

Select Board Meeting  
October 21, 2020  
6:00 P.M.  
Cumston Hall – Theater

AGENDA

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1. Call to Order and Pledge of Allegiance
2. Approval of Minutes for 9-23-20 and 11-7-20 Meetings
3. Department Reports
4. Select Board Reports
5. Public Comment
6. Confirming Keith Frost as Public Works Director
7. Approving the Liquor License Renewal for TJ's Pizzeria at 965 US Route 202
8. Requesting Bells Be Rung at 11:00 A.M. on November 11, 2020
9. Accepting a \$5,000 Grant from Center for Tech and Civic Life to Offset COVID-19 Expenses Related to Elections
10. Warrant #9
11. Adjourn

**TOWN OF MONMOUTH  
BOARD OF SELECTMEN  
Meeting Minutes – September 23, 2020**

**PRESENT:** Doug Ludewig – Chair, Timothy McDonald – Vice Chair, and Kristin Sanborn and Mike Minkowsky - Board Members.

**ABSENT:** Harold Jones – Board Member.

**ALSO PRESENT:** Linda Cohen - Town Manager, David Shaw – CEO, Kevin Mulherin – Police Chief, Dan Roy – Fire Chief, and Doreen Christ – Recording Secretary.

**1. Call to Order and Pledge of Allegiance.** This meeting was held at Cumston Hall and was called to order at 6:00 pm by Doug Ludewig – Chair, along with the Pledge of Allegiance.

The following motion was made to place the YMCA Lease on the Agenda listing.

**MOTION:** *by Kristin Sanborn, seconded by Mike Minkowsky to place the YMCA Lease on this Agenda.*

**VOTED:** *4-0 (Passed).*

**YMCA Lease.** Steve Gleason, State YMCA CEO presented information about the Virtual Learning and Child Care Program that will be created and offered in the old Monmouth Middle School Band & Administration Building. This is for children from Kindergarten through 8<sup>th</sup> Grade. This would be an afterschool program. The capacity would be for 40 students, 20-30 per day. This would be a virtual learning site, along with a childcare program. The following motion was made.

**MOTION:** *by Timothy McDonald, seconded by Kristin Sanborn to accept the YMCA Lease and to authorize the Town Manager to sign the YMCA Lease.*

**VOTED:** *4-0 (Passed).*

**2. Approval of Minutes for 9-9-20 Meeting.** There were no changes made to this set of meeting minutes. The following motion was made.

**MOTION:** *by Kristin Sanborn, seconded by Mike Minkowsky to accept the Board of Selectmen meeting minutes for September 9, 2020, as written.*

**VOTED:** *4-0 (Passed).*

**3. Department Reports.** Mr. Shaw said it is starting to slow down. He has been working with the Town Manager on some violations as well as doing his regular inspections.

Chief Mulherin said that Saturday, October 24, 2020 is “Drug Take Back”. This will be held from 10:00-2:00 pm at the Transfer Station. The 25 MPH flashing speed zone sign is located at the Post Office. He said he will pull numbers next week. Ms. Sanborn mentioned that crosswalk signs are nice to have.

Chief Roy reported that there have been 121 calls this year. In the past two weeks, there have been a couple of brush fires in Litchfield. Conditions are very dry out and wood and brush fire dangers are high. They will be using the Monmouth Middle School for training. They are doing Search & Rescue Training with large structures. Saturday, October 3, 2020, they will be at Highmoor Farm from 10:00-2:00 pm for a Farm Sale. This is a scholarship fundraiser. Chief Roy said that, due to COVID-19, they are cancelling all events, such as the Breakfast with Sparky. They will, however, have “To-Go-Dinners” (ham) on October 17, 2020 from 4:30-6:30 pm at the Grange Hall. He said he is not sure on the fee yet. Chief Roy said that he expects 100-150 people. Fire Prevention Week is cancelled, however, they will be handing bags to teachers for distribution. The Coloring Contest is cancelled. Halloween will take place; however, there will be no congregating indoors. Exposure is limited. They will hand out candy. They may have to cancel the Breakfast with Santa. He stated that the Fire Dept. has an opportunity to receive a “Piece of Steel” from the World Trade Center (an eye beam). They will need to go on October 11, 2020 to pick it up in New York. He said he has five members willing to go. He said they want to set up a memorial in front of the station. This would be no cost to the Town. It was the consensus of the Board to do this. As per COVID-19, New York is not a restricted state.

