

AGENDA NOTES

Gorham Town Council Regular Meeting
January 2, 2017 – 6:30pm
Burleigh H. Loveitt Council Chambers

1. Public Hearing # 1 – Item # 9298

Public hearing regarding a proposal to amend the Land Use & Development Code to add a waiver provision for the extension of sidewalks in the Urban Residential District. (Admin. Spon.)

At the September 5, 2017 Town Council meeting, this item was referred to the Planning Board. The Planning Board recommends no changes and the adoption of the original Council wording which amends the Land Use Code to allow for a waiver on the creation and placement of sidewalks for a developer if the sidewalk requirements are not in the best interests of the Town as outlined in the amendment.

2. Item # 9299

Action to consider adopting a Property Tax Assistance Ordinance for the Town of Gorham.
(Ordinance Committee. Spon.)

At the December 5, 2017 Town Council meeting, a Senior Property Tax Assistance Ordinance was discussed and forwarded to the Ordinance Committee. This ordinance grants a property tax rebate to certain senior citizens that live in the community and meet certain income and age requirements. The purpose of this type of ordinance is to help seniors who have lived in their community for many years, but have a limited or fixed income that doesn't allow for rising property taxes.

The refined version by the Ordinance Committee allows for certain levels of property tax rebates under the following conditions:

- Applicant to the program must be at least 65 years old.
- Applicant can be either a renter or property owner.
- Must have been a resident of Gorham for at least five years and resided in the same property for at least one year.
- Taxes must have been already paid in order to obtain a rebate.
- Rebate calculated as $[(\text{Property Taxes}/\text{Income}) \times 100 = \text{Benefit base as percent of income.}]$
- Maximum benefit of \$500 as currently drafted, with three different benefit base percentage levels; \$500, \$350 and \$200.
- Town Council would need to fund a "program fund" for payments.
- If the program fund does not have enough money in any given year, then payments could be prorated.
- One applicant per household.
- The Town Clerk will administer the program, but can delegate to staff or volunteers.
- An applicant can appeal the decision of the Town Clerk or her designee to the Town Council.
- Additional time for the review and approval process has also been added for the benefit of Town staff.

It is anticipated that a committee of volunteers under the guidance of the Town Clerk will be established where seniors can make appointments to review their application with the committee, or a member of the committee, during a specific period of time. Staff and volunteers will not keep any financial records or tax documents, but may ask for that information at the screening meeting. The only documentation that will be kept internally will be a basic one page application from the citizen.

Calculation of the cost of the program will be best guess until figures exist a few years into the program that provide a baseline for program funding. That being said, based on what other towns budget several years into their program I would recommend an initial program fund level of at least \$50,000 for the first year in the FY-2019 budget.

3. Item # 9300

Public hearing on a proposal to issue a renewal liquor license to Gorham House of Pizza, LLC, 2 State Street. (Admin. Spon.)

No issues to report with the application by Town departments.

4. Item # 9301

Public hearing on a proposal to issue a new liquor license and Special Amusement License to Sebago Brewing Company, 616 Main Street. (Admin. Spon.)

No issues to report with the application by Town departments.

5. Item # 9302

Action to consider a proposal to amend the Land Use & Development Code to allow businesses to utilize sandwich board signs. (Ordinance Committee Spon.)

Referral to the Planning Board.

This proposed amendment to the Land Use and Development Code would allow businesses to utilize sandwich board signs as long as they are located in the same lot as the use. As written, the amendment would cap the number of signs allowed to three on a multi business property. Signs would need to be taken in after the close of business and would not be allowed in the right of way or obstruct vehicle or pedestrian traffic. Currently sandwich board signs are not allowed under the Land Use & Development Code.

6. Item # 9303

Action to consider authorizing the Public Works Department to perform winter maintenance on approximately 1,800 feet of sidewalk on Huston Road Extension. (Admin. Spon.)

The Public Works Department recently rebuilt Huston Road Extension between Route 237 and Route 202. This construction included a sidewalk to narrow the roadway and slow down traffic. Several residents on the street have asked that the sidewalk be plowed during the winter. A memo from the Public Works Director is attached and the Council traditionally has approved adding any new sidewalks to the winter maintenance list.

7. Item # 9304

Action to consider proposed amendments to policies of the Baxter Memorial Library.

James Rathbun recently asked that several policies of the Baxter Memorial Library be updated from an administrative standpoint to address operational changes at the library. Most of these policies have not been updated in over 10 years. A memo from James is attached, as well as the revised policies.

8. Item # 9305

Action to consider sending various Town Ordinances to the Ordinance Committee for review and updates.
(Admin. Spon.)

This action item was added at the last minute at the request of the Town Clerk to have the Council's Ordinance Committee review removing fees from individual ordinances and creating a master list that is approved by the Town Council as is done in other municipalities. The Town Clerk would also like to review and update the Victualers Ordinance as it has not been updated or reviewed since 2009. There are additional ordinances that may need to be reviewed from the administrative standpoint of the Clerk's Office, but I would recommend forwarding one at a time to the Ordinance Committee.

I would recommend amending the order to refer creating a master ordinance fee schedule and review of the Victualers Ordinance to the Ordinance Committee for their review and recommendation.

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008
10 WATER STREET, HALLOWELL, ME 04347
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

NEW application: Yes No

PRESENT LICENSE EXPIRES 11-28-17

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X) |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV) | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V) |
| <input type="checkbox"/> CLUB w/o Catering (Class V) | <input type="checkbox"/> CLUB with CATERING (Class I) | <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> QUALIFIED CATERING | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: Gorham House Of Pizza LLC			Business Name (D/B/A)		
APPLICANT(S) –(Sole Proprietor)		DOB:	Physical Location: 2 State Street		
		DOB:	City/Town Gorham	State ME	Zip Code 04038
Address 2 State Street			Mailing Address 2 State Street		
City/Town Gorham	State ME	Zip Code 04038	City/Town Gorham	State ME	Zip Code 04038
Telephone Number 207-839-2504		Fax Number	Business Telephone Number 207-839-2504		Fax Number
Federal I.D. # 47-2446476			Seller Certificate #: or Sales Tax #: 1171818		
Email Address: Please Print george@ghop.me			Website: www.ghop.me		

If business is NEW or under new ownership, indicate starting date: _____

Requested inspection date: _____ Business hours: _____

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____
- State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ 2.1 Mil LIQUOR \$ 40k
- Is applicant a corporation, limited liability company or limited partnership? YES NO
If Yes, please complete the Corporate Information required for Business Entities who are licensees.
- Do you own or have any interest in any another Maine Liquor License? Yes No
If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

(Use an additional sheet(s) if necessary.)

License #	Name of Business	Physical Location	City / Town

5. Do you permit dancing or entertainment on the licensed premises? YES NO
6. If manager is to be employed, give name: George Sotiropoulos
7. Business records are located at: 2 State Street Gorham, ME 04038
8. Is/are applicants(s) citizens of the United States? YES NO
9. Is/are applicant(s) residents of the State of Maine? YES NO
10. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Angelo Sotiropoulos	12/10/49	Greece
George Sotiropoulos	04/12/81	Portland, ME
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Gorham, ME		

11. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO
- Name: _____ Date of Conviction: _____
- Offense: _____ Location: _____
- Disposition: _____ (use additional sheet(s) if necessary)
12. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes No If Yes, give name: _____
13. Has/have applicant(s) formerly held a Maine liquor license? YES NO
14. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____
15. Describe in detail the premises to be licensed: (On Premise Diagram Required) _____
Fast Casual Restaurant
16. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES NO Applied for: _____
17. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? .2 miles
- Which of the above is nearest? Church
18. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO
- If YES, give details: _____

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: _____ on _____, 20____
Town/City, State Date

Please sign in blue ink

Angelo Sotiropoulos
Signature of Applicant or Corporate Officer(s)

Signature of Applicant or Corporate Officer(s)

Angelo Sotiropoulos
Print Name

Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications)..... \$ 10.00

Class I Spirituous, Vinous and Malt \$ 900.00
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.

Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only) \$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.

Class II Spirituous Only \$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.

Class III Vinous Only \$ 220.00
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

Class IV Malt Liquor Only \$ 220.00
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.

Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts) \$ 495.00
CLASS V: Clubs without catering privileges.

Class X Spirituous, Vinous and Malt – Class A Lounge \$2,200.00
CLASS X: Class A Lounge

Class XI Spirituous, Vinous and Malt – Restaurant Lounge \$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. **All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.**

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the Treasurer, State of Maine.

This application must be completed and signed by the Town or City and mailed to:

Bureau of Alcoholic Beverages and Lottery Operations

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, ME 04333-0008.

Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: Municipal Officers County Commissioners of the
 City Town Plantation Unincorporated Place of: _____, Maine

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. **Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).] [2003, c. 213, §1 (AMD) .]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW).]
[2009, c. 81, §§1-3 (AMD) .]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP).]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD) .]
[1995, c. 140, §6 (AMD) .]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP) .]

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]

Please be sure to include the following with your application:

Completed the application and sign the form.

Signed check with correct license fee and filing fee.

Your local City or Towns signature(s) are on the forms.

Be sure to include your ROOM, FOOD and LIQUOR gross income for the year (if applicable).

Enclose diagram for all businesses, auxiliary locations, extended decks and storage areas.

Complete the Corporate Information sheet for all ownerships except sole proprietorships.

If you have any questions regarding your application, please contact us at (207) 624-7220.

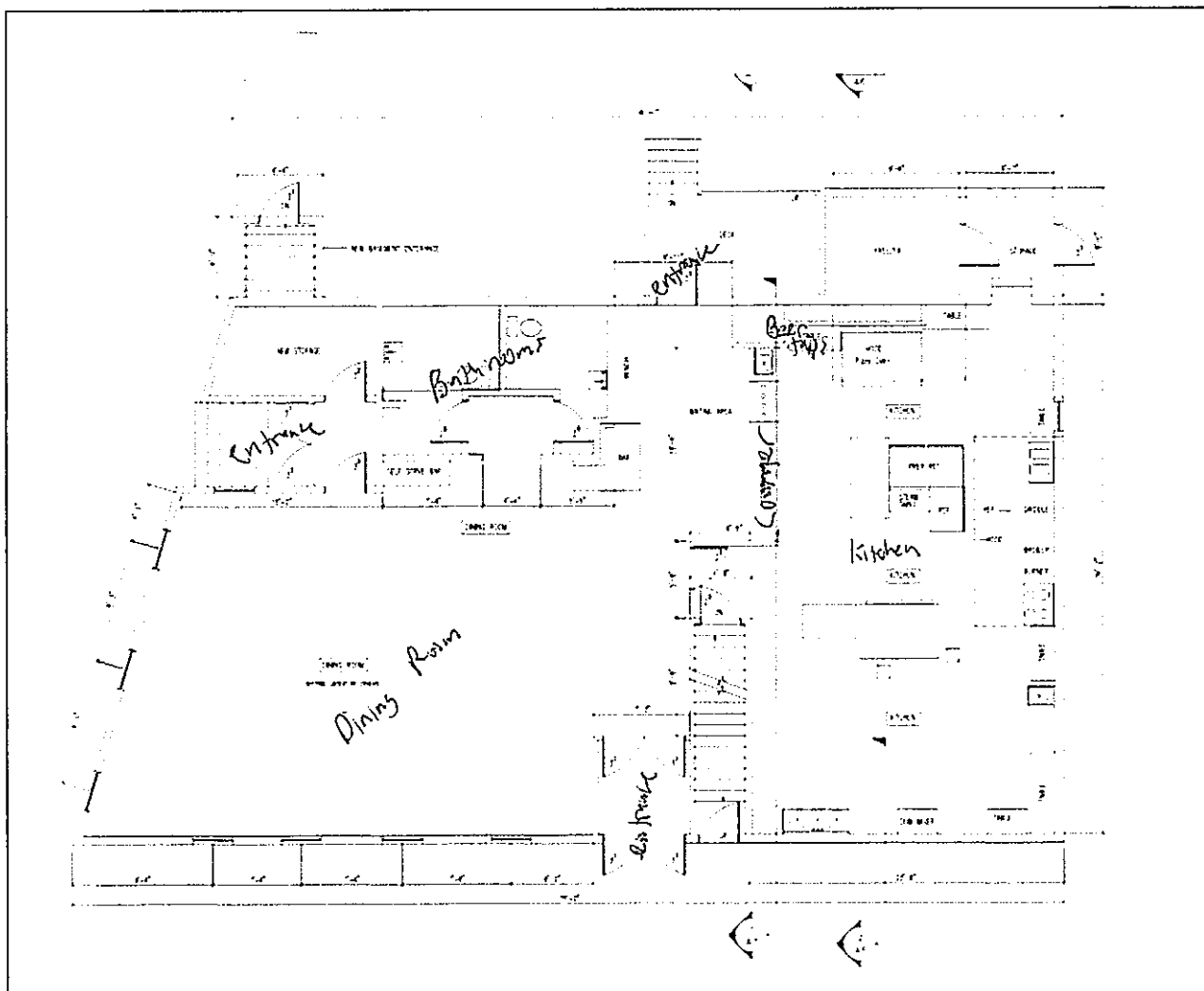
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov

DIVISION USE ONLY	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
BY:	

ON PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.





Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

For Office Use Only:	
License #:	_____
SOS Checked:	_____
100% Yes	<input type="checkbox"/> No <input type="checkbox"/>

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

- Exact legal name: Gorham House Of Pizza LLC
- Doing Business As, if any: _____
- Date of filing with Secretary of State: July 30, 2014 State in which you are formed: Maine
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Angelo Sotiropoulos	30 Mercier Way Gorham, ME 04038	12/10/49	Owner	100

(Stock ownership in non-publicly traded companies must add up to 100%.)

- If Co-Op # of members: _____ (list primary officers in the above boxes)

7. Is any principal person involved with the entity a law enforcement official?

Yes No If Yes, Name: _____ Agency: _____

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes No

9. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: _____

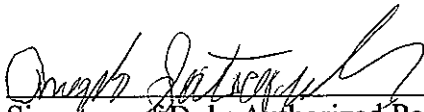
Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:



Signature of Duly Authorized Person

Date

12-4-17

Angelo Sotirioules

Print Name of Duly Authorized Person

Submit Completed Forms to:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

From:  **Dan Jones** Monday, December 04, 2017 3:13:42 PM  

Subject: Re: GHOP liquor license

To:  **Laurie Nordfors**

Cc:  Robert Lefebvre  **Freeman Abbott**  Sharon Laflamme

No problems here.

Sent from FirstClass with my iPhone

From:  **Freeman Abbott**

Monday, December 04, 2017 3:20:40 PM



Subject: Re: GHOP liquor license

To:  **Laurie Nordfors**

Cc:  Robert Lefebvre  **Dan Jones**  Sharon Laflamme

Laurie Code is all set



Freeman Abbott
Town of Gorham Code Enforcement Officer
75 South Street, Ste. 1
Gorham, ME 04038
(207)222-1605

FIRST PREVENTERS: A First Preventer may go under the title of building inspector, building official, code enforcement officer, fire chief, fire marshal, building safety official, electrical inspector, plumbing inspector plan reviewer or simply health officer. But the labels merely obscure their common mission: to prevent harm by ensuring compliance with building safety codes before a disaster occurs. From hurricanes to tornados, floods, wildfires and earthquakes, building safety codes administered by First Preventers play a major role in saving lives, protecting property and reducing recovery costs often paid for by taxpayer dollars.

Laurie Nordfors writes:

GHOP has applied for their renewal liquor license. Just checking to see if anyone has and problems.


Thanks,

Laurie



Laurie K Nordfors, CCM
Town Clerk
Registrar of Voters
Assistant Tax Collector
Motor Vehicle Agent
Town of Gorham
75 South Street
Gorham, ME 04038

207-222-1670
fax- 207-839-5036

From:  **Robert Lefebvre**

Tuesday, December 05, 2017 7:00:13 AM



Subject: Re: GHOP liquor license

To:  **Laurie Nordfors**

Cc:  Dan Jones  Freeman Abbott  Sharon Laflamme

Fire is all set



GORHAM FIRE DEPARTMENT

270 Main Street, Gorham, Maine 04038

ROBERT LEFEBVRE

Fire Chief

Tel: 207-222-1642

24 Hours: 207-839-5581

Fax: 207-839-7753

E-mail: rlefebvre@gorham.me.us



**Department of Public Safety
Liquor Licensing & Inspection
Division**



<u>BUREAU USE ONLY</u>	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

PRESENT LICENSE EXPIRES _____ New License _____

INDICATE TYPE OF PRIVILEGE: MALT SPIRITUOUS VINOUS

INDICATE TYPE OF LICENSE:

- | | |
|--|---|
| <input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) |
| <input type="checkbox"/> HOTEL-OPTINONAL FOOD (Class I-A) | <input type="checkbox"/> HOTEL (Class I,II,III,IV) |
| <input type="checkbox"/> CLASS A LOUNGE (Class X) | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I) |
| <input type="checkbox"/> CLUB (Class V) | <input type="checkbox"/> GOLF CLUB (Class I,II,III,IV) |
| <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> OTHER: _____ |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

