



**Town of Damariscotta, Maine**  
**July 19, 2023**  
**Select Board Meeting**  
**Town Office, 21 School St**  
**5:30 PM**

*Join Virtually*

Meeting: <https://us02web.zoom.us/j/83072624998>

Meeting ID: 830 7262 4998

**AGENDA**

- I. Pledge of Allegiance**
- II. Call Select Board Meeting to Order**
- III. Minutes**
  - 1. July 5, 2023 Select Board Minutes
- IV. Financial Reports**
  - 1. Payroll Warrants #1
  - 2. Accounts Payable Warrants – FY 23 #\_\_\_\_; FY 24 #2
- V. Citizen Comments and General Correspondence**
- VI. Town Manager's Report**
- VII. Official Action Items**
  - 1. Liquor License Renewal: Best Thai
  - 2. Disposal of Surplus Personal Property – Chamber of Commerce Request
  - 3. Tax Payment Policy
  - 4. Carryforward Request
- VIII. Select Board's Discussion Items**
  - 1. Strategic Plan Update
- IX. Adjournment**



**Town of Damariscotta**  
21 School Street  
Damariscotta, Maine 04543  
(P) 207-563-5168 (F) 207-563-6862

**Andrew Dorr**  
Town Manager

## Town Manager's Report

July 14, 2023

### 1. Capital Projects

#### Miles St

We are still waiting for the final invoices.

#### Egypt Rd/Belvedere Rd

In the last two weeks, I have communicated with our engineer and he is working on a response to Hagar Enterprises to be able to wrap up the unfinished work. The wide difference of opinion is something we are working to resolve in the best interest of the town, but will likely not have a resolution before the meeting Wednesday. We plan to agree on an amount and place a time limit on completing the work. Given this may take some time, we will ask that delineators be placed per the contract.

#### Parking Lot

The GSB SD attorney followed up from the meeting this past week with additional questions. I was unable to attend, though I would not have had the answers for them on the spot. This is posing a real challenge to moving forward that we continue to work through. Working with MCOG staff, we are trying to schedule a meeting within two weeks to try and get on common ground with understanding the liabilities to GSBSD as a co-applicant. The terms co-applicant and co-recipient seemed to be used almost interchangeably, but we did not notice a place on the forms where they could be included as a co-recipient, which is causing their concern for taking on additional liability through the completion of the project. The intention and understanding with EDA is that GSBSD is being added as a co-recipient so that they can legally take ownership of the lines. Despite how long this is taking, we are working through it to find a solution.

If the board desires, I can direct Wright Pierce to begin working on the technical docs for Phase II so that we are at least moving that process along to preserve a fall RFP. We know EDA is amenable to the change in scope and are removing certain aspects from their project, so the team will need to work on those modifications at the very least.

We are also looking to schedule a site visit and demo of a deployable wall from one vendor that has provided a favorable price. Once this is scheduled, I will let the board and relevant staff know should you want to attend.

## **2. Public Works**

The crew has been working on cutting roadside brush the last few days. There will be more to accomplish as limbs and shrubs encroach the road this time of year.

I am working on a monthly rental for an excavator to allow the crew to reclaim some key ditches that have caused problems during the spring rain events and will likely end up causing ice dams this winter if not addressed. Key roads include Branch Rd and Belvedere Ext. We will also look to prep the septic site at the town garage while we have the machine. Any additional time while we have the machine will be spent on a secondary list that we are continuing to make, but would include Pinkham Rd, Rocky Run, and Oak Rd.

## **3. Ordinance Updates**

The Planning Board is working on Site Plan Review Ordinance amendments. There are a few more meetings before they have a final edit for public review.

Other ordinances that the board should be aware of that need to be reviewed and updated include the Shoreland Zone Ordinance, Harbor Ordinance, Shellfish Conservation Ordinance, Traffic and Parking Ordinance, and a first draft of a Business Licensing Ordinance. Considerations for updates on these are likely to come before the board by the end of the summer and will be worked on largely by staff. The Business Licensing Ordinance will be a broader group that staff will work to identify.

## **4. Strategic Goals/Annual Work Plan**

I included an update of last year's work plan. We were able to complete some of the items, some are still in progress, and no progress was made on a few of the items. I encourage board members to review the list, identify what items are still relevant, think about any additional goals you would like to consider, and send those along by July 27<sup>th</sup> on the sheet provided.

