

Special City Council Meeting
January 18, 2017

1. Agenda Only

Documents:

[AGENDA ONLY 01-18-17.PDF](#)

2. Agenda And Packet

Documents:

[AGENDA AND PACKET 01-18-17.PDF](#)

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR. (A/L)

AGENDA
SPECIAL CITY COUNCIL MEETING
JANUARY 18, 2017

The Portland City Council will hold a Special City Council Meeting at 5:30 p.m. in City Council Chambers, City Hall. The Honorable Ethan K. Strimling, Mayor, will preside.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

RECOGNITIONS:

“Arts in the Chamber”, Apollonian Ballet

APPROVAL OF MINUTES OF PREVIOUS MEETING:

(Tab 1) January 4, 2017, City Council Meeting Minutes
January 9, 2017, Special City Council Meeting – State of the City Address

PROCLAMATIONS:

APPOINTMENTS:

**Order 114-16/17 Order Appointing the Executive Board of the Portland Technology
(Tab 2) Park Condominium Association – Sponsored by Jon P. Jennings,
City Manager.**

The City of Portland is the Declarant (developer) of the Portland Technology Park.

The City Council appoints the members of the Executive Board to govern the affairs of the Portland Technology Park Condominium Association.

This order appoints the following individuals to the Executive Board of the Portland Technology Park Condominium Association:

Jon P. Jennings, City Manager
Chris Branch, Public Works Director

President
Treasurer

Mark Pettingill, CEO, Patrons Oxford

Secretary

The appointees need not be unit owners. The Economic Development Department will provide staff assistance to the Board.

Five affirmative votes are required for passage after public comment.

**Order 115-16/17
(Tab 3)**

Order Appointing Christopher A. Huff Tax Assessor – Sponsored by Jon P. Jennings, City Manager.

Mr. Huff has been offered the position of City Tax Assessor, and he has accepted, subject to confirmation by the City Council as required by the City Charter. His resume is included in the agenda backup.

Mr. Huff will start on January 19, 2017 at an annual salary of \$93,678.00 per year.

This item must be read on two separate days. This is its first reading. Staff is requesting that the second reading be waived, and this item be passed as an emergency so Mr. Huff can begin work on January 19, 2017. Seven affirmative votes are required to waive the second reading and also for passage as an emergency.

CONSENT ITEMS:

**Order 116-16/17
(Tab 4)**

Order Approving Transfer of Funds Under 15 M.R.S. §§5824(3) and 5826(6) Re: Kenyatta Martin – Sponsored by Jon P. Jennings, City Manager.

This order authorizes the City Council to approve the transfer of \$655.34 in forfeited assets from the State of Maine to the City of Portland from the case of the State of Maine v. Kenyatta Martin.

This money was seized during a drug investigation conducted by the M.D.E.A. in conjunction with the Portland Police Department. The money will be deposited into the Portland Police Department's drug investigation account.

The money is used to offset the costs of drug investigations, such as drug analysis, drug purchases, covert surveillance, surveillance equipment, drug training and protective gear, such as body armor. The money may also be used to support the department's Law Enforcement Addiction Advocacy Program.

Five affirmative votes are required for passage after public comment.

**Order 117-16/17
(Tab 5)**

Order Approving Transfer of Funds Under 15 M.R.S. §§5824(3) and 5826(6) Re: Abdalla Dud – Sponsored by Jon P. Jennings, City Manager.

This order authorizes the City Council to approve the transfer of \$1,216.00 in forfeited assets from the State of Maine to the City of Portland from the case of the State of Maine v. Abdalla Dud.

Further, this order authorizes the City Council to approve the transfer of one (1) .380 firearm, serial number 709548.

The money and firearm were seized during a drug investigation conducted by the M.D.E.A. in conjunction with the Portland Police Department. The money will be deposited into the Portland Police Department's drug investigation account.

The money is used to offset the costs of drug investigations, such as drug analysis, drug purchases, covert surveillance, surveillance equipment, drug training and protective gear, such as body armor. The money may also be used to support the department's Law Enforcement Addiction Advocacy Program.

Five affirmative votes are required for passage after public comment.

LICENSES:

**Order 118-16/17
(Tab 6)**

Order Granting Municipal Officers' Approval of Forefront Brick South, LLC d/b/a Forefront Brick South Catering Company. Application for a Qualified Catering Class 1 with Entertainment with Dancing and with Outdoor Dining on Private Property at 8 Thompson's Point Road – Sponsored by Michael Russell, Permitting and Inspections Director.

Application filed on 12/21/2016. New City and State applications. This is the current location of a mixed use warehouse.

Five affirmative votes are required for passage after public comment.

Order 119-16/17 (Tab 7) **Order Granting Municipal Officers' Approval of Oscar Pizza LLC d/b/a Otto. Application for a Class I FSE License at 225 Congress Street – Sponsored by Michael Russell, Permitting and Inspections Director.**

Application filed on 12/22/2016. Applicant holds a current Class III and Class IV License. They are upgrading to include spirituous liquors.

Five affirmative votes are required for passage after public comment.

Order 120-16/17 (Tab 8) **Order Granting Municipal Officers' Approval of Oscar Pizza LLC d/b/a Otto. Application for a Class I FSE License at 576 Congress Street – Sponsored by Michael Russell, Permitting and Inspections Director.**

Application filed on 12/22/2016. Applicant holds a current Class III and Class IV License. They are upgrading to include spirituous liquors.

Five affirmative votes are required for passage after public comment.

BUDGET ITEMS:

COMMUNICATIONS:

Com 8-16/17 (Tab 9) **Communication Re: Membership of the Hall School Building Committee – Sponsored by Mayor Ethan K. Strimling.**

This communication appoints Councilor Brian Batson to the Hall School Building Committee. It also designates current committee members Councilor Nicholas Mavodones and School Board Member Laurie Davis as Co-Chairs. Prior Chair and former Councilor Ed Suslovic will remain on the Building Committee as a member representing the public. All other membership remains the same as previously appointed.

As a Communication this item requires no public comment or for Council action.

RESOLUTIONS:

UNFINISHED BUSINESS:

Order 102-16/17 (Tab 10) **Traffic Schedule Amendment Re: Junior Street to No Parking - – Sponsored by Councilor David Brenerman and Jon P. Jennings, City Manager.**

Junior Street is a 150-foot-long street connecting Lyseth Moore Drive to Bartley Avenue, just east of Auburn Street. The neighborhood and District 5 Councilor desire to see Junior Street adjusted not to allow parking along its length. When schools are in session, it is common to have vehicles parking along Junior Street, which impacts visibility and access for its residents. The Council action would change the traffic schedule to make Junior Street, currently an unrestricted street, “No Parking” on both sides of the street.

This item must be read on two separate days. It was given a first reading on December 5, 2016. At the December 19, 2016 City Council meeting, this item was postponed to this meeting.

Five affirmative votes are required for passage after public comment.

**Com 7-16/17
(Tab 11)**

Communication Re: Harbor Commission Revised Rules Section 12.3 Mooring Fees – Sponsored by Jon P. Jennings, City Manager.

On December 22, 2016, the Harbor Commissioners notified the City Manager that they recently adopted a change to their rules. At the January 4, 2017 City Council meeting, councilors and public comment raised several questions, which have now been answered in the Harbor Commission letter in the back-up material for this item.

According to the letter, the Harbor Commission held two earlier workshops and a public hearing on December 8, 2016 to consider the amendment to Section 12.3, Mooring Fees, which increases the fee from \$78.00 to \$80.00, as well as increased insurance requirements. A requirement for \$100,000 minimum liability insurance from all boats seeking one of Portland Harbor’s 900 moorings is intended to cover expenses of removing vessels that break away from the mooring or sink or are damaged. Costs for removing uninsured vessels have fallen to the port and the cities of Portland and South Portland in the past.

ORDERS:

AMENDMENTS:

EXECUTIVE SESSION:

Executive Session Re: Bargaining Guidance for Portland Police Benevolent Association and Portland Police Superior Officers Pursuant to 1 M.R.S. Section 405(6)(D) - Sponsored by Jon P. Jennings, City Manager.

6:00 P.M. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

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6:00 P.M. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS

IN COUNCIL SPECIAL MEETING JANUARY 4, 2017 VOL. 133 PAGE 50

ROLL CALL: Mayor Strimling called the meeting to order at 5:30 P.M. (Councilor Batson absent).

ANNOUNCEMENTS:

RECOGNITIONS:

Arts in the Chamber Performance

APPROVAL OF MINUTES OF PREVIOUS MEETING:

Motion was made by Councilor Ray and seconded by Councilor Duson for passage of the December 19, 2016 City Council Minutes. Passage 8-0.

PROCLAMATIONS:

Proc 17-16/17 Proclamation Honoring Keith Forest, Public Works Department, as Employee of the Month for December 2016 – Sponsored by Mayor Ethan K. Strimling.

Proc 18-16/17 Proclamation Honoring Portland Public Library's 150th Anniversary – Sponsored by Mayor Ethan K. Strimling.

APPOINTMENTS:

CONSENT ITEMS:

Order 109-16/17 Order Declaring February 3, 2017 Portland Museums of Art's Beyond the Brick: Your Museum Reimagined Festival - Sponsored by Jon P. Jennings, City Manager.

Order 110-16-17 Order Declaring April 22, 2017 the Urban Runoff/Green Neighbor Family Festival 2017 - Sponsored by Jon P. Jennings, City Manager.

Order 111-16/17 Order Declaring April 22, 2017 the Portland Public Library Makers @ PPL Festival – Sponsored by Jon P. Jennings, City Manager.

Motion was made by Councilor Ray and seconded by Councilor Thibodeau for passage of the consent items. Passage 8-0.

IN COUNCIL SPECIAL MEETING JANUARY 4, 2017 VOL. 133 PAGE 51
LICENSES:

Order 112-16/17 Order Granting Municipal Officers' Approval of Highlife LLC, d/b/a Howies Pub. Application for a Class A Lounge at 501 Washington Avenue - Sponsored by Michael Russell, Permitting and Inspections Director.

Motion was made by Councilor Costa and seconded by Councilor Ray for passage. Passage 8-0.

BUDGET ITEMS:
COMMUNICATIONS:

Com 7-16/17 Communication Re: Harbor Commission Revised Rules Section 12.3 Mooring Fees – Sponsored by Jon P. Jennings, City Manager.

Motion was made by Councilor Costa and seconded by Councilor Thibodeau to suspend the rules to take public comment. Passage 8-0.

RESOLUTIONS:
UNFINISHED BUSINESS:
ORDERS:

Order 113-16/17 Order Authorizing an Extension of the Reporting Deadline of the Pesticide and Fertilizer Task Force to March 2017– Sponsored by Councilor Nicholas M. Mavodones, Jr., Chair of the Pesticide and Fertilizer Task Force.

Motion was made by Councilor Mavodones and seconded by Councilor Duson for passage. Passage 8-0.

6:00 P.M. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS:

AMENDMENTS:
LICENSE RENEWALS:

Motion was made by Councilor Costa and seconded by Councilor Ray to suspend the rules and allow public comment for non-agenda items before 6:00 P.M. Passage 8-0.

Motion was made by Councilor Costa and seconded by Councilor Duson to adjourn. Passage 8-0, 6:01 P.M.

A TRUE COPY.

Katherine L. Jones, City Clerk

IN COUNCIL SPECIAL MEETING JANUARY 9, 2017 VOL. 133 PAGE 52

ROLL CALL: Mayor Strimling called the meeting to order at 5:30. (All Councilors present).

STATE OF THE CITY ADDRESS:

Pursuant to the Portland City Charter Article II, Section 5(a), the Mayor will give his annual State of the City Address.

Motion was made by Councilor Costa and seconded by Councilor Thibodeau to adjourn. Passage 9-0, 6:20 P.M.

A TRUE COPY.

Katherine L. Jones, City Clerk

*Order 114-16/17
Tab 2 1-18-17*

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

**ORDER APPOINTING THE EXECUTIVE BOARD OF THE
PORTLAND TECHNOLOGY PARK CONDOMINIUM ASSOCIATION**

ORDERED, that, in accordance with the terms of the Portland Technology Park Declaration of Condominium, the executive board of the Portland Technology Park Condominium Association, of which the City of Portland is the Declarant, is hereby appointed and shall be Jon P. Jennings, President, Christopher Branch, Treasurer, and Mark Pettingill, Secretary.



Economic Development Department
Gregory A. Mitchell, Director

TO: Mayor and City Council

FROM: Gregory A. Mitchell, Economic Development Director
Nelle Hanig, Business Programs Manager

DATE: January 9, 2017

DISTRIBUTION: City Manager, Mayor, Anita LaChance, Sonia Bean, Danielle West-Chuhta, Nancy English, Julie Sullivan

SUBJECT: Approval of Appointments to Executive Board of the Portland Technology Park Condominium Association

SPONSOR: Jon Jennings, City Manager

COUNCIL MEETING DATE ACTION IS REQUESTED:

One Reading: January 18, 2017

Can action be taken at a later date: ____ Yes ____ **X** No (If no why not?)

The Executive Board needs to meet and adopt a budget for 2017.

PRESENTATION: (Greg Mitchell – 5 minutes)

I. ONE SENTENCE SUMMARY: The City is the Declarant (developer) of the Portland Technology Park and, as such, the City Council appoints the three members of the Executive Board to govern the affairs of the Portland Technology Park Condominium Association.

II. AGENDA DESCRIPTION: City Council approval of appointments to the Executive Board of the Portland Technology Park Condominium Association. It is recommended that the City Council appoint to the Executive Board Jon Jennings for President, Chris Branch for Treasurer, and Mark Pettingill (CEO of Patrons Oxford) for Secretary. The appointees need not be Unit owners. The Economic Development Department will provide staff assistance to the Board.

III. BACKGROUND: The Portland Technology Park was developed by the City of Portland on City-owned land. This condominium business campus was approved for seven units and has all environmental permits in place. Presently, Technology Park Drive provides access to four development sites with utilities. Unit Four was sold to Patrons Oxford Insurance Company in March of 2016. The company's 19,000 sf building is under construction and will be completed in the spring. The remaining three units are listed for sale with NAI The Dunham Group. The sale of Unit Four to

Patrons is what initiated the creation of the Portland Technology Park Condominium Association and the need for an Executive Board to govern its affairs.

III. INTENDED RESULT: Once three appointments are made to the Executive Board, the Board can move forward with overseeing the management and operations of the condominium association. The Board will meet at least 1-2 times per year, develop an annual budget, invoice fees from members of the condominium association, review insurance prior to renewal and seek bids for work that will need to be done at the Technology Park, for example, maintenance of gravel wetlands.

IV. COUNCIL GOAL ADDRESSED: The Council goal addressed is to promote economic development in the City in a manner that provides for increased property values, diversification across industry sectors, and high paying jobs.

V. FINANCIAL IMPACT: There will be no financial impact in appointing the members of the Executive Board.

VI. STAFF ANALYSIS: The Executive Board of the Portland Technology Park Condominium Association needs to be in place in order to administer the affairs of the Association. A budget needs to be adopted and then approved by the members of the condo association. It will cover the cost of insurance and services to maintain the Park.

VII. RECOMMENDATION: Staff recommends that the City Council appoint to the Executive Board Jon Jennings for President, Chris Branch for Treasurer, and Mark Pettingill (CEO of Patrons Oxford) for Secretary. The appointees need not be Unit owners. The Economic Development Department will provide staff assistance to the Board.

VIII. LIST ATTACHMENTS: Declaration of Condominium, Portland Technology Park Condominium: Articles VII and VIII (relevant to establishment, powers and limited liability of Executive Board).

Prepared by: Nelle Hanig, Business Programs Manager

Date: January 9, 2017

operation, or allocation as a Reserved Common Element, of any and all Common Elements shall be applied first to reduce the Common Expense relating to the use of that Common Element giving rise to such Common Expense and any excess thereof shall be applied to Common Expenses generally.

I. Surplus Funds. If at the end of any fiscal year any amounts accumulated from assessments for Common Expenses and income from the operation of the Common Elements to which such Common Expenses pertain shall exceed the amount required or actual Common Expenses and provision for Common Expenses and any payment of reserves for future Common Expenses, such excess shall be applied to the reserve fund unless credited by the Association to each Unit Owner in proportion to their respective Common Expense Liabilities to reduce until exhausted the next monthly installments due from Unit Owners. Similarly, any surplus funds of the Association not so applied to the reserve fund and remaining after payment of or provision for Limited Common Expenses after application to Common Expenses as provided in Paragraph H of this Article, shall be credited to the Owners of the Units giving rise to such Limited Common Expenses in the proportions provided in Paragraphs B and H of this Article to reduce until exhausted the next monthly installments of assessments for such respective Expenses due from such Unit Owners. Surplus funds shall not otherwise be paid or credited to Unit Owners.

J. Service Charges. The Association shall have the express power to separately charge a Unit and the owner thereof for services rendered to that Unit. Such charges shall be a lien on the Unit with the same status as a lien for common expense assessment under this Declaration and Bylaws, which lien for service charges may be foreclosed in like manner as a mortgage on real estate. The recordation of this Declaration constitutes record notice of the lien. Service charges shall include without limitation: (1) if a Unit Owner, his agents or tenants request the Association to perform repair and maintenance work on his Unit or damages the Common Elements or fails to perform maintenance and repair work required, the expense thereof as determined by the Executive Board or its designee may be assessed as a Service Charge; (2) fees, if any, which may be established by the Executive Board for use and maintenance of water, sewer, heat and/or other utility services; and (3) insurance premiums on permanent improvements to Units installed by Unit Owners and insured by the request of the Unit Owner with the Association's hazard insurance carrier.

K. Liability. In a voluntary conveyance, the purchaser of a Unit shall be jointly and severally liable with the Seller for all unpaid common charges, assessments, service charges, interest and costs of collection up to the time of the grant or conveyance, although the Purchaser shall not be prevented from exercising any right to recover from the Seller the amounts paid for those assessments and common charges. A purchaser or prospective purchaser under a purchase and sale contract for a Unit may obtain, upon request and the payment of such fee as may be established from time to time by the Executive Board, a statement from the Association setting forth the amount of unpaid common charges, assessments and service charges, interest and costs of collection against the Unit as of the date of grant or conveyance and such other items required by the Act. The purchaser shall not be liable for, and the Unit conveyed shall not be subject to a lien for any unpaid amounts due from the Seller before the statement date in excess of the amount set forth in the statement except interest and costs of collection accrued thereafter.

ARTICLE VII: UNIT OWNERS ASSOCIATION

A. Owners Association and Bylaws. Each Unit Owner shall be a member of the Association, a non-profit corporation organized under the laws of the State of Maine known as Portland Technology Park Condominium Association. Membership shall be appurtenant to the Units, and the transfer of title to a Unit shall automatically transfer the membership appurtenant to that Unit to the transferee or transferees. A mortgage, however, shall not transfer membership until foreclosure or sale in lieu of foreclosure. The Bylaws of the Association, which govern the operation and management of the Association, are attached hereto as Schedule E. The Association shall have all the powers granted pursuant to Section 1603-102 of the Act including the power to assign its right to future income.

B. Executive Board Powers, Declarant Control Period. Except as otherwise provided in Section 1603-103(b) of the Act, the Executive Board may act on behalf of the Association, shall have all of the powers necessary for the administration of the affairs of the Association and may do all such acts and things as are not by the Act or this Declaration or the Bylaws required to be exercised and done by the Association. The affairs of the Association shall be governed by an Executive Board composed of no less than three (3) and no more than seven (7) natural persons. Prior to the Transition Election provided for by below, the Executive Board shall be composed of three (3) natural persons appointed by the Declarant. The Declarant shall have the right during the Declarant Control Period to appoint, remove and replace from time to time any and all members of the Executive Board and officers of the Association, without the necessity of obtaining resignations. The appointees of the Declarant need not be Unit Owners. After the Transition Election, at least a majority of the members of the Executive Board shall be Unit Owners or spouses of Unit Owners, or in the case of a Unit Owner which is a corporation, partnership, limited liability company, trust or estate, a designated agent thereof. Each Unit Owner shall have the right to appoint or elect one member of the Executive Board. The transition from Declarant-appointed members of the Executive Board to Unit Owners other than the Declarant shall occur as follows:

(i) No later than the earlier of (a) sixty (60) days after the conveyance of seventy-five percent (75%) of the Units to Purchasers or (b) seven (7) years following conveyance of the first Unit to a Purchaser, or at such earlier date as the Declarant in its sole discretion shall specify, the Transition Meeting of the Association and Transition Election shall be held at which all of the members of the Executive Board and the officers of the Association shall all resign, and the Unit Owners, including the Declarant if the Declarant owns one or more Units, shall thereupon elect successor members of the Executive Board to act in the place and stead of those resigning.

