



AGENDA
SPECIAL COUNCIL MEETING
JUNE 12, 2023
LISBON TOWN OFFICE
11:00 A.M.

Harry Moore, Jr., *Chair* 2024
Raymond Robishaw, *Vice Chair* 2024
Mark Lunt 2025
Donald Fellows 2025
Jo-Jean Keller 2025
Christine Cain 2024
Fern Larochelle 2023

1. CALL TO ORDER & PLEDGE TO FLAG

2. ROLL CALL

____ Councilor Lunt ____ Councilor Fellows ____ Councilor Larochelle ____ Councilor Keller
____ Councilor Moore, Jr ____ Councilor Robishaw ____ Councilor Cain

3. CONSENT AGENDA

2023-110 Rustic Taps & Catering Liquor License – Blues Festival

2023-111 Barkeep Catering Inc. Catering Liquor License – Blues Festival- The Sausage Kitchen Location

4. OTHER BUSINESS

5. ADJOURNMENT

2023-112 ORDER – To Adjourn

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").



Bureau of Alcoholic Beverages and Lottery Operations
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: (207) 624-7220 Fax: (207) 287-3434
Email: MaineLiquor@Maine.gov

Qualified Catering Organization Application for Catered Function

(Note: This application is for Qualified Caterers ONLY. If you are a Class A Restaurant, Restaurant/Lounge, Lounge, Hotel, Club, or Bed & Breakfast please complete form number 5.5 or 5.6.)

The law requires the application to be submitted at least **24 Hours** prior to the function, however a longer notice is appreciated to allow additional time for processing.

License No.: 11605 DBA Name: Rustic Taps and Catering
Mailing Address: PO Box 52
Town/ City: Gorham State: ME Zip Code: 04038
Telephone: [REDACTED] Fax:
Email Address: jess@rustictaps.com

Event Details

Title and Purpose of Event: Blues Festival
Location of Event: Worumbo Venue Open Space
Physical Address of Event: 3 Canal Street
Town/City: Lisbon State: ME Zip Code: 04250
Check One: ☐ Indoor Event ☐ Outside Event (If outside, a diagram must be included)
Describe specific indoor and/or outdoor area to be licensed: Fenced in Tented area

Date of Event: 6/17/2023 Time From: 11:45 To: 9:30
Name of Person or Entity contracting your services: Michael Bray
Number of Persons Attending: ~ 2500
Address: 3 Canal Street Town/City: Lisbon
State: ME Zip Code: 04250 Telephone Number: [REDACTED]

Will Dancing be offered during the event? YES ☐ NO ☒

Does the venue have a dance license? YES ☐ NO ☐ (If yes, please provide a copy of the license)

Signature of Licensee or Corporate Officer

6/1/2023

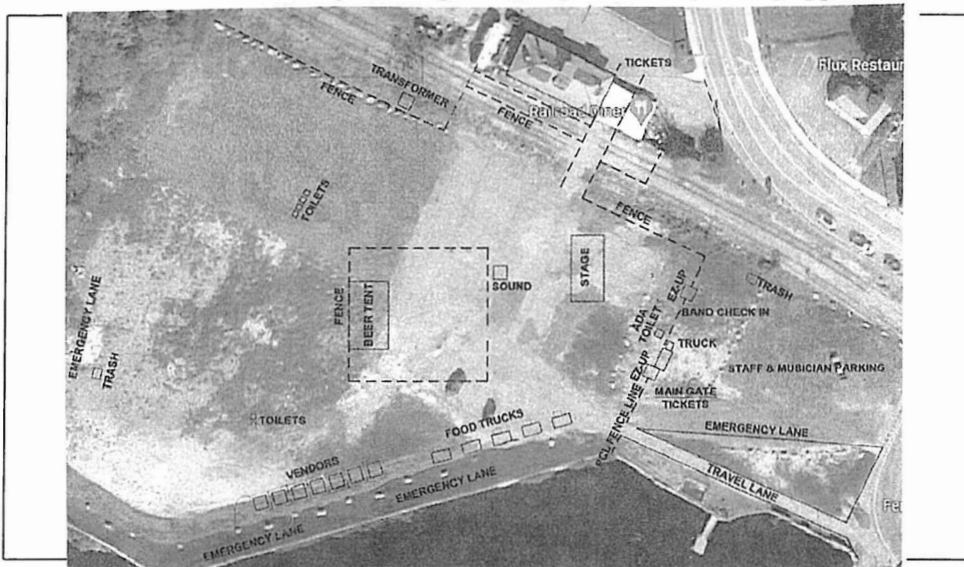
Date

Dave Golden

Print Name of Licensee or Corporate Officer

DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram that you are requesting approval.



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.

For Municipal Approval Only

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.

NOTE: PLEASE PROVIDE ALL OF THE REQUESTED INFORMATION BELOW

Dated at: _____, Maine _____
City/Town County

On: _____
Date _____

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

Signature of Officials	Printed Name and Title

FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT RESTRICTIONS:

<input type="checkbox"/>	APPROVED
<input type="checkbox"/>	NOT APPROVED

DATED: _____
ISSUED BY: _____



Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
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10 Water Street Hallowell, ME 04347 (Overnight Mail)
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Qualified Catering Organization Application for Catered Function

(Note: This application is for Qualified Caterers ONLY. If you are a Class A Restaurant, Restaurant/Lounge, Lounge, Hotel, Club, or Bed & Breakfast please complete form number 5.5 or 5.6.)

