

MEMORANDUM

To: Town of Lincoln
Fr: Steve Levesque
Economic Development Advisor
Re: Economic Development Report
Dt: May 31, 2026

Following is an update on our current economic development consulting activities on behalf of the Town of Lincoln thru May 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) Selecting workforce housing development partners; 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 projects

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 is seeking to construct and operate an industrial wastewater treatment facility to support the Biofine project and other new development activity on the site.
- Last spring, 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.

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 are resubmitting 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.

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.

New Business Outreach

- SHL is coordinating another round of business outreach to the following job - creating target sectors: mass timber, value-added wood product, and advanced materials manufacturers.

4. 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.

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

DATE: June 3, 2026
TO: Wade Shaefer, Interim Town Manager
FROM: Ann Morrison, Town Clerk
RE: May Monthly Report

ACTIVITIES: On May 6th, four affidavits one each for Councilor Ireland, Hanington, Rojo, and Rand, were submitted to initiate a recall of those four councilors. On May 8th, I officially notified the group submitting the signatures that they had enough to continue with the process of the recall. In my time here (13 years) I have never had to conduct a recall of an elected official. Our Charter has a section we are to follow in order to conduct a recall, but the Charter has some unique language and can also be vague. At first glance, it was deemed that 435 signatures would be needed on a petition to advance to a recall election. Upon second look and digesting the language used in our Charter, it was then agreed that 705 signatures are needed. Today, most language says something to the effect of “a percentage of voters that voted at the last gubernatorial election”, our Charter says “a certain percentage of qualified voters at the last gubernatorial.” When the original number of 435 was announced, it was based on 20% of the 2,173 voters that voted in 2022. When the number was recalculated based on how many voters were eligible to vote in 2022 which was 3,523 changing the number of signatures needed to 705. Registered voters have until June 22nd to sign the petitions at the Town Office; another unique piece of language in our Charter.

This month we visited the three nursing facilities in town that we are required by law to provide absentee voting to each election. In total, we had 35 voters cast ballots. These residents love to see us come into the facility so they can vote. Many tell us that voting is one of

Monthly Transactions	May FY26
Paid Trash Passes	68
Complementary Trash Passes	174
Refrigerator Disposal	12
Tire Disposal	17
Notary / Dedimus / Copy / Fax	29
Library Fees Reconciliation	4
Police Fines & Fees Reconciliation	3
Concealed Weapons Reconciliation	3
Demo / Shingle Permits	70
ATV / Snow sled Registrations	20
Boats	162
Hunting/Fishing	27
Certified Birth	23
Marriage Intentions	1
Certified Marriage	5
Death Certificate	36
Burial Transit / Disposition	0
Cemetery Lot Sales	2
Grave Openings	8
Real Estate Taxes	2013
Lien Payment	16
Personal Property Taxes	46
Motor Vehicles	644
Dogs	12
Total	3395
Motor Vehicle Rapid Renewal	24
Boat Rapid Renewal	27

their last rights that they are able to exercise even when living in an assisted living facility.

I have been busy trying to keep up with the ever-changing Council meetings due to the Budget Committee getting behind after the loss of a Town Manager and the Treasurer. In total, I have done seven meetings worth of Council minutes for the month of May.

On May 21st, I attended the RSU67 Town Hall Style Budget Vote at Mattanawcook Academy. As usual, it was a low turn-out of voters at the meeting. I checked in 27 registered voters of Lincoln; including our 6 Lincoln board members.

We have now received all of our ballots for election day on June 9th. The testing of the ballots went okay, although the scanners are becoming an issue. Hopefully, before the election in November the State will have decided on what vendor and what machines we will be using and get us new tabulators. We have had these tabulators since the Presidential election in 2016 and the technology has changed quite a bit since then. We are hopeful that new machines will be user friendly and faster in order to keep our lines flowing smoothly on election day.

TRAINING: Tracie and Alex attended the Maine Tax Collector and Treasurer's Association Annual Conference that was held in Bangor. Tracie is President of the Association currently and had some official roles to play at the conference. Alex is being trained on some of the Tax Collector tasks to give Tracie some back up while she is out on vacations, etc.

TAX COLLECTOR: This month the second installment of the 2026 tax bills were due, generating over 2,000 tax receipts in our office. Included in those receipts this month were several mortgage holders and banks that send 60+ payments per check, as well as the batch upload from Cotality, previously Core Logic, a clearing house for escrow payments. Preparation also continued for the 2027 Tax Club, getting booklets and letters ready for return and new members alike. We also helped residents and non-residents navigate the lack of 2027 ATV stickers from IFW. This shortage from IFW has limited our ability to register new ATV's for people, and removed our ability to renew active registrations at all; instead directing people to use the link on our website for renewals. We've been advised that our usual supply of 2027 ATV stickers might arrive at our office by the end of June.

BUDGET: This year's budget process has been like nothing I have ever seen and has been extremely stressful. I would like to think that my knowledge in preparing my budget is respected by the Council and that my reasonings were heard. I have cut \$7,000 out of my capital budget (back to zero) and have a "bare bones" \$25,330 operating budget; not including the wages and things in my Clerk budget that are whole town expenses and/or Council related expenses. The Clerk's functions are those that are service/administrative related and fees are set by State Statute. People cannot choose where they "shop" for their services, they can only get these services here at the Town Office. I need people to provide those specialized services, that requires competitive wages and trained friendly staff; these are legal services that need to be done right and requires the right person in these positions. Cross training is especially important for coverage when the unexpected happens. Without adequate personnel, this department will not run smoothly or efficiently, and the citizens deserve efficient, friendly, professional service.

MONTHLY REPORT

DATE: June 5, 2026

TO: Wade Shaefer

FROM: Ruth E. Birtz, Economic Development Administrator and Assessor

RE: Monthly Report for May

Passport Activity:

Passport activity is listed below. With Melissa resigning, I am the only passport agent for the Town of Lincoln. I have requested training for Taylor Norris no less than 5 times since January with no response from Passport services. Still no response from Passport services. If we continue with no activity for 6 months. Passport services in Lincoln will be suspended.

MONTH	FY20	FY21	FY22	FY23	FY24	FY25	FY26
July	28	1	10	17	16	13	18
August	27	3	10	15	14	7	19
September	7	2	4	5	6	13	21
October	23	5	8	22	8	20	26
November	18	3	9	9	4	7	17
December	26	3	10	20	6	9	26
January	22	5	6	33	32	28	13
February	22	2	9	24	13	23	21
March	5	8	14	12	27	22	20
April	0	7	9	7	23	36	
May	0	7	7	17	19	23	
June	0	9	9	15	13	26	
Totals	178	55	105	196	181	227	181

Assessing:

In April, Amanda Woodard was appointed Assessor for the Town of Lincoln. I was appointed the alternate. In reference to the Sanderson project as it is infamously referred to now, valuations have been added. Supplemental bills will be issued in June. The increase in taxes and value found results in a .04% increase in revenue and valuation or \$56,400 in taxes and \$3,250,000 in valuation. The list has now been passed to the Code Enforcement Officer to ascertain when and how long the new value has been on site and to review coed violations. Once this is done the next round of supplemental bills will be issued. Maine Valuation Services will start an audit of 5 years of permits to make sure all properties are listed. Once this is complete, revaluation inspections will start.

TIF Budget Report:

The numbers below reflect the actual amounts committed. Expenditures in Events and in Recreation are typically high. Summer activities mostly occur in July-August and Loon Fest is also in July. This is anticipated and typical. The actual TIF budget for this year is \$580,832.01. The amount listed reflects donations to offset the Loon Festival, reserves from FY2025 that were moved into budget for items budgeted for FY2025 that the invoices came in FY2026, and grant reimbursements anticipated. Economic Development appears to be nearly expended. The TIF will be reimbursed for \$60,000 for an airport purchase that will cover expenditures for the remainder of the year.

TIF-Rollins	Budget	Expended	Balance	% Budget	%Income received
Events	\$86,243.99	\$73,378.44	\$12,865.55	85%	100%
Economic Development	\$348,079.00	\$364,146.93	\$76,901.35	104%	
Communications Director	\$118,851.72	\$76,768.68	\$42,083.04	65%	
Debt Service	\$87,000.00	\$71,784.60	\$15,215.40	82%	
Utilities	\$14,000.00	\$8,754.90	\$5,245.10	63%	
Cemetery, Parks and Recreation	\$86,288.79	\$60,833.42	\$25,455.37	70%	
Totals Rollins	\$740,618.79	\$655,666.97	\$84,951.82	88%	
Reserve-dam	\$24,534.47	\$2,983.60	\$22,250.87	12%	
TIF Bangor Gas	\$64,644.08	\$32,322.04	\$32,322.04	50%	
TIF Lakeview Senior Housing	\$41,812.44	\$20,906.22	\$20,906.22	50%	

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/in process	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/in process	Scale Shack remediation
\$1,550,000 (\$500,000)	\$500,000	MDEP	submitted/and awarded a grant loan in a smaller amount	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	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
3,700,000		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	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 have submitted a second CDS request for 5.4 million for infrastructure improvements on Scale Road. 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.
3. Building 22 and the scale shack remediation efforts are complete. This was only for a portion of building 22. We have another grant loan for another portion of this building. Bids for this project will go out in June.
4. The lagoons have been de-watered. The next step in this project is sludge removal. Public hearings were held at the Town Office on May 27, 2026, to advise the public on the progress of this grant and of the powerhouse grant.
5. The EPA community wide grant was awarded to Sevee and Mahar. They have already started working on this.
6. Due to the requirement to reapply for the Innovation Center Grant through the EDA, the grant we had on hold for the equipment from the NBRC has been pulled back. This grant was originally awarded in 2022. Since no activity has happened and won't be happening within the next year. NBRC has recommended we turn the grant back and reapply when the Center is under construction.
7. The biggest news is that FORM Energy has been given the go ahead with the battery storage project from the Department of Energy. They are in process of mapping wetlands.

MONTHLY REPORT

DATE: June 5, 2026
TO: Dennis Bullen, Town Manager
FROM: Shawn Rogers, Events and Communications Director
RE: Monthly Report for May

Events:

Bike Rodeo was on 5/30 at MA and was a huge success. This is one of my favorite events out of the year. We had around 50 children and raffled off 6 bicycles.

June 5 is the official start of Farmers Market. I'm expecting a decent crowd this year as it seems to grow year after year

Loonfest plans are underway – everything should be announced as soon as all of the I's are dotted and T's are crossed.

Communications:

The first issue of Futureworks, a newsletter about the mill site will be going out next week.

The Lincoln Lowdown has continued.

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

DATE: June 1st 2026
TO: Wade Shaefer, Town Manager
FROM: Denton Trotter Code Enforcement Officer / LPI/ LHO
RE: Code Enforcement Monthly Report for May 2026

Activities or Introduction

This Month I have been focused on inspecting properties and strategically moving across the town of Lincoln to see if properties are missing permits for structures on the property. I have also completed 31 Hours of Training classes towards my required 144 hours of training needed.

Equipment

I have been utilizing the Dodge Durango Cruiser to conduct inspections, help residents with site questions, check on resident complaints. The Digitization of the permit process is continuing, I am working on getting buy in from residents and contractors to use the new digital permits to reduce the reliance on printed permits and having to spend time copying, scanning, or hand filling out forms. This has been quite successful for the permits I have been able to move into Digital format. I am able to review the Plot/ Site plans, Wall Sections, Cross Sections, Truss Plans, Floor Plans, and Joist Plans to get a quicker approval or update for additional information needed. When on paper I can not zoom into see information that may only be clear in the digital format.

Training

I have been working through and completed NEOGOV safety trainings online, I went to the MBOIA Annual Conference in Sugarloaf where I took classes on Subdivision Law, Commercial Building Review, Shoreland/ DEP Law updates, MUBEC Energy code updates. I took a class on residential energy for Natural gas/ propane in Brewer. I am also continuing my direct studies in Subdivision law, Plumbing Codes, MUBEC standards on the MOCA website. I have taken over the role of Local Health Officer. I have added the Home Occupation Permit and Certificate of Occupancy request be the webpage as well. This will further reduce the amount of paper used and can be placed onto a digital version of letterhead.

I have completed 5 Credits of Training for the Local Health Officer Position

I have completed 9 Credits of Training for the Code Enforcement Officer / MUBEC Inspector position

I have completed 6 Credits of Training for the Licensed Plumbing Inspector position

I have completed 5 Credit of Training for Legal Issues aligned to all positions

I have completed 3 Credits of Training for Shoreland Zoning, Land Use position

Projects

I have completed 6 Septic Permits with 6 Inspections Completed

**YOUR DEPARTMENT MONTHLY REPORT
CONTINUED...**

I have completed 5 Plumbing permits with Inspections
I have completed 5 Electrical Hook Up & or Wiring Permits
I have completed 12 Building Permits
I have Completed 1 Sign Permits
I have Addressed 5 Resident Issues with concerns
I have Assisted 10 Residents with property questions
I have Inspected and Approved 2 Certificates of Occupancy
I have Updated the Online JOTFORM to include Home Occupancy Form
I have created a digital format for Home Occupancy Letter
I have created a digital Land Use Standards form
I have corrected 5 properties where permits were missing.

I have been continuing shoreland area inspections to ensure we are protecting the waterways by not allowing the discarding of waste water into the waterways instead, having them use the proper processes of a septic system or a Portable John with weekly clean outs. Currently I have 39 properties which been identified and will or have followed up on to meet with the owners, I will continue to ensure they are in compliance with the Shoreland Zone Ordinance and Law.

This month I have Certified mail sent 7 letters for Violations of the Ordinance 2013 for having a "1311.7 Junkyard" on their property.

I have First Class mail sent 31 letters of request to clean up minor issues before they become Violation level issues.

I have identified several unsafe buildings as well structures not meant to reside in being used, I am in the process of attempting to meet with these residents to ensure their safety in the residence. – Update I had a phone call with one resident, I entered the building and have seen it is unfit, I am in the process of preparing the information need to request a Boarding up of the residence to ensure it is safe for neighborhood as I continue to work on the next steps of the process to remove the safety issue.

Business growth in Lincoln

- Bella Luna has begun framing the building at the Drill Hole.
- Foresters has installed the slab and sub slab electrical and plumbing for the expansion of the building.
- Aroma Joes is in the process of completing the subsurface plumbing, and preparing to start framing of the building.

Fuel Usage Report

In May I have driven 682 Miles and used 37.779 Gallons of Regular 87 Octane Gasoline for an Average of 18.05 Miles/Gallon – Detailed Drive checklist attached.

Statistics

May Permit fees total \$6248.02
Properties that have cleaned up completely after receiving letters – 4
2 Certified Letters Returned unable do delivery to properties
2 Properties getting ready to have fine applied for failing to comply with request of clean up

Positive Experiences

Bangor Hydro installed a new light on JR drive after a resident requested, I look into it
2 new Properties have been inspected and approved for their owners to move in

Verizon will be installing a new tower on Tower land of Bagley Mountain and T mobile will be updating their equipment on the tower, both will improve the coverage for our residents in Lincon

Planning Board

2 new Business opened in Lincon, Collectors Choice at 150 West Broadway Suite 3, and The Hairapist Salon at 313 Enfield Rd 2nd floor.

We had our first review of a new Subdivision for H.C. Haynes on the east side of Upper Pond and will go to final review on June 23rd at 6:00pm in the Council Chambers for our June Planning board meeting.

