



AGENDA

Board of Directors Meeting

Tuesday – July 25, 2023

7:45a – 9:15a

Remote via Zoom

<https://us02web.zoom.us/j/84535461236?pwd=d2E2VEY1cTVodWRJSW9ocFgwQm1GUT09>

1. **Welcome and Introductions**
2. **Consent Items**
 - a. Financial report as of June 31, 2023 *(See Attachment 1)*
 - b. Minutes of Board Meeting on June 27, 2023 *(See Attachment 2)*
3. **Board Membership** *(See Attachment 3)*
4. **Downtown Vision Update**
 - a. Housing Committee Recommendations *(See Attachment 4)*
 - b. Business Fit-Up Grant Program ~ Fall 2023 *(See Attachment 5)*
 - c. Community Outreach
5. **Transit-Oriented Development District Planning**
 - a. Current Tax Density Map for Conceptual District
 - b. Update ~ Capital Planning by Woodard/Curran
 - c. TOD TIF Tax Shift Analysis options *(See Attachment 6)*
6. **Administration**
 - a. FY2023 990 Prep - Approve Runyon Kersteen Ouellette *(See Attachment 7)*
7. **Metrics** *(See Attachment 8)*
 - a. Sales Tax Trends ~ Year over Year
 - b. Business Activity
8. **Adjourn**

Attachment 1. FINANCIAL REPORT AS OF JUNE 30, 2023

Freeport Economic Development Corporation
Profit and Loss
 July 2022 - June 2023

		Total
Income		
Town Appropriation		140,000.00
Payroll Management Company Error		2,202.00
Total Income	\$	142,202.00
Gross Profit	\$	142,202.00
Expenses		
Advertising/Marketing		507.51
Professional Services		1,130.00
Total Advertising/Marketing	\$	1,637.51
Business Support Expense		4,210.00
Client/Public Meetings		78.07
Conferences/Trade Show/Training		669.00
Dues/Membership		585.00
Insurance		2,534.00
IT Services		915.45
Mileage/Parking		5.00
Non-Operating (deleted)		
Marketing		68.04
Total Non-Operating (deleted)	\$	68.04
Payroll Expenses		
Fica/Medicare Exepenses		21,939.11
Gross Wages Ex. Director		67,058.04
Retirement Contribution 403b		6,948.32
Total Payroll Expenses	\$	95,945.47
Payroll Processing Fees		828.25
Postage		5.25
Professional Services		1,522.50
Web Site Revisions/Maintenance		450.00
Total Expenses	\$	109,453.54
Net Operating Income	\$	32,748.46
Other Income		
Savings Interest		9.56
Total Other Income	\$	9.56
Net Other Income	\$	9.56
Net Income	\$	32,758.02

Thursday, Jul 20, 2023 12:29:20 PM GMT-7 - Accrual Basis

Attachment 2: DRAFT MEETING MINUTES OF JUNE 27, 2023 BOARD MEETING



DRAFT MINUTES

Board of Directors Meeting

Tuesday – June 27, 2023

Welcome and Introductions.

Attending Board Members. Mark Malone, Candice Rinaldi, Nikki Yanok Schneider, Stefanie Millette, Becky Doten-Lizzotte.

Not Attending. Mary Davis, Dan Bacon, Tawni Whitney, Sarah Tracey, Leanne Barschdorf-Nichols, Jason Sulham, Chip Gray, Peter Joseph, James Hendricks.

Others Attending. Ken Sparta, Dan Piltch, Brett Richardson

The Board warmly welcomed guest Ken Sparta, owner of Freeport Oyster Bar and Spartan Sea Farms, grower of oysters and kelp off the coast of Freeport. Ken shared his diverse and longstanding connections to the Freeport community as a resident of 30 years. Ken highlighted the growing success of the Freeport Oyster Festival over the previous weekend, which attracted visitors to Freeport and grew from 30,000 oysters shucked in 2022 to 50,000 oysters shucked in 2023.

Brett noted that five Board members were in attendance, yielding a quorum.

Consent Items

Financial report as of May 31, 2023, was unanimously approved.

Summary of Town Council workshop on May 23, 2023, was unanimously approved.

Downtown Vision Update.

Downtown Housing.

Brett updated the Board on the Board of Appeals status of Freeport Village Apartments at 22 Main Street, which was approved by the Project Review Board during the Spring but was subsequently appealed. The Board of Appeals convened on June 12th to begin their review of the administrative record of the PRB's approval, which would continue later that evening of the 27th. Brett recapped FEDC's recent dialogue about whether to take a public position regarding the appeal during the BoA's public comment period on 6/12 and highlighted the ongoing conversation at FEDC about how to support projects that advance stated community goals during public processes, while maintaining a balanced approach that respects varied sentiments about specific projects among the broader community.

