REGULAR TOWN COUNCIL MEETING
AGENDA
November 9, 2026
7:00 PM

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

https://us02web.zoom.us/j/7495106748

1a. Call to Order

Newly elected Council Chair: _____
Newly elected Vice Chair: _____

Councilors; Stephen Clay _____, David Ireland _____, Cathy Moison _____, Gordon Street_____, Sheldon Hanington _____, Eric Rojo _____, and Bobbie Stormann _____.

1b. Pledge of Allegiance

2. Approval of Minutes: From the Regular and Special Council meetings on October 19, 2026. If no objections are registered the 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)

SUGGESTED MOTION: Move to approve and accept the following Gifts, Donations and Grants in the amount of $908.48, as detailed below.

Organization	Type of Gift	Amount / Value	Department
Aroma Joes	Monetary	$308.48	Donation from Sales
Julie Yost	Monetary	$500.00	Heating Fund
Carl & Florence Alessi	Monetary	$100.00	Heating Fund

MOTION: _____ SECOND: _____ VOTE: _____

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

6. Monthly Reports:

7. **Open Forum:** The Council will allow Lincoln residents and/or Lincoln taxpayers to comment prior to Council action on agenda items. Individuals wishing to be heard by the Council will be recognized by the Council Chair. The individual must identify themselves to the Council by first and last name and/or business owner. After identifying themselves, the speaker may make brief comments regarding items on the agenda that do not have a public hearing. The Council Chair may set a time limit on the length of public comment and/or a time limit for individual speakers.

8. **Executive Session** (0100)

SUGGESTED MOTION: Move to retire into executive session pursuant to Title 1 MRSA 405 (6) (D) for the purpose of discussing the Fire and Public Works Union Contracts.

MOTION: _____ SECOND: _____ VOTE: _____

9. **Executive Session** (0100)

SUGGESTED MOTION: Move to retire into executive session pursuant to Title 1 MRSA 405 (6) (A) for the purpose of discussing the town manager hiring process.

MOTION: _____ SECOND: _____ VOTE: _____

10. **Executive Session** (0100)

SUGGESTED MOTION: Move to retire into executive session pursuant to Title 1 MRSA 405 (6) (C) (E) to discuss an economic development matter and advise the Council to its rights and duties.

MOTION: _____ SECOND: _____ VOTE: _____

11. **Approve Loan Amendment and Authorize Town Manager** (0103)

SUGGESTED MOTION: Move to approve the Biofine loan amendment and authorize the Town Manager to sign all loan documents.

MOTION: _____ SECOND: _____ VOTE: _____

12. **Acknowledgement** (0101)

SUGGESTED MOTION: Move to acknowledge the official election results in the Town of Lincoln for both the November 3, 2026 State General Election and the Local Candidate election, as attached.

MOTION: _____ SECOND: _____ VOTE: _____

13a. **Public Hearing-** Permanent Modification of Premises- The Forester Pub, LLC (0101)

SUGGESTED MOTION: Move to open a public hearing for the purpose of hearing oral and written comments on the approval of a Permanent Modification of Premises State Alcohol Application for The Forester Pub, LLC.

MOTION: _____ SECOND: _____ VOTE: _____

TIME STARTED: _____ TIME CLOSED: _____

13b. **Issuance of a Permanent Modification of Premises State Application-** The Forester Pub (0101)

SUGGESTED MOTION: Move to approve the Permanent Modification of Premises State Liquor Application for The Forester Pub, LLC.

MOTION: _____ SECOND: _____ VOTE: _____

14. **Authorize Conveyance of Property & Authorize Town Manager** (0100)

SUGGESTED MOTION: Move to authorize the Town Manager to execute the necessary deed and related documents to convey from the Town of Lincoln to Charles F. Davis the approximately 0.2- acre parcel identified as "Portion of Land of Haskell Lumber Dam on Cambolasse Stream Reservoir," and referenced in the Penobscot County Registry of Deeds under Book 15961, Pages 245-248, to be combined into the property of Map 158, Lot 046.

MOTION: _____ SECOND: _____ VOTE: _____

15. **Presentation:** Updates on IRT, DEP, and Mattanawcook Watershed Dams (0106)

16. **Authorize Closures** (Events)

SUGGESTED MOTION: Move to approve closing Veteran's Memorial Square on December 5, 2026 for the tree lighting from 5-6pm and close Maine Street at 5:00pm for the Festival of Lights Parade.

MOTION: _____ SECOND: _____ VOTE: _____

17. **Approve Request** (Councilor Ireland)

Note: This item was tabled at the October 19, 2026 meeting

I move that the Lincoln Town Council temporarily schedule two regular Town Council meetings per month until both of the following conditions have been met:

1. A permanent Town Manager has been hired and assumed the duties of the office; and
2. The Town Council has identified and approved a clear plan of action, including a reasonable timeline, to bring all outstanding annual municipal audits up to date.

The purpose of these additional meetings is to provide the Council with adequate opportunity to address the Town's current administrative priorities, maintain appropriate oversight during the Town Manager transition, and ensure measurable progress toward resolving Lincoln's backlog of overdue annual audits.

Once both conditions have been satisfied, the Council shall return to its regular meeting schedule unless otherwise determined by the Council.

MOTION: _____ SECOND: _____ VOTE: _____

18. Approve Going out to Bid (Councilor Ireland)

Note: This item was tabled at the October 19, 2026 meeting

I move that the Lincoln Town Council direct the Town Manager to put the **Lincoln Governance, Accounting and Transparency Overhaul 2026 Request for Proposals** out to bid, as presented or amended by the Council.

All proposals shall be provided to the full Town Council. The Council shall select the consulting firm or firms and approve the final scope of work, compensation, funding source, and contract before any consulting services begin.

MOTION: _____ SECOND: _____ VOTE: _____

19. Initiate Process to amend Article VIII, Section 801 of the Town Charter (Councilor Ireland)

I move that the Lincoln Town Council initiate the process to amend Article VIII, Section 801, Overrule of Action of Council, of the Town of Lincoln Charter, by proposing that the existing language:

Current Language:

"All ordinances shall be subject to overrule by referendum."

Be amended to read:

Proposed Amended Language:

"All ordinances shall be subject to overrule by referendum, except ordinances appropriating municipal funds, adopting or approving the annual municipal budget, or amending and adopted municipal budget."

FURTHER MOVED:

That the Town Council direct the Town Attorney to review the proposed amendment for consistency with applicable Maine law and the remaining provisions of the Town Charter, and to prepare the necessary documents and procedures for submitting the proposed Charter amendment to the voters of the Town of Lincoln in accordance with Maine law.

MOTION: _____ SECOND: _____ VOTE: _____

20. Executive Session (0100)

SUGGESTED MOTION: Move to retire into executive session pursuant to Title 1 MRSA 405 (6) (A) concerning the Treasurer's Department, including the duties, assignments, and compensation within the Treasurer's Office.

MOTION: _____ SECOND: _____ VOTE: _____

21. Future Agenda Items

22. Adjourn

SUGGESTED MOTION: Move to adjourn the meeting at _____pm.

MOTION: _____ SECOND: _____ VOTE: _____

Upcoming Meetings and other Noteworthy Items:

Nov. 4th	Finance Committee Meeting-Payroll- 4:30pm
Nov. 5th	Finance Committee Meeting- Warrant-4:30pm
Nov. 9th	Special Council Meeting- 6:30pm
Nov. 9th	Regular Council Meeting- 7:00pm
Nov. 10th	Finance Committee Meeting-Payroll- 4:30pm
Nov. 11th	All Town Departments CLOSED- Veteran's Day
Nov. 18th	Finance Committee Meeting-Payroll- 4:30pm
Nov. 18th	Council Work Session 6pm to 8pm (open time for residents to come speak with the Council; questions and/or concerns in an informal setting).
Nov. 19th	Finance Committee Meeting-Warrant- 4:30pm
Nov. 25th	Finance Committee Meeting-Payroll- 4:30pm
Nov. 26th	All Town Departments CLOSED-Thanksgiving
Nov. 27th	All Town Departments CLOSED-Thanksgiving
Dec. 24th	Town Office Closing at Noon
Dec. 25th	All Town Departments CLOSED- Christmas

*Meetings and other noteworthy items are subject to change without notice. *

SPECIAL TOWN COUNCIL MEETING
MINUTES
October 19, 2026
6:30 PM

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

https://us02web.zoom.us/j/7495106748

1a. Call to Order at 6:30 pm.

Present: Council Chair Stephen Clay and Vice Chair David Ireland

Present Councilors: Cathy Moison, Gordon Street, Sheldon Hanington, Eric Rojo, and Lee Rand.

1b. Pledge of Allegiance

2. 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.

No comments.

3. Presentation by Anthony Jessen of UBS Financial Services, INC. (0100, 0104)

Tony Jessen, our financial advisor from UBS Financial Services, presented an annual update to the Council regarding The Town of Lincoln's managed accounts.

DRAFT

Tony started by saying that the Town of Lincoln has steady hands which is keeping the town in a good place. The markets are moving and interest rates are up which impacts bond prices as well. Town of Lincoln accounts are adjusted for low risk which is a small percentage of the portfolios. Corporate earnings are strong and up 25 – 30%. AI has been firing up innovation and inflation. When asked if we have stock in AI companies, the answer was no. Tony believes it's too risky right now. Tony did say we have stock in Google, but we shouldn't go to far out on a limb.

Rates of return are up 6.44% since the beginning of this year.

Tony recommends not spending more than 3-5%. He has seen 8-11% withdrawals at times which is too much.

Cobb Trust Fund: Up 6.35% return this year. This account had a 2026 opening portfolio value of $3,013,275.60. Tony stated that even though the Town spent 2.2% of the investments, it was a good return.

Maine PERS Account: Tony started with he's proud and happy that this account has held up because of good rates of return and investing. This account has large and heavy withdrawals.

MacGregor Fund: This is a mutual fund run by American Funds. Tony stated that even though this account is much smaller, it is strong and healthy. Rate of return is 8.63% year to date.

4. Adjourn

Motion made by David Ireland and seconded by Cathy Moison to adjourn the meeting at 6:59 pm.

VOTE: 6-0
Councilor Hanington not present at vote.

Respectfully Submitted by:
Deputy Clerks
Sharon Severson
Marci Elvers

REGULAR TOWN COUNCIL MEETING
MINUTES
October 19, 2026
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 at 7:00 pm.

Present: Council Chair Stephen Clay, and Vice Chair David Ireland.

Councilors; Cathy Moison, Gordon Street, Sheldon Hanington, Eric Rojo, and Lee Rand.

1b. Pledge of Allegiance

2. Approval of Minutes: From the regular meeting on September 14, 2026 and the Council emergency meeting on September 28, 2026. No objections were registered therefore the Council Chair approved the same as written.

3. Approval of the Warrants (0104)

Motion was made by Eric Rojo and seconded by Gordon Street to approve and sign Warrants #30 through #41 in the amount of $932,997.66.

VOTE: 7-0

4. Acceptance of Gifts/Donations and Grants (0104, 0601, 0700)

Motion made by Sheldon Hanington and seconded by Gordon Street to accept the following Gifts, Donations and Grants in the amount of $1500.00, as detailed below.

Chart on next page

DRAFT

Organization	Type of Gift	Amount / Value	Department
Anonymous	Wood	Dependent upon request	Heating Assistance Fund
Gary Aucella Plumbing & Heating		$300.00	Library
Denise Lynn Moore/Nancy Christensen		$50.00	Library
High Tech Auto		$50.00	Rec Football
Dani's Express Mart		$300.00	Rec Football
Why Not Stop		$300.00	Rec Football
High Street Market		$300.00	Rec Football
Bard & Son Timber Harvesting		$50.00	Rec Football
Jipson Excavation		$50.00	Rec Football
Bradley Auto Detailing		$50.00	Rec Football
Rhonda & Jeff Vicaire		$50.00	Rec Football

VOTE: 7-0

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

No comments

6. **Monthly Reports:**

No comments

7. **Open Forum:** The Council will allow Lincoln residents and/or Lincoln taxpayers to comment prior to Council action on agenda items. Individuals wishing to be heard by the Council will be recognized by the Council Chair. The individual must identify themselves to the Council by first and last name and/or business owner. After identifying themselves, the speaker may make brief comments regarding items on the agenda that do not have a public hearing. The Council Chair may set a time limit on the length of public comment and/or a time limit for individual speakers.

Bobbie Stormann spoke on #14. Bobbie's concern is putting the fixed license plate readers on the street without the residents' consent. Bobbie's request is to accept the grant but decline the fixed readers. Councilor Clay stated that there will be no fixed readers and we can look into redirecting the grant funds.

Pat Ferris spoke on #10. Pat had concerns with campaign signs on the war monuments. Also spoke on how many cemetery stones need replacing and/or restoring.

Commander Mary Eliason from American Legion Post #77 submitted a paper formal notice with the Town of Lincoln Cemetery Parks and Rec. Dept. The Town of Lincoln has 14 days from October 19, 2026 which would be November 5, 2026, to come up with a plan to rectify the problems regarding the Veterans memorials and headstones. The letter stated it is 100% the responsibility of the Town of Lincoln. If not taken care of promptly there may be fines and penalties because the State and Federal laws are being broken.

Scott McNish spoke and was disheartened by the cemetery flags stating it is the Town's responsibility to purchase and maintain them.

Alan Dill, a Lincoln resident, spoke on the two floods and smoke damage to his home. Alan feels discriminated against in this town, and is asking for answers. On October 14, 2025 Alan came to the Town Office with a social services witness and submitted a form for a re-evaluation and an abatement on his property. On February 12, 2026 Alan came into the town office regarding a police matter and to follow up with the re-evaluation and abatement request. The Town Clerk helped him fill out a new form for the same request. Alan stated that the Chief of police contacted him on February 12, 2026 by 12:04 pm but no one had responded to his abatement and re-evaluation request. On May 18, 2026 at the emergency council meeting Alan once again addressed the council asking for acknowledgement. Alan said he has sent numerous emails to the Town Manager and MMA legal team and no one has followed up. Alan stated this could lead to a seven-figure law suit.

Councilor Hannington spoke on how simple it would be for the town to correct.

Denton Trotter, the CEO stated that he had visited Alan Dill's outside property in June 2026, and the water was not going towards his house.

Chairperson Clay said that he would contact Alan Dill regarding the abatement.

Councilor Ireland mentioned that the damage to Alan's house was not done by the Town and the Town should not pay to repair.

Carl Stingley spoke about his concerns of the lack of dam repairs. Carl stated Stump Pond's dam had failed 5 weeks ago and had lost approximately 16 inches of water. Carl was asking what the town's plan was moving forward.

Nancy Erikson thanked the police for their services regarding the Mohawk Road.

Gilberte Mayo had concerns regarding assessing and double homestead exemptions. Gilberte questioned if the Town was going try to collect previous years of double homestead exemptions. Gilberte also asked about the Loon fest report she requested last month, and ended with questions about the cyber-attack.

Councilor Street talked about the dams and their erosion. Replacing the boards are a short-term repair. CEO Denton Trotter is working on uploading files so we can get the Army Corps of Engineers involved. Councilor Rojo stated the National Guard has volunteers that does the work, and the town would just have to purchase the materials.

Charles Davis stated that the ponds behind his house are gone because the dams blew out.

ADDENDUM

Appoint Appeals Board Chair

Motion made by David Ireland and seconded by Eric Rojo to appoint David Moison as the Chairperson of the Board of Appeals (Board of Assessment Review) for the Town of Lincoln.

VOTE: 6-0
Cathy Moison abstained

8. **Presentation-** Municipal Consulting Group

Josh Berry introduced himself from MCG Consulting. The company has 13 full-time staff, with offices in Houlton and Hermon, and have been working closely with Ruth Birtz and Interim Town Manager Lee Miller for a smooth transition. MCG is devoting two (off-site) days a week to Lincoln properties, but could be here when needed. Josh stated that the revaluation would be done by April 1, 2028, and the only way to get the process sped up would be to pay MCG more money so they could devote more time to the town. Councilors discussed the many irregularities in taxes, and Josh reassured that he will email the councilors and Town Manager and adjust properties upon immediate findings. Councilor Clay noted that Lincoln is a primary assessment district so the assessor can set the MIL rate.

9. **Presentation-** In Home Solutions

Not present for meeting

10. **Discussion:** Flags and Stone Replacement (Councilor Hanington)

Sheldon Hanington spoke as the Task Manager for the American Legion. Sheldon has concerns over the conditions of the headstones, footstones and flags in the Lincoln cemeteries. There are codes for placing flags, along with flag etiquette and protocol that is not being met. The stones are property of the federal government, therefore the towns responsibility. Sheldon had concern over the letter he received from The Cemetery Parks and Rec Dept on how they would reuse flags if they weren't torn or faded. It is a law that flags be placed for Memorial Day and recommended for Veterans Day. With over 1,100 flags in the cemeteries, there was discussion on the price to put a big flagpole with lighting in each cemetery. Chairperson Clay was questioning the price to get all stones fixed.

11a. **Public Hearing**-Short-Term Rental Storage Facility 1311.3 and 1311.4.2 (0106)

Motion was made by Gordon Street and seconded by Cathy Moison to open a public hearing for the purpose of hearing oral and written comments on the proposed ordinance updates to the Short-Term Rental Storage Facility as part of the Land Use Ordinance sections 1311.3 and 1311.4.2; as attached.

VOTE: 7-0

TIME STARTED: 8:26 PM

CEO Denton Trotter spoke that it is just renaming the same ordinance with no changes.

TIME CLOSED: 8:29 PM

11b. **Approve Ordinance Updates-** Short-Term Rental Storage Facility 1311.3 and 1311.4.2 (0106)

Motion made by Gordon Street and seconded by Eric Rojo to approve the proposed ordinance updates to the Short-Term Rental Storage Facility as part of the Land Use Ordinance sections 1311.3 and 1311.4.2; as attached.

VOTE:7-0

12a. **Public Hearing**-Review and Update the Schedule of Fees (0106)

Motion made by David Ireland and seconded by Gordon Street to open a public hearing for the purpose of hearing oral and written comments on the proposed updates to the Schedule of Fees; as attached.

VOTE: 7-0

TIME STARTED: 8:30 PM

CEO Denton Trotter stated that this update is creating a schedule of fees for inspections that was approved back in August.

TIME CLOSED: 8:33 PM

12b. Approve Updates- Schedule of Fees (0106)

Motion made by David Ireland and seconded by Eric Rojo to approve the proposed updates to the Schedule of Fees; as attached.

VOTE: 7-0

13a. Public Hearing – Municipal Code; General Assistance Maximums Appendices A-H (0512)

Motion made by Gordon Street and seconded by David Ireland to open a public hearing for the purpose of hearing oral and written comments on the proposed changes to the Municipal Code; General Assistance Appendices A-H effective 10/1/2026 to 9/30/2027.

VOTE: 7-0

TIME STARTED: 8:48 PM

No comments

TIME CLOSED: 8:49 PM

13b. Amendment- Municipal Code; General Assistance Maximums Appendices A-H (0512)

Motion made by Sheldon Hanington and seconded by Gordon Street to amend the Municipal Code; General Assistance Appendices A-H that are effective 10/1/2026 to 9/30/2027 and the Emergency Preamble, as attached.

EMERGENCY PREAMBLE

WHEREAS, Ordinances of the Town Council do not become effective until 45 days after passage, unless enacted as emergencies; and

WHEREAS, the purpose of this is to adopt the General Assistance Ordinance Appendices to update general assistance maximums in order to meet the state guidelines, therefore, this needs to be done immediately; then

WHEREAS, in the judgment of the Town Council, these facts create an emergency within the meaning of Article II, Section 212 of the Town Charter and requires the

amendment of the Municipal Code; General Assistance Ordinance Maximums as immediately necessary in order to conduct appointments with clients and determine eligibility.

VOTE: 6-1
Councilor Ireland opposed

*** Item moved up on this agenda per Councilor Irelands request**

26. Approve and Sign Resolve (Councilor Ireland)

Motion made by David Ireland and seconded by Sheldon Hanington that the Lincoln Town Council adopt the Resolve Supporting a 'YES' Vote on the November 3, 2026 Penobscot County Correctional Facility Referendum.

RESOLVE:

TOWN OF LINCOLN TOWN COUNCIL RESOLVE

Resolve Supporting a "YES" Vote on the November 3, 2026 Penobscot County Correctional Facility Referendum

WHEREAS, Penobscot County has placed a referendum question before the voters of Penobscot County at the November 3, 2026 election concerning authorization to relocate the county correctional facility and related buildings outside of the county seat; and

WHEREAS, the ballot question asks:
"Do you favor authorizing the Penobscot County Commissioners, as required under Title 30-A, §122, to relocate the county correctional facility and any related buildings to a site outside of the county seat?"

