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## CORNWALL SELECT BOARD

Special Meeting

Location: via Zoom and at Town Hall

July 18, 2024

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

Recording of meeting—announced

The Meeting was called to order by the Chair Tanya Byker at 6:00 pm.

**QUORUM**—established

**AGENDA** - Don B. MOVED / Brian K. SECONDED a motion to approve the agenda as amended, with the addition an Executive Session and Discussion of Legal Review of an updated Purchasing Policy. ***Motion passed—4 in favor, 0 opposed***

**General Fund and Highway Orders** - not available tonight to sign. See OTHER BUSINESS for motion regarding signing of orders.

**PUBLIC COMMENTS** - none

### OLD BUSINESS

- **Consider Catering Request** - Received an application from East Middlebury Three LLC to cater an event for 180 people at the Pink House. After discussion, Brian K. MOVED / Shawn SECONDED a motion to support the application, that now goes to the State for approval. ***Motion passed - 4 in favor, 0 opposed.***

It was suggested that the general public in Cornwall, and especially event venues be notified of the schedule of Select Board meetings (only one meeting in the summer months) and be advised to plan on submitting catering requests in advance, allowing sufficient time for support from the Town and approval from the State.

- **Consider Heat Pump Repair/Replacement Bid**

Received the following quotes from Jackman's Fuels of Bristol:

\$1,407 for labor done to date (problem not fixed)

\$ 2,650.00 for parts and labor to fix the outside condenser unit

\$4,300 to replace the outside condenser unit

After discussion, Shawn F. MOVED / Don SECONDED a motion to authorize Laura F. to contact Jackman's Fuels and order the installation of a replacement condenser

unit. ***Motion passed - 4 in favor, 0 opposed.***

- **Consider Annual Audit Options**

Pricing from other auditing firms is the same as from Telling & Associates, who have provided auditing services for Cornwall for years. Nicholas G. has contacted them and is waiting to hear back. The goal is to have a proposed contract for the Select Board to consider at the August meeting.

- **Update of Purchase Policy**

Tanya B. check with Attorney Jim Carroll to see if he has a template. The auditor wanted to see a draft within 45 days of the audit, around the time of the next Select Board meeting in August.

## **OTHER BUSINESS**

- **Authorization to sign Select Board Orders**

After discussion, Shawn MOVED / Don SECONDED a motion to appoint Select Board members Tanya Byker, Shawn Fetterolf, John Roberts, Don Burns, and Brian Kemp to approve and sign orders on behalf of the Select Board for payroll and operating expenses for the Town of Cornwall] until [the Select Board organizational meeting after Town Meeting 2025. Two signatures will be required to warrant approval. ***Motion passed - 4 in favor, 0 opposed.***

- **Select Board Oversight of Town Hall Maintenance**

- Brian K. advised that a member of the Select Board should be providing oversight of maintenance issues in the Town Hall building. In previous years this was done most effectively by a member of the Select Board. The broken heat pump unit is one example of something that is not the purview of the Town Clerk. It was suggested that a list of approved vendors be compiled, to assist the Select Board member who takes on this role.

## **EXECUTIVE SESSION**

Brian K. MOVED / Don B. SECONDED a motion that public knowledge of confidential employee matters would put the Town at a clear disadvantage. ***Motion passed - 4 in favor, 0 opposed.***

Brian K. MOVED / Shawn F. SECONDED a motion to go into executive session to discuss confidential employee matters. ***Motion passed - 4 in favor, 0 opposed.***

The Board went into executive session at 6:20 pm and came out at 7:15 pm. No decisions were made.

## **ADJOURNMENT**

Shawn F. MOVED / Don B. SECONDED a motion to adjourn the meeting. ***Motion passed—4 in favor, 0 opposed.***

The meeting was adjourned at 7:15 pm.

Submitted by Sharon Tierra, Secretary of the Select Board