**Minutes**

**Workforce Housing Coalition – Western Maine Mountains**

**Date:** Wednesday, December 21, 2022

**Location:** Carrabassett Valley Town Office & Zoom

**Time:** 9:00-10:09 am

Topic: P&S w Jordan for Kingfield lot; Mike Lassel; K PB process; Carrabassett Valley property; name

**Board Present:** John Beaupre, Lloyd Cuttler, Sue Davis, Tim Gerencer, Tom Hildreth, Barb Larson, Mike Lassel, Cynthia Orcutt, Paul Peck, Jed Whiting, Charlie Woodworth

**Board Absent:** Ben DeFrosia

**Staff, guests, etc.:** Dave Cota, Tim Flight, Mark Green, Richard Hawkes, Polly MacMichael, Tim O’Neil

1. Welcome – WHC President John Beaupre opened the meeting at 9:02 AM and welcomed Board members. He then spoke for a few minutes about Adam Baillargeon a Board member who was particularly dedicated to the work the Coalition was doing. Baillargeon died shortly after the last Board meeting. Beaupre suggested the possibility of somehow remembering Baillargeon when the Coalition’s first project was dedicated.
2. To appoint Michael Lassel to a one-year term on the Board of Directors expiring on November 30, 2023 – Susan Davis made a motion to appoint Michael Lassel to a one-year term. Seconded by Lloyd Cuttler. Vote 10-0
3. To approve a Purchase and Sale Agreement with Jordan Construction for 6 acres of land in Kingfield- Susan Davis made a motion to authorize Mark Green to sign the Purchase and Sale agreement on behalf of the Board. Seconded by Lloyd Cuttler. Barbara Larson asked that the exhibits clearly show the property that is being purchased. Vote 11-0
4. Update on Kingfield Planning Process –Board members John Beaupre, Paul Peck, Tom Hildreth and executive director Mark Green met with Kingfield Planning Board members Susan Davis, Clay Tranten and Richard Hawkes, on 12/20 to talk about the Kingfield property and the need for zoning changes to allow for more dense development. The Planning Board members seemed to be willing to consider adding contract zoning provisions to the Kingfield land use ordinance. They also said that in order to be on the annual Kingfield Town Meeting Agenda, the work would need to be completed by April 12th. Coalition members offered their help and support.
5. Update on Carrabassett Property – Cynthia Orcutt and Mike Lassel reported that they had done some preliminary drawings and felt that a 12 unit, 3 story building could fit on the lot being considered in Carrabassett Valley while also complementing the other building on the site. Mark Green reported that he had only had a brief conversation with the owners of the property and hoped to have a more substantive conversation soon. He will report back at the January meeting.
6. Reconsider name of organization – Mark Green asked if the Board would be OK referring to the organization simply as the “Workforce Housing Coalition” in all but the most formal communications? There was no objection to this request.
7. Fund Raising Committee – Several members of the Board requested that we consider forming a fundraising committee. Paul Peck, Cynthia Orcutt, Tim Gerencer, Sue Davis and Charlie Woodworth volunteered to be on the Committee. Mark Green agreed to organize the first meeting.
8. Mission Statement – Susan Davis, Cynthia Orcutt, Tim Gerencer, and Mike Lassel presented their proposed Mission, Vision and Purpose Statements. The sub-committee asked for input from other members and planned to ask the Committee for a formal vote on the proposals at the January Meeting.

**Vision: Why**

Provide adequate housing for the regional workforce.

**Purpose: What**

To address the serious housing shortage in the Carrabassett River and Flagstaff Region.

**Mission: How**

We will lead a process engaging communities and businesses to seek suitable sites, funding, and developers to create workforce housing for individuals and families.

1. Update on Operational Issues – Mark Green reported on the following:
   1. Incorporation and 501(c)(3) status - The IRS paperwork was filed last week. The attorney estimates that it will be 3-6 months before we hear back from the IRS.
   2. Address – Our new address is PO Box 15 Kingfield, Maine 04947
   3. Fiscal Sponsorship – The Carrabassett Valley Select Board agreed to be our fiscal sponsor until we receive our 501(c)(3) designation from the IRS.
   4. Directors and Officers (D&O) Liability Insurance – Mark Green reported that he had submitted the application but learned that we need a formal budget, an adopted Mission/Vision Statement, and a website before we can be considered.
   5. Web Site, etc. – Tim Flight reported that he had a website up and running <https://whcwmm.org/>. Cynthia Orcutt volunteered her photographs for use on the site.
2. Develop a Workplan – Mark Green reported that he had started a workplan and hopes to have a draft for the Board to review at the January meeting. Tim Gerencer, Lloyd Cuttler, Charlie Woodworth and Tom Hildreth volunteered to help.
3. Next Meeting Wednesday, January 18, 2023 at 9 AM. CV Town Office and Zoom
4. Adjourn – Motion by Tim Gerencer, seconded by Charlie Woodworth to adjourn at 10:09 AM

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Respectfully Submitted

Susan Davis, Secretary WHCWMM