1. APPLICANT(S) –(Sole Proprietor, Corporation, Limited Liability Co., etc.) Sebago Brewing Company, INC DOB:	2. Business Name (D/B/A) Sebago Brewing Company
DOB:	
DOB:	Location (Street Address) 616 Main Street
Address 616 Main Street	City/Town State Zip Code Gorham ME 04038
	Mailing Address
City/Town State Zip Code Gorham ME 04038	City/Town State Zip Code
Telephone Number Fax Number 207-856-2537 207-329-0972	Business Telephone Number Fax Number 207-329-0972 Kai's Cell
Federal I.D. # 01-0515966	Seller Certificate #

3. If premises is a hotel, indicate number of rooms available for transient guests: _____
4. State amount of gross income from period of last license: ROOMS \$ ___ FOOD **NEW Business** LIQUOR **New Business**
5. Is applicant a corporation, limited liability company or limited partnership? YES NO
- If YES, complete Supplementary Questionnaire
6. Do you permit dancing or entertainment on the licensed premises? YES NO
7. If manager is to be employed, give name: _____ Matt St. Hilliare _____
8. If business is NEW or under new ownership, indicate starting date: _____
Requested inspection date: 02/08/2018 Business hours: 10 AM-1 AM
9. Business records are located at: 616 Main Street Gorham, ME
10. Is/are applicants(s) citizens of the United States? YES X NO

11. Is/are applicant(s) residents of the State of Maine? YES X NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Kai Adams 5 Sylvan Drive Falmouth, ME 04105	10/22/71	Munich, Germany
Brad Monarch 8 Yankee Drive Windham, ME 04062	6/16/66	Marlborough, MA
Timothy Haines 309 Mosher Rd. Gorham, ME 04038	10/15/65	Beverly, MA
G Scott Harvey 18 Galvin St Portland ME 04103	12/20/63	Fort Ord, CA

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes No If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES NO

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner: _____
KBT Realty LLC

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) _____
Open seating concept Retsuarant with patio and lawn

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES NO Applied for: _____

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 2 Mile Which of the above is nearest? School

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO
If YES, give details: SBA Loan from TD Banknorth

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Gorham, ME on 12/18, 2017
Town/City, State Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Signature of Applicant or Corporate Officer(s)

Kai Adams

Print Name

Print Name

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

Class I	Spirituos, Vinous and Malt	\$ 900.00
	CLASS I: Airlines; Civic Auditoriums; Class A Restaurants: Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A	Spirituos, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
	CLASS I-A: Hotels only that do not serve three meals a day.	
Class II	Spirituos Only	\$ 550.00
	CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III	Vinous Only	\$ 220.00
	CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV	Malt Liquor Only	\$ 220.00
	CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V	Spirituos, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
	CLASS V: Clubs without catering privileges.	
Class X	Spirituos, Vinous and Malt – Class A Lounge	\$2,200.00
	CLASS X: Class A Lounge	
Class XI	Spirituos, Vinous and Malt – Restaurant Lounge	\$1,500.00
	CLASS XI: Restaurant/Lounge; and OTB.	
FILING FEE		\$ 10.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to: **TREASURER, STATE OF MAINE. – DEPARTMENT OF PUBLIC SAFETY, LIQUOR LICENSING AND INSPECTION DIVISION, 164 STATE HOUSE STATION, AUGUSTA ME 04333-0164.** Payments by check subject to penalty provided by Sec. 3, Title 28A, MRS.

STATE OF MAINE

Dated at: _____, Maine _____ SS
City/Town (County)

On: _____
Date

The undersigned being: Municipal Officers County Commissioners of the
 City Town Plantation Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and hereby approve said application.

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

- A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
- B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
- C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c589, §1 (amd).]

2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

- A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c45, Pt.A§4 (new).]
- B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c.45, Pt.A§4(new).]
- C. Conditions of record such as waste disposal violations, health or safety violation or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c.730, §27 (amd).]
- D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c.592, §3 (amd).]
- E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
- F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]

[1993, c730, §27 (amd).]

3. **Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all license requirements and findings referred to in subsection 2.

- A. [1993, c.730, §27 (rp).]

4. **No license to person who moved to obtain a license. (REPEALED)**

5. **(TEXT EFFECTIVE 3/15/01) Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

MAINE DEPT OF PUBLIC SAFETY

STATE OF MAINE
Liquor Licensing & Inspection Division
164 State House Station
Augusta ME 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424



SUPPLEMENTARY QUESTIONNAIRE FOR CORPORATE APPLICANTS, LIMITED LIABILITY COMPANIES, AND LIMITED PARTNERSHIPS

1. Exact Corporate Name: Sebago Brewing Company
Business D/B/A Name: _____
2. Date of Incorporation: February 1997
3. State in which you are incorporated: ME
4. If not a Maine Corporation, date corporation was authorized to transact business within the State of Maine: _____
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percent of stock owned:

Name	<i>Print Clearly</i> Address Previous 5 years	Birth Date	% of Stock	Title
Kai Adams	5 Sylvan Drive Falmouth, ME 04105	10/22/71	33 ¹ / ₃	VP
Timothy Haines	309 Mosher Dr. Gorham, ME 04038	10/15/65	33 ¹ / ₃	Treasurer
Brad Monarch	8 Yankee Drive Windham, ME 04062	6/16/66	33 ¹ / ₃	President
G Scott Harvey	18 Galvin St, Portland, ME 04103	12/20/63	0	Brewery Administrator

6. What is the amount of authorized stock? 600 Outstanding Stock? 400
7. Is any principal officer of the corporation a law enforcement official? Yes No
8. Has applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of the United States? Yes No
9. If YES, please complete the following: Name: _____

