

Carrabassett Valley Selectmen's Meeting

4:30 p.m. Monday October 25th, 2021 at the Town Office

Depending on concerns over COVID-19, citizens may wish to participate by REMOTE ACCESS AS PROVIDED BELOW. Remote Access Participants will hear all the proceedings and will be allowed to speak.

We have set up a remote access process as follows:

- Participants call into this number: 1-425-436-6390
- Enter code following prompts: 668536 (it will then tell you to press the # symbol)
- Once the moderator joins all those on the line can join as well---Please announce yourself when asked.

Meeting will start at 4:30 p.m. Masks are required at the meeting.

Agenda:

Review and sign Town Payroll Warrants: #44 in the amount of \$
Review and sign Town Expenditure Warrant: #45 in the amount of: \$.

1. MINUTES from the last meeting (October 11th, 2021)—Attached.

2. PURCHASE OF ZOOM MEETING ENABLING EQUIPMENT (referred to as an "owl"): We have been researching equipment that will allow citizens to "zoom in" and participate in Select Board, Planning Board and other meetings. This equipment is called an "owl". It includes a speaker, microphone and camera. The camera is activated by voice (someone talking) and it sits in the middle of the room and rotates to whomever is speaking. This would hook up to the existing TV in the room and folks that are physically in the room would see people (check a board on the TV) who are participating remotely by way of electronic devices (phone, PC or laptop). The Planning Board has also expressed an interest in this capability. The CV library is in the process of purchasing similar equipment. We will need a dedicated laptop (which we need anyway) for this process. The entire cost will be approximately up to \$1,700 which is eligible to be funded from the Town's allotment of the ARPA funds (American Rescue Program Act) that we have received.

3. MOUNTAIN BIKE TRAIL PROGRAM AND FINANCES: Please see the attached expense sheet showing the various mountain bike trail program accounts. There's a lot going here but please note the following. We will need approval from the Select Board to transfer funds from the Town/Club account to a couple of these other accounts as noted. We will explain more at the meeting.

Bike trail Signage (acct: It is anticipated that between volunteers and Sugarloaf assistance that hopefully a significant amount of additional signage will be placed before winter. We will request that the anticipated account balance will be carried forward to 2022 to continue with this program.

Environmental Study: This has a negative balance and there may be some additional expenses to this account that is funding environmental consultant work to help secure the \$300,000 USDA grant for the new "Stoney Brook" trail development in Wyman and CV. The mountain bike club will reimburse the Town for these expenses by the end of December (end of the Town's fiscal year).

Mountain Bike Trail Maintenance: As the trail system grows more funding will be needed to maintain the system. We wish to cover a deficit balance by year end from the Town/Club account.

Wyman TIF: There is currently a deficit in this account of \$73,920.86. This will be reimbursed by year's end from matching funding up to \$35K from the 2021 Franklin County Tax Incentive Financing Fund (from the Kibby Wind project) and \$15M from the 2020 TIF fund that will be coming to CRNEMBA (the mountain bike club). The remaining deficit balance will be reimbursed from the Club. The Town is the fiscal agent for these TIF funds. As you know, TIF funds can only be expended for approved projects in the Unorganized Territories (in this case Wyman). This is for the "Stoney Brook" trail development that is nearly completed in Wyman Township.

Town/Club Funds: There is currently \$129,134 accumulated in this account from recent annual matching funds (\$15K Club and \$15K Town Recreational Endowment Funds). We are requesting that \$25K be transferred from this account to a new Grant Account (52-1-404) called the NFC (Northern Forest Center) Grant Fund. This will be supplemented by \$8,500 in cash from the Club (and \$1,500 in volunteer labor) as required to match this new \$35K grant. It is anticipated that the Club will also agree to this transfer. This funding is needed (starting now) to fund the remainder of trail development in 2021 (and into next year until the fund runs out). This funding is for continued trail development in the Stoney Brook trail pod that is now in Carrabassett Valley.

