

**South Berwick
Board of Assessors
August 8, 2023**

Chair Mallory Cook called the meeting to order at 6:30pm. Assessors present included John James, Jessica Cyr, Jeffrey Minihan, and Melissa Costella. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance.

1. Mrs. Cook stated that Town staff has spent a lot of time on the budget. Good news; there will be a significant amount returned to the general fund from last year's budget.

Mr. Pellerin explained that the Town did see a large increase in value based on a new solar farm going online and the significant upgrades made to the gas pipeline on Route 236.

The Board discussed various scenarios for the new mill rate. Rates from 13.86 to 14.38 were discussed. Consensus of the Board was to use a mid-range rate to avoid creating rate spikes in the future.

On a motion by Mr. James, seconded by Mrs. Cook, it was unanimously voted to sign the tax commitment and set the tax rate at 13.96 for FY24.

2. On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to sign the York County Assessor's Return in the amount of \$409,287.96.

Mrs. Cook closed the Assessors' meeting at 6:52pm.

Attest:

Barbara Bennett, CCM
Town Clerk

**South Berwick
Town Council Meeting
August 8, 2023**

Chair Mallory Cook called the meeting to order at 6:52pm. Councilors present included John James, Jeff Minihan, Jessica Cyr, and Melissa Costella. Town Manager Tim Pellerin and Assistant Town Manager Jennifer Janelle were also in attendance.

Approval of Minutes

1. Town Council 07-25-23: On a motion by Mr. James, seconded by Ms. Cyr, it was unanimously voted to adopt the minutes as written.

Treasurer's Warrant

1. On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to sign the warrant dated August 3, 2023, in the amount of \$4,136.70.

On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to sign the warrant dated August 3, 2023, in the amount of \$1,355,104.98. This warrant includes the annual payment to the county and the monthly school payment.

Public Comment

1. Roxanne Poulin, 406 Main St, read a letter endorsed by 17 local businesses. The letter stated that they are forming a Downtown Business Alliance and are very in favor of downtown revitalization. A copy of the letter is attached in the official minutes book.

2. David Bradley, Emery's Bridge Rd, congratulated Councilor Costella and her husband on their 20th wedding anniversary.

Unfinished Business

1. Councilor Cyr explained that the Comp Plan Update Committee has been working on goals and strategies to implement the Plan. She stated that the Committee is looking for feedback from the Council. She asked, 'how do we turn the document into action.' Mr. Pellerin explained the process for public input, Council review, and final adoption. It was the consensus of the Council that it would be the responsible party for initiating actions.

New Business

1. On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to issue a Cannabis Establishment License to Pied Cow, LLC.

2. The council discussed the request from Ashley Norwood, a resident on Bittersweet Lane to close the road for a block party on a Saturday in September. Mrs. Costella expressed her concerns with how many of the residents are aware that this may happen.

On a motion by Mr. James, seconded by Mr. Minihan, it was unanimously voted to table action on the item until the next meeting on August 22nd.

3. The Council discussed the Maine Municipal Association (MMA) Risk Assessment Property Survey. The insurance rep identified several safety issues at various town facilities and we have 60 days to respond how/when the problems will be remedied. We have until the next inspection to complete the repairs.

4. The Manager explained that resulting from the MMA Risk Assessment, he has received a quote from and authorized Civil Consultants to provide a structural investigation of exterior masonry work at the Town Hall and Community Center. The cost is not to exceed \$5,750.

5. The Council discussed the need for a Downtown Revitalization Plan and reviewed the proposed RFP (Request for Proposals). Denise Clavette, Economic Development Director explained that the Revitalization Plan is a necessary part of the application for a new Downtown TIF. Mrs. Clavette informed everyone that there will be a meeting at M&T bank on August 24th @ 5:30pm for downtown business owners to help begin the process.

6. The Council discussed safety issues involving some of the downtown buildings. Mrs. Costella asked about liability if someone was hurt by debris falling from a building. Mr. Pellerin explained, that like the transfer station, use of town facilities, including sidewalks and parking lots are use at your own risk (per the Maine Torte law). If there are external safety issues with commercial buildings, the CEO has the right to conduct an external visual inspection and proceed accordingly.

Sam Flinkstrom, 406 Main St, made note of a facade improvement grant program. Mr. Pellerin stated that it is under legal review.

7. The Council discussed safety issues at the transfer station. Comments were made that it is not the perfect situation and is not a great layout. Future changes are on the radar and funds are being put into the capital improvement account.

David Bradley, Emery's Bridge Rd, stated that not allowing vehicles to park by the plastics has made it difficult for the elderly or infirmed to walk up and down the hill.

8. On a motion by Mrs. Cook, seconded by Mr. James, it was unanimously voted to hold workshops on the first Tuesday of the month at 6:00pm in the Town Hall auditorium to discuss the future town hall.

Town Manager's Report

-Police: The new cruisers are in. The Nite Out in York was well attended. Arrest & call volumes are up. Being short staffed, traffic stops are down. Will be hosting a "Rebuilding after COVID" workshop at the senior center. Our new officer will be attending the academy for 18 weeks.

-Fire: Has been busy with 17 calls; YTD 326. Boat training is complete. Staff will be conducting smoke and search training at the old red barn. Planning on holding a recruitment drive.

Highway: Roadside mowing, ditching, and washout repairs are ongoing. Working with new FEMA rep; we may be getting more money. The new F550 plow truck will be getting outfitted in September. Hazard Waste Day will be early on August 26th.

-Transfer Station: The new camera system is up and running. Stickers seem to be working.

-HR: We will be receiving a 5% credit on our Worker's Comp. Working on various safety issues for our insurances. Preparing for tax bills.

-Assessing: Set up a "how to" for TRIO assessing data. Doing quality checks on map/lot changes, name changes, etc.

-Code/Planning: Have issued 5 occupancy permits, 5 plumbing permits, and 5 building permits. Have taken several training classes; the next is for stormwater. Planning has 1 pending application for Samville Estates.

