

TENTATIVE AGENDA
REGULAR COUNCIL MEETING
THURSDAY, DECEMBER 8, 2016 at 4:30 PM

‘This is a fragrance free building. Please help us to accommodate our co-workers and clients who are chemically sensitive to fragrances and other scented products. Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products, and or similar products.’

1. Roll Call
2. Adjustments to the Agenda
3. Approval of the Minutes for the November 28, 2016 Regular Town Council Meetings.
4. Special Presentation: Joseph Jeromineck-Building for Recreation Department
5. Town Manager’s Report
6. ORDER #271-2016 Execution of the Warrant for December 1, 2016
7. ORDER #272-2016 Execution of the Warrant for December 8, 2016
8. ORDER #273-2016 Approval of a Liquor License Application (American Legion)
9. ORDER #274-2016 Approval of an Entertainment License Application (American Legion)
10. ORDER #275-2016 Approval of a Liquor License Application (Highland Tavern)
11. ORDER #276-2016 Approval of an Entertainment License Application (Highland Tavern)
12. ORDER #277-2016 Approval of a Victualers License Application (Allen/American Legion)
13. ORDER #278-2016 Approval of a Victualers License Application (Carr/Highland Tavern)
14. ORDER #279-2016 Approval to pay County Tax interest
15. ORDER #280-2016 Approval of a three-month electricity between the Town of Millinocket and AGERA ENERGY
16. ORDER #281-2016 Transfer of funds from the Road Construction Highway Block Grant to Paving Account
17. ORDER #282-2016 Adoption of Option two of the State Shore Land Regulations
18. ORDER #283-2017 Amendments to the Town Council Procedure Policy
19. Reports and Communications:
 - a. Warrant Committee for the December 22, 2016 Council Meeting Councilor McEwen and Councilor Stratton
 - b. Chair’s Committees Reports
20. Adjournment:

November 28, 2016

The Regular meeting of the Millinocket Town Council was brought to order by Chair Madore in Council Chambers at 4:30 P.M.

Roll Call:

Town Council Members Present:

Clark	Pelletier
Dumais -Excused	Pray
Madore-Chair	Stratton
McEwen	

Also Present: Town Manager John Davis, Deputy Town Clerk Diana Campbell, Police Chief Steven Kenyon and 6 citizens.

Adjustments to the Agenda: Addition to Manager's report.

Approval of minutes of the October 27, 2016 regular Town Council meeting.

Motion-Pray	Second-Clark	Vote 6-0
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Approval of minutes of the November 14, 2016 regular Town Council meeting.

Motion-Stratton	Second-Pray	Vote 5-0-1 Abstain-Pelletier
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Councilor Clark motion to amend Councilor Pray's name was added to swearing in of the new Town Council members.

Special Presentations: Anthony Filauro- Chair of the Planning Board spoke on shore land regulations pertaining to State while suggesting that the Town of Millinocket update the Town's regulations to comply with State recommended regulations.

Councilor Pray suggests to add language to read that State Statute cannot overwrite Town's regulations.

Councilor Stratton asks Anthony Filauro what is his professional opinion, Anthony Filauro responds he is not against being in compliance with the current State regulations.

Town Manager's Report:

*Town Council meetings will be held on regular scheduled Thursdays

*Pines pump station generator completion within the next couple of weeks, maintenance done in house a major savings for the Town, applauds WWTP employees for all their efforts

*Discussion between the Town and School Department pertaining to possible savings with an Agera Energy contract if combined, suggests wait until spring for any changes to current contract when costs are down.

*Meeting with representative of the Library and Town Attorney Dean Beaupain will be held on November 30, 2016 in hopes to bring an agreement back to the Town Council to accept.

*Thanks Paul Allen for his time and efforts he has spent on decorating the municipal building for this holiday session.

*Request Council direction whether or not to assist with the cost for paving done on Fern Street.

*Verifying liability within the mill parking lot pertaining to the opening of the gate for extended space to provide parking for Marathon attendees.

*Clarified that the Town Cemetery will stay open until the next snow fall.

Councilor Pray informs that Katahdin Revitalization will also meet on December 8, 2016, glad to hear that the Pines Pump Station Generator project has come to an end, anxious for the viewing of the library contract with the Town, shares his appreciation to Paul Allen for the holiday decorations to the Municipal building, states to stick with the original agreement to assist with the payment for paving done on Fern Street to which notes there wasn't an agreement. Councilor Stratton hopes a new contract with Agera will save on energy costs, glad a resolve with the library contract is underway, shares appreciation to Paul Allen for decorating the Municipal building, approves with assisting with paving costs on Fern Street.

Councilor McEwen approves of a new contract with Agera if savings in energy costs savings without contract penalties with withdrawn, appreciates all whom participated with holiday decorations throughout the community.

Councilor Clark shares he is glad to see the pump station generator is up and running, questions benefit of checking with other providers with concerns with an Agera Energy contract without doing so, glad to see a library contract is underway, thanks all efforts of decorating within the community, states that the paving on Fern Street was a safety issue for residents, notes that the Christmas Parade and Community Party will be held this coming weekend.

Councilor Pelletier agrees to a contract with Agera Energy if it saves the Town money without penalties, wishes to be excused from the December 8, 2016 Town Council meeting.

Susan D'Alessandro, State St, suggests a task force to be set up for the search in energy savings for the Town, shares her appreciation with Paul Allen efforts with the assisting with decorations for the community.

Chair Madore commends all in staff employees with the finalization with the generator at the pump station, approves of a short term Agera Energy contract in hopes of savings if there isn't a penalty for withdrawing early, looks forward to the closing of the library contract, applause all who decorated within the community, states that the Fern Street paving project was not budgeted for nor was there originally an agreement with the down to assist with payment, notes in favor of assisting with payment if reimbursement is available through funding through the LARP program.

*Manager clarifies contingent on LARP funds for reimbursement which are available in December.

Councilor Pray, Councilor Stratton, Councilor McEwen, Councilor Pelletier, all approve of payment if reimbursement of funds are available through Public Works direction, Councilor Clark abstains.

Old Business

New Business

ORDER #256-2016 PROVIDING FOR: Execution of the Warrant for November 17, 2016

IT IS ORDERED that the Warrant for November 17, 2016 in the amount of \$24,947.69 is hereby approved.

Motion – Clark

Second – Stratton

Vote 6-0

ORDER #257-2016 PROVIDING FOR: Execution of the Warrant for November 24, 2016

IT IS ORDERED that the Warrant for November 24, 2016 in the amount of \$37,153.19 is hereby approved.

Motion –Clark

Second –Stratton

Vote 6-0

ORDER #258-2016 PROVIDING FOR: Approval of an Application for a Malt, Spirituous and Vinous Liquor License The Blue Ox Saloon.

IT IS ORDERED that the attached application for a malt, spirituous and vinous liquor license is hereby approved for:

Thomas r. St. John, 61 Penobscot Avenue

d/b/a

The Blue Ox Saloon, 61 Penobscot Avenue

Motion –McEwen

Second –Stratton

Vote 6-0

Councilor Pray suggests adding questions to the application pertaining to any delinquencies in Town taxes.

Councilor Clark suggests checking with the Police Department for any substantial complaints and if they are frequent.

*Manager states he will contact the Town's attorney pertaining to the suggestions for questions and concerns.

ORDER #259-2016 PROVIDING FOR: Approval of Application for an Entertainment License for The Blue Ox Saloon,

IT IS ORDERED that the attached application for an Entertainment License is hereby approved for:

Thomas R. St. John, 61 Penobscot Avenue

d/b/a

The Blue Ox Saloon, 61 Penobscot Avenue

Motion –Stratton

Second –Pray

Vote 6-0

ORDER #260-2016 PROVIDING FOR: Approval of an Application for a Malt, Spirituous and Vinous Liquor License for Millinocket Elks Lodge #1521.

IT IS ORDERED that the attached application for a malt, spirituous and vinous liquor license is hereby approved for:

Millinocket Elks Lodge #1521, 213 Aroostook Avenue

d/b/a

Millinocket Elks Lodge #1521, 213 Aroostook Avenue.

Motion –Pray

Second –Stratton

Vote 6-0

ORDER #261-2016 PROVIDING FOR: Approval of Application for an Entertainment License for Millinocket Elks Lodge #1521,

IT IS ORDERED that the attached application for an Entertainment License is hereby approved for:

Millinocket Elks Lodge #1521, 213 Aroostook Avenue
d/b/a

Millinocket Elks Lodge #1521, 213 Aroostook Avenue

Motion –Pelletier

Second –Stratton

Vote 6-0

ORDER #262-2016 PROVIDING FOR: Approval of an Application for a Malt, Spirituous and Vinous Liquor License for Francis E Elliot VFW Post 4154.

