

# **Carrabassett Valley Selectmen's Meeting**

## **4:30 p.m. Monday September 28th, 2020 at the Town Office**

### **Agenda:**

**Notice:** Please note, we are now allowed to hold public meetings allowing up to 50 people to attend. However, like entering the town office, we are requiring anyone who wishes to attend to use the hand sanitizing station at the door and to wear a mask (throw away masks are provided at the town office door also).

Depending on how many people wish to attend and concerns over COVID-19 citizens may wish to participate by **REMOTE ACCESS AS PROVIDED BELOW**. Remote Access Participants will hear all the proceedings and will be allowed to speak.

In addition, the State Legislature passed emergency legislation to allow public proceedings through remote access during the "State of Emergency" under guidelines.

### **We have set up a remote access process as follows:**

- Participants call into this number: 1-425-436-6390
- Enter code following prompts: 668536 (it will then tell you to press the # symbol)
- Once the moderator joins all those on the line can join as well---Please announce yourself when asked.

**Meeting will start at 4:30 p.m.**

Review and sign 2020 Payroll Warrants:

Review and sign 2020 Town Expenditure Warrants:

**1. MINUTES from the last meeting (September 2<sup>nd</sup>) are attached.**

### **2. APPROVE/SIGN PAPERWORK FOR ANNUAL MDOT LOCAL ROAD ASSISTANCE PROGRAM:**

This year we anticipate receiving \$3,604 from this program. As in the past, we need to certify how these funds are being used and the Board will need to sign the Certification. Please see attached form. We are stipulating that these funds (and past accumulated funds) were used on the Town's Outdoor Center Road for the stream culvert project.

**3. MARIJUANA RETAIL STORE LOTTERY PROCEDURES:** As you know, at the annual Town Meeting the voters approved ordinances that will allow up to two total Retail Marijuana Stores in CV in the Town's Valley Center Zoning District. The allowed retail stores can be either Retail or Medical but can not exceed two stores in total. The two store allotments are to be determined by a lottery (as per the ordinances). We have attached: 1) a proposed lottery application form with conditions and procedures and 2) a copy of a license application that can

be used by both the Planning Board and the Board of Selectmen after the lottery has been conducted and the two successful applicants can then apply to the Town for permits.

It's up to the Board of Selectmen to set the requirements for applicants to enter the lottery. The attached proposed lottery application requires the following for an applicant to be eligible for the lottery:

- Applicant must have a Conditional State Retail License
- Applicant must show some form of interest or statement from property owner that applicant can lease property in the Valley Center District. The property must also meet the distance requirements (from playgrounds, etc. in the Town's ordinances).
- A \$250 fee (refundable if not selected)

It's our understanding from talking with representatives at the State of Maine that it will take approximately 30-45 days from the date of a completed application to the State to receive a Conditional License. If we allowed three months from the date of advertisement of the availability of the lottery that would seem to be reasonable to allow applicants to meet this condition if the Board wishes to require a Conditional State License to participate in the Lottery. The State fee for application for a Conditional State License is \$250.

It's important to note that due to potential litigation, the State is no longer enforcing their State residency requirements in their application process. We are also proposing to not require State or CV residency in our application for lottery process. Changes will need to be made to the Town's Ordinances regarding this and some other minor changes/updates at the next March Town Meeting. Also, please read the provisions in the lottery application.

If approved, the Board could set a deadline for applicants to apply for the lottery.

**4. CHANGES TO SUGARLOAF EXPLORER TRANSPORTATION SYSTEM THIS SEASON:** Given COVID-19 please see the attached announcement. The two biggest changes are: 1) there will be no night time service and 2) buses will be capped at 50% capacity. The number of buses will increase in the daytime and the service will start earlier and extend later in the day. As you know, the Explorer is operated by the Western Maine Transportation and we need to conform to Federal, State and CDC COVID-19 protocols and standards.