(ii) The Declarant may voluntarily surrender the right to appoint and remove officers and members of the Executive Board before termination of the Declarant Control Period, but in that event it may require, for the duration of the Declarant Control Period, that specified actions of the Association or Executive Board, as described in a recorded instrument executed by the Declarant, be approved by the Declarant before such actions can become effective. In determining whether the Declarant Control Period has terminated, the percentage of the Units conveyed is presumed to be that percentage which would have been conveyed if all the Units were included in the Condominium that the Declarant has created or reserved in this Declaration the Development Rights to create.

C. Disputes. The Association and any aggrieved Unit Owner shall have an appropriate right of action, together with any and all appropriate remedies under the Act, in law or equity, against any of the Unit owners or the Association for failure to comply with any provision of this Declaration or with any decision of the Association made pursuant thereto. The Executive Board shall have the authority to seek a declaratory judgment or other appropriate judicial relief in order to assist it in carrying out its responsibilities under this Article, except as hereinafter provided. Notwithstanding the rights of action described in the preceding two sentences, any dispute resulting in a deadlock among the Executive Board members or described in Article III or Article IV hereof shall be submitted to arbitration in accordance with the procedures set forth herein. In such cases, all of the members of the Executive Board shall, within thirty days after such deadlock occurs, attempt to agree upon a single arbitrator to settle the dispute. If the members are unable to agree on a single arbitrator within such thirty-day period, then the dispute shall be settled by a single arbitrator in accordance with the rules of the American Arbitration Association. The expenses of such arbitration shall be a Common Expense. All Unit Owners and the Association shall be bound by the arbitration decision, including, without limitation, any determination regarding the entitlement of a Unit owner to reimbursement of expenses incurred pursuant to Article IV(O). No other right of action shall arise with respect to a dispute arising out of an Executive Board deadlock or a dispute over maintenance, replacement or repair of all or any part of the Common Elements.

ARTICLE VIII: LIMITATION OF LIABILITY

A. Limited Liability of the Executive Board. No member of the Executive Board or officer of the Association, except to the extent of his or her willful misconduct or gross negligence: (1) shall be liable for the failure of any service to be obtained by the Executive Board and paid for by the Association, or for injury or damage to persons or property caused by the elements or by another Unit Owner or person on the Property, or resulting from electricity, gas, water, rain, dust or sand which may leak or flow from the outside or from any part of the Buildings, or from any of its pipes, drains, conduits, or equipment, or from any other place; (2) shall be liable to the Unit Owners as result of the performance of the Executive Board members' duties for any mistake of judgment, negligence or otherwise; (3) shall have any personal liability in contract to a Unit Owner or any other person or entity under any agreement, check, contract, deed, lease, mortgage, instrument or transaction entered into by them on behalf of the Executive Board or the Association in the performance of the Executive Board members' duties; (4) shall be liable to a Unit Owner, or such Unit Owner's tenants, employees, agents, customers or guests, for loss or damage caused by theft of or damage to personal property left by guests in a Unit, or in or on the Common Elements or Limited Common Elements; (5) shall have any personal liability in tort to a Unit Owner or any other person or entity, direct or imputed, by virtue of acts performed by or for them; or (6) shall have any personal liability arising out of the use, misuse or condition of the Buildings, or which might in any other way be assessed against or imputed to the Executive Board members as a result of or by virtue of the performance of their duties. Notwithstanding the foregoing, any liability of the City of Portland or any representative thereof shall be limited as set forth in the Maine Tort Claims Act.

B. Indemnification. Each member of the Executive Board, in his capacity as an Executive Board member, officer or both, shall be indemnified by the Association against all expenses and liabilities, including attorney's fees, reasonably incurred by or imposed upon him in connection with any proceeding in which he may become involved by reason of his being or having been a member and/or officer of the Executive Board, or any settlement of any such proceeding, whether or not he is an Executive Board member, officer or both at the time such expenses are incurred, except in such cases wherein such Executive Board member and/or officer is adjudged guilty of willful misconduct or gross negligence in the performance of his duties; provided that, in the event of a settlement, this indemnification shall apply only if and when the Executive Board (with the affected member abstaining if he is then an Executive Board member) approves such settlement and reimbursement as being in the best interests of the Association; and provided further that, indemnification hereunder with respect to any criminal action or proceeding is permitted only if such Executive Board member and/or officer had no reasonable cause to believe his conduct was unlawful. The indemnification by the Unit Owners set forth in this Paragraph shall be paid by the Association on behalf of the Unit Owners and shall constitute a Common Expense and shall be assessed and collectible as such. Such right of indemnification shall not be deemed exclusive of any other rights to which such Executive Board member and/or officer may be entitled as a matter of law or agreement or by vote of the Unit Owners or otherwise.

C. Defense of Claims. Complaints brought against the Association, the Executive Board or the officers, employees or agents thereof in their respective capacities as such, or the Condominium as a whole, shall be directed to the Executive Board of the Association, which shall promptly give written notice thereof to the Unit Owners and the Eligible Mortgage Holders and the Mortgagees of Units identified to the Association, and such complaints shall be defended by the Association. The Unit Owners shall have no right to participate in such defense other than through the Association.

ARTICLE IX: EMINENT DOMAIN

A. Entire Unit. If any Unit and/or its Limited Common Elements shall be taken or condemned by

*Order 115-16/17
Tab 3 1-18-17*

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

**ORDER APPOINTING CHRISTOPHER A. HUFF
TAX ASSESSOR**

ORDERED, that Christopher A. Huff is hereby appointed City of Portland Tax Assessor at an annual salary of \$93,678.00; and

BE IT FURTHER ORDERED, that this appointment is enacted as an Emergency, pursuant to Article II, Section 11 of the Portland City Charter, in order to make it effective immediately and allow Mr. Huff to begin work on January 19, 2017.

MEMORANDUM
City Council Agenda Item

TO: Mayor and City Council

FROM: Gina Tapp, Director of Human Resources

DATE: January 3, 2017

DISTRIBUTION: City Manager, Mayor, Sonia Bean, Danielle West-Chuhta,
Nancy English, Julie Sullivan

SUBJECT: Appointment of City Tax Assessor

SPONSOR: Jon Jennings, City Manager

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st reading _____ **January 18, 2017*** _____ **Final Action** _____ **January 18, 2017** _____

We request emergency action on this item as it is a critical position to fill as soon as possible.

Can action be taken at a later date: _____ **Yes** _____ **No (If no why not?)**

PRESENTATION:

I. SUMMARY OF ISSUE

Approval is requested to appoint Christopher A. Huff to the position of City Tax Assessor for the City of Portland's Assessor's Office at the annual salary rate of \$93,678.00.

II. REASON FOR SUBMISSION

Christopher will be filling the position of City Tax Assessor following an extensive recruitment and hiring process. He brings with him over 9 years of progressively more responsible experience in the field of public assessment, which includes his most recent position as Chief Assessor for the County of Montgomery, Pennsylvania where he oversaw the valuation of all real property and preparation of the tax rolls for over 299,000 parcels with an assessed valuation of over 59.9 billion dollars for 64 municipalities and 23 school districts, managing a staff of 41 employees. Mr. Huff brings a level of skill and experience that will enable him to successfully manage the operations of the Assessor's Office in the years to come.

III. INTENDED RESULT

IV. COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

VI. STAFF ANALYSIS

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

Current resume is attached.

Prepared by: Gina Tapp, Director of Human Resources

Date: January 3, 2017

CHRISTOPHER A. HUFF

Seeking the position of:

CITY TAX ASSESSOR; PORTLAND, ME

- As a current 17-year employee of Montgomery County, I am well versed in governmental operations and public policy. I currently serve as the Chief Assessor.
 - I am analytical, detail oriented, possess strong work ethic skills and have executive management experience.
 - I maintain excellent interpersonal communication, time management, and problem resolution skills.
 - I am skilled in the full suite of Microsoft Office products as well as CAMA software programs
-

RELEVANT EXPERIENCE

County of Montgomery, Board of Assessment Appeals
Chief Assessor

6/2015 – Present

- Executive level professional position overseeing the valuation of all real property and preparation of the tax rolls for 299,000+ parcels with an assessed valuation of over 59.9 billion dollars for 64 municipalities and 23 school districts within Montgomery County
 - Manage directly and indirectly through subordinate managers an office staff of 41 employees
 - In-depth knowledge of assessment law, regulatory policies, procedures, and assessment practices in order to insure compliance by all assessors and staff
 - Acts as a liaison for all taxing authorities, governmental agencies, municipalities, attorneys, builders, title companies, and taxpayers by explaining policies, procedures, and programs such as Homestead Exclusion, LERTA, PURTA, TIF, Act 319/515, and Veterans Exemptions
 - Assist the Board Solicitor with ongoing assessment appeal litigation by testifying in the Montgomery County Court of Common Pleas as an expert witness, answering discovery requests, certifying records, legal research and providing other assistance as requested
 - Represent the department at all times in a professional manner and contribute to a positive work environment
-

County of Montgomery, Board of Assessment Appeals
Residential Assessment Supervisor

3/2013 – 6/2015

- Responsible for supervisory and administrative work in the Residential Assessment section of the BOAA, which includes 273,000+ parcels with an assessed valuation of over \$43.9 billion dollars
- Set work priorities, plan, supervise, motivate and evaluate the work performance of 13 Residential Assessors
- Interview, select and hire new employees as needed
- Provide training to subordinates in departmental procedures, CAMA software, systems and operations
- Establish & maintain cooperative, effective and productive working relationships using tact, patience, courtesy
- Collaborate, implement new policies, procedures and systems to provide for best practices, efficient workflow
- Attend and assist subordinates in assessment appeal hearings; provide input to the board, as requested
- Assist the board solicitor and testify as an expert witness in the Court of Common Pleas

RELEVANT EXPERIENCE

County of Montgomery, Board of Assessment Appeals

Commercial / Industrial Assessor

11/2010 – 3/2013

Residential Assessor

5/2007 – 11/2010

- Value and assess residential and commercial properties for ad valorem tax purposes in accordance with USPAP and Pennsylvania assessment law requirements
- Make field inspections of new construction and miscellaneous building permit projects in an assigned territory of multiple municipalities
- Attend and testify at assessment appeal hearings in my assigned municipalities
- Effectively communicate across a wide range of people and personalities. This includes meeting and responding to inquiries from property owners (taxpayers), builders, realtors, attorneys, tax collectors and government officials in a timely and professional fashion
- Proficient in using a computer-assisted mass appraisal (CAMA) system and Windows Office products
- Proficient in reading maps, construction blueprints, building and site plans and property deeds

License: Certified Pennsylvania Evaluator (C.P.E.) # AV-002183

Pennsylvania Department of Transportation (PennDOT)

Motorcycle Safety Program RiderCoach, Site Coordinator

4/2004 – 4/2015

- Teach and conduct State approved motorcycle safety classes including the Basic Riders Course (BRC), Basic Riders Course 2 (BRC2), Advanced Riders Course (ARC) and 3-Wheeled Basic Riders Course (3WBRC), to include both classroom and range riding course components, according to established policies and procedures
- Maintain student safety to the highest degree possible
- Correctly evaluate and coach student riding skills to meet specific course guidelines and objectives
- Safeguard the integrity of PennDOT licensing requirements by ensuring consistency when testing and certifying student riders for a Pennsylvania Class M Drivers License
- Maintain and keep valid all required certifications
- Attend annual Professional Development Workshop sessions as required
- Total site administration including class, student and instructor scheduling, payroll, motorcycle fleet maintenance, bulk fuel purchasing, personnel decisions, successful conflict resolution and recommend appropriate disciplinary actions

License: PennDOT Drivers License Examiner # 207

Certification: Motorcycle Safety Foundation (MSF), RiderCoach #117961

County of Montgomery, Emergency Dispatch Services, Department of Public Safety

Assistant Training Coordinator / Quality Analyst

3/2003 – 5/2007

9-1-1 Emergency Dispatcher

5/1999 – 3/2003

- Tested, interviewed, completed background research and participated in hiring decisions for all new 9-1-1 dispatcher recruits
- Conducted 6-week mandatory classroom training classes for all new hires
- Managed continuing education process for over 100 staff members to maintain required license and certifications were kept valid and up-to-date
- Create, edit, update and constantly evolve all training classes, materials and methods of training delivery
- Responsible for maintaining all quality assurance practices as required by Pennsylvania Emergency Management Agency (PEMA). This included monthly Q/A reporting for all dispatch staff in both telephone and emergency radio mediums and providing appropriate disciplinary actions if needed.

- Answer incoming 9-1-1 Emergency calls. Dispatch calls to appropriate public safety agency.
- Stay calm, cool and collected during times of intense stress
- Required a thorough knowledge of many different procedures, processes and computer systems

During my tenure in this department I was promoted several times through different internal ranks within the Emergency Communications Center. I received numerous citations and commendations from multiple public-safety agencies and government officials for my level of work performance during various high-level incidents and events. I was also active in many committees and projects of the Pennsylvania Chapter of APCO including being elected to serve a 4-year term on the State Executive Board. I received the organization's Outstanding Service Award in 2004 and 2006 for accomplishments achieved.

In 2001, I was appointed by the Montgomery County Board of Commissioners to serve on the Computer Assisted Dispatch (CAD) Proposal Review Committee. This committee worked for three years to bring a new 2.6 million dollar state-of-the-art CAD and mapping system to Montgomery County. My tasks included helping write the specifications for the RFP, careful, deliberate analysis of many potential vendors and project management for the implementation. In 2004, I received a commendation from the County Commissioners for my work on this Committee.

Licenses: PA Department of Health, Emergency Medical Technician # 146021; PEMA 911 Call taker, Police, Fire, EMS Dispatcher # PA 1679C0499; PEMA 911 Communications Supervisor # PA 1679S1201

EDUCATION

Functional Manager Certificate Program, 2016

Penn State University, Abington Campus

Management Certificate Program, 2006

American Management Association, 1601 Broadway, New York, NY

*Communication Skills for Managers, Fourth Edition | Leadership Skills for Managers, Fourth Edition
Effective Performance Appraisals for Managers*

Diploma, 1994

Pottsgrove Senior High School, Pottstown, PA
Business Education track

Diploma, 1994

Western Montgomery County Area Vocational Technical School, Limerick, PA
Metal Technology Curriculum, Certificate for participation in Pennsylvania Youth Apprenticeship Program

CIVIC INVOLVEMENT

Former:

Upper Merion Area School District, Strategic Planning Finance Committee, Committee Member

Montgomery County Employee Wellness Committee, Chairperson

Pottstown Borough Planning Commission, Vice-Chairman

Pottstown Borough Zoning Ordinance Review Committee, Committee Member

Mosaic Community Land Trust, Vice-President of the Board of Trustees

Pottstown Area Democratic Committee – Area 1, Active Member; awarded Area-1 Democrat of the Year 2010

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

*Order 116-16/17
Tab 4 1-18/17*

**ORDER APPROVING TRANSFER OF FUNDS UNDER
15 M.R.S. §§ 5824(3) and 5826(6)
RE: KENYATTA MARTIN**

ORDERED, that the City Council hereby accepts the amount of \$655.34 in forfeited assets in the case of State of Maine vs. Kenyatta Martin from the State of Maine to the City of Portland, pursuant to 15 M.R.S. § 5824(3) and § 5826(6) and as provided in the attached Approval of Transfer.

MEMORANDUM
City Council Agenda Item

DISTRIBUTE TO: City Manager, Mayor, Anita LaChance, Sonia Bean, Danielle West-Chuhta, Nancy English, Julianne Sullivan

FROM: Michael J. Sauschuck, Chief of Police

DATE: December 29, 2016

SUBJECT: Approval of Transfer

SPONSOR: Police Department
(If sponsored by a Council committee, include the date the committee met, the results of the vote, and the meeting minutes).

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st reading next available **Final Action** _____

Can action be taken at a later date: X Yes No (If no why not?)

PRESENTATION: (List the presenter(s), type and length of presentation)

- I. ONE SENTENCE SUMMARY.** The State requires Council approval of the transfer of forfeited cash to the Portland Police Department. (See attached approval form)
- II. AGENDA DESCRIPTION** State v. Kenyatta Martin (\$655.34)
- III. BACKGROUND.** The State Forfeiture Statute, 15 M.R.S.A. § 5824 (3) and § 5826(6), requires that before any forfeitable item may be transferred to a State agency, County or municipality, the legislative body of that entity must publicly vote to accept the item.
- IV. INTENDED RESULT AND OR COUNCIL GOAL ADDRESSED.** Funds may be transferred to the Portland Police Department for deposit in the drug investigations account.
- V. FINANCIAL IMPACT.** The money is used to offset the costs of drug investigations, such as drug analysis, drug purchases, covert surveillance, surveillance equipment, drug training and protective gear, such as body armor. The money may also be used to support the department's Law Enforcement Addiction Advocacy Program.
- VI. STAFF ANALYSIS AND BACKGROUND THAT WILL NOT APPEAR IN THE AGENDA DESCRIPTION**
- VII. RECOMMENDATION**
- VIII. LIST ATTACHMENTS**

Prepared by: Tiffany Bates

Date: 12.29.16

STATE OF MAINE
Cumberland, SS

UNIFIED CRIMINAL DOCKET
Criminal Action
Docket No. CR-16-2117

State of Maine

v.

Kenyatta Martin,
Defendant

AND
\$655.34 US CURRENCY
DEFENDANT IN REM

}
}
}
} City of Portland
} Approval of Transfer
} 15 M.R.S. §5824(3)
} and §5826(6)
}
}
}

NOW COMES the City of Portland, Maine, by and through its legislative body, the City Council, and does hereby grant approval pursuant to Section 5824(3) and Section 5826(6) of Title 15 of the Maine Revised Statutes, to the transfer of any portion of the above captioned Defendant(s) *In Rem*, namely \$655.34 U.S. Currency, on grounds that the City of Portland Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the Portland City Council does hereby approve of the transfer of the Defendant *In Rem*, to the City of Portland, Maine pursuant to 15 M.R.S. §5824(3) and §5826(6).

Dated: _____

Mayor
(Impress Legislative Body Seal Here)

*Order 117-16117
Tab 5 1-18-17*

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

**ORDER APPROVING TRANSFER OF FUNDS UNDER
15 M.R.S. §§ 5824(3) and 5826(6)
RE: ABDALLA DUD**

ORDERED, that the City Council hereby accepts the amount of \$1,216.00 and one .380 caliber firearm with Serial Number 709548 in forfeited assets in the case of State of Maine vs. Abdalla Dud from the State of Maine to the City of Portland, pursuant to 15 M.R.S. § 5824(3) and § 5826(6) and as provided in the attached Approval of Transfer.

MEMORANDUM
City Council Agenda Item

DISTRIBUTE TO: City Manager, Mayor, Anita LaChance, Sonia Bean, Danielle West-Chuhta, Nancy English, Julianne Sullivan

FROM: Michael J. Sauschuck, Chief of Police

DATE: December 29, 2016

SUBJECT: Approval of Transfer (firearm and \$1216.00)

SPONSOR: Police Department
(If sponsored by a Council committee, include the date the committee met, the results of the vote, and the meeting minutes.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st reading X Final Action

Can action be taken at a later date: X Yes No (If no why not?)

PRESENTATION: (List the presenter(s), type and length of presentation)

- I. **ONE SENTENCE SUMMARY** State law, requires the City Council's approval of the transfer of forfeited property to the Police Department (see attached approval form).
- II. **AGENDA DESCRIPTION** State v. Abdalla Dud, CR-16-1199; \$1,216.00 and one .380 firearm, serial number 709548
- III. **BACKGROUND** Law enforcement officers may seize all firearms and dangerous weapons that they find in any lawful search for scheduled drugs in which scheduled drugs are found. The State forfeiture statute, 15 M.R.S.A. §5824(3) and §5826(6) requires that before any forfeitable item or cash may be transferred to a municipality, the legislative body of the municipality must publicly vote to accept the item.
- IV. **INTENDED RESULT AND OR COUNCIL GOAL ADDRESSED** The firearm will be transferred to the police department for destruction.
- V. **FINANCIAL IMPACT** none
- VI. **STAFF ANALYSIS AND BACKGROUND THAT WILL NOT APPEAR IN THE AGENDA DESCRIPTION**
- VII. **RECOMMENDATION**
- VIII. **LIST ATTACHMENTS**

Prepared by: Tiffany Bates
Date: 12.29.16

STATE OF MAINE
Cumberland, SS

UNIFIED CRIMINAL DOCKET
Criminal Action
Docket No. CR-16-1199

State of Maine

v.

Abdalla Dud,
Defendant

}
}
}
}
}
}
}
}
}
}

City of Portland
Approval of Transfer
15 M.R.S. §5824(3)
and §5826(6)

AND
\$1,216.00 U.S. CURRENCY
DEFENDANT IN REM #1, and
One .380 caliber firearm with Serial Number 709548,
DEFENDANT IN REM #2

NOW COMES the City of Portland, Maine, by and through its legislative body, the City Council, and does hereby grant approval pursuant to Section 5824(3) and Section 5826(6) of Title 15 of the Maine Revised Statutes, to the transfer of any portion of the above captioned Defendants *In Rem*, namely \$1,216.00 U.S. Currency, and one .380 caliber firearm with Serial Number 709548, on grounds that the City of Portland Police Department did make a substantial contribution to the investigation of this or a related criminal case.