IT IS ORDERED that the attached application for a malt, spirituous and vinous liquor license is hereby approved for:

Francis E. Elliott VFW Post 4154, 40 Oxford Street

d/b/a

VFW Post 4154, 40 Oxford Street

Motion –Clark

Second –Stratton

Vote 6-0

ORDER #263-2016 PROVIDING FOR: Approval of Application for an Entertainment License for Francis E. Elliott

IT IS ORDERED that the attached application for an Entertainment License is hereby approved for:

Francis E. Elliott, 40 Oxford Street

d/b/a

VFW Post 4154, 40 Oxford Street

Motion –McEwen

Second –Stratton

Vote 6-0

ORDER #264-2016 PROVIDING FOR: Approval of an Application for a Malt, Spirituous and Vinous Liquor License for Hotel Terrace.

IT IS ORDERED that the attached application for a malt, spirituous and vinous liquor license is hereby approved for:

Ruth Leet, 52 Medway Road

d/b/a

Hotel Terrace, 52 Medway Road.

Motion-Stratton

Second-Pray

Vote 6-0

ORDER #265-2016 PROVIDING FOR: Approval of Application for an Entertainment License for Ruth Leet

IT IS ORDERED that the attached application for an Entertainment License is hereby approved for:

Ruth Leet, 52 Medway Road

d/b/a

Ruth Leet, 52 Medway Road

Motion-Pray

Second-Stratton

Vote 6-0

ORDER #266-2016 PROVIDING FOR: Appointment to the Planning Board

IT IS ORDERED that Thomas Malcolm is appointed to serve as a member of the Planning Board for a term of four years to finish out a vacant five year term ending in November 2020.

Motion-Pelletier

Second-Clark

Vote 6-0

ORDER #267-2016 PROVIDING FOR: Purchase of an ad in the Paper Talks Magazine.

IT IS ORDERED that the Millinocket Town Council authorize the purchase of a One Fifteenth Page ad in the Paper Talks Magazine at a cost of \$255 C.O.D. or a prepaid cost of \$242.00.

NOTE: The next edition will feature a story about a Millinocket couple and will also provide the Town with 40 free copies of the magazine. The cost for the ad will be taken from the Administration Business Misc. account #0112-4041.

Motion-Clark

Second-Stratton-Rescind

Chair Madore requested a five (5) minute recess Second-Clark

Recess @5:25p.m.
Back in Session @5:30 p.m.
Motion dies with lack of Second.

ORDER #268-2016 PROVIDING FOR: A spending cap for emergency services for animals brought to the emergency Veterinary Clinic in Brewer, Maine.

IT IS ORDERED that a cap of \$200.00 be implemented for emergency services when the Millinocket Animal Control Officer needs to bring an animal to the Veterinary Clinic in Brewer, Maine.

Motion-McEwen Second-Stratton Vote 5-1 Opposed-Pelletier

ORDER #269-2016 PROVIDING FOR: Authorization to purchase Memorial Day flags.

IT IS ORDERED that the Millinocket Town Council approves the expenditure of \$1,180.00 to be taken out of the Public Health and Welfare Account # 0816-3812 to purchase Memorial Day flags to be placed at the Millinocket Cemetery.

NOTE: The Town did not budget anything for this line. In order to purchase the flags, we will have to transfer \$1,180 to this account.

Motion-Stratton Second-Clark Vote 6-0

ORDER #270-2016 PROVIDING FOR: Election to the Municipal Review Committee.

IT IS ORDERED that the Millinocket Town Council cast its ballot for _____
to fill a three year term from January 1, 2017, to December 31, 2019, on the Municipal Review Committee.

NOTE: The three highest vote totals will fill the the three year terms from January 1, 2017, to December 31, 2019. The candidate receiving the fourth highest vote total will fill the vacancy from January 1, 2017, to December 31, 2018.

Motion-Pray Second-
Chair Madore Motion to elect Gary Bowman from Oakland
Second-Pelletier

Vote 4-2

Motion to elect Irene L. Belanger

Second-

Vote 2-4

Chair Madore states passing by 4-2 to vote for Gary Bowman.

Reports and Communications:

- a. Warrant Committee for the December 8, 2016 Council Meeting is Chair Madore and Councilor Pray
Chair's Committees Reports:

- b. Adjournment: Motion to adjourn at 5:45 p.m. – Pelletier Second – Stratton Vote 6-0

ORDER #271-2016

PROVIDING FOR: Execution of the Warrant for December 1, 2016

IT IS ORDERED that the Warrant for December 1, 2016 in the amount of \$ _____
is hereby approved.

Passed by the Town Council _____

Attest: _____

ORDER #272-2016

PROVIDING FOR: Execution of the Warrant for December 8, 2016

IT IS ORDERED that the Warrant for December 8, 2016 in the amount of \$ _____
is hereby approved.

Passed by the Town Council _____

Attest: _____

Manager's Report December 8, 2016

Council Meeting Schedule-Council Chambers

Thurs. Dec. 22, 2016	4:30 p.m.	Regular Meeting
Thurs. Jan. 12, 2017	4:30 p.m.	Regular Meeting

Cemetery Closing

Due to weather conditions, the Cemetery will be closed as of November 29th, 2016. It will reopen sometime in the spring of 2017.

Snow Plowing

It is that time of year again to caution residents about where they are plowing their snow. People should not be plowing snow across the road onto vacant lots and fields, nor are they allowed to plow snow onto sidewalks.

Marathon

The marathon will take place on Saturday, December 10th, at 10 a.m. I have attached a copy of the schedule of events for the entire weekend as well as a copy of the course map. I urge anyone that is available to get out and support this effort. There will be a press conference at Designlab on Friday, December 9th, at 2:00 p.m. to kick the event off.



Millinocket Public Works Department

Memo

To: Chip Lamson
From: Ralph Soucier
Date: November 29, 2016
CC: Harold Davis, Town Manager
Re: Millinocket Cemetery

Dear Chip,

The purpose of this letter is to inform you that the Millinocket Cemetery is closed for burials now as of November 29, 2016 due to weather conditions.

We had an excellent year working with you and your staff, and are looking forward to doing business again this coming spring of 2017.

Have a Safe and Happy Holiday!

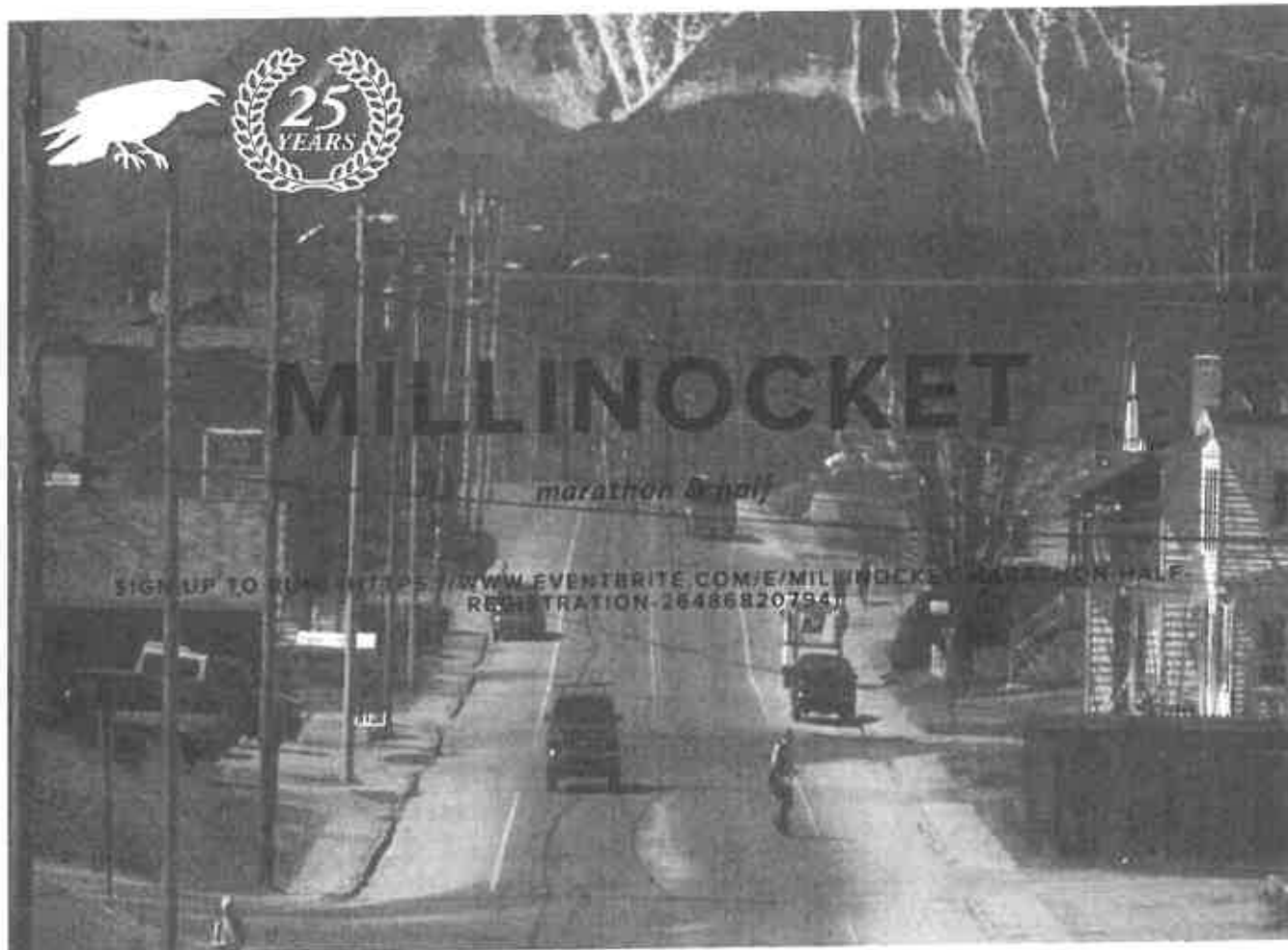
Sincerely,

A handwritten signature in cursive script, appearing to read "R. Soucier".

