

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

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**CORNWALL SELECT BOARD**

Regular Meeting

Location: via Zoom and at Town Hall

November 7, 2024

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

**ALSO PRESENT:** Laura Fetterolf, Morgan Huestis, Anne Collins, Anna Burns, Jean Eisberg

Recording of meeting—announced

The Meeting was called to order by the Chair Tanya Byker at 7:00 pm.

**QUORUM**—established

**AGENDA** - Shawn F. MOVED / Brian K. SECONDED a motion to approve the agenda as modifying with the correct date of the meeting as November 7. .  
***Motion passed***—5 in favor, 0 opposed.

**MINUTES - October 15, 2024**

Brian K. MOVED / Shawn F. SECONDED a motion to approve the minutes as presented. ***Motion passed***—4 in favor, 0 opposed, 1 abstained (John R.)

General Fund and Highway Orders - signed

**CORRESPONDENCE REVIEW**

• Multiple residents have reached out about a troublesome neighbor, Vincent Gardon. Tanya will follow up with a call the State Police on behalf of town residents.

**PUBLIC COMMENTS** - none

**NEW BUSINESS**

**Presentation of the Report Commissioned by the Housing Work Group**

Jean Eisberg and Anna Burns provided an overview of the work that resulted in the report, key finding of the survey and case studies, recommendations, and next steps. One of the goals of the Town Plan is to increase affordable housing in Cornwall, and the Housing Working Group of the Planning Commission has been focused on gathering information about options.

Potential next steps for the Town to consider are:

- **Site Specific Engineering Analysis:** The Town may want to pursue further engineering analysis to analyze specific sites for suitable soil conditions. State programs can provide low-interest loans, some of which are eligible for 100% loan forgiveness. With a \$40,000 - \$50,000 grant/loan, an engineer could assess site suitability in and around the Village Center to support infrastructure development for affordable housing.
- **Off-Site Options – Coordination with Town of Middlebury:** The Town of Middlebury is undertaking a rehabilitation and modernization of its wastewater treatment plant (WWTP). To fund the approximately \$50 million project, the Town may consider processing wastewater of other users' waste to help generate revenue.<sup>1</sup> The Town of Middlebury's WWTP already accepts trucked-in sludge from other communities. The Town of Cornwall could consider coordination with Middlebury as this capital project unfolds.
- **Cornwall School - Coordination with Addison Central School District (ACSD):** Land area in and around Bingham Memorial School could provide opportunities for housing. With the development of the Cornwall Outdoor Recreation Area (CORA) recreation area between Town Hall and Bingham Memorial School, the Town can expect more visits and activity around the Village Center. This can help spur opportunities for community gathering and further support for a general store and affordable housing in the village. A 2019 facility needs assessment at Bingham Memorial School identified a priority list of facility upgrades for the school. In terms of wet infrastructure, the report identifies a non-transient non-community well drilled in 1959, which provides potable water to the site; and a mound septic system constructed in 1983 and a pump station installed in 2006 to process wastewater. The wastewater system has a design capacity of 203 students and staff, which accommodates the occupancy of the school which is generally less than 100. The Town could work with ACSD on potential repositioning of the school site to allow new uses such as affordable or senior housing, that could capitalize on this existing system and excess capacity.<sup>2</sup>
- **Other Future Studies.** Future analyses by the Town may explore the potential expansion of the Village Center designation by the Vermont Department of Housing and Community Development; Town zoning regulations that accommodate multifamily housing; estimated housing development costs for a small project; and funding opportunities for affordable housing and infrastructure.

#### **TOWN CLERK REPORT - Laura Fetterolf**

- Thanks to the tremendous efforts of the poll workers and election officials the election went smoothly. Unofficial election results were posted by 8 pm. Laura and Sue Johnson were able to leave the building at 8:30 pm. The State Police stopped by during their special election day patrols, which was much appreciated.
- Royal Group was at the Town Hall on October 23rd and updated/rebooted the camera and recording system. All cameras are now functional and will record. The logins to

access the recordings have been updated. Recordings are kept for 30 days before being overwritten.