WHEREFORE, the Portland City Council does hereby approve of the transfer of the Defendants *In Rem*, to the City of Portland, Maine pursuant to 15 M.R.S. §5824(3) and §5826(6).

Dated: _____

Mayor
(Impress Legislative Body Seal Here)

*Order 118-16/17
Sabb 1-18-17*

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

**ORDER
GRANTING MUNICIPAL OFFICERS'
APPROVAL OF:**

**Forefront Brick South, LLC d/b/a Forefront Brick South Catering Company. Application
for a Qualified Catering Class 1 with Entertainment with Dancing and with Outdoor
Dining on Private Property at 8 Thompson's Point Road.**



THOMPSON'S
POINT

December 21, 2016

Mayor Ethan Strimling

City Council Members

City of Portland

389 Congress St.

Portland, Maine 04101

207-874-8300

Dear Mr. Mayor and members of the Portland City Council,

Please allow this letter to show intent for Forefront Brick South, LLC. Dba, Forefront Brick South Catering Company in applying for a Qualified Catering Class 1 liquor license. Operating out of the Brick South building located at, 8 Thompson's Point Rd. Portland, ME 04102, our main objective is to cater events within that building and its adjacent outdoor patio. All applications and accompanying documentation is attached for your review. Thank you for your time and consideration.

Sincerely,

Soleil Dufour

Forefront Brick South, LLC.

Portland, Maine



Yes. Life's good here.

Permitting and Inspections Department
 Michael A. Russell, MS, Director
 389 Congress St. Room 307 • Portland, ME 04101 • (207) 874-8557
www.portlandmaine.gov

Application for Food Service Establishment with Alcoholic Beverages License

Business Information			
Business Name (d/b/a):	Forefront Brick South Catering Company	Phone:	207-747-5288
Location Address:	8 Thompson's Point Rd. Portland, Maine		Zip: 04102
If new, what was formerly at this location:	Mixed use warehouse		
Mailing Address:	501 Danforth St. Portland, Maine		Zip: 04102
Contact Person:	Soleil Dufour	Phone:	207-747-5288 x108
Contact Person Email:	soleil@thompsonspointmaine.com		
Manager of Establishment:	Soleil Dufour	Date of Birth: 09/13/1979	Phone: 207-747-5288 x108
Owner of Premises (Landlord):	Forefront Brick South, LLC.		
Address of Premises Owner:	501 Danforth St. Portland, Maine		Zip: 04102

Sole Proprietor/Partnership Information (If Corporation, leave blank)

Name of Owner(s)	Date of Birth	Residence Address

Corporate/LLC/Non-Profit Organization Applicants (If Sole Proprietor or Partnership, leave blank)

Corporate Name		Corporate Mailing Address	
Forefront Brick South, LLC.		501 Danforth St. Portland, Maine Zip: 04102	
Contact Person:	Sue Santerre	Phone:	207-747-5288 x104
Principal Officers	Title	Date of Birth	Residence Address
Christopher Thompson	Manager	3/11/1975	25 Birch Ln. Cumberland Foreside, ME 04110
Jed Troubh	Manager	7/16/1970	35 Paddock Way Falmouth, ME 04105

About Your Establishment

Class of Liquor License:	Qualified Catering Class 1		
Type of food served:	Catered		
Please circle all that will be served:	☒ Beer	☒ Wine	☒ Liquor
Projected percentage of sales:	Generated from Food: 20%	Generated from Alcohol: 80%	
Hours & days of operation:	7 days a week, catered events		

QUESTIONS	Y/N
Will full-course meals, only capable of consumption with the use of tableware, be served the entire time the establishment is open?	Y ☒ N
If No, please explain: <u>Catered Events</u>	
Is the establishment less than 300 feet from a school, dormitory, church or parish house, or similar establishment?	Y ☒ N
If yes, give the distance:	
Will you have entertainment on the premises? (If yes, a Supplemental Application for Dancing & Entertainment is required.)	Y ☒ N
Will you permit dancing on the premises?	Y ☒ N
Will you permit dancing after 1:00 a.m.?	Y ☒ N
Will you have outside dining? (If yes, an Outdoor Dining Application is required)	Y ☒ N
If yes, will the outside dining be on PUBLIC or <u>PRIVATE</u> property (circle one).	
Will you have any amusement devices (pinball, video games, juke box)?	Y ☒ N
If yes, please list: # of pinball machines: _____ # of amusements: _____ # of pool tables: _____	
What is your targeted opening date?	2/20/2017
Does the issuance of this license directly or indirectly benefit any City employee(s)?	Y ☒ N
If Yes, list name(s) of employee(s) and department(s):	
Have any of the applicants, including the corporation (if applicable), ever held a business license with the City of Portland?	Y ☒ N
If Yes, please list business name(s) and location(s):	
Is any principal officer under the age of 21?	Y ☒ N
Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law?	Y ☒ N
If Yes, please explain:	

I Jed Trough do hereby swear and affirm that every employee in my establishment that serves alcohol to the public has attended server training, or will attend server training within 90 days of their hire. I also understand that at any time the City license administrator can, upon request, require me to produce Server Training certificates for each employee that serves alcohol to the public in my establishment. Failure to meet the training requirement imposed by section 15-41 may result in the denial of a liquor license pursuant to 28-A M.R.S.A. § 653 (2) (G).

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above licensee and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto. I/We, hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/We, hereby waive any rights to privacy with respect thereto.

Signature [Signature] Title Managing Member Date 12/21/16

For more information about Liquor Licenses, see Portland City Code Chapter 15 at www.portlandmaine.gov and
M.R.S.A. Title 28-A at www.maine.gov.

Portland, Maine



Yes. Life's good here.

Permitting and Inspections Department

Michael A. Russell, MS, Director

389 Congress St. Room 307 • Portland, ME 04101 • (207) 874-8557

www.portlandmaine.gov

Supplemental Application for Dancing and Entertainment License

License accompanies a City of Portland Food Service Establishment or Food Service Establishment with Alcohol license.

☐ Entertainment without Dancing: \$281 ☒ Entertainment with Dancing: \$504 ☐ After-Hours (1 a.m. to 3 a.m.): \$567

Business Information			
Business Name (d/b/a):	Forefront Brick South, LLC.	Phone:	207-747-5288
Location Address:	8 Thompson's Point Rd. Portland, Maine		Zip: 04102

About Your Establishment

Describe in detail the type and nature of the business and proposed entertainment:	
Catered Events	
Will music be electric, acoustical, or <u>both</u> ? (Circle)	
Will amplification be used?	☒ Y ☐ N
If yes, where and at what level?	
Inside & Outside event venue at <92dB.	
Will music be played (Circle all that apply): ☒ Inside ☒ Outside	
Will you permit dancing on the premises?	☒ Y ☐ N
Will you permit dancing after 1:00 a.m.?	☒ Y ☐ N
What is the distance to the nearest residential dwelling unit both inside and outside the building from where the entertainment will take place? <u>1,000+ feet</u>	
What is your targeted opening date?	2/20/2017
Does the issuance of this license directly or indirectly benefit any City employee(s)?	☒ Y ☐ N
If Yes, list name(s) of employee(s) and department(s):	

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license or revocation, if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto.

I/ We hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/ We hereby waive any rights to privacy with respect thereto.

Signature [Signature] Title Managing Member Date 12/21/16

For more information, refer to the City Code of Ordinance: Chapter 4 Amusements, at www.portlandmaine.gov

Portland, Maine



Yes. Life's good here.

 Permitting and Inspections Department
 Michael A. Russell, MS, Director

Outdoor Dining Permit Application

Please circle all that apply:

New Application?

(Yes/No)

Renewal?

(Yes/No)

→ If yes, are there any changes? (Yes/No)

Private Property?

(Yes/No)

Historic District?

(Yes/No)

Liquor License Required?

(Yes/No)

Permitting and Inspections Director Signature _____

OR Pending City Council Date 01/18/2017 (D/M/Y)

Location Name: Forefront Brick South Catering Company

Address: 8 Thompson's Point Road Portland, Maine 04102

Chart

Block

Lot#

401

A

8

Owner Name: Forefront Brick South, LLC.

Phone #: 207-747-5288

Email: solell@thompsonspointmaine.com

Total Square Footage of Outdoor Dining Area:¹

Length: () x Width () = 13,900

Applicant must be owner or lessee.

Name: Jed Troubh & Christopher Thompson

Address: 501 Danforth Street

City: Portland

State & Zip: Maine 04102

E-Mail: neighbors@thompsonspointmaine.com

Please pay before the permit can be issued.

\$125 (One-time Private Property fee) or

\$80 (Annual Public Fee) + Total Sq. Ft.: x
(\$2) or (\$6 in public parks) =

Total Fee of \$ 125.00

Current use: Event Venue

Business name: Forefront Brick South Catering Company

How many chairs? 80

How many tables? 10

Please circle one of the following: Alcohol is served = (Yes/No).

Who should we contact?

Name: Solell Dufour

Phone: 207-747-5288

Address: 501 Danforth Street Portland, Maine 04102

E Mail: solell@thompsonspointmaine.com

I hereby certify that I am the owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit. For further information, please visit www.portlandmaine.gov, email permitting@portlandmaine.gov, call 874-8703 or stop by Room 315, City Hall. Applications and renewals are reviewed annually and must be submitted by June 1.

Signature of Applicant: Solell Dufour

 Digitally signed by Solell Dufour
 Date: 2016.12.21 15:39:59 -0500

Date: 12/21/2016

¹ The total dining area square footage shall equal no more than 10% of park space without Parks, Recreation and Facilities waiver. Contact Sally DeLuca, Director, @ 207-808-5400 for waiver.

 389 Congress Street, Room 315/Portland Maine 04101/www.portlandmaine.gov/tel: 207-874-8703/fax: 207-874-8716



Permitting and Inspections Department
Michael A. Russell, MS, Director

All outdoor dining permits are subject to the following:

Design and Construction

Existing Sidewalk Width (property line to curb)	Sidewalk Dining Allowed?	
< 8'0" N/A	N/A	
≥ 8'0"	No	
≥ 8'0"	Yes – up to 60% of sidewalk width.	
Sidewalk Type	Sidewalk Passage Required	
	Width (minimum)	Height (minimum)
Standard sidewalk	4'0"	6'8"
Street corner	5'0"	6'8"

- Outdoor dining area shall not exceed 60% of the sidewalk width.
- A continuous, unobstructed sidewalk passage of 4 feet from the outer boundary of the seating area to the curb must be maintained. If the passage is not straight due to existing obstacles, then additional width may be required. Any changes to existing straight passage is at the discretion of the City.
- Egress must be maintained free of obstruction.
- Permanent fixtures, such as awnings, require a building permit separate from the Outdoor Dining permit and subject to approval by the Building Authority.
- Umbrellas do not require a permit.
- Umbrellas must be secured and maintain the height clearance for sidewalk passage.

Barriers

- Free-standing barriers are preferred. Physical attachments to a building are subject to administrative review, especially in historic districts.
- Stanchions and ropes are encouraged. Sectional fencing is allowed with a high degree of visual transparency (at least 50% open). Solid or opaque barriers are not allowed.
- Shall not exceed 42" in height and may not include commercial signage.

Maintenance and Operations

- Outdoor dining components must be within the permitted area and allow safe passage of pedestrian traffic. Failure to comply may result in a revocation of the permit.
- The permit holder is responsible for keeping the outdoor seating area clean.
- No food shall be prepared in the designated outdoor dining area.
- If alcohol is to be served, then the permit holder must be approved for outdoor dining by the City Council. To initiate the process, notify the Business Licensing Office at 874-8557.



Permitting and Inspections Department
Michael A. Russell, MS, Director

- All outdoor dining components shall be removed before snowfall and while any snow or ice exists within four feet of the outdoor dining area. The City will not be responsible for damage to any property that is not removed prior to sidewalk maintenance.
- Outdoor dining areas must meet ADA regulations and accessible seating is required.
- Adjacent on-street parking requires Parking Office review and Building Authority approval.

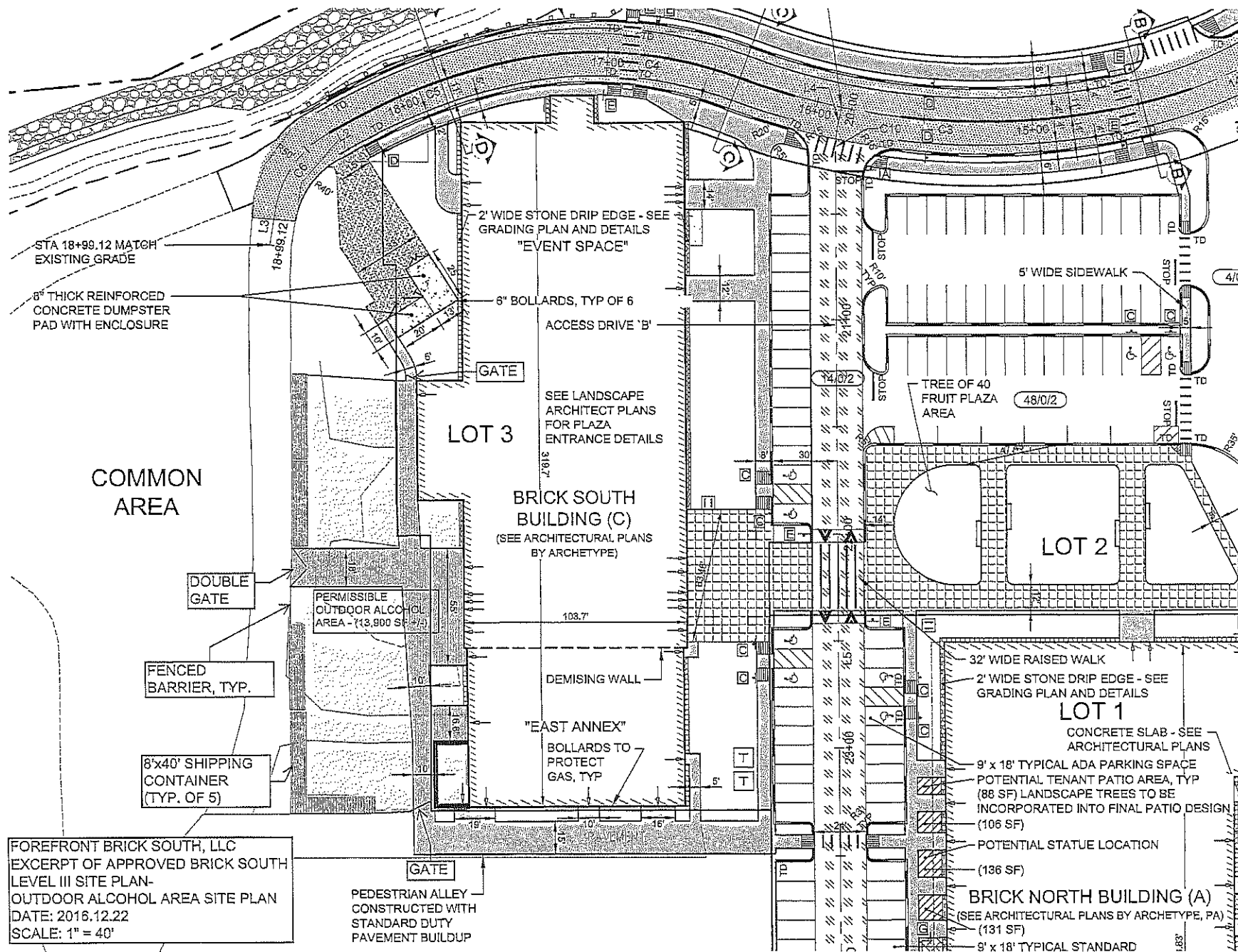
I/We fully understand that the City of Portland, its agents, officers and employees accept no responsibility and will not be liable for any injury, harm or damage to my/our person or property arising out of the establishment's occupancy of the sidewalk or park space. To the fullest extent permitted by law, I/We do hereby agree to assume all risk of injury, harm or damage to my/our person or property (including but not limited to all risk of injury, harm or damage to my/our property cause by the negligence of the City of Portland, its agents, officers or employees) arising out of the establishment's occupancy of the sidewalk or park space. I/We hereby agree, to the fullest extent permitted by law, to defend, indemnify and hold harmless the City of Portland, its agents, officers and employees, from and against all claims, damages, losses and expenses, just or unjust, including, but not limited to costs of defense and attorney's fees, arising out of the establishment's occupancy of the sidewalk or park space, provided that any such claims, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use there from, and (2) is caused in whole or in part by any negligent act or omission of the establishment, anyone directly or indirectly employed by it, or anyone for whose act it may be liable.

Signed and acknowledged: Soleil Dufour Date: 12/21/2016

Printed name: Soleil Dufour

Establishment: Forefront Brick South Catering Company

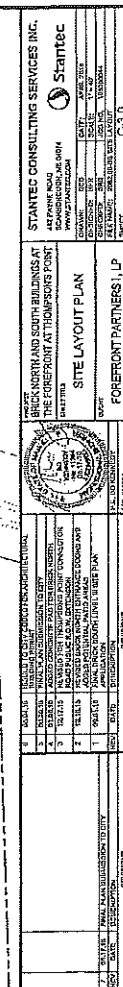
Location: 8 Thompson's Point Road Portland, ME 04102



FOREFRONT BRICK SOUTH, LLC
 EXCERPT OF APPROVED BRICK SOUTH
 LEVEL III SITE PLAN-
 OUTDOOR ALCOHOL AREA SITE PLAN
 DATE: 2016.12.22
 SCALE: 1" = 40'

NO ALCOHOLIC
 BEVERAGES
 BEYOND THIS
 POINT

R7-13M
 10"x7"
 G



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

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

NEW application: ☒ Yes ☐ No

PRESENT LICENSE EXPIRES _____

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

INDICATE TYPE OF LICENSE:

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

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: Forefront Brick South, LLC			Business Name (D/B/A) Forefront Brick South Catering Company		
APPLICANT(S) –(Sole Proprietor) DOB:			Physical Location: 8 Thompson's Point Road		
DOB:			City/Town Portland	State Maine	Zip Code 04102
Address 501 Danforth Street			Mailing Address 501 Danforth Street		
City/Town Portland	State Maine	Zip Code 04102	City/Town Portland,	State Maine	Zip Code 04102
Telephone Number 207-747-5288	Fax Number 207-747-5941	Business Telephone Number 207-747-5288		Fax Number 207-747-5941	
Federal I.D. # 37-1798437			Seller Certificate #: or Sales Tax #:		
Email Address: Please Print soleil@thompsonspointmaine.com			Website: thompsonspointmaine.com		

If business is NEW or under new ownership, indicate starting date: 2/20/2017

Requested inspection date: 2/15/2017 Business hours: varies

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: N/A
2. State amount of gross income from period of last license: ROOMS \$ N/A FOOD \$ N/A LIQUOR \$ N/A
3. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES ☒ NO ☐
5. If manager is to be employed, give name: _____
6. Business records are located at: 501 Danforth Street Portland, Maine 04102
7. Is/are applicants(s) citizens of the United States? YES ☒ NO ☐
8. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

9. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Christopher Thompson	3/11/1975	Portland, ME
Jed Troubh	7/16/1970	Portland, ME

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

Christopher Thompson - Cumberland Foreside, Maine

Jed Troubh - Falmouth, Maine

10. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____ (use additional sheet(s) if necessary)

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

Yes ☐ No ☒ If Yes, give name: _____

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

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

14. Describe in detail the premises to be licensed: (On Premise Diagram Required) Event Center with outside seating

15. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES ☐ NO ☒ Applied for: 12/21/2016

16. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 2.5 miles Which of the above is nearest? school

17. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☒ NO ☐

If YES, give details: Machias Savings Bank

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

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Portland, Maine on December 21, 20 17

Town/City, State

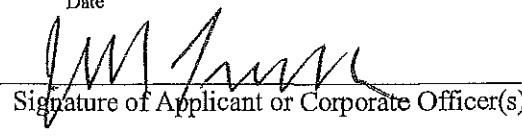
Date

Please sign in blue ink


Signature of Applicant or Corporate Officer(s)

Christopher Thompson

Print Name


Signature of Applicant or Corporate Officer(s)

Jed Troubh

Print Name

STATE OF MAINE

Dated at: Portland, Maine Cumberland
City/Town (County)

On: _____
Date

The undersigned being: ☐ Municipal Officers ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

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

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. **Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).][2003, c. 213, §1 (AMD) .]

2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

*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 completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, decks and all areas that you are requesting approval from the Division for liquor consumption.