Mark suggested that the BoA or Town should consider retaining a qualified, third-party architect for an independent review of Freeport Village Apartments' adherence to Freeport's design review standards. Mark relayed that he has heard from housing developers that the lack of predictability in Freeport's review process has dampened their interest in Freeport. Developers are looking elsewhere to invest in locations that offer more predictable permitting processes.

Brett mentioned that the Town Council had appropriated funding for the Planning Board to hire a consultant to work through updates to the Design Review Ordinance with the goal of reducing subjectivity and improving clarity and predictability for Boards and applicants.

Dan Piltch noted that Caroline the Town Planner is currently serving as Interim Town Manager and has not had the time or resources to push the design ordinance updates, but that effort remains a priority. Dan also shared that preparation for BoA meeting later in the evening focused on educating Board members about their purview, particularly that the BoA is required to focus on the administrative record of PRB's completed review process, rather than new evidence for personal opinions. Dan continued that the recent Cross Tree and Deport Street projects moved through Freeport's processes relatively smoothly. 22 Main Street is a high-profile parcel that attracts greater scrutiny.

Mark noted that that recent project approvals were not considered smooth by the developers. Mark suggested that Freeport currently reviews subdivision, site plan, and design separately in concurrent meetings, extending the process. Freeport can make a significant improvement by bundling the three approvals for simultaneous review.

Ken shared his experience developing the Freeport Oyster Bar and his perspective that opportunities exist to streamline and ease the process to make doing business in Freeport easier.

Becky noted that the status of 22 Main is the exact scenario that FEDC has worked to avoid. She stated the importance of bringing all voices to public processes, including supporters of new housing projects who were not as engaged in the most recent BoA meetings.

Community Outreach.

To Becky's point, Brett noted feedback he has heard that many people in Freeport are unaware that important conversations and committee proceedings are occurring in Freeport. A large segment of the community does not have the time to pay close attention to Town processes, and Brett asked whether FEDC should consider investing time and resources to engage the community on relevant topics to FEDC's mission and goals.

Stef reiterated her perspective that FEDC could develop a simple outreach platform that catalogs the various public priorities that FEDC works to support and the partners that FEDC collaborates with on various initiatives. Stef shared that this pre-work would minimize issue-specific, reactive Board email chains and ensure that the community understands that FEDC's work is broader and more holistic than just housing. Outreach platform development work could begin with a simple infographic showing FEDC's various initiatives. This platform would enable staff and Board members who attend meetings around Town to restate FEDC positions and messages that are already available on FEDC's public facing website.

Candy concurred with Stef and liked the idea of having pre-vetted FEDC talking points.

Action Item. The Board unanimously supported the development of public-facing table/infographic of FEDC priorities for display on FEDC's website, and Board-vetted talking points that can be shared at a diversity of gatherings and meetings throughout the community. Brett will draft for Board review.

Conceptual Grant Programs.

Brett provided an overview of a conceptual grantmaking approach that was included in the meeting packet to deploy funding allocated by the Town Council for the coming fiscal year.

Mark shared that the grant program would be a great tool. Ken relayed his experience developing small businesses that well-placed grant dollars offer critical value, particularly for small local businesses that Freeport would like to bring to Town.

Action Item. The Board unanimously approved a motion to endorse the creation of a grant program to provide matching funds to businesses or property owners for

improvements to commercial spaces in alignment with Downtown Vision goals using funds allocated by Town Council for that general purpose, and to allocate FEDC staff time to assist the Town to implement and execute the program.

Allocate funds for Capital Planning by Woodard/Curran.

Brett provided an overview of the Scope of Work from Woodard and Curran provided in the meeting packet to provide a capital planning analysis for the conceptual transit-oriented development.

Action. The Board unanimously approved the allocation of \$5,000 for the Woodard and Curran scope of work included in the meeting packet, and to direct the Executive Director to execute the agreement.

Board Update.

Brett encouraged the Board members to invite potential community members who would be a good fit with FEDC to the July Board meeting and offered to meet-up in advance with any candidate to discuss FEDC and the Board role.

Action. The Board unanimously voted to appoint Ken Sparta to the FEDC Board of Directors.

The meeting adjourned at 8:56am.