-Town Clerk: Working on step-by-step instructions for the next clerk including month end reports for IF&W, concealed weapons, & dog licensing, vitals quarter end reports, motor vehicle weekly reports, rapid renewal uploads & downloads, daily/weekly/monthly, setting up zoom meetings, downloading the recording from zoom and uploading it to YouTube, how to finalize the council agenda & support docs, how to post agendas & support docs to website, how to set up for an election, issue nomination papers, ordering ballots, etc. Staff have issued over 1200 transfer station stickers so far. To date have issued 2 sets of nomination papers for council & 1 set for school board.

-Library: The summer reading program has wrapped up. Several staff members have vacations. Teddy's writers' group is going well and well attended.

-Recreation: The seniors have had several successful trips, and more are planned. Will be hosting workshops on probate & estate planning and dementia. Senior Center memberships are up.

-Economic Development: Continue to research grant opportunities for various departments. Working on establishing a business alliance to help create business expansion and retention.

-Administration: Continue to work with FEMA on the Christmas storm. Working on getting a quote for a new elevator. Working on getting a virtual tour video of the Town Hall. The General Assistance audit went well.

Mr. Pellerin shared the Google analytics of hits on our site with the Council.

Councilor Comments

1. Mr. James:

-Thanked Chief Ruger for showing off the new cruisers. The Chief has done well at providing quality, safe equipment for the officers.

2. Mr. Minihan:

-Reminded everyone of Lantern Fest on Wednesday night at Spring Hill.

Adjournment

On a motion by Mr. James, seconded by Mrs. Cook, it was unanimously voted to adjourn the meeting at 8:06pm.

Attest:

Barbara Bennett, CCM

Draft

South Berwick-2023
1:40 PM

A / P Warrant

Bank: KENNEBUNK - Operating

08/17/2023
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	46988	3,476.52	08/17/23	82	0011 BERGERON PROTECTIVE CLOTHING LLC
R	46989	188.72	08/17/23	82	0168 HOME DEPOT CREDIT SVCS
R	46990	248.48	08/17/23	82	1263 MMEHT
R	46991	933.00	08/17/23	82	0184 SOUTH BERWICK SEWER DISTRICT
R	46992	208.00	08/17/23	82	0203 SOUTH BERWICK WATER DISTRICT
Total		5,054.72			

Count

Checks	5
Voids	0

Melissa Costella _____ John James _____

Jeff Minihan _____ Jessica Cyr _____

Mallory Cook _____

APPROVED _____

DATE _____

TOWN MANAGER _____

A / P WarrantSouth Berwick
2:22 PM

Bank: KENNEBUNK - Operating

08/17/2023
Page 1

Type	Check	Amount	Date	Wrnt	Payee
P	46986	41,558.80	08/10/23	11	0132 BUREAU OF MOTOR VEHICLES
P	46987	184.84	08/10/23	11	1176 TREASURER STATE OF MAINE
R	46993	298.50	08/17/23	11	0891 2-Way Communications Services, Inc.
R	46994	186.70	08/17/23	11	0787 ADVANTAGE TRUCK GROUP
R	46995	47,564.99	08/17/23	11	0059 ANTHEM BLUE CROSS BLUE SHIELD
R	46996	98.91	08/17/23	11	0516 APPLIED INDUSTRIAL TECHNOLOGIES, INC.
R	46997	1,040.00	08/17/23	11	0207 AQUABOGGAN WATERPARK
R	46998	200.00	08/17/23	11	0924 ATLANTIC ELEVATOR INSPECTION SERVICES
R	46999	1,623.14	08/17/23	11	0771 ATLANTIC FUELS
R	47000	775.14	08/17/23	11	0054 BAKER & TAYLOR
R	47001	2,496.65	08/17/23	11	0686 Beauregard Equipment, INC.
R	47002	25,704.63	08/17/23	11	0132 BUREAU OF MOTOR VEHICLES
R	47003	25,000.00	08/17/23	11	0018 BURKE'S TREE SERVICE LLC
R	47004	4,661.91	08/17/23	11	0182 CARD MEMBER SERVICE
R	47005	409.93	08/17/23	11	0183 CENTRAL MAINE POWER
R	47006	437.78	08/17/23	11	1158 CINTAS CORP
R	47007	1,333.00	08/17/23	11	0910 COMFORT SYSTEMS USA
R	47008	199.95	08/17/23	11	1272 COMMUNITY STRATEGIES UNLIMITED, LLC
R	47009	1.87	08/17/23	11	0064 CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC.
R	47010	256.25	08/17/23	11	0023 DEB & DUKE MONOGRAMMERS
R	47011	44.00	08/17/23	11	1271 DIRIGO RANCH FEED AND SEED
R	47012	320.00	08/17/23	11	0492 ELECTRIC LIGHT COMPANY, INC.
R	47013	953.00	08/17/23	11	0069 ELIMINATOR INC
R	47014	60.91	08/17/23	11	0108 ELIOT SMALL ENGINE REPAIR, INC.
R	47015	46.24	08/17/23	11	0386 F.W. WEBB COMPANY
R	47016	190.95	08/17/23	11	0056 FISHER AUTO PARTS, INC.
R	47017	1,146.36	08/17/23	11	0052 HAMEL, NICHOLAS
R	47018	412.94	08/17/23	11	0867 HANNAFORD
R	47019	259.55	08/17/23	11	0168 HOME DEPOT CREDIT SVCS
R	47020	4,415.12	08/17/23	11	1066 IIA FIRE DEPARTMENT TESTING
R	47021	757.86	08/17/23	11	1245 INGRAM LIBRARY SERVICES
R	47022	2.45	08/17/23	11	1233 J.M. HAYDEN EQUIPMENT LLC
R	47023	183.76	08/17/23	11	1149 JONES, KRISTEN
R	47024	100.00	08/17/23	11	1095 LEXISNEXIS RISK SOLUTIONS
R	47025	51,525.00	08/17/23	11	0080 LIBBY SCOTT INC.
R	47026	91.34	08/17/23	11	1131 LOCALiQ
R	47027	100.00	08/17/23	11	0139 MAINE MUNICIPAL ASSOCIATION
R	47028	6,425.94	08/17/23	11	0141 MAINE MUNICIPAL ASSOCIATION
R	47029	1,446.81	08/17/23	11	0129 MAINE SAD 35
R	47030	12.50	08/17/23	11	0081 MAINE TURNPIKE AUTHORITY
R	47031	183.38	08/17/23	11	0243 MOTOROLA SOLUTIONS
R	47032	12.35	08/17/23	11	0158 OMNI SERVICES INC.
R	47033	8,947.22	08/17/23	11	0088 P GAGNON & SONS INC
R	47034	4,920.77	08/17/23	11	0089 PIKE INDUSTRIES INC
R	47035	18,293.06	08/17/23	11	0572 PINE TREE WASTE, INC
R	47036	850.10	08/17/23	11	1273 PRO HVAC LLC
R	47037	555.00	08/17/23	11	0307 QUALITY FIRE PROTECTION
R	47038	83.69	08/17/23	11	0252 REDS SHOE BARN

