**Rockingham Incremental Development Working Group (RIDWG)**

*September 29th, 3:30 pm, Waypoint Center*

*MEETING MINUTES*

**3:30 pm Introductions**

**3:40 pm Guest Presentation**

* Jon-Michael Muise, USDA RD
  + Financing mechanisms to improve quality of life for rural America
  + Program Guide: <https://www.rd.usda.gov/files/vtnhAllProgramGuide2018.pdf>
  + BUSINESS, INFRASTRUCTER, HOUSING
  + Loans and Grants
  + Programs that are most likely applicable to RIDWG:
    - First Time Homebuyer program
    - Home Repair program
    - Essential community services program
    - Community Facilities
      * BF 75 % eligible
      * Rockingham 55% eligible
* Anthony Girard, Brattleboro Area Affordable Housing
  + Apartment in Home program
    - Matching grant for ADUs, money given after project is completed
    - In Brattleboro, town gives up to $3000 and BAAH matches with about ~$2000
  + BAAH has partnership with 802 Credit Union for low interest loans for ADUs
  + Tools to help ADU process. More at <https://baahvermont.org/our-programs/apartments-in-homes/>
* Duane Case, RIDWG member: ADU Case Study
  + Duane gave a really great update on his ADU. He has not been able to make the pro forma pencil out. He attended the IncDev Bootcamp that helped him think about this project. He needs to spend time rethinking his project to see if it can pencil out. If you are interested in hearing about it in more detail, contact Duane [atdnmcase@gmail.com](mailto:atdnmcase@gmail.com)
  + Sounds like there is a “sweet spot” or types of properties that will actually be feasible in penciling out an ADU
  + Suggestion to put together a funding stack and then work backwards to find those “sweet spot” properties.

**4:00 pm Recurring Update Items**

* Neighborhood Development Area

**4:00 pm Review Tasks from July 28 meeting**

Zoning and Land Use

Public comment on updated chapters

* Zoning Bylaws- The Planning Office and the Development Office in Rockingham are applying for a Bylaw Modernization Grant. Give the effort to coordinate IncDev and RIDWG’s work with the Planning Commission’s work on updating the Zoning Bylaws, we would like to invite a few members of RIDWG to spearhead the engagement with the group, representing the group’s efforts and interests in developing the application, leading to participation with the Town and the Consultants in the modernization work.
* Timeline:
* Bylaw Modernization Grant projects must be completed within 24 months. The grant term will be February 1, 2022 – January 31, 2024. No time extensions will be granted.

♣ October 1, 2021: application posted on the program’s page

♣ September 30, 2021: deadline for RPC confirmation of municipal planning process

♣ November 15, 2021: application deadline, 6 p.m.

♣ January 2022: award decisions

♣ February 1, 2023: mid-project report due

♣ January 31, 2024: project completion and all funds spent

♣ February 29, 2024: final report and products submitted

If you are interested in being on the project team, email Gary at [development@rockbf.org](mailto:development@rockbf.org)

Existing Property Owner Outreach

Rental Ordinance (Chuck and Shaun) with Town

* + Pat--Update on Rental Housing check list: <https://app.box.com/s/vvgg6uq4n43rvegbicg1oo510r7czhfp>
  + Village Trustees will be reviewing the checklist in October.

Landlord Groups:

* + Has anyone attended a meeting? Thoughts? Useful?

Website updates with IncDev content (Town and BFDDA websites)-

* + Suggestion to do some social media ads/blasts to lead people to websites (SARAH)

Opportunity: Carriage Houses into ADUs (existing structures easier to modify and less costly than building new, generally)

* Do we create a subgroup to work on this? Subgroup to educate, be a resource? -- RESOURCE
* One or two case studies to encourage, instead of focusing on an exhaustive inventory
* Update from Bonnie and Jeff on large Victorian House tour—case study?
* Contacted Rhett Lamb at City of Keene to hear more about their ADU process (SARAH)
* BAAH as a resource

Target Market Analysis (Residential and Commercial)

Sharing TMA Documents

* Gary working on cover letter for this document to share with businesses (GARY)

