

City of Barre, Vermont

Liquor Control Policies and Procedures

In its capacity as the Local Liquor Control Board (LLCB), as established by 7 V.S.A. §166 and City Ordinance, Sec. 11-27. Liquor Control, the Barre City Council establishes these policies and procedures associated with the approval of Vermont Department of Liquor Control (VDLC) applications, including, but not limited to, new and renewing liquor and tobacco licenses, outside consumption permits, and requests to cater permits.

SECTION 1. Annual Blanket Approval Authorization from Vermont Department of Liquor Control.

- a) Annually in January the Clerk will send a request to VDLC, requesting permission to process applications through the following practice:
 - 1.) The LLCB is given a list of all applicants along with copies of applications;
 - 2.) The LLCB is asked if they have any concerns with any applicant on the list, and, if so, those are discussed and voted on separately;
 - 3.) All other applications would be recommended for approval in one motion; and
 - 4.) The City Clerk would affix a label to each application noting approval by the Council acting as the LLCB, and the date of the warned meeting at which approval was granted.

The Clerk will file the written authorization granted by VDLC upon receipt.

SECTION II. Processing of New Applications.

- a) New applications for first and second class liquor licenses and tobacco licenses will be submitted to the Barre City Clerk with the appropriate fees payable to the City and/or the VDLC. The Clerk will review delinquent property tax, water/sewer and miscellaneous accounts receivable records to determine if the applicant has any outstanding bills due to the City. If there are delinquent bills, the Clerk will notify the applicant that the Council, acting as the LLCB, will not approve the application until such time as the delinquencies are paid in full or the applicant has entered into a payment agreement for the outstanding amounts.
- b) Once it is determined that the applicant is current on all bills with the City, the Clerk will scan and email the applications to the Police Department and the Fire Department. The Police Department will determine whether it approves of the license. The Fire Department will conduct a fire inspection of the establishment. If the establishment passes the fire inspection, the Fire Department will forward a copy of the inspection report to the Clerk's office to be filed with the application.
- c) Upon approval by the Police and Fire Departments, the Clerk will email a copy of the license(s) to the City Council for consideration at the next regularly scheduled meeting. New license applicants will be required to attend the Council meeting.
- d) At the City Council meeting, the Council will call to order the LLCB and hear such business as will come before it. The LLCB will review the application(s) and interview the applicant(s). Upon completion of the review and interview, the LLCB may take action on the license before them.
- e) If approved by the LLCB, the Clerk will affix a label to the application indicating that the LLCB approved the license and the date of approval, sign the application and mail it to VDLC, along with such fees were paid by the applicant.

SECTION III. License Renewals

Liquor licenses run from May 1st through April 30th, and are generally renewed in the first few months of the calendar year.

- b) Upon receipt of the renewal application via email from VDLC, the Clerk will print out the applications and any additional information necessary to send to the applicants, and mail the renewals and support materials to the applicants by January 31st each year.
- c) As renewal applications are returned to the Clerk's office, the Clerk will review delinquent property tax, water/sewer and miscellaneous accounts receivable records to determine if the applicant has any outstanding bills due to the City. If there are delinquent bills, the Clerk will notify the applicant that the LLCB will not take action on the renewal application until such time as the delinquencies are paid in full or the applicant has entered into a payment agreement for the outstanding amounts.
- d) Once it is determined that the applicant is current on all bills with the City, the Clerk will scan and email the applications to the Police Department. The Police Department will determine whether it approves of the license.
- e) The Clerk will scan and email the applications to the Fire Department. The Fire Department will conduct annual fire inspections of any establishment at which an assembly of 50 or more people is a usual occurrence. If the establishment passes the fire inspection, the Fire Department will forward a copy of the inspection report to the Clerk's office to be filed with the application. If the establishment does not typically hold assemblies of 50 or more people, the Fire Department may chose to inspect the property on a biennial basis rather than yearly.
- f) Upon approval by the Police and Fire Departments, the Clerk will email a listing of all applicants and a copy of the license(s) to the City Council for consideration at the next regularly scheduled meeting.
- g) At the City Council meeting, the Council will call to order the LLCB and hear such business as will come before it. The LLCB will review the application(s) and interview the applicant(s), as necessary. Upon completion of the review and interview, the LLCB may take action on the license before them.
- h) If approved by the LLCB, the Clerk will affix a label to the application indicating that the LLCB approved the license and the date of approval, sign the application and mail it to VDLC, along with such fees were paid by the applicant.

SECTION IV. Request to Cater Permits

Request to Cater Permit applications will follow these procedures:

- a) Request to Cater Permit applications will be submitted to the Barre City Clerk. Applicants must submit accompanying fees at the time they submit the application, or must have sufficient funds on account at VDLC. The Clerk will review delinquent property tax, water/sewer and miscellaneous accounts receivable records to determin if the applicant has any outstanding bills due to the City. If there are delinquent bills, the Clerk will notify the applicant that no action will be taken on the application until such time as the delinquencies are paid in full or the applicant has entered into a payment agreement for the outstanding amounts.
- b) Once it is determined that the applicant is current on all bills with the City, the Clerk will consider approval of the application based on the following criteria:
 - a. The applicant holds a valid liquor license in the State of Vermont.
 - b. The applicant has been approved for a catering permit in the past in the City of Barre.
 - c. The license of the applicant has not been suspended or revoked during the previous twelve (12) months.
 - d. Local Liquor Control Board approval is not required by Vermont Liquor Control.

- c) If the applicant meets the criteria above, the Clerk may approve the application by affixing his/her signature, and transmitting the application to VDLC by mail, fax or email.
- d) If the applicant does not meet the criteria above, the Clerk shall send the application to the City Council for consideration at the next regularly scheduled meeting.
- e) At the City Council Meeting, the Council will call to order the LLCB and hear such business as will come before it. The LLCB will review the list of applications. Upon completion of review, the LLCB may take action on the application(s) before them.
- f) If the applicant is denied by the City Clerk, he/she may appeal to the Barre City Council in its capacity as the LLCB by requesting a hearing before the board.

SECTION V. Other Applications.

Other applications to be considered that require local approval will follow these procedures:

- a) Applications will be submitted to the Barre City Clerk with the appropriate fees payable to the City and/or the Vermont Department of Liquor Control (VDLC). The Clerk will review delinquent property tax, water/sewer and miscellaneous accounts receivable records to determine if the applicant has any outstanding bills due to the City. If there are delinquent bills, the Clerk will notify the applicant that the Council, acting as the Local Liquor Control Board (LLCB), will not take action on the application until such time as the delinquencies are paid in full or the applicant has entered into a payment agreement for the outstanding amounts.
- b) Once it is determined that the applicant is current on all bills with the City, the Clerk will send a list of the applications to the City Council for consideration at the next regularly scheduled meeting.
- c) At the City Council meeting, the Council will call to order the LLCB and hear such business as will come before it. The LLCB will review the list of applications. Upon completion of the review, the LLCB may take action on the application(s) before them.

This policy is effective upon passage by the Barre City Council, acting as the Local Liquor Control Board.

Revised and adopted by the Barre City Council on March 17, 2015.

Thomas J. Lauzon, Mayor /S/
Carolyn S. Dawes, City Clerk /S/
Michael A. Boutin /S/
Anita L. Chadderton /S/
Charles M. Dindo /S/
Lucas J. Herring /S/
Paul N. Poirier /S/
Michael P. Smith