Ralph Soucier,

Public Works Director

(<http://live-results.runmdi.org/>)
 Latest Results: MDI Marathon, Half & Relay



More Races

**MILLINOCKET
 MARATHON & HALF
 (/MILLINOCKET-
 MARATHON-HALF/)**

**STREAK-100
 (/STREAK100/)**

**BOSTON NEW YEARS
 RUN (/BOSTON-NEW-
 YEARS-RUN/)**

**GCI 50K ULTRA (/GCI-
 50K-ULTRA-
 MARATHON/)**

The Millinocket Marathon & Half RACE OVERVIEW

This FREE event was started in 2015 to help a struggling Maine mill town that has been devastated by the closing of their major employer. Runner's World Magazine picked up the story (<http://www.runnersworld.com/races/in-a-struggling-community-runners-come-to-help>) shortly after our first edition and the rest is.... as they say, history!

Subsequent press by local, regional and national print, TV and electronic media sources helped attract over 1000 entrants in just a few weeks from all across the USA and beyond for our much anticipated second edition!

(Read more about the event [HERE](#)

(<http://bangordailynews.com/2015/12/08/news/penobscot/marathon-event-to-benefit-struggling-katahdin-region/>) and [HERE](#)

(<http://bangordailynews.com/2016/01/25/news/penobscot/organizer-says-millinocket-race-attracted-national-attention/>) as reported by the BDN)

The only requirement for runners is that they support local businesses and contribute to the Katahdin region in some way. Participants are also strongly encouraged to make plans now for lodging as many properties are either at or very near capacity. (see lodging links below)

In the spirit of leaving more than our footprints in Millinocket and in the Katahdin region we have also set up fundraisers in support of two important local non-profit organizations including, 'Our Katahdin'- [HERE](#)

(<https://www.crowdrise.com/themillinocketmarat/fundraiser/crowathletics>) and

'Millinocket Memorial Library' - [HERE](#)

(<https://www.crowdrise.com/millinocketmarathon/fundraiser/crowathletics>), please contribute generously.

Thank You VERY Much!

IMPORTANT NOTE: *We had to change registration companies midstream so some participants are registered thru Race It [HERE](#)*

(<https://www.raceit.com/Register/registantSearch.aspx?event=35716>) and other participants are registered thru Eventbrite [HERE](#)

(<https://www.eventbrite.com/e/millinocket-marathon-half-registration-26486820794>) (scroll to bottom of page) ALL participants whose names appear on EITHER list are fully registered. Your name(s) will NOT appear on both lists.

NEW!

As we all know this event was created solely to help the town & people of Millinocket, and the entire Katahdin region. It was never our intention for the town or region to have to do anything for us... Well, as we also know it's not how real Mainer's roll and the entire region is both excited and energized! With that said, there are many, many dinners, activities and other things planned. PLEASE please patronize all of these events:

- Dec 9- **Spaghetti Dinner**; 4:30 - 6:00pm Stearns HS: [HERE](#)
(<https://www.facebook.com/events/1684533781771537/>)

- Dec 9 - **Pre-Race Dinner**; 4:00 - 7:00pm Northern Timber Cruisers:
HERE (<https://www.facebook.com/events/1684533781771537/>)
- Dec 9 - **Registration and Artisan Fair**; 12:00 - 5:00pm Stearns HS:
HERE (<https://www.facebook.com/events/1810717012508019/>)

DETAILS:

RACE DATE: Saturday December 10th, 2016

START TIME: 10:00AM

START LOCATION: 27 Poplar Street, Millinocket ME, 04462

CONNECT: Via our Facebook Page HERE
(<https://www.facebook.com/RunMillinocket/>)

REGISTRATION: HERE (<https://www.eventbrite.com/e/millinocket-marathon-half-registration-26486820794>) (****IMPORTANT NOTE!!**** *We have now reached capacity for our 2016 event.*)

OFFICIAL ENTRANTS LIST: HERE
(<https://www.raceit.com/Register/registantSearch.aspx?event=35716>)
and/or HERE (<https://www.eventbrite.com/e/millinocket-marathon-half-registration-26486820794>)(see list at bottom of page)

COURSE MAP: HERE (<http://www.mapmyrun.com/routes/view/926331535>)

QUESTIONS: HERE (<https://www.facebook.com/events/860359054066117>)
(via our facebook event listing)

LODGING, DINING & ACTIVITIES: HERE
(<http://www.KatahdinMaine.com>)

SHOP MILLINOCKET: HERE (<https://www.facebook.com/Shop-Millinocket-198903197124169>)

RACE SHIRTS & MORE: HERE (<https://squareup.com/store/moosedropin>)

RACE PHOTOS: HERE
(<http://rjmoorephotography.shootproof.com/gallery/millinocketmarathon2015/>)

PAST RESULTS: 2015
(http://www.coolrunning.com/results/15/me/Dec12_Millin_set2.shtml)

NEW ENGLAND OUTDOOR CENTER LODGING: HERE

(<https://www.neoc.com/millinocket-marathon-lodging-accommodation/>)

MEDALS! The **ONLY** way you will get a medal when you finish is by pre-ordering them. (*duh! the race is free!*) There are two designs (*handmade by and to benefit people who live in Millinocket*) **Order both now! HERE** (<https://squareup.com/store/moosedropin/item/conquered-millinocket-wooden-medal-pre-order>) and **HERE** (<https://squareup.com/store/moosedropin/item/run-millinocket>)

NOTES:

- Our event is NOW USATF certified for our 2016 edition making it a Boston Marathon qualifier.
- The course is two loop circuit, half marathon is one loop, full marathon is two.
- The race will be timed and there will be official results. (*all donated services!*)
- Participants should not attend our event with the typical race mindset, 'how many perks will I receive?' instead please come run and support this town (*remember nobody paid an entry fee!*)
- The event won't be supplying race shirts but the **Moose Drop In**, a local business, has created a wonderful design! We highly recommend shopping now (<https://squareup.com/store/moosedropin>) for **official race shirts** and for other fun and locally crafted race bling!
- Individuals, businesses or organizations that have goods or services that they would like to share with runners as in-kind sponsors of this event are highly encouraged to attend.
- There is a pasta dinner, a craft fair/expo, bib pick up as well as an epic Saturday after party and a whole lot more in the works! This is definitely not a just run and leave event. Make plans now to come for the night or the weekend or forever works fine too!

Q AND A:

Q. Will it be cold? A. It very well could be frigid, this is Northern Maine in the

winter! (last year the weather was very mild!)

Q. Where exactly is Millinocket? A. It's located about 1.5 hours north of Bangor ME.

Q. Will I see a Moose? A. Very likely!

Q. Is the course hilly? A. If you are from Maine nope, if you are from Kansas, we're thinking maybe so!

Q. Is it pretty there? A. It is absolutely stunningly beautiful and gorgeous!

If you have additional questions please contact us (/home) but mostly stop asking so many questions and just come have fun!!

#RUNMILLINOCKET • DECEMBER 10, 2016

this event is proudly supported by Crow Athletics (/home)

WE ARE MILLINOCKET

(http (http (http

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[SIGN UP WITH EMAIL \(/AUTH/SIGNUP/\)](#)

[Routes \(/maps/\)](#) [Find a Route \(/routes/\)](#) [Route Details](#)

MILLINOCKET MARATHON & HALF

DISTANCE
13.13
miles

CLIMB
551 ft

BEGINS IN: Millinocket, ME, United States

CREATED BY: garyallen262

DESCRIPTION: This is a 13.13 mi route in Millinocket, ME, United States. The route has a total ascent of 551.0 ft and has a maximum elevation of 672.41 ft. This route was created by garyallen262 (/profile/399028/) on 11/22/2015. [View other maps \(/profile/399028/\)](#) that garyallen262 has done or [find similar maps \(/us/\)](#).

