



# TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 475-1329 Fax: (207) 439-6806

## KITTERY TOWN COUNCIL

APRIL 27, 2020

6:00PM

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The public may submit public comments for the DISCUSSION agenda item via email, US Mail, or by dropping written comments in the Drop Box outside the Town Hall entrance. Emailed comments should be sent to [TownComments@kitteryme.org](mailto:TownComments@kitteryme.org).

**Comments received by noon on the day of the meeting will be read into the record by the Council Chair.**

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1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. All items involving the town attorney, town engineers, town employees, or other town consultants or requested offices -
8. DISCUSSION – Discussion is limited to the matters on the agenda for this meeting.
  - a. Public comments will be received via email, mail, or the Town Hall Drop Box up until noon the day of the meeting.
  - b. Chairperson will read comments into the record.
  - c. Chairperson's response to public comments

**Due to the Declaration of a State of Emergency for the State of Maine and Town of Kittery, this meeting will be held remotely in accordance with LD 2167. The meeting will be broadcast on Channel 22, Facebook, and live broadcast from the Town's website.**

9. New Business –
  - a. (040220-1) The Kittery Town Council moves to Amend Warrant Article 4.
  - b. (040220-2) The Kittery Town Council moves to approve and to sign Electronically a renewal Liquor License application for Anju Noodle Bar, 7 Wallingford Square Unit 102.
  - c. (040220-3) The Kittery Town Council moves to approve and to sign Electronically a renewal Liquor License application for Badger’s Island Pizza, 3 Island Avenue.
  - d. (040920-4) The Kittery Town Council moves to approve a Municipal Release Deed for 2 Wainwright Avenue, Map/Lot 16-158.
10. Council Issues or Comments
11. Executive Session -
12. ADJOURNMENT

Posted: April 23, 2020

**Due to the Declaration of a State of Emergency for the State of Maine and Town of Kittery, this meeting will be held remotely in accordance with LD 2167. The meeting will be broadcast on Channel 22, Facebook, and live broadcast from the Town’s website.**



# TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1329 Fax: 207-439-6806

kamaral@kitteryme.org

## Town Manager's Report to the Town Council April 27, 2020

1. **COVID-19 Update** – Please see attached.
2. **Rice Library Building Project** – The Rice Library Building Committee met (remotely) two weeks ago to receive an update on the project and the design development cost estimate. Due to the COVID-19 emergency, we are pushing out the proposed ground breaking date to spring of 2021.

The delay in ground breaking is the result of multiple factors. The original schedule would have the Town conducting its bond rating in April and May, and issuing the bond in June. Given the current financial uncertainty, it is not advantageous to seek a rating or issue notes at this time. Additionally, it is unclear what the construction market will look like this summer, creating greater challenges for bidding trades.

The project was in the process of obtaining Planning Board approval when the public health emergency occurred. A public project like this deserves an active public hearing process which is more challenging to accomplish while social distancing limitations are in place.

Finally, the design development cost estimate came in 20% over budget or approximately \$1.26M. The delay in schedule is affording us the time needed to refine the cost estimate, the design, and engage in a thorough value engineering effort. We are focused on retaining the interior program and the exterior architectural intent of the design.

3. **Absentee Ballots and the July Election** – The State and Town will be balloting on July 14 rather than June 9 of this year. We understand voters are nervous about their safety and are encouraging them to register to vote via mail and to vote absentee.

Applications for absentee ballots are available now. Requesting an absentee ballot can be done via our website. Voters can also call the office or send an email to the Town Clerk for assistance. Voters will receive their absentee ballot by mail and can return it by mail, avoiding the need to vote in person.

Residents can also register to vote via mail. Those needing to register to vote should contact the Town Clerk's Office.

Whether it will be safe for voters and election workers to congregate at polling locations in July is still unclear. We are beginning to plan for how to implement an election with social distancing and limited contact. Voters planning to come to the polls should expect lines and longer than normal wait times.

**Upcoming Dates:**

- State Primary Election and Town Meeting Ballot – July 14

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'K. Amaral', with a long horizontal flourish extending to the right.

Kendra Amaral  
Town Manager



**TOWN OF KITTERY**  
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Telephone: 207-475-1329 Fax: 207-439-6806

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**REPORT TO TOWN COUNCIL**

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Meeting Date: April 27, 2020  
From: Kendra Amaral, Town Manager  
Subject: COVID-19 Emergency Update

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This information is provided as an update to the Council on the Town's emergency response efforts and the impacts of the emergency situation. The information in this report is based on what is known today. As the situation changes, so too will the operations and projections provided.

I would like to thank the Town Council for the support and leadership they are showing as we manage the safety of the community amid the COVID-19 crisis. These are difficult times and require difficult decisions to keep our town safe.

A great deal of thanks goes out to the staff who are weathering through and doing all they can to provide essential services and respond to customers' needs. This includes our Police, Fire, Public Works who are still interacting directly with the public, and all of the staff in our other departments who are creatively devising solutions to provide service while social distancing.

Additional thanks are due to the volunteers and community members who are prioritizing the needs of others through direct support and general social distancing. Thank you to the 80+ residents and business people who have filled out the Kittery Together form, are donating blood, delivering groceries and meals, and supporting the non-profits in town that help those balancing the secondary challenges of this public health emergency.

Finally, thank you to all who are doing their part to help their friends, family and neighbors get through this. There are so many people serving as ambassadors of hope.

