

AGENDA NOTES

Gorham Town Council Regular Meeting
February 6, 2018 – 6:30pm
Burleigh H. Loveitt Council Chambers

1. Public Hearing #1 - Item # 9312

Public hearing on a proposal to issue a renewal liquor license to Blue Pig, LLC, Gorham Country Club Inc, Spire 29 LLC, and 141 Inc., DBA School Street Pub and Grill. (Admin. Spon.)

All Town departments report no issues with the license renewals.

2. Public Hearing #2 - Item # 9313

Public hearing on a proposal to issue Special Amusement Licenses to Spire 29 on the Square, LLC and 141 Inc., DBA School Street Pub and Grill. (Admin. Spon.)

All Town departments report no issues with the license renewals.

3. Public Hearing #3 - Item # 9314

Public hearing regarding a proposal to amend the Land Use & Development Code to permit the operation of mobile vending units in certain commercial districts. (Admin. Spon.)

At the November 14, 2017 meeting, the Town Council forwarded a proposal to the Planning Board after review in the Ordinance Committee to allow mobile vending units (food trucks) in certain zoning districts in the Town of Gorham with various restrictions as outlined in the language. The Council's amended order to the Planning Board included the Gorham Village Center District, Urban Commercial District, Roadside Commercial District, Industrial District and Narragansett Development District.

The Planning Board recommends the removal of the Gorham Village Center District and Urban Commercial District zones from the amendment to the ordinance. A memo from the Town Planner is attached with the Planning Board's recommendation and proposed language, which also includes some minor suggested legal corrections by the Town Attorney.

Order # 9314 includes the Council's original language sent to the Planning Board. Should the Council wish to adopt the Planning Board's recommendations, you would need to amend the order at your meeting. A copy of our zoning map is also attached.

4. Item # 9315

Action to consider a proposal to amend the Land Use & Development Code to update language regarding high intensity soil surveys. (Admin. Spon.)

The Planning Board through the Planning Department would like to amend the Land Use and Development Code's language regarding high intensity soil surveys. Comments from engineers and soil scientists informed staff that our language is no longer relevant to modern techniques. A memo from the Town Planner on the subject is attached.

5. Item # 9316

Action to consider a request from the School Department for a continuation of funding to develop a project to expand Gorham High School for presentation to the Voters in a future referendum. (Admin Spon.)

This is a request from the School Department for an additional \$67,500 as seed money for concept work by Harriman Associates for the Gorham High School Project. On November 2, 2017, the Town Council approved an initial \$150,000 as seed money transferred from the Land Acquisition Reserve. The \$67,500 from this request is also proposed to be transferred from the Land Acquisition Fund. When a Gorham High School project is approved and bonded, this seed money will be reimbursed back to the Town. Current balance of the Land Acquisition Reserve is \$409,300.26.

A memo from School Superintendent Heather Perry is attached.

6. Item # 9317

Action to consider accepting a bid for a surplus property acquired through a foreclosure tax lien. (Admin Spon.)

The Town Council had previously authorized the sale of a surplus tax acquired property on Huston Road of approximately .07 acres, Map 111, Lot 27. After a public bid process Nate Hurteau of Hurteau Holdings, Inc. was the high bidder with a bid of \$3,750. Two other bids were received, Charlene Malone for \$1,000 and Edward & Nancy Butts for \$500. A 10% deposit is being held by the finance office on all bids.

The high bidder was contacted and is aware that the Town will sell the property as is with a quit claim deed and that the size of the small size of the parcel may present problems for any significant use of the property.

7. Item # 9318

Action to consider authorizing the Town Manager to enter into an agreement for a professional inventory and analysis of existing street lights for future conversion to LED street lights. (Admin Spon.)

Last year, staff began meeting with representatives from the Towns of Windham, Standish and Raymond on a potential regional street light inventory and LED conversion process. All four towns vetted proposals from vendors for inventory analysis and proposals to convert each town's leased conventional street lights to municipal owned LED fixtures. RealTerm Energy was selected as a vendor that all four towns could contract with independently, but still benefit from quantity savings. This contract commits the Town to an inventory and analysis of our existing lights, but does not commit the Town to switch to LED lights unless we feel it is advantageous after receiving RealTerm's report, data and analysis.

Currently most municipalities lease / rent their street lights from Central Maine Power for fixed rates per month depending on the type and wattage of each fixture. Gorham has 437 fixtures that we are being billed for by CMP (highest number of the four towns) at a cost of approximately \$70,000 per year. It has been common for municipalities to find that they have been overbilled by CMP for dozens of fixtures after an audit is completed. I suspect that just an inventory and identification of overbilled fixtures will offset the cost of this contract.

As part this contract with RealTerm, Gorham will receive the follow:

- GIS Inventory of all existing street lights – data to remain property of Town.
- GIS Inventory of new LED fixtures should we opt for a total project.
- A comprehensive report and analysis of existing lights, needs based on pedestrian traffic, redundant lights, lights being billed by CMP, but not actually in existence, etc.

- Public hearing / information meeting on LED conversion if the Town decides to commit to a conversion process.
- Group / regional LED fixture bidding assistance if we decide to commit to a total conversion.
- Assistance in selecting a LED luminaire manufacturer.
- Photometric designs and a comprehensive lighting design analysis of the entire Ttown.
- Smart control consultation.
- Investment grade audit report.
- Assistance with potential rebates.

We will be billed at a rate of \$38.30 per fixture, or approximately \$16,737 if we have the number of fixtures CMP says we have. Conversely, we will be billed \$40.40 per fixture if we elect not to use RealTerm for an LED conversion, or \$17,655. An 18% gross margin of the fixture cost will be billed if we elect to use RealTerm to help contract, procure and handle our conversion process on a Town wide project.

It is estimated that the payback from a total LED conversion project will be approximately three to four years with the Town seeing considerable savings with the LED fixtures, despite having to contract for occasional repairs and damage replacements, etc. as the Town would own the fixtures and just buy the electricity from CMP.

Depending on initial savings from an inventory vs. actual billing, I will pay for the contract either from encumbered reserve accounts and/or directly from our street light fund if we see immediate savings. Should the Town wish to move forward with an LED conversion of all our lights and purchase the fixtures as many towns are currently doing, we can either budget the entire amount up front or use RealTerm to work out a finance-to-own process over three or four years and pay for it through what we currently budget for street lights. A draft contract with RealTerm is attached, as well as their initial proposal to the four towns.

Overall, the initial design and inventory process will be very beneficial to the Town from a savings perspective, as well as a professional study of what our street light system should really look like. I recommend that the Council authorize entering into the agreement with RealTerm.

8. Item # 9319

Action to consider adopting Town Council goals for the 2018 calendar year.

Town Council goal results from the January survey are outlined in my January 22, 2018 memo which is attached.

9. Item # 9320

Action to consider Town Council endorsement of a nonprofit CDBG grant application for home rehabilitation projects that will benefit and improve standards of living and life safety issues for thirteen residents with intellectual disabilities, mobility issues and mental health disorders in the Town of Gorham.

Port Resources has requested the Town Council's endorsement of their Community Development Block Grant application which will provide funding to repair homes in Gorham where thirteen residents with intellectual disabilities and other special conditions reside. CDBG applications for non-profits require an endorsement of the host municipality. There is no direct cost to the Town as part of this application and a letter from Port Resources is attached.

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:	

COPY!

NEW application: Yes No

PRESENT LICENSE EXPIRES _____

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: Blue Pig LLC		Business Name (D/B/A) Blue Pig LLC	
APPLICANT(S) –(Sole Proprietor) Paul Kennedy 01/24/1085		DOB: 01/24/1085	
DOB: Brianna Kennedy 07/19/1986		Physical Location: 29a school st	
Address 974 River rd		City/Town State Zip Code Gorham ME 04038	
Mailing Address 29a school st		City/Town State Zip Code Gorham ME 04038	
City/Town State Zip Code Windham ME 04062		City/Town State Zip Code Gorham ME 04038	
Telephone Number Fax Number 2073180583		Business Telephone Number Fax Number 2078399744	
Federal I.D. # 46-5465232		Seller Certificate #: or Sales Tax #: 1158744	
Email Address: Please Print bluepigdiner@gmail.com		Website:	

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 \$ 400,000 LIQUOR \$ \$40,000
- 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: _____
7. Business records are located at: 29a school st
8. Is/are applicant(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
Paul Kennedy	1/24/85	portland
Brianna Kennedy	7/19/86	portland
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
Windham 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: Jon Smith ~~201-1st~~
20 mechanic Street, Gorham ME 04038
15. Describe in detail the premises to be licensed: (On Premise Diagram Required) Diner, Serving Breakfast and Lunch
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? 275
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

Signature of Applicant or Corporate Officer(s)

Signature of Applicant or Corporate Officer(s)

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.

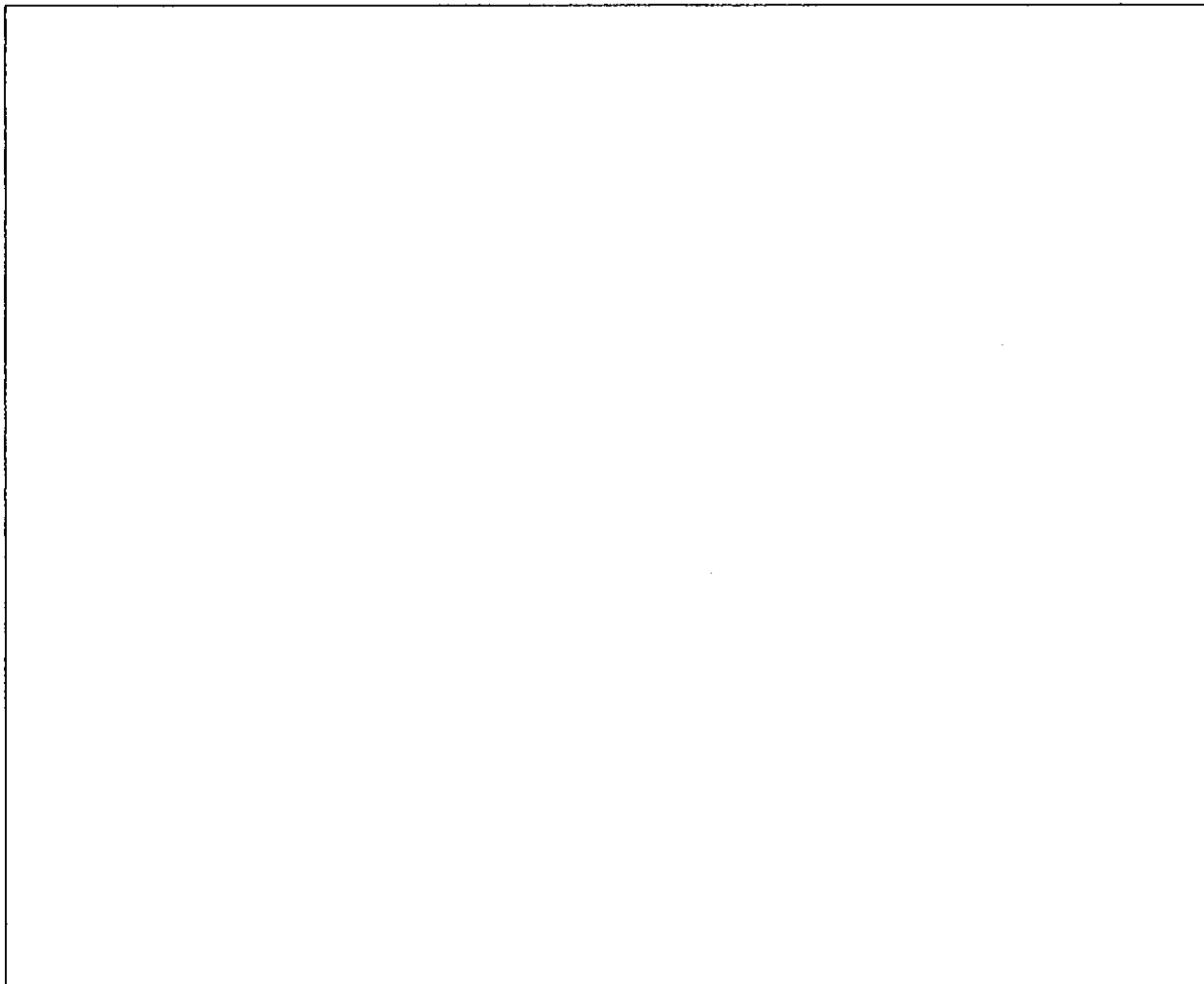
*Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov*

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: Blue Pig LLC
- Doing Business As, if any: _____
- Date of filing with Secretary of State: 04/23/2014 State in which you are formed: ME
- 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 %
Paul Kennedy	974 River Rd Windham ME	1/24/1985	Owner	50
Brianna Kennedy	974 River Rd Windham ME	7/19/1986	Owner	50

(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

 2/2/18 



Date




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:  **Robert Lefebvre** Monday, February 05, 2018 2:30:12 PM 

Subject: Re: The Blue Pig Liquor License

To:  **Laurie Nordfors**

Cc:  **Freeman Abbott**  Dan Jones  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: rlfebvre@gorham.me.us



From:  **Freeman Abbott**

Monday, February 05, 2018 2:35:45 PM



Subject: Re: The Blue Pig Liquor License

To:  **Laurie Nordfors**

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

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:

Hello,

The Blue Pig has applied for their Liquor License. Are there any problems with them?