Attachment 3: BOARD MEMBERSHIP

FEDC BOARD As of July 1, 2022

PRESIDENT

Mary Davis (June 2023)
16 Kendall Lane
Freeport, ME 04032
PH: 838-1898
Email: marvhitt.davis@gmail.com

VICE PRESIDENT

Dan Bacon (June 2025)
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TREASURER

Candice Rinaldi (June 2024)
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Jason Sulham (June 2025)
L.L. Bean
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Mark Malone, CCIM (June 2024)
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Leanne Barschdorf-Nichols (June 2024)
Keller Williams Realty
11 Orchard Hill Road
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Rebecca Doten Lizotte (June 2023)
Doten's Construction
392 U.S. Route 1
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Sarah B. Tracy, Esq. (June 2023)
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Email: stracy@pierceatwood.com

Stefanie Millette (June 2025)
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James Hendricks (June 2024)
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W: 865-1183
Email: drjah@fihc.comcastbiz.net

Nikki Yanok-Schneider (June 2025)
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Email: nvanok@gmail.com

Tawni Whitney (June 2025)
Greater Freeport Chamber of Commerce
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PH: 207-847-5240
Email: twhitnev@freeportmainechamber.com

EX OFFICIO

Peter Joseph, Town Manager
Town of Freeport
30 Main Street
Freeport, Maine 04032
PH: 865-4743
Email: pjoseph@freeportmaine.com

Town Council Liaison
Dan Piltch
25 Quarry Road
Freeport, ME 04032
(207) 865-9803
Email: dpiltch@freeportmaine.com

EXECUTIVE DIRECTOR/CLERK

Brett Richardson
FEDC
30 Main Street
Freeport, Maine 04032
PH: 865-4743 ext 117
Email: brichardson@freeportmaine.com

Attachment 4: TOWN HOUSING COMMITTEE RECOMMENDATIONS

To: Freeport Town Council
From: Housing Committee
Date: July 25, 2023
RE: Top 5 Priority Actions to Support Construction of Housing

The Freeport Housing Committee applauds the Council for prioritizing and funding ordinance update work. We recognize that plans to commence this work are underway. In the meantime, we believe that near term solutions exist to ensure good development in Freeport, while also taking immediate steps to enable unique housing development opportunities in our village center. These opportunities arise from community outreach to developers during the Downtown Vision Plan process, combined with market forces stemming from Southern Maine's acute housing crisis. We offer the following recommendations to support community housing goals stated in the Freeport's Comprehensive Plan and reiterated in the more recent Downtown Vision Plan.

Recommended Priority #1

Primary Lead: Housing Committee (with Staff administrative support)

Short Term Fix: Make an emergency repair to the Design Review Ordinance to exclude new residential and residential mixed use construction.

We urge the Council to take *immediate action* on a simple zoning amendment to unlock development currently available to Freeport that advances the Downtown Vision but is on hold because of our unpredictable approval processes. Recent processes illustrate how the process is ineffective (it took 8 months to get to a decision on a rather simple project), costly for both the town, the developer and volunteers who serve on boards and committees, and divisive amongst neighbors.

This is intended to be a short term emergency action.

Recommended Expedited Process

We're recommending the following steps to amend the ordinance:

1. Housing Committee submits a redline zoning text amendment to the Town Council;
2. Town Council submits the text amendment
3. A joint workshop and public hearing is held.

The Housing Committee will return at a later date to discuss Priorities #2 - 5. In total, our committee has ten priority actions.

Recommended Priority #2

Long Term Fix: Establish and adopt a form based set of standards and metrics to address building and site design and materials for downtown {and eventually other zones as well}. A new code would eliminate the subjectivity of design interpretations among review board members and allow for adherence to an agreed upon set of standards. “The project is either compliant with the standards and metrics or its not”.

In tandem, **draft amendments to accelerate the permitting process:**

- Draft amendments to ordinances to speed up permit approval process and shift more review/approval to professional staff.
- Per the recommendation of Principle Group (in the Design Week presentations), adopt the Subdivision law exemption allowing staff to review plans so that only site plan review is required for multi-units in a building. Currently proposals also need to submit a separate subdivision application (these are projects that do not divide land, but create, for example 10 apartments in one building)
- Condense/eliminate some meeting requirements to reduce redundant appearances at hearings. Consider no longer holding public hearings when and after the community has set the policy via the Pattern Book (and Vision Plan). (NOTE: Public hearings are not required by State law for the review of subdivisions or site plans. State law requirements kick in only IF a board decides to have a policy requiring applications be subject to public hearings.)

Recommended Priority #3

Primary Lead: Planning Staff (external contracting)

Update zoning to meet Downtown Vision Plan. Move forward for consideration and adoption of specific recommendations found in Principle Group report including: specifications and metrics relating to density, dimensional proportions, height limits, setback requirements initially within the VC1 and VC2 downtown zones.