Date of Conviction: _____ Offense: _____

Location: _____ Disposition: _____

Dated at: _____ On: _____

City/Town

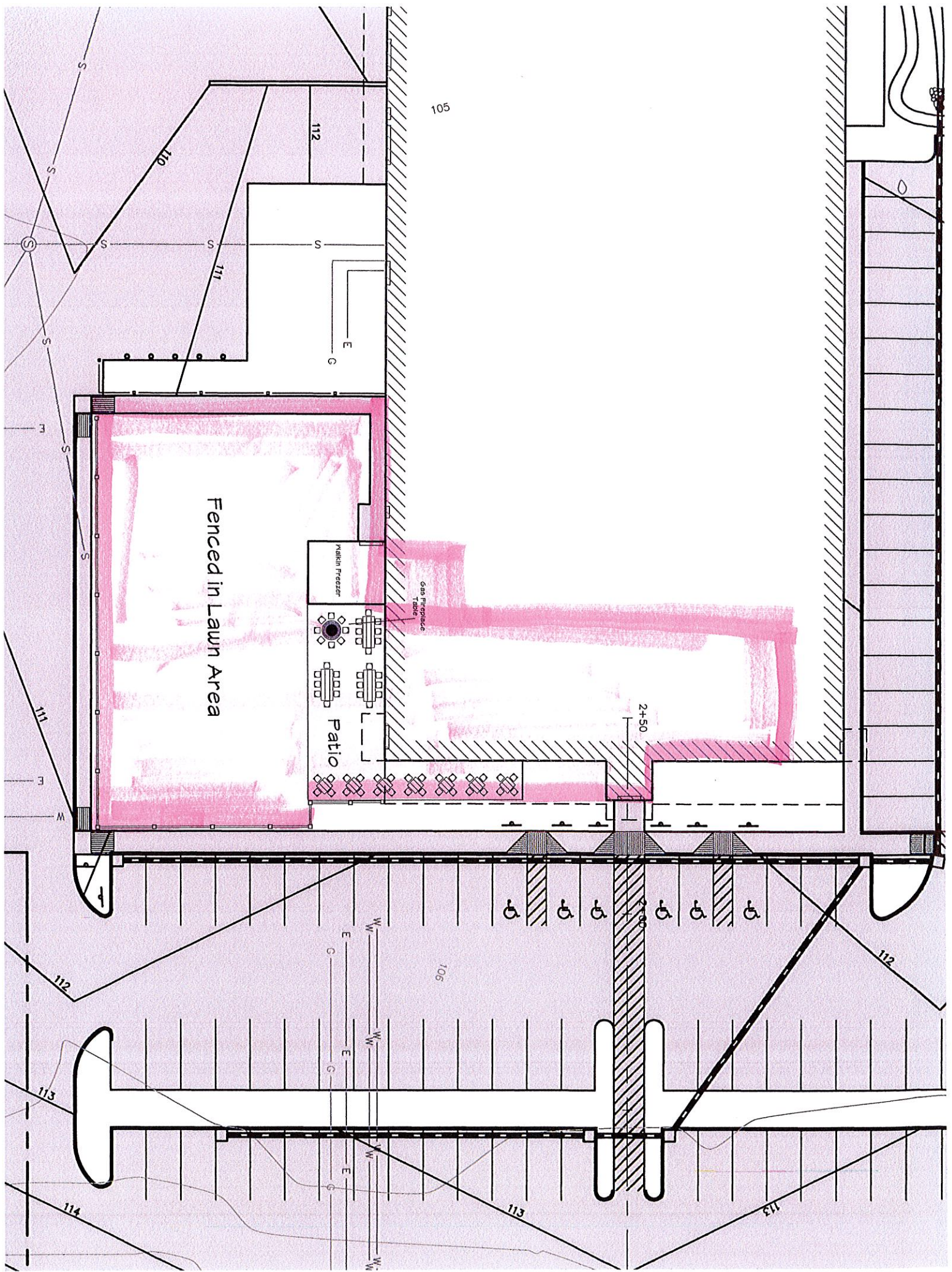
Date

Signature of Duly Authorized Officer

Kai Adams

12/12/17

Date



SEAL

REVISIONS

DRAWING NAME

SHEET

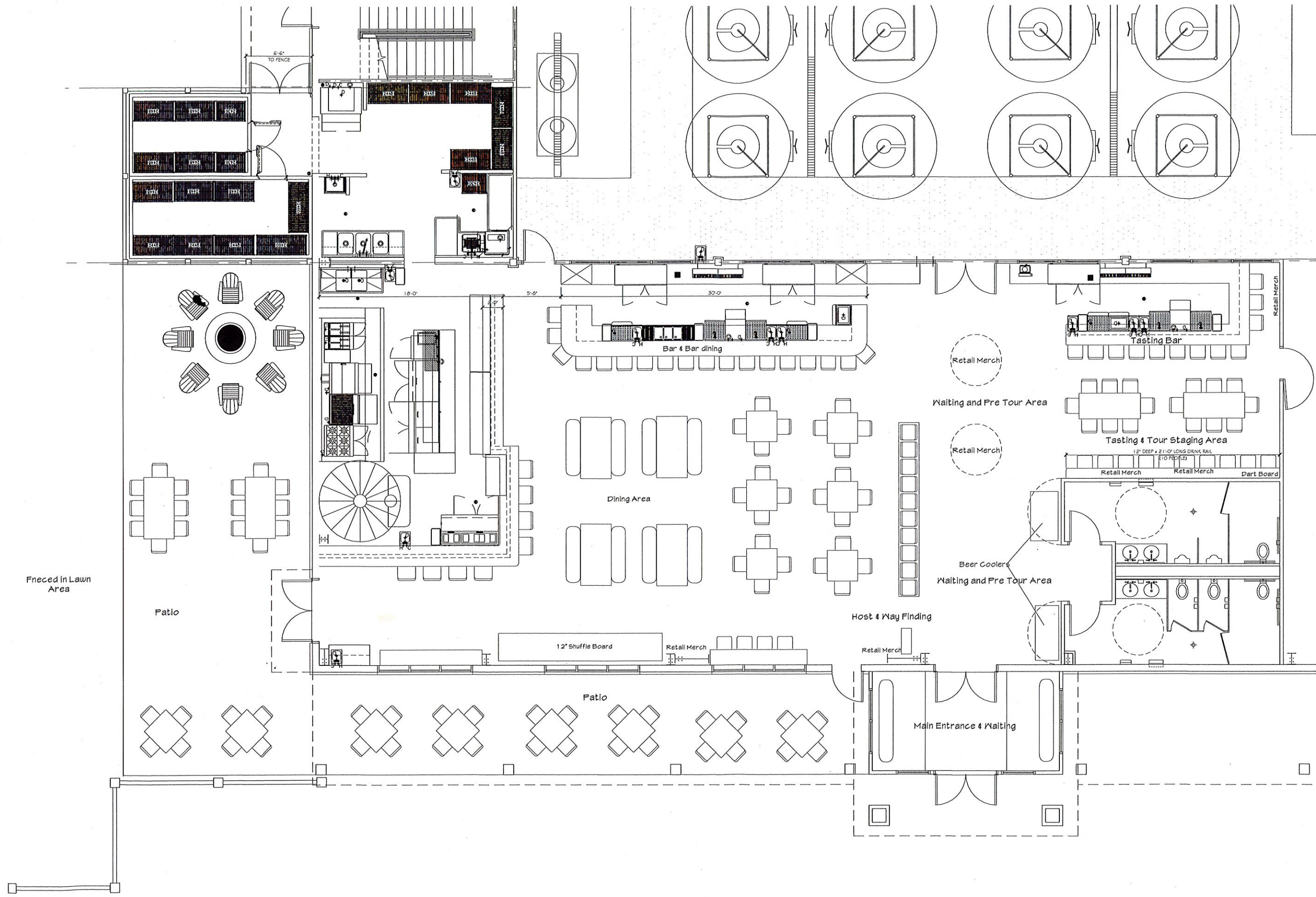
DATE

SCALE

DRAWN

JOB NO.

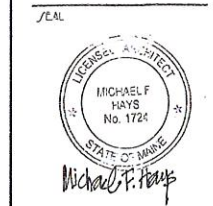
SHEET





GRANT HAYS
ASSOCIATES

ARCHITECTURE & INTERIOR DESIGN
P.O. BOX 6179 FALMOUTH MAINE 04105
207.571.5900 www.granthays.com



REVISION

DRAWING NAME

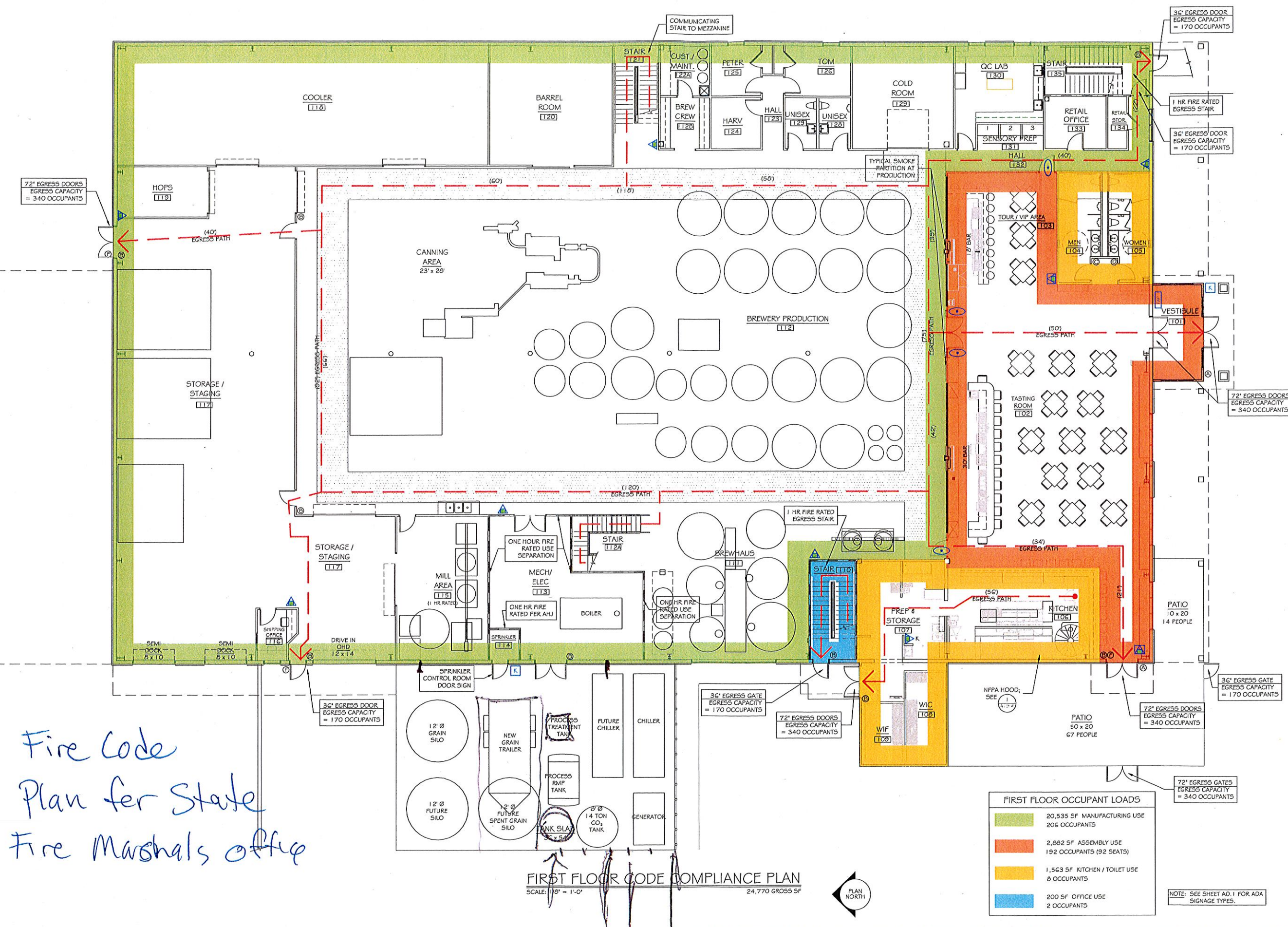


1/FEET

FIRST FLOOR
CODE COMPLIANCE
PLAN

DATE: 11/EPT 2017
SCALE: NO/SCALE
DRAWN: MFH/mgk
JOB NO: 150415
SHEET: A-0.2

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Fire Code
Plan for State
Fire Marshals office

