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CORNWALL SELECT BOARD

Regular Meeting

Location: via Zoom and at Town Hall

October 1, 2024

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

ALSO PRESENT: Laura Fetterolf, Nicholas Gill, Morgan Huestis

Recording of meeting—announced

The Meeting was called to order by the Chair Tanya Byker at 7:03 pm.

QUORUM—established

AGENDA - Shawn F. MOVED / John R SECONDED a motion to approve the agenda as amended, with update on solar array insurance issue added to Other Business.

Motion passed—5 in favor, 0 opposed.

MINUTES - September 17, 2024

Shawn F. MOVED / John R. SECONDED a motion to approve the minutes as presented. ***Motion passed—5 in favor, 0 opposed.***

General Fund and Highway Orders - signed

Reconciled bank statement - reviewed

CORRESPONDENCE REVIEW

- Communication from Attorney Jim Carroll regarding past legal matters
- Communication from Friends of Cornwall School about the date of the Cornwall Harvest Festival being changed and asking if the planned hay rides can traverse over the surveyed CORA site. At issue is the potential disruption to the stakes. The Board agreed that CORA should make the decision about this. If the stakes are to be temporarily moved for the hayrides, the location of each stake should be clearly marked, the stakes put back in the exact place, and someone from CORA should be there to supervise.
- Maddie Shropshire from the Addison Regional Planning Commission has submitted the energy improvement grant on behalf of the Town. If granted, the Town has until the end of 2026 to decide how to spend the money, and until the end of 2028 to spend it.
- DAR is asking the Town to commemorate the 250th anniversary of the American

Revolution.

- Received information on health plans for employees.
- Correspondence about the Community Forum informational meeting about tax rates, scheduled for Friday October 18, 5-6:30 pm at the Town Hall.

PUBLIC COMMENTS - none

TOWN CLERK - Laura Fetterolf

- GoNetspeed notified the Town on September 25th that they will be disconnecting all their copper lines before the end of the year. They would like to submit a quote to the Select Board about moving us to their fiber system. (on the phone, he said internet fiber would be \$120/month and VOIP “phone” would be an additional \$50.00.)
- Waitsfield and Champlain Valley Telecom (WCVT) came to give the Town an estimate of having a Business Voice Over IP system – with an “auto attendant” so people can be forwarded right to whomever they are looking to speak to.
 - Can be configured to go straight to a voicemail box, can be configured to send email & audio files of the voicemail
 - Can also be configured to dial another phone number; then we can stop handing out people’s personal cellphone numbers
 - Would also allow for after-hours calls if something is going wrong at the Town Hall, without having to post anyone’s phone number.
 - Will likely require porting the current phone number to temporary cell phone, and then porting it to WCVT. AT&T confirms that it can be ported to one of their phones.
- CISA came and did an elections security assessment walkthrough. We should have their report with their “options for consideration” available within two weeks.
 - They also suggested having an “auto attendant” on the phone so we don’t have to give out personal phone numbers
 - Some of their “options for consideration” Laura has taken the initiative to get info and/or pricing quotes on, as they likely need a longer run time to get set up:
 - Pricing on changing the vault combination lock; CISA recommends having it changed on an annual basis or during a job changeover.
 - Pricing on changing the office door from keyed to digital entry (keypad or badge); these may not be the options we need, but it’s good to have a price range.

- Having an automatic door closer
- Replacing with longer screws in the lock set.
- Repairing the entryway camera which has a static image, not a live image on it.
 - Royal Group was called on 9/27; also asked about the vault combination change pricing.
- Reaching out to the New Haven State Police barracks, and the Addison County Sheriff to check in with them and see if they will do a walk-through so they are familiar with the building. Laura will also ask their patrolling plans on election day.
- Laura is going to Town Fair tomorrow (Wednesday, October 2nd); the Town Clerk's office will be closed. Workshops at the Town Fair include one on emergency procedures.
- NOVEMBER 5th Select Board meeting will need to be moved!
- Pre-election newsletter will be put together on Monday October 7th; Laura cannot wait past that for late articles.

TOWN TREASURER'S REPORT - Nicholas Gill

- Bank statement is reconciled for July and August.
- Sally LaFramboise started in September to reconcile the bank statements.
- Treasurer has not heard any complaints about the tax bills.

ROAD COMMISSIONER'S REPORT - Brian Kemp

- Steve Rheume's last day of work will be Thursday, October 3. Brian said he is putting an ad for the Road Foreman position in the Addison Independent and on the website www.indeed.com. Brian has heard that employers are successfully connecting with job seekers there.
- Morgan H. said that the road crew has recently been hauling sand, and grading Wooster Road and South Bingham Road.

OLD BUSINESS

- **Update from Website Subcommittee: RFP Progress Report** - John R. said that the deadline for quotes is September 27, but he would like to extend the deadline a bit. He has two proposals in hand and wants to follow up with the others that he expected to hear from. He plans on convening a meeting of the committee soon.
- **Discussion of Potential Revisions to the Town Purchasing Policy** - the Board discussed the latest draft of the Town Purchasing Policy, including language regarding the purpose, code of conduct, purchasing authority, types of purchases (incidental, minor, major and those requiring a sealed bid process). The

purchasing policy has to include specific language for the Town to be eligible for federal grants. It was agreed that the following positions be purchasing agents: Town Clerk, Assistant Town Clerk, Road Foreman, Road Commissioner, Treasurer, and Assistant Treasurer. Tanya will send out the draft, with changes agreed upon during this discussion, to the Select Board members. At the next meeting, it will be an agenda item for decision.

NEW BUSINESS - none

OTHER BUSINESS

Solar insurance update - Don reported that Ben Marks wrote a one page amendment to the solar agreement with Ian Phair, that stipulates that the Town leases the roof to Ian and Ian leases the solar array to the Town. With this amendment to the agreement, the Town can now purchase insurance for the solar array from PACIF.

ADJOURNMENT

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

The meeting was adjourned at 8:43 pm.

Submitted by Sharon Tierra, Secretary of the Select Board