This report covers the following topics:

- Status of Town Operations
- Challenges
- Fiscal Year 2020
- Fiscal Year 2021

## **STATUS OF TOWN OPERATIONS**

Town offices and non-essential services remain closed during the stay-at-home order.

We are working on expanding and improving our online services to assist customers while closed to direct customer service. This includes improving our online tax and sewer bill payments, and working on expanding online, mail and phone applications for Clerk services, Fort Foster passes, and KRRF permits.

## **CHALLENGES**

We raised the issue of limited PPE and the impact on our first responders' safety to the Governor's Office. Though they were unable to honor the request of providing our public safety team with more specific information about positive case locations, the Department of Health and Human Services was able to provide a significant supply of PPE for Police, Fire and EMS. We feel confident the new supplies will keep these vital personnel safe for the time being.

The next challenge we face is preventing a second wave of community transmission when the State starts to ease into normalcy. A unique concern for Southern York County is the easy accessibility to visitors from MA, which is still experiencing a surge in cases. We have completed our second discussion with various seacoast communities in ME and added seacoast communities in NH to the conversation. Our goal is to share and coordinate our reentry plans. We are advocating for our Governors to take a regional approach to lifting social distancing orders.

## **FISCAL YEAR 2020**

We are continuing to conduct weekly updates to our year end projections for FY20.

Our spending freeze is having a positive impact. We are projecting a 1.5% surplus in the operational budget; or approximately \$225,000. Projected revenue loss remains around \$600,000 for the fiscal year.

The Council has approved a warrant article to utilize up to \$1M of the unassigned reserve to bridge the gap in revenue for FY20 and to support the FY21 budget as needed. This will go to the voters in July. It is my hope we will not need all of these funds.

## **FISCAL YEAR 2021**

We are working to limit any municipal cost increases to those required to keep current services going. I plan to present the budget on June 8.

I am also proposing a change in Warrant Article 4 to allow us to access up to \$500,000 in unassigned reserve for grant matches. It is expected that Congress will be working on an infrastructure bill to support states and municipalities. We want to ensure we are positioned to take advantage of those resources if made available and aligned with our operational and capital goals. If approved, the funds will need to be appropriated by Council for grants they deem appropriate for the Town. Similar to the article in support of the FY20 operations and FY21 budget, funds will only be requested and transferred as needed.

At this time, it would be beneficial to receive updated Council guidance on the FY21 budget.

**CONCLUSION**

The situation is still very fluid. My best guess is the Governor will look to lift some executive orders by mid-to-late May. Our region may lag behind in light of the proximity to Massachusetts and New Hampshire and the challenges that proximity presents to Kittery.

Take care and stay safe!



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**REPORT TO TOWN COUNCIL**

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Meeting Date: April 27, 2020  
From: Kendra Amaral, Town Manager  
Subject: Amend Warrant Article 4 – Grant Match  
Councilor Sponsor: Chairperson Judy Spiller

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**OVERVIEW**

The Town is applying for and anticipating applying for multiple grants in FY21. The proposed amendment to Warrant Article 4 will increase the Town’s ability to act on grant applications and awards requiring a match component.

**PROPOSED AMENDEMENT**

Warrant Article 4 allows the Town Council to appropriate up to \$100,000 from the unassigned reserve to meet match requirements for grants to support municipal operations and capital. The proposed amendment increases the possible funds to \$500,000.

The Council would have to approve any appropriation before funds can be used. The funds would only be accessed if needed. Every effort will be made to meet match requirements through in-kind and operating budgets first before utilizing these funds.

**STATEMENT OF NEED**

Given the COVID-19 crisis and the impact on revenue projections, various grant strategies are being identified to achieve both staffing needs and infrastructure investments which would otherwise be funded by the general fund budget via property taxes.

We anticipate increased economic development and infrastructure grants as a result of potential COVID-19 stimulus packages. The grants typically focus on shovel ready efforts or readily available match commitments. Having greater access to matching funds will make the Town more competitive in the application process.

Our federal legislators have requested lists from communities for possible infrastructure projects. We have also been in conversations with various state agencies about available and potential funding.

Potential infrastructure projects include:

- Rice Library Expansion and Renovation – seek additional federal funding to offset bond
- Emery Field Phase 2 - seek additional federal funding to offset local funding
- Route 1 repaving and intersection replacement – scheduled for CIP FY22
- Sidewalk extension at Shapleigh – identified as “On the Horizon” in the FY21 CIP
- Gorges Road Fire Station Expansion - identified as “On the Horizon” in the FY21 CIP
- Kittery Point communications tower for public safety radio connection - Planned for Public Safety Impact Reserve



- Public Safety IT Upgrade – planned for FY21 Municipal Technology Reserve
- Implement of Sewer SCADA system at various pump stations – planned for phased implementation for Sewer Reserve.

Many of these projects are scheduled to be accomplished through our CIP program or have some grant funds already awarded. Additional infrastructure grants can reduce the amount of municipal funding needed through the Capital Improvement Plan.

Additionally, we are seeking grants to address our growing demand for public safety services.

I have raised the issue of having too lean of a police department to meet the growing needs and demands for service coming from the residents. However, given the economic impacts of the COVID-19 crisis, it is not practical to add funds to the FY21 operating budget to expand the Police Department to meet these needs.

