



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



Meeting Date	01/18/2023	Department	City Council
Agenda Item	4b. Approval of a Liquor License Renewal for Gerards Pizza		
Est. Cost	N/A		

<b>Background Information</b>	See corresponding documents
-------------------------------	-----------------------------

<b>Requested Action</b>	"I move to approve the Liquor License renewal for Gerards Pizza"
<b>City Manager and/or Finance Review</b>	City Manager Approves
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

<b>City Clerk Use Only</b>	1 <sup>st</sup> Reading _____	Advertised _____	<b>EFFECTIVE DATE</b> _____
	2 <sup>nd</sup> Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____



DATE RECEIVED: 1/3/2022

NAME OF BUSINESS / EVENT / BOARD / COMMITTEE: Gerard's Pizzeria

Liquor License

DATE OF EVENT:

	MINOR SPECIAL EVENT	MAJOR SPECIAL EVENT	LIQUOR VICTUALER LICENSE	DBA LICENSE	JUNK YARD PERMIT	OTHER LICENSE	BOARDS & COMMITTEES
Paid			✓				
Email DH & CM			✓				
Approved by							
CM			✓				
PD			✓				
FD			✓				
PW & BG			✓				
CEO			✓				
ED			✓				
Add to agenda			✓				
Legal ad to KJ			✓				
Add to event calendar							
Add to DBA list							
Issue license / permit							
Notify applicant of Council meeting							
Notify applicant of approval or denial							
Create oath sheet							
Swear in							
Contact info to board / committee							
Update TRIO							
Update website							



Date Received in Office	1/3
Received by:	Jenny Davis
Office Amount Received	\$75
Approved	Denied

**APPLICATION FOR A  
LICENSE/BUSINESS/EVENT**

<b>Business Name</b>	Gerard's Pizza
<b>Business Location</b>	233 Water St. Gardiner
<b>Business Mailing Address</b>	
<b>Owner Name</b>	Stacy Caron
<b>Mailing Address (if different)</b>	
<b>Phone Number</b>	207-248-4591
<b>Business Number</b>	207-582-6178
<b>Email Address</b>	StacyCaron71@gmail.com
<b>Type of Business</b>	Restaurant
<b>Description of Business (attach paper if necessary)</b>	40 Seat Dine in take-out
<b>Business Hours</b>	Mon - Thurs - 11-8    Frid 11-9    Sat-11-8 Sun - Closed

**Staff contacts for Licensing**

	<p>Code Enforcement Officer          Kristopher McNeil          P: 207-582-6892          C: 207-620-4853          E: <a href="mailto:kmcneill@gardinermaine.com">kmcneill@gardinermaine.com</a></p>
--	---

**City Hall Office Hours**

Monday, Tuesday, Thursday: 8:00-4:00    Wednesday: 12:00 - 6:00    Friday: 8:00 - 12:00

Please send application and payment (payable to City of Gardiner) to: City Clerk's Office, 6 Church Street, Gardiner, ME



<b>*</b>	<b>See Code Enforcement Officer after talking with the City Clerk</b>
<b>C</b>	<b>This License will need to go before council. Please ask the City Clerk for next meeting date.</b>

**Type of License Being Applied for:**

**(check all that apply)**

<b>*</b>	<b>Doing Business As (One-time Registration)</b>	<b>\$10</b>	
	<b>Special Event - Exhibitions &amp; Shows (Minor)</b>	<b>\$50</b>	
<b>C</b>	<b>Special Event - Exhibitions &amp; Shows (Major)</b>	<b>\$100</b>	
<b>*</b>	<b>Street Sellers (Annual)</b>	<b>\$50</b>	
<b>*</b>	<b>Street Sellers (Per Event)</b>	<b>\$20</b>	
<b>*</b>	<b>Street Sellers (Farmer's Market) (Annual)</b>	<b>\$10</b>	
<b>*</b>	<b>C</b>	<b>Junkyards (&lt;100 ft highway) (Annual)</b>	<b>\$200</b>
<b>*</b>	<b>C</b>	<b>Junkyards (&gt;100 ft highway) (Annual)</b>	<b>\$50</b>
<b>*</b>	<b>C</b>	<b>Automobile Recycling Business (5-year)</b>	<b>\$250</b>
	<b>C</b>	<b>Victualers License to Sell Food (Annual)</b>	<b>\$50</b>
	<b>C</b>	<b>Victualers License – One Day (Festival)</b>	<b>\$25</b>
	<b>C</b>	<b>Victualers Non-profit License to sell food (Annual)</b>	<b>\$10</b>
<b>*</b>	<b>C</b>	<b>Food Truck (Annual)</b>	<b>100</b>
<b>*</b>	<b>C</b>	<b>Food Truck (Non-profit)</b>	<b>10</b>
<b>*</b>	<b>C</b>	<b>Food Truck (3-Day)</b>	<b>25</b>
	<b>C</b>	<b>Taxicabs/Vehicles for Hire</b>	<b>\$50</b>
		<b>Sales (Special, OOB, etc) (Per Event/Sale)</b>	<b>\$25</b>
		<b>Beano/Bingo/Games of Chance/Pinball Machines (Annual)</b>	<b>\$10</b>
		<b>Shooting Galleries/Pool Hall/Bowling Alley (Annual)</b>	<b>\$50</b>
	<b>C</b>	<b>Pawn (Annual)</b>	<b>\$50</b>
	<b>C</b>	<b>Tavern Keeper (Annual)</b>	<b>\$25</b>
<b>*</b>	<b>C</b>	<b>Liquor/Bottle Club (1-50 seats) (Annual)</b>	<b>\$75</b>
<b>*</b>	<b>C</b>	<b>Liquor/Bottle Club (51-100 seats)(Annual)</b>	<b>\$100</b>
<b>*</b>	<b>C</b>	<b>Liquor/Bottle Club (101+ seats) (Annual)</b>	<b>\$150</b>
	<b>C</b>	<b>Catering Off-Premises (liquor is served) (per event)</b>	<b>\$10</b>
	<b>C</b>	<b>Entertainment/Special Amusement License (Annual)</b>	<b>\$75</b>
<b>*</b>	<b>C</b>	<b>Outside Consumption Permit (Annual)</b>	<b>\$25</b>