Thanks,

Laurie



Laurie K Nordfors, CCM
Town Clerk
Registrar of Voters
Assistant Tax Collector
Motor Vehicle Agent
Town of Gorham

From:  **Dan Jones**
Subject: Re: The Blue Pig Liquor License
To:  **Laurie Nordfors**



Monday, February 05, 2018 2:54:24 PM  

Police is all set.

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



DISCLAIMER: This e-mail and any file or attachment transmitted with it, is only intended for the use of the person and/or entity to whom it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the recipient of this message is not the intended recipient or otherwise responsible for delivering the message to the intended recipient, be notified that any disclosure, distribution or copying of this information is strictly prohibited. If you received this communication in error, destroy all copies of this message, attachments and/or files in your possession, custody or control and any other copies you may have created, and notify the sender at the above listed telephone number or e-mail address.

From:  **Sharon Laflamme**
Subject: Re: The Blue Pig Liquor License
To:  **Laurie Nordfors**

Tuesday, February 06, 2018 10:48:07 AM



Taxes are current

Sharon

Laurie Nordfors writes:

Hello,

The Blue Pig has applied for their Liquor License. Are there any problems with them?

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

Sharon LaFlamme
Finance Director
Town of Gorham
75 South Street, Ste., 1
Gorham, ME 04038
207-222-1611

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:	

COPY

NEW application: Yes No

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|---|---|---|
| <input 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 checked="" 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: <i>Gorham Country Club Inc.</i>			Business Name (D/B/A) <i>Gorham Country Club</i>		
APPLICANT(S) –(Sole Proprietor) <i>Harold Hawkes</i>		DOB: <i>3-8-51</i>	Physical Location: <i>93 McLellan Road</i>		
Kathy Hawkes		DOB: <i>8-28-63</i>	City/Town <i>Gorham</i>	State <i>ME</i>	Zip Code <i>04038</i>
Address <i>161 Brackett Road</i>			Mailing Address <i>93 McLellan Road</i>		
City/Town <i>Gorham</i>	State <i>ME</i>	Zip Code <i>04038</i>	City/Town <i>Gorham</i>	State <i>ME</i>	Zip Code <i>04038</i>
Telephone Number <i>207-839-3490</i>		Fax Number <i>207-839-5567</i>	Business Telephone Number <i>207-839-3490</i>		Fax Number <i>207-839-5567</i>
Federal I.D. # <i>01-6014400</i>			Seller Certificate #: or Sales Tax #: <i>1037850</i>		
Email Address: Please Print <i>info@gorhamcc@maine-rr.com</i>			Website: <i>www.gorhamcountryclub.com</i>		

If business is NEW or under new ownership, indicate starting date: 4

Requested inspection date: 4/16/2018 Business hours: 9am - 5pm

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: N/A
- State amount of gross income from period of last license: ROOMS \$ 0 FOOD \$ 57,259 LIQUOR \$ 18,329
- 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: Harold Hawkes
7. Business records are located at: 93 McLellan Road, 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
Harold W. Hawkes	3-8-51	Portland, ME
Kathy J. Hawkes	8-28-63	Portland, ME
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
161 Brackett Road, Gorham, ME 04038		

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) Snackbar located within clubhouse of Gorham Country Club

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? 1.18 mile

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: Business Line of Credit

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: Gorham Maine on _____, 20____
Town/City, State Date

[Signature] **Please sign in blue ink** _____
Signature of Applicant or Corporate Officer(s) Signature of Applicant or Corporate Officer(s)

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.

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: _____

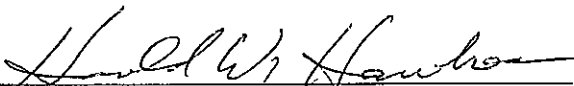
Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:



Signature of Duly Authorized Person Date

Harold W. Hawkes
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:  **Robert Lefebvre**

Friday, February 09, 2018 12:36:05 PM



Subject: Re: Gorham Country Club

To:  **Laurie Nordfors**

Cc:  **Freeman Abbott**  **Dan Jones**  **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



From:  Dan Jones

Friday, February 09, 2018 2:36:46 PM



Subject: Re: Gorham Country Club

To:  Laurie Nordfors

GPD is all set.

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

Friday, February 09, 2018 1:06:59 PM



Subject: Re: Gorham Country Club

To:  Laurie Nordfors

Cc:  Robert Lefebvre  Dan Jones  Sharon Laflamme

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:

The Gorham Country Club has applied for their renewal liquor license. Just checking to see if anyone has any issues.

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

From:  **Sharon Laflamme**

Tuesday, February 13, 2018 1:39:47 PM



Subject: Re: Gorham Country Club

To:  **Laurie Nordfors**

Taxes are current.

Sharon

Laurie Nordfors writes:

The Gorham Country Club has applied for their renewal liquor license. Just checking to see if anyone has any issues.

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

Sharon LaFlamme
Finance Director
Town of Gorham
75 South Street, Ste., 1
Gorham, ME 04038
207-222-1611



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:	

COPY

NEW application: Yes No

PRESENT LICENSE EXPIRES 3/24/18

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: <u>HL, INC</u>			Business Name (D/B/A) <u>SCHOOL STREET PUB AND GRILL</u>		
APPLICANT(S) –(Sole Proprietor) <u>ALBERT E ASAL</u>		DOB: <u>9/7/1977</u>	Physical Location: <u>29B SCHOOL STREET</u>		
Address <u>29 WOODROW DR.</u>		DOB:	City/Town <u>CORHAM</u>	State <u>ME</u>	Zip Code <u>04038</u>
City/Town <u>STANDISH</u>		State <u>ME</u>	Zip Code <u>04084</u>	Mailing Address <u>PO BOX 893</u>	
Telephone Number <u>2078077001</u>		Fax Number	City/Town <u>CORHAM</u>	State <u>ME</u>	Zip Code <u>04038</u>
Federal I.D. # <u>81 0974338</u>			Business Telephone Number <u>207 222 8090</u>		
Email Address: Please Print <u>ALASAL @ SCHOOL STREET PUB AND GRILL.COM</u>			Seller Certificate #: or Sales Tax #:		
			Website: <u>WWW.SCHOOLSTREETPUBANDGRILL.COM</u>		

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

Requested inspection date: _____ Business hours: _____

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____

2. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____

3. 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.

4. 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.

 License # Name of Business (Use an additional sheet(s) if necessary.)

 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: ALBERT ASAL, SUSAN MOODY, ASHLEY ROUX
7. Business records are located at: 29B SCHOOL ST. (ON PREMIS)
8. Is/are applicant(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
ALBERT ASAL	9/7/1977	MAINE
SUSAN MOODY	9/3/1977	MAINE
ASHLEY ROUX	11/2/1993	MAINE
Residence address on all of the above for previous 5 years (Limit answer to city & state)		
AL - SOUTH PORTLAND, ME	DOB, ME	STANDISH, ME
SUB - LIMINGTON, ME	DOB, ME	STANDISH, ME
ASH - STANDISH, ME	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: JCS II PROPERTIES (SON SMITH)
15. Describe in detail the premises to be licensed: (On Premise Diagram Required) _____
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? .1 mile
- 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: GORHAM, ME on FEBRUARY 20, 2018
Town/City, State Date

Please sign in blue ink

[Signature]
Signature of Applicant or Corporate Officer(s)
ALBERT E ASAL
Print Name

Signature of Applicant or Corporate Officer(s)

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) .]
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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) .]
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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.

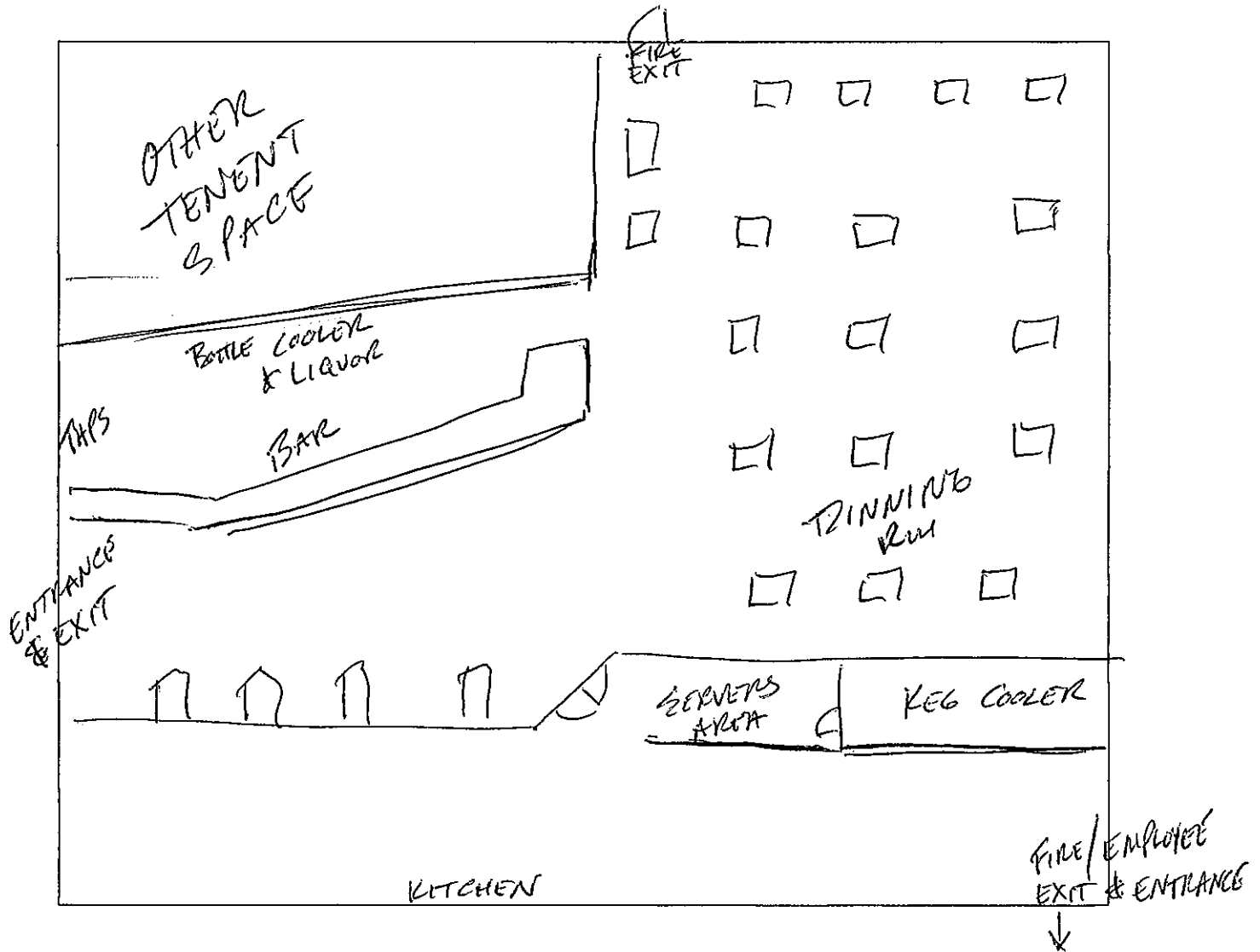
Bureau of Alcoholic Beverages and Lottery Operations
 Division of Liquor Licensing & Enforcement
 8 State House Station, Augusta, ME 04333-0008
 10 Water Street, Hallowell, ME 04347
 Tel: (207) 624-7220 Fax: (207) 287-3434
 Email Inquiries: MaineLiquor@maine.gov

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: 141, INC.
- Doing Business As, if any: SCHOOL STREET PUB AND GRILL
- Date of filing with Secretary of State: 1/2016 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 %
ALBERT ASAU	125 HILL ST. SPOFTLAND, ME 29 WOODROW DR. STANFISH, ME	9/7/1977	PRESIDENT	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:

 2/20/2018 PRESIDENT
Signature of Duly Authorized Person Date

ALBERT E ASALL
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:  **Freeman Abbott**

Thursday, February 22, 2018 12:57:43 PM 

Subject: Re: School Street pub

To:  **Laurie Nordfors**

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

Code 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:


School Street Pub has applied for their liquor license and special amusement license. Could you let me know if you have any issues.

Thanks,

Laurie



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

From:  **Robert Lefebvre**

Thursday, February 22, 2018 1:38:46 PM



Subject: Re: School Street pub

To:  **Laurie Nordfors**

Cc:  **Freeman Abbott**  **Dan Jones**  **Sharon Laflamme**

fire isw 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



From:  **Dan Jones**

Thursday, February 22, 2018 12:05:24 PM



Subject: Re: School Street pub

To:  **Laurie Nordfors**

No issues from GPD.

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



DISCLAIMER: This e-mail and any file or attachment transmitted with it, is only intended for the use of the person and/or entity to whom it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the recipient of this message is not the intended recipient or otherwise responsible for delivering the message to the intended recipient, be notified that any disclosure, distribution or copying of this information is strictly prohibited. If you received this communication in error, destroy all copies of this message, attachments and/or files in your possession, custody or control and any other copies you may have created, and notify the sender at the above listed telephone number or e-mail address.

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:	

COPY!

