



Town of Camden Select Board Meeting

February 3, 2015 – 6:30 PM

Washington Street Conference Room

Select Board meetings are broadcast live on Time Warner Channel 22

Select Board meetings are web streamed at www.townhallstreams.com/locations/camden-me

Agenda

1. Call to Order

2. Communications, Presentations, and Recognitions

A. U.S. National Toboggan Championships 25th Anniversary

■ **Background:** Committee Chair Holly Edwards will update you on the events Silver Anniversary and ask you to judge the them costumes again this year.

B. Ragged Mountain Redevelopment – Update

■ **Background:** Report on opening weekend and any follow-up actions based on the Feb. 2 workshop.

C. Tannery Site Public Process - Update

■ **Background:** After the Advisory Referendum on the use of the Tannery site, the Select Board decided it was important to convene a community process facilitated by an independent facilitator with a track record of planning and community development, who will engage the community, and encourage dialogue. The intent was to convene that process January. To get this process started, facilitators recommend that the Town appoint a diverse group of people (9 to 11) that would include neighborhood representatives and others to work with the facilitator to plan the community meetings and serve as a sounding board to test concepts and ideas.

Action: Agree on the process, seek volunteers, and appoint the committee and facilitator at the February 17 meeting.

3. Citizen Comments (for items *not* on the agenda)

This time is set aside for members of the public to comment on any town-related issue that *is not* on the agenda. We ask that people keep comments within 3 minutes

4. Approval of Select Board Minutes dated January 20, 2015

5. Select Board Member Reports

6. Town Manager Report

7. New Business

A. Award of \$2.5 million Bond Anticipation Note for the Ragged Mountain Redevelopment Project and Wastewater Facility Improvements

Background: The Town issued requests for bids on a \$2.5 million Bond Anticipation Note for the Ragged Mountain Redevelopment project and the pump station upgrades. We received three responses. Two of the banks offered the same interest rate (.65%). In consulting with bond counsel, he said that the Select Board can select either of the low bids, but you are allowed to award it to Camden Savings Bank, since the Town does our banking business with CNB.

Action: Motion to award the Bond Anticipation Note bid to Camden National Bank at an interest rate of .65%

B. Public Hearing regarding application of Black Sea, Inc. d/b/a *Fresh Restaurant* at 1 Bay View Landing for a renewal malt, spirituous, and vinous liquor license.

Background: All the necessary information has been received.

Action: Motion to approve the application of Black Sea, Inc. d/b/a *Fresh Restaurant* at 1 Bay View Landing for a renewal malt, spirituous, and vinous liquor license

C. Application regarding application of Black Sea, Inc. d/b/a *Fresh Restaurant* at 1 Bay View Landing for a Special Amusement Permit.

Background: All the necessary information has been received.

Action: Motion to approve the application of Black Sea, Inc. d/b/a *Fresh Restaurant* at 1 Bay View Landing for a Special Amusement Permit.

E. Village Green Policy

Background: At its meeting on March 4, 2014, the Historic Resources Committee presented recommendations to the Select Board regarding use of the Village Green and permission for use. After discussion, the Board decided not to consider it at that meeting since the proposal hadn't been on the agenda.

Action:

8. Executive Session

Consideration of possible action to commence a land use enforcement action regarding the Mountain Arrow subdivision pursuant to 1 MRS § 405(6)E.

Background: Town Attorney Bill Kelly will brief you on a subdivision violation and seek your authority regarding possible litigation.

Adjourn

TOWN OF CAMDEN

2015 - \$2,550,000 Bond Anticipation Notes

January 22, 2015- 11:00 am

Bid Tabulation

BIDDER	INTEREST RATE	INTEREST EXPENSE
The First	.065% 13/20	\$5,663.00
Androscoggin Bank	.80 %	\$6,969.99
Camden National Bank	.65%	\$5,663.13

Award is based upon the lowest rate of interest bid.

NOTICE OF SALE DATED JANUARY 12, 2015

TOWN OF CAMDEN, MAINE

\$2,550,000

2015 GENERAL OBLIGATION BOND ANTICIPATION NOTES

Bids must be submitted pursuant to this Notice until 11:00 am, local time, but no bid will be received after the time for receiving bids. Notice is hereby given that sealed bids will be received at the Camden Town Office, 29 Elm St., P.O. Box 1207, Camden, ME 04843

UNTIL 11:00 O'CLOCK A.M. (E.S.T.) THURSDAY, JANUARY 22, 2015

at which time and place all such proposals will be publicly opened and announced for the purchase of all, but not less than all, of \$2,550,000 2015 General Obligation Bond Anticipation Notes (the "Notes") of the Town of Camden, Maine. Bids must be submitted on the enclosed bid form and placed in an envelope clearly marked, "Bond Anticipation Note Bid".

The Notes will be dated February 2, 2015. The Notes will be structured to be drawn upon on an "as-needed basis" in amounts of \$100,000 and multiples thereof. Interest will be payable at maturity on June 5, 2015 or sooner, at the option of the Town. Interest shall be based upon 30 day months in a 360 day year (30/360). The Notes will be designated as a "qualified tax-exempt obligation within the meaning of Section 265(b)(3) of the Internal Revenue Code.

The Notes are being issued by the Town pursuant to certain laws of the State of Maine, approvals of the Board of Selectmen and authorizations by the voters of the Town of Camden. The Notes are being issued to provide funds for the improvements to the Snow Bowl facility (\$2,000,000) and for wastewater plant upgrades (\$550,000). The Notes will be repaid with proceeds from a General Obligation Bond issue.

The Notes are subject to optional redemption prior to maturity at the discretion of the Town.

Interest must be stated in a multiple of one-eighth ($\frac{1}{8}$) or one-twentieth ($\frac{1}{20}$) of one percent (1%).

As between proposals which comply with this Notice of Sale, and unless the Town rejects all bids, the Notes will be sold to the bidder whose proposal offers to purchase all of the Bonds at the lowest rate of interest.

By submitting a bid for the Notes, a prospective bidder represents and warrants to the Town that such bidder's bid for the purchase of the Notes is submitted for and on behalf of such prospective bidder by an officer or agent who is duly authorized to bind the prospective bidder to a legal, valid and enforceable contract for the purchase of the Notes.

Each bid must be submitted on the enclosed bid form in a sealed envelope marked "Bond Anticipation Note Bid" to the address above.

The award of the Notes is subject to written confirmation by the Town. The right is reserved to reject any or all bids and to reject any bid not complying with this Notice of Sale, and, so far as permitted by law, to waive any irregularity or informality with respect to any bid. A final decision

as to the award of the bid rests with the Town.