Ms. Cohen said that the Town Office has a new absentee voting ballot drop box. So far, there are 664 requests for absentee ballots. She reported that there is a \$95,000 savings for the Gilman/Packard Road project. She said this can be used for the principal payment next year. She reported that Dennis Price began as manager this week of Cumston Hall. Danny

Gay is doing a spooky show at the end of next month. Ms. Cohen reported that Mr. Price will be working on marketing brochures for both Cumston Hall and the Fairgrounds. Mr. Minkowsky stated that the Website is a priority. Ms. Cohen will look into prices for upgrading the Website. She reported a break-in at the Cottrell Elementary School. The School Reuse Committee met last night and wants to list the Cottrell Elementary School with a commercial broker. It was the consensus of the Board to do so.

**4. Select Board Reports.** Mr. McDonald commented that he wants to move the Cottrell Elementary School playground equipment to the Center Beach. Patricia Hasch would like to see it out before winter sets in. Kelvin Hasch suggested moving the Table Storage Shed off of the property and to put it in next to the Old Administrative Building. Mr. McDonald said that this will need to be put in the Recreation budget. Mr. Minkowsky brought up the Winthrop Ambulance by saying that they have given bad debt to the Town. Mr. Minkowsky suggested having another service that has a paramedic-level of service and to maintain response time. He suggested an RFP for ambulance services. Ms. Cohen said this item will be placed on a future agenda for an RFP. The Ridge Road Solar Project is a 5-megawatt solar array project. There has been no activity yet to the Planning Board. There would be a Performance Bond for decommissioning. Mr. McDonald said the company met with the residents and the neighbors are not happy.

**5. Public Comment.** Herb Whittier said he has been volunteering his time at the Public Works Dept. He met with a paving contractor regarding several manholes on Academy Road. They will be working on Wednesday's while school is not in session.

Chief Roy stated that he disagrees with a new ambulance service. Mr. Minkowsky referenced the need for a substation. He said he is looking at financial obligations. He said something would need to be provided in close proximity, due to response time.

**6. Amendments to Employee Handbook.** Ms. Cohen stated that there are four additions/changes being recommended. These were listed in the Board Member packets. Both Ms. Walker and Ms. Cohen went through the Union Contract. Mr. Minkowsky questioned bereavement/sick pay. Ms. Cohen said that this adds people for bereavement/sick pay and is included on Page 19 of the Town of Monmouth Employee Handbook. Ms. Cohen said that the Labor Agreement is what it is. The following motion was made.

**MOTION:** *by Timothy McDonald, seconded by Kristin Sanborn to approve the amendments to the Employee Handbook, with the exception of Item No. 2, which was postponed to the next regularly scheduled meeting.*

**VOTED:** 4-0 (Passed).

**7. Adoption of Maine Municipal Association's Model General Assistance Ordinance.** Ms. Cohen gave an overview. These new appendices replace the existing General Assistance Ordinance Appendices A-H and must be approved/adopted yearly. The following motion was made.

**MOTION:** *by Timothy McDonald, seconded by Kristin Sanborn to accept the new tables for the MMA Model General Assistance Ordinance (Appendices A-H).*

**VOTED:** 4-0 (Passed).

**8. Approval of Municipal Valuation Return.** Ms. Cohen said that this needs to be reported annually to the Maine Revenue Service. It is the Town's annual report and is the basis of the Town's Homestead, Veteran, and BETE reimbursements. Mr. McDonald said that this gets reviewed at the state level. He also said that the total taxable valuation of real estate at \$401,168,800 would be higher without the TIF at \$120,000 and the Town pays less in county/school taxes. The following motion was made.