- The Town is now signed up with VT-Alert, and Laura has completed the training to be an Alert Manager. Laura will now start promoting it and asking residents to sign up for it.
- The Road Foreman position job ad ran in the Addison Independent through November 1. As of noon on November 6, there are no candidates or interest marked on indeed.com.
- Next week, Laura will start the process with Maple Broadband to get the Town Hall moved to hosted phone service.
- Laura will be in touch with Carroll Boe & Pell to arrange pick-up of the files there.
- Royal Group gave quotes on upgrading the vault door lock to an electric lock. Having an electric lock for the vault door would allow the combination to be changed more easily and allow the vault to be locked from the inside, while being used as an emergency shelter in place.
- Royal Group also gave quotes on changing the office door lock to a keypad lock. A keypad lock would mean that each person could have their own access code. Access codes could be monitored on site via computer cable, can be changed or revoked as needed (for example, when staff turns over), without having to rekey the locks and distribute new keys.

**TOWN TREASURER REPORT** - none today.

**ROAD COMMISSIONER REPORT** - Brian Kemp

- Morgan has been working long hours.
- No applications for the Road Foreman position have been received yet.
- Brian will follow up former applicants to see if they are still interested.
- Brian has been speaking with some people who are interested in working part time, to help the Town in the interim.
- The plan to install a 38 inch culvert on Ridge Road this fall is going forward, as the budget does allow for this expense of approximately \$5,000. Neighboring towns road crew members have offered to help with this project.
- Brian discussed funding options and timing for paving a section of Ridge Road next summer.

- Residents of Cutting Hill Road have asked it to be graded, as there is a washout across the road.

## **OLD BUSINESS**

- **Update from Website Subcommittee** - John R. said the next meeting is scheduled for Nov 12.
- **Update from ARPA Subcommittee**
  - Tanya B. reported that the ARPA subcommittee met on Monday, and that the deadline is approaching for funds designation. A vote on ARPA funds will be on the agenda at the next Select Board meeting. Tanya provided the list of ARPA fund requests to the Board, for their review before the next meeting.
  - Anne Collins spoke about the 2 phase project for which the DAR Chapter House has requested ARPA funds from the Town of Cornwall, to help meet their goal of making the DAR Chapter House available to the community year round. Phase 1 is electrical and HVAC work. Phase 2 is accessibility to the building with either a ramp system or a lift system. DAR members have raised \$20,000 so far, out of the estimated cost of \$80,000 for the project. Once \$58,000 has been raised, application can be made to the national DAR for a \$30,000 grant. A new member has pledged to match 50% of any ARPA funds received.

- **Consider endorsement of VT 125 Scoping Study**

After discussion, all agreed that the Town needs to make clear to the Agency of Transportation that the knolls are the priority. The next priority should be the intersection of Cider Mill and James Road. Work should be done from east to west, not from west to east, as the plan seems to currently imply. It was agreed to request that the VTrans add a section to the plan regarding the above priority order.

## **OTHER BUSINESS**

On Veterans Day at 11:00am, the Cornwall Chapter of the Daughters of the American Revolution (DAR) will lay a wreath at the Cornwall Remembers Memorial on the Cornwall Town Green, to honor those who have served in our country's Armed Forces. The DAR also plans to continue to revive this old tradition on Memorial Day, as

## **EXECUTIVE SESSION**

Don B. MOVED / John R. SECONDED a motion that premature general public knowledge regarding non-public information would clearly put the Town at a disadvantage. **Motion passed** - 5 in favor, 0 opposed.

Don B. MOVED / Brian K. SECONDED a motion to go into Executive Session to discuss non-public information. **Motion passed** - 5 in favor, 0 opposed.

The Board went into Executive Session at 8:45 pm and came out at 9:45 pm. No decisions were made.

**ADJOURNMENT**

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

The meeting was adjourned at 9:45 pm.

Submitted by Sharon Tierra, Secretary of the Select Board