Gorham Savings Bank has acted as financial advisor to the Town with respect to the issuance of the Notes pursuant to Municipal Securities Rulemaking Board Rule G-23. Gorham Savings Bank will **not** participate in the public bidding for the Notes. For further information contact the Town's financial Advisor, Richard J. Ranaghan, Senior Vice President, Gorham Savings Bank, 63 Marginal Way, Portland, ME 04101, telephone 207-222-1488, email at rranaghan@gorhamsavingsbank.com. An electronic copy of the Town's June 30, 2014 audited financial report is provided with this Notice of Sale.

It is expected that delivery of the Notes will be made to the successful bidder on February 2, 2015.

The successful bidder shall be furnished, without cost, the following documents:

- (a) The original signed and sealed Bond Anticipation Note,
- (b) The approving opinion of the firm of Bernstein, Shur, Sawyer and Nelson, Augusta, Maine,
- (c) A certificate of an official of the Town in form satisfactory to Bond Counsel dated as of the date of delivery of the Notes to the effect that there is no litigation pending or, to the knowledge of such official, threatened, affecting the validity of the Notes or the power of the Town to levy and collect taxes to pay them, and that neither the corporate existence nor boundaries of the Town, nor the title of certain officers of the Town to their respective offices, is being contested.

The information and descriptions in this Notice of Sale do not purport to be complete, comprehensive or definitive.

DATED: January 12, 2015

TOWN OF CAMDEN, MAINE

By: Patricia Finnigan
Town Manager

TERMS

ISSUER:	Town of Camden, Maine
ISSUE:	2015 General Obligation Bond Anticipation Notes
PRINCIPAL AMOUNT:	\$2,550,000
DATED DATE:	January 12, 2015
DUE DATE:	June 5, 2015
CALL FEATURES:	Notes are subject to redemption prior to maturity, at the option of the Town
INTEREST DUE:	At maturity or redemption date
TAX STATUS:	Federal and Maine tax-exempt, not subject to AMT
Q&D STATUS:	The Notes will be designated as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the IRS Code
BOND FORM:	Physical
DRAWS:	\$100,000 and multiples thereof
CLOSING DATE:	On or about February 2, 2015
LEGAL OPINION:	Bernstein, Shur, Sawyer and Nelson, Portland, Maine
FINANCIAL ADVISOR:	Gorham Savings Bank, Gorham, Maine

TOWN OF CAMDEN, MAINE
\$2,550,000
2015 BOND ANTICIPATION NOTES

January 22, 2015

Ms. Patricia Finnigan, Town Manager
Town of Camden
Camden Town Office
29 Elm Street
P.O. Box 1207
Camden, ME 04843

Dear Ms. Finnigan:

For the above captioned Notes, dated February 2, 2015 and maturing June 5, 2015 as described in the Notice of Sale dated January 12, 2015 and hereby made a part of this proposal, we hereby offer to purchase the Notes in the amount of \$2,550,000 and bearing interest, calculated on the basis of 30 day months in a 360 days year (123 days), at the proposed interest rate per annum. Calculation of interest expense is based upon a full draw of the entire issue for the full 123 days.

Principal Amount	Interest Rate	Interest Expense
<u>\$2,550,000</u>	_____ %	\$ _____

Respectfully submitted,

(Company)

(By)

(Address)

(Address)

(Telephone)

Bids are to be received by the Town of Camden in an envelope clearly marked 'Bond Anticipation Note Bid' at 11am on January 22, 2015. Late bids will not be accepted.

January 26, 2015

To: Chief Randy Gagne
Camden Police Department

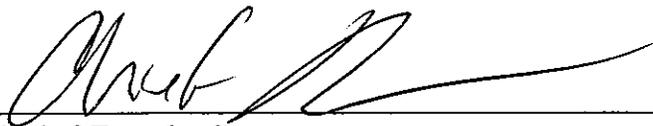
From: Janice L. Esancy
Administrative Assistant to the Town Manager

The following establishment: Fresh Restaurant at 1 Bay View Landing has submitted an application for a renewal Liquor License. There will be a public hearing regarding this license at an upcoming Select Board Meeting.

Have there been any incidents reported to the Camden Police Department since February 2014 regarding this establishment? _____
Yes No. If yes, please explain. _____

None listed

Please return this form to the Town Manager's Office. Thank you.



Chief Randy Gagne
Camden Police Department

1/28/15

Date

4
3
2
1
0
-1
-2
-3
-4
-5
-6
-7
-8
-9
0
1
2
3
4
5
6
7
8
9

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

11. Is/are applicant(s) residents of the State of Maine? YES NO

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

Name in Full (Print Clearly)	DOB	Place of Birth
Steven Steeves	5/7/1966	Rockland ME
Rada Valkova	3/26/1979	Varna, Bulgaria

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

13 Orange St. Rockland ME

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

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

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

16. Does/do applicant(s) own the premises? Yes No If No give name and address of owner:
Stuart + Marianne Smith PO Box 922 Camden ME 04843

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) _____

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

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1/4 mile Which of the above is nearest? Church

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

If YES, give details: _____

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

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

Dated at: _____ on _____, 20____
Town/City, State Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Signature of Applicant or Corporate Officer(s)

Print Name

Print Name

NOTICE – SPECIAL ATTENTION

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

THIS APPROVAL EXPIRES IN 60 DAYS.

FEE SCHEDULE

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

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

All fees must accompany application, made payable to the **Treasurer of Maine**. This application must be completed and mailed to Bureau of Alcoholic Beverages and Lottery Operations, Division of Liquor Licensing and Enforcement, 164 State House Station, Augusta ME 04333-0164. Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

STATE OF MAINE

Dated at: _____, Maine _____ SS
City/Town (County)

On: _____
Date

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

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

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§ 653. Hearings; bureau review; appeal

1. **Hearing.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, shall hold a public hearing for the consideration of applications for new on-premise licenses and applications for transfer of location of existing on-premise licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.
 - A. The bureau shall prepare and supply application forms. [1993, c.730, §27(amd).]
 - B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant’s prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c.140, §4 (amd).]
 - C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premise license, for transfer of the location of an existing on-premise license or for renewal of an on-premise 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-premise license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premise license that has been extended pending renewal with 120 days of the filing of the application. [1999, c589, §1 (amd).]
 2. **Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:
 - A. Conviction of the applicant of any Class A, Class B or Class c crime: [1987, c45, Pt.A§4 (new).]
 - 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; [1987, c.45, Pt.A§4(new).]
 - C. Conditions of record such as waste disposal violations, health or safety violation 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; [1993, c.730, §27 (amd).]
 - 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; [1989, c.592,§3 (amd).]
 - E. A violation of any provision of this Title; and [1989, c.592, §3 (amd).]
 - F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601. [1989, c.592, §4 (new).]
- [1993, c730, §27 (amd).]
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. [1993, c.730, §27 (rp).]
 4. **No license to person who moved to obtain a license. (REPEALED)**
 5. **(TEXT EFFECTIVE 3/15/01) 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.