NFC Grant Fund (52-1-404) described above. We will start incurring expenses in this account (total anticipated funding of \$68,500).

A new account to be called the USDA Grant (\$300,000) will need to be set up in 2022 when all the grant procedures and paperwork are completed. This grant will require a \$66K match either from the Town/Club fund or other funding. This grant will be in the Town's name will be used to fund several miles of trail in the Stoney Brook Trail Pod that is located in Carrabassett Valley. There is also some current discussion about using some of this fund to purchase a mini excavator as opposed to continued leasing of a machine for trail building.

4. PROPOSED OUTDOOR CENTER PROJECT: As you know, Sugarloaf has eliminated the tubing park from the proposed Outdoor Center project but is asking the Town to move forward with the remaining parts of the project consisting of snowmaking on a portion of the Nordic Race Loop, building a roof over the skating rink, erecting a lighted snowshoe trail, expanding the kitchen area of the Center and possibly building a garage and/or storage building to house the Zamboni and other equipment. We are working with Sugarloaf in starting to further develop the concept for the project particularly the skating rink roof including engineering, possible grant funding and bidding, etc. We may have more information in this regard at the meeting.

5. APPROVAL OF THE CAMOIN ASSOCIATES CONTRACT FOR COMPLETION OF A REGIONAL EMPLOYEE HOUSING NEEDS ASSESSMENT AND STRATEGY: As approved by the Town at a special Town Meeting on October 11th, the contract is for \$20,000. Please see attached the proposed contract.

6. INFORMATIONAL:

- Employee Housing Committee meeting: 8:30 a.m. Friday October 29th.
- We are working on the project to reconstruct the two main pillars of the façade of the library building. We are working with H.E. Callahan Co. and their architect (and structural engineer) and we are hopeful this project will happen in early November.
- The wood harvesting on the Public Lot (Outdoor Center) should be completed by the end of the first week in November. The Public Lot Forestry Committee met on site recently and they are very pleased with operation.
- We hope to have the Town's annual newsletter out in two to three weeks (printing and mailing take time).

**TOWN OF CARRABASSETT VALLEY
MINUTES OF SELECTMEN'S MEETING
October 11, 2021**

Board Members Present:	Bob Luce	Lloyd Cuttler
	Karen Campbell	Jay Reynolds
Others Present:	Dave Cota	Deb Bowker
	John McCatherin	Karl Strand
	Tom Butler	Rich Wilkinson
	Sue Davis	Tim Gerencer

Bob Luce opened the meeting at 4:30 p.m. and welcomed those in attendance. Dave Cota asked phone-in callers to identify themselves for the record.

Payroll warrant #42 in the amount of \$24,150.65 was reviewed and signed by Selectmen.

Expense warrant #43 in the amount of \$128,630.15 was reviewed and signed by Selectmen.

The minutes of the September 27, 2021 were provided to the Selectmen for review and approval. Jay Reynolds made a motion to accept the minutes as written. Lloyd Cuttler seconded the motion. Motion approved

Dave Cota presented the Selectmen with the contract for the Airport Taxi Land Project from Jordan Excavation (\$480,880) for review and approval. The plan is for tree-cutting to take place this fall, and then start excavation work in the spring as soon as reasonable. Dave noted that the federal funding for the project is lined up, and this has been reviewed by the Planning Board. The Town is awaiting final DEP approval on the amendment for the sedimentation pond. They have defined an area that can be worked on this fall, while waiting for the final approval on the sedimentation pond. This project will allow for construction of additional hangars and lease lots for other hangars. Lloyd Cuttler made a motion to authorize Dave Cota to sign the contract. Jay Reynolds seconded the motion. Motion approved.