See attached layouts/site plans



Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

For Office Use Only:

License #: _____

SOS Checked: _____

100% Yes ☐ No ☐

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

1. Exact legal name: Forefront Brick South, LLC
2. Doing Business As, if any: Forefront Brick South Catering Company
3. Date of filing with Secretary of State: 11/2/2015 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:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Christopher Thompson	25 Birch Lane Cumberland Foreside, Maine 04110	3/11/1975	Managing Member	25.30
Jed Trough	35 Paddock Way Falmouth, Maine 04105	7/16/1970	Managing Member	29.61
See Attached Document **Forefront Brick South, LLC Partner Breakdown**				

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

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

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

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

Forefront Brick South LLC

Partner Breakdown

NAME	% OWNERSHIP	ROLE
Jed H. Troubh	29.61%	Managing Member
Christopher M. Thompson	25.30%	Managing Member
Estate of Stephen L. Griswold	19.47%	Member
Matthew Landolfi	16.98%	Member
Kenneth Troubh	3.60%	Member
Margaret E. White	3.67%	Member
Gerald L. Blakely , Jr. Trust #1	1.36%	Member

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

Yes ☐ No ☒

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

Name: _____

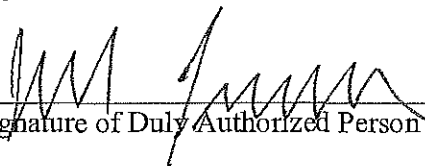
Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

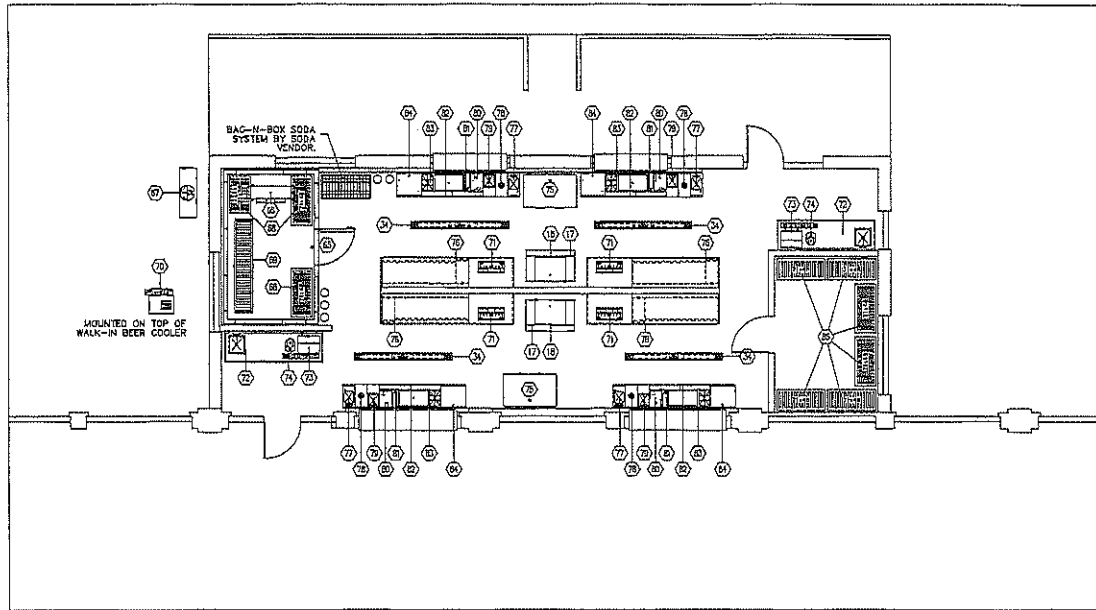
 _____
Signature of Duly Authorized Person Date 12/21/16

Jed Trough

Print Name of Duly Authorized Person

Submit Completed Forms To:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov



TJM CONSULTING, INC.
275 MAIN STREET, SUITE 5
YARMOUTH, MAINE 04096
PHONE: (207) 254-4726
EMAIL: TOM@TJMCONSULTING.NET

THOMPSON POINT - BRICK SOUTH BAKERY & CATERING KITCHEN

THIS DRAWING AND ALL INFORMATION HEREIN
ARE THE PROPERTY OF THE DESIGNER AND
MAY NOT BE USED OR COPIED, EITHER IN
WHOLE OR IN PART, WITHOUT THE EXPRESSED
WRITTEN CONSENT OF THE DESIGNER

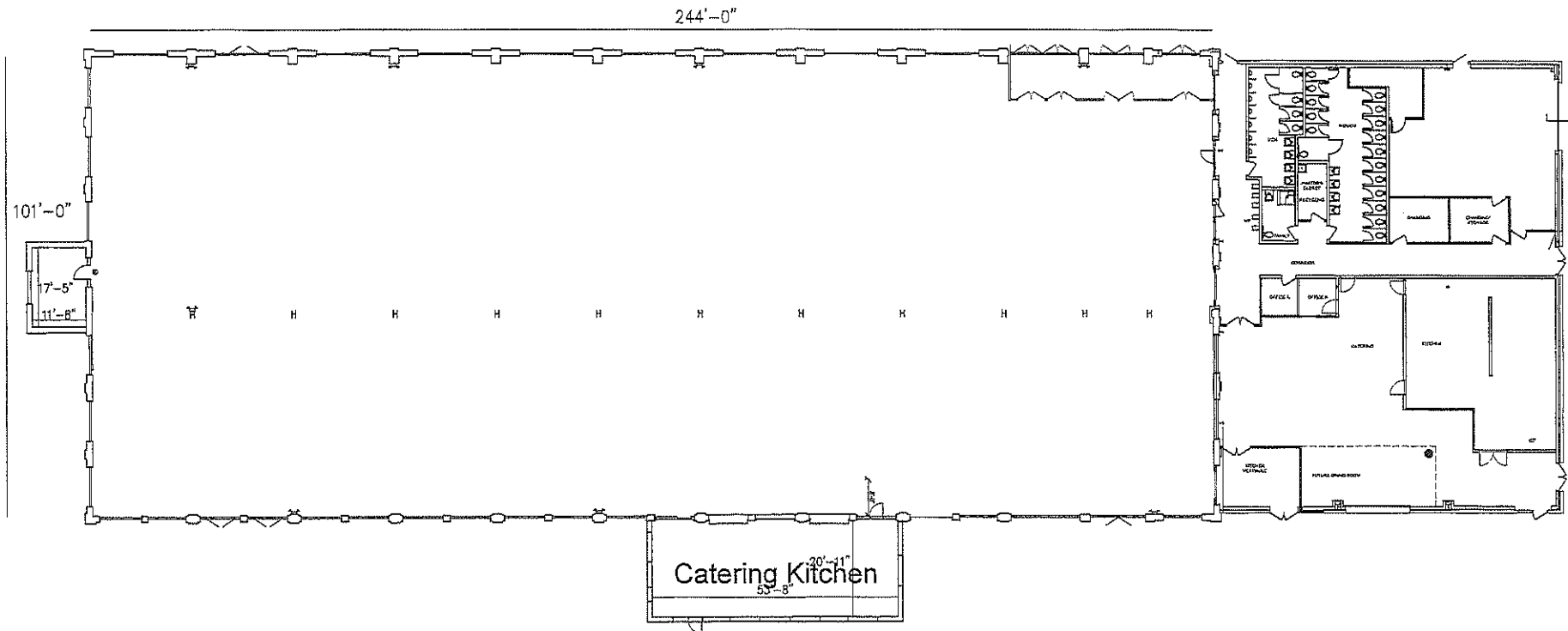
10-24-2016	ADDITION # 2
10-24-2016	ADDITION # 1
REV NO.	REVISION

PROJECT:	DATE:
BRICK SOUTH KITCHEN	OCT 24, 2016
DRAWN BY:	CHECKED BY:
T. MCARDLE	T. MCARDLE
SHEET TITLE:	SHEET NO.

FOODSERVICE EQUIPMENT FLOOR PLAN AND SCHEDULE	FS-1B
--	-------

SCALE: 1/4" = 1'-0"

Forefront Brick South Catering Company building layout



CONTINENTAL BREAKFAST



A LA CARTE ITEMS

2 per item

Regular & Decaf Coffee w/ Assorted Teas
Chilled Assorted Juices
Assorted Breakfast Pastries
Assorted Scones
Assorted Muffins
Bagels & Croissants w/ Fruit Preserves, Butter & Cream Cheese
Gourmet Donuts
Coffee Cakes
Assorted Low-Fat Yogurts
Fresh Fruit Salad
Seasonal Breakfast Breads
Warm Cinnamon Rolls
Assorted Yogurt Parfaits

Bundle & Save...Choose Four Items For \$6.00 per person

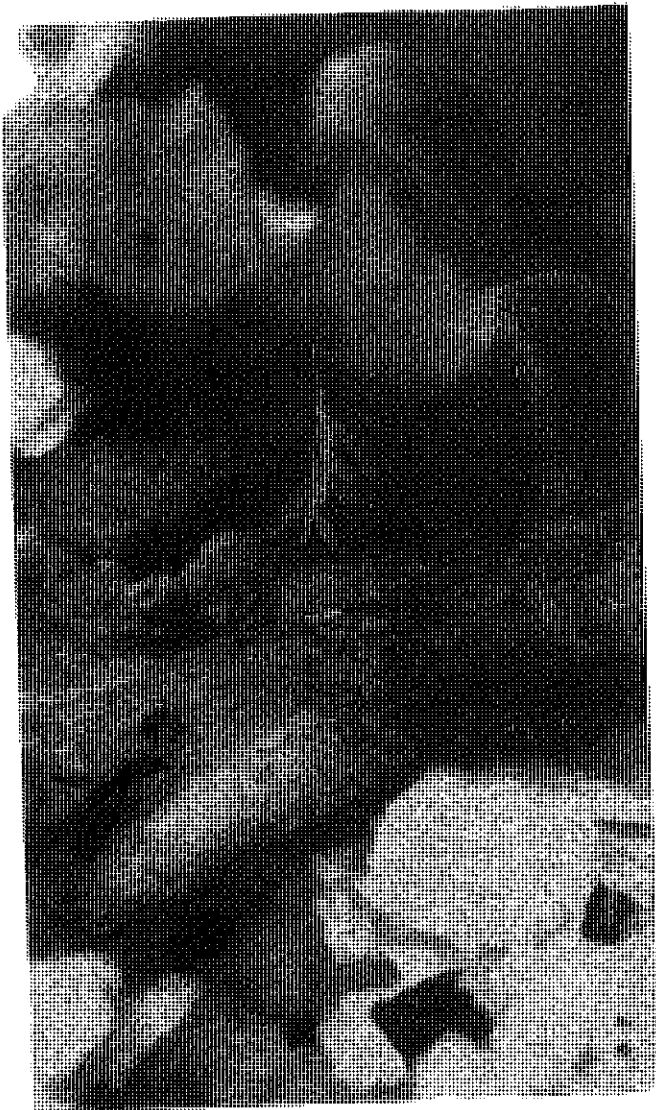
**An Additional \$2.00 Will Be Charged For ANY Dietary Requirements*

A twenty percent service charge and applicable state sales tax will be added to all food and beverage arrangements.
Menu prices are guaranteed 30 days prior to event date.

HOT BREAKFAST BUFFETS

EACH BUFFET FEATURES:

Assorted Chilled Juices w/ Regular & Decaffeinated Coffee, Assorted Teas & Infused Water. Minimum of 20 People



EXECUTIVE BUFFET

16 per person

Assorted Breakfast Pastries
Assorted Low-Fat Yogurts
Bacon & Sausage
French Toast or Pancakes
Fresh Fruit Salad
Comed Beef Hash
Breakfast Potatoes
Choice of Two:
- Traditional Scramble
- Cheese Scramble
- Veggie Scramble
- Ham & Cheese Scramble

SCRAMBLED BUFFET

13 per person

Choice of Bacon or Sausage
Assorted Breakfast Pastries
Breakfast Potatoes
Choice of Two:
- Traditional Scramble
- Cheese Scramble
- Veggie Scramble
- Ham & Cheese Scramble

Breakfast Enhancements

Add the following items to enhance your buffet. Priced per person.

Belgium Waffle Station w/ Assorted Toppings **3**
Chef Attended Omelet Station w/ Assorted Toppings **3**

***Please Add \$50.00 for Omelet Station**

Substitute: Turkey Bacon, Turkey Sausage, Vegetarian Sausage for \$1.00 More Per Person

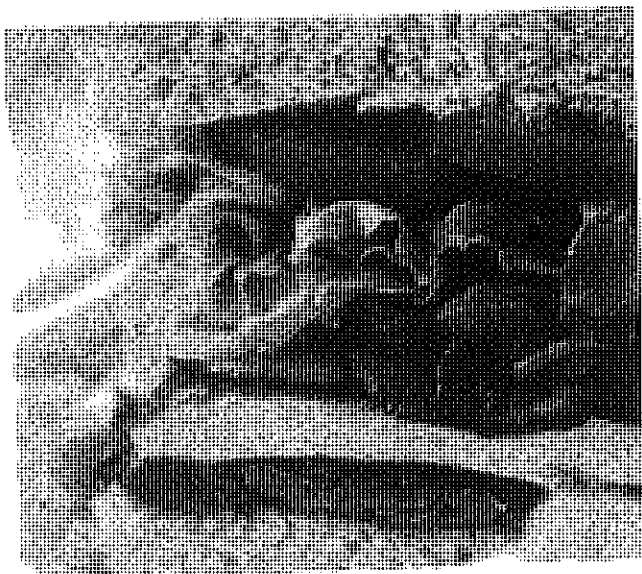
***An Additional \$2.00 Will Be Charged For ANY Dietary Requirements**

DELI CART LUNCHEONS

EACH DELI CART FEATURES:

Freshly Brewed Regular & Decaf Coffee w/ Assorted Teas, Assorted Sodas & Infused Water, Along w/ Assorted Cookies & Brownies for Dessert

Minimum of 15 guests.



TRADITIONAL DELI

18 per person

Choice of Three: Sliced Roast Beef, Smoked Turkey, Ham, Chicken Salad, Tuna Salad, Egg Salad, Roasted Vegetables

Choice of Two Cheeses: Cheddar, Swiss, American, Provolone, Pepper Jack

Assorted Breads, Bulkies & Wraps

Assorted Toppings & Condiments

Individual Bags of Chips

Your Choice of Two Sides:

SANDWICH DELI

16 per person

Choice of Three Pre-Made Wraps & Sandwiches:

- Turkey Club (oven roasted turkey breast, bacon, crisp lettuce, tomato & mayonnaise)

- Chicken Salad (chopped chicken breast, toasted walnuts, grapes, cranberry, mayonnaise & red onion)

- Vegetarian (oven roasted garlic w/ assorted vegetables & olive oil)

- Tuna Salad (albacore tuna mixed w/ mayonnaise, chopped celery & onion)

- Egg Salad (chopped hard boiled eggs mixed w/ mayonnaise, mustard & red onion)

-Individual Bags of Chips

Your Choice of Two Sides:

SIDE SELECTIONS

Choose Two Items To Add To Your Deli Cart

-Pasta Salad

-Red Bliss Potato Salad

-Fresh Fruit Salad

-Tossed Garden Salad

-Caprese Salad

-Caesar Salad

-Spinach Salad

*An Additional \$2.00 Will Be Charged For ANY Dietary Requirements

For Each Additional Side, Please Add \$2.00 Per Person

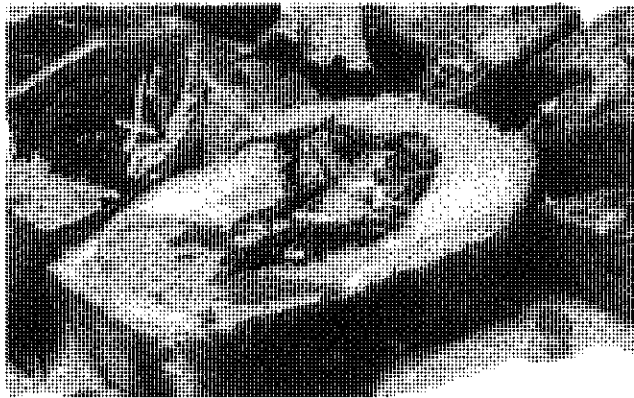
© 2014 The Deli Cart Company. All rights reserved. This menu is subject to change without notice. The Deli Cart Company is not responsible for any errors or omissions. The Deli Cart Company is not responsible for any damages or injuries sustained by guests. The Deli Cart Company is not responsible for any lost or stolen items. The Deli Cart Company is not responsible for any items left behind by guests. The Deli Cart Company is not responsible for any items left behind by guests.

LUNCHEON BUFFETS

OUR LUNCHEON BUFFETS FEATURE:

Freshly Brewed Regular & Decaf Coffee w/ Assorted Teas, Assorted Sodas & Infused Water, Along w/ Assorted Cookies & Brownies for Dessert

Minimum of 20 Guests



THE LAKE AUBURN

16 per person

Choice of Two Entrées:

- Eggplant Parmesan
- Chicken Parmesan
- Roasted Pork Loin w/ Cranberry Jus
- Chicken Scallopini w/ Choice of Mushroom-Marsala Sauce or Sundried Tomato Cream Sauce
- Penne Pasta w/ Marinara Sauce
- Meat Lasagna

Grilled Seasonal Vegetables

Choice of Rice Pilaf, Mashed Potatoes or Oven Roasted Potatoes

Garden Salad or Caesar Salad

THE GULF ISLAND

18 per person

Choice of Three Entrées:

- Haddock topped w/ Ritz crumbs & Lobster Sherry Sauce
- Southwest Chicken
- Stuffed Chicken Breast
- Penne Pasta w/ Marinara Sauce
- Eggplant Rollatini
- Tortellini Primavera

Garden Salad or Caesar Salad

Choice of Vegetable

Choice of Rice Pilaf, Mashed Potatoes or Oven Roasted Potatoes

**An Additional \$2.00 Will Be Charged For ANY Dietary Requirements*

PLATED LUNCHEONS

OUR PLATED LUNCHEONS FEATURE:

Your Choice of Garden Salad or Caesar Salad, Freshly Brewed Regular & Decaf Coffee w/ Assorted Teas, Assorted Sodas & Infused Water, Along w/ Chef's Choice of Dessert

CHICKEN SCALOPPINI

18 per person

With Choice of Mushroom Marsala, Dijonnaise Sauce or
Sundried Tomato Cream Sauce

BAKED HADDOCK

18 per person

Served with Ritz crumb topping and lobster sherry sauce

MEAT LASAGNA

16 per person

Classic lasagna, with meat or vegetarian

TORTELLINI PRIMAVERA

14 per person

Tortellini tossed with fresh vegetables and a light cream sauce

CHICKEN PARMESAN

16 per person

Breaded chicken served with linguini and tomato basil sauce

EGGPLANT ROLLATINI

14 per person

Eggplant stuffed with ricotta, mozzarella and parmesan cheese,
topped with marinara sauce and mozzarella

* Limited To Two Choices. Only Available
Between 11a & 3p. A Minimum of 20 People is
Required.



*An Additional \$2.00 Will Be Charged For ANY Dietary Requirements

A variety of dietary restrictions are available for all of our plated lunches. Please call or email us at 800-850-8500 for more information. All dietary restrictions are subject to availability. Please call or email us at 800-850-8500 for more information.

