

Sheffield Housing Commission
Minutes of meeting
September 15th 2010

The Sheffield Housing Commission met at the Sheffield Town Hall on September 15th 2010-7:30 pm. Members present were: Marilyn Wightman, Kathy Orlando, Michael Citrin , John Stookey and Paul O'Brien.

Guest present : Jocelyn Ayer- Accessory Apartment coordinator BTCF

Michael Citrin brought the meeting to order. The minutes were reviewed and approved for the July 21st 2010 meeting.

Chairman Citrin provided the members with his review of the Sheffield Zoning bylaws as they relate to the accessory apartment discussion. Jocelyn Ayre distributed the "draft" flyer of "The Accessory Apartments Program " for Sheffield. Jocelyn informed the Commission that additional money was received for the creation of this document from the Berkshire Taconic Community Foundation. A similar flyer used in Salisbury, Ct was also distributed for review. The Commission reviewed the draft and made several suggestions, further review will continue prior to our next meeting so that a final product will be available in mid-October. Jocelyn will be reviewing the document with the town building inspector prior to final adoption. John Stookey suggested that a joint meeting of the Housing Commission and the Planning Board take place in the near future so that all interested parties can discuss their thoughts concerning the Accessory Apartment program. Jocelyn also informed the Commission of an upcoming workshop -see below

Accessory Apartment Informational Workshop

WHEN: Wednesday, October 27th at 5:30pm

WHERE: Sheffield Branch, Salisbury Bank & Trust, 640 North Main St, Sheffield, MA

Seminar Title: Steps to creating an apartment in your home

It is hoped that the final copy of the The Accessory Apartments Program for Sheffield will be available at the workshop (more as a handout and not as the final printed , glossy brochure-editing time and printing time would make final distribution of the brochure difficult for this workshop).

Various ideas were discussed concerning the promotion of the Accessory Apartment Program in Sheffield, such as pictures of examples in town where Accessory Apartments exist. All members agreed that the best promotion of the concept will take place when we have someone in town actually create an Accessory Apartment as a result of the Commission's work.

A draft version of a Sheffield Employer and Volunteer Housing Survey was distributed for review. The survey was based on the survey used in Sharon, Ct. Edits were made specifically for Sheffield. It was suggested that the survey be distributed to businesses in town, with a follow up phone call/interview. Several members of the commission volunteered to jump start the process by contacting businesses that they are familiar with-

to test drive- the instrument. Chairman Citrin volunteered to edit question 8 and pass those edits along to the members for review. It was hoped that some preliminary results would be available for discussion at our the next meeting.

The meeting was adjourned at 9:25 pm

The next meeting will be held on October 20th at 7:30 pm

Respectfully submitted Paul O'Brien