

**REGULAR TOWN COUNCIL MEETING
AGENDA
September 11, 2023
7:00 PM**

The Zoom Link to the meeting is provided below for those wishing to attend virtually:

<https://us02web.zoom.us/j/85680739243>

1a. Call to Order

Council Chair; George Edwards _____, Vice Chair: Stephen Clay _____.

Councilors; Marscella Ireland _____, Jared McCarthy _____, Cathy Moison _____, Daniel Summers _____ and John Trask _____.

1b. Pledge of Allegiance and Prayer

2. Approval of Minutes: From regular meeting on August 14, 2023. If no objections are registered Council Chair shall approve the same as written.

3. Approval of the Warrants (0104)

SUGGESTED MOTION: To approve and sign Warrants # _____ through # _____ in the amount of \$ _____.

MOTION: _____ SECOND: _____ VOTE: _____

4. Acceptance of Gifts/Donations and Grants (0104 & 0700)

SUGGESTED MOTION: Move to approve and accept the following Gifts, Donations and Grants in the amount of \$5,279.25, as detailed below.

Organization	Type of Gift	Amount / Value	Department
David & Nancy Bean		\$100.00	Heating Assistance Fund
Blue Triton Brands		\$5,000.00	Heating Assistance Fund
Anonymous		\$100.00	Heating Assistance Fund
Library	Can Donations	\$79.25	Library Book Fund

MOTION: _____ SECOND: _____ VOTE: _____

5. Chairman's/Town Manager's Comments:

6. Planning Board Report:

7. Monthly Reports:

8. Open Forum: The Council will allow Lincoln residents and/or Lincoln taxpayers to comment prior to Council action on agenda items. Open Forum questions should be forwarded to the Town Office by mail, or emailed to Town Clerk Ann Morrison at Questions@lincolnmaine.org. Please have your questions/comments in by 5:00pm the day of the meeting. If you have any questions, please call 794-3372. General requests may be made in Open Forum during the regular meeting but will not be acted upon in the same meeting.

Individuals wishing to be heard by the Council will be recognized by the Council Chair. After identifying themselves, the speaker may make brief comments and may not repeat previous statements made. The speaker must limit themselves to the item under discussion. The speaker must observe rules of common etiquette. The Council Chair may set a time limit on the length of public comment and/or a time limit for individual speakers.

The Council Chair reserves the right to stop any public comment that is contrary to these rules and any Councilor may call Point of Order during the discussion. Any person who disrupts a Council meeting may be required to leave in order to maintain orderly consideration of the matters for which the meeting was called.

***9. Consent Agenda:** All items marked with an asterisk (*) are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

- 10. Order Polls to Open
- 11. Direct Registrar of Voters
- 12. Appoint Election Wardens

SUGGESTED MOTION: Move to approve the suggested motions for items #11 through #13, as presented.

MOTION: _____ SECOND: _____ VOTE: _____

***10. Order Polls to Open November 7, 2023 (0101)**

SUGGESTED MOTION: Move to order polls to open from 8:00am through 8:00pm, according to Title 21A, MRSA Article II, Section 626, for the November 7, 2023 State Gubernatorial election as well as the local Municipal Election.

MOTION: _____ SECOND: _____ VOTE: _____

***11. Direct Registrar of Voters to sit/deliver voting list for November Election (0101)**

SUGGESTED MOTION: Move to direct the Registrar of Voters to sit, register voters and make corrections to the voting list on Tuesday 10/31/2023 from 8:00am-7:00pm, Wednesday 11/1/2023 through Friday 11/3/2023 from 8:00am-5:00 pm, and Monday, 11/6/2023 from 8:00am -5:00pm, and also while the polls are open on 11/7/2023 according to Title 21A, MRSA, Section 122, Subsection 6A, and also to instruct the Registrar to deliver a supplemental voting list to the Town Clerk prior to opening the polls.

MOTION: _____ SECOND: _____ VOTE: _____

***12. Appoint Election Wardens/Moderators (0101)**

SUGGESTED MOTION: Move to appoint Ann M. Morrison as Election Warden/Moderator, Diana V. Hill, and Marci Elvers as Deputy Wardens/Moderators, for the November 7, 2023 State General election as well as the local Municipal Election.

MOTION: _____ SECOND: _____ VOTE: _____

13. Accept Grant & Authorize Town Manager (0706)

SUGGESTED MOTION: Move to accept the FAA Grant for Airport Improvement Program (AIP) Project number 3-23-0027-020-202 in the amount of \$479,506 and authorize the Town Manager to sign the needed documents to accept the grant funds.

MOTION: _____ SECOND: _____ VOTE: _____

14. Accept Grant & Authorize Town Manager (0706)

SUGGESTED MOTION: Move to accept the FAA Grant or Airport Improvement Program (AIP) Project number 3-23-0027-019-2023 in the amount of \$304,000 and authorize the Town Manager to sign the needed documents to accept the grand funds.

MOTION: _____ SECOND: _____ VOTE: _____

15. Approve Line of Credit (0103)

SUGGESTED MOTION: Move to approve a line of credit for Biofine Developments Northeast, Inc in the amount of \$250,000 for initial start-up costs, contingent upon Eastern Maine Development Corporation granting a \$250,000 line of credit to Biofine Developments Northeast, Inc.

MOTION: _____ SECOND: _____ VOTE: _____

16. Approve Closure (Events)

SUGGESTED MOTION: Move to approve closing Veteran’s Memorial Square for Halloween celebrations from 6:00am to 9:00pm.

MOTION: _____ SECOND: _____ VOTE: _____

17. Accept Bid Proposal (0406, 0700)

SUGGESTED MOTION: Move to accept the bid proposal submitted by Dustin’s Concrete in the amount of \$12,500 to install a new loading dock structure at Public Works (funding from Public Works Equipment Capital fund) and to accept the bid proposal of \$6,500 to install new concrete steps at the Library (funding from Library Building Capital Fund).

MOTION: _____ SECOND: _____ VOTE: _____

18. Accept Bid Proposal (0406)

SUGGESTED MOTION: Move to accept the bid proposal submitted by Hamm’s Hogging for the amount of \$10,700 to perform the annual roadside mowing project. Funding for the project is as follows: \$8,100 from the Public Works operating budget and \$2,600 from the Airport Hanger Rental Account (G2-0177).

MOTION: _____ SECOND: _____ VOTE: _____

19. Appoint Members (0101)

SUGGESTED MOTION: Move to appoint _____, _____, and _____ to fill the expiring terms on the Planning Board for three-year terms expiring in May 2026.

MOTION: _____ SECOND: _____ VOTE: _____

20. Appoint Members (0101)

SUGGESTED MOTION: Move to appoint _____, and _____ to fill the expiring terms on the Library Advisory Committee for three-year terms expiring in May 2026.

MOTION: _____ SECOND: _____ VOTE: _____

21. Executive Session (0100,0700)

SUGGESTED MOTION: Move to retire into Executive Session Pursuant to Title 1 MRSA Section 405 (6) (A) Personnel.

MOTION: _____ SECOND: _____ VOTE: _____

TIME STARTED: _____ TIME CLOSED: _____

22. Future Agenda Items

23. Adjourn

SUGGESTED MOTION: Move to adjourn the meeting at _____ pm

MOTION: _____ SECOND: _____ VOTE: _____

Upcoming Meetings and other Noteworthy Items:

- | | |
|------------------------|---|
| Sept. 7 th | Finance Committee Meeting 4:30pm |
| Sept. 7 th | Events & Tourism Committee Meeting 5:30pm |
| Sept. 8 th | Nomination Papers due at 5:00pm |
| Sept. 13 th | Finance Committee Meeting-Payroll 4:30pm |
| Sept. 19 th | Planning Board Meeting 6:00pm |
| Sept. 20 th | Finance Committee Meeting-Payroll 4:30pm |
| Sept. 21 st | Finance Committee Meeting 4:30pm |
| Sept. 21 st | Events & Tourism Committee Meeting 5:30pm |
| Sept. 27 th | Finance Committee Meeting-Payroll 4:30pm |
| Sept. 30 th | Harvest Festival |

**REGULAR TOWN COUNCIL MEETING
MINUTES
August 14, 2023
7:00 PM**

The Zoom Link to the meeting was provided below for those wishing to attend virtually:

<https://us02web.zoom.us/j/85680739243>

1a. Call to Order

Present: Council Chair; George Edwards, Vice Chair: Stephen Clay.