Representatives from Sugarloaf were present to discuss a revised proposal for the Outdoor Center Project. Dave Cota noted that the project, at this time, does not include the tubing park, but does include the other items on the list (roof over the skating rink, lighted snowshoe trail, snowmaking on 2k of the ski trails, and improvements to the kitchen area). Karl Strand noted that Tom Butler and Crusher have been working on these elements to enhance the guest experience, especially for families. He detailed the items identified for the improvements, noting that they are working to get updated quotes for all these items, since pricing has increased by 10-15%. The lighted trail may go around the pond, which will be pretty at night and will provide some "low skill/high thrill" experiences for non-skiing guests visiting the area. Where there were concerns about the tubing park, they decided to look for a different location. They are looking into a shared cost with the Town, since the management of the facility is done via lease. Sugarloaf has numerous other projects in the works, including a Par 3 course, West Mountain development, a bike park and some high-profile events. With all of this, Sugarloaf would be looking to make the Outdoor Center improvements over the course of summer 2022, as these improvements will also help to drive more business and events for the facility. Bob Luce said that the timing of the bonding would be looked at for the March Town Meeting. This means that applications, etc. need to get in the works soon. In the meantime, there could be one or two public, so questions can be asked. Deb Bowker asked if the skating rink roof design and

engineering could anticipate summer events, and also to tie in with the design of the existing building. Karl Strand added that there is a need for snowmaking for a tubing park, so that will need to be considered for whatever location is chosen. Lloyd Cuttler made a motion to move the plan forward to bring the project to the Town Meeting. Jay Reynolds seconded the motion. Motion approved.

Dave Cota gave an update on the ongoing Trail Bridges Project on the Public Lot. The plan is to complete the bridges next year. The cost will be approximately \$115,000 to finish the bridges, and they are looking at some options that may help lower some of the pricing, but it will still be expensive. Bob Carleton has been helping with this project. Dave noted that some of the roads have needed improvement in order to access the areas of work, which will serve as infrastructure for future timber harvest work. They have been building the panels, which is about half the cost of the construction. By year end, there will be about \$65,000 left in the fund, but next year, it will be necessary to deficit-finance the project for one year, until timber harvest revenue comes in (roughly \$60,000). All of the funding has been coming from forestry funding. Dave asked the Selectmen if they approve moving forward with the existing time-line to complete the project. This plan would be outlined for the taxpayers in the annual meeting Town Warrant. The Selectmen were in agreement with this plan.

Dave Cota noted that State legislators will be coming in after tonight's Town Meeting. Sugarloaf continues to be interested in rebuilding the dam at Caribou Pond, but the Bureau of Public Lands said they do not have money to put into the road. The Town has attempted to assist with this project by contacting the state legislators. Additionally, they will be discussing the expansion of the County Commissioners from 3 to 5 members, which will provide for better representation for the northern portion of the county. It's hoped to have a meeting with them immediately after tonight's Town Meeting. Karl Strand added that they were hoping to access some TIF funds for this project, since Sugarloaf would be creating a publicly-accessed recreational area. The existing bridges cannot support any heavy weight, so Sugarloaf wanted to assist with that, but it would take funds away from the dam project. They have had some success in terms of securing funds for culverts, but they are hoping to access more. Sugarloaf is still looking at how large the pond needs to be and also assessing any environmental impact. They also want to look at where they draw water from the river and minimizing impact to aquatic life. The goal is to have 100% of the snowmaking done on trails for Christmas each year in the future. Bob Luce said that it's important for the Selectmen to support this, since the understanding was for the creation of recreational uses for this land, and it was spelled out in the Memorandum of Understanding when the land was put into conservation, and this road is the access to it.

Informational:

The CV Region Housing Committee meets October 22nd at 10am. Progress, to date, has been going well for this committee. There will be a forum sponsored by Maine Municipal Association in the future.

The Forestry Committee will meet October 14th at 3pm.

Meeting adjourned.

Respectfully submitted,

Lynn M. Schnorr, Secretary to Board of Selectmen

Meeting Owl - \$1000 plus

The device is used to aid hybrid in-person & remote attendees.