Detailed presentation available to illustrate how this works

https://docs.google.com/presentation/d/1Lm4QfCs2_DBtLMv2fTghl-J86ytOCjwYu1Xubfelf-k/edit?usp=sharing

Recommended Priority #4

Primary Lead: FEDC and Town Council

Allocate funding to the analysis and development of a TOD TIF for downtown extending to Rt 1 S at Maine Beer Company to focus high density residential development around single modes of transportation and related amenities. Use TIF district to guide/encourage/influence types and density of housing projects built.

Council to establish Affordable Housing Tax Increment Financing District Policy to establish predictable guidelines for developing affordable housing.

Recommended Priority #5

Primary Lead: Housing Committee

Offer opportunities for Board Training, skills development, and public education opportunities to broaden the understanding of TIF, budgets, development math, and neighborhood design. Consider partnering with a non-profit entity or smart growth organization to host a local small developer's boot camp to train landowners how to do small development projects.

Freeport Business Fit-Up Grant Program

Fit-Up provides matching funds for local businesses to improve Downtown commercial spaces to enhance business vitality, diversify Freeport's offerings, activate underutilized spaces, and enhance the experience of residents and visitors.



Fit-Up Helps Activate Downtown Spaces

Fit-Up assists local property owners and businesses to redevelop, restore, renovate, and reconfigure commercial spaces throughout Freeport's Downtown.

Available Funding



Typical grants are \$10,000



\$60,000 total is available



1-to-1 match required



Eligible Projects

Redevelop underutilized spaces with new utility connections, improve accessibility, reconfigure spaces, code compliance updates, and related activities



Program Goals

- *Cultivate a local food scene*
- *Create spaces for local makers & retail*
- *Support experiential services & activities*
- *Catalyze investment Downtown*



Apply for Fit-Up Funds

*Apply between October 1 and November 15, 2023.
Awards announced in early December 2023.*

Access Application Below:

Contact: [Brett Richardson, Freeport Economic Development Corporation](mailto:bbrichardson@freeportmaine.com)



(207) 865-4743 x117



bbrichardson@freeportmaine.com



GUIDELINES

Freeport Business Fit-Up Grant Program

July 2023

OVERVIEW

The Freeport *Business Fit-Up Grant Program* provides matching funds for local businesses to make needed improvements to Downtown commercial spaces to enhance business vitality, expand and diversify Freeport's offerings, activate underutilized spaces, and enhance the experience of residents and visitors.

FUNDING & ADMINISTRATION

The *Business Fit-Up Grant Program* leverages Town of Freeport funding allocated for Fiscal Year 2023-2024. The program advances implementation of the *Freeport Downtown Vision Plan*. The Freeport community developed the *Vision* with robust community input during 2021 and 2022. Currently, \$60,000 is available to be matched by private investment at a dollar for dollar, one-to-one level.

Fit-Up is administered by Freeport Economic Development Corporation staff in partnership with the Town of Freeport Finance Department. A Grant Committee reviews grant applications and identifies qualified projects to receive grant funds from the program.

PURPOSE

The *Downtown Vision Plan* calls on the community to foster a small business ecosystem as a key priority for adding vitality to the village center. The Town has allocated funds for the Fiscal Year 2023-2024 to help diversify and strengthen Freeport's business community. The *Business Fit-Up Grant Program* deploys these funds to address regulatory hurdles for qualified redevelopment projects, attract private investment, and advance *Vision* goals.

GOALS

Fit-Up assists local property owners and businesses to redevelop, restore, renovate, and reconfigure commercial spaces throughout Freeport's Downtown.

Goals for *Fit-Up* include cultivating a local food scene and creating additional spaces for co-working, local artisans and retailers, and unique and experiential services in the Downtown. The program will serve as a catalyst for continued investment and upkeep in commercial and mixed-use properties in Freeport.

Grant funding can support new utility connections, accessibility improvements, space reconfiguration, building updates for code compliance, and other activities to overcome unique challenges associated with redevelopment of underutilized commercial spaces in Freeport.

PROGRAM GUIDELINES

Available Funding. Funding levels for *Fit-Up* projects are determined at the discretion of the Grant Committee. Typical *Fit-Up* projects receive up to \$10,000 in *Fit-Up* funding. The minimum grant award is \$2,500. A total of \$60,000 is available.

Timing. The first *Fit-Up* funding cycle will include an application period between October 1 and November 15, 2023, with awards announced in early December 2023. If funds remain available after the first cycle, the Grant Committee will review new applications until all funds are committed to projects.

Matching Investment. A 1-to-1, dollar for dollar match is required for all grants.

Reimbursement. The Town disperses *Fit-Up* funds as reimbursement to recipients upon project completion for approved costs. Grant funds will be dispersed within 30 days following the completion and close-out of each respective project.