**5. DISCUSSION REGARDING SUGARLOAF AND POTENTIAL TOWN CAPITAL PROJECTS:** In the interest of informing the public about discussions concerning potential Town funding for possible significant capital projects we would like to briefly discuss the following projects with the understanding that some of these projects involving the Town may take time to develop and maybe part of the Comprehensive Plan discussion.

There has been recent discussion (Sugarloaf and Town) concerning a possible future project at the Outdoor Center that would include installing snowmaking on the Town's 5K Nordic Ski Race Loop and constructing a roof over the skating rink. Both could lead to a significant increase in

business and event planning at the Outdoor Center in addition to a more reliable early Nordic Ski season and longer and more reliable ice on the rink. This is at the very preliminary discussion phase and will involve cost estimates and funding discussions.

As is well known, Sugarloaf is planning to build a dam on Caribou Pond as early as next year that would provide much needed water capacity for snowmaking and, related, Sugarloaf has announced plans to increase snowmaking capacity on the mountain. The dam project is a significant investment which includes up to \$250,000 of road improvements to the Caribou Pond Road. Unfortunately, the State is not in a position to help fund these road improvements which are on their land. They do not anticipate wood harvesting activity on State land in that area for another twenty years at which time they envision they will need to invest in the road. As part of approved Franklin County Tax Incentive funding for the dam project that Sugarloaf will receive, Sugarloaf is providing public access to Caribou Pond and they welcome and envision mountain bike trail development around the Pond. As a recreational opportunity, would it make sense for the Town to make a financial contribution to this road project (which would, of course, require Town meeting approval)?

In addition, Sugarloaf is planning a major new development in the West Mountain area. The project will eventually generate significant new property taxes for the Town with all the new residential development. There has been some very preliminary discussion (the Golf Course Greens Committee) about the possibility of the Town being involved in the development of a "Par 3" golf course near or adjacent to the present golf course and the proposed West Mountain development project. The Greens Committee started researching this concept before COVID and it appears that this discussion will soon pick back up again.

Much of this discussion is very preliminary. The Caribou Pond Dam and Road project however, is projected to take place next summer.

**6.UPDATE ON PENOBSCOT INDIAN NATION (PIN) LAND ROAD POSTINGS IN CARRBASSETT VALLEY:** We may (or may not) have an update. We continue to be hopeful that PIN will communicate with us on this and other issues.

**7.INFORMATIONAL:**

- Golf Course Green's Committee Meeting: 3:00 p.m. October 14<sup>th</sup> at the Clubhouse

**TOWN OF CARRABASSETT VALLEY  
MINUTES OF SELECTMEN'S MEETING  
September 2, 2020**

**Board Members Present:**    **Bob Luce**                      **Lloyd Cuttler**  
   **Karen Campbell**        **Jay Reynolds**  
   **John Beaupre**

**Others Present:**                **Dave Cota**                      **Annie Twitchell**  
   **Mark Lopez**    **Neal Trask**  
   **Tim Flight**                      **David Corrow**  
   **John McCatherin**

**Present via Phone:**            **Lynn Schnorr**

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Bob Luce opened the meeting at 4:31 p.m. and welcomed those in attendance. Dave Cota asked phone-in callers to identify themselves for the record (Lynn Schnorr).

Payroll warrants: #32 for \$37,333.44; #34 for \$38,053.17 and #36 for \$31,556.35 were reviewed and signed by Selectmen.

Expense warrants: #33 for \$36,667.95; #35 for \$639,016.60 and #37 for \$56,073.18 were reviewed and signed by Selectmen.

The minutes of the July 27<sup>th</sup> and the August 20<sup>th</sup>, 2020 Selectmen's meetings were reviewed. Lloyd Cuttler made a motion to approve the minutes as written. John Beaupre seconded the motion. Motion approved via roll call.

Chief Lopez discussed the air conditioning system for the town-owned Communications Office. The existing system is original, unrepairable and needs replacement. After requesting quotes, the lowest bid was from Cold Standard Refrigeration (\$7,592.79). There is some unanticipated revenue in the amount of \$18,000 received from another community as State required reimbursement for hiring one of Carrabassett Valley's officers. Bob Luce noted that there may be rebates available through Efficiency Maine. John Beaupre made a motion to approve the project, with some research on the rebates. Jay Reynolds seconded the motion. Motion approved via roll call.

