Town of SHELBURNE

Planning Board

MINUTES

Regular Meeting via Zoom ~ November 7, 2023

A duly posted meeting of the Shelburne Planning Board was held remotely via Zoom, on Tuesday, November 7, at 6:30 p.m.

Present: John Wheeler

Will Flanders

Tricia Yacovone-Biagi

Seth Wilschutz

Absent: Faith Williams

Administrative Assistant: Absent

Guests: None

The meeting was called to order at 6:37 p.m. by Chair John Wheeler, who noted the meeting was being recorded.

**Minutes**

A motion was made by Will, seconded by Seth, to approve the minutes of October 3. Roll call vote: Will – aye; John – aye; Seth – aye; Tricia – abstain. Motion passed 3-0-1.

**Mail, Memos, and Other Correspondence –** Notices of hearing had been received from Greenfield and Deerfield. A hearing regarding ADUs was scheduled in Greenfield, for November 9. It would be n in-person meeting. Seth said that Greenfield had changed its ADU bylaw to make it easier to have more housing options. Shelburne’s ADU bylaw requires getting a Special Permit and is only allowed on lots with single family dwellings. The owner must live in one of the dwellings. Shelburne also mandates having smaller ADUs than other area towns.

**ANR Plans/Subdivision** – None.

**Zoning Relief/Special Permit Applications** – None.

**Appointments –** None.

**OLD BUSINESS**

**Bylaw Update** – Nothing new to report on the zoning bylaws, but the CPA bylaw has been approved. Will may ask the Selectboard to appoint him as Chair of the CPA because he is the committee member who has done the most research on the CPA.

**Administrative Assistant Search –** One local person has expressed interest in the position, if there are enough hours to make it feasible. Faye and John are willing to talk with her.

**MVP Planning Grant** – A final draft plan is available for viewing on the MVP page on the town website. There is also a survey form on the page. Public comment will be open until December 1.

Weston and Sampson have found a grant, with no match required, which would be used to do an assessment of the Cowell Gym for solar panels on the roof and the Town Hall to convert it away from using fossil fuels, The Energy Committee has decided to apply for the grant, which is due in two weeks. The Selectboard will have a special meeting to discuss it.

The next phase of the MVP planning process is to decide what an action grant might be used for. One idea is to do an assessment of communications. Tricia said she had learned that Conway had submitted an MVP proposal, which had received positive feedback, but was then told it was not permittable due to EPA rules Shelburne should focus on something that doesn’t need EPA approval.

The Mass Broadband Institute has non-matching grants to do assessments to find out how everyone can enter the digital age and what is needed to make that happen. The Planning Board could apply for an MBI grant and once a plan is created, it could become part of the Master Plan. A motion was made by Tricia, seconded by Will, that the Planning Board pursue a digital equity planning grant from MBI for $25-26,000. Roll call vote: Will – aye; John – aye; Seth – aye; Tricia – aye. Motion passed 4-0-0. Tricia will pursue this grant.

Tricia attended a Federal Funds Partnership meeting and learned that the Governor has a plan to make federal funds more easily accessible. The plan has yet been approved by the legislature.

The Planning Board had voted that the MVP program was not a Planning Board issue but it may be time to take it back. Will said that official Planning Board tasks came from state statute and generally focused on zoning. He thought if the Selectboard or Town Meeting assigned the MVP program to the Planning Board that could legitimize the idea, but it was something the board itself should not decide.

The board discussed if a committee or person should be assigned to focus on getting grants for the town. Someone would have to administer the grants but the administrative time could be built into the grant proposals. This would be something to be discussed with the Town Administrator or Selectboard. Tricia thought that if the idea were to be pursued a plan as to how it would work should first be created. Will suggested that he and Tricia come up with a plan for someone to help with the 38 MVP priorities that have been proposed and possibly add a grant seeker/administrator position to that. Tricia said she would be willing to oversee such a position, but not to do it herself. It was thought that person who was interested in the administrative assistant position might be interested in this sort of position. Tricia and Will will brainstorm and bring ideas to the next meeting.

**NEW BUSINESS** – None.

**Committee and Regional Project Updates –**

A CPTC meeting will be held at GCC on December 2. A list of classes had been distributed. The Planning Board budget has funds for such training. Will thought it might be a good idea for everyone to take some training courses. Everyone agreed to attend the CPTC meeting and John will contact Faith about it.

The Massachusetts Municipal Association annual conference is coming up in January. Tricia plans to attend.

The Open Space Committee met with the Rec Committee and discussed the public survey. Three areas of concern to most people were access to the river and trails; preserving farmland; and increasing the amount of public space and parks. They also discussed zoning involvement in trail development. The board wondered why there was a zoning bylaw regarding trails and thought it should be removed. The Open Space Committee will be asked to provide something in writing stating what they would like the Planning Board to do and it might be possible to bring the changes to Town Meeting.

**Other business not reasonably foreseen 48 hours prior to the meeting ­**– None.

**Public Comments –** None.

**Schedule Next Meeting** – The next meeting will be on December 5, at 6:30 p.m.

At 7:45 p.m. a motion to adjourn the meeting was made by Will and seconded by Tricia. Roll call vote: Will – aye; Tricia– aye; John – aye; Seth – aye. Motion passed 4-0-0.

Respectfully submitted,

Faye Whitney

Administrative Assistant