- Needs to be tethered by USB cord to a computer/tablet that is used to actually run the Zoom/Teams/other virtual meeting
- Contains a 360 camera to panoramically capture those in the meeting room.
- Contains a microphone to capture meeting audio
- Contains a speaker to broadcast remote voices back to in-room attendees
- Owl and computer could be transported to any other location and run meetings as long as wifi exists (Begin Room, Comp Center, Outdoor Center)
- Using/recording meetings would remove the need for the voice recorder we have been using.

*We would still need to manage meetings with Zoom (as we have established an account), or Teams, etc, and when the meeting is started with the computer, we'll have to go in and choose to "use external microphone and camera" we will also want to cord to the TV or (Whiteboard Monitor) to create a display of remote attendees. If we get an owl, we should procure a computer that its only purpose is for meeting use to avoid conflicts – C-Prompt suggest a simple laptop for maybe \$400, and \$30-50 for long USB cords.

Attached is further commentary from Brain Twitchell of C-Prompt as he has past experience with the Meeting Owl.

Christopher Parks

Subject: FW: remote meeting equipment

From: Brian Twitchell [mailto:brian@cpromptcomputers.net]

Sent: Monday, October 18, 2021 5:52 PM

To: Christopher Parks <cvceo@roadrunner.com>; Technicians <technician@cpromptcomputers.net>

Subject: Re: remote meeting equipment

Hi Chris

I'm actually very familiar with the OWL devices, having arranged to get several for our district in RSU #74. A few things I can tell you:

1. They work best as long as you can keep people fairly close to the actual camera. Using them in a larger classroom is problematic; using them in a gym is very difficult. But for the C.V. Board, having it set up in the middle of the "U" shape where the board sits should be fairly good.
2. We actually run these, along with a Google Meet, on a Chromebook. Our experience is that you do not need a high-powered machine. Everything typically runs through the web browser (Google Chrome) or the Zoom program/app. Either way, as far as the computer is concerned it is just like using a webcam and mic/speaker - all the processing is done on the OWL itself, and it just sends the video/audio to the computer to transmit.
3. You will need to think about WHERE to place the monitor that will display in your meeting room any remote attendees. You would want to be sure that everyone could see them - at least everyone on the board.
4. And - by the way - the OWL actually connects to the device through a USB cable, not through Wi-Fi. At least that's how the ones work that I have set up in our district. The OWL DOES connect to the Wi-Fi, but that's so that the software can be updated, and so that basic configurations can be managed from your phone. It does NOT send audio/video through the wi-fi (although if you get TWO of these, there are options to pair them through wi-fi so you have a wider coverage, but I don't expect you would need to do that).

As for actual devices, you are correct that you don't need anything real specific. A Chromebook can be picked up for easily \$300-\$400. A Windows based laptop would be a little more if it were a basic machine. The price on a large monitor would depend a lot on what size monitor you wanted.

We have had discussions about transitioning email to a Google Workspace domain, of course. If that were done, it would then provide you with the easy ability to utilize Google Meet on the town's domain. In that case, I would seriously look at a Chromebook, as they are readily designed to work with Google sites.

Hope this helps. Let me know what questions this raises, and if you want us to start looking at specific pricing. We are happy to do that if you want!

Brian

Brian Twitchell
Senior Partner
C-Prompt Computers, LLC
www.cpromptcomputers.net
(207) 265-2051



