

SHEFFIELD PLANNING COMMISSION

Municipal Building, Sheffield Vermont 05866

MEETING MINUTES

DATE/TIME: 18 June, 2025- 1800 hrs.

ATTENDEES: Terry Gayton, Bobbie Bristol, Biff Mahoney, Jan Noble, Carolyn Crankshaw, Phyllis Mitchell, Al Robertson

ABSENT: McKenna Earl, Francie Vos

(Note: Phyllis Mitchell provided all the work involved in these minutes- thanks! Al)

1. Meeting called to order by Carolyn at 1810
2. Efficiency VT rep, Mary Catherine Graziano was supposed to attend via TC, but had a conflict. We can reschedule with her any time. Sub-comm can schedule a time with her if desired.
3. April Minutes – motion to approve by Bobbie and seconded by Carolyn. Minutes approved by Planning Commission quorum. Biff abstains
4. **Sub-committee update:**
 - a. **Webinar** – Village Trust Initiative -Bobbie – Jan/Terrie – informative; get app in, will deal with things after the application is in. 20 communities will get approval, review 6 to 7 communities at a time. ? Annual or rolling venture (7 from 2024). Community support – can the town continue to own the Town Hall. What does app look like?? Flags in the app/evidence of whether or not this will work for us. App to be available 7/1.
 - b. Village Trust - Do not want this to be a planning commission or select board initiative, but a community initiative.
 - c. Call with any questions or problems – just call Nicole Gratton and Kaziah Haviland.. Really want this to succeed for us. App opens 7/7 and closes 9/5.
 - d. Village Trust initiative – want you to have a village trust. We could possibly join the Sheffield Historical Society. (moribund) ? do they have to pay taxes? Al – meets once a year. Who leads? Erica would know (Town Clerk). Historical society responsible for the Church.
 - e. Bobbie - Would the historical society function as a fiscal sponsor? Al recommends that we should apply for our own 501c3.– the sub-committee could do this..
 - f. We will need an attorney to file for non-profit status. The town has an attorney- (Garret Baxter). Will he do this Pro Bono?

- g. Have to notify the Select Board – get some indication that they say OK (it meets on first Wed. in July)
- h. House next to Town Hall – if we can clean up ‘falling down’ part, then might be able to use as a parking area. Phyllis – is this in a flood plain? Al – thinks that the Town Hall may be in a flood plain – but may get us more money.
- i. Biff – what are the benefits? Al – opens up for other grants. Carolyn – planning commission – Village Trust (Nicole) for Sheffield -trying to build capabilities – community center. Getting the designation – builds other resources/grants for Sheffield. Without these structures in place, other funding sources do not want to discuss.
- j. Architect – to assess our town hall (\$750) there are other grants that will pay for half, so we need to request \$375. Feasibility study. Al: According to the MERP (municipal energy resilience program) report, the Town Hall is not insulated/not well maintained/roof needs replacement

5. Next steps for Sub-Committee:

- a. Next meeting Tuesday 7/8/25 1430; Town Clerk’s office
- b. SEC of State website – recognize as org, ?officers/ Board - Phyllis
- c. application – Bobbie – can circulate last year’s app.
- d. Then look at these other concerns – 501c3; architect (Carolyn indicates that she obtained verbal approval for architect to come in) for assessment – VT Trust recommended Jay Ancel – Black River Design, however we have an architect working with the town for the new municipal building (Coe & Coe). Will they take a look at the Town Hall; attorney
- e. Carolyn indicates that the Planning Comm has money in this calendar year budget to assist.

6. Other business by Planning Commission:

- a. Carolyn - Cathlin Lord – wants to meet with the Planning Commission to discuss Act 181(which focuses on modernizing Vermont’s land use planning to encourage housing development.)Will come to the August Planning Commission meeting – 8/20/25. Al will try and give take-aways from recent meeting in Walden. Carolyn wants to know if the approval for our town plan can be obtained at the same time that Ms. Lord meets with the Planning Commission.
- b. Al – update -sidewalks – we have been ignored. Sent email to NY company, with no response, deadline has passed. Al will reach out to another company.
- c. Motion to adjourn – Biff, Al seconded. Meeting adjourned at 1928.

Respectfully submitted,

Al Robertson