



**AGENDA
TOWN COUNCIL
SPECIAL MEETING
JULY 26, 2018
LISBON TOWN OFFICE
6:00 P.M.**

Town Council
Allen Ward, Chairman
Chris Brunelle, Vice Chairman
Norm Albert
Kris Crawford
Kasie Kolbe
Fern Larochele
Mark Lunt

1. CALL TO ORDER & PLEDGE TO FLAG

2. ROLL CALL

___ Councilor Albert ___ Councilor Brunelle ___ Councilor Crawford ___ Councilor Kolbe
___ Councilor Larochele ___ Councilor Lunt ___ Councilor Ward

Town Clerk reading of meeting rules

3. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

4. OFF PREMISES CATERING PERMIT- SLOVAK CATHOLIC ASSOCIATION

5. ADJOURNMENT

SUMMARY OF LISBON COUNCIL MEETING RULES

This summary is provided for guidance only. The complete council working rules may be found on the town website www.lisbonme.org on the Town Officials, Town Council page.

The meeting agenda is available from the town website under Council Agendas and Minutes.

1. Please note the order that agenda items may be acted upon by the Council, however, if necessary, the Council may elect to change the order of the agenda.
2. The Council Chairman presides over the meeting. When the Chairman is not present, the Vice Chairman serves that function. The chair shall preserve decorum and decide all questions of order and procedure subject to appeal to the town council.
3. Public comment is not typically allowed during Council workshops. There may be occasions where public comment may be recruited, but normally, workshops are reserved for Council members to discuss and educate themselves on a variety of issues facing the Town. Prior to the conclusion of a workshop, if time permits, the chair may allow questions from the public.
4. During audience participation, anyone wishing to address council will wait to be recognized by the chair before beginning any remarks. Audience members will move to the lectern to address council, and shall provide name and address prior to addressing the council.
5. Note that "Consent Agenda" items (if there are any) are acted upon first, voted upon as a group, and will most often be voted on without discussion as these items often involve "housekeeping" issues (such as minor parking changes). On occasion "Consent Agenda" items are separated out as stand-alone action items by the Council to allow for more discussion.
6. Public comment on agenda items. General comments on agenda items should be made during audience participation. After introduction of an agenda item, appropriate motions, and time for explanation and council questions, the public may be allowed to comment on that agenda item at the discretion of the chair. During that period of time, the public comment shall address only the agenda item before council.
7. Action on agenda items. As each item on the agenda for any meeting is brought to the floor for discussion:
 - a. The town clerk reads the agenda item and the action being requested of council.
 - b. The sponsor of each item or, if there is no council sponsor, the town manager, or town staff, shall first be allowed to present their initial comments for consideration by the public and councilors.
 - c. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the town manager or staff regarding the agenda item which any councilor may have which would help to clarify the question presented by the agenda item. The chair may allow questions from the public during this time however; no debate or discussion of collateral issues shall be permitted.
 - d. When authorized by the chair, any additional public comment shall be no longer than two minutes per person and must be to request or furnish new or undisclosed information or viewpoints only.
 - e. Once an agenda item has been explained and clarified by any questioning, the discussion on the specific agenda item will remain with the council. Additional public comment, prior to final council vote; will only be allowed at the chairman's discretion.
8. New business is for the council to receive input on town matters not on the agenda for that meeting. It is not intended, nor shall it be construed as an opportunity for debate of previous agenda items or reinforcement of a point made by another speaker. Comments shall be to furnish new or undisclosed information or viewpoints and limited to a time period of two minutes or less and shall be directed through the chair.
9. If an "Executive Session" is conducted by the Council, State Statute prohibits public attendance for any discussion of the action to be addressed by the Council. Any action taken by the Council on any "Executive Session" matter must be acted upon in a public meeting, and may occur at the end of the "Executive Session" (which has no time element relative to the length of the discussion involved in the "session").



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

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

Application for a Catering Permit
\$10.00 (per day)
Check Payable: Treasurer State of Maine
72 Hours in Advance of Said Event or Gathering is REQUESTED
 Please complete this application in its entirety.

License No.: CCP-1990-3083 DBA Name: _____
 Name of Licensee: SLOVAK CATHOLIC ASSOCIATION
 Mailing Address: P.O.BOX 294
 Town/ City: LISBON FALLS State: ME Zip Code: 04252
 Telephone: 207-353-9606 Fax: _____
 Email Address: SCA1894@GMAIL.COM
(Please Print)
 Title of Function: SUMMER FAMILY PICNIC
 Purpose of Function: COOK-OUT LOBSTER&STEAK, HORSESHOES, ETC
 Is this a public or a private event? PRIVATE
 Location of Function: ANTHONY CLUB PICNIC AREA, ROUTE 196, LISBON FALLS
 Physical Address of Function: PICNIC AREA, ROUTE 196
 Town/City: LISBON FALLS State: ME Zip Code: 04252
 Indoor Event Outside Event **(IF OUTSIDE AREA, DIAGRAM MUST BE INCLUDED)**
 Describe specific indoor and/or outdoor area to be licensed: _____

Outdoor Catering Restrictions:

1. There must be a stanchion or fence completely enclosing the area.
2. Signs must be posted stating "No alcohol beyond this point".
3. There must be sufficient employees at the event to control and monitor the area.

Date of Function: AUG. 11, 2018 Time - From: 8:00AM To: 5:00pm
 Number of Persons Attending: 150
 Name of Sponsor: SLOVAK CATHOLIC ASSOCIATION
 Address: P.O.BOX 294 Town/City: LISBON FALLS
 State: ME Zip Code: 05252 Telephone Number: 207-353-9606
 Email address: SCA1894@GMAIL.COM

(Note: By law, liquor can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday. Function times can not deviate from this statutory requirement.)

7-24-18
Date

Bruce Lavalure
Signature of Licensee or Corporate Officer

BRUCE LAVALURE - PRESIDENT
Print Name of Licensee or Corporate Officer

This application must be signed by the appropriate official in the municipality where the function is to be held.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

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

Dated at: LISBON, Maine ANDROSCOGGIN ss
City/Town (County)

On: JULY 26, 2018
Date

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

Signature of Officials	Printed Name and Title

Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws, Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.

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.

Payments to the Division of liquor licensing & enforcement by check subject to penalty provided by Section 3-B of Title 28A, MRS

Submit completed forms to:

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, ME 04333-0008 (Regular mail)

10 Water Street, Hallowell, ME 04347 (overnight mail)

Telephone inquiries: 207-624-7220

Fax line: 207-287-3434

Email inquiries: MaineLiquor@Maine.gov

FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT

RESTRICTIONS:

PERMIT NUMBER : _____

APPROVED

DATED: _____

NOT APPROVED

ISSUED BY: _____

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
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DIVISION USE ONLY	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
BY:	

OFF PREMISE DIAGRAM

In an effort to clearly define your license premise and the area that 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, malt and wine coolers, cold and regular storage areas, display cases and shelves, restrooms, check out register(s) and all areas that you are requesting approval from the Division for your retail liquor license.