FIRST FLOOR CODE COMPLIANCE PLAN
SCALE: 1/8" = 1'-0" 24,770 GROSS SF



FIRST FLOOR OCCUPANT LOADS	
	20,535 SF MANUFACTURING USE 206 OCCUPANTS
	2,882 SF ASSEMBLY USE 192 OCCUPANTS (92 SEATS)
	1,563 SF KITCHEN / TOILET USE 8 OCCUPANTS
	200 SF OFFICE USE 2 OCCUPANTS

NOTE: SEE SHEET A0.1 FOR ADA SIGNAGE TYPES.

From:  **Robert Lefebvre**

Tuesday, December 26, 2017 9:03:14 AM



Subject: Re: Sebago Brewing Liquor license

To:  **Laurie Nordfors**

Cc:  **Dan Jones**  Freeman Abbott  **Charles Jarrett**

fire is ok



GORHAM FIRE DEPARTMENT
270 Main Street, Gorham, Maine 04038

ROBERT LEFEBVRE
Fire Chief

Tel: 207-222-1642
24 Hours: 207-839-5581
Fax: 207-839-7753
E-mail: rlefebvre@gorham.me.us



From:  **Dan Jones** Tuesday, December 26, 2017 8:57:59 AM 
Subject: Re: Sebago Brewing Liquor license
To:  **Laurie Nordfors**
Cc:  **Robert Lefebvre**  **Freeman Abbott**  **Charles Jarrett**

I'm good with it.

Chief Daniel Jones
Gorham Police Department
270 Main Street
Gorham, ME 04038
(207) 222-1665
djones@gorham.me.us



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From:  **Freeman Abbott**

Tuesday, December 26, 2017 2:19:40 PM



Subject: Re: Sebago Brewing Liquor license

To:  **Laurie Nordfors**

Cc:  **Dan Jones**  **Robert Lefebvre**  **Charles Jarrett**

I am all set

Sent from FirstClass with my iPhone



Town of Gorham Planning Department

David C.M. Galbraith, *Zoning Administrator*
dgalbraith@gorham.me.us

Thomas M. Poirier, *Town Planner*
tpoirier@gorham.me.us

GORHAM MUNICIPAL CENTER, 75 South Street, Gorham, ME 04038

Tel: 207-222-1620

TO: Town Council Ordinance Committee
FROM: Thomas M. Poirier, Town Planner *TMP*
SUBJECT: Sandwichboard Signs
DATE: November 13, 2017

Attached is a proposed amendment to the Land Use and Development Code that would allow businesses to utilize sandwichboard signs as long as they are located on the same lot as the use. Staff capped the total number of sandwichboard signs as 1 per business with no lot having more than 3 sandwichboard signs in use at any one time. The signs are required to be taken inside when businesses are closed for the day, are not allowed to obstruct pedestrian or vehicular traffic on or off the site, and are not allowed to be located in any street right-of-way.

CHAPTER 2: GENERAL STANDARDS OF PERFORMANCE
SECTION 2-3 – SIGNS

D. PROHIBITED SIGNS, DISPLAYS, AND RELATED MATERIALS

- n) Sandwichboard Signs: Freestanding signs that meet the definition of a sandwichboard sign are prohibited ~~both~~ within street rights-of-way ~~and on private property.~~

E. PERFORMANCE STANDARDS

15. Sandwichboard Signs: In addition to the signs allowed under section G. Permitted Non-Residential Signs each business is allowed one sandwichboard sign with an area not to exceed 8 sq.ft No property is allowed to have more than 3 sandwichboard signs in use at one time. The sandwichboard signs must be taken inside when the business is closed. The signs cannot be located within any street right-of-ways, must be located on the same lot as the use, and cannot hinder or restrict pedestrian or vehicular traffic on or off the site.
-

From:

 **Robert Burns**

Thursday, December 21, 2017 9:00:21 AM



Subject:

Huston Road Extension - Sidewalk

To:

 **Ephrem Paraschak**

Ephrem,

With the near completion of the Huston Road Extension project, residents are asking if the Public Works Department will be plowing the sidewalk this winter. In my time with the Town, sidewalks were only maintained during the winter by our department by Town Council decision.

Adding this sidewalk will obviously add to the winter workload, but since this sidewalk is connected to other sidewalks in the Little Falls area that we plow currently and it leads back to the Public Works facility it will not be a major change to operations. I would recommend it be added to the list.

Thanks,

Bob Burns, PE
Public Works Director
Town of Gorham
Phone: 892-9062
Fax: 893-2092



NOTICE: Under Maine's Freedom of Access ("Right to Know") Law, documents - including emails - in the possession of public officials about Town business are considered public records. This means if anyone asks to see it, we are required to provide it. There are very few exceptions. We welcome citizen comments and want to hear from our constituents, but please keep in mind that what you write in an email is not private and will be made available to any interested party.

MEMORANDUM

TO: GORHAM TOWN COUNCIL
FROM: JAMES RATHBUN, LIBRARY DIRECTOR
SUBJECT: SUMMARY OF LIBRARY POLICY UPDATES
DATE: DECEMBER 28, 2017

The following information summarizes the Baxter Memorial Library policy amendments approved by the BML Board of Trustees and submitted for your consideration as part of the January 2, 2018 Gorham Town Council Regular Meeting agenda.

Animals in the Library Policy:

- Removes outdated contact information.
- Adds an allowance for exceptions at the Director's discretion.
- Removes an unnecessary description of why this policy was originally implemented.

Library Bulletin Boards and Handouts Policy:

- Clarifies language throughout regarding the handling and physical placement of bulletin board postings and handouts, allowing for a greater use of staff discretion but not representing a substantive change.

Display Policy:

- Updates language regarding the submission process.
- Clarifies language regarding the handling and physical placement of displays, allowing for a greater use of staff discretion but not representing a substantive change.

Internet Use Policy:

- Updates the language regarding supplies for patron purchase.
- Adds a section regarding unattended devices that was previously part of the Wireless Access Policy.

Library Card Policy and Borrowing Rules:

- Adds a requirement that patrons be at least 5 years old to receive a library card. Many of our peer libraries have this same age requirement.
- Defines a "library card" to allow for the use of digital representations of library cards on mobile devices.
- Updates language regarding temporary cards to make the process easier for patrons.
- Allows Baxter Memorial's local policies to differ from the Minerva Consortium if we choose.
- Clarifies language regarding loan limits, renewals, and lost/damaged items. The only substantive change here allows staff to accept replacement copies for lost/damaged items at their discretion.
- Changes any use of "his/her" to a gender-neutral "their."

Meeting Room Policy:

- Removes reference to the Phinney Room, which was converted into a room housing our Graphic Novel collection and Young Adult hangout space in July 2016.
- Allows for Director's designee to manage room booking.
- Corrects typos.

Wireless access policy:

- Adds reference to the Internet Safety Policy and corrects language currently contradicting that policy.
- Updates language throughout to reflect current offerings.
- Removes section regarding unattended devices. This has been moved to the Internet Use Policy.

Baxter Memorial Library Animals in the Library Policy

~~Over five decades ago when Percival Baxter was on the Baxter Memorial Library Board of Trustees, he began a tradition of allowing animals in the library. Unfortunately, this tradition is no longer a viable option for the library. In January, a patron was attacked by a large dog in the library stacks. The dog, which has been in the library many times without incident, also attacked its owner. Although neither person was seriously hurt, the incident was very scary and the potential for harm was evident.~~

~~The Baxter Memorial Library Board of Trustees therefore unanimously voted to recommend to the Gorham Town Council a new policy regarding animals in the library. The Town Council voted to adopt the policy at their March 3, 2004 meeting.~~

The only animals ~~now~~ allowed in the library are service animals and animals participating in library sponsored programs. **Exceptions to this policy may be made at the discretion of the Library Director or their designee and any questions regarding the presence of a particular animal should be directed to the same.** Animals may not be tied up along the pathway to the library or near the entrance.

