

**TOWN OF ARUNDEL, MAINE
BOARD OF SELECTMEN MEETING**

www.arundelmaine.org

Please visit the home page of our website and click on the link to sign up for email notices, meeting agendas and alerts.

**Monday April 13, 2020
Town Office
7PM**

NOTE* Because of COVID-19 the public can listen/participate in this meeting by calling (425) 436-6316 Code 169421 at 7PM.

- I. Call to Order
- II. Approval of Agenda
- III. Public Forum – Public comment on non-agenda items
- IV. Approve Minutes of March 23, 2020
- V. Committee and Board Reports
- VI. Manager's Report
 - Ouellet Letter-COVID-19 Notice of Potential Delay
 - Discussion on Governor's delay in voting (7-15-20)
 - Maximum Accumulated Vacation Leave
- VII. Business
 - York County Budget Committee Caucus
 - Application for On-Premises License, Vinegar Hill Music Theatre
- XI. Other Business and Adjournment
 - Approval Payable Warrant
 - Adjournment

TOWN OF ARUNDEL

468 LIMERICK RD ARUNDEL MAINE 04046 (207) 985-4201 FAX (207) 985-7589

BUSINESS MEETING 4-13-20

EXECUTIVE SUMMARY

BOS Members: The purpose of this summary presented is to give you some information over and above just the mentioning of the subject matter on the agenda. It is my hope that this information assists you in your decision making.

MANAGERS REPORT

-Ouellet Letter-Covid-19: I have attached a letter from Mike Ouellet, President of Ouellet construction. They reference possible delays in the project as a result of COVID-19. Quickly the project still continues along frame is ongoing, interior plumbing has picked up again, mechanicals are being reviewed, sized, and ordered, etc..

-Governor's proposed delay in voting: Still a moving target but on which many items are being speculated. I sought some advice from the Town Attorney, again not enough information yet to provide options for you to consider. I have another call on Monday morning so I am hopeful I will have additional information then.

-Vacation Maximum's: The Town has several employees who have accumulated vacation time and either have not been able to use it or have had vacations cancelled because of the COVID-19 issues. I am seeking a discussion on this as the personal policy as presently written has established maximums.

BUSINESS

-York County Budget Committee Caucus: I have provided to you the date and time of the caucus presently establish. It appears that the public representative position is open. If I read the statute correctly because Biddeford and Kennebunk are already represented from District #2 Arundel and/or Kennebunkport could have a public representative. Thoughts, action? I presently have no one from the public that has indicated an interest at this time.

-Application for On-Premises License-Vinegar Hill Music Theatre: Have a renewal application from Vinegar Hill for the upcoming season

OTHER BUSINESS AND ADJOURNMENT

- (a) Account Payable Warrant : A new Challenge with COVID-19. Looking for some guidance on how to proceed.

TOWN OF ARUNDEL
BOARD OF SELECTMEN

Monday March 23, 2020
Arundel Town Office
7 PM

Members present: Selectmen Jason Nedeau, Tom Danylik, Phil Labbe Velma Hayes (by Phone), Dan Dubois

Others: Town Manager Keith Trefethen, Public Works Roger Taschereau

Call to Order: Chairman Nedeau called the meeting to order @ 7:00PM

PUBLIC HEARING FOOD TRUCK APPLICATION – TASTING MAINE: Chairman Nedeau opened hearing at 7:02. Manager had advised the applicant she could call in if she so desired. Board reviewed application and had no comments. Hearing closed @ 7:05PM

Approval of Agenda: *MOTION Dubois second Labbe “approve agenda presented” passed 5-0. (Completed by roll call with all members voting yes)*

Approval of Minutes: *MOTION Dubois second Danylik “approve minutes of 3-9-20 & 3-16-20 as amended” (Spelling of 3-16-20 Minutes) passed 4-0-1. (Completed by Roll Call Vote 4-0-1 with Selectmen Labbe abstaining)*

Managers Report:

-Fire Truck: Has arrived training has begun, Truck still needs radios and additional training before it is placed in service.

-Full Size Plow Truck: Town has tentatively approved a Freightliner Truck with a Viking Body for \$169,915. Manager provided tentative approval to proceed pending a May 1st approval by the State on the VW Settlement Funding. Roger Taschereau explained some of the plow modifications to be similar to plows already in service with the town. Allows the town redundancy in stocking replacement parts.

-Phone System: The old system in the Town Hall is failing. Manager approached vendors to see if phone system could be used at present location then transferred to

new Building. This can happen so steps are underway to gather quotes with other phone systems.