**MOTION:** *by Timothy McDonald, seconded by Kristin Sanborn to approve the Municipal Valuation Return.*

**VOTED:** 4-0 (Passed).

**9. Request for Property Tax Abatement and Directing Tax Collector to Levy and Collect New Combined Tax at Map 10, Lots 6 and 6-2 – 114 and 116 Cressey Road.** Ms. Cohen said that two properties not combined are now combined. The total of the two abatements is \$6,201.86. The new tax levy on the combined lot will be \$6,040.42, the difference being \$161.54 less. Donna Hays, Assessor's Agent, is recommending that these abatements be granted to Natasha Stewart. The following motion was made.

**MOTION:** *by Mike Minkowsky, seconded by Kristin Sanborn to accept the Property Tax Abatement and New Levy at 114 and 116 Cressey Road.*

**VOTED:** 4-0 (Passed).

**10. Acceptance of Easement Deed from the Theater at Monmouth for Parking at Melledy Hall.** Ms.

Cohen stated that the Board of Selectmen had awarded the paving bid pending voter approval of using TIF funds and the Town receiving an easement from The Theater. Voters approved the Warrant question on July 14, 2020 and The Theater Board will soon vote on the easement. The Access and Parking Easement for 775 Main Street was included in the board packets and needs to be accepted by this board. Mr. McDonald said that he is satisfied and made the following motion.

**MOTION:** *by Timothy McDonald, seconded by Mike Minkowsky to accept the Easement Deed.*

**VOTED:** *4-0 (Passed).*

Mr. Ludewig suggested that board members bring laptops, instead of having paper copies of the packets provided. Mr. McDonald said that he was good with having paperwork. Mr. Minkowsky suggested the Town provide I-Pads. Ms. Cohen said that she could place I-Pads in the budget. Mr. McDonald said that he was not good with this at all. He does not want the Town to purchase these. The Right-To-Know Laws were discussed, as they pertain to using personal laptops to access the Internet. For now, she will continue to provide paper copies of the agenda and will e-mail the packets to each individual member. Ms. Cohen also said she will check on log-in information for Cumston Hall.

**11. Warrant #7 - Payroll and Payables.** Ms. Cohen read a list of items over \$1,000. The following motion was made.

**MOTION:** *by Timothy McDonald, seconded by Kristin Sanborn, to pay Warrant #7 – Payroll \$37,993.39 and Payables - \$151,781.64.*

**VOTED:** *4-0 (Passed).*

**12. Adjourn.** The following motion was made to adjourn the meeting.

**MOTION:** *by Timothy McDonald, seconded by Kristin Sanborn, to adjourn the meeting at 7:16 pm.*

**VOTED:** *4-0 (Passed).*

Respectfully submitted,

Doreen M. Christ  
Recording Secretary - Town of Monmouth

**TOWN OF MONMOUTH**  
**BOARD OF SELECTMEN**  
**Meeting Minutes – October 7, 2020**

**PRESENT:** Doug Ludewig – Chair, and Harold Jones, Kristin Sanborn, and Mike Minkowsky - Board Members.

**ABSENT:** Timothy McDonald – Vice Chair.

**ALSO PRESENT:** Linda Cohen - Town Manager, David Shaw – CEO, Kevin Mulherin – Police Chief, Dan Roy – Fire Chief, and Doreen Christ – Recording Secretary.

