**Work Plan**

**Workforce Housing Coalition January – June 2023**

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| **UPDATED – 1/13/23** |
| 1. **Acquire and Develop workforce housing on six acres of property next to Dollar General in Kingfield**
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| **Tasks** | **Responsibility** | **Timeline** | **Notes including Status** |
| 1. Approve P and S from Jordans
 | Paul/Mark | We have until December 2023 to purchase the property  | P and S approved and signed. |
| 1. Ask Kingfield to add a contract zoning provision to their land use ordinances
 | Sue/John/Tom/Mark | Need to complete by 4/12/23 to make spring Town Meeting | We are actively working with the Planning Board.  |
| 1. Hire an Architect to help with design
 | Committee | Interview Ashley Farrar in January. | Appoint a committee at the 1/18 meeting to interview Ashley Farrar |
| 1. Hire a surveyor to survey the property
 | Mark | As soon as we have a project the we are ready to move forward with. | Mark will contact Acme Surveying to see if they are interested |
| 1. Develop a concept plan for the Kingfield Property that includes Apartment Buildings and perhaps some single family homes.
 | Volunteers? |  | Should wait until Kingfield has agreed and perhaps voted in the affirmative to allow contract zoning?Need to appoint a committee to develop the plan  |
| 1. **Operational Issues**
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| **Tasks** | **Responsibility** | **Timeline** | **Notes** |
| 1. Establish a website
 | Mark | As soon as possible | Tim Flight has a website up and is making improvements, |
| 1. Get Directors and Officers Liability Insurance
 | Mark | Complete as soon as possible. | Waiting to finalize Mission etc and get a budget. |
| 1. Adopt a Budget and Finance process
 | Mark/Tom |  | Finance Report is on 1/18/23 Agenda and Mark and Tom are planning to present a budget. |
| 1. Begin Preparing for the day when we receive 501 C3 status and need to break away from the Town
 | Mark/Tom | Complete by June 2023 | We will need a bank account and perhaps a payroll service. |
| 1. Get a County Representative appointed to the Board
 | John/Mark | Complete by February 2023 meeting | * It would be good to find someone who is in the workforce and challenged or has had success finding housing?
* We also have another Board appointed opening.
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| 1. Research different housing models that have been successful elsewhere in providing workforce housing
 | Volunteers? | Jan/Feb/Mar | Is this a new committee or perhaps the same group that is working on the Kingfield concept and H. below?  |
| 1. Research project financing options.
 | Mark/Paul/Tom |  | Begin as soon as we have a project in concept and know approximate costs. |
| 1. Research methods used elsewhere to keep properties affordable in the long term such as long-term land leases and restrictions on appreciating market values.
 | Volunteers? |  | See F. |
| 1. Meet with large employers in the area to get their input and perhaps with employee groups too
 | Volunteers? |  | Purpose is two fold. One is to make sure employers know we are active and listening. This will help us with fundraising later and improve our decision making. We also need to make sure we are addressing the right problem and providing the right housing. |

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| 1. **Develop a project in Carrabassett Valley**
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| **Tasks** | **Responsibility** | **Timeline** | **Notes** |
| 1. Negotiate a P and S on the Ricker Parcel
 | Mark | Before 1/18/23 Board Meeting |  |
| 1. Ask the CV Select Board to consider using some of the property on the Outdoor Center Access Road for workforce housing
 | John/Lloyd/Mark | By June 2013 | There is currently a deed restriction that does not allow housing. Dave C is talking with the State about removing this restriction |
| 1. Ask CV to adopt a contract zoning provision
 | John/Lloyd/Mark | In time for 2023 Town Meeting either May or June 2023 | Select Board have approved and Mark is looking for an attorney. |
| 1. Develop a concept plan for the CV property
 | A Committee? |  |  |
| 1. Apply for MaineHousing - Rural Housing Program
 | Mark |  |  |
| 1. **Fundraising**
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| 1. Form a committee and develop a fundraising strategy and goal
 | John/Mark |  |  |
| 1. Apply for Maine Community Foundation $10,000 grant
 | Mark with help from Committee | Due February 15, 2023. |  |
| 1. Apply for Alfond Grant
 | Tim/Mark |  |  |
| 1. Contract with Brokerage Firm to allow stock transfers
 | Tom/Mark |  |  |
| 1. **Develop a project in Eustis and/or Coplin**
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| 1. Meet again with Eustis CEO to discuss available parcels
 | Jed/Ben/Tim |  |  |
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