WHEREAS, approval of the referendum would authorize the Penobscot County Commissioners to consider and pursue a location for the county correctional facility outside of the county seat; and

WHEREAS, approval of this referendum does not, by itself, constitute voter approval of funding or indebtedness for construction of a new correctional facility; and

WHEREAS, the Lincoln Town Council recognizes that the location and future of the Penobscot County correctional facility are matters of countywide importance affecting public safety, county operations, and Penobscot County taxpayers, including the residents and taxpayers of the Town of Lincoln;

NOW, THEREFORE, BE IT RESOLVED, that the Lincoln Town Council hereby expresses its support for and endorses a "YES" vote on the Penobscot County correctional facility referendum appearing on the November 3, 2026 ballot.

BE IT FURTHER RESOLVED, that this endorsement is specifically in support of allowing the Penobscot County Commissioners and voters to consider a correctional facility location outside of the county seat and shall not be construed as the Lincoln Town Council's endorsement of any specific site, construction plan, project cost, financing proposal, or future county tax assessment unless separately considered and approved.

VOTE: 7-0

14. Approve Grant (0302)

Motion was made by Gordon Street and seconded by David Ireland to approve with *amendment the $565,000 grant for police equipment which includes:

UTV, UTV trailer
IT and computer equipment
Storage equipment, evidence storage
Axon camera upgrades, including mobile cameras, body cameras
License plate readers fixed sites
Message trailer with radar and LPR technology

***Amendment to remove license plate readers from grant.**

VOTE: 4-3
Councilors Rand, Rojo and Hanington opposed

15. Approve Transfer (0706)

Motion made by Gordon Street and seconded by Eric Rojo to approve the transfer of a portion of Airport Road (owned by the Town of Lincoln) to Lincoln Regional Airport as required by the FAA, so the property is designated for aeronautical use for further improvements; as attached.

VOTE: 7-0

16. Approve Abatements (0105)

Motion made by David Ireland and seconded by Eric Rojo to approve the abatements recommended by the Tax Collector in the amount of $4,896.51 for inability to collect, duplicate billing and abandonment; as attached.

VOTE: 7-0

17. Award QEP (Qualified Environmental Professional) (0103)

Motion made by Gordon Street and seconded by David Ireland to award the QEP for **Parcel 5** on behalf of Sustainable Lincoln Corp to Sevee and Mahar in accordance with the Fee Schedule Section 8; as attached.

VOTE: 7-0

18. Award QEP (Qualified Environmental Professional) (103)

Motion made by Gordon Street and seconded by Sheldon Hanington to award the QEP for a **portion of Building 22** to Sevee and Mahar in accordance with the Fee Schedule Section 8; as attached.

VOTE: 7-0

19. Award Bid (0103)

Motion made by Gordon Street and seconded by Lee Rand to award the stormwater bid to Plymouth Engineering in the amount of $50,000.

VOTE: 7-0

20. Final Approval of TIF Budget (0104)

Motion made by Gordon Street and seconded by Cathy Moison to approve the final TIF budget in the amount of $1,137,209.49.

VOTE: 3-4
Motion fails.
Councilors Rojo, Ireland, Rand and Hanington opposed.

21. Sign Municipal Election Warrants (0101)

Motion made by David Ireland and seconded by Cathy Moison to sign the warrants for the Municipal election being held on November 3, 2026.

VOTE: 7-0

22. Sign Proclamation (0100, 0302)

Motion made by Eric Rojo and seconded by Sheldon Hanington to declare the month of October 2026 as Domestic Violence Awareness Month and sign the Proclamation.

VOTE: 7-0

23. Approve and Sign Letters for Financial Institutions (0104)

Motion made by Sheldon Hanington and seconded by Gordon Street to approve and sign the attached letters to be used to make updates to our financial accounts at various institutions.

VOTE: 7-0

24. Approve Extended Hours (0700)

Motion made by David Ireland and seconded by Eric Rojo to approve extending the hours at the library on November 14th from 12pm to 3pm for an author event.

VOTE: 7-0

25. Approve Closure (0700)

Motion made by David Ireland and seconded by Gordon Street to approve closing the library on Saturday November 28, 2026 due to the holiday and staffing shortage.

After discussion motion was amended by Gordon Street to give the library director and the Town Manager discretion to choose which holiday to close for, pertaining to the Christmas and Thanksgiving holidays.

VOTE: 7-0

27. Approve Request (Councilor Ireland)

Motion made by David Ireland and seconded by Eric Rojo to move that the Lincoln Town Council temporarily schedule two regular Town Council meetings per month until both of the following conditions have been met:

1. A permanent Town Manager has been hired and assumed the duties of the office; and
2. The Town Council has identified and approved a clear plan of action, including a reasonable timeline, to bring all outstanding annual municipal audits up to date.

The purpose of these additional meetings is to provide the Council with adequate opportunity to address the Town's current administrative priorities, maintain appropriate oversight during the Town Manager transition, and ensure measurable progress toward resolving Lincoln's backlog of overdue annual audits.

Once both conditions have been satisfied, the Council shall return to its regular meeting schedule unless otherwise determined by the Council.

After discussion a motion was made by Gordon Street and seconded by Cathy Moison to TABLE this item.

VOTE TO TABLE: 7-0

28. Approve Going out to Bid (Councilor Ireland)

I move that the Lincoln Town Council direct the Town Manager to put the **Lincoln Governance, Accounting and Transparency Overhaul 2026 Request for Proposals** out to bid, as presented or amended by the Council.

All proposals shall be provided to the full Town Council. The Council shall select the consulting firm or firms and approve the final scope of work, compensation, funding source, and contract before any consulting services begin.

Motion made by David Ireland and seconded by Cathy Moison to TABLE this item.

VOTE TO TABLE: 7-0

29. Future Agenda Items

Council Chair Clay would like to discuss updating the sound system.

30. Adjourn

Motion made by David Ireland and seconded by Eric Rojo to adjourn the meeting at 9:40 pm.

VOTE: 7-0

Upcoming Meetings and other Noteworthy Items:

Oct. 14th	Finance Committee Meeting- Payroll- 4:30pm
Oct. 15th	Finance Committee Meeting- Warrant-4:30pm
Oct. 19th	Special Council Meeting- 6:30pm
Oct. 19th	Regular Council Meeting- 7:00pm
Oct. 21st	Finance Committee Meeting- Payroll- 4:30pm
Oct. 28th	Finance Committee Meeting- Payroll- 4:30pm
Oct. 28th	Council Work Session 6pm to 8pm (open time for residents to come speak with the Council; questions and/or concerns in an informal setting).
Oct. 28th	Evening Registrar Hours- 5pm – 7pm

Oct. 29th	Finance Committee Meeting- Warrant- 4:30pm
Nov. 3rd	State and Municipal Election at Mattanawcook Academy- 8am to 8pm
Nov. 4th	Finance Committee Meeting-Payroll- 4:30pm
Nov. 5th	Finance Committee Meeting- Warrant-4:30pm
Nov. 9th	Special Council Meeting- 6:30pm
Nov. 9th	Regular Council Meeting- 7:00pm
Nov. 11th	All Town Departments CLOSED- Veteran's Day
Nov. 12th	Finance Committee Meeting-Payroll- 4:30pm
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Nov. 25th	Finance Committee Meeting-Payroll- 4:30pm
Nov. 26th	All Town Departments CLOSED-Thanksgiving
Nov. 27th	All Town Departments CLOSED-Thanksgiving
Dec. 24th	Town Office Closing at Noon
Dec. 25th	All Town Departments CLOSED- Christmas

*Meetings and other noteworthy items are subject to change without notice. *

MEMORANDUM

To: Town of Lincoln
Fr: Steve Levesque
Economic Development Advisor
Re: Economic Development Report
Dt: October 30, 2026

Following is an update on our current economic development consulting activities on behalf of the Town of Lincoln thru October 2026.

Our focus this past month has been involved with: 1) the various complex issues associated with facilitating the Biofine project; 2) managing several property leases and options; 3) Working with workforce housing development partners to facilitate project; 4) managing several environmental clean-up projects, grant applications and contracts; 5) working through the development of industrial wastewater management solutions associated with Biofine; 6) developing and managing an on-going, large-scale vision and implementation strategy for mill site redevelopment; 7) facilitating several grant and loan applications for environmental remediation, infrastructure and new building development; and 8) facilitating several business development clients.

Following is an update of the mill site redevelopment effort to date.

Mill Site Redevelopment Overview

Redeveloping former mill properties is a complex and time-consuming endeavor. But when conducted in earnest, effective redevelopment of the former Lincoln Pulp & Tissue (LP&T) mill site, now referred to as the Lincoln Technology Park (LTP) will offer substantial benefits to the community in the following ways:

- Increase tax revenues to the community;
- Reduce tax burden on current residents;
- Increase Town and school budgets;
- Strengthen Penobscot Valley Hospital and other essential businesses; and
- Attract new services and business opportunities to the community.

For example, when the two current active projects at the LTP (Biofine and Form Energy) are realized, they collectively would create hundreds of good paying jobs and generate over $ 600,000 in annual lease revenue and over $ 2 million in new annual real estate and personal property taxes for the Town.

Successful revitalization of these mill site properties requires a long-term commitment of personnel resources, patience, and perseverance for success to be fully realized. Like

most other former mill properties in the state, the LTP site has a number issues that all need to be addressed, as part of the redevelopment process such as legacy environmental contamination issues, many aged and dilapidated buildings (not suitable for adaptive reuse), and aging (non-functional) infrastructure,

In light of the above, we have identified three key over-arching strategic goals for the LTP redevelopment effort: 1) identify and seek funding to address the environmental issues by removing them as development barriers; 2) identify and secure funding for needed infrastructure improvements; and 3) attract and secure new business investment to the property. (see attached Vision Statement).

We estimate the ultimate goal related to environmental remediation and infrastructure upgrades is $50-70 million, over time. And we are making great progress in meeting that goal. To date, we have attracted over $ 21 million in federal, state, and regional entities to support environmental remediation of the site, replace aged and obsolete infrastructure, and support business investment. Clearly, being successful in attracting new "revenue generating" business investment to the site, is highly dependent on our success in removing these environmental barriers and making needed infrastructure upgrades.

Following is a summary of how we are addressing each one of our strategic goals and their current status:

1. Environmental Remediation

To date, the Town of Lincoln and its subsidiaries have received over $13 million in environmental assessment and remediation funding to support redevelopment of the former Lincoln Pulp and Tissue Mill, now referred to as the Lincoln Technology Park. A number of projects have already been completed, including the partial remediation of the Biofine parcel, removal of former Mill buildings 6 & 7 and the preparation of the asbestos containing materials (ACM) management area. Following is an update of current active projects. Campbell Environmental and Sevee & Maher Engineers (SME) are currently under contract to manage for the following Brownfields environmental remediation project.

Following the LLIC recommendation, the Town Council approved two environmental cleanup and assessment grants to SME Engineering.

Biofine Parcel remediation

Funded by State DECD/DEP ($738,000) – managed by Campbell Environmental:

- Capping petroleum saturated soils and incorporation of Woodex material has been completed.
- Eastern Maine Environmental (EME) to finish the ACM abatement of the Wastewater Treatment building roof.

Lincoln Parcel 2 Lagoon remediation

Funded by EPA ($750,000) – managed by Campbell Environmental::

- Researched and sent sludge samples for determining best technique to dewater sludge.
- In process of cost analysis for various options for dewatering and disposal of sludge.
- SME's request for utilizing the sludge as Consolidation Area cover was declined; however, Rich spoke with Chris Redmond and Chris was going to see if he could get this re-evaluated and approved.
- Schedule Allstate and pumping of WWT building sump so final AST contents can be removed as part of the waste inventory & removal.
- ACM in Universal Waste building is still pending.

Lincoln P3 East Powerhouse demo and remediation

Funded by EPA ($5,000,000) – managed by Campbell Environmental:

- ACM removal from building is on-going. EME is working to coordinate the disposal of a 30 cubic yards (CY), and a 40 CY roll off to the Consolidation Area.

Building #22/Scale shack demo and remediation

Funded by DECD/DEP/EMDC ($425,000) - managed by Sevee & Maher:

- Cleanup & Demolition of the Eastern Portion of the Paper Mill (Building #22) and the Scale Shack.

Ongoing operation of the Asbestos Consolidation Area

Funded by DECD/DEP ($1,000,000) – managed by Sevee & Mahar

- Overseeing operation and management of Asbestos consolidation area to accept asbestos containing materials on former mill site. SAG contracted to perform operations accepting and containing ACM.

2. *Infrastructure Upgrades and Improvements*

Road and Utility Improvements:

- The Town of Lincoln is the recipient of a $3.5 million dollar grant from Congress to upgrade the aging infrastructure Depot Street into the mill site, to support its redevelopment. HUD is the administering agency.
- The Town has retained Haley Ward to assist with this effort, including design and construction specifications. We hope to start bidding this work out this winter, with construction starting in late spring.
- Another $4 million for Scale St. infrastructure upgrades and improvements is has been approved by Congress. We have now received confirmation from HUD are awaiting the contract documents. This work could be planned for the summer of 27.

Industrial Wastewater Facility:

- The Town may seek to construct and operate an industrial wastewater treatment facility to support the Biofine project and other new development activity on the site.
- Last year, the Maine Legislature passed a bill authorizing the creation of the Lincoln Mill Facilities District, to facilitate the financing, construction, and operation of the facility.
- The economic development team is working with USDA, our legal team, and others to facilitate the best financing instruments.
- The Town has retained Haley Ward and Woodward & Curran to facilitate facility design and cost estimates.
- We continue to work with Biofine to calibrate this effort with their proposed project design

Rail Improvements:

- The Town is seeking funding from Maine DOT to upgrade the rail sidings at the mill site to accommodate the future development needs of the facility. Accordingly, we plan to submit a grant request for $500,000 for essential upgrades to support redevelopment efforts.

3. *Securing New Business Investment*

As a key cornerstone to the redevelopment effort, the Town's economic development team is working to encourage and realize new business investment on parcels that can be made available. Following are brief descriptions of current activities:

Lincoln Innovation Center:

- The Town, in partnership with the Lincoln Lakes Innovation Corporation (LLIC), is proposing to construct and operate the Lincoln Innovation Center; a combination small business incubator and workforce training facility at the LTP.
- We have resubmitted a $4.22 million grant application with the federal Economic Development Administration (Original was approved at the regional level, before they changed the program rules).
- This 80% grant will be matched by other funding from other sources, including the Maine Rural Development Authority, for a total project cost of about $4.9 million.
- We are working with EDA on some grant clarifications and hope for an approval decision by the end of October.

Biofine Developments Northeast:

- The Town has been working with Biofine Developments Northeast (BDNE) for several years to affect the construction of a state-of-the-art biorefinery, utilizing wood waste and related materials, for conversion to heating fuels and other residual chemicals.
- When realized, this project will result in over $140 million in private sector investment to the LTP.
- The Town and BDNE have signed a twenty - year lease for approximately seven acres of land at the LTP, with expansion options. We are working on an amendment to that lease, which will expand their lease area.
- The Town has agreed to support this investment with financial assistance for site and area infrastructure upgrades.
- This project, when realized, will result in the creation of several hundred good paying jobs and provide significant new lease and tax revenues to the Town.

FORM Energy

- The Town and Form Energy have agreed to lease options for the company to construct the largest "grid-scale" battery storage facility in the world on approximately 50 acres on the former mill site.
- FORM is awaiting a final funding decision by the federal DOE to move forward with this $300 million project. However, they have been spending a lot of time on the site conducting environmental due diligence and site evaluations.

New Business Outreach

- SHL has launched another round of business outreach to the following job - creating target sectors: mass timber, value-added wood product, and advanced materials manufacturers, as well as several other sectors. We currently have over 200 business lead contacts.
- As a result of this effort, we are working with a number of potential prospects who have responded to our outreach effort.

4. Workforce Housing

Following the Town Council approval of the Term sheet, we are finalizing a Purchase & Sale agreement with our development team (25 Katahdin Avenue LLC) for the construction of 50 - 70 workforce housing units adjacent to the Mill site. We have also submitted a grant preapplication to the Northern Border Regional Commission for infrastructure funding.

5. Communications and Community Outreach:

In order to improve communications to the general public, we will be working with the Town's Communications Director to enhance our communications and community outreach efforts in 2026. This will include, but not be limited to the following activities:

- Enhancing the current Town website to discuss past and current activities and include regular updates on the mill site redevelopment effort.
- Developing and distributing a quarterly newsletter about the mill site and other economic and community development news; and
- Conduct an ongoing series of public outreach sessions to business, community, and civic organizations.

F I N A N C E D E P A R T M E N T

TOWN OF LINCOLN – October 2026

Treasurer / Finance Director's Monthly Report

Submitted by: Dany L. Lemay, Treasurer / Finance Director

FY2022 AUDIT STATUS UPDATE — OCTOBER 29, 2026

The Town of Lincoln received the Draft of the FY2022 Financial Statements on October 29, 2026 from Alan Goodwin, Senior Manager at Berry Dunn McNeil & Parker, LLC, the governmental accounting firm assisting the Town with its financial reporting and pre-audit preparation.

According to Mr. Goodwin, the Draft Financial Statements have undergone two rounds of review by Rodefer Moss, the Town's independent auditing firm. The FY2022 Draft is under - going final quality-control review at this time. The quality-control review includes a review of page numbering, formatting, consistency, and other final presentation requirements to ensure that the financial statements and accompanying reports meet applicable accounting, auditing, and reporting standards.

Previously, on October 28, 2026, the Town received Word and PDF copies of the draft Independent Auditor's Report and Internal Control Report from Sarah McNally-Martin, CPA, of Rodefer Moss, who is manages the audit of the Town of Lincoln financials.

Alan Goodwin from Berry Dunn will remain available throughout the final quality-control review process to address any questions, corrections, or additional information requests that may arise before the FY2022 audit is completely finalized.

This represents significant progress toward completing the Town's long-outstanding FY2022 Audit. Final completion remains subject to the auditing firm's quality-control review and issuance of the final reports.

OCTOBER 2026 — PROJECTS AND ACTIVITIES

Property Tax Lien Foreclosure Releases

During October, I reviewed and signed Release of Tax Lien Foreclosure documents for properties for which the Town had received the required property tax payments.

Cindy Denniston, Deputy Treasurer, notarized the completed documents and mailed them to the Penobscot County Registry of Deeds for official recording.

These activities are part of the Finance Department's ongoing responsibilities to maintain accurate municipal property tax records and ensure that satisfied tax liens are appropriately released.

GENERAL ASSISTANCE (GA)

The Town received **seven (7)** General Assistance applications during the reporting period identified as October 2026.

Of these applications:

- **One (1) application was approved**, resulting in General Assistance expenditures of $397.00.
- **Five (4) applications were denied** due to applicants failing to provide required eligibility documentation.
- **One (1) applicant was determined to be over the applicable income threshold.**
- **One (1)** General Assistance appointment resulted in a no-show.

In regards to the No-Show applicant, although the applicant did not attend the scheduled appointment, the original inquiry, appointment information, and subsequent outcome must still be properly documented in the applicant's case file.

Maintaining complete and accurate documentation is essential for compliance with the State of Maine's General Assistance program requirements and for supporting future program reviews or audits.

HOME ENERGY ASSISTANCE PROGRAM (HEAP)

Administered through Maine Housing and its designated agencies, not directly by municipalities

During October, the Finance Department experienced an increase in telephone inquiries and walk-in requests regarding heating fuel assistance.

Many of these inquiries followed public announcements regarding federal heating assistance funding discussed by U.S. Senator Susan Collins.

The Finance Department assisted residents by explaining that the Home Energy Assistance Program (HEAP) is administered through Maine Housing Authority and its designated agencies rather than directly through municipal towns or cities.

Department staff provided residents with program information, application instructions, contact information, and informational brochures to help individuals and families access available assistance.

HOME ENERGY ASSISTANCE PROGRAM (HEAP): (continued)

The 2026–2027 HEAP application period began August 3, 2026, and is scheduled to continue through May 29, 2027, or until available funding is exhausted.

HEAP Application and Contact Information

- **Website:** https://www.mainehousing.org/programs-services/energydetails/liheap
- **Email:** LIHEAP@mainehousing.org
- **Toll-Free Telephone:** 1-877-544-3271
- **Telephone:** 207-626-4600

The Finance Department will continue directing residents to the appropriate agencies and providing assistance with locating available heating assistance resources.