Business:

-Food Truck Application: *MOTION Dubois second Danylik “approve food truck application from Tasting Maine pending review of operation by CEO” passed 5-0. (Completed by Roll Call vote with all members voting yes).*

-Discussion on Posted Roads: *MOTION Dubois Second Labbe “allow a partial removal of Posted Road Signs based on the recommendation of Roger Taschereau. This will occur sometime next week on his authority and will included all Roads east of Route #1 and Walker’s Lane with one exception that being Old Post Road. Passed 5-0 (completed by roll call vote with all members voting yes).*

-Quit Claim Deed discussion: Tabled pending further contact with the previous owner.

-Liquor License renewal-Fraternal Order of Eagles: *MOTION Danylik second Labbe “approve application as presented and reviewed” passed 5-0 (completed by roll call vote with all members voting yes).*

Other Business and Adjournment:

MOTION Dubois second Labbe “approve payables and payroll warrants as presented” passed 5-0 (Completed by roll call vote with all members voting yes).

MOTION Hayes second Dubois “to adjourn” passed 5-0 @ 7:29PM (completed by roll call vote with all members voting yes).

Respectfully submitted,

Keith M. Trefethen
Town Manager



March 27, 2020

Keith Trefethen
Town Manager - Arundel
468 Limerick Road
Arundel, ME 04046

Re: COVID-19 – Notice of Potential Delay

Dear Keith,

I am writing to let you know that our management team is closely monitoring the implications of the evolving situation with the Coronavirus. We are taking proactive steps to keep our projects on track and our workforce safe consistent with CDC guidelines and OSHA requirements. We are in daily contact with our subcontractors about current and projected staffing issues. We are also in close communication with our suppliers to make sure that we have a handle on any possible shortages of materials.

At this time, we have not experienced specific delays or disruptions that will definitively impact your project budget or time for completion. We are concerned, however, that as this situation evolves we will encounter circumstances beyond our control that may result in delays or requests for equitable adjustment of the contract price. One area of potential concern is with the availability of State or local officials for inspections or permits necessary for us to progress our work. It is possible that there will also be impacts to the work force and supply chain due to illness or quarantines.

To the extent we encounter these conditions, we will provide you with further notice and carefully track all of our cost and time impacts. If you have specific requests or questions about the Covid-19 implications for your project, please feel free to contact me.

Kindly,



Mike Ouellet, CPC
President

Joseph Hanslip
Acting Chairman
York County Budget Committee
P.O. Box 191
Sanford, ME 04073
Telephone: 207-651-3300

TO: YORK COUNTY CITIES/TOWNS
SUBJECT: COUNTY BUDGET COMMITTEE CAUCUSES
DATE: April 2, 2020

The caucuses to elect municipal and public representatives to membership on the York County Budget Committee are scheduled for **Wednesday, April 15, 2020 at 6:30 P.M. at the York County Courthouse, 45 Kennebunk Road, Alfred, ME.**

Per Governor Mills' Order, we will utilize several areas of the courthouse for each district in order to socially distance.

In order for the caucuses to be successful, Elected Officials from the twenty- nine (29) cities and towns in the county should plan to attend. Only Elected Municipal Officials can vote to seat Budget Committee Members.

There are five (5) Districts in the County of York. Each district has two (2) elected municipal officials and one (1) member from the public for a total of three (3) members in each district and fifteen (15) members county-wide (5 districts x 3 members each = 15).

Included is a copy of the districts with the listing of the municipalities in each as well as the vacancies in each district and the length of term for each. The statute requires that only one (1) member can be elected from each town. A copy of the statute explaining the process is also attached.

Please make every effort to attend.

Thank you for your consideration.

COUNTY OF YORK
BUDGET COMMITTEE

DISTRICT # 1

ACTON, BERWICK, CORNISH, LEBANON, LIMERICK, LIMINGTON
NEWFIELD, NORTH BERWICK, PARSONSFIELD & SOUTH BERWICK

VACANT	Public	Term expires 3-30-23
Richard Harlow-Lebanon	Elected	Term expires 3-30-21
S. Tiffany Brendt	Elected	Term expires 3-30-22

DISTRICT #2

ARUNDEL, BIDDEFORD, KENNEBUNK & KENNEBUNKPORT

VACANT	Public	Term expires 3-30-23
Marc Lessard-Biddeford	Elected	Term expires 3-30-21
Edward Karytko-Kennebunk	Elected	Term expires 3-30-22

DISTRICT #3

BUXTON, DAYTON, HOLLIS, OLD ORCHARD BEACH & SACO

VACANT	Elected	Term expires 3-30-22
Marshall Archer	Elected	Term expires 3-30-21
VACANT	Public	Term expires 3-30-23

