

Approved April 1, 2025

CORNWALL SELECT BOARD

Regular Meeting

Location: via Zoom and at Town Hall

March 18, 2025

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

ALSO PRESENT: Laura Fetterolf, Morgan Huestis, Nicholas Gill, Maurice LaFramboise

Recording of meeting—announced

The meeting was called to order by the Town Clerk Laura Fetterolf at 7:00 pm.

QUORUM—established

General Fund and Highway Orders - signed

AGENDA - Laura F. MOVED / John R. SECONDED a motion to approve the agenda as amended, with addition of administration of the Oath of Office to newly elected members of the Select Board as the first organizational item. ***Motion passed—4 in favor, 0 opposed.***

ORGANIZATION

- **Administration of Oath of Office** - Town Clerk Laura Fetterolf administered the Oath of Office to Don Burns and Tanya Byker.
- **Elect Chair** - John R. MOVED / Brian K. SECONDED a motion to nominate Tanya Byker as Chair. No other nominations were put forth.- ***Motion to elect Tanya Byker as Chair passed - 3 in favor, 0 opposed, 1 abstained (Tanya).***
- **Elect Vice Chair** - John R. MOVED / Brian K. SECONDED a motion to nominate Don Burns as Chair. No other nominations were put forth. ***Motion to elect Don Burns as Chair passed - 3 in favor, 0 opposed, 1 abstained (Don).***
- **Appoint Secretary of the Board** - Brian K. MOVED / John SECONDED a motion to appoint Sharon Tierra as Secretary of the Select Board. ***Motion passed—4 in favor, 0 opposed.***
- **Appoint Officials**
 - **discussion and vote on appointment/reappointment of DRB members** - after discussion of the fact that DRB members have term limits, John R. MOVED/ Don B. SECONDED a motion to appoint Kymberly Breckenridge for a 3 year term on the DRB and also Adam Eckhardt for a 3 year term on the DRB. ***Motion passed—4 in favor, 0 opposed.***

- discussion and vote on appointment for other open Town positions
 - John MOVED / Don SECONDED a motion to appoint the following elected officials until Town Meeting 2026:
 - Moderator: Cy Day Tall
 - Town Clerk: Laura Fetterolf
 - Town Treasurer: Nicholas Gill
 - Cemetery Commission - Sue Johnson (to fill unexpired term)

Motion passed - 4 in favor, 0 opposed.

- - the Town Clerk read the following list of appointed positions:
 - Addison County Regional Planning Commission (ACRPC)
Representatives: Stanley Grzyb and Anna Burns
 - Addison County Solid Waste Management District (ACSWMD)
Representative: Jean Raymond
 - Animal Control Officer - Stacey Freeguard
 - Capital Committee - David Berno, Mary Conlon, Stu Johnson, Sue Johnson, Brian Kemp, Morgan Huestis, Ben Wood
 - Conservation Commission: Don Burns, Mary Dodge, Andrea Landsberg, Kristina Sargent, Michael Sheridan, Dan Comar, Alex Harden, Rex Chamberlain
 - E 9-1-1 Coordinator: Katie Gieges
 - Emergency Management Director: Benjamin Marks
 - Energy Coordinator: Gary Barnett
 - Fence Viewers: Greg Dennis, Michael Heinecken, Annie Wilson
 - Green Up Coordinator: Sue Johnson
 - Lemon Fair Insect Control District (LFICD): Robert Cluss, Chris Chapline, David Zarowin
 - Maple Broadband Representative: Justin Boyer
 - Recreation Committee: Annie Wilson, Sue Barrows, Paul Bougor, Sharon Cram, Sue Sears, Sue Johnson
 - Road Commissioner: Brian Kemp
 - Town Poet: Gary Margolis
 - Tree Warden: Stu Johnson
 - Weigher of Coal: Jon Isham
 - Zoning Administrator: Dorsey Lynn Coale

John R. MOVED / Brian K. SECONDED a motion to appoint the above list of people

to their specified positions. **Motion passed—4 in favor, 0 opposed.**

Laura pointed out to the Board that the following positions are still vacant:

- Delinquent Tax Collector
- Trustee of Public Funds
- 2 Library Trustee positions
- **Set meeting schedule** - Brian K. MOVED / Don B. SECONDED a motion to set the meeting schedule as follows: regular meetings on the first and third Tuesday of each month, except for the months of June, July, and August when the regular meeting is scheduled for the first Tuesday only, and March, when the regular meeting is set for the third Tuesday only. **Motion passed—4 in favor, 0 opposed.**
- **Approve Town Meeting minutes** - John R. MOVED / Brian K. SECONDED a motion to approve the 2025 Town Meeting minutes as distributed. **Motion passed—4 in favor, 0 opposed.** Don B. added that Laura's Town Meeting minutes were excellent and all agreed.
- **Approve Robert's Rules of Order for use at Select Board meetings** - Brian K. MOVED / John R. SECONDED a motion to adopt Robert's Rules of Order for use at Select Board meetings. **Motion passed** - 4 in favor, 0 opposed.
- **Designate Newspaper of Record** - John R. MOVED / Brian K. SECONDED a motion to use the Addison Independent as the newspaper of record. **Motion passed** - 4 in favor, 0 opposed.
- **Designate members to sign orders/warrants when necessary - 2 signatures required**- John R. MOVED / Don B. SECONDED a motion to designate any two Select Board members to sign orders and warrants in between regular meetings, with two signatures required. **Motion passed** - 4 in favor, 0 opposed.
- **Designate Town Clerk to approve one-time liquor licenses on the Select Board's behalf** - Don B. MOVED / Brian K. SECONDED a motion to authorize the Town Clerk to approve one-time liquor licenses on behalf of the Select Board. **Motion passed** - 4 in favor, 0 opposed.

