

Town of Hartford, Vermont

Liquor Control Policies and Procedures

In its capacity as the Local Liquor Commission Control (LLCC), as established by 7 V.S.A. §166, The Town of Hartford Selectboard establishes these policies and procedures associated with approval of Vermont Department of Liquor Control (VDLC) applications, including, but not limited to, new and renewing Liquor Licenses, Outside Consumption License, Request to Cater, Art Gallery Permit and Bookstore Permit.

SECTION I - Processing of New Applications:

First Class, Second Class Liquor License, Caterers License, Outside Consumption License -

- a) New applications will be submitted to the Town Clerk with the appropriate fees payable to the Town of Hartford and/or the Vermont Department of Liquor Control (VDLC).
- b) The Town Clerk will scan and email the application to the Hartford Police and Fire Department. The Hartford Police Department will conduct a background check on all *applicants listed on the application and make recommendation. (**Applicant is defined as the individuals and the Limited Liability Company or Corporation or other entity listed on the application.*) The Hartford Fire Department will conduct a fire inspection of the establishment. If the establishment passes the fire inspection, the Hartford Fire Department will forward a copy of the inspection report to the Hartford Town Clerk's office to be filed with the application.
- c) Upon approval by the Hartford Police and Fire Departments, the Town Clerk will email a copy of the application to the Town Manager's Office for consideration at the next regularly scheduled meeting of the Selectboard, LLCC. New License applicants will be required to attend the Selectboard, LLCC meeting. The Town Clerk's Office will notify the New License applicants of the Selectboard, LLCC meeting date that pertains to their application.
- d) The Selectboard acting as LLCC will review the applications and interview the applicants. Upon completion of the interview and application review, the Selectboard, LLCC may take action on the application before them.
- e) If approved by the Selectboard, LLCC, the Town Clerk will sign the application and mail it to VDLC, along with the required fees paid by the applicant.

SECTION II – License Renewals

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

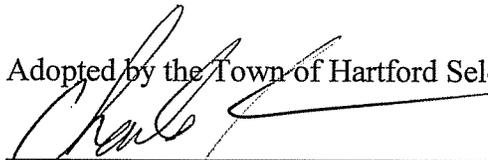
- a) Upon receipt of the renewal applications via email from VDLC, the Town Clerk will print out the applications and any additional information necessary to send to the applicants, and mail the renewals and support materials to the applicants by January 31st each year, or as soon thereafter as practically possible.
- b) Once received, the Town Clerk will scan and email the applications to the Hartford Police and Fire Department. The Hartford Police Department will conduct a background check on all *applicants listed on the application and make recommendation to the Town of Hartford Selectboard, LLCC. (**Applicant is defined as the individuals and the Limited Liability Company or Corporation or other entity listed on the application.*) 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 Hartford Fire Department will forward a copy of the inspection report to the Town Clerk's office to be filed with the applications. If the establishment does not typically hold assemblies of 50 or more people, the Hartford Fire Department may chose to inspect the property on a biennial basis rather than yearly.
- c) Upon approval by the Hartford Police and Fire Departments, the Town Clerk will provide to the Town Managers Office a listing of all applicants and a copy of the licenses to the Selectboard for consideration at the next regularly scheduled meeting.
- d) At the Selectboard LLCC meeting, the Selectboard will review the applications and may choose to interview the applicants as necessary. Upon completion of the review and interview process (if conducted), the Selectboard LLCC may take action on the applications before them.
- e) If approved by the LLCC, the Town Clerk will sign the applications and mail to VDLC, along with the required fees.

SECTION III – Processing of Request to Cater Permit, Art Gallery Permit & Book Store Permit

- a) The application will be submitted to the Town Clerk with the appropriate fees payable to the Town of Hartford and/or the Department of Liquor Control (VDLC).
- b) The Town Clerk will review the application to ensure the applicant has valid Liquor or Caterers License and/or a valid Certificate from the (VDLC) along with the required documentation. If the applicant meets the above stated requirements, the Town Clerk will send the application to the Town Manager for consideration.
- c) The Selectboard, LLCC authorizes the Town Manager to use sole discretion to approve or disapprove Request to Cater, Art Gallery and Book Store Permit applications based upon the information provided within the permit/application. Applicant has the right to appeal decisions made by the Town Manger. Final decisions will be made by the Selectboard, LLCC at the next regularly scheduled Selectboard, LLCC meeting.
- d) Once approved, the Town Clerk will sign and mail the application to the VDLC along with the required fee. The Town Clerk will provide a copy of approved applications to the Hartford Police/Fire Department and the Town Managers Office for information at the next regularly scheduled meeting of the Town of Hartford Selectboard, LLCC.

This policy is effective upon passage by the Town of Hartford Selectboard, acting as the Local Liquor Control Commission.

Adopted by the Town of Hartford Selectboard on the 10 of Nov, 2015.



Chuck Wooster, Selectboard Chair



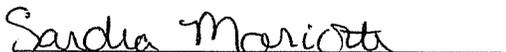
Alex DeFelice, Selectboard Member



Richard Grassi, Selectboard Vice Chair



Simon Dennis, Selectboard Member



Sandra Mariotti, Selectboard Clerk

Matt Bucy, Selectboard Member



Rebecca White, Selectboard Member