TYPE: Run

AVAIL. POINTS

0



AMERICAN FAMILY
INSURANCE

[CREATE A ROUTE \(/ROUTES/CREATE/\)](#)

[CREATE A COURSE \(HTTPS://WWW.MAPMYRUN.COM/AUTH/LOGIN/?NEXT=/COURSES/CREATE/926331535\)](#)

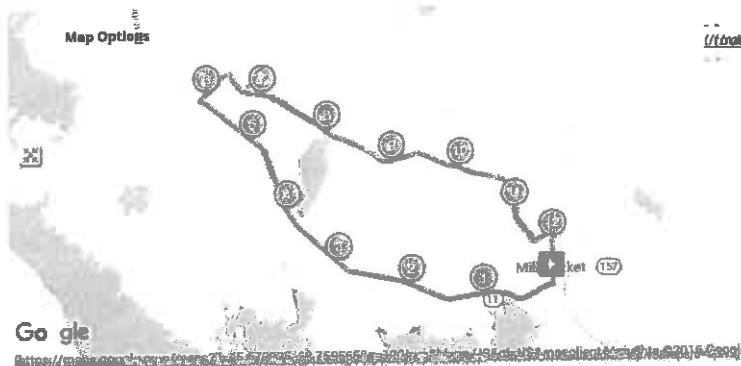
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SHARE:

ACTIONS PRINT

[SEND TO PHONE \(HTTPS://WWW.MAPMYRUN.COM/AUTH/LOGIN/?NEXT=%2FROUTES%2FVIEW%2F926331535\)](#)

[BOOKMARK](#)



TOP COURSES

There are no courses on this route.

ROUTE INFO

[Export this Route \(GPX, KML\)](#)

[View 3D Video of this Map | Large Version](#)

[View Route Full Screen \(/routes/fullscreen/926331535/\)](#)

[Add this Route to Your Site](#)

Times Done: 4 - Viewed: 0 - Bookmarked: 24

Support

[http://](#)

ELEVATION (ft)

612
510
408
306

START ELEVATION
375 FT

MAX ELEVATION
672 FT

GAIN
551 FT

CLIMBS ON ROUTE



SIMILAR MILLINOCKET, ME, UNITED STATES
MAP
[View More \(/us/\)](#)

CLIMB DETAILS

[Learn About Climb Ratings \(/routes/climb-information/\)](#)

[Download Data](#)

Rating	Start/End Points	Length	Start/End Elevation	Avg Grade
	0.06 mi/5.44 mi	5.38 mi	388 ft/666 ft	1.0%

COURSES ON ROUTE

There are no courses on this route.

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[/app/](#)

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[Shop the Store \(/http://www.underarmour.com/shop/us/en/all/accessories/fitness-devices?CID=MMF|REF|Site|Shop\)](#)

SITES

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[MapMyHike \(/www.mapmyhike.com/\)](#) [UA.com \(/https://www.underarmour.com/en-us/?cid=MMF|REF|MMRun|Site\)](#)

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Support

[\(http://](#)

ORDER #273-2016

PROVIDING FOR: Approval of an Application for a Malt, Spirituous and Vinous Liquor License for American Legion Post 80.

IT IS ORDERED that the attached application for a malt, spirituous and vinous liquor license is hereby approved for:

Richard Edwin Allen, 970 Central Street
d/b/a
American Legion Post 80, 970 Central Street

Passed by the Town Council _____

Attest: _____

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

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

NEW application: ☐ Yes ☒ No

PRESENT LICENSE EXPIRES _____

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 NO FOOD (Class I-A) | |
| <input type="checkbox"/> CLUB w/o Catering (Class V) | <input checked="" 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>American Legion Post 80</u>		Business Name (D/B/A) <u>American Legion Post 80</u>	
APPLICANT(S) - (Sole Proprietor) <u>RICHARD EDWIN ALLEN</u>		DOB: <u>05-02-1965</u>	
DOB: _____		Physical Location: <u>Millinocket, Maine 04462</u>	
Address <u>970 Central St.</u>		City/Town State Zip Code <u>970 Central St.</u>	
Mailing Address <u>Millinocket, Maine 04462</u>		City/Town State Zip Code <u>207-723-8088</u>	
Telephone Number Fax Number <u>207-723-8088</u>		Business Telephone Number Fax Number <u>207-723-8088</u>	
Federal I.D. # <u>01-6038550</u>		Seller Certificate #: or Sales Tax #: <u>6092405</u>	
Email Address: Please Print _____		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 \$ _____ LIQUOR \$ _____
- 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 permit dancing or entertainment on the licensed premises? YES ☒ NO ☐

5. If manager is to be employed, give name: _____

6. Business records are located at: _____

7. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐

8. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

9. 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
THARD EDWIN ALLEN	05-02-1968	Middleboro MA.

Residence address on all of the above for previous 5 years (Limit answer to city & state)

10. 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)

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

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

13. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: _____

14. Describe in detail the premises to be licensed: (On Premise Diagram Required) _____

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

16. 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? 1/2 Which of the above is nearest? School

17. 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

Richard Edwin Allen Please sign in blue ink
Signature of Applicant or Corporate Officer(s)

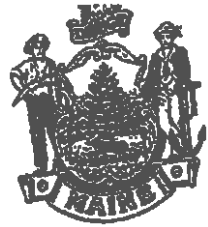
Signature of Applicant or Corporate Officer(s)

RICHARD EDWIN ALLEN
Print Name

Print Name

MAINE DEPT OF PUBLIC SAFETY

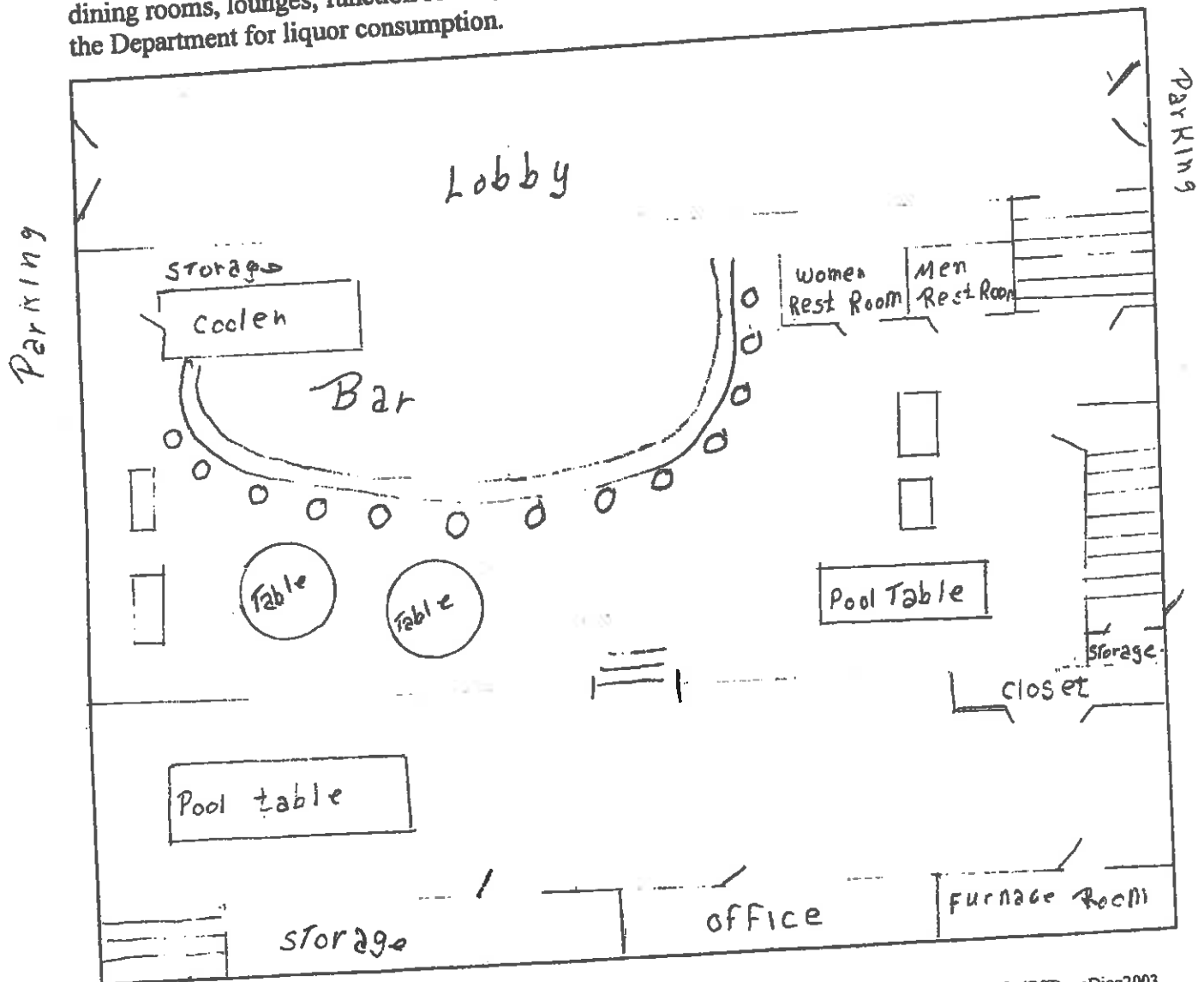
STATE OF MAINE
Liquor Licensing & Inspection Division
164 State House Station
Augusta ME 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424



SUPPLEMENTAL APPLICATION FORM ON-PREMISE DIAGRAM

In an effort to clearly define your license premise and the areas that consumption and storage of liquor is allowed, The Liquor Licensing & Inspection Division is requiring 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, decks and all areas that you are requesting approval from the Department for liquor consumption.