We have also discussed the growing challenge of providing fire protection with a completely call department. The number of fully trained firefighters available during the day, Monday through Friday, are dropping consistently below NFPA safety guidelines. The next logical step is to add full-time firefighters for weekday shifts to ensure safe response to calls for service. Again, given the economic impacts of the COVID-19 crisis, it is not practical to add funds to the FY21 operating budget to meet these needs.

The federal government has two grant programs (COPS and SAFER) to offset the cost of staffing for police and fire operations. These grants support both wages and benefits for entry level police officers and firefighters for a three-year phase in plan.

The Police Chief has applied for two positions through the COPS grant. These positions will add depth to the roster, in turn helping reduce overtime costs and allowing the department to implement focused programs, such as a dedicated traffic officer. The Fire Chief is applying for 4 firefighter positions to staff the Gorges Road station during the day, Monday through Friday.

If awarded, grant Funds will cover wages and benefits of positions as follows:

<b>PER POSITION</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>
Police Officer	72%	60%	41%
Firefighter	75%	75%	35%

If the Town is awarded either grant, the Town Council will need to vote on approving the use of the matching funds.

**PROPOSED SOLUTION/RECOMMENDATION**

Approve as proposed.

**ATTACHMENTS**

- Proposed Warrant Article Amendment

Article 4. Shall the town vote to authorize the Town Council to transfer up to \$~~100~~500,000 from unassigned funds (unencumbered surplus) and appropriate and expend up to \$~~100~~500,000 when necessary for the purpose of providing the town's match to federal, state, and non-profit grants?

Town Council Recommends – Vote: Yes \_\_\_\_\_ No \_\_\_\_\_

Explanation:

Grant applications are filed by different town departments to assist with the operations and capital purchases. These grants, if successful, often require a local match to be raised. Legislation is being considered to make additional grants available for infrastructure, economic development, and other projects to offset the impacts of COVID-19. The purpose of this article is to provide funds from the town's unassigned funds (unencumbered surplus) when and if necessary, for the purpose of meeting grant match requirements. The unassigned fund balance (unencumbered surplus) is currently \$6,313,900.



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

**Application for an On-Premises License**

*All Questions Must Be Answered Completely. Please print legibly.*

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

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

Legal Business Entity Applicant Name (corporation, LLC): <u>Sonmat, Inc</u>	Business Name (D/B/A): <u>Amo Needle Bar</u>
Individual or Sole Proprietor Applicant Name(s): <u>Julian Armstrong</u>	Physical Location: <u>7 wallingford sq. unit 102 kittery</u>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
Mailing address, if different from DBA address:	Email Address: <u>Sonmat Foods@gmail.com</u>
Telephone #      Fax #: <u>207 703 4298</u>	Business Telephone #      Fax #:
Federal Tax Identification Number: <u>46-5034965</u>	Maine Seller Certificate # or Sales Tax #: <u>1168748</u>
Retail Beverage Alcohol Dealers Permit: <u>No</u>	Website address: <u>amo3needlebar.com</u>

1. New license or renewal of existing license?       New       Renewal

If a renewal, please provide the following information:

Your current license expiration date: 5/1/20

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

Food: 1,000,000      Beer, Wine or Spirits: 350,000      Guest Rooms: \_\_\_\_\_

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

Malt Liquor (beer)       Wine       Spirits

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

- Restaurant (Class I, II, III, IV)
  Class A Restaurant/Lounge (Class XI)
  Class A Lounge (Class X)
- Hotel (Class I, II, III, IV)
  Hotel - Food Optional (Class I-A)
  Bed & Breakfast (Class V)
- Golf Course with auxiliary and mobile cart options (Class I, II, III, IV)
  Tavern (Class IV)
- Qualified Caterer
  Self-Sponsored Events (Qualified Caterers Only)
- Other: \_\_\_\_\_

*Refer to Section V for the License Fee Schedule*

4. If application is for a **new** license or the business is under new ownership, indicate starting date:

\_\_\_\_\_

5. Business records are located at the following address:

7 Wallingford Sq. unit 102 Kittery, ME 03904

6. Is licensee/applicant(s) a business entity like a corporation or limited liability company?  
 Yes  No If Yes, complete Section VII at the end of this application

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

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

Name of Business	License Number	Complete Physical Address

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

Full Name	DOB	Place of Birth
Julia Armstrong	9/25/1981	Dover, NH
Residence address on all the above for previous 5 years		
Name	Address:	
Julia Armstrong	37 Collins Ct. Portsmouth NH 03801	
Name	Address:	
	232 Bartlett St. Portsmouth, NH 03801	
Name	Address:	
	236 Middle St. Portsmouth, NH 03801	
Name	Address:	

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

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

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

- Yes  No  
 Not applicable – licensee/applicant(s) is a sole proprietor

12. Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?  Yes  No

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

- Yes  No

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

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

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

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_  
Offense: \_\_\_\_\_ Location: \_\_\_\_\_  
Disposition: \_\_\_\_\_

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

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

Name: Julia Armstrong Date of Conviction: Sept. 27 2004  
Offense: Criminal Trespassing Location: Portsmouth NH  
Disposition: on suspended sentence - misdemeanor

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

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

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

Michael Ladgate 315 N. 1 Kittery, ME 03901

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

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

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Second Christian Church

Distance: 13 miles

**Section II: Signature; Fee; Delivery of application**

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

Please sign and date in blue ink.

Dated: 4/15/20



Signature of Duly Authorized Person\*

Signature of Duly Authorized Person\*

Eliza Armstrong  
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

\*The person signing this application must appear in Section VII on this application.