Dave Cota reported that Bids for Plowing and Sanding were received. Dave provided a spreadsheet (attached) showing the bids for the six Town Roads and Locations. The low bids for the two-year bids were as follows:

AGC/Library	Brett Fenwick (\$22,000)
Transfer Station	Brett Fenwick (\$17,400)
Town Roads and Parking Lots	J&R Davenport (64,000)
Airport	Brett Fenwick (\$34,400)
Airport Trailhead	Brett Fenwick (\$6,250)
Information Center	Brett Fenwick (\$1,480)

Dave had discussions with Brett Fenwick to ensure that he has proper equipment and staffing to do this plowing. He has prior experience, and his references came back very positive. Fenwick will continue plowing Clay Brook and Ira Mountain, but they will be starting very early in the morning and moving north. Brett indicated he is comfortable with the work load. Dave will verify all the insurance information. John Beaupre made a motion to approve the low bids for the five locations for Fenwick and the Town Roads and Parking Lots with Davenport. Lloyd Cuttler seconded the motion. Motion approve via roll call.

Dave Cota updated the Selectmen on the FAA Airport Improvement Grant for designing, permitting and bidding a new Taxi Lane project that will accommodate addition airport hangar development. Grants were late this year, due to Covid-19, but Dave received the grant today. He provided the grant application information to the Selectmen. The Town has already approved the project at the annual Town meeting in March involving a Town required 5% share of the project. The grant is for \$165,000. The Town will not, however, have to provide 5% due to Covid-19 and the CARES Act. Any amendments to the grant will require the Town's 5% contribution (some additional DEP permitting, runway survey, etc.). John Beaupre made a motion to accept the grant and authorize Dave Cota to sign it. Jay Reynolds seconded the motion. Motion approved via roll call.

Dave Cota reported that the boundary survey of the Jones Public Lot has been completed, which was fairly extensive (\$7,575). The lot was purchased for \$180,000. The Town received a \$30,000 grant for a conservation easement on the lot. We had budgeted \$10,000 for surveying and legal costs. Where the legal expenses (for Bond Counsel for borrowing the funds) was 2,500, that budget will run over slightly. Dave would like to move ahead however, with painting the property lines (they are currently flagged), at an approximate cost of \$1,800. Jay Reynolds made a motion to approve the painting of the property lines. Karen Campbell seconded the motion. Motion approved via roll call.

Dave Cota reported that he has had a response from MDOT regarding the concerns on two speed limits areas on Route 27 (intersection of Carriage Road to the S-curves from 55 m.p.h. to 50 mph, and from CVA to Sugarloaf Access Road from 40 m.p.h. to 35 m.p.h.). They did agree with these changes. They did not agree with eliminating the passing lane on the section from the Carriage Road to the S-curves. This zone did not pass their criteria to make that change. New signage will likely be installed in the newly changed speed limit zones.

Neal Trask was present to discuss the ATV permission for trail access on Penobscot Indian Nation (PIN) Land. Dave Cota responded that the PIN has closed their roads except for the Carriage Road and that PIN offices remain closed due to the COVID-19. Dave has talked with the Snowmobile, ATV and Mountain Bike Clubs regarding trail usage on PIN lands. He will continue to monitor the news on use of the land. There has not been any official communication from PIN as to why they have posted their roads and it is not clear if trails on their lands are posted for mountain-biking. The roads, however, are clearly posted. Dave is hopeful that the PIN Land Committee will be meeting soon. Jay Reynolds suggested that the bike trails be closed on PIN land, so there's not a misunderstanding that the postings are being disrespected. Tim Flight said this information could be provided on the Mountain Bike Club's page to indicate the closure. Dave Cota will have a conversation with representatives of the Mountain Bike Club and the Carrabassett Trails Committee in this regard. He also hopes to have some further communication from PIN. Lloyd Cuttler pointed out that nothing has changed on the part of Carrabassett Valley and their gratitude for use of the land over the years, but something has apparently changed on the part of the PIN. All agree that communication would be appreciated.

