



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	09/06/2023	<b>Department</b>	City Clerk <input type="button" value="v"/>
<b>Agenda Item</b>	4c. Approval of a Liquor License renewal for Smith Wiley Post #4 American Legion		
<b>Est. Cost</b>			

<b>Background Information</b>	Please see the attached documentation.		

<b>Requested Action</b>	I move to approve the Liquor License renewal for Smith Wiley Post #4 American Legion		
<b>City Manager and/or Finance Review</b>	City Manager Recommends this action.		
<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:

Aug 24, 2023

NAME OF BUSINESS / EVENT / BOARD / COMMITTEE:

Smith Wiley Post #4

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	8/24/03
Received by:	K. Cutler
Office Amount Received	\$ 230 <sup>00</sup>
Approved	Denied

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

<b>Business Name</b>	Smith Wiley Post 4 American Legion
<b>Business Location</b>	46 Griffin St Gardiner, ME 04345
<b>Business Mailing Address</b>	- Same -
<b>Owner Name</b>	- Same -
<b>Mailing Address (if different)</b>	-
<b>Phone Number</b>	207-582-9868
<b>Business Number</b>	207-582-9868
<b>Email Address</b>	swpost4@yahoo.com
<b>Type of Business</b>	Veterans Organization
<b>Description of Business (attach paper if necessary)</b>	
<b>Business Hours</b>	Wed - Sun 12-8

**Staff contacts for Licensing**

<p>Gardiner City Clerk Kathleen Cutler P: 207-582-2223 F: 207-582-6895 E: <a href="mailto:kcutler@gardinermaine.com">kcutler@gardinermaine.com</a></p>	<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>
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**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>	Doing Business As (One-time Registration)	\$10	
	Special Event - Exhibitions & Shows (Minor)	\$50	
<b>C</b>	Special Event - Exhibitions & Shows (Major)	\$100	
<b>*</b>	Street Sellers (Annual)	\$50	
<b>*</b>	Street Sellers (Per Event)	\$20	
<b>*</b>	Street Sellers (Farmer's Market) (Annual)	\$10	
<b>*</b>	<b>C</b> Junkyards (<100 ft highway) (Annual)	\$200	
<b>*</b>	<b>C</b> Junkyards (>100 ft highway) (Annual)	\$50	
<b>*</b>	<b>C</b> Automobile Recycling Business (5-year)	\$250	
	<b>C</b> Victualers License to Sell Food (Annual)	\$50	✓
	<b>C</b> Victualers License - One Day (Festival)	\$25	
	<b>C</b> Victualers Non-profit License to sell food (Annual)	\$10	
<b>*</b>	<b>C</b> Food Truck (Annual)	100	
<b>*</b>	<b>C</b> Food Truck (Non-profit)	10	
<b>*</b>	<b>C</b> Food Truck (3-Day)	25	
	<b>C</b> Taxicabs/Vehicles for Hire	\$50	
	Sales (Special, OOB, etc) (Per Event/Sale)	\$25	
	Beano/Bingo/Games of Chance/Pinball Machines (Annual)	\$10	
	Shooting Galleries/Pool Hall/Bowling Alley (Annual)	\$50	
	<b>C</b> Pawn (Annual)	\$50	
	<b>C</b> Tavern Keeper (Annual)	\$25	
<b>*</b>	<b>C</b> Liquor/Bottle Club (1-50 seats) (Annual)	\$75	
<b>*</b>	<b>C</b> Liquor/Bottle Club (51-100 seats)(Annual)	\$100	✓
<b>*</b>	<b>C</b> Liquor/Bottle Club (101+ seats) (Annual)	\$150	
	<b>C</b> Catering Off-Premises (liquor is served) (per event)	\$10	
	<b>C</b> Entertainment/Special Amusement License (Annual)	\$75	✓
<b>*</b>	<b>C</b> Outside Consumption Permit (Annual)	\$25	✓

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



**Smith-Wiley Post 4  
American Legion**

46 Griffin Street  
Gardiner, ME 04345  
Ph. 207-582-9868 email swpost4@yahoo.com

July 12, 2023

To: City of Gardiner

Re: Permit for Outdoor Consumption of Alcoholic Beverages

We are requesting a permit to consume alcoholic beverages in our rear fenced deck, picnic area, POW/MIA Remembrance Park and grass area in between.

