



January 2, 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 20-year old business. Specifically, we would be expanding at our existing manufacturing facility located at 789 Court Street in Waterville. Your Pine Tree Development Zones (PTDZ) Program is the reason the expansion is under consideration.

We estimate a \$3,456,000 investment in real and personal property and creating 25 new, full-time positions with a \$55,000 annual average wage. At time of hire, all employees will have access to group health insurance and an ERISA-qualified retirement plan. We understand to be eligible to receive PTDZ benefits our future application must document (A) location of planned expansion, (B) our eligible sector for qualified business activity, and (C) that net new jobs we create will be full-time and offer access to health insurance and a qualified retirement program. We understand that we must hire at least one net-new qualified employee, above our base level of employment, within the first two years of receiving PTZ certification to be eligible to benefit from the PTZ 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 Kennebec 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 PTDZ 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 a PTZ application before December 31, 2020.

Yours Truly,

*Jane E. Smith*

Jane E. Smith, President  
Coffee Lovers, LLC  
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STATE OF MAINE

\_\_\_\_\_, SS

\_\_\_\_\_, 2020

Personally appeared before me the above-named (Name of authorized business representative),  
(Title of authorized business representative) of the (Name of Business seeking PTDZ Certification)  
and acknowledged the foregoing instrument to be his/her free act and deed and his/her capacity and  
the free act and deed of said (Name of Business seeking PTDZ Certification).

\_\_\_\_\_  
Signature of Notary Public/Attorney at Law

Printed Name: \_\_\_\_\_

Notary Commission Expires: \_\_\_\_\_