Knowledge Sharing/Learning Opportunities

Sharing the general IncDev information with a wide audience of people and organizations

* Press Release update- Gary sent out early October
* Ad for movie intro at Opera House- Pat to send Sarah the Ad format
* Info at Town Meeting
* Water Bill Insert Update: Going in Oct billing
* Other suggestions: FACT TV, WOOL Radio, The Feed

Topics and Teachings that local small developers should learn about/want to learn about:

* Does it Pencil? How to do a Pro Forma- Recap
  + Suggestion to do another training but smaller scale, maybe using something currently on the market
  + Mock pro forma from Strong Towns: <https://docs.google.com/spreadsheets/d/16KMqIzTTBde3sKVodq5D_BItASax4Kaj2-JlB6aEyYI/edit?usp=sharing>
* First Time MFH Homebuyers series (geared towards Gen Z, Millennials) January 2022
  + Webinar Teaser on November 16th: <https://brattleborodevelopment.com/public-events/knowledge-bites-webinar-multifamily-homebuyer-teaser/>
* Housing Webinar Series, hosted by WRC and WWHT (email [swesta@windhamregional.org](mailto:swesta@windhamregional.org) for more info)
  + How to Address Housing Needs in Your Town, October 27, 5:30-7:00 PM
  + Village Center Housing and Infrastructure, November 10, 5:30 – 7:00 PM
  + Zoning for Great Neighborhoods, December 1, 5:30-7:00 PM

Other Training Ideas:

* VHIP presentation
* BAAH ADU conversion presentation/training
  + <https://baahvermont.org/our-programs/apartments-in-homes/>
* Condo Conversion—
  + Suggested Lawyer (Salmon and Nostrand in BF) – Samantha Snow, also Jean Giddings (Fitz Olson and Giddings)
  + Sarah connected with owner of Yellow Condo in Putney
  + [Notes on conversation with owner](https://docs.google.com/document/d/1zQaRBx_FG-mrWK3Gw4yAm4sytXLmxOJ_3bK_X_4UanM/edit?usp=sharing)
* Pre-purchase training/coaching with WWHT

Case Study at 34 Old Terrace

* Chris Proctor
* Connected with Robert, Sarah
* Presented to DRB

HOW DO WE SUPPORT THIS PROJECT??

**4:45 pm Brainstorm on presentations for RIDWG**

Who or what do you want to hear more about? Who can we bring to present to this group?

* ~~USDA Rural Development (today!)~~
* 4% LIHTC, Skye Morse (Secured for October meeting)
* Paradigm of zoning shifting (DHCD?)
* Invite someone from a major city to remind us that what we need to do is just one small block (Emmett)
* Historic preservation—form of incentive, Preservation Trust Vermont
* Existing infrastructure (How much sewage, water—capacity; is it expandable)
* Vermont Housing Finance Agency (VHFA)- weatherization program
* Efficiency Vermont
* Hetty Green Motel (case study)

**4:50 pm Parking Space**

Items That Need Attention

Attend a Planning Commission meeting

* To present? To learn? To connect?

Sharing TMA Documents

* Listers, bankers, employers, business owners, Selectboard, trustees

Beautification Matching Grant (like [Oswego Renaissance Association](https://www.oswegonyonline.com/))

* Could some ARPA $$ be used to fund this?
* Learn more [HERE](https://brattleborodevelopment.com/knowledge-bites/#1582743928596-2a8564f1-5858)
* Sustainable Rockingham Group has created “neighborhood clusters” that could be a good framework to work off of if a program like this takes off

Sharing Knowledge:

* Share findings with employers, from Town of Rockingham
* Send letter to large employers giving an overview of the IncDev process, the outcomes/findings, and signal that a lot of this work connects to their workforce’s needs. (Gary?)

Topics and Teachings that local small developers should learn about/want to learn about:

* Ownership vs Management

Downtown’s Upper Stories:

* Help “ready to rent” units get tenants.
  + - How do we find those units?
    - Where do we help promote them?
* Lessons learned from Howard Block and Exner Block
  + - Presentation? Conversation?
* How do we utilize all these flat roofs?