DISTRICT #4

ALFRED, LYMAN, SANFORD, SHAPLEIGH & WATERBORO

VACANT	Elected	Term expires 3-30-23
Joseph Hanslip-Sanford	Elected	Term expires 3-30-21
VACANT	Public	Term expires 3-30-22

DISTRICT #5

ELIOT, KITTEERY, OGUNQUIT, WELLS & YORK

VACANT	Elected	Term expires 3-30-23
Kathleen Chase-Wells	Elected	Term expires 3-30-21
Jo-Ann Putnam	Public	Term expires 3-30-22

Title 30-A: MUNICIPALITIES AND COUNTIES

Part 1: COUNTIES

Chapter 3: COUNTY BUDGET AND FINANCES

Subchapter 1: TAX ASSESSMENT AND BUDGET PROCESS

Article 6-A: YORK COUNTY BUDGET COMMITTEE

§831. Committee established

There is established the York County Budget Committee, referred to in this article as the "budget committee," to carry out the purposes of this article. As used in this article, "county commissioners" means the county commissioners of York County and "county" means York County. (1993, c. 623, §1 (NEW).)

SECTION HISTORY

1993, c. 623, §1 (NEW).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

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Chapter 3: COUNTY BUDGET AND FINANCES

Subchapter 1: TAX ASSESSMENT AND BUDGET PROCESS

Article 6-A: YORK COUNTY BUDGET COMMITTEE

§832. Membership

The budget committee consists of 15 voting members and one nonvoting member selected as follows.

[1993, c. 623, §1 (NEW).]

1. Municipal and public representatives. No later than 100 days before the end of the county's fiscal year, elected municipal officials within each commissioner district shall caucus and elect representatives to the budget committee from that district for terms as provided in paragraph A. There must be 3 members from each commissioner district, 2 of whom are elected municipal officials and one of whom is a public representative. No more than one member may represent the same municipality at a time.

A. Members shall serve for 3-year terms, except that initially each district caucus shall select one member for a one-year term, one member for a 2-year term and one member for a 3-year term. If a committee member ceases to be a municipal officer or official during the term of membership, the committee member shall resign the membership and the next district caucus shall elect a qualified municipal officer or official to fill the membership for the remainder of the unexpired term. [1993, c. 623, §1 (NEW).]

[2007, c. 663, §14 (AMD).]

2. Legislative member. No later than 100 days before the end of the county's fiscal year, the York County legislative delegation shall elect one of the delegation's members to serve as a nonvoting member on the budget committee.

[2007, c. 663, §14 (AMD).]

3. Committee chair. The budget committee shall select its own chair each year.

[1993, c. 623, §1 (NEW).]

SECTION HISTORY

1993, c. 623, §1 (NEW). 2007, c. 663, §14 (AMD).

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Article 6-A: YORK COUNTY BUDGET COMMITTEE

§833. Budget procedures

1. Budget procedures. The county commissioners shall submit itemized finance estimates in the form of a budget to the budget committee no later than 60 days before the end of the county's fiscal year.

[1993, c. 623, §1 (NEW) .]

2. Budget review process. The budget committee shall review the itemized estimated budget prepared by the county commissioners, together with any supplementary material prepared by the head of each county department or provided by any independent board or institution or another governmental agency. The budget committee shall prepare a proposed budget and may increase, decrease or alter the estimated budget as long as:

A. The budget committee enters into its minutes an explanation for any suggested change in the estimated expenditures and revenues as initially presented by the county commissioners; and

[1993, c. 623, §1 (NEW).]

B. In the proposed budget, the total estimated revenues, together with the amount of county tax to be levied, equal the total estimated expenditures.

[1993, c. 623, §1 (NEW) .]

[1993, c. 623, §1 (NEW) .]

3. Public hearing. The budget committee shall hold a public hearing in the county on the proposed budget before the end of the county's fiscal year and before the final adoption of the budget. Notice of the hearing must be given in all newspapers of general circulation within the county at least 10 days before the hearing. Written notice and a copy of the proposed budget must be sent by mail, or delivered in person, to the clerk of each municipality in the county. The municipal clerk shall notify the municipal officials of the proposed budget.

[1993, c. 623, §1 (NEW) .]

4. Adoption of budget; tax levy. After the public hearing is completed, the budget committee shall adopt a final budget and transmit that budget to the county commissioners.