NEW application: Yes No

PRESENT LICENSE EXPIRES 4/17/2018

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|---|---|---|
| <input 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 checked="" type="checkbox"/> OTHER: <u>QUALIFIED CATERER</u> |

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>SPIRE 29 ON THE SQUARE, LLC</u>	Business Name (D/B/A) <u>SPIRE 29 ON THE SQUARE, LLC</u>
APPLICANT(S) –(Sole Proprietor) DOB:	Physical Location: <u>29 SCHOOL STREET</u>
DOB:	City/Town State Zip Code <u>GORHAM ME 04038</u>
Address <u>20 MECHANIC STREET</u>	Mailing Address <u>20 MECHANIC STREET</u>
City/Town State Zip Code <u>GORHAM ME 04038</u>	City/Town State Zip Code <u>GORHAM ME 04038</u>
Telephone Number Fax Number <u>207-222-2068 207-839-3737</u>	Business Telephone Number Fax Number <u>207-222-2068 207-839-3737</u>
Federal I.D. # <u>46-1719438</u>	Seller Certificate #: or Sales Tax #:
Email Address: Please Print <u>jcs@greatfallsinc.com</u>	Website:

If business is NEW or under new ownership, indicate starting date: N/A

Requested inspection date: _____ Business hours: _____

- If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: N/A
- State amount of gross income from period of last license: ROOMS \$ N/A FOOD \$ N/A LIQUOR \$ 44,413.97
- 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.

 License # Name of Business (Use an additional sheet(s) if necessary.)

 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: _____
7. Business records are located at: 20 MECHANIC STREET, GORHAM, ME
8. Is/are applicant(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
JONATHAN SMITH	7/8/68	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) _____
QUALIFIED CATERER

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? 250 FEET
 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: _____

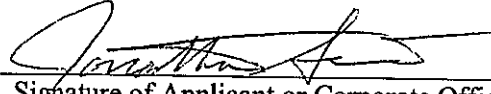
The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

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: GORHAM MAINE on 2/15, 2018
Town/City, State Date

Please sign in blue ink

 Signature of Applicant or Corporate Officer(s)


 Signature of Applicant or Corporate Officer(s)

 Print Name

JONATHAN SMITH
 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

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§653. Hearings; bureau review; appeal

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[1995,c.140,§6(AMD) .]

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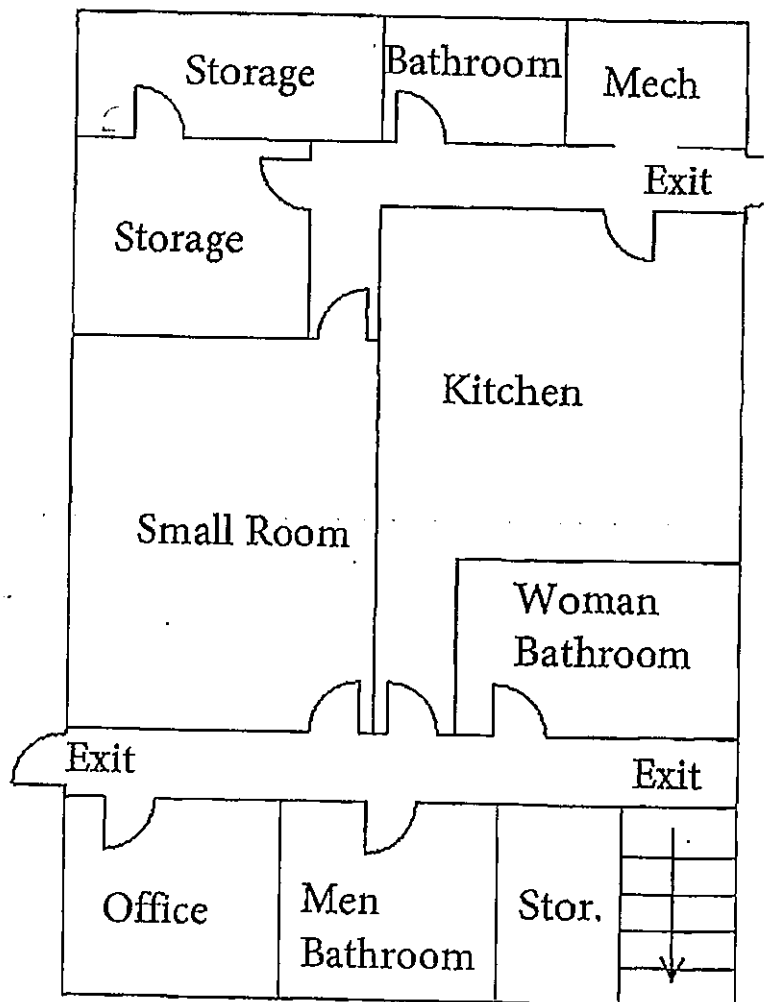
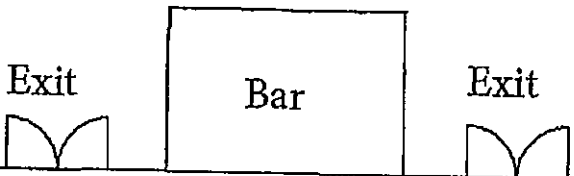
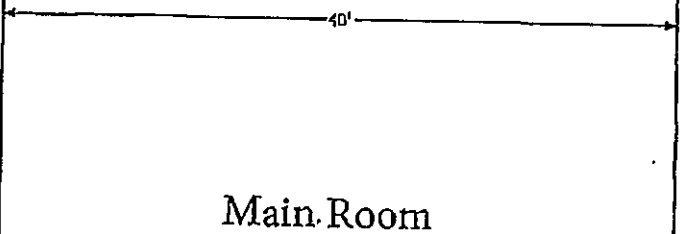
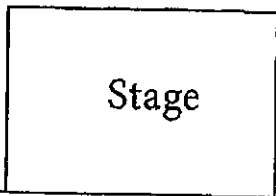
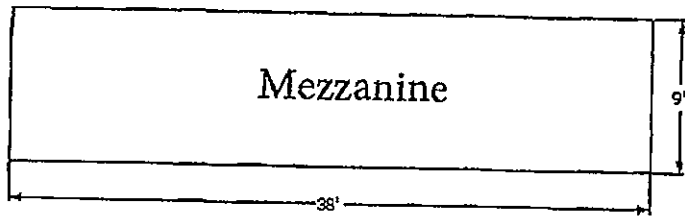
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Enclose diagram for all businesses, auxiliary locations, extended decks and storage areas.

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Spire 29 on the Square Premise Diagram





State of Maine
 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: SPIRE 29 ON THE SQUARE, LLC
- Doing Business As, if any: N/A
- Date of filing with Secretary of State: 4.17.2013 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: N/A
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
JONATHAN SMITH	27 WARDS HILL RD. GORHAM, ME 04038	7/8/68	MEMBER	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: _____

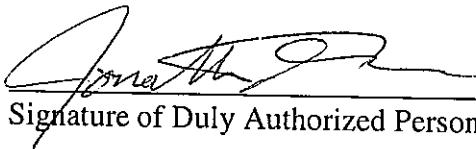
Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:


Signature of Duly Authorized Person

2/15/18
Date

JONATHAN SMITH
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:  **Robert Lefebvre** Friday, February 16, 2018 11:35:08 AM 

Subject: Re: Spire 29 liquor and special amusement license

To:  **Laurie Nordfors**

Cc:  **Dan Jones**  **Sharon Laflamme**  **Freeman Abbott**

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



From:  **Freeman Abbott**

Friday, February 16, 2018 12:02:24 PM 

Subject: Re: Spire 29 liquor and special amusement license

To:  **Laurie Nordfors**

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

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:
Good Morning,

Spire 29 has applied for their liquor and special amusement license. Please let me know if anyone has any issues.

Thank you,

Laurie



Laurie K Nordfors, CCM
Town Clerk
Registrar of Voters
Assistant Tax Collector
Motor Vehicle Agent
Town of Gorham

From:  **Sharon Laflamme**

Friday, February 16, 2018 12:24:02 PM 

Subject: Re: Spire 29 liquor and special amusement license

To:  **Laurie Nordfors**

Taxes are all set.

Sharon

Laurie Nordfors writes:

Good Morning,

Spire 29 has applied for their liquor and special amusement license. Please let me know if anyone has any issues.

Thank you,

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

Sharon LaFlamme
Finance Director
Town of Gorham
75 South Street, Ste., 1
Gorham, ME 04038
207-222-1611

From:  **Dan Jones**

Friday, February 16, 2018 12:29:07 PM  

Subject: Re: Spire 29 liquor and special amusement license

To:  **Laurie Nordfors**

All set.

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



DISCLAIMER: This e-mail and any file or attachment transmitted with it, is only intended for the use of the person and/or entity to whom it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the recipient of this message is not the intended recipient or otherwise responsible for delivering the message to the intended recipient, be notified that any disclosure, distribution or copying of this information is strictly prohibited. If you received this communication in error, destroy all copies of this message, attachments and/or files in your possession, custody or control and any other copies you may have created, and notify the sender at the above listed telephone number or e-mail address.

COPY

TOWN OF GORHAM

APPLICATION FOR A SPECIAL AMUSEMENT PERMIT

NOTE: All questions on this application must be fully and completely answered or the application will be considered incomplete and not acted on.

Applicant is applying for:

- Class I permit: _____ (fee \$50.00)
- Class II permit: _____ (fee \$75.00)
- Class III permit: _____ (fee \$100.00)

All application fees are non-refundable.

1. Name of Applicant: JONATHAN SMITH / SPIRE 29 ON THE SQUARE, LLC
2. Business Address of Applicant: 20 MECHANIC ST., GORHAM, ME
3. Business Telephone Number of Applicant 207-839-2744
4. Home Address of Applicant: 27 WARDS HILL RD. GORHAM, ME
5. Home telephone number 207-329-5825
6. Address of property and name of business where amusement is to be conducted: _____
SPIRE 29 ON THE SQUARE, LLC
29 SCHOOL ST. GORHAM, ME
7. Nature of business of license: EVENT CENTER
8. Describe the special amusement being applied for (please be specific): WEDDINGS,
SHOWERS, PARTIES, LIFE CELEBRATIONS, OUTDOOR SOCIAL
EVENTS, COMEDY, MUSIC AND ARTS EVENTS
9. Has the applicant ever had a license to conduct the business described above denied or revoked? NO If yes, please describe the circumstances involved. _____

10. Has the applicant, applicant's partners, corporate officers, manager or principle employees ever been convicted of a felony or a Class A, B or C crime within the past five (5) years? NO If yes, please describe the circumstances involved. _____

11. Does the applicant have a current liquor license from the State of Maine? YES If yes, please attach a copy.

12. To the best of the applicant's knowledge is the applicant's premises in violation of any town ordinances, code or regulations: NO If yes, please explain. _____

13. Has the applicant paid all real and personal property taxes and sewer fees on the premises that the special amusement permit is applied for? YES If no, please explain. _____

The applicant is required to supply any additional information that may be requested by the Town Council as part of this application.

PLEASE ATTACH THE FOLLOWING TO THIS APPLICATION:

1. A letter of approval from the building inspector to the effect that the premises are in compliance with all applicable ordinances, codes and regulations of the Town.
2. The non-refundable application fee.
3. Copy of current liquor license.


Applicant

2-19-18
Date

Public Hearing held _____

Class _____ License GRANTED/DENIED

TOWN OF GORHAM

APPLICATION FOR A SPECIAL AMUSEMENT PERMIT

NOTE: All questions on this application must be fully and completely answered or the application will be considered incomplete and not acted on.

Applicant is applying for:

Class I permit: _____ (fee \$50.00)
Class II permit: _____ (fee \$75.00)
Class III permit: _____ (fee \$100.00)

All application fees are non-refundable.

1. Name of Applicant: 141, INC. SCHOOL STREET PUB AND GRILL
2. Business Address of Applicant: 29B SCHOOL STREET
3. Business Telephone Number of Applicant: 222 8090
4. Home Address of Applicant: 29 WOODROW DR. STAMPISH
5. Home telephone number CELL 207 807 7881
6. Address of property and name of business where amusement is to be conducted: _____
29B SCHOOL ST GORHAM
7. Nature of business of license: TRIVIA & MUSIC NIGHTS
8. Describe the special amusement being applied for (please be specific): _____
LIVE MUSIC ON FRI & SAT NIGHTS
TRIVIA TUESDAYS
9. Has the applicant ever had a license to conduct the business described above denied or revoked? NO If yes, please describe the circumstances involved. _____
10. Has the applicant, applicant's partners, corporate officers, manager or principle employees ever been convicted of a felony or a Class A, B or C crime within the past five (5) years? _____
If yes, please describe the circumstances involved. NO

11. Does the applicant have a current liquor license from the State of Maine? YES If yes, please attach a copy.

12. To the best of the applicant's knowledge is the applicant's premises in violation of any town ordinances, code or regulations: NO If yes, please explain. _____

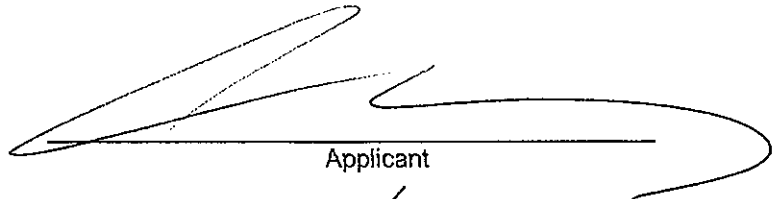
13. Has the applicant paid all real and personal property taxes and sewer fees on the premises that the special amusement permit is applied for? YES If no, please explain. _____

I PAY JCSTH ALL OUR NNN EACH MONTH.

The applicant is required to supply any additional information that may be requested by the Town Council as part of this application.

PLEASE ATTACH THE FOLLOWING TO THIS APPLICATION:

1. A letter of approval from the building inspector to the effect that the premises are in compliance with all applicable ordinances, codes and regulations of the Town.
2. The non-refundable application fee.
3. Copy of current liquor license.