Councilors: Marscella Ireland, Jared McCarthy, Cathy Moison and John Trask.

Also Present: Town Manager Rick Bronson and Deputy Town Clerk Diana Hill.

Absent: Councilor Daniel Summers.

1b. Pledge of Allegiance and Prayer

2. Approval of Minutes: From the July 10, 2023 Regular Town Council Meeting. No objections were registered and the Council Chair approved the same as written.

3. Approval of the Warrants (0104)

Motion made by Stephen Clay and seconded by Jared McCarthy to approve and sign Warrants #5 through #16 in the amount of \$759,099.25.

6 – 0

4. Acceptance of Gifts/Donations and Grants (0104 & 0700)

Motion made by Stephen Clay and seconded by Marscella Ireland to approve and accept the following Gifts, Donations and Grants in the amount of \$188.38, as detailed below.

Organization	Type of Gift	Amount / Value	Department
David & Nancy Bean	Donation	\$100.00	Heating Fund
Library	Can Donations	\$88.38	Library Book Fund

6 – 0

5. Chairman's/Town Manager's Comments:

Chairman Edwards thanked everyone who helped out with the Mattanawcook Dam situation.

Manager Bronson explained that several of the employees at the Town Office are undergoing change of duties and job descriptions. This will increase efficiency in the office.

George Edwards also thanked those who helped with the Loon Festival.

6. **Planning Board Report:** Did not meet in July
7. **Monthly Reports:** Councilor Marscella Ireland stated that she and her husband go to the Transfer Station frequently and when they were there last, there were several vehicles from another town that did not have trash passes. Transfer Station Director, Dennis Bullen, assured her that they try their best to make sure everyone has a current pass and have even turned away people without passes.

Councilor Ireland also mentioned that the playground at the beach is really nice.

8. **Open Forum:** The Council will allow Lincoln residents and/or Lincoln taxpayers to comment prior to Council action on agenda items. Open Forum questions should be forwarded to the Town Office by mail, or emailed to Town Clerk Ann Morrison at Questions@lincolnmaine.org. Please have your questions/comments in by 5:00pm the day of the meeting. If you have any questions, please call 794-3372. General requests may be made in Open Forum during the regular meeting but will not be acted upon in the same meeting.

Individuals wishing to be heard by the Council will be recognized by the Council Chair. After identifying themselves, the speaker may make brief comments and may not repeat previous statements made. The speaker must limit themselves to the item under discussion. The speaker must observe rules of common etiquette. The Council Chair may set a time limit on the length of public comment and/or a time limit for individual speakers.

The Council Chair reserves the right to stop any public comment that is contrary to these rules and any Councilor may call Point of Order during the discussion. Any person who disrupts a Council meeting may be required to leave in order to maintain orderly consideration of the matters for which the meeting was called.

There were no comments or discussions.

9. **Discussion:** Veteran's Memorial Square Monument

Rick Bronson said that the Veteran's Memorial Square Monument will be moved elsewhere to be stored and brought back to the Square when the work is done.

Sheldon Hanington of Lincoln said that the Civil War Monument at the north end of Main Street is being damaged by heavy truck traffic. He claims that the Town of Lincoln has an ordinance that big trucks cannot go through downtown Main Street. They are supposed to bypass downtown using Fleming Street.

Mr. Hanington also said that the recreation crew is still using the vault in the cemetery after it was deemed unsafe.

Lastly, Mr. Hanington mentioned that a veteran's foot marker that was damaged by a mower has not been repaired yet. He said that the Town has 14 days to take care of the issues or he will contact the State and there is a \$100 a day fine after that.

10. Approve Closures (0100)

Motion made by Stephen Clay and seconded by Jared McCarthy to approve closing all Town departments for the Annual Mandatory Safety Training Day on August 31, 2023 to be held at the Fire Station, and approve closing Adams Street while training is taking place.

*Note: Emergency Services Personnel will be responding to calls as usual.

6 – 0

11. Authorize Going Out to Bid (0305)

Motion made by Stephen Clay and seconded by John Trask to approve going out to bid to sell the 2007 ambulance.

6 – 0

12. Award Bid (0304)

Motion made by John Trask and seconded by Jared McCarthy to award the bid for a 2024 Ram 2500 crew cab pickup truck to Thornton Brothers in the amount of \$67,351 with funding to come from the fire department reserve account.

6 – 0

13. Approve Purchase (0302)

Motion made by John Trask and seconded by Jared McCarthy to approve the purchase of firearms and accessories in the amount of \$10,793.68 with \$3648.00 funded through the Police Forfeiture Account and the remaining balance of \$7,145.68 to come from the Police Equipment Account.

6 – 0

14. Award Bid (0406)

Motion made by John Trask and seconded by Stephen Clay to award the bid for a BWS 25NTT non-tilt Tag Trailer in the amount of \$39,900 with funding to come from Public Works Capital Budget.

6 – 0

15. Adopt Policy and Sign Resolution (0108)

Motion made by Stephen Clay and seconded by Cathy Moison to adopt and sign the required Fair Housing Resolution and the Equal Employment Opportunity Policy for the Community Enterprise Grant for the Gary Gordon Counseling Center.

6 – 0

16. Discussion: FY2024 mil rate (0105)

Assessor Ruth Birtz explained that with the \$500,000 drawn from reserves among other things our FY2024 mil rate will be \$25.72

Town Manager Rick Bronson said that our money manager has suggested not taking more than the \$500,000 from our reserve.

17. Approve Closure (0108)

Motion made by Stephen Clay and seconded by Jared McCarthy to approve the closure of Veteran's Memorial Square for the Harvest Festival vendors on September 30, 2023 from 8am to 3pm.

6 – 0

18. Waive Fee (0108)

Motion made by Marscella Ireland and seconded by Stephen Clay to waive the vendor fee for those vending during Harvest Festival to encourage maximum participation.

6 – 0

19. Approve Renewal State Liquor License Application- JATO Highlands Golf Course (0101)

*Note: This business has been in operation for more than 5-years and does not require a public hearing.

Motion made by Stephen Clay and seconded by Jared McCarthy to approve a renewal State liquor license application for JATO Highlands Golf Course.

6 – 0

20. Executive Session (0100)

Motion made by John Trask and seconded by Jared McCarthy to retire into Executive Session Pursuant to Title 1 MRSA Section 405 (6) (C) Land Acquisition.

6 – 0

TIME STARTED: 7:20pm

TIME CLOSED: 7:49pm

21. Future Agenda Items

22. Adjourn

Motion made by Stephen Clay and seconded by Marscella Ireland to adjourn meeting at 7:50pm.

6 – 0

Respectfully Submitted by:
Diana V. Hill, Deputy Clerk

Upcoming Meetings:

August 22 nd	Planning Board 6:00pm
August 24 th	Events & Tourism Committee Mtg. 5:30pm
September 8 th	Nomination papers due at 5:00pm



MEMORANDUM

To: Rick Bronson
Town Manager - Lincoln
Fr: Steve Levesque
Economic Development Advisor
Re: Economic Development Report
Dt: August 31, 2023

Following, is an update on our current economic development consulting activities on behalf of the Town of Lincoln for the month of August 2023:

My focus this past month has been involved with: 1) the various complex issues associated with closing the Biofine deal; 2) managing several environmental clean-up grant applications and contracts; 3) gaining a more in-depth understanding of industrial wastewater management issues associated with Biofine; and developing a large-scale vision and implementation strategy with mill site redevelopment land use, infrastructure, and related funding opportunities. Following is a general bullet list of my activities:

- Continue to work with Town Manager, Town Attorney, and engineering consultants to fine-tune infrastructure needs and associated costs to support Biofine and overall mill redevelopment efforts;
- Finalized loan commitment letter for BDNE;
- Continue to work with environmental consultants and Economic Development Administrator on timing of remediation efforts above;
- Continue to work with Economic Development Administrator and Designlab on development of a Lincoln marketing presentation;
- Continued to work with environmental consultants, EMDC and others on identification of future grant funding programs to support future capital and environmental assessment and remediation needs, including industrial wastewater management;
- Continue working with Vita Nouva, with funding from EPA, to initiate the second phase of the reuse master plan for the mill site, infrastructure needs and funding opportunities;
- We have researched and identified over 170 companies (both domestic and international) for marketing outreach purposes; and

- We have been informed that the Senate Appropriations Committee has approved our request for \$3,500,000.00 in funding for infrastructure improvements to the mill site, as recommended by both Senator Collins and Senator King. It now awaits full congressional approval.

