



TOWN OF WAITSFIELD

WAITSFIELD SELECTBOARD LIQUOR & TOBACCO LICENSE REVIEW POLICY

Purpose

The purpose of this policy is to ensure the responsible review and issuance of liquor and tobacco licenses in the Town of Waitsfield, while supporting efficient operations for businesses that demonstrate compliance and good standing. The Selectboard values both public oversight and administrative efficiency and seeks to balance community safety, fairness, and predictability in the license review process. This policy clarifies when an appearance before the Selectboard is required and when routine applications may be administratively approved.

I. Initial Applications

All liquor and tobacco license applications — including First Class, Second Class, and Third Class Liquor Licenses; Outside Consumption Permits; and Tobacco or Tobacco Substitute Endorsement Permits — require:

- Mandatory Selectboard appearance at a warned public meeting
 - Unless the applicant has previously appeared before the Selectboard for the same or a similar license, there are no violations or changes in operation, and the application is consistent with prior approvals. In such cases, the appearance requirement may be waived at the discretion of the Town Administrator and Selectboard Chair.
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II. Applications the Town Clerk and Assistant Clerk Can Approve

- \$15 fee to be paid to the Town
 - Special venue applications
 - Applications that meet the criteria for waived Selectboard appearance, as outlined in Section I
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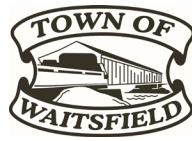
III. First Renewal

- Mandatory Selectboard appearance at a warned public meeting
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IV. Annual Renewals after two required Selectboard appearances

Compliant license holders may renew without Selectboard appearance if:

- No violations have been reported to DLL in the previous 12 months, after the first two years of licensing
 - All applicable license fees are paid in full
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- Licenses expire one year from the last approval date — renewals must be submitted via the DLL portal at least 45 days before expiration. Late submissions or lapsed licenses will require Selectboard review.
 - Renewals that are consistent with previously approved licenses and show no operational changes or violations may continue without Selectboard appearance.
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V. Violation Protocol

Mandatory Selectboard review is required if:

- A documented violation exists in DLL records (e.g., sale to minors, hours of operation violations)
 - A pending complaint is under investigation by DLL or local authorities
 - A license modification is requested (e.g., expansion of outdoor consumption area)
 - Applications that meet the criteria for waived Selectboard appearance, as outlined in Section I
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VI. Special Circumstances

The Selectboard may, by majority vote, require an appearance if:

- Public safety concerns arise
- Complaints are received from neighbors, residents, or other community members