State of Maine
 Bureau of Alcoholic Beverages
 Division of Liquor Licensing and Enforcement

For Office Use Only:	
License #:	_____
Date Filed:	_____

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

For information required for Questions 1 to 4, this information is on file with the Maine Secretary of State's office and must match their record information. Please clearly complete this form in its entirety.

- Exact legal name:
Black Sea Inc
- Other business name for your entity (DBA), if any:
Fresh Restaurant
- Date of filing with the Secretary of State: 1/13/2014
- State in which you are formed: Maine
- 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 and list the percentage ownership: (attached additional sheets as needed)

Name	Address for Previous 5 years	Date of Birth	Ownership %
Jamie Steeves	Warren, ME	2/24/69	50
Steven Steeves	Rockland, ME	5/7/66	25
Rada Valkova	Rockland ME	3/26/79	25

- Is any principal person involved with the entity a law enforcement official?
 Yes No

- If Yes to Question 7, please provide the name and law enforcement agency:

Name: _____ Agency: _____

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

Yes No

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

Name: _____

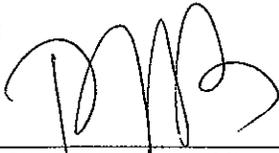
Date of Conviction: _____

Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:



Signature of Duly Authorized Person

Date

Print Name of Duly Authorized Person

If you have questions regarding the legal name or assumed (DBA) name on file with the Secretary of State's office, please call (207) 624-7752. The SOS can only speak to the information on file with their office, not the filing of this supplemental information – please direct any questions about this form to our office at the number below.

Submit Completed Forms To: Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
164 State House Station
Augusta, Me 04333-0101
Telephone Inquiries: (207) 624-7220
Fax: (207) 287-3424
Email Inquiries: MaineLiquor@Maine.gov

TOWN OF CAMDEN
APPLICATION FOR SPECIAL AMUSEMENT PERMIT
FOR DANCING AND ENTERTAINMENT
(Pursuant to Camden Code, Police Ordinance, Chapter VIII, Part IIA)

\$20.00 paid on: _____ New Application: _____ Renewal Application:

1. a. Name of Applicant Black Sea Inc Telephone #: 207-236-7005
b. Street Address 1 Bayview Landing
c. Mailing address PO Box 1428, Camden, ME 04843
2. a. Firm/Name of Business Black Sea Inc, DBA Fresh Restaurant
b. Street Address 1 Bay View Landing
c. Nature of Business: (Please check appropriate line)
Restaurant Video/Pool/Billiards _____
Other (please explain) _____
3. Do you intend to have any music other than radio or other mechanical devices and/or any dancing or entertainment of any sort on the licensed premises? YES NO _____
4. If the answer to #3 above is YES, describe in detail kind and nature of entertainment:
a. By professional entertainers: Blind Albert, Jeff King
b. By full-time or part-time employees: _____
c. Other: _____
5. Will any of the music be amplified? YES _____ NO . If YES, describe in detail: _____

6. Describe in detail room or rooms to be used under this permit:
a. Eating areas
b. Lounge: _____
c. Video/Pool/Billiards Room: _____
d. Other: _____

over, please

7. Have you ever been denied a special amusement permit or had a permit revoked? YES _____ NO

If YES, describe circumstances: _____

8. Have you or any partner or corporate members been convicted of a felony? YES _____ NO . If

YES, describe circumstances: _____

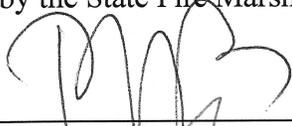
The applicant shall contact the Camden Fire Department (236-7950) prior to submitting this application to schedule a Life Safety Code inspection as referenced in the Camden Fire Prevention and Protection Ordinance. This facility complies with the Camden Fire Prevention and Protection Ordinance.



Signature of Camden Fire Department Inspector

06 January 2015
Date

This permit includes all types of entertainment. Dancing is included only if you have a dancing license issued by the State Fire Marshall's Office. License No. _____



Signature of Applicant *Rada Valkova*

If partnership, by members of partnership
Black Sea Inc
Name of Corporation

By its duly authorized corporate officer

TOWN OF CAMDEN

Dated at Camden, Maine on this _____ day of _____, 20____. The undersigned Municipal Officers of the Town of Camden, Maine, hereby approve the application set forth above.

FOR TOWN OFFICE USE

\$20 Fee Paid on: _____ New Application: _____ Renewal Application: Present License Exp. Date: Feb 28, 2015

NEW LICENSE EXPIRATION DATE AFTER SELECT BOARD APPROVAL: _____

TOWN OF CAMDEN
VICTUALER LICENSE APPLICATION FORM

Applicant's Name: Steven Steeves, /
(Please list all applicants, if more than one) Rada Valkava, /

Date(s) of Birth of all applicants: 05/7/1966, /
03/26/1979, /

Business Name: Black Sea Inc, DBA Fresh Restaurant

Business Location: 1 Bayview Landing

Business Mailing Address: PO Box 1428, Camden 04843

Telephone Number: 207 236 7005, 207 542 1944

Describe briefly the food and drink services offered: FULL SERVICE RESTAURANT
SERVING LUNCH AND DINNER, FULL BAR ON
PREMISES

1) On premise-meals served? Yes No _____ Seating capacity? 108 ^{sw}

2) Take-out service? Yes No _____ Fast food? Yes _____ No _____
Sit Down? Yes No _____

3) Number of parking spaces provided:
a) On-site 11 c) Leased off-site 15
b) Owned off-site _____ d) NA; Lawful nonconforming use 1 ("grandparented")

4) Has the number of seats in your eating establishment changed since the Town's last Victualer's License approval?
Yes _____ No If yes, please explain: _____

5) Have there been any changes in the operation of your eating establishment since the Town's last Victualer's License approval? (i.e. fast food to sit down; sit down to fast food, etc) Yes _____ No

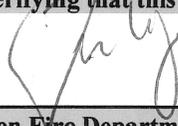
6) Date of expiration of current State of Maine Human Services Eating License: 2/27/2015
(Please attach a copy to this application, this certificate is issued from the State not the town)

7) Is your premises connected to an approved septic disposal system or the town's public sewer system?
Yes _____ No

8) Has adequate provision been made for the storage and disposal of waste and garbage?
Yes No _____

- 9) If food is cooked on the premises, is there an approved vent from the cooking area to the outside? Yes No
- 10) Have you, as applicant, been convicted of a crime in the state of Maine or in any other jurisdiction which is punishable by one year or more imprisonment or for any other crime committed with the use of a dangerous weapon or of an offense involving the use of a firearm against another person within five (5) years of the date of application? Yes No
- 11) Is there any formal charging instrument now pending against you in the state of Maine or any other jurisdiction for a crime which is punishable by one year or more of imprisonment or for any other crime allegedly committed by the applicant with the use of a dangerous weapon or of an offense involving use of a firearm against another person? Yes No
- 12) Have you, as applicant, been adjudicated to be an incapacitated person pursuant to state law or, if such adjudication has occurred, that designation has been removed by order under Title 18-A, M.R.S.A., Section 5-307(b)? Yes No
- 13) Have you, as applicant, been dishonorably discharged from the military forces within the past five (5) years? Yes No
- 14) Are you an illegal alien? Yes No
- 15) Have you had three or more convictions for crimes punishable by less than one year imprisonment within five (5) years of the date of this application? Yes No
- 16) Have you been adjudicated as having committed a juvenile offense pursuant to the laws of the state of Maine or any jurisdiction within five (5) years of the date of application? Yes No