AFTERNOON BREAKS

CHOCOLATE DELIGHT

6 per person

Chocolate chip cookies, gourmet brownies, assorted chocolate dipped items

MEDITERRANEAN TAPAS

8 per person

Mixed olives, roasted red peppers, cured meats, grilled vegetables, hummus, feta cheese, marinated mushrooms, tabbouleh, stuffed grape leaves and pita points

THE GARDEN INN

8 per person

Seasonal vegetable crudité's display, Chef's choice of hummus and dips along with pita points

TRAIL MIX BAR (Create Your Own)

9 per person

Apricots, walnuts, almonds, shaved coconut, M&M's, raisins, chocolate chips and dried cranberries

A LA CARTE ITEMS

2 per item

per person

Assorted Sodas

Chilled Assorted Juice

Bottled Water

Fresh Fruit Salad

Whole Fruit

Assorted Cookies

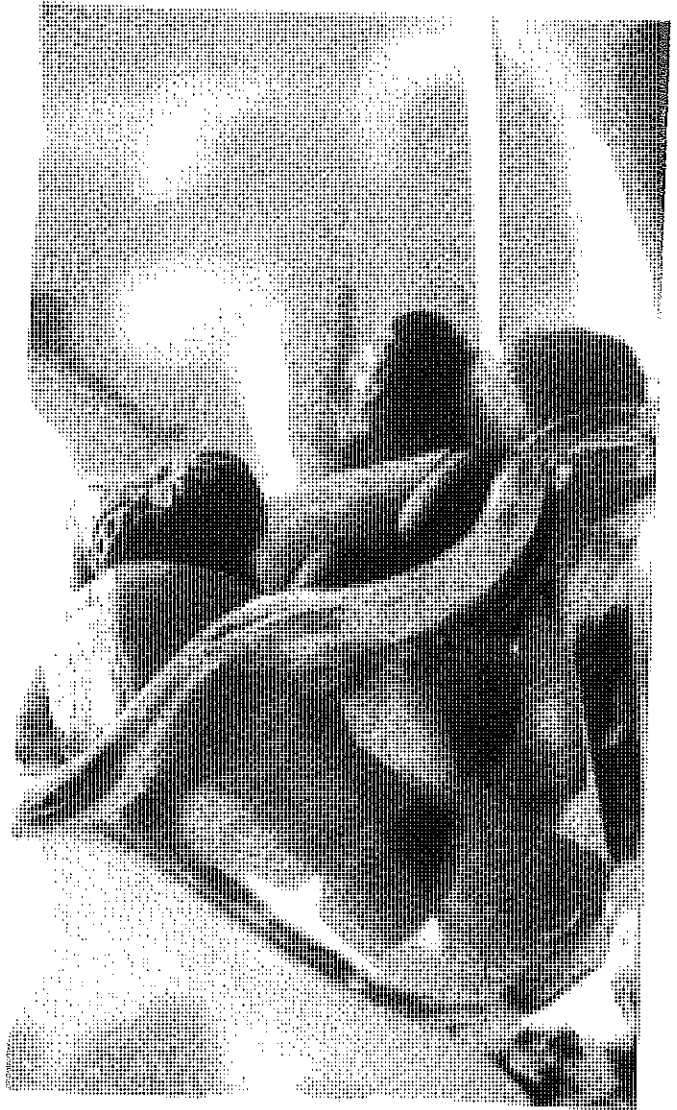
Brownies

Assorted Low-Fat Yogurts w/ Toppings

Chef's Choice of Dessert Bars

EACH AFTERNOON DELIGHT FEATURES:

Regular & Decaffeinated Coffee w/ Assorted Teas & Infused Water



**Bundle and Save...Choose Four A La Carte Items
For \$6.00 Per Person**

**An Additional \$2.00 Will Be Charged For ANY Dietary Requirements*

A twenty percent service charge and applicable state sales tax will be added to all food and beverage arrangements.
Menu prices are guaranteed 30 days prior to event date.

DINNER BUFFETS

OUR PLATED DINNERS FEATURE:

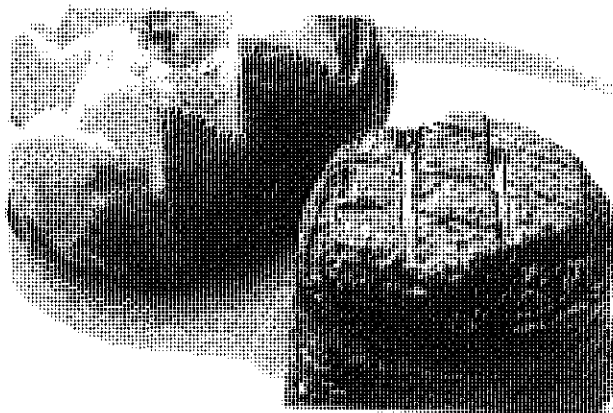
Freshly Brewed Regular & Decaf Coffee w/ Assorted Teas, Infused Water Along w/ Your Choice of Garden or Caesar Salad, Two Sides & (1) Dessert

THE BARKER MILL

19 per person

Choice of Two Entrées:

- Chicken Scaloppini w/ Choice of Sauce (Mushroom Marsala, Dijonnaise Sauce or Sundried Tomato Cream Sauce)
- Cavatappi w/ Alfredo Sauce & Roasted Vegetables
- Meat Lasagna
- Chicken Parmesan w/ Tomato Basil Sauce

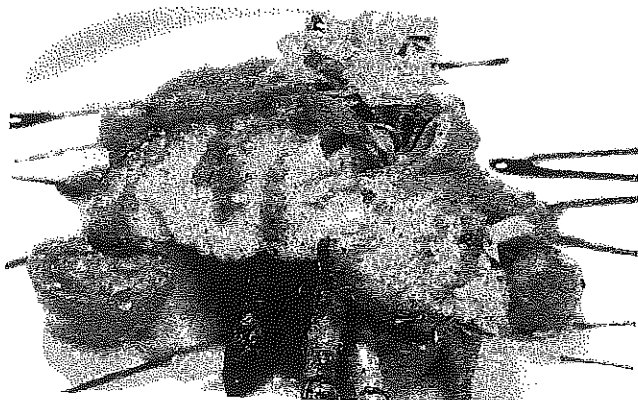


THE BATES MILL

23 per person

Choice of Two Entrées:

- Baked Haddock w/ Lobster Sherry Sauce
- Braised Chicken Breast (Mushroom Marsala, Dijonnaise Sauce or Sundried Tomato Cream Sauce)
- Roasted Pork Loin Stuffed w/ Cranberry Jus
- Bistro Filet Medallions Atop Mashed Potato
- Tortellini Primavera



THE FESTIVAL PLAZA

26 per person

Choice of Three Entrées:

- Roasted Chicken Breast w/ Sun-Dried Tomato Butter
- Chicken Florentine w/ Spinach Leaves & Mushrooms w/ Creamy White Garlic Sauce Topped w/ Mozzarella
- Beef Bourguignon
- Beef Tips Au Poivre
- Paella (Traditional Spanish Rice Dish w/ Yellow Rice, Shrimp, Mussels, Chicken, Chorizo Sausage, Olives, Peppers & Green Peas)
- Gnocchi w/ Parmesan Cream Sauce

For An Additional Entrée Please Add \$5.00 per person

For An Additional Side Please Add \$3.00 per person

**An Additional \$2.00 Will Be Charged For ANY Dietary Requirements*

Sides:

- Brown Sugar Glazed Hand Peeled Carrots w/ Walnuts
- Green Beans Almandine
- Buttered Steamed Broccoli
- Steamed Mixed Seasonal Vegetables Drizzled w/ 100% Pure Olive Oil
- Stir-Fried Zucchini & Baby Bok Choy
- Buttered Corn (Seasonal)

Sides:

- Whipped Mashed Potatoes
- Garlic, Rosemary & Olive Oil Roasted Red Potatoes
- Steamed Red Potatoes w/ Butter & Parsley
- Tater Tots with Scallions & Truffle oil Drizzle
- Potatoes Au Gratin
- Rice Pilaf

Dessert:

- Chocolate Mousse Cake
- Italian Lemon Cake
- Cheesecake
- Assorted Petit Desserts
- Mini Whoopie Pies
- Assorted Cookies and Brownies

A twenty percent service charge and applicable state sales tax will be added to all food and beverage arrangements.
Menu prices are guaranteed 30 days prior to event date.

PLATED DINNERS

CHICKEN MARSALA

21 per person

Sautéed chicken breast in a savory sauce of mushrooms, garlic & marsala wine

STUFFED CHICKEN BREAST

21 per person

Oven roasted cornbread stuffed chicken breast

LOBSTER STUFFED HADDOCK

24 per person

Served with lobster sherry sauce

BAKED HADDOCK

24 per person

Topped w/ ritz crumble and lemon white wine sauce

GLAZED ATLANTIC SALMON

25 per person

With horseradish dill crust

ROASTED PRIME RIB

26 per person

Served w/ au jus sauce

BRAISED BEEF SHORT RIB

23 per person

Served with apple chutney

EGGPLANT ROLLATINI

19 per person

With tomato basil sauce

TORTELLINI PRIMAVERA

19 per person

With parmesan cream sauce

MAINE BAKED STUFFED LOBSTER MARKET PRICE

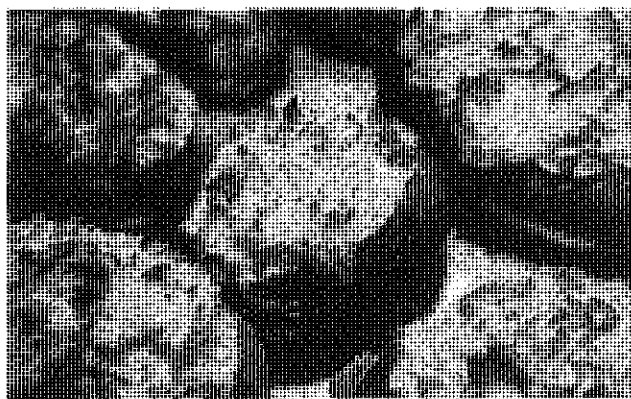
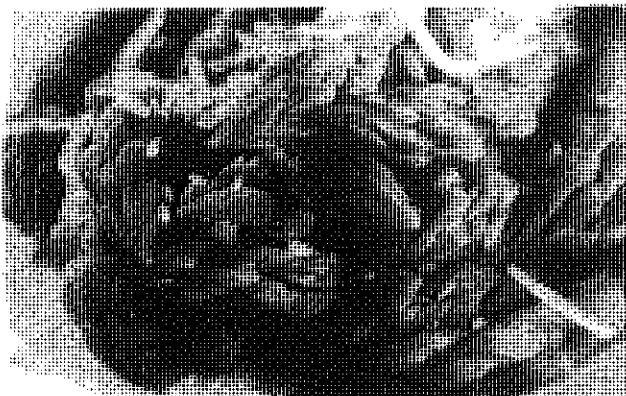
PORTOBELLO MUSHROOMS

18 per person

Stuffed w/ creamy garlic spinach then topped with grated cheese

OUR PLATED DINNERS FEATURE:

Freshly Brewed Regular & Decaf Coffee w/ Assorted Teas & Infused Water Along With Your Choice of Garden or Caesar Salad, Two Sides & Dessert



***PLEASE SELECT NO MORE THAN THREE ENTRÉE'S TO OFFER TO YOUR GUESTS.**

**An Additional \$2.00 Will Be Charged For ANY Dietary Requirements*

Sides:

- Brown Sugar Glazed Hand Peeled Carrots w/ Walnuts
- Green Beans Almandine
- Buttered Steamed Broccoli
- Steamed Mixed Seasonal Vegetables Drizzled w/ 100% Pure Olive Oil
- Stir-Fried Zucchini & Baby Bok Choy
- Buttered Corn (Seasonal)

Sides:

- Whipped Mashed Potatoes
- Garlic, Rosemary & Olive Oil Roasted Red Potatoes
- Steamed Red Potatoes w/ Butter & Parsley
- Tater Tots with Scallions & Truffle oil Drizzle
- Potatoes Au Gratin
- Rice Pilaf

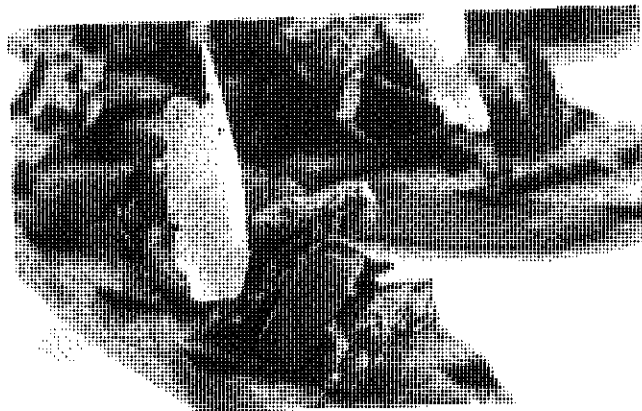
Dessert:

- Chocolate Mousse Cake
- Italian Lemon Cake
- Cheesecake
- Assorted Petit Desserts
- Mini Whoopie Pies
- Assorted Cookies and Brownies

A twenty percent service charge and applicable state sales tax will be added to all food and beverage arrangements.
Menu prices are guaranteed 30 days prior to event date.

STATIONED HORS D'OEUVRES

STATIONED HORS D'OEUVRES ARE PRICED PER PERSON. A MINIMUM OF 50 IS REQUIRED.



*An Additional \$2.00 Will Be Charged For ANY Dietary Requirements

ARTISAN CHEESE BOARD 3.50 per person

An Assortment of Local and Imported Cheeses
Crostini's & Crackers

VEGETABLE CRUDITES 3 per person

Seasonal Crudités
Roasted Red Pepper Hummus & Ranch Dipping Sauce

SMOKED SALMON BOARD 6 per person

Served with capers, red onions, diced hard boiled egg and toast points

BRUSCHETTA BAR 4 per person

Tomato-basil, hummus, white bean and parmesan spread,
sun dried tomato pesto zucchini, olive tapenade, and
tabbouleh, served with crostini

AHI TUNA PLATTER 8 per person

Sliced ahi tuna with siracha aioli
Ginger, Wasabi Paste & Soy Sauce
Fried Wontons

MEDITERRANEAN TAPAS 5 per person

Mixed olives, roasted red peppers, cured meats, grilled
vegetables, hummus, feta cheese, marinated mushrooms,
tabbouleh, stuffed grape leaves and pita points

ITALIAN ANTIPASTA DISPLAY 6 per person

Tomato, fresh mozzarella, roasted red peppers, Italian sliced
cured meat and cheese, olives, farro grain salad, balsamic
reduction drizzle with fresh focaccia

FRUIT DISPLAY 3.50 per person

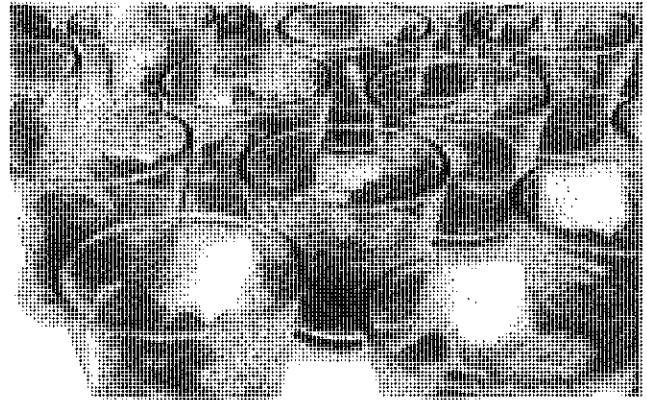
Fresh Sliced Fruit w/ Yogurt Dipping Sauce

A twenty percent service charge and applicable state
sales tax will be added to all food and beverage
arrangements.
Menu prices are guaranteed 30 days prior to event
date.

PASSED HORS D'OEUVRES

PASSED HORS D'OEUVRES ARE PRICED PER 50 PEOPLE

CHEESEBURGER SLIDERS	150
TOMATO & MOZZARELLA SLIDERS	125
MAINE LOBSTER SLIDERS	MARKET
SMOKED SALMON SLIDERS	150
CRAB CAKE SLIDERS	175
CHICKEN SATAY W/ THAI PEANUT SAUCE	125
BEEF TERIYAKI	150
SESAME CHICKEN W/ HONEY MUSTARD	125
LOBSTER STUFFED MUSHROOMS	MARKET
ASSORTED MINI QUICHE	125
ASSORTED MINI DEVILED EGGS	125
SUNDRIED TOMATO PESTO AND RATATOUILLE ON CROSTINI	125
SHRIMP COCKTAIL	MARKET
MINI CRAB CAKES	150
BACON WRAPPED SCALLOPS	175
STEAK TARTARE CANAPE	175
ITALIAN MEATBALLS	125
BEEF WELLINGTON	150



MINI BRIE GRILLED CHEESE W/ TOMATO BUTTER	125
SPANAKOPITA	125
STEAMED PORK DUMPLINGS W/ SWEET SOY SAUCE AND SESAME SEEDS	125

**An Additional \$2.00 Will Be Charged For ANY Dietary Requirements*

A twenty percent service charge and applicable state
sales tax will be added to all food and beverage
arrangements.
Menu prices are guaranteed 30 days prior to event
date.

CARVING AND ACTION STATIONS

ENHANCE YOUR DINNER OR COCKTAIL RECEPTION
WITH ONE OF OUR CHEF ATTENDED CARVING OR
ACTION STATIONS

All Served w/ Miniature Rolls. Minimum of 20 Guests

ROAST NEW YORK SIRLOIN 10 per person

Imported Mustard & Horseradish Crème Fraiche

HONEY GLAZED TURKEY 7 per person

Orange Cranberry Relish & Mayonnaise

APRICOT GLAZED HAM 7 per person

Imported Mustard & Horseradish Crème Fraiche

Mayonnaise and imported mustard

CARVED BEEF FILET 14 per person

PASTA STATION 6 per person

Choice of Two:

- Tri Colored Tortellini
- Cavatappi
- Penne
- Rigatoni
- Farfalle

Choice of Two Sauce:

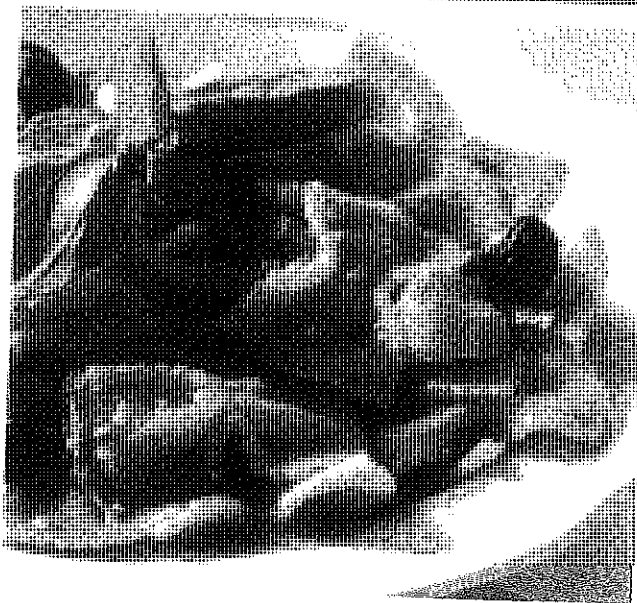
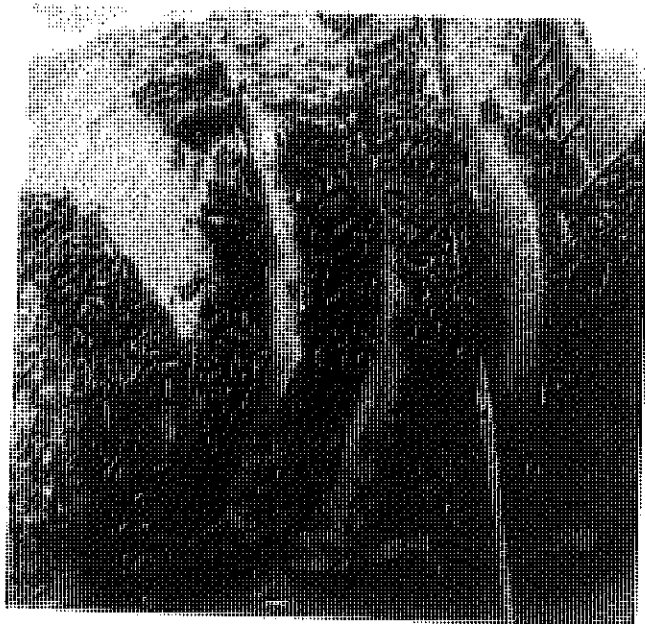
- Aglio E Olio
- Pesto Cream
- Tomato Basil
- Alfredo
- Puttanesca
- Bolognese (add \$2.00 per person)

ROAST PRIME RIB 9 per person

Horseradish & Au Jus

SUSHI BAR 10 per person

Choice of Two Types of Sushi Rolls, Hand Rolled in Front of
Guests



**An Additional \$2.00 Will Be Charged For ANY Dietary Requirements*

***PLEASE ADD \$50 FOR ALL CARVING STATIONS**

A twenty percent service charge and applicable state
sales tax will be added to all food and beverage
arrangements.
Menu prices are guaranteed 30 days prior to event
date.

BAR SERVICES

CUSTOMIZE YOUR BAR SERVICE TO SUIT ANY BUDGET OR NEED

CASH BAR

Full selection of assorted Spirits, Domestic & Imported Beers and House Wines for your guests in which the individuals pay for their own beverages.

HOST BAR

Full selection of assorted Spirits, Domestic & Imported Beers and House Wines in which you as a HOST pay for your guests beverages.