Informational:

Sacha Gillespie has been hired as the new Town Treasurer. She will be starting work next week.

The log façade renovation project at the Library is in progress. There are, however, more problems than originally anticipated. There will be more work needed, and Dave Cota is the process of getting estimates for that additional work.

The Scholarship Committee awarded seven \$2,000 scholarships to eligible Carrabassett Valley students (required to have lived in Town for five years+).

The Town newsletter will be put together in the coming weeks. There's more information to include this year about the effects of Covid-19 on the Town, as well as the closures on Penobscot Indian Nation roadways, etc.

The Town is in the process of developing the Lottery paperwork for the Marijuana Retail License Lottery. Dave will be checking with the State on a couple of matters, and then he will have something to present to the Selectmen.

John Beaupre said he had a recent meeting with the CV History Committee writer. He's comfortable that they've hired the right person, and he's encouraged by that meeting.

John Beaupre said he received a letter from a concerned citizen regarding Air B&B oversight regulation in CV or lack of it. He was asked if the Selectmen could address it, since the resident was being negatively affected by transient renters of a neighboring property. John spoke with Chris Parks about it, and it's something that the Planning Board can take up as a topic. John did note that Carrabassett Valley is a transient community by nature. Bob Luce said, in his own experience, there were times when they should have called the police. A seasonal rental is a different matter, but the short-terms rentals changed the dynamic of the neighborhood. Lynn Schnorr reported that insurance companies are actually canceling policies for properties they find on Air B&B or HomeAway. Dave Cota will put something in the Town newsletter about this concern and will ask Chris to talk with the Planning Board in this regard to determine if we should pursue Town regulation in this regard.

Respectfully submitted,

Lynn M. Schnorr  
Secretary to Board of Selectmen



STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
16 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0016

Janet T. Mills  
GOVERNOR

Bruce A. Van Note  
COMMISSIONER

COMMUNITY SERVICES DIVISION  
1-800-498-9133  
<http://www.maine.gov/mdot/csd/lrap/>

August 31, 2020

**LOCAL ROAD ASSISTANCE PROGRAM (LRAP)**

The delivery of this letter and Annual Form was delayed this Spring/summer due to COVID 19 and the uncertainty of the state Highway Budget.

Back in March, the budgeted LRAP allocation was slightly lower than last year. At this time, it has been determined that the original payments per municipality/county will be reduced by 5%. This is consistent with a projected reduction in MaineDOT's Highway Fund budget due to reductions in state Highway Fund revenues including fuel taxes which is about 5% less than original estimates. Notification will be made in the event of further changes to the allocations.

Please remember that:

- LRAP payments are now made ONCE a year and the full year's allocation will be sent to your municipality/county by December 1 of each year, **if we receive an accurate, completed certification form.**
- ALL Maine towns/cities are uniformly receiving the statutory lane-mile rates.

As in previous years, all LRAP recipients must provide information on how LRAP funds were expended from the previous fiscal year. *If this information is not provided when we receive the certification form, we will return it to you for completion.*

Please submit the completed Certification Form for Fiscal Year 2021 (July 1, 2020 to June 30, 2021) either by US mail or by scanning and emailing it to us. **We no longer accept faxes.** The law says it must be received by **November 1 or earlier** (not August 1 anymore).

Once we receive your completed form, your funds will be ready for the November payment.

**If your town has not done so already, we are also encouraging municipalities to sign up for electronic transfer (Direct Deposit) of LRAP funds from the State to their financial institution to reduce costs, and provide a speedy and secure service.** If you are interested in Electronic Fund Transfer, see this: <https://www.maine.gov/osc/accounting/vendor-information/direct-deposit-efit>. There is no cost for this option.

If you have any questions, please feel free to contact me.