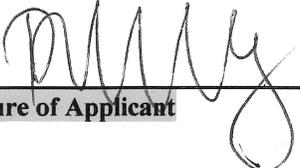
The applicant shall contact the Camden Fire Department (236-7950) to schedule a Life Safety Code inspection as referenced in the Camden Fire Prevention and Protection Ordinance. This application will not be accepted until signed off by the Camden Fire Department verifying that this facility complies with the Camden Fire Prevention and Protection Ordinance.



Signature of Camden Fire Department Inspector

06 January 2015

Date

 Rada Valkova

Signature of Applicant

01-06-2015

Date

Please return the completed application to the Town Manager's Office on or before: _____ along with the appropriate license application fee (fee scheduled explained at the top of Page 1.

(Questions #9 - #15 pertain to Victualer Ordinance requirements. A copy of the full text of the Ordinance is available at the Town Clerk's Office.)

Approved by the Camden Select Board on _____, 201____.

FOR CODE ENFORCEMENT OFFICE USE ONLY

1) Zone B-7A 2) Tax Map 120 Lot 299 3) Lot Size .66

2) Planning Board or Zoning Board approved restrictions or conditions: _____

4) Fire Chief's Annual Inspection (new and renewal applications) _____

Date of Fire Chief's Inspection: _____

5) Code Officer's Annual Inspection (new and renewal applications) *[Signature]*

Code Officer's inspection of establishment (new applications) _____

Date of Code Officer's Inspection (if applicable): 4/30/15



Health Inspection Program Licensing

ONLINE RENEWAL SERVICE

Confirmation

Thank you for your payment.

Your credit card will be charged **\$232.00** and the statement will read "ME Gov Services." Please refer to your confirmation # when contacting our office.

Renewal Information

Establishment Name:	FRESH RESTAURANT
License Type:	EATING PLACE >75 SEATS
Establishment ID:	2250
License Fee:	230.00
Pay now through Maine.gov:	\$232.00
Confirmation Number:	42009

\$230.00 will be remitted to the Department of Health and Human Services. The remainder funds the operation of this online service and other Maine.gov online services like this one. ([More about Maine.gov Total Cost](#))

Please retain this confirmation until your license has been processed and mailed to you by the Division of Environmental Health.

[Renew Another License](#)

[Renewal Reminder Signup](#)

Questions about this Service? Contact the Program at: (207) 287-5671 or see www.maine.gov/healthinspection.

FOR TOWN OFFICE USE

\$20 Fee Paid on: _____ New Application: _____ Renewal Application: _____ Present License Exp. Date: _____

NEW LICENSE EXPIRATION DATE AFTER SELECT BOARD APPROVAL: _____

TOWN OF CAMDEN
VICTUALER LICENSE APPLICATION FORM

Applicant's Name:

(Please list all applicants, if more than one)

Ostrowski, Inc. /
JAMES A OSTROWSKI Cynthia A. OSTROWSKI

Date(s) of Birth of all applicants:

9/20/45 / 2/03/47

Business Name:

Blackberry Inn

Business Location:

82 ELM ST. CAMDEN, ME 04843

Business Mailing Address:

SAME

Telephone Number:

207-236-6660

Describe briefly the food and drink services offered:

- 1) On premise-meals served? Yes No Seating capacity? 22
- 2) Take-out service? Yes No Fast food? Yes No
Sit Down? Yes No
- 3) Number of parking spaces provided:
a) On-site 17 c) Leased off-site _____
b) Owned off-site _____ d) NA; Lawful nonconforming use _____ ("grandparented")
- 4) Has the number of seats in your eating establishment changed since the Town's last Victualer's License approval?
Yes No If yes, please explain: _____
- 5) Have there been any changes in the operation of your eating establishment since the Town's last Victualer's License approval? (i.e. fast food to sit down; sit down to fast food, etc) Yes ? No *Now licensed By HHS (Maine) For Dinner*
- 6) Date of expiration of current State of Maine Human Services Eating License: 12/08/15
(Please attach a copy to this application, this certificate is issued from the State not the town)
- 7) Is your premises connected to an approved septic disposal system or the town's public sewer system?
Yes No
- 8) Has adequate provision been made for the storage and disposal of waste and garbage?
Yes No

- 9) If food is cooked on the premises, is there an approved vent from the cooking area to the outside? Yes No _____
- 10) Have you, as applicant, been convicted of a crime in the state of Maine or in any other jurisdiction which is punishable by one year or more imprisonment or for any other crime committed with the use of a dangerous weapon or of an offense involving the use of a firearm against another person within five (5) years of the date of application? Yes _____ No
- 11) Is there any formal charging instrument now pending against you in the state of Maine or any other jurisdiction for a crime which is punishable by one year or more of imprisonment or for any other crime allegedly committed by the applicant with the use of a dangerous weapon or of an offense involving use of a firearm against another person? Yes _____ No
- 12) Have you, as applicant, been adjudicated to be an incapacitated person pursuant to state law or, if such adjudication has occurred, that designation has been removed by order under Title 18-A, M.R.S.A., Section 5-307(b)? Yes _____ No
- 13) Have you, as applicant, been dishonorably discharged from the military forces within the past five (5) years? Yes _____ No
- 14) Are you an illegal alien? Yes _____ No
- 15) Have you had three or more convictions for crimes punishable by less than one year imprisonment within five (5) years of the date of this application? Yes _____ No
- 16) Have you been adjudicated as having committed a juvenile offense pursuant to the laws of the state of Maine or any jurisdiction within five (5) years of the date of application? Yes _____ No

The applicant shall contact the Camden Fire Department (236-7950) to schedule a Life Safety Code inspection as referenced in the Camden Fire Prevention and Protection Ordinance. This application will not be accepted until signed off by the Camden Fire Department verifying that this facility complies with the Camden Fire Prevention and Protection Ordinance.

 Signature of Camden Fire Department Inspector

1/22/15

 Date

James A Ostrowski

 Signature of Applicant

1/22/15

 Date

Please return the completed application to the Town Manager's Office on or before: _____ along with the appropriate license application fee (fee scheduled explained at the top of Page 1.

(Questions #9 - #15 pertain to Victualer Ordinance requirements. A copy of the full text of the Ordinance is available at the Town Clerk's Office.)