We have 4 members of the planning board who are requesting reappointment

Joshua Gray – 3 Years

Kyle Oliver – 3 Years

Amy Montroy – 2 Years

Thomas Kates – 1 Year

Denise Kusnierz -Moved to Senior Alternate

Town of Lincoln

Mileage Tracking Sheet

This report is submitted for the stated month as mileage for use of Town Vehicles:

Month of: <u>MAY 2026</u>				
Beginning Mileage	Ending Mileage	Date	# of Gallons	Initials
105307	105319	5/1/26		DT
105319	105320	5/4/26		DT
105320	105335	5/4/26		DT
105335	105339	5/4/26		DT
105339	105341	5/5/26		CN
105341	105356	5/5/26		DT
105356	105362	5/4/26		CN
105362	105373	5/5/26		CN
105373	105392	5/6/26		DT
105392	105404	5/6/26		DT
105404	105406	5/6/26		DT
105406	105408	5/7/26		DT
105408	105501	5/7/26		CN
105501	105505	5/7/26		DT
105505	105523	5/8/26		DT
105523	105537	5/8/26		DT
105537	105561	5/11/26		DT
105561	105569	5/11/26		DT
105569	105596	5/11/26		DT
105596	105597	5/11/26		DT
105597	105609	5/12/26		DT
105609	105711	5/13/26		DT
Fuel Fill up	105711	5/13/26	21.182	DT

Total Miles:

404

19.07 mpg

Mileage Tracking

Town of Lincoln

Mileage Tracking Sheet

This report is submitted for the stated month as mileage for use of Town Vehicles:

Month of: <u>MAY 2020</u>				
Beginning Mileage	Ending Mileage	Date	# of Gallons	Initials
105711	105741	5/13/20		DT
105741	105752	5/14/20		DT
105752	105776	5/14/20		DT
105776	105794	5/15/20		DT
105794	105801	5/15/20		DT
105801	105810	5/15/20		DT
105810	105824	5/15/20		DT
105824	105848	05/20/20		DT
105848	105855	05/20/20		DT
105855	105855	05/21/20		DT
105855	105858	05/22/20		DT
105858	105861	05/22/20		DT
105861	105875	05/22/20		DT
105875	105906	05/26/20		DT
105906	105919	05/26/20		DT
105919	105927	05/26/20		DT
105927	105940	05/28/20		DT
105940	105941	05/29/20		DT
105941	105947	05/29/20		DT
105947	105965	05/29/20		DT
105965	105967	06/01/20		DT
105967	105971	06/03/20		DT
105971	105987	06/04/20		DT
105987	105989	06/04/20	16.597 GAL	DT
105989	106002	06/04/20		DT

Total Miles:

MONTHLY REPORT

DATE: June 1st, 2026

TO: Wade Shaefer, Town Manager

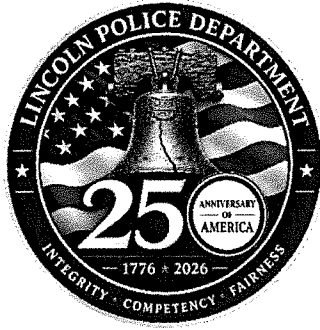
FROM: Denton Trotter – Code Enforcement Officer / LPI/ LHO

RE: Planning Board – May 2026

1. Below is a summary of Planning Board activity for the month of May. As a reminder, not all Land Use applications require Planning Board approval. This month had no permits where I was the deciding party.

Planning Board Actions – May 2026

1. **2nd Review of:** Upper Sunset Shores Subdivision, East Side Upper Pond, Map:160 Lot: Multiple, Zone: RR2 & SD5
2. **Business Request Approved:** Collectors Choice located at Suite 3 150 West Broad Zone C2 Map:135 Lot:009
3. **Business Request Tabled:** Camp n Kayak LLC located at 18 Overlook Rd Zone RR2 Map:077 Lot:033
4. **Business Request Approved:** The Hairapist Salon located at 313 Enfield Rd Zone RR1 Map:047 Lot:028
5. **Planning board members will be completing FOAA training.**
6. **Planning board members were given information:** New Subdivision laws LD 1829 and LD 2173 as noted in the agenda for June council meeting.



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

To: Wade Shaefer, Interim Town Manager
From: Lee Miller - Police Chief 
Date: June 4th, 2026
RE: Police Department Report for May 2026

Police Department Updates

Message from Chief Miller

Our team continues to work extremely hard despite facing significant staffing challenges. Currently, we are operating with several officers unavailable due to injuries and recent departures from the department. As a result, our remaining staff have been carrying a heavier workload while continuing to provide the professional level of service our community expects and deserves. Their dedication, commitment, and willingness to step up during this period have been outstanding, and I am incredibly grateful for their efforts.

The good news is that help is on the way. We currently have two officers attending the Maine Criminal Justice Academy who recently passed their final examinations and are scheduled to graduate on June 5th. This is a major accomplishment for both officers and an important step forward for our department. Once they return, they will begin their field training program and continue developing the skills necessary to serve the community independently.

Recruitment remains a top priority. We are actively working to fill additional vacancies and are planning to send another officer candidate to the August academy. We have recently extended a conditional offer of employment to an individual who is completing his military service and relocating back to the area with his family. We are excited about the experience, discipline, and leadership qualities he could bring to our organization.

In addition, we have hired a new reserve officer, Taylor Haines. While Taylor does not have prior law enforcement experience, he is a career firefighter from Old Town and brings a strong public service background, excellent character, and a commitment to serving others. He will begin his field training next week, and we look forward to helping him develop into a valuable member of our team.

Message from Chief Miller Cont.

Law enforcement continues to be a challenging profession, and recruiting qualified candidates has become increasingly difficult across the state and nation. Finding the right people for our department is even more challenging because we remain committed to maintaining high professional standards. While it may take longer to fill positions, we will not compromise on the quality, integrity, and character we expect from those who wear our badge. Building a strong team is essential to the long-term success of the department and the trust we maintain with the community we serve.

Community Outreach

We had a fantastic time at the Bike Rodeo, helping young riders develop their bicycle skills, build confidence, and learn the importance of safe riding practices. Events like this provide a fun, hands-on opportunity for kids to improve their abilities while reinforcing important bicycle safety habits that will serve them well both on and off the road.



A special thank you to Officer Nic Milner for stopping by and lending a hand throughout the event. His willingness to engage with participants, answer questions, and support the activities helped make the day enjoyable and successful for everyone involved.

We appreciate all the families, volunteers, and community partners who helped make this event possible and look forward to seeing everyone again next year!

Community Outreach Cont.

Our radar trailer is back in service and helping us monitor traffic speeds throughout the community.

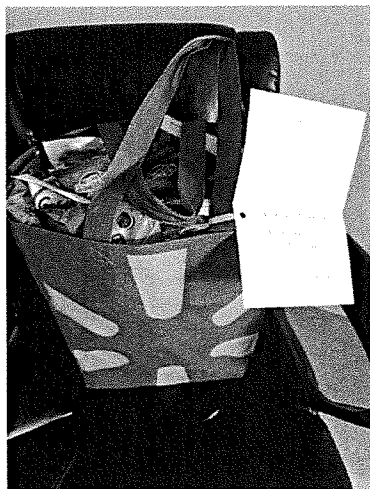
While the flashing speed display serves as a helpful reminder for drivers to slow down, the trailer does much more than display vehicle speeds. It also collects valuable traffic data, including vehicle volumes, average speeds, and peak traffic times. This information helps us identify areas of concern, better understand traffic patterns, and deploy our officers more effectively to address speeding complaints and improve roadway safety.



The data gathered by the trailer plays an important role in our traffic enforcement efforts and helps ensure that our resources are focused where they can have the greatest impact.

Residents can expect to see the radar trailer deployed in different locations around Lincoln throughout the summer and fall as we continue working to make our roads safer for everyone.

The Lincoln Police Department would like to extend our sincere thanks to Walmart for stopping by last week and delivering special treats to our staff in recognition of Police Week. We are incredibly grateful for your thoughtfulness, generosity, and support of our officers and staff. Acts of kindness like this serve as a reminder of the strong partnership we share with our community and the appreciation that exists for the work our team does each day.



Community Outreach Cont.

Community support means a great deal to us, and gestures like yours do not go unnoticed. Thank you for helping make Police Week a little more special for the members of the Lincoln Police Department. We truly appreciate your continued support!

The Lincoln Police Department would like to extend a sincere thank you to Jennifer Misek of the Federal Bureau of Investigation for taking the time to present an important Scam Awareness Presentation to our community.



Special Agent Misek provided valuable information on current scam trends affecting individuals both locally and across the region. With scams continuing to impact so many people and costing victims thousands of dollars, education and awareness are critical in helping protect our residents.

We appreciate Special Agent Misek's professionalism,

knowledge, and commitment to public safety, as well as everyone who attended the presentation. Partnerships like these help strengthen our community and keep people informed and safe.

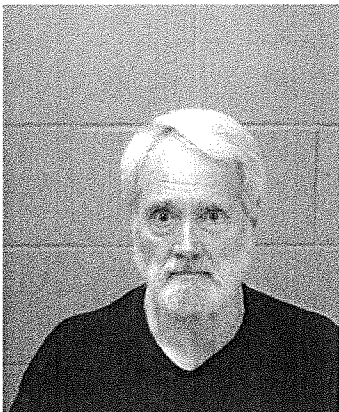
Patrol and Detective Highlights

Arrest Made for Sex Offender Registry Violation

On May 4th, 2026, at approximately 9:55 a.m., officers from the Lincoln Police Department arrested 71-year-old Wayne Buchanan at a residence on Trails End Road in Lincoln for violations related to the Sex Offender Registry. This arrest followed an investigation into Buchanan's residency and compliance with registration requirements. Buchanan had reported on April 21st to the Lincoln Police Department that he intended to register as a sex offender. However, subsequent investigation determined that he may have been residing in Lincoln for a significant period of time prior to that registration and had not been reporting his correct address as required by law.

Patrol and Detective Highlights

Further investigation revealed that Buchanan had listed a primary address in Osborn. Officers determined that this location did not appear to be a viable residence, as it consisted of a small structure not suitable for habitation and showed no signs of active occupancy. Investigators developed information indicating that Buchanan had been residing at a Trails End Road address in Lincoln for an extended period.



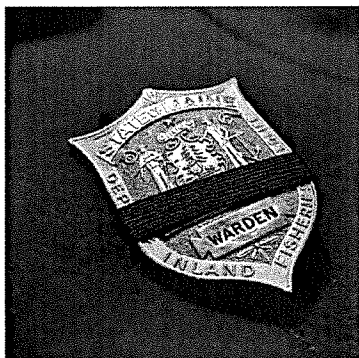
Interviews and records obtained during the investigation supported that this location was his primary residence.

Officers made contact with Buchanan at the Trails End Road residence, where he was taken into custody without incident. He was transported to the Penobscot County Jail.

Buchanan was charged with Failure to Register as a Sex Offender (Class D), in violation of 34-A M.R.S. §11227 (first offense) and Unsworn Falsification (Class D) in violation of 17-A 453.1.B.1.

Policies and Administrative

Det. Jacobs, Officer McMoarn, and I attended the funeral services for Warden Joshua Tibbetts. While Maine is a large state geographically, the law enforcement community is



close-knit and deeply supportive. We made it a priority to be present to honor Warden Tibbetts' service and to stand in support of the Maine Warden Service during this difficult time.

Sgt. Mason also had the opportunity to have lunch with our two cadets, Officer Manna and Officer Denlinger, who are currently attending the 18-week Maine Criminal Justice Academy. It was a great chance to

Policies and Administrative Cont.

commitment has been evident throughout the program, and they continue to represent the department well.



Both Officer Manna and Officer Denlinger are scheduled to graduate on June 5th. Following graduation, they will return to the department to begin the next phase of their training, working alongside a Field Training Officer as they transition into full-time patrol duties.

We have been conducting mandatory wellness check-ins with each officer as part of our ongoing commitment to their health and well-being. These sessions are designed to give every member of the department a dedicated opportunity to talk, decompress, and process the wide range of experiences encountered in law enforcement—even if they feel they do not necessarily need it at the time.

The goal is to create a safe and supportive space where officers can openly discuss anything they are carrying with them from the job, whether it feels significant or routine. As I remind our team, even if the conversation does not feel personally impactful in the moment, it may still provide value to someone else in the room or help us better support the team as a whole.

These check-ins are an important part of maintaining a healthy, resilient, and connected department.

We would like to recognize our intern, Cole Andrei, for his hard work and dedication to the Lincoln Police Department this semester.

Cole was our second college intern over the past year and spent two days a week with us during the second semester, completing more than 120 internship hours. During his time with the department, he took on an important project scanning and organizing a large volume of older records, helping to improve our file management system and overall daily operations.

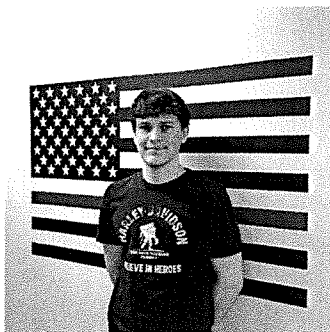
Cole consistently came in with a strong work ethic, a positive attitude, and a willingness to help wherever needed. He was a valuable addition to the team, and his contributions made a noticeable impact on our efficiency and organization.

connect with them personally and hear firsthand about their progress and experiences in training.

We are extremely proud of the hard work, dedication, and professionalism

both officers continue to demonstrate as they work through the academy. Their

While we are sad to see him go, we are very appreciative of his efforts and wish him continued success as he moves forward in his education and career.



We are also pleased to announce that we have selected our next intern, who will begin in June. He is a Lincoln resident and a student at Eastern Maine Community College, and we look forward to welcoming him to the department.

Grants

The federal vest funding has now been approved, and we have received an award of \$2,637. While this is below the approximately \$5,000 that was requested, it will still be used to offset the cost of ballistic vest purchases for the department.



As a reminder, ballistic vests are issued to specific personnel, meaning a new vest must be purchased for each newly hired officer. In addition, each vest has a required replacement cycle of five years, which creates an ongoing equipment cost for the department.

The congressional funding request is still pending final processing. It has been approved in principle, and we are currently waiting on the next communication/email to move forward with the remaining steps in the process.

Monthly Stats: Law Incidents: 330, Traffic Stops: 72, Total Criminal Violations: 10

Trainings

We have launched a new training series titled "Path of the Guardian," a weekly online program focused on current and emerging case law. The series is designed to keep our personnel up to date on legal developments, reinforce sound decision-making, and reduce liability through consistent, ongoing education.

Officer K. Milner recently completed a Methods of Instruction course, which provides the foundational skills needed to effectively deliver training in a classroom setting. This certification is a required step as he prepares to become a firearms instructor next month.

In addition, Officer K. Milner and Officer Morales attended a three-day Field Training Officer (FTO) course. This training prepares them to serve as FTOs for incoming officers, ensuring they are equipped to properly guide, mentor, and evaluate new personnel as they begin their careers with the department.

Month Vehicle Information

This information is up to date information, 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 – 144,969 144 gallons at 15 miles per gallon

9287 – 55,186 77 gallons at 15 miles per gallon

3640 – 16,646 139 gallons at 15 miles per gallon

4299 – 13,548 289 gallons at 15 miles per gallon

9571 – 10,393 144 at 15 miles per gallon

9934 – 18,265 315 gallons 15 miles per gallon

6300 – 8,943 315 gallons at 15 miles per gallon

MONTHLY REPORT

DATE: June 1, 2026
TO: Town Manager
FROM: Les Brown Fire-EMS Chief
RE: May, 2026 Monthly Report

ACTIVITIES : I have added a no transport Line this is calls where patient refused transport after calling

Ambulance for Medical reason,

Also I added a line that shows when Patient called 911 All they needed was a lift assist,

Service calls is when crews went out to do Escorts, Flags, Assist other town departments,

TRAINING:

We have done our daily, weekly, and monthly training for the month. All of the Basic, Advanced, Medic students Will be doing there hands on training with employees with experience in that License level .

BUDGET/OVER TIME

Vacations, floaters, and employees sick has been our overtime this month.

Ambulance Runs & Transfers			
Month	E M S Runs	Transfers Included	Fire Calls
May 2026	116	17	34
..			
Fall Calls	17		
NO Transport	23		
Out of town sign offs	0		
In town sign offs	36		
Service, Calls	19		

Lincoln Fire Department Fuel Consumption Log - Month of May 2026

Date	Who are you?	What Truck are you in?	\$ Per Gallon	# Of Gallons	Mileage	Engine Hours	Cost at Pump
4-30	Burger	530	4.378	10.017	17368.2	—	43.86
5-1	Freier	532	5.699	10.890	8755.7	9610.7	62.06
5-1	Gerken	531	5.699	15.575	41778.9	3407.0	88.76
5-2	Manson	gas can's	5.529	2.562	—	—	14.29
5-2	Freier	532	5.699	15.198	87624	9614.8	86.61
5-2	Freier	531	5.699	16.213	41870.1	3471.9	92.40
5/4/26	Manson	533	5.699	10.919	44754.2	3920.9	62.23
5/4/26	Manson	535	5.699	24.68	31441.0	12730.1	140.59
5-7-26	Burger	530	4.53	13.4	174023	—	84.44
5/9/26	Church	531	5.699	17.268	41917.6	3477.9	98.41
5/10/26	Manson	536	4.589	16.229	17655.3	229	69.93
5/15/26	MIRTES	531	5.699	15.459	41977.2	3483.2	88.10
5-16-26	Burger	530	4.54	11.88	1747234	—	54.40
5/16/26	Eboray	536	5.549	10.230	174490	—	46.54
5/17/26	Freier	532	5.699	17.728	87676	9619.2	101.03
5/19/26	Freier	531	5.699	12.383	42033.5	3486.4	70.57
5-14-26	Burger	530	4.54	16.552	174720	—	75.30
5-14-26	Burger	530	4.52	9.87	174753	—	44.74
5-20-26	Grech	533	5.69	12.680	4970.2	3973.0	68.84
5/21/26	MIRTES	535	5.699	18.280	31496.3	12739.6	104.18
5-22-26	Burger	532	5.69	13.65	87814	9626.6	77.81
5/21/26	MIRTES	532	5.699	14.548	87761	96238	82.91
5-23-26	Burger	532	5.69	14.397	87877	96298	82.05
5/22/26	Freier	531	5.699	5.604	???	???	88.93
5-27-26	Burger	531	5.69	14.304	42170.6	3500	110.01
5-29-26	Stratton	532	5.699	12.072	87911	9632.6	68.80
5-31-26	Fiske	536	4.589	12.466	17758.5	—	60.72
				383,814			1,982.46
	Monthly	Totals		897.662 gal			4,296.24

logged 5/26

Lincoln Fire Department Ambulance 538 Fuel Log

Date	Employee	Mileage	\$ Per Gallon	# Of Gallons	Total	
4/29/26	Burger	111334	4.279	15.260	65.30	✓
4/29/26	Burger	11430	4.279	11.276	48.25	✓
5/3/26	Munson	111760	4.399	48.649	214.01	✓
05/03/2026	Perry	111911	4.379	22.030	96.47	✓
5/5/26	Stratton	112008	4.599	12.403	57.04	✓
5/6/26	Burger	112136	4.599	12.118	55.62	✓
5/6/26	H. Miller	112273	4.599	15.221	70.00	✓
5/11/26	H. Miller	112405	4.579	17.253	79.00	✓
5/14/26	Burger	112506	4.551	12.497	56.97	✓
5-21-26	Correia	112583	4.529	16.166	46.04	✓
5/22/26	Zboray	112700	4.529	16.563	75.01	✓
5/23/26	Mann	112796	4.529	13.131	59.47	✓
5/27/26	Mitchell	112931	4.519	19.918	90.01	✓
5/28/26	Zboray	113028	4.519	9.802	44.30	✓
5/28/26	Munson	113125	4.509	16.479	74.30	✓
5/28/26	Zboray	113222	4.509	13.875	62.35	✓
5/29/26	Zboray	113320	4.509	13.421	60.52	✓
				285.122	1278.26	

19045239
42:08 PM

You!