DRINK TICKETS

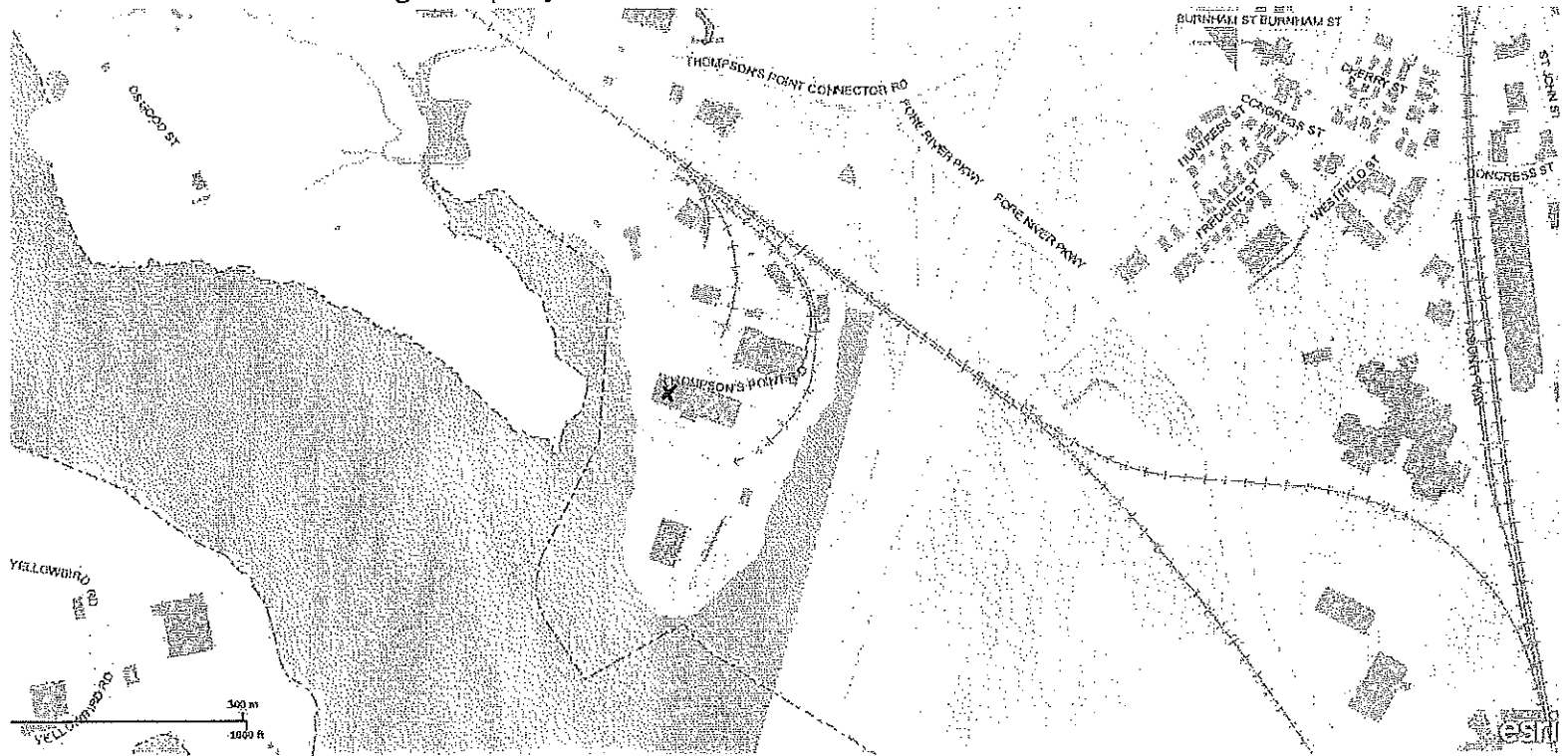
Please ask your Hotel Contact about supplying drink tickets to your guests.

For smaller groups under 20 guests we offer beer & wine selections only.

There is a \$50.00 bar setup fee for ALL bars.



A twenty percent service charge and applicable state sales tax will be added to all food and beverage arrangements.
Menu prices are guaranteed 30 days prior to event date.





MAINE STATE BUREAU OF IDENTIFICATION
45 Commerce Drive, Suite 1 / STATE HOUSE STATION # 42
AUGUSTA, ME 04333
(207) 624-7240 (VOICE)

JESSICA HANSCOMBE
389 CONGRESS ST
PORTLAND, ME 04101

Transaction Response #: MIQ99D100356

Criminal History Record

Introduction

This criminal history record was produced in response to the following request (Produced on 2016-12-22) :

inquiries Name(s) CHRISTOPHER THOMPSON (1975-03-11)

NO MATCH WAS FOUND FOR YOUR REQUEST.



JESSICA HANSCOMBE
389 CONGRESS ST
PORTLAND, ME 04101

Criminal History Record

Introduction

inquiries Name(s) JED TROUBH (1970-07-16)

NO MATCH WAS FOUND FOR YOUR REQUEST.

Portland
Maine

Yes, Google's good here.

Jessica Hanscombe <jhanscombe@portlandmaine.gov>

Re: Forefront Brick South Catering Company

Kevin Cashman <kevindc@portlandmaine.gov>

Sat, Dec 24, 2016 at 6:06 PM

To: Jessica Hanscombe <jhanscombe@portlandmaine.gov>

Cc: Craig Messinger <crm@portlandmaine.gov>, David Petruccelli <petruccellid@portlandmaine.gov>, Eric Cobb <ecobb@portlandmaine.gov>, Gary Rogers <garyr@portlandmaine.gov>, Keith Gautreau <kng@portlandmaine.gov>, Laurie Carlson <lac@portlandmaine.gov>, Rachel Smith <rms@portlandmaine.gov>, Tom Williams <tw@portlandmaine.gov>, Treasury Division <treasury@portlandmaine.gov>, Vernon Malloch <vwm@portlandmaine.gov>, Zoning <zoning@portlandmaine.gov>

PD approves. (cannot use urban insight as my computer won't let me open it).

Lt. K. Cashman

On Thu, Dec 22, 2016 at 1:09 PM, Jessica Hanscombe <jhanscombe@portlandmaine.gov> wrote:

Good Afternoon

Please see the attached application for Forefront Brick South Catering Company. They have applied for a Class 1 Qualified Caterer. Also for an Entertainment with Dance and an Outdoor dining on Private Property. They plan on opening in February 2017. I will be sending them before the City Council on January 18, 2017.

Owner is

Forefront Brick South LLC

Christopher Thompson 3/11/1975

Jed Troubh 7/16/1970

Contact is

Soleil Dufour 207-747-5288 X108

soleil@thompsonspointmaine.com

This business has been added to UI. Please advise. Thanks Jessica



Forefront Brick South Catering Company.pdf

Jessica B. Hanscombe

Business License Specialist

389 Congress Street Room 307

Portland, Maine 04101

207-874-8783

jhanscombe@portlandmaine.gov

--
Lt. Kevin Cashman
Portland Police Department
Patrol Division
109 Middle St
Portland, Maine 04101
(O) 207-756-8294
kevindc@portlandmaine.gov.

Portland, Maine



Yes. Life's good here.

Permitting and Inspections Department
Michael A. Russell, MS, Director

December 23, 2016

Forefront Brick South LLC
Soleil Dufour
501 Danforth Street
Portland ME 04102

**Re: Forefront Brick South, LLC d/b/a Forefront Brick South Catering Company.
Application for a Qualified Catering Class 1 with Entertainment with Dancing and
with Outdoor Dining on Private Property at 8 Thompson's Point Road.**

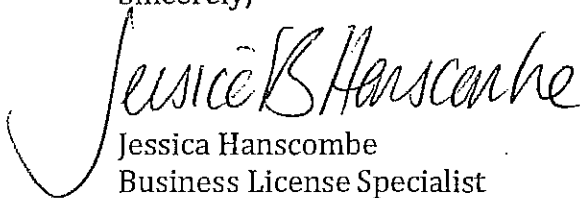
Dear Mr. Dufour,

This letter shall serve as a reminder of the Public Hearing before the Portland City Council on **Wednesday January 18, 2017 at 5:30 p.m.**, for the review of your application for a Qualified Catering Class 1 with Entertainment with Dancing and with Outdoor Dining on Private Property at 8 Thompson's Point Road. The meeting will take place in Council Chambers on the 2nd floor of City Hall, 389 Congress Street, Portland, ME 04101.

You or a representative of the business must be present at this meeting in the event that the City Council has questions regarding the license application. If there is no representation and questions arise, the issue could be postponed.

Should you have any questions or concerns, please do not hesitate to contact our office directly at (207) 874-8557 or by email, jhanscombe@portlandmaine.gov

Sincerely,


Jessica Hanscombe
Business License Specialist
207-874-8783
jhanscombe@portlandmaine.gov

**Legal Advertisement
Notice of Public Hearing
City of Portland**

A Public Hearing will be held on January 18th at 5:30 P.M., in City Council Chambers, 389 Congress St., on Forefront Brick South, LLC d/b/a Forefront Brick South Catering Company. Application for a Qualified Catering Class 1 with Entertainment with Dancing and with Outdoor Dining on Private Property at 8 Thompson's Point Road. Sponsored by Michael Russell, Director of Permitting and Inspections.

*Order 119-16/17
Tab 7 1-18-17*

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

**ORDER
GRANTING MUNICIPAL OFFICERS'
APPROVAL OF:**

Oscar Pizza LLC d/b/a Otto. Application for a Class I FSE License at 225 Congress Street.

Letter of Intent

December 20, 2016

City of Portland
Ethan Strimling
Members of the City Council
Portland, Maine 04101

Dear Sirs:

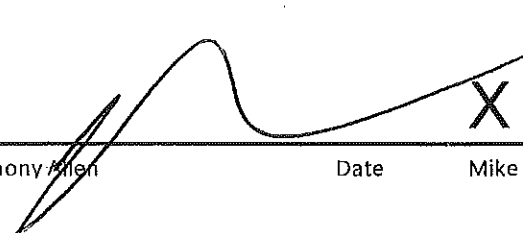
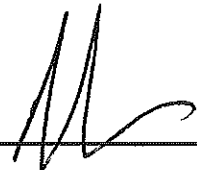
Oscar LLC dba Otto would like to add full liquor to our already existing beer and wine liquor licenses at the following restaurants:

225 Congress Street, Portland Maine 04101

576 Congress Street, Portland Maine 04101

We appreciate your consideration and ask that you place us on your agenda for your meeting on Wednesday, January 18, 2017.

Sincerely,
Mike Keon and Anthony Allen
Oscar LLC dba Otto

X		X	
			
Anthony Allen	Date	Mike Keon	Date



Portland, Maine



Yes. Life's good here.

Permitting and Inspections Department
 Michael A. Russell, MS, Director
 389 Congress St. Room 307 • Portland, ME 04101 • (207) 874-8557
www.portlandmaine.gov

Application for Food Service Establishment with Alcoholic Beverages License

Business Information	
Business Name (d/b/a):	Oscar Pizza LLC dba Otto Phone: 207-400-5647
Location Address:	225 Congress st. Portland, ME Zip: 04101
If new, what was formerly at this location:	
Mailing Address:	576 Congress St. Portland, ME Zip: 04101
Contact Person:	Robin Goodwin Phone: 207-400-5647
Contact Person Email:	robing@ottoportland.com
Manager of Establishment:	Andrew Maloney Date of Birth: Phone:
Owner of Premises (Landlord):	Maje in Maine
Address of Premises Owner:	4107 Olean Ave Brighton, MA Zip: 08203

Sole Proprietor/Partnership Information (If Corporation, leave blank)

Name of Owner(s)	Date of Birth	Residence Address
Anthony Allen	9/3/62	2 Stanley Ave, Newburyport, MA
Mike Keon	5/25/62	44 Oak St. 4th Fl, Portland, ME

Corporate/LLC/Non-Profit Organization Applicants (If Sole Proprietor or Partnership, leave blank)

Corporate Name		Corporate Mailing Address	
Oscar Pizza LLC		576 Congress St. Portland, ME Zip: 04101	
Contact Person:	Robin Goodwin	Phone:	207-400-5647
Principal Officers	Title	Date of Birth	Residence Address
Anthony Allen	Partner	9/3/62	2 Stanley Ave, Newburyport, MA
Mike Keon	Partner	5/25/62	44 Oak St. 4th Fl, Portland, ME

About Your Establishment

Class of Liquor License:	Class F I FSE	
Type of food served:	Pizza, appetizers, salads, desserts	
Please circle all that will be served:	☒ Beer ☒ Wine ☒ Liquor	
Projected percentage of sales:	Generated from Food: 869,971	Generated from Alcohol: 183,507
Hours & days of operation:	Sun-Thurs 11-10, Fri & Sat 11-11	

QUESTIONS	Y/N
Will full-course meals, only capable of consumption with the use of tableware, be served the entire time the establishment is open?	☒ Y ☐ N
If No, please explain:	
Is the establishment less than 300 feet from a school, dormitory, church or parish house, or similar establishment?	☒ Y ☐ N
If yes, give the distance:	
Will you have entertainment on the premises? (If yes, a Supplemental Application for Dancing & Entertainment is required.)	☒ Y ☐ N
Will you permit dancing on the premises?	☒ Y ☐ N
Will you permit dancing after 1:00 a.m.?	☒ Y ☐ N
Will you have outside dining? (If yes, an Outdoor Dining Application is required)	☒ Y ☐ N
If yes, will the outside dining be on <u>PUBLIC</u> or PRIVATE property (circle one).	
Will you have any amusement devices (pinball, video games, juke box)?	☒ Y ☐ N
If yes, please list: # of pinball machines: _____ # of amusements: _____ # of pool tables: _____	
What is your targeted opening date?	
Does the issuance of this license directly or indirectly benefit any City employee(s)?	☒ Y ☐ N
If Yes, list name(s) of employee(s) and department(s):	
Have any of the applicants, including the corporation (if applicable), ever held a business license with the City of Portland?	☒ Y ☐ N
If Yes, please list business name(s) and location(s):	
576 Congress St, 250 Reed St, Otto Portland, 125 John Roberts, 154 Cottage Rd, South Portland	
Is any principal officer under the age of 21?	☒ Y ☐ N
Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law?	☒ Y ☐ N
If Yes, please explain:	

I, Mike Keon, do hereby swear and affirm that every employee in my establishment that serves alcohol to the public has attended server training, or will attend server training within 90 days of their hire. I also understand that at any time the City license administrator can, upon request, require me to produce Server Training certificates for each employee that serves alcohol to the public in my establishment. Failure to meet the training requirement imposed by section 15-41 may result in the denial of a liquor license pursuant to 28-A M.R.S.A. § 653 (2) (G).

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above licensee and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto. I/We, hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/We, hereby waive any rights to privacy with respect thereto.

Signature _____ Title Partner Date 12/20/16

For more information about Liquor Licenses, see Portland City Code Chapter 15 at www.portlandmaine.gov and M.R.S.A. Title 28-A at www.maine.gov.

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

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

NEW application: ☐ Yes ☒ No

PRESENT LICENSE EXPIRES 12/17/17

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS adding

INDICATE TYPE OF LICENSE:

- ☒ RESTAURANT (Class I,II,III,IV)
☐ HOTEL-OPTIONAL FOOD (Class I-A)
☐ CLASS A LOUNGE (Class X)
☐ CLUB (Class V)
☐ TAVERN (Class IV)

- ☐ RESTAURANT/LOUNGE (Class XI)
☐ HOTEL (Class I,II,III,IV)
☐ CLUB-ON PREMISE CATERING (Class I)
☐ GOLF CLUB (Class I,II,III,IV)
☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>Oscar Pizza LLC</u>			Business Name (D/B/A) <u>OHO</u>		
APPLICANT(S) - (Sole Proprietor) DOB:			Physical Location: <u>225 Congress St.</u>		
DOB:			City/Town <u>Portland</u>	State <u>ME</u>	Zip Code <u>04101</u>
Address <u>576 Congress St.</u>			Mailing Address <u>576 Congress St.</u>		
City/Town <u>Portland</u>	State <u>ME</u>	Zip Code <u>04101</u>	City/Town <u>Portland</u>	State <u>ME</u>	Zip Code <u>04101</u>
Telephone Number <u>207-400-5647</u>		Fax Number	Business Telephone Number <u>207-368-7870</u>		Fax Number
Federal I.D. # <u>27-4680884</u>			Seller Certificate #: or Sales Tax #:		
Email Address: Please Print <u>robina@otoportland.com</u>			Website: <u>otoportland.com</u>		

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

Requested inspection date: _____ Business hours: Sun - Thurs 11-10, Fri & Sat 11-11

3. If a premise is a hotel, indicate number of rooms available for transient guests: _____

4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ 891,378 LIQUOR \$ 195,622

5. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If YES, complete Supplementary Questionnaire

6. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒

7. If manager is to be employed, give name: Andrew Maloney

9. Business records are located at: 576 Congress St. Portland, ME 04101

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

11. Is/are applicant(s) residents of the State of Maine?

YES ☒ NO ☒
MK AA

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Anthony Allen	9/3/62	Boston, MA
Mike Keon	5/25/62	Lowell, MA
Alex Budd	3/9/85	Boston, MA

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

Anthony Allen - Newburyport, MA
Mike Keon - Portland, ME Alex Budd - Somerville, MA

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

Yes ☐ No ☒ If Yes, give name: _____

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

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

Maje in Maine 407 Ocean Ave Brighton NJ 08203

17. Describe in detail the premises to be licensed; (On Premise Diagram Required) Restaurant serving pizza, salads, appetizers, soda, beer, wine

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES ☒ NO ☐ Applied for: _____

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1 mile Which of the above is nearest? church

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☐ NO ☒

If YES, give details: _____

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

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Portland, Maine on 12/20, 2016
Town/City, State Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Anthony Allen
Print Name

Signature of Applicant or Corporate Officer(s)

Mike Keon
Print Name

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

FILING FEE: (must be included on all applications).....\$ 10.00

Class I Spirituous, Vinous and Malt\$ 900.00

CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.

Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only)\$1,100.00

CLASS I-A: Hotels only that do not serve three meals a day.

Class II Spirituous Only\$ 550.00

CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.

Class III Vinous Only\$ 220.00

CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.

Class IV Malt Liquor Only\$ 220.00

CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.

Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)\$ 495.00

CLASS V: Clubs without catering privileges.

Class X Spirituous, Vinous and Malt – Class A Lounge\$2,200.00

CLASS X: Class A Lounge

Class XI Spirituous, Vinous and Malt – Restaurant Lounge\$1,500.00

CLASS XI: Restaurant/Lounge; and OTB.

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to the Treasurer of Maine. This application must be completed and mailed to Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, 8 State House Station, Augusta ME 04333-0008. Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.



State of Maine
Division of Alcoholic Beverages and
Lottery Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

For Office Use Only:

License #: _____

SOS Checked: _____

100% Yes ☐ No ☐

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752. Please clearly complete this form in its entirety.

1. Exact legal name: Oscar Pizza LLC
2. Doing Business As, if any: Otto
3. Date of filing with Secretary of State: 5/26/10 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 and list the percentage ownership: (attached additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Anthony Allen	2 Stanley Ave Newburyport, MA	9/3/62	Partner	50
Mike Keon	44 Oak St. 4th Floor Portland, ME	5/25/62	Partner	50

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

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

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

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

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

Yes ☐ No ☒

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

Name: _____

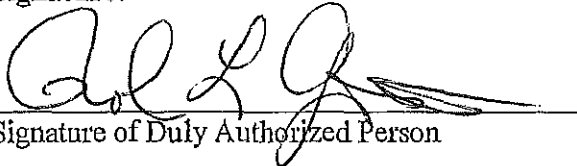
Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:


Signature of Duly Authorized Person

12/20/16
Date

Robin L Goodwin
Print Name of Duly Authorized Person

Submit Completed Forms To:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov

*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 completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, function rooms, decks and all areas that you are requesting approval from the Division for liquor consumption.

See Attached.

