



The town of Windham Selectboard has requested VCRD’s facilitation and Municipal Technical Assistance Program services to create a Community Facilities Assessment and Master Plan. VCRD has met with representatives from the Selectboard and School Board, and committed to providing both financial and staff resources to support the process. Below is a proposed sketch of the process and expected activities.



Roles:

Planning Committee: *Community members representing diverse interests of the community meet once – a month before Community Meeting Day – to review themes, logistics and outreach strategies.*

Community Members: *All decisions rest in the hands of the community. Community members participate each step of the way and have the opportunity to join Task Forces to take action on selected priorities.*

Community Process Chair: *A community member serves as the local point person and helps to keep the community informed and involved as the program progresses.*

Visiting Resource Team: *a Visiting Team of state, federal, business, non-profit, and philanthropic leaders attend Resource Day and act as listeners, advisors,*

and resources for the Community. They help Task Forces develop action plans for the best chance of success and are available as resources as the work moves forward.

Vermont Council on Rural Development: *VCRD provides the overall structure and neutral facilitation of each meeting, and manages an extensive invitation process to ensure that all members of the community are welcome, encouraged to attend, and are heard.*

Architectural Consultant: *The consultant will be procured by and contracted by the town and paid for with funds provided by VCRD. The consultant will be responsible for creating a facility assessment and master plan for five key community buildings.*

The facility assessment will be presented to the Selectboard and School Boards, and might offer a nice opportunity for a “Kick Off Event” after the Planning Committee meets, or folded into the Community Meeting Day. VCRD is available to work with the architectural consultant as part of the community engagement process if it makes sense. Ideally, they could provide visuals and other materials to support the community conversation about what is possible.

Overall, this is a customized community engagement process supported by grant funds, offered at no cost to the town. Any questions about the process can be directed to Jessica Savage at jessica@vtrural.org

Vermont Council on Rural Development

The Vermont Council on Rural Development (VCRD) is a nonprofit organization dedicated to the support of the locally-defined progress of Vermont's rural communities. VCRD is a dynamic partnership of federal, state, local, nonprofit and private partners. Actively non-partisan with an established reputation for community-based facilitation, VCRD is uniquely positioned to sponsor and coordinate collaborative efforts across governmental and organizational categories concerned with policy questions of rural import. The organization has successfully completed over 85 community visits, resulting in locally defined projects like new childcare centers, wastewater infrastructure, and downtown redevelopments.