THANK YOU
A NICE DAY

WELCOME TO
WISART'S
S TRAVEL STOP
W BROADWAY
LINCOLN ME
34457
77941200

0273... 13:24
DA... 5/26 21:48
TRAM... 013944
PUMP# 01
SERVICE LEVEL: SELF
PRODUCT: UNLD
ALLONS:
PRICE/G: 15.221
REL SALE \$4.599
CREDIT \$70.00
\$70.00

EVACON
t/Card Num: 0181
: 10104238636
Code: 900
ID: 04233503680
ID: 9999780

Lincoln Fire Department Ambulance 537 Fuel Log

Date	Employee	Mileage	\$ Per Gallon	# Of Gallons	Total	
4-30-26	Mitchell	3624.2	4.379	19,012	83.25	✓
5-4-26	Church	3660.7	4.379	12,481	56.41	✓
5-5-26	Mirtes	3773.5	4.599	18,302	84.17	✓
5-9-26	Burger	3935.1	4.58	23,757	109.02	✓
5-12-26	Zylberberg	4018.3	4.579	15,216	69.67	✓
5/13/26	Chandler	4123.3	4.569	16,983	77.60	✓
5-16-26	Burger	457	4.195	13,454	61.20	✓
5-18-26	Goslin	4340.6	4.599	21,275	96.78	✓
5-21-26	Goslin	4411.9	4.529	16,316	73.90	✓
5-23-26	Stratton	4495.7	4.529	14,704	66.59	✓
5/26/26	Church	4520.4 451.9	4.519	14,280	64.53	✓
5-29-26	Fiske	4446.8	4.509	17,626	79.48	✓
5-30-26	Burger	4735.5	4.509	10,892	49.11	✓
				214.698	\$991.71	

537-Fiske

WELCOME TO
DYSART'S
DYSART'S TRAVEL STOP
199 W BROADWAY
LINCOLN ME
04457
2077941200

DATE 5/29/26 15:07
TRAN#9015324
PUMP# 01
SERVICE LEVEL: SELF
PRODUCT: UNLD
GALLONS: 17.626
PRICE/G: \$4.509
FUEL SALE \$79.48
CREDIT: \$79.48

INTEVACOM
Acct/Card Num: 0166
Ref: 10104459421
Resp Code: 900
Stan: 04453570616
SITE ID: 9999780

Thank You!

THANK YOU
HAVE A NICE DAY

Lincoln Fire Department Ambulance 539 Fuel Log

[illegible]

WELCOME TO
DYSART'S
DYSART'S TRAVEL STOP
199 W BROADWAY
LINCOLN ME
00457
2077941200

DATE 5/16/26 16:52
TRAN#0040650
PUMP# 04
SERVICE LEVEL: SELF
PRODUCT: UNLD
GALLONS: 14.028
PRICE/G: \$4.549
FUEL SALE \$63.81
CREDIT \$63.81

INTEVACON
Acct/Card Num: 0180
Ref: 10404328976
Resp Code: 900
Stan: 04323531863
SITE ID: 9999780

Thank You!

THANK YOU
HAVE A NICE DAY

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

DATE: June 4, 2026

TO: Wade Shaefer Town Manager

FROM: George Briggs, Public Works Director

RE: May, FY26

ACTIVITIES:

The Public Works Department began the Month of May with a full schedule and the men kept a rapid pace the entire month. Complete is the transition from winter to summer functions, the crews barely missing a beat as the weather continued to improve, allowing for a wider variety of tasks to be accomplished.

The street sweeper has maintained its presence on the town streets, picking up the volumes of winter sand deposited during sanding operations. On several occasions, the loader has been deployed in concert with the sweeper in order to break loose the heavier deposits and at times pick up and load onto trucks to haul off-site. This effort has proven to be effective on areas of heavy material build up.

The grader continued the initial round of road grading with grading being performed on Phinney Farm Extension, Folsom Pond Road, Curtis Farm Road and the South Road. Periods of rain at times interrupted this effort and some minor delays were experienced. The next round of grading efforts is scheduled to begin the week of June 8.

A PW Crew completed the annual town clean up this month. This is normally a one-week affair, occasionally overflowing by a day into the following week. This year was not the case as large amounts of brush seemingly all over town slowed the efforts and Town Clean Up week in reality became Town Clean Up 2 weeks. The extended effort required to complete the clean up put us behind schedule by one week at mid-month.

A sign crew was dispatched and spent an entire day installing various signs including street signs on Maplewood Lane, Granite drive and replaced a stop sign on Phinney farm road. Advisory signs in the form of Dead End were installed on Mattanawcook St., barring an emergency repair or replacement, there will be no more sign efforts until late fall or early winter.

The annual road painting task began this month, about 2 weeks behind where I originally scheduled it start. The paint crew has worked hard to get this task completed, working thru some very hot days. The job looks to be completed by mid-July. The crew will be required to change course and mission for a few days for the purpose of adjusting storm drain basins, a task associated with the paving project.

Mechanical issues were minimal this month. The mechanic has been busy working the bugs out of the paint machine. Doing oil changes on rec truck. Working on the code enforcements cruiser. And working on hydraulic hoses on transfer trailers. All normal P.M. has been performed at records of same are kept in the garage.

TRAINING:

Some of the newer hires that has not been thru some of the training like work zone safety and trenching and excavation. This training allows us to be in compliance with DOL.

PROJECTS:

Guard rails were installed on Frost Street, Station Road and repairs on Town farm road.



38 Perry Street Demo

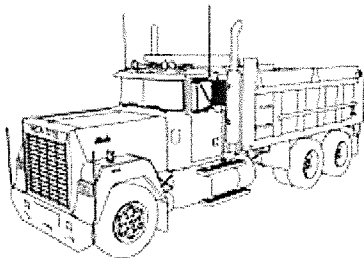


Ann Morrison

From: George Briggs
Sent: Wednesday, June 3, 2026 3:38 PM
To: Ann Morrison
Subject: Monthly report / fuel report May 2026
Attachments: PW-May-2026.doc

May FY26		
Equipment	Miles	Gallons
Cruiser #2	174	16.45
Truck #2	599	75.39
Truck #6	195	56.37
Truck #7	0	0
Truck #8	344	29.55
Truck #9	116	28.79
Truck #12	144	15.71
Truck #13	0	0
Truck #14	153	83.19
	Hours	
Case Backhoe	23.2	69
Hitachi Loader	0	0
Grader	9	37.9
Sweeper	75.98	231.23
Total Trucks	1725	305.45
Total Equipment	108.18	338.13

George Briggs
Town Of Lincoln
Public Works Director
1-207-794-6658



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

DATE: May 29th, 2026
TO: Town Manager Wade Shaefer
FROM: Ivan Cox, Transfer Station Director
RE: MAY, FY2026

ACTIVITIES:

May was presented as fee free May. Also associated with town clean up, we have collected an abundance of brush, furniture, mattresses and wood. We also distributed the compost for the year around Mother's Day. We will make further efforts to ship the furniture and mattress as best we can.

We have switched from the Juniper Ridge landfill to MWS in Hampden. Approximately half of the trip when to JRL early in the month switching over on the 18th of May to MWS. The total trips for the month were 15, the tonnage came in at 355.65.

Fuel for the month, of the trips going to landfill and mws the transport was 1388 miles and the fuel consumption cost was \$1526.44. As to the equipment at the transfer station the auxiliary tank was filled on the 4th with 87 gals and we used 69 gals between the loader and the skid steer.

Production this month led to 24 bales of cardboard and a newspaper. We had 7 fire events in the burn pit with the increased clean up. Compost has been dispersed throughout and is nearly gone at this point.

Public Works also hauled 2 loads of ash from the site with nearly 16 tons being taken to JRL

There was no shipment this month as last month we cleared most storage that was on site. We do have a shipment of cardboard being scheduled, Aims Metal recycling has been notified for a pickup and North coast is a box of electronics away from a complete load. MRRA has sent notice of a reclaim of freon for early this week.

We are still waiting on the electrical repair on the exterior of the warehouse. We have incased the area with 4x4 post and PT lumber to prevent any future issues in the area.

We had one repair to a hydraulic line on the loader which was quickly remedied the same day by the town mechanic.

All normal PM were performed and records are kept at the Facility

Materials Shipped:

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

Materials Shipped

Materials	MTD	FYTD	Comments
Cardboard	42 bales	170 Bales	1000lbs. per bale
Newsprint	12 Bales	12 Bales	1700lbs. per bale
Plastic #2			700lbs. per bale
SOW			780lbs. per bale
Light Iron & Tin	2 Loads	12 Loads	Tons vary per load
Glass			
Ash		8 Tons	12-15 tons per load
Waste Oil		1,400 Gal	Gallons shipped
E-Waste *		12,700 LB	LB. of items shipped
Equipment Tires			Tons of items shipped
Freon Removal		235 Units	# Of units
Fluorescent Bulbs Mixed		437 Bulbs	# Veolia for recycling
4ft Bulbs		240 Bulbs	# Veolia for recycling
8ft Bulbs		25 Bulbs	# Veolia for recycling

**Juniper Ridge Landfill SMW Delivery Totals
Trash Tonnages**

Month	Tons	Tipping	Cost		Month	Tons	Tipping	Cost
July	404.22	\$95.00	\$ 38,400.90		July	330.08	\$95.00	\$31,357.60
Aug	349.32	\$95.00	\$ 33,185.40		Aug	285.02	\$95.00	\$27,076.90
Sept	332.71	\$95.00	\$ 31,607.45		Sept	355.22	\$95.00	\$33,745.90
Oct	334.24	\$95.00	\$ 31,752.80		Oct	341.86	\$95.00	\$32,476.70
Nov	295.71	\$95.00	\$ 28,092.45		Nov	280.70	\$95.00	\$26,666.50
Dec	296.45	\$95.00	\$ 28,162.75		Dec	287.31	\$95.00	\$27,294.45
Jan	281.18	\$95.00	\$ 26,712.10		Jan	265.38	\$95.00	\$27,559.83
Feb	238.20	\$95.00	\$ 22,629.00		Feb	230.53	\$95.00	\$27,790.36
Mar	296.07	\$95.00	\$ 28,126.65		Mar	278.23	\$95.00	\$28,068.59
Apr	288.41	\$95.00	\$ 27,398.95		Apr	313.91	\$95.00	\$29,821.45
May	388.5	\$95.00	\$ 36,907.50		May	355.65	\$95.00	\$33,786.75
June	342.88	\$95.00	\$ 32,573.60		June		\$95.00	
Total	3,847.89	\$95.00	\$ 365,549.55		TOTAL	3323.85	\$95.00	\$325,644.95

Fiscal Year 2025

Fiscal Year 2026

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

DATE: June 4, 2026
TO: Wade Shaefer, Town Manager
FROM: Cody Norris, Cemetery, Parks and Recreation Director
RE: May 2026

ACTIVITIES:

May was a very busy month. Orientation for the part time employees was held on May 28th and June 4th. Employee numbers for the cemetery crew and rec assistants are in good standing. We will have seven part time cemetery crew that will be utilized and Ten recreation assistants that will be spread across the many summer programs. Waterfront staffing will feature 4 new with the rest being returners and hoping things will run much smoother this year with the prior experience mixed in between the old and new faces. We are operating on a tight time frame due to the lifeguard training in East Millinocket being available the weekend of June 13th-15nd. The summer staff looks strong with many individuals who could be strong candidates to return next year as well.

Due to school still being in session the two-man cemetery crew did a fantastic job getting the in-town cemeteries prepared for Memorial Day as well as Annuals planted. This was not an easy task with their other tasks around town and the constant rain that we have been getting this spring. They were able to get two of the small cemeteries mowed late the week before and then had a three-day window the week before Memorial Day to get Park Street and West Broadway done. Myself and Teddy were also busy with burials and cremations during the month of May. In total we had Three full sized burials and Ten cremations.

In other beach news the dock at Prince Thomas Park will be installed the week of June 15th and the kayaks/paddleboards will be brought over from the airport hangar. The beach has seen a fair share of visitors in the early summer season even with a good amount of sunny days so far.

BUDGET:

I will say that this Budget process has been long and very stressful for myself and other department heads. Overall, I feel that the Budget myself, the town manager and the budget

committee came up with is fair and manageable to this point. As we get closer to July 1st I hope that everything will stay the same that was discussed between the 3 parts to the process thus far.

Cemetery, Parks & Recreation Fuel Log: May 2026

Date	Truck/Equipment	Miles	Gallons	Price	TOTAL
5/12/2026	2015 Dodge	117,704	19	4.57	\$91
5/13/2026	Mower	1HR	7.22	4.56	\$33.01
5/19/2026	Gas Cans	N/A	30.7	4.54	\$139.69
5/20/2026	2015 Dodge	117,870	20	4.52	\$90.66
5/22/2026	2018 Dodge	39,841	24.508	4.52	\$111.00
5/22/2026	Gas Cans	N/A	27	4.52	\$122.41
5/28/2026	Gas Cans	N/A	22.5	4.5	\$101.41
5/30/2026	Gas Cans	N/A	5	5.9	\$29.92
5/30/2026	Gas Cans	N/A	20	4.5	\$90.90
5/30/2026	2015 Dodge	118,027.20	19.9	4.5	\$90

Truck Miles

2015 Dodge: 323 Miles

\$900

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

DATE: MAY 26TH, 2026

TO: Wade Shaefer-Interim Town Manager

FROM: Lauren A. Hakala- Library Director

RE: Monthly Report May for June 2026.

Library Activities:

Good News! Our Parking Lot Paving has been completed and is a welcomed improvement.

The Children's Area: Tadpole Report: They are bigger their face is more froggish, and they have white bellies; there are no legs, yet. They currently are eating freeze dried crickets. On Tuesday Region III's Early Childhood Program attracted over 33 participating patrons (children and their families) for the Early Childhood Student's last program for the school year. We are proud and honored that there are so many families participating and we are a place that supports their learning experience.

Summer Reading Program; Un-Earth a Story featuring Dinosaurs. Sign-ups begin June 15th and Summer Reading Programing begins June 22nd and will continue on until Mid-August. Thursday May 28th The Friends of LML are preparing Summer Reading Packets to have ready for children and families. This Summer we will also welcome Tom Night, musician and puppeteer July 2nd as a Summer Reading Program Launch Party. Tom Night is bringing a library program that promises to delight all ages.

July 11-17 1976; It has been 50 years since our Library Time Capsule has been Created. We are hoping to celebrate this momentous occasion and open it! What would you put in a time capsule to open up in the next 50 yrs?

Our Special Programs and Library Activities: May 14th Dale Ruth Sherburne came and graced our presence, she is a caregiver advocate, speaker and author. Her Book is called, Neither Wife nor Widow. "*Drawing from twenty years of caring for her husband with early-onset dementia*".

On-Going Programs and Events:

Patron Choice Programs:

M-F The Original Patron Choice Program in the Children's Area in the Afternoons, beginning at 2:30-4:45.

