

Minutes of the Cornwall Conservation Commission,

Special meeting, Annual Planning Session

Conducted in person at home of Bennett, Cream Hill Rd West Cornwall Ct at

May 9, 2022, 11 am

Commissioners in attendance: Katherine Freygang, Nancy Berry, Heidi Cunnick, Deb Bennett,

Public: Margie Purnell

Meeting called to order 11:05 am, no chair at this time. Resignation of Chair, Pat Mulberry has been received by town clerk, Cornwall, Ct.

Commission by-laws and meeting procedures

The purpose of the meeting was an annual planning session and a restructure of the commission and roles of the commissioners considering the Chair's resignation. The first order of business was to nominate and elect new officers effective for two years. A motion was made by Deb Bennett, It was unanimously carried: Heidi Cunnick will act as Chair, Nancy Berry as Treasurer and Deb Bennett as secretary.

It was decided to canvas Cornwall for new members.

Action items: Katherine Freygang Heidi to reach out to any appropriate potential members. Heidi will contact Sean Quinn, current member for a review of suitable meeting times . Currently, the commission will keep to the posted annual meeting time of 10:30am of the third Thursday of the month.

Vera will be contacted for a link to current CCC archives and files. It was decided that these be housed with the Town of Cornwall going forward.

Action item: Heidi agreed to research the FOIA framework for rules and regulations of meetings and the Commission will follow Robert's Rules and FOIA requirements. Meeting format under discussion and review.

There ensued, discussion and editing of a draft of By- Laws as presented by public participant Margie Purnell. The edited version of the by-laws is attached. A few points required further research after the completion of which, the discussion of the by-laws will be taken up at a regular meeting,

The Commission felt it important, for the sake of efficiency and flow, to redefine the format of the monthly meetings. It was decided that the prioritization of and closure on work efforts were important elements of the Commission's work and agenda. Further, action points would be assigned at each

meeting to define forward movement on projects. Lastly, it was decided that the monthly agenda should be included under the Old Business section of the agenda, four sections.

Section #1 A discussion of Items Near Completion as reported upon by the captains of those subjects including deadlines and decisions on closure.

Section #2 Education and Outreach, including website development and educational programming.

Section #3 A rotating section called Sustainable CT which will discuss conservation projects under development; an ongoing review of projects as they relate to the POCD will be implemented.

Section #4 Program Monitoring whereby active ongoing projects are reviewed by Captains.

During the discussion of the meeting format, we touched on current work and agreed the Rural Character definition work was completed and needed only to be filed with Karen Nelson and posted to the CCC website. We also determined Noteworthy Places would be moved to Section #4.

Action item: Heidi to contact Karen Nelson to file the Rural Character definition

The meeting was adjourned at 2:10. Further discussion will continue at the next Monthly meeting of May 19, 2022, at the Cornwall Free Library or Zoom.

Respectfully submitted

Deb Bennett, Secretary