Applicant

2/22/18

Date

Public Hearing held _____

Class _____ License GRANTED/DENIED



STATE OF MAINE
 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY
 OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
 8 STATE HOUSE STATION
 AUGUSTA, MAINE 04330-0008



License for the Sale of Liquor

License Number	Issue Date	Expiration Date
16-1007	03/25/2017	03/24/2018

This License is valid only between the Issue Date and the Expiration Date appearing on this document. This License may be used only for the Named Holder at the Location for which the License was issued. The person or business named in this License is authorized to sell or serve liquor with liquor content as permitted by Maine law for the license type designated in this License.

Every Licensee must display this License in the licensed premises in a conspicuous location where it can be easily seen in that part of the premises where liquor is sold or served. This License or each type of License issued as part of this License is subject to fine, suspension or revocation pursuant to Title 28-A of Maine law. License fee is non-refundable and the License is non-transferable unless approved by the Bureau.

Legal Name of Licensee: 141 INC
 Business Name of Licensee: SCHOOL STREET PUB & GRILL
 Address of Licensee: 29 SCHOOL STREET
 GORHAM, ME

CODE	License Type and Description	FEE
1101	CLASS I - SPIRIT, VINOUS, AND MALT - CLASS "A" RESTAURANT	\$900.00
2630	FILING FEE	10.00

Total Fees:

\$ 910.00

Timothy R. Poulin

 Timothy R. Poulin, Deputy Director
 Bureau of Alcoholic Beverages and Lottery Operations

SCHOOL STREET PUB & GRILL
 P.O BOX 893
 GORHAM, ME 04038



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: Ephrem Paraschak, Town Manager
 FROM: Thomas M. Poirier, Town Planner
 SUBJECT: Mobile Vending Units
 DATE: February 8, 2018

At the Planning Board's February 5, 2018 Planning Board meeting the Board forwarded (6 ayes, 1 absent) the amendment to mobile vending units ordinance as amended by the Planning Board. The Planning Board's recommended changes are shown **bolded, underlined, and struck-through**.

The majority of the Planning Board's changes to the proposed ordinance amendment are meant to clarify language and requirements for mobile vending units. The Planning Board is also recommending the removal of allowing mobile vending units in the Gorham Village Center's and the Urban Commercial Districts. The Planning Board agreed with the Gorham Economic Development's Corporation position regarding not allowing mobile vending units in these districts. Both groups felt that mobile vending units were inconsistent with the desired character of Gorham Village.

Public Comment: No public comments were given at the meeting but the Planning Board did receive a letter from Tom Ellsworth, President, on behalf of the Gorham Economic Development Corporation, recommending that the Town not approve allowing mobile vending units within any of the village districts. See attached letter dated November 22, 2017, on page 6.

AMENDMENT TRACKING

DESCRIPTION	COMMENTS	STATUS
Town Council Meeting	The Town Council forwarded the item to the Planning Board for a public hearing and recommendations. (7 ayes)	November 14, 2017
Planning Board Meeting	The Planning Board referred the item to the Planning Board's Ordinance Committee for review and recommendations (6 ayes, 1 nay, Pratt).	December 4, 2017
Planning Board Ordinance Committee Meeting	The Committee made recommended changes and moved the item back to the Planning Board for a full discussion on the proposed changes.	December 19, 2017
Planning Board Discussion	The item was moved to the next available Planning Board meeting for a public hearing.	January 8, 2018
Public Hearing	The Planning Board voted to adopt the proposed ordinance amendment as amended by the Planning Board (6 ayes, 1 absent Zelmanow).	February 5, 2018

Planning Board Recommendation: Mobile Vending Units

Proposed Ordinance Language

CHAPTER 1: ZONING REGULATIONS

SECTION 1-9 – VILLAGE CENTERS DISTRICT

SUBSECTION 2. GORHAM VILLAGE CENTER DISTRICT

B. PERMITTED USES

17) Mobile Vending Units

SECTION 1-10 – URBAN COMMERCIAL DISTRICT

B. PERMITTED USES

14) Mobile Vending Units

SECTION 1-11 – ROADSIDE COMMERCIAL DISTRICT

B. PERMITTED USES

12) Mobile Vending Units

C. SPECIAL EXCEPTIONS

1) Mobile Vending Units

SECTION 1-12 – INDUSTRIAL DISTRICT

B. PERMITTED USES

10) Mobile Vending Units

SECTION 1-16 – NARRAGANSETT DEVELOPMENT DISTRICT

B. PERMITTED USES

1) Commercial/ Light Industrial Uses

1) Mobile Vending Units

SECTION 1-22 – AGRICULTURAL/INDUSTRIAL DISTRICT

B. PERMITTED USES

15) Mobile Vending Units

CHAPTER 2: GENERAL STANDARDS OF PERFORMANCE

Planning Board Recommendation: Mobile Vending Units

SECTION 2-2 PARKING, LOADING AND TRAFFIC

A. OFF – STREET PARKING STANDARDS

2)

Mobile Vending Units: The operator of the mobile vending unit shall have available, and under written agreement, at least three off-street parking spaces **not including the space for the mobile vending unit. In cases where** On-street parking spaces may be utilized to substitute 2 of the required off-street parking spaces if the on-street parking is located is available immediately in front of the lot. ~~‡~~ The operator must have **at least** one off-street parking space for any vehicle belonging to an employee working **on a given shift**. Mobile vending units are prohibited from locating in parking spaces in the Town’s road rights-of-way.

Mobile Vending Units with exterior seating: In addition to the parking spaces required under mobile vending units an additional parking space is required for each 2 seats available for dining.

SECTION 2-16 – MOBILE VENDING UNIT

Mobile vending units shall conform to the following requirements:

1. Mobile Vending Units shall be licensed by the Maine Department of Health and Human Services (DHHS) and operate in compliance with all applicable DHHS regulations relating to eating and lodging places, as may be amended from time to time.
2. Mobile Vending Units shall comply with all applicable provisions of the Town of Gorham Victualer’s Ordinance, as may be amended from time to time.
3. The operator of a Mobile Vending Unit shall obtain from the Code Enforcement Officer a mobile vending unit food service permit, which shall be renewed annually, and pay the annual permit fee in such amount as the Town Council may from time to time establish by Council order. In order to issue a mobile vending unit food service permit, the Code Enforcement Officer shall ensure that the Mobile Vending Unit meets the following requirements:
 - a. ~~That ‡~~The placement of the Mobile Vending Unit:
 - (1) Shall not hinder vehicular traffic or cause traffic congestion on or off the site;

Planning Board Recommendation: Mobile Vending Units

- (2) Shall not hinder, or interfere with, pedestrian traffic on or off the site;
 - (3) Shall not block or otherwise hinder access to or from any private property; and
 - (4) Shall not create a nuisance for abutting properties due to the generation of **undue** noise, odor, fumes, dust, smoke, lights or glare.
- b. ~~That~~ The hours of operation for the Mobile Vending Unit shall be limited to 7:00 a.m. to 10:00 p.m.
- c. ~~That~~ The operator of the Mobile Vending Unit shall provide written permission from the property owner to locate the Mobile Vending Unit on said property.
- d. ~~That~~ The Mobile Vending Unit shall comply with Chapter 2, Section 2-2.A.2 (OFF- STREET PARKING STANDARDS).
- e. ~~That~~ The Mobile Vending Unit shall be prohibited from locating in the rights-of-way for Town and State roads, including on-street parking spaces, or Town sidewalks.
- f. ~~That~~ The operator of the Mobile Vending Unit shall make adequate provisions for solid waste disposal including, at a minimum:
- (1) At least one (1) covered trash receptacle, thirty gallons or larger in size, shall be available to hold waste and debris. No paper, food or other wastes shall be allowed to accumulate on site.
 - (2) The waste container shall be emptied at least once per day into an approved commercial dumpster (it being emptied by a licensed waste hauler on a regular basis) or other suitable and approved means of transport away from the site. It shall be the responsibility of the operator of the Mobile Vending Unit to ensure that all wastes are handled and disposed of properly.
- g. ~~That~~ The operator of the Mobile Vending Unit shall ensure that there is an adequate supply of potable water for the cleaning of equipment and the preparation of foods.
- h. ~~That~~ The operator of the Mobile Vending Unit shall ensure that there is an adequate and safe source of electrical power meeting all applicable federal, state, and local codes.
- i. ~~That~~ The operator of the Mobile Vending Unit shall ensure that all food supplies and other business material shall be stored within the vehicle or

Planning Board Recommendation: Mobile Vending Units

- other container secured to the vehicle. No loose material shall be permitted outside of the vehicle.
- j. Mobile vending units shall serve to the sidewalk or ~~road~~ public right-of-way when parked adjacent and parallel to a Town sidewalk or ~~road~~ public right-of-way.
 - k. ~~That n~~No signs shall be placed on sidewalks or ~~other~~ public rights-of-way. The placement of 1 sign with a maximum sign area of 8 sq.ft. is allowed when the mobile vending unit is open. The sign must be located within 25' of the mobile vending unit. The sign must be removed when the mobile vending unit is not in use and ~~shall not be~~ located to hinder safe vehicular or pedestrian traffic on or off the site.
 - l. ~~That t~~The Mobile Vending Unit, and any vehicles or trailers used in conjunction therewith, shall be in good upkeep and provide a neat and tidy appearance.
 - m. That if the Mobile Vending Unit will provide exterior seating, it shall meet the requirements of Chapter 2, Section 2-2.A.2 (OFF- STREET PARKING STANDARDS).
 - n. ~~That t~~Temporary bathroom facilities, such as portable toilets, are not permitted on site for use by the operator of the Mobile Vending Unit and/or patrons of the Mobile Vending Unit.
4. Unless permanently connected to public utilities and approved by the Planning Board under the site plan provisions under Chapter 4, Mobile Vending Units shall not be left on site or displayed, or left in public view, in the location of the business during non-business hours.
5. A mobile vending unit food service permit may, after seven (7) days' written notice and public hearing, be suspended or revoked by the Code Enforcement Officer for violation of any provision of this Section. The victualer's license may be revoked or suspended by the municipal officers in accordance with the relevant provisions of the Victualer's Ordinance, as may be amended from time to time.
6. Exemptions:
- a. Mobile Vending Units Aat Town sponsored events are not subjected to the requirements under this ordinance but are required to have a victualer's license.
 - b. and aAny private property may have mobile vending units subject to the following requirements: is allowed 1 exemption per year for events in conjunction with a mass gathering permit.

Planning Board Recommendation: Mobile Vending Units

- (1) The mobile vending units must meet the requirements of this section.**
- (2) The use of the mobile vending units is limited to an event for which a mass gathering permit has been issued by the Town.**
- (3) Each property is limited to a one day exemption per calendar year.**

7. Drive through service are prohibited from mobile vending units.

Gorham Economic
Development Corp.
286 New Portland Road
Gorham, Maine 04038
P: 207.854.5077
F: 207.856.1300



Thomas Ellsworth
President
E: gedc@gwi.net

To: Gorham Planning Board
Fr: Tom Ellsworth, President
Re: Mobile Vending Unit Zoning Review
Date: November 22, 2017

At its November 15th meeting, The Gorham Economic Development Corporation Board of Directors discussed the proposed zoning amendment to allow mobile vending units in various zones within the Town of Gorham.

In a unanimous vote (8-0), the board voted to recommend that the town not approve allowing mobile vending units within any of the village districts. The sentiment is that these types of businesses are inconsistent with the desired character of the village. This particularly relates to the recent designation of the Gorham Village as a Maine Downtown Network Community by the Maine Development Foundation. Membership in the network will help Gorham to employ strategies and programs to revitalize the village, and the board does not consider mobile vending units as helping to achieve this goal.

Thank you for your consideration of this request in your review and recommendation to the Town Council.

Cc: Art Handman, GEDC Chair
Kathy Garrard, Gorham Village Alliance
Ephrem Paraschak, Town Manager



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: Ephrem Paraschak, Town Manager

FROM: Thomas M. Poirier, Town Planner

SUBJECT: Land Use Code Amendments: High Intensity Soil Survey Language

DATE: February 8, 2018

The Planning Board would like to move forward with amendments to the Land Use and Development Code regarding the language in the ordinance pertaining to high intensity soil surveys. The proposed amendments are meant to address comments from engineers and soil scientists that some of the existing ordinance language is no longer relevant and to give the Planning Board some direction regarding granting waivers and seeking peer review under the subdivision regulations.

The Planning Board has worked with Jim Logan, Licensed Soil Scientist, to ensure the proposed ordinance amendment meets current soils science terminology. The Planning Board voted (6 ayes, 1 absent Zelmanow) for the Town Council to move forward with amendments to the Land Use and Development Code regarding the language in the ordinance pertaining to high intensity soil surveys. The Planning Board has not held a public hearing on the item so the amendment would need to be sent to the Planning Board for a public hearing and recommendations.

Proposed Ordinance Language

CHAPTER 1: ZONING REGULATIONS SECTION 1-5 – DEFINITIONS

Net Acreage

The area of any parcel generally suitable, in its natural state, for development and theoretically related to the natural capacity of the land to support a certain intensity of use. The net acreage shall be determined by subtracting unsuitable areas from the gross acreage of the parcel. The following original land areas shall be considered unsuitable and shall be deducted in the following order:

1. Fifteen (15) percent of the total acreage of the parcel as an estimated allowance for new access roads and parking areas, whether or not the actual area devoted to these uses is greater or less than 15 percent.
2. Areas that are, because of existing land uses, natural features, or lack of access, isolated and unavailable for building purposes or for use in common with the remainder of the parcel, as determined by the Town Planner, whose determination is subject to Planning Board review in the event of a dispute.