Sincerely,

Peter M. Coughlan, Director  
207/ 624-3266 or [peter.coughlan@maine.gov](mailto:peter.coughlan@maine.gov)

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**MAINE DEPARTMENT OF TRANSPORTATION**  
**LOCAL ROAD ASSISTANCE PROGRAM (LRAP)**  
**CERTIFICATION 2020-2021 (FY21)**  
**MUNICIPALITY of Carrabassett Valley 07018**

To be eligible to receive FY-21 LRAP funds, each Municipality must **certify that the funds will be used in a manner consistent with Chapter 19 of Title 23**. Effective July 1, 2013, as defined by Title 23, §1803-B.1.A, *“funds must be used for capital improvements ... or for capital improvements to state aid minor collector highways and state aid major collector highways as described in section 1803-C.”* Effective July 1, 2008 municipalities must provide information on what capital improvements were done with the FY-20 (July 1, 2019 to June 30, 2020) LRAP funds received by the municipality. **\*\*Please report this at the bottom on the back side of this form.**

It is estimated that the municipality of Carrabassett Valley will receive by December 1, 2020, **one payment of \$3,363** for the fiscal year beginning July 1, 2020. Notification will be made in the event of any change.

Beginning in 2014, municipalities receive 9% of MaineDOT's portion of the Highway Fund. This means that the disbursements to municipalities rise and fall with MaineDOT's budget.

We, the undersigned municipal officers or designee (i.e. Town Manager) of the municipality of Carrabassett Valley do hereby certify that funds received from the Local Roads Assistance Program for the fiscal year 2020-2021 will be used only for uses as stated above. *We also certify that the previous year's funds were spent on the projects listed on the back of this form.*

Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Please print** below the name, title, and phone of the person to contact for the information on this form and the email for the town/city official responsible.

Name: DAVID E. COTA Title: TOWN MANAGER Tel: ~~917~~ 235 2645

**Municipality E-mail Address** TOWNCUTME.ROADRUNNER.COM

If your address has changed in the last year (and you have NOT signed up for electronic fund transfer (EFT), we must have the new address for you to receive your funds.

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Prior to November 1, 2020, (see cover letter), please return this completed form (BOTH SIDES) by US mail or email, to: (FAXES ARE NO LONGER ACCEPTED)**

Carrie Castonguay  
MaineDOT- Community Services Division  
16 State House Station  
Augusta, Maine 04333-0016  
Tel. (207) 624-3265, or [carrie.castonguay@maine.gov](mailto:carrie.castonguay@maine.gov)

**NO LRAP payment can be made until a completed form (BOTH SIDES) is received by MaineDOT- Community Services Division.**

Carrabassett Valley 07018

Last year's (FY2020) LRAP Funds of \$3,604

As a result of 2007 Legislative inquiries and discussions focused on LRAP, MaineDOT needs to collect additional information on the uses of LRAP funding of all Maine municipalities, counties, and Indian reservations. This form is intended to be simple and provide an easy method to collect information on the use of over \$20 million per year by local agencies.

As noted on the front side of this form, LRAP funding can only be spent on capital improvements.

A capital improvement is defined as "any work on a road or bridge which has a life expectancy of at least ten years and restores the load-carrying capacity." Examples of eligible "capital" activities are defined as follows:

1. Medium to heavy overlays which improve the strength and ride quality (minimum 1 inch lift on a shimmed surface), pavement and/or base recycling, pavement cold planning and resurfacing
2. Road reconstruction or rehabilitation
3. Gravel road grade-raising or paving
4. Single culvert replacements or a series of drainage improvements
5. \* Traffic signal or sign installation and/or replacements
6. \* Sidewalk construction or reconstruction
7. \* Heavy ditching, under drain and catch basin installation or total system replacement, permanent erosion control
8. \* Wetland mitigation
9. \* Guardrail installation
10. Bridge or minor span replacement and rehabilitation
11. Any bridge repair activities with a ten-year life
12. Local share of a Municipal Partnership Initiative (MPI) project on a state road
13. Debt financing/bond repayment for past capital improvements to public roads
14. The urban match component of any federal-aid project
15. "Banking it" to save up for a future project
16. Other (explain)

\* Some of the categories of work (# 5, 6, 7, 8 & 9) qualify as capital improvements, but must be done in conjunction with roadway reconstruction/rehabilitation.

