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CORNWALL SELECT BOARD

Regular Meeting

Location: via Zoom and at Town
Hall

July 12, 2023

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

ALSO PRESENT: Sue Johnson, Ann Collins, Jim Pugh, T Tall, Chris Hodges, Chris Kramer

Recording of meeting—announced

The meeting was called to order at 7:02 pm by the Chair

QUORUM—established

General Fund and Highway Orders - signed

AGENDA - John R. MOVED / Don B. SECONDED a motion to approve the agenda as amended by moving 3 items in NEW BUSINESS (visit with the Cemetery Commission, report from FOCS, and Class 2 license request) to the top of the agenda. ***Motion passed***—5 in favor, 0 opposed.

NEW BUSINESS

- **Visit with the Cornwall Cemetery Commission**

Ann Collins, Chair of the Cornwall Cemetery Commission, is here with two other members, T Tall and Jim Pugh. They discussed the current membership of this 5-member commission, the three cemeteries they currently oversee, training they have received in grave repair, and their ongoing work to maintain the cemeteries. They are working on a detailed inventory of people who are buried in these cemeteries, using DAR records, Town records, online resources and site visits. While the other 3 cemeteries in Cornwall are managed by private associations, that may change over time, with all six becoming the responsibility of the Cornwall Cemetery Commission eventually.

- **Report on Cornwall Afterschool Program from Friends of Cornwall School (FOCS)**

Chris Kramer presented the results of a survey of parents with children at the Cornwall School, including data on their needs for childcare and/or educational programming after school, which after school programs their child(ren) participated in last year, and ability to pay fees for programming going forward. He also shared information about plans for after school programs for the coming school year. The Board asked Chris K. to come back in the fall with a specific request for funds from the Town.

- **Consider Class 2 license request**

Chris Hodges is here to answer questions about the request by Sunrise Orchards for a Class 2 license. Chris H. explained that some of the apples grown by Sunrise Orchards are varieties just for fermenting for hard cider. The fermentation is done using Shacksbury Cider equipment. Having a Class 2 license will allow Sunrise Orchards to receive the fermented cider product and to sell it at their farm stand. Under the terms of this license, customers may not consume the hard cider on site at Sunrise Orchards. Also the owners and staff must complete required training. The Class 2 license is renewable annually. Brian K. MOVED / Ben M. SECONDED a motion to approve the request for a Class 2 license for Sunrise Orchards. ***Motion passed***—5 in favor, 0 opposed

APPROVE MINUTES - June 6, 2023

Ben M. MOVED / Brian K. SECONDED a motion to approve the minutes as presented. ***Motion passed***—5 in favor, 0 opposed

CORRESPONDENCE REVIEW

- Annual Internal Financial Controls List for Municipalities from Vermont League of Cities and Towns.
- Notice of Education Tax Rates for FY 2024 - Common level of appraisal (CLA) is 85.67%, Homestead education tax rate to be assessed is set at \$1.6427. Non-homestead education tax rate to be assessed is set at \$1.6237.
- Notice that the Vermont Department of Fish and Wildlife is applying for funding from the Vermont Housing and Conservation Board for an acquisition of approximately 110 acres in Bridport and Cornwall VT between West Street and the existing Lemon Fair WMA.
- Optional fixed price contract from Fyles Bros, Inc. No action was taken, will remain with status quo for propane deliveries for the generator.
- Update from the CORA committee and request to the Board that official authorization for Village Center application be voted on and documented in the minutes. After discussion John R. MOVED / Don B. SECONDED a motion to authorize the application for Village Center designation for Cornwall Center. ***Motion passed***—5 in favor, 0 opposed
- Grants in Aid program paperwork to sign. The grant is for \$9,000 for the purpose of minor work on Snake Mountain Road and Ledge Mont Lane.

PUBLIC COMMENTS - none

TOWN CLERK / TOWN TREASURER'S REPORT - Sue Johnson

- End of fiscal year process is complete. Both funds ended in the black.
- Carolyn is continuing her training. She will be covering the office during the entire month of October while Sue is on vacation. Office hours during this time are yet to be determined.
- Executive session with Carolyn is postponed until August, due to the full agenda in July.
- Completed annual internal financial controls questionnaire shows that the Town has correct internal controls and has also improved controls. Tanya B. signed the document after review by the Board.

