

**Town of Sheffield
Planning Board
Wednesday, May 27, 2020 at 7pm**

Virtual Meeting

The meeting was recorded.

Members Present:

Ken Smith, Chairman

George Oleen

Caitlin M. McNeil

Sari Hoy

Absent: Dale Martin

Members of the Public: None

Chairman K. Smith called the virtual meeting to order at 7:00pm.

Nomination of Vice-Chairman of the Board: Chairman Smith asked if any member wished to volunteer to be Vice-Chairman or if there were any nominations. There were no responses. Due to the absence of D. Martin, the election of the Board's Vice-Chair was deferred to the next meeting and tabled for this meeting.

ANR Requests: None

Discussion/Possible Action on Expansion of Deliberation Guide for Public Hearings: Chairman Smith discussed adding additional sections to the current Planning Board Deliberation Guide for Special Permits to include the three additional sections of the Zoning By-Laws which require additional items to be deliberated for issuing a Special Permit, in addition to Section 9.4.2 Decision. Discussion ensued and clarification that this document would not change the Zoning By-Laws.

On a motion by C. M. McNeil, seconded by Oleen, and a roll call vote of 4-0, the Board accepted the expanded deliberation guide as presented.

Minutes: Chairman Smith asked for comments on the minutes of 4/8/20. As there were none,

On a motion by C. M. McNeil, seconded by G. Oleen, and a roll call vote of 3-0, the Board accepted the minutes as presented. Sari Hoy did not vote as she was not on the Planning Board at that time.

Chairman Smith asked for comments on the minutes of 5/13/20. As there were none,

On a motion by G. Oleen, seconded by S. Hoy, and a roll call vote of 3-0, the Board accepted the minutes as presented. C. M. McNeil did not vote as she was not at this meeting.

Board Member Items:

G. Oleen raised the issue of the solar field on Home/County Roads and that, as the Planning Board has not issued a Special Permit, it is important that it not be connected to National Grid or generating electricity.

C. M. McNeil asked if there was any word about when in-person board meetings will be allowed. K. Smith noted re-opening plans have not yet been announced.

S. Hoy asked about how to prepare for her duties on the Board. C. M. McNeil suggested 3 on-line courses and K. Smith suggested BRPC courses when available and getting the Zoning By-Laws from the Town Clerk.

Chairman Smith announced the public information session for R&R Ventures will be held via a Zoom meeting on Thursday 5/28 at 6.30pm. He will forward the announcement to J. Hughes for distribution to Board members.

G. Oleen asked where this has been advertised as it is important for the public to be aware of the meeting; no one knew the advertising location.

Board Adjournment: *On a motion by G. Oleen, seconded by C. M. McNeil, and unanimously approved 4-0 on a roll call vote, the Board adjourned at 7:20pm.*

Respectfully submitted,

Rene Wood

A handwritten signature in cursive script, appearing to read "Rene Wood", written in dark ink.

Meeting Materials:

Meeting Notice/Agenda for May 27, 2020

Planning Board minutes for April 8 and May 13, 2020

Draft revised Deliberation Guide