1. **Call to Order and Pledge of Allegiance.** This meeting was held at Cumston Hall and was called to order at 6:00 pm by Doug Ludewig – Chair, along with the Pledge of Allegiance.
2. **Approval of Minutes for 9-23-20 Meeting.** This set of meeting minutes were not available at this meeting.
3. **Department Reports.** Mr. Shaw stated that he will have his monthly report available at the next meeting. He did a new house permit on Pine Hill Road on Monday, October 5, 2020.  
Chief Mulherin stated that there have been 147 calls to service. There were 138 motor vehicle stops. “*Drug Take Back*” is on Saturday, October 24, 2020, from 10:00 am to 2:00 pm at the Transfer Station. Officer Wessling went to “*Below 100 Training*”. This is an eight-hour course and was held at the Sabattus Police Department. Chief Mulherin provided the numbers that were obtained by the 25 MPH flashing speed zone sign that was placed on Main Street by the Post Office during the September 17-30, 2020 time period. He said as you are heading out, there were 15,000 vehicles that went through that time frame. This also shows the percentages and speeds. From July 3-16, 2020, there were approximately the same numbers. He stated that there are just a few high speed events. 90 percent are below 15 MPH of the posted speed limit. Over 90 percent are below 10 MPH of the posted speed limit. Harold Jones stated that speed is not a serious problem. Mr. Minkowsky asked what is the threshold for criminal speeding? Chief Mulherin responded that anything over 30 MPH above the posted speed is considered criminal speeding. Chief Mulherin stated that he has two of these signs. One is presently located on Norris Hill Road.  
Chief Roy reported that there have been 134 calls this year. This is up by 46 calls from last year. He reported 11 calls just from the last storm event. The Farm Sale on Saturday, October 3, 2020, at the Highmoor Farm went very well. They raised \$2,000 for their scholarship fundraiser. This week is “*Fire Prevention Week*”. They stuffed bags, which were delivered to the teachers, for distribution at the school. They purchased smoke detectors for all the students in the First Grade. They will be putting together “*To Go Dinners*” for October 17, 2020, since the “*Breakfast with Sparky*” event has been cancelled. They have 30 requests so far, but are hoping for 50. There will be a \$10.00 fee for each meal. He said that they are doing another blood drive on Thursday, October 15, 2020, from 12:00-5:00 pm. Their training for the month includes “*Bus Extrication*,” “*Vehicle Fires*,” “*Live Fire Training*,” and “*Extrication for Farm Machinery*.”  
Ms. Cohen reported that the grinding has been done on the Academy Road. They are looking to get this paved next week. In regards to COVID relief for Elections, Ms. Cohen reported that the Town has received a \$5,000 grant. This was received from the “*Center for Technology & Civic Life*.” She stated that 951 requests for absentee ballots have been received. She also mentioned a Phase II assessment is being done right now at the Monmouth Middle School.
4. **Select Board Reports.** None.
5. **Public Comment.** Donna Shaw asked when the Monmouth Library would be open. Mr. Ludewig responded that it will be open to the public beginning Tuesday, October 13, 2020. Ms. Cohen will check with Ms. Sawtelle to see if this has been posted. Mr. Ludewig stated that a new member is needed for the Cobbossee Watershed District (CWD). Ms. Cohen stated that she has advertised, with no result. Chuck Mailhot asked about unused CMP poles on Blue Road. The response was that this is a CMP issue and he can contact CMP directly.
6. **Amendment to Employee Handbook.** The item regarding bereavement/sick pay was postponed at the last meeting to this meeting for clarification between the handbook and the labor contract. This item adds family members, such as nieces and nephews and aunts and uncles for three days only of personal time off for the death of these family members. Mr. Minkowsky found the change and, therefore, this amendment is for those three bereavements days only and lines up with the Labor Agreement. The following motion was made on this amendment.

**MOTION:** *by Mike Minkowsky, seconded by Harold Jones to accept the amendment to the Employee Handbook, as proposed.*  
**VOTED:** *4-0 (Passed).*

**7. Authorizing the Town Manager to Sign a Listing Agreement with The Boulos Company for the Sale of the Henry L. Cottrell School.** Ms. Cohen said that she had reached out to Commercial Brokers and is recommending listing the Cottrell Elementary School with the Boulos Company. Ms. Cohen suggesting creating a building account for funds from the sale. Distributed, at this meeting, was a company brochure and a listing of similar projects done by The Boulos Company. Present at this meeting were representatives from The Boulos Company: Chris Paszyc and Nick Lucas. The following motion was made.

**MOTION:** *by Harold Jones, seconded by Mike Minkowsky to authorize the Town Manager to sign the Listing Agreement with The Boulos Company for the Sale of the Henry L. Cottrell School at 169 Academy Road.*  
**VOTED:** *4-0 (Passed).*

**8. Accepting Funds from the MMA Ed MacDonald Safety Enhancement Grant Program for the Fire Department.** This is a grant for \$1,248.62, which provides 2/3 the cost for the purchase of 36 extrication gloves for the Fire Department. The following motion was made.

