

Sheffield Housing Commission
Minutes of meeting
December 21st 2010

The Sheffield Housing Commission met at the Sheffield Town Hall on December 21st 2010-7:30 pm. Members present were: Christine Ludwiszewski, Kathy Orlando, Michael Citrin , John Stookey and Paul O'Brien.

Michael Citrin brought the meeting to order. The minutes were reviewed and approved for the November 17th 2010 meeting.

The meeting began with Chairman Citrin discussing organizational procedures, relative to the Sheffield Housing Commission. It was decided that the task of sending the approved minutes to the town clerk as well as the postings of meetings will be done by the secretary, Paul O'Brien. In addition John Stookey will arrange for the opening of the town hall in advance of our meeting.

A discussion was held concerning how town bylaws/bylaws revisions, take place in Sheffield, procedures and time-lines. The commission worked backwards, from the annual town meeting, in order to get a better idea of how the process will work.

Kathy Orlando shared her experience on the process, stating that the final warrant article must be ready by the end of March. Prior to the final version, public hearing (s) must be held (an early meeting to discuss the bylaw in general terms, and a later meeting to discuss the final language), the early meeting could be held at the beginning of March , with a final hearing near the end of March. All appropriate town boards must be notified and invited to these meetings (Planning board, Zoning board, Select board etc). The meetings should be widely publicized, encouraging those people who are interested in the bylaw to attend and voice their opinions.

The Commission continued their discussion on procedures and time-lines for bringing a bylaw/bylaw revision to the annual town meeting. Generally speaking, a version of the bylaw should be drafted by the end of January 2011 in order for the time-line to work for the bylaw to be presented at the annual town meeting. The first phase would be a "working meeting " of the Sheffield Housing Commission discussing the bylaw. The Sheffield housing Commission would invite Tom Carmody (Town building inspector) Jocelyn Ayer (Accessory Apartment Coordinator, Berkshire Taconic Community Foundation) and a representative of the Berkshire Regional Planning Commission to this "working meeting". It is hoped that this meeting could take place in the first week of January 2011. The meeting of the Sheffield Housing Commission, scheduled for the 19th of January 2011 would also be a "working meeting " for the purpose of discussing the proposed bylaw. Chairman Citrin will contact members of the Select board and the Planning board and invite them to the January 19th 2011 meeting. The goal of the

Sheffield Housing Commission is to have a draft of an Accessory Apartment bylaw available for review by the end of January 2011.

Suggested time-lines

January -early -meet with Jocelyn Ayer, Tom Carmody, representative from BRPC

January - mid- meeting with the “working group” input from various boards

January – late- draft bylaw language

February – early- publicize draft of bylaw to various town boards

February – end- receive feedback from various town boards

February / March – revise bylaw, publicize public hearing(s)

March- mid and late- hold public meetings on the bylaw

March - end- finalize language for annual town meeting

The meeting was adjourned at 8:46 pm

The next meeting will be held on January 5th and 19th at 7:30 pm

Respectfully submitted Paul O’Brien