I see a continuation of many of the items throughout FY 24 and have a request that the board host a workshop in late October/November to begin creating a multi-year strategic plan. This would include key staff members and will help them create budget requests reflective of the multi-year plan rather than looking only year-to-year. We know some goals are multi-year projects anyways and thinking about them on a one-year timeline is not realistic.

Once the board were to complete the workshop, staff can work to figure out how best to allocate staff resources or plan for additional support. We will be able to build out performance indicators that can be shared with the board to track/show progress and offer those updates to the public either online or through our newsletter.

#### 5. **Property Tax Stabilization Program Update**

The state legislature was presented with numerous bills to address vulnerabilities and challenges with the Stabilization Program. Issues raised included a means test, transferring the tax payment frozen on a primary residence in town and moving that frozen value to another town, the cost to the state, the requirement to submit an annual application, and others. The legislature acted on a bill that ultimately eliminates the program after the state's 2023 tax year, our 2023-2024 tax year and encourages property owners to utilize existing programs to assist with the affordability of property taxes. The programs identified include the Property Tax Fairness Credit and the Property Tax Deferral Program. More information is available on the state website and we can work to get this included on the town's website in the coming week. Included in your packet is the explanation of where to get more resources.

### **Agenda Items**

#### 1. **Official Action Items:**

##### a. **Liquor License Renewal**

There are two on-premise liquor license renewals for consideration,

##### a) **Best Thai LLC, 88 Main St**

Recommended Motion: On motion (\_\_\_\_\_ / \_\_\_\_\_) to approve the On-Premise License renewals as presented.

Vote \_\_\_\_ / \_\_\_\_ / \_\_\_\_

##### b. **Disposal of Surplus Personal Project**

The Chamber of Commerce has reached out to request the use of one of our old/unused catch basins. We have a few at the Public Works Garage that are either previously used or on hand as a result of a change order on another project. I am unsure which one exactly is being requested or if we have all the components needed for their use. I am unaware of any of these fitting into any upcoming projects and could recommend that we allow the Chamber to utilize one of these on the leased property to complete their overhaul of the Information Bureau.

Recommended Motions:

On motion ( \_\_\_\_\_ / \_\_\_\_\_ ) to approve the Chamber of Commerce to have/utilize one of the Town's old catch basins for the Information Bureau project.

Vote \_\_\_\_ / \_\_\_\_ / \_\_\_\_

c. Tax Payment Policy

The municipal officers of a municipality may, upon request of the municipal treasurer or the tax collector, require that any tax payment received from an individual as payment for any property tax be applied against outstanding or delinquent taxes due on that property in chronological order beginning with the oldest unpaid tax bill. Taxes may not be applied to a period for which an abatement request or appeal has not been resolved unless approved in writing by the taxpayer.

Recommended Motion:

On motion ( \_\_\_\_\_ / \_\_\_\_\_ ) to approve the request of the Tax Collector to allow the town to apply any tax payment to the oldest unpaid tax bill pursuant to 36 MRSA §906.

Vote \_\_\_\_ / \_\_\_\_ / \_\_\_\_

d. Interlocal Agreement: Newcastle/Damariscotta Town Planner:  
(See draft included in board packet)

Recommended Motion:

On motion ( \_\_\_\_\_ / \_\_\_\_\_ ) to approve the Interlocal Agreement with Newcastle for the shared Town Planner Services as presented.

Vote \_\_\_\_ / \_\_\_\_ / \_\_\_\_

e. Carryforward Request

Article V. Section 5.12 authorizes the Select Board, on advice from the Town Manager, to carry forward unexpended general fund appropriations as deemed appropriate to the same department for the next fiscal year. The department heads have reviewed their budgets and with my presence in the office limited this past week, I did not meet with them to confirm their requests. I will be meeting on Monday with the Treasurer to see what the requests from the department heads will be and provide an update to the board Monday.

Recommended Motion: On motion ( \_\_\_\_\_ / \_\_\_\_\_ ) to approve the carryforward request as (presented/modified).