The focus of my efforts in September will be:

- Continue to work with the Town team and Biofine to develop a Services Agreement to bring before Council;
- Work with the State, Town Manager, Economic Development Administrator, and others to respond to the requests and needs of business prospects;
- Continue to work with Town and Vita Nouva team on better defining land use orientation, infrastructure needs, associated costs, and funding sources to support ultimate mill site redevelopment.
- Continue to identify and seek federal and/or state funding to support all activities;
- Continue to work with engineering consultants, Town attorney and staff, DEP staff and Biofine reps to develop long-term industrial wastewater management program which supports the Biofine project and accommodates future mill site development activities;
- Initiate the launching of a significant business attraction outreach effort;
- Work with Town Manager and Economic Development Administrator on development of mill site lease and sale pricing strategy;
- Work with Economic Development Administrator, our engineering team and EMDC on development of grant applications for the Innovation Center project;
- Continue to work with the Town team, environmental consultants, the EPA, and State to develop a long-range environmental remediation strategy and funding plan, to include a schedule for redevelopment of the mill site;
- Continue to work with Economic Development Administrator to develop short and long-range mill site and Town economic development strategy; and
- Continue to work with Town staff on mill redevelopment, airport opportunities, community capital needs and other emerging economic development issues.

Steve

- M O N T H L Y R E P O R T

DATE: September 1, 2023
TO: Rick Bronson, Town Manager
FROM: Ann Morrison, Town Clerk
RE: August Monthly Report

ACTIVITIES: Preparations are well underway for the election on November 7th.

Nomination papers that were made available on July 28th are due back on September 8th by 5pm in order for a candidate to appear on the ballot. At this time papers have been taken out for all available seats that will be on the local ballot. Not all candidates have returned the papers that they took out, but there is still time to get them filed with the Clerk's office.

The Town Manager has made some staffing changes and with that came the loss of Laurie on the front counter. I am currently looking for a new full-time Assistant Clerk. Interviews have been scheduled for September 7th.

From Tax Collector Tracie York: This month we sent out 341 30-Day Notices by certified mail to tax payers for unpaid 2023 taxes, along with 30 copies by regular mail to new owners and interested parties. Also, this month, the FY 2024 taxes were committed on August 16, 2023. The tax files were then sent to the printers, and the tax bills were mailed out a couple days after that.

TRAINING: On August 31st we all attended the Mandatory Annual Safety Training Day. This day is a great way to get all of our annual mandatory trainings out of the way and to meet all of the employees that work with the Town. Many times, we hear names of those that are hired but don't see them physically. This is a great opportunity to put a name to a face.

Monthly Transactions	Aug FY23
Paid Trash Passes	54
Complementary Trash Passes	74
Refrigerator Disposal	8
Tire Disposal	10
Notary / Dedimus / Copy / Fax	28
Library Fees Reconciliation	8
Police Fines & Fees Reconciliation	6
Concealed Weapons Reconciliation	3
Demo / Shingle Permits	46
ATV / Snow sled Registrations	42
Boats	29
Hunting/Fishing	23
Certified Birth	48
Marriage Intentions	5
Certified Marriage	13
Death Certificate	6
Burial Transit / Disposition	0
Cemetery Lot Sales	1
Grave Openings	4
Real Estate Taxes	429
Lien Payment	21
Personal Property Taxes	6
Motor Vehicles	500
Dogs	14
Total	1378
Motor Vehicle Rapid Renewal	23
Boat Rapid Renewal	2

M O N T H L Y R E P O R T

DATE: September 5, 2023
TO: Richard Bronson, Town Manager
FROM: Ruth E. Birtz, Economic Development Administrator and
Assessor
RE: Monthly Report for August

Assessing:

We have once again had jobs shift in the Town of Lincoln. I am once again assessor. With that said the majority of the month was spent preparing for commitment. The Commitment was completed earlier than in the past. The mil rate was set at \$25.72 per thousand. No adjustment is valuations were completed this year. The property tax stabilization is in effect for this fiscal year for residents 65 and older. This program will not be in effect next fiscal year. In place of the stabilization plan will be an income-based credit on the State of Maine annual tax return. It will not be administered by municipalities.

Due to the increase in the mil rate many people are going on line to compare their tax bills. The stabilization plan makes it impossible to show any equity in billing. We currently have approximately 1800 residential structures in the Town of Lincoln. Of those almost 600 qualified for the stabilization program. Their tax bills reflect the bill generated from their April 1st 2022 assessment. I have bulleted some of the qualifications for this program.

- Only one person in the household needs to be 65 to qualify.
- Non revocable trusts do not qualify, revocable do.
- Improvements made after April 1, 2022 are not assessed
- If you moved after April 1, 2022, the lowest tax bill qualifies. Example if you moved from Burlington Maine and lived in a mobile home, and purchased a single family in Lincoln, you would get the taxes on the mobile home.

In addition to the issues with the increase in the mil rate, the Trio program had to be upgraded to reflect the stabilization program. Did this upgrade work 100%, no. Tracie and I have found some minor errors since tax bills went out, but are working to correct these as soon as they are brought to our attention.

I was out the last week of the month with COVID. Due to that I have included the new TIF budget. I will have a summary of the up-to-date expenses next month. I apologize for the delay.

ASSESSING MONTHLY REPORT
CONTINUED...

TIF Budget Report: Final for FY2023

TIF-Rollins	Budget	Expended	Balance	% Budget	%Income received
Town Manager	\$0	\$0	\$0		
Events	\$76,800.00	\$0	\$76,800.00	0%	
Economic Development	\$341,181.64	\$0	\$341,181.64	0%	
Communications Director	\$107,320.00	\$0	\$107,320.00	0%	
Drone Assessing	\$0.	\$0	\$0	0%	Reserve
	\$0	\$0	\$0	0%	
Debt Service	\$45,000.00	\$0	\$0	0%	
Public Works	\$0	\$0	\$0	0%	
Fire Wages	\$0	\$0	\$0	0%	
Utilities	\$10,000.00	\$0	\$10,000.00	0%	
Cemetery, Parks and Recreation	\$79,100.00	\$0	\$79,100.00	0%	
Totals Rollins	\$659,401.64	\$0	\$0	0%	0%
Reserve-dam	\$55,582.64*	\$0	\$0	0%	
Reserve-sidewalks	\$172,475.43*	\$0	\$172,475.43	0%	
TIF Bangor Gas	\$37,460.41	\$0	\$37,460.41	0%	0%
TIF Lakeview Senior Housing	\$39,627.16	\$0	\$39,627.16	0%	0%

Notes for the TIF reconciliation;

- I did not put a balance in the Dam reserve, we have expended this reserve. I will have the expenses listed next month.

**ASSESSING MONTHLY REPORT
CONTINUED...**

Passport Activity:

Passport information is listed below. This will be my last month reporting this, as Melissa will be taking over as Passport Facility Manager.

MONTH	FY18	FY19	FY20	FY21	FY22	FY23	FY24
July	26	14	28	1	10	17	16
August	29	37	27	3	10	15	14
September	13	12	7	2	4	5	
October	20	20	23	5	8	22	
November	16	7	18	3	9	9	
December	23	13	26	3	10	20	
January	43	20	22	5	6	33	
February	42	22	22	2	9	24	
March	29	20	5	8	14	12	
April	20	19	0	7	9	7	
May	33	9	0	7	7	17	
June	27	18	0	9	9	15	
Totals	321	211	178	55	105	196	

MONTHLY REPORT

DATE: September 5, 2023
TO: Richard Bronson, Town Manager
FROM: Amanda R. Woodard
RE: Monthly Report for August, 2023

Compliance & Safety:

This month we held our Annual Training Day at the Fire Station on the 31st. This allows us to get almost all employees under one roof and all the mandatory trainings done for the year. The list of trainings for this year Sexual Harassment, Blood Borne Pathogens, Fire Extinguisher, Active Shooter, Cyber Security and Back and Lift Safety. After these were complete each department broke out into department specific trainings. It is important for us to stay up to date and on top of our trainings and safety meetings, this not only keeps us in compliant with Maine Municipal our insurer but with OSHA.