Approved by the Camden Select Board on _____, 201_____.

FOR CODE ENFORCEMENT OFFICE USE ONLY

- 1) Zone B-3 2) Tax Map 119 Lot 194 3) Lot Size .75
- 2) Planning Board or Zoning Board approved restrictions or conditions: _____
- 4) Fire Chief's Annual Inspection (new and renewal applications) _____
- Date of Fire Chief's Inspection: _____
- 5) Code Officer's Annual Inspection (new and renewal applications) [Signature]
- Code Officer's inspection of establishment (new applications) _____
- Date of Code Officer's Inspection (if applicable): 1-30-15

FOR TOWN OFFICE USE

Fee Schedule: (1 Bedroom = \$ 10.00; 2 or more bedrooms = \$ 10.00 plus \$1.00 for each bedroom in excess of one bedroom)

Amount of Fee Paid: _____ New Application: _____ Renewal Application: _____ Present License Exp. Date: _____

NEW LICENSE EXPIRATION DATE AFTER SELECT BOARD APPROVAL: _____

TOWN OF CAMDEN
LODGING ESTABLISHMENT LICENSE APPLICATION FORM

Applicant's Name: Ostrowski, Inc
(Please list all applicants, if more than one) JAMES A. OSTROWSKI; Cynthia A Ostrowski

Date(s) of Birth of all applicants: 9/20/45 2/03/47

Business Name: Blackberry Inn

Business Location: 82 ELM ST CAMDEN, ME

Business Mailing Address: SAME

Telephone Number: 207-236-6060

1) Total number of bedrooms located within structures on your property: 11 (Including Owners & Staff)

2) Total number of bedrooms in #1 above which conform to one of these approved Zoning categories (enter quantity for rent.)

a) Homestay Max 2 b) Rooming House c) Inn d) Hotel or Motel 11 ✓

3) Has the number of rooms in your lodging establishment changed since the Town's last lodging license approval?
Yes No ✓ If yes, please explain

4) Has the operation of your lodging establishment changed since the Town's last lodging license approval? (i.e. increase or decrease in number of rooms; year-round to seasonal; seasonal to year-round, etc.) Yes No ✓ - ?

If yes, please explain: Changing Use from B+B to Hotel - added New Kitchen Vent Hood, Ansul system and additional Sinks. CAMDEN CEO has inspected AS has STATE OF MAINE HHS.

5) Describe briefly any food and drink services offered: Breakfast, Afternoon Snacks AND Occasional Dinner (quests only)

Number of parking spaces provided:
a) On-site 17 c) Leased off-site
b) Owned off-site d) N/A; Lawful nonconforming ("grandparented")

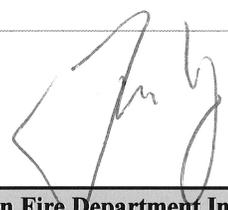
7) Date of expiration of current State of Maine Human Services Eating and Lodging License: 12/08/15
(Please attach a copy to this application, this certificate is issued from the State not the town)

- 8) Have you, as applicant, been convicted of a crime in the state of Maine or in any other jurisdiction which is punishable by one year or more imprisonment or for any other crime committed with the use of a dangerous weapon or of an offense involving the use of a firearm against another person within five (5) years of the date of application? Yes _____ No
- 9) Is there any formal charging instrument now pending against you in the state of Maine or any other jurisdiction for a crime which is punishable by one year or more of imprisonment or for any other crime allegedly committed by the applicant with the use of a dangerous weapon or of an offense involving use of a firearm against another person? Yes _____ No
- 10) Have you, as applicant, been adjudicated to be an incapacitated person pursuant to state law or, if such adjudication has occurred, that designation has been removed by order under Title 18-A, M.R.S.A., Section 5-307(b)? Yes _____ No
- 11) Have you, as applicant, been dishonorably discharged from the military forces within the past five (5) years? Yes _____ No
- 12) Are you an illegal alien? Yes _____ No
- 13) Have you had three or more convictions for crimes punishable by less than one year imprisonment within five (5) years of the date of this application? Yes _____ No
- 14) Have you been adjudicated as having committed a juvenile offense pursuant to the laws of the state of Maine or any jurisdiction within five (5) years of the date of application? Yes _____ No

The applicant shall contact the Camden Fire Department (236-7950) to schedule a Life Safety Code inspection as referenced in the Camden Fire Prevention and Protection Ordinance. This application will not be accepted until signed off by the Camden Fire Department verifying that this facility complies with the Camden Fire Prevention and Protection Ordinance.

b) Verified quantity of Rooms.: a) Homestay _____ b) Rooming House _____ c) Inn _____
 d) Hotel or Motel _____

By _____ Date: _____



1/22/15

Signature of Camden Fire Department Inspector

Date


 Signature of Applicant

1/22/15
 Date

Please return the completed application to the Town Manager's Office on or before: _____ along with the appropriate license application fee (fee scheduled explained at the top of Page 1.

(Questions #8 - #14 pertain to Lodging Establishment Ordinance requirements. A copy of the full text of the Ordinance is available at the Town Clerk's Office.)

Approved by the Camden Select Board on _____, 201_____.

FOR CODE ENFORCEMENT / FIRE DEPARTMENT USE ONLY

1) Zone B-3 2) Tax Map 119 Lot 194 3) Lot Size .75

2) Planning Board or Zoning Board approved restrictions or conditions: _____

3) Number of bedrooms' licensed by DHHS 11, Permitted by Camden 11,

4) Fire Chief's Annual Inspection (new and renewal applications) _____

Date of Fire Chief's Inspection: _____

5) Code Officer's Annual Inspection (new and renewal applications) *[Signature]*

Date of Code Officer's Inspection: 1-30-15

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 2263

EATING AND LODGING 11 Rooms 22 Seats (in)

BLACKBERRY INN
82 ELM ST
CAMDEN ME 04843-1907

EXPIRES: 12/08/2015

FEE: \$275.00



ATTN JAMES OSTROWSKI
OSTROWSKI INC
BLACKBERRY INN
82 ELM ST
CAMDEN ME 04843-1907

Mary C. Mayhew
COMMISSIONER

04169

NON-TRANSFERABLE

82 Elm Street
Camden, Maine 04843
Blackberry Inn
855-388-4488
207-236-4444
info@blackberryinn.com
The Inn
888-725-2574

VICTUALER'S LICENSE CERTIFICATE

Municipality of Camden, Maine

Date: July 23, 2014

To all whom these presents may concern:

Know Ye, that Blackberry Inn which is located in Camden, Maine has been duly licensed as a Victualer at 82 Elm Street in the municipality of Camden by the licensing board of said municipality and has paid to the municipal treasurer the fee of \$20.00.

Melissa Geary

Authorized Signature of Town Representative

Expiration Date: July 31, 2015

Number of Seats: 22

LODGING LICENSE

The license may be revoked by the Board if in its opinion there is sufficient cause according to the municipality ordinance(s).

