



Town of Freeport
30 Main Street
FREEPORT, ME 04032
(207) 865-4743 FAX 865-0929

Request for Use of Town Property

Please note: All requests for groups/individuals to use town property* need to be approved by the Town Council at a regularly scheduled Town Council meeting. Requests must be submitted two weeks prior to the Town Council Meeting in order to be placed on the Agenda (Please contact the Town Manager's office at 865-4743 x121 or check the Town's Website at www.freeportmaine.com for Town Council meeting schedule).

Day/Date(s) of Event **Saturday, June 24 & Sunday, June 25, 2023** Location **Nathan Nye**

Arrival Time **Road closed at approx. 7am on Saturday** Time of Activity **Sat 10 – 6, Sun 10 - 4** End Time **Road reopened by approx. 6 pm on Sunday**

Name of Event **The Maine Oyster Festival**

Description of Event **Visitors flock to Maine from around the globe to enjoy our world class seafood, and Maine oysters are no exception. Visit Freeport's The Maine Oyster Festival celebrates all Maine oysters and features sea farmers representing fisheries from Ogunquit to Corea. There are now more than 150 oyster farms dotting Maine's 3,500-mile-long coastline. Oysters grow slowly in Maine's cold waters, and that gives them more time to soak up the flavors of their region. Differences in the food they eat as well as the temperature and salinity of the water produce a wide variety of flavor characteristics. Oysters are also filter feeders and the cultivation of oysters through responsible aquaculture practices is helping to reverse damage to coastal ecosystems. Our event also provides an outlet for nonprofit organizations working on ocean health to reach consumers. The festival helps shape the narrative that Freeport is more than just national brand outlets and fills hotel rooms, restaurants, and our retail shops with additional visitors on a shoulder season weekend ripe for growth. Visit Freeport's mission as defined by its bylaws is to advance the commercial, economic, civic, social, educational, and interests of the Town of Freeport. One way we do that is through the careful creation and curation of special events and festivals, that draw large numbers of visitors, provide editorial exposure, and help broaden the visitor base for Freeport. Last year visitors consumed 33,000 oysters at the inaugural The Maine Oyster Festival. We expect to double that consumption this year.**

List all activities & equipment/materials to be used on town property (food/retail sales, portable potties, etc.) **Nathan Nye will be populated with 10 X 10 tents hosting sea farms, shucking stations serving raw oysters, vendors selling related merchandise, and nonprofit educational exhibits and hands-on activities for children.**

Please note that Food Carts are NOT allowed on public property. (Festival food trucks and carts will be located only on adjacent private property.)

Visit Freeport is petitioning the Town Council to close the first section of Nathan Nye from the parking lot entrances to Main St to grow the Festival beyond the L.L.Bean campus. We plan to use the roadway as well as the front section of the parking lots behind the 40 block of Main St to create a new site which will help draw visitors into the southern blocks of Main St. See Freeport Fall Festival request for clarification about why this location is necessary.

We have received verbal permission from all the tenants adjacent to Nathan Nye and the parking lot. Letters of support are attached from those who were able to do so. Please note that Starbucks and Banana Republic were not able to get permission to submit letters from their National corporate offices, but their management supports the plan. MOFGA, Starbucks, Freeport Oyster Bar, and Lobster Cooker not only support the plan, but believe that this change will directly increase their profits during the event.

Visit Freeport staff have developed this plan in coordination with Chief Conley, Lt. Powers and Earl Gibson. Jersey barriers will be used for the Nathan Nye road closure to ensure safety.

This pivot also sets us up for some flexibility in future years as L.L.Bean campus projects continue and (may) require some displacement of these two large Festivals.

Organization/Individual making request Visit Freeport Non-Profit <input checked="" type="checkbox"/> Profit <input type="checkbox"/> _____ Contact/Title Margaret Hoffman, Community Relations Manager & Kelly Edwards, Executive Dir. Address 115 Main St., Freeport Day Phone 207-865-1212 Email Margaret@visitfreeport.com or Kelly@visitfreeport.com
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I hereby acknowledge and agree that the event sponsor and the participants will comply with all applicable laws of the State of Maine and the Town of Freeport, and adhere to the conditions granted by this application.

