



## Town of Sheffield Economic Development Committee

Minutes of 12/8/10 meeting. Attendees: Jim Kelly, Kevin Schmitz and Rene Wood.  
Public: Joan DeVries; member, Sheffield Business Association

Meeting called to order at 5:05pm. Motion by K. Schmitz, seconded by R. Wood, to approve the minutes for 11/10/10 and 11/22/10 as written. Approval was unanimous; J. Kelly abstaining.

K. Schmitz chaired the meeting. The previously discussed business kiosk / information center, advocated for by the Sheffield Business Association, was reviewed. R. Wood to find out if SBRSD still has a building program.

R. Wood reviewed her recent meeting with the Board of Selectmen and Tom Carmody, Building Inspector regarding the draft letter and draft special permit/Planning Board document. The draft letter has been killed. Committee members wanted to review the draft special permit/Planning Board document to see if it is viable as a document for review with the Planning Board for its own possible usage. R. Wood to forward that draft document to EDC members.

R. Wood reviewed the memo to all Town Departments from J. Kellogg, Town Administrator, detailing upcoming report/budget/etc. dates. The committee composed a draft Annual Report, which R. Wood will keyboard. It will be finalized at the meeting on 1/12/11. Members will consider their budget and finalize on 1/12/11.

The next meeting was set for Wednesday, January 12, 2011 at 5pm, 2<sup>nd</sup> floor conference room.

The following document was reviewed during the Board's meeting and has been retained as required by the Massachusetts public record retention policy: Memorandum from Joe Kellogg to all Town Departments, dated 12/6/10.

Respectfully submitted by Rene Wood.