~~For the safety and comfort of all library patrons, please leave your pets at home. If you have any questions regarding this policy, please contact Library Director Pamela Turner at 839-5031.~~

Adopted by Gorham Town Council 03/03/04

Baxter Memorial Library Library Bulletin Boards and Handouts Policy

Bulletin Boards

~~Library staff will, place, post and remove all items on its bulletin boards.~~

Flyers, notices and small posters may be ~~posted~~ **submitted to library staff for review and posting** on Baxter Memorial Library bulletin boards for civic, educational or cultural programs by non-profit or government entities. Posting of information does not imply library endorsement.

Limited space allows only short-term posting on library bulletin boards **as for a duration** determined by library staff. Explicitly excluded from display are commercial notices of any kind including but not limited to notices of merchandise for sale, rental announcements, and notices of sales at, and other related events sponsored by, for-profit establishments.

Partisan political posters, fliers, and handouts are not permitted on library bulletin boards. In like manner, political signs are not allowed on library property. At the discretion of the Library Director or ~~a~~ **their** designee, materials providing general information on local, state or national issues may be put on library bulletin boards. In addition, local ballots will be posted at the library before each election.

Any item to be posted on library bulletin boards must **first** be submitted to a library staff person **and is subject to approval**. ~~at a Public Services Desk. Subject to approval, a library staff person will post the item on a library bulletin board.~~ Any item posted without following this procedure will be removed.

Electronic Bulletin Boards

Electronic bulletin boards are ~~located around the library~~ for library announcements and to publicize or enhance library sponsored or co-sponsored events only. This includes events sponsored by the Friends of Baxter Memorial Library.

Handouts

Library staff members will develop materials promoting the library and its services. These will be available at various locations throughout the library.

As space permits, other handouts may be provided by non-profit or government entities. All handouts must be made available to the public free of charge. Handouts must be submitted to a library staff person **and are subject to approval. The specific placement location of handouts will be left to the discretion of library staff.** Any handouts left at the library without following this procedure will be removed. ~~at a Public Services Desk. Subject to approval, a library staff person will place the handouts in an appropriate place within the library. The~~ **Outdated** handouts will be removed by a library staff. **Handouts may also be removed or relocated at any time at the discretion of library staff in order to suit library needs.** ~~member after they become outdated or at the discretion of library staff to make room for newer handouts.~~ **Placement of handouts within the library does not imply library endorsement.**

~~Only library sponsored handouts will be placed on library Public Services Desks.~~

DRAFT

DRAFT

DRAFT

Endorsed by the library Board of Trustees 05/01/03
Adopted by Gorham Town Council 06/03/03
Revised policy adopted 07/15/2013

Baxter Memorial Library Display Policy

In its capacity as a community center, the library welcomes proposals for exhibits and displays from local groups that are cultural, educational, and/or community oriented.

Proposals must be submitted ~~in writing~~ to the Library Director for approval. Proposals ~~must be legible~~ and include a contact person's name, address, and ~~contact information telephone number~~. Library displays are approved at the sole discretion of the Library Director ~~or their designee~~.

Exhibit/display space is limited and exhibits/displays produced by library staff and/or promoting library services are given top priority.

Exhibits/displays may be left up for a period of time determined by the Library Director or a designee. ~~No exhibit/display may be left up for more than one month.~~ Groups ~~providing exhibits/displays~~ are required to set up and take down their displays in the time allotted. ~~The library cannot store packing or display materials for outside groups.~~

Groups use library exhibit/display space at their own risk. The library is not responsible for any items left on ~~exhibit/display~~ at the library.

The topic of an exhibit/display does not necessarily reflect the views of the library or library officials ~~and does not imply endorsement~~.

~~Art and photography displays will be limited to those sponsored or cosponsored by the Library.~~

Display/exhibit space may not be used ~~solely~~ to promote the sale of goods or services and is not available to for-profit organizations. Political candidates, political parties, and special political interest groups are prohibited from using library exhibit/display space to promote their interests. The library may produce nonpartisan ~~political~~ exhibits and displays of an educational nature for informational purposes.

Endorsed by the Library Board of Trustees 05/01/03

Adopted by Gorham Town Council 06/03/03

Baxter Memorial Library Internet Use Policy

Purpose

The Mission Statement of the Baxter Memorial Library reads as follows:

“The Baxter Memorial Library serves our community as a welcoming and accessible gathering place for information, lifelong learning, and enjoyment. The library strives to foster the exchange of ideas, values, traditions and conversations.”

Providing access to the Internet and other publicly accessible information systems is consistent with this mission. It enables the library to provide access to a global electronic network of information beyond that which can be accessed through its own collection or the interlibrary loan process.

The same standards of intellectual freedom, privacy, and confidentiality endorsed by the American Library Association and incorporated in Baxter Memorial Library Policies for all other media shall be applied to all electronic media. These include the Library Bill of Rights and the Freedom to Read statement which are on file at the library.

Although the library supports, by policy, procedure, and practice, the user's right to privacy, users also need to be advised that because security is technically difficult to achieve, electronic communications and files could become public.

Laptops and other devices should never be left unattended in the library, even for brief periods of time. The library assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at the library's facilities. Laptops, tablets, or other devices issued to students by the Gorham School Department and determined by library staff to have been left unattended at the library will be collected and returned to the Gorham School Department.

Responsibilities of Users

Supervising Children's Use

1. It is the library's policy that parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their children. Parents should let their children know if there are materials which they do not want them to use and may choose to supervise their child's Internet sessions. Library staff members and volunteers do not have the right or responsibility to act as a parent or guardian to other people's children.
2. The Baxter Memorial Library supports the American Library Association's statement on Free Access to Minors to Non-Print Formats which is on file at the library.
3. The public computers in the Youth Services area of the library are reserved for children and their parents/caregivers.

Choosing and Evaluating Sources

1. The Internet is a global entity with a highly diverse user population and information content. Library patrons use it at their own risk. The library cannot censor access to materials or protect users from materials users may find offensive. We do not monitor or control information accessible through the Internet and do not accept responsibility for its content. We are not responsible for changes in content for the sources to which we link, nor for the content of sources accessed through secondary links.

2. As with printed information, not all sources on the Internet provide accurate, complete, or current information. Users should evaluate Internet sources just as they do printed publications, questioning the validity of the information provided.

Administrative Procedures

Administrative procedures will be determined by the library staff and posted in the computer area. Administrative procedures include, but are not limited to, the following: scheduling, security, record keeping logs, time limits, and database maintenance. These may change depending on the needs of the library and will be as fair as possible to all library patrons.

Unacceptable Uses

Users may not:

1. Use an Internet workstation for any illegal or criminal purpose.
2. Obstruct other people's work by harassment of other computer users or by deliberately crashing the system.
3. Alter or make any attempt to alter software configurations.
4. Cause or make any attempt to cause degradation of system performance.
5. Violate copyright laws or software licensing agreements in their use of an Internet workstation.
6. Download or save files to the computer hard drive.
7. View sexually explicit images on any computer or device at the library including the library's public computers and computers used to access the library's wireless network while at the library.

Violations may result in loss of access. Unlawful activities will be dealt with in a serious and appropriate manner.

Internet Functions Supported

1. The Baxter Memorial Library provides free access to information resources available on the Internet including but not limited to the World Wide Web.
2. The Baxter Memorial Library does not provide electronic mail accounts, patron subscription to listservs, or Internet Relay Chat groups.
3. The library charges nominal fees for certain consumable supplies such as paper, **printing, storage devices, and headphones.** ~~and diskettes.~~

Copyright

U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for the consequences of copyright infringement lies with the user, the library expressly disclaims any liability or responsibility resulting from such uses.

Disclaimer

The library expressly disclaims any liability or responsibility arising from access to or use of information through its electronic information systems, or any consequences thereof.

Policy Adopted 2/4/97

Updated 3/13/02 GORHAM TOWN COUNCIL

DRAFT

DRAFT

DRAFT

Updated 8/6/13 GORHAM TOWN COUNCIL

Baxter Memorial Library Library Card Policy and Borrowing Rules

The Baxter Memorial Library will issue a free library card representing ~~his/her~~ **their** library account to all residents and property taxpayers of Gorham (**age 5 or older**) upon the in-person completion of a library card registration form and the presentation of proper identification and proof of address.

Library cards are issued to those aged 5 and above. Applicants age 5 to 12 require the signature of a parent or legal (court appointed) guardian. Children (ages 12 and younger) may apply for a free library card but a parent or legal guardian (court appointed) must sign the application form. A parent or legal guardian of a child who is not yet in school must present a valid library card (**as defined in General Rules -- Library Accounts**) or proper identification and proof of residency before the child is issued a library card.