Planning Board Recommend Zoning Amendment: High Intensity Soil Survey

3. Areas within a floodway or 100-year flood hazard area, as shown on the Federal Flood Boundary and Floodway Map or Federal Flood Insurance Rate Map.
4. Wetland areas, defined as hydric soil in conjunction with hydrophytic vegetation, or land which has been created by filling or draining a wetland or pond.
5. Areas of rights-of-way and easements, except for new access roads deducted above and rights-of-way or easements for landscaped buffer strips and walking/bicycle paths not part of a street right-of-way.
6. Stream channels, as measured from the top of banks, and other surface water bodies, as measured from the high water mark.
7. Areas of 33 percent sustained slope or more. Slope areas of 20 to 33 percent shall also be deducted unless the developer can demonstrate to the Planning Board's satisfaction that these slopes will be used as part of the overall plan for the development, that they are stable for structures, if so utilized, and that any slope development will minimize soil erosion and comply with Maine State Plumbing Code.
8. Areas of unreclaimed gravel or borrow pits.
9. Areas with very poorly drained soils areas, as measured from a Class A high-intensity soils survey as identified under Maine Association of Professional Soil Scientists guidelines for Maine Certified Soil Scientists for Soil Identification and Mapping map prepared by a certified soil scientist in accordance with the National Cooperative Soil Survey Classification:
10. For sites not served by public sewer and water, fifty (50) percent of the areas with poorly drained soils, and twenty-five (25) percent of the areas with soils with multiple drainage classifications, one of which is poorly drained (i.e., poorly drained to somewhat poorly drained), as measured from a high-intensity soils survey and map prepared by a certified soil scientist in accordance with the Maine Association of Professional Soil Scientists guidelines for Maine Certified Soil Scientists for Soil Identification and Mapping National Cooperative Soil Survey Classification. This deduction is to account for the marginal development suitability of these soils if public sewer and water are not available.
11. Other areas that the Planning Board determines could not, in their natural state, be incorporated into conventional subdivision lots of the minimum required area.

No building or structure shall be sited in areas treated as 100 percent deductions from the parcel's gross area. Siting of structures in areas treated as 50 percent deductions shall be discouraged but permitted where the applicant/developer demonstrates that measures will be taken to minimize erosion, sedimentation, and seasonal wetness, that these areas are stable for the siting of structures and that proposed subsurface waste disposal systems are sited away from marginal soils and otherwise meet the State of Maine Subsurface Waste Disposal Rules.

Planning Board Recommend Zoning Amendment: High Intensity Soil Survey

Net Residential Density

The maximum number of dwelling units allowed on a parcel of land. The net residential density of a parcel is determined by dividing the net acreage* of the parcel by the minimum lot area per dwelling unit.

*See definition of net acreage

CHAPTER 3: SUBDIVISION SECTION 3-3 - PRELIMINARY PLAN

B. REQUIREMENTS

- 11) Location and boundaries of soil areas and their names in accord with ~~the~~ a Class A Soil Survey as identified in the Maine Association of Professional Soil Scientists guidelines for Maine Certified Soil Scientists for Soil Identification and Mapping-National Cooperative Soil Survey Classification, and identifying each soil for any separate area of one-eighth of an acre or larger in size. Such study ~~shall~~ may be undertaken or approved peer reviewed as to its accuracy by a third party licensed soil scientist hired by the Town to provide Cumberland County Soil and Water Conservation District as supplied with technical assistance by to the Planning Board Soil Conservation Service.

The requirement for a class A survey may be waived to a Class B survey by the Planning Board for subdivisions and subdivision amendments not required to provide the net acreage calculation required under Chapter 1 and/ or where public water supply is available to serve the lots.

The requirement for a class A survey may be completely waived by the Planning Board for subdivision amendments not creating new lots within the subdivision.

GORHAM SCHOOL DEPARTMENT

Office of the Superintendent

75 SOUTH STREET, SUITE #2, GORHAM, MAINE 04038

Hollis S. Cobb
Business Manager
(207) 222-1000
FAX 839-5003

Heather J. Perry
Superintendent of Schools
(207) 222-1012
FAX 839-8885

Christopher B. Record
Assistant Superintendent
(207) 222-1025
FAX 839-8885

March 1, 2018

To: Ephrem Paraschak, Gorham Town Manager
From: Heather J. Perry, Superintendent of Schools
Re: Memo outlining request for additional "seed" funding for potential GHS building project.

Dear Ephrem,

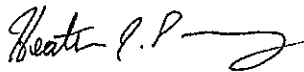
In August, 2017 the Gorham School Committee made a request to the Town Council for \$150,000.00 to utilize as "seed money" to fund next steps in our planning processes for a potential GHS capital renovation project. These funds were requested to pay for work associated with the completion of concept design processes. At the time these funds were requested, and granted by the Town Council, we were still working on negotiating our contract with Harriman Associates for this work, and it was made clear that additional funds may be requested based upon the final outcome of these negotiations.

On November 2, 2017 the Gorham School Committee finalized its negotiations with Harriman Associates. Harriman agreed to conduct the work required to get us through concept design, concept approval, and to a public referendum with a target deadline of June, 2019 for a total amount not to exceed \$217,500.00 (*please see attached Table 1 Fee Schedule from pg. 2 of agreement*).

In September, 2017 the Town Council approved granting "seed money" to the School Committee in the total amount of \$150,000.00. In order for us to pay out the full contract with Harriman then, we are requesting an additional amount of \$67,500.00 from the Town Council as "seed money". These funds will allow us to pay the full contracted amount for services provided to us by Harriman, which will get us to an anticipated public referendum in June of 2019. If a referendum is approved, we would then re-negotiate with Harriman for construction services required to move forward with the project.

In summary then, the Gorham School Committee respectfully requests an additional amount of "seed money" from the Town Council in an amount not to exceed \$67,500.00 to go towards the potential GHS capital renovation project. As always, if there are any questions, please do not hesitate to ask.

Thank you,



Heather J. Perry,
Superintendent of Schools

Attachment: Table 1 From Harriman Agreement

TABLE 1 Fees

Agreement Reference (1)	Name of Service	Select SS or HR (2)	Basic Services Fee	Project Specific Services Fee	Not in Contract	Credit Amount (3)
Attachment C	Facility Program Review			\$.00	NIC	
Attachment C	Measured Drawings of Existing	HR		\$10,000.00		
Attachment C	Environmental Review	HR		\$15,000.00		
Attachment C	Topo/Boundary Survey			\$.00	NIC	
Attachment C	Geotechnical Engineering	HR		\$10,000.00		
Attachment C	Traffic Engineering	HR		\$ 5,000.00		
§4.2	New Construction vs. Renovation Analysis			\$.00	NIC	
§4.3	Site Approval			\$.00	NIC	
§4.4	Concept Approval					
§4.4.1	Space Allocation	SS	\$15,000.00			\$.00
§4.4.2	Site Development	SS	\$35,000.00			\$35,000.00
§4.4.3	Building Design	SS	\$75,000.00			\$75,000.00
§4.4.4	Concept Design	SS	\$50,000.00			\$50,000.00
	Fee Subtotals		\$175,000.00	\$40,000.00		\$160,000.00

- 1 See *Attachment C, Scope of Services*, for a detailed description of the services to be performed for the items shown in this table.
- 2 Select fee type in table: "SS" for Stipulated Sum showing a fixed amount or "HR" for Hourly Rates showing a given not-to-exceed amount.
- 3 Portion of fee which shall be credited in a potential future Agreement for subsequent design services on this project.

Attachment 2: Table 2 from Harriman Work Agreement:

TABLE 2 Reimbursable Expenses

§1.1.3	Description of Reimbursable	Not-to-exceed Amount
.1	Mileage traveled in connection with this Agreement reimbursed at the State of Maine's rate prevailing at the time the expense was incurred. No mark-up is allowed on the per mile rate.	<u>\$ 1,500.00</u>
.2	Processing fees paid for securing approval of authorities having jurisdiction over the project.	<u>\$.00</u>
.3	Includes only the paper reproductions for submissions which require signed approval by State government agencies such as the Department of Education, Department of Environmental Protection, or Office of the State Fire Marshal.	<u>\$ 500.00</u>
.4	Postage, handling and delivery of the Instruments of Service of the project.	<u>\$ 500.00</u>
.5	Other: _____	<u>\$.00</u>
	Reimbursable Expenses Subtotal	<u>\$ 2,500.00</u>

Total Amount = \$175,000.00 + \$40,000.00 + \$2,500.00 = \$167,500.00

AGREEMENT BETWEEN
Town of Gorham, ME
AND
RealTerm Energy US, L.P.
FOR PROFESSIONAL SERVICES FOR THE CONVERSION OF PUBLIC STREET LIGHTING TO LED
Town of Gorham Contract No. _____

1. PARTIES

This contract (hereinafter referred to as the "Agreement") is made and entered into on this ____ day of _____, 2018, by and between the Town of Gorham, ME with a mailing address of, 75 South Street, Suite #1, Gorham, Maine 04038 (hereinafter referred to as the "Town"); and RealTerm Energy US, L.P., a Delaware limited partnership, with a mailing address of 201 West Street, Annapolis, MD 21401 (hereinafter referred to as the "Consultant".)

WHEREFORE, the Consultant has responded to the Town's request for qualifications (RFQ) for street light conversion services on July 28, 2017.

WHEREFORE, the committee designated by the Town to evaluate the proposal deemed the Consultant's proposal the most highly advantageous for the scope of services requested and awarded the contract to the Consultant on December 15, 2017.

THEREFORE, in exchange for the good and valuable consideration described herein, the receipt and sufficiency of which are hereby acknowledged, the Town and the Consultant shall agree to be bound by the terms and conditions contained in this Agreement as follows:

2. SCOPE OF WORK

In consideration of the mutual promises contained herein and the payment terms set forth in Section 4 of this Agreement, the Consultant shall perform the services as outlined below:

2.1. Task 1 – GIS inventory survey: Undertake a GIS inventory survey of the Town's existing street and other outdoor lights.

- a) The Consultant will compile an inventory of the existing public street lights via a Geographic Information Systems (GIS) inventory assessment. The Consultant will collect and report on the following attributes:

Table 2.1.a.

GPS Location (XY coordinates)	Pole Setback
Street Name	Pole Ownership
Data Collection Date	Road Width
Fixture Type	Road Classification
Fixture Wattage	Pedestrian Conflict ¹
Mounting Height	Decorative has Photocell (if applicable)

¹ RP-8-2014 refers to "Pedestrian Conflict", as a level of pedestrian activity in the first hour after dark, with the following ranges:

- Low activity is fewer than 10 pedestrians per block in the first hour (normally a residential area)
- Medium activity is between 11 and 100 pedestrians per block in the first hour
- High activity is over 100 pedestrians per block in the first hour (normally a downtown area)

Arm Length	Decorative Color (If applicable)
Connection Location (overhead or ground)	Visible problems that may affect the project (tree trimming, transformer present, primary wire, high reach, inaccessible by vehicle)
Wire Location	General Comments
Pole Material	

- b) Throughout the inventory assessment process, the Consultant will report all relevant matters to the Town, prepare any necessary interim reports and review and address with the Town all relevant issues, on a timely basis, in order to minimize any delay on the eventual conversion.
- c) The Consultant will produce an electronic inventory file in ESRI ArcMap GIS software (.gdp / .shp), Google Earth KML (.kmz), or Microsoft Excel (.xls) format depending on the needs of the Town.

2.2. **Task 2 – Streetlight Acquisition:** The Consultant will assist the Town in the acquisition of existing streetlights from Central Maine Power. Such assistance shall be limited to the following:

- a) Reconciliation of the current utility equipment billing against data obtained from the inventory survey
- b) Initial evaluation of purchase price against equipment age and industry norms
- c) Provide an opinion as whether further action is required in the negotiation of the final purchase price

If the Town so decides to pursue further action and engage the services of the Consultant in negotiating a purchase price, this shall be considered an increase to the scope of work for which the Consultant shall charge \$75.00 per hour plus related outlays.

2.3. **Task 3– Pilot Project:** The Town may request that a series of pilot installations be performed following approval of the GIS Survey data but prior to product procurement, as defined under Task 4, in order to assess the potential benefits and the public opinions of various LED fixtures, which vary in color and brightness. If the Town elects for test installations to be performed, additional costing will apply based upon the same terms as described in Section 4 of this Agreement. Additionally, the project’s timeline will require adjustment to take into account the testing period as well as the Town’s decision-making process.

2.4. **Task 4 – Procurement of Products and Labor:** Carry out all equipment and installation procurement requirements.

- a) Selection of manufacturer
 - i. From a list of approved LED luminaire manufacturers, the Consultant shall use a competitive bidding process, involving non-proprietary performance specifications describing relevant photometric, electrical, physical, and durability characteristics of the luminaires, to select a luminaire supplier(s). The Consultant shall conduct this process with specific reference to roadway conditions found within the state of Maine. The Town shall approve the luminaires based on the Consultant’s recommendation and on the specifications required by the Town.

- ii. The Consultant shall provide details on their method of developing specifications and how that ensures that appropriate quality standards are met.

b) Selection of installer

- i. The Consultant will work with the Town to develop detailed installation specifications through a competitive procurement process, engage a firm, authorized by the electric utility which provides service to the Town, to work on their grid and install the light fixtures. It is understood by both parties that the selected installer shall be a subcontractor of the Consultant and not of the Town, and as such shall contract directly with and be managed by the Consultant. Alternatively, the Consultant and Town may opt to contract the electric utility for the removal and installation of fixtures.

2.5. **Task 5 – Photometric Design:** Perform a comprehensive lighting design analysis to determine luminaire selection.