Vote \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Income/Estate Tax
Property Tax
Sales, Use & Service Provider Tax
Fuel Tax
Other Taxes
Tax Relief Credits and Programs
Compliance
Audit Units
Office of Tax Policy

# Property Tax Stabilization Program

Property Tax Stabilization for Senior Citizens, also known as the Property Tax Stabilization Program (the “Program”), is a State program that allows certain senior-citizen residents to stabilize, or freeze, the property taxes on their homestead. As a result of recent changes in the law, the Tax Stabilization Program will only apply to the property tax year beginning April 1, 2023. However, this same legislation has expanded the eligibility thresholds for participation in the [Property Tax Deferral Program](#) and increased the maximum benefit available under the [Property Tax Fairness Credit](#) for those age 65 and older.

Stabilization Application - *The filing deadline for the property tax year beginning April 1, 2023 was December 1, 2022.*



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.*

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

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

Legal Business Entity Applicant Name (corporation, LLC): <b>Best Thai LLC</b>	Business Name (D/B/A): <b>Best Thai LLC</b>
Individual or Sole Proprietor Applicant Name(s): <b>Thanyalak Rojpanichkul</b>	Physical Location: <b>88 Main St, Damariscotta, ME 04543</b>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: <b>Same</b>
Mailing address, if different from DBA address: <b>Same</b>	Email Address: <b>bestthai74@hotmail.com</b>
Telephone #      Fax #: <b>207-563-1440      207-563-1470</b>	Business Telephone #      Fax #: <b>207-563-1440      207-563-1470</b>
Federal Tax Identification Number: <b>45-2044427</b>	Maine Seller Certificate # or Sales Tax #:
Retail Beverage Alcohol Dealers Permit:	Website address: <b>www.bestthaimaine.com</b>

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: **\$1,174,797.67**      Beer, Wine or Spirits: **\$37,355.38**      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 checked="" 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 type="checkbox"/> Other: _____                                    |   |
| <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:

88 Main St, Damariscotta, ME 04543

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
Thanyalak Rojpanichkul	11/03/1986	Thailand

Residence address on all the above for previous 5 years

Name	Thanyalak Rojpanichkul	Address:	11 Ward Brook Rd, Wiscasset, ME 04578
Name		Address:	66 Keene Wood Rd, Damariscotta, ME 04543
Name		Address:	233 Bath Rd, Wiscasset, ME 04543
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: N/A

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)

The restaurant has 11 tables and 45 seats. It also has a bar with 11 stools. The bar is 22 FT long. We have 2 coolers behind the bar to store beers and soda. There is one more refrigerator to spare our beers, wine and soda. We also have outside seating about 12-15 seats.

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: 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: 07/06/2023

Thanyalak  
Signature of Duly Authorized Person

Thanyalak Rojpanichkul  
Printed Name Duly Authorized Person

\_\_\_\_\_  
Signature of 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](https://www.ttb.gov/nrc/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.

See Attached



2<sup>nd</sup> floor

Walk-in  
Freezer

Dry storage

Walk-in  
cooler

Ice  
Maker

Hood

Wok stove

Burner

Step up

Step down

Hand Sink

Sandwich cooler

Sandwich  
cooler

Deep Fryer

Kitchen

Dish washer  
Machine

3 base sink

Emergency Exit

Stand  
Freezer

Prep table

Cashier

Rest room

Men

Lady

Mop sink

3 base sin

BAR

Entrance

Dining Room

Door Door

Stand  
cooler

Waitress station

Storage



**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: Best Thai LLC
2. Doing Business As, if any: \_\_\_\_\_
3. Date of filing with Secretary of State: 05/03/2011 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
Thanyalak Rojpanichkul	11 Ward Brook Rd Wiscasset, ME 04578	11/03/86	Owner	100%
	66 Keene Woods Rd Damariscotta, ME 04543			
	233 Bath Rd Wiscasset, ME 04578			

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



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## DAMARISCOTTA POLICE DEPARTMENT

July 11, 2023

Board of Selectman  
Town of Damariscotta  
21 School Street  
Damariscotta, Maine 04543

Re: Best Thai Restaurant

To the Board of Selectman:

As requested, I had my staff research our records for any police complaints or contacts involving Best Thai Restaurant located at 88 Main St.