**Section III: For use by Municipal Officers and County Commissioners only**  
**Approval of an application for an on-premises liquor license**

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

Check only one:     City             Town             Unorganized Territory

Name of City/Town/Unorganized Territory: \_\_\_\_\_

Who is approving this application?     Municipal Officers  
      County Commissioners of \_\_\_\_\_ County

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

Signature of Officials	Printed Name and Title

**This Approval Expires in 60 Days**

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

§653. Hearings; bureau review; appeal

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



**A.** The bureau shall prepare and supply application forms.

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

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

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

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

**A.** Conviction of the applicant of any Class A, Class B or Class C crime;

**B.** Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

**C.** Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

**D.** Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

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

**E.** A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

**A. Repealed**

**B.** If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

**4. Repealed**

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

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

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

## Section V: Fee Schedule

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

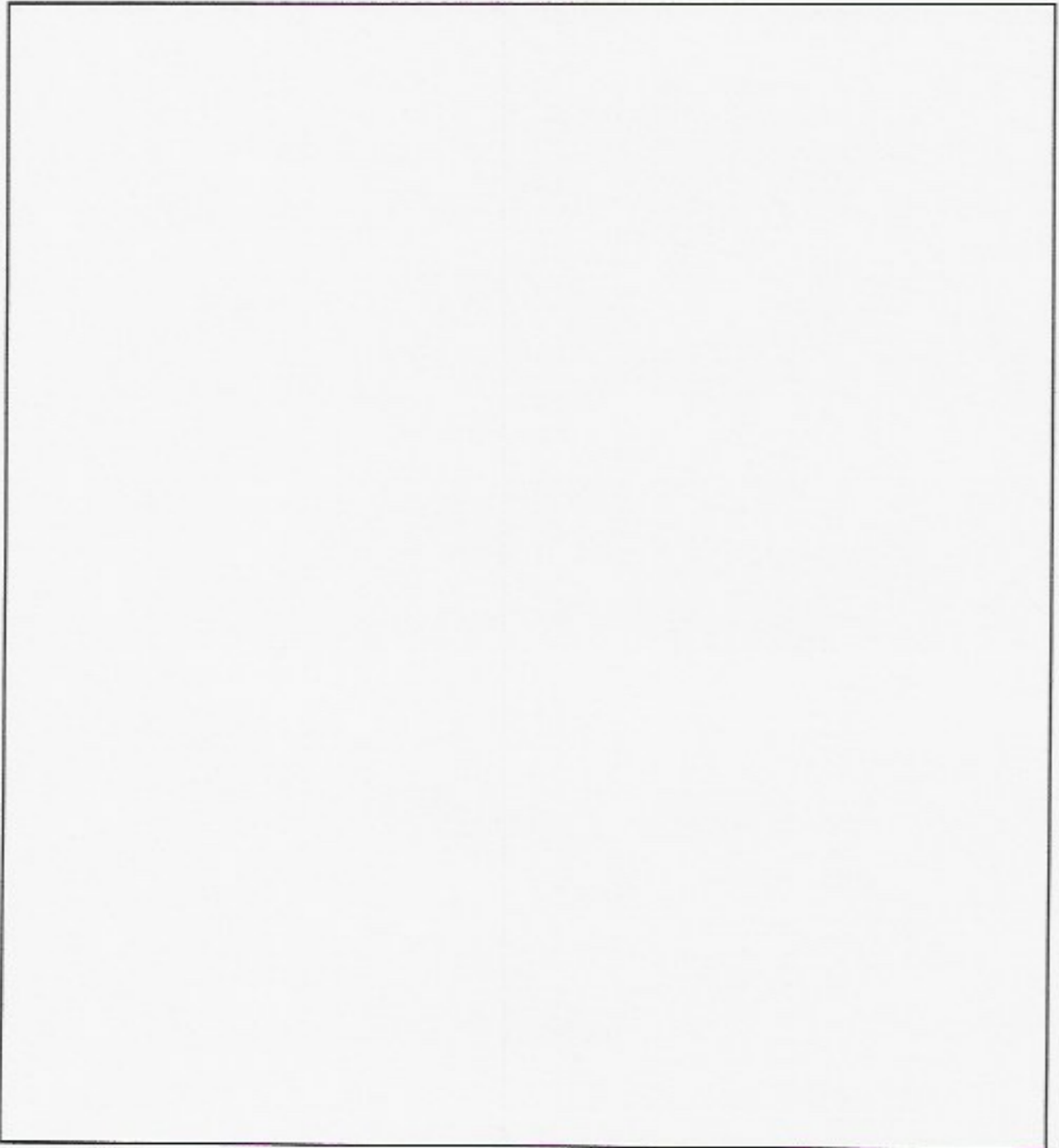
**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together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

<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00
<b>Self-Sponsored Events</b>	This class is for Qualified Caterers Only	\$ 700.00

## Section VI Premises Floor Plan

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

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





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

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

*All Questions Must Be Answered Completely. Please print legibly.*

- Exact legal name: Sonmat, LLC
- Doing Business As, if any: ANSO Noodle Bar
- Date of filing with Secretary of State: 4/15/2014 State in which you are formed: ME
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
John Armstrong	37 Collins Court, Portland, ME 232 Middle Street, NH	9/24/81	President	100