**Office use only:**

Received in Clerk's Office by \_\_\_\_\_ Date \_\_\_\_\_

Approved by:

CM \_\_\_\_\_ Police \_\_\_\_\_ Fire \_\_\_\_\_ PW/B&G \_\_\_\_\_ CEO \_\_\_\_\_ ED \_\_\_\_\_

Please see attached email verification.

**City Council Approval (If necessary)**

City Council hereby finds that:

1. The proposed License is consistent with the goal of promoting the use of City owned property for recreational, entertainment or charitable events; and
2. That the proposed License can be conducted in the location proposed without endangering the public safety or disturbing the peace and order of the City of Gardiner; subject to the attached list of conditions:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Municipal Officer of the City of Gardiner





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

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

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

5. Business records are located at the following address:

233 Water St. Gardiner, ME 04345

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

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

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

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

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

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



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

Yes  No

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

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

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

Name of Business	License Number	Complete Physical Address

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

Full Name	DOB	Place of Birth
Stacy Caron	9/30/71	Augusta, ME
Claude Caron	11/13/58	Waterville, ME
Kasha Gray	5/15/89	Augusta, ME

Residence address on all the above for previous 5 years	
Name: Stacy Caron	Address: 149 West St. Gardner, ME 04345
Name: Claude Caron	Address: 149 West St. Gardner, ME 04345
Name: Kasha Gray	Address: 6 Cousins Lane Farmingdale, ME 04344
Name: _____	Address: _____



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

Yes  No

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

\_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_

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

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

we are a dine in / take out Pizza + Sandwich restaurant. We have a capacity of 40 people. Alcohol is kept in our kitchen - we do not have a bar.