This would be especially important for all of our annual functions: Memorial Day, Fourth of July, Family Day and other activities as planned.

Thank you for your Consideration.

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Lisa Helm, Post Treasurer

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Approved by City of Gardiner

Division of Liquor Licensing & Enforcement  
 8 State House Station, Augusta, ME 04333-0008 (Regular Mail)  
 10 Water Street, Hallowell, ME 04347 (Overnight Mail)  
 Telephone (207) 624-7220 Fax: (207) 287-3434  
 Email Inquiries: [MaineLiquor@maine.gov](mailto:MaineLiquor@maine.gov)



**REQUEST FOR EXTENSION OF LICENSE ON PREMISE**

Legal Name: American Legion Smith Wile Post 4 License Number: CCP-1990-3168  
 DBA Name: American Legion Smith Wile Post 4 Expiration Date: 09/04/2023  
 Physical Address: 46 Griffin Street City, State, Zip Gardiner, ME 04345  
 Mailing address: 46 Griffin Street Gardiner ME 04345  
Street / PO Box City State Zip  
 Phone: 207-582-9868 Fax: \_\_\_\_\_ Email address: swpost4@yaho.com

Name, address, telephone number of Property Owner (if property is rented or leased, need copy of rental agreement / lease):

American Legion Smith Wile Post 4 46 Griffin St Gardiner, ME 04345

Temporary  Permanent  Inside  Outside  Live Entertainment: Yes  No

Start Date: \_\_\_\_\_ End Date (if applicable): \_\_\_\_\_

Reason for this request: \_\_\_\_\_

This request for an extension of service area for on premise license location MUST have Town / County Commission approval and MUST have a diagram submitted with this form.

**Outdoor Restrictions:**

There must be a stanchion or fence completely enclosing the area. Signs must be posted, stating "no alcohol beyond this point". There must be sufficient employees at the extension of premise, which would be able to control and monitor the area.

George A. Helm Treasurer  
 Signature of Owner / Corporate Officer

Wsa A Helm Treasurer  
 Printed Name of Owner / Corporate Officer

**For Municipal Approval Only**

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

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

Dated at: \_\_\_\_\_, Maine \_\_\_\_\_  
City/Town (County)

On: \_\_\_\_\_  
Date

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

Signature of Officials	Printed Name	Title

## EXTENSION AREA PREMISE DIAGRAM

In an effort to clearly define your extension please draw a diagram below that will include the area you want for a temporary / permanent license premise. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including methods of monitoring and containment of certain area which you are requesting approval from the Division for liquor consumption.

