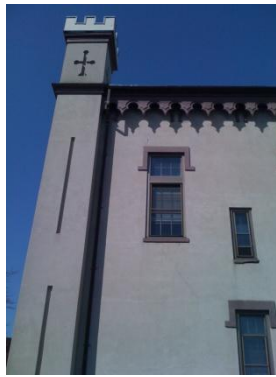


# License Commission

The mission of the License Commission is to responsibly issue and monitor various licenses doing business within the city. The Commission strives to issue licenses that are in the best interests of the public while ensuring that the license holders conduct their businesses in conformance with state laws and local ordinances and regulations. It is the Commission's intention to continue promoting the responsible service and sale of alcoholic beverages within the community.



The License Commission issues alcohol and other licenses and holds licensees accountable for their appropriate uses.



The License Commission office handles licensing for Restaurants/Bars, Package Stores, Entertainment Automatic Amusement Devices, Inns, Lodging Houses, and Car Dealers. In 2010, the City approved 45 One-Day Liquor Licenses for one-time events. The total revenue generated during renewals for 2011 was \$189,715. All Section 12 (on premise) liquor licensees were required by State Law this year to obtain Liquor Liability Insurance. All restaurants and bars must pass a stringent annual fire safety inspection conducted by the Building Commissioner and Fire Safety Inspector.

Are you thinking of opening a new restaurant in the City of Northampton? I have a checklist for that, which includes contacting the Building Inspector, Board of Health, Department of Public Works, and City Clerk for their appropriate permits or licenses. Do you want to expand or change your current operation? I have a checklist for that! The Alcohol Beverages Control Commission has a newly updated website which is much more user-friendly and specific for any changes you want to make for your business regarding the use of alcohol. The City of Northampton presently has 94 total liquor licenses. Yes, that is a lot of alcohol!

Mary L. Midura, License Commission Clerk

Brad Shimel, Chair  
Mary L. Midura, Clerk to the Commission  
210 Main Street

[mmidura@northamptonma.gov](mailto:mmidura@northamptonma.gov)

T: 413.587.1210; F: 413.587.1264

## Staffing Proposal for FY2012

Position Title	Full or Part time	Annual Salary	Funding Source(s)	Budgeted FTE	Change from FY2011	Union affiliation
Clerk to the Commission	Half Time, 20 hours	19,432	License Fees	.5		NAPEA
License Commissioners (3)	Stipend	2,500 total	License Fees	n/a		n/a

100%  
License  
Fee  
Revenues



### Where Our Funding Comes From

*The annual budget of the License Commission is supported entirely through License Fee revenues.*



### How We Spend Our Money

*This chart shows how much of the annual budget of the License Commission is spent on staff (PS) and Ordinary Maintenance (OM).*

## Some Accomplishments At A Glance

### *beyond our day-to-day operations*

- Earlier notice was given to licensees of renewals and ABCC notices and earlier notice to the Building Commissioner and Fire Safety Inspector for annual and seasonal fire safety inspections.
- Developed an email list of many licensees for quick email notifications.
- Sent certified letters - some hand-delivered letters - in order to remind outstanding licensees to pay for and pick up their licenses.

## The Year Ahead

- The ABCC has updated its website and has much stricter requirements for any transactions regarding liquor licenses. This office must keep licensees as informed as possible about current changes and requirements.
- This office plans to create a more comprehensive list for the Tax Collector to reference at renewal time. The License Commission must work closely with the Tax Collector and Treasurer to confirm any outstanding taxes owed to the City, and may have to take further action on licenses if taxes are owed. Several licensees entered into written agreements in 2010-2011 with the Tax Collector or Treasurer to address outstanding taxes due.

## LICENSE COMMISSION

	Actual FY 2010	Budget FY 2011	Budget FY 2012	\$ Change FY11-12	%Change FY11-12
<b><u>Appropriation by Major Object</u></b>					
Personal Services	19,335	19,335	21,932	2,597	13.4%
Ordinary Maintenance	1,073	400	400	0	0.0%
Other than Ordinary Maintenance	0	0	0	0	0.0%
<b>Total</b>	<b>20,408</b>	<b>19,735</b>	<b>22,332</b>	<b>2,597</b>	<b>13.2%</b>
<b><u>Appropriation by Major Activity</u></b>					
Licensing Oversight	20,408	19,735	22,332	2,597	13.2%
<b>Total</b>	<b>20,408</b>	<b>19,735</b>	<b>22,332</b>	<b>2,597</b>	<b>13.2%</b>
<b><u>Financing Plan</u></b>					
Liquor Licenses	20,408	19,735	22,332	2,597	13.2%
<b>Total</b>	<b>20,408</b>	<b>19,735</b>	<b>22,332</b>	<b>2,597</b>	<b>13.2%</b>

## License Commission

2 3 7 5 0 8 4 1 6 9

by the numbers

- 94** Liquor Licenses in the city, including 67 Annual, 17 Package Store and 10 Seasonal
- 126** Common Victualler licenses in the city
- 91** Automatic Amusement Device licenses in the city
- 33** Car dealer licenses in the city
- 44** Entertainment licenses in the city
- 5** Innholder licenses in the city
- 9** Lodging house licenses in the city
- \$190,000** Annual revenue in renewal fees of licenses
- 12+** Meetings of the License Commission each year – a minimum of one a month
- 1** License Violation Hearings (average) each month. Each Violation Hearing requires certified letters to the Licensee (possibly additional follow up if they refuse their certified mail); subpoenas sent to witnesses and officers; possibly hiring a court reporter if anyone was hurt in the incident; and decision letters sent promptly following the Commission’s decision
- A Dozen** Late licenses this year, requiring additional certified mail and even one hand delivery by a police officer when a Licensee refused the certified mail delivery
- ½** The number of full time equivalent employees that work for the License Commission