



**Town of Sheffield
Economic Development Committee**

Minutes of 10/27/10 meeting. Attendees: Kevin Schmitz and Rene Wood.
Public: Joan DeVries, member, Sheffield Business Association

Meeting called to order at 4:50pm. Motion by K. Schmitz, with second by R. Wood, to approve the minutes for 9/1/10 as written. Approval was unanimous.

R. Wood reviewed her visit and discussion with the Sheffield Business Association (SBA) at their business meeting on 9/15. Discussion ensued regarding several areas of common interests. J. DeVries shared her views, including what she hears, on doing business/getting permitted in Sheffield. J. DeVries attended the meeting to evaluate joining. SBA noted they would like at least 2 of their membership on the committee and C. Tomich is SBA's formal liaison to the committee.

Areas of common interest are: 1) in process "How to do business in Sheffield" & proposed informal boards' review for a complex project; 2) accurate listing of businesses; 3) business showcase with Salisbury's format as a possible model; and 4) Zoning By-Law work to expand "uses" in the various districts. J. DeVries said the SBA is focused on establishing a visitors' bureau. R. Wood to investigate what, if any, involvement the Town or the EDC could have in this project. K. Schmitz volunteered to talk with SBCC about a southern extension of their visitors' bureau to Sheffield.

R. Wood reviewed her latest draft on "How to do business in Sheffield" developed as a result of recent conversations with T. Carmody. The draft consisted of a short 1-page general information letter from the Building Inspector (BI) letting business owners and homeowners know special permitting/variances/board approvals take time and encouraging them to discuss their plans with him as soon as possible. If the person requires other than a building permit, there would be a second sheet given by the BI which highlights the process, times and applicable sections of the Zoning By-Laws. May also be a check sheet for the BI. A draft of the 1 page document related to special permits from the Planning Board was presented.

Discussion ensued. Changes were made to the second draft document and R. Wood volunteered to discuss the revised draft with T. Carmody. It was hoped, if they are acceptable, the various permitting boards, the BI and the EDC could discuss, revise and adopt by end of calendar year.

R. Wood will email potential next meeting dates after review with T. Carmody.

The following documents were reviewed during the Board's meeting and have been retained as required by the Massachusetts public record retention policy: Draft 1: general permitting letter; Draft 2: If you need a Special Permit from the Planning Board letter.

Respectfully submitted by Rene Wood.