

Approved August 6, 2024

## **CORNWALL SELECT BOARD**

Regular Meeting

Location: via Zoom and at Town Hall

July 2, 2024

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

**ALSO PRESENT:** Laura Fetterolf, Steve Rheaume, Rob Gill, Chris Kramer, Ben Marks, Anna Burns, Maggie Hannis, Violet Gordon, Rodney Cadoret, Nicholas Gill

Recording of meeting—announced

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

**QUORUM**—established

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

### **MINUTES - June 4, 2024**

John R. MOVED / Shawn F. SECONDED a motion to approve the minutes as amended with typos corrected and in New Business, in the matter of the Gill property, the following sentence modified to read: “They seek to rectify this septic issue and also seek a right of way for vehicle access.” ***Motion passed—4 in favor, 0 opposed.***

General Fund and Highway Orders - signed

### **NEW BUSINESS VISITS**

#### **• Anna Burns, Maggie Hannis and Violet Gordon, regarding Housing Survey**

Maggie Hannis and Violet Gordon, interns at Addison Housing Works who have been working on the Cornwall housing survey, spoke about the survey and the methods to be used, and reviewed the draft of the survey with the Select Board. The goal of the survey is for the Town to have a preliminary understanding of what affordable housing could look like in Cornwall and where it could be located. The survey is intended to provide an outlet for people’s views and concerns and to make folks feel heard. The survey will be distributed using the Town’s email list, by mailed hard copy for those who prefer that format, and in person, for those who want to come to the Town Hall to fill it out. It is hoped that the rate of response will be 25-40%. The survey will be sent out on July 3 and will close on July 17. The survey report will be done by August 9, followed by a more comprehensive report by September 3, which will include engineering information as to the potential of a municipal water system in Cornwall. Anna Burns and the Select Board discussed the challenges of trying to define “affordable housing.” It was suggested that the survey could best

learn what residents think affordable housing is by presenting several ranges of housing prices and ask survey participants to choose the range that would be affordable for them.

- **Rodney Cadoret regarding taxes** - Cornwall's delinquent tax collector told the Board that, during the 40 years he has been in the role, he has never seen as many property owners delinquent with their taxes as this year. Some owners claimed they forgot because there were no signs to remind them this year. However, the deadline for paying taxes has not changed and a reminder went out by email. Meanwhile, now that taxpayers are being contacted by the tax collector, the delinquent tax list is becoming shorter. Having a sign in front of the Town Hall at tax time will resume next year. The new Treasurer did not know about this practice. Mr. Cadoret said he will return in August to give his delinquent tax report to the Select Board. He added that there has been at least one request for a meeting of the Board of Abatement.
- **Chris Kramer, After School Coordinator from Friends of Cornwall School, (FOCS)** informed the Board that the second floor of the Town Hall does not comply as a location for a licensed after school program in terms of fire safety. The DAR building is compliant and the church is partially compliant. FOCS is looking at the idea of using the DAR building as home base for the ARK program, and using the Town Hall second floor and the church for enrichment activities sponsored by FOCS. There are still unanswered questions regarding the heat at the DAR building and months of operation at that site. The Board asked Chris K. to come back with more specific information.

### **CORRESPONDENCE REVIEW**

- Received copy of Sheriff's contract on June 5 that starts July 1. Tanya B. will sign when she is back in Town.
- Letter from Fred Kinney, Addison County Economic Development Corporation, regarding State programs that assist towns.
- Notice on revisions to the Open Meeting Law.
- Certificate of Compliance for Town Roads and Bridge Standards and Network Inventory - needs signing.
- Certificate of Membership in the Addison County Economic Development Corporation.
- Information about FEMA training for flood plain management
- Information from Vermont League of Cities and Towns (VLCT) about the services they provide.

**PUBLIC COMMENTS** - none

**TOWN CLERK** - Laura Fetterolf

- Jackman's is coming to repair the heat pump tomorrow.
- Laura reminded the Board that the new Open Meeting Law went into effect July 1. She said that the Board needs to develop their own complaint form for a person to fill out when they believe that the Open Meeting Law has been violated in Cornwall. Laura has model language for this form that has been recommended by VLCT. Also, she said that keeping meeting recordings for one year, as the Board agreed at the June meeting, will not be a problem.
- Town newsletter will go out next week.

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

- The audit analyst from the State conducted a grant monitoring session and concluded that Cornwall's grant monitoring system needs improvement. Policies are not inclusive of some specific language the State wants to see and not having this language puts some future grants at risk. Nicholas said this is an easy fix.
- The Town needs to have an audit annually. Cornwall's last audit was 2021. Nicholas G. will coordinate with the Board of Auditors, will circulate a spreadsheet of professional auditors, and will report back to the Board in August. The vote regarding an audit will be on the agenda for the August meeting.
- There is a new payroll tax to support childcare programs in Vermont. Starting July 1, employers will pay a 0.44% tax on wages paid — with an option to withhold up to 25% of the tax from employees. Shawn F. MOVED / John R. SECONDED a motion that the Town pay the full amount of 0.44% and not exercise the option to withhold part of that from employees. **Motion passed**—3 in favor, 0 opposed, 1 abstained (Shawn F).

#### **ROAD COMMISSIONER'S REPORT - Steve Rheaume**

- Ditching has continued on several roads, with help from Stu Johnson. Cornwall has the use of the shared excavator only for the month of June and it is now being returned to Shoreham.
- Crew is almost done with the first round of mowing.
- Nick and Steve cut down the last two trees on the Town Green.
- The chipper is out for minor repairs.
- During ditching work in the Town right of way on Snake Mountain Road, Brian K. received a call from an angry resident threatening to sue the Town.
- Steve asked about the Town's policy on chloride application and was advised to talk with Stu J. about it.
- During Laura's absence, Steve spoke with the new FEMA rep regarding flood damage to roads in Cornwall.

#### **OLD BUSINESS**

- **Report and Recommendations from the ARPA Subcommittee - the Board**

engaged in a long discussion about the request from the DAR for ARPA funding for a heat pump system for the DAR building. The request was made 18 months ago. The Board still has many questions and concerns. It was agreed to find a date for a Special Meeting with the DAR and schedule a date for a final decision as soon as possible after that. Don B. will recuse himself when it comes to a vote, as he is the next door neighbor of the DAR in Cornwall.

- **Update from Website Subcommittee.: Review/Approve RFP** - After discussion, Shawn F. MOVED / John R. SECONDED a motion to approve the RFP. ***Motion passed—4 in favor, 0 opposed.*** The RFP will be sent to the 9 identified companies that specialize in Town websites.
- **(Potential) Discussion of Potential Revisions to Town Purchasing Policy** - tabled until August meeting. Send any comments to Shawn and copy Tanya. Shawn will redistribute with comments red-lined.

## **OTHER BUSINESS**

Ben Marks agreed to work on an amendment that will allow Simply Solar LLC to insure the solar array at the Town Hall and stipulate that the Town reimburse the cost of that insurance to Simply Solar. The Town cannot insure the solar array with its insurance because the Town does not own the solar array.

## **ADJOURNMENT**

John R. MOVED / Tanya B. SECONDED a motion to adjourn the meeting. ***Motion passed—4 in favor, 0 opposed.***

The meeting was adjourned at 9:37 pm.

Submitted by Sharon Tierra, Secretary of the Select Board