

Approved April 19, 2023

**CORNWALL PLANNING COMMISSION (CPC)**

Regular Meeting

Cornwall Town Hall and via Teleconference

March 16, 2023

**MEMBERS PRESENT:** Conor Stinson, Drew Kervick, Katherine Branch, Lauren Ringey, Don Burns

**ALSO PRESENT:** Sue Johnson

**CALL TO ORDER** - the meeting was called to order at 7:02 pm by the Town Clerk.

**ADMINISTRATION OF THE OATH OF OFFICE**

The Town Clerk administered the oath of office to Conor Stinson and Katherine Branch, newly re-elected members of the CPC.

**QUORUM** - established

**AGENDA** - Katherine B. MOVED / Don B. SECONDED a motion to approve the agenda as amended with the addition of organizational matters. **Motion passed** - 4 in favor, 0 opposed.

**ORGANIZATION**

**Election of the Chair**

Don B. nominated Conor Stinson to be Chair of the CPC. There were no other nominations. 5 in favor, 0 opposed. Conor Stinson was elected Chair of the CPC.

**Election of the Vice Chair**

Katherine B. nominated Don Burns to be Vice-Chair of the CPC. There were no other nominations. 5 in favor, 0 opposed. Don Burns was elected Vice-Chair of the CPC.

**Meeting Rules**

Don B. MOVED / Katherine B. SECONDED a motion to adopt Robert's Rules as the meeting rules. **Motion passed** - 5 in favor, 0 opposed.

**Newspaper of Record**

Drew K. MOVED / Katherine B. SECONDED a motion to use The Addison Independent as the newspaper of record. **Motion passed** - 5 in favor, 0 opposed.

**MINUTES**

**February 15, 2023** - Lauren R. MOVED / Katherine B. SECONDED a motion to approve the minutes as posted. **Motion passed** - 5 in favor, 0 opposed.

**ANNOUNCEMENTS**

- Conor Stinson and Katherine Branch were both re-elected to the CPC.
- Conor S. said there were a number of write in ballots for the vacant seat on the CPC. There is also a vacant seat on the Development Review Board (DRB). The DRB Chair, Barbara Greenwood and Conor S. agreed to coordinate in following up with these citizens regarding their interest in serving the Town on a municipal board or committee.
- Drew K. explained that he will need to step down in a few months. He wants to stay until the Town Plan is approved, is mindful of quorum needs, hopeful new members will be joining soon.

- Conor S. said he is encouraged that some residents have recently expressed interest in Town planning and joining the CPC.

**CORRESPONDENCE REVIEW** - none

**PUBLIC COMMENTS** - none

**OLD BUSINESS**

**Town Plan Update: review final changes from 15 Feb meeting, vote on approval**

- Katherine B. identified all instances of “wildlife corridor” and “wildlife corridors” in the draft Town Plan and changed the phrases to “habitat connector” and “habitat connectors” as appropriate.
- Don B. updated the draft Town Plan with all the changes decided upon at the last meeting, after consulting with Drew K for clarification on some points.
- Katherine B. suggested a minor grammatical change on page 81.
- Hannah at the Addison County Regional Planning Commission (ACRPC) made the changes to the map that the CPC requested.
- After discussion regarding a proposed minor change on the map, it was agreed that the areas shaded in light gray and dark gray be labeled “Forest Block” and “Conserved Land.”
- All agreed that the final formatting can be done after the Select Board reviews, if formatting needs to be adjusted.
- Conor S. said he would send the Town Plan to the Select Board as a PDF and also as a Word document.

Drew K. MOVED / Lauren R. SECONDED a motion to approve the final draft of the Town Plan, with tonight’s edits included, and to send it to the Select Board for consideration. **Motion passed** - 5 in favor, 0 opposed.

Conor S. said that tonight marks the end of a two year process for the CPC in updating the Town Plan and raised an imaginary glass to celebrate this happy day and commend the the members for their perseverance and fine work during this time.

**NEW BUSINESS**

• **Review Implementation**

- After discussion, all agreed that the work of the CPC in the coming year should focus on the action items in the conclusion section of the the Town Plan.
- Regarding the new map requested by the Conservation Commission (CCC), all agreed to proceed after the Select Board has approves the Town Plan, and to let the CCC know that this is the plan.
- Drew K. suggested priority be given to looking into applying for a Village Center designation. Don B. added that research on this needs to include identifying any downsides. The Select Board will need complete information upon which to make a decision.
- The implementation process will benefit and be informed by meeting with other Town boards and committees, such as the Listers, DRB, and Recreation Committee. The CPC is already in ongoing communication with the CCC and will be meeting with the Select Board often during the final stretch of the Town Plan update process .

- **Housing Committee** - some residents may be more interested in serving the Town on such a committee rather than joining the full board. In talking with folks, the idea of serving on this type of committee as well as sharing the list of action items, will be included in the conversation.

**OTHER BUSINESS**

**Sharing Administrative CPC Tasks**

After discussion, and hearing how the CCC has been successfully sharing administrative tasks, all agreed to begin taking turns in composing the meeting agendas, posting the agendas and conducting the meetings.

### **ACTION ITEMS**

1. Everyone will review the goals/action items in the conclusion section on pages 129-133, rank them, and come to the next meeting with 3-4 actions items they are most interested in championing/working on.
2. Drew K. will compose the agenda for the April meeting, ask members for additional agenda items, post the agenda and conduct the meeting.
3. Conor S. will make the final changes to the Town Plan approved tonight and will send the document to the Select Board as a PDF and also as a Word document.
4. Meetings with Town boards and committees will be planned, beginning with the CPC May meeting.

### **ADJOURNMENT**

Drew K. MOVED / Lauren R. SECONDED a motion to adjourn the meeting. ***Motion passed*** - 5 in favor, 0 opposed.

The meeting was adjourned at 8:17 pm.

Submitted by Sharon Tierra, Secretary of the CPC