- a) The design analysis and the determination of adequate light levels for safety of pedestrians, cyclists, and vehicles shall be performed in accordance with the Illuminating Engineering Society (IES) Standard for Roadway Lighting (RP-8-14) or, where applicable, in accordance with such other standards or criteria as the parties may mutually agree in writing. Consultant will use commercially reasonable efforts to identify the locations that the RP-8-14 standards will or will not be met in its design recommendations to the Town based on pole placement and the selected fixtures, however, absent negligent acts or omissions by the Consultant in making its design analysis, Consultant will not have any liability to the Town or any third party for the failure by the ultimate lighting system installed to meet any specific performance standard or lighting requirement, as the Town acknowledges that Consultant does not guaranty the performance of any particular lighting installation or fixture, nor can it reasonably anticipate such performance in all possible locations and conditions. The Town recognizes that existing pole placement limits the degree to which IES standards may be met.
- b) Lighting designs through photometric modelling shall be performed for each materially unique roadway application that display similar roadway layout and lighting asset conditions. Roadway segments or individual lights that cannot be formally designed using the aforementioned method, shall be specified using best practices for the roadway conditions on-site.

2.6. **Task 6 – Smart Control Consultation:** The Consultant will advise the Town on the use of available lighting control systems in terms of impact on safety, standardization, energy cost savings and total life cycle cost of the system. The Consultant may also propose to the Town any other value-add systems and discuss with the Town their financial impact, commercial readiness, and alignment with utility policies.

2.7. **Task 7 – Investment Grade Audit Report:** Provide an Investment Grade Audit (IGA) report.

- a) Based on the inventory assessment, utility bill analysis, and consultation on controls and/or other products, the Consultant shall prepare an IGA Report; a comprehensive analysis, adequate for the purpose of obtaining financing, should the Town decide to do so, which, apart from the inventory attributes previously mentioned, shall include:

- ii. Recommendations on how to address identified serious deficiencies in the current street lighting network along with the Consultant's best estimate of associated additional costs. The Town will direct the Consultant on how to address these issues before the procurement of equipment and installation stages commence.
 - iii. Baseline energy use, energy cost and operations and maintenance costs.
 - iv. Estimated retrofit energy use and operations and maintenance costs.
 - v. Sources of funding, including any available rebate programs.
 - vi. Calculation of estimated total conversion cost, energy and maintenance cost reduction, and simple payback.
- b) A comparative analysis of all viable options including but not limited to the following:
- i. Status quo - do not replace light fixtures and continue reliance on the utility to maintain the existing system.
 - ii. Take ownership of all existing fixtures, replace existing fixtures including installation of new fuses and rewiring where necessary.
- c) The IGA Report shall be submitted to the Town for review.

2.8. **Task 8 – Public Information Session (Optional):** The Consultant may, if required, convene and host a public process where the public will have an opportunity to offer input on the project's scope. The presentation may include, but not be limited to, the following:

- i. Test installation
- ii. Criteria for Manufacturer Selection
- iii. Color Temperature Selection
- iv. Business Improvement Area (BIA) Consultation for Decorative Replacement recommendations
- v. Ongoing Public Education and Consultation Process
- vi. Design Process
- vii. Schedule and Project Milestones
- viii. Post-Installation Outage Reporting Process

2.9. **Task 9 – Assistance with Rebate / Incentive Application(s):** Apply on behalf of the Town for all available grants and rebates relating to the LED conversion project (if any).

2.10. **Task 10 – Project Management / Construction Administration:** Perform project management functions including oversight of the LED luminaire installation and the recycling/disposal of all waste material.

Based on the finalized design, the Consultant will oversee the installation and maintenance. The following elements will be covered:

- i. Description of Work
- ii. Required installation schedule
- iii. Reference standards

- iv. Submittals
- v. Quality Assurance and Warranty
- vi. Installation
- vii. Field Quality Control
- viii. Disposal
- ix. Perform a sampling of spot-checks on installed lights to ensure proper installation procedures are being followed, especially at the beginning of the project
- x. Manage data on installations and provide a weekly status update of the project
- xi. Confirmation of satisfactory installation completion by installation subcontractor.
- xii. Commissioning of all installed equipment.

2.11. **Task 11 – Electricity Billing Changes:** The Consultant will work with the utility to reach agreement on the final inventory and will ensure that the utility billing correctly reflects the updated inventory including updated demand and consumption values.

2.12. **Task 12 – Final Commissioning:** Following project commissioning, the Consultant will provide the following to the Town:

- a) RealTerm Energy Documents:
 - i. This agreement (dually signed)
 - ii. Investment Grade Audit
 - iii. RealTerm Energy Insurance Certificate (copy to be provided prior to work commencing)
 - iv. Confirmation of Utility Billing Update,
 - v. Warranty Service Request System Overview
- b) Installation Consultant:
 - i. Consultant Insurance and Workman's Compensation Documents (as applicable),
 - ii. Utility Inspection Certificates (as applicable)
- c) Luminaires:
 - i. Warranty Coverage Information
 - ii. Manufacture Warranty
 - iii. Fixture Seal of Approval
 - iv. Photocell Warranty
 - v. Recycling Certificate
- d) GPS/GIS Lighting Infrastructure:
 - i. Installation Summary
 - ii. Fixture Specifications
 - iii. Lighting Designs
- e) Lighting Network Metadata
- f) Closing Documents:

- i. Request for Feedback and Testimonial
- ii. Post Project Customer Care and Company Information

3. **COMMENCEMENT AND COMPLETION**

- a) The Consultant will commence work immediately upon contract signing and complete the tasks in their entirety within a reasonable schedule, provided below;

Table 3.a.

Client		
Award of successful Proponent	2018/12/15	Date dependent on Client
Contract signed	TBD	Dependent on Client
Launch Meeting with Client	1 day	2 weeks after contract signed
GIS Audit		
Meet with Staff	1 day	1 week after Launch Meeting
GIS Audit of 327 fixtures	1 Week	Dependent on final fixture quantities
Client verification of collected inventory	TBD	Dependent on Client
Pilot Project		
Design of pilot project		Dependent on pilot product quantities
Pilot products ordered + delivered		Dependent on pilot product quantities
Pilot products installed		Dependent on pilot product quantities
Pilot products evaluated		Dependent on Client
Final product selection		Dependent on Client
Streetlight Acquisition		
Assist in negotiating the acquisition of existing streetlights	TBD	Timeline dependent on Client/Central Maine Power negotiations
Procurement of Products and Labor		
Obtain proposals for fixtures/installation (RFP)	5 weeks	Includes preparation and issue of RFP
Proposals Evaluation	2 weeks	
Fixtures selection	1 week	
Finalize fixture quantities per type	1 day	
Photometric Design		
Design of 327 fixtures	1 Week	Dependent on final fixture quantities
Approval of Designs by Client	TBD	Dependent on Client
Smart Control Consultation		
Advise on the use of available lighting control systems	1 day	
Investment Grade Audit (IGA) Report		
IGA Report preparation	2 weeks	
Presentation of IGA Report to the Town	1 day	
IGA approval by the Town	TBD	Dependent on Client
Complete fixture Acquisition from Central Maine Power	N/A	Timeline dependent on Client/Central Maine Power negotiations
Public Information Session		
	1 day	
Procurement		
Issue Purchase Orders	1 day	Final fixture acquisition must be completed before issuance of PO's
Fixtures delivery	8 weeks	Dependent on fixture types (Decoratives)
Project Management / Construction Administration		
Mobilization (1 Crew)	1 day	Crew size dependent on fixture quantities
Installation of 327 fixtures	3 Weeks	Dependent on final fixture quantities
Final Inspection / Signoff	TBD	Dependent on Client
Rebate and/or Incentive Applications	1 week	
Electricity Billing Change	1 week	
Project Close-out		
Commissioning Documentation	1 week	

- b) The Town may authorize changes in the scope, extent or character of the services provided under this Agreement and the time and cost for completion may be adjusted accordingly with approval by the Town.

4. PAYMENT TERMS

- a) The Consultant shall maintain an “**open book approach**” in relation to this agreement to enable the Town to monitor, scrutinize and verify the accuracy of all material and subcontracted labor charges, and/or any new material and subcontracted labor charges proposed by it. On request by the Town, the Consultant shall provide the Town an open book account of these charges and/or any new proposed related charges, setting out full and transparent details of each of these components of the costing (including any profit margins or discounts applicable to those costings).
- b) The Consultant shall submit an invoice on or about the first of each month reflecting services performed to date, which invoices will be due and payable within 30 days of receipt. The Town understands that the payment for completion of the services shall be based upon a cost-plus basis whereby the Consultant agrees to charge a \$38.30 per street light fixture fee for the Investment Grade Audit, including data collection services, project management and post installation services, plus a 18% gross margin for the procurement and installation of fixtures. The \$38.30 per fixture fee does not apply to other outdoor lights for which additional pricing may apply. The Consultant agrees to perform the services on that basis.

5. WARRANTY

- a) The warranty period with regards to this agreement is one (1) year from the date of substantial performance of the work. The Town shall promptly give the Consultant notice in writing of observed defects and deficiencies in the work which appear prior to and during the warranty period. The Consultant shall promptly correct, at the Consultant’s expense, any work which is not in accordance with this agreement or defects or deficiencies in the work which appear prior to and during the warranty period.
- b) The Consultant shall be responsible for obtaining product warranties in excess of one year on behalf of the Town from the respective manufacturers. These product warranties shall be issued by the manufacturer to the benefit of the Town.

6. TERMINATION

- a) The Town may elect to terminate the Agreement without cause following completion of the IGA but prior to the equipment and installation procurement process by written notice to the Consultant delivered prior to the commencement of the procurement process, in which case the Town will pay the Consultant the amount of \$40.40 per fixture based upon the final inventory count (the “IGA Fee”) as compensation for services rendered to date. Either party may terminate this Agreement at any time for cause after giving the other party written notice with 10 business days to cure the same, provided, however that if the default in question cannot reasonably be cured within such ten (10) business days, then so long as the defaulting party commences cure within ten (10) business days and continues to use

commercially reasonable efforts to pursue such cure, then such default shall not be deemed a default hereunder.

- b) If the Consultant elects to terminate this Agreement for cause, the Town shall be obliged to compensate the Consultant for all services rendered to date, including the entire IGA Fee, procurement services, including equipment purchases, and installation services, inclusive of the Consultant's 18% margin, less any payments made on account to the Consultant up to the effective date of termination. The Town may terminate the Agreement without cause by giving the Consultant fourteen (14) business days' notice, and compensating the Consultant for services performed, including the entire IGA Fee, procurement services, including equipment purchases and installation services, inclusive of the Consultant's 18% margin, less any payments made on account to the Consultant, in accordance with this Agreement through the effective date of termination.

7. DISPUTE RESOLUTION

Any controversy or claim arising out of or related to this Agreement, which cannot be resolved between the parties shall be resolved in an arbitration to be held before an arbitrator mutually agreeable to both parties. This agreement shall be governed by and construed in accordance with the laws of the State of Maine, notwithstanding its conflict of law principles.

8. QUALIFICATIONS

The Consultant represents and holds, and will continue to hold during the term hereof any and all qualifications, licenses and certifications required to perform its services in the State of Maine. The Consultant shall perform all services in accordance with professional standards.

9. USE OF DOCUMENTS

All documents, reports, data, studies, estimates and other work material developed under this Agreement shall be the property of the Town and shall be promptly delivered to the Town in a form compatible with the Town's software or other records management systems. All data collected shall be disclosed only to the Town's authorized representatives, at the direction of the Town

10. SUBCONTRACTORS

The Consultant shall be fully responsible for the acts and omissions of any subcontractors and of persons both directly or indirectly employed by it, and shall hold subcontractors to the same terms and conditions as the Consultant is held under this Agreement. No subcontractors shall be retained on this Agreement without the specific prior written approval of the Town. Subcontractors shall not be deemed employees of the Town under any circumstances and the Consultant assumes full responsibility for payment of compensation, taxes and all other benefits due and payable to all such personnel involved in performing services under this Agreement.

11. SUCCESSORS AND ASSIGNMENT

The Town and Consultant are hereby bound to this Agreement and to the successors of the other party in respect of all covenants, agreements and obligations of this Agreement, subject only to the appropriation by the Town of sufficient funds to fulfill its obligations hereunder. Neither the Town nor Consultant may assign, sublet or transfer any rights under or interest in this Agreement without the written consent of the other party, unless mandated by law. No assignment will release or discharge the assignor from any duty or responsibility under this Agreement, unless expressly provided otherwise in a written consent to assignment.

12. INSURANCE

The Consultant shall purchase and maintain insurance in accordance with Schedule A attached hereto, including Workers' Compensation, Employers' Liability, Commercial General Liability, Property Insurance, Automobile Liability and Professional Liability Insurance. The Town shall be named as an additional insured on the liability policies, as their interest may appear, with respect to the work performed by the Consultant.

13. INDEMNIFICATION

The Consultant will indemnify and hold harmless the Town, its officers, agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the negligent performance of the Agreement by the Consultant, its officials, employees, agents and subcontractors. To the extent permitted by law, the Town will indemnify and hold harmless the Consultant, its officers, agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the Town's negligent performance under the Agreement. Any obligation of the Town to indemnify pursuant to this Agreement shall not be deemed or construed to operate in practical effect to waive any defense, immunity, or limitation of liability which may be available to the Town, its officers, agents or employees, under the Maine Tort Claims Act (14 M.R.S. §§ 8101, et seq.) or any other privileges or immunities which may be provided by law.