CITY CLERK

2010 OCT - 5 ~~PREPARED~~ LAYOUT

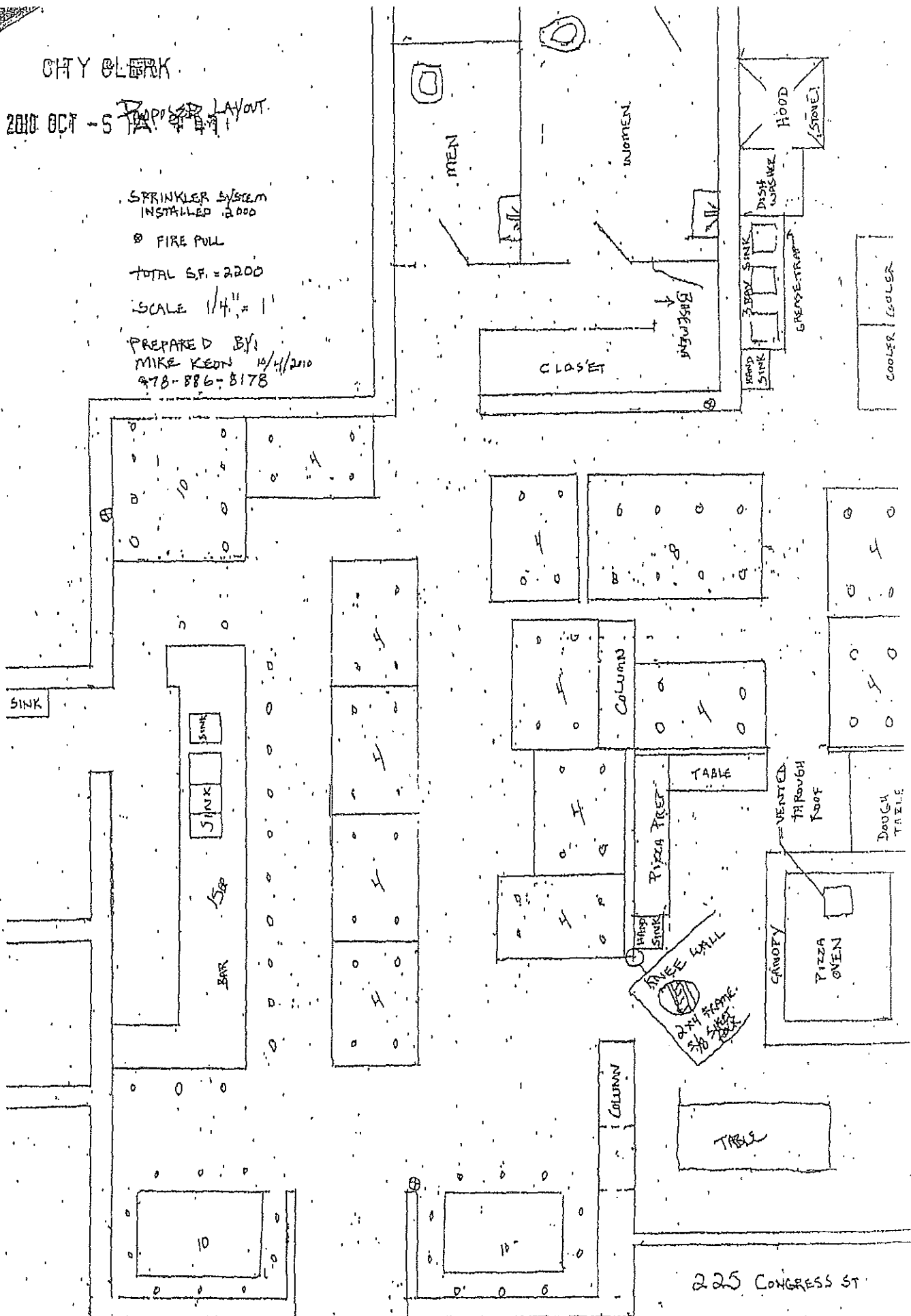
SPRINKLER SYSTEM
INSTALLED 2000

⊙ FIRE PULL

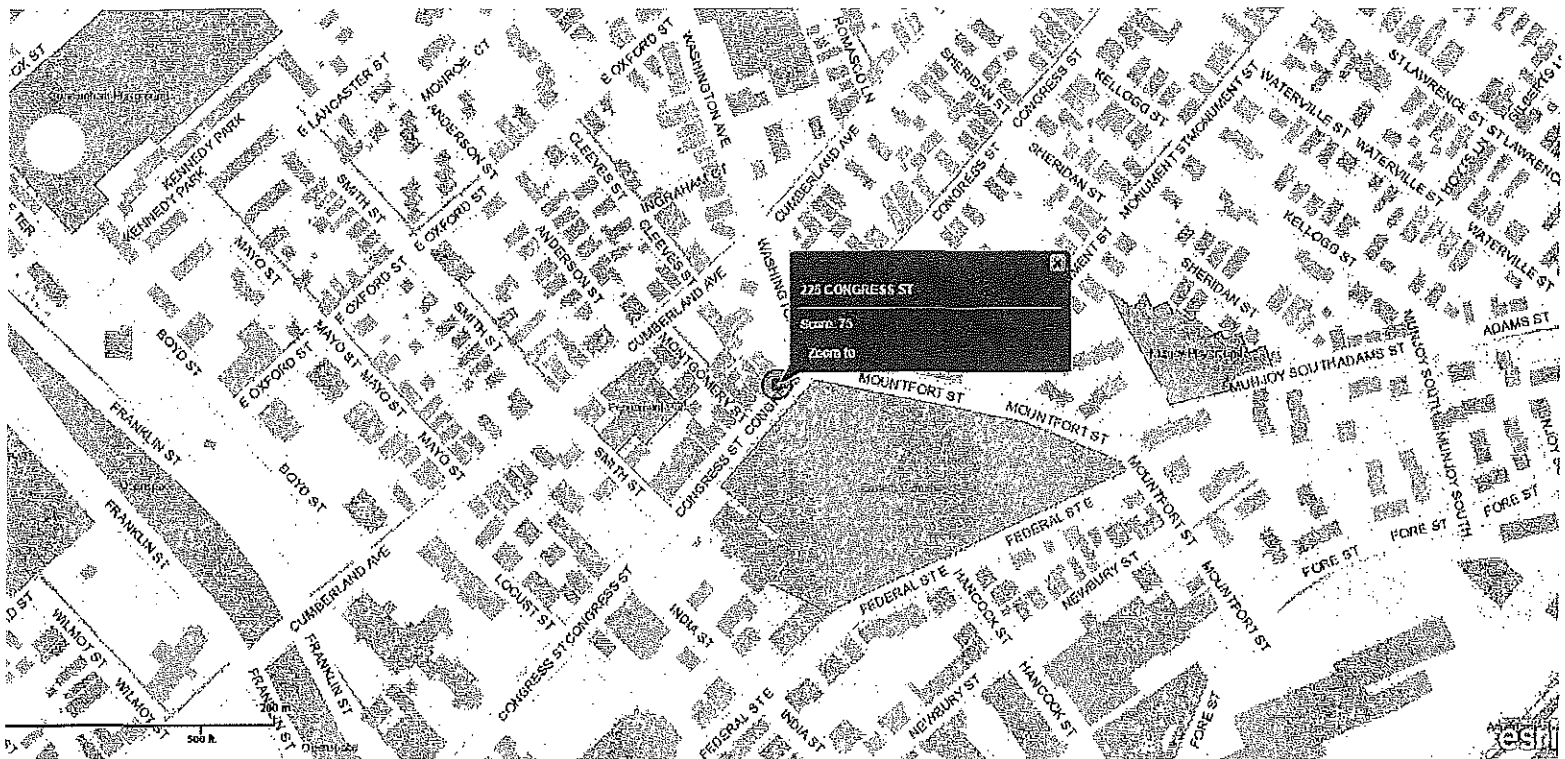
TOTAL S.F. = 2200

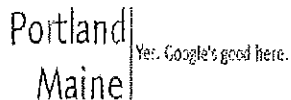
SCALE 1/4" = 1'

PREPARED BY:
MIKE KEON 10/4/2010
978-886-8178



225 CONGRESS ST





Jessica Hanscombe <jhanscombe@portlandmaine.gov>

Re: Otto-225 Congress Street

Kevin Cashman <kevindc@portlandmaine.gov>

Sat, Dec 24, 2016 at 6:05 PM

To: Jessica Hanscombe <jhanscombe@portlandmaine.gov>

Cc: Craig Messinger <crm@portlandmaine.gov>, David Petruccelli <petruccellid@portlandmaine.gov>, Eric Cobb <ecobb@portlandmaine.gov>, Gary Rogers <garyr@portlandmaine.gov>, Keith Gautreau <kng@portlandmaine.gov>, Laurie Carlson <lac@portlandmaine.gov>, Tom Williams <tw@portlandmaine.gov>, Treasury Division <treasury@portlandmaine.gov>, Vernon Malloch <vwm@portlandmaine.gov>

PD approves. (cannot use urban insight as my computer won't let me open it.

Lt. K. Cashman

On Fri, Dec 23, 2016 at 9:43 AM, Jessica Hanscombe <jhanscombe@portlandmaine.gov> wrote:

Good Morning

Otto, 225 Congress Street is requesting an upgrade to their license. They will be going from a Class III & Class IV Beer and Wine to a Class I FSE which will include spirituous. We are sending them to council on 1/18/2017 for this upgrade.

Owner is Oscar Pizza LLC

Contact is Robin Goodwin 207-400-5647 robing@ottoportland.com

Please email me your approvals. Thanks Jessica

Jessica B. Hanscombe



Otto-225 Congress Street.pdf

Business License Specialist
389 Congress Street Room 307
Portland, Maine 04101
207-874-8783
jhanscombe@portlandmaine.gov--
Lt. Kevin Cashman
Portland Police Department
Patrol Division
109 Middle St
Portland, Maine 04101
(O) 207-756-8294
kevindc@portlandmaine.gov.

Portland, Maine



Yes. Life's good here.

Permitting and Inspections Department

Michael A. Russell, MS, Director

December 23, 2016

Oscar Pizza
576 Congress Street
Portland, Maine 04101

Re: Oscar Pizza LLC d/b/a Otto. Application for a Class I FSE License at 225 Congress Street.

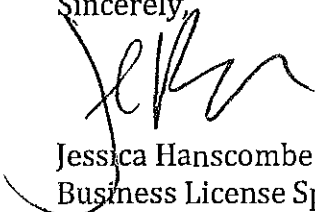
Dear Ms. Goodwin,

This letter shall serve as a reminder of the Public Hearing before the Portland City Council on **Wednesday January 18, 2017 at 5:30 p.m.**, for the review of your application for a Class I FSE License at 225 Congress Street. The meeting will take place in Council Chambers on the 2nd floor of City Hall, 389 Congress Street, Portland, ME 04101.

You or a representative of the business must be present at this meeting in the event that the City Council has questions regarding the license application. If there is no representation and questions arise, the issue could be postponed.

Should you have any questions or concerns, please do not hesitate to contact our office directly at (207) 874-8557 or by email, jhanscombe@portlandmaine.gov

Sincerely,



Jessica Hanscombe
Business License Specialist
207-874-8783

jhanscombe@portlandmaine.gov

**Legal Advertisement
Notice of Public Hearing
City of Portland**

A Public Hearing will be held on January 18th at 5:30 P.M., in City Council Chambers, 389 Congress St., Oscar Pizza LLC d/b/a Otto. Application for a Class I FSE License at 225 Congress Street. Sponsored by Michael Russell, Director of Permitting and Inspections.

*Order 120-16/17
Tab 8 1-18-17*

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

ORDER
GRANTING MUNICIPAL OFFICERS'
APPROVAL OF:

Oscar Pizza LLC d/b/a Otto. Application for a Class I FSE License at 576 Congress Street.

Letter of Intent

December 20, 2016

City of Portland
Ethan Strimling
Members of the City Council
Portland, Maine 04101

Dear Sirs:

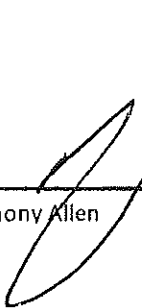
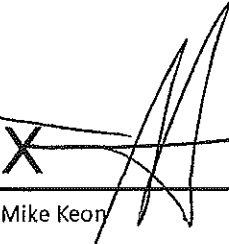
Oscar LLC dba Otto would like to add full liquor to our already existing beer and wine liquor licenses at the following restaurants:

225 Congress Street, Portland Maine 04101

576 Congress Street, Portland Maine 04101

We appreciate your consideration and ask that you place us on your agenda for your meeting on Wednesday, January 18, 2017.

Sincerely,
Mike Keon and Anthony Allen
Oscar LLC dba Otto

X		X	
			
_____ Anthony Allen	_____ Date	_____ Mike Keon	_____ Date



Portland, Maine



Yes. Life's good here.

Permitting and Inspections Department
 Michael A. Russell, MS, Director
 389 Congress St. Room 307 • Portland, ME 04101 • (207) 874-8557
www.portlandmaine.gov

Application for Food Service Establishment with Alcoholic Beverages License

Business Information	
Business Name (d/b/a):	Oscar Pizza LLC dba Otto Phone: 207-400-5647
Location Address:	576 Congress St. Portland, ME Zip: 04101
If new, what was formerly at this location:	
Mailing Address:	576 Congress St. Portland, ME Zip: 04101
Contact Person:	Robin Goodwin Phone: 207-400-5647
Contact Person Email:	robing@ottoportland.com
Manager of Establishment:	Will Held Date of Birth: Phone:
Owner of Premises (Landlord):	574 Associates LLC Peter Hoglund
Address of Premises Owner:	1976 Washington Ave Portland ME 04103

Sole Proprietor/Partnership Information (If Corporation, leave blank)

Name of Owner(s)	Date of Birth	Residence Address
Anthony Allen	9/3/62	2 Stanley Ave, Newburyport, MA
Mike Keon	5/25/62	44 Oak St. 4th Fl, Portland, ME

Corporate/LLC/Non-Profit Organization Applicants (If Sole Proprietor or Partnership, leave blank)

Corporate Name		Corporate Mailing Address	
Oscar Pizza LLC		576 Congress St. Portland, ME Zip: 04101	
Contact Person:	Robin Goodwin	Phone:	207-400-5647
Principal Officers	Title	Date of Birth	Residence Address
Anthony Allen	Partner	9/3/62	2 Stanley Ave, Newburyport, MA
Mike Keon	Partner	5/25/62	44 Oak St. 4th Fl, Portland, ME

About Your Establishment

Class of Liquor License:	CLASS A FSE	
Type of food served:	PIZZA, appetizers, salads, desserts	
ase circle all that will be served:	Beer ☒ Wine ☒ Liquor ☒	
Projected percentage of sales:	Generated from Food: 1,389,880	Generated from Alcohol: 303,998
Hours & days of operation:	Sun - Thurs 11:30-2AM Fri + Sat 11:30 - 2:00 AM	

QUESTIONS		Y/N
Will full-course meals, only capable of consumption with the use of tableware, be served the entire time the establishment is open?		☒ Y ☐ N
If No, please explain:		
Is the establishment less than 300 feet from a school, dormitory, church or parish house, or similar establishment?		☒ Y ☐ N
If yes, give the distance:		
Will you have entertainment on the premises? (If yes, a Supplemental Application for Dancing & Entertainment is required.)		☒ Y ☐ N
Will you permit dancing on the premises?		☒ Y ☐ N
Will you permit dancing after 1:00 a.m.?		☒ Y ☐ N
Will you have outside dining? (If yes, an Outdoor Dining Application is required)		☒ Y ☐ N
If yes, will the outside dining be on PUBLIC or PRIVATE property (circle one).		
Will you have any amusement devices (pinball, video games, juke box)?		☒ Y ☐ N
If yes, please list: # of pinball machines: _____ # of amusements: _____ # of pool tables: _____		
What is your targeted opening date?		
Does the issuance of this license directly or indirectly benefit any City employee(s)?		☒ Y ☐ N
If Yes, list name(s) of employee(s) and department(s):		
Have any of the applicants, including the corporation (if applicable), ever held a business license with the City of Portland?		☒ Y ☐ N
If Yes, please list business name(s) and location(s):		
Portland 225 Congress St, 250 Read St South Portland 45 John Roberts Rd 159 Cottage Rd		
Is any principal officer under the age of 21?		☒ Y ☐ N
Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law?		☒ Y ☐ N
If Yes, please explain:		

I, Mike Keon do hereby swear and affirm that every employee in my establishment that serves alcohol to the public has attended server training, or will attend server training within 90 days of their hire. I also understand that at any time the City license administrator can, upon request, require me to produce Server Training certificates for each employee that serves alcohol to the public in my establishment. Failure to meet the training requirement imposed by section 15-41 may result in the denial of a liquor license pursuant to 28-A M.R.S.A. § 653 (2) (G).

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above licensee and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto. I/We, hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/We, hereby waive any rights to privacy with respect thereto.

Signature _____ Title Partner Date 12/20/16

For more information about Liquor Licenses, see Portland City Code Chapter 15 at www.portlandmaine.gov and M.R.S.A. Title 28-A at www.maine.gov.

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

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

NEW application: ☐ Yes ☒ No

PRESENT LICENSE EXPIRES

3/31/17

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS Adding

INDICATE TYPE OF LICENSE:

- ☒ RESTAURANT (Class I,II,III,IV)
☐ HOTEL-OPTIONAL FOOD (Class I-A)
☐ CLASS A LOUNGE (Class X)
☐ CLUB (Class V)
☐ TAVERN (Class IV)

- ☐ RESTAURANT/LOUNGE (Class XI)
☐ HOTEL (Class I,II,III,IV)
☐ CLUB-ON PREMISE CATERING (Class I)
☐ GOLF CLUB (Class I,II,III,IV)
☐ OTHER: _____

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: Oscar Pizza LLC		Business Name (D/B/A) DHO	
APPLICANT(S) (Sole Proprietor) DOB:		Physical Location: 576 Congress St.	
DOB:		City/Town Portland	State ME
		Zip Code 04101	
Address 576 Congress St.		Mailing Address 576 Congress St.	
City/Town Portland	State ME	City/Town Portland	State ME
Zip Code 04101		Zip Code 04101	
Telephone Number 207-400-5647	Fax Number	Business Telephone Number 207-358-7870	Fax Number
Federal I.D. # 27-4680884		Seller Certificate #: or Sales Tax #:	
Email Address: Please Print robins@dhportland.com	Website: dhportland.com		

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

Requested inspection date: _____ Business hours: _____

3. If a premise is a hotel, indicate number of rooms available for transient guests: _____ 1,369,990
 4. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ 189,263
 5. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If YES, complete Supplementary Questionnaire

6. Do you permit dancing or entertainment on the licensed premises? YES ☐ NO ☒

7. If manager is to be employed, give name: Will Held

9. Business records are located at: 576 Congress St, Portland, ME 04101

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

11. Is/are applicant(s) residents of the State of Maine?

YES ☒ NO ☒
MK AA

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Anthony Allen	9/3/62	Boston, MA
Mike Keon	5/25/62	Lowell, MA

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

Anthony Allen - Newburyport, MA
Mike Keon - Portland, ME

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

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

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

574 Associates Peter Hoglund 1976 Washington Ave Portland ME

17. Describe in detail the premises to be licensed; (On Premise Diagram Required) Restaurant serving pizza, salads, appetizers, soda, beer, wine

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

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1 mile Which of the above is nearest? Church

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☐ NO ☒

If YES, give details: _____

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

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Portland, Maine on 12/20, 2016
Town/City, State Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Anthony Allen
Print Name

Signature of Applicant or Corporate Officer(s)

Mike Keon
Print Name

NOTICE – SPECIAL ATTENTION

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval of their application for liquor licenses prior to submitting them to the bureau.

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

FILING FEE: (must be included on all applications)	\$ 10.00
Class I Spirituous, Vinous and Malt	\$ 900.00
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB.	
Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.	
Class II Spirituous Only	\$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III Vinous Only	\$ 220.00
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV Malt Liquor Only	\$ 220.00
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
CLASS V: Clubs without catering privileges.	
Class X Spirituous, Vinous and Malt – Class A Lounge	\$2,200.00
CLASS X: Class A Lounge	
Class XI Spirituous, Vinous and Malt – Restaurant Lounge	\$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.	

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All fees must accompany application, made payable to the Treasurer of Maine. This application must be completed and mailed to Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, 8 State House Station, Augusta ME 04333-0008. Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.



State of Maine
Division of Alcoholic Beverages and
Lottery Operations
Division of Liquor Licensing and Enforcement

Corporate Information Required for
Business Entities Who Are Licensees

For Office Use Only:

License #: _____

SOS Checked: _____

100% Yes ☐ No ☐

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752. Please clearly complete this form in its entirety.

