

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

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**CORNWALL SELECT BOARD**

Regular Meeting

Location: via Zoom and at Town Hall

December 3, 2024

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

**ALSO PRESENT:** Laura Fetterolf, Nicholas Gill, Sue Johnson, Steve Mahoney

Recording of meeting—announced

The Meeting was called to order by the Chair Tanya Byker at 7:01 pm.

**QUORUM**—established

**AGENDA** - Don B. MOVED / Brian K. SECONDED a motion to approve the agenda as presented. ***Motion passed—4 in favor, 0 opposed.***

**MINUTES - November 19, 2024**

Don B. MOVED / Brian K. SECONDED a motion to approve the minutes as presented. ***Motion passed—4 in favor, 0 opposed.***

General Fund and Highway Orders - signed

Reconciled Bank Statement - reviewed

**CORRESPONDENCE REVIEW**

- Notice from the Assistant Judges of Addison County inviting Town officials to a meeting on December 16 at 9 am, at the County Clerk’s Office in the Mahady Courthouse in Middlebury, to discuss the 2025-26 Addison County Budget.
- Information from Green Mountain Power about net meter credits for solar. It was agreed to pass this on to Ian Phair.
- Reminder from the Vermont State Ethics Commission that, effective January 1, 2025, each town in Vermont must appoint an Ethics Liaison to the Commission. Laura F. added that the State is also going to require Town officials to take ethics training, the same type of training that is required of State employees.
- Letter from the Rural Fire Protections Task Force asking for a \$200 appropriation in support of the Rural Fire Protection Program. Brian spoke in support of this program and said that all Cornwall residents would benefit. All agreed to add \$200 for the Rural Fire Protection Program as a line item in the 2025-26 budge

## **PUBLIC COMMENTS**

Cornwall resident Steve Mahoney introduced himself, and spoke briefly about his background, interest in municipal planning, and interest in running for an open seat on the Planning Commission in March. Laura asked him to contact her about the process of getting on the ballot.

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

- New plat map storage system is scheduled to be delivered this Friday.
- Beginning January 1, 2025, dog license fees to the State will increase by \$2, according to the following 2025 schedule:
  - January 1 - April 1, spayed/neutered will increase from \$9 to \$11.
  - January 1 - April 1, NOT spayed/neutered will increase from \$11 to \$13.
  - April 2 - December 31, spayed/neutered will increase from \$13 to \$15.
  - April 2 - December 31, NOT spayed/neutered will increase from \$15 to \$17.
- VLCT/PACIF Senior Control Consultant Zander Yensan has provided his risk management report with suggestions for safety improvements, and suggested correction dates. Risk management recommendations are tracked and used for underwriting purposes and equipment grant qualification and reimbursement. Potable water issues were identified at the Town Garage as high priority issues, with the suggested correction date of December 18, 2024. Laura will check on prices of portable eyewash station box, which seems to be the best option for quick correction of the issue with the eye washing station at this time. Laura added that she will also order new first aid kits. It was agreed to contact Town Health Officer Bill Johnson to see about water testing bottles to test the water at the eye washing station.
- Town Meeting reports are due mid-January. Petitions for Town officials running again are ready to be picked up from the Town Office.

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

- Nicholas heard from external auditors concerning the timeline for Cornwall, who said they said they might have some availability in December to do some work. Nicholas will follow up with them for more details on their planned scope of work.
- Nicholas has reached out to National Bank of Middlebury and is waiting for a response. He has a proposal from MNT for an interest bearing account that he is considering opening, while at the same time keeping funds with the local bank.
- The budget has been updated and is in the system. Nicholas will bring detailed information about what is included in each line item at the next meeting. Also, Nicholas intends to provide the Select Board with a budget status report to review monthly

## **ROAD COMMISSIONER REPORT - Brian Kemp**

- The 38 inch culvert was installed on Ridge Road with the assistance of road crew staff from Weybridge and Shoreham. A 4 inch pipe supplied by a Ridge Road property owner was also put in place, in order to avoid the need for more digging and another road closure to install the pipe at a later time.
- Trucks are ready for winter. Brian helped Morgan put the wings on.
- Gravel road maintenance can resume when it gets warmer next week, as potholes have formed again.
- Anthony Poquette has been hired as a member of the road crew. Bill Bishop will be working part time to train Anthony P.