See Attached

### For Office Use Only:

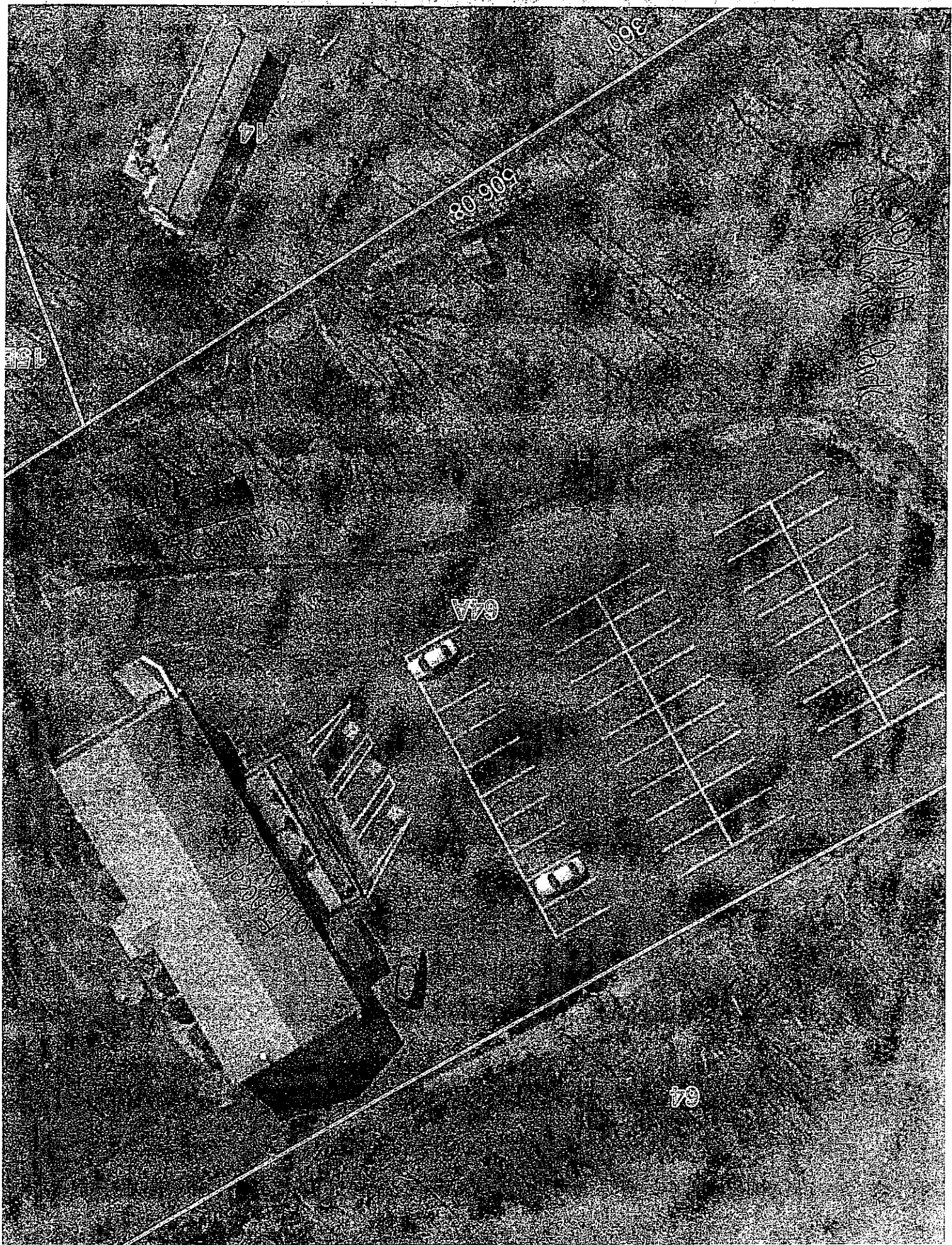
Date Filed: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Issued By: \_\_\_\_\_

Approved  Not Approved

### Subchapter 1: GENERAL CONDITIONS

#### §1051. LICENSES GENERALLY

3. **Liquor not to be consumed elsewhere.** Except as provided in paragraphs A and B and in section 1207, no licensee for the sale of liquor to be consumed on the premises where sold may personally or by an agent or employee, sell, give, furnish or deliver any liquor to be consumed elsewhere than upon the licensed premises. The service and consumption of liquor must be limited to areas that are clearly defined and approved in the application process by the bureau as appropriate for the consumption of liquor. Outside areas must be controlled by barriers and by signs prohibiting consumption beyond the barriers.



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500-08

64A

64A

64

64B





October 19, 2018

Commissioner of Public Safety Gaming  
164 State House Station  
Augusta, Maine 04333-0164

RE: Blanket Authorization- Smith Wiley American Post #4

Dear Commissioner:

This letter is to serve as a blanket authorization for a Beano/Games of Chance permit for Smith-Wiley, American Post #4, for a period of five (5) years beginning January 1, 2019, to December 31, 2024.

Sincerely:

A handwritten signature in cursive script that reads "Christine".