Eligibility.

Location & Geography. Commercial properties or mixed-use properties located within Freeport's Village Commercial zones are eligible for *Fit-Up* funds.

Good Standing. Grant recipients will be in good standing with the Town of Freeport, current on all taxes, licenses, and permits, and compliant with all relevant rules and regulations.

Qualified Activities. A Business *Fit-Up* application must pertain to commercial use within Freeport's Village Commercial Zones. The grant applicant may be the property owner or the tenant. Tenants must document the owner's approval for proposed building improvement.

Qualifying and non-qualifying grant projects are listed below:

Qualified projects

- Utility connections and upgrades
- Reconfiguration of interior spaces to diversify uses in existing buildings
- Food, beverage, and commercial kitchen fit-ups
- Fire suppression upgrades and other projects related to code compliance in underutilized spaces
- Accessibility upgrades
- Upgrades that address unique challenges or barriers for commercial development projects

Ineligible activities

- Purchase of commercial equipment
- Permit and license fees
- Design & Engineering soft costs

PROJECT REVIEW & SELECTION

Fit-Up applications will be reviewed by a Town Council-appointed Grant Committee based on a clear project selection criterion informed by goals and priorities identified by the Freeport community in *Downtown Vision Plan* and other Town plans and policies. For projects funded at \$10,000 or less, the Committee awards grants for qualified projects. For projects that exceed \$10,000, the Committee makes recommendations to the Town Council and the Council awards *Fit-Up* funds.

Grant Committee. The Committee will consist of the Town Manager, one Town Councilor, Freeport Economic Development Corporation Board (FEDC) member, and one resident with relevant expertise appointed by the Town Council. The Committee will be staffed by the FEDC Executive Director. The Committee reviews projects and awards grants at or below \$10,000 at the Committee's discretion.

Project selection criteria include:

Activate an Underutilized Space

Projects that result in new activities in underutilized spaces, such as vacant storefronts, vacant upper floors, or other upgrades that will add new vitality, amenities, or offerings to Freeport's Downtown, are examples that will activate an underutilized space.

Priority Business Niches

Projects that support the creation or expansion of new enterprises in Freeport that align with business niches identified in the *Downtown Vision Plan*, *Comprehensive Plan*, and *Town Tax Increment Financing Policy*, such as food and beverage, artisanal makers, local products, and experiential offerings, are examples of projects that support priority business niches.

Community Impact

Examples of projects that generate significant community impact include: 1) Projects with anticipated long-term benefits and durability; 2) Projects that create visual improvements and attractions that will benefit surrounding properties and the Downtown as a whole; and 3) Projects with matching investment significantly greater than the minimum 1-to-1 match.

Project Selection.

The Grant Committee reviews projects and awards grants until funding is exhausted.

The first *Fit-Up* funding cycle will include an application period between October 1 and November 15, 2023, with awards announced in mid-December. If funds remain available after the first cycle, the Grant Committee will review new applications monthly until all funds are committed to projects.

QUESTIONS?

Please contact the Freeport Economic Development Corporation for assistance with your application.

Brett Richardson

(207) 865-4743 ext. 117

brichardson@freeportmaine.com

ATTACHMENTS.

Appropriate forms to execute *Fit-Up* will be developed to ensure transparency, good management, and fiscal controls. Supporting documentation to implement the program, facilitate Grant Committee review, and administer funds for approved projects will include:

1. Application & Bid Documents
 - a. Each application requires 2 quotes in a standard form based on a scope of work.
2. Town Award Letter with Grant Terms
3. Close-Out Checklist
 - a. W9
 - b. Relevant project inspections
 - c. Request for Payment
 - a. Before & After photos
 - d. Proof of contractor payment and reimbursement request
 - e. Lien Waivers

Attachment 6: TOD DISTRICT TAX SHIFT ANALYSES CONTRACTOR OPTIONS

RE: 5-minute scoping call?

Philip Saucier <psaucier@bernsteinshur.com>

Wed 5/3/2023 4:10 PM

To: Brett Richardson <brichardson@freeportmaine.com>

**** CAUTION EXTERNAL EMAIL ****

Hi Brett,

I reviewed the fee proposal Shana sent you last November, and it looks good from my perspective for this year:

