

A VIDEO RECORDING OF THE MEETING IN ITS ENTIRETY IS AVAILABLE THROUGH VERMONTCAM.ORG. THE WRITTEN MINUTES ARE A SYNOPSIS OF DISCUSSION AT THE MEETING. MOTIONS ARE AS STATED BY THE MOTION MAKER. MINUTES SUBJECT TO CORRECTION BY THE SHELBURNE PLANNING COMMISSION. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COMMISSION.

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
November 2, 2023**

***Hybrid meeting.**

MEMBERS PRESENT: Steve Kendall (Chair); Marla Keene, Jean Sirois, Jeff Hodgson, Stephen Selin, Tom Karlhuber. (Shawn Sweeney was absent.)

STAFF PRESENT: Aaron DeNamur, Planning Director; Matt Lawless, Town Manager; Peter Frankenburg, Finance Manager.

OTHERS PRESENT: Tracey Beaudin, Don Porter, Media Factory.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (10/12/23)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Review/Discuss: Draft Capital Five Year Plan
7. Other Business
8. Adjournment

1. CALL TO ORDER

Chair, Steve Kendall, called the meeting to order at 7 PM.

2. APPROVAL OF AGENDA

MOTION by Stephen Selin, **SECOND** by Marla Keene, to approve the agenda.

VOTING: unanimous (5-0)[Tom Karlhuber not present for vote]; motion carried.

3. APPROVAL OF MINUTES

October 12, 2023

MOTION by Jean Sirois, **SECOND** by Marla Keene, to approve the minutes of 10/12/23 as presented. **VOTING:** 4 ayes, one abstention (Stephen Selin)[Tom Karlhuber not present for vote]; motion carried.

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

Marla Keene disclosed she lives on Longmeadow Drive and the capital plan contains projects for the road. Following discussion, the consensus of the Planning Commission is there is no conflict of interest with Ms. Keene participating in the discussion of the town's capital plan.

5. OPEN TO THE PUBLIC

None.

6. REVIEW/DISCUSS: Draft Capital Five Year Plan

Staff stated the Planning Commission's role is to recommend the capital plan to the Selectboard which will then hold public hearings to consider adoption of the plan. The purpose of the review of the draft capital plan by the Planning Commission is to confirm and validate that the projects are consistent with the town plan. The Planning Commission should look to see whether the strategy, pace, and style of the projects are taking good steps toward implementing the town plan. A good portion of the town's financial capacity goes to pay off old debt and maintain basic services. A smaller portion is to implement the Selectboard's and Planning Commission's vision from the town plan. The timeframe for projects may impact where they fall in the five-year plan. Other sources of funding including ARPA money and local options tax revenue support the capital plan.

There was discussion of the fire/rescue facility in the capital plan, open space fund being in the capital plan, and other town goals such as energy and affordable housing being in the capital plan.

MOTION by Steve Kendall, SECOND by Jeff Hodgson, to recommend the town's capital budget five-year plan to the Selectboard for approval. VOTING: unanimous (6-0); motion carried.

There was discussion of use of money in the open space fund (the Selectboard decides how the funds will be expended). It was noted a request was made to the Selectboard to change the name of the open space fund to "conservation fund", but there was not unanimous support by the Selectboard for the name change because some members wanted to use the money in the fund for pocket parks in neighborhoods and not just to preserve open spaces.

7. OTHER BUSINESS

Meeting Schedule

November 16, 2023 - Continued Review of Bylaw Rewrite

December 14, 2023 – Continued Review of Bylaw Rewrite

January 11, 2024 – Continued Review of Bylaw Rewrite

January 25, 2024 - Joint Meeting with SNRCC re: regulatory protection of habitat loss identified in the Arrowwood Report; listening session

Neighborhood Meetings

Neighborhood meetings on the zoning rewrite will begin in January 2024. One suggestion to promote attendance is to provide food and childcare.

8. ADJOURNMENT

MOTION by Stephen Selin, SECOND by Tom Karlhuber, to adjourn the meeting. VOTING: unanimous (6-0); motion carried.

The meeting was adjourned at 8:22 PM.