**MOTION:** *by Harold Jones, seconded by Mike Minkowsky to accept the funds from the MMA Ed MacDonald Safety Enhancement Grant Program.*  
**VOTED:** *4-0 (Passed).*

**9. Warrant #8 - Payroll and Payables.** Ms. Cohen read a list of items over \$1,000. The following motion was made.

**MOTION:** *by Kristin Sanborn, seconded by Harold Jones to pay Warrant #8 – Payroll \$38,181.69 and Payables - \$496,767.18.*  
**VOTED:** *4-0 (Passed).*

**10. Adjourn.** The following motion was made to adjourn the meeting.

**MOTION:** *by Harold Jones, seconded by Mike Minkowsky to adjourn the meeting at 6:41 pm.*  
**VOTED:** *4-0 (Passed).*

Respectfully submitted,

Doreen M. Christ  
Recording Secretary - Town of Monmouth

TOWN OF MONMOUTH  
P.O. BOX 270  
MONMOUTH, ME 04259



TELEPHONE (207) 933-2206  
FAX (207) 933-3413

**Memorandum**

**To:** Select Board Members  
**From:** Linda C. Cohen, Town Manager *LCC*  
**Date:** October 15, 2020  
**Re:** Confirming Keith Frost as Public Works Director

On August 26, 2020, I appointed Keith Frost as Interim Public Works Director. Since that time, Keith has shown excellent leadership skills, a breadth of knowledge about the town and his experience working in the public works field and a dedicated commitment to providing outstanding public service to the Town of Monmouth. I have great confidence in his ability to step up to this position.

Keith has worked for the Town for three and a half years, after working in the Winthrop Public Works Department for twelve. Keith was the only applicant from within the employees, and Chief Mulherin, Laurie Walker and I conducted the interview. We were unanimous in our agreement that we have the right person for this position.

I am hoping the Select Board will confirm Keith as our new Public Works Director tonight. This will create a vacancy in the position of Foreman, which we want to advertise and fill as soon as possible.

**TOWN OF MONMOUTH**  
P.O. BOX 270  
MONMOUTH, ME 04259



TELEPHONE (207) 933-2206  
FAX (207) 933-3413

**Memorandum**

**To:** Select Board Members

**From:** Linda C. Cohen, Town Manager



**Date:** October 15, 2020

**Re:** Approval of Renewal Liquor License for TJ's Pizzeria

Approval of renewal applications for liquor licenses is required to be done by the municipal officers, unless the municipal officers have delegated that authority to the Town Clerk or Town Manager. This can be done for renewals only. I am not aware that Monmouth has done that.

I have checked with Chief Mulherin to make sure there are no issues, and there are none, so this license is in order for your approval.



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

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant<br>(Class I, II, III, IV)   | <input type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI)         | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input type="checkbox"/> Hotel<br>(Class I, II, III, IV)   | <input type="checkbox"/> Hotel – Food Optional<br>(Class I-A)            | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)<br>(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary                                       | <input type="checkbox"/> Mobile Cart                  |
| <input type="checkbox"/> Tavern<br>(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:

89 Maple St. Monmouth ME 04259

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: NA

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
NA		

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
Thomas J. Quinn JR	5/10/63	Arlington, VA
Kelly J. (Sanborn) Webb	8/5/60	Augusta, ME
Nicole Coward	12/8/92	Brunswick, ME

Residence address on all the above for previous 5 years

Name: Thomas J. Quinn JR	Address: 89 maple st monmouth ME 04259
Name: Kelly Webb	Address: 89 maple st MONMOUTH, ME 04259
Name: Nicole Coward	Address: 57 Howard Dr. MONMOUTH, ME 04259
Name: Nicole Coward	Address: Winthrop ME 04364

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:

NA

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: NA 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: NA 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:

Jon Knowles, 4 Myras Way, Monmouth  
ME 04259

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

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)

We have a bar area and a dining room.  
We have 2 handicap bathrooms. Our  
Storage area is mostly in the basement  
and we also have a storage shed.

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: NORTH Monmouth Community Church  
Distance: 1 ± miles.

**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: October 3, 2020

Thomas J Quinn, Jr.

Signature of Duly Authorized Person

Kelly J. Webb

Signature of Duly Authorized Person

Thomas J Quinn, Jr.

Printed Name Duly Authorized Person

Kelly J. Webb

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.

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**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.

