



January 5, 2020

Andrea K. Smith, Director  
c/o Tax Incentive Programs Division  
Maine Department of Economic and Community Development  
59 State House Station  
Augusta, ME 04333-0059

Dear Ms. Smith:

We are considering an expansion of which I wanted to make you aware. The new economic development project is vital to the growth of our 30-year old business. Specifically, we would be expanding at our existing facility located at 789 Court Street in Standish. Your Employment Tax Increment Financing (ETIF) Program is the reason the expansion is under consideration.

We estimate the creation of 25 new, full-time positions with a \$65,000 annual average wage. At time of hire, all employees will have access to group health insurance and an ERISA-qualified retirement plan.

We understand that we must hire at least five net-new qualified employees, above our base level of employment, within the first two years of receiving ETIF certification to be eligible to benefit from the ETIF program. Qualified hires are new, full-time hires, above the base level of employment, who receive income derived from employment during the 2020 and/or 2021 calendar year(s) that exceeds the annual per capita personal income for Cumberland County, the planned county of employment, and who, at time of hire, have access to health insurance and a qualified retirement program.

Please be assured that our economic development project would not occur within the State but for the availability of the ETIF benefits. This also confirms our understanding that submission of this letter does not allow us to receive tax benefits, but it does permit us to submit an ETIF application before December 31, 2020.

Yours Truly,

*Jane E. Smith*

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