The "funds spent" (LRAP ONLY) below must add up to at least the amount of your FY-20 LRAP payment (shown on top of this page). There is no need to account for more than that amount.

All information must be filled in or the form will be returned.

1. Road Name: Outdoor Center Road Funds spent on Capital Improvements: \$ 37,310  
 \*Type of Capital Improvement: see above, list all numbers that apply: \_\_\_\_\_  
 \*Length of Capital improvement (miles or feet): \_\_\_\_\_ miles or \_\_\_\_\_ feet

2. Road Name: 45' pre-cast Arch Culvert; construction & engineering Funds spent on Capital Improvements: \$ \_\_\_\_\_  
 \*Type of Capital Improvement: see above, list all numbers that apply: \_\_\_\_\_  
 \*Length of Capital improvement (miles or feet): \_\_\_\_\_ miles or \_\_\_\_\_ feet

3. Road Name: \_\_\_\_\_ Funds spent on Capital Improvements: \$ \_\_\_\_\_  
 \*Type of Capital Improvement: see above, list all numbers that apply: \_\_\_\_\_  
 \*Length of Capital improvement (miles or feet): \_\_\_\_\_ miles or \_\_\_\_\_ feet

OPTIONAL: What was your municipality's TOTAL SUMMER CAPITAL IMPROVEMENT EXPENSES for FY-20 (including LRAP payments)? \$ \_\_\_\_\_

**NO LRAP payment can be made until a completed form (BOTH SIDES) is received by MaineDOT- Community Services Division.**

**Town of Carrabassett Valley  
Medical and Adult Marijuana  
Retail Store Lottery Application Form, Requirements and  
Procedures**

**Please pick one (circle):**

Adult Marijuana Retail Store

Medical Marijuana Retail Store

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Name (including existing or proposed company/LLC, etc.):

\_\_\_\_\_

Location of proposed Retail Store (tax map and lot and map indicating exact proposed location of store on the lot). Location must be in the Town's Valley Center Zoning District and must meet all distance requirements in the Town's Ordinances.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach the following:**

Applicants for Lottery must have received a Marijuana Retail Store Conditional License from the State of Maine. Please provide a copy of State Conditional License, the registration application and supporting documentation as submitted to the state registration authority.

Proof of right, title and interest in the property. If not yet owned or leased, signed statement from the property owner that they will agree to lease the property to you and/or your company for at least a one-year period.

Fee of \$250 certified funds (fee will be refunded if applicant is not successful in this lottery).

All Lottery Applications must be received no later than: \_\_\_\_\_.

**Lottery License Information:**

Only one retail license per applicant will be granted. Once selected, an applicant will no longer be eligible to receive a license for another retail category. Applicants for the Lottery must have a valid Conditional Marijuana Retail License from the State of Maine.

At the beginning of the lottery, applicants will have their name on a list. Each applicant will be assigned a number and the Town Clerk will create some form of papered "ticket" (form) that will be placed into a container in full view of all present. We will conduct the lottery by drawing out the numbered "tickets" until all applicants have been pulled out of the container. These names will be recorded on a list in the order drawn. While the first two applicants drawn may go forward with the Town's license application process, those next on the list may be selected provided an applicant above them on the list either declines to go forward with the application process or fails to complete the Town Licensing Process within six months of receiving official confirmation from the Town that they have been successful in the lottery and may move forward in the process. The Board of Selectmen may waive the six-month requirement if they deem, through no fault of the applicant, the applicant needs additional time to complete the State and Town licensing process. At the end of one year from the date of the lottery the "applicant waiting list" expires.

Successful lottery applicants cannot transfer their license opportunity to another party.

The Lottery will be held in public at the Carrabassett Valley Town Office at \_\_\_\_\_, 2020.