In the time period of July 1, 2022 through July 10, 2023 this department has responded to that location as follows:

- 1 Domestic Disturbance
- 1 Fire Alarm
- 2 Motor Vehicle Stops
- 1 Parking Problem
- 2 Found/Lost property
- 1 Records Request
- 1 Theft/forgery/fraud

To our knowledge, none of these calls involved the serving of alcohol at Best Thai Restaurant.

Please do not hesitate to contact me if you have further concerns or questions regarding this information.

Sincerely,

  
Jason Warlick  
Chief of Police



21 School St  
Damariscotta, ME  
04543

PHONE 207-563-1909  
FAX 207-563-8986  
EMAIL [jwarlick@damariscottame.com](mailto:jwarlick@damariscottame.com)  
WEBSITE <http://www.damariscottame.com/police-department>

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BEST THAI RESTAURANT									
<u>Reason</u>	<u>Calls</u>	<u>Unfounded</u>	<u>Incidents</u>	<u>Accidents</u>	<u>Arrests</u>	<u>Interviews</u>	<u>EMS</u>	<u>Fire</u>	
DOMESTIC DISTURBANCE	1	0	1	0	0	0	0	0	
FIRE ALARM	1	0	0	0	0	0	0	0	
MOTOR VEHICLE STOP	2	2	0	0	0	0	0	0	
PARKING PROBLEM	1	0	0	0	0	0	0	0	
FOUND/LOST PROPERTY	2	0	0	0	0	0	0	0	
Records Request	1	0	0	0	0	0	0	0	
THEFT / FORGERY / FRAUD	1	0	0	0	0	0	0	0	
Sub Total >	9	2	1	0	0	0	0	0	
Totals >	9	2	1	0	0	0	0	0	



Town of  
Damariscotta

Andrew Dorr <[adorr@damariscottame.com](mailto:adorr@damariscottame.com)>

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**[Damariscotta ME] Damariscotta Region Chamber of Commerce (Sent by jane Oliver-Gravel, [jogsupplies@icloud.com](mailto:jogsupplies@icloud.com))**

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Contact form at Damariscotta ME <[cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com)>

Wed, Jul 12, 2023 at 11:43 AM

Reply-To: [jogsupplies@icloud.com](mailto:jogsupplies@icloud.com)

To: [adorr](mailto:adorr@damariscottame.com) <[adorr@damariscottame.com](mailto:adorr@damariscottame.com)>

Hello [adorr](mailto:adorr@damariscottame.com),

jane Oliver-Gravel ([jogsupplies@icloud.com](mailto:jogsupplies@icloud.com)) has sent you a message via your contact form (<https://www.damariscottame.com/user/1121/contact>) at Damariscotta ME.

If you don't want to receive such e-mails, you can change your settings at <https://www.damariscottame.com/user/1121/edit>.

Message:

Good morning Andy,

I am writing you to ask if the town would be willing to give the chamber one of the catch basins they have in storage. We are in need of one as soon as possible to finish our building project.

I look forward to hearing back from you and appreciate your consideration.

Jane Oliver-Gravel

Vice president

Damariscotta Region Chamber of Commerce

**Project Title**      **FY 22-23 Selectboard Goals**

Project Start

Fri, 7/1/2022

Display Week

0

Focus Area	Objective	Assigned To	Priority	Due Date	Progress	Comments
F.1	Draft licensing ordinance	Town Clerk, Town Manager, Town Planner	Medium	1-Feb-23	<div><div></div></div> 10%	Collected sample ordinances.
F.2	Review tax exemption eligibility	Assessor's Agent	High	1-May-23	<div><div></div></div> 50%	Agent has stated it is part of their annual review.
F.3	Revaluation process	Assessor's Agent	High		<div><div></div></div> 0%	No contract has been signed yet. Consider value adjustments across the board in FY 24 Commitment year.
F.4	Review costs associated with being service center	Town Maanger	Low		<div><div></div></div> 0%	Incomplete - need to understand what the board would like to measure exactly. Comparison to other service centers? Identify specific costs the board would like see compared?