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

Name: Winter St. Baptist Church

Distance: 1/2 mile

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

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

*Please sign and date in blue ink.*

Dated: 1/3/2023

Stacy Caron  
Signature of Duly Authorized Person

Stacy Caron  
Printed Name Duly Authorized Person

Claude Caron  
Signature of Duly Authorized Person

Claude Caron  
Printed Name of Duly Authorized Person



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

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

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

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

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

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

Signature of Officials	Printed Name and Title

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

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

§653. Hearings; bureau review; appeal

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

A. The bureau shall prepare and supply application forms.



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

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

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

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

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

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

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

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

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

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

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



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

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

A. Repealed

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

**4. Repealed**

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

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

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

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

## Section V: Fee Schedule

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

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

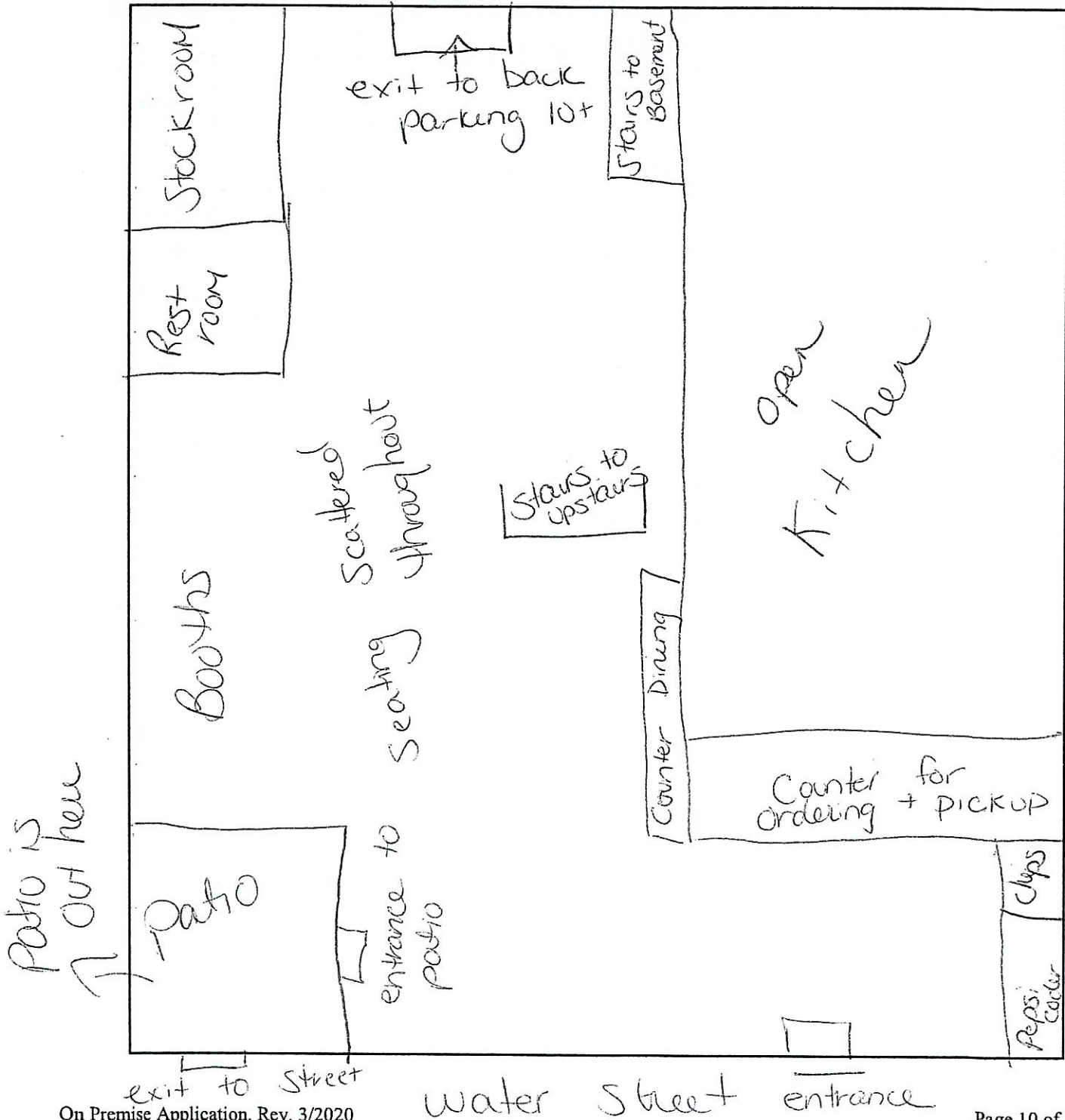
<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor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



## Section VI Premises Floor Plan

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

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



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

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

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

1. Exact legal name: CTS Realty
2. Doing Business As, if any: \_\_\_\_\_
3. Date of filing with Secretary of State: 10/2017 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:  
\_\_\_\_\_
5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Claude Caron	149 West St. Gardiner	11/13/58	President	50
Stacy Caron	149 West St Gardiner	9/30/71	Treasurer	50

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





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

TELEPHONE: (207) 624-7220

FAX: (207) 287-3434

EMAIL INQUIRIES: [maineliquor@maine.gov](mailto:maineliquor@maine.gov)

Thank you for your interest in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- Your application is signed and dated by a duly authorized person.
- The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
  - The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
  - If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- A diagram of the facility to be licensed must accompany **all** applications whether for a new license or the renewal of an existing license
- If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- Have you applied for other required licensing from other state and federal agencies? See attached list.

**Important** – all applications whether for a new license or to renew an existing license for an on-premises liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:
  - Bureau of Alcoholic Beverages and Lottery Operations
  - Division of Liquor Licensing and Enforcement
  - 8 State House Station
  - Augusta, ME 04333-0008
2. Courier/overnight address:
  - Bureau of Alcoholic Beverages and Lottery Operations
  - Division of Liquor Licensing and Enforcement
  - 19 Union Street, Suite 301-B
  - Augusta, ME 04330

## Kathleen Cutler

---

**From:** Rick Sieberg  
**Sent:** Wednesday, January 4, 2023 12:05 PM  
**To:** Kathleen Cutler  
**Subject:** RE: liquor license Gerards

Kathy,

No problem for the FD.