A. The budget adopted by the budget committee may be changed only by a majority vote of the county commissioners and a majority vote of all elected members of the budget committee. Those actions are final and are not subject to further action by either the county commissioners or the budget committee. [1993, c. 623, §1 (NEW).]

B. The budget adopted and changed under this subsection is the final authorization for the assessment of county taxes and the county tax authorized is apportioned and collected in accordance with section 706. [1993, c. 623, §1 (NEW).]

[1993, c. 623, §1 (NEW) .]

SECTION HISTORY

1993, c. 623, §1 (NEW) .

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Article 6-A: YORK COUNTY BUDGET COMMITTEE

§834. Interim budget

If the budget is not approved before the start of a fiscal year, until a budget is finally adopted, the county shall operate on an interim budget which may not exceed 80% of the previous year's budget.

[1993, c. 623, §1 (NEW).]

SECTION HISTORY

1993, c. 623, §1 (NEW).

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Article 6-A: YORK COUNTY BUDGET COMMITTEE

§835. Filing of final budget

The budget committee shall file a copy of the final budget with the State Auditor on forms approved by the Office of the State Auditor. The State Auditor shall retain the forms for 3 years. [1993, c. 623, §1 (NEW); 2013, c. 16, §10 (REV).]

SECTION HISTORY

1993, c. 623, §1 (NEW). 2013, c. 16, §10 (REV).

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Title 30-A: MUNICIPALITIES AND COUNTIES

Part 1: COUNTIES

Chapter 3: COUNTY BUDGET AND FINANCES

Subchapter 1: TAX ASSESSMENT AND BUDGET PROCESS

Article 6-A: YORK COUNTY BUDGET COMMITTEE

§836. Review

The joint standing committee of the Legislature having jurisdiction over state and local government matters may review the operation of the budget committee before February 1, 1997 and, if it determines necessary, introduce legislation to amend or repeal this article. If the committee fails to act, this article continues in effect. [1993, c. 623, §1 (NEW).]

SECTION HISTORY

1993, c. 623, §1 (NEW).

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4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|--|---|
| <input type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A 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"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input checked="" type="checkbox"/> Other: <u>Auditorium Class A</u> | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

2 Livewell Drive, Suite 201, Kennebunk, Maine 04043

6. Is the licensee/applicant(s) citizens of the United States? Yes No

7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes No

If yes, please provide details: Partner in Bastson River Brewery & Distillery - Tim Harrington

11. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address
see attached list		

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Tim Harrington	08/24/2063	Lexington, MA
Debra Lennon	11/19/2059	Boston, MA
Sarah Dearing	07/02/2075	Riverside, CA

Residence address on all the above for previous 5 years

Name Tim Harrington Kennebunkport Maine	Address:
Name Debra Lennon Kennebunkport Maine	Address:
Name Sarah Dearing Kennebunkport Maine, formerly Portland, Maine	Address:
Name	Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: n/a

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

See attached

20. 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?

Name: NA

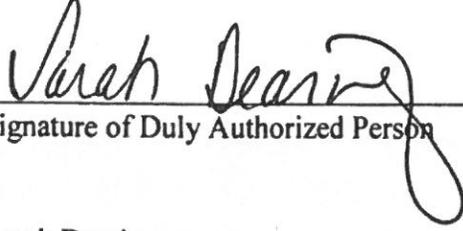
Distance: NA

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 04/01/2020


Signature of Duly Authorized Person

Sarah Dearing
Printed Name Duly Authorized Person

Signature of Duly Authorized Person

Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? Municipal Officers of _____

County Commissioners of _____ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§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.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

