REDEVELOPMENT AGENCY
PLANNING SUBCOMMITTEE
MUNICIPAL OFFICE COMPLEX
MEETING ROOM 1
MONDAY, JULY 28, 2025
3:00 P.M.

MINUTES

ATTENDEES

EHRA Planning Subcommittee: Caitlin Taylor (chair), Bill DiCristofaro, Tom Sevigny, John Cotter, Cameron Hendry (absent)
VHB: Tommy Boston, Amy Vaillancourt, Dan Amstutz, Luke Mitchell

MINUTES

1. Call to Order: Meeting was called to order at 3:00pm

2. Introductions

3. Admin/Housekeeping
    a. Established primary points of contact, Tommy Boston and Caitlin Taylor will coordinate agendas, meeting times and locations, and minutes
    b. Discussed the deliverables review process, and the group confirmed the flow of information and draft deliverables from the Planning Subcommittee to the full Redevelopment Agency.
    c. PO setup and invoicing
    d. Caitlin will confirm funding sources for contract with Linda and Tommy following the meeting.

4. Task Overview
    a. Site Analysis & Existing Conditions Assessment
        i. Confirmation of Study Area
    b. Development of Concepts
    c. Financial Feasibility & Funding Strategy
    d. Community Engagement & Stakeholder Involvement
    e. Redevelopment Plan & Implementation Strategy

5. Schedule
    a. Discussed primary milestones, and a cadence of monthly meetings

6. Next Steps
    a. Data needs
    b. Stakeholder mapping – Bill will share with Tommy following the meeting
    c. Beginning site assessment
    d. Reservations for public engagement

7. Site Visit

8. Adjournment: The meeting adjourned at 5:00pm.