.
2. Conor will contact Jordan Young again to see if they are willing and able to provide technical assistance at the hearing.
3. Don B. and Marge D. will draft the annual report for the Town Report.
4. Katherine B. will draft the newsletter piece, focusing on getting the word out about the Town Plan hearing.
5. Conor will contact the two people who expressed interest in participating in municipal planning in Cornwall.

### **ADJOURNMENT**

Katherine B. MOVED / Don B. SECONDED a motion to adjourn the meeting. **Motion passed** - 6 in favor, 0 opposed.

The meeting was adjourned at 8:52 pm.

Submitted by Sharon Tierra, Secretary of the CPC