Christine M. Landes. CMM/MBA  
City Manager  
City of Gardiner

Cc: City Clerk



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

**Application for an On-Premises License**

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

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS:	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section I: Licensee/Applicant(s) Information;  
Type of License and Status**

Legal Business Entity Applicant Name (corporation, LLC): Smith Wiley Post#4 American Legion	Business Name (D/B/A): Smith Wiley Post #4 American Legion
Individual or Sole Proprietor Applicant Name(s): American Legion	Physical Location: 45 Griffin Street Gardiner, ME 04345
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
Mailing address, if different from DBA address:	Email Address: swpost4@yahoo.com
Telephone #      Fax #: 207-582-9868	Business Telephone #      Fax #: 207-582-9868
Federal Tax Identification Number: 01-6029164	Maine Seller Certificate # or Sales Tax #: 0150965
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license?       New      Expected Start date: \_\_\_\_\_  
     Renewal      Expiration Date: 09/04/2023

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:  
 Food:      \$ 5,832.00      Beer, Wine or Spirits: \$ 51,102.00      Guest Rooms: \_\_\_\_\_

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

Malt Liquor (beer)       Wine       Spirits

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

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Restaurant<br>(Class I, II, III, IV)  | <input type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI)             | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input type="checkbox"/> Hotel<br>(Class I, II, III, IV)   | <input type="checkbox"/> Hotel – Food Optional<br>(Class I-A)                | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)<br>(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary   | <input type="checkbox"/> Mobile Cart                  |
| <input type="checkbox"/> Tavern<br>(Class IV)  | <input checked="" type="checkbox"/> Other: <u>Club with Catering Class I</u> |   |
| <input type="checkbox"/> Qualified Caterer   | <input type="checkbox"/> 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:

46 Griffin Street 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
Elizabeth A Helm	08/07/1959	San Jose, CA
Residence address on all the above for previous 5 years		
Name Elizabeth A Helm	Address: 1101 River Road Gardiner, ME 04345	
Name	Address:	
Name	Address:	
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)

100' x 40'

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: Laura Richards School

Distance: .6 miles

**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: \_\_\_\_\_

Elizabeth A Helm

Signature of Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person

Elizabeth A Helm

Printed Name Duly Authorized Person

\_\_\_\_\_  
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.