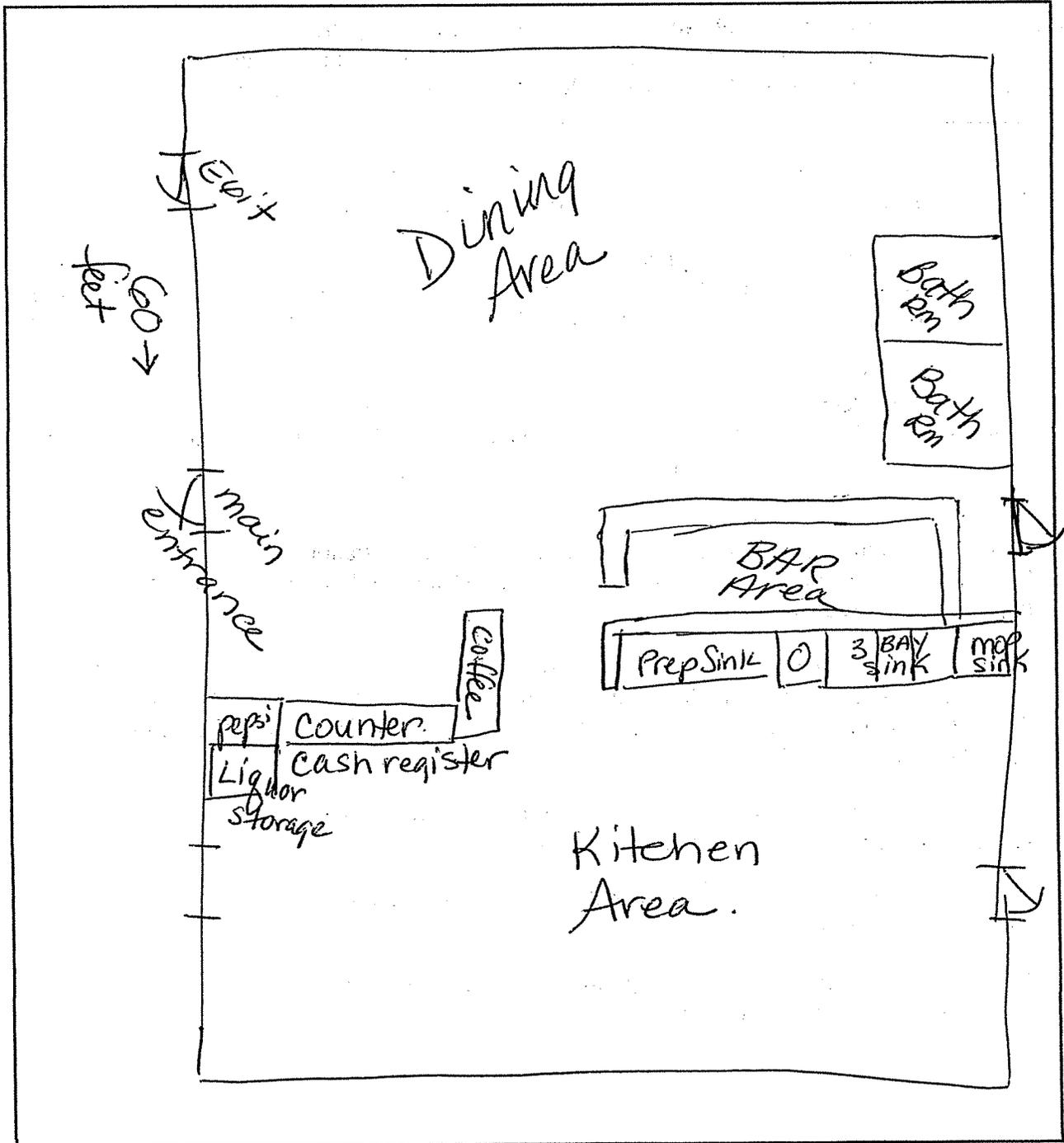
**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together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

<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> 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
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> 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
<b>Class III</b>	<b>For the Sale of Wine Only</b> 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
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> 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
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> 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
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> 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.