Municipality of Camden, Maine

Date: July 23, 2014

To all whom these presents may concern:

Know Ye, that The Blackberry Inn which is located at 82 Elm Street has been duly licensed as a Lodging Establishment at 82 Elm Street in the municipality of Camden by the licensing board of said municipality and has paid to the municipal treasurer the fee of \$20.00.

Melissa Geary

Authorized Signature of Town Representative

Expiration Date: July 31, 2015

Number of Rooms: 11

The license may be revoked by the Board if in its opinion there is sufficient cause according to the municipality's ordinance(s).

3. Report of the Historic Resources Committee

Meg Barclay reported on the recent work of the Historic Resources Committee. She said this work included editing chapters of the Comprehensive Plan, developing educational programs, working with the History Center at the Library, and looking at ways to support the Downtown Master Plan. She said that a collection of photos and other items had been collected by Didi Conover with support from the committee, and that they could be viewed in a room which has been designated as a small museum at the Curtis Island Lighthouse.

Barclay spoke about ways that the historic resources of Camden can be used to support tourism. She said that the Committee is hoping that a budget line will be approved to assist with the process of listing buildings on Bayview Street in the National Historic Register. This would provide access to tax credits for historic renovation, she explained.

Barclay said the Committee is also suggesting some changes to the Village Green policy which had not been reviewed in 10 years. She said they'd drafted the content to be easier to read, in bullet-style rather than a narrative. In addition, she reported that the Committee supported making implementation of the Village Green rules an administrative function.

The Board discussed whether or not it needs to be involved in implementing the Village Green policy to the level of voting on each proposed activity. Don White said that he is in favor of this function being handled at the administrative level, adding that he has confidence that the Town Manager would carry out the procedures once the Board has voted on a policy. White also noted that the Board is not involved in overseeing other public parks in Camden.

Cates said that he felt that the Board does not need to micromanage to the level of approving each activity, adding that he felt staff would be capable in overseeing the Board's policies.

Don White made a motion to support the new policy proposed by the Historic Resources Committee with Village Green activities to be administered by the Town Manager. Martin Cates seconded the motion.

John French noted that the item had not been listed on the agenda as a voting item. James Heard said that he also was not prepared to vote at that time.

Donald White withdrew his motion and asked that it be put on the agenda at a future time.

Martin Cates thanked Meg Barclay and the Committee for the thorough report and said that the Board appreciates the work of the Committee.

Village Green Policy Analysis Summary 2/11/2014

Select Board Member Don White (Select Board Liaison to the Historic Resources Committee) asked the Historic Resources Committee at the 11/12/2013 meeting to look at redrafting the current Village Green Policy in order to make the language clearer and to change the responsibility for approval of a Village Green event from a Select Board responsibility to a Town Manager responsibility.

The HRC agreed to take on this task, and Pat Skaling volunteered to create a new rough draft of the policy. This draft was reviewed and amended at the 1/14/2014 HRC meeting. This draft was further revised at the 2/11/14 HRC meeting. What follows is the reasoning behind the HRC's 2/11/14 Proposal.

The Current Village Green Policy in General

The basis for the current Village Green Policy is the 1926/1927 deeds of gift of the two properties that comprise the Village Green: "To have and to hold the aforegranted and bargained premises with all the privileges and appurtenances thereof, to the said Inhabitants of the Town of Camden, their successors and assigns, to them and their use and behoof so long as said property is used for park purposes and not for any commercial purpose."

The current Village Green Policy, adopted by the Select Board on 8/4/2003, was based on an earlier policy adopted on 6/20/1994. Besides changing references from the "Board of Selectmen" to the "Select Board," little was changed in the 2003 policy. The chief change was the addition of a requirement to sign a prepared and simultaneously adopted letter of agreement, by which the applicant acknowledges the rules of operation and agrees to adhere to them (see Paragraph #2).

What is missing from the 2003 policy is any reference to the prepared application form that was also developed in 2003. The HRC draft includes this application form as part of the required application procedure. The application itself addresses how the proposed event follows the guidelines in order to aid the application process.

The Select Board is the approving town body designated by the current Village Green Policy. For the purposes of the 2/11/2014 proposal, the HRC used Don White's suggestion of application being made to, and permission being received from, the Town Manager. However, the Select Board could as easily be substituted in this role. The HRC believes the choice between a political and an administrative process is a worthwhile discussion to have.

The current Village Green Policy is a prose document. The HRC draft is an attempt to capture the content of the policy in an abbreviated form for easier reference by applicants.

The Current Village Green Policy by Paragraph with Parallel Language from the HRC Draft

Paragraph #1: The Village Green is a Town-owned property acquired by the Town of Camden in a donation which contained certain restrictions addressed by the following provisions of the Village Green Policy. The Village Green is a small park and not an old New England Common as the work “Green” might imply. The Village Green is restricted from use for commercial activity.

- **2/11/2014 Proposal:** The Village Green is a small, Town-owned property acquired by the Town of Camden in 1926/1927 in donations which stipulated certain conditions: The property shall be used for public park purposes and not for any commercial purpose; the Village Green must remain open to the public during events.
 - *The HRC thought it worthwhile to include the date of acquisition of the Green.*
 - *The HRC thought it worthwhile to include the actual language of the original deed shall be “used for public park purposes and not for any commercial purpose,” in the opening statement because it explains many of the Guidelines.*
 - *The HRC thought a statement that the Green must remain open to the public during events would clarify the deed of gift meaning of “public park purposes.”*
- **2/11/2014 Proposal:** Because the Village Green is on the National Register of Historic Places, the landscape must be protected.
 - *The HRC thought it worthwhile to mention that the park is on the National Register of Historic Places to clarify why the landscape needs protection.*
- **2/11/2014 Proposal: Use Guidelines #6.** Commercial activity is prohibited.
 - *This guideline repeats the restriction against commercial activity from the opening statement regarding the deed of gift and places it in the easy-to-use guideline format.*
- **2/11/2014 Proposal: Use Guidelines #7.** Signage of a commercial nature is prohibited.
 - *Nowhere in the current policy is it spelled out that commercial advertising falls under commercial activity. The HRC thought that the addition of this guideline would help future applicants.*

Paragraph #2: If any person or group intends to use the Village Green for the purposes of an assembly, group activity or organized event, then the organizers of any such event or the person responsible for any such event must request permission from the Select Board to use the Village Green for that purpose by submitting a written request no less than fifteen (15) days prior to that event and by signing the attached letter of agreement. Any such request must be approved by the Select Board. The Select Board is the only Town body authorized to approve such use of the Village Green.

- **2/11/2014 Proposal: Application Guidelines #1.** A written application on the “Town of Camden Village Green Application for Permission to Use” form must be submitted to the Town Manager no less than fifteen (15) calendar days prior to the event, including a site plan for the event drawn on the plot map provided if any structures, tents, booths, tables, or large objects are planned as part of the event.

