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CORNWALL SELECT BOARD

Regular Meeting

Location: via Zoom and at Town

Hall

May 7, 2024

MEMBERS PRESENT: Tanya Byker, Don Burns, Brian Kemp, Shawn Fetterolf

ALSO PRESENT: Laura Fetterolf, Steve Rheaume, Nicholas Gill

Recording of meeting—announced

The Meeting was called to order by the Chair at 7:00 pm.

QUORUM—established

AGENDA - Don B. MOVED / Brian K. SECONDED a motion to approve the agenda as amended, with visit from Ian Phair moved to later in the agenda, and discussion of email services tabled. ***Motion passed—3 in favor, 0 opposed.***

MINUTES - April 16, 2024

Don B. MOVED / Brian K. SECONDED a motion to approve the minutes as presented.

Motion passed—3 in favor, 0 opposed.

General Fund and Highway Orders - signed

Reconciled Bank Statement - reviewed

CORRESPONDENCE REVIEW

- Notice that the Municipal Energy Resilience Program mini grant of \$4,000 has been approved.
- Form to fill out and send back to Vermont Department of Transportation (VTrans) breaking out the Town's winter budget and the non-winter budget, to be used by VTrans in the event that the Town needs to apply for emergency funding.
- Form to fill out and send back to Addison County Regional Planning Commission (ACRPC) with names of delegates and alternates to the full commission, representative to the Transportation Advisory Committee (TAC), and the names of the emergency management coordinator and emergency management director appointed by Cornwall.
- Homeward Bound annual contract. After discussion of options for service, Shawn F. MOVED / Brian K. SECONDED a motion to select the \$600 flat fee. ***Motion passed - 4 in favor, 0 opposed.***
- Certification of Compliance of Codes and Standards to sign.

- Copy of signed acceptance of Cornwall of the ruling of Department of Taxes. Tanya B. will forward to the Listers.
- After the mowing RFP was duly advertised, only one bid was received, from Lawn Cuts for Less in the amount of \$8,250/year. Mowing is to include the Town Green and lawn around the Town Hall, D.A.R. building at the intersection of Routes 30 and 74, Peet Road athletic field, South Cemetery on DeLong Road, Pleasant Hill Cemetery on Galvin Roda, West Cemetery on Route 74, and Fair Cemetery at the corner of Route 125 and Snake Mountain Road. Don B. MOVED / Brian K. SECONDED a motion to contract with Lawn Cuts for Less in the amount of \$8,250 for the current year. **Motion passed - 4 in favor, 0 opposed.**
- Message from Attorney Benj Putnam regarding the Burton tax appeal to the Supreme Court.
- Agreement with ACRPC to update the Local Emergency Management Plan, and communication about the initial meeting.
- Call from a new resident who lives near the West Cornwall Fire Station asking about sufficiency of water in the neighborhood after Fire Department drills a well. They were assured that a new well at the Fire Station will not negatively impact the water table in the area.
- Notice from VTrans about availability of grants for bicycle and pedestrian paths.
- Copy of approval of driveway access permit for the CORA project.
- Latest salt report.
- Contract from Tailwater Engineering, concerning the CORA project. After discussion, Brian K. MOVED / Shawn F. SECONDED a motion authorize Tanya B. to sign the contract, once CORA reviews and is comfortable with it. **Motion passed - 4 in favor, 0 opposed.**
- Notification of decision from United States Bankruptcy Court, for the Town's information only,
- Notice from Delta Dental that dental benefits for Town employees will be renewed.

PUBLIC COMMENTS - none

TOWN CLERK - Laura Fetterolf

- Town website home page has been improved. SB members praised Laura F. for her work on this.
- Heat pump outdoor unit failed. Jackman's assessed, and value will be replaced at no charge for the part. Laura F. has not yet received Jackman's estimate for the labor.
- The need for a records retention policy has become apparent. Laura F. will check with the Vermont League of Cities and Towns for guidance, and will report back to the Select Board.
- Laura F. will be out on medical leave June 1-30. Sue Johnson will be covering for her.
- The Town newsletters have been mailed out. Because it took 9 hours to stamp and fold them, Laura advises that from now on, they will be sent electronically as the default, and printed copies mailed by request. The Board is in full support of Laura's decision.