Events:

With Loon Festival over, I spent some time going through all the equipment and re-organizing the supply shed. There a few safety items that will help make things a little smoother, I will be looking to apply for a few safety grants to purchase these items.

I have been working on the up coming event Harvest Festival, September 30th. From 10am to 2pm we will have vendors in Veterans Memorial Square with the Strum Dingers. Harvest Dinner will be at Prince Thomas Park from 5:00pm to 8:00pm with Jamie Barton. Meal this year will be roasted harvest salad, roasted pork loin and a apple crisp. Tickets will be on sale this week for \$20.00 a ticket.

MONTHLY REPORT

DATE: September 6, 2023
TO: Richard Bronson, Town Manager
FROM: Wade Jordan
RE: Monthly Report for August, 2023

DESCRIPTION	#	January REVENUE	# YTD	REVENUE YTD	FY2023	REVENUE FY2023
Building	9	\$3,106	16	\$4,574.69	101	\$19,433.00
Electrical	4	\$300.00	8	\$660.00	56	\$3,380.00
Plumbing	10	\$2,555.00	12	\$2,860.00	62	\$12,380.00
Home Occupation	0	\$0.00	0	\$0.00	0	\$0.00
Sign	0	\$0.00	2	\$40.00	11	\$320.00
Land Use Permit	2	\$200.00	3	\$300.00	5	\$500.00
Street Opening	9	\$450.00	11	\$550.00	13	\$650.00
Wood Boiler / Junkyard/Demo	0	\$0.00	0	\$0.00	2	\$50.00
Subdivision	0	\$0.00	0	\$0.00	3	\$3,100.00
TOTALS	34	\$6,611	52	\$8,984.69	253	\$39,813.00

Planning Board:

Planning board had 2 items on the agenda. (1) Maci Nelson for doing Botox at her residential home on Millet Mallet Rd, this was approved 6-0. (2) Why Not Stop to reopen the Deli next to the Gas Station, this was approved 6-0.

Activities:

None

MONTHLY REPORT

Date: August 31, 2023
TO: Richard Bronson, Town Manager

RE: Police Department Report for August 2023
From: Mark Leonard – Interim Police Chief



207-794-8455



policechief@lincolmaine.org

DEPARTMENT UPDATES

Husson's Annual Career Fair is in October this year. We're excited to have Officers attend and show the students, alumni, and members of the public what Lincoln PD has to offer.

Training

Ofc. Verne McMoarn attended a training and completed an Armorer's Course as well as MOS Instructor's Workshop over the course of two days. This training will assist with the Departments transition to new weapons.

Ofc. Mike Winslow completed a Drug Investigations training in Belfast.

CPR training will be provided to the Police Department in October.

Equipment

The radio system at the PD got a much-needed upgrade this month. The system needed new wiring and an exterior antenna which now will allow officers to be able to communicate with Dispatch and other Officers working.

I'm working with T Mobile on testing hotspots to replace failing units in our Patrol vehicles.

I have applied for funding to add basic medical kits to each of the cruisers.

CASE OF INTEREST

James Wentworth

Ofc. A. Winslow and M. Winslow recently investigated an assault involving a female victim who came directly to the Police Department for help. Upon arrival Ofc A. Winslow found the department entrance in disarrayed. The fire extinguisher had been deployed and chairs were all over the place. The victim was still screaming for help and thought the man who assaulted her was still after her. The victim was frantic, crying, scared and found to be wearing only a t shirt. In addition, she had visible marks on her body as well as blood. She was transported to PVH to be evaluated and was later transferred to St Joe's Hospital for further examination.



During the investigation it was discovered the suspect had taken the victim's car and fled the area to Chelsea, Me. On Saturday, August 26, 2023 with the assistance of Kennebeck County SO the suspect, James Wentworth, was taken into custody. At this point in the investigation, Wentworth has been charged with:

Aggravated Assault, Strangulation • Aggravated Reckless Conduct • Domestic Violence Assault • Unlawful Sexual Contact
Obstructing Report of a Crime • Unauthorized Use of Property • Criminal Restraint

Due to findings in the investigation, more charges may arise.

Staffing

Conditional offers of employment have been presented and accepted by two applicants for fulltime positions. The background checks have begun.

Stats

Incidents 261

Traffic Citations 16

M O N T H L Y R E P O R T

DATE: September 5, 2023
TO: Rick Bronson, Town Manager
FROM: Dennis Bullen, Public Works Director
RE: August, FY24
ACTIVITIES:

The month of August began the same way July ended. A heavy rain event in excess of 2" of total accumulated rain left significant washouts, negating the repair work completed the previous week. The balance of the first week of the month saw at least one crew deployed on washout repair detail. At times, 2 crews were deployed in an effort to complete the repairs and get on with other work. Major washout repairs were completed on the following roads: Sweet Road, JR Drive, Town Farm Road, Penobscot Valley and Frost Street. Most of these roads required multiple repairs.

The White Point Estates resurfacing project was completed this month. After many weather-related delays, the final lift was installed. The road is in much better condition now and should remain this way for some time. A total of 6-10 inches of material was installed in 2 lifts. The initial lift used 3" minus process gravel and the final lift used 2" minus processed gravel. A total of 4,192 yards of gravel were trucked in to accomplish this segment of the project. A large tree trimming effort is planned for late September or early October and this will be the final effort made on the roadway this year. Normal grading will be performed.

A culvert replacement effort was made this month. A Backhoe Crew was deployed and lowered or replaced culverts or cross-pipes at multiple settings, including several locations on Halftownship Road, multiple locations on Frost Street, a single effort on Mount View Drive and a single replacement on Clark Street. The culvert efforts will continue during the month of September.

In addition to the efforts made on White Point Estates, the grader completed the scheduled grading on Halftownship and Winter Streets. A significant repair project similar to the work done on White Point is underway on Halftownship. The previously mentioned heavy rains caused multiple washouts and severe scouring at many places on this road. At months end, an estimated 400 yards of gravel have been placed. Another 1,000 to 1,200 will be needed to complete the repairs.

A catch basin and pipe failure at 25 Taylor Street manifested itself into a larger problem in the form of nearly filling the open drainage ditch leading to the lake located at 26 Taylor. The catch basin has been repaired and the re-establishing of the ditch will take place this winter after the ground has frozen. This will lessen the impact the excavator will have on the adjacent lawns.

As the final element of the Sweet Road Stream Crossing Project performed last October, the Public Works Crew placed an estimated 140 yards of suitable material in bringing the small field adjacent to the bridge back up to its original grade and original condition. The area was also seeded and straw was applied to stabilize the soil as grass takes root.

On several instances this month, a brush crew was deployed to clear brush that had fallen into the roadway. Trees were cleared on Penobscot Valley Avenue as well as Lancaster Street. As a

part of this initiative, a crew was deployed to trim the grass growing from the curb and gutter system thru ough town. This is, in my eyes a major improvement in the looks of our town.

Some mechanical issues this month kept our mechanic busy. Each truck has been brought in for a pre-winter inspection. Several small repairs were required as a result of these inspections. Truck #7 was found to have a ready to burst hydraulic hose. This offending hose was fabricated in house and replaced. The grader was given a thorough inspection and a couple hrs. were spent cleaning air ducts, filters and compartments. The window that was cracked in #8 was replaced. The Case Backhoe belonging to the Transfer Station is currently in the shop awaiting parts to repair a hydraulic hose that possesses a special fitting. Toward the end of the month, we will start the process of summer efforts to winter labor. This includes storing winterized equipment and re-arranging the limited storage. All normal P.M was performed and records of same are kept at the facility.

All of the PW employees have now reached at least a 1-year tenure. I don't anticipate any departures and if this holds true, we will be going into this winter with an experienced crew. I am pleased to be in this position. Due to the fact that we normally don't use any vacation time during the winter season, the guys are taking vacation time regularly. As a result of this, the crew has been slightly shorthanded almost the entire season.

