

**CORNWALL DEVELOPMENT REVIEW BOARD (DRB)**  
**REGULAR MEETING MINUTES • April 2 2025 • 7:00–8:30<sup>PM</sup>**  
**In Person (Town Hall) & Virtually (via ZOOM)**

**MEMBERS:** Barbara Greenwood, Molly Daley, Kymberly Breckenridge, Adam Eckhardt,  
Shari Johnson

**ALTERNATES:** Joan Lynch

**ATTENDEES:** Ashley Glass

**1. CALL TO ORDER:** 7:00 pm Barbara Greenwood, Chair

*Recording was begun at 7:20*

**2. QUORUM:** *Established.* Barbara noted that the Selectboard had appointed Adam to be a regular DRB member at its last meeting. Kymberly was re-appointed for another term as a DRB regular member. Ashley is attending as a potential DRB candidate for an Alternative Member position.

**3. AGENDA APPROVAL:** Shari **MOVED**, Adam ***SECONDED***, to approve the Agenda as presented. ***Motion passed.***

**4. ORGANIZATION**—Barbara announced that Robin, Board Secretary, would take over the organization part of the evening’s meeting for the election of Board officers. She then turned the meeting over to Robin.

***a. Officers***

- i.* Shari **NOMINATED** Barbara Greenwood to be the Chair of the Development Review Board. Molly ***SECONDED***.
- ii.* Molly **NOMINATED** Shari to be the Vice-Chair of the DRB. Kymberley ***SECONDED***.
- iii.* Nominees accepted the nominations. Robin asked for a vote. The Board all agreed on and accepted the above slate for the offices noted, with Barbara abstaining from the Chair vote, and Shari abstaining from the Vice-Chair vote. ***Motion passed.*** [4 votes for each position]

*The meeting was turned over to Barbara for continuation.*

***b. Meeting Schedule***—Shari **MOVED**, Kymberley ***SECONDED***, that the Board set their Regular Meetings for the first Wednesday of each month, to be held at 7:00<sup>PM</sup> at the Town Hall via ZOOM and in-person.

***c. Newspaper***—Adam **MOVED**, Molly ***SECONDED***, that the Board name the *Addison Independent* as the newspaper of record for the ensuing year. ***Motion passed.***

**5. APPROVAL OF MINUTES:**

***Regular Meeting, March 5, 2025***—Molly **MOVED**, Kymberly ***SECONDED***, to approve the Meeting Minutes of March 5, 2025, as amended. ***Motion passed.***

**6. DISCUSSION OF DRAFT REGULATIONS & RELATED MATERIAL FROM THE PC—**

Discussion on Article V:

- basically the group agreed with the PC’s proposed revisions to Article V;
- some suggestions were offered on subdivisions, and on the definitions of variance and waiver. Barbara will contact Katherine with the Board’s observations.

**7. DISCUSSION WITH CANDIDATE FOR ALTERNATE MEMBER POSITION**—Ashley Glass was asked to introduce herself, discuss the DRB’s functions with the Board, and ask any questions she might have. She had submitted a short letter expressing her background (in Planning) and her interest in working with the DRB. Ashley and family moved to Cornwall from

Rockland, MD. She has had planning experience though primarily with urban planning. The skill set she has would benefit the DRB and should be easily transferred to use with the Board.

The Board, after a short discussion, agreed to recommend to the Selectboard that Ashley be appointed to the DRB as an Alternate Member.

- 8. TRAINING VIDEO**—Ethics training is required for current Board members by September of 2025 and every three years thereafter. The training video presented was online from a Vermont.gov website. It was 45 minutes long. When the video ends there is a short online quiz and a form each Board member is to fill out and submit to the State Ethics Committee. There is no opportunity to do this as a group, so each member will need to log-on and do it at home. The Committee will send an acknowledgment to the submitter and to the town's person selected to track compliance with the training.

## **9. OTHER BUSINESS**

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- There is still time and the possibility that one or more applications will come in for Board review
- VLCT will come to the June 4 meeting to discuss recent legislation affecting Board reviews and decisions. VLCT has requested that questions be submitted prior to the meeting. Items to consider include the OML, Act 250 changes, questions on ex parte discussions, records to be kept, recusal. The Board was asked to send any questions they have or might come up with to Barbara by the end of April so she can forward them to VLCT.

## **10. MEETING AVAILABILITY**

- **May 7**—All expect to be available, except Shari.
- **June 4**—All present expect to be available.

Recording ended: 8:20

**ADJOURNMENT:** At 8:30<sup>PM</sup>, Molly MOVED, Adam SECONDED, that the meeting be adjourned.

Respectfully Submitted,

Robin Conway, DRB Secretary