Chris Davis is offering a Woman's Empowerment Workshop; "Taking up Space"; 4th Wednesday of the Month; June 25th at 3p.m.

Bonny's Craft Class First Thursday of the Month; June 4th @2:30-4:30; "Learning the Basket Stich".

Pokémon with Adam Nash is the 4th Saturday of the Month.

Book Sales: We are getting ahead of our book sales for the year and continue to realized that June is the month we are at capacity and we shift our focus toward the Friend's Book Sale in July. There will be no monthly Booksale on the second Saturday in June. We create a sale each month with the exception of December and June and August each year. June and August, we clean out our Vault, and create flow again. We are also creating an ongoing Booksale in our front foyer to make up for these months, and to continue the Booksale flow. We will be managing donations according to our storage space that is currently at capacity.

Patron Choice Programs: The library welcomes the community to enjoy each other in an open invitation; The original patron choice program meets daily in the afternoons, in the Children/Youth Area. "Home School Programing" so far fits into this category. Home schooling is parent directed program and a revised collaboration for Homeschool Parent/Teachers and Library Programming will be welcomed by staff will be implemented after Summer Reading in the Fall. Chris Davis and a circle of patrons gather for the 4th Wednesday of the Month from 3-5. Bonnie Dickinson added a second arts and crafts class. Her first class starts at 2:30 p.m. the first Thursday of the month and her second class is the second or third Wednesday TBA (depending on the project); next up is the basket stich.

Homestead Forum News: Welcome Homesteaders; we are aware homesteaders are busy homesteading before blackfly and mosquitoes hatch out and it is planting/growing season. Our webinar continues to be shown the 3rd Tuesday of the month we began with the Cooperative Extension's C.J.Walke: Plan Your Back Yard Orchard; Webinar Bundle Series.

Yarn Society News: Fridays at 3pm.

Technology: Tech Support with Mary Saturday June 13th because we are open 8-12; Sign-ups are at our circulation desk.

Friends of the Lincoln Memorial Library: They are gearing up for their Annual Book and Craft Sale Fundraiser. As always, we are grateful that the FLML who put the library first, and they have full meetings each month. Please ask for a Friend's flyer if you are interested in the Friends of Lincoln Memorial Library, a non-profit organization and more volunteer opportunities here at the library.

The Advisory Committee: Big Thanks to Amy Montroy for Covering while Cathy and Lorna attended their Annual Librarian Conference. Bonnie helped Terri and I Monday, and Amy on Tuesday for us both to eat, breath and not to be answerable to patrons

during lunch breaks. We are grateful for the continued committee support and for those who represent our Library. We are welcoming our newest member Jane Brown to our committee; she was voted in as Secretary. She has been a valued volunteer; we are grateful for her continued Volunteerism.

Personnel: Cathy and Lorna are back from their Maine Library Association Annual Librarian Conference May 18th and 19th. This year's conference is at Thomas Collage was: ***Hang in there; Libraries at the Edge of Change.***

Cathy and Lorna are the faces for small and rural Libraries; we are not so small these days!!! Their enthusiasm for their work is infectious; we had a great all staff meeting directly following their return.

Equipment, Maintenance and the Library Decore:

As of 4/24/26, We received a quote for Rug Cleaning that turned into a donation. Our generous donation for our rugs cleaning is scheduled for Juneteenth weekend. John Littlefield from Cold Stream Cleaners and his efforts will complete our facelift for FY 26.

We are researching Grants for a fire suppression system at our Library. It would be a local dream if a company could participate in the needs of the Town's Historical Society the Hero's Museum, and the library; all needing comparable systems.

Training: The Maine State Librarian Credentialing System has been reinstated. Lorna Dill is currently enrolled in these trainings. A full credential requires at least 35 hours of training; Once Lorna has moved through these trainings, Cathy will help Lorna apply her newly acquired skillset to the size of our library. Lorna and Cathy know our community and have years of experience between them. We, as town employees, are taking the required trainings at Neo.gov and keeping current throughout the year. In August we will be participating in the town wide safety training.

Statistics and Finances: FY 26 Budget was renewed with the Advisory Committee in March with months to go, and recommendations for FY27 were made and decided upon. FY27 was submitted for review first by the Town Manager, and then onto the Budget Committee, back to the Town Manager and now is in the hands of the Council. Our Library Budget recommendations are made and the entire TOL Budget is due for a vote June 22nd. Annual statistics for our Maine State Library (2025) are in the history books. Our TOL Annual Statistics and Annual Report for FY 26 will be reported and done by June 30th 2026. A great deal is being considered in our decision making for FY 27. Two Public Hearings are now scheduled for June 1st and June 15th.

Respectfully Submitted, Lauren A Hakala- Library Director.

Town of Lincoln – Monthly Report

May 2026

Lincoln Regional Airport (KLRG)

Stewart Jacobs, Airport Director

Spring brings increased flight operations at the Airport. Operations are presently hampered due to the fact that the fuel pump has been out of service for over three weeks. Gaftek has been working with the Airport to track down the part that is needed to restore the self-service fuel pump. At the time of the service call, I was advised that the present credit card reader for the pump no longer meets required security standards and will need to be replaced.

The Airport has completed the grant application for approximately \$315,000.00, in FAA funding that is intended for Design & Permitting for Taxiway/Hangar Development. Those grant funds will be used for the design and permitting for the taxiway development on Lot 5D. Lot 5D, was acquired through the use of TIF funds that were reimbursed to the Town with a land acquisition grant from the FAA.

In May, I met with Maine DOT Airport Planners and the FAA for the development of the Airport's Capital Improvement Plan (CIP). The Airport's CIP provides all parties with the roadmap for the next 5-10 years of projects/improvements for the Airport. I did learn at this meeting that Maine was not awarded any Airport Terminal Grants by the FAA. 2026, is the last year for the ATP Grant Program.

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

TOWN COUNCIL

YR: 26 MO: 10 ITEM # 8

AGENDA REQUEST

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

Council Meeting Date: 06/15/2026

Today's Date: 06/01/2026

Department:

Department #: 0100

Request:

Sam Smith/Great Northern Power district (an electric co-op) wants to do a 15-minute presentation about alternative to paying more with versant. Can reduce bill by 50%

Action Needed from Council: They are looking to get it put on the November ballot

Is This Item Budgeted: No

Was This A Bid Process: No

Lowest Bid:

Is Public Hearing Required: No

If So What Dates:

TOWN COUNCIL

YR: 26 MO: 6 ITEM # 9a+b

AGENDA REQUEST

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

Council Meeting Date: 06/15/2026	Today's Date: 05/28/2026
Department: Code Enforcement	
Department #: 0106	

Request:

Recommendation to Accept the changes added by the adoption of the law changes as reflected in the document H.P. 1224 LD 1829 enacting as law on July 1 2026.

Action Needed From Council:

Approval to Amend the Ordinance language to reflect the changes in H.P. 1224 LD 1829

Is This Item Budgeted: No	
Was This A Bid Process: N/A	Lowest Bid: N/A
Is Public Hearing Required: YES	
If So What Dates: 06/15/2026	



132nd MAINE LEGISLATURE

FIRST SPECIAL SESSION-2025

Legislative Document

No. 1829

H.P. 1224

House of Representatives, April 30, 2025

**An Act to Build Housing for Maine Families and Attract Workers to
Maine Businesses by Amending the Laws Governing Municipal
Land Use Decisions**

Reference to the Committee on Housing and Economic Development suggested and
ordered printed.

A handwritten signature in cursive script that reads "Rlt B. Hunt".

ROBERT B. HUNT
Clerk

Presented by Speaker FECTION of Biddeford.

1 Be it enacted by the People of the State of Maine as follows:

2 **Sec. 1. 4 MRSA §18-C** is enacted to read:

3 **§18-C. Housing Development Resolution Board**

4 **1. Board established.** There is established within the Administrative Office of the
5 Courts the Housing Development Resolution Board, referred to in this section as "the
6 board," to hear an appeal of a final decision by a municipal reviewing authority affecting
7 housing development in the municipality. For the purposes of this section, "municipal
8 reviewing authority" means a municipal board of appeals established pursuant to section
9 2691, planning board, site plan board, design review board, historic preservation review
10 board or any other review board created by municipal charter or ordinance.

11 **2. Membership; appointment.** The Chief Justice of the Supreme Judicial Court, or
12 the justice's designee, shall appoint 3 members to the board with experience and knowledge
13 of land use law or housing development. One member must be an attorney licensed to
14 practice law in the State and one member must be a professional engineer or land surveyor.

15 **3. Term; chairs; compensation; vacancy.** Board members serve 5-year terms or
16 until a successor is appointed, whichever is later. The initial members of the board serve
17 staggered terms of 3, 4 and 5 years. The Chief Justice of the Supreme Judicial Court, or
18 the justice's designee, shall designate one member as chair to serve in that capacity for the
19 duration of the member's term. The Chief Justice, or the justice's designee, shall establish
20 compensation for board members and for the payment of expenses. Any vacancy on the
21 board must be filled for the unexpired term of the vacant seat.

22 **4. Conflicts of interest.** Board members shall avoid actual and perceived conflicts of
23 interest with their duties as a board member. A board member may not represent a party,
24 testify as an expert witness or render any professional service for any party or interest
25 before the board, and any member having an interest in a matter before the board is
26 disqualified to act on that appeal.

27 **5. Removal.** A board member may be removed by the Chief Justice of the Supreme
28 Judicial Court, or the justice's designee, for inefficiency, neglect of duty or malfeasance in
29 performance of the member's duties.

30 **6. Duties.** Notwithstanding any provision of law to the contrary, the board has the
31 power and authority to and shall hear and affirm, reverse or modify, in whole or in part,
32 appeals of a final decision of municipal reviewing authority under subsection 1 regarding
33 questions of housing and housing development. The powers and duties under this
34 subsection include, but are not limited to, appeals concerning:

35 A. Decisions on subdivisions or site plans;

36 B. Decisions on variances, special exceptions, administrative appeals and ordinance
37 administration;

38 C. The use of innovative land use controls;

39 D. Growth management controls and interim growth management controls;

40 E. Decisions of historic district commissions, heritage commissions and conservation
41 commissions;

1 F. Decisions on other municipal permits and fees applicable to housing and housing
2 developments; and

3 G. Decisions on mixed-use combinations of residential and nonresidential uses. Such
4 different uses may occur on separate properties as long as the properties are all part of
5 a common scheme of development.

6 **7. Timing of appeals.** If a municipal reviewing authority issues a final decision
7 denying an application for a housing or housing development project, the appeal must be
8 filed within 14 business days of the decision. If a municipal reviewing authority issues a
9 final decision approving an application for a housing or housing development project, the
10 appeal must be filed within 14 business days of the decision, except that, for a housing or
11 housing development project that requires more than one application to be reviewed and a
12 final decision issued by one or more municipal reviewing authorities, an appeal of a
13 decision may not be filed until a decision has been issued for all applications for the project.

14 **8. Notice.** At the same time an appeal is filed with the board, the appellant shall notify
15 the municipal reviewing authority of the appeal.

16 A. The municipal reviewing authority shall within 14 business days of receipt of the
17 notice of appeal submit to the board a certified record of its proceedings on the matter
18 subject to the appeal.

19 B. The board shall hold a hearing on the merits within 60 days of its receipt of a notice
20 of appeal.

21 C. The board shall issue a written decision on an appeal within 30 days after
22 conducting a hearing on the merits.

23 **9. Parties to the appeal.** After local remedies have been exhausted, appeals may be
24 brought before the board by an applicant to the municipal reviewing authority, or by any
25 other aggrieved or injured party who demonstrates legal standing to appeal. The
26 municipality shall be a party to the action. If the applicant is not the party initiating the
27 action before the board, then the applicant is automatically an intervenor. The board shall
28 grant intervenor status to abutters and to any other aggrieved or injured party who
29 demonstrates legal standing to appeal.

30 **10. Notice.** The board shall serve written notice of the time, place and cause of any
31 hearing upon all parties at least 20 days prior to the hearing date.

32 **11. Jurisdiction.** Notwithstanding any provision of law to the contrary, in matters
33 within its authority, the board has concurrent jurisdiction with the Superior Court. An
34 election by any party to bring an action before the board waives any right to bring an action
35 in the Superior Court. At any time during an appeal to the board, if the board determines
36 that it does not have jurisdiction to hear the appeal, the appellant has 30 days to file an
37 appeal with the Superior Court.

38 **12. Automatic stay; dismissal.** An appeal to the board of a final decision of a
39 municipal reviewing authority that has previously been or is subsequently included in an
40 appeal in Superior Court by another party to the final decision of the municipal reviewing
41 authority, or by any other aggrieved or injured party who demonstrates legal standing to
42 appeal, must automatically be stayed by the Superior Court to provide the party with
43 standing the opportunity to intervene in the matter before the board. If intervenor status is
44 granted, the stay of the Superior Court action regarding those claims continues during the

pendency of the appeal to the board. After the board has decided the appeal, the Superior Court shall dismiss the matter before it to the extent the matter has been resolved by the board. Any claim included in an appeal to Superior Court that is not within the board's authority is not subject to the automatic stay.

13. Subpoena power; administration of oaths. The board has the same authority to issue subpoenas, administer oaths and compel the attendance of witnesses to proceedings before it as exists for the Superior Court.

14. Perjury. Any testimony given by a person duly sworn in an action before the board is subject to the penalties of perjury.

15. Hearing procedure. Appeals to the board must be consistent with appeals to a Superior Court. Appeals must be on the written record of the municipal reviewing authority certified by a notary public, and, except in such cases as justice may warrant, in the sole discretion of the board, additional evidence may not be introduced. The rules of evidence do not strictly apply. The board shall record the proceedings of any hearing before it and shall make the recordings available to the public for inspection and viewing from the date of the hearing to a date 15 working days after the board has made a final decision on the appeal.

16. Standard of review. The board may not reverse or modify a final decision of a municipal reviewing authority except for errors of law or if the board is persuaded by the balance of probabilities, on the evidence before it, that the final decision of a municipal reviewing authority is unreasonable.

17. Remedies. In exercising its authority under this section, the board has the power to award all remedies available to the Superior Court in similar cases, including permission to develop the proposed housing and to award costs and reasonable attorney's fees.

18. Filing and enforcement of decisions. The board shall file a certified copy of a final decision in the Superior Court of the county in which the municipal reviewing authority is located. The judgment may be enforced in the same manner as a final Superior Court judgment.

19. No appeal right. A final decision of the board is not appealable to a Superior Court or the Supreme Judicial Court.

20. Procedures and rules. The court may adopt administrative orders and court rules to govern the practice, procedure and administration of the board.

Sec. 2. 30-A MRSA §4324, sub-§2, ¶C is enacted to read:

C. Planning committee members shall attend a training on land use planning offered by a state agency or a statewide association representing municipalities within 180 days of appointment or of the effective date of this paragraph, whichever is later. If a training is not available within the 180-day period, a planning board member must attend the next available training.

Sec. 3. 30-A MRSA §4360, sub-§2-A is enacted to read:

2-A. Prohibition. Notwithstanding subsection 2, a municipality may not enact an ordinance that limits the rate of growth of residential development in a designated growth area.

1 **Sec. 4. 30-A MRSA §4364-A, sub-§1**, as amended by PL 2023, c. 192, §6, is
2 repealed and the following enacted in its place:

3 **1. Use allowed.** Notwithstanding any provision of law to the contrary, except as
4 provided in Title 12, chapter 423-A, for any area in which residential uses are allowed,
5 including as a conditional use, a municipality shall allow:

6 A. Two dwelling units per lot if the lot is not in a designated growth area within a
7 municipality consistent with section 4349-A, subsection 1, paragraph A or B;

8 B. Four dwelling units per lot if the lot is located in a designated growth area within a
9 municipality consistent with section 4349-A, subsection 1, paragraph A or B;

10 C. Four dwelling units per lot if the lot is served by public water and public sewer; and

11 D. Up to 2 additional dwelling units on a lot with one existing dwelling unit.

12 A municipality may allow more units than the number required to be allowed by this
13 subsection.

14 **Sec. 5. 30-A MRSA §4364-A, sub-§2-A** is enacted to read:

15 **2-A. Additional height allowance.** A municipality shall allow an affordable housing
16 development to exceed any height restrictions otherwise applicable to the project by no
17 more than 14 feet.

18 **Sec. 6. 30-A MRSA §4364-A, sub-§3**, as amended by PL 2023, c. 192, §9, is
19 repealed and the following enacted in its place:

20 **3. General requirements.** A municipal ordinance may not establish or enforce:

21 A. Dimensional requirements, including but not limited to setback requirements, for
22 dwelling units allowed under this section that are greater than dimensional
23 requirements, including but not limited to setback requirements, for single-family
24 housing units, except that a municipal ordinance may establish requirements for a lot
25 area per dwelling unit as long as the required lot area for subsequent units on a lot is
26 not greater than the required lot area for the first unit; or

27 B. Minimum lot size requirements greater than 5,000 square feet per dwelling unit
28 allowed under this section that are served by a public, special district or other centrally
29 managed water system and a public, special district or other comparable sewer system.