14. CONFLICT OF INTEREST

The Consultant will represent the Town and not suppliers, avoiding both the appearance, as well as any actual conflict of interest. Any subsequent disclosure of a conflict of interest after this contract is awarded, but which existed at the time of proposal submission, will be grounds for termination

15. NOTICES

All notices, requests, demands or other communications to or from the parties hereto shall be in writing and shall be given by overnight delivery service, by hand delivery, telecopy or e-mail to the addressee as follows:

(i) If to the Consultant:

RealTerm Energy US, L.P.
201 West Street
Annapolis, Maryland 21401

Attention: Paul Vesel
Phone: (413) 695-0045
E-mail: pvesel@realtermenergy.com

(ii) If to the Town:
Town of Gorham, ME
75 South Street, Suite #1
Gorham, Maine 04038

Attention: _____

Facsimile: _____

E-mail: _____

16. ENTIRE AGREEMENT

This Agreement and its attachments represent and contain the entire agreement between the parties. Prior discussions or verbal representations by the parties that are not contained in this Agreement and its attachments are not a part of this Agreement. Where there is any conflict between the provisions of this Agreement and the provisions of any attachment, the provisions of this Agreement shall control.

17. COUNTERPARTS

This agreement may be signed in any number of counterparts, each of which is an original, and all of which taken together constitute one single document.

Signature page to follow

RealTerm Energy US, L.P., a Delaware limited partnership

By: RealTerm Energy US, LLC, its General Partner

By: _____

Name:

Title:

Date: _____

By: Town of Gorham, ME

By: _____

Name: Ephrem Paraschak

Title: Town Manager

Date: _____

DRAFT

SCHEDULE A
INSURANCE REQUIREMENTS

INSURANCE COVERAGES

The Consultant agrees that it shall, at all times during the term of this Agreement, maintain in full force and effect, the following insurance coverage:

- 1) **Commercial General Liability Insurance** with limits of five million dollars (\$5,000,000) per occurrence and general aggregate for each (i) bodily injury and property damage, (ii) personal injury and advertising injury liability, and (iii) products and completed operations. The policy shall also include contractual liability and a standard separation of insureds or cross liability provision, as would be achieved under the standard ISO CGL form. The Town shall be named as an additional insured, as their interests may appear, as respects operations performed by Consultant.
- 2) **Automobile Liability Insurance** to cover liability for the ownership, maintenance and use of all owned, hired, or non-owned vehicles, for a combined single limit for bodily injury and property damage in an amount of one million dollars (\$1,000,000) per accident.
- 3) **Workers Compensation** coverage in an amount not less than statutory requirements and Employer's Liability Insurance in an amount of not less than \$1,000,000 each accident for bodily injury by accident, each employee for bodily injury by disease and policy limit for bodily injury by disease.
- 4) **Property Insurance** to cover Consultant's personal property, or property considered to be in its care, custody, and control.
- 5) **Errors and Omissions Insurance** with limits of \$250,000 per claim, and \$500,000 general aggregate.

CONDITIONS OF INSURANCE

- A. In order to meet the required minimum limits of the Liability Insurance, it is permissible for the Consultant to combine an umbrella liability policy with the primary liability policy, at the discretion of Consultant.
- B. Policies shall be issued by insurers approved to do business in the jurisdiction where the Town is located
- C. The Consultant shall be responsible for deductible amounts under its insurance policies, except where otherwise provided.
- D. Prior to commencement of the Work and upon the renewal, or extension of each policy of insurance required herein, the Consultant shall promptly provide the Town with a certificate of insurance.



M E M O

TO: Town Council
 FROM: Ephrem Paraschak
 DATE: January 22, 2018
 SUBJECT: Town Council 2018 Goal Survey Results

=====

Listed below are the results of the online survey of Town Council goals for 2018. The highest priority items based on the survey are listed first, followed by the second, etc. The survey requested that you rank items on a scale of 1 to 5, with 1 being your highest priority for the 2018 calendar year and 5 the lowest. It is my hope that the Council can agree on five top priorities as guidance to town staff for the next year. If you have any questions on the results please let me know. Thank you.

1. Explore additional impact fees for future municipal needs.

Priority 1: 6 Councilors
 Priority 3: 1 Councilor

2. Actively evaluate different forms of revenue and funding for municipal services other than local property tax.

Priority 1: 4 Councilors
 Priority 2: 3 Councilors

3. Pursue regional service efforts with neighboring municipalities when available.

Priority 1: 4 Councilors
 Priority 2: 2 Councilors
 Priority 3: 1 Councilor

4. Explore managing growth regionally throughout certain areas of Gorham.

Priority 1: 4 Councilors
 Priority 2: 1 Councilor
 Priority 3: 2 Councilors

5. Facilitate the development of the Gorham East-West Transportation Corridor.

Priority 1: 4 Councilors
 Priority 3: 3 Councilors

6. Engage in more active Economic Development efforts.

Priority 1: 2 Councilors

Priority 2: 2 Councilors

Priority 3: 3 Councilors

6. Have no or a low property tax increase in next budget.

Priority 1: 2 Councilors

Priority 2: 2 Councilors

Priority 3: 3 Councilors

7. Rezone areas to provide more land for commercial and industrial development.

Priority 1: 2 Councilors

Priority 2: 2 Councilors

Priority 3: 2 Councilors

Priority 4: 1 Councilor

7. Increase the frequency and capacity of road work in Gorham.

Priority 1: 1 Councilor

Priority 2: 3 Councilors

Priority 3: 3 Councilors

8. Explore ways to slow down or cap residential growth in Gorham.

Priority 1: 2 Councilors

Priority 2: 2 Councilors

Priority 4: 3 Councilors

9. Monitor State Legislature for legislation or State Budget activity that adversely impacts Gorham.

Priority 2: 4 Councilors

Priority 3: 2 Councilors

Priority 5: 1 Councilor

10. Develop more parking in Gorham Village.

Priority 2: 2 Councilors

Priority 3: 3 Councilors

Priority 4: 2 Councilors

11. Continue development of the Little Falls Recreation Area Master Plan approved by the Town Council on August 6, 2013.

Priority 2: 3 Councilors
Priority 3: 1 Councilor
Priority 5: 3 Councilors

12. Continue development of Chick Property Master Plan approved by Town Council on September 2, 2008.

Priority 1: 1 Councilor
Priority 2: 1 Councilor
Priority 3: 1 Councilor
Priority 5: 4 Councilors

QUESTION: Does the Town need to provide more services than it is currently providing?

YES: 5

No: 2

If yes, where should we prioritize more spending?

Value

Road Improvements	2
Technology	3
Public Works	2
Police	1
Fire & Rescue	2
Planning	1
Code Enforcement	1
Facilities	1
Other - Write In	2

Other: Recreation for others than Seniors or Children.

Other: Sidewalk repairs, safer crosswalks in downtown and village areas; improved communication with residents; more energy efficiency improvements; long-term growth planning.

QUESTION: Other Priorities?

1 Councilor: Provide professional development for all town employees to upgrade their skills.

1 Councilor: Road acceptance requirements; manage HOW we grow; look at expanding TDR overlay; increase village population density.

1 Councilor: Plastic bag ban; community composting; community solar.

1 Councilor: Contract out snow plowing routes, contract out road work.

Town of Gorham

Municipal Center
75 South Street, Suite 1
Gorham, Maine 04038-1382

(207) 222-1650
(207) 839-5408 Fax
www.gorham-me.org



Ephrem Paraschak
Town Manager
eparaschak@gorham.me.us

Christie Young
Human Resources Director
cyoung@gorham.me.us

Jessica Hughes
Executive Assistant
jhughes@gorham.me.us

January 31, 2018

Cumberland County Community Development Office
142 Federal Street, Suite 102
Portland, ME 04101

To whom it may concern:

Please accept this letter in support of Port Resources CDBG application for home rehabilitation projects that will benefit and improve standards of living and life safety issues for thirteen residents with intellectual disabilities, mobility issues and mental health disorders in the Town of Gorham.

Due to the scheduling of the Gorham Town Council meetings this item will not be formally approved until March 6th. Until that time, please accept my full endorsement for this application as it is a benefit not only to these individuals in need, but to our entire community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ephrem Paraschak", is written over a horizontal line.

Ephrem Paraschak
Town Manager

opening doors | improving lives



PORT RESOURCES
*Dedicated to serving adults and children with
developmental and behavioral health challenges*

January 31, 2018

Dear Cumberland County Community Development Office:

Port Resources is pleased to submit the enclosed 2018-2019 Cumberland County CDBG grant application.

To familiarize you with our organization I have included in this letter a short overview of our programs and services.

Mission Statement: "Port Resources is dedicated to empowering people with developmental and behavioral health challenges to live meaningful and fulfilled lives in their communities."

Our History and Current programming: Port Resources, a nonprofit organization based in South Portland is a recognized premier provider of specialized social services for adults and children with developmental disabilities and mental health disorders. For more than 30 years the organization has been providing support to adults and children with a wide range of challenges; including Autism, Down syndrome, traumatic brain injuries and mental health disorders.

Our skilled and certified staff provides an array of direct support services to improve the quality of life for over 400 individual consumers.

Port operates and manages 20 well maintained group residences where 75 consumers live with 24/7 direct support services. Our outreach services offer consumers, both adults and children the opportunity to receive services while living in their own home or at home with their family or guardian. Over 300 consumers receive outreach and/or outpatient services at Port's counseling center.

If you have any questions or would like additional information please contact me directly.

Thank you for your consideration.

Best Regards,

Stu Simen, Development Director

280 B Gannett Drive
South Portland, ME 04106
Toll Free 888.690.0048
Ph: 207.828.0048
Fx: 207-772.3743
www.portresources.org

Port Resources CDBG Grant Application

Table of Contents:

- a. Community cover page
- b. Narrative responses (6 pages)
- c. Implementation schedule page
- d. Budget page, matching funds page, letter of secured match
- e. Endorsement letter
- f. Photos of two of the dire needs in the grant proposal

**Cumberland County Community Development Program
2018 CDBG General Program Application
Community Cover Page**

Project Title Port Resources Group Homes Rehabilitation

Lead Community Gorham

Additional Communities _____

Contact Information Name Ephrem Paraschak, Town Manager

Address Town of Gorham, 75 South St., Suite 1, Gorham, ME 04038

Email eparaschak@gorham.me.us Tel 207-222-1650

Program Category

Public Infrastructure/Facility _____ Downtown Revitalization _____

Housing x Economic Development _____

CDBG "National Objective"

Low/Moderate Income: Area-Wide _____ Limited Clientele x

Direct Benefit: Presumed Group Developmentally Disabled (Identify Group)

Slum/Blight: Area-Wide _____ Spot Basis _____

Amount of CDBG Funds Requested \$71,480

Total Estimated Project Cost \$89,350

Name of Authorized Official Ephrem Paraschak

Signature of Authorized Official 

1. Provide a brief summary (400 words maximum) of the proposed project.

The proposed group home rehabilitation projects outlined in this grant proposal would be undertaken at the following locations in the town of Gorham, ME: 249 Libby Ave., 53 Longfellow Ave., 247 Dingley Springs Rd., 15 Hannah Dr. and 18 Deering Rd.

These residences are home to a total of 10 men and 6 women with developmental disabilities and mental health challenges. Their ages range from mid-twenties to early sixties. The listed homes in this proposal have varying rehab needs.

Tim Bruns, Port Resources' Maintenance Manager and Certified Rehab Technician has triaged the needs for each home. Needs of most importance among the five properties include:

- Three boiler replacements
- Two indirect fired hot water heater installations
- One new roof
- Window replacements in one home
- Replacement of exterior siding for one home
- Carpet replacement for one home
- Replacement of bathroom flooring in one home
- One shower/tub replacement
- One new ADA ramp
- One slider/door replacement

These needs account for approximately 70% of the \$89,350 in rehab costs associated with this proposal. (CDBG= \$71,480 / Port Resources 20% match= \$17,870). Later in this proposal you will see a breakdown of needs for each home.

This project will be managed by Tim Bruns, Port's Maintenance Manager and Certified Rehab Technician. Later in this proposal you will learn about Tim's stellar qualifications to manage the Gorham properties' rehab projects from the bidding process to completion.

2. Provide a response to the four questions below, defining and justifying the need for the activity.

a. Convey the magnitude and severity of the issue to be addressed:

The five group homes in Gorham addressed in this grant proposal have rehabilitation needs that affect the quality of life and safety for the 16 residents with developmental disabilities, mobility issues and mental health disorders that live there.

The costs associated with maintenance and repair for the five properties is a financial challenge for our organization. Each of our group homes has a small reserve fund required by the Maine State Housing Authority. However, these funds are not sufficient

to address the major rehab needs of each home. Housing rehab funding from a Community Development Block Grant will help to sustain these vital properties and the affected residents.

Below is a breakdown of the most dire needs for each home. These needs account for 70% of our funding request as ranked by Tim Bruns, our Certified Rehab Technician and Maintenance Manager. Also included are additional needs for each home and estimated costs.

247 Dingley Springs Road Property:

- Boiler replacement, IDF hot water heater, sump pump discharge improvements (\$10,700 estimated costs)
- Other needs: Septic tank risers, boiler power vent replacement (\$2,200 estimated costs)

15 Hannah Drive Property:

- New roof, boiler replacement, IDF hot water heater (\$15,500 estimated costs)
- Other needs: Ductless A/C, Patio door replacement, boiler power vent replacement (\$13,700 estimated costs)

18 Deering Road Property:

- Remove/replace all carpeting, replace tub/shower, pressure wash siding (\$6,800 estimated costs)
- Other needs: New sump pump, interior painting, septic tank riser, mud room door replacement (\$3,200 estimated costs)

249 Libby Avenue Property:

- New siding, replace slider with a door, replace bathroom flooring (\$14,000 estimated costs)
- Other needs: fence installation along driveway, septic tank risers, two steel door replacements (\$3,500 estimated costs)

53 Longfellow Road Property:

- Window replacements, new ADA ramp, boiler replacement (\$15,800 estimated costs)
- Other needs: Stain/seal decks, IDF hot water heater, septic tank risers, install underground sump pump drain (\$3950 estimated costs)

b. Identify the total number of people affected by the issue.