Expense Summary Report

ALL Departments
ALL Months

Account

Budget Original Budget Adjustments Debits Credits Unexpended Balance

51 - LIBRARY OPERATING/NEW LIBRARY CONT'D

371 - LIBRARIAN PAYROLL	47,804.00	0.00	37,730.34	0.00	10,073.66
372 - LIBRARIAN'S HELPER PAYROLL	2,920.00	0.00	225.54	0.00	2,694.46
373 - BOOKS/MAGAZINES/AUDIO	9,400.00	0.00	6,389.41	14.81	3,025.40
374 - COMPUTER/LIBRARY CONSULTS	1,000.00	0.00	810.81	0.00	189.19
375 - COMPUTERIZED CATALOG	460.00	0.00	460.00	0.00	0.00
376 - FURNITURE/EQUIPMENT	1,500.00	0.00	224.25	0.00	1,275.75
378 - TDS PHONES	950.00	0.00	809.20	0.00	140.80
380 - LIBRARY BOARD INS	700.00	0.00	698.00	0.00	2.00
381 - PROFESSIONAL DEV/DUES	900.00	0.00	205.00	0.00	695.00
382 - SPECIAL EVENTS	2,500.00	0.00	870.95	0.00	1,629.05
383 - POSTAGE/MISC	150.00	0.00	37.82	0.00	112.18
385 - SUPPLIES	1,300.00	0.00	989.68	70.12	380.44
386 - LIBRARY/PUBLICITY	950.00	0.00	855.71	0.00	94.29
387 - LIBRARY MILEAGE/MISC	400.00	0.00	105.00	0.00	295.00

52 - OUTDOOR CTR/BIKE TRAILS

1 - EXPENSE	24,200.00	136,315.51	130,947.95	30,251.21	59,818.77
149 - MISC	0.00	0.00	100.00	0.00	-100.00
399 - BIKE TRAIL SIGNAGE	0.00	7,126.00	0.00	0.00	7,126.00
402 - ENVIRONMENTAL STUDY	0.00	0.00	2,162.90	0.00	-2,162.90
403 - MT BIKE TRAIL MAINTENANCE	8,000.00	9,575.00	18,682.21	213.30	-893.91
405 - MT BIKE TRAIL PLANNING	0.00	1,289.00	1,175.90	0.00	113.10
406 - WYMAN TIF	0.00	4,191.51	78,150.28	37.91	-73,920.86
407 - ANNUAL OPERATIONS	1,200.00	0.00	660.00	0.00	540.00
408 - TOWN/CLUB TRAILS	0.00	114,134.00	0.00	0.00	129,134.00
409 - OC BIKE TRAILS	15,000.00	0.00	30,016.66	15,000.00	-16.66

53 - NARROW GAUGE PATHWAY

1 - EXPENSE	17,500.00	100.00	11,795.93	0.00	5,804.07
410 - MAINTENANCE NARROW GAUGE PATHW	17,500.00	100.00	11,795.93	0.00	5,804.07

54 - COMMUNITY BUILDING EXPENSES

1 - EXPENSE	41,600.00	0.00	17,751.27	0.00	23,848.73
385 - SUPPLIES	0.00	0.00	123.98	0.00	-123.98
411 - CLEANING/JANITOR	6,500.00	0.00	3,675.00	0.00	2,825.00
412 - MAINTENANCE/REPAIRS	4,200.00	0.00	6,772.42	0.00	-2,572.42
413 - SUPPLIES	1,500.00	0.00	385.92	0.00	1,114.08

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AGREEMENT

This services agreement ("Agreement") is made this 18th day of October, 2021 by and between the Town of Carrabassett Valley, with a mailing address of 1001 Carriage Road, Carrabassett Valley, ME 04947 (hereinafter "Client"), and Camoin Associates, Inc. (dba Camoin Associates) with a mailing address of PO Box 3547, Saratoga Springs, New York 12866 (hereinafter "Consultant").

WITNESSETH:

WHEREAS, the Client has solicited the services of an economic development consultant; and

WHEREAS, the Consultant has offered to provide such assistance to the Client as requested,

NOW, THEREFORE, the parties hereby agree as follows:

SCOPE OF SERVICES

1. The Consultant will provide the services listed in Attachment A ("Scope of Services"), incorporated herein by reference. The Client agrees to cooperate and provide assistance to the Consultant as described in Attachment A.

