

Sturbridge Business Breakfast

10 September 2019
Sturbridge Town Hall

Agenda

- Welcome and Introductions
- Town Update
 - Introduce new Town Administrator
 - Update from Economic Development
- Annual License Renewal Process Overview
- Question and Answer

Welcome and Introduction

Please share your:

- Name
- Business
- Something new or exciting about your business



Town of
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Town Update

Speakers

- Jeff Bridges, Town Administrator
- Kevin Filchak, Economic Development & Tourism Coordinator



Introduction of new Town Administrator

- Jeff Bridges
 - (508) 347-2500 – option 2
 - jbridges@town.sturbridge.ma.us

Town Update

- Commonwealth Community Compact - \$24,850
- Branding / Marketing Strategy Development
- Community Events
- Tax Incentive Policy Updates
- New Business Licenses
- Resources Available to Businesses
 - www.sturbridge.gov/for-business

Annual License Renewal Process - Overview

Speakers:

- Kevin Filchak, Economic Development and Tourism



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Annual License Renewals

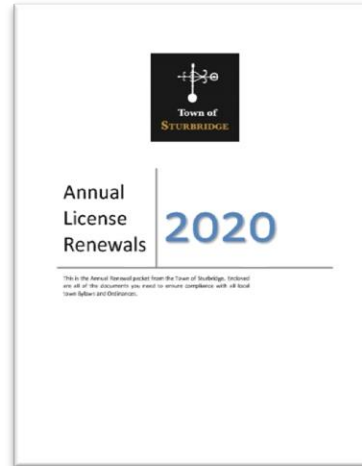
- Occurs every year
- Begins in early August and runs through 31 December
- During that time...
 - Businesses complete all required permits from:
 - Board of Health
 - Board of Selectmen
 - Building Department
 - Fire Department
 - Alcoholic Beverage Control Commission (ABCC) - State sends their own form
 - Inspectors visit and sign off on businesses
 - Licenses issued

Why do we do this?

- We're mandated by law to review licenses and businesses annually
- Public Safety
- It protects businesses

What do Businesses have to do?

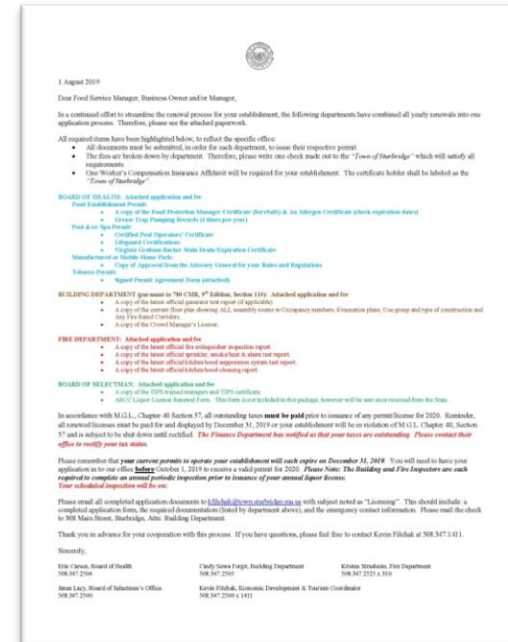
- Every pertinent business should have received an **email** with three attachments.
 - Cover Letter with Tax Status
 - License Renewal Packet
 - A fee sheet



What do Businesses have to do?

Cover Letter

- Businesses will receive one of four letters:
 - Taxes paid, no inspection
 - Taxes paid, inspection
 - Taxes not paid, no inspection
 - Taxes not paid, inspection
- Letter tells you everything you need to complete for the packet



What do Businesses have to do?



License Renewal Packet

- Packet has all of the Town forms that you'll need to complete
- NOTE: You *may* not need to complete every form in the packet, be sure to read the Cover Letter
- NOTE: Packet also lists things that you need to **attach**
- It is a fillable PDF so you can type the answers, sign it and mail/scan it back to us



What do Businesses have to do?



RETAIL TOBACCO SALES PERMIT AGREEMENT FORM

ANNUAL LICENSE RENEWALS 2020

ANY QUESTIONS CAN BE DIRECTED TO THE BOARD OF HEALTH.

This form must be signed by the owner/operator of the establishment applying to the Sturbridge Board of Health for a Retail Tobacco Sales Permit. No permit shall be issued until this form has been signed.

- 1) I have read and understand all subsections of the Board of Health's Regulations Affecting Smoking Youth Access to Tobacco, and I understand that this permit must be renewed annually.
- 2) I understand that it is against the law to sell cigarettes or any tobacco product to anyone less than 21 years of age, regardless of how old the person looks.
- 3) I understand that the Board of Health's regulations require that anyone selling tobacco products to conclusively establish a customer's age. This means that the clerk must ask for and see identification proving the person is at least 21 years of age.
- 4) I understand that the Board of Health's regulations require the owner/operator of any establishment to control the sale of tobacco products. This means that I will train my employees to conduct tobacco sales in a legal manner.
- 5) I understand that the Board of health or its designees will conduct regular, unannounced compliance checks of my business to ensure that neither I, nor my employees, are selling tobacco products to minors. This means that:
 - a. The Board of Health will send minors into my business to attempt the purchase of tobacco.
 - b. These minors may or may not look 21 years of age.
 - c. These minors will state their correct age if asked.
- 6) I understand that, based on the results of such compliance checks, the penalties specified in the tobacco sales regulations will be enforced, that is:
 - a. The Board of Health will issue a fine of \$100 the first time, for any employee of my business, sells tobacco to a minor.

