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## **CORNWALL SELECT BOARD**

Regular Meeting

Location: via Zoom and at Town  
Hall

March 19, 2024

**MEMBERS PRESENT:** Tanya Byker, Don Burns, Brian Kemp, John Roberts, Shawn Fetteroff

**ALSO PRESENT:** Laura Fetteroff, Sue Johnson, Steve Rheaume, Stan Grzyb, Anna Burns, Chet Van Dellen, Nicholas Gill, Jean Eisberg

Recording of meeting—announced

The Meeting was called to order by the Town Clerk and the Assistant Town Clerk at 6:59 pm.

**QUORUM**—established

**AGENDA** - John R. MOVED / Don B. SECONDED  
a motion to approve the agenda as presented.

***Motion passed***—5 in favor, 0 opposed.

### **ORGANIZATION**

- **Elect Chair** - John R. MOVED / Brian K. SECONDED a motion to nominate Tanya Byker as Chair of the Select Board. ***Motion passed***—4 in favor, 0 opposed, 1 abstained (Tanya B.).
- **Elect Vice Chair** - John R. MOVED / Tanya B. SECONDED a motion to nominate Don Burns as Vice-Chair of the Select Board. ***Motion passed***—4 in favor, 0 opposed, 1 abstained (Don B.).
- **Affirm Secretary of the Board** - Sharon Tierra confirmed that she is willing to continue as Secretary of the Select Board, a paid position.
- **Appoint Officials** - Brian K. MOVED / John R. SECONDED a motion to appoint the following:
  - Addison County Regional Planning Commission Delegates: Stan Grzyb and Anna Burns
  - Addison County Solid Waste Management District Representative Jean Raymond
  - Animal Control Officer: Stacey Freeguard
  - Assistant Town Clerk-Treasurer: Sue Johnson
  - Cemetery Sextons:
    - Evergreen: Richard Brusco

- Fair: Bruce Payne
- South: Richard Brusco
  
- Conservation Commission: Don Burns, Mary Dodge, Andrea Landsberg, Kristina Sargent, Michael Sheriden
  
- Development Review Board: Sharon Johnson (Term Expires 2027), Molly Daly (Term Expires 2027)

Alternates to DRB: Adam Eckhardt (Term Expires 2027), Joan Lynch (Term Expires 2026)

E9-1-1 Coordinator: Katie A. Q. Gieges

Emergency Management Director: Ben Marks

Energy Coordinator: Gary Barnett

Fence Viewers: Greg Dennis, Michael Heinecken, Annie Wilson

Fire Warden: Luke Jerome

Green-Up Coordinator: Susan Johnson

Recreation Committee: Sue Barrows, Sue Sears, Paul Bougor, Annie Wilson  
Sharon Cram, Susan Johnson

***Motion passed—5 in favor, 0 opposed.***

- **Set Meeting Schedule** - this item was inadvertently skipped
- **Approve Roberts Rules of Order for Use at Select Board Meeting** - Brian K. MOVED /Don B. SECONDED a motion to use Roberts Rules for Select Board meetings. *Motion passed—5 in favor, 0 opposed.*
- **Designate Newspaper of Record** - John R. MOVED /Brian K. SECONDED a motion to designate the Addison Independent as the newspaper of record. *Motion passed—5 in favor, 0 opposed.*

## MINUTES

- **February 20, 2024** - John R. MOVED /Don B. SECONDED a motion to approve the minutes of February 20. *Motion passed—5 in favor, 0 opposed.*
- **Town Meeting minutes** - John R. MOVED /Brian K. SECONDED a motion to approve the minutes of 2024 Town Meeting. *Motion passed—5 in favor, 0 opposed.*

General Fund and Highway Orders - signed

Reconciled Bank Statement - reviewed

## CORRESPONDENCE REVIEW

- Received 3 bids on the RFP to update the Local Emergency Management Plan. Tanya B. will review with Laura F. and bring a recommendation to the Board.
- Notice from the Justice Department Bankruptcy Court. Information only, no action needed.
- Message from Attorney Benj Putnam regarding the Burton tax appeal decision. The final order of the court upheld the Listers' decision.

## PUBLIC COMMENTS

Anna Burns, Cornwall resident who is a member of the Planning Commission's housing working group, spoke about the housing working group's aim to explore the opportunities and constraints related to water and wastewater infrastructure necessary for the development of affordable housing.

Anna B. has drafted a proposal for the municipal planning grant from Addison County Regional Planning Commission (ACRPC) in the amount of \$10,000 and explains that the grant could be used to hire a consultant to do research, catalog best practices, and produce a report. The study will focus on Cornwall but is expected to be useful as a model for many other rural towns in Vermont that do not have municipal water and sewer systems. Jean Eisberg, AICP of Lexington Planning, is available to manage the project. Jean E. spoke about her background and expertise in planning, interest in this project, and plans to build a home in Cornwall next year.