- **2/11/2014 Proposal: Application Guideline #2.** The “Town of Camden Village Green Letter of Agreement” must be signed.
- **2/11/2014 Proposal: Application Guideline #3.** All forms are available at the Town Office.
 - *The HRC thought it worthwhile to include use of this application in the policy, and to break down the application into clear steps.*
 - *The HRC draft has used the Town Manager as the approving entity, but it could as easily be the Select Board.*

Paragraph #3: The written request for use of the Village Green shall specify the name and address of organizers of the event or the responsible party for the event, and shall identify the connection of that person with the event. The written request shall describe the event in detail and contain such information as the necessary to evaluate the request.

- **2/11/2014 Proposal: Application Guidelines 1.** A written application on the “Town of Camden Village Green Application for Permission to Use” form must be submitted to the Town Manager no less than fifteen (15) calendar days prior to the event, including a site plan for the event drawn on the plot map provided if any structures, tents, booths, tables, or large objects are planned as part of the event.
 - *The application contains requests for all the information in Paragraph 3 and more. The HRC addressed the need for event information by referencing the application form.*

Paragraph #4: Upon receipt of a written request for a use of the Village Green as set forth in this policy, the Select Board shall approve that request so long as the use of the Village Green conforms with the requirements set forth in this policy.

- **2/11/2014 Proposal: Application Guidelines final paragraph.** Upon proper application, the Town Manager shall approve the request as long as the use of the Village Green conforms to the requirements set forth in the Use Guidelines.
 - *The HRC changed the wording to reflect the “Use Guidelines” and has the Town Manager as the approving authority.*

Paragraph #5: Any use of the Village Green described in this policy shall be prohibited which involves amplification of music or sound in connection with that use.

- **2/11/2014 Proposal: Use Guideline #1.** The number of people participating in the event and/or the noise level may be limited if it is determined that the event may cause interference with or disturbance of normal Village Green activities.
 - *The HRC believes that the use amplification should be addressed on a case-by-case basis related to the level of disturbance likely to be caused by such amplification.*

Paragraph #6: The organizers of the event or the responsible party shall provide adequate assurance that proper sanitation shall be provided for the event and that the event will not result in litter or refuse remaining on the Village Green after the event. The responsible party or the organizers of the event shall take adequate steps to remove any such litter or refuse from the Village Green after the event has concluded.

- **2/11/2014 Proposal: Use Guideline #8.** Event organizers or a responsible party will provide adequate assurance that no litter or refuse will remain on the Green after the event.
 - *The HRC removed “sanitation” from the assurances. The thinking was that “sanitation” implies human waste, and that port-o-potties are not a practical solution on the Village Green. Therefore, it is impossible to provide sanitation. However, the HRC did not inquire if the need for sanitation had been addressed with past applicants and a solution found.*

Paragraph #7: At the sole discretion of the Select Board, the Board may require that the organizers of the event provide adequate liability insurance coverage during the course of the event and that the Town receive appropriate proof of insurance prior to the date of the event.

- **2/11/2014 Proposal: Use Guideline #11.** Organizers of the event may be required to provide adequate liability insurance coverage for the event and provide proof of insurance prior to the date of the event.
 - *The HRC simplified the language, making it a Guideline point.*

Paragraph #8: At the sole discretion of the Select Board, the Board may require a deposit of a sufficient sum of money to cover the costs of a proper cleanup of the Village Green after the event and to cover the cost of any required police supervision of the event.

- **2/11/2014 Proposal: Use Guideline #9.** A deposit may be required to cover cost of clean-up and/or damage.
 - *The HRC thought it worthwhile to mention damage to the Green as part of the reason for a deposit in addition to clean-up costs. The HRC separated out police supervision into a second point, because that would be part of a fee, not a deposit.*
- **2/11/2014 Proposal: Use Guideline #10.** A fee may be required to cover the cost of any required police supervision of the event.

Paragraph #9: The event shall not cause any unreasonable interference or disturbance of the use of the Village Green by citizens of the Town of Camden and members of the public who are not participating in the event, and the event shall not cause unreasonable interference with traffic on public roadways. In the event that the Select Board determine [sic] that the event will cause such interference or

disturbance, then the Select Board may limit the number of people participating in the event in order to avoid such interference or disturbance, or the Board may prohibit the occurrence of the event on the Village Green.

- **2/11/2014 Proposal: Use Guideline #1.** The number of people participating in the event and/or the noise level may be limited if it is determined that the event may cause interference with or disturbance of normal Village Green activities.
- **2/11/2014 Proposal: Use Guideline #2.** The event must avoid unreasonable interference with traffic on public walkways and roadways.
- **2/11/2014 Proposal: Use Guideline #3** Existing Village Green public benches must remain obstructed.
- **2/11/2014 Proposal: Use Guideline #4** The Village Green's plantings and infrastructure shall be protected from damage.
 - *The HRC divided disturbance or interference with normal Green activities and interference with public ways into two separate guidelines for clarity.*
 - *The HRC added an additional guideline regarding disturbance of normal activities by protecting use of the benches.*
 - *The HRC added an additional guideline protecting the plantings and infrastructure.*

Paragraph #10: In the event that the Select Board prohibit [sic] the use of the Village Green pursuant to the provisions of Paragraph 9 above, then the Board shall entertain reasonable requests for an alternative location for the event.

- **2/11/2014 Proposal:** This item is eliminated because *the HRC believes that entertaining requests for other venues should be discretionary.*

Paragraph #11: Under no circumstances shall electricity from poles in the vicinity of the Village Green be used for any event pursuant to the policy unless the Select Board explicitly approve [sic] the use of such electricity. Sources of electricity on public property in the vicinity of the Village Green shall be secured in order to prevent unauthorized use during an event.

- **2/11/2014 Proposal: Use Guideline #5.** Permission must be obtained for use of Town electricity.
 - *The HRC simplified the language*

TOWN of CAMDEN VILLAGE GREEN
Policy and Use Guidelines
Proposal by the Historic Resources Committee 2/11/14

The Village Green is a small, Town-owned property acquired by the Town of Camden in 1926/1927 in donations which stipulated certain conditions: The property shall be used for public park purposes and not for any commercial purpose; the Village Green must remain open to the public during events.

Because the Village Green is on the National Register of Historic Places, the landscape must be protected.

Application Guidelines

1. A written application on the "Town of Camden Village Green Application for Permission to Use" form must be submitted to the Town Manager no less than fifteen (15) calendar days prior to the event, including a site plan for the event drawn on the plot map provided if any structures, tents, booths, tables, or large objects are planned as part of the event.
2. The "Town of Camden Village Green Letter of Agreement" must be signed.
3. All forms are available at the Town Office.

Upon proper application, the Town Manager shall approve the request as long as the use of the Village Green conforms to the requirements set forth in the Use Guidelines.