Bureau of Alcoholic Beverages
Division of Liquor Licensing & Enforcement
 8 State House Station
 Augusta, ME 04333-0008
 Tel: (207) 624-7220 Fax: (207) 287-3434

**The following licenses/permits must be obtained
 prior to your permanent liquor license being issued:**

ON PREMISE LICENSES

Obtained	License/Permit	State Agency to Contact	Telephone Number
	Seller Certificate or Sales Tax Number	Maine Revenue Services www.maine.gov/revenue	(207) 624-9693
	Health License	Health and Human Services www.maine.gov/dhhs	(207) 287 5671
	Victualer's License	Municipality where premise is located.	
	Shellfish License	Marine Recourses www.maine.gov/dmr	(207) 624-6550
	Dance License	Fire Marshall's Office www.maine.gov/dps/fmo	(207) 626-3882
	Federal I.D. Number	www.irs.gov	(800) 829-4933
	Municipal Approval needed for ALL applications	Municipality where premise is located.	
	Corporation Names & Doing Business As Names	Secretary of State www.maine.gov/sos	(207) 624-7752

OFF PREMISE LICENSES

Obtained	License/Permit	State Agency to Contact	Telephone Number
	Retailer Certificate or Sales Tax Number	Maine Revenue Services www.maine.gov/revenue	(207) 624-9693
	Health License	Health and Human Services www.maine.gov/dhhs	(207) 287-5671
	Victualer's License	Municipality where premise is located	
	Agriculture License	Agriculture www.maine.gov/dacf/qar	(207) 287-3841
	Tobacco License	Health and Human Services www.maine.gov/dhhs	(207) 287-5671
	Federal I.D. Number	www.irs.gov	(800) 829-4933
	Federal Reselling Number	www.ttb.gov	(800) 937-8864
	Corporation Names & Doing Business As Names	Secretary of State www.maine.gov/sos	(207) 624-7752



**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 04333-0008
TELEPHONE: (207) 624-7220
FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV**

NOTICE

To avoid any delay in the processing of your application and issuance of your liquor license, please make sure that:

1. You completed the application in full. (Please allow us 30 days to process)
2. Application is signed by the owner(s), corporate officer(s).
3. The application is signed by the Town or City Municipal Officers or County Commissioners.
4. The license fee is correct, you have included the \$10.00 filing fee and the check is made out to Treasurer, State of Maine.
5. Your room, food and liquor gross income for the year is filled in (if applicable).
6. A diagram of the premises to be licensed accompanies the application.
7. If business is located in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
8. Corporations, limited liability companies, partnerships must complete and submit the Corporate Information Required for Business Entities who are Licensees.
9. If not a publicly traded entity, ownership must add up to 100%.

STATE OF MAINE

Dated at:

Millinocket
City/Town

Maine

Penobscot
(County)

On:

December 8, 2016
Date

The undersigned being:

☒ Municipal Officers☐ County Commissioners

of the

☐ City☒ Town☐ Plantation☐ Unincorporated Place

of:

Millinocket

Maine

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

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE -- SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. 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:

ORDER #274-2016

PROVIDING FOR: Approval of Application for an Entertainment License for Richard E. Allen

IT IS ORDERED that the attached application for an Entertainment License is hereby approved for:

Richard E. Allen, 456 Island Falls Road, Sherman
d/b/a
American Legion Post 80, 970 Central Street, Millinocket

Passed by the Town Council_____

Attest:_____

PAID DEC 1 2016

25.00

TOWN OF MILLINOCKET

APPLICATION FOR A SPECIAL AMUSEMENT LICENSE

NAME OF APPLICANT Richard E. Allen RESIDENCE Sherman ME.

NAME OF BUSINESS American Legion Post 80 ADDRESS 970 Central St
Millinocket ME 04462

NATURE OF BUSINESS _____ LOCATION TO BE USED _____

RESIDENCES OF APPLICANT IN LAST FIVE YEARS:

456 Island Falls Rd Sherman, Maine 04776

HAS APPLICANT HAD A LICENSE DENIED OR REVOKED?
IF YES, CIRCUMSTANCES ARE SPECIFICALLY AS FOLLOWS:

YES _____ NO ☒

HAVE YOU (INCLUDING PARTNERS OR CORPORATE OFFICERS) EVER BEEN CONVICTED OF A
FELONY? YES _____ NO ☒
IF YES, WHO - CIRCUMSTANCES ARE AS FOLLOWS:

COPY OF CURRENT LIQUOR LICENSE (IF APPLICABLE).

OTHER INFORMATION MAY BE REQUESTED BY THE MUNICIPAL OFFICERS.



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
3015	01/01/2016	12/31/2016

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: AMERICAN LEGION, DONALD V. HENRY POST #80
Business Name of Licensee: AMERICAN LEGION POST #80 DONALD V. HENRY
Address of Licensee: 970 OUTER CENTRAL STREET
MILLINOCKET, ME

CODE	License Type and Description	FEE
1101	CLASS I - SPIRIT, VINOUS, AND MALT - CLUB WITH CATERING PRIVILEGES	\$900.00
2630	FILING FEE	10.00

Total Fees:

\$ 910.00

AMERICAN LEGION POST #80 DONALD V.
HENRY
970 OUTER CENTRAL STREET
MILLINOCKET, ME 04462

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

ORDER #275-2016

PROVIDING FOR: Approval of an Application for a Malt, Spirituous and Vinous Liquor License for Katahdin Services, LLC Highland Tavern.

IT IS ORDERED that the attached application for a malt, spirituous and vinous liquor license is hereby approved for:

Christopher Carr, 973 Central Street

d/b/a

Katahdin Services, LLC/Highland Tavern, 973 Central Street

Passed by the Town Council _____

Attest: _____

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

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

NEW application: ☒ Yes ☐ No

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

INDICATE TYPE OF LICENSE:

- ☐ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)
☒ HOTEL (Class I,II,III,IV) ☐ HOTEL NO FOOD (Class I-A)
☐ CLUB w/o Catering (Class V) ☐ CLUB with CATERING (Class I) ☐ GOLF COURSE (Class I,II,III,IV)
☐ TAVERN (Class IV) ☐ QUALIFIED CATERING ☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>Katahdin Services LLC</u>		Business Name (D/B/A) <u>Katahdin Services LLC Highland Tavern</u>	
APPLICANT(S) - (Sole Proprietor) <u>Christopher Carr</u>		DOB: <u>10/11/71</u>	
Address <u>973 Central St.</u>		City/Town <u>Millbrook ME</u>	
State <u>ME</u>		Zip Code <u>04462</u>	
City/Town <u>207 723 9746</u>		State <u>723 9747</u>	
Telephone Number <u>207 723 9746</u>		Fax Number <u>723-9747</u>	
Federal I.D. # <u>81-4579834</u>		Business Telephone Number <u>207-723 9746</u>	
Email Address: <u>Carnage723@yahoo.com</u>		Fax Number <u>723-9747</u>	
Please Print <u>Carnage723@yahoo.com</u>		Seller Certificate #: or Sales Tax #:	
		Website:	

If business is NEW or under new ownership, indicate starting date: 1/1/17

Requested inspection date: 1/3/17 Business hours: 4-10

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: 26

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 permit dancing or entertainment on the licensed premises? YES ☒ NO ☐

5. If manager is to be employed, give name: _____

6. Business records are located at: 973 Central St.

7. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐

8. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

9. 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
Christopher Carr	10/11/71	Milneacht ME
*Julienne Kapelson	11/6/88	Boston, MA

Residence address on all of the above for previous 5 years (Limit answer to city & state)

Milneacht ME

10. 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)

11. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?

Yes ☐ No ☒ If Yes, give name: _____

12. Has/have applicant(s) formerly held a Maine liquor license?

YES ☒ NO ☒

13. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: _____

14. Describe in detail the premises to be licensed: (On Premise Diagram Required)

Hotel and Lounge

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

16. 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? 1/2 mile Which of the above is nearest? Church

17. 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: Machussawugus, Foster Maine Development Corp. B&D Management

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

Christopher Carr

Signature of Applicant or Corporate Officer(s)

Christopher Carr

Print Name

Please sign in blue ink

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.

STATE OF MAINE

Dated at:

Millinocket

, Maine

Lebanon

(County)

On:

December 8, 2016

Date

The undersigned being:

☒ Municipal Officers☐ County Commissioners

of the

☐ City☒ Town☐ Plantation☐ Unincorporated Place

of:

Millinocket

, Maine

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

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE - SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. 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.