**Project Title**      **FY 22-23 Selectboard Goals**

Project Start

Fri, 7/1/2022

Display Week

0

Focus Area	Objective	Assigned To	Priority	Due Date	Progress	Comments
I. 1	Develop a technology plan	IT Consultant	Medium	31-Dec-22	75%	Completed inventory of computer systems. Presented a reserve allocation based on replacement of those devices based on a 5-year replacmeent cycle.
I.2	Update CIP	Town Manager, Dept Heads, Public Works Committee	High	31-Dec-22	50%	FY 24 budget process highlighted an overview of major capital items. A more formal report needs to be generated.
I.3	Develop pavement plan	Public Works Committee	Medium	30-Nov-22	0%	RSMS program needs to be populated still. We were able to complete paving on Belvedere Rd, Egypt Rd, and Rocky Run Rd this year. I recommend the board consider Lessner Rd next year.

**Project Title**      **FY 22-23 Selectboard Goals**

Project Start

Fri, 7/1/2022

Display Week

0

Focus Area	Objective	Assigned To	Priority	Due Date	Progress	Comments
I. 4	Complete Phase 2 of Waterfront Improvement Plan	Town Manager, George Parker, Planner	High	31-Dec-23	5%	This is likely to be completed in 2025. No significant progress made this year as there has been ongoing conversations with EDA to amend the scope of work. The budget/award was reduced and the GSBSD needs to be added to the grant forms as a co-applicant before proceeding.
I. 5	Update paving maintenance schedules	Public Works Committee	Medium	31-Dec-21		See item I.3
I. 6	Develop 3-year plan for PW restructuring	Public Works Committee, Select Board, Town Manager	High	31-Jan-23	5%	This has only been discussed. I'd like the board to confirm what they are looking to have compared/projected for a restructuring. Contracted winter maintenance? In-house capacity for what tasks specifically? Joint venture with another town?

**Project Title**      **FY 22-23 Selectboard Goals**

Project Start

Fri, 7/1/2022

Display Week

0

Focus Area	Objective	Assigned To	Priority	Due Date	Progress	Comments
I. 7	Seek infrastructure funding	Town Manager, Planner	Medium	30-Jun-23		On-going. Applied for CDS funding in March '23. Applied for float replacement in July '23. Continuing to look for additional funding sources for Church St/Hodgdon St projects.
I. 8	Pave Heater Road (section)	Town Manager, Road Commissioner, Public Works Committee	Medium	31-Oct-22	50%	There is a relatively significant challenge with getting all signatures to sign-off on the deeds/easement. The owners of the property adjacent to the town garage are in the process of dissolving their LLC which puts this on a lower priority for them as they look to settle the legal process. I will work with our attorney to proceed so this project can be completed, but it may be challenging to do so before winter, though that will be the plan.
I. 9	Construction management services for capital projects	Town Manager/Road Commissioner	High	30-Jun-23	100%	On-going. Hired G&D for oversight on Miles St as well as Egypt/Belvedere. Future projects should consider a budget line for these services explicitly and identify the level of oversight expected. Daily vs weekly?

**Project Title**      **FY 22-23 Selectboard Goals**

Project Start	Fri, 7/1/2022
Display Week	0

Focus Area	Objective	Assigned To	Priority	Due Date	Progress	Comments
I. 10	Seek funding for Church Street sidewalks	Town Manager, Planner	High	30-Jun-23	50%	Applied for CDS funding. Meetings about Safe Routes to School/Bike/Ped program funds. Applied for Castner Brook culvert replacement.
I. 11	Sidewalk plan including maps and estimates	Planner, Town Manager			0%	This has not been started.
I. 12	Rebid Miles St project	Town Manager, LincolnHealth Staff, Consultant	High	30-Sep-22	100%	Completed June 2023.
I. 13						
PS. 1	Update Traffic and Parking Ordinance	Town Manager, Police Chief	Medium	31-Mar-23	25%	This will be redrafted with staff support by mid/end of September based on this summer experience and challenges identified last winter.
PS. 2	Enforce speed limits	Police Chief	High			On-going. Purchased new roadside radar technology. Speed/Traffic Control details (approx) 601

