



**TOWN OF KITTERY**  
**MARIJUANA BUSINESS LICENSES**  
**LOTTERY PROCEDURES**

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- Completed and accepted pre-applications have been assigned a unique identification number (by Zone) which has been sent to each applicant and posted [here](#).
- Maryann Place, retired Kittery Town Clerk and Registrar of Voters for the Kittery Water District, will be drawing the numbers for the lottery.
- The Town will utilize a raffle drum and numbered balls to conduct the lottery. A numbered ball will be placed in the raffle drum for each identification number assigned to a pre-application.
- The Marijuana Business License Lottery will take place on **Thursday, October 28, 2021, 5PM, Kittery Town Council Chambers, Town Hall, 200 Rogers, Road, Kittery, Maine**. Due to the number of applicants per zone, the lottery for each zone will be held in the following order:
  - C-3 (11 pre-applications)
  - C-2 (248 pre-applications)
  - C-1 (446 pre-applications)
- **The Town will prove out the numbered balls prior to the lottery, meaning it will confirm each numbered ball is present and ready for the lottery. The proving process will begin at 4PM, in the Council Chambers, on the day of the lottery.** The proving process will involve Ms. Place calling out the number of each ball and staff checking off its presence on paper lists. This will confirm that all the required balls for each zone's lottery are present and none are missing. The balls will be placed in buckets as they are proved out. The buckets will remain in the Council Chambers, in plain sight of all present or watching, until the lottery is complete.
- **The public are welcome to observe the proving process and the lottery in person, or remotely by watching on Channel 22, the Town's livestream available at [www.kitteryme.gov](http://www.kitteryme.gov) or by clicking [here](#), and the Channel 22 Facebook page.** For public health and safety, face coverings are required in Town Hall regardless of vaccination status.
- At 5PM, the balls for the first lottery will be placed into the raffle drum. The drum will be turned no fewer than three times to sufficiently mix up the numbered balls. The first ball will be drawn from the drum and the ascribed number on the ball read aloud. The number will be recorded on paper by two different staff members. This first draw will be for the license invitation.

- The order in which the remaining numbered balls are drawn will establish the waitlist order for that zone. A numbered ball will be drawn from the drum and read aloud, until the drum is empty.
- Ms. Place may reach into the drum, mix the balls around before drawing one, or turn the drum again at any time during the lottery. She will be the sole determiner of whether or not to do so.
- A lottery for each of the remaining zones will then take place in the same manner.
- Ms. Place will review each zone's recorded results and confirm the two different recorders arrived at consistent results. If consistent, Ms. Place will sign each zone's list. If not consistent, Ms. Place will review the video recording of the lottery and address any discrepancies.
- The signed off lists will be posted on the Town's website by November 1, 2021. The lists will show the order in which the numbered balls were drawn (see below example). It will not have information about the pre-applicant's name or proposed location. Due to the high number of pre-applications and the time involved in transcribing the lottery results to the pre-application lists, this information will not be posted until the week following the lottery.
- Information about an entity's or applicant's assigned identification number **will not** be present at the lottery. The Town **will not** be able to verify or confirm any names or addresses associated with the unique identification numbers at the time of the lottery. This ensures the lottery is conducted "blind".
- **The Town will not be able to take or respond to audience questions or comments during the lottery.** The audience is welcome to observe, but not participate in the process of drawing numbers. The Town reserves the right to remove an audience member if they are disruptive to the lottery process. Anyone removed may still observe the lottery remotely (see above).
- Lottery winners will receive a written invitation, from the Town, to submit a completed full license application. The written invitation will include information about the application process.
- Any questions arising from the lottery should be submitted in writing to the Town at [acausey@kitteryme.org](mailto:acausey@kitteryme.org).