

**License Commission Meeting Minutes**  
**4 Green Street, Police Department Conference Room, Newburyport, MA**  
**March 5, 2014**

The meeting was called to order at 7:00 P.M.  
A quorum was present.

**1. Roll Call**

**In attendance:** Craig Holt, Richard Sharp, Donald Zabriskie, Brad Duffin  
**Absent:** Joseph Devlin

**2. Minutes**

February 13, 2014

Motion to approve the minutes of Feb. 13, 2014 by Craig Holt, seconded by Richard Sharp. So voted.

**3. One Day Licenses**

**1) *Friends of the Library Books in Bloom***

**Representative at meeting:** Debbie Knight and Judy Avery

**Type of License Requested:** Beer & Wine

**Information discussed about Event:** This is the 3rd annual event to raise money for the Newburyport Public Library. Being held at the Library on April 5, 2014 from 6:30pm to 9:00pm. They had 168 people last year and expect about 200 people. They are selling tickets in advance. They will have a food buffet and music provided by students from the Governor's Academy. The Commission requested a second bartender if they have more than 150 people. They are using North Shore Bartending

**Purpose of Event:** Proceeds support the Newburyport Public Library.

**License Check-list:**

- ☒ Charitable and/or non-profit organization (to benefit)
- ☒ Event to be legally conducted and revenues raised should further goals of organization
- ☒ TIPs certified bartender: Yes
- ☒ Proof of Liability Insurance
- ☒ \$100.00 check
- ☒ Other: Fire Department Sign Off

Motion to approve by Richard Sharp, seconded by Craig Holt. So voted.

**Votes Cast:**

Joseph Devlin: Absent

Craig Holt: Yes

Richard Sharp: Yes

Donald Zabriskie: Yes

Brad Duffin: Yes

**2) *Newburyport Charitable Causes Bocce Ball Tournament***

**Representative at meeting:** Scott Signore

**Type of License Requested:** Beer & Wine

**Information discussed about Event:** This event will be held at Cashman Park with food trucks, band and beer and wine. They will create a roped in area off the field in a parking area on the south side of the playing field. Parking will be in the Towle building parking lot. The Commission requested more than 1 bartender for more than 150 people, a layout of the grounds, and police details. Event is June 21, 2014 from 1:30pm to 7:00pm.

**Purpose of Event:** Proceeds support Cancer Center at Anna Jaques Hospital.

**License Check-list:**

- ☒ Charitable and/or non-profit organization (to benefit)
- ☒ Event to be legally conducted and revenues raised should further goals of organization
- ☒ TIPs certified bartender: Yes
- ☒ Proof of Liability Insurance
- ☒ \$100.00 check

√ Other: Fire Department Sign Off

Motion to approve by Craig Holt, seconded by Donald Zabriskie. So voted.

**Votes Cast:**

Joseph Devlin: Absent

Craig Holt: Yes

Richard Sharp: Yes

Donald Zabriskie: Yes

Brad Duffin: Yes

**3) Newburyport High School Theatre Dept All That Jazz Speakeasy**

**Representative at meeting:** Cindy Gross

**Type of License Requested:** Beer & Wine

**Information discussed about Event:** This event will be held at Nicholson Hall beer and wine. They expect about 100 to 150 people. Event is March 22, 2014 from 7pm to 11:00pm. They have 1 TIPs certified bartender.

**Purpose of Event:** Proceeds support the Theater Department.

**License Check-list:**

√ Charitable and/or non-profit organization (to benefit)

√ Event to be legally conducted and revenues raised should further goals of organization

√ TIPs certified bartender: Yes

√ Proof of Liability Insurance

√ \$100.00 check

√ Other: Fire Department Sign Off

Motion to approve by Richard Sharp, seconded by Craig Holt. So voted.

**Votes Cast:**

Joseph Devlin: Absent

Craig Holt: Yes

Richard Sharp: Yes

Donald Zabriskie: Yes

Brad Duffin: Yes

**4. Transient Vendor Licenses**

**1 and 2.) Kristina Fields, Vendor License for Hotdog Cart – The Dog Pound and Slushie Cart**

Kristina Fields is renewing her two vendor licenses on Inn Street. The only problem she encountered last year was when the parking lot was resurfaced and it impacted her cart. She is concerned about the scheduled work on Inn Street this year. The Commission recommended she talk with the Planning Office. Last year there was one issue during Yankee Homecoming and that was worked out.

Motion to approve by Richard Sharp, seconded by Craig Holt. So voted.

**Votes Cast:**

Joseph Devlin: Absent

Craig Holt: Yes

Richard Sharp: Yes

Donald Zabriskie: Yes

Brad Duffin: Yes

**3.) John Brown, Vendor License for Spirit of Newburyport**

John Brown is renewing his vendor license on Inn Street for his cart with prints and artwork. This is his fifth year. He would like to see other artists be able to have carts in the downtown area also. The Commission recommended he talk with the City Council. He is aiming to open April 1<sup>st</sup>.

Motion to contingently approve pending insurance and payment by Craig Holt, seconded by Donald Zabriskie. So voted.

**Votes Cast:**

Joseph Devlin: Absent

Craig Holt: Yes

Richard Sharp: Yes

Donald Zabriskie: Yes

Brad Duffin: Yes

**5. Change of Manager**

**1.) Neptune Club**

Charlie LeBuff was in attendance requesting the Change of Manager be moved to the April 2, 2014 meeting as Greg White could not make it this evening due to a medical emergency.

## **6. Change of Hours**

### **1.) 17 State Street Cafe**

Cathy Moulton requested to change her hours to close at midnight. Now that they have a new chef, and the music they are providing, patrons want to stay later. Last call will be 11:30 or 11:45pm. The kitchen will stay open later as well, as she does not intend to have a drinking establishment.

Motion to approve change of hours by Donald Zabriskie, seconded by Richard Sharp. So voted.

#### **Votes Cast:**

Joseph Devlin: Absent

Craig Holt: Yes

Richard Sharp: Yes

Donald Zabriskie: Yes

Brad Duffin: Yes

## **7. One Day License**

### **4) Yankee Homecoming**

**Representative at meeting:** Jason Lacroix

**Type of License Requested:** One Day Beer & Wine

**Information discussed about Event:** Yankee Homecoming wine tasting takes place in May. This is an annual event and will be held in the City Hall Auditorium. Expecting 250 people with a maximum of 15 tables. They may have a locally brewed rum station as well. The commission requested at least 2 TIPs servers, and 1 police officer. They would like feedback after the event.

**Purpose of Event:** Proceeds support the Yankee Homecoming.

#### **License Check-list:**

- ☒ Charitable and/or non-profit organization (to benefit)
- ☒ Event to be legally conducted and revenues raised should further goals of organization
- ☐ TIPs certified bartender: Yes
- ☐ Proof of Liability Insurance
- ☐ \$100.00 check
- ☐ Other: Fire Department Sign Off

Motion to approve contingently based on getting all of the paperwork, insurance, TIPs by Don Zabriskie, seconded by Richard Sharp. So voted.

#### **Votes Cast:**

Joseph Devlin: Absent

Craig Holt: Yes

Richard Sharp: Yes

Donald Zabriskie: Yes

Brad Duffin: Yes

## **8. Miscellaneous**

1) Jason Lacroix discussed the Beerfest at the Waterfront that the Yankee Homecoming committee hosts every year.

## **9. Adjourn**

Motion to adjourn at 8:30pm by Don Zabriskie, seconded by Craig Holt. So voted.