M O N T H L Y R E P O R T

DATE: September 5, 2023
TO: Rick Bronson, Town Manager
FROM: Dennis Bullen, Transfer Station Director
RE: AUGUST, 2023

ACTIVITIES:

The month of August saw a continuance of the steady and at times heavy traffic visiting the Transfer Station. These volumes generally parallel the volumes of SMW conveyed to Juniper Ridge and the number of cardboard bales collected and processed during the month. Both were expectedly high.

As mentioned, the SMW generated by the Town of Lincoln is currently being delivered to Juniper Ridge Landfill. This will continue as PERC continues to exist in a state of unknown. The auction that will place the facility in new hands has been delayed and rescheduled multiple times, seemingly to allow prospective buyers to obtain financing or investment. Even with new ownership, it will be some time before the facility re-opens. This month, 350.69 tons of SMW was shipped to the landfill. This is a total expected and prepared for. 14 trips were required to accomplish the deliveries.

The burn pit has received steady deposits all summer and this month was no exception. The deposits were enough to require 14 days of burning. The brush pile has slowly grown since last October and the Brush yard will be nearly full again by this coming October. The compost pile is experiencing increased visits as well as the gardening season is in full swing.

Cardboard continues to lead volume totals with 20 bales collected and processed, down 20% from last months' total of 25. A single bale of newspaper as well as #2 plastic were processed. Collections of SOW fell short of the required amount to make a full bale.

A load of cardboard left the facility this month. Price per ton is down and this load brought a paltry \$60.00 per ton. A single load of mixed metal left the yard as well. This station has of late received less visitors than has historically been the case. An EWASTE shipment went out this month. The total weight has not been reported back at the time of this report. Lastly, a freon reclamation effort was made, reclaiming the noxious gas from 97 units.

The resident Case Backhoe went down with a hydraulic hose failure. This hose is installed in such a way as to require a special design hose end fitting. This part is on order, expected to arrive the week of September 5. A new hose will be fabricated and installed at that time. During the backhoe's absence, the crew has used the skid steer to perform as many of the normal jobs done with the backhoe as possible. All normal P.M. was performed and records of same are kept at the Facility.

Product	2024	2023
Cardboard	20,000 LBS	21,000 LBS
Newsprint	1,700 LBS	3,400 LBS
#2 Plastic	700 LBS	700 LBS
Mixed plastic		
Shredded Office Paper		1,100 LBS

Materials Shipped:

The following table is a running tally of materials that left the facility for this month. It also represents totals for the year.

Materials Shipped

Materials	MTD	FYTD	Comments
Cardboard	44 Bales	44 Bales	1000lbs. per bale
Newsprint			1700lbs. per bale
Plastic #2		\	700lbs. per bale
SOW			780lbs. per bale
Light Iron & Tin	1 Loads	2 Loads	Tons vary per load
Glass			
Ash			12-15 tons per load
Waste Oil		200 Gal	Gallons shipped
E-Waste *	4,000 LB	4,000 LB	LB. of items shipped
Equipment Tires			Tons of items shipped
Freon Removal	97 Units	97 Units	# Of units
Fluorescent Bulbs Mixed			# Veolia for recycling
4ft Bulbs			# Veolia for recycling
8ft Bulbs			# Veolia for recycling

*E-Waste total weight is estimated

**Penobscot Energy Recovery Company (PERC)
Trash Tonnages**

Fiscal Year 2023

Fiscal Year 2024

Month	Tons	Tipping	Cost		Month	Tons	Tipping	Cost
July	360.81	\$79.20	\$28,576.15		July	396.35	\$95.00	\$37,653.25
Aug	389.59	\$79.20	\$30,855.53		Aug	350.69	\$95.00	\$33,315.55
Sept	285.38	\$79.20	\$22,602.10		Sept			\$
Oct	359.58	\$79.20	\$28,478.74		Oct			\$
Nov	332.98	\$79.20	\$26,372.02		Nov			\$
Dec	305.22	\$79.20	\$24,173.42		Dec			\$
Jan	286.24	\$79.20	\$22,670.21		Jan			\$
Feb	226.20	\$79.20	\$17,974.44		Feb			\$
Mar	261.95	\$79.20	\$20,746.44		Mar			\$
Apr	317.54	\$82.00	\$26,038.28		Apr			\$
May	336.24	\$82.00	\$27,571.68		May			\$
June	288.01	\$95.00	\$27,360.95		June			\$
Total	3749.65		\$303,419.95			747.04	\$95.00	\$70,968.80

M O N T H L Y R E P O R T

DATE: September 7, 2023
TO: Rick Bronson, Town Manager
FROM: Ronald Weatherbee, Cemetery, Parks & Recreation Director
RE: August 2023

ACTIVITIES:

The equipment for our playground at Prince Thomas Park has been installed! Replacing our aging playground equipment at the park was quite an accomplishment for the community and would not be possible without the support of the Council, Playground Committee, and community members. This took longer than expected due to the rains and other areas that needed to be addressed. Dave Ham offered his expertise in the installation of playgrounds, and with the help of the cemetery staff it all came together.

The power project on the Walking Trail has encountered some problems with water and will pick back up this fall. Joe Brown from Brown Electric and I went to the trails to see where we needed to start, and form a plan of attack. Once this is complete it will add yet another benefit to the community.

The Lincoln Recreation Department's summer programs concluded with great participation and a strong finish to our programs. Over 600 youths registered to participate in our summer programs with the top four being Swimming lessons, basketball camp, Farm League and Track & Field. Fall sign-up has had very good numbers with most programs starting in August.

During the month of August the cemetery staff handled two full size burials and five cremations, as well as all of their other duties which include much mowing and trimming in addition to the Farmer's Market, maintaining playground equipment and daily cleaning of our buildings.

Our Farmer's Market had some weather conditions to deal with in August but still had a decent number of vendors. With Main Street construction, the vendors are preparing for the change in location as they plan to go to the West Broadway location for the remainder of the season.

Recreation Cheering, football, and soccer participation numbers are back with a vengeance! With 27 cheerleaders, 30 PK-2nd grade flag football players, 32 Pre-1st grade soccer players, 40 2nd-6th grade soccer, 31 3rd and 4th grade football players, 23 5th and 6th grade football players, and 15 travel team soccer players there are just over 200 kids involved in our fall programs. It takes a lot of great volunteers to help manage such a big number and our volunteers are some of the best. We are looking forward to a great fall.

BUDGET: During the first two months of FY 2024, the budget is comparable to historic spending.

M O N T H L Y R E P O R T

DATE: SEPTEMBER 1, 2023

TO: Rick Bronson, Town Manager

FROM: Linda Morrill, Library Director

RE: AUGUST 2024

Librarian Notes: August featured the remaining summer reading programs that we featured throughout the summer. A huge thank you to Lauten, the student interns, and the Friends of the Lincoln Memorial Library for helping create this wonderful All Together Now program that was enjoyed by all. The children were able to kerplunk shells and gemstones so that they could create their own stepping stone for home. A forever remembrance of their summer time at the Lincoln Memorial Library. This is my last monthly report as I will be leaving September 15, 2024. I will miss all of the members of our community and those who live in and around the Lincoln area.

Circulation	August 2023	2024 YTD
Days Open	25	48
Adult Computer Use PAC's/Laptops/Wireless	482	1195
Items Borrowed/Used in the library	4102	11047
Interlibrary Loan		
Borrowed	86	187
Loaned	22	40
Total	4652	12469
New Patrons		FY2024
Residents	48	112
Non-Residents	12	17
TOTAL	60	129

Note: Our Interlibrary loan delivery system is currently free but with some changes coming in the following month we may be limited to 1 delivery per week instead of 2 and I am hopeful funding comes through for this program as we have 2 deliveries per week free.

I have been involved with Interlibrary loan not just here in Lincoln but in New Hampshire as well. I truly hope the funding continues to help small libraries in Maine.

