

SHEFFIELD PLANNING COMMISSION

Municipal Building, Sheffield Vermont 05866

MEETING MINUTES

DATE/TIME: 2025-4-16-1800 hrs.

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

Sheffield Resident Guests: McKenna Earl, Terry Gayton, Frances Hersey, Phyllis Mitchell, Jan Noble

Carolyn opened the meeting at 1800 hrs.

1. Minutes of 19 February approved
2. Agenda: no changes
3. Welcome and Introductions: Carolyn welcomed new resident guests and contact information was exchanged- see below attachment.
4. Town Plan Briefing and 2025 Planning Agenda: Carolyn briefed the approved plan and highlighted the priorities the commission wishes to work on this year:
 - a. Village Center Designation (<https://accd.vermont.gov/community-development/designation-programs/village-centers> /Village Trust Initiative(<https://ptvermont.org/village-trust-initiative/>): these two connected tasks are the highest priorities, and a good discussion over how to continue efforts on these tasks included the need for volunteers to form a separate committee to deal with the required regulations/rules of engagement these efforts include. We were blessed with the guests who showed up for the meeting and are willing to be involved. McKenna agreed to be the contact for the first meeting of the new committee, and members of the commission will attend and assist the group in their beginning efforts at a May start-up meeting.
 - b. Rte 122 Sidewalk project: Al has been approved as the Municipal Project Manager (MPM) on the new grant the town received from VTrans. He outlined the long and slow process the project will likely take (the grant is specifically for a “scoping study”), and the need to hold a selection board to choose a study firm from the state’s “At the Ready” preselection listing. More to follow as he receives more information from the state.
 - c. Floodplain Mapping: The commission approved Al contacting the congressional delegation to see if they can expedite the receipt of the long-delayed floodplain mapping for the town.

5. Garage Workbenches: Keith has had trouble with LI over who actually runs the LI wood shop. He provided a contact (Richard.angell@lyndoninstitute.org) and AI will attempt to contact him to see if LI's students will construct the work benches.
6. Meetings for 2025 will continue every other month with the possibility of adding more if the workload requires more **(All at 1800 hrs, in-person, Town Offices)**:
 - a. **18 June**
 - b. **20 August**
 - c. **15 October**
 - d. **17 December**
7. Meeting adjourned at 1910 hrs.

Respectfully submitted,

AI Robertson

Recorder

Planning Commission Contacts

Name	Phone Number	Phone Number (Home)	e-mail	Notes
Carolyn Crankshaw	314-623-0012		clcrankshaw@gmail.com	Planning Commission Chair
Keith Ballek	609-558-1221	802-626-9895	none	Planning Commission
Bobbie Bristol	917-327-7407	802-626-8293	bkbristol1218@gmail.com	Planning Commission
Biff Mahoney	802-535-2515		biffmy@gmail.com	Planning Commission
AI Robertson	802-535-2169	802-626-3590	pfalz@kingcon.com	Planning Commission
McKenna Earl	575-770-9609		mckluna28@gmail.com	
Terry Gayton	508-404-0888		itgayton@comcast.net	
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Jan Noble			janamarie357@gmail.com	