30 **Sec. 7. 30-A MRSA §4364-D** is enacted to read:

31 **§4364-D. Exception**

32 Notwithstanding any provision of law to the contrary, a municipality only has the
33 authority to conduct an administrative review for an affordable housing density bonus or
34 when the project has 4 or fewer units.

35 **Sec. 8. 30-A MRSA §4482, first ¶**, as enacted by PL 2015, c. 459, §1, is amended
36 to read:

37 ~~This~~ Except as otherwise provided in Title 4, section 18-C, this section governs the
38 process of filing complaints in Superior Court to challenge a significant municipal land use
39 decision or the failure to make such a decision.

Sec. 9. 30-A MRSA §4482-A, first ¶, as enacted by PL 2017, c. 241, §5, is amended to read:

~~This Except as otherwise provided in Title 4, section 18-C, this section governs the review process for a municipal land use decision that is not a significant municipal land use decision under section 4482, except as provided in section 4482, subsection 3, or a decision of a board of appeals under section 2691.~~

SUMMARY

This bill makes the following changes in the laws governing municipal land use decisions:

1. It establishes the Housing Development Resolution Board within the judicial branch. The board has concurrent jurisdiction with the Superior Court to hear appeals of final decisions by municipal reviewing authorities regarding housing and housing development. Decisions of the board are binding and not appealable to either the Superior Court or the Supreme Judicial Court;

2. It requires a municipality to allow a certain number of dwelling units per lot depending on whether the lot is in a designated growth area or is served by public water and sewer;

3. It requires members of municipal planning committees to attend land use planning training;

4. It requires a municipality to allow an affordable housing development to exceed any height restrictions by no more than 14 feet;

5. It prohibits a municipality from enacting an ordinance that limits the rate of growth of residential development in a designated growth area;

6. It prohibits a municipality from establishing or enforcing a minimum lot size requirement greater than 5,000 square feet per dwelling unit to be served by public water and public sewer; and

7. It limits municipal review for an affordable housing density bonus and a development with 4 or fewer units to administrative review.

AGENDA REQUEST

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

Council Meeting Date: 06/15/2026

Today's Date: 05/28/2026

Department: Code Enforcement

Department #: 0106

Request:

Recommendation to Accept the changes added by the adoption of the law changes as reflected in the document H.P. 1461 LD 2173 enacting as law on July 29 2026.

Action Needed From Council:

Approval to Amend the Ordinance language to reflect the changes in H.P. 1461 LD 2173

Is This Item Budgeted: No

Was This A Bid Process: N/A

Lowest Bid: N/A

Is Public Hearing Required: YES

If So What Dates: 06/15/2026



132nd MAINE LEGISLATURE

SECOND REGULAR SESSION-2026

Legislative Document

No. 2173

H.P. 1461

House of Representatives, January 27, 2026

An Act to Update the Laws Regarding Housing Developments and Accessory Dwelling Units

(EMERGENCY)

Approved for introduction by a majority of the Legislative Council pursuant to Joint Rule 203.

Reference to the Committee on Housing and Economic Development suggested and ordered printed.

A handwritten signature in cursive script that reads "Robert B. Hunt".

ROBERT B. HUNT
Clerk

Presented by Representative COLLAMORE of Pittsfield.

Cosponsored by Senator CURRY of Waldo and

Representatives: Speaker FECTEAU of Biddeford, ROBERTS of South Berwick.

1 **Emergency preamble.** Whereas, acts and resolves of the Legislature do not
2 become effective until 90 days after adjournment unless enacted as emergencies; and

3 Whereas, the majority of the changes made by this legislation will become applicable
4 to certain municipalities on July 1, 2026; and

5 Whereas, this legislation modifies recently enacted provisions of law that will
6 become applicable to many municipalities without the modifications made by this
7 legislation on July 1, 2026; and

8 Whereas, this legislation creates a grace period for certain municipalities to delay
9 compliance with a recently enacted provision of law if the municipality makes a filing with
10 the municipality's county register of deeds prior to July 1, 2026; and

11 Whereas, this legislation contains other critical changes that must go into effect as
12 soon as possible to allow municipalities to implement the Legislature's intent and remain
13 in compliance with the law; and

14 Whereas, this legislation will not go into effect prior to July 1, 2026 unless enacted
15 as an emergency; and

16 Whereas, in the judgment of the Legislature, these facts create an emergency within
17 the meaning of the Constitution of Maine and require the following legislation as
18 immediately necessary for the preservation of the public peace, health and safety; now,
19 therefore,

20 **Be it enacted by the People of the State of Maine as follows:**

21 **Sec. 1. 25 MRSA §2463-B**, as enacted by PL 2025, c. 385, §1, is amended to read:
22 **§2463-B. Fire protection in accessory dwelling units**

23 Fire suppression sprinklers are not required for an accessory dwelling unit unless the
24 accessory dwelling unit is within or attached to a structure ~~of that contains, or will contain~~
25 upon completion of construction, more than 2 dwelling units, including accessory dwelling
26 units. As used in this section, "accessory dwelling unit" has the same meaning as in Title
27 30-A, section 4301, subsection 1-C.

28 **Sec. 2. 30-A MRSA §4360**, as amended by PL 2025, c. 385, §3 and affected by
29 §23, is further amended to read:

30 **§4360. Rate of growth ordinances**

31 **1. Ordinance review and update.** A municipality that enacts a rate of growth
32 ordinance shall review and update the ordinance at least every 3 years to determine whether
33 the rate of growth ordinance is still necessary and how the rate of growth ordinance may
34 be adjusted to meet current conditions.

35 **1-A. Definition; common scheme of development.** For the purposes of this section,
36 "common scheme of development" means a plan or process of development that:

37 A. Takes place on contiguous parcels or lots in the same immediate vicinity; and

38 B. Exhibits characteristics of a unified approach, method or effect, such as:

39 (1) Unified ownership, management or supervision;

1 (2) Sharing common equipment or labor; or

2 (3) Common financing.

3 **2. Differential ordinances.** A municipality may enact rate of growth ordinances that

4 set different limits on the number of building or development permits that are permitted in

5 designated rural areas. A municipality may not enact or enforce rate of growth ordinances

6 that limit residential development in designated growth areas, as defined in section 4301,

7 subsection 6-C, except as authorized by ~~this chapter~~ subsection 3.

8 **3. Ordinance requirements.** A municipality may adopt a rate of growth ordinance

9 only if:

10 A. The ordinance is consistent with section 4314, subsection 3;

11 B. The ordinance sets the number of building or development permits for new

12 residential dwellings, ~~not including permits for affordable housing, at 105% 130% or~~

13 ~~more of the mean number of total permits issued for new residential dwellings within~~

14 ~~the municipality during the 10 5 years immediately prior to the year in which the~~

15 ~~number is calculated. The mean is determined by adding together the total number of~~

16 ~~permits issued, excluding permits issued for affordable housing, for new residential~~

17 ~~dwellings for each year in the prior 10 5 years and then dividing by 10 5;~~

18 ~~C. In addition to the permits established pursuant to paragraph B, the ordinance sets~~

19 ~~the number of building or development permits for affordable housing at no less than~~

20 ~~10% of the number of permits set in the ordinance pursuant to paragraph B; and~~

21 C-1. The ordinance does not require a development permit for affordable housing as

22 defined in section 5246, subsection 1;

23 D. The number of building or development permits for new residential dwellings

24 allowed under the ordinance is recalculated every 3 years; and

25 E. Within a designated growth area, the ordinance does not limit the development

26 permits allowed per project or per common scheme of development to a number that

27 is less than 35% of the allocated permits for that area.

28 **Sec. 3. 30-A MRSA §4364, first ¶,** as amended by PL 2023, c. 192, §1, is further

29 amended to read:

30 For an affordable housing development approved on or after the implementation date

31 defined in subsection 1-A, a municipality with density requirements shall apply density

32 requirements in accordance with this section, and, for an affordable housing development

33 approved on or after the implementation date defined in subsection 1-B, a municipality

34 with height restriction requirements shall apply additional height allowance requirements

35 in accordance with this section.

36 **Sec. 4. 30-A MRSA §4364, sub-§1-A,** as enacted by PL 2023, c. 192, §3, is

37 amended to read:

38 **1-A. Implementation date; density requirements.** For purposes of this section, with

39 respect to applying density requirements under this section, "implementation date" means:

40 A. January 1, 2024 for municipalities for which ordinances may be enacted by the

41 municipal officers without further action or approval by the voters of the municipality;

42 and

1 B. July 1, 2024 for all other municipalities.

2 **Sec. 5. 30-A MRSA §4364, sub-§1-B** is enacted to read:

3 **1-B. Implementation date; height allowances.** For purposes of this section, with
4 respect to applying additional height allowances under this section, "implementation date"
5 means:

6 A. July 1, 2026 for municipalities for which ordinances may be enacted by the
7 municipal officers without further action or approval by the voters of the municipality;
8 and

9 B. July 1, 2027 for all other municipalities.

10 **Sec. 6. 30-A MRSA §4364, sub-§2-A**, as enacted by PL 2025, c. 385, §5 and
11 affected by §23, is amended to read:

12 **2-A. Additional height allowance.** Except as otherwise prohibited under Title 38,
13 chapter 3 and municipal shoreland zoning ordinances, a municipality shall allow, ~~subject~~
14 ~~to review by a municipal fire official or designee,~~ an affordable housing development to
15 exceed any municipal height restriction by ~~no less than one story or~~ 14 feet ~~but only up to~~
16 ~~a total building height of 55 feet. To be eligible for an additional height allowance pursuant~~
17 ~~to this subsection, an affordable housing development must be reviewed by a fire official~~
18 ~~or designee during the development approval process; must comply with minimum lot size~~
19 ~~requirements in accordance with Title 12, chapter 423-A, as applicable; and must:~~

20 A. Be in a designated growth area of a municipality as identified in a comprehensive
21 plan adopted pursuant to subchapter 2; or

22 B. Be served by a public, special district or other centrally managed water system and
23 a public, special district or other comparable sewer system.

24 This subsection may not be construed to provide additional authority to a fire official or
25 designee or to establish new standards for the review of an affordable housing development
26 by a fire official or designee other than the requirements established in the Maine Uniform
27 Building and Energy Code, adopted pursuant to Title 10, chapter 1103.

28 **Sec. 7. 30-A MRSA §4364, sub-§5**, as amended by PL 2025, c. 385, §6 and
29 affected by §23, is further amended by repealing the first blocked paragraph and enacting
30 the following in its place:

31 A municipal ordinance may not require minimum standards for subsurface wastewater
32 disposal systems other than what is required pursuant to rules adopted by the Department
33 of Health and Human Services governing subsurface wastewater disposal pursuant to Title
34 22, section 42.

35 **Sec. 8. 30-A MRSA §4364-A**, as amended by PL 2025, c. 385, §§7 to 12 and
36 affected by §23 and amended by c. 388, Pt. D, §37, is further amended by amending the
37 section headnote to read:

38 **§4364-A. Residential areas; generally; up to 4 dwelling units allowed**

39 **Sec. 9. 30-A MRSA §4364-A, sub-§1**, as repealed and replaced by PL 2025, c.
40 385, §7 and affected by §23 and amended by c. 388, Pt. D, §37, is repealed and the
41 following enacted in its place:

1 **1. Use allowed.** Notwithstanding any provision of law to the contrary, except Title
2 12, chapter 423-A, for any area in which residential uses are allowed, including as a
3 conditional use, the following are permitted uses:

4 A. At least 3 dwelling units, attached or detached, inclusive of accessory dwelling
5 units, per lot; and

6 B. At least 4 dwelling units, attached or detached, inclusive of accessory dwelling
7 units, per lot if the lot is located in a designated growth area, as identified in a
8 comprehensive plan adopted pursuant to subchapter 2, or the lot is served by a public
9 water system and a public sewer system.

10 A municipality may allow more units than the minimum number required by this
11 subsection.

12 **Sec. 10. 30-A MRSA §4364-A, sub-§1-A**, as enacted by PL 2023, c. 192, §7, is
13 amended to read:

14 **1-A. Implementation date.** For purposes of this section, "implementation date" ~~has~~
15 ~~the same meaning as in section 4364, subsection 1-A.~~ means:

16 A. January 1, 2024 for municipalities for which ordinances may be enacted by the
17 municipal officers without further action or approval by the voters of the municipality;
18 and

19 B. July 1, 2024 for all other municipalities.

20 **Sec. 11. 30-A MRSA §4364-A, sub-§2-A**, as enacted by PL 2025, c. 385, §9 and
21 affected by §23, is amended to read:

22 **2-A. ~~Lot~~ Limitations on municipal ordinances related to lot size and density**
23 ~~allowance for private property requirements.~~ Notwithstanding any provision of law to
24 the contrary, except Title 12, chapter 423-A, this subsection applies to any area in which
25 residential uses are allowed, including as a conditional use.

26 A. ~~If a lot is located in a designated growth area and is served by a public, special~~
27 ~~district or other centrally managed water system and a public, special district or other~~
28 ~~comparable sewer system, a municipal ordinance may not require a minimum lot size~~
29 ~~requirement may not exceed that exceeds 5,000 square feet and a density requirement~~
30 ~~may not exceed 1,250 square feet of lot area per dwelling unit for the first 4 dwelling~~
31 ~~units and 5,000 additional square feet of lot area per dwelling unit for subsequent units~~
32 ~~may not require more than 1,250 square feet of lot area per dwelling unit for the first 4~~
33 ~~dwelling units.~~

34 B. ~~If a lot is located outside a designated growth area and in an area served by a public,~~
35 ~~special district or other centrally managed water system as defined in Title 22, section~~
36 ~~2601, subsection 8 and a public, special district or other comparable sewer system, a~~
37 ~~municipal ordinance may not require a minimum lot size requirement may not exceed~~
38 ~~that exceeds 5,000 square feet and a density requirement may not exceed 5,000 square~~
39 ~~feet of lot area for the first 2 dwelling units contained within a single structure, not~~
40 ~~including accessory dwelling units may not require more than 5,000 square feet of lot~~
41 ~~area per dwelling unit for one dwelling unit or 10,000 square feet of lot area for 2~~
42 ~~dwelling units within a single structure.~~

1 C. If a lot is located in a designated growth area without a public, special district or
2 other comparable sewer system, a municipal ordinance may not establish minimum lot
3 size requirement ~~may not exceed the minimum lot size required by Title 12, chapter~~
4 ~~423-A and the density requirement or calculation may not be more restrictive than~~
5 ~~required by Title 12, chapter 423-A~~ requirements, density requirements or
6 requirements for other calculations related to dwelling units per lot area other than what
7 is required pursuant to rules adopted by the Department of Health and Human Services
8 governing subsurface wastewater disposal pursuant to Title 22, section 42.

9 If 4 or fewer dwelling units have been constructed on a lot as a result of the allowances
10 under this section or section 4364-B, the lot is not eligible for any additional increases in
11 density, including under section 4364, unless more units are allowed by the municipality.

12 **Sec. 12. 30-A MRSA §4364-A, sub-§4**, as amended by PL 2025, c. 385, §11 and
13 affected by §23, is further amended by repealing the first blocked paragraph and enacting
14 the following in its place:

15 A municipal ordinance may not require minimum standards for subsurface wastewater
16 disposal systems other than what is required pursuant to rules adopted by the Department
17 of Health and Human Services governing subsurface wastewater disposal pursuant to Title
18 22, section 42.

19 **Sec. 13. 30-A MRSA §4364-A, sub-§5-A**, as enacted by PL 2025, c. 385, §12 and
20 affected by §23, is amended to read:

21 **5-A. Planning board approval not required.** ~~A~~ For any area in which residential
22 uses are allowed, including as a conditional use, a municipality may not require planning
23 board approval for to establish 4 or fewer dwelling units within a single structure on a lot
24 or for accessory dwelling units.

25 **Sec. 14. 30-A MRSA §4364-B, sub-§1**, as amended by PL 2025, c. 385, §13 and
26 affected by §23, is further amended to read:

27 **1. Use permitted.** Except as provided in Title 12, chapter 423-A, a municipality shall
28 allow an accessory dwelling unit to be located on the same lot as a single-family dwelling
29 unit or ~~multi-unit 2-unit or 3-unit residential~~ structure in any area in which residential uses
30 are permitted, including as a conditional use, in accordance with this section.