South Berwick
2:22 PM

A / P Warrant

Bank: KENNEBUNK - Operating

08/17/2023
Page 2

Type	Check	Amount	Date	Wrnt	Payee
R	47039	1,000.00	08/17/23	11	0711 SEACOAST CHIEF FIRE OFFICERS
R	47040	2,981.00	08/17/23	11	0483 SEACOAST PRINTING INC.
R	47041	129.26	08/17/23	11	0936 STAPLES-LIBRARY ACCOUNT
R	47042	4,083.65	08/17/23	11	0095 STELLAR NETWORKS
R	47043	1,186.76	08/17/23	11	0397 SULLIVAN TIRE CO.
R	47044	423.50	08/17/23	11	0175 TAYLOR RENTAL
R	47045	18.00	08/17/23	11	0665 TECHSOUP
R	47046	356.00	08/17/23	11	0594 TREASURER STATE OF MAINE
R	47047	279.03	08/17/23	11	1240 TUCKER LIBRARY INTERIORS, LLC
R	47048	543.66	08/17/23	11	0097 VERIZON WIRELESS
R	47049	60.00	08/17/23	11	1252 WENTWORTH-DOUGLAS HOSPITAL
R	47050	1,418.70	08/17/23	11	0100 WEX BANK
R	47051	9,432.40	08/17/23	11	0914 YORK COUNTY TREASURER
Total		278,285.25			

Count

Checks	61
Voids	0

Melissa Costella _____ John James _____

Jeff Minihan _____ Jessica Cyr _____

Mallory Cook _____

APPROVED _____

DATE _____

TOWN MANAGER _____

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: 8/22/23	Reports
Agenda Item: Salmon Falls Tidal water project update.	
Informational Only	
<p>With the success of the foundation grant last week we have raised 80% of the amount needed. It looks very probable that GWRLT will complete the purchases although not necessarily by year's end.</p> <p>The updated timeline is:</p> <ul style="list-style-type: none">• August / early September: appraisal completed.• August through February: private fundraising campaign• Fall: extend purchase and sale contracts• December / January: hear back from National Coastal Wetlands Conservation Grant program and submit Coastal Estuarine and Land Conservation Program application.• Spring: closing if National Coastal Wetlands Conservation Grant application is successful.• Summer / Fall: closing if the Coastal Estuarine and Land Conservation Program funds are needed.	
Town Manager's Recommendation:	
Requested Action: N/A	
Vote	

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: 8/22/23	UB #1
Agenda Item: Bittersweet Road closure	
Informational:	
<p>Council asked for Signatures from the neighbors on the road, to help make the decision if they would approve the road closure from 3pm until 9pm on September 9, 2023, for a block party.</p> <p>17 signatures have been gathered and there are roughly 22 houses that would be impacted by the road being blocked. No one has said no, there were just a few people that weren't home and/or might be away on vacation.</p>	
Town Manager's Recommendation:	
Requested Action:	
<p>Council wishes.</p>	
Vote	

I am in favor of blocking off Rittmwest Lane on Saturday, September 9th, 2023 from 3pm - 6pm for the neighborhood block party

Print Name	Signature	House #
ASHLEY NORWOOD	<i>Ashley Norwood</i>	26
<i>Ann Brown</i>	<i>Ann Brown</i>	30
<i>Alana Cline</i>	<i>Alana Cline</i>	24
Justin Wiggins	<i>Justin Wiggins</i>	14
Andrew Gunn	<i>Andrew Gunn</i>	10
Alison Redford	<i>Alison Redford</i>	20
David Duke	<i>David Duke</i>	29
KEANNE EVERETT	<i>Keanne Everett</i>	28
Shannon Moreau	<i>Shannon Moreau</i>	27
<i>Liz Dault</i>	<i>Liz Dault</i>	31
Alli Schöff	<i>Alli Schöff</i>	32
Emily Larasam	<i>Emily Larasam</i>	25
Tyler Curtis	<i>Tyler Curtis</i>	21
<i>Craig Ames</i>	<i>Craig Ames</i>	17
Lindsay Daughtry	<i>Lindsay Daughtry</i>	15
Brian Corcoran	<i>Brian Corcoran</i>	18
Barbara Millman	<i>Barbara Millman</i>	22

TOWN COUNCIL

Agenda Information Sheet

Meeting Date: August 22, 2023	NB #1
Agenda Item: Downtown Façade Grant Program	
Informational: We are looking to the Council to approve the current \$30,000 allocated in the Transit-Oriented TIF district budget. The maximum award would be a 50/50 split with a max match of \$10,000.	
Town Manager's Recommendation:	
To establish the Downtown Façade Grant program, with an allocation of \$30,000 for FY24.	
Requested Action:	
Motion: The Town Council authorizes establishing the Downtown Façade Grant program, to allocate \$30,000 for Fiscal year 2024, to be funded by the Transit TIF district.	
Vote	