REMUNERATION

2. As compensation for the performance of the services described in Attachment A, Client will pay Consultant in the amount and manner set forth in Attachment B ("Compensation and Payment"), incorporated herein by reference.
3. The Consultant shall submit invoices to the Client on a monthly basis. The invoices will include a reasonable description of the services provided and the value ascribed to each.
4. Notwithstanding any other provision of this Agreement, the Consultant shall not perform services outside the scope set forth in Attachment A, unless such services have been authorized by written amendment to this Agreement signed by both parties setting forth the services to be rendered and the associated fee.
5. Payment is due on all invoices within 30 days of the date of the invoice. Interest will accrue on all overdue invoices at a rate of 18% per annum commencing on the date payment becomes due. Should it be necessary for the Consultant to collect on any overdue invoices, the Client will be responsible for all costs of collection including reasonable attorney fees.
6. In the event Consultant is required to pursue payment of unpaid past due invoices, Client agrees to pay for Consultant's travel costs to and from events related to the collection of the unpaid invoices at the current mileage rate stipulated by the Internal Revenue Service. In addition, Client agrees to pay Consultant for Consultant's time spent attending litigation related meetings and hearings to pursue the collection of Client's unpaid past due invoices at the hourly labor rates set forth in Attachment B.

MISCELLANEOUS

7. The Consultant agrees that none of its officers or employees will hold themselves out as, or claim to be, an officer or employee of the Client or its agents, and that neither the Consultant, nor any of its officers or employees will by reason therefore, make any claim,

demand, or application to or for any right or privilege applicable to an officer or employee of the Client.

8. The sole liability of either party to the other hereunder (whether in contract, tort, negligence, strict liability in tort, by statute or otherwise) for any and all claims in any manner related to this Agreement will be the payment of direct damages, not to exceed (in the aggregate) the fees received by Consultant with respect to the services included in the Agreement as Attachment A. Except for the specific remedies expressly identified as such in this Agreement, Client's exclusive remedy for any claim arising out of this Agreement or any applicable work order will be for the Consultant, upon receipt of written notice, to use commercially reasonable efforts to cure the breach at its expense, or failing that, to return the fees paid to Consultant for the services related to the breach.
9. In no event will either party be liable for any consequential, incidental, indirect, special or punitive damage, loss or expenses (including, but not limited to, business interruption, lost business, lost profits or lost savings) even if it has been advised of their possible existence. Any action by either party must be brought within two (2) years after the cause of action arose. The parties agree that performance of all indemnification obligations included in this Agreement shall be considered direct damages regardless of the type of underlying claim or damages for which indemnification is being provided.
10. The allocations of liability under paragraphs 8 and 9 are the agreed and bargained-for understanding of the parties, and compensation for the services included in this Agreement as Attachment A reflects these allocations.
11. The Consultant acknowledges and agrees that neither Consultant nor its agents, officers, or employees shall be covered by any Worker's Compensation Insurance policy or Disability Insurance policy maintained by the Client, and that the Consultant shall be solely responsible for maintaining such coverage to the extent required by law.
12. This Agreement may not be amended or otherwise modified except upon the written agreement of the parties.
13. No remedies or rights conferred upon Consultant by this Agreement are intended to be exclusive of any remedy or right provided by law or equity, but each shall be cumulative and shall be in addition to every other remedy or right given herein or now or hereafter existing at law or in equity.
14. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions, and this contract shall be construed in all respects as if any invalid or unenforceable provision were omitted.
15. This Agreement embodies the entire agreement and understanding between the parties pertaining to the subject matter of this Agreement, and supersedes all prior agreements, understandings, negotiations, representations and discussions, whether verbal or written, of the parties, pertaining to that subject matter.
16. This Agreement shall be interpreted, governed and construed under the laws of the State of New York as if it were executed and performed wholly within the State of New York, without giving effect to any provision thereof that permits or requires the application of the laws of any other jurisdiction. Any litigation based hereon or arising out of or in connection with this Agreement shall be brought and maintained exclusively in the courts of the State of New York with a venue in Saratoga County, New York and the Parties hereby irrevocably waive all jurisdictional defenses and irrevocably agree to submit to the jurisdiction of such

courts for the purpose of any such litigation and irrevocably agree to be bound by any judgment rendered thereby in connection with such litigation.

