Community Development Committee  
Minutes from meeting: 9 April 2015  
Location: WRC Conference Room

Community Development Committee present: Greg Brown (chair), Edie Mas, Roger Turner, Gretchen Haverluk and Jodi Clark (sitting in for Laura Sibilia)  
Guests present: Katie Buckley  
Staff present: Susan McMahon

Called to order 4:35 pm

1. **Introductions/Minutes Approval**
   The minutes of January 15 and March 12, 2015 were approved with a minor change.

2. **Housing**
   The Committee continued the discussion on housing that they began at the March meeting. S. McMahon summarized the March discussion. The following are new items and next steps discussed about this issue:
   - Staff will write up a one page summary on what the regional housing needs assessment would accomplish for next meeting.
   - Staff will schedule a meeting with Connie Snow (Windham-Windsor Housing Trust) to discuss the possible regional housing needs assessment.
   - The issue of temporary housing for ski employees and college students was discussed.

3. **Municipal Share Services**
   S. McMahon updated the committee on the status of the Municipal Shared Services project. Over 30 town officials from 15 towns and WRC Commissioners attended a meeting on March 19th in Townshend to discuss opportunities to share municipal services and the top priorities were:
   - Highway Equipment Sharing and Purchasing
   - Materials and Commodity Procurement
   - Animal Control Services
   - Listserv to share information and municipal needs
   - IT and Webpage Support
   - Assessor Services
   - Policies and Procedure Templates

   The Steering Committee of municipal official met on April 7th and reviewed results of the March meeting and recommended the following next steps:
   - Develop a Windham Region Listserv for municipal officials.
• Develop guidance and training materials to assist municipalities with sharing of equipment. Topics would include insurance, agreements and what happens if the equipment breaks down.
• Develop guidance and training materials to assist municipalities with procurement.

K. Buckley stressed the importance of backing up municipal digital information.

3. **Update and Announcements in Topic Areas**

   - **Brownfields** – S. McMahon updated the Committee on the status of assessment and RLF projects. WRC provided a $200,000 loan/grant for the NEYT brownfields clean up, which has begun. Brattleboro Area Farmers Market has been approved for a $35,000 clean up grant for the former Planet Gas station. She also discussed that WRC will be applying for supplemental funding for their Brownfields Cleanup RLF.
   - **Housing**
   - **Cultural and Historic**
   - **Infrastructure** – S. McMahon updated the Committee on the Green Street Retaining Wall project in Brattleboro. She discussed that she wrote a letter for Town of Brattleboro’s application for CDBG funds.
   - **Recreation** – S. McMahon updated the committee that the Town of Londonderry recently received notice that they will receive funds from CDBG-DR for making two buyout properties into parks.
   - **Economic/Community Development** - S. McMahon updated the Committee on the letter she wrote for Vermed’s VEGI (Vermont Employment Growth Incentive) application.
   - **Education**
   - **Human Services**

4. **Other Business/Next Meeting**

Next meeting is scheduled for May 21, 2015. Committee members asked for an update on Vermont Community Development Association’s conference on *Age Friendly Communities – Possibilities, Challenges, And Social & Economic Benefits*

Meeting adjourned at 5:50p.m.