Town of South Berwick

Economic and Community Development

Denise M. Clavette, Director

180 MAIN STREET

SOUTH BERWICK, MAINE 03908-1535

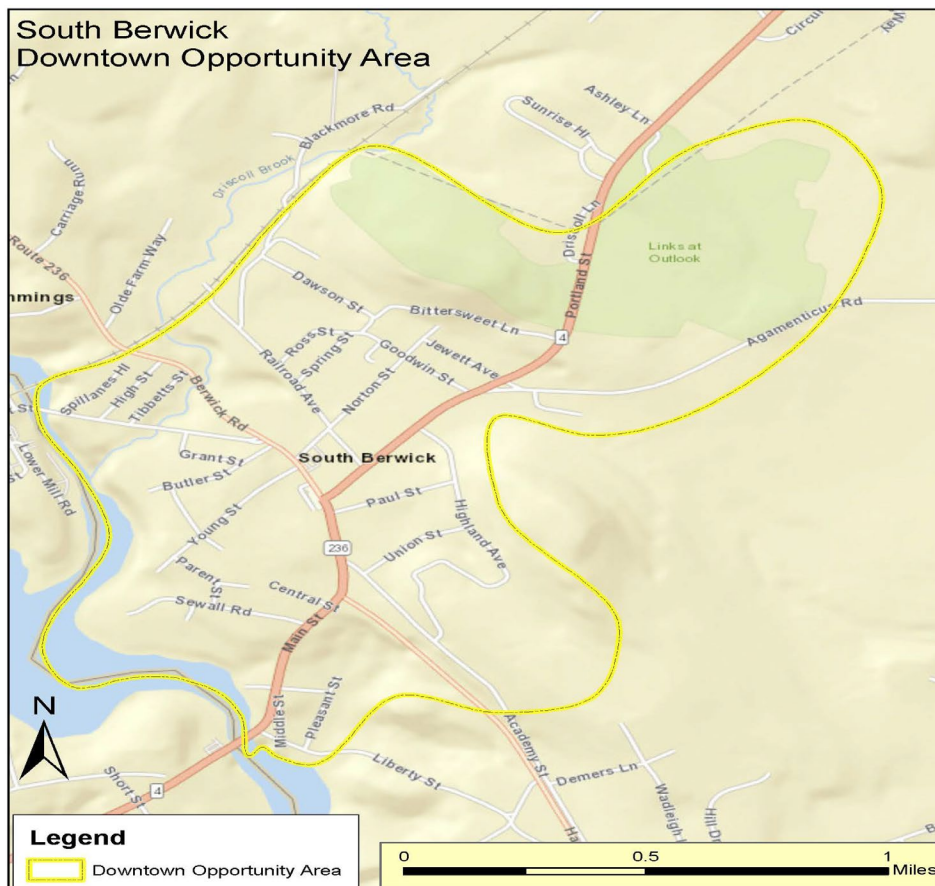
TEL: 207-384-3005

Downtown Façade Grant Program Overview

The Town of South Berwick, through the Transit-Oriented Tax Increment Financing (TIF) District has established a Downtown Façade Grant Program to support economic development and downtown and community revitalization efforts. The Downtown Façade Grant Program offers matching funds for a variety of façade improvement activities, including painting, window or door repairs or replacements, signage, awnings, and storefront restorations. Our goal is to assist as many qualified projects as funds allow, and the grant will be offered on an ongoing basis as funding permits. The award amount is based on available resources, the number of qualified applicants, and other evaluation criteria.

Eligible locations

Façade projects within the greater Downtown opportunity area, as defined in the Market Analysis, that was completed in June 2023, are eligible.



Key Program Details

- Grants are available for up to \$10,000 and require at least a **1:1 match**.
- The applicant will be **reimbursed** for the amount of the grant award or 50% of the total project cost, whichever is less, **upon completion of the project**.
- No improvements begun prior to award notification will be eligible for reimbursement.
- All projects must be completed within one (1) year of grant approval.
- The applicant is responsible for obtaining all permits and land use approvals, including Site Plan approval when appropriate, prior to construction.

Grant Application and Deadline

To apply for a Downtown Façade Grant, submit a complete application ([available here](#)) to Denise Clavette, Economic and Community Development Director via email dclavette@sbmaine.us

Application deadline: **Rolling deadline as funding is available.**

Eligible Projects

A Downtown Façade Grant application must pertain to business / commercial use within the Downtown opportunity area. The grant applicant may be the property owner or the tenant, but tenants must have the property owner's signed approval of the proposed building improvement.

Qualifying and non-qualifying grant projects are listed below:

Qualifying projects

- Signage
- Awnings
- Storefront Improvements
- Restoration of original/historical windows, doors, and trim where possible
- Repair or replacement of windows, doors, and trim
- Cleaning and/or painting of wood surfaces
- Cleaning, re-pointing, and/or re-painting of surface brick, stone, or cement
- Removing paint from brick or stone
- Exterior lighting
- Removal of "modernization" efforts and/or inappropriate non-historic alterations/additions
- Cleaning and repair or installation of approved siding
- Roofing visible from street-level
- Removal or repair of fire escapes
- Hardscapes

Non-qualifying projects

- Interior repairs of any kind
- Purchase of commercial property / equipment
- New construction

Baseline Criteria

To be eligible to receive a grant, the applicant must meet the following:

- All local, state and federal taxes have been paid.
- The applicant does not owe the city any money, including taxes, impact fees, fines, etc.