**Rick Sieberg**  
Fire Chief | City of Gardiner  
6 Church Street  
Gardiner, ME 04345  
C: 207-620-0217  
p: 207-582-4535  
e: [rick.sieberg@gardinermaine.com](mailto:rick.sieberg@gardinermaine.com)

**From:** Kathleen Cutler <[KCutler@gardinermaine.com](mailto:KCutler@gardinermaine.com)>  
**Sent:** Wednesday, January 4, 2023 12:00 PM  
**To:** DepartmentHeads <[departmentheads@gardinermaine.com](mailto:departmentheads@gardinermaine.com)>; Andrew Carlton <[ACarlton@gardinermaine.com](mailto:ACarlton@gardinermaine.com)>;  
Kristopher McNeill <[kmcneill@gardinermaine.com](mailto:kmcneill@gardinermaine.com)>  
**Subject:** liquor license Gerards

Attached please find the liquor license application for Gerard's Pizza. Legal ad will go in the KJ 01/09 and a public hearing will be scheduled for the council meeting on 01/18. Thank you!

Kathleen Cutler  
City Clerk/Tax Collector/Deputy Treasurer  
City of Gardiner  
6 Church St.  
Gardiner, Maine 04345  
(207) 582-2223  
F-(207) 582-6895



## Kathleen Cutler

---

**From:** Kristopher McNeill  
**Sent:** Wednesday, January 4, 2023 12:14 PM  
**To:** Kathleen Cutler; DepartmentHeads; Andrew Carlton  
**Subject:** RE: liquor license Gerards

No issues Kathy

**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Wednesday, January 4, 2023 12:00 PM  
**To:** DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** liquor license Gerards

Attached please find the liquor license application for Gerard's Pizza. Legal ad will go in the KJ 01/09 and a public hearing will be scheduled for the council meeting on 01/18. Thank you!

Kathleen Cutler  
City Clerk/Tax Collector/Deputy Treasurer  
City of Gardiner  
6 Church St.  
Gardiner, Maine 04345  
(207) 582-2223  
F-(207) 582-6895

## Kathleen Cutler

---

**From:** Andrew Carlton  
**Sent:** Wednesday, January 4, 2023 1:03 PM  
**To:** Kathleen Cutler; DepartmentHeads; Kristopher McNeill  
**Subject:** RE: liquor license Gerards

No Issues here.  
Thank you Kathy.  
-Andy

*Andrew R. Carlton*

City Manager | City of Gardiner  
6 Church Street  
Gardiner, ME 04345  
p: 207-582-4200 f: 207-582-6895  
e: acarlton@gardinermaine.com  
w: [www.gardinermaine.com](http://www.gardinermaine.com)

**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Wednesday, January 4, 2023 12:00 PM  
**To:** DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>;  
Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** liquor license Gerards

Attached please find the liquor license application for Gerard's Pizza. Legal ad will go in the KJ 01/09 and a public hearing will be scheduled for the council meeting on 01/18. Thank you!

Kathleen Cutler  
City Clerk/Tax Collector/Deputy Treasurer  
City of Gardiner  
6 Church St.  
Gardiner, Maine 04345  
(207) 582-2223  
F-(207) 582-6895



## Kathleen Cutler

---

**From:** Jim Toman  
**Sent:** Wednesday, January 4, 2023 3:03 PM  
**To:** Kathleen Cutler; DepartmentHeads; Andrew Carlton; Kristopher McNeill; Todd Pilsbury  
**Subject:** RE: liquor license Gerards

PD is fine with renewal

**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Wednesday, January 4, 2023 12:00 PM  
**To:** DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** liquor license Gerards

Attached please find the liquor license application for Gerard's Pizza. Legal ad will go in the KJ 01/09 and a public hearing will be scheduled for the council meeting on 01/18. Thank you!

Kathleen Cutler  
City Clerk/Tax Collector/Deputy Treasurer  
City of Gardiner  
6 Church St.  
Gardiner, Maine 04345  
(207) 582-2223  
F-(207) 582-6895

## Kathleen Cutler

---

**From:** Doug Clark  
**Sent:** Thursday, January 5, 2023 4:18 PM  
**To:** Kathleen Cutler; DepartmentHeads; Andrew Carlton; Kristopher McNeill  
**Subject:** RE: liquor license Gerards

OK by WW

**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Wednesday, January 4, 2023 12:00 PM  
**To:** DepartmentHeads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** liquor license Gerards

Attached please find the liquor license application for Gerard's Pizza. Legal ad will go in the KJ 01/09 and a public hearing will be scheduled for the council meeting on 01/18. Thank you!

Kathleen Cutler  
City Clerk/Tax Collector/Deputy Treasurer  
City of Gardiner  
6 Church St.  
Gardiner, Maine 04345  
(207) 582-2223  
F-(207) 582-6895