Signature of authorized representative:

Printed name: **Margaret Hoffman & Kelly Edwards** Date: **4/17/2023**

*** RETURN COMPLETED FORM & CERTIFICATE OF INSURANCE TO THE FREEPORT TOWN MANAGER’S OFFICE AT LEAST TWO WEEKS PRIOR TO THE TOWN COUNCIL MEETING AGENDA YOU WANT YOUR REQUEST TO BE CONSIDERED.**

Authorizing Authority Use Only	
Date received: _____	
By: _____	
<input type="checkbox"/> Denied <input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions	Date notified: _____
Conditions: _____	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/12/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Agency Accounts	
Cross Insurance-Portland		PHONE (A/C, No, Ext): (207) 780-1677	FAX (A/C, No): (207) 780-6377
2331 Congress Street		E-MAIL ADDRESS:	
Portland ME 04102		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Hanover Ins Co.	NAIC # 22292
		INSURER B: Hanover American Insurance Co.	36064
		INSURER C: Travelers Cas. & Surety Co of America	31194
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 22/23 Master**REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			ZHP0023731	05/04/2022	05/04/2023	EACH OCCURRENCE	\$ 2,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:							MED EXP (Any one person)	\$ 10,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 2,000,000	
	OTHER:							GENERAL AGGREGATE	\$ 4,000,000
								PRODUCTS - COMP/OP AGG	\$ 4,000,000
									\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$	
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$	
									\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$	
	EXCESS LIAB						AGGREGATE	\$	
	DED	RETENTION \$						\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WZPD331665	10/04/2022	10/04/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N <input type="checkbox"/>	N / A				E.L. EACH ACCIDENT	\$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000	
C	D&O Liab-Non-Profit Organization			105576832	03/05/2023	03/05/2026	\$1,000 Deductible	1,000,000	
	Employment Practices Liability						\$2,500 Deductible	1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: The Maine Oyster Festival, Dates: June 23 - 25, 2023. Activity Location(s): Nathan Nye Street, Freeport, ME 04032.

CERTIFICATE HOLDER**CANCELLATION**

Town of Freeport 30 Main Street Freeport ME 04032	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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30 Main Street
FREEPORT, ME 04032
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Day/Date(s) of Event Fri - Sun, October 6 – 8, 2023 Location Nathan Nye

Arrival Time Road closed at approx. 7 am on Friday Time of Activity Fri 12 – 6, Sat 10 – 6, Sun 10 - 4 End Time Road reopened by approx. 6 pm on Sunday

Name of Event The 24th Annual Freeport Fall Festival

Description of Event The Freeport Fall Festival is such an important economic and community event that it is often listed in the same sentence with events like the Common Ground Fair and Fryeburg Fair. For more than two decades, Freeport businesses have come to count the Freeport Fall Festival for some of their best sales days of the year. At the same time this juried art show is highly competitive and a coveted event for artists and makers from across Maine. The festival has also helped cultivate a year-round arts & cultural community in Freeport and helped shape the narrative that Freeport is more than just national brand outlets. For the past three years, Visit Freeport has aligned our event with Maine Craft Weekend to highlight not only the festival but all other arts, crafts and creative events happening in our community on those dates. Visit Freeport's mission as defined by its bylaws is to advance the commercial, economic, civic, social, educational, and interests of the Town of Freeport. One way we do that is through the careful creation and curation of special events and festivals, that draw large numbers of visitors, provide editorial exposure, and help broaden the visitor base for Freeport. The Festival draws an estimated 65,000 – 80,000 visitors to Freeport each year.

List all activities & equipment/materials to be used on town property (food/retail sales, portable potties, etc.) Nathan Nye will be populated with 10 X 10 tents hosting makers & artists, and hands-on activities for children.

Please note that Food Carts are NOT allowed on public property. (Festival food trucks and carts will be located only on adjacent private property.)

