SHEFFIELD PLANNING COMMISSION

Town Hall, Sheffield Vermont 05866

MEETING MINUTES

DATE/TIME: 18 November 2026, 1800 hours

ATTENDEES: Carolyn Crankshaw, Al Robertson, Bobbie Bristol, Biff Mahoney, Keith Ballek

Guests: Beverly Frost

Carolyn called the meeting to order at 1754hrs.

1. Carolyn provided an abbreviated agenda:
    a. Minutes of 2026-8-19: Motion (Bristol/Ballek) to approve passed
    b. Updates:
        i. Sidewalk Scoping Project: Al reported that F&O are wrapping up the sidewalk study, which the final draft still needs an approval from the Selectboard and AOT. All of this might happen by the December selectboard meeting. Bev attended tonight to discuss her concerns voiced in a recent C-R letter to the editor. Al related the Selectboard's decision to go with the curb version to preserve as much as possible the resident's front yards. And in any case, the project will not happen until the water system is repaired/replaced, and the town has sufficient funding and desire to cover the very significant project costs.
        ii. Derelict Buildings: A meeting with the law firm selected by the Selectboard to handle the legal details is upcoming.
        iii. Community Fund:
            1. Carolyn briefed the considerable progress made by the committee (Carolyn, Patrick Ham, Bobbie) on starting the fund. The local/state legal requirements have been completed and they are now working on the federal application for the 501c3 status. A mission and vision statement has been completed:
                a. Vision: To help sustain a thriving, resilient community.
                b. Mission: To provide resources to support and strengthen the community, culture, environment and economy of the town of Sheffield and its residents.
            2. The committee is also now looking for ideas, projects, tasks, etc, for the fund to be involved in.

iv. Town Report: It's time to start writing the report for inclusion in the Town Report, for the March Town Meeting. Topics and responsibilities are as follows: (Al to research past meetings for subjects needing addressing)
    1. PSD, MERP, AOT grants: Al
    2. Floodplain Mapping: Al
    3. NVDA Regional Plan: Carolyn
    4. Village Center designation: Carolyn
    5. Community Trust Fund: Carolyn
    6. Introduction and formatting: Bif

2. Upcoming meetings schedule for 2026- 27:
    a. Because the Town Hall is VERY cold, another meeting venue will be sought. Carolyn will contact Erika for an earlier meeting/time in the Municipal Offices at 2 PM on December 16th. Al will ask Shane if, eventually, we can use the fire station classroom.
    b. Upcoming Meeting Schedule: (Every other month, third Wednesday, 6 PM, location TBD) 16 December, and in 2027: 17 February, 21 April, 16 June, 18 August, 20 October, and 15 December. Also there will be other meetings for on-going projects like the community trust, and the planning commission budget.
3. Meeting adjourned at 1841 hours.

Respectfully submitted,

Al Robertson