**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: TJ's Pizzeria
2. Doing Business As, if any: TJ's Place
3. Date of filing with Secretary of State: May 2008 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: NA
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
Thomas J. Quinn, Jr	89 maple st monmouth 04259	5/10/63	Pres.	50%
Kelly J. Webb	89 maple st. monmouth 04259	8/5/60	Treasurer	50%

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

**TOWN OF MONMOUTH**  
P.O. BOX 270  
MONMOUTH, ME 04259



TELEPHONE (207) 933-2206  
FAX (207) 933-3413

**Memorandum**

**To:** Select Board Members

**From:** Linda C. Cohen, Town Manager *LCC*

**Date:** October 15, 2020

**Re:** Request to Ring Bells at 11:00 A.M. on November 11, 2020

Title 30-A, included in your packet, states that municipalities shall cause any public bell to ring and shall also request that any other bell in the municipality be rung at 11:00 A.M on Veterans Day. Chief Roy has agreed to reach out to the churches in town to ask that they ring their bells as they did on Memorial Day.

## Title 30-A: MUNICIPALITIES AND COUNTIES

## Part 2: MUNICIPALITIES

## Subpart 3: MUNICIPAL AFFAIRS

## Chapter 131: HISTORY AND OBSERVANCES

**§2901. Decoration of veterans' graves on Memorial Day**

1. Decoration of veterans' graves. Each municipality, as directed by its municipal officers, annually shall decorate on the day Memorial Day is observed the graves of veterans of the Armed Forces of the United States of America with an American flag and appropriate flag holders.

[PL 1999, c. 700, §3 (AMD).]

2. Erection of flagpole as alternative.

[PL 1999, c. 700, §3 (RP).]

3. No effect on individuals' right to decorate. This section does not in any way affect the right of any friend or relative of a deceased veteran to decorate the grave.

[PL 1987, c. 737, Pt. A, §2 (NEW); PL 1987, c. 737, Pt. C, §106 (NEW); PL 1989, c. 6 (AMD); PL 1989, c. 9, §2 (AMD); PL 1989, c. 104, Pt. C, §§8, 10 (AMD).]

4. Bell ringing on Veterans Day. Each municipality shall, unless it will cause the municipality to incur an additional expense, cause any public bell or clarion within its possession or control to be rung at 11:00 a.m. on Veterans Day, and the municipal officers of each municipality shall request that any other bell or clarion within the municipality be rung voluntarily at 11:00 a.m. on Veterans Day, and shall take such steps as are necessary to properly coordinate public and volunteer events.

[PL 1999, c. 700, §3 (AMD).]

5. Unorganized townships. If veterans' graves as described in this section are located in an unorganized township, the county in which that unorganized township is located is subject to the provisions in this section.

[PL 1999, c. 700, §3 (NEW).]

6. Graves on land owned by Federal Government. Veterans' graves located on a site that was owned by the Federal Government as of January 1, 2000 are not subject to the requirements of this section.

[PL 1999, c. 700, §3 (NEW).]

## SECTION HISTORY

PL 1987, c. 737, §§A2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §§C8,10 (AMD). PL 1989, c. 211 (AMD). PL 1999, c. 700, §3 (AMD).

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.

Office of the Revisor of Statutes ([mailto:webmaster\\_ros@legislature.maine.gov](mailto:webmaster_ros@legislature.maine.gov)) · 7 State House Station · State House Room 108 · Augusta, Maine 04333-0007

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TOWN OF MONMOUTH  
P.O. BOX 270  
MONMOUTH, ME 04259



TELEPHONE (207) 933-2206  
FAX (207) 933-3413

**Memorandum**

**To:** Select Board Members

**From:** Linda C. Cohen, Town Manager

A handwritten signature in black ink, appearing to read "LCC", is written over the name "Linda C. Cohen" in the "From:" field.

**Date:** October 15, 2020

**Re:** Accepting \$5,000 Grant from Center for Tech and Civic Life

This grant was brought to my attention by a City Clerk whose community had been awarded a sizeable grant to offset increased election expenses associated with COVID-19.

This grant will cover the cost of additional voting booths, the remainder of the amount paid for the absentee ballot drop box, increased postage paid to mail absentee ballots for the July and November elections and additional supplies and staffing at the polling place.

This formally accepts the revenue.