**Project Title**      **FY 22-23 Selectboard Goals**

Project Start	Fri, 7/1/2022
Display Week	0

Focus Area	Objective	Assigned To	Priority	Due Date	Progress	Comments
ED. 1	Retain, promote, and grow existing businesses	Select Board, Town Manager, Department Heads	Medium	30-Jun-23	<div><div></div></div> 25%	On-going. CDBG DuJardin. Needs more detail/objectives.
ED. 2	Encourage new business development	Select Board, Town Manager, Planner	Medium	30-Jun-23	<div><div></div></div> 0%	On-going task. Not sure what the objectives or tasks are for this.
ED. 3	Improve TIF value	Planner, Town Manager	High	30-Jun-23	<div><div></div></div> 40%	Drafted changes to the TIF program. Further review and edits needed following legislative updates.
ED. 4	Identify housing solutions	Planner			<div><div></div></div> 75%	LCRPC completed a housing study. Local/regional initiatives to follow.
ED. 5	Expand fiber/broadband network	Town Manager	High		<div><div></div></div> 5%	Had meetings with LCI/Tidewater, no requests for funding presented to the board.
ED. 6	Submit Museum in the Streets grant	Planner	Medium		<div><div></div></div> 0%	Is this still a desire of the Select Board?

**Project Title**      **FY 22-23 Selectboard Goals**

Project Start	Fri, 7/1/2022
Display Week	0

Focus Area	Objective	Assigned To	Priority	Due Date	Progress	Comments
CD. 1	Seek opportunities for affordable housing developments	LCRPC Representatives, Planner			0%	Needs to have more detail. TIF program?
CD. 2						
CD. 3	Build sidewalk segments along Main/Church/Biscay intersection	Town Manager, Road Commissioner, CRT, PSAC	High	30-Jun-22	0%	No construction, funding still needed. Likely a 2025/6 completion.
IC. 1	Broaden relationship with Great Salt Bay Sanitary District	Select Board, Town Manager	High		25%	Improved communication. On-going coordination of capital projects. Current challenge of the EDA grant support aside, the relationship is improving.
IC. 2	Develop plan for future commercial and residential development	Select Board, Town Manager	Medium		0%	No discussions with the board. This task best suited for the Comp Plan process/Town Planner
IC. 3	Contain overall cost of government and schools	Select Board, Town Manager	High		0%	Identify targets for funding needs/increases. No targets set prior to last year's budget process.

**Project Title**      **FY 22-23 Selectboard Goals**

Project Start	Fri, 7/1/2022
Display Week	0

Focus Area	Objective	Assigned To	Priority	Due Date	Progress	Comments
CO. 1	Recruit volunteers to serve on boards	Town Manager, Planner			90%	Only 3 vacancies on current boards/committees. New members added to Comp Plan Committee.
CO. 2	Town newsletter	Town Manager	High		83%	10/12 Monthly newsletters posted.
CO. 3	Maximize media to share information	Town Manager	High		90%	Increased Facebook activity/use. Utilized LCN and LCTV for meetings notices or broadcasts.
CO. 4	Maintain webiste and social media accounts	Clerk, Manager, Planner	Medium		80%	Regular updates/schedule needs to be improved for website. Social Media account (Facebook) use has been increased.
CO. 5	Participate in "Spirit of America" volunteer recognition	Select Board	Medium		0%	Was not completed this past year.
CO. 6	Appoint Charter Commission to draft charter changes	Select Board	High		0%	Can review as a board to see if there are any. Budget Committee/Budget Process needs to be reviewed for consistency. School Trustees and Union 74 needs to be addressed.

Project Title      FY 22-23 Selectboard Goals

Project Start	Fri, 7/1/2022
Display Week	0

Focus Area	Objective	Assigned To	Priority	Due Date	Progress	Comments
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ES. 1	Community-wide cleanup	Town Office Staff, Road Commissioner	Medium		100%	Community-wide/Roadside cleanup effort completed for Earth Day (weekend)
ES. 2	Publicize new electric vehicle charging station	Robin Mayer, Town Clerk, Town Manager	Medium		0%	No publicity in FY 2023.



## FY 2024 SELECT BOARD GOALS WORKSHEET

(TO BE COMPLETED BY EACH BOARD MEMBER)

<b>Specific</b> – what do I want to see the town achieve.	<b>Measurable</b> – How will we know we’ve reached the goal? What metrics or milestones can we document?	<b>Attainable</b> – Is this goal realistic for the town? What support do we need to make sure we achieve this goal?	<b>Realistic</b> – Why is this goal worthwhile? Does it support the town’s mission/vision?	<b>Timely</b> – When do you want t see this achieved? Provide a target date.