PROFESSIONAL DEVELOPMENT AND TRAINING

MyRec.com — Recreation Department Credit Card Reporting & Receipting

I attended training with MyRec.com regarding the reporting and reconciliation process for electronic credit card payments received through the Town's Recreation Department. Also, in attendance was members of the Recreation Department, Cody and Taylor.

The training focused on accessing daily transaction reports and establishing procedures for the Treasurer to forward emails of the information to Taylor Norris for proper receipting and recording within the Town of Lincoln's TRIO municipal accounting software.

This process supports accurate revenue reporting, proper financial documentation, and timely reconciliation of Recreation Department transactions.

PROFESSIONAL DEVELOPMENT AND TRAINING (continued)

Maine Municipal Tax Collectors' and Treasurers' Association (MMTCTA)

I attended the MMTCTA Municipal Law for Tax Collectors and Treasurers training.

The course provided updates on municipal laws, payroll-related legal requirements, and other legislative changes affecting the financial and administrative responsibilities of Maine municipalities.

This training helps ensure that the Town remains informed about applicable legal requirements and municipal financial management practices.

Maine Government Finance Officers Association (MEGFOA) — Fall Training and Annual Meeting

On October 29, 2026, I attended the MEGFOA Fall Training and Annual Meeting.

Training topics included:

- Preparing for municipal financial audits.
- Professional ethics and responsibilities in municipal finance.
- Updates and discussions concerning financial reporting and audit requirements.
- Challenges affecting the timely completion of municipal financial audits.

A significant topic of discussion involved the **ongoing shortage** of qualified auditors, Certified Public Accountants (CPAs), and accounting professionals experienced in municipal and governmental accounting. The shortage started back in 2020.

Municipal financial audits require extensive preparation, reconciliation, financial statement compilation, and compliance documentation associated with federal and state funding requirements, including grants.

The limited availability of qualified accounting and auditing professionals has increased the time necessary for accounting firms and independent auditors to complete these engagements.

These discussions provided valuable perspective regarding the challenges currently facing the Town of Lincoln as it continues working toward completion of its outstanding financial audits.

FINANCE DEPARTMENT — CLOSING UPDATE

October was a productive month for the Finance Department, with continued progress on the Town's outstanding FY2022 audit, completion of property tax lien release activities, administration of General Assistance responsibilities, and assistance to residents seeking heating assistance resources.

The Finance Department remains committed to improving financial processes, maintaining accurate records, meeting regulatory requirements, and providing responsible stewardship of the Town's financial resources.

Respectfully submitted,

Dany L. Lemay
Treasurer / Finance Director
Town of Lincoln, Maine

MONTHLY REPORT

DATE: October 30, 2026
TO: Lee Miller, Town Manager
FROM: Shawn Rogers, Events and Communications Director
RE: Monthly Report for November

Events:

On Oct 10th, the Events Dept assisted with the Fire House Open House. This was in collaboration with Fire Prevention week. The Fire Dept visited the local schools and then this was a time for the community to see the "behind the scenes". This is an event that I see becoming and annual event.

The Events Dept also sponsored a Scarecrow contest on Facebook. We received over 20 submission and over 6,500 people have viewed the post. Contests like this not only help the community come together and increase their moods, it also provides a new Facebook audience as businesses are sharing the post to their followers to get likes on their page.

On Oct 31, we will host the town's trunk or treat. Last year we had over 1,000 treaters and over 50 trunks!

November 14 will have all sorts of things going on in Lincoln! From 9-2 Region III is having their craft fair, from 10-4, the library is having their winter author event and at 7, the Town is sponsoring a comedy fest at the taphouse.

Breakfast with Santa, the Tree Lighting, and The Festival of Lights Parade are scheduled to be on December 5.

Communications:

Our Facebook audience is growing, this month we had over 310,000 Facebook views with the most popular posts being about the Fire Dept hiring and the Scarecrow contest.

Last year I bought the department a drone, I'm currently studying for my drone pilot license. My plan is to use it to showcase the mill site and the progress being done there as well as events.

MONTHLY REPORT

DATE: November 1, 2026

TO: Lee Millerm, Interim Town Manager

FROM: Ruth E. Birtz, Economic Development Administrator

RE: Monthly Report for October

TIF Budget Report:

Below is the revised budget figures for the TIF budget. As I said at earlier meetings this is a finite budget being we cannot spend more than the funds produced from the taxes assessed to these projects. The Town Council will be approving the actual figures at the October Town Council meeting.

TIF-Rollins	Budget	Expended	Balance	% Budget	%Income received
Events	$47,895.00	$44,934.92	$2,960.08	94%	
Economic Development	$235,000.00	$138,472.58	$96,527.42	59%	
Communications Director	$139,189.00	$46,756.93	$92,432.07	34%	
Debt Service	$0.00	$0.00	$0.00	0%	
Utilities	$14,000.00	$0.00	$14,000.00	0%	
Cemetery, Parks and Recreation	$52,280.00	$11,535.87	$ 40,744.13	22%	
Totals Rollins	**$488,364.00**	**$241,700.30**	**$246,663.70**	**48%**	**0%**
Reserve-dam	$20,300.87	$3,351.07	$16,949.80	11%	
TIF Bangor Gas	$56,678.03	$0.00	$0.00	0%	
TIF Lakeview Senior Housing	$46,828.37	$0.00	$0.00	0%	

Notes on the budget figures:

1. Loon Festival is the majority of the Events budget. Shawn has upcoming events that will have revenues to offset the cost.
2. Software license renewals happen at the beginning of the fiscal year as well.
3. Economic Development will be receiving grant reimbursement to offset this account.
4. The reserve balance is not in TRIO yet, this is the balance carried forward from last year.

Economic Development:

The current grant-loan-remediation efforts at the mill are listed in the following chart.

Grant	Loan	Source	Status	Project Description
205,000		MDF	Received and closed	Environmental Studies
650,000		EPA	Received/closed	Environmental assessments
$250,000	$250,000	MDEP	Received/closed	Remediation Biofine parcel
$366,250	$366,250	MDEP	Received/ closed	Remediation of building 6&7
$750,000		EPA	Received/in process	Remediation of Lagoons and waste water treatment plants
$194,000 $50.000	$140,000	EMDC DECD	Received /in process/Completed walk through and close out in April.	Remediation building #22
$70,000		EMDC	Received/closed out/completed	Permitting of Asbestos containment site
$15,000	$15,000	EMDC	Received/closed	Scale Shack remediation
$1,550,000 ($500,000)	$500,000	MDEP	submitted/and awarded a grant loan in a smaller amount/in process	Construction of asbestos containment site
$3,500,000		CDS	Received /Application has been processed	Utility and road upgrades Depot street entrance
$5,000,000		EPA	Received/in process	Lot 3 Remediation
$500,000		EPA	Approved in process, bids to be approved by Council	Community Wide Assessment
$4,000,000		EPA	Submitted, denied will reapply next year.	Lot 3 West Remediation
$4,000,000		EPA	Submitted and denied will reapply next year.	Lot 4 east Remediation
$4,000,000		EPA	Submitted and denied will reapply next year	Lot 4 West Remediation
$400,000		EPA	Approved in process	Remainder of lot 2 remediation
4,500,000		CDS 2025	SEE NOTES	Utility and road upgrades Scale Road Entrance
4,000,000		CDS 2026	Approved, application in process	Utility and road upgrades Scale Road Entrance
	15,000,000	RDA	In process/approved/ walk through to close this in April	Waste water treatment plant
4,280,000		EDA	Was approved. Program closed now reapplying under public works	Innovation center
	$500,000	MTI	This application was denied.	Gap funding innovation Center

	$450,000	MDA	Submitted and approved	Gap funding innovation center
$100,000		EPA	Received and work performed and administered by EPA	Planning Brownfield Remediation technical assistance
250,000	200,000	DECD	Application was for 1,000,000. Received half for remediation of another portion of building 22/in process	More cleanup of building 22

Economic Development Table notes;

1. We are currently working on the RFPs for the reconstruction of Depot Street and the water and sewer lines into the Innovation Center and Biofine.
2. We received approval for 4.5 million. We received require initial training with HUD and will be starting on the HUD grant application to receive these funds. These are for infrastructure improvements off Scale Street.
3. The Town Council will be approved the bids at the October regular meeting the mill property, one for continued remediation of building 22 and one for the cleanup of the sawdust pile.
4. The lagoons have been de-watered. The next step in this project is sludge removal. Our engineers are working on several proposals to remove the sludge. This has turned out to be more costly than originally estimated.
5. We are currently working on the option agreement with Form Energy.

TOWN OF LINCOLN | CODE ENFORCEMENT

MONTHLY DEPARTMENT REPORT

October FY2027

October 30, 2026 | To: Lee Miller, Interim Town Manager | From: Denton Trotter, CEO / LPI / LHO / E911 AO

MONTHLY DEPARTMENT STATISTICS

Permit Activity & Department Workload | October FY2027

PERMIT / APPLICATION DIVISION	OCT.	PERMIT / APPLICATION DIVISION	OCT.
Building	9	Electrical	10
Plumbing	2	Septic	2
Land Use	6	Demolition	1
Signs	0	Home Occupation	0
Subdivision	1	Site Plan Review	0
Street Opening	2	Junkyard	0

TOTAL PERMIT / APPLICATION ACTIVITY

Permit / application actions: 33

Certificates of Occupancy: 5 | New Addresses / Certificates of Address: 2

DEPARTMENT HIGHLIGHTS

October activities included continued work on the Town's ordinance revisions, property reviews and determinations, lake inspections, dam permitting coordination, and review of proposed commercial development. The department also supported Planning Board and Town Council matters. I completed the online portion of the Rule 80K certification process in conjunction with the Chapter 1300–1307 ordinance updates. Attendance at a Rule 80K workshop in Augusta on November 16–17, 2026, is scheduled to complete the remaining certification requirements.

PERMIT TOTALS BY TYPE

Permit table to be finalized from October fee records in workbook. This draft does not yet reconcile fee totals.

PERMIT / APPLICATION TYPE	PERMIT FEE TOTALS
Building	$8,068.95
Electrical	$770.00
Septic	$660.60
Plumbing	$300.00
Land Use	$450.00

Signs	$0.00
Subdivision	$1,850.00
Site Plan Review	$0.00
Street Opening	$100.00
Home Occupation	$0.00
Demolition	$20.00
Junkyard	$0.00
TOTAL	$12,219.55

ADDRESS INFORMATION

New addresses / Certificates of Address: 2 | October entries: 6 Forest Ave; 78 Throughfare Lane

PROPERTY FINDINGS/ LETTERS

PROPERTY FINDINGS / LETTERS	October
7	519 Eggpond Road (Map/Lot 166-066); Proposed Commercial Wellness Facility (Map/Lot 136-155); 143 Egg Pond Road (Map/Lot 155-011); Property Map 153, Lot 021 (Missing Deed); 1019 Main Street (Code Officer Approved Uses); Millet Mallet Road (Map/Lot 103-004); Structural Framing Review and Property Findings.

CERTIFICATES OF OCCUPANCY

Certificates of Occupancy issued: 5

34 Wilson Street; 204 West Broadway; 143 Egg Pond Road; 229 McGregor Road; 36 Dam Road

PLANNING BOARD | OCTOBER

Chapter 1311, Land Use Ordinance: The Land Use Ordinance is being updated to ensure that definitions are provided for all items referenced in the use charts. At the request of the Planning Board, this matter will be brought back to the November Planning Board meeting for further review.

TOWN COUNCIL | OCTOBER

Town Council: October agenda materials included the proposed Code Enforcement fee schedule and the Chapter 1312 Subdivision Ordinance update. The fee schedule materials included proposed revisions to permit, inspection, land use, Planning Board, floodplain, and Local Health Officer fees. The Chapter 1312 update addressed subdivision review procedures, definitions, and formal application and fee requirements. Both items were approved unanimously at the council meetings with a presented explanation of the reasoning for each item.

COMMUNITY & ECONOMIC DEVELOPMENT

Projects underway or completed in Town during October included construction of a new mechanical room at Hannaford; Hand Crafted Lincoln constructing its covered salt and sand storage area and beginning work on its garage; and Foresters completing its golf simulator addition.

DEPARTMENT ACTIVITY & OPERATIONS

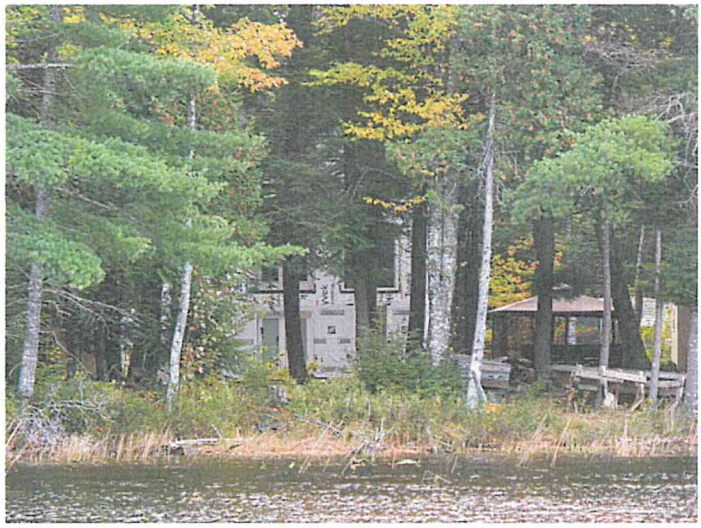
October continued to include permitting, field inspections, land-use review, property compliance, municipal coordination, and ordinance development. Major departmental projects and initiatives included:

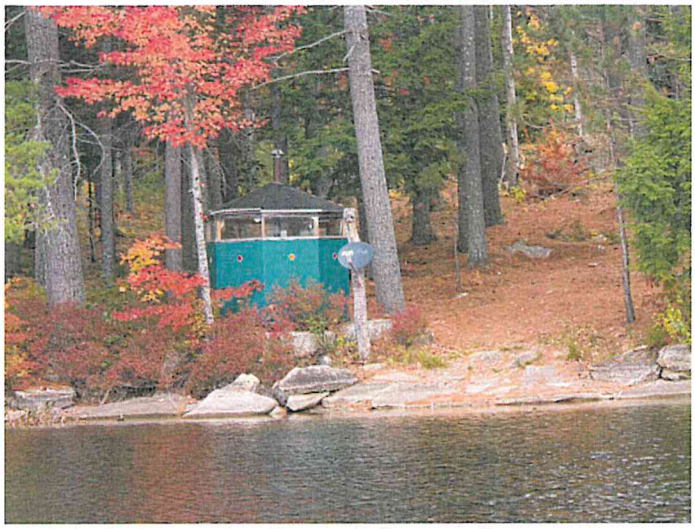
- Continued comprehensive revisions to Chapter 1300 through Chapter 1307, using the most recent October 29, 2026 draft.
- Dam DEP permitting and related coordination. The IRT application is on hold pending DEP responses to the dam permit information submitted.
- Follow-up with Chief Miller on Town building safety issues identified during the prior month's MMA Insurance safety walk.
- Completed online Rule 80K certification in conjunction with the Chapter 1300 updates.
- Spearheaded transition of TRIO Motorbrain hosting to TRIO hosted through developer Harris Government Solutions.

LAKE INSPECTIONS

Inspections were conducted by boat on Mattanawcook, Folsom, Crooked, Long, Egg, and Caribou Lakes. Inspection observations included potential violations and structures for which permits may not be on file; these matters may require additional research and follow-up before any determination is made.

Beginning next spring, the department plans to dedicate one to two days per month to lake inspections through the fall.





ORDINANCE & REGULATORY WORK

The department continued work on the Chapter 1300 ordinance updates and Chapter 1311, Land Use Ordinance, definition revisions. The Chapter 1311 definitions update is scheduled to return to the November Planning Board meeting at the Board's request. Chapter 1312 subdivision ordinance materials were also included in October Town Council agenda materials.

PROPERTY COMPLIANCE & ENFORCEMENT

Lake inspection observations included potential violations or undocumented buildings that may not have permits on file. These are preliminary findings and will require verification through permit records, property research, and follow-up as appropriate.

RECORDS & PERMITTING

October permit and application activity is summarized in the monthly statistics and revenue tables. The department continued to administer building, electrical, septic, plumbing, land use, subdivision, street opening, and other permit records, along with addressing and Certificates of Occupancy.

FLEET & FIELD OPERATIONS

The Code Enforcement Cruiser remains an important operational resource for inspections, complaint response, resident site questions, permitting activity, and municipal training travel.

BUDGETARY

According to the October 2026 Finance Department reports, Code Enforcement has a total departmental budget of $71,037.00, with year-to-date expenditures of $23,598.17 and a remaining unexpended balance of $47,478.83.

Department revenue is budgeted at $41,550.00, with $32,125.23 received to date and a remaining balance of $9,424.77.

October revenue activity totaled $6,278.00. Revenue is generated through permit, application, inspection, and related Code Enforcement services.

ONGOING OPERATIONS

The department will continue permit administration, property compliance, Planning Board support, ordinance development, land-use review, records management, resident assistance, lake inspections, and coordination on significant municipal projects.

VEHICLE FUEL & MILEAGE LOG

October 2026

Month: October 2026

Date	Beginning Mileage	Fuel Gallons	Mileage at Fill-Up/ End of month	Ending Mileage
1	108864			108873
2	108873			108906
3				
4				
5	108906			108921
6	108921			108922
7	108922			108923
8	108923			108965
9	108965			108974
10				
11				
12				
13	108974			108977
14				
15	108977			109009
16	109009			109035
17				
18				
19	109035			109062
20	109062			109100
21	109100			109117
22	109117			109125
23	109125			109138
24				
25				109138
26	109138			109170
27	109170			109170
28	109170			109188
29	109188			109198
30	109198	20.501	109205	
31				

MONTHLY TOTALS / CALCULATIONS

Total Monthly Mileage	341
Total Fuel Gallons	20.501
Average MPG	16.63333496

POLICE MONTHLY REPORT

From: Lee Miller - Police Chief
Date: October 30th 2026
RE: Police Department Report for September 2026

"Leadership requires us to keep learning and help others grow."

Police Department Updates

Message from Chief Miller

October has brought progress on training and equipment funding, along with continued challenges in staffing and shift supervision. We are adjusting our approach to the vacant supervisor position to develop talent within our department. We continue to be short staffed, but we will not lower our hiring standards.

I continue to serve as both Police Chief and Interim Town Manager. I appreciate our employees' work to keep the department moving each day. This report covers activities through October 30; final activity totals will be added after the month closes.

Staffing

Our recruitment for the vacant sergeant position did not result in an outside candidate to fill the role. We do have promising officers within the department who are developing their skills and showing leadership potential. Instead of filling the sergeant vacancy at this time, we will pursue an internal corporal promotion to develop one of our officers into a supervisor.

My goal is to complete the corporal selection process in November and promote the selected officer by December. Our officers need supervision on shift. This approach will provide an opportunity to build that capacity while giving the new corporal guidance, training, and experience to grow into the responsibility.

We continue recruiting for three officer positions and have issued one conditional offer of employment. My hope is to have at least two officers ready to attend the police academy in January. Hiring remains dependent on successful completion of our screening process

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Staffing Continued

Sergeant Daren Mason remains on light duty following an injury at work. We are hopeful he will be able to return to full duty in January. Officer Mariah Morales is also on light duty and is contributing through several assignments, including addressing the junior high traffic concerns and updating business contacts.

We are awaiting the officers' decision on union representation before negotiations move forward. They have been represented by the Teamsters and are considering whether to remain with the Teamsters or select the Maine Association of Police. That selection process is still underway.

Community Outreach

SCHOOL TRAFFIC SAFETY

Officer Morales is working on concerns around Mattanawcook Junior High during morning arrival and afternoon dismissal. These include congestion near Lakeview Street and Lee Road, parking violations, unsafe driving, and children crossing through traffic.

Our response includes police presence and coordination with the school on pickup procedures. We ask families to follow the school's directions, observe parking restrictions, and keep walking areas clear.

BUSINESS CHECKS AND COMMUNITY OUTREACH
Officer Morales is also updating business emergency and alarm contact information. Current contacts help officers reach the right person when responding to an unsecured building, or another concern after hours. These contacts also give us an opportunity to hear directly from business owners.

