

## **SHEFFIELD PLANNING COMMISSION**

### **SUB-COMMITTEE**

**May 28, 2025**

Attendees: Keith, McKenna, Carolyn, Jan, Bobby, Francie, Phyllis

Agenda: Purpose of sub-committee

Support organizations

Definitions of support organizations

Next steps

Discussion ensued regarding the Community Trust, Town Center designation, setting up 501c3/Sheffield Community fund and requirements. Members of the sub-committee wanted the Planning Commission to define their objectives for developing a Village Center, define how they see the process rolling out, and define the State/Federal organizations that may be involved in grant applications and other funding.

Town Center designation – Preservation Trust

What is a 501c3? How do we set up a 501c3; do we need a mission statement; a Board of at least 3 people; 4 meetings a need. Apparently ,the VT Trust Initiative will assist us. We may need an attorney to assist. ? fee for attorney to review may be \$3500.

We will need site control to name the Town Hall; ? a letter from the Select Board.

Applications for VT Trust open July 1 and end September 1. They offer a informational webinar on June 9 at 1200. Jan, Francie, and Bobbie agreed to register and attend.

Questions hoping to be answered through attendance at the webinar:

1. Grant application (someone has to write the grant).How do we create capacity for a town Center? What do people want?
2. After attending the webinar, we have to decide if we will apply for the Grant Application.
3. Village Center designation – funding stream; how to manage funds

McKenna proposed that we hold a town event to capture ideas of how the town's people see the Town Hall being used.

Next Steps:

1. Register for the webinar – Jan, Bobbie, Francie
2. Phyllis will f/u with obtaining information regarding 501c3's

Respectfully submitted,

Phyllis M. Mitchell

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