Fees/Donations/Fax/Book Sale/Memorial Donations Monthly 2023

	FEES	DONATIONS 1126	FAXES RO104- 0111	BOOK SALE 1126	MEMORIAL DONATIONS 3131
July 2023	\$219.00	\$88.38	\$3.00	None	None
August 2023	\$294.00	\$79.25	\$11.00		
TOTAL	\$513.00	\$167.63	\$14.00	None	None

***Please note that the 1st Saturday of the month book sale will start again in October 2023 on the 7th.**

CHILDREN’S/TEEN PROGRAMS AT THE LIBRARY:

Monthly	Total Attendees	Year to Date Totals
July 2023	602	602
August 2023	397	999

PROGRAM NOTES: Lauren did a great job with the summer reading program and we had visitors in the children’s room daily enjoying books, puzzles, games, and other creative activities this summer. I thank Marguerite for her time here this summer she decided to go back to graduate school in late August.

FRIENDS OF THE LINCOLN MEMORIAL LIBRARY

The Friends of the Lincoln Memorial Library met this month to rollout the plans for the upcoming March 12, 2024 Lincoln Memorial Library’s birthday celebration. Watch over the months going forward for what they are planning. I will join the friends as will Sara S. who resigned this month. I have been working on the Lincoln Memorial Library’s story and with the help of the Historical Society will continue research the rich history of this wonderful library in Lincoln Maine. The Friends will publish this book and sell it to raise money for the Friends non-profit organization. The Friends are a 501(3)-c organization and have helped me make changes here at the Lincoln Memorial Library over the past 15 years.

My Final Words to You the Town Council and the Community

It has been my pleasure to serve the town for the last 15 years. I was hoping to be allowed to finish out my time until the 100th birthday of this incredible library from the history of the library in our community and also for the welcoming this institution has become to all we enter our doors. With the help from taxpayers and the councils support I have made the budget work all the while ensuring excellent customer service, assistance to anyone who walks through our doors and increase readership in our community as well as provide services to all the towns surrounding Lincoln. The Friends helped me over the years update the library inside and out. Purchasing new computers for our Public Access Computers and creating new gardens and so much more. Be thankful to the Friends of the LML for they provide for us what our budget does not. Whatever happens next will be another new adventure for the community. I am thankful for all the people I have met over the last 15 years. It has been my pleasure to serve the citizens of the Lincoln and the large number who have joined our library over the years from out of town.

AGENDA REQUEST

* Please note Public Notices need a 7-14 day advance notice in the paper depending on subject.

Council Meeting Date: September 11, 2023

Today's Date: August 22, 2023

Department: Town Clerk

Department #: 0101

Request:**Order Polls to Open November 7, 2023 (0101)**

Order polls to open from 8:00am through 8:00pm, according to Title 21A, MRSA Article II, Section 626, for the November 7, 2023 State Gubernatorial election as well as the local Municipal Election.

Action Needed From Council: Order polls to open

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

AGENDA REQUEST

* Please note Public Notices need a 7-14 day advance notice in the paper depending on subject.

Council Meeting Date: September 11, 2023	Today's Date: August 22, 2023
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Department: Town Clerk

Department #: 0101

<p>Request:</p> <p>Direct Registrar of Voters to sit/deliver voting list for November Election (0101)</p> <p>Direct the Registrar of Voters to sit, register voters and make corrections to the voting list on Tuesday 10/31/2023 from 8:00am-7:00pm, Wednesday 11/1/2023 through Friday 11/3/2023 from 8:00am-5:00 pm, and Monday, 11/6/2023 from 8:00am -5:00pm, and also while the polls are open on 11/7/2023 according to Title 21A, MRSA, Section 122, Subsection 6A, and also to instruct the Registrar to deliver a supplemental voting list to the Town Clerk prior to opening the polls.</p>
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Action Needed From Council: Direct Registrar of Voters
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Is This Item Budgeted:	
Was This A Bid Process:	Lowest Bid:
Is Public Hearing Required:	
If So What Dates:	

TOWN COUNCIL

YR: 23 MO: 9 ITEM # 12

AGENDA REQUEST

* Please note Public Notices need a 7-14 day advance notice in the paper depending on subject.

Council Meeting Date: September 11, 2023	Today's Date: August 22, 2023
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Department: Town Clerk

Department #: 0101

Request:

Appoint Election Wardens/Moderators (0101)

Appoint Ann M. Morrison as Election Warden/Moderator, Diana V. Hill, and Marci Elvers as Deputy Wardens/Moderators, for the November 7, 2023 State General election as well as the local Municipal Election.

Action Needed From Council: Appoint Election Wardens/Moderators

Is This Item Budgeted:	
Was This A Bid Process:	Lowest Bid:
Is Public Hearing Required:	
If So What Dates:	

AGENDA REQUEST

* Please note Public Notices need a 7-14 day advance notice in the paper depending on subject.

Council Meeting Date: 9/11/2023	Today's Date: 8/18/2023
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Department: Airport

Department #: 0706

Request:

Accept FAA Grant (0706)

Accept the FAA Grant for Airport Improvement Program (AIP) Project Number 3-23-0027-020-202 in the amount of \$479,506.

Note: The cost share breakdown is 90% (\$431,555.40) FAA, 5% \$(23,975.30) State of Maine DOT and 5% (\$23,975.30) Town of Lincoln.

Note: The Town is set to receive \$45,000.00 from the FAA Cares Grant for the past fiscal year expenses and we could use this to offset the Town's share of this grant. We will expend the funds from the Capital Account (0900-0800 Airport Development) and reimburse to revenues for Airport Development. This would have a zero net effect on the budget.

Action Needed From Council: Accept Grant

Is This Item Budgeted:

Was This A Bid Process: Lowest Bid:

Is Public Hearing Required:

If So What Dates:

AGENDA REQUEST

* Please note Public Notices need a 7-14 day advance notice in the paper depending on subject.

Council Meeting Date: 9/11/2023	Today's Date: 8/18/2023
Department: Airport	
Department #: 0706	

<p>Request:</p> <p>Accept FAA Grant (0706)</p> <p>Accept the FAA Grant for Airport Improvement Program (AIP) Project Number 3-23-0027-019-2023 in the amount of \$304,000.</p> <p>Note: The cost share breakdown is 90% (\$273,600.00) FAA, 5% \$(15,200.00) State of Maine DOT and 5% (\$15,200.00) Town of Lincoln.</p> <p>Note: The Town is set to receive \$45,000.00 from the FAA Cares Grant for the past fiscal year expenses and we could use this to offset the Towns share of this grant. We will expend the funds from the Capital Account (0900-0800 Airport Development) and reimburse to revenues for Airport Development. This would have a zero net effect on the budget.</p> <p>Action Needed From Council: Accept Grant</p>

Is This Item Budgeted: No	
Was This A Bid Process: No	Lowest Bid:
Is Public Hearing Required:	
If So What Dates:	

AGENDA REQUEST

* Please note Public Notices need a 7-14 day advance notice in the paper depending on subject.

Council Meeting Date: 9/11/2023	Today's Date: 08/25/2023
Department: Economic Development	
Department #: 0103	

Request:

To approve the line of credit for Biofine for initial start-up costs for \$250,000, contingent upon Eastern Maine Development Corporation granting a \$250,000 line of credit to Biofine.

As part of an agreement between the Town of Lincoln, Eastern Maine Development Corporation and Biofine. The Town and EMDC have agreed to grant a line of credit to Biofine for \$500,000.00 for initial startup cost. See attached agreement and Commitment letter. Eastern Maine Development is currently going through their own in-house review and approval. The Town would not enter into the agreement until both entities have approved their 50% appropriations.

Action Needed From Council: To approve the line of credit, contingent upon EMDC issuing a duplicate line of credit.

Is This Item Budgeted: Yes	
Was This A Bid Process: N/A	Lowest Bid:
Is Public Hearing Required: No	
If So What Dates:	

COMMITMENT LETTER

DATE 8-7-23

BORROWER: Biofine Developments Northeast, Inc.

Dear Dr. Fitzpatrick



I am pleased to inform you that the Town of Lincoln (the "Lender" or "TOWN"), has approved your application for financing, subject to the following terms and conditions:

1. **Borrower:** Biofine Developments Northeast, Inc. (BDNE)
2. **Amount of Loan:** Two Hundred Fifty Thousand and 00/100 Dollars (\$250,000.00)
3. **Purpose of Loan:** Loan proceeds will be used to support pre-development costs associated with construction and operation of a bio-refinery at the Lincoln Technology Park, in coordination with like funding provided by the Eastern Maine Development Corporation and BDNE.
4. **Interest Rate, Term, and Repayment:** This loan shall bear interest at a fixed rate of Seven and 1/2 percent (7.5%) per annum. The term of the loan shall be for one (1) year, or within thirty (30) days of receipt of first tranche of project financing, whichever is the earlier date. Principal and interest shall be fully repaid upon expiration of the term.