Visit Freeport is petitioning the Town Council to close the first section of Nathan Nye from the parking lot entrances to Main St. This is a pivot to replace space lost by the apartments being developed at West & Main and the construction scheduled at Town Hall to build an amphitheater on the lawn. In addition to the L.L.Bean campus, this proposed new location on Nathan Nye, and the parking areas behind the 40 block of Main St., the Freeport Fall Festival also takes place at Freeport Village Station and on the lawn at KeyBank. Please note the KeyBank site is also pending now due to their closure, and potential sale of that property which makes this request even more important.

We plan to use the roadway as well as the front section of the parking lots behind the 40 block of Main St. to create a new site which will help draw visitors into the southern blocks of Main St.

We have received verbal permission from all the tenants adjacent to Nathan Nye and the parking lot. Letters of support are attached from those who were able to do so. Please note that Starbucks and Banana Republic were not able to get permission to submit letters from their National corporate offices, but their management supports the plan. MOFGA, Starbucks, Freeport Oyster Bar, and Lobster Cooker not only support the plan, but believe that this change will directly increase their profits during the event.

Visit Freeport staff have developed this plan in coordination with Chief Conley, Lt. Powers and Earl Gibson. Jersey barriers will be used for the Nathan Nye road closure to ensure safety.

This pivot also sets us up for some flexibility in future years as L.L.Bean campus projects continue and (may) require some displacement of these two large Festivals.

Organization/Individual making request **Visit Freeport** Non-Profit Profit _____
Contact/Title **Margaret Hoffman, Community Relations Manager & Kelly Edwards, Executive Dir.**
Address **115 Main St., Freeport**
Day Phone **207-865-1212** Email **Margaret@visitfreeport.com or Kelly@visitfreeport.com**

I hereby acknowledge and agree that the event sponsor and the participants will comply with all applicable laws of the State of Maine and the Town of Freeport, and adhere to the conditions granted by this application.

Signature of authorized representative:

Printed name: **Margaret Hoffman & Kelly Edwards** Date: **4/17/2023**

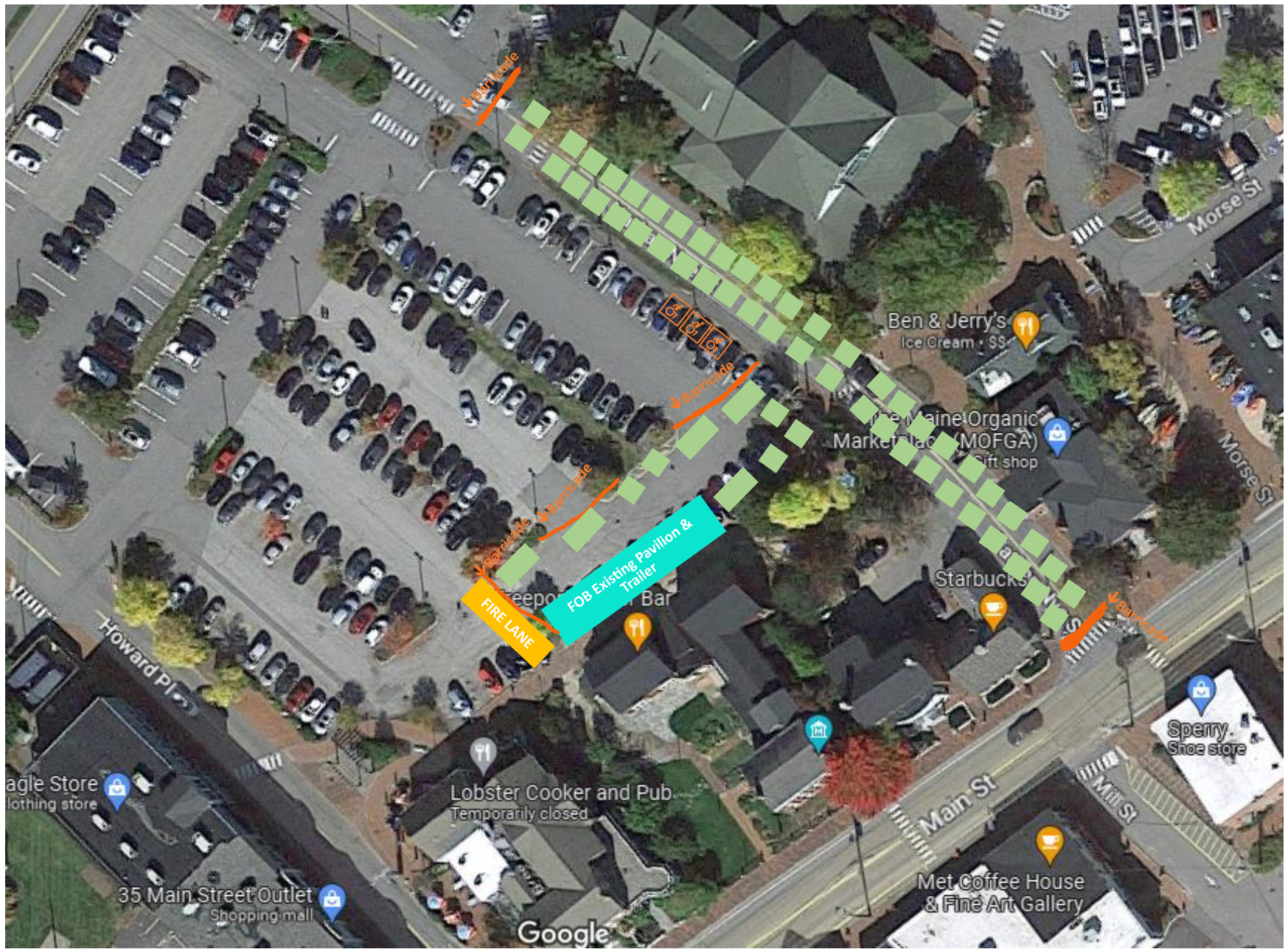
Authorizing Authority Use Only

Date received: _____

By: _____

Denied Approved Approved with conditions Date notified: _____

Conditions: _____



Handmade

Handmade

Handmade

Handmade

Handmade

FOB Existing Pavilion & Trailer

FIRE LANE

Ben & Jerry's
Ice Cream • \$3

The Maine Organic
Market (MOFGA)
Gift shop

Starbucks

Sperry
Shoe store

Lobster Cooker and Pub
Temporarily closed

Met Coffee House
& Fine Art Gallery

35 Main Street Outlet
Shopping mall

Google

Eagle Store
Clothing store

Howard Pl

Main St

Morse St

Morse St

Mill St

RE: Nathan Nye

1 message

Paul Powers <PPowers@freeportmaine.com>
To: Margaret Hoffman <margaret@visitfreeport.com>

Wed, Apr 19, 2023 at 10:17 AM

I met with Ms. Hoffman on April 11th to discuss the events planned on June 24-25th and October 6-8th. These events would close off a portion of Nathan Nye from Main Street to the first entrance/exit of parking lots off Nathan Nye. The police department is in support of these events and the closing of that portion of the road.

Lieutenant Paul Powers

Freeport Police Department

[16 Main Street](#)

[Freeport, ME 04032](#)

Phone: 207-865-4800 Ext. 206

Fax: 207-865-2901

E-mail: ppowers@freeportmaine.com



CONFIDENTIALITY NOTICE This e-mail, and any file or attachment transmitted with it is only intended for the use of the person and/or entity to whom it is addressed and may contain information that is privileged, or confidential. If the recipient of this message is not the intended recipient be notified that unauthorized disclosure or interception of e-mail is a federal crime. See 18USC, Sec 2517 (4). If you receive this e-mail in error, destroy all copies of this message, attachments and/or files and notify the sender at the sender's email.

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From: Margaret Hoffman <margaret@visitfreeport.com>**Sent:** Thursday, April 13, 2023 12:37 PM**To:** Paul Powers <PPowers@freeportmaine.com>; Paul Conley <PConley@freeportmaine.com>**Subject:** Nathan Nye



FREEPORT HISTORICAL SOCIETY

Engaging our community to experience connections between past & present.