31 **Sec. 15. 30-A MRSA §4364-B, sub-§1-A**, as enacted by PL 2023, c. 192, §13, is
32 amended to read:

33 **1-A. Implementation date.** For purposes of this section, "implementation date" ~~has~~
34 ~~the same meaning as in section 4364, subsection 1-A.~~ means:

35 A. January 1, 2024 for municipalities for which ordinances may be enacted by the
36 municipal officers without further action or approval by the voters of the municipality;
37 and

38 B. July 1, 2024 for all other municipalities.

39 **Sec. 16. 30-A MRSA §4364-B, sub-§2, ¶B**, as amended by PL 2025, c. 385, §14
40 and affected by §23, is further amended to read:

41 B. Attached to or sharing a wall with a single-family dwelling unit or multi-unit
42 residential structure; or

1 **Sec. 17. 30-A MRSA §4364-B, sub-§3, ¶A**, as amended by PL 2025, c. 385, §15
2 and affected by §23, is further amended to read:

3 A. At least one accessory dwelling unit must be allowed on any lot where ~~a single-~~
4 ~~family dwelling unit is~~ the principal structure is a single-family dwelling unit or 2-unit
5 or 3-unit residential structure; and

6 **Sec. 18. 30-A MRSA §4364-B, sub-§7**, as amended by PL 2025, c. 385, §18 and
7 affected by §23, is further amended by repealing the first blocked paragraph and enacting
8 the following in its place:

9 A municipal ordinance may not require minimum standards for subsurface wastewater
10 disposal systems other than what is required pursuant to rules adopted by the Department
11 of Health and Human Services governing subsurface wastewater disposal pursuant to Title
12 22, section 42.

13 **Sec. 19. 30-A MRSA §4364-B, sub-§8, ¶A**, as amended by PL 2023, c. 192, §19,
14 is repealed.

15 **Sec. 20. 30-A MRSA §4364-D, sub-§1, ¶C** is enacted to read:

16 C. "Small child care facility" has the same meaning as in Title 22, section 8301-A,
17 subsection 1-A, paragraph E.

18 **Sec. 21. 30-A MRSA §4364-D, sub-§2**, as enacted by PL 2025, c. 288, §2, is
19 amended to read:

20 **2. Location of child care.** A child care facility or a family child care provider ~~is~~ must
21 be a permitted use in a municipal area that is zoned for residential purposes. A family
22 child care provider or small child care facility located in an area zoned for residential
23 purposes must be subject to the same zoning requirements for other residential property as
24 a single-family dwelling unit.

25 **Sec. 22. 30-A MRSA §4364-E**, as enacted by PL 2025, c. 364, §2 and reallocated
26 by RR 2025, c. 1, Pt. A, §42, is amended by enacting after the first paragraph a new
27 paragraph to read:

28 This section does not apply to areas allowing industrial uses.

29 **Sec. 23. 30-A MRSA §4401, sub-§4, ¶H-2**, as amended by PL 2025, c. 385, §20
30 and affected by §23, is further amended to read:

31 H-2. This subchapter may not be construed to prevent a municipality from enacting an
32 ordinance under its home rule authority that otherwise regulates land use activities.

33 A municipality may not enact an ordinance that expands the definition of "subdivision"
34 except as provided in this subchapter. A municipality that has a definition of
35 "subdivision" that conflicts with the requirements of this subsection ~~at the time this~~
36 ~~paragraph takes effect~~ on September 24, 2025 shall comply with this subsection no
37 later than July 1, 2027, except that if a municipality that has a conflicting definition
38 files its conflicting definition in the county registry of deeds applicable to that
39 municipality by July 1, 2026, that definition remains valid until January 1, 2028. A
40 filing made pursuant to this paragraph must be collected and indexed in a separate book
41 in the registry of deeds for the county in which the municipality is located.

Sec. 24. 30-A MRSA §4402, sub-§6, as amended by PL 2025, c. 385, §21 and affected by §23, is further amended to read:

6. Division of new or existing structures. ~~Beginning January 1, 2026, a~~ A division of a new or existing structure into ~~3~~ 5 or more dwelling units whether the division is accomplished by sale, lease, development or otherwise in a municipality where the project is subject to municipal site plan review.

A. For the purposes of this subsection, "municipal site plan review" means review under a municipal ordinance that sets forth a process for determining whether a development meets certain specified criteria, which must include criteria regarding stormwater management, sewage disposal, water supply and vehicular access and which may include criteria regarding other environmental effects, layout, scale, appearance and safety.

B. The municipal reviewing authority in each municipality shall determine whether a municipal site plan review ordinance adopted by the municipality meets the requirements of paragraph A.

Sec. 25. Application. Notwithstanding any provision of law to the contrary, those sections of this Act that amend the Maine Revised Statutes, Title 30-A, sections 4364, 4364-A, 4364-B and 4364-E apply to municipalities for which ordinances may be enacted by the municipal officers without further action or approval by the voters of the municipality beginning July 1, 2026 and apply to all other municipalities beginning July 1, 2027.

Sec. 26. Effective date; growth ordinances. That section of this Act that amends the Maine Revised Statutes, Title 30-A, section 4360 takes effect January 1, 2028.

Emergency clause. In view of the emergency cited in the preamble, this legislation takes effect when approved, except as otherwise indicated.

SUMMARY

This bill modifies provisions of law related to housing development and regulation in the following ways.

1. It clarifies requirements related to fire protection in accessory dwelling units.

2. It modifies provisions governing rate of growth ordinances to require that such an ordinance set the number of building or development permits for new residential dwellings at 130% or more of the mean number of total permits issued for new residential dwellings within a municipality during the 5 years immediately prior. It also provides that a municipality may not enforce certain growth ordinances and that a growth ordinance may not require a development permit for affordable housing. It also establishes requirements related to the limit a municipality may place on the number of development permits issued per project or per common scheme of development in a designated growth area.

3. It modifies the provision of law that allows certain affordable housing developments to exceed municipal height restrictions and establishes a new implementation date by which municipalities must apply the requirements with respect to height restrictions as modified by this legislation. It also clarifies that the implementation date established in Public Law 2023, chapter 192 now applies only to density requirements, not height restrictions. The

1 changes to these implementation dates do not apply until July 1, 2026 for municipalities
2 for which ordinances may be enacted by the municipal officers without further action or
3 approval by the voters of the municipality and July 1, 2027 for all other municipalities.
4 The bill replaces cross-references to the implementation date in current law.

5 4. It provides that municipalities may not require minimum subsurface wastewater
6 disposal standards for housing structures, affordable housing developments and accessory
7 dwelling units other than what is required by the Department of Health and Human Services
8 rules for subsurface wastewater disposal.

9 5. It modifies provisions of law that place limitations on municipal ordinances that
10 establish minimum lot sizes and density requirements for certain residential property.

11 6. It clarifies that planning board approval is not needed for accessory dwelling units.
12 It also limits the structures in which a municipality is required to allow an accessory
13 dwelling unit to a single-family dwelling unit or 2-unit or 3-unit residential structure instead
14 of a single-family dwelling unit or multi-unit residential structure as in current law.

15 7. It provides that a small child care facility or a family child care provider located in
16 an area zoned for residential purposes must be subject to the same zoning requirements as
17 a single-family dwelling unit.

18 8. It clarifies that the provision of law that requires municipalities to allow residential
19 units within buildings located in an area zoned for commercial use does not apply to areas
20 allowing industrial uses.

21 9. It creates a grace period from the deadline for updating a municipal ordinance with
22 a definition of "subdivision" that is not in compliance with current law by allowing a
23 municipality to keep its noncompliant definition in force until January 1, 2028 if the
24 municipality files its current noncompliant definition in the applicable county registry of
25 deeds by July 1, 2026.

26 10. It changes an exception to the law regarding subdivisions for divisions of new or
27 existing structures by making the exception applicable to the division of a new or existing
28 structure into 5 or more dwelling units instead of 3 or more.

TOWN COUNCIL

YR: 26 MO: 10 ITEM # 1a+b

AGENDA REQUEST

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

Council Meeting Date: 06/15/2026

Today's Date: 05/28/2026

Department: Code Enforcement

Department #: 0106

Request:

Recommendation to Accept the suggested updates to the permit fees, this aligns our fees closer to that of other similar sized towns around Maine. The permit fees should be covering the Code Department costs and this better aligns to the department expenses.

Action Needed From Council:

Approval to accept updated permit fees

Is This Item Budgeted: No

Was This A Bid Process: N/A

Lowest Bid: N/A

Is Public Hearing Required: YES

If So What Dates: 06/15/2026

Land Use Permit & Inspection Fees Proposal	
Building Permit Fees:	All fees rounded to the nearest dollar.
<u>Residential</u>	(1 and 2 family dwellings)
Application Fee (non-refundable)	\$60
Permit Fees	Cost in addition to Application Fees (Beginning work without a permit, will double permit fee)
New construction or addition that creates habitable floor area	\$.50 per square foot of total floor area
Residential garages, sheds and other accessory buildings, decks, porches, stairs, ramps, ect.	\$.25 per square foot
Fences (residential only)	\$50 flat fee
Home Occupation (not requiring Planning Board review)	\$50 (plus any fees required above)
Home Occupation (requiring PB review)	\$150
¹ Additions such as dormers calculated by area of room(s) affected ² It is assumed that all habitable areas will eventually be finished. ³ Value of construction includes cost of all materials and labor after subtracting cost of electrical, plumbing and other aspects permitted separately. ⁴ For habitable spaces above or within accessory structures (i.e. game rooms, office, bedrooms, etc.) fees are calculated as new construction creating habitable floor area.	
Other Fees: (Both residential and non-residential. No application fee)	
Contract/Conditional Zoning Application	\$1,000
Demolition Permit	\$25 plus deposit as provided in Section 4-304(c)
Electrical Permit -Residential	\$34 + \$0.075/SQFT
Electrical Permit- Commercial	\$35 + \$0.125/SQFT
Plumbing Permit	\$12.50 per fixture with a minimum fee of \$5
Sign Permit	\$10 for the first sign plus \$0.075sqft
Street Opening Permit Fee	\$50
Site Plan Review	
Pre-application meeting	\$100
New Buildings and additions	\$210 plus \$.10 per square foot of total floor area. Maximum combined fee: \$1000
Fabric Structures requiring Planning Board review in accordance with 4-604	Residential: \$50 plus \$.50 per square foot; Commercial: Same as New Building \$210 plus \$.75 per square foot
Change of Use (if PB review is required)	\$150 for uses requiring less than 15 parking spaces, otherwise \$200
Revisions to Approved Plan	\$100
Subdivision Review	For projects involving one lot with multi-family dwellings (apartments) where both Site Plan and Subdivision Review are required, only Site Plan Review fees shall apply.
Pre-application meeting	\$100
Subdivision Land Use Permit	\$300
Six (6) or Less lots	\$75 per lot
More than Six (6) Lots	\$150 Per lot
Public Hearing / Notice Fee	\$50
Amendment to property line(s), not new lots	\$75
Zoning Board of Appeals	
Administrative appeals and variances	\$150
Special class or temporary structure	\$200
Renewal of temporary structure (for one additional year)	\$175
Re-Inspection Fee	\$200

Town	Belfast	Belgrade	Bristol	freeport	Harrison	Hallowell	Limington	Lisbon	Newry	readfield	Topsham	Wilton	windham	Average
Residential Permit fee	50	100	100		15	40	60	25		25	30	35		48.0000
Residential SQFT Cost	0.0075	0.25	0.25	0.4	0.3	0.25	0.65	0.3	0.25	0.25	0.25	0.05	0.5	0.2852
Residential Cost \$						0.025								0.0250
Non-Residential Permit Fee		40	50		15	40	60	25		35	30	35		36.6667
Non-Residential SQFT Cost		0.25	0.15	0.4	0.15		0.3			0.15		0.02	0.25	0.2088
Commercial Permit Fee	75	300	200			100		25		50	30			111.4286
Commercial SQFT Cost	0.0075	0.25	0.3	0.83		0.25		0.4	0.5	0.25	0.4		0.5	0.3688
Commercial alteration \$								0.008			0.009			0.0085
Mobile homes cost				140										140.0000
Mobile homes sqft								0.25						0.2500
Alteration Permit or \$						40					0.006			20.0030
Alerations sqft				0.011	0.125	0.1		0.006						0.0605
Foundation permit(pad)				55			60							57.5000
Foundation SQFT Cost							0.2	0.005						0.1025
Home Occupancy Cost	25-200			0			75						50	41.6667
Reroofing/Residing -Residential	25													25.0000
Reinspection Cost							50	50			50			50.0000
Electrical - Residential sqft	50			25										37.5000
Electrical Permit	0.1			0.1										0.1000
Electrical - Commercial sqft	75										0.09			75.0000
Electrical - Commercial sqft	0.01			25							30		70	0.0500
Electrical instal - Drop														41.6667
Electrical instal - Interior 200A														
Electrical instal - Interior 100A													50	50.0000
Plumbing Instal - Connection	75 + 360/Bedroom												0	0.0000
Plumbing instal - Interior	state min	state min		State * 1.5	state min		State * 1.5		state *1.5		State * 1.5		state min	state * 1.25
Plumbing instal - Septic	state min	state min		State * 1.5	state min		315		state + 25		State * 1.5		state min	state * 1.25
Well				11										11.0000
Sign Permit small	35										10	10		18.3333
Sign Permit Large	35						50		25					40.0000
Sign Permit sqft					0.28		0		0	0	0.1	0		0.0633
Curb Cuts									25	45				35.0000
Street opening				150			40						50	80.0000
Home occupation	150													150.0000
Demo	50		50	55	50		200				30			46.2500
Junkyard					225									125.0000
Auto graveyard / Recycling														225.0000
Solar Photovoltaic system sqft							0.015		0.25		0.015			0.0933
fee	500	5000												2750.0000
small	0.02	0.1												0.0600
fee	2000													2000.0000
medium	0.002													0.0020
fee	5000													5000.0000
large	0.002													0.0020

	1500 sqft @ \$200,000 house 2 bath dw was, wh, ks, 2 SC w/ storage shed 240 sqft @ \$12000	Current	1500 sqft @ \$200,000 house 2 bath dw was, wh, ks, 2 SC w/ storage shed 240 sqft @ \$12000	Suggested	1500 sqft @ \$200,000 house 2 bath dw was, wh, ks, 2 SC w/ storage shed 240 sqft @ \$12000	increase / decrease
Town	48.0000	0	-48.0000	0	35	increase \$0 to \$50
Residential Permit fee	427.7885	0	-0.2852	0	0.3	increase 0.052%
Residential SQFT Cost		0.00225	-0.0228	477	0	
Residential Cost \$		0	-36.6667	10	10	
Non-Residential Permit Fee		0	-0.2088	0.2	0.2	
Non-Residential SQFT Cost		0.0025	-111.4261	100	100	
Commercial Permit Fee		0	-0.3688	0.4	0.4	
Commercial SQFT Cost		0	-0.0085	0.25	0.25	
Commercial alteration \$		0	-140.0000	100	100	
Mobile homes cost		0	-0.2500	0	0	
Alteration Permit or \$		0	-20.0030	0	0	
Alterations sqft		0	-0.0605	0	0	
Foundation permit(pad)		0	-57.5000	10	10	10 Increase \$0 to \$10
Foundation SQFT Cost	153.7500	0	-0.1025	0	0.1	150 Increase \$0 to \$0.09/sqft
Home Occupancy Cost	41.6667	0	-41.6667	0	45	45 Increase \$0 to \$45
Reroofing/Residing - Residential		0	-25.0000	0	0	
Reinspection Cost		0	-50.0000	200	200	
Electrical Permit	37.5000	0	-37.5000	35	35	35 No Change for total at SQFT
Electrical - Residential sqft	150.0000	0	-0.1000	0.075	112.5	112.5 Increase from \$100 to \$112.5
Electrical Permit		0	-75.0000	0.125	0	
Electrical - Commercial sqft		0	-0.0500	0.125	0	50 No Change for total at SQFT
Electrical Instal - Drop	41.6667	100	58.3333	100	0	
Electrical Instal - Interior 200A		80	10.0000	0	0	
Electrical Instal - Interior 100A		60	10.0000	0	0	
Plumbing Instal - Connection		10	10.0000	10	10	
Plumbing Instal - Interior	150.0000	state min	-0.2500	120	1.125	135 Increase 125%
Plumbing Instal - Septic	12.5000	state min	-0.2500	10	1.125	11.25 Increase 125%
Well	11.0000	0	-11.0000	0	10	10 Increase \$10
Sign Permit small		20	1.6667	10	10	
Sign Permit Large		100	60.0000	0	0	
Sign Permit sqft		0	-35.0000	0.075	0	
Curb Cuts		0	-30.0000	50	50	
Street opening		60	-90.0000	100	100	
Home occupation		20	-26.2500	25	25	
Demo		0	-125.0000	25	25	
Junkyard		0	-225.0000	0.08	0	
Auto graveyard / Recycling		0	-0.0933	0	0	
Solar Photovoltaic system sqft		0	-2750.0000	0	0	
fee		0	-0.0600	0	0	
small		0	-2000.0000	0	0	
fee		0	-0.0020	0	0	
medium		0	-5000.0000	0	0	
fee		0	-0.0020	0	0	
large		0	-0.0020	0	0	

[illegible]

TOWN COUNCIL

YR: 26 MO: 6 ITEM # 12

AGENDA REQUEST

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

Council Meeting Date: 06/15/2026

Today's Date: 06/02/2026

Department: Code Enforcement

Department #: 0106

Request:**The approve the reappointment of the following persons for the terms listed****Joshua Gray – 3 Years****Kyle Oliver – 3 Years****Amy Montroy – 2 Years****Thomas Kates – 1 Year****Junior Alternate – To be Appointed**

Action Needed from Council:

Approval of the Reappointment of the listed Planning board members

Is This Item Budgeted: Yes

Was This A Bid Process: N/A

Lowest Bid: N/A

Is Public Hearing Required: Yes

If So What Dates: 06/15/2026

TOWN COUNCIL

YR: 26 MO: 6 ITEM # 13

AGENDA REQUEST

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

Council Meeting Date: June 15, 2026

Today's Date: June 5, 2026

Department:

Department #:

Request:**Approve Temporary ATV Access Route (0100)**

To approve a temporary ATV access route utilizing from where the trail comes out onto Airport Road from the trail behind Grey Wolf Auto, all the way out to River Road, following River Road to the bridge that goes over the Penobscot River.