DOMESTIC VIOLENCE AWARENESS MONTH

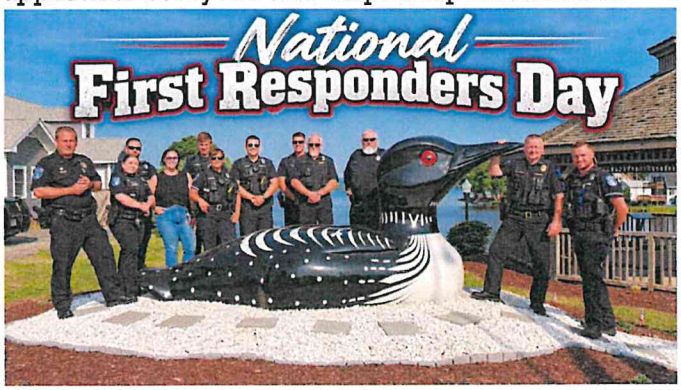
October is Domestic Violence Awareness Month. Partners for Peace held Lincoln's walk and candlelight vigil on October 8 at the downtown gazebo, bringing people together to support survivors and remember those whose lives have been lost to domestic violence. I appreciate the advocates, organizers, and community members who help make these conversations possible. Supporting victims and responding carefully to domestic violence remain year-round responsibilities for our department.



HALLOWEEN AND NATIONAL FIRST RESPONDERS' DAY

Our trick-or-treat event is scheduled for October 31. We look forward to seeing families enjoying the evening together and remind drivers to slow down, watch for children, and arrange a sober ride if alcohol is part of their celebration.

On October 28, National First Responders Day gave us an opportunity to thank our police officers, firefighters, EMS personnel, dispatchers, and other emergency responders. I also want to recognize the families who support them through missed holidays, late calls, and the demands of this work. We appreciate everyone who helps keep Lincoln safe.



INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE CONFERENCE

I was able to attend the International Association of Chiefs of Police conference and expo, an event I have attended in the past. Professional development extends beyond Maine. This conference allowed me to attend training presented by some of the leading instructors in the country and learn from the experience of other agencies.

The expo also allowed me to work further on our equipment grant and gather ideas for making effective use of the funding. Leadership training must be an ongoing part of this job. If we expect our department to improve, we have to keep learning ourselves and bring useful ideas back to Lincoln.

REQUIRED TRAINING AND CHAPLAIN DEVELOPMENT

Both crews completed our annual night shoot in October, providing an opportunity to practice firearms skills in low-light conditions. We are working toward completing Mechanics of Arrest and Control training in November. Officers are also completing the remaining required online courses as we work to meet the mandatory training requirements for the year.

Officers were assigned the 2026 Maine Law Update, Case Law Update, and training on recognizing and responding to survivors of human trafficking through PowerDMS, with completion directed by October 31. The elder exploitation, fraud, and abuse course was pending release at the time of assignment. We will verify completion as part of our training records review.

Our volunteer police chaplain attended a week-long training at the police academy on serving as a police chaplain. I appreciate that commitment to preparing for the role and supporting our department.

Grants and Equipment

Our $565,000 equipment grant was approved this week. My work at IACP helped develop additional ideas for the project. Proposed equipment has included cruiser and body camera equipment, a UTV and trailer, and training equipment. We will continue refining the proposal, including the license plate reader component, within grant requirements and the necessary purchase approvals.

I have submitted another evidence grant request for $23,000 to improve our return lockers and temporary evidence storage. Access to the evidence room is restricted, and we need adequate space to secure firearms and other items awaiting formal intake. Additional lockers would help us store evidence properly and reduce the need to call in the detective solely to receive items. This request is awaiting a funding decision.

Training and Professional Development

USE OF FORCE INSTRUCTOR TRAINING

I sent two officers to use of force instructor training with Kevin Dillon, a nationally recognized instructor whose work includes use of force and the investigation and review of force incidents. Developing this knowledge within our department will help us strengthen officer instruction and how we examine these incidents. We need officers who can explain sound practices and help others apply them consistently.

We expect to hear about the School Resource Officer grant by the end of the year. An award has not yet been confirmed.

Law Enforcement in Action

FALL SAFETY ON LINCOLN ROADS

Shorter days, wet leaves, and colder mornings change driving conditions quickly. Slow down on leaf-covered roads, leave more space between vehicles, and watch for frost or ice in shaded areas. Allow time to clear your windshield and check that your lights and wipers are working before heading out.

Be especially alert for deer and other wildlife around dawn and dusk. Earlier darkness also makes people walking and bicycling harder to see. Watch carefully near schools, crosswalks, and neighborhood streets. Pedestrians can help by carrying a light and wearing reflective clothing.

Halloween brings additional children near the roadway. Drivers should expect sudden crossings and use extra care around parked vehicles. Families should use sidewalks where available, cross where drivers can see them, and carry flashlights. Anyone celebrating with alcohol should plan a sober ride before the evening begins.

Priorities for November

Our priorities are completing the corporal process, continuing recruitment and January academy preparation, completing Mechanics of Arrest and Control and required online training, and moving approved grant planning forward. We will continue school traffic safety work, business outreach, and accreditation documentation.

Final Thought

Supporting our employees is an investment in the quality of policing Lincoln receives. We have high expectations for professionalism, accountability, and the service our employees provide. Those expectations are better met when we treat people fairly, listen to their concerns, and create a positive work environment.

Clear direction, good supervision, meaningful training, and the right equipment give employees the support they need to succeed. Developing leaders from within is part of that commitment. When employees feel valued and supported, they are better positioned to meet our standards, and the town benefits through a stronger police force and better service to our community.

Month Vehicle Information

This information is up-to-date, and the link is always public-facing, so you can access it anytime. This is the easiest way to keep everyone informed.



Scan the QR code or use the link below.
https://public.powerdms.com/LincolnMEPD/documents/2698415

Fleet Milage:

4594 – 146,878 36 gallons at 15 miles per gallon
9287 – 60,231 26 gallons at 15 miles per gallon
3640 – 19,121 73 gallons at 15 miles per gallon
4299 – 24,552 127 gallons at 15 miles per gallon
9571 – 20,460 111 at 15 miles per gallon
9934 – 28,441 75 gallons 15 miles per gallon
6300 – 17,444 88 gallons at 15 miles per gallon

Monthly Stats: Law Incidents: 330 Traffic Stops: 152 Total Criminal Violations: 9

Date: October, 30 2026

To: Town Manager

From: Chief Brown

RE: October 2026 Report

Activities

We Have had a month of Fire Prevention In all the Schools. With great success.

We have had the Yearly Pump Tests done on all the Apparatus, Engine 532 fail the 1500 Gallon a minute test, this means there is Damage in the pump. We will be sending it for repairs before more damage is done. Hose testing has started will continue through and into November. All Vehicles have had weekly and Monthly checks.

Training :

The crew has done Daily training . Also have had Water shuttle training with the Equipment this Month. The crew was Invited to a Chain Saw safety class at public works that was very Informative, advised (GREAT Class)

Overtime:

We have had overtime this month do to a Employee out with a off Duty knee Injury, All other is due to Vacations and calls .

151 Ems Calls

16 transfers

52 No transports

38 fire calls

13 Assists

MONTHLY REPORT

DATE: November 2, 2026

TO: Lee Miller, Town Manager

FROM: George Briggs, Public Works Director

RE: October, FY27

ACTIVITIES:

Mild weather fortune continues thru the month of October. This has been tremendously beneficial to the Public Works Crews as we try to tie-off or complete multiple summer season jobs. The season is nearing an end however and the focus is beginning to shift towards winter weather activities.

The Public Works Crews performed a series of annual jobs this month one of which is the removal of the various dock assemblies located at our public boat ramps. This is an annual task and normally requires 2 days to complete. The docks will be returned to the water after the spring thaw.

Our winter sandpile has reached the amount required for a typical winter season. The pile consists of an estimated 5,000 yards of a mixture of sand and salt at a ratio of ½ ton of salt per 12 yards of sand.

The crew did a bunch of ground work in at the airport. We built and resurfaced a new road to the hangers. And did a lot of much needed ditching in multiple areas. They also pulled and stored the docks out from the seaplane base, and around town.

An asphalt patch crew was deployed this month in an effort to bring the roads into as best a condition as possible before the plowing begins. The usual offenders received repairs. Mohawk Road, Sweet Road, Burton Street and Folsom Pond all were visited by the patch crew.

The grader was deployed for another round of grading, this deployment included Folsom Pond Road, Phinney Farm Extension, Winter Street, Aylward Drive, Center Pond, White Point Estates and Half township road. This will be the last effort made on these roads. Both of these roads received major improvement efforts this season in ditching efforts. With hopes of draining and drying out this spring.

The resident mechanic spent most of the month in winter inspection and transition mode. Prior to visiting Greywolf to be inspected, each truck was given a thorough in-house inspection. Systems were adjusted and tuned up in preparation for winter deployments. Sander chains were adjusted and tested. Wheels and tires were inspected; Spinners were re-installed and tested. Multiple hydraulic hoses were found to be suspect and replaced as a preventative measure. All PM was performed and records of same are kept at the facility.

The crew has been busy repairing a few safety issues that MMA considered to be hazards. Such as fixing the walk way at library, putting up a railing up at transfer station, removing the old

rusty metal bins and replacing them with cement barriers. Cut a bunch of brush around the hanger at airport.

We sent all the new employees to snow and ice training which is provided by Maine DOT. We also have training which we have invited the fire department and rec. crew to join. Both of these trainings are thru Maine local roads and are part of our annual training.

October FY27

Trucks	Beginning Mileage	Ending Mileage	Total Miles	Gallons	Miles Per Gallon
Director Cruiser	42208	42591	383	19.5	19.64
PW Cruiser	112408	112706	298	17.67	16.86
Truck #2	24235	24510	275	28.62	9.61
Truck #6	76561	76732	171	46.45	3.68
Truck #7	59276	61371	2095	378.533	5.53
Truck #8	59874	60323	449	70.76	6.35
Truck #9	38052	39544	1492	258.12	5.78
Truck #13	11967	14606	2639	495.752	5.32
Fuel Tank	0	0	0	502.87	0.00
Equipment	Beginning Hours	Ending Hours	Total Hours	Gallons	Hours Per Gallon
Case Backhoe	605.8	666.4	60.6	67.7	0.895125554
Grader	1099	1116.05	17.05	139.75	0.122003578
			Miles/Hours	Gallons	
Total Trucks			7121	1781.105	3.998079844
Total Equipment			77.65	207.45	0.374307062

MONTHLY REPORT

DATE: October-31 2026

TO: Lee Miller, Town Manager

FROM: George Briggs, Tim Wright Transfer Station

RE: OCTOBER, FY2027

ACTIVITES:

The month of October was typical one for the facility for this time of the year. The majority of the month was seasonal and even had some cool mornings and frost on the pumpkins. The traffic that flows thru the facility was average and is starting to slow down for the fall months. Sundays seems to be the biggest day for dropping off trash and leaves This is due residents cleaning up all the fall leaves. This is expected for this time of the year

. Starting on August 28th MWS is now taking over the trucking part and hauling it down to their facility. We have only had a few issues but they were easy to correct and now it seems to be running fairly smooth. A big thank you to public works who redid our metal pile making it safer for the public and also painting the arrows and lines here to make it look so much better

Recycling efforts was good this month we had. 18 bales of cardboard were collected and processed. We had two bails of newspaper that was collected and processed into inventory.

The month saw a moderate number of shipments. three loads of mixed metal left the facility. We shipped out 5 bales of newspaper The E-Waste picked up with 10 totes this should slow down now that we are getting into the winter months

The fire pit saw an expected level of deposit and burned for 15 days for the month and we except the burn days to be higher for the next few months until the brush pile is depleted. We had 87 units that were emptied of freon so that cleared up the area were the AC and refrigerators are stored this should be the last time this year for this service. The furniture pile is starting to slow down hopefully this will all be cleaned up before the snow fly's only time will tell

We have a small leak in the loader they are taking down to public works to get this issue fixed.

Materials Shipped:

The following table is a running tally of materials that left the facility this year. This table also reflects a running total for the Fiscal Year.

Materials Shipped

Materials	MTD	FYTD	Comments
Cardboard	42 bails	128 bails	1000lbs. per bale
Newsprint	5 bails	8 bails	1700lbs. per bale
Plastic #2		11 bails	700lbs. per bale
SOW		**8 bails**	780lbs. per bale
Light Iron & Tin	3 Loads	10 Loads	Tons vary per load
Glass			
Ash			12-15 tons per load
Waste Oil	1,000 Gal	1,000 Gal	Gallons shipped
E-Waste *	5,700 LB	11,400 LB	LB. of items shipped
Equipment Tires			Tons of items shipped
Freon Removal	87 Units	154 Units	# Of units
Fluorescent Bulbs Mixed	437 Bulbs	437 Bulbs	# Veolia for recycling
4ft Bulbs	240 Bulbs	240 Bulbs	# Veolia for recycling
8ft Bulbs	25 Bulbs	25 Bulbs	# Veolia for recycling

Municipal Waste Hub **SMW Delivery Totals**
Trash Tonnages

Fiscal Year 2026

Month	Tons	Tipping	Cost
July	330.08	$95.00	$31,357.60
Aug	285.02	$95.00	$27,076.90
Sept	355.22	$95.00	$33,745.90
Oct	341.86	$95.00	$32,476.70
Nov	280.70	$95.00	$26,666.50
Dec	287.31	$95.00	$27,294.45
Jan	265.38	$95.00	$27,559.83
Feb	230.53	$95.00	$27,790.36
Mar	278.23	$95.00	$28,068.59
Apr	313.91	$95.00	$29,821.45
May	355.65	$95.00	$33,786.75
June	286.20	$91.00	$26,044.20
Total	3720.09	$95.00	$ $351,689.23

Fiscal Year 2027

Month	Tons	Tipping	Cost
July	435.79	$91.00	$41,780.05
Aug	279.02	$91.00	$25,390.82
Sept		$91.00	
Oct		$91.00	
Nov		$91.00	
Dec		$91.00	
Jan		$91.00	
Feb		$91.00	
Mar		$91.00	
Apr		$91.00	
May		$91.00	
June		$91.00	
		$91.00	

MONTHLY REPORT

DATE: November 2, 2026

TO: Lee Miller, Town Manager

FROM: Cody Norris, Cemetery, Parks and Recreation Director

RE: October 2026

ACTIVITIES:

October was a month of change for the department in all areas. Myself and Teddy has been busy finishing up the process of getting everything ready for the winter season. This includes winterizing the mowers/equipment and moving it to its winter storage areas, picking up most of the trash cans to put away, leaf clean up at the parks and cemeteries. The month of October we had a total of 8 Cremations and 5 Full Sized as well as something new for myself with the cemetery, having to dig up a double urn of cremains for a November funeral.

The recreation side has seen the ending of one season and the beginning of another. Football wrapped their season. The ¾ football team had a rough season winning wise, we had new coaches as well as new players, they really improved a lot as the season went on, building up for a promising season next year for the team, The 5/6 football team will once again play for the championship, this year vs Brewer who is their only loss on the season. Best of Luck to them and hope to have another banner! Both the Tackle Football teams and Cheering got to enjoy a UMaine Football game, With the teams getting to tour the locker room and running onto the field with the players and the cheer team getting to learn from the UMaine cheer team and participate with them. A big thanks for Frank for setting all of that up for us! The number of Participants for the fall programs were as followed Football had 45 kids, Coed soccer had 68, fall cheer had 34, flag football had 24 and travel soccer had 17. While the fall sports were wrapping their seasons the EMBL season was tipping off with try-outs being held on Oct 4th and 9th. Tryouts were held for girl's teams in grades ¾, 5/6 &7/8 and boy's teams in grades ¾, 2 5/6 & 7/8 as well. We will be fielding teams for all grade groups for the first time as a department to help grow the basketball program in the town. These teams held practices the last week of Oct and first week of Nov with their first games being the 2nd weekend of November.

Few other miscellaneous notes from the previous month. Docks were taken out by a few different groups of people including Max Voisine from Maxweld Fabrication, George and his public works crew and I assisted Max in taking out the small pieces of the gazebo dock. Bailey grants were due in during the middle of the month. I turned in one to the Northern Penobscot Activities Council for new rec equipment if approved. We also Launched our new website for the rec with EMBL being the first to use it. So far this is making things much easier for communication to families from myself and coaches. We are also able to use it for our concession stand with taking card payments instead of being cash only like in years past, so we are definitely very excited for the upcoming years with this new website!

Cemetery,Parks & Recreation Fuel Log: October 2026

Date	Truck/Equipment	Miles	Gallons	Price	TOTAL
10/2/2026	2015 Dodge	120,593	21	$4.42	$93
10/2/2026	2018 Dodge	41,952	20	$4.42	$88.58
10/7/2026	Gas Cans	N/A	5	$5.82	$30.50
10/9/2026	Gas Cans	N/A	15.8	$4.42	$70.00
10/19/2026	Gas Cans	N/A	5	$5.78	$29.55
10/19/2026	Tractor Can	N/A	10	$6.49	$66.13
10/21/2026	2018 Dodge	42,089	23.4	$4.38	$103.01
10/28/2026	Mower Winterizing	N/A	20	$5.49	$111.00

Truck Miles	**2015 Dodge:**		**$592**
	2018 Dodge:	**127 Miles**	

Monthly Report- Draft

Lincoln Memorial Library

To: Town Manager: Interim Lee Miller

October for October 2026

Monthly Special Announcements and Library Activities:

October foliage was spectacular this year!

We have a walkway that needs to be attended too and a hook hazard in an old railing that needs replacing. We will find a way to honor our Veterans when taking the day off to Thank our Veterans for their service and sacrifice for our country.

At the end of the Month in November, we will nod in Gratitude and spend time with our Families and Friends.

Children's Programming:

We enjoyed low lighting and the pumpkin King for Haunted Library this year. Region III and the Early Childhood Students have begun to offer appropriate activities for our young patrons. We look forward to their Monthly Activity hour; We are looking forward to November the 6th: Maine Moose on the Loose by Rodger Stevens and If You Give a Moose a Muffin by Laura Numeroff, Illustrated by Felicia Bond. Lorna and her young patrons are crafting Library made cards to thank area businesses for all they do for our community. Family Friday Movies have also resumed; starting with Stewart Little in October.

Regular Programing:

We have a number of **regular volunteers**, who help us out, and we in turn help them; bridge the employment gap, gain work experience with the public, and learn a bit about Libraries. **Currently, we are working toward projects that we just could not get to all year due to the Summer Season being so busy.** We are aiming toward one program that is designed for a few different types of volunteers interested in LML. A newly hired intern who is being brought to us by Associates for Training and Development (A4TD) is partnering with the Friends of the Lincoln Memorial Library. Our Friends of the Lincoln Memorial Library Intern is spending 10 hours a week for LML and 10 hours a week for the Friends of Lincoln Memorial Library; We will hear more from this intern as she joins us in our endeavors.

Genealogy and Archival projects: One of the never-ending projects is scanning in the Lincoln news onto our web page. Here is where you can access our archival collection of the Lincoln News. We are so fortunate to have dedicated volunteers scanning them in.

Patron Choice Programming: **Bonnie's Craft Class** continues and in November she will be teaching patrons how to crochet hats, this was a patron request. A patron can learn from Bonnie and then come work on their project at the Yarn Society Fridays. Yarn Society participants have also enjoyed a few patron tutoring sessions along the way. **Tech Tutoring with Mary** will continue on; Pass on the word for individual sessions with Mary on the Second Saturday. We also have been keeping our seats warm for the Patron Choice activities in the Children's Area in the afternoon for all who want to play games, do puzzles and freely work on their own crafts together. Our **ongoing puzzle** in the back of the library is a beautiful image of books with golden gilded lettering. Many hands working on a puzzle moves it along quickly. We would like to frame some of these library themed puzzles about the library, representing our community work.

The Friends of the Lincoln Memorial Library: Our on-going **Book Sale** Shelving is getting a handmade donation box in the shape of library books. Please come and see what Hank has done. It is a beautiful set of hand-crafted shelves made to match our Curio Cabinet that is currently filled with Bill's Vintage Tea Cup Collection. The Friends provided us with our **Haunted Library** treats. They also are working with Cathy to be sure our **Fall Author Panelist's** needs are met during our library event; Saturday November 14th from 8-4, 12-1:00 (Author's Intermission) Authors will break for Lunch provided by Lorna, and the Friends of the Lincoln Memorial Library.

The Advisory Committee: A Budget Quarterly Review has been completed and will be rolled out for Advisors to look at in November because the October meeting was canceled. The Volunteer Job Descriptions and a formal volunteer/Intern program with the Friends of the Lincoln Memorial Library is a project that will combine all our efforts for the future of the library. We will be bringing forward some strategic planning, and meet our new A4TD/ Friend's Intern.

Personnel and Training: Lauren and Cathy will be attending a Leadership Training Workshop along with all the Departments in Town November 18th from 9-12. We are fortunate that all are in place and doing good work; especially meeting the needs of those who frequent the library. We will be conducting our own self assessments as the first part of our more formal evaluations that will inform our strategic plan. Professional goal setting and Library Visioning helps us individually and collectively as we move our library into 2027.