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



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

- Restaurant (Class I, II, III, IV)       Class A Restaurant/Lounge (Class XI)       Class A Lounge (Class X)
- Hotel (Class I, II, III, IV)       Hotel – Food Optional (Class I-A)       Bed & Breakfast (Class V)
- Golf Course (included optional licenses, please check if apply) (Class I, II, III, IV)       Auxiliary       Mobile Cart
- Tavern (Class IV)       Other: \_\_\_\_\_
- Qualified Caterer       Self-Sponsored Events (Qualified Caterers Only)

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

5. Business records are located at the following address:

3 Island Ave. Kittery, ME 03904

---

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

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

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

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

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

Yes       No

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



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

Yes  No

If yes, please provide details: \_\_\_\_\_  
 \_\_\_\_\_

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

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

Name of Business	License Number	Complete Physical Address

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

Full Name	DOB	Place of Birth
John Huddleston	12/15/1959	Palestine, TX
Kathleen Huddleston (Lucas)	03/12/1959	Beverly, MA

Residence address on all the above for previous 5 years	
Name John Huddleston	Address: 30 Remicks Lane Kittery, ME 03904
Name Kathleen Huddleston	Address: 30 Remicks Lane Kittery, ME 03904
Name	Address:
Name	Address:

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

Yes  No

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

\_\_\_\_\_

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

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

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

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

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

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

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

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

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

A & P Realty Trust 15 Van Buren Portsmouth, NH

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

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

Interior dining room consisting of 8 booths and patio (seasonal) with two picnic tables.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: St. Marks United Methodist Church

Distance: 0.50

**Section II: Signature of Applicant(s)**


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

Please sign and date in blue ink.

Dated: 04/16/2020

  
\_\_\_\_\_  
Signature of Duly Authorized Person

John Huddleston  
Printed Name Duly Authorized Person

  
\_\_\_\_\_  
Signature of Duly Authorized Person

Kathleen Huddleston  
Printed Name of Duly Authorized Person

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

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

Dated: \_\_\_\_\_

Who is approving this application?  Municipal Officers of \_\_\_\_\_

County Commissioners of \_\_\_\_\_ County

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

Signature of Officials	Printed Name and Title

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

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

§653. Hearings; bureau review; appeal

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

A. The bureau shall prepare and supply application forms.

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

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

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

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

**A.** Conviction of the applicant of any Class A, Class B or Class C crime;

**B.** Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

**C.** Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

**D.** Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

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

**E.** A violation of any provision of this Title;

**F.** A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

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

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

## Section V: Fee Schedule

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

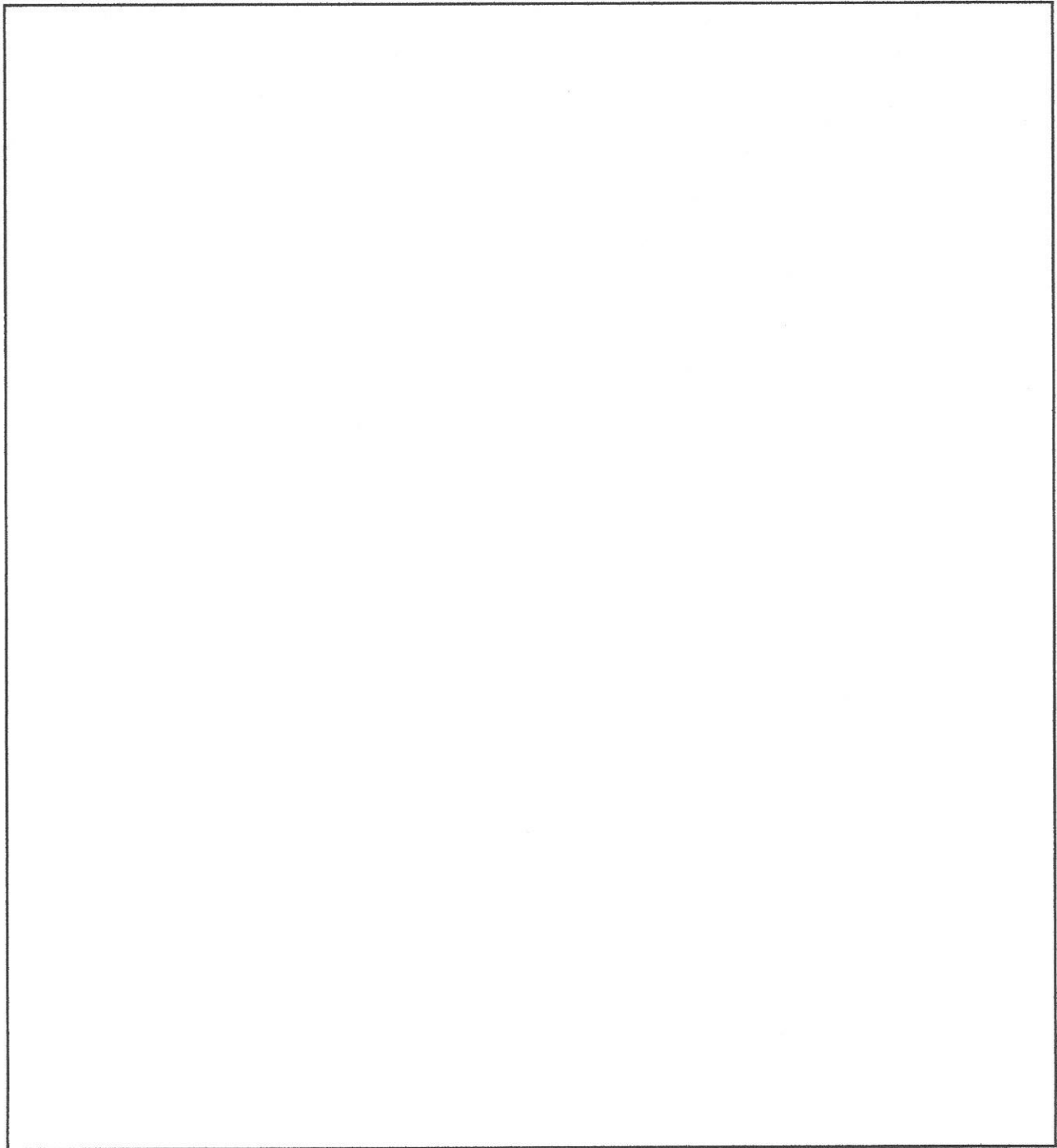
**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together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