- Laura has been getting quotes to print some business cards with the names and contact information for key Town officials. Many residents have questions about who to contact with specific questions and this will be a useful handout. Little Press Room offered the best price.
- Laura needs help with some minor repairs in the office. Steve R. and Nick will take a look at what is needed. For the new lock for the office door, Laura will contact Middlebury Lock.
- Kelly Brush Ride asked permission to ride through Cornwall on September 7, 2024, providing their own traffic control. Laura said yes.

TOWN TREASURER'S REPORT - Nicholas Gill

- May 15 is the next tax deadline. Sue Johnson will be in the office that day, to receive payments.
- Nicholas verified that he is able to do the job well with the current 8 hour schedule.
- Tax bills are now posted on the website, with only public information and no confidential information included.
- Sue J. sent a reminder out in April of the May deadline. Nicholas said that going forward, there will be one tax bill sent out in the fall, along with a cover letter stating that the April reminder letter is being discontinued. It is the taxpayer's responsibility to pay their taxes on or before the two deadlines. The Town newsletter, the website and sandwich board will continue to be ways the Town reminds taxpayers when taxes are due.

ROAD COMMISSIONER'S REPORT - Brian Kemp and Steve Rheume

- Steve R. approved the road access permit for CORA
- Steve R. has been in touch with Brian Sandson about placing the electronic speed sign on Route 30. There is an application process and rules to follow. The Board is in agreement that Steve apply. Steve added that he is looking into getting more electronic speed signs. There are some that cost less and are equally effective as the ones the Town has now.
- Steve met with Mike from Pikes. Price of black top asphalt is \$85/ton. Brian K. said that most of the paved roads in Cornwall are currently in good shape, thanks to the crack sealing work in the past few years. Paving problem areas on gravel roads is being discussed. Steve and Brian K. need to assess the condition of identified areas, as the section of a gravel road needs to be in good shape before it is paved.
- Town was awarded a safety grant, for roadside tree removal. Steve has asked for a reasonable extension on the deadline.
- Scope of work for Town Garage was advertised in the Addison Independent for 4 weeks with no response. The Board advised sending the RFP to the Rutland Herald and the Burlington Free Press. Brian K. will also directly contact potential bidders.

NEW BUSINESS VISITS

Ian Phair from Simply Solar

Ian Phair provided information about the solar lease agreement between the Town of Cornwall and Simply Solar, including how to read the net metering bill from Green Mountain Power, how the value of consumption is calculated and how the value of any net meter credits is calculated. Added together these 2 values are the value of solar generation.

OLD BUSINESS

• Report and Recommendations from the ARPA Subcommittee

The ARPA subcommittee has two recommendations for funding:

1. Tree removal and planting on the Town Green - \$15,000
2. For Friends of Cornwall School, a storage shed with shelves - \$5,016 and a tent that is approved by the Fire Department - \$855.

After discussion, Don B. MOVED / Shawn F. SECONDED a motion to approve allocating ARPA funds of \$15,000 for the removal and planting of trees on the Town Green and a total of \$5,871 for a storage shed and tent to Friends of Cornwall School.

Motion passed—4 in favor, 0 opposed.

Tanya B. added that the ARPA subcommittee continues to meet to consider requests.

NEW BUSINESS

• Discussion of Potential revisions to the Town Purchasing Policy - tabled

OTHER BUSINESS - none

EXECUTIVE SESSION - tabled

ADJOURNMENT

Don B. MOVED / Shawn F. SECONDED a motion to adjourn the meeting.

Motion passed—4 in favor, 0 opposed.

The meeting was adjourned at 9:24 pm.

Submitted by Sharon Tierra, Secretary of the Select Board