## **OLD BUSINESS**

### **• Consider endorsement of VT 125 Scoping Study**

In response to Cornwall's concerns, language to address the priorities has been added to the VT 125 Scoping Study. After discussion, the Board agreed that the language adding work on knoll as the top priority and the intersection between James Road, Cider Mill Road and Route 125 as the next highest priority, was satisfactory. Brian K. MOVED / Don B. SECONDED a motion to authorize Tanya B. to sign the scoping study as amended by the Agency of Transportation and discussed tonight. ***Motion passed— 4 in favor, 0 opposed.***

## **NEW BUSINESS**

### **• Update on CPC's approach to and progress with updating zoning regulations**

- Don B. shared information about the current membership of the Planning Commission (6 positions out of 7 are currently filled), and anticipated openings (1 additional seat will be open on January 1, 2025 and another at Town Meeting in March). Three potential candidates are interested in running for what will be the 3 open seats in March - Steve Mahoney, Anna Burns, and Jim Ross.

- Don informed the Board of the progress in updating the zoning regulations to date. Beginning in the spring of this year, the Commission members have studied the current regulations, met with and received excellent recommendations in writing from the DRB, met with Katie Raycroft-Meyer from the Addison County Regional Planning Commission, and established guidelines and an action plan. The CPC has decided that the updated zoning and subdivision regulations will be a single document with two sections. Katie R-M will be available to assist when necessary. A work team of Don Burns, Katherine Branch and Rob Gill has been formed to review the regulations in depth, section by section, and then bring their comments and recommendations for changes back to the full Commission at regular meetings.

-The updating process is expected to take two years, including informational meetings and hearings. In January, the CPC plan to send out a town wide email

to inform the community that the regulations update process has begun and that it is intended to be a transparent process.

- Don stressed the importance of the Select Board's engagement in this process. Someone (other than Don, who is a member of the CPC) should be engaged, by occasionally attending CPC meetings and by reviewing the working document on Google Docs.

- **Consider Agreement relating to Cornwall-Salisbury bridge**

Brian reported that he just received an email with the agreement between Cornwall, Salisbury and the Agency of Transportation, and an electronic form to sign. While 100% of the cost of construction will be covered by the State, the agreement specifies that each town will be responsible for 2.5% of the cost of "non-participating expenses". Brian will follow up, as it is not clear if engineering and design is a "non-participating expense" or not. Tanya will call Pat, the Chair of the Salisbury Select Board. It was also agreed to have the document legally reviewed.

- **Preliminary discussion of the budget for FY 2025/26.**

The Board considered the proposed General Fund budget line by line. Brian K. said that he and Morgan H. will meet to discuss the Highway budget before the next Select Board meeting. Sue Johnson advised that the budget process in the past has included discussion at meetings in January and a special meeting at the end of January to approve the budgets and also to approve the Town Meeting Warning.

## **OTHER BUSINESS**

Sue Johnson said that the bulletin board with the glass cover outside the Town Office cannot be opened to post notices that are required by Statute to be posted there. ARPA funds have been allocated for fixing this problem. Meanwhile, it was suggested to remove the glass cover so that the required notices can be posted there.

## **EXECUTIVE SESSION**

Brian K. MOVED / Don B. SECONDED a motion that premature general public knowledge regarding non-public information concerning staffing issues would clearly put the Town at a disadvantage. **Motion passed** - 4 in favor, 0 opposed.

Brian K. MOVED / Don B. SECONDED a motion to go into Executive Session to discuss non-public information about staffing issues. **Motion passed** - 4 in favor, 0 opposed.

The Board went into Executive Session at 8:45 pm and came out at 9:27 pm. No decisions were made.

## **ADJOURNMENT**

Brian K. MOVED / Don B. SECONDED the motion to adjourn the meeting. **Motion passed** - 4 in favor, 0 opposed.

The meeting was adjourned at 9:27 pm.

Submitted by Sharon Tierra, Secretary of the Select Board