This temporary access is designed to be used until the trail can be built by PORR through the woods and exiting closer to the bridge on the River Road.

Action Needed from Council: Approve temporary trail route

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

TOWN COUNCIL

YR: 26 MO: 6 ITEM # 14

AGENDA REQUEST

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

Council Meeting Date: June 15, 2026

Today's Date: June 5, 2026

Department: Town Office

Department #: 0101

Request:**Approve Closure (0101)**

Approve closing the Town Office on Friday July 17, 2026 to regular business and instead have staff available to assist with Loon Festival business only.

Action Needed from Council: Approve Closure

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

TOWN COUNCIL

YR: 26 MO: 6 ITEM # 15

AGENDA REQUEST

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

Council Meeting Date: June 15, 2026

Today's Date: June 5, 2026

Department: Treasury

Department #: 0104

Request:**Warrants and Disbursements Policy (0104)**

Approve the following policy governing warrants and disbursements in accordance with MRSA Title 30A §5603, Subsection 2A:

Policy: To allow the Council Chair, Vice Chair or their designee to sign the release of payroll related disbursements each week (30A MRSA §5603, Subsection 2A). The Council Chair, Vice Chair or another Councilor as designated by the Council Chair or Vice Chair, will sign the payroll warrant prior to the release of payroll checks.

The Finance Committee will continue to meet at regularly scheduled meetings, which may be subject to change, at 4:30 PM to view the bills and the general warrant, per the Disbursement Warrant Ordinance.

This is an annual approval.

Action Needed from Council: Approve policy

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

TOWN COUNCIL

YR: 26 MO: 6 ITEM # 16

AGENDA REQUEST

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

Council Meeting Date: June 15, 2026

Today's Date: June 5, 2026

Department: Councilor Street & Chief Miller

Department #: 0302

Request:**Approve Purchase** (Councilor Street & Chief Miller)

Move to approve the purchase of four Axon in-car dashboard camera systems, including installation, for Lincoln Police Department cruisers at a cost not to exceed \$14,000 from the FY2026 Police Department budget, as requested by Police Chief Lee Miller.

Action Needed from Council: Approve purchase

Is This Item Budgeted:

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

TOWN COUNCIL

YR: 26 MO: 6 ITEM # 17

AGENDA REQUEST

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

Council Meeting Date: 06/15/2026

Today's Date: 06/05/2026

Department: Town Manager

Department #: 0100

Request:

Request the council to approve contract with Waste Disposal Management for the hauling of garbage from the transfer station.

Action Needed from Council: Where or not to approve item

Is This Item Budgeted: No

Was This A Bid Process: No

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

MUNICIPAL SOLID WASTE HAULING AGREEMENT

This Municipal Solid Waste & Recycling Services Agreement (“**Agreement**”) is entered into as of May 11, 2026 (“**Effective Date**”) by and between: **MWS Logistics, LLC**, a Delaware limited liability company (or one of its affiliates), authorized to do business in the State of Maine, with a principal place of business at 520 Busha rd, Carnesville GA 30521 (“**Contractor**”), and **[the Town of Lincoln]**, a [town?] under the laws of the State of Maine, with offices at 29 Main St, Lincoln, ME 04457 (“**Municipality**”).

1. Scope of Services

Contractor shall provide transportation of municipal solid waste (“**MSW**”) and/or certain other solid waste materials (“**Other Waste**”) handled at the Municipality’s transfer station and loaded into Municipality owned trailers (“**Services**”).

- **MSW:** Contractor shall utilize Municipality owned trailers to transport all MSW to the solid waste processing facility located at 92 Harold Bouchard Way (the “Processing Facility”), or alternative back-up facility as directed by the operator of the Processing Facility
- **Other Waste:** Contractor shall utilize Municipality owned trailers to transport any non-MSW solid waste to the Juniper Ridge Landfill located at 2828 Bennoch Rd, Alton, ME 04468 (the “**Landfill**”).
 - The Municipality may direct Contractor to transport Other Waste to an alternative disposal facility, an (“**Alternative Site**”), subject to reaching a mutually agreeable adjustment to the Compensation paid to Contractor for each haul to an Alternative Site

Details of Services routes, schedules, and specifications are set forth in **Exhibit A (Service Specifications)**.

2. Term

The term of this Agreement shall be seven (7) months commencing on June 15, 2026 and expiring on December 31, 2026 (“**Term**”). The Municipality may, so long as it is not in default of this Agreement, at its option, extend the Agreement for up to two **(2) additional one-year renewal terms**.

3. Compensation

The Municipality agrees to pay Contractor as follows:

- **Hauling Services:** \$441 per haul
- **Fuel Adjustment:** As set forth in Exhibit B
- **Contamination / Other Fees:** Municipality shall reimburse Contractor for any expenses incurred and by Contractor as a result of its performance of the Services, and which were the result of Municipality not following the terms of this Agreement

Invoices shall be submitted **monthly in arrears** and are payable within **30 days** of receipt in accordance with the Maine Prompt Payment Act (10 M.R.S. §1111 et seq., as applicable).

4. Price Adjustments

- The Compensation for Hauling Services shall increase at the commencement of each renewal term in amount that represents the greater of (i) the change in CPI-U (Consumer Price Index for All Urban Consumers) over the preceding 12-month period, or (ii) 4%.
- Compensation shall be adjusted to reflect increases in the cost of the Contractor's performance of the Services due to changes in law, regulation, or taxation affecting service delivery

5. Municipal Responsibilities

The Municipality shall:

- Provide safe, unobstructed access to equipment and service areas.
- Load all trailers to be hauled by Contractor prior to Contractor's arrival onsite. Furthermore, Municipality will ensure:
 - All waste is properly contained in trailers and does not exceed weight limits.
 - There are no hazardous, prohibited, or special wastes in trailers, unless expressly agreed in writing by Contractor.
- Maintain all Municipality-owned equipment that is utilized by Contractor to perform Services in a safe operating condition
- Secure disposal for all waste associated with the Services, including both securing capacity at a licensed and state approved disposal site and for the payment of any disposal related fees.
- Comply with all applicable local, state, and federal laws and regulations.

6. Contractor Responsibilities

Contractor shall:

- Perform Services in a safe, professional, and workmanlike manner
- Maintain all Company-owned equipment that is utilized by Contractor to perform Services in a safe operating condition
- Provide sufficient labor, equipment, and supervision to perform the Services
- Maintain all required licenses and permits
- Comply with all applicable federal, state, and local laws, including Maine Department of Environmental Protection (MDEP) regulations

7. Prohibited and Special Waste

Contractor shall not be required to dispose of:

- Liquid waste
- Hazardous waste (as defined under Maine or federal law)
- Universal waste
- Biomedical waste
- Explosives, flammable liquids, or toxic substances
- Any materials banned from disposal under Maine law
- Any materials not loaded into Municipality owned trailers

If such materials are encountered, Contractor may refuse to haul material and notify the Municipality. Municipality shall indemnify Company for any damages, fines, or liabilities arising from prohibited waste.

8. Insurance

Contractor shall maintain, at a minimum:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 combined single limit
- Workers' Compensation: As required by Maine law

Certificates of insurance shall name the Municipality as an **additional insured** (except workers' compensation).

9. Indemnification (Municipal Standard)

To the extent permitted by law, Contractor shall indemnify and hold harmless the Municipality from claims, damages, and liabilities arising out of Contractor's negligent acts or omissions in the performance of this Agreement.

Nothing herein shall be construed as a waiver of the Municipality's sovereign immunity or protections under the Maine Tort Claims Act (14 M.R.S. §8101 et seq.).

10. Compliance with Laws

Contractor and Municipality shall comply with all applicable laws, including but not limited to:

- Maine solid waste management laws (38 M.R.S. §1301 et seq.)
- Maine Department of Environmental Protection regulations
- Applicable local ordinances

11. Termination

a. For Cause

Either party may terminate for material breach of this Agreement (including non-timely payment), upon **30 days' written notice** if the breach is not cured.

b. Immediate Termination

Either Party may terminate immediately for:

- Repeated service failures
- Violations of law
- Threats to Contractor or Municipality employees, or public health or safety

12. Records and Audit

Contractor shall maintain accurate records of tonnage hauled, disposal location, and number of hauls

The Municipality shall have the right to audit such records upon reasonable notice.

13. Assignment

Contractor shall not assign or subcontract this Agreement without prior written consent of the Municipality, which shall not be unreasonably withheld.

14. Independent Contractor

Contractor is an independent contractor and not an employee or agent of the Municipality.

15. Governing Law and Venue

This Agreement shall be governed by the laws of the **State of Maine**. Any legal action shall be brought in a court of competent jurisdiction within the State of Maine.

16. Entire Agreement

This Agreement, including all Exhibits, constitutes the entire agreement between the parties.

17. Exhibits

- Exhibit A – Service Specifications
- Exhibit B – Fuel Adjustment Formula

IN WITNESS WHEREOF

The parties have executed this Agreement as of the Effective Date.

CONTRACTOR:

By:

Name:

Title:

Date: _____

MUNICIPALITY:

By:

Name:

Title:

Date: _____

EXHIBIT A – SERVICE SPECIFICATIONS

- Origin (pick-up Location): Municipality transfer station, located at Recycle Way, Lincoln, ME 04457
- MSW Destination: Municipal Waste Solutions, LLC owned solid waste facility, located at 92 Harold Bouchard Way, Hampden, ME 04444
- The Landfill: The state-owned Juniper Ridge Landfill, located at 2828 Bennoch Rd, Alton, ME 04468
- Haul Notice: Contractor shall make Contractor Equipment available to pick-up MSW or Other Waste upon receiving at least 24-hours notice from Municipality. Such notice shall be delivered in writing via email.
 - Trailers shall be pre-loaded for Contractor
 - Contractor will attempt to make equipment available on less than 24-hours notice, but shall be under no obligation to meet shorter deadlines.
- Contractor Equipment: Contractor shall provide a Class-8 tractor and driver, as needed to haul Municipality-owned trailers, subject to the Haul Notice provision above.
- Municipality Equipment: Municipality shall be responsible for providing and maintaining Compactor trailers needed to contain MSW and Other Waste.
 - Contractor shall be permitted to store one empty trailer at its facilities, which shall be brought to the Origin and swapped out when picking up a full trailer for disposal.

EXHIBIT B – FUEL ADJUSTMENT CALCULATION

- Municipality shall be responsible for paying Contractor a Fuel Adjustment whenever the posted Benchmark Diesel Price exceeds the Fuel Peg, which will be calculated as follows:

Fuel Adjustment = (Benchmark Diesel Price – Fuel Surcharge Threshold)/(Roundtrip Miles / MPG Factor)*

** The Fuel Adjustment shall never be less than \$0.00*

Formula Terms

- **Benchmark Diesel Price:** The most recent posted month of On-Highway Diesel Fuel Price (\$/gallon) for PADD1A, as reported by the EIA on its website (or similar benchmark if EIA ceases publishing)
- **Fuel Surcharge Threshold:** \$5.25/gallon
- **Roundtrip Miles:** 110 miles
- **MPG Factor:** 5

TOWN COUNCIL

YR: 20 MO: 06 ITEM # 18

AGENDA REQUEST

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

Council Meeting Date: 06/15/2026

Today's Date: 06/05/2026

Department: Town Manager

Department #: 0100

Request: Look at proposal from Berry Dunn for Accounting Assistance and Audit Readiness

Action Needed from Council: Direction

Is This Item Budgeted: No

Was This A Bid Process:

Lowest Bid:

Is Public Hearing Required:

If So What Dates:



PROPOSAL

PROPOSAL FOR:

Town of Lincoln, Maine

Technical Accounting Assistance and
Audit Readiness

SUBMITTED BY:

Berry, Dunn, McNeil & Parker, LLC
2211 Congress Street, Portland, ME 04102

Katharine Balukas

Principal | Berry, Dunn, McNeil & Parker, LLC
kbalukas@berrydunn.com

Alan Goodwin

Manager | Berry, Dunn, McNeil & Parker, LLC
agoodwin@berrydunn.com

June 5, 2026

berrydunn.com



June 5, 2026

Town of Lincoln, ME
Attn: Wade Shaefer
Interim Town Manager
29 Main Street
Lincoln, ME 04457

Dear Mr. Shaefer:

Thank you for reaching out to Berry, Dunn, McNeil and Parker, LLC (BerryDunn, we, our) to discuss the Town of Lincoln's (Town's) need for technical accounting and audit readiness assistance. We are pleased to submit the following project plan and pricing proposal to address the needs of the Town.

We are a stable and well-established professional services firm with deep experience working with governmental entities. Our approach is simple: **consistently produce high-quality services, strive for unparalleled client satisfaction, and deliver both at a reasonable cost.** To provide you with the highest-quality services, we offer:



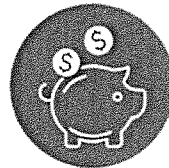
An award-winning, stable firm with more than a half century of service



A customized and collaborative approach



Regular access to attentive and knowledgeable professionals



Great work at fair fees

The following proposal will introduce you to the firm, our team, the approach we take to providing the requested services, and our proposed fees. **You can feel confident selecting BerryDunn—we have the expertise, proven methodology, and resources to lead this project and fulfill your objectives.**

We would be glad to continue to work with the Town and contribute to your success. If I may clarify any information in this proposal, please do not hesitate to contact me directly. We look forward to continuing the conversation with your team soon.

Sincerely,

A handwritten signature in cursive script that reads 'Katharine Balukas'.

Katharine Balukas, CPA

Principal | Berry, Dunn, McNeil & Parker, LLC
1000 Elm Street, 4th Floor, Manchester, NH 03101
Tel: 603.518.2648 | Email: kbalukas@berrydunn.com

Consulting Services Methodology

At BerryDunn, our goal is to be a trusted partner and advisor you can depend on. During our work with you, we consider ourselves your accountants-on-demand, and we want you to think of us the same way. No question or concern is too small, and we are available to help you develop ideas and strategies that increase your staff knowledge and efficiency. We are a reliable resource you can reach out to any time.

Building on the audit readiness services we have already provided, BerryDunn will support the Town in the following activities for fiscal years 2023 through 2026:

1. Providing hands-on reconciliation support and training
2. Processing review and simplification
3. Providing follow-up support

Project Planning Work Plan

The objective of this engagement is to assist the Town in getting up-to-date on its financial statement audits for the fiscal years ending June 30, 2023, 2024, and 2025. To support this effort, BerryDunn will prepare cash reconciliations, provide targeted education to Town staff on key accounting areas (including debits and credits impacting cash, revenue activity, and transfers), and help simplify the Town's approach to certain processes. Our goal is to assist the Town in getting ready for their annual audits and provide support and training to transition knowledge to the Town once the vacancies are filled.

We understand the Town Treasurer position is currently vacant, which presents both a challenge and an opportunity to stabilize processes moving forward. As part of this engagement, we will work closely with the individual who fills this role, or other designated staff in the interim, to provide hands-on support, training, and knowledge transfer. Our approach is designed not only to address immediate audit readiness needs, but also to position the incoming Treasurer for long-term success by establishing clear procedures and documentation that support ease of understanding of the Town's financial reporting framework.