Board of Trustees

April 18, 2023

Jim DeGrandpre
President

Freeport Town Council
30 Main Street

Mary Babikain
Vice President

Freeport ME 04032

Polly Brann
Secretary

Dear Councilors,

Scott Burrill
Treasurer

I write in support of Visit Freeport's proposal to close Nathan Nye to vehicular traffic for its two major festivals this year: the Maine Oyster Festival and the Freeport Fall Festival. Both events last year were a tremendous draw to downtown and to our neighboring businesses on and around Main Street.

David Coffin

Jane Grant

Nora Healy

Rebecca Hotelling

Dennis Landis

Nadia Saliba

Brad Snow

Sally Walsh

Jule Whelan

Heather Zachau

Many New England towns are centered around a village green or common, but, like many towns in Maine, Freeport is centered on a crossroads. As you well know, even today we struggle to find a central *public* greenspace downtown, which limits outdoor community gatherings and public events.

Visit Freeport has done exceedingly well in activating L.L.Bean's Discovery Park and parking lot, as well as smaller spaces up and down Main Street, including our garden here a Freeport Historical Society. But the success of these larger events warrants an expanded venue.

Staff

Eric C. Smith
Executive Director

Closing Nathan Nye to allow the venue to expand beyond, but adjacent to, the larger L.L.Bean spaces and will enhance the experience of the festivals for both visitors and the local community. Doing so will, in turn, help these events and their economic impact to grow.

James C. Cram
Director Emeritus

I encourage you to support the carefully considered plan proposed by Visit Freeport to allow for these increasingly popular seasonal festivals.

Audrey Wolfe
*Collections &
Education Manager*

Sincerely,

Harper Batsford
*Community Engagement
Coordinator*

Eric C. Smith
Executive Director



**FREEPORT
OYSTER BAR**

March 30th 2023

To whom it may concern:

I am reaching out on behalf of Freeport Oyster Bar in support of closing the Nathan Nye road for the second annual Maine Oyster Festival and for the Fall Festival. We believe that more pedestrian walking areas will lead to a more successful event. It makes the flow of the new set up this year more cohesive and will not disturb traffic to a large extent.

Town collaboration is so important and creates camaraderie between businesses. Visit Freeport makes the town more vibrant and brings in lots of interest with their event efforts. We look forward to continuing to grow the town and town events and festivals.

Please feel free to reach out if we can assist further or with more detail.

Best,

Allie Sawyer
General Manager
Freeport Oyster Bar

April 18, 2023

Freeport Town Council Members,

My name is Dave Lockman, I am the Director of Real Estate & Construction for L.L.Bean, Inc. I am writing to share L.L.Bean's support for the closing of Nathan Nye Street during the Maine Oyster Festival & the Freeport Fall Festival.

Please allow Visit Freeport to continue its good work and expand these two events with a new footprint that also helps individual Freeport businesses meet and exceed our revenue goals.

Thank you for your consideration.

Sincerely,
Dave Lockman
Dir Real Estate & Construction
Facilities
dlockman@llbean.com



Apr 18, 2023

Freeport Town Council
30 Main Street
Freeport, ME 04032
United States

To Whom it May Concern,

As the Manager at the Maine Organic Marketplace (MOFGA) retail store in Freeport, Maine, I am in support of Nathan Nye street closing for community events such as Makers on Main, Maine Oyster Festival, and the Freeport Fall Festival. Having an open street area for pedestrians to gather, shop and take in the sites of Freeport would benefit our store and community greatly. Foot traffic not only creates a better opportunity for shoppers to come in and enjoy our store, but would also create more awareness of the store and therefore the MOFGA mission and Freeport's support of the organization.

Thank you for your consideration!

Best,

B Simon 
Maine Organic Marketplace Store Manager
Maine Organic Farmers and Gardeners Association
207-869-5792
store.mofga.org



April 18, 2023

Freeport Town Council Members,

We here at The Maine Organic Marketplace on the corner of Nathan Nye and Main street are unanimously in favor of closing off the street for any and/or all town festivities.

Freeport has a lively population that enjoys all that the town has to offer ESPECIALLY if there is an atmosphere of slowing down to walk and see what is going on without the hustle and bustle of traffic. We support any opportunity for slow shopping!

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Ruth E. Zumstein". The signature is written in dark ink and is positioned below the word "Sincerely,".