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

## Section VI Premises Floor Plan

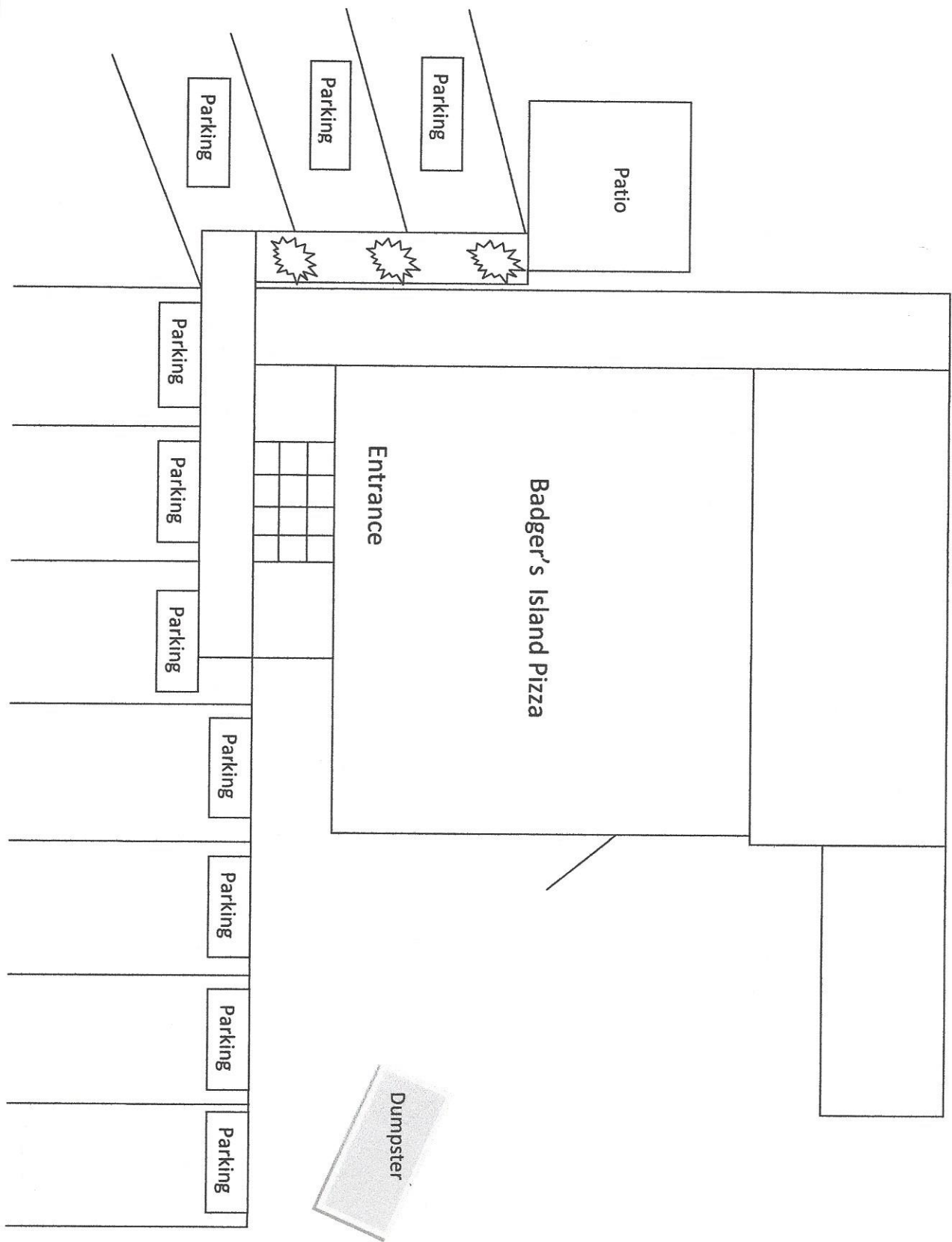
In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