Activity	Cost
1. Planning and strategy on structuring District and Development Program to achieve goals, includes e-mail and telephone consultation.	\$5,000
2. Drafting Development Program, revising Development Program.	\$5,000
3. Preparation of final documents and exhibits.	\$2,000
4. Correspondence with Department of Economic and Community Development, preparing technical revisions following State submission.	\$3,000
Total:	\$15,000
	Plus:
For four (4) months starting January 2023, FEDC will receive invoices in equal amounts of \$3,750 plus an additional public meeting charge as applicable: there will be an additional per public meeting amount added to the monthly invoice. No additional charge will be added if no meetings were attended. For any meetings attended in person, there will be a \$2,000 per-meeting amount. For any public meetings attended by telephone or Zoom, there will be another \$1,000 per-meeting amount.	\$1,000 (remote) and \$2,000 (in person) per public meeting

The tax shift analysis would take place in the first activity phase, so we could include that work within the initial planning and strategy for a \$5,000 fixed fee, plus any meeting costs as outlined above. I would be happy to discuss this with you if you have any questions tomorrow or Friday.

Take care,
Phil

Philip Saucier
BERNSTEINSHUR - Shareholder
Municipal & Governmental Services Practice Group Leader
207 228-7160 direct
My Bio | Portland, ME

Jensen Baird - TIF Assistance

Alyssa C. Tibbetts <ATibbetts@jensenbaird.com>

Thu 5/11/2023 3:35 PM

To: Brett Richardson <brichardson@freeportmaine.com>

📎 1 attachments (272 KB)

23.05.08 Engagement Letter.pdf;

**** CAUTION EXTERNAL EMAIL ****

Hi, Brett:

Attached is a draft engagement letter for your review, which outlines our firm's general terms of engagement. As we discussed briefly last week, I would be happy to assist the FEDC with preparing materials associated with a proposed new Transit TIF District for the Town of Freeport. However, the Town will ultimately need its own counsel to prepare the documents and advise the Town through the process. If it would be more helpful for me to assist the Town through that process, please let me know before we begin work for the FEDC.

You asked for an estimate of time that would be required to prepare preliminary tax estimates associated with new development within a TIF District. We can prepare those estimates and work with you on a presentation format. That typically takes 5-10 hours to compile the information needed and complete the calculations. Further analysis and estimates would of course require more time.

Please let me know if we can be of further assistance at this time or if you have any questions.

Thanks,
Alyssa

Alyssa C. Tibbetts, Esq.
Attorney



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May 8, 2023

Freeport Economic Development Corporation
c/o: Brett Richardson, Executive Director
30 Main Street
Freeport, ME 04032

Re: ***Representation by Jensen Baird***

Dear Brett:

Thank you for engaging us to represent Freeport Economic Development Corporation in connection with the proposal of a new Transit Oriented TIF District in the Town of Freeport. I want to briefly memorialize our billing and other administrative arrangements. This letter and the attached "Standard Terms of Engagement for Legal Services" contain our agreement with you regarding these matters.

First, with respect to the cost of our legal services, we will charge a fee that is reasonable based on a variety of factors in accordance with the Maine Rules of Professional Conduct adopted by the Maine Supreme Judicial Court. Normally, the hours that our legal personnel actually spend and our customary hourly rates (which are adjusted periodically) are the primary factors in determining our fee. My hourly rate is \$310. I may be assisted by others. Attorneys' hourly rates range from \$200 to \$360. The hourly rate for Legal Assistants/Paralegals ranges from \$100 to \$135. Those rates may be increased incrementally from time to time, usually on an annual basis.

We will also charge for all reasonable disbursements in connection with our work, including, but not limited to filing fees, court reporter charges, expert witness costs, telephone and telecopy charges, photocopying costs, secretarial overtime, travel expenses and electronic research. If particular disbursements are substantial, such as court reporter charges or expert witness fees, we may send the invoice to you and ask that you pay it directly. In some situations, those disbursements may need to be paid in advance by you.

Our normal practice is to submit bills monthly to make sure that you are aware on an ongoing basis of our work and the costs of your case. Our bills will include a complete listing of all persons who have worked on the matter as well as a description of the services those

~ Over 60 Years of Service ~

Jensen Baird

May 8, 2023

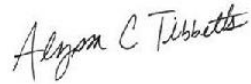
Page 2

individuals have rendered and the time that has been spent. All bills are due and payable within thirty days.

If the terms of this letter and the attached Standard Terms of Engagement for Legal Services are acceptable, please sign below and return the signed letter in the enclosed self-addressed stamped envelope.

Again, thank you for the opportunity to represent you in this matter.

Sincerely,



Alyssa C. Tibbetts, Esq.

Enclosure

SEEN AND AGREED TO:

Name: Brett Richardson, Executive Director

Attachment 7: FISCAL YEAR 2023 990 PREP ~ RUNYON KERSTEEN OUELLETTE

RE: FEDC 990

Chasse, Amy <achasse@rko-cpas.com>

Tue 7/11/2023 9:37 AM

To: Brett Richardson <brichardson@freeportmaine.com>

**** CAUTION EXTERNAL EMAIL ****

Hi Brett,

I'm not surprised by the correspondence with the IRS!! At least the ball is in their court.