The sixteen residents of the five group homes addressed in this proposal receive Maine Care (Medicaid) funding and fall into the LMI category.

c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.

Our residents view their dwellings as “home,” not just a place to eat and sleep. Like any of us, Port’s group home residents desire to live in inviting and comfortable homes they can take pride in.

The rehab projects outlined in this proposal will provide the people we serve this opportunity. The Maine Department of Health and Human Services mandates that agencies providing residential services for people with developmental disabilities and mental illness provide safe and comfortable homes devoid of institutional elements.

The conundrum is that this is an unfunded mandate. Opportunities such as the CDBG program provide Port Resources the opportunity to best serve our group home residents.

d. Construction related activities: Convey how the project relates to the community’s long-range planning and capital improvement needs.

The housing rehab capital improvement projects will benefit our residents and the greater community.

Our Residents: Housing rehab capital improvements will increase the usefulness and livability of the homes for the 16 residents that live in the five Gorham properties.

The Community: The capital improvement rehab projects will enhance the value of the Gorham properties by restoring curb-appeal aspects of the properties as well as updating and upgrading interior components of the properties.

- 3. Provide a response to the three questions concerning management of the proposed activity.**
- a. Define *who* will manage the grant funded project and *how* they will manage it.**

Upon receipt of a CDBG grant award, Port Resources is well positioned to immediately move forward on the rehabilitation process of the five Gorham group homes. Our Certified Rehab Technician and Maintenance Manager Tim Bruns will manage the project.

Tim has worked with numerous vendors in southern Maine throughout his 30+ year career and has a proven track record of bidding out projects and selecting cost efficient vendors with the expertise required to do the job right.

He is also well versed on construction permit rules and regulations, allowing this project to move speedily ahead and avoid delays associated with the lack of knowledge of the permit process.

Tim will make on-site visits to each property throughout the duration of the rehab projects to evaluate quality of work and the defined specs and timelines of the contractors of record. Upon completion, he will be inspecting all work. Tim will also be on-site for all state or local inspections that are required.

b. Explain the experience of the applicant in undertaking projects of similar complexity.

Tim Bruns, Port Resources' Maintenance Manager and Certified Rehab Technician of the proposed work identified the problems associated with each of the five Gorham group homes. Tim has extensive experience in rehabilitation and renovation projects.

Prior to coming to Port Resources, Tim spent fifteen years as a Maintenance Manager with the Public Housing Authority. In that time, he managed numerous large projects such as: one hundred kitchen renovations, thirty boiler replacements, large flooring projects, parking lot paving and additions. Overall, he has over 30 years of experience in public housing maintenance and repair.

During the past 4 years with Port, Tim has managed the following projects: complete home renovations, roofing projects, flooring projects, deck construction, major paving projects, boiler replacements and kitchen/bathroom renovations.

c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

Port Resources maintains a capital improvement "Five Year Plan" which is continually updated with new information derived from routine inspections. The order in which capital fund projects are completed is determined by a number of factors including safety and health concerns and available funding.

There is a preventative maintenance program for all facilities which covers all major building structural and mechanical components. Some maintenance tasks are completed by house staff when practical, by maintenance personnel or, when necessary, by outside vendors. We have annual service contracts for the HVAC, fire alarm, sprinkler, water filtration and elevator systems.

Routine daily repairs and improvements of the facilities are carried out by maintenance personnel, or outside vendors when necessary. There is a work order system utilized by staff for various repair requests.

4. Demonstrate that the project is ready to proceed.

For construction related projects:

- Describe the steps that have *been* completed or must *be* completed to bring the project to construction start. These may include: site control, design, engineering, cost estimates, procurement of permits, testing, consultations concerning life safety, ADA, or other special requirements, traffic studies, zoning, Planning Board approval.

The following steps have been taken on the larger projects outlined in this proposal:

Boiler and hot water heater replacements: Consulted with HVAC technicians to determine what would be most practical, cost effective heating appliances to install. Client needs and water consumption are important factors in these decisions.

Wheelchair ramp: Consulted with vendors on best possible design for ramps given the available space and contour of the ground.

New roof: Consulted with vendors about various roofing systems factoring in cost, durability and aesthetic value.

Windows and siding: Researched various window and siding products to determine best possible value/quality. For our purposes, the systems should require little maintenance and be easily repaired by a local distributor.

Bathrooms: Have had discussions with clients, care providers and other support staff to determine how best to renovate bathrooms to suit client needs.

- Describe any existing and/or potential impediments to project initiation.
None

7A) NON-ECONOMIC DEVELOPMENT ONLY

Provide a response to the three questions demonstrating the need for CDBG program funds - 15 points

a. Why are CDBG funds critical for the commencement and ultimate success of the project?

The five Gorham group homes are financed through the Maine State Housing

Authority, which requires us to maintain a modest maintenance reserve account to manage the repair needs of these properties.

A project of this scope and size would:

- Entirely drain the reserve (as well as require additional resources from the organization)
- Impede our ability to complete other necessary repairs and preventative maintenance over the coming year. These funds ensure that our other 15 group residences remain in good working order and are safe for the vulnerable clients that reside there.

b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?

Upon award of a Community Development Block Grant Port Resources will seek in-kind donations and non-profit discounts for materials and labor to offset costs associated with this rehabilitation project.

c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

If CDBG funds are not received the needs listed in this grant proposal would fall back into the overall group home "triage" list of needs for Port's twenty group homes.

Port would be left in a position to continually patch-up and fix existing problems on old and outdated equipment and infrastructure. In the long-run this is not a financially sound method but the only option available due to budget constraints.

Of course if a problem arises that cannot wait, for example a boiler that will no longer function Port Resources would find the funds through its emergency funds or line of credit funding for emergency situations.

If Port receives partial funding our Maintenance Manager Tim Bruns would produce one list of needs for all five group homes ranked by severity. Partial funds would be allocated to these needs until the funding is exhausted.

8. Distress Score

Based on the rankings in Appendix I: 2018 Community Distress Scores, the town of Gorham has a distress score of 2.

Project Implementation Schedule

Activity	Q #1 J - S 2018	Q #2 O - D 2018	Q #3 J - M 2019	Q #4 A - J 2019	Q #5 J - S 2019	Q #6 O - D 2019	Q #7 J - M 2020	Q #8 A - J 2020
Contract/ Environmental Review	X							
Reporting		X	X	X	X	X	X	X
Bidding Process	x							
Selection of Service Contractors	x							
Implementation of Rehab Activities			x					
Rehab Activities/Inspections Completed			x					

Appendix IV: Budget

Construction Projects				
Cost Category	CDBG Funds	Municipal Funds	Other Funds	Total
Design/Engineering				
Land Costs				
Materials/Supplies	\$45,032		\$11,258	\$56,290
Construction Costs				
Project Management				
Other				
1. labor	\$26,448		\$6612	\$33,060
2.				
3.				
4.				
Total Costs	\$71,480		\$17,870	\$89,350
Provide the basis for determination of budget amounts:				
Combined projects were calculated at: 63% of costs for materials 37% of costs for labor				
Per site: Libby – 64% Materials / 36% Labor				
Longfellow – 72% Materials / 28% Labor				
Dingley – 63% Materials / 37% Labor				
Hannah – 52% Materials / 48% Labor				
Deering – 68% Materials / 32% Labor				

Type of Funding	Match Amount		Source of Match	How is the match calculated?	Is the match secured? Please circle yes or no.	If yes, please attach relevant documentation. ¹	If no, please outline and attach future steps to secure match. ²
Cash	Municipal Cash	\$			Yes / No		
	Other Cash	\$17,280	Port Resources	20% of needed funding for rehab projects	Yes / No	Letter from Exec. Dir. attached	
	Other Cash	\$			Yes / No		
	Other Cash	\$			Yes / No		
In-Kind/ Donation	Municipal In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
TOTAL MATCH		\$17,280					

¹ Please feel free to attach up to 1 page of additional documentation demonstrating secured match.

² Please feel free to attach up to 1 page explaining the future steps that will be taken to secure matches.

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PORT RESOURCES
*Dedicated to serving adults and children with
developmental and behavioral health challenges*

January 30, 2018

Cumberland County Community Development Office
142 Federal St.
Suite 102
Portland, ME 04101

To whom it may concern:

This letter is to inform the Cumberland County Community Development Office that Port Resources will provide a 20% match if awarded a Community Development Block Grant for housing rehabilitation projects in five homes located in Gorham, ME. It is estimated that the 20% match will amount to \$17,870.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karen', with a long, sweeping underline that extends to the right.

Karen MacDonald, Executive Director
Port Resources Board of Directors

Town of Gorham

Municipal Center
75 South Street, Suite 1
Gorham, Maine 04038-1382

(207) 222-1650
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Ephrem Paraschak
Town Manager
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January 31, 2018

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142 Federal Street, Suite 102
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Please accept this letter in support of Port Resources CDBG application for home rehabilitation projects that will benefit and improve standards of living and life safety issues for thirteen residents with intellectual disabilities, mobility issues and mental health disorders in the Town of Gorham.

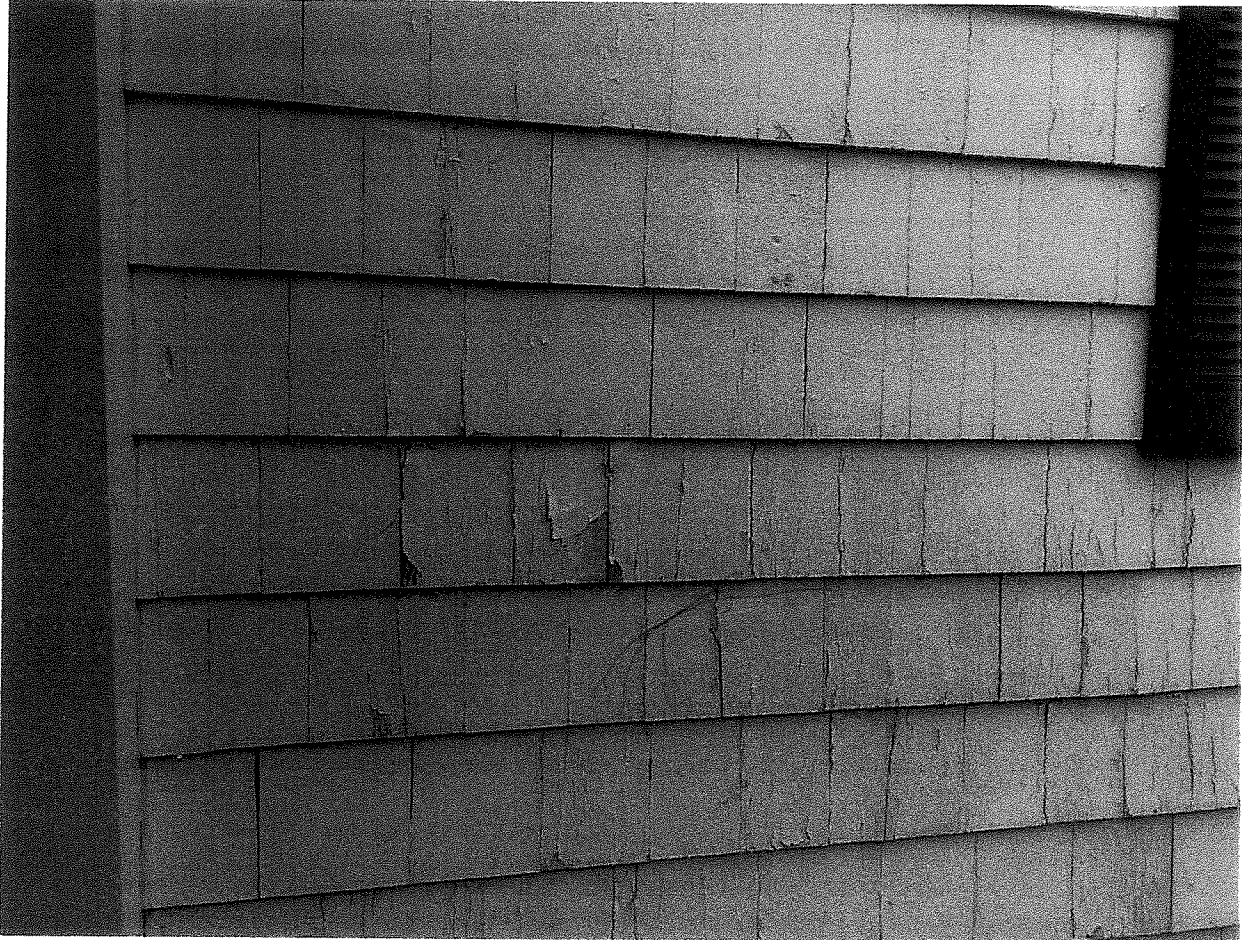
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Sincerely,

A handwritten signature in black ink, appearing to read "Ephrem Paraschak", written over a horizontal line.

Ephrem Paraschak
Town Manager

A section of the current siding at the 249 Libby Avenue Group Home



Current tub/shower at the 18 Deering Road group home