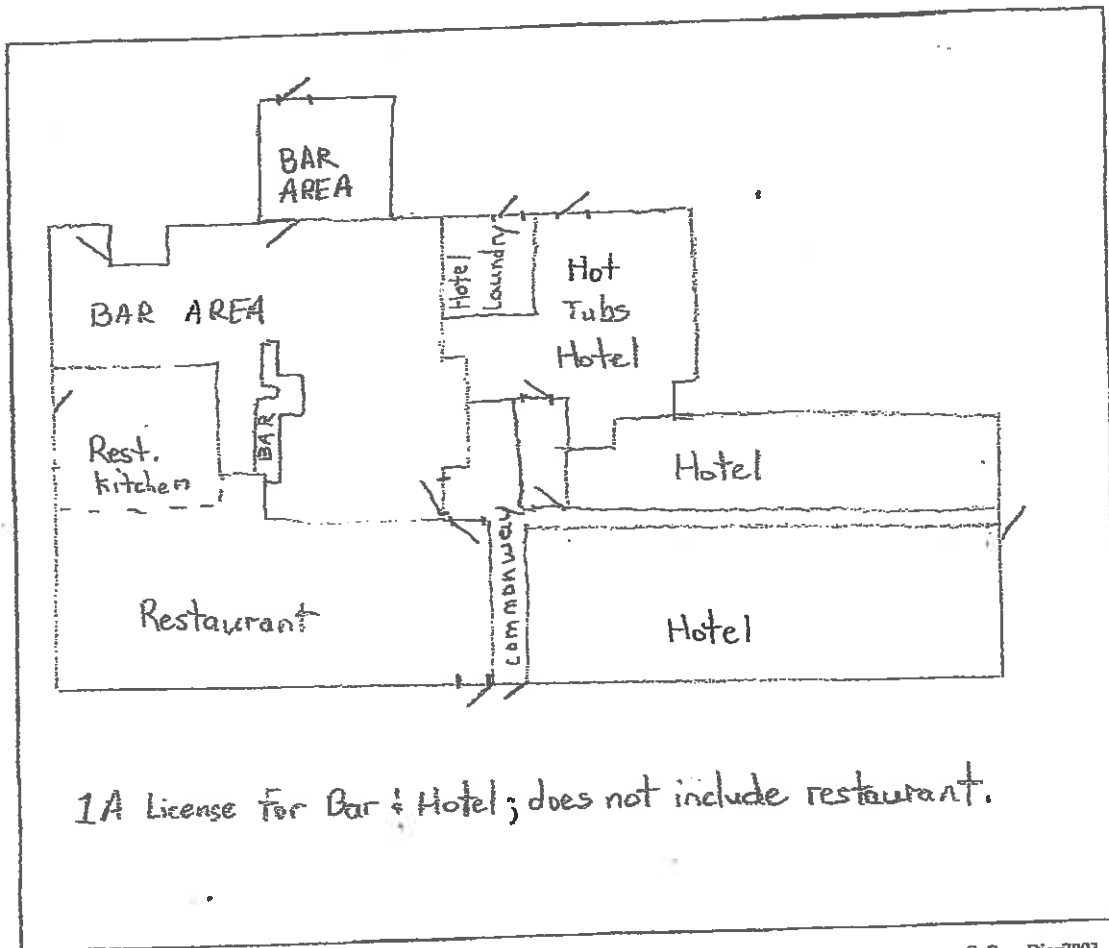
Your local City or Towns signature(s) are on the forms.

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.



OnFromDiag2003

TOTAL P.08

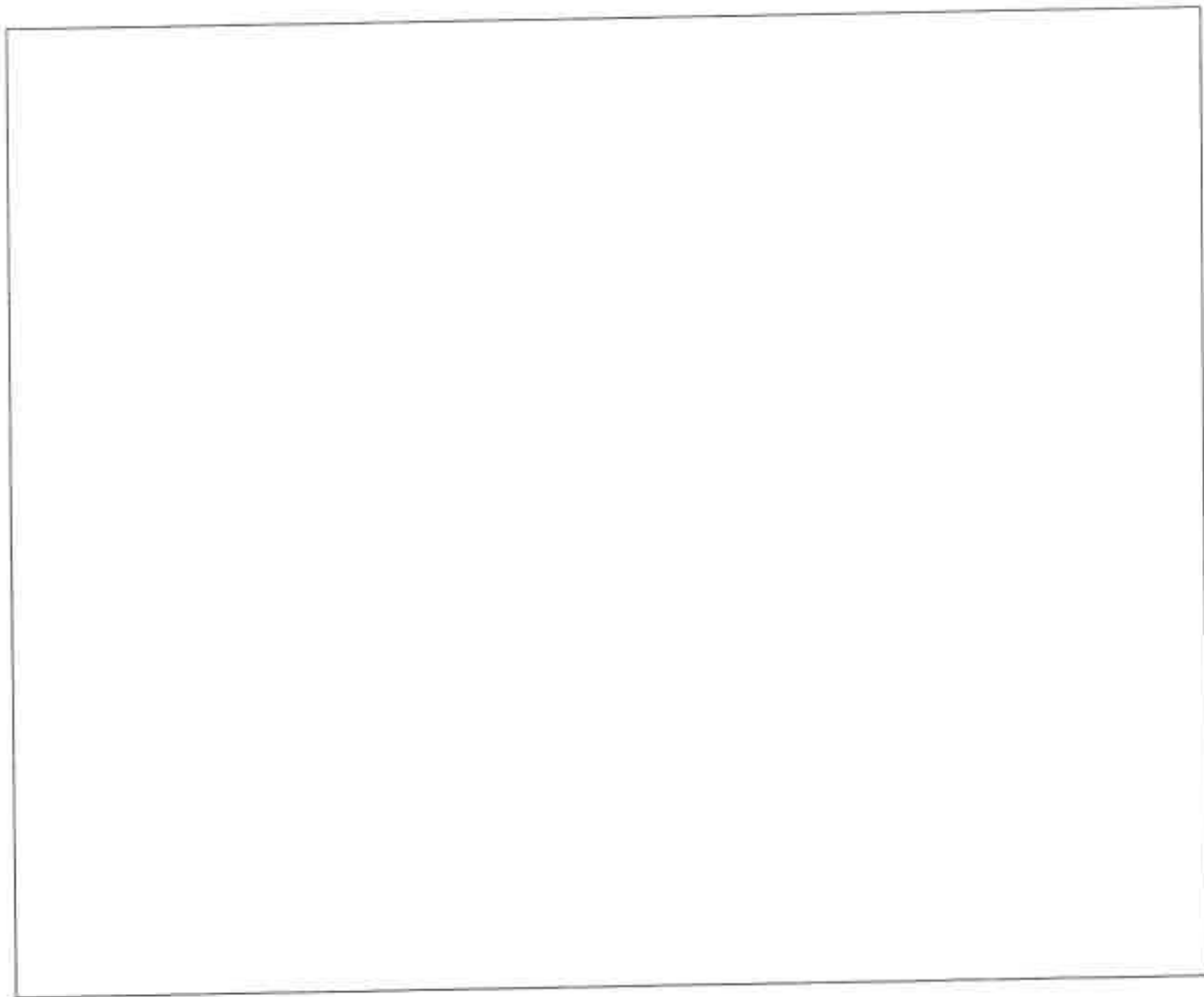
*Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov*

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 ☐ No ☐

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.

1. Exact legal name: Katahdin Services LLC
2. Doing Business As, if any: Highland Tavern
3. Date of filing with Secretary of State: 12/16 State in which you are formed: ME
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:
N/A
5. 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 %
Christopher Carr	115 Massachusetts Ave Millis MA 04462	10/11/71	Pres	100%

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

6. If Co-Op # of members: N/A (list primary officers in the above boxes)

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

Yes ☐ No ☒ If Yes, Name: _____ Agency: _____

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

Yes ☐ No ☒

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

Name: _____

Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

Signature of Duly Authorized Person Date

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

ORDER #276-2016

PROVIDING FOR: Approval of Application for an Entertainment License for Christopher Carr

IT IS ORDERED that the attached application for an Entertainment License is hereby approved for:

Christopher Carr, 115 Massachusetts Avenue,
d/b/a
Highland Tavern, 973 Central Street

Passed by the Town Council _____

Attest: _____

#25-0

TOWN OF MILLINOCKET

APPLICATION FOR A SPECIAL AMUSEMENT LICENSE

NAME OF APPLICANT Christopher Carr RESIDENCE 115 Mass. Ave
Millinocket ME

NAME OF BUSINESS Highland Tavern ADDRESS 973 Central St.
Millinocket ME

NATURE OF BUSINESS liquor sales Entertainment LOCATION TO BE USED 973 Central St.

RESIDENCES OF APPLICANT IN LAST FIVE YEARS:

Millinocket ME 6
115 Mass. Ave Millinocket ME 04462

HAS APPLICANT HAD A LICENSE DENIED OR REVOKED? YES _____ NO X
IF YES, CIRCUMSTANCES ARE SPECIFICALLY AS FOLLOWS:

HAVE YOU (INCLUDING PARTNERS OR CORPORATE OFFICERS) EVER BEEN CONVICTED OF A
FELONY? YES _____ NO X
IF YES, WHO - CIRCUMSTANCES ARE AS FOLLOWS:

COPY OF CURRENT LIQUOR LICENSE (IF APPLICABLE). not available yet

OTHER INFORMATION MAY BE REQUESTED BY THE MUNICIPAL OFFICERS.