The law requires the application to be submitted at least 24 Hours prior to the function, however a longer notice is appreciated to allow additional time for processing.

License No.: 2022-14663 DBA Name: Barkeep Catering inc
Mailing Address: 410 Elm Street
Town/ City: Biddeford State: ME Zip Code: 04005
Telephone: (207)749-4353 Fax: _____
Email Address: Barkeepcatering@gmail.com

Event Details

Title and Purpose of Event: 2023 Maine Blues Festival
Location of Event: 36 Main Street - Rear parking lot
Physical Address of Event: 36 Main Street
Town/City: Lisbon Falls State: ME Zip Code: 04252
Check One: ☐ Indoor Event ☒ Outside Event (If outside, a diagram must be included)
Describe specific indoor and/or outdoor area to be licensed: We'll have a space in the rear parking lot
that will be roped in with staff provided by the festival to check ID's and monitor patrons
Date of Event: 6/17/23 Time From: 11:00AM To: 10:00PM
Name of Person or Entity contracting your services: Toby from The Sausage Kitchen
Number of Persons Attending: 2500 estimate
Address: 36 Main Street Town/City: Lisbon Falls
State: ME Zip Code: 04252 Telephone Number: (207)576-1402
Will Dancing be offered during the event? YES ☐ NO ☒
Does the venue have a dance license? YES ☐ NO ☒ (If yes, please provide a copy of the license)

Ben Lohnes
Signature of Licensee or Corporate Officer

6/9/23
Date

Print Name of Licensee or Corporate Officer

DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram that you are requesting approval.

see attached diagram pg 3

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.

For Municipal Approval Only

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.

NOTE: PLEASE PROVIDE ALL OF THE REQUESTED INFORMATION BELOW

Dated at: _____, Maine _____
City/Town County

On: _____
Date

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

Signature of Officials	Printed Name and Title

FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT RESTRICTIONS:

[] APPROVED
[] NOT APPROVED

DATED: _____
ISSUED BY: _____

The Law

§1076. QUALIFIED CATERING SERVICES

1. Issuance of licenses. Notwithstanding any other provision of law, the bureau may issue licenses under this section for the sale of spirits, wine and malt liquor to be consumed on the premises to qualified catering services as defined in section 2, subsection 15, paragraph P.

A. "Premises," as used in this section, means the premises where the qualified catering service is selling and serving liquor, either its principal place of business or the premises where the event being catered is held. [1987, c. 342, §97 (NEW).]

[1993, c. 410, Pt. ZZ, §20 (AMD) .]

2. Compliance with local option decisions. The bureau may license only those qualified catering services whose principal place of business is located in municipalities that have previously voted affirmatively on questions pertaining to on-premise sales provided in chapter 5.

A. Every event catered by the qualified catering service must also be located in a municipality that has previously voted affirmatively on questions pertaining to on-premise sales provided in chapter 5. [1993, c. 410, Pt. ZZ, §20 (AMD) .]

[1993, c. 410, Pt. ZZ, §20 (AMD) .]

3. Income from sale of food requirement. At least a minimum amount of gross annual income must be from the sale of food for each qualified catering service. The income from sale of food requirement is based on the population of the municipality in which the qualified catering service is located. For purposes of this section, "year-round" means operated for more than 6 months in a year.

A. In municipalities having a population of over 50,000 persons:

(1) Year-round qualified catering services must have a minimum gross income of \$50,000 a year from the sale of food to the public; and

(2) Part-time qualified catering services must have a minimum gross income of:

(a) Thirty thousand dollars from the sale of food to the public if the catering service operates for more than 3 months but no more than 6 months in a year; and

(b) Twenty thousand dollars from the sale of food to the public if the catering service operates for no more than 3 months in a year. [1993, c. 410, Pt. ZZ, §20 (AMD) .]

B. In municipalities having a population of 30,001 to 50,000 persons:

(1) Year-round qualified catering services must have a minimum gross income of \$40,000 a year from the sale of food to the public; and

(2) Part-time qualified catering services must have a minimum gross income of:

(a) Twenty-five thousand dollars from the sale of food to the public if the catering service operates for more than 3 months but no more than 6 months in a year; and

(b) Twenty thousand dollars from the sale of food to the public if the catering service operates for no more than 3 months in a year. [1993, c. 410, Pt. ZZ, §20 (AMD) .]

C. In municipalities having a population of 20,001 to 30,000 persons:

(1) Year-round qualified catering services must have a minimum gross income of \$30,000 a year from the sale of food to the public; and

(2) Part-time qualified catering services must have a minimum gross income of \$20,000 from the sale of food to the public if the catering service operates for more than 3 months but no more than 6 months in a year. [1993, c. 410, Pt. ZZ, §20 (AMD) .]