Non-resident households may purchase a library card. ~~The non-resident household is periodically reviewed and adjusted.~~ The non-resident household fee is established by the **Baxter Memorial Library Board of Trustees**, and approved by the Town Manager, **and periodically reviewed and adjusted.** Free library cards may be issued for non-resident patrons under special circumstances, listed later in this policy.

General Rules

As a member of the Minerva Library Consortium, the Baxter Memorial Library follows consortium-wide circulation and cataloging policies as set by the Minerva Executive Board.

A library account is not required to participate in library programs or to use library resources while at the library.

Library Accounts

A current library account in good standing is required to check out or renew library materials, as well as to reserve or request materials from other lending libraries. ~~A valid library card must be presented for all transactions associated with a given account. If the library card is not available at that moment, patrons may use valid photo identification to access their own account.~~ **For all in-person transactions associated with a given account, a valid library card or valid photo identification must be presented.**

A valid library card is defined as either: 1) the physical card as issued by the Baxter Memorial Library upon patron registration or 2) the digital card as displayed on a mobile device in a format approved by the Baxter Memorial Library. For a list of approved digital formats, please visit our website or speak to a library staff person at the main circulation desk.

To access a library account online or over the phone, the library card number must be provided.

To access or inquire about the status of any other patron's account, including the accounts of children of any age, the card associated with that account is required. No alternative means may be used to access or inquire about the status of another patron's account.

Acceptable Forms of Identification and Proof of Residency

Accepted forms of identification are a valid driver's license or state identification, passport, student identification, or other photo identification with current photo and name. For young adults and children under age 18, school and grade may be used as identification.

Accepted proofs of residency are a valid driver's license or state identification with current address, check book with preprinted address, official mail (utility bill, insurance paperwork, or similar), lease or rental agreement, Gorham Tax List or similar proof of residency. Post Office boxes are not proof of residency ~~as one does not need to live in Gorham to have a post office box in Gorham~~. For young adults and children under age 18, school name and grade may be used as proof of residency. If a young adult under the age of 18 is not in school and does not have identification, a piece of current official mail or other proof of residency will be accepted.

~~At the discretion of the Library Director or his/her designee,~~ A patron with proper identification **but not possessing proof of residency** may be issued a temporary library card. The library card may be used at the time it is issued ~~and will be held at the library until the patron presents proof of residency but will be revoked if proof of residency is not provided in a reasonable amount of time.~~

It is the responsibility of the patron to inform the library immediately of change of name or address and/or telephone number. Proof of new address is required.

~~The library patron is~~ **Library patrons are** fully responsible for all items checked out to ~~his/her~~ **their** library card. By using ~~his/her~~ **their** library card, **or by allowing another person to use their card**, the library patron agrees to pay for any damaged or lost items checked out to ~~his/her~~ **their** card.

Replacement cards

For patrons 18 years and older, ~~a proper~~ **valid photo** identification is required to replace a library card. ~~Young adults age 13 and older must request their own replacement cards.~~ **Patrons aged 5-18 who do not possess photo identification will be asked by staff to verify personal information in their record.** The patron must be present in order for a replacement card to be issued. A nominal fee will be charged for the replacement of a lost library card.

Non-Resident Library Cards

Non-resident households may purchase library card privileges by paying ~~the~~ a non-resident fee. This fee is established by the Board of Trustees, ~~and~~ approved by the Town Manager, **and will be periodically reviewed and adjusted.** A household is defined as any and all persons living at the same residence (house or apartment unit). Each household member may **be issued** ~~have his/her~~ **their** own library card at no extra charge. ~~The~~ **Non-resident** library card privileges expire one year from the date of issue (payment of fee). Positive identification, **proof of residency, etc. are** ~~is~~ required **and defined in the same manner as for resident cards.** Library cards are issued to those aged 5 and above. **Applicants under the age of 13 require the signature of a parent or legal (court appointed) guardian.** ~~Non-resident children (ages 12 and under) may apply for a library card but a parent or legal guardian must sign the application form.~~

Free Non-Resident Library Cards

The following are special circumstances under which non-resident library patrons may be issued free library card privileges:

Non-Resident Employees of the Town of Gorham

Non-resident employees of the Town of Gorham may apply for a free library card. Proper identification and proof of employment with the Town are required. The library card will be issued only to the employee who may choose to share it with family members but who is personally responsible for all items checked out to the library card. The library card may be renewed each year as long as the patron remains employed by the town.

Non-Resident / Exchange students of Gorham Public Schools

Non-resident students and exchange students of Gorham Public Schools may apply for a free library card. The application cards of children (ages 5-12 and younger) must be signed by a parent or legal guardian. The library card may be renewed each year as long as the student attends a public school in Gorham.

College Students

A student of the University of Southern Maine (USM) may present ~~his/her~~ **their** valid student identification to check items out of the Baxter Memorial Library. The student must be in good standing with the University of Southern Maine Libraries. Failure of the USM student to return items borrowed on his or her USM identification or to pay for lost/damaged items he or she borrowed from the Baxter Memorial Library will be reported to the USM library and may result in consequences (i.e.: inability to register for classes, loss of access to transcripts, inability to graduate) at USM.

Non-Resident Directors of Gorham kindergartens, preschools, daycare centers, group homes, and senior center Activity Directors

These library patrons may apply for a free library card for work related use. These cards may be renewed each year as long the patron is employed in Gorham in one of the positions listed above. The library card is not valid after the patron leaves employment. Proper identification and proof of employment in a position listed above is required. The patron may use ~~the~~ **their** work contact information but must also provide a home address as ~~he/she is~~ **they are** personally responsible for items checked out to ~~the~~ **their** library card.

Additional “special circumstances” free library cards may be issued at the discretion of the Library Director or ~~his/her~~ **their** designee.

Borrowing Rules**Loan period**

All Baxter Memorial Library items circulate for established loan periods **which are to be based on, but may differ from, the loan periods established by the Minerva Library Consortium loan periods.** Library items borrowed ~~on behalf of a patron~~ via interlibrary loan are subject to **applicable Minerva Library Consortium loan rules.** ~~the lending library's loan periods.~~

The prompt return of library items ensures that all patrons can continue to use the library's collections. Although Baxter Memorial Library does not charge overdue fines, notices will be sent for items kept past their due dates. Library items more than two weeks overdue will result in a suspension of borrowing privileges until the overdue items are returned.

Loan limits

Patrons may check out up to four (4) ~~DVD~~ video items owned by the Baxter Memorial Library at a time ~~from the library~~. All other circulating library materials are available on an unlimited basis. ~~Items borrowed through interlibrary loan are subject to applicable Minerva Library Consortium borrowing limits.~~ In order to provide equal access to the collections for all users, ~~patrons are requested not to take it is requested that patrons not check out~~ more than half the available items on a single subject.

Renewals

Library items may be renewed once by phone, in person or online. ~~Access to an account for renewal of library items is made in the same manner as previously defined in this policy. using the library card number to which the items were checked out.~~ Items may also be renewed in person or by phone using the barcode numbers of the items to be renewed ~~but doing so does not grant access to the associated library account for any further inquiries or transactions.~~ Renewals are subject to demand; if another patron has placed a reserve on ~~that~~ an item, ~~and there are no other available copies in the Minerva catalog,~~ it cannot be renewed.

Returns

Library materials must be returned to one of Baxter Memorial Library's ~~four~~ book drops, either inside ~~or outside~~ the building ~~at the circulation desks, at the library entrance, or on the South Street porch.~~ Patrons are encouraged not to place items in outside book drops that are blocked or full as the items can be damaged or stolen. Items returned to an outside book drop ~~are~~ **remain** the responsibility of the patron until they are checked back into the library.

Lost or damaged library materials

As a condition of library use, the patron agrees to pay for any lost or damaged library items checked out to ~~his/her~~ **their** library card. Replacement and/or mending costs are determined by the Library Director or ~~his/her~~ **their** designee. Once an item is designated as "Replacement Cost Due" or "ILL **Paid Replacement Cost Due**" (or similar wording), the patron must pay for the item; ~~return of the item will no longer clear any fees that have been assessed. No replacement copies are accepted for lost or damaged library items.~~ **Replacement copies are generally not accepted in lieu of fees but may be presented for review by the Library Director or their designee on a case-by-case basis.**

Confidentiality

The Baxter Memorial Library is committed to patron confidentiality. The Library's confidentiality policy is on file at the library.

