

TO: Don Gerrish & Town Council  
FROM: Linda Morrell, Town Clerk  
RE: Clerk signing off on certain renewal Licenses & Permits  
DATE: May 24, 2019

The reason for this memo is that I had a restaurant owner come in for his renewal Liquor License, and he asked me why the Clerk in Portland could sign his application, but I could not? I talked with Don and he suggested I ask my fellow Clerks how many of them handled renewals, and I had twenty-six Clerks reply. I have created a spreadsheet (see attached) with my findings, fifteen of the twenty-six handle liquor license renewals following some protocol.

I would like to do this as well. I believe it would speed up the process for the applicant, and they would not have to be dealt with at a Council meeting, unless they had a violation, or it was a new license request; then those applicants would go before the Council. New applicants would continue to have a public hearing and a background check. We would continue to have written approval from the Police Chief, Fire Chief and Code Enforcement for new and renewals, that would not change. I would also send a list to the Council the first of each month, with those establishments who would be coming due in the following month. If any Councilor had a concern about an establishment, I would have that applicant go before the Council for their Liquor License approval.

I noticed one other thing that many of the municipalities do when I read their emails, and that is they also check with the Tax Collector to see if the taxes are paid. I would recommend that we also make sure they have, at least, paid their Personal Property Tax, as they all pay those, even if they do not own the land and building.

In the Town's Code book, there are many business licenses i.e. Victualer's, Motion Picture, Coin-Operated Devices, Mobile Food Units, Bingo Beano Games of Chance, Going Out of Business Sale and Pole Locations that say "approved by the Windham Town Council or Council designee. Of those, I thought it might be prudent that the Clerk could also approve the yearly renewals for Victualer's, Motion Picture and Coin-Operated Devices. These are, relatively, low-key permits with just the Coin-Op application also needing the Police Chief and Code Department signing off.

Lastly, I would request the public hearing advertising fee the applicant pays when it is a "New" Liquor License or Special Amusement permit, be updated in the Code book. The ordinance reads a \$35.00 fee paid by the applicant, and the last time I had to run a notice, the newspaper charged \$100.00 for a one-day Special Amusement public hearing notice and \$300 for a three-day Liquor License public hearing notice.

Thank you for your consideration in this matter.