Finances and Statistics: Our first quarter review of FY 27, informed us on the decisions that we need in keeping within our proposed budget, evaluating safety priorities and navigating rising prices.

Respectfully Submitted, by Lauren A Hakala- Library Director.

Town of Lincoln – Monthly Report

October 2026

Lincoln Regional Airport (KLRG)

Stewart Jacobs, Airport Director

Lincoln Public Works has completed the work on the gravel access road to the LAOPA hangars. The ditching work to revitalize the drainage around the existing hangars will be put off until Spring.



After review with the Town Council, approval was given for the transfer of a portion of Airport Road from the Town of Lincoln to the Lincoln Airport. By designating that portion of Airport Road, airport property, it will be added to the Airport Layout Plan (ALP) and will be designated for aeronautical use by the FAA. That change allows the FAA funds to be used for development.

The GARD System indicates about 1313 flight operations so far this year. The GARD System does not capture the flight training operations conducted by the Army Guard that routinely use the Lincoln Airport.

The improvements to the Airport are being regularly used by pilots travelling to the Lincoln area.

TOWN COUNCIL YR: 26 MO. 11 ITEM #: 8

AGENDA REQUEST

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

Council Meeting Date: November 9th, 2026	Today's Date: October 28th, 2026
Department: Town Manager	
Department #:	

Request:

Executive session to allow Sarah Newell to discuss the Fire Contract and the Public Works Contract.

Action Needed from Council: Possibly if they want to vote on the contract

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

TOWN COUNCIL YR:26 MO:11 ITEM #9

AGENDA REQUEST

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

Council Meeting Date: November 9th, 2026	Today's Date: October 28th, 2026
Department: Town Manager	
Department #:	

Request:

Executive session to discuss with the MMA consultant on the manager hiring process with council.

Action Needed from Council:

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

TOWN COUNCIL YR: 26 MO: 11 ITEM # 10

AGENDA REQUEST

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

Council Meeting Date: November 9, 2026	Today's Date: November 4, 2026
Department: Town Manager	
Department #: 0100, 0103	

Request:

Executive Session (0100)

Retire into executive session pursuant to Title 1 MRSA 405 (6) (C) (E) to discuss an economic development matter and advise the Council to its rights and duties

Action Needed from Council: Retire into executive session

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

TOWN COUNCIL YR: 26 MO: 11 ITEM # 11

AGENDA REQUEST

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

Council Meeting Date: 11-09-2026	Today's Date: 10-29-2026
Department: Economic Development	
Department #: 0103	

Request:

To see what action the Town Council will take to approve the Biofine Loan amendment and authorize the Town Manager to sign all loan documents.

This loan was approved but never signed by Richard Bronson. This is to rectify that oversight and to amend the loan and term amounts as attached.

Funds to come from undesignated fund balance.

Action Needed From Council:
To approve the loan.

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

TOWN COUNCIL YR: 26 MO: 11 ITEM # 12

AGENDA REQUEST

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

Council Meeting Date: November 9, 2026	Today's Date: November 2, 2026
Department: Town Clerk	
Department #: 0101	

Request:

Acknowledgement (0101)

Acknowledge the official election results in the Town of Lincoln for both the November 3, 2026 State General Election and the Local Candidate election, as attached.

Action Needed from Council: Acknowledge Results for the Town of Lincoln

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

Town of Lincoln, Maine
Penobscot County

OFFICIAL Results
for 2357 Ballots

Lincoln Town Council 2- Three Year Terms	
Edwards, George E.	607
House, Thora D.	496
Leyh, Carrie A.	647
Rand, Lee F.	633
Stormann, Bobbie W.	**872**
Street, Gordon P.	**851**
Write - Ins	20
Over Votes	78
Under Votes	510

RSU No. 67 School Board 2- Three Year Terms	
Levesque, Ryan J.	**1252**
Nobel, Patricia A.	**1277**
Wright, Timothy R.	886
Write - Ins	93
Over Votes	10
Under Votes	1196

RSU No. 67 School Board 1- Two Year Term	
Millett, Arica J.	**1816**
Write - Ins	53
Over Votes	5
Under Votes	483

RSU No. 67 School Board 2- One Year Terms	
Averill, Jessica B.	**1506**
Barber, Edward C.	806
Morgan, Courtney Pearl	**967**
Write - Ins	64
Over Votes	0
Under Votes	1366

Lincoln Sanitary District Board of Directors 2- Three Year Terms	
Dill, Sr., Darrell F.	**1706**
Dickinson, Roberta W.	**1671**
Write - Ins	31
Over Votes	4
Under Votes	1302

STATE OF MAINE RETURN OF VOTES CAST (PEN)

MUNICIPALITY: Lincoln - 1 (1-1)

UNITED STATES SENATOR

1,684	COLLINS, SUSAN M.
641	JACKSON, TROY D.
0	ANDREWS, BRENT (Declared Write-In)
0	OLSON, SIGRID ANN (Declared Write-In)
0	OSWALD, GINA (Declared Write-In)
0	STEINBERGER, JOSEPH (Declared Write-In)
0	TURCOTTE, MICHAEL (Declared Write-In)
0	WEBB, ASHLEY J. (Declared Write-In)
40	BLANK

REPRESENTATIVE TO CONGRESS (District 2)

804	DUNLAP, MATTHEW G.
1,511	LEPAGE, PAUL R.
0	WARD, GREGORY A. (Declared Write-In)
50	BLANK

GOVERNOR

162	BENNETT, RICK
1,410	CHARLES, ROBERT B.
740	PINGREE, HANNAH M.
0	GLOWA, JOHN (Declared Write-In)
0	WILCOX, RANDY (Declared Write-In)
53	BLANK

STATE SENATOR (District 8)

1,445	KENNEY, LEO C.
853	TIPPING, MICHAEL
67	BLANK

REPRESENTATIVE TO THE LEGISLATURE (District 28)

1,531	GIFFORD, IRENE A.
789	STREET, GORDON P.
45	BLANK

JUDGE OF PROBATE (PENOBSCOT)

1,967	SEANEY, BETH L.
398	BLANK

COUNTY TREASURER (PENOBSCOT)

1,960	MOWER, GLENN E.
405	BLANK

REGISTER OF DEEDS (PENOBSCOT)

1,970	BULAY, SUSAN F.
395	BLANK

SHERIFF (PENOBSCOT)

1,970	MORTON, TROY J.
395	BLANK

DISTRICT ATTORNEY (District 5)

1,544	LYNDS, CHELSEA R.
821	BLANK

COUNTY COMMISSIONER (District 3)

1,948	MARSHALL, DAVID S.
417	BLANK

Certified by the Municipal Clerk:

Signature of Clerk

11/4/24

Date

November 3, 2026 County Referendum Election

Penobscot **County**

Municipal Clerk's Certified Return of Votes Cast

Municipality: Lincoln **W/P:** 1-1

Total Ballots Cast: Record the total number of State ballots cast. (If no votes were cast, write "none" or "0".)

Total Number of Ballots Cast: 2365

Referendum Question

928 **YES**

1120 **NO**

317 **Blank**

Certified by the Municipal Clerk:

[signature]

Signature of Clerk

11/4/26

Date

RSU No. 67 School Board

1- Two Year Term (Special Write-in Seat no one took out papers for)

Ben Meikeljohn	**52**
Sarah Olsen	31
Arica Millett	24
Ryan Levesque	18
Tim Wright	16
Less Than 17 Votes	275
Blank	1700

Attest: 11/4/26 Ann M. Morrison- Town Clerk

TOWN COUNCIL YR: 26 MO: 11 ITEM # 13a+b

AGENDA REQUEST

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

Council Meeting Date: November 9, 2026	Today's Date: November 2, 2026
Department: Town Clerk	
Department #: 0101	

Request:

Public Hearing- Permanent Modification of Premises- The Forester Pub, LLC (0101)

Open a public hearing for the purpose of hearing oral and written comments on the approval of a Permanent Modification of Premises State Alcohol Application for The Forester Pub, LLC.

Issuance of a Permanent Modification of Premises State Application- The Forester Pub (0101)

Approve the Permanent Modification of Premises State Liquor Application for The Forester Pub, LLC.

Action Needed from Council: Hold a public hearing and approve license application

Is This Item Budgeted:	
Was This A Bid Process:	Lowest Bid:
Is Public Hearing Required: Yes	
If So What Dates: November 9, 2026	

State of Maine

Bureau of Alcoholic Beverages & Lottery Operations

Application Copy

File Number: 183257 Job Type: Amendment Application

AMENDMENT TYPE

Permanent Modification of Premises

APPLICATION DATE RECEIVED

2026-10-22

EXISTING LICENSEE LEGAL NAME

The Forester Pub, LLC

EXISTING LICENSEE TYPE

Limited Liability Company

DOING BUSINESS AS

CORPORATE NUMBER

20185702DC

INCORPORATION DATE

CORRESPONDENCE ADDRESS

PO BOX 189 LINCOLN ME 04457-0189

MAILING ADDRESS

PO BOX 189 LINCOLN ME 04457-0189

PHYSICAL ADDRESS

PO BOX 189 LINCOLN ME 04457-0189

CONTACT NAME

Pamela Hoxie

PREFERRED CONTACT METHOD

Email

CONTACT PHONE

2077942303

ALTERNATE PHONE

FAX

EMAIL

Pam.hoxie@gardcos.com

CORPORATE STRUCTURE

NAME	POSITION/TITLE	% INTEREST

4. Is the description and diagram for the increased capacity included in the primary license's Premises Description and Diagram?

   Yes

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Other	Fire Marshall Permit.jpg	Approved Construction Permit
Premises Floor Plan	Building Plan.jpg	Building Plan
Other	Certificate of Occupancy.jpg	Certificate of Occupancy
Premises Floor Plan	Foresters Addition Plan Only.pdf	Expansion floor plan

APPLICANT

Katrina Peters Mrs

DECLARATION

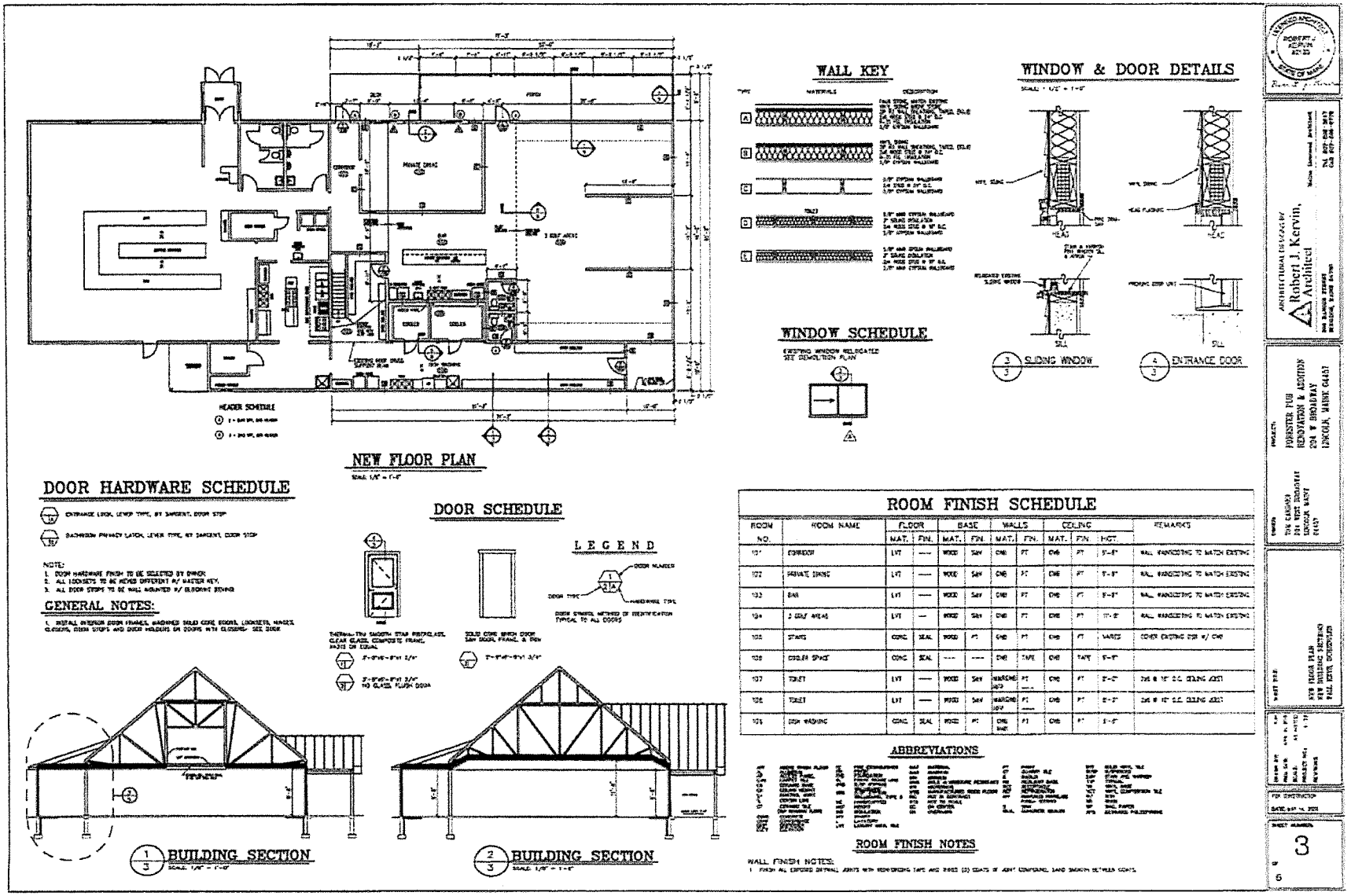
☑ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to $2,000 or by both.

https://alcohol.maine.gov/prod/webui/dynamic/Document/GetDocument/135748735/null/Building Plan.jpg?downloadToken=e17954e4a3ac97fad728ed...

10/27/26, 3:26 PM

Building Plan.jpg (1080×1343)



1/1

ESTABLISHED 1829

LINCOLN

MAINE

CERTIFICATE OF OCCUPANCY

MAINE UNIFORM BUILDING AND ENERGY CODE (MUBEC)

Certificate No. 7 **Issue Date** 10/13/2026 **Permit No.** 130-016

PROPERTY AND PROJECT INFORMATION

Property Address 204 West Broadway

Map 130 **Lot** 016 **Owner / Applicant** Tom Gardner

Project / Building Description Golf Simulator / Kitchen Addition

Approved Use Commerical **Area / Portion Approved** 100%

MUBEC CODE BASIS

☐ 2021 IRC, as amended by Maine ■ 2021 IBC, as amended by Maine ☐ 2021 IEBC, as amended by Maine

☐ 2021 IECC, as amended by Maine ☐ 2021 IMC, as amended by Maine ☐ MUBEC Stretch Code, if applicable

■ Applicable ASHRAE energy / ventilation standard ☐ Other applicable code or standard: _____

OCCUPANCY AND BUILDING CLASSIFICATION

Occupancy Classification / Group A-3 **Construction Type** Wood

Number of Stories 1 **Automatic Sprinkler System** N **Occupant Load** 280

CERTIFICATE TYPE

☐ Final Certificate of Occupancy ☐ Temporary Certificate of Occupancy ☐ Partial Certificate / Portion of Building

For a temporary or partial certificate, describe the approved scope or portion of the building:

Town of Lincoln, Maine • Code Enforcement Office • Certificate of Occupancy • P pg. 1

applies only to the approved occupancy or use identified herein and remains subject to applicable permit conditions and code requirements.

Town of Lincoln, 20 Main Street, Lincoln, ME 04457 Phone: (207) 794-3372 Fax: (207) 794-2605 LincolnMaine.org

STATE OF MAINE - DEPARTMENT OF PUBLIC SAFETY
OFFICE OF STATE FIRE MARSHAL
45 COMMERCE DR STE 1
AUGUSTA, ME 04333-0001

Construction Permit

No. 32152

In accordance with the provisions of M.R.S.A. Title 25, Chapter 317, Sec.317 and Title 5, Section 4594-F, permission is hereby granted to construct or alter the following referenced building according to the plans hitherto filed with the Commissioner and now approved. No departure from application form/plans shall be made without prior approval in writing. Nothing herein shall excuse the holder of this permit for failure to comply with local ordinances, zoning laws, or other pertinent legal restrictions.

Each permit issued shall be displayed at the site of construction.

Building: FORESTER PUB RENOVATION & ADDITION
Location: 204 WEST BROADWAY, LINCOLN, ME 04457
Owner: TOM GARDNER
Owner Address: TOM GARDNER
PO BOX 189
LINCOLN, ME 04457-0189

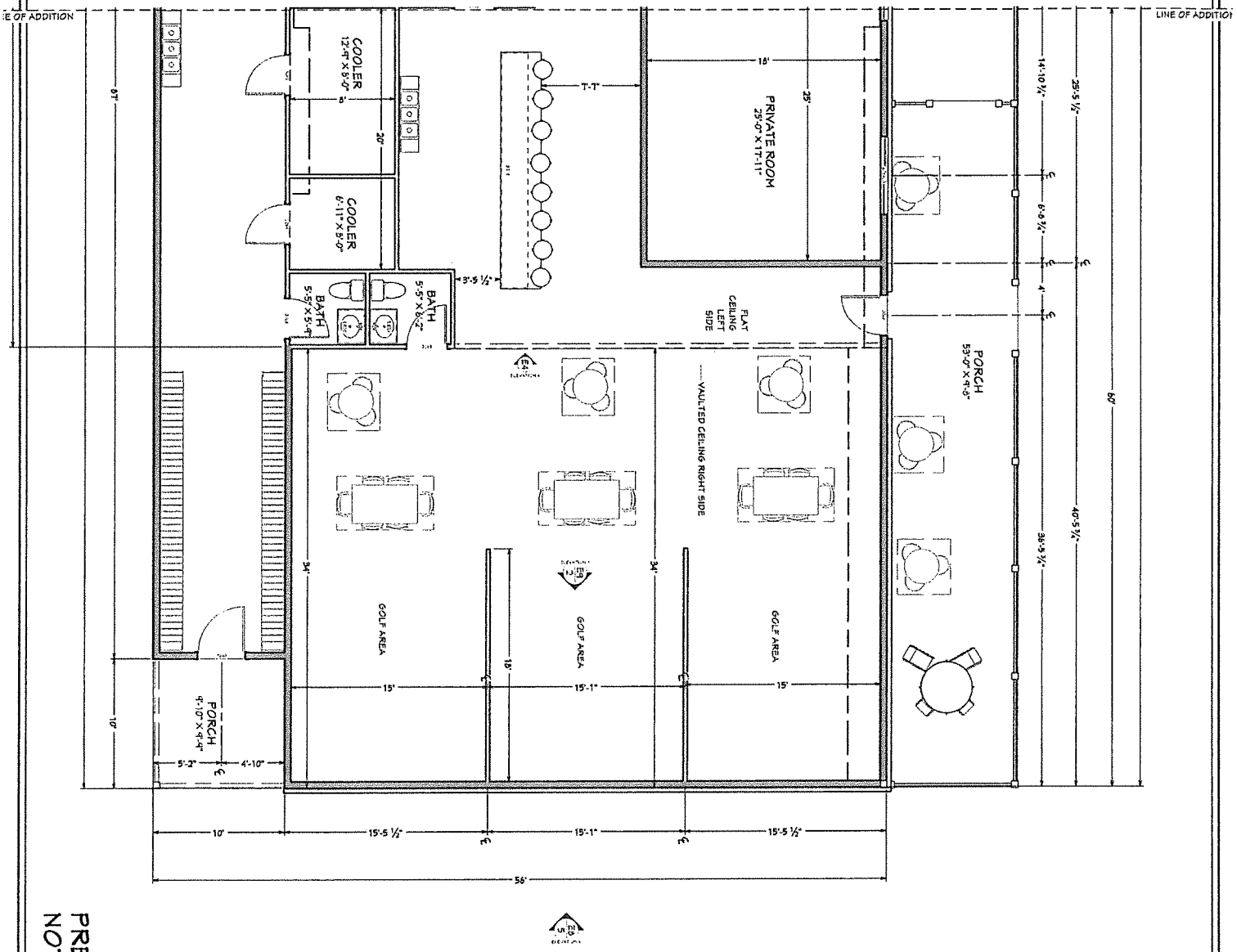
Occupancy Type: Assembly Class < 300
Secondary Use:
Use Layout: Single Use
No Sprinkler System
No Fire Alarm System
Barrier Free
Construction Mode: Renovation, Addition
Unprotected Wood Frame: Type V (000)
Final Number of Stories: 2

Permit Date: 06/16/2026 **Expiration Date:** 12/15/2026

Notes and additional requirements:

*Any changes to the project from what was permitted shall require updated drawings and may be subject to further review or permitting. Please update this office with any proposed changes prior to facilitating the change. The requirements of NFPA 241 2019 edition, for safeguarding of demolition, construction and renovations apply. Please be certain to review NFPA 241 and coordinate with Owner, design professional, contractors, and local officials as required.