17. This Agreement may be signed in counterparts and/or delivered via facsimile or in PDF format via e-mail, each of which shall be deemed original and binding signatures and all of which shall constitute one and the same Agreement.
18. Each of the persons signing below warrants and represents that they are duly authorized to sign this Agreement on behalf of the party for which he or she is signing.
19. During the term of this Agreement and for a period of one year thereafter, Client shall not, directly or indirectly, solicit, hire, contract with or engage the employment of an employee of the Consultant (a "Restricted Employee"). In the event Client directly employs or contracts with a Restricted Employee without the consent of the Consultant, the Client shall pay to Consultant as liquidated damages two times the then monthly salary of such Restricted employee for a three-month period of time.

TERM OF AGREEMENT

20. This Agreement shall become effective as of the date first set forth above.
21. This Agreement may be terminated by either party at any time without cause to be effected by prior written notification to the non-terminating party at the address set forth above.
22. Upon termination, the Client shall reimburse the Consultant for all unpaid time and expenses as prescribed in the REMUNERATION section of this Agreement.

AGREED TO:

For Town of Carrabassett Valley

For Camoin Associates, Inc.

By: _____

By: _____

Dave Cota
Town Manager

Robert Camoin
President

Contact and email address for invoicing:

Phone number for invoicing:

ATTACHMENT A

Scope of Services

“We”, “Us” and “Our” shall refer to the Consultant, “You” and “Your” shall refer to the Client.

1. PROJECT KICKOFF

TASK 1A. KICK OFF

Our work will begin with a virtual kick off meeting between the Camoin team and the Advisory Committee using Zoom. During our meeting with the Committee, we will discuss our approach to the project and make any modifications needed. We will also discuss information needs, timeline, and process. More specifically, during this session we will:

- ◆ Understand nuances with project background and review specifics of the project approach;
- ◆ Discuss expectations and desires surrounding stakeholder and community engagement;
- ◆ Develop a list of key stakeholders and partners for qualitative data collection related to land use, zoning, and planning documents;
- ◆ Confirm potential uses that have been discussed among the community;
- ◆ Discuss shared goals for the project and possible barriers to achieving those goals; and
- ◆ Agree upon project management protocols.

This meeting will establish the working relationship we will have with your team. Camoin will hold periodic project management calls throughout the engagement to maintain the project schedule; we have found these project management calls are vital to ensure you are up to date on the project's progress. We encourage you to reach out to us with any questions or updates throughout the project between these calls.

2. DEMOGRAPHIC, ECONOMIC, AND HOUSING EXISTING CONDITIONS ASSESSMENT

TASK 2A. DEMOGRAPHIC TRENDS

To help set the framework for the housing analysis, we will develop a demographic and socioeconomic profile of the region that will be used for reference throughout the study. The demographic profile will provide data points on existing and projected trends such as: population distribution by age and income, number of households, **AND** median age. This information helps set the foundation for identifying how these trends may impact future housing needs.

TASK 2B. OCCUPATION, WAGE, AND WORKFORCE CHARACTERISTICS AND TRENDS

In this task we will compile information on labor market size and trends along with commuter trends, including typical commute distances, patterns (inflow and outflow), location of residence for workers, and other detailed commuting data. We will also provide a detailed breakdown of the major employers, jobs,

and wages in the town and region to understand the affordable housing price points among regional workers.