ADDITIONAL INFORMATION

Type of Treatment	
Water Source	
# of Units or Sites	
Daily capacity of system	
Name of Operator*	
Address of Operator	
Phone of Operator	
Fax number of Operator	
24/7 Phone number for operator	
Frequency of operation and maintenance inspections	
Frequency and type of lab testing on wastewater	

* Attach a copy of Wastewater Treatment Plant Operator's State Certification.

Social Security Number OR Federal Identification Number	
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Pursuant to M.G.L. Ch. 63C §49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Signature of Individual or Corporate Name _____

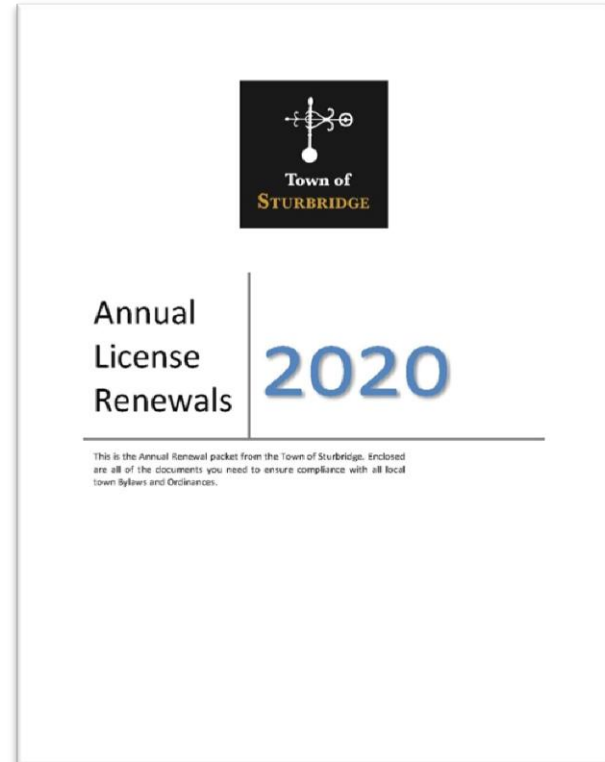
Date _____



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What do Businesses have to do?

- These need to be returned to the town by **October 1st**
 - licensing@town.sturbridge.ma.us
 - By mail, ATTN: Kevin Filchak
- This gives us time to review, correct errors, ensure its complete
- License fees are found on fee sheets, checks made out to “Town of Sturbridge”



What do Inspectors have to do?

- The Town will schedule an inspection at your business with:
 - Building Department
 - Fire Department
- Your business may / may not need an inspection, the cover letter will tell you



What do Inspectors have to do?

- Inspectors will walk through and check various items to ensure safety and compliance
 - Example: Fire exits, extinguishers, lighting, food storage.
- If errors identified, Inspectors will note what corrective actions needs to be made and work with business to bring themselves into compliance



Taxes

- As per M.G.L. Chapter 40 Section 57 all outstanding taxes **must be paid** prior to the issuance of any permit/license for 2020
- Those who have outstanding taxes should speak with the Finance Department to determine what payments need to be made and how to do so
- **Finance Department - (508) 347-2509**

Issuing License

- Assuming all forms are properly completed, inspections are passed and taxes are paid, then a business will receive its license(s)
- SPECIAL NOTE: Liquor licenses from the ABCC are **separate** and **do not** come from the Town
- License will be mailed around 15 December and become active on 1 January

Questions on Annual License Renewal?

- Board of Health
 - Erin Carson
 - Center Office Building, 301 Main St.
 - 508.347.2504
 - bohadmin@town.sturbridge.ma.us
- Board of Selectmen
 - Andrea Mensen
 - Town Hall, 308 Main St.
 - 508.347.2500 ext. 2
 - amensen@town.sturbridge.ma.us
- General Questions
 - Kevin Filchak
 - Center Office Building, 301 Main St.
 - 508.347.2500 ext. 1411
 - kfilchak@town.sturbridge.ma.us
- Building Department
 - Cindy Forgit
 - Center Office Building, 301 Main St.
 - 508.347.2505
 - cforgit@town.sturbridge.ma.us
- Fire Department
 - Kristen Strasheim
 - Public Safety Complex, 346 Main St.
 - 508.347.2525 ext. 306
 - kstrasheim@town.sturbridge.ma.us



Question and Answer



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Question and Answer

- Here is your opportunity to ask staff, elected/appointed officials **any** question(s) you'd like
- Also a great opportunity to raise any comments or concerns that you may have



Thank you

We would like to thank Table 3 and Cedar Street Café for providing us with this wonderful food spread this morning

Contact Us

Kevin Filchak, M.P.A.

Economic Development &
Tourism Coordinator

(508) 347-2500 ext. 1411

kfilchak@town.sturbridge.ma.us

Thank you very much for
joining us this morning!



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