Phase 1: Planning and Preparation Activities

During this phase, BerryDunn will perform **detailed planning and preparation** activities to support the Town in getting up to date on its financial statement audits for the fiscal years ending June 30, 2023, 2024, and 2025. Our focus will be on being efficient, targeted, and aligned with the Town's historical reconciliation approach, while also introducing practical improvements that simplify and strengthen processes going forward.

BerryDunn will review the operating account cash reconciliations performed by the Town from July 1, 2022, through December 31, 2023, including the use of the internal cashbook. We understand this tool was discontinued in December 2023, but until then, it served as a detailed record of bank deposits and disbursements reconciled to the Town's accounting system (Trio). As part of this review, we will place particular emphasis on understanding how key revenue streams—such as EMS revenues, boat excise fees, and other miscellaneous receipts were



captured and whether they were consistently and accurately recorded in Trio. We will also perform bank reconciliations for the other bank statements (approximately 15 bank statements) that are associated with the Town, as historically these bank statements have not been reconciled nor as activity been recorded within the general ledger.

As part of this planning phase, BerryDunn will assist the Town in recreating the internal cashbook framework for December 2023 and mapping cash activity back to the general ledger in Trio. This work will establish a clear linkage between bank activity and recorded transactions, identify gaps where activity may not have been posted, and provide a practical, training-based example for Town staff and the incoming Treasurer. Consistent with our overall approach, we will use this process to provide hands-on education and develop a simplified, repeatable methodology that can be applied across all fiscal years included in this engagement and sustained going forward.

Phase 2: Reconciliation Assistance and Training

BerryDunn will work collaboratively with Town staff as part of the broader effort to bring the Town up to date on its financial statement audits for the fiscal years ending June 30, 2023 through June 30, 2025. This phase is designed to provide hands-on support, while reinforcing a simplified and sustainable approach to cash reconciliations and financial reporting processes.

During this phase of the engagement, we will assist the Town in recording all relevant activity that should be reflected in the general ledger. This will include but is not limited to:

- Management fees
- Unrealized gains and losses
- Interest income
- Bond and loan proceeds
- One-time or non-routine revenues that may not have been previously recorded (e.g., certain intergovernmental revenues)

We will work closely with Town staff to help to ensure these transactions are accurately captured, properly classified, and aligned with applicable accounting standards.

Additionally, during this phase, we will walk through a line-by-line general operating bank reconciliation, explaining the purpose and accounting impact of debits and credits reflected in bank statements and the general ledger. This walkthrough will serve as both a reconciliation exercise and a practical training opportunity for Town staff and the incoming Treasurer.

This phase will include hands-on coaching to demonstrate:

- How individual revenue streams flow from source documents through to the general ledger in Trio
- How to identify and resolve timing differences, errors, or omissions in cash activity
- How to evaluate whether transactions are properly recorded and supported for audit purposes

- How to apply a consistent, simplified approach to reconciliations across multiple fiscal years

Consistent with our overall approach, this work will focus not only on resolving current reconciliation challenges, but also on building internal knowledge and confidence. Our goal is to equip Town staff and the incoming Treasurer with a clear, repeatable methodology that can be applied independently to support audit readiness and ongoing financial statement preparation.

In addition, we will assist the Town in reestablishing reliable reconciliations by:

- Performing reconciliations of key balance sheet areas (e.g. accounts receivable, accounts payable, accrued payroll, and interfund activity)
- Identifying limitations caused by incomplete or inaccurate general ledger data
- Supporting clean-up of recurring entries needed for the audit
- Documentation reconciliation procedures for month-end and year-end

We will assist the Town in the preparation of key schedules and supporting documentation required to support an audit-ready environment and facilitate an efficient audit process. These schedules include, but are not limited to:

- Capital asset and depreciation schedules
- Debt maturity schedules
- Schedule of Federal Expenditures (SEFA)
- Pension and Other Post-Employment Benefit (OPEB) schedules

Phase 3: Ongoing Support, Knowledge Transfer, and Process Reinforcement

Following completion of the planning and reconciliation assistance phases, BerryDunn will provide structured follow-up support to help the Town continue progressing toward completion of its financial statement audits for the fiscal years ending June 30, 2023, June 30, 2024, and June 30, 2025. This phase is focused on reinforcing training, addressing outstanding questions, and supporting the consistent application of reconciliation practices across reporting periods.

BerryDunn will work collaboratively with Town staff, the incoming Treasurer (or designated personnel), and the Town's external auditors through a series of scheduled remote working sessions (via Teams or a similar platform). These sessions will be used to:

- Address questions related to debits, credits, revenue flows, and transfers encountered during ongoing reconciliation efforts
- Review reconciliations prepared by the Town (beginning with December 2023 and extending to other fiscal periods as applicable)
- Confirm that reconciliation methodologies, templates, and documentation practices are being applied consistently and in a manner that supports audit readiness
- Assist in resolving discrepancies or unclear transactions that may impact financial reporting

Consistent with the overall objectives of this engagement, this phase is intended to build staff confidence, reinforce a simplified and repeatable reconciliation approach, and ensure a smooth transition of knowledge and processes to the Town's incoming Treasurer.

Phase 4: Audit Readiness and Support

During this phase, BerryDunn will support the Town prior to and throughout the fiscal year 2023 through 2025 audits. Our assistance will include developing and gathering support to respond to the auditor's requests and helping the Town answer questions throughout the audit process.

Our goal is to support the Town in successfully navigating its financial statement audits and to position staff to independently sustain accurate reconciliations and timely financial reporting going forward.

Phase 5: Financial Statement Compilation Process, if Requested

As the Town progresses toward completing its financial statement audits for the fiscal years ending June 30, 2023, 2024, and 2025, BerryDunn can provide support with the preparation and compilation of financial statements, including drafting government-wide and fund financials, required disclosures, and supporting schedules as needed.

However, based on our experience supporting municipalities through similar situations, there may be efficiencies gained by coordinating closely with the Town's external auditors to determine the most appropriate party to lead the financial statement preparation process. In many cases, auditors are already positioned to streamline this work as part of the audit approach, which can reduce duplication of effort and overall cost to the Town.

As part of this phase, BerryDunn will work with Town leadership and the external auditors to help evaluate the most efficient and effective path forward. This may include:

- Coordinating roles and responsibilities between BerryDunn, the Town, and the auditors
- Supporting the Town in providing accurate and audit-ready trial balances and supporting schedules
- Assisting with drafting or reviewing financial statement components, as needed
- Helping respond to auditor requests and facilitating an efficient audit process

Consistent with the overall objectives of this engagement, the goal of this phase is to ensure that financial statement preparation is completed in a timely and cost-effective manner, while avoiding duplication of effort and supporting a smooth and successful audit process for all fiscal years within scope.

Fees

We will provide status updates at the frequency requested by the Town (weekly or biweekly) on the work completed, work to be completed, and the remaining fees to date. Should we identify areas that are outside of the initial scope of our engagement, we will promptly discuss these items with the Town before commencing any additional work. We understand the Town has

significant needs and priorities, and we will work to develop project plans that stay within the Town's desired budgets.

We strive to keep our fees to a minimum, even in light of the many changes imposed by regulatory authorities and others. We are excited about this opportunity to continue our partnership with the Town for accounting services. **To demonstrate our commitment to the Town, we have discounted our standards rates by 25% for the fee structure.** Our fees will be billed based on our discounted hourly rates below up to the not-to-exceed maximums stated.

Hourly Rates

Position	Standard Rate	Discounted Rate
Principal	\$540	\$425
Senior Manager	\$420	\$315
Manager	\$360	\$275
Senior	\$310	\$250
Accounting Assistants	\$220	\$165

Breakdown by Year

Fiscal Year	Estimated Costs per Fiscal Year	Compilation of Financial Statements**
June 30, 2023*	\$68,000	\$11,500
June 30, 2024	\$71,500	\$12,000
June 30, 2025	\$75,000	\$12,500

*We understand the Town stopped preparing their internal cashbook as of December 31, 2022.

**This is a service we are available to provide, however as noted in Phase 5 of the workplan, we will work with the auditors to determine if the compilation will be performed as part of the audit services or whether BerryDunn will compile the Statements.

Our fee does not account for additional time incurred for any unexpected situations or for services outside of the scope noted above. Should these circumstances arise, we will discuss our related procedures and their impact on our fee.

Our work is not designed to perform specific procedures to detect waste or abuse; however, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention.

Minimizing the Town's operating expenses, including accounting fees, is a critical fiduciary duty and vital to sustainable success. If you believe our proposed fees are not competitive, we would appreciate the opportunity to review them with you to confirm our understanding of the Town's needs.

Team Qualifications

Katharine Balukas, CPA



Partner | BDMP Assurance, LLP

Principal | Berry, Dunn, McNeil & Parker, LLC

Attest services are provided by BDMP Assurance, LLP, a licensed CPA firm

EDUCATION AND CERTIFICATIONS

BA, Accounting, Saint Anselm College

RELEVANT EXPERIENCE

16 years

AFFILIATIONS AND MEMBERSHIPS

- American Institute of Certified Public Accountants
- New Hampshire Society of Certified Public Accountants
- Young Professionals Committee, Chair 2013-2015
- AICPA Leadership Academy, graduate

Katharine Balukas is a principal for BerryDunn's Healthcare/Not-for-Profit Practice Group and leader of the Government Audit and Accounting services practice team. Katharine has spent her entire career working with governmental, not-for-profit, and healthcare organizations. Because of her industry-specific experience, she understands the unique challenges of these organizations, with a focus on compliance with federal and state grant requirements. Katharine has worked on audit and accounting engagements for such clients that include municipalities, state systems and agencies, higher education institutions, affordable housing agencies, and home health organizations.

As part of Katharine's expertise in assurance, she has provided clients advice on improving their internal controls and processes, and she assists her clients with the unique challenges surrounding compliance with federal and state grant requirements. In 2015, Katharine received national recognition by being selected to participate in the AICPA's prestigious Leadership Academy.

EXPERIENCE

- Financial statement audits and reviews
- Compliance audits for Uniform Guidance
- Programmatic audits and compliance examinations
- Yellow Book audits
- Reviews and compilations
- Grants administration
- Audit readiness
- Operational assessments and process improvement
- Internal control reviews
- Internal audit services

PUBLICATIONS AND PRESENTATIONS

- *Update for GASB-Governed Organizations: Lease Accounting, LIBOR Transition, SBITA, and Section 457 Plans*
- *Beyond Right Now*, presented at the New Hampshire Society of CPAs Leadership Program
- *Uniform Guidance Overview*, Human Services Finance Officer (HSFO) 2018 Annual Conference

Alan Goodwin, MS

Manager | Berry, Dunn, McNeil & Parker, LLC



EDUCATION AND CERTIFICATIONS

- MS, Accounting, Southern New Hampshire University
- BS, Accounting, Roger Williams University

RELEVANT EXPERIENCE

16 years

AFFILIATIONS AND MEMBERSHIPS

- New Hampshire Finance Officers Association (NHGFOA)
- New England States Government Finance Officers Association (NESGFOA)
- GFOA Certificate of Achievement for Excellence in Financial Reporting Program Special Review Committee (SRC)
- Massachusetts Society of Certified Public Accountants

Alan Goodwin is a manager in BerryDunn's Not-for-Profit practice area working exclusively with governmental clients performing accounting and consulting services. With a master's degree in accounting, he has spent his entire career performing financial statement and Uniform Guidance audits for governmental organizations including cities and towns in New England. He has extensive experience helping clients navigate Government Accounting Standards Board (GASB) standards, Uniform Guidance, and internal control improvements.

Prior to joining BerryDunn, Alan spent over 10 years at a public accounting firm serving governmental clients throughout the Northeast.

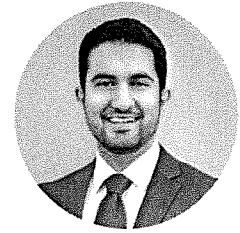
EXPERIENCE

- Financial statement audits and reviews
- Compliance audits for Uniform Guidance
- Accounting pronouncement implementation assistance
- Federal and state grant compliance
- Audit readiness
- GASB
- American Rescue Plan Act (ARPA) funding
- Operational assessments and process improvement
- Internal control reviews and audit services

Omar Jarrar, CPA

Senior Consultant | Berry, Dunn, McNeil & Parker, LLC

Attest services are provided by BDMP Assurance, LLP, a licensed CPA firm.



EDUCATION AND CERTIFICATIONS

BA, Accounting and Finance. California State University San Bernardino

RELEVANT EXPERIENCE

3 years

PARTIAL LIST OF RELEVANT CLIENTS

- City of Biddeford, Maine
- City of Burlington, Vermont
- Carroll County, New Hampshire
- Ventura County (CA) Transportation Commission

Omar is a Senior Consultant in BerryDunn's Not-for-Profit Practice Group working exclusively with governmental clients performing accounting and auditing services. With over three years of experience specializing in servicing a broad range of entities, including local governments and municipalities, as well as special districts, joint power authorities, and the hospitality industry.

Omar joined BerryDunn in November 2024. Previously, he worked in the government advisory services department at a nationally renowned public accounting firm. When you work with Omar, you can expect him to be sincere, honest, and committed to meet the clients' and firm standards. He is passionate about learning and seeking the next challenge that awaits.

EXPERIENCE

Omar helps clients with a variety of challenges, including:

- Month-end closing preparation
- Financial statement preparation
- Year-end closing preparation
- Audit readiness
- General ledger and subsidiary ledger maintenance
- Internal control and procedural improvements
- Variance analysis
- Researching and resolving technical accounting issues and accounting errors
- GASB implementation
- Internal operational and compliance audits
- Utility billing and reporting

"BerryDunn" is the brand name under which Berry, Dunn, McNeil & Parker, LLC and BDMP Assurance, LLP, independently owned entities, provide professional services in an alternative practice structure in accordance with the AICPA Code of Professional Conduct. BDMP Assurance, LLP is a licensed CPA firm that provides attest services, and Berry, Dunn, McNeil & Parker, LLC, and its subsidiary entities provide tax, advisory, and consulting services.

The entities falling under the BerryDunn brand are independently owned and neither entity is liable for the services provided by the other entity. Our use of the terms "our firm" and "we" and "us" and terms of similar import denote the alternative practice structure of Berry, Dunn, McNeil & Parker, LLC and BDMP Assurance, LLP.

We will be utilizing generative AI programs where appropriate and permissible under client contracts and relevant laws. These AI tools are designed to support our team in various aspects of our work, including data analysis and project management. The integration of AI enables us to provide more accurate insights and streamline our processes, ultimately benefiting our clients through enhanced service delivery.

This proposal is the work of Berry, Dunn, McNeil & Parker, LLC and is in all respects subject to negotiation, agreement, and signing of specific contracts.

TOWN COUNCIL

YR: 20 MO: 6 ITEM # 19

AGENDA REQUEST

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

Council Meeting Date: 06/15/2026

Today's Date: 06/05/2026

Department: Town Manager

Department #: 0100

Request:

Request executive session for discussion and direction of current union contracts Public works and Fire/EMS

Action Needed from Council: Direction

Is This Item Budgeted: Y

Was This A Bid Process: N

Lowest Bid:

Is Public Hearing Required:

If So What Dates:

Month of May 2026									
-------------------	--	--	--	--	--	--	--	--	--

Tax Year	FY Total Abatements	FY Total Supplemental Bills	Total Commitment	Monthly Revenue	Balance	Percent Collected	Percent Collected Last Year
FY22/OLDER	\$ 184.33			\$ 192.56	\$ 24,851.26		
FY23	\$ 301.00		\$ 9,211,729.23	\$ 50.60	\$ 25,817.85		
FY24	\$ 1,286.87		\$ 10,704,302.46	\$ 4,299.69	\$ 49,928.18		
FY25	\$ -		\$ 11,614,025.40	\$ 9,788.62	\$ 189,537.78	98.37%	97.98
FY26	\$ 54,651.18	\$ 6,178.20	\$ 12,628,010.24	\$ 3,288,068.79	\$ 1,132,276.51	91.03%	91.88
FY27				\$ 10,632.80	\$ (19,469.02)		
Total	\$ 56,423.38	\$ 6,178.20					
TOTAL MONTHLY REVENUE				\$ 3,313,033.06			

COMMENTS:

This month the second installment of the 2026 taxes was due on May 15th.
 Our office processed 2,075 tax receipts, along with 19 abatements issued by the Assessor.

Respectfully Submitted,
 Tracie L. York, Tax Collector

Excise Collection			% Collected	Last Year	% Col Last Year
Motor Vehicle		\$ 116,185.49		\$ 150,146.75	
Boat		\$ 3,454.20		\$ 3,985.80	
Aircraft		\$ -		\$ -	
Total this month		\$ 119,639.69	Est FY 26 \$ 1,000,000		Est FY 25 \$ 1,000,000
FY 2026 Excise Total		\$ 1,107,724.19	11.96%	\$ 154,132.55	15.41%