COMMISSIONER OF PUBLIC SAFETY



PRELIMINARY
NOT FOR CONSTRUCTION

SHEET: A-2	SCALE: 3/16" = 1'-0"	DATE: 3/30/2026	DRAWINGS PROVIDED BY: KATIE SLOAT, 79 Main St., Houlton, ME 04730	PROJECT DESCRIPTION: FORESTORS ADDITION	SHEET TITLE: FLOOR PLAN	NO.	DESCRIPTION / BY / DATE
							PRELIMINARY / KATIE / 11-21-25
							FINAL / KATIE / 3-30-26

TOWN COUNCIL YR: 26 MO: 11 ITEM # 14

AGENDA REQUEST

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

Council Meeting Date: November 9, 2026	Today's Date: October 29, 2026
Department: Town Manager	
Department #: 0100	

Request:

Consideration of the conveyance by the Town of Lincoln to Charles F. Davis of an approximately 0.2-acre parcel of property identified as "Portion of land containing Haskell Stream Reservoir Dam," as described in the Penobscot County Registry of Deeds under Book 15961, Pages 245–248. To be combined into the property referenced as Map 158, Lot 046, also know as 431 Main Street.

Action Needed From Council:

Authorize the Town Manager to execute the necessary deed and related documents to convey from the Town of Lincoln to Charles F. Davis the approximately 0.2-acre parcel identified as "Portion of Land of Haskell Lumber Dam on Cambolasse Stream Reservoir," and referenced in the Penobscot County Registry of Deeds under Book 15961, Pages 245–248, to be combined into the property of Map 158, Lot 046.

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

Bk 15961 Ps245 #10205
04-02-2021 @ 10:15a

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WARRANTY DEED

NOT AN OFFICIAL COPY

THE MILL STREAM COMPANY LLC, of Lincoln, Penobscot County, State of Maine whose mailing address is 445 Main Street, for consideration paid, GRANTS to TOWN OF LINCOLN, A MAINE MUNICIPAL COPROATION, with a mailing address of 29 Main Street, a certain lot or parcel of land with improvements thereon, situated on the easterly side of U.S. route 2 or the Military Road a/k/a Main Street and northerly of the southerly shore of Cambolasse Stream, located in the Town of Lincoln, Penobscot County and the State of Maine being further bounded and described as follows:

Beginning at a 5/8inch rebar found marking the southerly shore of Cambolasse Stream; said rebar being South 49 degrees 56 minutes 45 seconds East a distance of 277.1 feet from a 5/8inch rebar found on the east side of Main Street (a/k/a U.S. Route 2 or Military Road) marking the south shore of Cambolasse Stream at or nearly perpendicular to Centerline Station 102+86 as shown on the Maine State Highway Commission right of Way Map, SHC file NO. 10-65 sheet 3 of 12 dated June 1948 and being recorded at the Penobscot County Registry of Deeds in Plan Book 17, Page 50;

Thence extending South 40 degrees 55 minutes 50 seconds East by and along the south shore of said Cambolasse Stream 22.77 feet, more or less to an angle point;

Thence extending South 23 degrees 39 minutes 109 seconds East by and along said Shore a distance 81.05 feet to the easterly end of an existing wing wall; then distance along said Shore being 104 feet, more or less, along said Shore between the 5/8inch and said wing wall.

Thence extending South 52 degrees 19 minutes 55 seconds East by and along the south face of the existing wing walls and dam a distance of 28.42 feet, more or less to the southeasterly corner of a wing wall;

Thence extending in a southerly direction by and along the southerly shore of said Cambolasse Stream a distance of 33 feet, more or less to a 5/8inch rebar set in the top of the bank of said Stream; the tie line between the corner of said wing wall to the 5/8inch rebar is South 08 degrees 32 minutes 45 seconds West a distance of 31.27 feet;

Thence extending North 42 degrees 09 minutes 35 seconds East through the property of the Grantor herein a distance of 113.37 feet, more or less, to a 5/8inch rebar set;

Thence extending North 59 degrees 57 minutes 25 seconds West through the property of the Grantor herein a distance of 46.82 feet to a 5/8inch rebar set at the top of an embankment;

Thence extending North 58 degrees 19 minutes 58 seconds West through the property of the Grantor herein a distance of 98.81 feet, more or less, to a ½ inch rebar set;

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Thence extending South 40 degrees 29 minutes 45 seconds West through the land of the Grantor herein a distance 25.8 feet, more or less, through an existing gravel drive to the point of beginning.

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Also conveying a right of way to be used in common with the Grantor herein for ingress and egress for work people, vehicles, machinery and foot traffic for the In habitants of the Town of Lincoln for access to the existing dam being further bounded and described as follows;

Beginning at a 5/8inch rebar found marking the southerly shore of Cambolasse Stream on of the east side of Main Street (a/k/a U. S. Route 2 or Military Road) marking the south shore of Cambolasse Stream at or nearly perpendicular to Centerline Station 102+86 as shown on the Maine State Highway Commission Right of Way Map, SHC File NO> 10-65 sheet 3 of 12 dated June 1948 and being recorded at the Penobscot County Registry of Deeds in Plan Book 17, Page 50;

Thence extending North 32 degrees 46 minutes 25 seconds East by and along the easterly bound of said Main Street a distance of 60.0 feet to a point;

Thence extending South 20 degrees 47 minutes 25 seconds East a distance of 28.90 feet, more or less, to a point being 5 feet off the corner of the existing building;

Thence extending South 56 degrees 52 minutes 55 seconds East being 5 feet southerly of and parallel to south side of said building a distance of 47.51 feet to a point;

Thence extending South 47 degrees 55 minutes 25 seconds East through the property of the Grantor herein a distance of 310.53 feet, more or less, to the 5/8inch rebar set at the top and center of an embankment;

Thence extending North 58 degrees 19 minutes 55 seconds West a distance of 98.81 feet to a ½ inch rebar set flush with the ground.

Thence extending South 40 degrees 55 minutes 50 seconds East through the center of an existing gravel drive a distance of 25.80 feet to a 5/8inch rebar set marking the southerly shore of said Cambolasse Stream;

Thence extending in a northwesterly direction 278 feet, more or less, along the southerly shore of said Cambolasse Stream to the point of beginning.

Said Right of Way essentially to be along the existing asphalt drive and gravel drive located on the southerly side of the existing blue building extending from Main Street to the southerly line of the lot to be conveyed.

Also conveying the right to construct, maintain and operate any facilities located with the area of the Slope and Drainage Rights and easement taken by the State of Maine

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Department of Transportation as recorded in said Registry of Deeds in Book 12392, Page 205.

Also accepting and reserving the right of way or easement granted to the Lincoln Water District by The Mill Stream Company, LLC, dated October 23rd, 2019 and being recorded at said Registry of Deeds in Book 15333, page 268.

The above described 0.20 acre, more or less, parcel of land being a portion of the land conveyed to The Mill Stream Company, LLC by Farm Credit East by deed dated November 15, 2018 and being recorded at said Registry of Deeds in Book 15006, Page 206.

North is oriented to magnetic north 2020 using a KB14 Sunnto handheld compass.

All rebar set or to be set are marked with or will be marked with plastic caps labeled "D.L.Miles PLS 2107"

Signed Sealed and Delivered
In the presence of

Witness

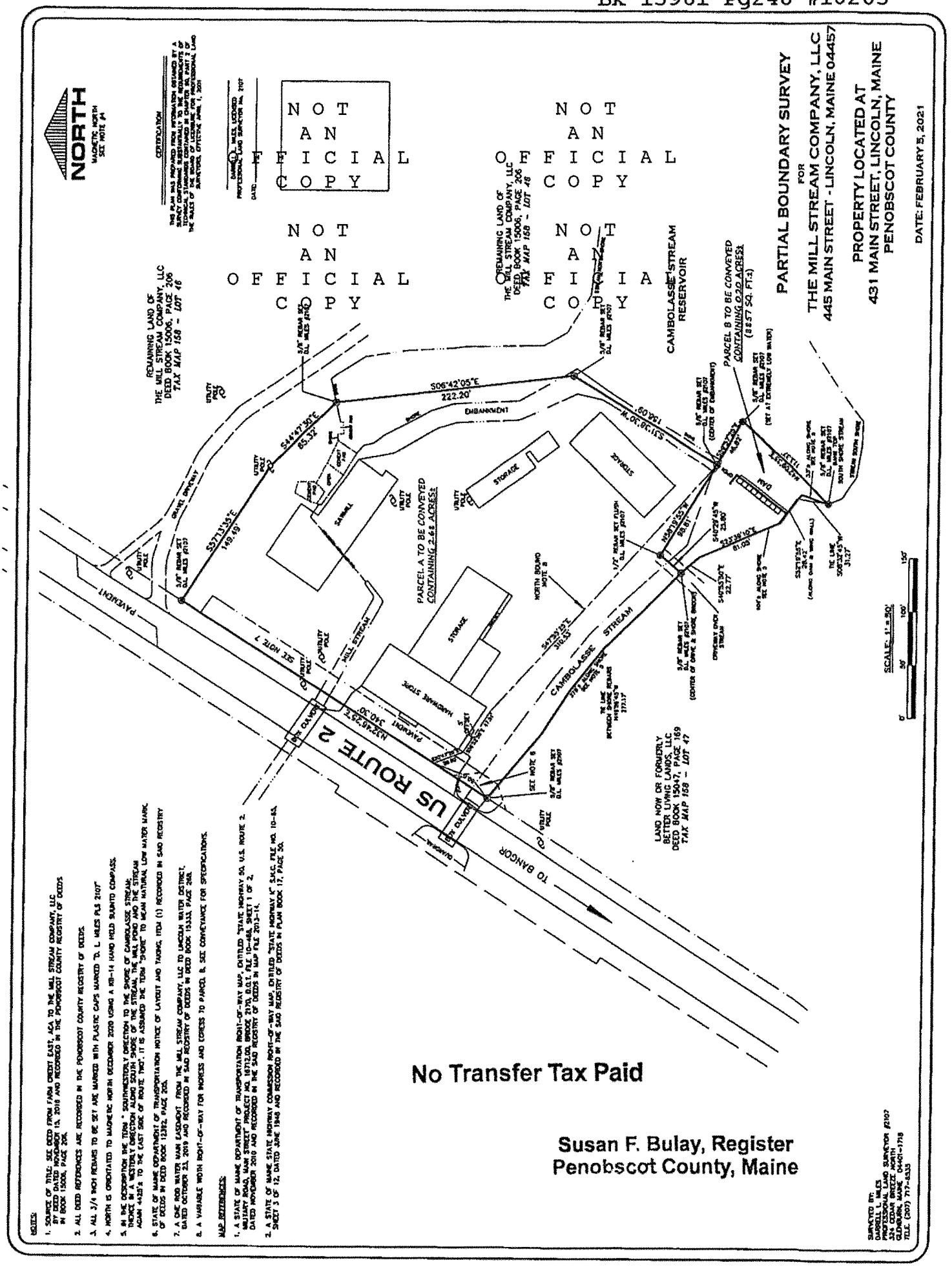
Shandra Haskell, Authorized Member
The Mill Stream Company LLC

State of Maine, County of Penobscot, ss.

Then personally appeared the above-named Shandra Haskell duly authorized member of The Mill Stream Company LLC and acknowledged the foregoing instrument to be her free act and deed in her capacity.

Before Me:
Notary Public---Attorney at Law
Printed name: Melissa D Quintela

MELISSA D. QUINTELA
Notary Public • State of Maine
My Commission Expires 7/12/2021


NOTES:
1. SOURCE OF TITLE: SEE DEED FROM FARM CREDIT EAST, ACA TO THE MILL STREAM COMPANY, LLC BY DEED DATED NOVEMBER 10, 2016 AND RECORDED IN THE PENOBSCOT COUNTY REGISTRY OF DEEDS IN BOOK 15006, PAGE 206.
2. ALL DEED REFERENCES ARE RECORDED IN THE PENOBSCOT COUNTY REGISTRY OF DEEDS.
3. ALL 3/4" IRON REBARS TO BE SET ARE MARKED WITH PLASTIC CAPS MARKED "D. L. MILES PLS 2107"
4. NORTH IS ORIENTATED TO MAGNETIC NORTH DECEMBER 2020 USING A KS-14 HAND HELD SUUNTO COMPASS.
5. IN THE DESCRIPTION THE TERM " SOUTHWESTERLY DIRECTION TO THE SHORE OF CAMBOLASSE STREAM; THENCE IN A WESTERLY DIRECTION ALONG SOUTH SHORE OF THE STREAM TO THE MILL POND AND THE STREAM AGAIN 44282 TO THE EAST SIDE OF ROUTE TWO. IT IS ASSUMED THE TERM "SHORE" TO MEAN NATURAL LOW WATER MARK.
6. STATE OF MAINE DEPARTMENT OF TRANSPORTATION NOTICE OF LAYOUT AND TAKING, ITEM (1) RECORDED IN SAID REGISTRY OF DEEDS IN DEED BOOK 12392, PAGE 205.
7. A ONE ROD WATER MAIN EASEMENT FROM THE MILL STREAM COMPANY, LLC TO LINCOLN WATER DISTRICT, DATED OCTOBER 23, 2019 AND RECORDED IN SAID REGISTRY OF DEEDS IN DEED BOOK 15333, PAGE 208.
8. A VARIABLE WIDTH RIGHT-OF-WAY FOR INGRESS AND EGRESS TO PARCEL B. SEE CONVEYANCE FOR SPECIFICATIONS.
MAP REFERENCES:
1. A STATE OF MAINE DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY MAP, ENTITLED "STATE HIGHWAY 5A, U.S. ROUTE 2, MILITARY ROAD, MAIN STREET" PROJECT NO. 16712.00, BRIDGE 2170, D.O.T. FILE 10-48A, SHEET 1 OF 2, DATED NOVEMBER 2010 AND RECORDED IN THE SAID REGISTRY OF DEEDS IN MAP FILE 2013-14.
2. A STATE OF MAINE STATE HIGHWAY COMMISSION RIGHT-OF-WAY MAP, ENTITLED "STATE HIGHWAY 4" S.H.C. FILE NO. 10-4A, SHEET 3 OF 12, DATED JUNE 1948 AND RECORDED IN THE SAID REGISTRY OF DEEDS IN PLAN BOOK 17, PAGE 30.
NORTH
MAGNETIC NORTH SEE NOTE #4
CERTIFICATION
THIS PLAN WAS PREPARED FROM INFORMATION OBTAINED BY A SURVEY CONDUCTED BY ME OR UNDER MY DIRECT SUPERVISION IN THE TECHNICAL STANDARDS CONTAINED IN CHAPTER 56, PART 2 OF THE RULES OF THE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS, EFFECTIVE JUNE 1, 2021
DARRELL L. MILES LICENSED PROFESSIONAL LAND SURVEYOR #2107
DATE:
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NOT AN OFFICIAL COPY
NOT AN OFFICIAL COPY
NOT AN OFFICIAL COPY
REMAINING LAND OF THE MILL STREAM COMPANY, LLC DEED BOOK 15006, PAGE 206 TAX MAP 158 - LOT 46
REMAINING LAND OF THE MILL STREAM COMPANY, LLC DEED BOOK 15006, PAGE 206 TAX MAP 158 - LOT 48
CAMBOLASSE STREAM RESERVOIR
PARCEL A TO BE CONVEYED CONTAINING 2.68 ACRES±
PARCEL B TO BE CONVEYED CONTAINING 0.20 ACRES± (8857 SQ. FT.±)
PARTIAL BOUNDARY SURVEY
FOR
THE MILL STREAM COMPANY, LLC
445 MAIN STREET - LINCOLN, MAINE 04457
PROPERTY LOCATED AT
431 MAIN STREET, LINCOLN, MAINE
PENOBSCOT COUNTY
DATE: FEBRUARY 5, 2021
SCALE: 1" = 50'
0' 50' 100' 150'
S06°42'05"E 222.20'
S44°47'30"E 85.32'
S37°13'35"E 149.49'
N52°46'25"E 310.30'
S47°37'37"E 310.33'
N43°19'35"W 89.61'
S40°29'45"W 23.66'
S32°26'10"E 61.09'
S43°53'39"E 22.77'
S37°57'25"E 29.12'
S05°57'45"W 31.37'
N 60°00'00"W 60.00'
SCHOOL
STORAGE
STORAGE
GARAGE
GRAVEL DRIVEWAY
PAVEMENT
HOUSE
DRIVE
EMBANKMENT
MILL STREAM
CAMBOLASSE STREAM
US ROUTE 2
TO BANGOR
TO LINCOLN
UTILITY POLE
3/4" REBAR SET D.L. MILES #2107
(CENTER OF EMBANKMENT)
(SET AT EXTENDED LOW WATER)
SET NOTE 7
SEE NOTE 8
NORTH BOUND NOTE 8
SOUTH BOUND NOTE 8
HIGHWAY SIGN
TIE LINE BETWEEN SHORE REBARS N49°18'45"E 277.17'
TIE LINE BETWEEN SHORE REBARS S49°18'45"W 277.17'
DRIVEWAY ENDS STREAM
LAND NOW OR FORMERLY BETTER LIVING LANDS, LLC DEED BOOK 15047, PAGE 169 TAX MAP 158 - LOT 47
No Transfer Tax Paid
Susan F. Bulay, Register
Penobscot County, Maine
SURVEYED BY:
DARRELL L. MILES
PROFESSIONAL LAND SURVEYOR #2107
334 CEDAR BREEZE NORTH
GLENBURN, MAINE 04401-1719
TELE. (207) 717-4333

TOWN COUNCIL YR: 26 MO: 11 ITEM # 15

AGENDA REQUEST

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

Council Meeting Date: 11/09/2026	Today's Date: 10/30/2026
Department: Code Enforcement / Town Manager	
Department #: 0106 / 0100	

Request: Request a time slot to present a verbal update on the IRT, DEP, and Mattanawcook Watershed Dam Update.

Action Needed From Council: Given Time to present an update to the status of Mattanawcook, Folsom, Upper Long, and Stump Ponds.

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

TOWN COUNCIL YR: 26 MO: 11 ITEM # 16

AGENDA REQUEST

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

Council Meeting Date: 11/9/2026	Today's Date: 10/27/2026
Department: Events	
Department #: Events	

Request:

Close Veterans' Memorial Square December 5, 2026 for "tree lighting"
Close Main Street Dec 5, 2026 at 5pm for Festival of Lights Parade.

Action Needed From Council: Close Square and Main for Christmas Activities.

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

TOWN COUNCIL YR: 26 MO: 11 ITEM # 17

AGENDA REQUEST

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

Council Meeting Date: November 9, 2026	Today's Date: November 2, 2026
Department: Councilor Ireland	
Department #:	

Request:

****Tabled from the October 19th meeting****

I move that the Lincoln Town Council temporarily schedule two regular Town Council meetings per month until both of the following conditions have been met:

1. A permanent Town Manager has been hired and assumed the duties of the office; and
2. The Town Council has identified and approved a clear plan of action, including a reasonable timeline, to bring all outstanding annual municipal audits up to date.

The purpose of these additional meetings is to provide the Council with adequate opportunity to address the Town's current administrative priorities, maintain appropriate oversight during the Town Manager transition, and ensure measurable progress toward resolving Lincoln's backlog of overdue annual audits.

Once both conditions have been satisfied, the Council shall return to its regular meeting schedule unless otherwise determined by the Council.

Action Needed From Council: Approve request

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

Ann Morrison

From: David Ireland
Sent: Monday, October 5, 2026 9:05 AM
To: Town Manager; Ann Morrison; Stephen Clay; Sheldon Hanington; Gordon Street; Cathy Moison; Lee Rand; Eric Rojo
Subject: Motion: Temporary Twice-Monthly Town Council Meetings

I request the following be submitted for the October 12th Town Council meeting:

I move that the Lincoln Town Council temporarily schedule two regular Town Council meetings per month until both of the following conditions have been met:

1. A permanent Town Manager has been hired and assumed the duties of the office; and
2. The Town Council has identified and approved a clear plan of action, including a reasonable timeline, to bring all outstanding annual municipal audits up to date.