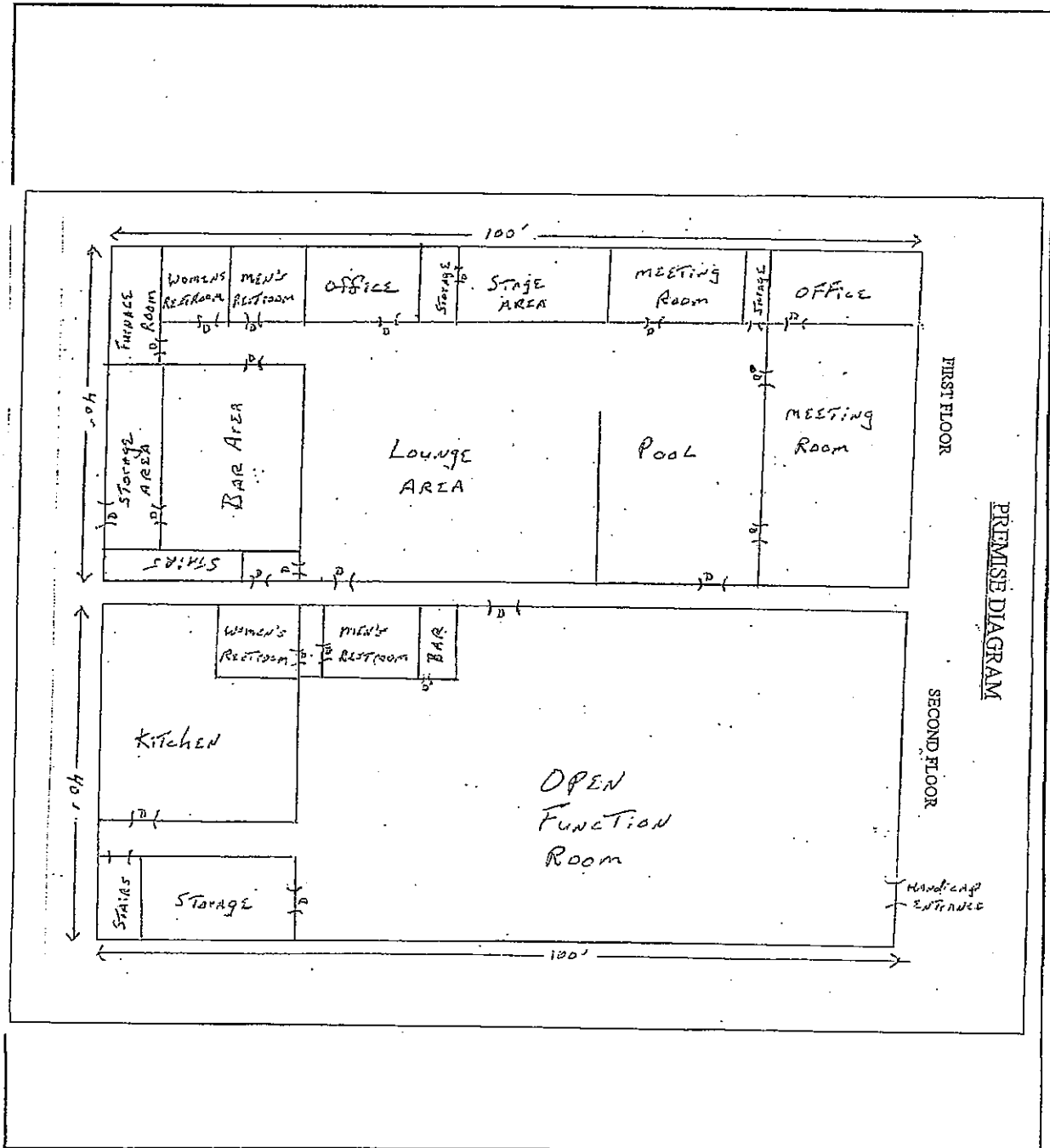
**Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine**

- 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 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.





**Bureau of Alcoholic Beverages  
Division of Liquor Licensing & Enforcement  
8 State House Station  
Augusta, ME 04333-0008  
Tel: (207) 624-7220 Fax: (207) 287-3434**

**SUPPLEMENTARY QUESTIONNAIRE FOR CLUB APPLICANTS**

1. Legal Club Name: Smith Wiley Post 4
2. D/B/A Name: American Legion Smith Wiley Post 4
3. Complete Title, name, date of birth and telephone number for each principal officer of the club:

Title	Name	Birth Date	Telephone
Commander	Marvin Helm	02/10/1955	207-582-2181
Sgt at Arms	Thomas Smith		207-582-9868
Judge Advocate	Donald Prew		207-582-9868

4. Date Club was incorporated: 08/14/1947
5. Purpose of Club:  Social  Recreational  Patriotic  Fraternal
6. Date regular meetings are held: 2nd Thursday of the month
7. Date of election of Club Officers: 04/18/2023
8. Date elected officers are installed: 04/28/2023
9. Total Membership: 171 Annual Dues: 40.00 Payable When: 1 Jan
10. Does the Club cater to the public or to groups of non-members on the premises? Yes  No
11. Excluding salaries, will any person, other than the Club, receive any of the financial profits from the sales of liquors? Yes  No
12. If a manager or steward is employed, complete the following:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

*Elizabeth A Helm*

Signature & Title of Club Officer

Sign in blue ink

11 August 2023

Date

Elizabeth A Helm Treasurer

Print Name & Title of Club Officer

## Kathleen Cutler

---

**From:** Doug Clark  
**Sent:** Friday, August 25, 2023 8:42 AM  
**To:** Kathleen Cutler  
**Cc:** departmentheads; Andrew Carlton; Kristopher McNeill  
**Subject:** Re: Smith Wiley liquor license app  
**Attachments:** SmithWileyliquorlicenseapp.pdf

OK with WW

Sent from my iPhone

On Aug 25, 2023, at 8:35 AM, Kathleen Cutler <KCutler@gardinermaine.com> wrote:

Attached please find the application for Smith Wiley Post #4 to renew their liquor license, victualers license, special amusement and outside consumption permits. Once you approve, I will advertise on Monday for the 9/6 meeting agenda.