Ruth Zumstein
The Maine Organic Marketplace
55 Main St. Freeport, ME 04032



April 5, 2023

Freeport Town Council Members,

My name is Leslie Garey, I am the General Manager of The Lobster Cooker at 39 Main St.

I am writing to share my support for the closing of Nathan Nye St. during both The Maine Oyster Festival & the Freeport Fall Festival.

I know from years of past experience that Visit Freeport events deliver results to our business. Event days produce some of the highest revenue days of the year. By expanding the foot print of these events right into our backyard, Visit Freeport is delivering upon its promise to provide revenue opportunities to its membership as well as to the entire Freeport business community.

These events are reliably some of the busiest days for us! They executed very well, bringing repeat & new visitors to support our business throughout the year.

Please allow Visit Freeport to continue its good work and expand these two events with a new footprint that also helps individual Freeport businesses meet and exceed our revenue goals.

Thank you for your consideration.

Sincerely,

Leslie Garey
General Manager, The Lobster Cooker
lobstercookerles@gmail.com

RE: Nathan Nye

1 message

Paul Powers <PPowers@freeportmaine.com>
To: Margaret Hoffman <margaret@visitfreeport.com>

Wed, Apr 19, 2023 at 10:17 AM

I met with Ms. Hoffman on April 11th to discuss the events planned on June 24-25th and October 6-8th. These events would close off a portion of Nathan Nye from Main Street to the first entrance/exit of parking lots off Nathan Nye. The police department is in support of these events and the closing of that portion of the road.

Lieutenant Paul Powers

Freeport Police Department

[16 Main Street](#)[Freeport, ME 04032](#)

Phone: 207-865-4800 Ext. 206

Fax: 207-865-2901

E-mail: ppowers@freeportmaine.com

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From: Margaret Hoffman <margaret@visitfreeport.com>**Sent:** Thursday, April 13, 2023 12:37 PM**To:** Paul Powers <PPowers@freeportmaine.com>; Paul Conley <PConley@freeportmaine.com>**Subject:** Nathan Nye



Margaret Hoffman <margaret@visitfreeport.com>

Nathan Nye

1 message

Earl Gibson <egibson@freeportmaine.com>

Wed, Apr 19, 2023 at 7:06 AM

To: "margaret@visitfreeport.com" <margaret@visitfreeport.com>

Hi Margaret.

I would like to thank Visit Freeport for organizing the two upcoming events in Freeport. Saturday, June 24 2023 thru Sunday, June 25, 2023. Friday 2023, October 6, 2023, thru Sunday, October 8, 2023. Both events will be very beneficial to the Town of Freeport.

The Freeport Public Works Department would like to show our support to Visit Freeport by supplying a loader, jersey barriers, and signage needed to close off Nathan Nye during each event and reopen Nathan Nye after each event.

There will be a fee of \$200.00 per event for labor costs if the fees aren't waived.

Earl

Earl Gibson

Superintendent of Public Works

Town of Freeport

Phone: 207-865-4461

Fax: 207-865-0244

egibson@freeportmaine.com





The Vermont Flannel Co.
PO Box 1108
PMB 14463
Burlington, VT 05402
April 11th, 2023

Freeport Town Council
30 Main Street
Freeport, ME 04032

To Whom It May Concern:

This letter is written to convey our company's support for the Oyster Festival, taking place in Freeport June 24th, 2023 through June 25th, 2023, as well as the Freeport Fall Festival, taking place in Freeport October 6th, 2023 through October 8th, 2023 and, specifically, the festival organizers intention of closing Nathan Nye Street between Main Street and Cross Street.

The festival will likely attract a wonderful gathering to the general area around our store and contribute to the overall efforts to make Freeport both a great place to live, work and play, as well as a destination for a wide variety of experiences for tourists. Closing the streets will create a comfortable atmosphere for attendees to enjoy the festivals as well as visit the many area stores nearby on foot.

In case of questions, please don't hesitate to contact me directly, and make it a "flantastic" day!

Warmly,

Matt Bigelow

President, The Vermont Flannel Co.

matt@vermontflannel.com