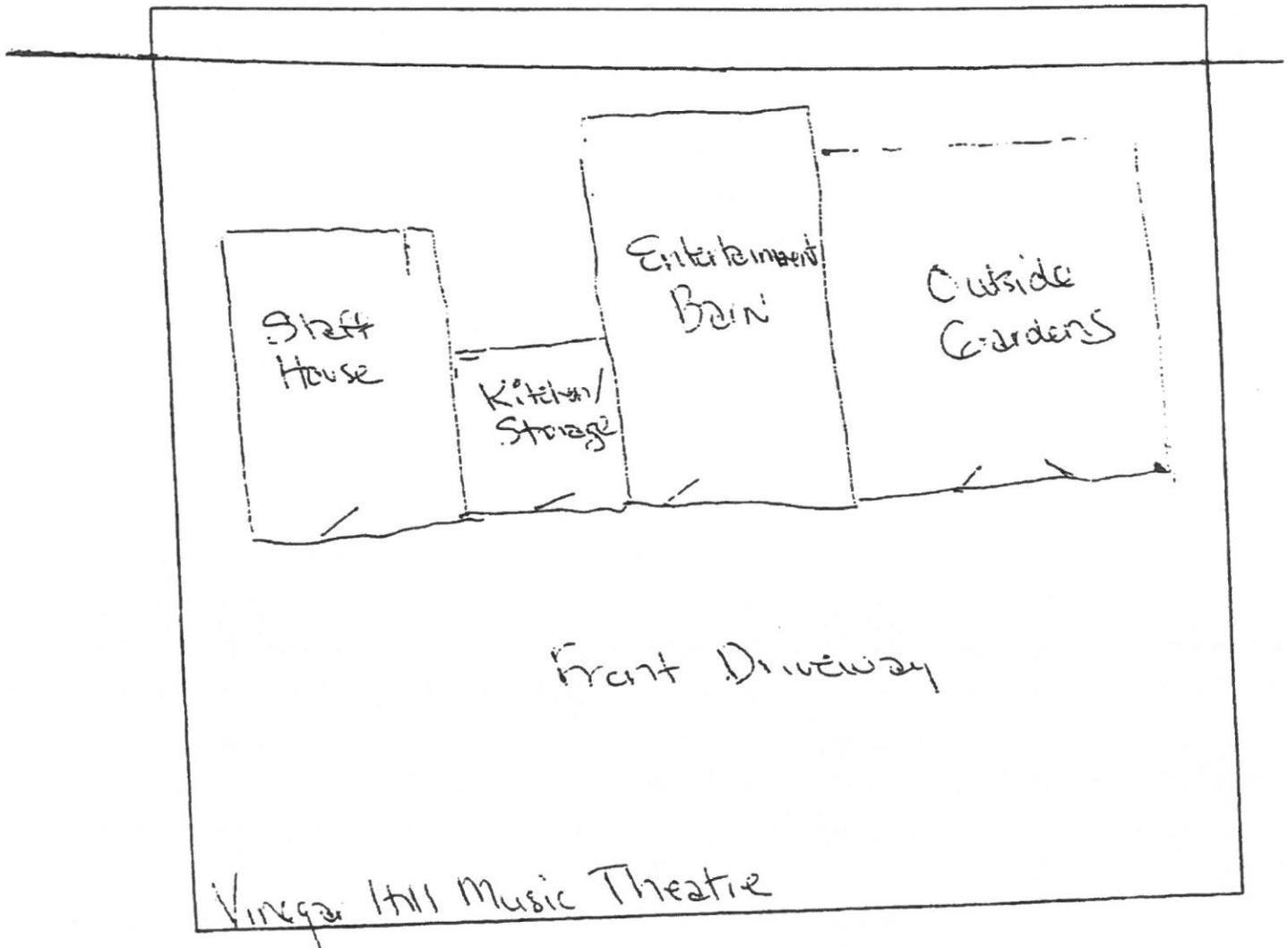
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov

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: Vinegar Hill LLC
- Doing Business As, if any: Vinegar Hill Music Theatre
- Date of filing with Secretary of State: 12/18/15 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 %
Tim Harrington	20 Island Ave Unit 517/518 Miami, Florida	8/24/63	Managing Partner	90%
Debra Lennon	12 Woodlawn Ave Kennebunkport, Maine	11/19/59	Operating Partner	10%

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

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

State of Maine Liquor Licences that Tim Harrington's Name is listed on

<u>Licence #</u>	<u>Business Name</u>	<u>DBA</u>	<u>Physical Address</u>
4021	Coastal Breezes Inc.	Kennebunkport Inn	1 Dock Square Kennebunkport, ME 04046
4056	Coveside Resort LLC	Lodge on the Cove	29 S. Main Street Kennebunkport, ME 04046
4304	Ivy One LLC	The Clubhouse	8 Old Fort Ave Kennebunkport, ME 04046
4312	Tides Beach Club LLC	Tides Beach Club	254 Kings Hwy Kennebunkport, ME 04046
4312	Boathouse at Kennebunkport LLC	The Boathouse	21 Ocean Ave Kennebunkport, ME 04046
4309	Fishing Pole Lane LLC	Hidden Pond	354 Goose Rocks Rd Kennebunkport, ME 04046
4176	CAI Properties LLC	Cape Arundel Inn	208 Ocean Ave, Kennebunkport, ME 04046
	Seagrass Resort Holdings LLC	The Grand Hotel	1 Chase Hill Rd Kennebunk, ME 04043
	Yachtsman Hospitality LLC	Yachtsman	57 Ocean Ave, Kennebunkport, ME 04046