The purpose of these additional meetings is to provide the Council with adequate opportunity to address the Town's current administrative priorities, maintain appropriate oversight during the Town Manager transition, and ensure measurable progress toward resolving Lincoln's backlog of overdue annual audits.

Once both conditions have been satisfied, the Council shall return to its regular meeting schedule unless otherwise determined by the Council.

Thanks.

David

TOWN COUNCIL YR: 26 MO: 11 ITEM # 18

AGENDA REQUEST

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

Council Meeting Date: November 9, 2026	Today's Date: November 2, 2026
Department: Councilor Ireland	
Department #:	

Request:

****This item was tabled at the October 19th meeting.****

Move that the Lincoln Town Council direct the Town Manager to put the **Lincoln Governance, Accounting and Transparency Overhaul 2026 Request for Proposals** out to bid, as presented or amended by the Council.

All proposals shall be provided to the full Town Council. The Council shall select the consulting firm or firms and approve the final scope of work, compensation, funding source, and contract before any consulting services begin.

Action Needed From Council: Approve going out to bid

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

Town of Lincoln Governance Accounting and Transparency Overhaul 2026

Request for Proposals
Audit Recovery Internal Controls Governance Modernization and Digital Public Access

RFP No.: _____
Issue Date: _____
Proposal Due Date and Time: _____
Submit To: Town of Lincoln, 29 Main Street, Lincoln, Maine 04457

DRAFT FOR TOWN COUNCIL CONSIDERATION — Not issued until Council approval. Complete the RFP number, issue date, submission deadline, contact details, and delivery instructions before publication.

IMPORTANT PROCUREMENT STRUCTURE: This RFP contains two distinct, coordinated workstreams. Proposers may submit for one or both workstreams. The Town may award each workstream separately to different firms or teams. The Town does not intend to require a single bundled award.

1. Purpose and Background

The Town of Lincoln seeks qualified municipal accounting, governance, process-improvement, and digital-service professionals to work with the Town Manager, Town Treasurer, finance staff, department heads, and Town Council to strengthen the Town's financial management, administrative procedures, internal controls, communications, records, transparency, and public access to municipal information and services.

The Town's objective is not merely to complete a one-time review. The objective is to establish a sustainable financial, governance, communication, service-prioritization, cybersecurity, business-continuity, and public-information framework that reflects 2026 standards for municipal administration. The resulting systems should support accurate accounting, timely audits, clear internal accountability, reliable institutional records, secure and resilient technology, continuity of essential services, efficient digital workflows, transparent Council-Manager communication, effective coordination among departments, evidence-based budgeting, disciplined distinction between essential municipal needs and discretionary wants, and convenient public access to Town information and services.

Because audit recovery/accounting compliance and independent process/internal-controls review require different professional qualifications and responsibilities, the Town has divided this procurement into two coordinated workstreams. The Town has a Town Treasurer responsible for ongoing municipal finance operations. The selected providers will work with the Treasurer and Town staff while preserving appropriate professional independence in their respective scopes.

2. Workstream Structure, Coordination, and Independence Requirements

Workstream	Primary Purpose	Expected Provider
A - Audit Recovery and Accounting Compliance	Audit readiness, accounting compliance, prior findings, schedules, closeout and corrective-action support	CPA-led firm or team with municipal governmental accounting/audit experience
B - Process, Controls, Organization and Reporting	Document processes; assess internal controls; improve reporting, organization, policies and transparency	Management/process consulting team with municipal finance and internal-controls experience

Independence requirement: Workstream B includes an independent evaluation of segregation of duties and controls over financial operations. The Town Treasurer and finance staff will provide operational information and participate in implementation, but the Workstream B provider must retain sufficient independence to evaluate the design and effectiveness of those controls objectively. Proposers must disclose any actual or potential conflict and explain how independence will be protected.

3. Workstream A - Audit Recovery and Accounting Compliance

A. Scope of Services

- Review the status of completed, outstanding, and upcoming municipal audits and related accounting requirements.
- Review prior audit findings, management letters, corrective-action items, and unresolved accounting issues provided by the Town.
- Assess the Town's audit readiness, year-end close procedures, supporting schedules, reconciliations, and documentation.
- Assist Town staff in preparing audit schedules, workpapers, account reconciliations, supporting documentation, and responses to auditor inquiries.
- Identify accounting corrections or process changes needed to improve compliance with generally accepted accounting principles (GAAP), applicable Maine municipal requirements, and applicable state and federal reporting requirements.
- Develop and prioritize corrective actions for unresolved accounting or audit issues.
- Coordinate with the Town's independent external auditor without duplicating the independent auditor's attest responsibilities.
- Recommend measures to reduce future audit delay, improve year-end close discipline, and lower avoidable audit preparation costs.

B. FY2021 Audit Finding and Corrective-Action Verification

Using the Town of Lincoln FY2021 Annual Audit, related schedules of findings and responses, management letters, corrective-action plans, and subsequent accounting records as the starting point, independently determine whether each identified accounting, internal-control, compliance, and audit-readiness deficiency has actually been corrected and documented. The existence of a management response or corrective-action plan alone shall not be treated as evidence that a deficiency has been resolved.

- Create a complete inventory of every material weakness, significant deficiency, compliance finding, audit recommendation, management-letter comment, and stated corrective action associated with the FY2021 audit.
- For each item, identify the original condition, responsible process or function, management's stated corrective action, target implementation date if any, and the evidence available to demonstrate implementation.
- Test, to the extent appropriate for the engagement, whether the corrective control or revised accounting procedure has been implemented and is operating as intended rather than relying solely on representations that it was corrected.
- Classify each item as Corrected and Verified, Partially Corrected, Not Corrected, Recurring, Superseded, or Unable to Verify, and explain the factual basis for the classification.
- Identify any FY2021 finding or weakness that appears again, directly or indirectly, in later accounting work, audit-preparation adjustments, subsequent audits, management letters, reconciliations, or year-end closing activity.
- Identify documentation, procedures, reconciliations, approval records, checklists, or other evidence that should be retained so future Councils, Town Managers, Treasurers, auditors, and staff can confirm that corrective actions remain in place.
- Prepare a written FY2021 Audit Corrective-Action Verification Matrix and unresolved-issues plan with responsible parties and realistic completion dates.

C. Minimum Deliverables

- Unresolved and recurring audit/accounting issues corrective-action plan

- FY2021 Audit Corrective-Action Verification Matrix with evidence-based status for every finding, deficiency, recommendation, and corrective action
- Audit Recovery and Readiness Assessment
- Written Audit Readiness Plan with prioritized actions, responsible parties, dependencies, and target dates
- Schedule of unresolved audit/accounting issues and recommended corrective actions
- Required audit-preparation schedules and reconciliation support within the awarded scope
- Final memorandum summarizing completed work, remaining issues, and recommendations for maintaining annual audit readiness

D. Minimum Qualifications

- Licensed CPA leadership or direct CPA supervision appropriate to the services proposed
- Demonstrated governmental or municipal accounting experience
- Experience supporting municipalities with delayed audits, audit preparation, year-end close, or corrective actions
- Knowledge of GAAP and governmental accounting/reporting requirements
- Maine municipal experience preferred

4. Workstream B - Process Documentation, Internal Controls, Organization, Reporting, Transparency and Service Prioritization

A. Process Documentation

Document the Town's core financial and administrative processes as they actually operate, identify gaps or inconsistencies, and develop durable written procedures and workflow diagrams. At minimum, review the following where applicable:

- Real estate tax commitment, billing, collection, abatement, and lien processes
- Excise tax and motor vehicle registration processing
- Licensing and permitting fee collection
- Assessing administration, including exemptions and state valuation reporting
- Accounts payable and accounts receivable
- Payroll administration
- Purchasing, procurement, credit card use, and cash handling
- Bank reconciliation and cash-management workflows
- Grant administration
- Capital project and capital-plan tracking

B. Internal Controls Assessment

- Evaluate segregation of duties, authorization, custody, recording, reconciliation, review, and reporting controls across the processes reviewed.
- Assess risks created by staffing levels, system access, manual workarounds, undocumented practices, or unclear approval authority.
- Incorporate relevant prior and current audit findings supplied by the Town where those findings relate to control design, while coordinating with rather than duplicating Workstream A and working with the Town Treasurer on implementation.
- Deliver a written Internal Controls Assessment, prioritized risk analysis, and Corrective Action Plan with realistic implementation timelines.

C. Organizational Structure and Job Descriptions

- Prepare a current-state organizational chart showing reporting relationships and supervisory responsibilities.
- Recommend organizational changes where responsibility, accountability, workflow, or segregation of duties is unclear or inefficient.
- Review existing job descriptions for positions materially affecting financial or administrative processes.
- Recommend standardized revisions addressing position purpose, essential functions, reporting relationships, qualifications, accountability, and performance expectations.

D. Consolidated Management and Public Reporting

- Develop a concise monthly Council financial report consolidating budget-to-actual results, cash position, major variances, and items requiring Council attention.
- Develop a quarterly public-facing financial summary suitable for online publication and understandable to readers without a finance background.
- Develop standardized department reporting templates that allow consistent reporting to the Town Manager and consolidation across departments.
- Develop capital-project tracking and reporting formats where appropriate.

E. Financial Software and Workflow Review

- Evaluate the Town's current use and configuration of TRIO Municipal Software as it relates to documented processes, reporting, access controls, and workflow efficiency.
- Identify opportunities for training, configuration changes, reporting improvements, integrations, or workflow changes.
- If significant limitations are identified, describe functional requirements or alternatives for future Council consideration without requiring the consultant to conduct or control a software procurement unless separately authorized.

F. Policies, Procedures and Transparency

- Update or develop operational sections of the Town's Financial Policies and Procedures Manual, including approval chains, documentation standards, record retention, purchasing/procurement processes, credit card controls, cash handling, capital tracking, grant administration, and recurring reporting requirements.
- Recommend practical improvements to online budget publication, monthly and quarterly financial reporting, capital-project reporting, and public access to understandable financial information.
- Develop a Transparency Improvement Plan focused on clarity, consistency, timeliness, and ease of public understanding.

G. Charter Work Reports and Governance Reporting

Review Article VI, Section 609 of the Lincoln Town Charter and verify the current requirements for Work Reports, including required content, responsible officials or departments, frequency, submission, Council review, and public availability.

Determine when the Charter Work Report process was last regularly performed. Research Town records to verify any lapse in compliance, its duration, and available evidence; do not assume a particular period of nonperformance. Locate prior Lincoln Work Reports, templates, procedures, or other evidence of the former practice.

If adequate prior Lincoln materials cannot be located, identify one or more municipalities using comparable departmental or municipal work-reporting systems and develop a model appropriate for Lincoln that satisfies the Charter requirement.

Design and reinstate a practical Work Report process for Lincoln, including a standardized report template, reporting calendar, responsibility matrix, submission and review workflow, records-retention method, and a public-posting procedure.

Integrate the Work Report process with the Town's monthly and quarterly management reporting so that required Charter reporting becomes part of normal municipal operations rather than a stand-alone administrative exercise.

H. Website, Digital Public Access, and Service Automation

Conduct a comprehensive inventory of municipal information that is public by law, Charter, ordinance, policy, or established Town practice and determine whether that information is readily available, current, searchable, understandable, and accessible through the Town website.

Develop and implement a digital public-information structure that makes routinely public records easy to locate from the Town website, including budgets, audits, financial reports, Work Reports, Council agendas and packets, minutes, ordinances, policies, contracts or procurement notices when public, capital-project information, departmental reports, forms, applications, and other recurring public records identified during the engagement.

Inventory municipal services and transactions that can reasonably be initiated, completed, scheduled, paid for, submitted, or tracked online. Identify opportunities for online forms, applications, payments, registrations, permits, requests, appointments, notifications, and other self-service functions.

Implement approved website automations and digital-service improvements that can reasonably be completed within the Town's existing or approved technology environment during the engagement. For items requiring additional software, procurement, security review, payment-processing agreements, or substantial integration, provide an implementation-ready recommendation including functional requirements, estimated cost, dependencies, and recommended sequence.

Establish clear ownership and update responsibilities for major website content so that public information remains current after the engagement ends.

I. Digital Town Council Meeting and Agenda System

Design and implement, or provide an implementation-ready solution for, a digital Town Council meeting information system that reduces dependence on paper packets and fragmented email distribution.

At minimum, the solution should provide a secure digital option for Councilors to receive agendas, supporting documents, prior minutes, financial reports, correspondence, and other meeting materials in an organized meeting packet, while also providing the public with timely access to all non-confidential meeting materials.

Evaluate options for searchable agenda and packet archives, meeting calendars, electronic distribution, document version control, links between agenda items and supporting records, motion and vote tracking, approved minutes, meeting video or audio links, and where practical time-stamped indexing of recorded meetings to agenda items.

Recommend a workflow and responsibility matrix for preparation, approval, publication, amendment, archival, and retention of Council meeting materials, including procedures for protecting confidential or legally privileged material from public disclosure.

J. Additional Governance and Communication Modernization

Develop a searchable online library for current Town ordinances, policies, Charter materials, adopted plans, and other governing documents, with clear version dates and identification of superseded material.

Evaluate and recommend a simple public-records/FOAA intake and tracking process that allows requests to be submitted electronically, routed to the responsible department, tracked for response deadlines, and retained as an administrative record, without disclosing confidential information.

Recommend a public notification system allowing residents to subscribe to selected notices such as Council agendas, public hearings, budget information, road or service notices, elections, and other recurring municipal communications.

Develop a basic public-facing capital-project and major-initiative status format showing project purpose, approved budget, spending to date where appropriate, funding source, schedule, current status, and responsible department.

Review website and digital-document accessibility, mobile usability, searchability, and plain-language presentation, and provide practical standards for future Town publications.

K. 2026 Municipal Governance, Administrative Records and Communications Modernization

Conduct a Town-wide review of governance procedures and communication practices among departments, between the Town Council and Town Manager, and between the Town and the people of Lincoln. Identify outdated, informal, duplicative, paper-dependent, person-dependent, or poorly documented practices and replace them with practical procedures consistent with modern 2026 municipal administration.

Establish a Municipal Administrative Record and Communication Continuity System for the Town Manager and all department-head or executive-level positions. The system shall create a durable digital record, supplemented by paper records where legally or operationally appropriate, so that official actions, significant decisions, directives, projects, commitments, approvals, and unresolved matters can be understood by authorized successors without relying on personal memory, individual email accounts, or informal files.

Develop standardized procedures for documenting significant communications and directives between the Town Manager and department heads and among department heads when those communications concern budgets, expenditures, personnel direction, public safety, legal or regulatory obligations, contracts, procurement, grants, capital projects, Council directives, deadlines, interdepartmental responsibilities, or other matters with continuing municipal significance.

Create a standardized department-head meeting process that records agendas, decisions, assignments, responsible parties, deadlines, status updates, and unresolved action items in a searchable Town record.

Develop a standardized executive and department-head transition file/checklist identifying active projects, recurring duties, statutory and Charter obligations, contracts, grants, deadlines, key contacts, system access, pending decisions, unresolved issues, and the location of official records whenever a Town Manager, department head, or other key official leaves or changes position.

Establish Town-wide digital file organization, document naming, version-control, retention, access-permission, and archival standards. The consultant shall distinguish records suitable for public access from confidential, personnel, legal, security-sensitive, or otherwise protected records.

Develop a Council-Manager communication protocol that provides the Council with reliable, timely, and consistent information while preserving the Town Manager's administrative authority. The protocol should address Council requests for information, status reports on Council directives, distribution of significant

operational developments, handling of Council correspondence, and documentation of matters requiring future Council action.

Develop a resident communication framework that makes the Town website the primary public information hub and reduces dependence on residents knowing which employee to call, where a document is stored, or when a meeting packet was emailed. Public information should be searchable, mobile-accessible, understandable, current, and organized around common resident needs and Town functions.

Identify recurring Town communications that can be automated or standardized, including agenda and meeting notices, public hearing notices, budget and financial report publication, project updates, service interruptions, permit or application status notifications where feasible, subscription notices, and publication of routinely public records.

Recommend measurable service and transparency standards, including responsibility for content updates, target publication timelines, response-routing expectations, records availability, digital service availability, and periodic review of whether the new governance and communication procedures remain in use.

The consultant's objective shall be to leave Lincoln with a simpler, documented, searchable, and sustainable operating system for municipal governance and communication - one that reduces avoidable paperwork and duplication while increasing accountability, continuity, Council visibility, staff coordination, and public access.

L. Department Responsibilities and Needs-vs.-Wants Service Analysis

Conduct a thorough department-by-department analysis of the responsibilities, programs, services, activities, and recurring functions performed by the Town. The purpose is to give the Town Council, Town Manager, department heads, and taxpayers a clear factual basis for distinguishing services the Town must provide from services the Town chooses to provide, and for evaluating the staffing, spending, equipment, facilities, and other resources associated with each service.

The analysis shall not classify a service as a "need" or "want" solely on the consultant's preference. Each classification must be supported by the applicable legal requirement, Charter provision, ordinance, contractual obligation, public-safety responsibility, operational necessity, adopted Council policy, documented service demand, or other objective basis.

- Inventory every material responsibility, program, service, and recurring activity performed by each Town department and identify the position or positions responsible for it.
- Identify the legal or policy basis for each responsibility, including applicable federal or state law, the Lincoln Town Charter, Town ordinance, contract, grant condition, interlocal agreement, adopted Council policy, or other governing authority where applicable.
- Classify each responsibility using a consistent service-priority framework: (1) legally mandated or Charter-required; (2) essential/core municipal service necessary for public safety, fiscal integrity, legal compliance, protection of public assets, or continuity of government; (3) core but discretionary service whose scope or service level is determined by the Town; or (4) optional/enhancement service or activity that is primarily a policy choice rather than a legal or operational necessity.
- For each service, identify the current service level, principal users or beneficiaries, staffing devoted to the function, major operating costs, equipment/facility requirements, outside revenues or grants, and material dependencies on other departments.
- Identify duplication, overlapping responsibilities, fragmented ownership, obsolete activities, avoidable manual work, and services that could reasonably be consolidated, automated, shared, contracted, reduced, redesigned, or discontinued.
- Where a service is discretionary, identify practical minimum, current, and enhanced service-level options and the operational and financial consequences of each option.

- Identify the consequences and risks of reducing or eliminating each legally mandated or essential service, including compliance, public-safety, financial, operational, liability, service-delivery, and asset-preservation impacts.
- Develop objective criteria that the Town can use in future budget cycles to distinguish documented needs from discretionary wants and to compare competing spending requests across departments.
- Integrate the analysis into the annual departmental budget-request process so that material requests for new spending, staffing, equipment, programs, or service expansion identify the responsibility being supported, service classification, factual need, cost basis, alternatives considered, measurable expected result, and consequence if the request is not funded.
- Recommend a standardized annual Department Budget Request Package requiring prior-year actuals, current-year budget and year-to-date results, requested amount, calculation methodology, workload/service-demand information where available, staffing implications, capital/equipment justification, outside funding, alternatives, and supporting documentation.
- Prepare a Town-wide Needs-vs.-Wants and Service Priority Matrix that allows the Council and public to see what the Town is required to do, what is operationally essential, what service levels are discretionary, and what activities are optional policy choices.

M. IT Governance, Cybersecurity, Business Continuity and Digital Resilience

Review the Town's reported technology disruption and available incident records to verify its nature, scope, cause to the extent ascertainable, and operational effects. Conduct a comprehensive review of Lincoln's information-technology governance, cybersecurity policies, technology controls, backup and recovery capabilities, vendor access, continuity planning, and digital resilience. Evaluate whether current policies, systems, practices, responsibilities, and safeguards adequately protect Town operations, public records, financial systems, public-safety functions, employee information, and continuity of municipal services. Distinguish verified findings from information that remains unconfirmed.

The consultant shall identify deficiencies, prioritize risks, and develop practical corrective solutions. Where improvements can be implemented within the scope of the engagement and existing or approved Town technology, the consultant shall assist with implementation. Where new procurement, infrastructure, software, vendor contracts, or specialized cybersecurity services are required, the consultant shall provide implementation-ready recommendations, estimated costs, priorities, dependencies, and recommended timelines.

- Review and assess all current Town IT, cybersecurity, acceptable-use, access-control, password, remote-access, email, device, data-protection, records-management, backup, incident-response, disaster-recovery, and business-continuity policies.
- Determine whether IT governance responsibilities are clearly assigned among the Town Manager, department heads, internal staff, outside vendors, and any managed-service or technology providers.
- Create or update written IT and cybersecurity policies where current policies are missing, outdated, incomplete, inconsistent, or not being followed.
- Inventory critical municipal systems, servers, workstations, mobile devices, network equipment, software, cloud services, user accounts, administrative accounts, vendor connections, and other technology assets necessary to operate Town government.
- Identify systems and data that are critical to Finance/Treasurer, Town Administration, Clerk functions, Assessing, Police, Fire/EMS, Public Works, Code Enforcement, Elections, public records, payroll, tax collection, and other essential Town services.
- Review user-access controls, administrative privileges, account creation and termination procedures, multifactor authentication, password standards, remote access, shared accounts, and segregation of technology privileges.

