

# Town of Windham

Office of the TOWN CLERK

LINDA MORRELL

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## MEMO

TO: Town Council  
FROM: Linda Morrell Town Clerk *Linda*  
DATE: July 31, 2019  
RE: Adding Deputy Tax Collector to Liquor Addendum

I am requesting that we add the Deputy Tax Collector to this form because it is a way to ensure that these businesses pay their Personal Property Taxes before being issued their liquor license each year.

I asked other towns if they also checked to see if taxes were paid and the majority of them did.

**TOWN OF WINDHAM  
ADDENDUM TO LIQUOR LICENSE APPLICATION**

**Applicant:** \_\_\_\_\_

**REVIEW BY FIRE CHIEF**

**I have made a search of our records for fire incidents with the above listed Applicant and find:**

\_\_\_\_\_ **The applicant's establishment is in conformance with  
The Town of Windham Fire Codes.**

\_\_\_\_\_ **I request permission to personally address the Town  
Council for public record. (Relevant materials attached)**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**REVIEW BY POLICE CHIEF**

**I have made a search of our records for police contacts with the above listed Applicant and find:**

\_\_\_\_\_ **No remarkable incidents during the past 12 months that  
would jeopardize a liquor license application.**

\_\_\_\_\_ **I request permission to personally address the Town  
Council for public record. (Relevant materials attached)**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**REVIEW BY COMMUNITY DEVELOPMENT DIRECTOR**

\_\_\_\_\_ **The applicant's establishment is in conformance with  
The Town's Land Use Code and has an occupancy permit**

\_\_\_\_\_ **I request permission to personally address the Town Council  
For public record. (Relevant materials attached)**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**REVIEW BY DEPUTY TAX COLLECTOR**

\_\_\_\_\_ **The applicant's Personal Property Taxes have been paid and are up to date.**

\_\_\_\_\_ **Personal Property Taxes have not been paid.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_