Town of SHELBURNE

Conservation Commission

MINUTES

Regular Meeting ~ January 14, 2025

Present: Norm Davenport, John Richardson, Steve McCormick, John Harrington

Absent: Susan Berger

Administrative Assistant: Faye Whitney

Guests: Lily Spicer, Keith Nelson

Chair Norm Davenport opened the meeting at 7:03 p.m. A quorum was present. The meeting was held via Zoom.

**Minutes**

A motion was made by John H, seconded by John R, to approve the minutes of September 10. Roll call vote: John H – yes; Steve – yes; John R – yes; Norm – yes. Motion passed 4-0-0.

A motion was made by John H, seconded by John R, to approve the minutes of September 24, as amended. Roll call vote: John H – yes; Steve – abstain; John R – yes; Norm – yes. Motion passed 3-0-1.

**7:15 p.m. – NOI Hearing, Gill Engineering, Shelburne Center Road**

Keith Nelson, senior project engineer, presented the plan. This concerns a Dragon Brook culvert on Shelburne Center Road, near the Shelburne Free Public Library. There is a sink hole at the approach to the bridge. The concrete culvert is failing. It is not known when it was built, but prior to the 1920s. The concrete is degrading and is undermined in some areas. There is also some bank erosion and a guardrail is needed. The project includes the repair and improvement of the existing culvert footing, the construction of approach slabs, and repaving of the roadway over the existing culvert. A temporary impact will be de-watering during the repair. A permanent impact will be the addition of toe footings. The stream will be diverted using sandbags. One side at a time will be done. Some water will need to be pumped to a downstream settling basin. The work will be done during a low water period, possibly in July or August.   
A motion was made by John R, seconded by Steve, to approve the NOI as submitted by Gill Engineering with the following conditions: work must be done between May 1 and October 1; the Commission must be notified at least 24 hours prior to the start of de-watering; and a pre-construction meeting must be held at the site. Roll call vote: John H – yes; Steve – yes; John R – yes; Norm – yes. Motion passed 4-0-0.

**Organizational Matters**

A Special Permit application from Ed Whittaker had been received. No wetlands are involved.

There had been no building permits.

The FY’26 budget was discussed. Aside from the increase in pay for clerical assistance there were no changes. A motion was made by John R, seconded by Steve, to approve the budget as presented. Roll call vote: John H – yes; Steve – yes; John R – yes; Norm – yes. Motion passed 4-0-0.

**New Business**

The Open Space Committee would like to construct a small foot bridge on part of the Woodland Trail off Old Greenfield Road. There was no clear idea of the exact location of the proposed bridge. More information will be requested.

At 7:56 p.m. a motion was made by John R to adjourn the meeting. This was seconded by Steve. Roll call vote: John H – yes; Steve – yes; John R – yes; Norm – yes. Motion passed 4-0-0.

Respectfully submitted,

Faye Whitney, Administrative Assistant