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

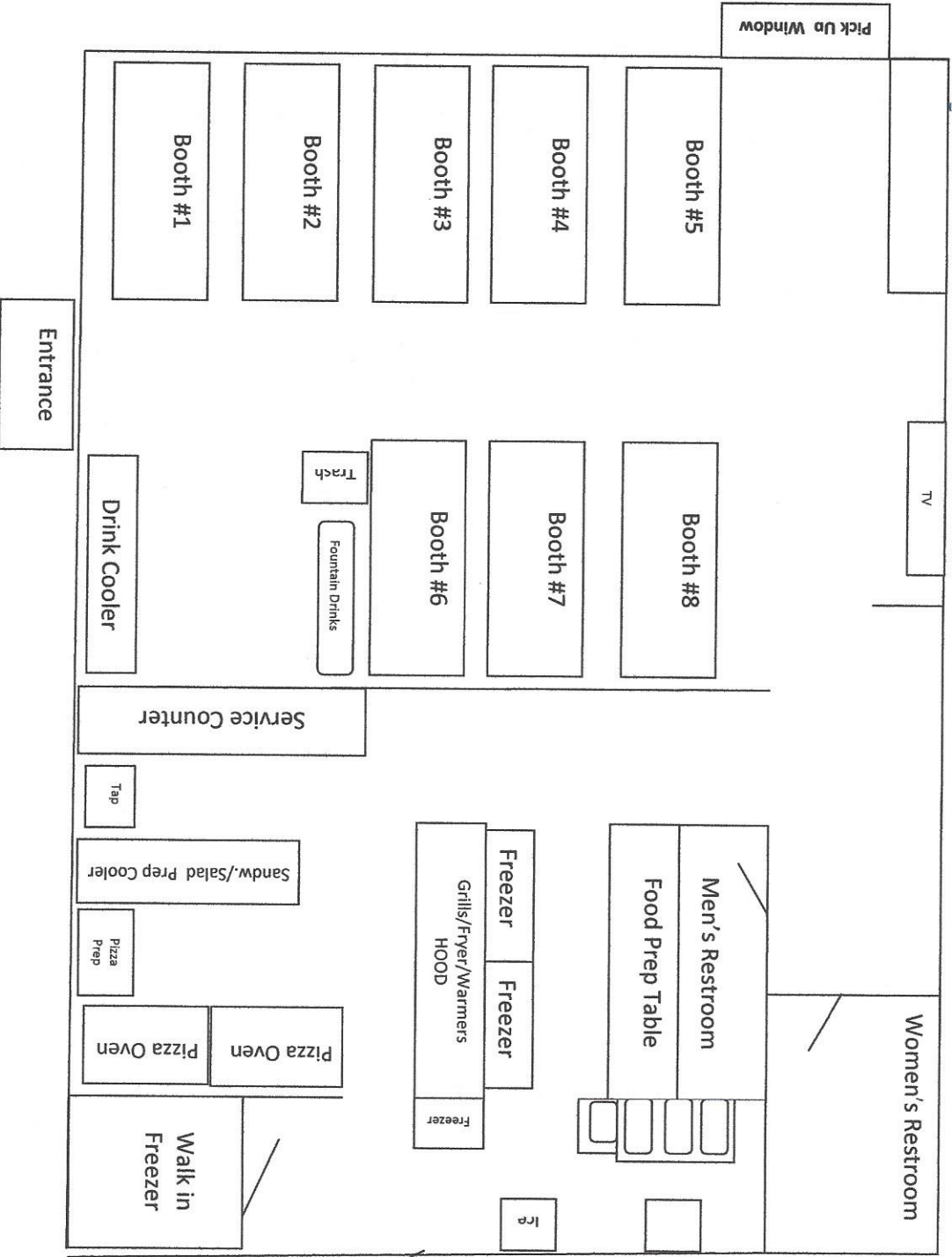
A large, empty rectangular box with a thin black border, occupying the central portion of the page. This box is intended for the applicant to draw and label their premises floor plan.



# Badger's Island Pizza Exterior



# Badgers's Island Pizza Interior



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

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

*All Questions Must Be Answered Completely. Please print legibly.*

1. Exact legal name: Badger's Island Pizza, LLC
2. Doing Business As, if any: Badger's Island Pizza
3. Date of filing with Secretary of State: 04/15/2020 State in which you are formed: ME
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
John Huddleston	30 Remicks Lane Kittery, ME	12/15/1959	Owner	0.5000
Kathleen Huddleston	30 Remicks Lane Kittery, ME	03/12/1959	Owner	0.5000

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

# Maine Secretary of State



## 2020 Annual Report Electronic Filing Acknowledgment

For Limited Liability Companies on file as of December 31, 2019

**Charter Number:** 20142231DC  
**DCN Number:** 2200019113319  
**Legal Name:** BADGER'S ISLAND PIZZA, LLC

### Registered Agent's Name and Address:

JOHN W HUDDLESTON  
30 REMICKS LANE  
KITTERY, ME 03904

### Brief statement of the character of the business:

PIZZERIA/RESTAURANT

### Name and Address of Members, Managers or other Authorized Persons:

KATHLEEN HUDDLESTON  
30 REMICKS LANE KITTERY, ME 03904

JOHN HUDDLESTON  
30 REMICKS LANE KITTERY, ME 03904

**Date of Filing:** April 15, 2020

### Name and Capacity of Authorizing Party:

JOHN HUDDLESTON, MEMBER



**TOWN OF KITTERY**  
200 Rogers Road, Kittery, ME 03904  
Telephone: 207-475-1329 Fax: 207-439-6806

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**REPORT TO TOWN COUNCIL**

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Meeting Date: April 27, 2020  
From: Kendra Amaral, Town Manager  
Subject: Release Deed Map 16 Lot 158  
Councilor Sponsor: Chairperson Judy Spiller

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**EXECUTIVE SUMMARY**

The Town Council is being requested to execute a Release Deed for Map 16 Lot 158, 2 Wainwright Avenue in order to resolve outstanding liens so the property.