Recommended by the Baxter Memorial Library Board of Trustees January 12, 2006

Adopted by the Gorham Town Council February 7, 2006

Revisions Recommended by the Baxter Memorial Library Board of Trustees November 9, 2006

Revisions adopted by the Gorham Town Council December 5, 2006

Revisions Recommended by the Baxter Memorial Library Board of Trustees June 10, 2009

Revisions adopted by the Gorham Town Council July 7, 2009

Revisions Recommended by the Baxter Memorial Library Board of Trustees November 4, 2010

Revisions adopted by the Gorham Town Council December 7, 2010

Revisions Recommended by the Baxter Memorial Library Board of Trustees August 7, 2014

Revisions adopted by the Gorham Town Council October 7, 2014

Baxter Memorial Library Meeting Room Policy

Purpose

The Baxter Memorial Library meeting rooms are available for use by individuals and groups for civic, educational, philanthropic, and recreational purposes. Meeting room use is permitted to individuals and groups regardless of their beliefs or affiliations. Use of meeting rooms for library purposes takes precedence over all other uses.

The meeting rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising (except for fundraising by the library or the ~~Baxter Memorial Library Association~~ **Friends of Baxter Memorial Library**.) No goods or services shall be promoted, sold, or exchanged upon the premises; or by sample, pictures, or descriptions. Furthermore, solicitations for signatures on petitions are not allowed on library property.

Interpretations of and exceptions to this policy may be made in the best interest of the library at the discretion of the Library Director on behalf of the **Baxter Memorial** Library Board of Trustees. Any person or group denied use of a meeting room may appeal in writing to the Board of Trustees which will decide the matter at their next regularly scheduled meeting.

Publicity

Meeting Room use by an individual or group does not constitute or imply an endorsement of its beliefs, policies, or program by any library official. No individual or group shall imply library sponsorship or endorsement in its publicity unless the library is an official sponsor or co-sponsor of the event.

The library's address and telephone number may not be used on behalf of individuals or groups using meeting rooms. In an emergency, a library staff person will bring a telephone message to the meeting room.

Individuals and groups using library meeting rooms shall secure any necessary performance licenses and indemnify the library for any failure on the individual or group's part to do so.

Security & Emergencies

Groups are advised to orient their members to exit routes available in case of an emergency. Groups are required to follow posted procedures, follow staff instructions, and evacuate the building during emergencies and emergency drills.

The library is not responsible for the security of property owned by an individual or group using the meeting room. The library cannot store items for groups using meeting rooms.

Meeting Rooms & Rules of Use

There are ~~three~~ **two** meeting rooms available:

The Schneider Great Room

This room can accommodate programs and groups of up to 49 people. Groups are responsible for ~~insuring~~ **ensuring** that the maximum capacity for the room is not exceeded.

Groups using the Great Room may arrange the available chairs and tables but must return the Great Room to its original condition. Because the library does not have staff available to set up or break down meeting rooms, groups requiring this service should seek a room elsewhere.

The Phinney Room

~~Located on the Library's lower level, this meeting room can accommodate up to 15 people. The room has a large conference table and chairs.~~

The Grondin Room

This meeting room can accommodate up to eight people ~~at two study tables~~. The main purpose of the room is to provide space for tutoring sessions and study groups.

Rules of Use

Groups using library meeting rooms are responsible for leaving the meeting room as they find it. At the discretion of the Library Director, the individual or group using a meeting room will be charged for any damages made to library furnishings, equipment, ~~and~~ etc. in the meeting room during their use of it. This includes, but is not limited to, the cost of any special cleaning required after an individual or group's use of a meeting room.

Groups are expected to be in and out of library meeting rooms in the time allotted for their meeting.

Failure to restore a room to its original condition or overstaying allotted time may result in damage charges and the forfeiture of future bookings.

If the library is closed due to inclement weather or an unforeseen emergency, use of the meeting room is automatically canceled. If this happens, as much notice as possible will be given to the group contact person on record with the Library.

Light refreshments may be served but all food and ~~non-alcoholic~~ drinks ~~including coffee~~ are the complete responsibility of the group using the room. The library does not offer kitchen facilities. No food is to be left in a library meeting room after the completion of a meeting.

Smoking and alcoholic beverages are not allowed on library property.

Hours & Fees

There is no charge for use of the meeting rooms. However, donations to the library are welcomed and appreciated.

Library meeting rooms are only available to outside groups during regular library hours. This policy

must be strictly enforced. Groups must finish their meetings and restore meeting rooms to their original condition before the library closes for the day.

Reservations

Reservations for use of library meeting rooms are made through the Administrative Assistant to the Library Director **or their designee**. A registration form for a group must be on file before a meeting may be scheduled. By completing and signing the registration form, the groups contact person acknowledges that ~~he/she has~~ **they have** read and ~~understands~~ **understood** this policy. It is the responsibility of the group to update the form whenever its contact person changes.

Scheduling procedures are developed, monitored, implemented and revised as needed by the Library Director **or their designee**.

Policy Changes

This policy may be changed by vote of the Gorham Town Council to meet the changing needs of the library.

Endorsed by the Library Board of Trustees 05/01/03

Adopted by Gorham Town Council 06/03/03

Baxter Memorial Library Wireless Access Policy

The Baxter Memorial Library provides free wireless Internet access for users with portable ~~computers~~ **devices** capable of receiving wireless signals. This wireless access will allow users to access the internet from their ~~laptop computers~~ **devices** when sitting within range of the access point. ~~Printers are not available via the wireless connection.~~

Users are responsible for making sure their computer has the correct settings and necessary hardware. Library staff ~~cannot assist~~ **cannot guarantee** users **assistance** in **either** configuring their equipment or troubleshooting their ~~users' computers~~ **devices**, **nor is any guarantee provided that staff will have the technical expertise or time required to provide any such assistance.** Users should refer to their owners' manuals or other support services offered by their ~~computer~~ **device** manufacturer. The library cannot guarantee that a user's hardware will work with the library's wireless connection. ~~Library staff has not had training in wireless products or networks, cannot know about every kind of hardware and software, and cannot accept the liability of handling non-library equipment.~~

As with most public wireless access, the library's wireless connection is not secure. There can be non-trustworthy third parties between the user and anybody with whom the user communicates. Any information being sent or received could potentially be intercepted by another wireless user. Cautious and informed wireless users should not transmit their credit card information, passwords or any other sensitive personal information while using any wireless access point.

The library will not be responsible for any personal information (e.g. credit card numbers) that is compromised, or for any damage caused to ~~you're~~ **wireless access users'** hardware or software due to electrical surges, security issues or consequences caused by viruses, ~~or hacking,~~ **or any other means.** All wireless access users should have up-to-date virus and firewall protection on their personal laptop computers or wireless devices.



~~Laptops and other devices should never be left unattended in the Library, even for brief periods of time. The Library assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at the Library's facilities.~~

By choosing to use this free wireless service ~~you~~ **users** agree to abide by Baxter Memorial Library's Internet Use Policy **and Internet Safety Policy.** ~~This policy is~~ **These policies are** available at the public terminals and the circulation desks.


All users are expected to use the library's wireless access in a legal and responsible manner. Users may not violate federal, state, or local laws. This includes, but is not limited to, the transmission or receiving of child pornography, the commission of fraud, or downloading copyrighted material.

~~Any restriction or monitoring of a minor's access to the library's wireless network is the sole responsibility of the parent or guardian.~~

Recommended by the Board of Library Trustees June 8, 2006
Adopted by the Gorham Town Council July 11, 2006

From:  Laurie Nordfors Thursday, December 28, 2017 12:30:36 PM 

Subject: Ordinance/fees

To:  Ephrem Paraschak

Attachments:  FEE SCHEDULE FOR TOWNS.docx / Microsoft Word Document (19K)

Ephrem,

The first thing I would like addressed by the Ordinance Committee would be the Fee Schedule. I would like to see all fees taken out of the ordinances and just have a master fee list. I have attached a list of other town fees compared to ours. I think the fees need to be addressed and updated compared to the surrounding towns. Some of the fees we now charge, do not even cover the public hearing ad cost or the cost of the fire inspectors time. Also, I would like to see all business which apply for a liquor license, get a special amusement license along with it. Maybe have it as a combined fee. This would ensure that any entertainment be covered under the Special amusement ordinance.

The Victulors ordinance is the first that should be dealt with, followed by Mobile Vending, Special Amusement, Massage, Mobile Home, Outdoor event and liquor.

Should we look at establishing a Taxi cab license, towing license, automobile used car lot license or tattoo business license/ordinances like surrounding towns? (See attached)

Chuck has given me his suggestions and has printed out various other towns ordinances to go by if needed. Let me know if you would like to see thees.

Thanks,

Laurie



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Assistant Tax Collector
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