Selection Process and Evaluation Criteria

All applications will be reviewed by a grant review committee, consisting of the Economic and Community Development Director, Assistant Town Manager, a member of the Town Council, and two (2) business owners. Applications will be accepted on a rolling basis and evaluated monthly. The Codes Enforcement Officer, or designee, shall review the grant application submittal and narrative and shall report findings to the grant review committee. Applications will be ranked and selected based on a clear and documented set of evaluation criteria. Preliminary approval will be granted to those applications receiving a score of at least 75% until the grant fund is exhausted. Depending on the number of applications, the Town of South Berwick may assign “waiting list” status to projects that qualify for selection once the grant fund has been exhausted. The Grant Selection Committee reserves the right to deny funding to any applicant.

Evaluation Criteria

- **Impact (60%)** – Overall impact of the project on the Town. Does the project seek to restore the historical or architectural significance of the building? Will the project contribute to the retention or addition of a business downtown? Will the project help bring the building up to code? Will increased pedestrian traffic result? Will the improvements contribute to the safety of the building and its surroundings?
- **Sustainability/Permanence (30%)** – How permanent are the improvements and is there a maintenance plan for improvements? Does the business own the building? If not, how long have they been there and how much time remains on the lease?
- **Community Contribution (10%)** – Does the applicant actively promote downtown and their own business? Does the business participate in community-based activities and promotions? Is the area around the business kept clean and free of debris on a consistent basis?

Final Approval

Final approval will be granted once the following financial documents have been received and approved by the Town’s Finance Department:

- Most recent financial report for the past year to establish a baseline, such as end of year audited financials, tax filing with cash flows, or bank statement;
- Detailed budget for use of funds;
- Proof of business liability insurance;
- Completed Town of South Berwick vendor form ([available here](#));
- Completed W9 ([available here](#))

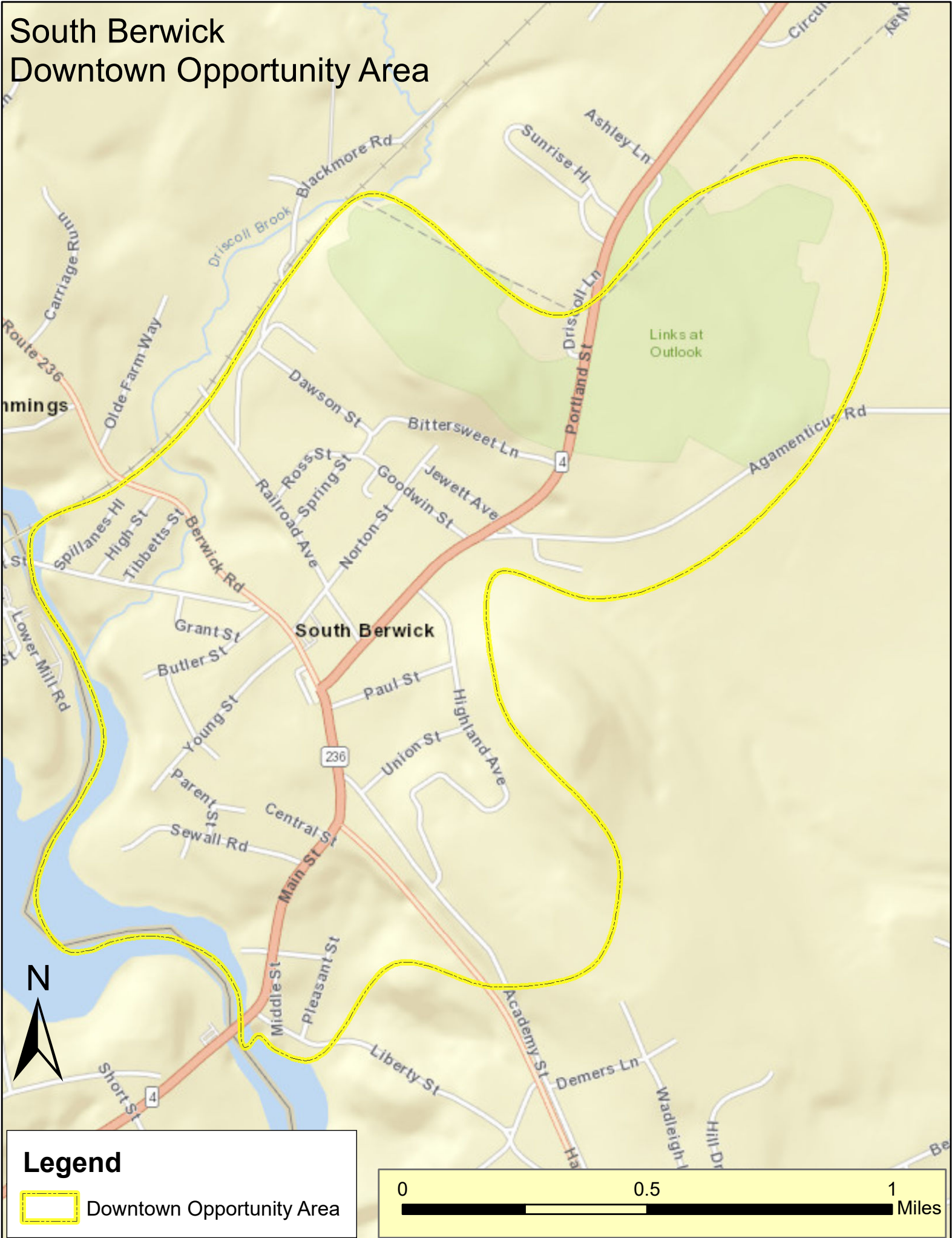
Grant Payment/Reimbursement

The grant will be paid in full as a lump sum upon completion of the Downtown Façade Grant project. The business/property owner shall submit the following to the Economic and Community Development Department:

- Current financial report for the past year, such as end of year audited financials, tax filing with cash flows, or bank statement;
- Paid bills/invoices for the work completed.

The Town will then perform an inspection to determine that the work was completed in accordance with the original grant application and cost estimates. Upon satisfactory inspection, reimbursement will be processed within one (1) month.