- Review network security, endpoint protection, patching and software-update practices, malware/ransomware protections, email security, phishing protections, logging, monitoring, and alerting practices.
- Review third-party and vendor cybersecurity risks, including remote vendor access, support credentials, software providers, cloud services, contractual security obligations, and procedures for immediately disabling unnecessary or compromised vendor access.
- Evaluate backup practices, including frequency, retention, off-site or isolated copies, protection from ransomware, restoration procedures, and documented responsibility for verifying that backups are usable.
- Require documented restoration testing for critical systems and establish a recurring schedule for future recovery tests rather than relying solely on the existence of backups.
- Develop or update a written Cybersecurity Incident Response Plan establishing reporting chains, technical containment procedures, preservation of evidence, legal and insurance notifications, public communication responsibilities, vendor coordination, recovery priorities, and post-incident review.
- Develop a Business Continuity and Disaster Recovery Plan establishing how essential Town services will continue when computers, networks, internet access, cloud systems, telephone systems, or municipal facilities are unavailable.
- Establish recovery priorities and target restoration sequences for critical municipal functions, including public safety, finance, payroll, tax collection, elections, public records, and communications.
- Review the Town's cyber-insurance requirements and determine whether current policies, controls, documentation, and incident-response procedures satisfy applicable coverage requirements and reporting obligations.
- Evaluate employee cybersecurity awareness and establish recurring training appropriate to municipal staff, department heads, and elected officials, including phishing, password security, suspicious communications, records handling, and incident reporting.
- Develop a formal procedure for onboarding, role changes, and offboarding so access rights, equipment, credentials, records, and administrative privileges are promptly assigned, modified, or revoked.
- Establish a documented process for regular cybersecurity risk reviews, vulnerability remediation, policy review, and reporting of material IT risks to the Town Manager and Town Council.
- Develop a Cybersecurity Corrective Action Plan prioritizing findings by severity, operational impact, cost, and urgency, with responsible parties and target completion dates.
- Provide a plain-language cybersecurity and digital-resilience summary for the Town Council identifying material risks, corrective actions completed, remaining priorities, major investments needed, and the Town's preparedness to continue essential services during a future technology disruption.

Provide a public-facing summary of findings and corrective progress and a separate detailed technical report for authorized recipients. Segregate credentials, exploitable vulnerabilities, network diagrams, and other sensitive information. The Town shall determine disclosure and redaction obligations under applicable law; confidentiality labels alone do not create an exemption.

Before access or testing, establish written authorization, permitted systems, testing methods, scheduling, contacts, and safeguards against disruption. Use individually assigned accounts, least-privilege access, secure transfer and storage, and access logging. Do not conduct intrusive testing or production changes without express written authorization under the approved engagement.

The contract shall specify prompt incident notification to designated Town officials, subcontractor data safeguards, retention requirements, and secure return or removal of Town data and credentials at completion, subject to lawful retention and evidence-preservation duties. Do not place credentials or sensitive technical details in public reports.

N. Training and Knowledge Transfer

- Provide role-appropriate training for the Town Treasurer, Town Manager, finance staff, department heads, and Town Council on approved reporting practices, internal controls, accountability, audit readiness, and new procedures.
- Provide written procedures, workflow diagrams, reporting calendars, and transition materials designed to reduce dependence on any one employee or consultant.

O. Minimum Deliverables

- Process documentation and workflow diagrams
- Internal Controls Assessment
- Prioritized Risk Analysis
- Corrective Action Plan
- Current-state and recommended organizational charts
- Job-description recommendations
- Monthly Council reporting template
- Quarterly public financial summary template
- Standardized department reporting templates
- TRIO utilization and workflow memorandum
- Operational Financial Policies and Procedures Manual updates
- Transparency Improvement Plan
- Training and knowledge-transfer materials

Charter Section 609 Work Report research memorandum and compliance assessment

Restored Lincoln Work Report template, reporting calendar, responsibility matrix, and implementation procedure

Public-information and website content inventory

Website transparency and digital public-access implementation plan, including completed in-scope improvements

Municipal online-service and automation inventory with implemented in-scope automations and implementation specifications for remaining approved items

Digital Town Council meeting/agenda system design and implementation or implementation-ready specification

Searchable governing-document library structure and records/version-control recommendations

Electronic public-records/FOAA intake and tracking workflow recommendation

Public notification/subscription framework

Capital-project and major-initiative public reporting template

Website/digital-document accessibility and plain-language standards

- Municipal Governance and Communications Modernization Assessment
- Municipal Administrative Record and Communication Continuity System, including digital/paper record standards
- Department-head communication and meeting documentation protocol
- Council-Manager communication and Council directive/status-reporting protocol
- Executive and department-head transition file/checklist

- Town-wide digital file organization, naming, version-control, permissions, retention, and archival standards
- Resident communication framework and automated/public-notification recommendations
- 2026 municipal service, publication, and transparency performance standards
- Department-by-department responsibilities and service inventory
- Legal/Charter/policy basis matrix for material municipal responsibilities
- Needs-vs.-Wants and Service Priority Matrix using the required service classifications
- Department service-level, duplication, consolidation, automation, and efficiency analysis
- Standardized Department Budget Request Package and supporting-document requirements
- Budget prioritization criteria linking requested expenditures to responsibilities, service levels, documented needs, alternatives, and measurable outcomes
- IT Governance and Cybersecurity Assessment
- Updated or newly created Town IT and cybersecurity policy set
- Critical Systems and Technology Asset Inventory
- Cybersecurity Risk and Corrective Action Plan
- Cybersecurity Incident Response Plan
- Business Continuity and Disaster Recovery Plan
- Backup, restoration-testing, and recovery-validation procedures
- Vendor and third-party technology access review
- Cybersecurity training and recurring review framework
- Town Council Cybersecurity and Digital Resilience Summary
- Final presentation to the Town Council

P. Minimum Qualifications for Workstream B

The proposed team shall demonstrate municipal governance, financial internal-controls, service-prioritization, and process-improvement experience appropriate to the awarded scope. Identify the lead consultant, responsibilities, availability, and relevant comparable engagements.

Identify a qualified cybersecurity lead and any specialist subcontractors, with demonstrated experience in security risk assessment, incident response, backup restoration, and business continuity. Describe relevant credentials and municipal or public-sector experience. Personnel accessing regulated public-safety systems shall demonstrate ability to meet applicable access and security requirements.

Identify personnel responsible for website, digital-service, accessibility, and system implementation, and demonstrate experience relevant to the proposed platforms and integrations. A general management consultant need not possess every specialty, but the proposal must identify qualified personnel for each awarded specialty.

Disclose subcontractors, their scope and fees, and any financial interest in recommended vendors or products. Substitutions of key personnel or material subcontractors require prior written Town approval under the Council-approved contract.

5. Coordination Among Workstreams and Town Treasurer

The Town expects the selected providers to cooperate with the Town Manager, Town Treasurer, finance staff, and each other. Coordination should reduce duplication and ensure that audit findings, accounting corrections, process documentation, internal controls, and reporting improvements reinforce one another.

The Town Treasurer will remain responsible for the Town's ongoing Treasurer functions and will serve as a principal staff resource for both workstreams. Nothing in this RFP is intended to replace or duplicate the Treasurer position.

- Workstream A should communicate accounting and audit-readiness issues that have operational or control implications.
- The Town Treasurer and finance staff will provide information concerning actual workflows and recurring financial operations, assist with records and audit preparation, and participate in implementation of approved corrective actions.
- Workstream B should use relevant audit and operational findings as inputs while maintaining sufficient independence to evaluate controls objectively.
- Each provider remains responsible for its own professional scope, deliverables, workpapers, and conclusions.

Before issuance, the Town shall identify relevant existing audit, accounting, assessing, and IT engagements and summarize their scopes for bidders without disclosing protected information. Proposers shall identify overlaps, dependencies, proposed coordination, and work excluded to avoid duplication.

A proposer seeking both workstreams must identify separate responsible personnel, review safeguards, and potential self-review conflicts. Disclosure alone does not establish independence. The Town may require an independent reviewer, separate awards, or exclusion of conflicting tasks; external auditor independence shall be preserved.

Each provider shall report findings, unresolved issues, and progress directly to the full Town Council. The Town Manager shall coordinate staff assistance and records access while retaining administrative authority. Material findings shall not be withheld from the Council because they concern an existing practice or provider.

6. Project Approach and Schedule

Proposers shall provide a realistic work plan and timeline based on the workstream(s) proposed. The Town recognizes that the two workstreams may proceed concurrently and that schedules may depend on staff availability, records availability, audit timing, and other municipal priorities.

For Workstream B, the Town anticipates a sequence generally consisting of discovery; process documentation; controls and risk assessment; organizational/reporting design; draft review; and final presentation. Proposers may recommend a different sequence if they explain why it is more effective.

Proposals shall organize the awarded scope into separately priced phases: discovery and assessment; design and corrective-action planning; approved implementation and training; and final validation and handoff. Identify deliverables, milestones, target completion dates, Town dependencies, and measurable acceptance criteria for each phase.

For every applicable minimum deliverable, identify whether the base price includes completed implementation, a recommendation or specification only, or an optional separately priced activity. Any exclusion shall be explicit. The Council shall determine the final awarded scope; a bidder's qualification does not silently remove an RFP requirement.

Provide monthly written progress reports and Council presentations at milestones specified in the awarded contract, including a final presentation. Include these required reports and presentations in the base fee. Reports shall show work completed, milestone status, expenditures against the approved maximum, outstanding decisions, and remaining risks.

Final acceptance shall be based on the Council-approved contract's deliverable criteria. Provide editable procedures, templates, configurations and other Town-specific outputs, documentation, and training materials sufficient for Town use and maintenance. Identify third-party licensing restrictions and recurring costs before award.

7. Proposal Requirements

Each proposal should clearly identify the workstream or workstreams for which the proposer seeks consideration and should include:

- Firm or individual overview
- Relevant municipal/governmental experience, including governance, organizational/service analysis, public-sector process improvement, evidence-based budgeting, service prioritization, or digital-service modernization applicable to the work proposed
- Experience in Maine municipal government, if applicable
- Key personnel and each person's role
- Professional licenses and certifications relevant to the proposed work
- Description of the proposed methodology and work plan
- Proposed project timeline and availability
- Description of required Town staff participation and information needs
- Three or more relevant municipal or governmental references, when available
- Detailed cost proposal identifying fixed fees, hourly rates, retainers, reimbursable expenses, and any optional services
- Any assumptions, exclusions, or limitations
- Disclosure of actual or potential conflicts of interest
- For proposers seeking both workstreams, an explanation of how professional independence, qualifications, and segregation of responsibilities will be maintained

8. Cost Proposal

Cost proposals should be sufficiently detailed to permit the Town to compare pricing by workstream, major task, and optional service. The Town prefers predictable pricing where feasible, including fixed-fee pricing for defined project deliverables and clearly stated hourly rates for any authorized additional services.

The Town may negotiate scope, phasing, staffing, or optional services before final award, subject to applicable procurement requirements and Council authorization.

Each proposed phase shall state a fixed fee or a not-to-exceed amount, included expenses, assumptions, and payment milestones tied to accepted work. Identify hourly rates for additional services and all recurring software, licensing, hosting, maintenance, or support costs separately.

No additional service, material expansion of scope, or increase in maximum compensation may proceed without prior Council approval and a written contract amendment. The Town Manager may administer work within the approved contract but may not authorize such an expansion or increase.

9. Evaluation Criteria

The Town Council shall evaluate proposals using the criteria and weights below and may award each workstream independently. A proposer need not submit on both workstreams to receive an award. Staff may provide documented technical and administrative assistance, but final selection and award remain with the Council. All proposals, clarifications, and evaluation materials shall be provided to the full Council, with protected information handled according to applicable requirements.

Criterion	Weight
Relevant municipal/governmental experience	25%
Qualifications and capacity of proposed team	20%
Understanding of Lincoln's needs and quality of proposed approach	25%
References and demonstrated performance on comparable engagements	10%
Cost and overall value	20%

10. Interviews and Additional Information

The Town Council may interview finalists, request presentations, clarification, additional references, sample deliverables, or best-and-final offers, and verify credentials and references. The Town Manager shall administer these requests as directed by the Council. Written responses affecting proposal scope or price shall be provided to the full Council.

11. Optional Services

Proposers may identify optional services related to their proposed workstream, with separate pricing, including:

- Attendance at additional Town Council, budget, or department-head meetings beyond the reporting and presentation requirements included in the base scope
- Multi-year financial forecasting
- Capital Improvement Plan development or support
- Grant and federal award compliance review
- Collective bargaining financial analysis
- Additional staff training
- Special financial analysis or implementation support

12. Town Rights and Reservation of Authority

- The Town reserves the right to reject any or all proposals, waive informalities, request additional information, negotiate scope and price, and make awards in the best interest of the Town, to the extent permitted by law and Town policy.
- The Town may award either or both workstreams and may make separate awards.
- Issuance of this RFP does not commit the Town to make an award or reimburse proposal preparation costs.
- All final contracts are subject to required municipal approvals and available appropriations.

The Town Council shall select and award the firm or firms and approve each final contract, including scope, deliverables, schedule, maximum compensation, and funding source. Execution shall be by the official lawfully authorized to sign, following Council approval. Issuance of this RFP does not authorize a consulting contract or expenditure for consulting services.

Council approval is required for subsequent material scope changes or increases in maximum compensation. The Town Manager shall administer solicitation logistics and the approved contracts while retaining administrative responsibilities.

- Nothing in this RFP delegates statutory, Charter, ordinance, managerial, or Council authority beyond what may lawfully be delegated by contract.

Contracts shall establish ownership and continuing Town access to Town-specific deliverables, records, and configurations, subject to disclosed preexisting intellectual property and third-party licenses. Contracts shall

also address professional liability and appropriate insurance, subcontractor responsibility, termination, transition assistance, and delivery of completed work.

13. Submission Instructions

Proposals must be received by the deadline stated on the cover page. Proposers should submit their proposal in the form and number of copies designated by the Town in the final issued RFP. Questions concerning this RFP should be directed to the Town contact identified below.

Before publication, the Council-approved solicitation shall specify the question deadline, response/addendum schedule, required file formats and copies, permitted delivery method, and receipt deadline. Material answers and amendments shall be distributed consistently to all prospective proposers. The Town shall publish an anticipated evaluation and award schedule and allow a reasonable proposal preparation period.

Town Contact	Information
Name / Title	_____
Email	_____
Telephone	_____
Proposal Delivery Method	_____

14. Long-Term Objective

Leave the Town with documented, maintainable financial and administrative procedures, reliable audit readiness, clear reporting and accountability, evidence-based service and budget priorities, secure and resilient technology, and accessible public information. Establish responsible owners, recurring review schedules, and measurable performance indicators so improvements continue after the engagement ends.

Appendix A - Suggested Workstream Award Matrix

Workstream	Proposer	Proposed Cost	Town Selection
A - Audit Recovery and Accounting Compliance			
B - Process, Controls, Organization and Reporting			

TOWN COUNCIL YR: 26 MO: 11 ITEM # 19

AGENDA REQUEST

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

Council Meeting Date: November 9, 2026	Today's Date: November 2, 2026
Department: Councilor Ireland	
Department #:	

Request:

I move that the Lincoln Town Council initiate the process to amend Article VIII, Section 801, Overrule of Action of Council, of the Town of Lincoln Charter, by proposing that the existing language:

Current Language:

"All ordinances shall be subject to overrule by referendum."

Be amended to read:

Proposed Amended Language:

"All ordinances shall be subject to overrule by referendum, except ordinances appropriating municipal funds, adopting or approving the annual municipal budget, or amending and adopted municipal budget."

FURTHER MOVED:

That the Town Council direct the Town Attorney to review the proposed amendment for consistency with applicable Maine law and the remaining provisions of the Town Charter, and to prepare the necessary documents and procedures for submitting the proposed Charter amendment to the voters of the Town of Lincoln in accordance with Maine law.

Action Needed From Council: **Initiate Process to amend Article VIII, Section 801 of the Town Charter**

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

Ann Morrison

From: Town Manager
Sent: Friday, October 30, 2026 3:26 PM
To: Ann Morrison
Subject: Fw: Motions Requests for November TC Meeting

Lee Miller

Chief of Police

Interim Town Manager

21 Fleming Street | Lincoln, Maine 04457

Police: 207-794-8455 | **Town Office:** 2

lee.miller@lincolnmaine.org | LincolnMa

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From: David Ireland <David.Ireland@lincolnmaine.org>
Sent: Friday, 30 October 2026 14:52:44
To: Town Manager <Town.Manager@lincolnmaine.org>; Stephen Clay <Stephen.Clay@lincolnmaine.org>
Cc: Sheldon Hanington <Sheldon.Hanington@lincolnmaine.org>; Gordon Street <Gordon.Street@lincolnmaine.org>; Cathy Moison <Cathy.Moison@lincolnmaine.org>; Eric Rojo <Eric.Rojo@lincolnmaine.org>; Lee Rand <Lee.Rand@lincolnmaine.org>
Subject: Motions Requests for November TC Meeting

Lee,

I am requesting that my two motions that were tabled during the October TC meeting be placed on the November agenda using the same wording and information.

I would also like to add one new motion for the November agenda as follows:

I move that the Lincoln Town Council initiate the process to amend Article VIII, Section 801, Overrule of Action of Council, of the Town of Lincoln Charter, by proposing that the existing language:

Current Language:

"All ordinances shall be subject to overrule by referendum."

Be amended to read:

Proposed Amended Language:

"All ordinances shall be subject to overrule by referendum, except ordinances appropriating municipal funds, adopting or approving the annual municipal budget, or amending an adopted municipal budget."

FURTHER MOVED:

That the Town Council direct the Town Attorney to review the proposed amendment for consistency with applicable Maine law and the remaining provisions of the Town Charter, and to prepare the necessary documents and procedures for submitting the proposed Charter amendment to the voters of the Town of Lincoln in accordance with Maine law.

Purpose:

The purpose of this amendment is to clarify the distinction between the legislative referendum authority reserved to the voters and the Town Council's responsibility for adopting and administering the municipal budget.

The amendment is intended to preserve the referendum process for ordinances generally while establishing an express exception for municipal appropriations, annual budget adoption, and subsequent budget amendments.

Thank you.

David

TOWN COUNCIL YR: 26 MO: 11 ITEM # 20

AGENDA REQUEST

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

Council Meeting Date: November 9, 2026	Today's Date: November 4, 2026
Department: Town Manager	
Department #: 0100	

Request:

Executive Session (0100)

Retire into executive session pursuant to Title 1 MRSA 405 (6) (A) concerning the Treasurer's Department, including the duties, assignments, and compensation within the Treasurer's Office.

Action Needed from Council: Retire into executive session

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

Month of October 2026

Tax Year	FY Total Abatements	FY Total Supplemental Bills	Total Commitment	Monthly Revenue	Balance	Percent Collected	Percent Collected Last Year
FY23/OLDER				$ -	$ 44,066.44		
FY24			$ 10,704,302.46	$ 3,137.32	$ 35,366.21		
FY25			$ 11,614,025.40	$ 8,280.84	$ 134,019.97		
FY26	$ 2,627.40	$ 78,054.76	$ 12,628,010.24	$ 36,738.97	$ 350,231.20	97.23%	97.34%
FY27	$ 8,948.29		$ 12,691,799.43	$ 1,811,179.48	$ 10,704,499.21	15.66%	19.73%
FY28				$ 263.50	$ (263.50)		
Total	**$ 11,575.69**	**$ 78,054.76**					
TOTAL MONTHLY REVENUE				**$ 1,859,600.11**			

COMMENTS:
This month there were 920 tax receipts processed in our office.

Respectfully Submitted,
Tracie L. York, Tax Collector

Excise Collection		% Collected	Last Year	% Col Last Year
Motor Vehicle	$ 101,041.76		$ 113,617.62	
Boat	$ 22.00			
Aircraft	$ -	**Est FY 27 $ 1,075,000**	$ -	**Est FY 26 $1,000,000**
Total this month	**$ 101,063.76**	**9.40%**	**$ 113,617.62**	**11.36%**
FY 2027 Excise Total	**$ 444,501.29**			