



RECOMMENDATIONS FOR REVIEWING NEW LIQUOR LICENSES AND THE RENEWAL PROCESS (Resource 3 of 3)

For more information please visit www.healthylamoillevalley.org/community or contact Alison Link, Policy and Community Outreach Coordinator, 917-626-0344, alison@healthylamoillevalley.org.

STATE LICENSING (liquorcontrol.vermont.gov)

- 1st class/on-premises (bars, restaurants, hotels, clubs, bed and breakfasts)
- 2nd class/off premises license (stores)
- Outside consumption permits
- Catering licenses (businesses) and catering permits (events)
- Festivals and Special events
- Manufacturing (Towns do not approve these.)
- Tobacco Licenses and Tobacco Substitute Endorsements (Towns do not approve these but can still create rules and policy to support substance prevention.)

Recommendation: Select boards should stay involved in the process of granting and renewing licenses. Information can go to both the town clerk as well as the select board between January through March for review since all licenses expire around April 30th. Currently H.956 looks to allow staggered licenses.

Though select boards do not currently issue tobacco licenses, they still can have say. This document may help town leadership think about all substances.

REVIEW CHECKLIST “The BIG Picture”:

- Refer to or develop your town’s vision for a healthy community and for reducing substance use and misuse. Alison Link, Policy and Community Outreach Coordinator for Healthy Lamoille Valley, is available to help facilitate discussions, 917-626-0344, alison@healthylamoillevalley.org.
- Engage in conversation about where you currently see the impact of substance use/misuse in your community.
- Examine your town’s culture around substance use. How can you see this process through a lens of substance prevention and of safety?
- Map out and list current outlets. Think about the location of the requested license and what it adds to the current density and impact. How many outlets will youth pass on the way to the park or school?
- Look at local data such as Vermont’s Youth Risk Behavior Survey (YRBS).

ADDITIONAL SPECIFIC QUESTIONS YOU COULD ASK AS PART OF ANY LICENSE REVIEW OR RENEWAL PROCESS:

- What is the license being applied for?
- List type of license/permits they already have if any.
- What additional license might they apply for down the line? This will give the select board an idea of future business development i.e. outdoor consumption, etc.
- What other establishments are also applying for licenses at this time?
- What does the business applying for the license add to your community? How will you assess?
- What trainings do they provide or hope to provide for their employees? Do they/have they participate(d) in Responsible Retailer Trainings? Towns may require that all licenses conduct retailer training annually instead of every 2 years (which is the requirement). Is any additional training offered? Is your town aware of the training requirements and how you can assist? Is there a space your town can offer for in person trainings or computers with WIFI for online trainings?
- Have the outlets in your town passed their State compliance checks? Compliance check results are available liquorcontrol.vermont.gov/enforcement.
- Is there adequate law enforcement available when licensed establishments are open?
- What hours will they be open?
- What is the expected number of patrons? How many staff? Fire code #?
- Are they serving food? What is the potential impact if limited food is served?
- Will events be offered? What type of events? Will the audience be adults, families, 19+, 21+? What will be the process for identifying age?
- How will customer age be monitored? Extra barrier? The town can add a double barrier rule.
- Do they have a well thought out plan for if an incident arises?
- What kind of alcohol related signage will they have posted? Is there tobacco, marijuana smoking and vape-free signage?
- Does the building have exits? How can people evacuate easily?
- Where is parking located? Is the parking lot lit?
- Did they have problems? How did they deal with them?
- Are there police incident reports and feedback? Fire department feedback?

SPECIAL EVENT, CATERING AND FESTIVAL PERMITS:

- What license(s) are being sought?
- What is the location? Is it outside, indoors or both?
- What will the event add to or offer your community? How will you assess this?
- What is the expected number of patrons? How many staff? Fire code #?
- How will the specific event will be staffed?
- How will staff be trained?
- Is extra security needed? Who pays for it? The town could create requirements of more law enforcement and extra fees based on the number of people at a special event.
- Does the town want a policy that the business will be required to hire bouncers or law enforcement for the special event? At what ratio?
- Does the town want to restrict the event hours?
- What will be the process for identifying age? How will attendant age be monitored? Bracelets? Extra barrier? The town can add a double barrier rule.
- What kind of signage will they have posted?
- Does the town want to set a policy for substances not to be within a certain distance of youth and/or youth activities?