South Berwick Downtown Opportunity Area





Town of South Berwick

Economic and Community Development

Denise M. Clavette, Director

180 MAIN STREET

SOUTH BERWICK, MAINE 03908-1535

TEL: 207-384-3005

Downtown Façade Grant Program

Application

Instructions

Applications deadline: **Rolling deadline as funding is available**

Submit complete application via email to Denise Clavette, Economic and Community Development Director,
dclavette@sbmaine.us

General Information

Name of Applicant: _____

Name of Business: _____

Type of Business: _____

Project/Business Address: _____

Phone Number: _____

Email address: _____

Applicant is: ☐ Property Owner ☐ Business Owner ☐ Other: _____

How long has the business been at the current location? _____

If applicable, when does your current lease expire? _____

Do you have the option to renew your lease, and do you intend to do so? What are the terms? _____

Property owner's name (if different from applicant): _____

Property owner's address: _____

Property owner's phone number/email: _____

Note: If you are not the property owner, the property owner or an authorized representative must co-sign this application where indicated in the "General Conditions" section of this application.

Project budget

Expected TOTAL project budget: \$_____

Grant request amount: \$_____

Note: The grant request amount cannot exceed \$10,000 or 50% of the total project budget.

Estimated start date: _____

Estimated completion date: _____

Note: Any project submitted for funding should be completed within twelve (12) months of the grant award.

In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)? ☐ No ☐ Yes

If yes, describe the additional work, including a cost estimate: _____

Project Details

Submit the following information/responses as a PDF attachment:

- At least two (2) color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Description of proposed improvements (e.g., new doors/windows, signs, lighting, paint, etc.):
- Describe how this project will enhance the downtown, including how it will:
 - Improve your business or increase your chances for success
 - Facilitate the retention or expansion of an existing business downtown
 - Facilitate the establishment of a new business to downtown
 - Improve public safety or access
 - Enhance downtown South Berwick (beautification, foot traffic, tourism, etc.)

Signature of Applicant: _____

Date: _____

General Conditions

- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold The Town of South Berwick and/or its agents, employees liable for any property damage, personal injury, or other loss relating in any way to the Downtown Façade Grant Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Downtown Façade Grant Program.
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti and trash, and sweeping and shoveling in front of the property.
- Applicants awarded grants must consent to the publication, use and re-use of their image in any and all forums and media
- The applicant has read and understands the “Façade Grant Program Overview” document outlining program guidelines and procedures.
- The applicant understands that the Town of South Berwick reserves the right to make changes in conditions of the Downtown Façade Grant Program as warranted.

Signature of Applicant: _____

Date: _____

Owner Authorization

If applicant is not the property owner, the property owner or an authorized representative must review and co-sign this application below.

As owner of the property (insert address): _____ I have reviewed the above application and authorize operator of _____ at said address to perform the improvements described above as part of the Town of South Berwick Downtown Façade Grant Program.

Signature of property owner or authorized representative: _____

Date: _____

TOWN COUNCIL
Agenda Information Sheet

Meeting Date: August 22, 2023	NB #2
Subject: Links at Outlook Golf Club liquor license & special amusement permit	
Information:	
Application attached.	
No issues have been reported.	
Town Manager Recommendation:	
Requested Action:	
Motion to approve the renewal of the Link's liquor license & special amusement permit.	
Vote:	



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Section I: Licensee/Applicant(s) Information;
Type of License and Status**

Legal Business Entity Applicant Name (corporation, LLC): GREAT WORKS PROPERTIES, INC	Business Name (D/B/A): THE LINKS AT OUTLOOK GOLF COURSE, LLC
Individual or Sole Proprietor Applicant Name(s):	Physical Location: 310 PORTLAND ST., BERWICK, ME 03901
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: PO BOX 385, SOUTH BERWICK, ME 03908
Mailing address, if different from DBA address: PO BOX 354, SOUTH BERWICK, ME 03908	Email Address: johnflynngolf@yahoo.com & gwp@gwi.net
Telephone # Fax #: 207-384-5283	Business Telephone # Fax #: 207-384-5283
Federal Tax Identification Number: 01-0477433	Maine Seller Certificate # or Sales Tax #: 1052044
Retail Beverage Alcohol Dealers Permit:	Website address: www.outlookgolf.com

1. New license or renewal of existing license? ☐ New Expected Start date: _____

☒ Renewal Expiration Date: 09/14/2023

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: \$ 2,127,121.00 Beer, Wine or Spirits: \$ 1,486,729.00 Guest Rooms: \$ 0.00

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

☒ Malt Liquor (beer) ☒ Wine ☒ Spirits

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 checked="" type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input checked="" type="checkbox"/> Auxiliary | <input checked="" type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <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:

310 Portland St., Berwick, ME 03901

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: _____

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
STAGE HOUSE INN	12654	224 MAIN ST., SOUTH BERWICK, ME 039

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
KIMBERLY MALDONIS	06/01/1970	ROCHESTER, NH
JEFFREY MALDONIS	01/06/1971	BRIGHTON, MA
DANIEL MCCAFFREY	04/02/1970	BILLERICA, MA
ANNMARIE SACCA	02/02/1972	WOBURN, MA
Residence address on all the above for previous 5 years		
Name KIMBERLY MALDONIS	Address: 25 GRANT ST., SOUTH BERWICK, ME 03908	
Name JEFFREY MALDONIS	Address: 25 GRANT ST., SOUTH BERWICK, ME 03908	
Name DANIEL MCCAFFREY	Address: 2075 Lafayette Rd, Portsmouth NH, 35 Pine Mnt. Rd., Cape Neddick ME 039	
Name ANNMARIE SACCA	Address: 81 FIFES LANE, SOUTH BERWICK, ME 03908	

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: _____

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)

FUNCTION HALL, TAVERN WITH PATIO

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: OUR LADY OF THE ANGELS CATHOLIC CHURCH

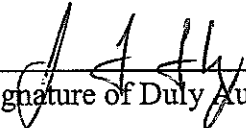
Distance: 0.50

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: 9-15-23


Signature of Duly Authorized Person

Signature of Duly Authorized Person

Sam Allen
Printed Name 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.

