

Approved \_\_\_\_\_, 2024

*DRAFT*

*DRAFT*

*DRAFT*

**CORNWALL PLANNING COMMISSION (CPC)**

Regular Meeting

Cornwall Town Hall and via Teleconference

June 19, 2024

**MEMBERS PRESENT:** Don Burns (meeting Chair), Mickey Heinecken, Katherine Branch, Conor Stinson, Lauren Ringey, Chet Van Dellen

**ALSO PRESENT:** Robert Gill, James Cryan

Recording announced.

**CALL TO ORDER** - The meeting was called to order at 7:02 pm by the meeting Chair, Don Burns.

**QUORUM** - established

**AGENDA** - Katherine B. MOVED / Conor S. SECONDED a motion to approve the agenda as presented. ***Motion passed*** - 6 in favor, 0 opposed.

**MINUTES**

**May 15, 2024** - Katherine B. MOVED / Mickey H. SECONDED a motion to approve the minutes as amended, with the phrase "Select Board" consistently used throughout the document, as 2 words, both capitalized. ***Motion passed*** - 6 in favor, 0 opposed.

**ANNOUNCEMENTS** - Act 133 (S.55) Amendments to Open Meeting Law to take effect July 1, 2024.

The board reviewed Act 133, a permanent amendment to Vermont's Open Meeting Law that:

- permits "advisory bodies" – those that do not have supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters – to meet electronically without a physical meeting location (i.e., remotely);
- requires all other public bodies (i.e., "non-advisory bodies") to record, in audio or video form, their meetings and post the recordings in a designated electronic location for a minimum of 30 days following the approval and posting of the official minutes of the meeting which was recorded;
- allows all public bodies to meet remotely in response to a state of emergency or "local incident";
- requires all public bodies to provide local residents, members of the press, or members of the body itself electronic/telephonic or in-person meeting access options to a regularly scheduled meeting, if requested (unless it causes an undue hardship);
- requires a municipality to post on its website (if it maintains one): an explanation of the procedures for submitting notice of an Open Meeting Law violation to the public body or the Attorney General; and
- a copy of the text of 1 V.S.A. § 314; and

- imposes annual training requirements on Select Board chairs, town managers, and mayors.

Conor S. will ask the Town Clerk to post the required recordings from now on. It was suggested that a link to the recording of the minutes be posted at the top of the written minutes document.

**CORRESPONDENCE REVIEW** - none

**PUBLIC COMMENTS** - none

## **OLD BUSINESS**

### • **Town Plan Action Items (Plan Implementation)**

- **Childcare:** Prior work on childcare issues - Chet V.D. reported that the Friends of Cornwall School (FOS) is investigating merging with the ARK program in Shoreham, an after school program run by Rebecca Carr. Don B. advised that before any action can be taken, the need and current resources must be assessed. Lauren R. agreed to draft something for the newsletter as an informal survey, asking parents how many preschool children they have, if they are in need of childcare and if so, how are they meeting that need today?

- **Recreation:** Ideas around trail development - Conor and James Cryan  
Conor suggested that with the recent development of CORA and the improvements to the Town Green, it may be a good time to revisit the idea of a trail that connects to the trail system in Middlebury.

James Cryan, a resident of Cornwall and board member of the Middlebury Area Land Trust (MALT), shared information about the history of MALT and the visioning process with communities that MALT is starting, as they look ahead to the next 15 years. James C. estimates that it would take \$60,000 - \$75,000 to plan, build and establish a maintenance fund for a trail from the CORA site to access the Trail Around Middlebury (TAM) at the college golf course. Conor added that there are fewer than 10 landowners between these 2 sites.

MALT has no serious plan for initiating development of such a trail at this time, but they are very interested in working with towns toward the goal of connecting all the disparate trails in Addison County.

John Derrick and Amy Sheldon were mentioned as resources. Ron Gill is interested and wants to help. All agreed that the next step is to arrange a brainstorming meeting with CORA.

- **Housing:** Housing working group report on wastewater study - Chet reported that the data subgroup used ARPA funds to hire a consultant. The housing working group will be providing an update to the Select Board on the use of the ARPA funds at the July Select Board meeting. the feasibility study is expected to be complete by the end of the summer and a report produced.

- **Habitat Connectivity Map** - Katherine B. reported that the State has published a new habitat connectivity map. All agreed that the CPC should invite the Conservation Commission (CCC) to a meeting to make a presentation about the new map and make a recommendation as to next steps.

- **Discuss possible minor Town Plan revision** - will discuss with CCC regarding the new habitat connectivity map.

## **NEW BUSINESS**

### **Discuss update of Zoning and Subdivision Regulations**

- **Scope of Work** - Don B. and Conor S. have drafted a scope of work document that is to work as a baseline. Conor S. will contact ACRPC for guidance and to ask how the regional plan complies with new State regulations. Katherine B. will contact surrounding towns that have recently updated zoning and subdivision regulations.

- **Action Plan** - strategies were discussed, plan to be developed.

- **Grants** - Municipal planning grants application process opens in July and closes in September..

## **OTHER BUSINESS**

### **ACTION ITEMS**

1. The meeting Chair should add "review of Town Plan action items" to the meeting agenda.
2. Send the agenda out 7 days before each meeting.
3. Conor S. will contact the Town Clerk about posting the required recordings of minutes.
4. Secretary will add the link to the recording of CPC minutes at the top of each written minutes document.
5. Lauren R. will draft something for the newsletter as an information survey for parents of young children.
6. Conor S. will contact CORA to set up a meeting in the next month to talk about the possibility of a trail.
7. Katherine B. will send out the link to the new habitat connectivity map and will reach out to the CCC to invite them to a meeting.
8. Conor S. will contact ACRPC for guidance on the update of the zoning and subdivision regulations.

### Remaining 2024 Meeting Chair Rotation

- July - Mickey Heinecken
- August - Caroline Mellish
- September - Lauren Ringey
- October - Conor Stinson
- November - Chet Van Dellen
- December - Katherine Branch

## **ADJOURNMENT**

Conor S. MOVED / Katherine S. SECONDED a motion to adjourn the meeting. **Motion passed**  
- 4 in favor, 0 opposed.

The meeting was adjourned at 9:15 pm.  
Submitted by Sharon Tierra, Secretary of the CPC