ROAD COMMISSIONER'S REPORT - report from Steve Rheaume read by Sue J.

- Crew have finished with roadside mowing for now and are doing spot mowing of poison parsnip
- Grants in aid project for Snake Mountain Road and Ledgewood Lane to begin later in July
- Turn around at the Swamp Road fishing access is in need of repair - Steve R. is working on identifying who at the State is responsible.
- Cornwall was fortunate during the recent heavy rain storms to have minimal washouts
- Tires for trucks 18 and 20 will need tires this year. Brian K. said he will follow up with Steve R. about this
- The current grader is 20 years old and is on the capital plan to be replaced. Steve R. has been researching costs for leasing.

OLD BUSINESS

• Salt Shed Project Status Report

Brian K. reported that most of the foundation walls are up. Brian K. and Stu J. have been meeting weekly with the Sean Sterns and the project timeline is on track, and coordination in place for the next step of construction. Brian K. showed a photo of the progress.

- **Discuss plans for replacing Zoning Administrator (ZA) (including potential collaboration with other towns)** - Don B. reported that the current ZA in Weybridge is interested in serving as Cornwall's ZA as well. Next steps - to have him meet with the Select Board, connect Barbara Greenwood, Chair of the Development Review Board, and have the contact info for Jim Duclos. The current ZA, Gary Barnett, said he is available until the end of the year.

- **Consider contract with Sheriff's Department** - Ben M. will review and bring back to the Board for a vote at the next meeting.

• Brief update reports

- Town Hall Solar Project - panels are installed, electrical work is next step, project expected to be complete in the next 2-3 weeks.
- Minor edits to LEMP - the LEMP has been approved by Vermont Emergency Management (VEM). VEM suggested 4 changes/additions. Ben M. will incorporate those changes in the document now rather than wait until next year, and bring back to the Board for review.
- Town Garage pumping situation - Sue J. sent the reports as requested by the consultant.
- Town of Cornwall website upgrade - 3 companies are being considered, all of which have done website design and maintenance for local municipalities. John

R. will send a list of town websites for anyone on the Board who would like to help with reviewing examples.

- Finalization of Town Plan update - next step is approval by the Addison County Regional Planning Commission - their hearing on the matter is scheduled for July 19 at 7pm in the Cornwall Town Hall. Salisbury/Cornwall bridge update - Tanya B. will confirm with Paul Vaczy, Chair of Salisbury Select Board that he could come to the August 1 Select Board meeting in Cornwall, and with the Vermont Department of Transportation that they are still available to make the presentation they previously offered.
- Municipal Energy Resilience Program - Tanya B. said she plans to continue to investigate options, including a \$4,000 grant for grant writing and a revolving loan fund. The program offers a free energy assessment as the first step.

NEW BUSINESS - continued

- **Discussion and potential vote on paving bid**

After discussion, Ben M. MOVED / Brian K. SECONDED a motion to accept the paving bid from Pike Industries in the amount of \$124,320.68. ***Motion passed***—5 in favor, 0 opposed.

- **Discussion about acquiring Cornwall School tents** - the School has two 12'x70' tents to give away. The Town and/or the Fire Department could probably put them to good use, once the issue of where to store over the winter is resolved. Sue J. will contact Heather at the School to see how much storage space is needed.

- **Vote on appointment of Chet Van Dellen to Planning Commission**

Ben M. MOVED / Brian K. SECONDED a motion to appoint Chet Van Dellen to the open position on the Planning Commission, until Town Meeting in March, 2024.

- **Consider caterer's permit request**

After discussion, Ben M. MOVED / Brian K. SECONDED a motion to approve the request from 802Cocktails for a caterer's license for an event on July 29 at the party barn at 299 Ridge Road.

Motion passed—5 in favor, 0 opposed.

OTHER BUSINESS - none

ADJOURNMENT

John B. MOVED / Brian K. SECONDED a motion to adjourn the meeting. ***Motion passed***—5 in favor, 0 opposed.

The meeting was adjourned at 9:40 pm.

Submitted by Sharon Tierra, Secretary of the Select Board