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.

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.

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.

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;

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;

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;

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;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

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

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.

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. Repealed

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.

4. Repealed

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.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

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.

<u>Class of License</u>	<u>Type of liquor/Establishments included</u>	<u>Fee</u>
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

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.

See Attached

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

☐ Approved

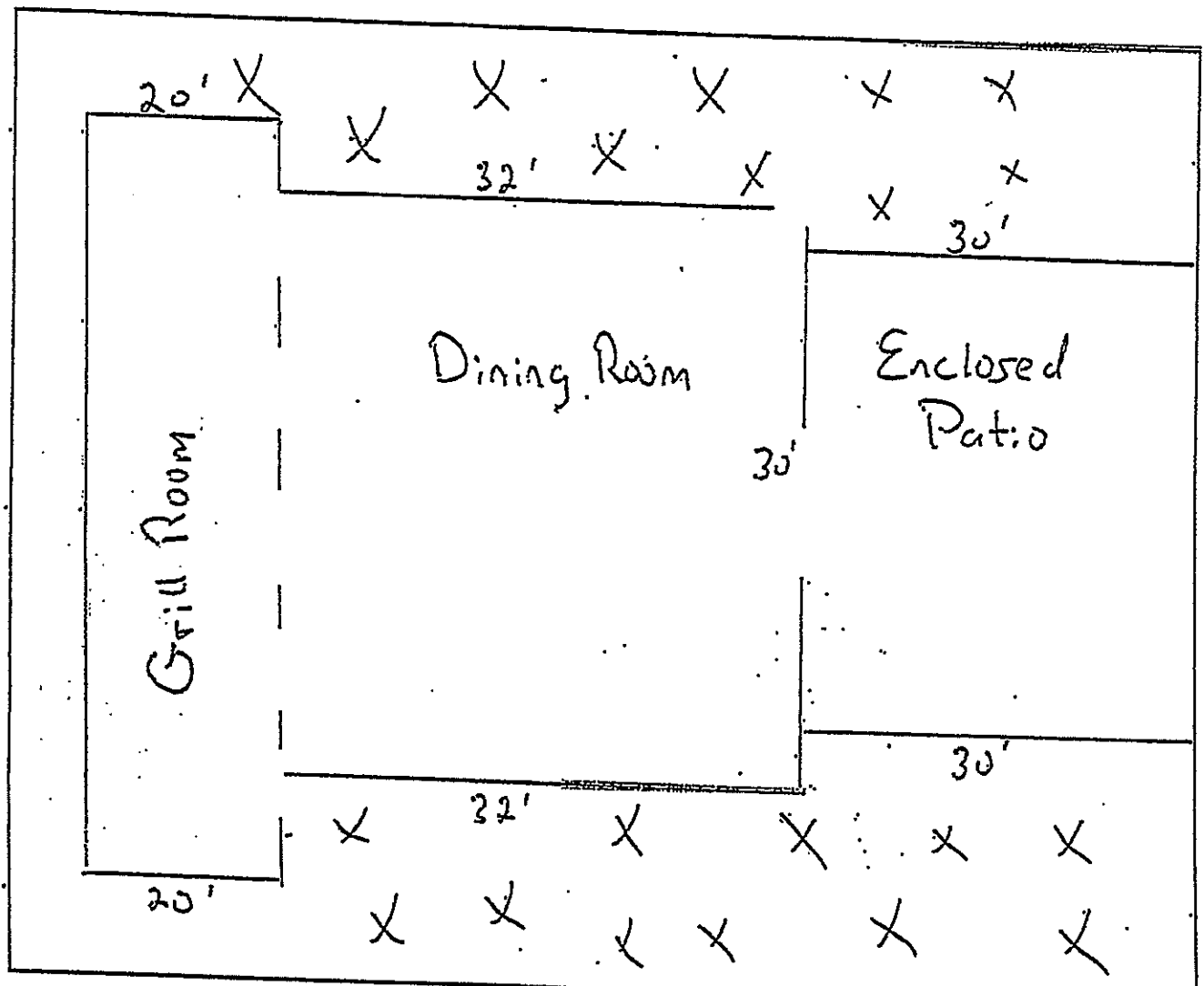
☐ Not Approved

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 complete license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas on the 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.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Great Works Properties, Inc., DBA Outlook Farm Golf Club, LLC
2. Doing Business As, if any: The Links at Outlook Golf Course & The Red Barn at Outlook Farm
3. Date of filing with Secretary of State: 01/10/1992 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:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Timothy J. Flynn II	337 Webhannett Dr., Wells, ME	07/22/1936	President	26.0000
Ruth S. Flynn	337 Webhannett Dr., Wells, ME	03/10/1945	Treasurer	26.0000
Timothy J. Flynn III	93 Agamenticus, S. Berwick, ME	04/16/1965	Owner	12.0000
James J. Flynn	36 Vaughans Lane, S. Berwick, ME	11/14/1966	Owner	12.0000
John F. Flynn	21 Academy St., S. Berwick ME	11/15/1968	Owner	12.0000
Kimberly R. Maldonis	25 Grant St., S. Berwick, ME	06/01/1970	Owner	12.0000

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



Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008
(207) 624-7220

Application for an Auxiliary License

Please clearly complete this form in its entirety.

1. Type of Application: ☐ Golf Course ☒ Golf Course with a mobile service bar
☐ Ski Area

Application Fee: \$100.00 each. Please make check payable to the Treasurer, State of Maine.

2. Licensee Information:

Legal Name: Outlook Farm Golf Club, LLC

Doing business as: The Links at Outlook Golf Course

License Number: 5885

Mailing Address: PO Box 385

South Berwick, ME 03908

Physical Location Address: 310 Portland St.