Our fee for a 990-EZ is \$1,000. If we have to prepare a regular form 990, the fee for that type of return is \$1,850. I don't believe you will be needing to file a regular 990 though, if the activity/dollar threshold is comparable to last year – (gross revenues under \$200,000).

Let me know if you have further questions.

Thanks,
Amy

From: Brett Richardson <brichardson@freeportmaine.com>

Sent: Monday, July 10, 2023 3:10 PM

To: Chasse, Amy <achasse@rko-cpas.com>

Subject: Re: FEDC 990

Hi Amy,

Hope this finds you well.

I'm working to get a jump on the 990 for this year. When you get a chance, could you please confirm your cost to prepare our return this year? There are no major changes from last year.

We have a Board meeting in a couple of weeks and I would like to get approval to move forward.

Thanks very much. By way of an update, you'll find the latest IRS communication regarding last year's return -- we're still in a holding pattern.

I'll look forward to hearing from you.

Best,

Brett

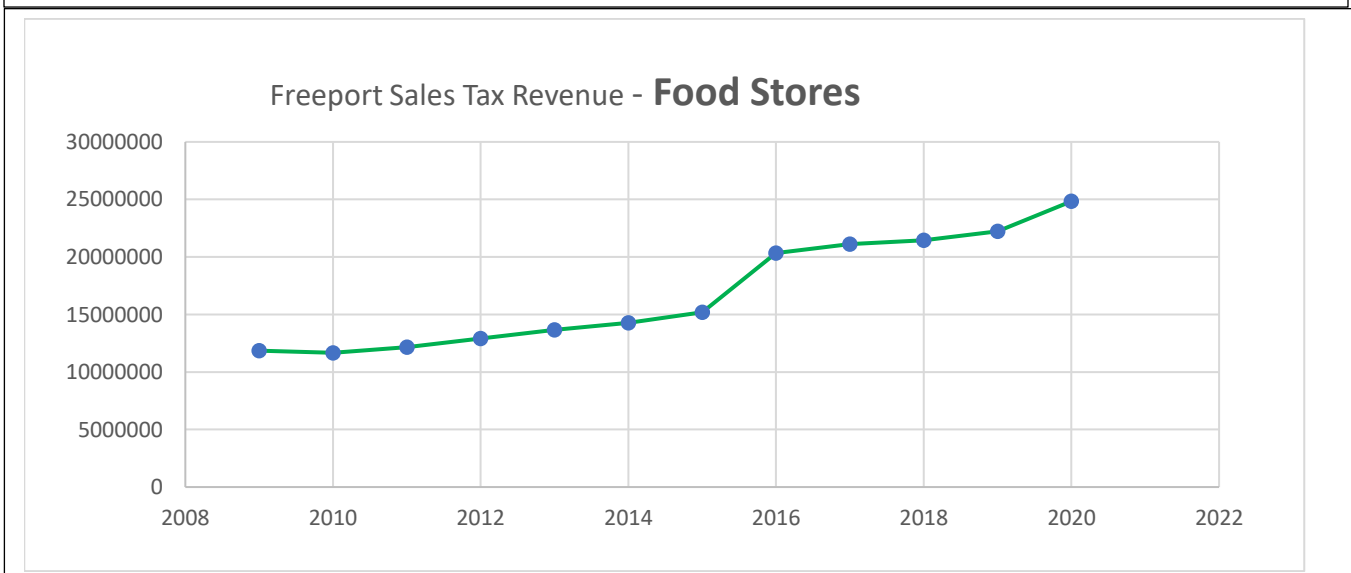
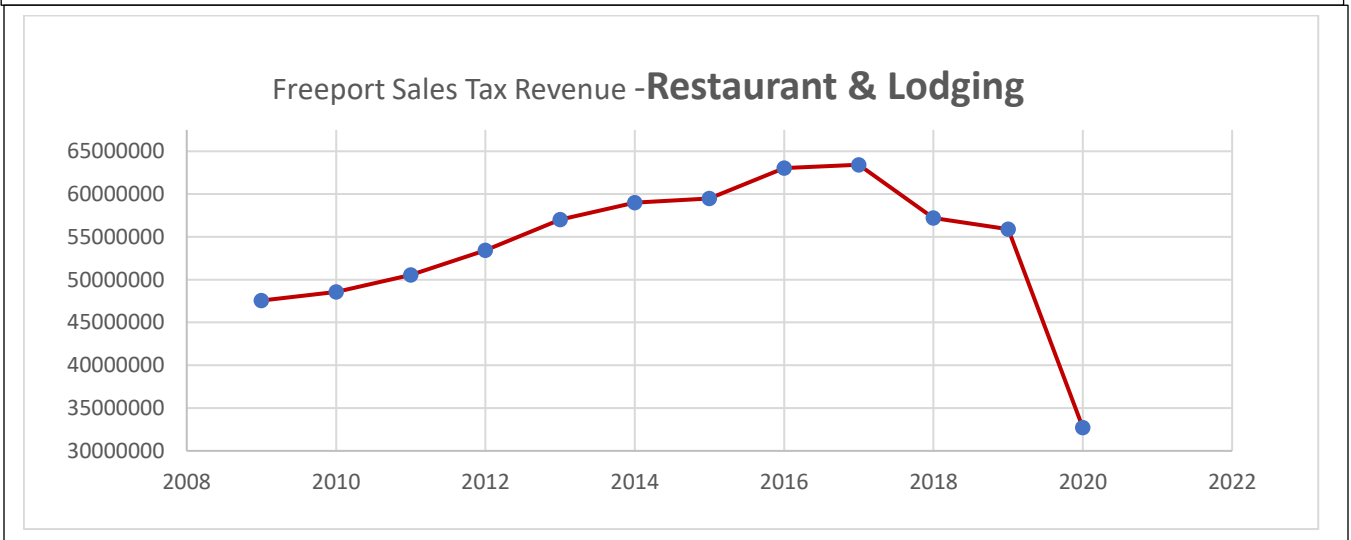
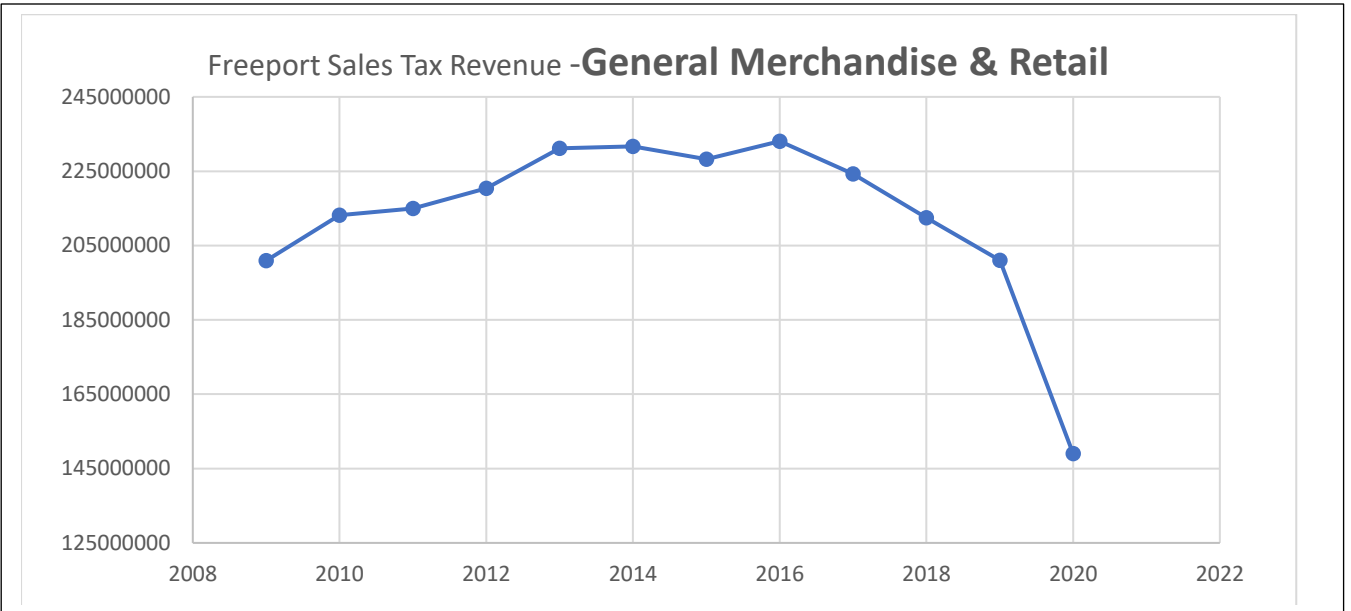
From: Chasse, Amy <achasse@rko-cpas.com>

Sent: Tuesday, January 3, 2023 11:06 AM

To: Brett Richardson <brichardson@freeportmaine.com>

Subject: RE: FEDC 990

**** CAUTION EXTERNAL EMAIL ****



Freeport Economic Activity Index - Yr/Yr % Change