Borrower agrees to sign an ACH Recurring Payment Authorization form to allow the loan payments to be automatically deducted from the Borrower's checking or savings account. TOWN will not disburse any funds pursuant to the loan without Borrower executing the ACH Recurring Payment Authorization form at or before closing. After closing, Borrower agrees to provide TOWN with updated account information when any changes to such account are made.

5. **Default Interest Rate:** TOWN shall have the right to charge interest, payable on demand, on the unpaid principal balance of the Loan at an interest rate of *Five Percent (5.0%)* per annum in excess of the rate of interest otherwise payable for any period during which the Borrower or any Guarantor shall be in default under any document evidencing, governing or securing the Loan.
6. **Commitment Fee:** There is no commitment fee due on this loan.
7. **Security:** The loan is secured by the Corporate Guarantee of the Borrower.



8. **Conditions Precedent to Making the Loan:** Lender shall not be obligated to close or to disburse the loan proceeds to Borrower unless at the time of closing this Commitment Letter has not been breached, including the warranties listed below, and the Borrower shall have satisfied in full all of the following conditions:
 - (a) Executed and delivered all instruments and documents in connection with the closing of the loan in such form and containing such substance as shall be satisfactory to Lender's counsel. The loan shall be subject to such further terms and conditions and additional documents as our counsel deem reasonable and necessary and consistent with the terms of this Commitment Letter;
 - (b) Provide a list of items the loan proceeds will fund;
 - (b) Prior to closing, provide evidence that an equal amount of private funds is being invested into this phase of the project;
 - (c) Prior to closing, provide evidence that Borrower has engaged with an EPC contractor for the design and build-out of the facility and is in the process of preparing appropriate permit applications.
 - (d) Borrower is not in any material breach or in default with any other agreement with Lender; and
 - (e) Borrower has disclosed all existing pledges of security, guarantees, debts, liens, or other financial liabilities.
 9. **Expenses:** Borrower shall pay Lender for all of Lender's out-of-pocket expenses in connection with the loan contemplated hereby, including, but not limited to, the fees and disbursements of Lender's counsel as well as recording and filing fees. Such expenses shall be payable by Borrower whether or not the transaction contemplated herein is completed.
 10. **Disbursement of Loan Proceeds:** Borrower will use the loan funds for the business and commercial purposes represented to Lender in the loan request. Loan proceeds shall be disbursed at closing. Borrower agrees to provide Lender with copies of paid invoices or receipts showing use of loan funds.
 11. **Borrower's Warranties:** In order to induce Lender to make the loan provided for in this Commitment Letter, Borrower makes the following Representations and Warranties which shall survive the execution and delivery of this Commitment Letter and any closing documents:
 - (a) The Borrower, as a corporate entity, has requisite authority to execute and deliver all documents contemplated by this Agreement, and has all
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NAME

DATE

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requisite authority to make or perform all covenants, warranties, representations, and obligations of it hereinafter set forth.

- (b) At the time of closing, there shall be no outstanding liens, suits, trusteeships, bankruptcies or court actions pending or threatened against the Borrower. In addition, Borrower's financial condition, in the sole judgment of Lender, shall not be materially impaired or changed between the date hereof and closing. Should there be any such proceedings involving the Borrower or should the Borrower's financial condition be so impaired or changed, Lender retains the right to cancel this commitment without further liability to the Borrower;
- (c) Borrower has no other outstanding debt, except those disclosed in the loan application;
- (d) The Borrower will not permit without the prior written permission of the Lender any material change in the ownership structure, control, or operation of the Borrower including, but not limited to:
 - (i) merger into or consolidation with any other person, firm, partnership or corporation;
 - (ii) changing the nature of its business as carried out at the date hereof; or
 - (iii) substantial distribution, liquidation, dissolution or other disposal of the Borrower's assets.

12. **Covenants of the Loan:** Borrower shall:

- (a) Maintain the insurance coverage set forth below, together with such - additional coverage as the Lender may require in its discretion
 - (i) Business Liability coverage, including product liability if applicable, in an amount satisfactory to the Lender;
 - (b) Maintain proper business and accounting records in accordance with generally accepted accounting principles and authorize Lender's access to the records;
 - (c) Annual financial statements and Tax Returns shall be submitted within one hundred twenty (120) days of the close of the Borrower's fiscal year and shall be prepared in accordance with generally accepted accounting principles;
 - (e) Comply with applicable federal regulations regarding procurement,
-

NAME

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DATE

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conflicts of interest, political activities, and hiring of personnel; federal, state, and local laws, regulations, and ordinances; as well as with the terms of the other financing agreements entered into in conjunction with Lender's investment;

- (f) Use the funds for purposes represented to Lender in the loan request;
- (g) Notify Lender of any breach of the Loan Agreement;
- (h) Pay all legal, accounting, and other reasonable costs incurred by Lender in collecting the loan, as well as any unusual servicing costs.
- (i) Comply with all terms of all other agreements to which Borrower is a party and notify Lender of any breaches of such other agreements.
- (j) Permit Lender, Lender's representative, or any of Lender's funding sources to visit Borrower's place of business on at least an annual basis. If Borrower has become past-due or is in default of its obligations to Lender, Borrower shall permit Lender, Lender's representative, or any of Lender's funding sources to visit Borrower's place of business on a more frequent basis than annually.
- (k) Notify Lender of any other potential borrowing, pledges of security, guarantees, or other financial liabilities contemplated by Borrower.
- (l) All other commercially reasonable terms and conditions required by Lender or its attorney.

13. **Default:** The following shall constitute events of default, in addition to any other events of default contained in the loan documents:

- (a) Material misrepresentations made by Borrower or any Guarantor to Lender;
 - (b) Failure to punctually pay the Note when and as due;
 - (c) Failure to punctually pay other loans when and as due;
 - (d) Bankruptcy or transfer of assets in bulk;
 - (e) Non-monetary or covenant default under this Commitment Letter or any of the other loan documents not cured within a grace period of ten (10) days;
 - (f) Failure to use funds for the purpose stated in this letter as noted in the
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"Purpose of Loan" section above.

- (g) Failure to submit annual financial statements and tax returns within one hundred twenty (120) days of the close of the Borrower's fiscal year. Borrower shall submit a copy of Borrower's IRS extension if one has been filed;

Further, any default of this Commitment Letter or loan documents shall also constitute a default under the lease agreement between Borrower and Lender, and the anticipated services agreement under negotiation between Borrower and Lender.

14. **Transfer or Assignment:** This commitment and the loan committed hereby shall not be transferred or assigned without the express written consent of Lender.
 15. **Prepayment:** Borrower shall have the right to prepay the outstanding loan balance in full at any time during the course of the loan without prepayment penalty.
 16. **Fair Credit Report Act (FCRA):** Town of Lincoln reports our Borrowers loan payment status to the credit bureau on a monthly basis. Credit reports may be obtained in connection with servicing this loan. Upon Borrower's request, Borrower will be informed whether or not credit reports were obtained, and if reports were obtained, Borrower will be informed of the name and address of the consumer-reporting agency that furnished the report.
 17. **No Adverse Change:** This commitment may be terminated by Lender any time prior to closing upon discovery, by Lender, of a material adverse change in or any misrepresentations or erroneous statements related to the proposed project or in or about Borrower's position with respect to solvency, credit worthiness, ability to carry out the proposed project, government regulation, or any other material factor. In the event of such termination, Lender is entitled to collect and retain all commitment fees herein required of Borrower. Such termination shall become effective upon the mailing of notice of termination by Lender by certified mail to Borrower at the address shown on this Commitment Letter.
 18. **Prior Agreements, Changes:** This Commitment Letter supersedes all prior representations, agreements and other prior dealings between the parties, written or oral. The terms of this Commitment Letter may not be waived or altered orally or in writing, directly or by implication, by correspondence or otherwise, except by a written amendment signed by all parties hereto and explicitly expressing the intention to amend this Commitment Letter.
 19. **Closing:** The loan committed hereby is contingent upon EMDC approving its
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NAME *SWF*
DATE 8-7-23
Page 6

loan to BDNE for the Loan Purpose, as well as approval of the Lincoln Town Council. Provided EMDC has also approved its loan to Borrower, any closing will occur within 14 days of the Lincoln Town Council's vote approving this loan, unless said date is extended in writing by Lender at its sole option. In addition, Lender may require that all documentation to be prepared or produced by Borrower shall be first submitted to Lender or Lender's counsel; after such submission a closing date will be set, after consultation with the Borrower, such date to be not less than five (5) business days after such submission.