Stan Grzyb told the Board that he has already submitted an application from Cornwall to ACRPC for the municipal planning grant, along with a letter of support from Tanya B.,

because it is a good match for the need for a survey for the Cornwall Outdoor Recreation Area. Stan G. added that CORA's other funding sources will not pay for a survey, which should be done as soon as possible for the project to move forward. Stan G. said he was told that "first come, first serve" and that he is "first in line."

During the ensuing discussion, it was pointed out that ACRPC is only awarding one municipal planning grant per town for this grant cycle. The Board concluded that both the survey for CORA and the proposed study by the Planning Commission's housing working group are worthy of support.

John R. MOVED / Don B. SECONDED a motion to support CORA's application for the municipal planning grant from ACRPC and to investigate how to support the planning process proposed by the housing working group with ARPA funds.

**Motion passed**—5 in favor, 0 opposed.

#### **TOWN CLERK - Laura Fetteroff**

- Laura F. noted that this is her first report as Town Clerk.
- The election went well, thanks to the election workers and Sue Johnson's support.
- Laura F. expressed her appreciation for all the support that Sue J. has provided to her as the new Town Clerk in these early days.
- The new office furniture was recently assembled by Road Foreman Steve R. and Nick, road crew member.
- Town Clerk's computer is sluggish, cannot be upgraded further and will need to be replaced. Quote from Silloway is \$1,539.00 for a new computer and hook up.

John R. MOVED / Tanya B. SECONDED a motion to spend \$1,539.00 for a new computer for the Town Clerk. **Motion passed**—4 in favor, 0 opposed, 1 abstained (Shawn Fetteroff.).

- Sue Johnson, now serving as Assistant Town Clerk, expressed her deep gratitude for the recognition and gifts of appreciation given to her, upon her retirement as Town Clerk.

#### **TOWN TREASURER'S REPORT - Nicholas Gill**

- Nicholas reported that he has worked closely with Sue J. for the past 3 weeks.
- Treasurer's system has been ordered.
- His regular hours (Monday 8 am - 4 pm) are working well and the workload is manageable.
- Sue J. added that it has been a pleasure to work with Laura F. and Nicholas G. during the transition and that is confident that the Town will be well served with Laura as Town Clerk and Nicholas as Town Treasurer.

#### **ROAD COMMISSIONER'S REPORT - Steve Rheaume and Brian Kemp**

- Brian K said it was necessary to close Swamp Road on Sunday, even before the Otter

Creek crested, and Swamp Road is still closed. Brian believes there is something blocking the the flow of water north of Swamp Road. He has a friend with a drone and plans on investigating to see if the there is beaver activity or some other issue that is causing Swamp Road to be covered with water. This is not the first time a blockage was suspected to be the problem in the past year. Also, the concrete barriers had to be put back in position for the road closure, because someone yanked them out of place.

- Steve reported that the road crew took the wings off the trucks. Even if it snows again, there is no frost in the ground, so wings cannot be used.
- Top dressed 3 town roads.
- Nick finished the roller for the grader.

## **OLD BUSINESS**

### **• Report and Recommendations from the ARPA Subcommittee**

The ARPA subcommittee is now comprised of 3 members - Tanya B. and Don B. from the Select Board and Ben Marks as a community member. The following requests are being considered by the subcommittee:

DAR heating system - waiting for an updated proposal	
Drilling a well at the West Cornwall Fire Station	\$15,000
Replanting trees on the Town Green	
Scholarships for after school activities - FOCS	\$5,000 - \$10,000
Maple Broadband	\$50,000

Tanya added that she will follow up with the Fire Department to ask if the quote from Spafford & Sons includes a pump. Also, as a result of tonight's meeting, the proposed planning project from the Planning Commission's housing working group is also be considered for ARPA funds.

## **OTHER BUSINESS**

- Brian K. said he plans on attending tomorrow night's meeting of the Transportation Advisory Council, as an update on the safety study of a section of Route 125 at the Cornwall/Middlebury line is on the agenda.
- Brian K. said he just gave Laura F. the scope of work for the Town Garage.
- Sue J. said she is putting the paperwork for appointing a representative to the governing board of Maple Broadband in the Select Board box.
- Sue J. said that when a decision involving finances is made at a Select Board meeting not attended by the Treasurer, he needs to be notified by email. When a decision is made at a Select Board meeting that needs action or follow up by the Town Clerk, she needs to be notified by email. Sue J. added that Laura F. plans on attending Select Board meetings once a month when she is able. Tanya B. said she will follow up with Laura about her plans for attending Select Board meetings..

- A new Cornwall Town Hall sign is now in place over the meeting room table, and it is also visible at the top of the screen, for people attending meetings virtually.

### **ADJOURNMENT**

John R. MOVED / Brian K. SECONDED a motion to adjourn the meeting.

***Motion passed—5 in favor, 0 opposed.***

The meeting was adjourned at 9:05 pm.

Submitted by Sharon Tierra, Secretary of the Select Board