D. In municipalities having a population of 7,501 to 20,000 persons:

(1) Year-round qualified catering services must have a minimum gross income of \$15,000 a year from the sale of food to the public; and

(2) Part-time qualified catering services must have a minimum gross income of \$10,000 from the sale of food to the public if the catering service operates for no more than 6 months in a year. [1993, c. 410, Pt. ZZ, §20 (AMD) .]

E. In municipalities having a population of 7,500 persons or less:

(1) Year-round qualified catering services must have a minimum gross income of \$5,000 a year from the sale of food to the public; and

(2) Part-time qualified catering services must have a minimum gross income of \$2,500 from the sale of food to the public if the catering service operates for no more than 6 months in a year. [1993, c. 410, Pt. ZZ, §20 (AMD) .]

[1993, c. 410, Pt. ZZ, §20 (AMD) .]

4. Bureau determines applicant would probably qualify. The bureau may issue the license if it determines that the applicant for a new license would probably qualify.

[1993, c. 410, Pt. ZZ, §20 (AMD) .]

5. Licensee for renewal must show proof of meeting income requirement. The bureau may not renew any license for the sale of liquor under this section unless the licensee furnishes the bureau with proof that the previous year's business conformed to the income requirements of this section.

[1993, c. 410, Pt. ZZ, §20 (AMD) .]

6. Income from vending machines not included. The income from the sale of food placed in vending machines must not be included in the minimum dollar requirements of this section.

[1987, c. 45, Pt. A, §4 (NEW) .]

7. Provision of liquor at places other than principal place of business. Licensed qualified catering services that would like to provide the service of liquor at locations other than their principal places of business shall file an application with the bureau at least 24 hours in advance of any function or event at which liquor is to be sold or served. Application must be made on a form provided by the bureau and must contain the following:

A. Date, time and approximate duration; [1987, c. 45, Pt. A, §4 (NEW) .]

B. Location; [1987, c. 45, Pt. A, §4 (NEW) .]

C. Name and address of the person or persons, firm or corporation making arrangements; [1987, c. 45, Pt. A, §4 (NEW) .]

D. Approval by the municipal officers or a municipal official designated by the municipal officers of the municipality in which the catered function or event is to be held, which, notwithstanding the provisions of section 653, may be granted without public notice. The bureau shall accept approval required under this paragraph in electronic form submitted by the applicant or directly by the municipality to the bureau; and [2017, c. 260, §2 (AMD) .]

E. Any other information the bureau considers necessary. [1993, c. 410, Pt. ZZ, §20 (AMD) .]

[2017, c. 260, §2 (AMD) .]

8. Ruling on application. The bureau shall approve or deny the application to provide service of liquor at a location other than the principal place of business, and shall immediately notify the applicant of its decision.

[1993, c. 410, Pt. ZZ, §20 (AMD) .]

9. No additional fee. The bureau may not charge a fee for provision of the service of liquor at locations other than the principal place of business in addition to the license fee paid by the qualified catering service.

[1993, c. 410, Pt. ZZ, §20 (AMD) .]

10. Self-sponsored event permit. The bureau may issue a self-sponsored event permit to a qualified catering service in addition to a license issued in accordance with this section. A self-sponsored event permit authorizes the licensee to serve spirits, wine and malt liquor at an event sponsored by the licensee at the facility that is the licensee's principal place of

business as a qualified catering service. The permit allows for up to 100 self-sponsored events per year under the following conditions:

- A. The licensee submits an application as prescribed by the bureau; [2009, c. 530, §1 (NEW).]
- B. The primary business of the licensee does not involve serving alcoholic beverages on a day-to-day basis at self-sponsored events; [2009, c. 530, §1 (NEW).]
- C. The licensee notifies the bureau of a self-sponsored event a minimum of 3 business days prior to the event by first class mail, facsimile transmission, electronic mail or other method prescribed by the bureau; [2009, c. 530, §1 (NEW).]
- D. The licensee provides at a self-sponsored event a diverse selection of food, primarily prepared from a complete kitchen at the licensee's facility and served at multiple food stations or a buffet service or passed by servers or served as a plated sit-down meal. The selection of food must include more than snack foods such as potato chips, crackers, pretzels or nuts, but snack foods may be used in the preparation of a meal or as an accompaniment to a prepared meal; [2009, c. 530, §1 (NEW).]
- E. If liquor is served later than 9:00 p.m. at a self-sponsored event and after the service of food described in paragraph D is complete, the licensee continues to offer food, which may be lighter than a buffet service or a sit-down meal, such as sandwiches and pizza; [2009, c. 530, §1 (NEW).]
- F. Self-sponsored events are public or private events requiring an admission fee for the service of food and beverages by the licensee that may include visual or participatory entertainment provided by the licensee in accordance with the laws and rules governing this Title; and [2009, c. 530, §1 (NEW).]
- G. Self-sponsored events do not exceed 7 hours. [2009, c. 530, §1 (NEW).]

The license fee for a self-sponsored event permit is \$700 annually. Renewal of a permit under this subsection must coincide with renewal of the license issued in accordance with this section.

[2009, c. 530, §1 (NEW) .]

Roped off area

Mobile bar

The
Sausage
Kitchen

Main Street