20. If you wish to accept our commitment under the terms and conditions stated herein, please sign below and return this letter to Town of Lincoln. Notwithstanding anything contained in the previous paragraph, this commitment shall expire unless accepted within ten days of the date hereof.

To the extent that the terms and conditions stated herein are not incorporated into the loan documents, this Commitment Letter shall survive the loan closing and will govern our relationship for so long as the loan committed hereby, together with interest and fees, remains outstanding; provided however, that in the event of inconsistencies between this Commitment Letter and the loan documents the loan documents shall control.

Sincerely,

Town of Lincoln

Rick Bronson
Town Manager

Intending to be legally bound, the Borrower acknowledges receipt of the foregoing commitment and acceptance of and agreement to its terms and conditions.

Borrower: Biofine Developments Northeast Inc.

8-7-23
Dated

By: *Stephen W. Fitzpatrick*
Name: Stephen W. Fitzpatrick, CEO

LETTER UNANIMOUSLY APPROVED BY BDNE BOARD.

AGENDA REQUEST

* Please note Public Notices need a 7-14 day advance notice in the paper depending on subject.

Council Meeting Date: 09/11/2023	Today's Date: 08/29/2023
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Department: Events/Communications

Department #:

<p>Request:</p> <p>To close Veterans Memorial Square for Halloween Celebrations, from 6am to 9pm.</p>
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Action Needed From Council: Approve Clouser

Is This Item Budgeted: N/A

Was This A Bid Process: N/A	Lowest Bid:
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Is Public Hearing Required: N/A

If So What Dates:

TOWN COUNCIL

YR: 23 MO: 9 ITEM # 17

AGENDA REQUEST

* Please note Public Notices need a 7-14 day advance notice in the paper depending on subject.

Council Meeting Date: September 11,2023	Today's Date: August 30,2023
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Department: Public Works

Department #: 0406

Request:

Accept proposal submitted by Dustin's Concrete for the amount of \$12,500 to install new loading dock structure at the Public Works Compound. Accept as an add on project, the price of \$6,500 to install new concrete steps at the library.

Action Needed from Council: Award Bid

Is This Item Budgeted: Yes

Was This a Bid Process: Yes Lowest Bid: Yes

Is Public Hearing Required: No

If So What Dates: N/A

Solicited bidders for Concrete Loading Dock located at Town Garage, 7 Park Ave.

1. Irelands Construction
207-745-7081 Roger
2. Lindseys Foundations
207-827-6774
3. N.S. Giles
207-942-9445 Matt
estimating@nsgiles.com
4. Burns Construction
207-989-2372

AGENDA REQUEST

* Please note Public Notices need a 7–14-day advance notice in the paper depending on subject.

Council Meeting Date: September 11, 2023	Today's Date: August 30, 2023
Department: Public Works	
Department #: 0406	

Request:

Accept bid proposal submitted by Hamm's Hogging for the amount of \$10,700 to perform the Annual Roadside Mowing project. Funding for project as follows: \$8,100 from PW Operating Budget and \$2,600 from Airport Hanger Rental Account # G-2-0177.

Action Needed from Council: Award Bid

Is This Item Budgeted: Yes	
Was This a Bid Process: Yes	Lowest Bid: Yes
Is Public Hearing Required: No	
If So What Dates: N/A	

BID OPENING
Public Works
Annual Roadside Mowing
8/21/23 10:25am

Present: Public Works Director Dennis Bullen and Town Clerk Ann Morrison.

Bids Received:

Bidder	Amount Bid
Hamm's Hogging	\$10,700

Solicited bidders for the Annual Roadside Mowing contract. This project was also advertised for 2 weeks in the Lincoln News.

1. Nicastro's
405 W Broadway
Lincoln, Maine 04457
207-794-6337

2. Trey Miller Seasonal Services
133 Old County Road
Enfield Maine
207-290-1947

3. Hamm's Hogging
422 Main Road
Holden Maine 04417
207-290-1204

AGENDA REQUEST

* Please note Public Notices need a 7-14 day advance notice in the paper depending on subject.

Council Meeting Date: September 11, 2023	Today's Date: September 5, 2023
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Department: Town Clerk

Department #: 0101

Request:

Appoint Members (0101)

Appoint _____, _____, and _____ to fill the expiring terms on the Planning Board for three-year terms expiring in May 2026.

Action Needed From Council: Appoint members

Is This Item Budgeted:
Was This A Bid Process: Lowest Bid:
Is Public Hearing Required: No
If So What Dates:

TOWN COUNCIL

YR: 23 MO: 9 ITEM # 20

AGENDA REQUEST

* Please note Public Notices need a 7-14 day advance notice in the paper depending on subject.

Council Meeting Date: September 11, 2023	Today's Date: September 5, 2023
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Department: Town Clerk

Department #: 0101

Request:

Appoint Members (0101)

Appoint _____, and _____ to fill the expiring terms on the Library Advisory Committee for three-year terms expiring in May 2026.

Action Needed From Council: Appoint members

Is This Item Budgeted:

Was This A Bid Process: Lowest Bid:

Is Public Hearing Required: No

If So What Dates:

AGENDA REQUEST

* Please note Public Notices need a 7-14 day advance notice in the paper depending on subject.

Council Meeting Date: September 11, 2023	Today's Date: August 30, 2023
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Department: Town Manager

Department #: 0100

Request:

Executive Session (0100,0700)

Retire into Executive Session Pursuant to Title 1 MRSA Section 405 (6) (A) Personnel.

Action Needed From Council: Retire into executive session.

Is This Item Budgeted:
Was This A Bid Process: Lowest Bid:
Is Public Hearing Required: No
If So What Dates:

Month of August 2023

Tax Year	FY Total Abatements	FY Total Supplemental Bills	Total Commitment	Monthly Revenue	Balance	Percent Collected	Percent Collected Last Year
FY2020/OLDER				\$ -	\$ 9,997.27		
FY21			\$ 7,928,914.91	\$ 164.42	\$ 14,550.07		
FY22			\$ 7,794,464.06	\$ 8,720.29	\$ 70,962.49		
FY23		\$ 18,378.00	\$ 9,211,729.23	\$ 112,324.40	\$ 302,826.60	96.72%	97.51
FY24	\$ -	\$ 4,867.52	\$ 10,704,302.46	\$ 224,837.16	\$ 10,426,217.01	2.60%	
FY25				\$ 5.57	\$ (5.57)		
Total	\$ -	\$ 23,245.52					
TOTAL MONTHLY REVENUE				\$ 346,051.84			

COMMENTS:

This month we sent out 341 30-Day Notices by certified mail to tax payers for unpaid 2023 taxes, along with 30 copies by regular mail to new owners and interested parties.

Our office processed 426 tax receipts, and there were 3 supplemental bills issued by our Assessor.

Also this month, the FY 2024 taxes were committed on August 16, 2023. The tax files were then sent to the printers, for printing and mailing.

* Please Note* The Percent Collected figures reflect that commitment was completed a month earlier this year, than last.

Respectfully Submitted,
Tracie L. York, Tax Collector

Excise Collection	Motor Vehicle	Boat	Aircraft	Total this month	FY 2024 Excise Total	% Collected	Last Year	% Col Last Year
	\$ 116,156.95						\$ 104,921.79	
		\$ 406.20					\$ 412.60	
			\$ -			Est FY 24 \$ 984,000		Est FY 23 \$ 975,000
				\$ 116,563.15		12.29%	\$ 105,334.39	10.80%
				\$ 226,500.36				