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CORNWALL SELECT BOARD

Regular Meeting

Location: via Zoom and at Town
Hall

May 21, 2024

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

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 - Shawn F. MOVED / John R. SECONDED a motion to approve the agenda as presented. ***Motion passed—4 in favor, 0 opposed.***

MINUTES - May 7, 2024

Don B. MOVED / Shawn F. SECONDED a motion to approve the minutes as presented. ***Motion passed—3 in favor, 0 opposed, 1 abstained (John R) .***

General Fund and Highway Orders - signed

CORRESPONDENCE REVIEW

- Communication from Vincent Gardon regarding a pothole on Douglas Road. Road Foreman followed up to assess.
- 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 - signed after confirmation that Peter Conlon is continuing as emergency management coordinator.
- Notice from the Vermont League of Cities and Towns that the sand and salt shed has been added to the Town's insurance coverage. Laura F. confirmed that insurance coverage for the solar array on the Town Hall roof is in process.
- Emergency mutual aid paperwork for the Town to sign.
- Annual financial plan for Town Highways.
- Letter from Turning Point Center of Addison County asking if Cornwall would give its

opiate settlement funds to the Turning Center. It is believed that the opiate settlement funds that Cornwall received were given back to the State of Vermont. Tanya will check with Ben Marks.

- Communication from Cas Khlodnicki regarding his property on Route 30, the site of a former general store. He needs to remove about a foot of soil that is contaminated with asbestos. Tanya referred him to ACRPC and other resources for brownfield grants.

- **PUBLIC COMMENTS** - none

TOWN CLERK - Laura Fetterolf

- Heat pump outdoor unit failed. Jackman's quote to repair the faulty part is \$1,500. The Board advised Laura to obtain a quote from another company for a new unit, for the purpose of comparison.
- The need for a records retention policy has become apparent. Laura F. checked with the Vermont League of Cities and Towns for guidance, and learned that the only recordings that must be saved are of meetings where a new policy is approved, for one year at minimum. Other recordings can be deleted once the minutes have been approved. The written minutes are the legal minutes. After discussion all agreed to keep all the zoom recordings of municipal meetings for one year.
- Town employees have not been satisfied with the current IT services from Silloway. Laura has been looking at other options. She has one quote from Symquest (\$1,800 one time fee for set up and \$700/month). She is waiting to hear back from some other companies.
- Business cards have been ordered.
- 12 Cornwall residents have requested hard copies of the Town newsletter. The rest will be sent out electronically.
- New England Municipal Resource Center (NEMRC) has a dog licensing module costing \$395 as a one time fee that would be very helpful. NEMRC also has an accounts receivable module that would be helpful to the Treasurer - cost not yet known.
- Office will be closed on Monday May 27 for Memorial Day.
- Fee for System for Award Management ([SAM.gov](https://sam.gov)) is due. The cost is \$349 for one year and \$599 for 2 years. The Town needs this for federal government grants. The Board advised Laura to pay the two year fee.
- Laura has updated the LEMP form and this will be on the agenda of the June meeting.
- Scope of work for Town Garage RFP was published in the Burlington Free Press and the Rutland Herald with no responses. Meanwhile Brian K. reached out to two local potential bidders who have now expressed interest. Laura will forward the scope of work to them both.

TOWN TREASURER'S REPORT - Nicholas Gill

- Tax Day on May 15 went very well, with assistance from Sue Johnson. Nicholas was not aware of the practice of putting a sign in front of the Town Hall on tax days, but he will do this next time. He does not plan on putting up signs elsewhere in town on tax

days. Notice of tax days will continue to be given on the website and Town newsletter.

- Nicholas has identified a need for an interest bearing account for money that is not designated for operating expenses. All agreed to have Nicholas investigate options.

ROAD COMMISSIONER'S REPORT - Brian Kemp and Steve Rheaume

- Steve R. has made application for putting speed signs on Route 30.
- Steve met with Bill Austin of the Middlebury Police Department and learned that the price of one simple radar speed sign from the company they use, is \$6,500. Steve will get at least one other quote.
- Cornwall's 2 radar signs have been moved to different roads.
- Road crew has done some small tasks at the Town Hall.
- Peet Road was maintained with the disc harrow last week.
- Mowing has commenced - Nick did some mowing today.
- Steve called Dig Safe in preparation for installing a culvert on Robbins Road.
- Cornwall will have the use of the excavator in June.
- Stu Johnson may be able to help the road crew in June.
- The grader was used to move material in the ditch back on the road on Wooster Road.
- Tomorrow in the morning, the crew plans to cut down the trees on the Town Green that are slated for removal.
- The big chainsaw is not working and so far the road crew has not been able to fix it.
- Steve inspected Douglas Road potholes - filled a cluster of fairly shallow potholes. Did not find any that were as deep as 18", as one resident claimed.

OLD BUSINESS

• Report and Recommendations from the ARPA Subcommittee

The ARPA subcommittee met yesterday and has one recommendation for funding:

- \$5,000 to Friends of Cornwall School (FOCS) to be used for after school program scholarships. After discussion, John R. MOVED / Don B. SECONDED a motion to allocate \$5,000 to FOCS to be used for after school program scholarships. ***Motion passed—5 in favor, 0 opposed.***

• Update from Website Subcommittee.: Review RFP

Laura described and projected on the large screen the changes she and Margie have made to the Town website including:

- a banner at the top for important news
- every board and committee has their own page
- modified how news is being shown
- added a calendar widget
- zoom links to meetings from the calendar

- more Town documents have been added

Laura said that she and Margie used assessment tools to ensure the accessibility of the website and functionality on any device. Laura said that the current website uses WordPress and has limitations. She added that she is able to post items on the website but if something needs fixing, she cannot fix it, is not an IT professional.

Laura advised that the RFP be for proposals to update OR replace the current website. Next steps: to make edits to the RFP by the next meeting, with the deadline for proposals by the end of the summer.

NEW BUSINESS

• Discussion of Potential revisions to the Town Purchasing Policy

The Board, Town Clerk, and Town Treasurer discussed the current policy and suggested clarifying language, defining when a bid process is not required, when a simple bid process is appropriate, and when a formal bid process should take place. Discussion will continue at a future meeting.

OTHER BUSINESS - none

EXECUTIVE SESSION

Shawn F. MOVED / Brian K. SECONDED a motion that premature general public knowledge regarding confidential employee matters would clearly put the Town at a disadvantage. ***Motion passed—5 in favor, 0 opposed.***

Shawn F. MOVED / John R. SECONDED a motion to go into Executive Session to discuss confidential employee matters. ***Motion passed—5 in favor, 0 opposed.***

The Board went into Executive Session at 9:15 pm and came out of Executive Session at 9:55 pm. No decisions were made.

ADJOURNMENT

Don B. MOVED / Shawn F. SECONDED a motion to adjourn the meeting. ***Motion passed—5 in favor, 0 opposed.***

The meeting was adjourned at 9:55 pm.

Submitted by Sharon Tierra, Secretary of the Select Board