MINUTES - February 18, 2025

Don B. MOVED / John R. SECONDED a motion approve the minutes as distributed. **Motion passed—4 in favor, 0 opposed.**

CORRESPONDENCE REVIEW - none

PUBLIC COMMENTS - Maurice Laframboise spoke about the condition of Morse Road, where he lives and has a farm, and requested that it be graded. Brian Kemp and Morgan Huestis replied that the road crew is well aware of the condition of Morse Road and other roads in town that are in need of grading, but the roads cannot be effectively graded until the frost is gone. Meanwhile, the plan is to put down gravel to fill the

potholes. Brian and Morgan assured Maurice that the Town is aware and that Morse Road will be graded as soon as the frost is gone. Brian mentioned that a road crew in a neighboring town recently tried to grade their roads and failed in their efforts due to frost remaining.

TOWN CLERK REPORT - Laura Fetterolf

- Town Meeting voting day went well, thanks to Sue Johnson, who filled in for Laura at the last minute due to Laura being sick.
- There were recent problems with the Town Hall phone lines, including no service at all on Monday. Issues have now been resolved with GoNetspeed. The transition to phone service from Waitsfield and Champlain Valley Telecom (WCVT) is expected to be completed soon.
- Transition to the new map file is underway.
- Laura has drafted a policy on the non-profit agency Town funding process and will be sending it out for review for the next meeting.

TOWN TREASURER REPORT - Nicholas Gill

- Nicholas said he will send out the warrant sheet and other financial information ahead of time before each Select Board meeting, to facilitate review by the Board. He said it must be sent securely. Tanya said she will look into options for sending a secure digital version.
- Assistant Treasurer Sue Johnson recently assisted with filling out some paperwork in preparation for the audit.
- ARPA reporting is coming due.
- Nicholas confirmed that he will be able to serve as Treasurer in his current capacity in the interim.
- Laura F. said she will send out the RFP for financial services for the Board to review and discuss at the next meeting.

ROAD COMMISSIONER REPORT - Brian Kemp and Morgan Huestis

- Road crew has been busy hauling sand, filling washouts, sanding and salting, and repairing equipment.
- Morgan has been teaching Anthony how to operate the mower and tractor.
- Morgan fixed the bulletin board cabinet for Laura.
- Morgan has processed many overweight permits, including 27 on one recent day.
- Morgan obtained a quote for electrical work but needs at least one more.
- Issues with culverts on Snake Mountain Road and DeLong Road have been identified.
- Crew removed logs along Swamp Road before the water rose.
- High water warning signs on Swamp Road have been put up.
- Morgan met with Brian Sanderson, VTrans District 3 Project Manager, to inspect asphalt roads in Cornwall. Morgan expects to receive a report from Brian S. on Thursday that includes priority ranking and quotes.
- Application for a Class II grant for paving Park Hill Road (from the intersection with South Bingham to the intersection with Route 30), has been submitted, with the assistance of Brian Sanderson.

- Morgan was contacted by a salesman from iWorQ, a company that sells a software project management tool, and described the cost and some of the potential benefits of the software and the services they provide. Tanya suggested that Morgan show it to Todd Eaton to see if he thinks such a system would be cost effective for Cornwall.
- Morgan met again with Todd Eaton recently to work on policies and plans. Morgan said it was very helpful. Tanya added that she would like to meet with Brian and Morgan to review the checklist that Todd E. initially provided.
- Morgan shared information about a uniform service provided by Unifirst. After discussion, Brian K. MOVED / Don B. SECONDED a motion to authorized Morgan H. to sign the customer service agreement with Unifirst. ***Motion passed*** - 4 in favor, 0 opposed.

OLD BUSINESS

- **Bridge Proposal** - Brian K. presented a preliminary design proposal from VTrans for the covered bridge on Swamp Road. Comments are due back by April 16. The State will cover 100% of the construction. Salisbury and Cornwall will each be responsible for paying for 1.25% of the \$7,128 cost for preliminary engineering, and will be billed monthly, beginning in 2025, for this Town share. The timeline for construction has been put back to 2031, due to federal funding issues. Brian will contact Paul Vaczy to discuss. Select Board members should get their comments to Brian before the April 16 deadline.
- **Salt Issue** - John is still trying to reach the State Geologist regarding the direction of the flow of water in the area of the Town Garage. Tanya will inform Bill Johnson that the Select Board wants him to test the well water at the 4 houses around the Town Garage.

NEW BUSINESS - none

OTHER BUSINESS - none

ADJOURNMENT

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

The meeting was adjourned at 8:40 pm.

Submitted by Sharon Tierra, Secretary of the Select Board