Use Guidelines

1. The number of people participating in the event and/or the noise level may be limited if it is determined that the event may cause interference with or disturbance of normal Village Green activities.
2. The event must avoid unreasonable interference with traffic on public walkways and roadways.
3. Existing Village Green public benches must remain unobstructed.
4. The Village Green's plantings and infrastructure shall be protected from damage.
5. Permission must be obtained for use of Town electricity.
6. Commercial activity is prohibited.
7. Signage of a commercial nature is prohibited.
8. Event organizers or a responsible party will provide adequate assurance that no litter or refuse will remain on the Green after the event.
9. A deposit may be required to cover cost of clean-up and/or damage.
10. A fee may be required to cover the cost of any required police supervision of the event.
11. Organizers of the event may be required to provide adequate liability insurance coverage for the event and provide proof of insurance prior to the date of the event.

Town of Camden Village Green
Application for Permission to Use (draft 1/14/14)

The purpose of this application form is to aid in the application and review process. However, it is not designed to cover every possible circumstance. The Town Manager may require additional information in order to approve an application.

Application Date _____ (must be filed at least 15 calendar days prior to the event)
Name of Entity requesting permission _____
Type of Entity (non-profit, political, etc.) _____
Contact Person _____ Connection with the event _____
Address _____
Phone _____ Email _____
Event Date _____ Event Time and Duration _____
Event Purpose _____

1. Will there be entertainment or a speaker? YES NO. If so, describe: _____
2. Will food and/or beverages be served? YES NO. If so, describe: _____
3. Please describe any other activities taking place during the event: _____
4. Will there be supplemental illumination or other electrical equipment? YES NO. If so, describe the items and power source: _____
5. Will there be signage? YES NO. If so, describe form and content: _____
6. What provisions will be made to handle litter or refuse from the event? _____
7. What, if any, liability insurance will the requesting entity be carrying for the event? _____
8. Are there any structures, tents, booths, tables, or other large objects planned as part of the event? YES NO. If so, describe the size, material, location, use, and method (if any) by which they are fixed in place and how long they will be in place before and after the event. Draw your plan on the attached map.

Complete and sign the attached Town of Camden Village Green Letter of Agreement.

The Town Manager grants permission for the above named Entity to hold the above named Event on the Town of Camden Village Green on the above named Date.

Town Manager Signature _____ Date _____
Printed Name _____

Entity Representative Signature _____ Date _____
Printed Name _____

**Town of Camden Village Green
Letter of Agreement (draft 1/14/14)**

This letter must be signed by the requesting Entity's representative for a complete application.

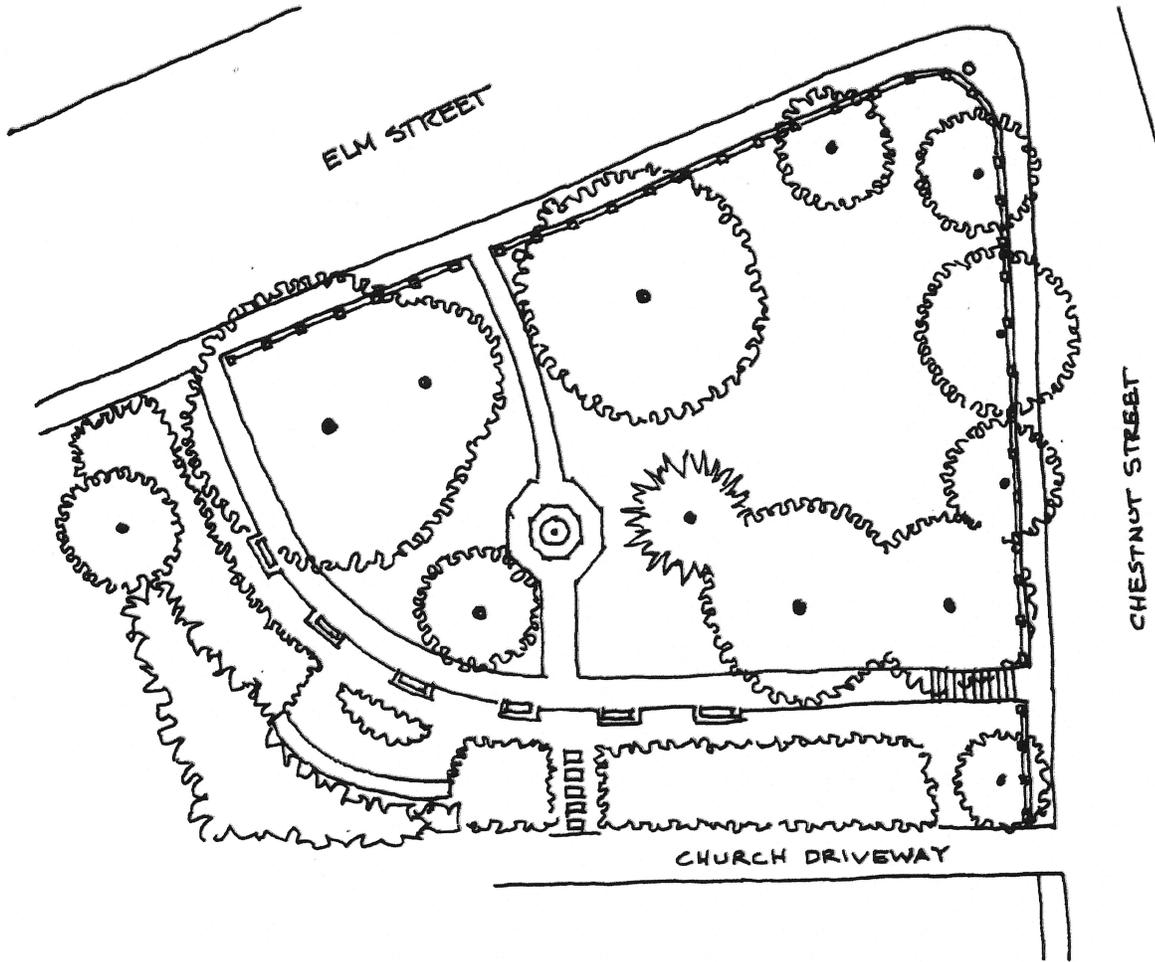
The undersigned, as organizer of an event to be held on _____ (insert date) on the Town of Camden Village Green, agrees to be responsible for assuring:

1. That the Village Green remains open to the public at all times during the event;
2. That no commercial activity takes place during the event;
3. That the Town is reimbursed for the cost of repairing damage to the grounds and plantings and/or the cost of cleanup due to the event;
4. That all other requirements stipulated in the "Town of Camden Village Green Policy and Use Guidelines" are honored.

Signed _____ Date _____

Printed Name _____

REVISED MAP GOES HERE



CAMPEN VILLAGE GREEN
SCHEMATIC PLAN 2.20.14