



Town of Sheffield Economic Development Committee

Minutes of 1/19/11 meeting. Attendees: 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 12/8/10 as written. Approval was unanimous.

R. Wood chaired the meeting. The previously discussed business kiosk / information center, advocated for by the Sheffield Business Association, was reviewed. SBRSD building program reviewed as well as discussion of the purpose of the business kiosk / information center, contents and location. Discussion included community involvement and location. J. DeVries and K. Schmitz to talk with their respective organizations. R. Wood to review initial discussions with the Board of Selectmen & Town Administrator.

The Committee next approved a draft Annual Report for the 2010 Town Report. The draft was unanimously approved, as amended, on a motion by K. Schmitz and seconded by R. Wood.

The Committee completed its budget request for FY 2012 with a request for \$500, an increase from its last two FY allocations of \$100. The Committee felt its current budget has limited the work it has been able to do to promote economic development. A budget allocation of \$500 would allow it to undertake additional work to implement the Town's Economic Development Plan, as well as one or more programs to promote Sheffield businesses, such as a business to business and business to consumer event in FY2012. The budget motion was unanimously approved on a motion by K. Schmitz and seconded by R. Wood.

R. Wood reviewed a new draft of "How to Do Business in Sheffield", which would come out under the Committee's sponsorship. Discussion ensued with members to review prior to next meeting; suggestions included information for the back of the rack card formatted document, such as contact information, web site and key provisions of the Zoning By-Laws. If approved at next meeting, it will be reviewed with key stakeholders.

The next meeting was set for Wednesday, February 16, 2011 at 5pm, 2nd floor conference room.

The following document was reviewed during the Board's meeting and has been retained as required by the Massachusetts public records retention policy: Draft: "Doing Business in Sheffield", dated 1/20/11.

Respectfully submitted by Rene Wood.