

Approved \_\_\_\_\_ 2025

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## **CORNWALL SELECT BOARD**

Regular Meeting

Location: via Zoom and at Town Hall

April 1, 2025

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

**ALSO PRESENT:** Laura Fetterolf, Morgan Huestis, Nicholas Gills, Sue Johnson, Gail Eisenberg, Steve Mahoney

Recording of meeting—announced

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

**QUORUM**—established

General Fund and Highway Orders - signed

**AGENDA** - John R. MOVED / Don B. SECONDED a motion to approve the agenda as amended, by moving Public Comments up on the agenda. ***Motion passed—5 in favor, 0 opposed.***

### **MINUTES - March 18, 2025**

Don B. MOVED / John R. SECONDED a motion approve the minutes as amended, with Adam Eckhart being appointed to the DRB for a 3 year term that was expired. ***Motion passed—5 in favor, 0 opposed.***

### **PUBLIC COMMENTS**

- Gail Isenberg, Chair of the CORA committee, announced that Sean Sterns is about ready to move his equipment to the CORA site and there will be a short ground breaking ceremony at 11 am on Saturday, April 12 (rain date April 13). All are warmly invited to attend. Tanya said she plans to attend and will say a few words.
- Sue Johnson said that the Town has received for road signs that she believes has been paid already. She will follow up with the company.

### **CORRESPONDENCE REVIEW**

- Tour de Farms is asking permission from the Town for the Tour de Farms event to use certain roads in Cornwall on Saturday, September 20, 2025. They will provide signage and traffic control and expect around 500 bicyclists to participate. After discussion, John R. MOVED / Brian K. SECONDED a motion to authorize Tanya B. to sign the consent form. ***Motion passed—5 in favor, 0 opposed.***

- Notice from Carroll, Boe and Kite regarding increase in fees - Attorneys \$235/hour, Paralegals \$135/hour. Tanya will bring information regarding the amount of increase to the next meeting.
- Letter from Maple Broadband asking the Board to appoint someone as an alternate delegate from Cornwall to the Maple Broadband Governing Board. Laura F. will check with Cy Tall.

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

- Dog licenses were due today. Laura will bring the list of unregistered dogs to the next meeting.
- Our router died last Wednesday. Jordan Young set up a temporary router borrowed from Todd Kincaid. Maple Broadband brought us an upgraded router and installed in on Monday morning.
- Request has gone out to local citizens for a logo for the new website. The deadline is April 9. Laura has received a few designs, with a few more anticipated by the deadline.
- Website will be delivered sometime in the next month or so – pending some graphics decisions the Website Committee are working through.
- Laura presented the latest draft of the non profit agency funding policy. After discussion, John R. MOVED / Don B. SECONDED a motion to approve the new policy, with the minor changes discussed today. ***Motion passed—5 in favor, 0 opposed.*** Laura will bring the final draft for the Board to review and sign at the next meeting.

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

- Nicholas securely sent out the warrant sheet and other financial information ahead of time to the Board. All agreed it worked well.
- Citizens will be able to make payments securely through the website beginning next month.
- Laura F. said the RFP for financial services will be on the agenda of the next meeting.
- The Board discussed how to answer the questions on the Fraud Inquiries of Governance forms for 2022, 2023, and 2024 and discussed current policies and procedures to prevent fraud with the Treasurer and Assistant Treasurer.
- John R. reported that he contacted the Vermont League of Cities and Towns (VLCT) to see if Cornwall's Treasurer could also serve as Delinquent Tax Collector. He learned that under Statute the positions must remain separate, but that one person could hold both positions. Currently the Delinquent Tax Collector is an elected

position. It would need to change to be an appointed position. This item will be on the agenda for the next meeting.

#### **ROAD COMMISSIONER REPORT - Brian Kemp and Morgan Huestis**

- Morgan H. brought some paperwork that need to be filled out, signed by the Select Board, and returned to the State - the Annual Financial Plan for Town Highways and the Certificate of Compliance with Roads and Bridge Standards and Road Inventory. Morgan will check with Sue Johnson, who has historical knowledge of what is needed on these forms.
- Swamp Road reopened today.
- Morgan will meet again with Todd Eaton and will bring the draft of new policies he has been working on to the next Select Board meeting.
- Second quote for electrical services has been received. After discussion John R. MOVED / Brian K. SECONDED a motion to authorize Morgan to proceed with the lower quote of \$3,000 by WattsUp for electrical hardware and services for the Town Garage. ***Motion passed—5 in favor, 0 opposed.***
- Morgan and the Board discussed the opportunity to increase efficiency while spreading chloride by purchasing a larger chloride tank for \$1500, so that 2.5 miles of road can be treated without having to return for refilling. Brian K. MOVED / John R. SECONDED a motion to authorize Morgan to purchase this tank for \$1500. ***Motion passed—5 in favor, 0 opposed.***
- Morgan said he did receive the list of estimates of paving costs from Brian Sanderson, but not the promised list of priorities.
- Brian K. reported that he met with Zoning Administrator Lynn Coale at the Town Garage to discuss the planned addition to the Town Garage and the plan to build a separate cold storage shed on the site as well. Lynn said the preliminary design for the addition is non-compliant and it would be necessary to ask for a variance from the DRB. Next steps: to schedule and hold an on-site meeting of the Capital Committee and the Select Board so that everyone is on the same page before the go-ahead is given to the architects to proceed with a more detailed design. Tanya will coordinate scheduling the site visit. It is a public meeting and will need to be warned.

#### **OLD BUSINESS**

- **Discuss Salisbury - Cornwall Bridge Proposal** - Brian K. reported that he spoke with Paul Vazcy from Salisbury and they don't have any concerns. Don B. expressed concerns about speed limit and weight limit signs. John R. expressed his continuing concern about the blind approach to the bridge from the Cornwall. Concerns will be compiled at the next meeting and sent to VTrans by the deadline. In the meantime, John will reach out to the bridge project manager to inquire about the cost of changing

the approach on the Cornwall side. It is understood that the Town would need to cover this cost, if incurred.

- **Visit from Planning Commissioner Steve Mahoney - progress report on the update of zoning regulations -**

- Steve spoke on behalf of the Planning Commission and presented a quarterly report of progress to date. This report included project goals and guiding principals, the project team, project process, types and examples of changes made and the project timeline.
- Types of changes are: administrative, strategic to reflect community goals as outlined in the 2023 Town Plan, and future looking changes that attempt to “future proof” the zoning regs - for example, if new technologies make a municipal water system feasible for Cornwall.
- Steve M. said that the Planning Commission expects to complete their work on changes to zoning by June 30, 2025. Next will be work on subdivision regulations.
- The proposed timeline for the whole update including key milestones will be discussed at the April Planning Commission meeting and presented to the Select Board on July 1.
- Don B. added that the Planning Commission wants the process to be transparent and wants the Select Board be informed at every step of the way. John Roberts is the Select Board liaison and is attending some of the Planning Commission meetings. The working scratch document is in Google Docs and accessible to the Select Board. Also a summary of changes document is in process and will be ready to give to the Select Board by July 1.

**NEW BUSINESS** - none

**OTHER BUSINESS** - none

**ADJOURNMENT**

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

The meeting was adjourned at 9:00 pm.

Submitted by Sharon Tierra, Secretary of the Select Board