**BACKGROUND**

The property was foreclosed on for unpaid property taxes dating back to 2012. Total owed is \$31,692.24 in property taxes and \$781.75 in sewer charges.

The owner has provided payment for all outstanding taxes and charges. Funds are being held in escrow awaiting the Release Deed.

**PROPOSED SOLUTION/RECOMMENDATION**

Approve the Release Deed as presented.

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## MUNICIPAL RELEASE DEED

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The TOWN OF KITTERY (the 'Town'), a municipal corporation existing under the laws of the State of Maine and located in the County of York, State of Maine, releases to

with a mailing address of

any interest the Town may have in a certain lot or parcel of land with any improvements located thereon, located in the Town of Kittery, County of York and State of Maine, now or formerly owned by \_\_\_\_\_ and recorded in the

York County Registry of Deeds in Book / Page \_\_\_\_\_ and further shown as Map / Lot \_\_\_\_\_ on the Town of Kittery Assessor's Tax Maps, as may have been acquired by the Town by virtue of any of the following Tax Lien Certificates on record in said Registry of Deeds:

1. Tax Lien Certificate regarding real estate taxes recorded in the York County Registry of Deeds: Book \_\_\_\_\_ Page \_\_\_\_\_
2. Tax Lien Certificate regarding real estate taxes recorded in the York County Registry of Deeds: Book \_\_\_\_\_ Page \_\_\_\_\_
3. Tax Lien Certificate regarding real estate taxes recorded in the York County Registry of Deeds: Book \_\_\_\_\_ Page \_\_\_\_\_
4. Tax Lien Certificate regarding real estate taxes recorded in the York County Registry of Deeds: Book \_\_\_\_\_ Page \_\_\_\_\_
5. Tax Lien Certificate regarding real estate taxes recorded in the York County Registry of Deeds: Book \_\_\_\_\_ Page \_\_\_\_\_
6. Tax Lien Certificate regarding real estate taxes recorded in the York County Registry of Deed: Book 17789 Page 66
7. Tax Lien Certificate regarding real estate taxes recorded in the York County Registry of Deed: Book 18033 Page 310

The sole purpose of this Municipal Release Deed is to release to the Grantee herein any interest which the Town may have acquired in the property described by virtue of delinquent taxes through and including the current taxes due.

IN WITNESS WHEREOF, the Town of Kittery, acting through its municipal officers, has caused this Municipal Release Deed to be signed.

DATE: \_\_\_\_\_

TOWN OF KITTERY

\_\_\_\_\_  
WITNESS

By \_\_\_\_\_  
JUDY SPILLER

\_\_\_\_\_  
MATTHEW BROCK

\_\_\_\_\_  
CYRUS CLARK

\_\_\_\_\_  
JEFFREY D. THOMSON

\_\_\_\_\_  
JEFFREY PELLETIER

\_\_\_\_\_  
CHARLES H DENAULT, JR

STATE OF MAINE  
YORK, ss.

Personally appeared the above named Municipal Officers and acknowledged the foregoing instrument to be their free act and deed in said capacity and the free act and deed of the Town of Kittery, Maine.

Before me,

\_\_\_\_\_  
Print Name: Karen Estee  
Notary Public  
My commission expires August 4, 2023

## **TENTATIVE AGENDA ITEMS: COVID -19**

### **May 11, 2020**

- Any final changes to the Warrant Articles (deadline to get to the printer)

### **May 27, 2020**

- Annual Victualer's License approval
- Scholarship Presentation (Councilor Denault only)

### **June 8, 2020**

- Council schedules July 13<sup>th</sup> public hearing regarding Warrant Articles
- Town Manager presents FY21 Municipal Budget to Town Council
- Schedule FY21 Municipal Budget Public Hearing for June 22

### **June 15, 2020 Special Meeting**

- Public Hearing Council votes on School Budget (11 Cost Centers) and School Ordinances.

### **June 22, 2020**

- Public hearing and vote on FY21 Municipal Budget

### **July 13, 2020**

- Public Hearing – Town Meeting Articles (no Council action)
- 

### **Items on Hold**

- Workshop - Joint Land Use Study Implementation
- Workshop - VP SAMP Presentation
- Workshop – Title – 6 Animal Control
- Public Hearing - Title 5 Short Term Rentals
- Schedule Public Hearing – Title 10 Walker/Wentworth
- Approve Banner Policy

### **Future Items**

- Quarterly Workshops – Planning Board (January, April, July and October)
- Quarterly Workshops – Port Authority (March, June, September and December)
- Title 16 recodification - Planning
- Property Maintenance Ordinance
- Title 16 Neighborhood Mixed Use Boundary Amendment
- Title 16 - Affordable Housing - Planning
- Social Media Policy – No Phones at Council Meetings



- Title 5
  - Adult Viewing Booth
  - Massage
  - Mobile Food Vending
- Parking Restrictions
  - SML Bridge Approach
  - Pay for Parking
- Marijuana Retail - Planning
- Civil Penalties Ordinances
- Property disposition – Town and Tax Acquired
- Sidewalk Master Plan
  - Sidewalk Extension – Stevenson to Rt 236
- Transition to Electronic Packets
- Financial Policies Update

Zoom Meeting:

Topic: Town Council

Time: Apr 27, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89162621140?pwd=NjY2UUxYZ0JOMFVoSnI2b1pWeEFuZz09>

Meeting ID: 891 6262 1140

Password: 310477