TASK 2C. HOUSING SUPPLY ANALYSIS

The Housing Needs Analysis will document the current housing supply and how that supply has changed over the past five to ten years. The inventory will look at the type of housing, quality, cost and affordability, vacancy, seasonality, and other key attributes. The inventory will specifically include the following:

- Owner- vs. renter-occupied housing supply;
- Affordable housing supply;
- Age of housing stock;
- Single-family vs. multifamily housing;
- Vacancy trends;
- Home prices, rental rates, and affordability;
- Building permits and housing development pipeline analysis;
- Year-round vs. seasonal housing; and
- Home-sharing and short-term rental analysis (e.g. Airbnb, Homeaway, VRBO).

TASK 3D. REAL ESTATE MARKET TRENDS ANALYSIS

Camoin will conduct a review of local and regional real estate market trends to understand how market trends are impacting the availability of workforce housing. This analysis will examine trends in rental vacancy, monthly rental rates, available inventory of housing, for-sale home prices and months on market, and other similar market trend information. It is anticipated that the Committee will help identify a local Realtor that will be able to access and provide MLS data to the Camoin team.

3. WORKFORCE HOUSING NEEDS ASSESSMENT

TASK 3A. STAKEHOLDER INTERVIEWS

It is anticipated that the Committee will conduct employer interviews to support this effort. Camoin will also conduct up to eight (8) stakeholder interviews with local real estate/housing experts, major employers, and town departments to understand workforce housing needs. The interviews will focus on soliciting information that cannot be gleaned directly from data analysis. We will look to the Committee to make connections with desired interviewees and facilitate scheduling the interviews.

TASK 3B. EMPLOYER SURVEY INTEGRATION

Camoin will integrate the results of the Town’s regional housing survey into the needs assessment. Camoin’s role in the survey process will be to provide input on survey questions and to incorporate the completed survey results into the analysis and conclusions of the study. It is anticipated that the Town/Committee will manage the distribution, collection, and organization of the survey responses and that the survey responses will be provided to Camoin in a reasonably organized and coherent format for integration.

TASK 3C. NEEDS ASSESSMENT

The Needs Assessment task will provide both a quantitative and qualitative determination of the current and projected future workforce housing needs in the town and region. The assessment will take into consideration the projected socioeconomic changes and population and job growth compared to the existing supply to identify workforce housing "gaps" and housing needed to fill those gaps in the future. This analysis will estimate how many housing units will be needed overall, and by income/cost range, housing type, age-group, etc. The key components of the needs analysis include the following:

- Housing needs by income level;
- Housing needs affordable price points (rent and purchase price);
- Owner vs. renter-occupied housing;
- Housing types and preferences; and
- Seasonal vs. year-round housing needs

4. WORKFORCE HOUSING STRATEGY

Camoin will create draft recommendations for how the Town and regional partners can take action to address the identified workforce housing needs. Recommendations may cover strategies such as:

- Public-private partnerships;
- Public-nonprofit partnerships;
- Zoning and regulatory strategies;
- Revolving loan programs;
- Developer incentives (e.g. tax increment financing);
- Infrastructure and streetscape projects; and
- Programs for maintenance of older housing.

An outline of draft recommendations will be provided for review and comment. Camoin will incorporate feedback on the draft outline to complete the strategy component of the report.

5. FINAL REPORT

Camoin will compile the results of all work completed into a Draft Report. Appended to the report will be supporting data analysis, results of the employer survey, and any other relevant material. The Committee will be asked to review the Draft Report and provide comments. Camoin will address all comments and issue a Final Report.

COMMUNITY VISIT

One site visit will be conducted during the course of the project. The timing and nature of this visit will be determined during the process.

ATTACHMENT B

Compensation and Payment

As remuneration for the scope of services attached as Attachment A, the Client shall pay the Consultant a fixed fee of TWENTY THOUSAND DOLLARS (\$20,000.00), such fee to include all labor, expenses, travel time, and mileage. The Fee for Services provided under this Agreement will be allocated and charged monthly on a progress-to-completion basis.