Application Date: \_\_\_\_\_

Application Number: \_\_\_\_\_ (Office Use)

**TOWN OF CARRABASSETT VALLEY**  
**Adult Use and Medical Marijuana Stores Application**

Check the Classification of the Adult Use Marijuana Business:

Marijuana Store

Check the Classification of the Medical Marijuana Business:

Marijuana Store

**REGULAR APPLICATION FEE: \$1,500**

**Note:** If constructing a new building, contact the Code/Planning Office.

**Note:** Marijuana Stores are restricted to certain areas under the Town's Zoning Ordinance and are subject to specific requirements in the Town's Zoning Ordinance and the Town's 'An Ordinance to Outline the Requirements, Regulation, and Standards for all Marijuana Uses Within the Town of Carrabasset Valley'. You must check with the Town's Code/Planning Office for this information before filing an application for a permit/license.

Map and Lot of Subject Property: Map \_\_\_\_\_ Lot \_\_\_\_\_ Zone: \_\_\_\_\_

Physical Address of Subject Property: \_\_\_\_\_

Corporation

Partnership

Limited Liability Company

**Name of Applicant:** (For additional individual(s), attach sheet listing name(s) with the following information):

Mailing Address:

Telephone:

Email Address:

State of Maine Driver's License Number:

Date of Birth:

Federal Tax Identification Number:

Attach a recent passport-style photo(s) of applicant(s) here:

Has the applicant or any officer, partner, director, stockholder, or member of the applicant ever been convicted of a felony in a federal, State, or other court?  Yes  No If Yes, please provide the following:

Name and Location of Court	Charge Convicted of	Sentence	Date of Sentencing	Last Date of Incarceration/Parole/Probation

Has the applicant been denied an application for an Adult Use or a Medical Marijuana license by another jurisdiction?

Yes  No If yes, explain on a separate sheet.

Has the applicant had an Adult Use or a Medical Marijuana license suspended or revoked by another jurisdiction?

Yes  No If yes, explain on a separate sheet.

**Name of Authorized Agent:** (Attach notarized statement designating agent(s) if applicable)

Mailing Address:

Telephone:

Email Address:

State of Maine Driver's License:

**Name of Property Owner** (If different than applicant):

Mailing Address:

Telephone:

Email Address:

Attach copy of lease of subject property

Property Owner Signature

Property Owner Printed Name

Date





Describe how marijuana and marijuana products at the Marijuana Store will be displayed and sold: (Attach additional sheets if necessary)

Attach samples of the logo and labeling that will be used in the store, and the sign to be attached to the store.

Attach the Security Plan for this location.

Attach the Odor Control Plan for this location.

- The Code Enforcement Officer shall notify the Police and Fire Chiefs requesting a letter regarding whether there is adequate safety measures in place and conformance to Town and State Safety requirements.
- The Code/Planning Office shall notify the Town Manager and Selectmen for their review and any recommendations
- The Code Officer shall notify the Planning Board and Board of Selectmen regarding whether the applicant is in of a land use ordinance on the subject parcel.
- If applicable, the application shall be reviewed under the Americans with Disabilities Act (ADA) for ADA accessibility and compliance with ADA regulations by the Code/Planning Office.

**Upon Planning Board approval, the application shall be forwarded to the Board of Selectmen for a Public Hearing for consideration of approval of a permit/license.**

**Permit/License Fees (Payable upon Board of Selectmen permit/license issuance):**

Marijuana Adult or Marijuana Store: \$1,500

Annual renewal fees for each type of license shall be equal to 50% of the current applicable initial licensing fee.

Applicant Signature

Applicant Printed Name

Date

**ADDITIONAL APPLICATION REQUIREMENTS OR CONDITIONS OF APPROVAL (if not included above).**

Note: Applicant must confirm to requirements included in the Town's Marijuana Business Licensing and Zoning Ordinance Amendment Requirements as approved by the Town on March 11<sup>th</sup>, 2020 and as may be amended thereafter by the voters of the Town.