## Linda Cohen

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**From:** grants@techandciviclelife.org  
**Sent:** Monday, October 5, 2020 10:51 AM  
**To:** Linda Cohen  
**Subject:** Approved: CTCL COVID-19 Response Grant  
**Attachments:** Monmouth Town, Maine.pdf

Dear Linda Cohen,

I'm pleased to share that Center for Tech and Civic Life has reviewed your COVID-19 Response Grant application and has approved a grant award totaling **\$5000 USD**.

We look forward to promptly disbursing funds, but first we need two things from you:

1. **Disbursement information:** Please provide payment instructions using the CTCL Grant Disbursement Form here: <https://airtable.com/shrnjlueWISCmnPec>. Note: a member of the CTCL COVID-19 Response Grants team will verify payment details before transmitting funds.
2. **Signed grant agreement:** To release funds CTCL must have a signed copy of your jurisdiction's grant agreement. Please find the agreement for signature attached. Return a signed copy to [grants@techandciviclelife.org](mailto:grants@techandciviclelife.org) at your earliest convenience. Note: Would you prefer a grant for **less** than the amount CTCL has awarded? Simply respond to this email with your preferred total grant amount and we will update your agreement accordingly.

Once you've (1) submitted payment instructions using the [CTCL Grant Disbursement Form](#) and (2) returned a signed grant agreement to [grants@techandciviclelife.org](mailto:grants@techandciviclelife.org), CTCL will process a single payment for the full grant amount.

You can select one of three payment methods with the following disbursement times:

- Wire transfer: 3-4 business days
- ACH: 5-9 business days
- Check: 6-10 business days

Center for Tech and Civic Life has partnered with accounting firm [Marcum LLP](#) to disburse grant funds. Marcum is using [Bill.com](#) to efficiently and securely process payments. After you've completed the [Grant Disbursement Form](#) Marcum will send an email via Bill.com to complete the disbursement process.

Thank you for all you do on behalf of Maine voters!

All the best,

Tiana and the Center for Tech and Civic Life Team

--

Tiana Epps-Johnson | Founder & Executive Director, Center for Tech and Civic Life | [tiana@techandciviclelife.org](mailto:tiana@techandciviclelife.org) | she/her



CENTER FOR  
TECH AND  
CIVIC LIFE

October 2, 2020

Monmouth Town, Maine  
Town Manager  
PO Box 270  
Monmouth, ME 04259

Dear Linda Cohen,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Monmouth Town, the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award a grant to support the work of Monmouth Town ("Grantee").

The following is a description of the grant:

**AMOUNT OF GRANT:** \$5,000.00 USD

**PURPOSE:** The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Monmouth Town in 2020 ("Purpose").

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement ("Grant Agreement") and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction ("Applicable Laws"). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.

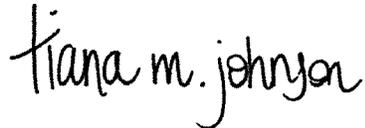
3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Ballot drop boxes, Personal protective equipment (PPE) for staff, poll workers, or voters, Poll worker recruitment funds, hazard pay, and/or training expenses, Polling place rental and cleaning expenses for early voting or Election Day, Temporary staffing, Vote-by-mail/Absentee voting equipment or supplies, and Election administration equipment. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the Municipal Clerk ("the Election Department") or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.



Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at [grants@techandcivicliflife.org](mailto:grants@techandcivicliflife.org).

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



Tiana Epps Johnson  
Executive Director  
Center for Tech and Civic Life



CENTER FOR TECH & CIVIC LIFE  
233 N. MICHIGAN AVE., SUITE 1800  
CHICAGO, IL 60601  
[HELLO@TECHANDCIVICLIFE.ORG](mailto:HELLO@TECHANDCIVICLIFE.ORG)

GRANTEE

By: Juda C Cohen

Title: Tour Manager

Date: 10/5/2020



CENTER FOR TECH & CIVIC LIFE  
233 N. MICHIGAN AVE., SUITE 1800  
CHICAGO, IL 60601  
[HELLO@TECHANDCIVICLIFE.ORG](mailto:HELLO@TECHANDCIVICLIFE.ORG)