Berwick, ME 03901

Telephone Number: 207-384-5283 Fax: _____

Email address: johnflynnngolf@yahoo.com & gwp@gwi.net

3. Describe auxiliary premise and the location at the ski area or golf course: (include diagram)

Function Room, Tavern & enclosed Patio see diagram

4. Name, address & telephone number of Property Owner (include copy of lease / rental agreement):

John F. Flynn

21 Academy St., South Berwick, ME 03908


Signature of Owner

John Flynn
Printed Name

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

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

For use by Municipal Officers and County Commissioners only:

Note: This application must be approved by the Municipal Officers of the municipality of the applicant or if the applicant is in an unincorporated place, by the County Commissioners. Please complete the following certification:

State of Maine, County of _____

The undersigned being:

☐ Municipal Officers

☐ County Commissioners

for _____, Maine.
(Name of Municipality)

Dated this _____ day of _____, 20____ at _____, Maine.

Signature of Officials	Printed Name and Title

Please include a copy of the receipt paid to the County Commissioners – if applicable.

Submit Completed Forms To:

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

For Office Use Only:

Date Filed: _____ ☐ Approved ☐ Not Approved

Date Issued: _____ Issued By: _____

SPECIAL AMUSEMENT PERMIT APPLICATION

AS DEFINED IN SECTION 201 OF THE TOWN OF SOUTH BERWICK SPECIAL AMUSEMENT ORDINANCE, NO LICENSEE FOR THE SALE OF LIQUOR TO BE CONSUMED ON HIS LICENSED PREMISES SHALL PERMIT, ON HIS LICENSED PREMISES, ANY MUSIC, EXCEPT RADIO OR OTHER MECHANICAL DEVICE, ANY DANCING OR ENTERTAINMENT OF ANY SORT UNLESS THE LICENSEE SHALL HAVE FIRST OBTAINED FROM THE MUNICIPALITY IN WHICH THE LICENSED PREMISES ARE SITUATED A SPECIAL AMUSEMENT PERMIT SIGNED BY AT LEAST A MAJORITY OF THE MUNICIPAL OFFICERS.

YOUR APPLICATION FOR A SPECIAL AMUSEMENT PERMIT SHOULD BE FILED ON THIS FORM WITH THE TOWN COUNCIL OR ITS DESIGNATED AGENT. PAYMENT OF A \$35 FEE IS REQUIRED AT THE TIME THE APPLICATION IS FILED. A COPY OF THE SPECIAL AMUSEMENT PERMIT ORDINANCE IS AVAILABLE UPON REQUEST FROM THE SOUTH BERWICK TOWN CLERK.

THE TOWN COUNCIL SHALL, PRIOR TO GRANTING A PERMIT, HOLD A PUBLIC HEARING WITHIN 30 DAYS OF THE DATE YOU FILE YOUR COMPLETED APPLICATION AT WHICH TIME TESTIMONY WILL BE RECEIVED FROM YOU OR YOUR DESIGNATED AGENT AND/OR ANY INTERESTED MEMBER OF THE PUBLIC. FAILURE TO ATTEND THE PUBLIC HEARING MAY RESULT IN A DELAY IN ISSUING THE PERMIT.

Name of Applicant for Permit: The Links at Outlook G.C. / Red Barn

Address of Applicant: 310 Portland Street

Telephone # of Applicant: _____

Name of Business to be Conducted: _____

Address of Business: _____

Telephone # of Business: 207-324-5283

Nature of Business: _____

Is Business a Corporation Partnership or Proprietorship? (Circle One)

Type of Entertainment Planned: Music, Dancing, Events, Weddings

Has Applicant ever had a license to conduct the Business described herein denied or revoked or has Applicant or any partner or corporate officer ever been convicted of a felony? No

If yes, please provide full details on reverse side of this Application.

Current Liquor License #: _____

Signature J. J. Flynn Date 8-11-23



RECEIVED
8/10/23
20

TOWN OF SOUTH BERWICK
BOARD/COMMITTEE APPLICATION

Committee desired: Planning Board

PERSONAL INFORMATION

Name: Elizabeth (Betty) Ware

Date: 8/2/2023

Address: 2122 Witzhfrat Rd
South Berwick, Me 03908

email: emacyware262
@gmail.com

Telephone: (home) _____ (work) NA

(cell) 978 879-8159

BUSINESS/EDUCATIONAL BACKGROUND

(You may attach a resume if you prefer, please be specific)

Resume to be sent via email to
Tim Pellum & CEO

MUNICIPAL OFFICES HELD or PREVIOUS BOARD EXPERIENCE

(In South Berwick or elsewhere)

Board/Committee	Appointment Date	Term Expiration
<u>Neulumpat</u>		
<u>Planning Board</u>	<u>1992 or 1993</u>	<u>1995</u>
<u>Traffic & Parking Committee</u>	<u>1996 ish</u>	<u>10 years</u>

PLEASE LIST TWO OR THREE NEW IDEAS YOU WOULD LIKE THIS COMMITTEE TO CONSIDER.

- Comprehensive plan
- economic development - downtown & on 238
- historic property protection

PLEASE INDICATE ANY SPECIAL QUALIFICATIONS OR EXPERIENCE THAT YOU THINK MAY BE HELPFUL TO THIS COMMITTEE.

land planner for 40 years
preservation planner - 30+ years

COMMITMENT LEVEL

Are you available to commit to this committee for a minimum of three years?

yes

Number of hours you are able to commit to this committee/board per week:

10

Elizabeth M Ware
Applicant's signature

Barbara Bennett

From: Nora <journeybag@aol.com>
Sent: Friday, August 4, 2023 7:54 AM
To: Barbara Bennett
Subject: resignation

Hello Barbara,

Because I am on the editorial staff of the South Berwick Reporter, I am resigning my position on the Board of Assessment Review. Though the board rarely meets - only once in the past decade - it could be seen as a conflict of interest if a SBR reporter were covering a meeting at which another staff member were one of the principals.

Because the board requires a minimum of three members to hear an appeal, I hope my resignation well in advance of a scheduled meeting will provide impetus for someone else to apply for that position.

Thank you very much,
Nora Irvine