# PLANNING BOARD

Tuesday, December 9, 2025 at 7:00 PM
Town Hall, Council Chambers
**DRAFT MEETING MINUTES**

**Present:** Val Shelton (Chair), Zachary Shollar (Vice Chair), Jane Ford, Jamie Bruton, Jeff Goldknopf, Eric Botterman (Alternate), Bill Arcieri (Alternate), Bart McDonough (Director of Planning & Community Development)
**Absent**: Scott Blackstone (Town Council – Ex officio)

The Chair opened the regular meeting at 7:03 PM.

The voting members will be: **Val Shelton, Zach Shollar**, **Jane Ford**, **Jamie Bruton**, **Jeff Goldknopf**, and **Bill Arcieri** (*in place of Michael Scully*).

## 1. Pledge of Allegiance

## 2. Public Comments

The public comment was opened at 7:04 PM. There were no public comments for items not on the agenda. The public comment was closed at 7:04 PM.

## 3. Review & Approval of Minutes

a. November 18, 2025

**Action**

**Motion:** **Zach Shollar** moved to approve the minutes of November 18, 2025, as written.
**Second:** **Jane Ford**
**Discussion:** None
**Vote:** **Approved 6-0-0**

## 4. Regular Business

None

## 5. New/Old Business

a. Resignation of Member Michael Scully

The Chair explained that member Michael Scully resigned and that they need to appoint an alternate to serve the remainder of the year until the next election, or until April 2026.

**Action**

**Motion:** **Zach Shollar** moved to appoint **Bill Arcieri** to fill the vacated member position.
**Second:** **Jane Ford**
**Discussion:** None
**Vote:** **Approved 6-0-0**

b. Discussion relative to establishing a long-range planning subcommittee.

**Bart** mentioned that this was brought up at the last meeting as a long-range planning subcommittee would benefit the town. It would be the intention that the proposed committee

would make recommendations based off of the Master Plan and provide updates on progress.
**Bart** asked members to think about what the group would look like and if they would like to move forward with its establishment, as well as think of who it would consist of.
Discussion ensued on how the subcommittee would bring the Master Plan into public discussions more, and provide some oversight for the goals as well.
The size was suggested as 5-7 members.
There was consensus to discuss again at the next meeting.

c. Committee Reports

*Conservation Commission:* **Jeff** mentioned that they meet on Thursday this week.
*Energy & Environment Advisory Committee:* **Zach** reported that SolSmart is providing free evaluations for solar opportunities, so the committee provided them a list of properties to evaluate and report back if there are any advantageous projects. It was also reported that the Community Power Coalition will be reassessing their rates soon and that their financials are in a better place.

d. Planner's Report

**Bart** reported that the LCHIP grant was awarded for the Rosa property for $70,000, and that they anticipate hearing from Moose Plate soon. The warrant article for the Rosa property was also sent to the Budget Committee for raising and appropriating $145,000.
It was also reported that the 200 New Road project met for a first TRC meeting, and will go back for an additional TRC. There will be a report after to bring back to the Planning Board that will identify existing issue from TRC discussions. Underwood Engineers and West Environmental are both involved to aid the town's review. It was noted that the comments are available for public review. They also filed for their state wetland permit application, which will be reviewed by Conservation Commission.
**Bart** also commented that there was an open house for the Ernie Clark Senior Housing, and how it is an energy efficient passive house based on the type of architecture and that the building now has that certification.

e. Other Business

None

**6. Adjourn**

**Action**

**Motion:** **Jane Ford** moved to adjourn the meeting at 7:27 PM.
**Second:** **Zach Shollar**
**Discussion:** None
**Vote:** **Approved 7-0-0**

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Respectfully submitted,
Bridgette Grotheer
Land Use Administrator

**DCAT:**
**https://videoplayer.telvue.com/player/XSekkdEeRsk0JHQVHAvKJVka7_5VjxKP/videos**