**§68.9. Application.**

Selected applicants (e.g. successful lottery participants) shall complete and file an application on the form provided by the Town Clerk, together with the applicable nonrefundable license fee as set forth in Section 68.18 below, as well as the following supporting materials:

- A. Evidence of all state approvals or conditional approvals required to operate an adult or medical marijuana retail establishment, including, but not limited to, a state registry identification card or registration certificate.
- B. If not included in the applicant's state registration application, an affidavit that identifies all owners, officers, members, managers or partners of the applicant, their ownership interests, and their places of residence at the time of the application and for the immediately preceding three (3) years. Supporting documents, including but not limited to motor vehicle operator's license, motor vehicle registration, voter registration or utility bills shall be provided.
- C. A release for each applicant and for each officer, owner, member, manager or partner of the applicant seeking a license allowing the Town of Carrabassett Valley to obtain criminal records and other background information related to the individual if required.
- D. A statement as to the precise nature of the business with a description of the nature of all products and services offered to its customers.

- E. A description of the premises for which the license is sought, including a plan of the premises and a list of all equipment, parts and inventory used in the operation of the establishment.
- F. Evidence of all land use approvals or conditional land use approvals required to operate the establishment, or applications that have been filed and are pending for the required approvals, including but not limited to building permit, conditional or special use approval, change of use permit and/or certificate of occupancy.
- G. Evidence of all other approvals or conditional approvals required to operate the establishment, including any applicable food or victualer's license.
- H. Evidence of compliance with the requirements of this Ordinance.

If the Town Clerk determines that a submitted application is not complete, the Clerk shall notify the applicant within ten (10) business days of the additional information required to process the application. If such additional information is not submitted within thirty (30) days of the Clerk's request, the application may be denied.

## SUGARLOAF EXPLORER 2020/21 SEASON CHANGES

The upcoming season will see changes for the Sugarloaf Explorer system. In an effort to keep our operators safe and provide safe transit for our riders while abiding by Federal and State guidelines for transit we are implementing new protocols. In "Normal" years, during Peak Hours, we had a capacity of 30 passengers on our new buses. This includes 24 seated riders and 6 standees.

In the age of "COVID" there will be significant changes to Explorer operations this season. CDC Guidelines require that we limit capacity to accommodate social distancing. Buses will be limited to 50% of seated capacity (24 passenger bus = 12), masks must be worn by all passengers and high contact areas must be wiped down after every run. The buses must also be disinfected at the end of the shift. To allow time for the buses to be cleaned, we will be unable to operate the 20-minute schedule during morning peak time. This further reduces capacity.

To try to offset some of the reduction of capacity, we will be adding an additional 5 buses on Weekends and Holidays, this will bring the number of buses up to 15, as well as increasing the number of buses during the week from 5 to 6. We are also extending our Weekend / Holiday hours. The new hours will be 7:15 – 6:00pm to try to ensure everyone has a chance to get to the mountain and home. However, there will be trade-offs. **We will not be providing any evening service this season.** All of our evening resources will be reassigned to the daytime to accommodate skiers with as little delay as possible and to provide sufficient resources for daily disinfecting of the buses. In order to disinfect buses for the next day. We are obligated to adhere to the CDC Protocols for public transit. The risk of being out of compliance is simply too high.

### A few notes:

- Capacity will be indicated on each bus.
- Masks must be worn while on the bus.
- High contact areas on the bus will be cleaned after each run.
- Seats will be designated to maintain social distancing.
- When dropping off, passengers will be prohibited from boarding until the bus is cleaned.
- Families with small children may ride together.
- When boarding the bus, please load from back to front. When exiting, unload from front to back to minimize contact with other passengers.
- Be sure you have the latest schedule. **There have been significant changes.**
- Follow us on Twitter for up to date information [@SugarloafBus](#).

### **ALL PICKUPS AND DROPOFFS WILL BE IN PARKING LOT "A" ADJACENT TO THE HOTEL**

This is based on the latest information. If there are any changes, we will let you know as soon as possible. We all have been living with this for the past six months and nothing here should come as a surprise. Be assured, we will adjust and adapt as conditions allow to be as efficient as possible. With a little patience we'll all get through this.

**Western Maine Transportation and Sugarloaf Explorer follow all CDC Guidelines**