## Kathleen Cutler

---

**From:** Melissa Lindley  
**Sent:** Friday, August 25, 2023 8:46 AM  
**To:** Kathleen Cutler; departmentheads; Andrew Carlton; Kristopher McNeill  
**Subject:** RE: Smith Wiley liquor license app

No issues with economic development

### **Melissa Lindley**

Economic Development Director & Public Information Officer  
City of Gardiner  
6 Church Street, Gardiner, ME 04345  
office: 207-582-4200 cell: 207-242-1907  
[mlindley@gardinermaine.com](mailto:mlindley@gardinermaine.com)  
[www.gardinermaine.com](http://www.gardinermaine.com)

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**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Friday, August 25, 2023 8:36 AM  
**To:** departmentheads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>;  
Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** Smith Wiley liquor license app

Attached please find the application for Smith Wiley Post #4 to renew their liquor license, victualers license, special amusement and outside consumption permits. Once you approve, I will advertise on Monday for the 9/6 meeting agenda.

## Kathleen Cutler

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**From:** Todd Pilsbury  
**Sent:** Friday, August 25, 2023 9:18 AM  
**To:** Kathleen Cutler  
**Subject:** RE: Smith Wiley liquor license app

No issue with PD.

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**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Friday, August 25, 2023 8:36 AM  
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Kristopher McNeill <kmcneill@gardinermaine.com>  
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## Kathleen Cutler

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**From:** Rick Sieberg  
**Sent:** Friday, August 25, 2023 10:07 AM  
**To:** Kathleen Cutler  
**Subject:** RE: Smith Wiley liquor license app

No problems 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)

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**From:** Kathleen Cutler <[KCutler@gardinermaine.com](mailto:KCutler@gardinermaine.com)>  
**Sent:** Friday, August 25, 2023 8:36 AM  
**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)>  
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## Kathleen Cutler

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**From:** John Cameron  
**Sent:** Monday, August 28, 2023 6:47 AM  
**To:** Kathleen Cutler; departmentheads; Andrew Carlton; Kristopher McNeill  
**Subject:** RE: Smith Wiley liquor license app

All good with PW

---

**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Friday, August 25, 2023 8:36 AM  
**To:** departmentheads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** Smith Wiley liquor license app

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## Kathleen Cutler

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**From:** Kristopher McNeill  
**Sent:** Monday, August 28, 2023 6:52 AM  
**To:** John Cameron; Kathleen Cutler; departmentheads; Andrew Carlton  
**Subject:** Re: Smith Wiley liquor license app

No issues Kathy

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

---

**From:** John Cameron <JCameron@gardinermaine.com>  
**Sent:** Monday, August 28, 2023 6:47:20 AM  
**To:** Kathleen Cutler <KCutler@gardinermaine.com>; departmentheads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** RE: Smith Wiley liquor license app

All good with PW

---

**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Friday, August 25, 2023 8:36 AM  
**To:** departmentheads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** Smith Wiley liquor license app

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## Kathleen Cutler

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**From:** Andrew Carlton  
**Sent:** Monday, August 28, 2023 11:12 AM  
**To:** Kathleen Cutler; departmentheads; Kristopher McNeill  
**Subject:** RE: Smith Wiley liquor license app

Good by me...

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**From:** Kathleen Cutler <KCutler@gardinermaine.com>  
**Sent:** Friday, August 25, 2023 8:36 AM  
**To:** departmentheads <departmentheads@gardinermaine.com>; Andrew Carlton <ACarlton@gardinermaine.com>; Kristopher McNeill <kmcneill@gardinermaine.com>  
**Subject:** Smith Wiley liquor license app

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