

## ANNUAL REPORT OF THE MALDEN LICENSING BOARD

As a Members of the Malden Licensing Board, we, James S. Conway, Chairman; Judi Bucci, Member; and Lee A. Kinnon, Member are providing this 2015 Annual Report in compliance with City of Malden Ordinance 1.7.

We are pleased to furnish to the City Council with this report of activities for the previous calendar year. This includes a statement of receipts and expenditures and a schedule of materials, tools and property of all kinds on hand over the past fiscal year.

### OVERVIEW

1. One of the key elements of the Licensing Board's mission is to protect the public safety by ensuring that licenses are exercised in such a manner so as to protect the common good. To that end, our primary goal is to educate licensee's to prevent violations of the law.
2. Board Members attend educational seminars for any updates to the law of the ABCC Rules and Regulations.
3. The Alcoholic Beverages Control Commission encourages licensee's to be informed and responsible. Our goal is to help prevent problems before they happen.

The Board provides the State Guide to Liquor Laws and our own General Rules for Licensees of Alcoholic Beverages in the City of Malden for:

- a. Chapter 138, Sec. 12-Sales of Alcoholic Beverages to be drunk on the premises
- b. Chapter 138, Sec 15-Sales of Alcoholic Beverages not to be drunk on the premises.
- c. Entertainment – General rules for entertainment licenses granted to licensees pursuant to Massachusetts General Laws, Chapter 138, Section 12 for sales of alcoholic beverages to be drunk on the premises.

Any and all licenses issued by the Malden Licensing Board shall be governed by the Massachusetts General Laws, the Rules and Regulations of the Alcoholic Beverage Control Commission of the Commonwealth of Massachusetts and The Code of Massachusetts Regulations and the Rules and Regulations of the Malden Licensing Board.

### SECTION 1

#### STRUCTURE OF THE MALDEN LICENSING BOARD

**James S. Conway is the Chairman of the Malden Licensing Board and serves with Board Members, Judi Bucci and Lee A. Kinnon. Diane Anthony serves as Clerk to the Board.**

A. Number of employees	<u>4</u>
a) Managers	_____
b) Staff	_____
c) Union	_____
d) Full-Time	_____
e) Part-Time	_____

- f) Amount of Unfilled Positions \_\_\_\_\_
- g) Other (Please Specify) \_\_\_\_\_

B. Insert Organizational Chart here

**James S. Conway**  
Chairman

**Judi Bucci**  
Board Member

**Lee A. Kinnon**  
Board Member

**Diane M. Anthony**  
Clerk

**SECTION 2**  
**FACILITIES**

The Malden Licensing Board requires one office with enough space to accommodate 2 desks and at least 5 file cabinets. Currently the Board's Offices are included within the space of the City Solicitor's Office.

- A. Facilities needed to accommodate your Department *(Estimate the amount of space that is needed for your staff, equipment, public interaction, etc. Estimate on per square foot basis)*

**THE MALDEN LICENSING BOARD IS LOCATED WITHIN THE OFFICE OF THE CITY SOLICITOR**

- a) Space needed for personnel \_\_\_\_\_
- b) Space needed for files \_\_\_\_\_
- c) Space needed for equipment \_\_\_\_\_
- d) Other \_\_\_\_\_
- TOTAL \_\_\_\_\_

**REVENUE**

The Malden Licensing Board collects revenue from the following:

1. \$200 fee assessed for each application that comes before the Board. This is paid by check and deposited by the Clerk of the Licensing Board to the Treasurer's Office.
2. \$100 for special one day licenses paid by check and deposited by the Clerk to the Treasurer's Office
3. Renewal Fees are paid directly to the Treasurer's Office-the Clerk does not collect Renewal Fees.

- B. All Revenues that came into the Department *(See attached List of Revenue/Income from the Licensing Board for Calendar Year 2015 attached hereto- \$185,40.00*

- a) City Budget \_\_\_\_\_
- b) State Budget \_\_\_\_\_
- c) Federal Budget \_\_\_\_\_
- d) Grant Monies \_\_\_\_\_

- e) Licenses/Fees
- f) Other

**SECTION 4**  
**EXPENDITURES**

*This Section should contain a brief summary about the expenditures from your department.*

A. All Expenditures that came out of the Department (*Insert List of accounts with amounts here or fill out below*)

- |                                 |                          |
|---------------------------------|--------------------------|
| a) Personnel Costs              | <u><b>\$9,300.00</b></u> |
| i) Overtime Breakdown           | _____                    |
| b) Equipment Costs              | _____                    |
| i) Breakdown                    | _____                    |
| c) Postal Costs                 | _____                    |
| i) Breakdown                    | _____                    |
| d) Printing Costs               | _____                    |
| <b>\$1,000.00</b>               |                          |
| i) Breakdown                    | _____                    |
| e) Leasing Costs                | _____                    |
| i) Breakdown                    | _____                    |
| f) Other (Please Specify) _____ | _____                    |

**SECTION 5**  
**ASSETS**

*This Section should contain a brief summary about the assets of your department.*

A. Provide a Listing of All Major Assets Under the Control of Your Department. (*This should include materials, tools, vehicles, equipment and property on hand over the last fiscal year.*)

**THE MALDEN LICENSING BOARD IS LOCATED WITHIN THE OFFICE OF THE CITY SOLICITOR AND USES THE MATERIALS, TOOLS AND EQUIPMENT OF THE CITY SOLICITOR'S OFFICE.**

## SECTION 6 PROGRAMS

*This Section should contain a brief summary about the various programs in your department.*

- A. Provide a Listing of All Programs Under the Direction of Your Department. *(Please detail where and how these programs originate from, i.e. statutory, internal, etc.)*  
*Examples include, Water Meter Program, Street Sweeping Program, etc.*

## NOT APPLICABLE

## SECTION 7 CHALLENGES

- A. Provide a brief description of the major challenges that the Department deals with.  
*List Three Challenges that your Department Confronts on a Regular Basis, what issues should the Council know about?*
- 1. The Licensing Board needs to determine whether there is a public need when reviewing applications for additional package stores;**
  - 2. The Licensing Board has to determine whether new liquor licenses for restaurants are desirable for both the business and the neighborhood the business inhabits;**
  - 3. Provide appropriate discipline to violators while also investigating violation notices provided by the Malden Police Department**

## SECTION 8 OPPORTUNITIES

- A. Provide a brief description of Ways that the Department could take advantage of. *List Provide Three Opportunities that you foresee for your Department.*
- 1. Educate and keep informed all liquor license holders and changes in State Law or Local Ordinance which may pertain to the successful operation of a business**
  - 2. Monitor compliance by liquor license holders of State Law and Local Ordinance to ensure that laws are being obeyed.**
  - 3. Monitor license holders with regard to the public safety by carefully watching for incidents of overcrowding, over-serving, or serving of minors.**

## SECTION 9 CONCLUSION

*Please Note-*

*The report of the Building Inspector shall contain detailed descriptions and valuations for all real estate owned by the City or under the control of the Malden Redevelopment Authority.*

*The report of the **Public Works Commission** shall contain an evaluation of the condition of streets, sidewalks, sewers, parks, playgrounds and drains.*

*The report of the City Engineer shall contain an evaluation of the condition of all bridges and culverts in the City.*

*The report of the **Insurance Committee** shall detail the status of all fire and boiler insurance contracts*