ORDER #277-2016

PROVIDING FOR: Approval of Application for a Victualer's License

IT IS ORDERED that the attached application for a Victualer's Licenses is hereby approved for:

Richard E. Allen, 456 Island Falls Road, Sherman, Maine
d/b/a
American Legion Post 80, 970 Central Street, Millinocket

Passed by the Town Council _____

Attest: _____

25.00

TOWN OF MILLINOCKT

PAID DEC 9 2011

APPLICATION FOR A VICTUALERS LICENSE

1. NAME OF APPLICANT Richard E. Allen
2. PHONE NUMBER OF APPLICANT 207-267-4891
3. RESIDENCE OF APPLICANT 456 Island Falls Rd Sherman ME 04776
4. NAME OF BUSINESS American Legion Post # 80
5. PHONE NUMBER OF BUSINESS 207-723-8088
6. BUSINESS ADDRESS 970 Central St Millinocket ME 04462
7. NATURE OF BUSINESS Club with catering
8. LOCATION TO BE USED _____
9. RESIDENCE OF APPLICANT IN LAST FIVE YEARS
456 Island Falls Rd Sherman, Maine. 04776

10. LIST OF PRINCIPAL OFFICERS, TITLES, AND ADDRESSES FOR THE PAST THREE YEARS
Richard Allen COMMANDER 456 Island Falls Rd Sherman ME 04776
Michael A. McKowicki FINANCIAL MEDWAY ME 04460
Larry Robbins BARMANAGER 99 Pamela Park Millinocket ME 04462

11. DESCRIPTION OF PREMISES TO BE LICENSED

(PLEASE INCLUDE CURRENT COPY OF YOUR STATE OF MAINE DEPARTMENT OF HUMAN SERVICES FOOD VENDOR'S LICENSE)

State of Maine
DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 3202

EATING PLACE >75 SEATS 200 Seats (In)

AMERICAN LEGION POST #80
970 OUTER CENTRAL ST
MILLINOCKET ME 04462

EXPIRES: 12/28/2016

FEE: \$230.00

DONALD V HENRY POST #80
AMERICAN LEGION POST #80
PO BOX 366
MILLINOCKET ME 04462



Mary C. Mayhew
COMMISSIONER

NON-TRANSFERABLE

ORDER #278-2016

PROVIDING FOR: Approval of Application for a Victualer's License

IT IS ORDERED that the attached application for a Victualer's Licenses is hereby approved for:

Christopher Carr, 115 Massachusetts Avenue,
d/b/a
Katahdin Services, LLC/Highland Tavern, 973 Central Street, Millinocket

Passed by the Town Council _____

Attest: _____

25.00

PAID
TOWN OF MILLINOCKET

APPLICATION FOR A VICTUALERS LICENSE

1. NAME OF APPLICANT Christopher Carr
2. PHONE NUMBER OF APPLICANT 207 385-5308
3. RESIDENCE OF APPLICANT Millinocket ME
4. NAME OF BUSINESS ^{DBA} Hyland Tavern Katahdin Services LLC
5. PHONE NUMBER OF BUSINESS 723 9746
6. BUSINESS ADDRESS 973 Central St. Millinocket
7. NATURE OF BUSINESS Lodging Entertainment
8. LOCATION TO BE USED 973 Central St.
9. RESIDENCE OF APPLICANT IN LAST FIVE YEARS
Millinocket ME
10. LIST OF PRINCIPAL OFFICERS, TITLES, AND ADDRESSES FOR THE PAST THREE YEARS
Christopher Carr Pres
11. DESCRIPTION OF PREMISES TO BE LICENSED
Bar/Lounge at Pamela Motel

(PLEASE INCLUDE CURRENT COPY OF YOUR STATE OF MAINE DEPARTMENT OF HUMAN SERVICES FOOD VENDOR'S LICENSE) NOT available yet

ORDER #279 - 2016

PROVIDING FOR: Approval to pay County Tax interest.

IT IS ORDERED that the Millinocket Town Council authorize the transfer of \$769.47 from the Undesignated Fund Balance Account #G 01-700-00, to Account #E-1201-4601 (County Tax), to pay the interest fee for the late charge on the County Tax expenditure.

PASSED BY THE COUNCIL: _____

ATTEST: _____



Penobscot County Treasurer's Office

Daniel Tremble, Treasurer

Judith A. Alexander, Finance Director

97 Hammond St.

Bangor, ME 04401-4998

(207) 942-8535 ext 2201 * jalex@penobscot-county.net

November 18, 2016

Millinocket Town Manager
197 Penobscot Avenue
Millinocket, Me 04462

RE: 2016 County Tax Payment

Thank you for your recent Penobscot County tax payment in the amount of \$267,481.75.

Pursuant to MRSA Title 36, subsection 892-A the Penobscot County Commissioners voted at their February 2, 2016, meeting to set the interest rate for tax year 2016 at seven per cent (7%) simple annual interest. Also according to statute, the interest date begins on the 60th day after the first of September which would be November 1. Since the Town of Millinocket's tax payment was postmarked November 15, 2016, we have calculated the interest from November 1. The amount of interest due on the 2016 taxes for the Town of Millinocket totals \$769.47. Please make your check payable to the Penobscot County Treasurer at your earliest convenience.

If you have any questions regarding this, please do not hesitate to call me.

Sincerely,

Judith A. Alexander, M.B.A.
Finance Director

No Budget-Need Order

ORDER #280 -2016

PROVIDING FOR: Approval of a three-month electricity proposal between the Town of Millinocket and AGERA ENERGY.

IT IS ORDERED that the Millinocket Town Council approves a Three-Month Electricity Proposal with AGERA ENERGY for the months of January, February, and March, 2017, at a total cost of \$16,913.96. This agreement will establish a savings of \$888.43.

PASSED BY THE COUNCIL: _____

ATTEST: _____



3-MONTH ELECTRICITY PROPOSAL FOR TOWN OF MILLINOCKET

YOUR CURRENT SMALL CLASS RATE: \$0.06630
LAST YEARS JAN-MARCH (3 Month) MEDIUM CLASS RATE AVERAGE: \$0.08657

Total 3-Month Usage for the Town of Millinocket: 231,002 KWh
Estimated Usage via Small Class rates: 108,302 KWh
Estimated Usage via Medium Class rates: 122,700 KWh

STANDARD OFFER

SMALL RATE CLASS:

108,302 KWh @ rate of \$0.06630

TOTAL COST: \$7,180.25

MEDIUM RATE CLASS:

122,700 KWh @ avg. rate of \$0.8657

TOTAL COST: \$10,622.13

OVERALL ESTIMATED COST: \$17,802

AGERA FIXED RATE

ALL RATE CLASSES

231,002 KWh @ fixed rate of \$0.07322.

TOTAL COST: \$16,913.96

TOTAL ESTIMATED 3-MONTH SAVINGS: \$888.43

ORDER #281 -2016

PROVIDING FOR: Transfer of funds from the Road Construction Highway Block Grant (LRAP) Account #0402-0913 to the Street Paving and Road Construction Account #0405-0211.

IT IS ORDERED that the Millinocket Town Council authorizes the transfer of funds in the amount of \$11,375.50 from the Road Construction Highway Block Grant (LRAP), to the Street Paving and Road Construction Account #0405-0211 to pay for one half of the cost for paving Fern Street.

NOTE: This is a Town road that runs through the Housing Association Complex know as Terra Haute. The Housing Association has already paid the full cost and is looking for a reimbursement of one half of the cost.

PASSED BY THE COUNCIL: _____

ATTEST: _____

*Millinocket Housing Corp.
2 Fern St. (Office)
Millinocket, ME. 04462
(207)-723-4301~Email:mhcorp@beeline-online.net*

October 27, 2016

Harold Davis
Town Manager
Town of Millinocket
197 Penobscot Ave.
Millinocket, ME. 04462

Dear Mr. Davis:

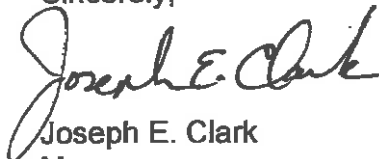
On October 27, 2016, Millinocket Housing Corporation paved Fern street. With our elderly population and the condition of the road, The Board of Directors voted to have this road paved. As you know this roadway is the Towns responsibility and we are asking you to see if we can withhold our in lieu of taxes for 2016 and 2017 until the price of the paving is paid.

We went out to bid for the project and the winning bidder was B&B paving out of Hermon. The cost of the project is. \$22,275.00 Please find attached the estimate from B & B paving.

We are looking forward to hearing from you on this issue. If you have any questions or concerns, please don't hesitate to contact me at the number above.

Thank you and have a wonderful day.

Sincerely,


Joseph E. Clark
Manager

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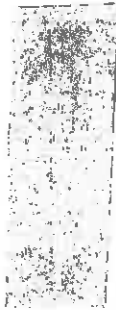


B & B Paving, Inc.