1. Exact legal name: Oscar Pizza LLC
2. Doing Business As, if any: OTO
3. Date of filing with Secretary of State: 5/26/10 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 and list the percentage ownership: (attached additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Anthony Allen	2 Stanley Ave Newburyport, MA	9/3/62	Partner	50
Mike Keon	44 Oak St. 4th Fl. Portland, ME	5/25/62	Partner	50

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

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

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

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

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

Yes ☐ No ☒

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

Name: _____

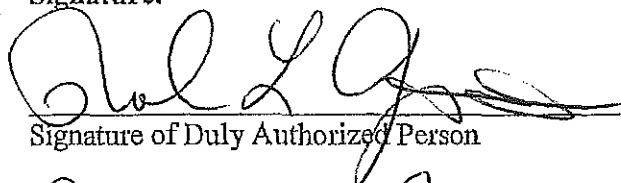
Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:



Signature of Duly Authorized Person

Date

12/20/16

Robin L Goodwin

Print Name of Duly Authorized Person

Submit Completed Forms To:

Bureau of Alcoholic Beverages

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, Me 04333-0008 (Regular address)

10 Water Street, Hallowell, ME 04347 (Overnight address)

Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434

Email Inquiries: MaineLiquor@Maine.gov

See attached

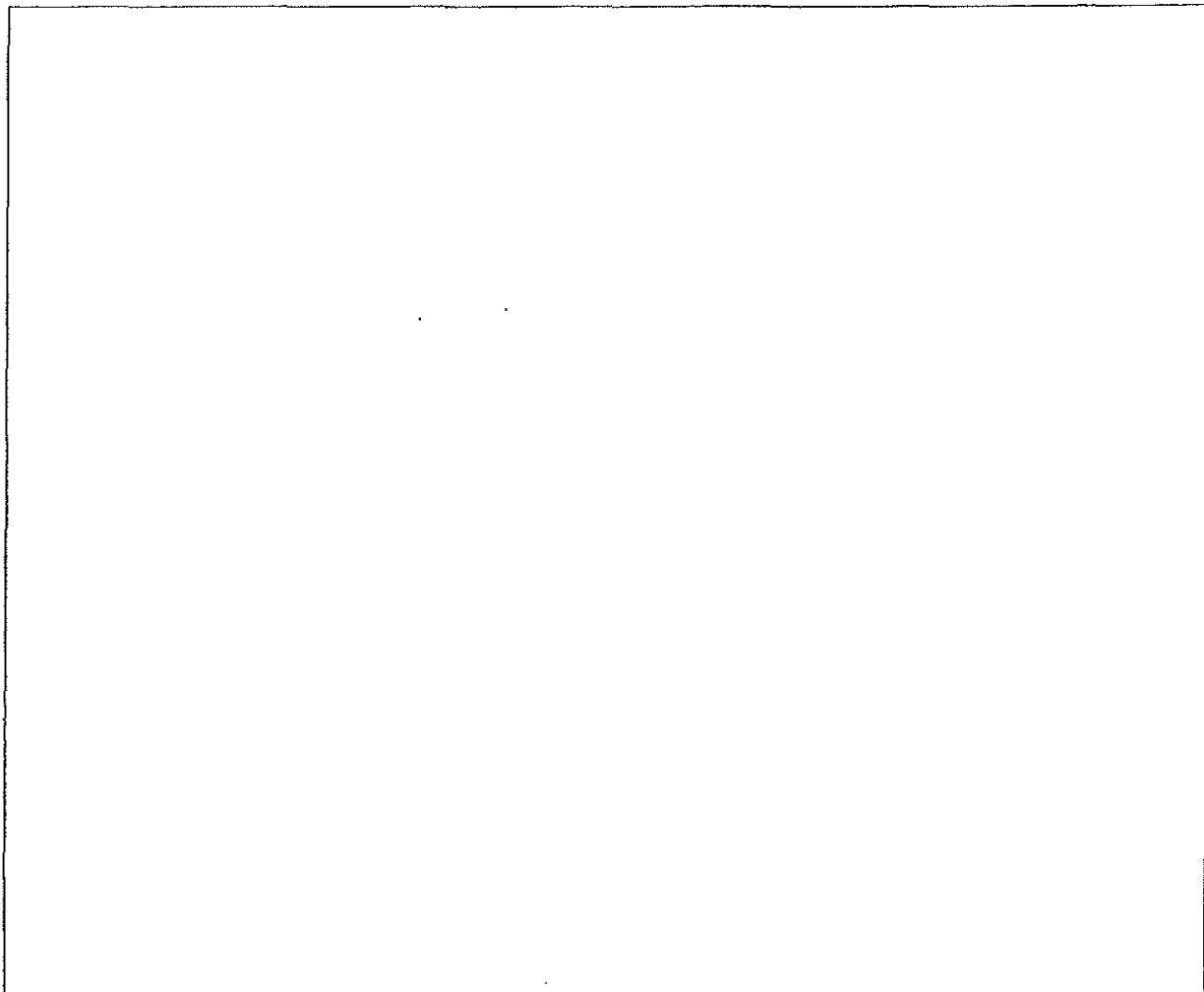
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov

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 completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, restrooms, function rooms, decks and all areas that you are requesting approval from the Division for liquor consumption.



SCALE: 1/4" = 1'

CAPACITY: 36 SEATS

1-3-10
PREPARED BY A. ALLEN

PROPOSED LAYOUT

⊗ FIRE EXTINGUISHER 1

WOMEN'S ROOM / M-F HANDICAP

5/8 SHEET
ROCK

2"x4"
STUD
WALL

MENS
ROOM

PIZZA
OVEN

↑
STAIRS

COUNTER

5'

WORK TABLE

SHELF

PREP UNIT

GLASS SHELF

HAND SINK SLOP SINK

OTTO'S BEER & WINE ONLY
+ FSE

BAR

COOLER

GLASS
WASHER

COUNTER

OTTO'S
TAKEOUT
PIZZA
FSE ONLY

5/8
PLYWOOD
OAK
2"x4"
STUD
FRAME

576

576 A

CONGRESS

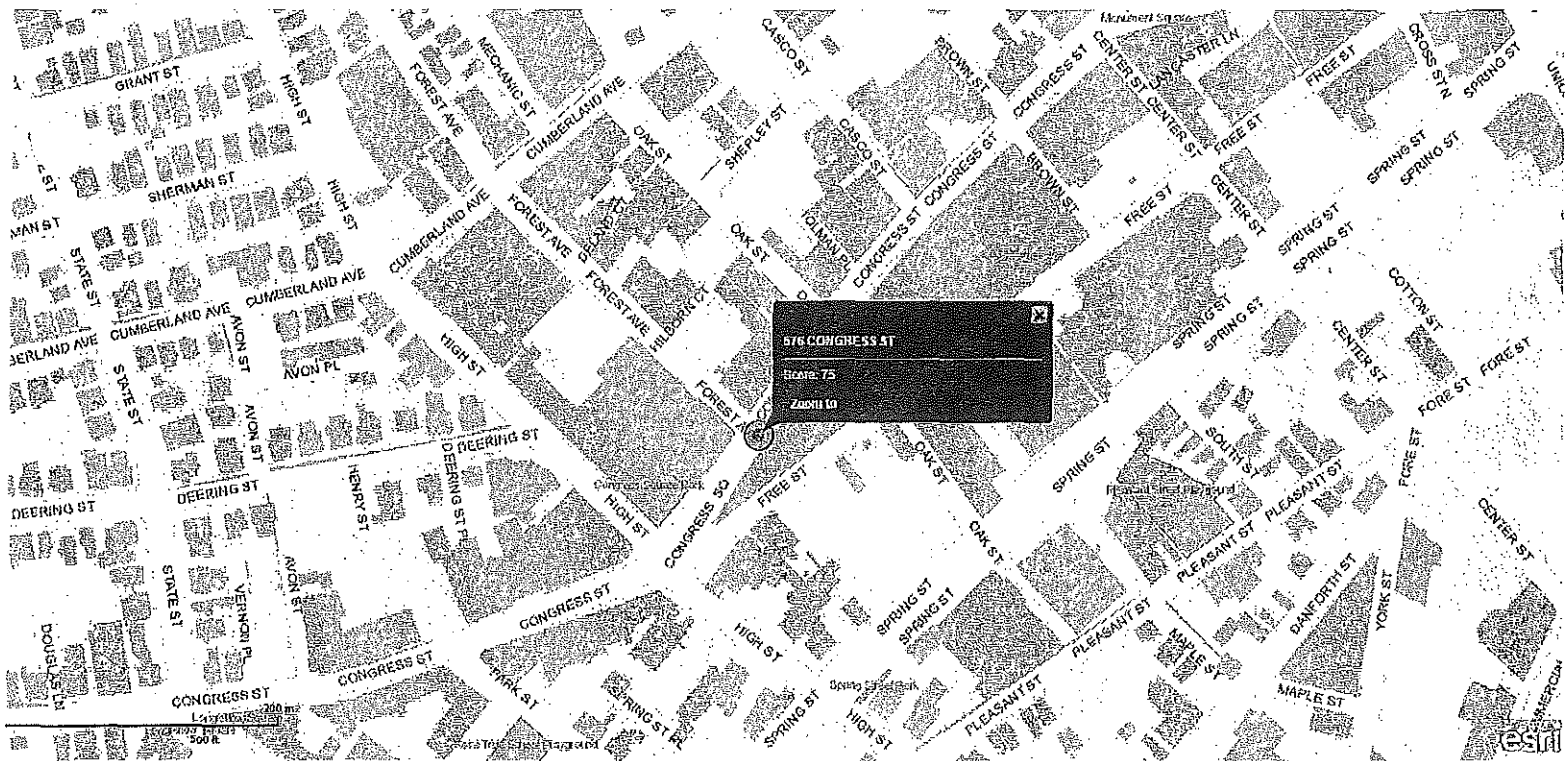
↑ FROM FRONT
OF BLDG
17 1/2' TO CONGR:
STREET

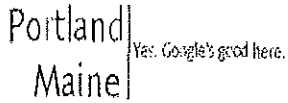
5' 5"

7'

8'

4'





Jessica Hanscombe <jhanscombe@portlandmaine.gov>

Re: Otto-576 Congress Street

Kevin Cashman <kevindc@portlandmaine.gov>

Sat, Dec 24, 2016 at 6:06 PM

To: Jessica Hanscombe <jhanscombe@portlandmaine.gov>

Cc: Craig Messinger <crm@portlandmaine.gov>, David Petruccelli <petruccellid@portlandmaine.gov>, Eric Cobb <ecobb@portlandmaine.gov>, Gary Rogers <garyr@portlandmaine.gov>, Keith Gautreau <kng@portlandmaine.gov>, Laurie Carlson <lac@portlandmaine.gov>, Tom Williams <tw@portlandmaine.gov>, Treasury Division <treasury@portlandmaine.gov>, Vernon Malloch <vwm@portlandmaine.gov>

PD approves. (cannot use urban insight as my computer won't let me open it).

Lt. K. Cashman

On Fri, Dec 23, 2016 at 9:41 AM, Jessica Hanscombe <jhanscombe@portlandmaine.gov> wrote:

Good Morning

Otto, 576 Congress Street is requesting an upgrade to their license. They will be going from a Class III & Class IV Beer and Wine to a Class I FSE which will include spirituous. We are sending them to council on 1/18/2017 for this upgrade.

Owner is Oscar Pizza LLC

Contact is Robin Goodwin 207-400-5647 robing@ottoportland.com

Please email me your approvals. Thanks Jessica



Otto-576 Congress Street.pdf

Jessica B. Hanscombe
Business License Specialist
389 Congress Street Room 307
Portland, Maine 04101
207-874-8783
jhanscombe@portlandmaine.gov

--
Lt. Kevin Cashman
Portland Police Department
Patrol Division
109 Middle St
Portland, Maine 04101
(O) 207-756-8294
kevindc@portlandmaine.gov.

Portland, Maine



Yes. Life's good here.

Permitting and Inspections Department

Michael A. Russell, MS, Director

December 23, 2016

Oscar Pizza
576 Congress Street
Portland, Maine 04101

Re: Oscar Pizza LLC d/b/a Otto. Application for a Class I FSE License at 576 Congress Street.

Dear Ms. Goodwin,

This letter shall serve as a reminder of the Public Hearing before the Portland City Council on **Wednesday January 18, 2017 at 5:30 p.m.**, for the review of your application for a Class I FSE License at 576 Congress Street. The meeting will take place in Council Chambers on the 2nd floor of City Hall, 389 Congress Street, Portland, ME 04101.

You or a representative of the business must be present at this meeting in the event that the City Council has questions regarding the license application. If there is no representation and questions arise, the issue could be postponed.

Should you have any questions or concerns, please do not hesitate to contact our office directly at (207) 874-8557 or by email, jhanscombe@portlandmaine.gov

Sincerely,

Jessica Hanscombe
Business License Specialist
207-874-8783
jhanscombe@portlandmaine.gov

**Legal Advertisement
Notice of Public Hearing
City of Portland**

A Public Hearing will be held on January 18th at 5:30 P.M., in City Council Chambers, 389 Congress St., Oscar Pizza LLC d/b/a Otto. Application for a Class I FSE License at 576 Congress Street. Sponsored by Michael Russell, Director of Permitting and Inspections.

*Com 8- 16/17
Lab 9 1-18-17*

Portland, Maine



Yes. Life's good here.

Office of the Mayor, Ethan K. Strimling

MEMORANDUM

To: Members of the Portland City Council

cc: Jon Jennings, City Manager; Danielle P. West-Chuhta, Corporation Council; Katherine L. Jones, City Clerk

From: Ethan K. Strimling, Mayor

Date: January 11, 2017

Re: Hall School Building Committee

Pursuant to Article II, Section 5, Subsection L of the City Charter, this memo serves to communicate to the Council the appointees and reassignment of roles of the Hall School Building Committee. I am appointing Councilor Brian Batson to this Committee, assigning current members Councilor Nicholas Mavodones and School Board Member Laurie Davis as a Co-Chairs and re-designating former Councilor and former Committee Chair Ed Suslovic as a member representing the public. All remaining membership remains the same as previously appointed. The Committee membership is as follows:

Nicholas Mavodones, City Councilor (Co-Chair)

Laurie Davis, School Board (Co-Chair)

Brian Batson, City Councilor

Marnie Morrione, School Board

Sarah Thompson, School Board

Mark Adelson, Portland Housing Authority

Jim Banks

Bob Doherty

Joe Carter

Brian Jackson

Sean Kelsey

Katie Lamb

Whitney Letellier

Laura Newman

Pedro Nieves

Ed Suslovic

MEMORANDUM
City Council Agenda Item

DISTRIBUTE TO: City Manager, Mayor, Anita LaChance, Sonia Bean, Danielle West-Chuhta, Nancy English, Julianne Sullivan

FROM: Jason J. Shedlock
Special Assistant to the Mayor

DATE: January 11, 2017

SUBJECT: Communication on Membership of the Hall School Building Committee

SPONSOR: Ethan K. Strimling, Mayor

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st reading _____ **Final Action** 1/18/17 _____

Can action be taken at a later date: _____ Yes _____ No (If no why not?)

PRESENTATION: (List the presenter(s), type and length of presentation)

I. ONE SENTENCE SUMMARY

This Mayoral communication appoints Councilor Brian Batson to the Hall School Building Committee, reassigns the roles of Councilor Nicholas Mavodones, School Board Member Laurie Davis and former Councilor Ed Suslovic, and ensures all other previously appointed members remain unchanged.

II. AGENDA DESCRIPTION

This communication appoints Councilor Brian Batson to the Hall School Building Committee. It also designates current committee members Councilor Nicholas Mavodones and School Board Member Laurie Davis as Co-Chairs. Prior Chair and former Councilor Ed Suslovic will remain on the Building Committee as a member representing the public. All other membership remains the same as previously appointed.

III. BACKGROUND

IV. INTENDED RESULT AND OR COUNCIL GOAL ADDRESSED

The communication the membership of the Hall School Building Committee to ensure its effectiveness.

V. FINANCIAL IMPACT

Additional concerns included the higher cost to build the elevated park, the inability to phase construction in Option 2, the irreversibility and inflexibility of Option 2, and the uncertain nature of maintenance and ownership structure with public land on top of a private building. Detailed responses from CSRSG members as well as the public may be found in the meeting minutes and public comment.

Ultimately the CSRSG voted 10-5-1 (for, against, abstained) to recommend Option 1 to the City Council.

As contemplated by Order 34-14/15, the next step in the process will be review by the Land Bank Commission and the Parks Commission.

As a Communication this item requires no public comment or formal Council action.

**Com 6-14/15
(Tab 7)**

**Communication Re: Hall School Building Committee – Sponsored
Mayor Michael F. Brennan.**

This appointment is brought to the Council pursuant to the Mayor's power under the Charter, Article II Section 5(1) to appointment the members and chairs of City Council committees and various ad hoc committees subject to an override vote of at least six members of the City Council.

The Committee will consist of the following members:

- 1) Brian Jackson
- 2) Sean Kelsey
- 3) Whitney Letellier
- 4) Laura Newman
- 5) Katie Lamb
- 6) Pedro Nieves
- 7) Joseph Carter
- 8) Laurie Davis
- 9) Marnie Morrione
- 10) Sarah Thompson
- 11) Councilor Ed Suslovic, Chair
- 12) Councilor Nicholas Mavodones
- 13) Jim Banks
- 14) Mark Adelson or Designee
- 15) Bob Doherty

As a Communication this item requires no public comment or formal Council action.

RESOLUTIONS:

None

VI. STAFF ANALYSIS AND BACKGROUND THAT WILL NOT APPEAR IN THE AGENDA DESCRIPTION

Jason J. Shedlock, Special Assistant to the Mayor

VII. RECOMMENDATION

Council acceptance of communication

VIII. LIST ATTACHMENTS

1.11.17 Mayor Strimling memo to Council

Prepared by: Jason J. Shedlock

Date: 1/11/2017

Bean/agendarequestmemo/rev 11/2015

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

Order 102-16-17
~~*Tab 18 12-5-16*~~
~~*Tab 7 12-19-16*~~
~~*Tab 18 1-18-17*~~
DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

**TRAFFIC SCHEDULE AMENDMENT
RE: JUNIOR STREET TO NO PARKING**

ORDERED, that the City of Portland's Traffic Schedule be and hereby is amended as follows:

By adding under Junior Street:

West Side

- **Schedule I** – No parking anytime

East Side

- **Schedule I** – No parking anytime

MEMORANDUM
City Council Agenda Item

DISTRIBUTE TO: Jon Jennings, Ethan K. Strimling, Anita LaChance, Sonia Bean,
Danielle West-Chuhta, Nancy English, Julianne Sullivan,

FROM: Jeremiah Bartlett, PE, PTOE
Transportation Systems Engineer, Department of Public Works

CC: John Peverada, Parking Division
Mike Murray, Assistant to the City Manager
Christopher Branch, Director of Public Works
Kathi Earley, Engineering Manager, Public Works
Jeff Levine, Director of Planning & Urban Development

DATE: November 16, 2016

SUBJECT: Traffic Schedule Amendment: convert Junior Street to "No Parking"

SPONSOR: Jon Jennings, City Manager

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st reading Dec 5, 2016 **Final Action:** Dec 19, 2016

Can action be taken at a later date: Yes (If no why not?)

PRESENTATION: (List the presenter(s), type and length of presentation) N/A

I. ONE SENTENCE SUMMARY

The Department of Public Works requests City Council approval to amend the Traffic Schedule to convert Junior Street from unrestricted parking to "No Parking Any Time".

II. AGENDA DESCRIPTION

Junior Street is a 150-foot long street connecting Lyseth Moore Drive to Bartley Avenue, just east of Auburn Street. The neighborhood and District 5 Councilor desire to see Junior Street adjusted not to allow parking along its length. When schools are in session, it is common to have vehicles parking along Junior Street, which impacts visibility and access for its residents. The Council action would change the traffic schedule to make Junior Street, currently an unrestricted street, to a "No Parking" street on both sides of the street.

III. BACKGROUND

(See Agenda Description, above.)

IV. INTENDED RESULT AND OR COUNCIL GOAL ADDRESSED

The intended result of this change is to relieve this narrow street of parking congestion issues, as well as visibility challenges that result from vehicles parking along this street, typically at times when schools are in session.

V. FINANCIAL IMPACT

The financial impact will be staff time and the placement of signage along the street, approximately \$500 for staff time and another \$250 in materials related to signage, and Dig Safe fees from On Target.

VI. STAFF ANALYSIS AND BACKGROUND THAT WILL NOT APPEAR IN THE AGENDA DESCRIPTION

VII. RECOMMENDATION

DPW staff, with concurrence from Parking Division, recommend this change.

VIII. LIST ATTACHMENTS

1. Draft Council Order

Prepared by: Jeremiah Bartlett

Date: 11/16/2016

O:\PWSHARE\City Council info and Agenda Requests\Agenda Requests\Jr. Street Parking Change\Jr_Street_Parking_Change_Council_Agenda_11-16-2016 final draft.docx



Com 7-16/17
Tab 11 1-18-17

Board of Harbor Commissioners

Harbor of Portland, Maine

2 Portland Fish Pier

Marine Trade Center, Suite 105

January 8, 2017

Danielle P. West-Chuhta
Corporation Counsel
City of Portland, Maine

Danielle

The Harbor Commission had two workshops with a Public Hearing on December 8th concerning mooring permits. Staff was asked to poll other towns in Casco Bay concerning their mooring regulations. Yarmouth mooring fees \$130 for a resident (senior \$80) non-resident \$205 (senior \$155). Cape Elizabeth mooring fees \$50 resident \$200 non-resident. At the December 8th Public Hearing the commission it was discussed, it was voted on and passed to increase the fees from \$78 to \$80 for a resident and \$145 to \$160 for a non-resident.

The discussion continued concerning the requirement of liability insurance. Over the past few years the commission has had to deal with abandoned and non-insured boats. One example is a 30+ft boat broke free from its mooring on Peaks Island and went aground on the beach. The owner had no insurance and no means of salvage. The cost to remove the vessel was estimated to be 10-15,000. Working with the Coast Guard and a local salvage company we got the vessel removed as a training exercise. If this boat sank at the mooring, the cost of removal could have been 10 fold. Staff contacted local marinas; we found they required liability insurance. We voted and added the insurance and or a bond requirement for port safety and to protect the liability of the port, the citizens of Portland and South Portland. The cost of the insurance would be approximately \$75.00.

During the workshop and the public hearing no public testimony was given concerning the rule change.

An email is to be sent out notifying all mooring holders of the rule changes once the cities of Portland and South Portland approved the increase.

If you have any questions or concerns please do not hesitate to contact me.

Regards,

Tom

Thomas W. Dobbins, Chair
Portland Harbor Commission
207 831 9101