

Town of Sheffield Economic Development Committee.  
Minutes of 2/10/10 meeting.

Attendees: James Kelly, Kevin Schmitz and Rene Wood.

Jim Kelly chaired the meeting.

Minutes for the last meeting were approved as written.

Voluntary Pre-Application Review document was reviewed again and “handbook” was changed to “document”. Review document will be finalized upon completion of “how to do business” and review by appropriate boards and Building Commissioner.

K. Schmitz reviewed his conversation with Tom Carmody and importance of finding older version of “how to” document developed by Bob Weitz. J. Kellogg did not have document. R. Wood volunteered to check with Planning Board, Doc Nourse and David West.

R. Wood updated the group re: BRPC Technical Assistance Grant request for the “how to” document. Likely will receive some assistance but not likely to later in the year. Committee unanimous agreed on need to move forward on its own.

Committee decided to approach the “how to” based on 80/20 rule. Still see it as a document following the likely conversation T. Carmody would have with someone who comes into his office to discuss how to proceed on a project. Whether older document found or not, K. Schmitz to invite T. Carmody to sit down with the group and go through this process, which would then be documented, reviewed, revised, etc.

Several boards were identified in addition to T. Carmody:

- ConCom: Rivers bill and environmental permitting
- Planning Board: special permits
- ZBA: Special permits for non-conforming uses, Variances, appeals
- Board of Health: septic, wells, water source issues and other health matters
- Select Board: licenses and state licenses
- MA/Commonwealth: curb cuts, certain DEP licenses
- Ashley Falls Historic District Commission

Several dates/times were given to K. Schmitz, who will set the next committee meeting based on T. Carmody’s availability.

Respectfully submitted by Rene Wood.