ESTIMATE

61 Dave's Way
Hermon, Maine 04401
207.848.7099 848.4909 Fax#

DATE: 9.12.2016

TO: MILLINOCKET HOUSING CORP ADDRESS:	PHONE #: 723-4301 JOE
JOB LOCATION: 2 FERN STREET -TERRE HAUTE -MILLINOCKET	
ESTIMATOR: DAVE WEST	

	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
	FERN STREET & HOUSING LOOP 1,300' x 21' 3/4" 9.5mm Shim & 1" 9.5mm Overlay 	297 ton 	\$75/ton 	\$22,275 

All material is guaranteed to be as specified and work performed in a workmanlike manner according to standard practice. Any alterations or deviations from above specifications involving extra costs will become an extra charge over and above this estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. This proposal may be withdrawn if not executed within 30 days. B & B Paving, Inc. reserves the right to adjust contract to reflect the rising price of asphalt. In the event of an adjustment, the Customer will be notified prior to work being performed. Homeowner must be present during job for B & B Paving, Inc. to warranty workmanship. We do not warranty washouts, cracks, frost damage or puddling due to lack of drainage & Maine's deep frost level. We will not warranty paving if base groundwork is not performed by us. We do not backfill or loam edges of asphalt; we do recommend that this is done after paving is completed. If grade around asphalt does not allow for water shed, we are not responsible for damage due to saturation. Our workers are covered fully by Worker's Compensation Insurance. Customer/Owner to carry other necessary insurances

Payment in full is due upon completion. If payment in full is not made within 30 days from completion date a delinquency charge shall be added to the sum due, equal to one and one-half percent (1 1/2%) per month. In the event the account is turned over to an attorney or other agency for collection, customer shall pay all collection costs, including, but not by way of limitation, attorneys' fees and court costs.

Your signature constitutes a binding contract. Please execute and return one copy, keeping one copy for your records.

AUTHORIZED SIGNATURE	DATE

Thank you for your business!

PROVIDING FOR: Authorization to adopt Option #2 of the State Shore Land Regulations.

IT IS ORDERED that the Millinocket Town Council adopts Option 2 of the State DEP Shore Land Regulations and rescinds Millinocket's zoning ordinance (Section 125-91).

NOTE: Under this change enforcement of shore land regulations in Millinocket would be a joint effort between the Code Enforcement Officer and the Maine Forest Service.

PASSED BY THE COUNCIL: _____

ATTEST: _____

PROVIDING FOR: Amendments to the Town Council Meeting Procedure Policy.

IT IS ORDERED that the Millinocket Town Council add the following amendments to the Town Council Meeting Procedure Policy:

Section 4 – Business Items.

- Below Item A – “Roll Call of Members,” Add Item A1, “Recital of the Pledge of Allegiance.”
- Change Item G to State- “There will be a separate warrant for pass through accounts.”
- The current Item G “Upload packet to the Town’s Website,” will become Item H.

Section 7 – Agendas.

- Add the Town’s Website to the list of places the agenda will be posted.

Section 11 – Special/Emergency Meetings.

- Add available to the last sentence –“The Town Council may meet upon shorter notice in emergency session by unanimous consent of its available members with such decision to be recorded in the minutes of such meeting.”

Section 14 – Changes/Amendments to Procedures.

- Amend the last sentence to read – These procedures may be formally amended through the submission and consideration of a written Order adopted by a majority plus one of the Council.

A fifteen-minute period for members of the public to speak on any issue will be added to the end of the Regular Council Meeting Agenda. Each member of the public will be allowed to speak for a period of not more than two minutes and the Council shall not enter into a debate or a question and answer session.

PASSED BY THE COUNCIL: _____

ATTEST: _____

TOWN OF MILLINOCKET
TOWN COUNCIL MEETING PROCEDURE POLICY

The Millinocket Town Council hereby adopts the following Town Council Meeting Procedure Policy:

Section 1— Intent. It is the intent of this policy to provide a general guideline on the conduct of business by the Town Council. It is not intended to conflict with the Town Charter or to be rigid in its application. The Chairperson is given latitude in its administration.

Section 2 — Quorum. A majority of the full Council shall constitute a quorum for the conduct of business.

Section 3 — Action by Council. For an item of business to be approved, a majority of the quorum present and voting must be in the affirmative, except for matters requiring a majority vote of the entire Council specifically addressed in the Town Charter.

Section 4 — Business Items. Items to be considered by the Council will be placed on a written agenda and may include the following:

- A. Roll call of members.
- B. Approval of the minutes of the preceding meeting(s) with or without corrections.
- C. Special Presentations (15 minutes)
- D. Town Manager's Report
- E. Unfinished business.
- F. New business.
- G. Upload packet to Town's website.

Section 5 — Presiding Officer. The presiding officer shall be the Chairperson.

- A. Duties of the Chairperson. The Chairperson shall preside at all meetings; preserve decorum and order; speak to points of order in preference to other members and decide such matters, subject to appeal of the entire Council by motion and second which may override the decision of the Chair; call and declare all votes; and perform other functions, presiding or ceremonial in nature, consistent with the position.
- B. In the absence of the Chairperson, the Town Clerk shall call the meeting to order; cause the roll to be called; and, upon a quorum being present, preside over the election of a Chairperson pro tempore.

Section 6 — Actions. The Council shall act by ordinance, order, or resolve per the Town Charter. Except for appropriation orders and resolves, all such ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. Council members or the town manager may propose ordinances, orders, or resolves. All proposed actions shall be in written format, unless the Council decides otherwise or if the action is procedural in nature.

- A. All by-laws passed by the Town Council shall be termed "Ordinances" and the enacting style shall be: "Be it ordained by the Town Council of the Town of Millinocket, in Town Council assembled..."
- B. All votes of command shall be termed "Orders" and the enacting style shall be: "It is ordered..."
- C. All votes of opinions, principles, facts, or purposes shall be "Resolves" and the enacting style shall be: "Resolved..."
- D. The Chairperson shall appoint all special committees unless otherwise directed by the Council.

Section 7 — Agendas. The town clerk shall be responsible for establishing the agenda in coordination with the Council Chairperson and the town manager. Meeting agendas will be distributed to all members at least 48 hours prior to the called meeting. Agendas will be posted at the Municipal Office and also be advertised, when possible, in a local paper.

Section 8 — Motions, Debate, and Voting. The following process shall be used in considering a question.

- A. Every member present shall vote on each matter, unless such member shall be excused or excuse him/herself due to a conflict of interest or other special reason.

Section 9 — Public Participation. Public attendance and participation at meetings is encouraged and valued, within reasonable guidelines that promote the accomplishment of business by the Council. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedures:

- A. Public comment shall be solicited and allowed during the discussion of each agenda item at the discretion of the Chairperson. Such public input will be received after Council and staff discussion and Council and staff will be allowed to respond to the public comments. The Chairperson may impose time limits in order to allow for as many as possible to make comments and/or to provide for the timely transaction of business. Members of the public will address the Council from the podium after stating their name and address. Comment will be limited to the subject under discussion and be limited to no more than three (3) minutes.
- B. Public comment during workshop sessions of the Council is not generally allowed unless provided by the order authorizing the session or unless solicited by the Council.

Section 10 – Parliamentary Procedure. Unless otherwise stated in this policy or changed by action of the Council, *Roberts Rules of Order* shall be used as the applicable parliamentary procedure of the Council.

Section 11 – Special/Emergency Meetings. Special meetings may be called by the Chairperson or, in the case of his/her absence, disability, or refusal, by a majority of the Council. Notice of such meeting shall be served in person upon, or left at the residence of, each member of the Town Council and of the Town Manager at least 24 hours before the scheduled time of the meeting. The Town Council may meet upon shorter notice in emergency session by unanimous consent of *all* its member with such decision to be recorded in the minutes of such meeting.

Section 12 – Workshop Meetings. At any Council meeting, a majority of the Council may vote to hold workshop meetings at a scheduled time for a specific purpose.

Section 13 – Special Presentations by the Public. Special Presentations by the public to the Council shall be limited to no more than one (1) per meeting. At the discretion of the Chairperson, Special Presentations may be made by members of the public to the Town Council, provided that:

- A. The presentation is related to Town business; and,
- B. The presentation is limited to no more than fifteen (15) minutes; and,
- C. A list of all speakers who will participate in the presentation is furnished to the Town Manager no later than Friday before the Council meeting so that they can be listed on the agenda.

Provided such presentations are requested by Friday of the week preceding a Council meeting, nothing in this Section shall limit the number of Special Presentations made to the Council at any meeting by a member of the Town Council, the Town Manager, the Town Attorney, Town staff, or others in the conduct of their business with the Town such as engineers, auditors, etc., provided that the Chairperson approves such request(s).

Section 14 – Changes/Amendments to Procedures. These procedures shall not be dispensed without the unanimous consent of the members present and said dispensation shall apply only to the matter under discussion at the time. These procedures may be formally amended through the submission and consideration of a written Order adopted by a majority of the Council.

Amended 01/26/2006

Amended 09/26/2007

Amended 12/7/2015